

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Design Procedures	PAGE <u>1</u> OF <u>3</u> NUMBER: 21-CAM-03
RULE/CODE REFERENCE:	SUPERSEDES: 21-CAM-03 dated 01/02/12
RELATED ACA STANDARDS:	EFFECTIVE DATE: February 11, 2016
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish responsibility, procedure and documentation that will provide guidelines for the design of new facilities and renovation of existing facilities.

III. APPLICABILITY

This policy generally applies to all persons employed by or under contract of employment with the Ohio Department of Rehabilitation and Correction (DRC) who could be involved with the design of new facilities and the renovation of existing facilities. It specifically applies to all correctional institution, Operation Support Center (OSC) and Ohio Penal Industries' staff.

IV. DEFINITIONS

Associate - The individual or architectural firm responsible for providing professional design services and contracts administration for the project according to an agreement with the DRC.

Specifications - Those portions of the contract documents consisting of standards for materials, equipment, construction systems and workmanship as they apply to the work and certain administrative details applicable thereto.

Work – The construction services required by the contract documents to include all labor, materials, equipment and services performed or provided by the contractor for the project.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction that all staff shall follow the project design procedure.

VI. PROCEDURES**A. For Local / Department of Administrative Services (DAS) Administration**

1. The Chief/designee of the Bureau of Construction, Activation, Maintenance and Sustainability shall assign and/or assist a project manager to establish a design program committee for new facility/construction or existing facility renovation, which shall include Operation Support Center (OSC) administrators, project associates, and institution staff.
2. Architectural programming requirements shall be developed by the design program committee to include, but not be limited to, number of beds, security level, facility function and style, square feet, and area relationships.
3. Specialized department staff shall be included in the design program committee when specialized information is required, such as medical, health and safety, food service, maintenance, education, Ohio Penal Industries, administration, records, and the Bureau of Agency Policy and Operational Compliance. These personnel shall serve as resource staff to review design program committee requests and develop recommendations and suggestions for the overall project in regard to their specific areas of expertise.

B. Design Process

1. Schematic Design Phase
 - a. The associate shall follow the guidelines of Ohio Facilities Construction Commission Design and Construction handbook (manual) in the preparation of the schematic design.
 - b. The associate shall prepare the schematic design utilizing the design program committee's input, budget for the construction/renovation of the building, and receive the approval of the design program committee for this phase of the design.
2. Design Development
 - a. The associate shall follow the guidelines of Ohio Facilities Construction Commission Design and Construction handbook (manual) in the preparation of design development.
 - b. The associate shall make changes to the design development as suggested by the design program committee, budget for the construction/renovation of the building

reflecting the changes, and receive the approval of the design program committee for this phase of the design.

3. Construction Documents

- a. The associate shall follow the guidelines of Ohio Facilities Construction Commission Design and Construction handbook (manual) in the preparation of construction documents.
- b. The associate shall make changes to the construction documentation as suggested by the design program committee, budget for the construction/renovation of the building reflecting those changes, and receive the approval of the design program committee for this phase of the design.

4. Approved Construction Documents

The associate shall receive the Bureau of Construction, Activation, Maintenance, and Sustainability approval for the construction documents, along with written specifications for the construction bidding process.