

Office of the State Architect Annual Meeting

May 9, 2022



Introductions

- Cheri Gerou, State Architect
- Tana Lane, Manager, State Buildings Program
- Kathleen Miller, Apprenticeship and Prevailing Wage Analyst
- Paulette Horn, Payroll Specialist
- Rod Vanderwall, Manager, Energy Programs
- Bailey Vigil, Buildings GHG Emissions Analyst
- Brandon Ates, Manager, Real Estate Programs
- Garth Braun, Manager, Statewide Planning Program
- Paula Greenwood, Administrative Assistant



State Architect



- COVID Impact on Costs and Material Availability
 - CCCR and CM Projects, Scope and Funding concerns
 - Contact OSA to work on solution
- ADA Requirements
 - New to Budget Requests

State Architect

- Water conservation TBD
- Potential Meeting regarding Legislation impacting OSA and Agencies
- Buy Clean Colorado (BCCO)
 - Carbon Impact of Materials



State Architect

- OSA Training available on website
 - More to be available in upcoming months
- Delegation
 - Changes for everyone
 - Updated delegation letters
 - Setting Term Limits of Delegation



Website Changes

■ New State Architect Navigation



COLORADO
Office of the State Architect
Department of Personnel & Administration

Home State Architect State Buildings Real Estate Energy & Environment Statewide Planning Contact

Office of the State Architect

The Office of the State Architect (OSA) is statutorily responsible for the administration of state funded planning, construction, energy conservation and real estate transactions at state agencies and institutions of higher education. Additional responsibilities include: establishing policies and procedures, providing technical support and training, recommending the annual controlled maintenance statewide budget and state agency capital construction budget requests to the Governor's Office of State Planning and Budgeting and the Capital Development Committee of the general assembly.

The constitution of the State of Colorado designates Colorado as a home rule state. As such, the Office of the State Architect is only responsible for state owned land and buildings. Each city or county within the state adopts and interprets their own building regulations for private and municipal projects.

- State Architect**
(Applicable to state agencies and institutions of higher education)
Annual Requests and Facility Management Reporting Forms & Instructions for Capital Construction, Capital Renewal & Controlled Maintenance, Meeting / Training Events, Reports to The Capital Development Committee (CDC), Vacant Facilities / Unused Property Reports and Project Reporting.
- State Buildings Program**
(Applicable to state agencies and institutions of higher education)
Design and construction process including: solicitation, contracting, project management, code compliance, project tracking and close-out, and administration of the Controlled Maintenance Emergency Fund.
- Real Estate Program**
(Applicable to state agencies and institutions of higher education)
Real estate transaction process including: centralized leasing, executing leases and negotiating easements and rights-of-way, and reviewing and approving acquisitions and utilization of real property.
- Energy & Environment**
(Applicable to state agencies and institutions of higher education)
Energy conservation process including: establishing High Performance Building Certification and Energy Performance Contracting.
- Statewide Planning Program**
(Applicable to state agencies only)
Facilities planning process including: reviewing and approving Operational Master Plans, Facilities Master Plans, Facility Program Plans and administration of the Statewide Planning Fund.

Website Changes

■ New State Architect Navigation

State Architect

State Architect

Annual Budget Instructions & Forms
(CCCR - CM)

OSA Reports & Training

Vacant Facilities / Unused Property

Facility Condition Audits &
Infrastructure Assessments

The State Architect publishes annual requests, facility management reporting, instructions for capital construction, capital renewal & controlled maintenance, meeting and training events, reports to the Capital Development Committee (CDC), vacant facilities / unused property reports and construction project reporting.

Annual Budget Instructions &
Forms (CCCR - CM)

OSA Reports & Training

Vacant Facilities / Unused
Property

Facility Condition Audits

Contacts

[Departments and Institutions of Higher Education Contacts](#)

[Employee Contact List](#), Office of the State Architect (OSA)



Website Changes

- Annual Budget Instructions & Forms (CCCR - CM) - (from State Buildings)
 - FY2023-24 Annual Site Verification Meeting & Tour Checklist

Annual Budget Instructions & Forms (CCCR - CM)

State Architect	▼
Annual Budget Instructions & Forms (CCCR - CM)	
OSA Reports & Training	▶
Vacant Facilities / Unused Property	
Facility Condition Audits & Infrastructure Assessments	

FY 2023-24 ANNUAL SITE VERIFICATION MEETING & TOUR *CHECKLIST*

State agencies (not institutions of higher education) are to submit requests for capital construction projects, including supplementals, through the annual budget request submission process as administered by the Office of the State Architect. Please refer to the following required documents:

[FY2023-24 Budget Submission Instructions](#) for Capital Construction, Capital Renewal, Controlled Maintenance Projects, and Annual Reporting PDF (updated March 2022)

(For institutions of higher education capital construction budget request submission instructions refer to the Colorado Department of Higher Education, [Capital Construction](#)).

This web page is separated out by the sections of the instructions: CCCR forms (Section 2), CM forms (Section 3), and Annual Facility Management Reporting forms (Section 4).

Agencies/IHE: Documents shall be DOWNLOADED to your computers and saved as Word or Excel files. Editing shall take place in the downloaded Word or Excel file.

CCCR Forms (Section 2) (all State Departments and Institutions of Higher Education)

- [Capital Construction Capital Renewal Project Request - Five Year Plan CCCR 5P \(Excel\)](#) Rev 2-2022

CCCR Forms (Section 2) (State Departments only)

- [Capital Construction Capital Renewal Project Request - Narrative CCCR N \(Word\)](#) Rev 2-2022
- [Capital Construction Capital Renewal Project Request - Cost Summary CCCR CS \(Excel\)](#) Rev 2-2022
- [Supplemental Capital Construction Capital Renewal Project Request - Narrative S CCCR N \(Word\)](#) Rev 2-2022
- [Supplemental Capital Construction Capital Renewal Project Request - Cost Summary S CCCR CS \(Excel\)](#) Rev 2-2022

CM Forms (Section 3) (all State Departments and Institutions of Higher Education)



Website Changes

- Reorganization of Annual Meetings & Training in the near future (from State Buildings)
- Multiple training sessions will be added

OSA Reports & Training

State Architect

Annual Budget Instructions & Forms
(CCCR - CM)

OSA Reports & Training

Annual Meetings & Training

OSA Annual Reports

Project Reporting

Vacant Facilities / Unused Property

Facility Condition Audits &
Infrastructure Assessments

OSA Reports & Training

The Office of the State Architect has an annual presentation to the Capital Development Committee. The presentation include providing the OSA Annual Report. The reports contain the OSA reviewed Capital Construction (CC) project requests, the recommended statewide Controlled Maintenance (CM) project requests, the CC and CM Five Year Plans for state agencies and institutions of higher education, the status of funded CC and CM projects, information on state agencies planning projects, information on acquisitions and disposition of state property, a list of statewide leases, and additional state agencies and institutions of higher education information.

Annual Meetings & Training

The Office of the State Architect has an annual meeting with all state agency and institutions of higher education facility directors, managers, project directors, and other individuals involved in the planning and managing of construction projects.

OSA Annual Reports

The Office of the State Architect has the requirement to collect and report on capital construction, capital renewal, and controlled maintenance at the close out of these projects. Information collected is: Project Monitoring & Administration, Lessons Learned, and Use of Foreign-Produced Goods.

Project Reporting

Website Changes

- Too much data on the page
- Only show the two current years on the page
- Created buttons for past years

OSA Annual Meetings

State Architect	▼
Annual Budget Instructions & Forms (CCCR - CM)	
OSA Reports & Training	▼
Annual Meetings & Training	
OSA Annual Reports	▶
Project Reporting	
Vacant Facilities / Unused Property	
Facility Condition Audits & Infrastructure Assessments	

The Office of the State Architect holds annual meetings with State Department and Institutions of Higher Education (IHE) facility directors, managers, their staff and other state individuals responsible with the planning, reviewing, and managing of state owned building/infrastructure construction projects. OSA holds as necessary training events for Departments and IHE. Below are presentations and other documents from recent meetings and training events.

2022 Training Events

Training and Explanation of the OSA Instructions and Annual Forms (Virtual Meetings)

- [OSA Training: Instructions and Forms March 2022](#) (pdf)
- [OSA Training: Instructions and Forms March 2022 video recording](#) (357Mb, MP4)
- [US & Colorado Construction Outlook from AGC March 2022 video recording](#)

2021 Training Events

Training and Explanation of the OSA Instructions and Annual Forms (virtual meeting)

- [OSA Training: Instructions and Forms March 2021](#) (pptx)
- [Annual Forms](#) (pptx)
- [Training #1, March 8 video recording](#) (177Mb, MP4)
- [Training #2, March 10 video recording](#) (151Mb, MP4)

Training and Explanation of the OSA CM and CCCR Forms (virtual meeting)

- [CM Forms](#) (pptx)
- [CCCR Forms](#) (pptx)
- [Training #3, March 15 video recording](#) (296Mb, MP4)
- [Training #4, March 17 video recording](#) (316Mb, MP4)

Archived Meetings/Training From Previous Years

▼ 2020 Annual Meetings (virtual meetings)

▼ 2019 Annual Meeting UCCS

▼ 2018 Annual Meeting FRCC, Fort Collins



Website Changes

■ Vacant Facilities / Unused Property (from Real Estate)

Vacant Facilities / Unused Property

State Architect ▾

Annual Budget Instructions & Forms (CCCR - CM)

OSA Reports & Training >

Vacant Facilities / Unused Property

Facility Condition Audits & Infrastructure Assessments

The Office of the State Architect maintains an inventory of all vacant facilities owned by any State Agency or Institution of Higher Education. This inventory does not include the Department of Transportation or Department of Natural Resources.

The inventory includes:

- Name of the State Agency or Institution of Higher Education that owns the property,
- Name of the building/facility,
- Township
- Repurpose Potential
- GSF (Gross Square Feet)
- Date Built
- FCI (Facility Condition Index) (Demolition 0%-34%, Extensive Renovation 35%-54%, Remodel 55%-74%, Major Maintenance 75%-94%)
- Additional Information

Annual Report on Vacant Facilities

[Annual Report on Vacant Facilities](#)

This report is located in Section III L of the FY22-23 OSA Annual Report. OSA Annual Report to the Capitol Development Committee includes the Vacant Facilities Report and the associated building data as reported by each state agency and institution of higher education. This summary does not include the Department of Transportation or the Department of Natural Resources/Division of Parks and Wildlife.

Vacant Facilities Report

[Vacant Facilities Report](#) (25 /Mb pdf) (Dec 2020)

The list indicates if the State Agency or Institution of Higher Education would be willing to lease or sell a vacant facility provided the right occupancy type or users were to be presented. Please contact the individual agency for additional information on any of these facilities. Provided here is a link to agencies contact information.

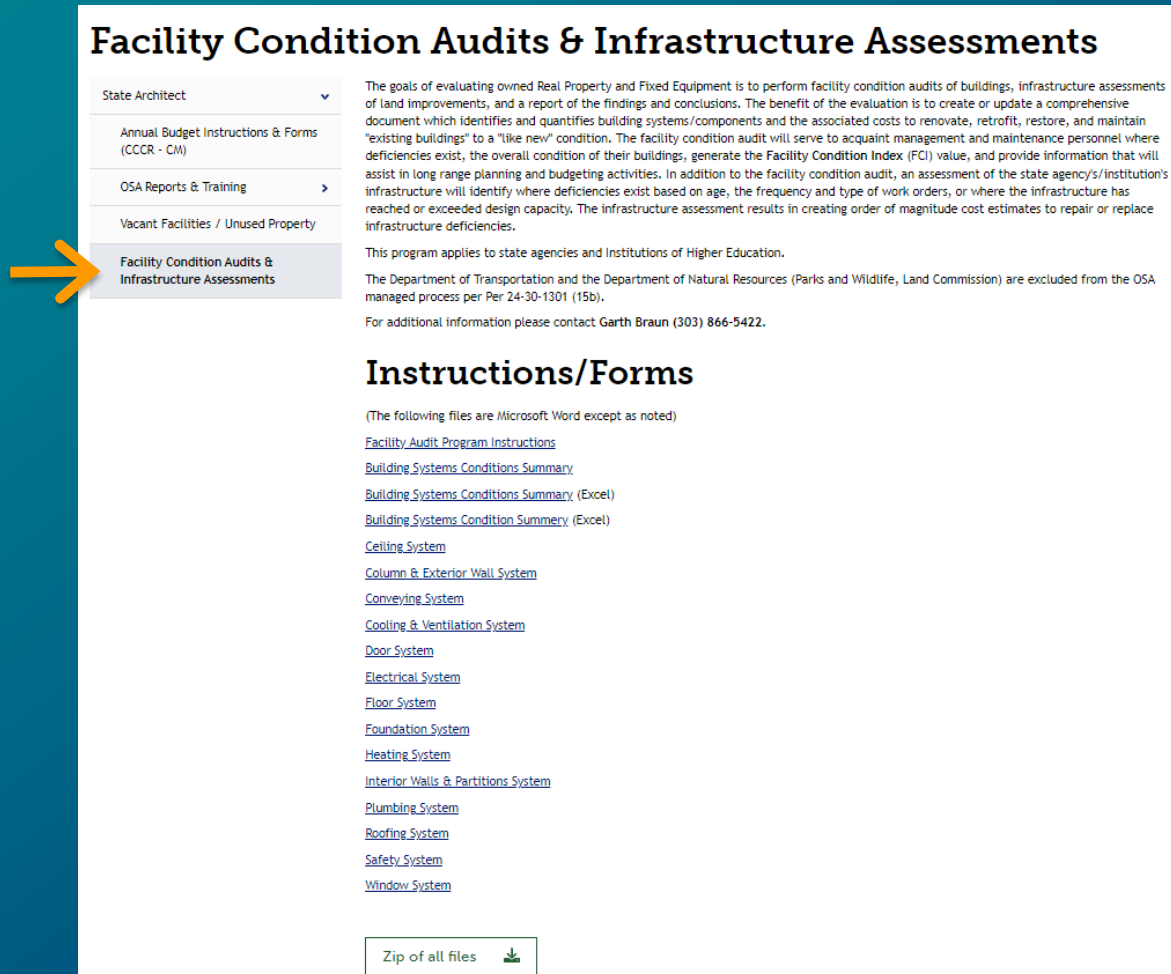
Unused Property

[Unused Property](#)

House Bill 21-1274 directs the Department of Personnel & Administration (DPA) to produce and maintain an inventory of State-owned land and buildings to promote affordable housing, child care, public schools, residential mental and behavioral health care, and renewable energy development. Parties interested in leasing or purchasing State-owned property may see the [beneficial uses of state property](#) page.

Website Changes

- Facility Condition Audits & Infrastructure Assessments (from Statewide Planning)



Facility Condition Audits & Infrastructure Assessments

State Architect ▾

- Annual Budget Instructions & Forms (CCCR - CM)
- OSA Reports & Training ▸
- Vacant Facilities / Unused Property
- Facility Condition Audits & Infrastructure Assessments**

The goals of evaluating owned Real Property and Fixed Equipment is to perform facility condition audits of buildings, infrastructure assessments of land improvements, and a report of the findings and conclusions. The benefit of the evaluation is to create or update a comprehensive document which identifies and quantifies building systems/components and the associated costs to renovate, retrofit, restore, and maintain "existing buildings" to a "like new" condition. The facility condition audit will serve to acquaint management and maintenance personnel where deficiencies exist, the overall condition of their buildings, generate the Facility Condition Index (FCI) value, and provide information that will assist in long range planning and budgeting activities. In addition to the facility condition audit, an assessment of the state agency's/institution's infrastructure will identify where deficiencies exist based on age, the frequency and type of work orders, or where the infrastructure has reached or exceeded design capacity. The infrastructure assessment results in creating order of magnitude cost estimates to repair or replace infrastructure deficiencies.

This program applies to state agencies and Institutions of Higher Education.


The Department of Transportation and the Department of Natural Resources (Parks and Wildlife, Land Commission) are excluded from the OSA managed process per Per 24-30-1301 (15b).

For additional information please contact Garth Braun (303) 866-5422.

Instructions/Forms

(The following files are Microsoft Word except as noted)

- [Facility Audit Program Instructions](#)
- [Building Systems Conditions Summary](#)
- [Building Systems Conditions Summary](#) (Excel)
- [Building Systems Condition Summary](#) (Excel)
- [Ceiling System](#)
- [Column & Exterior Wall System](#)
- [Conveying System](#)
- [Cooling & Ventilation System](#)
- [Door System](#)
- [Electrical System](#)
- [Floor System](#)
- [Foundation System](#)
- [Heating System](#)
- [Interior Walls & Partitions System](#)
- [Plumbing System](#)
- [Roofing System](#)
- [Safety System](#)
- [Window System](#)

Zip of all files 

Website Changes

- Update bookmarks (due to new website system provider and our website changes)



Site Visits

- CCCR & CM Project Status Report Spreadsheet
 - Controller's Office working on project numbers
 - Update all Project Dates (Expired dates are not acceptable)
 - Remember to add all Cash funded projects (> \$2 Million)
- Submit DRAFT CCCR & CM Five year Plans and Narratives prior to OSA on-site visits
 - Send to Paula and Reviewer
 - Saved with the correct naming convention
 - No password protected files



State Buildings Program

- OSA will be adopting the 2021 ICC Codes July 1
- New Contracts
 - Receiving new OSC/AGO Waivers
 - Reformatted
 - Protected with Fields Similar to OSC contracts
 - Moved the Signature Page
 - Embedded Excel tables



State Buildings Program

- Editing Contracts
 - These are legal documents. They should look professional when they are ready to be signed.
 - Check for spelling errors.
 - Remove “Notes to Drafter” and other comments when complete.
 - Use N/A when a blank does not apply.
 - If it is underlined in the template - Keep it underlined.
 - If it looks like an Excel spread sheet - It probably is.



How to edit contracts:

Now capable to restrict editing!

State Buildings Program

How to edit Check Boxes:

7.1 MODIFICATION OF ARTICLE 2: Execution, Correlation, Intent of Documents, Communication and Cooperation.


If the box below is marked, certification of apprenticeship utilization is required for all mechanical, sheet metal, fire suppression, sprinkler fitting, electrical and plumbing work on the project.

☐ _____ Principal Representative initial

Hover over the box and click!

7.1 MODIFICATION OF ARTICLE 2: Execution, Correlation, Intent of Documents, Communication and Cooperation.


If the box below is marked, certification of apprenticeship utilization is required for all mechanical, sheet metal, fire suppression, sprinkler fitting, electrical and plumbing work on the project.

 ☐ _____ Principal Representative initial

The box is now checked.

7.1 MODIFICATION OF ARTICLE 2: Execution, Correlation, Intent of Documents, Communication and Cooperation.

If the box below is marked, certification of apprenticeship utilization is required for all mechanical, sheet metal, fire suppression, sprinkler fitting, electrical and plumbing work on the project.

 ☒ _____ Principal Representative initial

State Buildings Program

How to edit embedded tables:

5 ARTICLE 5 CONTRACT SUM

The Contractor shall be paid for the performance of this Agreement, subject to any additions and deductions as provided for in Articles 32, 34 and 35 of The General Conditions of the Construction Contract SC-6.23, the sum of INSERT DOLLAR VALUE WRITTEN IN WORDS DOLLARS AND NO/100 (\$).

	Description of Work/Date	Dollar Amount
Base Contract		
Alternate #1		
Alternate #2		
Etc.		
Etc.		

5 ARTICLE 5 CONTRACT SUM

The Contractor shall be paid for the performance of this Agreement, subject to any additions and deductions as provided for in Articles 32, 34 and 35 of The General Conditions of the Construction Contract SC-6.23, the sum of INSERT DOLLAR VALUE WRITTEN IN WORDS DOLLARS AND NO/100 (\$).

	A	B	C	D
1		Description of Work/Date	Dollar Amount	
2	Base Contract Amount			
3	Alt. #01			
4	Alt. #02			
5	etc.			
6	etc.			
7		Total Contract Sum	\$	-

Hover over the table and Double Click!

State Buildings Program

- Developing a Training Program
 - State Buildings Program 101
 - State Buildings Statute
 - Consultant and Contracting Statute
 - Procurement and Fiscal Rules, Codes and Procedures as they relate to Construction
 - Consultant and DBB Contracting
 - Guaranteed Maximum Price
 - Training is required prior to full delegation being restored



Prevailing Wage



- Payroll Specialist
 - Paulette Horn
 - 15 plus years in the construction industry
 - Experience using LCPtracker
 - Assisting with:
 - Front line support for Agencies and IHEs
 - Assist in training of LCPtracker system and SB19-196
 - Assist in compliance monitoring
 - Backup to Prevailing Wage Analyst

Prevailing Wage

- Task Orders
 - Everyone transitioning to Fiscal Year
 - Need to be updated by June 30, 2022
 - Invoices to be adjusted accordingly

LCPTRACKER TASK ORDER	
State Agency Insert Department's or IHE's Full Legal Name	Task Order Number 01
Contractor LCPTracker, Inc.	Master Task Order Contract Number 170052
Task Order Maximum Amount	Task Order Contract Number (Not Applicable or CMS # or CORE ID)
State Fiscal Year 2021	\$0.00
State Fiscal Year 2022	\$0.00
State Fiscal Year 2023	\$0.00
State Fiscal Year 2024	\$0.00
State Fiscal Year 2025	\$0.00
Total for All State Fiscal Years	\$0.00
Task Order Performance Beginning Date July 1, 2022	
Task Order Expiration Date June 30, 2023	

In accordance with §4.B of the Master Task Order Contract referenced above, Contractor shall complete the following Project:

1. **PROJECT DESCRIPTION**
 Contractor shall complete the Project described in Contractor's proposal that is attached hereto and incorporated herein (the "Proposal"). All terminology used in this Task Order and the Proposal shall be interpreted in accordance with the Master Task Order Contract unless specifically defined differently in this Task Order.
2. **PAYMENT**
 The State shall pay Contractor the amounts shown in the Proposal in accordance with the requirements of that Proposal and the Master Task Order Contract. The State shall not make any payment for a State Fiscal Year that exceeds the Task Order Maximum Amount shown above for that State Fiscal Year.
3. **PERFORMANCE PERIOD**
 Contractor shall complete all Work on the Project described in this Task Order by the Task Order Expiration Date stated above. Contractor shall not perform any Work on the Project described in the Proposal prior to the Task Order Performance Beginning Date or after the Task Order Expiration Date stated above.
4. **TASK ORDER EFFECTIVE DATE:**
 The effective date of this Task Order is upon approval of the State Controller.

Prevailing Wage

- LCPtracker Regional Seminar in Denver
 - May 18th and 19th in Downtown Denver
 - Kathleen and Tana presenting on State Program



LCPtracker

PREVAILING WAGE SEMINAR

Sonesta Denver Downtown
1450 Glenarm Pl, Denver, CO 80202

Learn about prevailing wage and network with construction industry professionals!

May 18-19, 2022

\$349 per person

WHY ATTEND

- Learn about federal Davis-Bacon fundamentals
- Better understand the new Colorado prevailing wage laws
- Hear first-hand from compliance experts
- Get your compliance questions answered during the 'Ask the Experts' panel
- Receive LCPtracker software training
- Network with contractors, government representatives, and industry peers

WHAT'S INCLUDED

- Access to all sessions on both days
- Access to a networking event with drinks and appetizers
- Meals: Continental breakfast, lunch, and coffee
- Note: Hotel accommodations are not included with the registration price.

Trying to navigate the complexities of Davis-Bacon compliance? Or want to better understand the new Colorado prevailing wage requirements? Join us for this day-and-a-half seminar to build a good foundation of (or brush up on) your prevailing wage knowledge. Sessions will cover hot topics ranging from Davis-Bacon fundamentals to an overview of local prevailing wage programs presented by a panel of experts from agencies, including Colorado DOT.

In addition to educational sessions, attendees also have access to a networking event where they can meet other contractors, agency representatives, and other industry professionals.

Scan me for more information!



Register at:
<https://lcptracker.com/event/regional-seminars/denver-2022>

If you have any questions, please contact communications@lcptracker.com

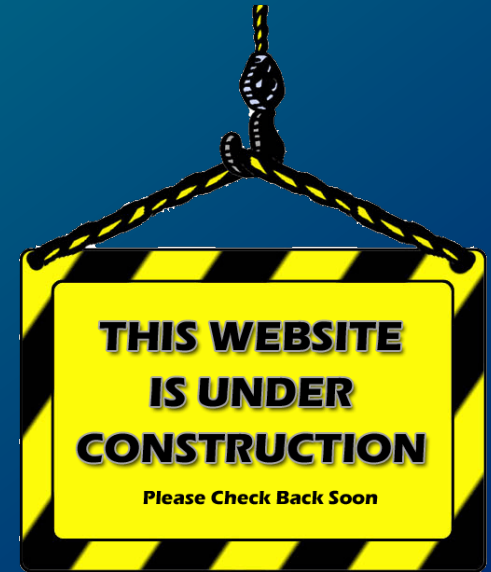
Energy & Environment

- EO - Greening of State Government D 2022 016
 - Updated GHG, Energy, Water Reductions Goals
 - Updated Renewable Electricity Goal
 - Cost Effective - Net-Present Value includes the cost of GHG using a social cost of carbon and methane
 - Prioritize Geothermal Heating and Cooling Systems
 - Additional EV Charging Stations in CCCR Projects
- Legislation HB22-1362 Energy Codes
- Updated Energy & Environment Webpage
- Introduce Bailey Vigil



Energy & Environment

- Buy Clean Colorado (BCCO) Act (HB21-1303)
- BCCO Act initial webpage launched May 9th
 - Information can be found on the OSA website
 - Draft policy in development
 - Tools/Resources on website
 - Embodied Carbon in Construction Calculator (EC3)
 - Carbon Leadership Forum (CLF)
 - Buy Clean California Act



Energy & Environment

- BCCO Act Important Definitions
 - Eligible Project
 - Eligible Materials
 - Global Warming Potential (GWP)
 - Environmental Product Declaration (EPD)



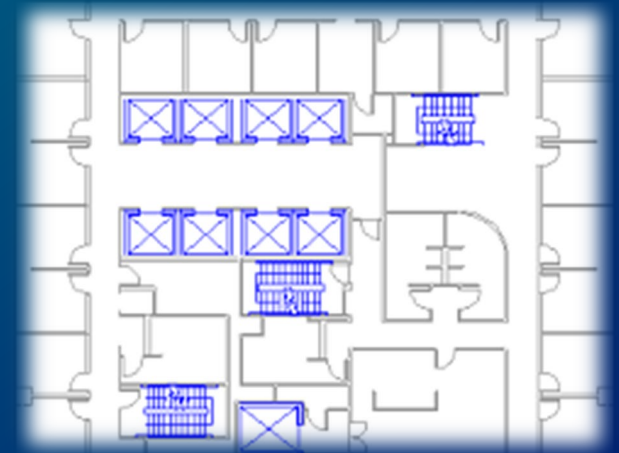
Energy & Environment

- Developing Educational / Training Sessions
 - Fall 2022 Training Calendar - TBD
- Impacts Projects that have issues solicitation on or after January 1, 2024



Statewide Planning Program

- Reimagine State Government
- Strategic Office Space Plan (SOSP)
 - Strategies for reducing our office space footprint
 - Shift from Rentable Square Feet (RSF) per FTE to Usable Square Feet (USF) per Seat
 - Established Agency specific reduction targets
 - Recommendations
 - Leasing Recommendations
 - Leveraging State Assets
 - Co-Location Opportunities
 - Costs



Statewide Planning Program

- SOSP Annual Updates
- Agency Implementation Planning
- Governor Executive Order (D2022 008)
 - Million Square Feet or 30% saved by State Agencies
 - DPA/OSA to lead the efforts
 - Presentation to Real Estate Delegates online
 - Savings through strategic planning
 - Savings through co-location



Statewide Planning Program

- Design Guidelines for Office Space
 - 197 USF/Seat + Unique Space
 - Space standards for work spaces
 - Green Space (Sustainability)
 - Wellness
 - Technology
- Space Needs Calculator
- Statewide Planning Fund - 5 consultants
- Resource for State Agencies

■ https://drive.google.com/drive/folders/1NIh6ofq79vD35AGDeIe_a7ThGkx3Zs6f3?usp=sharing



Real Estate

- Green Lease Policy/Metrix (Updated - D 2022 016)
 - Single Tenant Building, 10,000 sf or more, 75% of the building (no change from previous EO)
 - New - EV Charging Station Requirement in support Agency requirement to purchase EV (battery or plug-in hybrid)
- Prevailing Wage impact on New Leases
 - Over \$500K
 - Federally Funded



Real Estate

- Monthly updates to the amount of square feet saved since the start of COVID
- New Real Estate Delegates
 - 15 between State Agencies and Higher Education
- Real Estate Specialist position update
 - Currently interviewing



Q/A Closing

