

MEMORANDUM

To: University and State Community College Facility Planners
University and State Community College Fiscal Officers

From: Clyde Eberhardt
Director, Capital Development

Date: June 3, 1999

Subject: Local Administration Request Forms

On Friday, May 28, 1999, Governor Taft approved Executive Order 99-16T to allow for the emergency (immediate) implementation of the Board of Regents rule 3333-01-24, Local Administration of Capital Projects Receiving over Four Million Dollars in State Capital Appropriations. Copies of the rule and the Governor's executive order are enclosed.

This rule will allow institutions to locally administer capital improvement projects which receive, or are expected to receive, over \$4,000,000 in state capital appropriations. An institution must meet the specified criteria and approval is granted on a project-by-project basis. The rule was drafted with input from the Department of Administrative Services, college and university representatives, contractor/architect organization representatives, and the Office of Budget and Management.

Your request for local administration must be made to the Board of Regents and the Department of Administrative Services simultaneously and your request must include:

- Cover letter requesting local administration;
- "Institutional Designee" form, "Project Management Experience" form, and "Projects for Which Local Administration is Requested" form (enclosed).

Forms are available electronically in Microsoft Word format. Please e-mail your request for forms to me and I will return them to you as an e-mail attachment.

You will receive responses from the Board of Regents and the Department of Administrative Services as quickly as possible.

If you have any questions or concerns feel free to contact me at (614) 752-9486 or eberhart@regents.state.oh.us.
Send your requests to:

Roderick G.W. Chu, Chancellor
Ohio Board of Regents
30 East Broad Street
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Nikki Guilford, Interim Director
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