



OHIO FACILITIES CONSTRUCTION COMMISSION

December 6, 2022

Richard Shaffer
Ohio Department of Rehabilitation and Correction
4545 Fisher Road,
Columbus, OH 43228

Agency Local Administration Authorization

Project DRC-23L044
RICI housing unit stair replacement
Richland Correctional Institution

Dear Richard Shaffer:

Thank you for your December 6, 2022 submittal to our office, in which your agency requests authorization to administer the capital facility project referenced above.

As allowed by Section 123.211 of the Ohio Revised Code, the Ohio Facilities Construction Commission ("OFCC") may authorize your agency to locally administer capital projects, with certain conditions, when the estimated total cost of the project, including design fees, construction, equipment, and contingency amounts, is less than \$3 million.

OFCC has reviewed the material you submitted, as well as your request for local administration of the referenced project. Based on the information provided, your agency is authorized to administer the project, subject to your agency's compliance with all laws that govern the selection of consultants and the award of construction contracts for the project and the conditions noted below. Failure to comply with these conditions may result in OFCC's rescission of this authorization.

Please take special notice of the following conditions of this authorization:

- a. This authorization is contingent upon the project remaining under a total proposed cost of \$1,450,000.00 for design fees, construction, equipment, and contingency amounts. If the total project cost exceeds that amount, this authorization is automatically suspended pending further review by OFCC.
- b. Payment of the OFCC fee for locally administered projects, which is one percent of the total project cost, is estimated at \$14,500.
 1. Eighty percent (80%) of the fee for each project is payable upon Controlling Board approval of either the A/E or Consultant Agreement and does not include consultant list fees, if applicable. Please request release of the entire fee with the professional design services fees to ensure sufficient funds are available when you are invoiced for OFCC services.
 2. The remaining OFCC fee is calculated based on actual costs from approved construction contracts and/or A/E Amendments entered into OAKS CI. Fees paid during design are treated as a credit against the final invoice.
- c. Should this project require professional design services that exceed \$50,000, your agency must either (1) advertise for those design services on the OFCC website (<http://ofcc.ohio.gov>), and e-mail webpostings@ofcc.ohio.gov with the names of the short-listed Architect/Engineer ("A/E") firms, the selected firm, and negotiated fee for the short list report published on the website or (2) contract with OFCC to use a firm on our consultant list.
- d. The A/E must incorporate into the Project Manual the current edition of the *State of Ohio Standard Requirements for Public Facility Construction*, as published by this office, as well as any Supplementary Instructions and Supplementary Conditions approved for your agency by this office prior to receiving bids.
- e. Work must be administered and performed in accordance with the requirements of Chapter 153 of the Ohio Revised Code.

- f. As required by Section 123.211 of the Ohio Revised Code, your agency and its A/E and Prime Contractors must use the OAKS Capital Improvements project management system to track all project information pursuant to OFCC guidelines.
- g. Your agency must reference the project number, shown above, on all documents and correspondence associated with the project.
- h. Your agency must attach a copy of this authorization to all Controlling Board requests for this project.
- i. Your agency must e-mail copies of all Controlling Board requests and attachments for this project to the OFCC Finance Office (ofccfinance@ofcc.ohio.gov) for review concurrent with your agency's submittal of those documents to the Controlling Board.

Thank you for your association with our office. If you have any questions on this application process, please contact Michael Bielenberg at 614.687.0325 or via email at michael.bielenberg@ofcc.ohio.gov.

Sincerely,

Cheryl J. Lyman

Cheryl J. Lyman
Executive Director

L070-01-CI-2022-MAY

CC: Michael Schmitz, Ohio Department of Rehabilitation and Correction
Mindy Carty-Anderson, Ohio Department of Rehabilitation and Correction
Stacy Cornett, Business Certification and Compliance Manager, Ohio Department of Development
OFCC Finance Office