

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT:	PAGE <u>1</u> OF <u>3</u>
Construction Process	NUMBER: 21-CAM-07
RULE/CODE REFERENCE:	SUPERCEDES: 21-CAM-07 dated 03/20/01
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 set forth a process which provides the Bureau of Construction, Activation, Maintenance and Sustainability (CAMS) and institutional maintenance staff with procedures for construction management of capital improvement and maintenance projects. The procedures shall guide project managers and institutional management staff in the proper administration and implementation of all capital improvement projects beginning with the construction phase.

III. APPLICABILITY:

This policy applies to all Ohio Department of Rehabilitation and Correction staff members involved in the construction of new buildings and renovation of existing buildings at our facilities.

IV. DEFINITIONS:

Associate - The individual or firm responsible for providing professional design services (architect and engineer) and contract administration for the project according to an agreement with the Department.

Contractor – A successful bidder with whom the State has entered into a contract for the performance of work on the project in cooperation with other contractors and persons and in accordance with the contract documents.

OFCC - Ohio Facilities Construction Commission is responsible for guiding capital projects for state agencies, state-supported universities and community colleges, including Ohio's comprehensive public K-12 school construction and renovation program, and managing the grants process for cultural facilities and school security programs.

Pre-Construction Meeting – The initial meeting, which shall include all project stakeholders, contractors, and consultants required to construct the project, in accordance with approved

specifications. An agenda should include all items necessary to establish communication and approval hierarchies.

Project – The totality of the public improvement project to be constructed, of which the work performed under the contract documents, may be the whole or a part of the total project.

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 the Construction Administration Procedures Manual, as published by the Bureau of CAMS, be adopted and followed by all personnel involved in the management of construction including but not limited to, the Deputy Director of Office of Administration (OOA), the Chief of CAMS, project managers, institutional managers and other involved staff.

VI. **PROCEDURES:**

Once a project has completed the bidding/contract award phase, the construction phase shall begin. The construction phase follows contract administration procedures and skills through numerous steps, which are outlined below:

A. **PRE-CONSTRUCTION MEETING**

The project manager and/or the associate (Architect/Engineer), if applicable, shall coordinate the scheduling of the meeting and notify the facility, Bureau of CAMS, and the Office of Prisons of the date, time, and place of the meeting utilizing the Pre-Bid Meeting Notification/Pre-Construction Meeting Notification Form (DRC1742). Additionally, they shall chair the pre-construction meeting that shall be held at the job site. The agenda utilized shall be as approved in the CAMS Construction Administration Procedures Manual.

B. **CONSTRUCTION SCHEDULE**

The lead contractor, with input and concurrence of all other prime contractors, shall develop the construction schedule. The project manager and associate (Architect/Engineer), if applicable for local administration, shall review and approve the original schedule. For DAS administered projects, DRC shall approve the schedule. Said review and approval shall ensure prime contractors compliance with project milestone and completion dates. The associate (Architect/Engineer) shall be responsible for verification of the schedule's logic.

C. **CONSTRUCTION PROGRESS MEETINGS**

Regularly scheduled construction progress meetings shall be conducted and recorded by the associate and shall be monitored by the project manager or his/her designee. Meeting minutes shall become the official project record for use by all involved parties.

D. PROGRESS PAYMENTS

For local administered projects, progress payments for associates and prime contractors shall be submitted on Contract Cost Breakdown/Partial Payment Form (DRC1722) and Record of Final Inspection & Certification of Contract Completion Form (DRC1723) and reviewed with approval recommended by the project manager. For OFCC administered projects, the progress payments shall be submitted to OFCC on DAS approved forms and reviewed and approved by OFCC.

E. CHANGES IN THE WORK

The project manager and associate shall approve all changes/deviations in the work performed by contractors (if applicable). Vehicles for changes/deviations in the work are as follows:

1. Emergency Change Order – An emergency change in the work exceeding \$10,000 in cost and initiated by an authorization letter signed by the Chief of CAMS.
2. Change Order – A document recommended by the project manager and the associate if applicable, which authorizes a change in the work; an adjustment in the contract price and/or contract duration utilizing the Change Order Form (DRC1749) for locally administered projects.
3. Field Work Order – A written order which authorizes the work issued by the project manager with technical approval by the associate, if applicable which authorizes an immediate change in the work with an available dollar value less than \$10,000.00. Within fourteen (14) days of issuing a field work order (DRC1748), a change order (DRC1749) shall be processed. Contractors can't submit the progress payment for a field work order. Only through an approved change order, after work is completed, the approved change order is the method for payment.

All changes in work shall comply with construction administration procedures as published by CAMS. Lump sum prices or costs not substantiated by proper labor, material and overhead, and profit sums may not be authorized. Refer to Construction Administration Procedures Manual.

Related Department Forms:

Contract Cost Breakdown/Partial Payment	DRC1722
Record of Final Inspection & Certification of Contract Completion	DRC1723
Pre-Bid Meeting Notification/Pre-Construction Meeting Notification	DRC1742
Field Work Order	DRC1748
Change Order	DRC1749