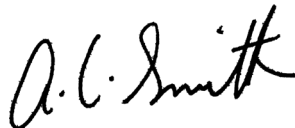




Department of
Rehabilitation & Correction

SUBJECT: Capital Project Administration	PAGE <u>1</u> OF <u>6</u>
	NUMBER: 21 CAM-11
ORC/OAC REFERENCE: ORC 123.211, 153, 5120.01, 5120.09	SUPERSEDES: 21-CAM-11 dated 01/04/2021
RELATED ACA STANDARDS:	EFFECTIVE DATE: June 27, 2022
	APPROVED: 

I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

II. PURPOSE

The purpose of this policy is to set forth procedures which provide for the Ohio Department of Rehabilitation and Correction (ODRC) Bureau of Construction, Activation, Maintenance, and Sustainability (CAMS) staff and ODRC institutional staff guidelines required to undertake and complete capital projects.

III. APPLICABILITY

This policy applies to all ODRC staff, primarily employees of institutional maintenance staff, as well as, staff from the CAMS bureau.

IV. DEFINITIONS

The definitions for the below listed terms can be found at the top of the policies page on the ODRC Intranet at the following:

[Definitions Link](#)

- **Capital Budget**
- **OAKS Capital Improvements (OAKS CI)**
- **Ohio Facilities Construction Commission (OFCC) Administered Projects**
- **Ohio Facilities Construction Commission Manual**

V. POLICY

It is the policy of the ODRC that Capital Project Administration procedures shall be followed by the Bureau of CAMS staff, deputy director of the Office of Administration, regional directors, institution managing officers, and other key staff.

VI. PROCEDURES

The Ohio Facilities Construction Commission (OFCC) Manual outlines procedures required to undertake and successfully complete capital projects for Ohio agencies; therefore, applicable staff shall utilize this manual when administering projects. The manual also includes forms to be utilized throughout the project. This manual can be located at: <http://ofcc.ohio.gov/Resources/Publications.aspx#115666-the-manual>.

A. The OFCC Manual covers an array of information. Listed below are key subject matters included in the manual:

- Planning
- Budgeting
- Local Administration
- Selecting a Project Delivery Method
- Construction Management
- Procurement
- Design
- Professional Services Payment
- Bid & Award
- Documents
- Claims & Disputes
- Contractor Closeout

B. OAKS Capital Improvements (OAKS CI)

1. The State's web-based capital program and project management information system is to be utilized for all locally administered projects and those administered by the OFCC.
2. Projects which are locally administered but utilize a third-party administration contract are not required to utilize OAKS CI. Instead, these projects will utilize the system specified within the contract.

C. Project Initiation

Project initiation procedures shall be set forth by the CAMS chief and communicated to CAMS staff.

D. Design Program Committee

1. The CAMS chief/designee shall assign 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 limited to, number of beds, security level, facility function and style, square feet, area relationships and potential Leadership in Energy and Environmental Design (LEED) certification.

3. Specialized department staff shall be included in the design program committee when specialized information is required (i.e., medical, health and safety, food service, maintenance, education, Ohio Penal Industries, administration, records, and the Bureau of 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.

E. Design Process

1. Schematic Design Phase

- a. The architect/engineer (A/E) shall follow the guidelines of the Ohio Facilities Construction Commission Manual in the preparation of the schematic design.
- b. The A/E shall prepare the schematic design utilizing the design program committee's input, budget for the construction/renovation of building, and receive the approval of the design program committee for this phase of the design.

2. Design Developments

- a. The A/E shall follow the guidelines of the Ohio Facilities Construction Commission Manual in the preparation of design development.
- b. The A/E shall make changes to 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 contractor shall follow the guidelines of Ohio Facilities Construction Commission Manual in the preparation of construction documents.
- b. The contractor shall make changes to construction documents 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 contractor shall receive the Bureau of Construction Compliance approval for the construction documents, along with written specifications for the construction bidding process.

F. Construction Bidding

1. Public Improvements that exceed \$215,000 in aggregate cost must be competitively bid per ORC Chapter 153 and, as such, Public Bid Advertisement is required. Prior to publication, the A/E must submit the following documents to the project coordinator:

- a. One set of Contract Documents, approved by the Division of Industrial Compliance,
 - b. One copy each of the Solicitation, Bid Form and Detailed Cost Estimate. For any alternate bid item, a cost estimate of each alternate, by trade contractor, must be included in the Detailed Cost Estimate.
2. The public bid must be published in local newspaper(s) in the county of project for bid once a week for three (3) consecutive weeks with the bid opening no sooner than eight (8) calendar days following the last advertisement. Additional advertisements may be placed in other newspapers to solicit bidder participation, as determined by the A/E, project manager and owner.
 3. Electronic bidding requests for local administered projects are to be emailed to the project coordinator no less than ten (10) calendar days prior to the requested advertisement date. Immediately after the time indicated in the solicitation, the bids shall be fetched from the electronic bidding service, unencrypted, and opened. Any bid which arrives after the time set for the bid opening will be rejected by the electronic bidding service. Once all bids have been opened, the Bid Tabulation Report shall be exported from the electronic bidding service.
 4. In the case that Bid Express is not utilized, bid opening is to be tabulated on the Local Administration Tabulation of Bids form (DRC1738).
 5. Additional information regarding bids can be located in the Ohio Facilities Construction Commission Manual <http://ofcc.ohio.gov/Resources/Publications.aspx#115666-the-manual>.

G. Contracts

1. Local Administration contracts shall be completed by the CAMS project coordinator. The necessary documents are to be supplied to the project coordinator at the same time Controlling Board request is made.
2. The project coordinator will issue "Notice of Intent to Award" to the contractor, which will notify the apparent successful Bidder that, subject to the Contractor's compliance with all conditions precedent for Contract Execution within the time specified, ODRC intends to award a contract to the bidder. ODRC reserves the right to rescind any Notice of Intent to Award if it determines that the Notice was issued in error.
3. Once approved by the Controlling Board, Project Coordinator will finalize contract and issue a "Notice of Commencement" and a "Notice to Proceed" to the contractor and copy the project manager prior to beginning construction.

H. Change Order

1. Change orders are produced when a change occurs in the project and processed through OAKS CI.

2. Change orders will be processed according to the OAKS CI workflow. CAMS project managers can approve up to \$100,000, CAMS chief approves all change orders above \$100,000.

I. Construction Payments

1. Invoices for construction projects are entered by the contractor into OAKS CI for processing.
2. OAKS CI workflow will direct invoices through the proper channels and forward to drc.payables@odrc.state.oh.us.
3. The CAMS fiscal staff shall coordinate with the ODRC accounts payable staff the approval and payment of interstate vouchers (ISTV).
4. Companies that are not in OAKS CI (i.e., state term contracts or master maintenance agreements) will send invoices to drc.payables@odrc.state.oh.us, ensuring it is signed, purchase order number is listed and dated.

J. Close Out and Contract Completion

1. The completion of services and work varies from each of the team members. The contractual responsibilities, other than actual construction, are completed after the construction is finished but prior to the contract completion date. Since the Contractor, Construction Manager, A/E, Contracting Authority, and Owner have different closeout responsibilities, the closeout period is slightly different for each. These detailed procedures can be located <http://ofcc.ohio.gov/Resources/Publications.aspx#115666-the-manual>.
2. Documents and drawings for project are to be archived by the project manager in and drafting tech in appropriate locations (i.e., OAKS CI, electronic record, flat files at OSC and second copy is given to the facility). These records are to include, but not limited to:
 - a. Assets,
 - b. As Built (Record Set) including CD's,
 - c. Completion Certificate,
 - d. Certificate of Occupancy,
 - e. Warranties.
3. Asset management information is to be completed on the Building and Land Assets form (DRC2193) and routed to DRC.OSCAAssetManagement@odrc.state.oh.us.

Referenced ODRC Forms:

Local Administration Tabulation of Bids	DRC1738
Building and Land Assets	DRC2193