COLORADO

Department of Personnel & Administration

OSA Annual Meeting
April 2023

Agenda:

ANNUAL MEETING AGENDA

TIME	TOPIC	PRESENTER(S)
8:00 – 8:30	Registration + Continental Breakfast	OSA Team
8:30 – 9:00	Welcome & Introductions	OSA Team + UNC Staff
9:00 – 10:00	OSA Program Updates + Instructions Questions	OSA Team
10:00 - 10:30	BREAK 1 (Networking Time)	
10:30 - 10:45	Office of State Planning and Budgeting (OSPB) Presentation	Tammy Pacheco
10:45 - 11:00	Capital Development Committee (CDC) Presentation	Bo Pogue
11:00 - 11:15	Virtual Joint Budget Committee (JBC) Presentation	Andrea Uhl
11:15 - 11:30	Virtual Commission on Higher Education (CHE) Presentation	Kennedy Evans
11:30 - 12:00	Delegation Discussion	Tana Lane, Cheri Gerou
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1:00 - 1:30	Real Estate and Planning Presentation	Cameron Kennedy, James Walker
1:30 – 2:00	Colorado Energy Office, Energy Performance Contracting (EPC), Buy Clean Colorado Act	DeLynne Southern, Rod Vanderwall, Bailey Vigil
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2:30 - 3:00	Basic Steps Checklist and Flowchart	Tana Lane
3:00 - 3:15	Closing Remarks	Cheri Gerou
3:15– 4:00	Campus Information/Tour	UNC Staff

Introductions- OSA Team

Cheri Gerou - State Architect

Tana Lane - Manager, State Buildings Program

Kathy Miller - Apprenticeship and Prevailing Wage Analyst

James Walker - Manager, Statewide Planning Program

Cameron Kennedy - Manager, Real Estate Program

Rod Vanderwall - Manager, Energy Programs

Bailey Vigil - Buildings GHG Emissions Analyst

State Buildings Program Changes

- Look for ALERTS on the SBP webpage

  Continue to look for Alerts on the SBP webpage.

  These will typically be emailed as well but it is important to know important information is saved there.

- The Basic Steps Checklist is getting a facelift.

  Even if you're a seasoned delegate, it is imperative that everyone reference the latest BSC at each stage for the steps that have been added to comply with Statute and Rule

State Buildings Program Changes

ANOTHER BIG YEAR FOR TEMPLATE UPDATES

- Contracts were recently updated to correct grammatical errors, poor references and graphics issues
- As Procurement and Fiscal Rules change so must OSA

  Aligning with more familiar OSC procedures
- Jan 2024 more changes for Carbon Impact

SBP HAS BEEN ADDRESSING EFFICIENCY AND QUALITY IMPROVEMENT

- You're invited to send SBP any incorrect, antiquated or confusing items to be addressed with this next roll-out

Model Contracts

- Architect/Engineer Agreement SC-5.1 **(Rev. 3/2023)**
- Architect/Engineer Agreement Terms and Conditions SC-5.1TC (Rev. 07/2022)
- Architect/Engineer Agreement (CM/GC) SC-5.2 (Rev. 08/2022) **Consult with SBP before**
- Consultant Agreement (CON) SC-5.3 (Rev. 08/2022)
- Contractors Agreement (D/B/B) SC-6.21 **(Rev. 03/2023)**
  General Conditions of the Contract SC-6.23 (Rev. 07/2022)
- Construction Manager/General Contractor Agreement (CM/GC) SC-6.50 **(Rev. 03/2023)**
  General Conditions of the Contract SC-6.51 (Rev. 08/2022)
- Design/Build Agreement Lump Sum SC-8.0 **(Rev. 03/2023) Consult with SBP before usi**
  General Conditions of the Design/Build Agreement Lump Sum SC-8.1 (Rev. 08/2022)
- Design/Build Guaranteed Maximum Price (GMP) Agreement SC-9.0 **(Rev. 03/2023) Consu**
  General Conditions of the Design/Build Guaranteed Maximum Price (GMP) Agreement SC
- Purchase Order for Construction Services SBP-3.1 **(New 03/2023)**

State Buildings Program
What's New?

TRAINING!

- You'll receive an Alert regarding OSA 101 Training Modules

Modules include:

- Consultant Contracts Statute and Contracting
- Consultant Contracting
- Construction Statutes and Contracting
- Other Relevant Statutes
- Procurement Code & Rules
- Fiscal Rules
- Basic Steps Checklist
- + CMGC/GMP Training

Apprenticeship and Prevailing Wage Updates

LCPtracker Updates

- LCPtracker proposals for FY24-25 have been sent out.
- If you have not received yours, please reach out to Kathleen Miller – Kathleen.miller.state.co.us
- Task orders for FY24-25 are due June 30, 2023
- Please use the Task Order template that was provided to you last year. If you need one, please reach out.
- Invoices will be sent after July 1, 2023

Apprenticeship and Prevailing Wage Reminders

- Wage determinations and Apprentice Contribution Rates will be updated again by June 30, 2023
- Please remember to attach the correct wage determination, using the correct construction type, with the solicitation
- Apprentice Contribution Rates MUST be attached as well.

Morning Break

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Capital Construction Requests

Prepared by: Tammy Pacheco
April 2023

Agenda

1. Submission of Capital Construction and Capital Renewal Requests to OSPB
2. Submission Review
3. OSPB's Timeline for Submission, Review, and Prioritization

Submission of Capital Requests to OSPB

The Governor issues his budget guidance to departments in March of each year, which outlines the budget targets for each department as well as guidance on the anticipated funding that may be available for capital projects.

Executive branch departments are required to submit their capital construction and capital renewal requests to OSPB and OSA no later than July 17, 2023.

Departments must use the instructions and templates provided by OSA for this submission.

Submissions to OSPB should be sent to:
Gov_ospb_Capital@state.co.us

Submission Review

- ➔ If you have a known or anticipated capital request, consider inviting the OSPB capital analyst out for a tour before July 17. Providing visual context for the potential project will assist the capital analyst in reviewing the project.

- ➔ All controlled maintenance projects must be less than $2M and are ranked into Level 1, 2 and 3 by OSA. OSPB will typically prioritize levels of controlled maintenance but will not adjust the ranking of controlled maintenance projects.

- ➔ When determining which projects to submit, OSPB notes when projects fall into one of the following categories:
  - Continuation Projects
  - Life & Safety Projects
  - Projects which advance the Governor's Bold 5 Priorities
  - Projects which ensure the provision of critical services

Governor’s Bold 5 Priorities

100% Renewable Energy

Top Ten Safest States

Saving People Money on Healthcare

Housing Now

Property Tax Reform

Timeline

1. **July 17th** all request submitted to OSPB and OSA - (Gov_ospb_capital@state.co.us
2. September 15th OSPB submits Cash Funded projects to CDC
3. **September 18th** OSPB pass backs decision on prioritized capital projects
4. September 18th Deadline for Departments to submit SIGNED documents to OSPB
5. **October 1st** OSPB submits Non-Prioritized list to CDC, CDHE submits 100% Cash funded projects to CDC & OSPB, CDOT submits Capital to CDC

Timeline

5. October 15th OSPB submits All Non-Prioritized state funded CCCR requests to CDC
6. **November 1st** OSPB submits Prioritized Capital List to JBC, CDC, JTC
7. Early December - CDC hearings with departments
8. December 11th OSPB Submitts Non-Prioritized Capital Supplementals to CDC
9. January 3rd OSPB Submitts Prioritized Capital Supplementals to CDC & JBC

Resources

OSPB Capital Analyst - Tammy Pacheco

OSPB Capital Email: Gov_OSPB_Capital@state.co.us

OSPB List of Analysts: https://www.colorado.gov/governor/about-ospb

IT Capital Analyst - Keith Jacobi

Questions for OSPB

Capital Development Committee

Bo Pogue, Matt Bishop, and Nina Forbes
CDC Staff
Legislative Council Staff

OSA Annual Conference
Greeley, Colorado
April 7, 2023

Outline

- What is the CDC?
- Capital funding
- Legislative process
- FY 2023-24 Long Bill
- Committee travel

What is the Capital Development Committee?

- Advisory body to the Joint Budget Committee
- Meets year-round
- Hearings on…
  - Property transactions
  - Higher education two-year cash lists
  - Six-month encumbrance deadline
  - Supplemental requests
  - Legislation that affects capital

Capital Funding

- There is no dedicated funding source for capital.
- Some interest and reversions…
  - A few million dollars v. hundreds of millions in need
- Annual budget is determined by many factors:
  - Governor's recommendation
  - Revenue forecasts
  - Other budgetary pressures
  - Ultimately, legislative negotiation

Legislative Process

- You do a lot of work on your capital submissions. How do they get to the Long Bill?

Jun	Sep	Nov	Dec	Feb	Mar	Apr
1	2	3	4			

1. Agencies, CCHE, OSPB work on submissions.
2. CDC receives non-prioritized projects.
3. OSPB sends its recommended budget and prioritized list.
4. CDC annual hearings.

CDC Staff Write-Ups

Fiscal Year 2023-24 Capital Construction Request

Adams State University
Central Technology Building Addition and Renovation

PROGRAM PLAN STATUS *2017-051*

Approved Program Plan Yes **Date Approved:** December 5, 2019

PRIORITY NUMBERS

Prioritized By	Priority	
ASU	1 of 2	
CCHE	22 of 30	
OSPB	Not Prioritized	Not recommended for funding.

PRIOR APPROPRIATIONS AND REQUEST INFORMATION

Fund Source	Prior Approp.	FY 2023-24	FY 2024-25	Future Requests	Total Costs
CCF	$0	$8,662,984	$0	$0	$8,662,984
CF	$0	$87,505	$0	$0	$87,505
Total	$0	$8,750,489	$0	$0	$8,750,489

ITEMIZED COST INFORMATION

Cost Item	Prior Approp.	FY 2023-24	FY 2024-25	Future Requests	Total Cost
Land Acquisition	$0	$0	$0	$0	$0
Professional Services	$0	$841,896	$0	$0	$841,896
Construction	$0	$6,639,908	$0	$0	$6,639,908
Equipment	$0	$585,085	$0	$0	$585,085
Miscellaneous	$0	$91,399	$0	$0	$91,399
Contingency	$0	$592,201	$0	$0	$592,201
Total	$0	$8,750,489	$0	$0	$8,750,489

PROJECT STATUS

This is the fourth request for funding. Funding was first requested on behalf of the project for FY 2020-21.

PROJECT DESCRIPTION / SCOPE OF WORK

Adams State University (ASU) is requesting a combination of state funds and cash funds spending authority to renovate 6,380 GSF in the Central Technology Building, to build out 2,000 GSF of infill space in the building, and to construct a 5,742-GSF addition to the building. Central Technology houses information technology staff, offices, and infrastructure (e.g., servers) for the campus.

The project renovates working spaces, addresses fire code and accessibility standard deficiencies, and expands the building to accommodate its workforce, which has grown since the building was renovated for its current function in 1999. The building was constructed in 1958 as the campus steam plant. The project also upgrades the building's roofing, mechanical, electrical, and plumbing systems. The newly renovated facility will provide mixed space consisting of staff offices, work stations, workshops, a server room, an entry/reception area, and secured equipment storage. About 27 percent of the project's cost is dedicated to deferred maintenance.

Cost Assumption. The project is designed to be completed in a single phase, based on estimates from a third-party architecture firm. The university has applied 10 percent inflation for construction costs, 10 percent inflation for equipment and furnishing costs, and 5 percent for professional services costs to the request. The project's cost per GSF is $620. The project meets the Art in Public Places and High Performance Certification Program requirements.

PROJECT JUSTIFICATION

The Central Technology Building is faced with high occupancy, life-safety concerns, and code deficiencies. The university says the building is operating at twice its initial design capacity. In addition, many of the building's systems need to be updated; for example, the existing HVAC system is reaching the end of its usable life and the production and importation of its refrigerant (R22) was banned in 2020 as part of the Environmental Protection Agency's phase-out of ozone-depleting substances. The building's generator is nearing the end of its usable life, and the electrical system is reaching 40 years old and requires replacement to serve an updated building. The roof is also failing. Life-safety issues include lack of a fire-suppression system, fire-rated corridor separation, and fire egress.

Technology infrastructure has cross-cutting impacts on all university functions, and the building's most recent Facility Condition Index (FCI) is 37.5. The FCI is a measure of the cost of remedying building deficiencies compared to a building's current replacement value, and the state architect's target FCI for all buildings is 85. ASU says failure to fund the project will, at some point in the near future, require it to seek alternative funding sources, leading to rising tuition and fees.

PROGRAM INFORMATION

Founded in 1921 to educate teachers in rural areas, ASU is now a comprehensive university offering 60 areas of undergraduate study, 11 master's degrees, and one doctoral-level program. Over 51 percent of undergraduates are from minority groups, and in 2000 the university became the first four-year institution in Colorado to be federally designated as an Hispanic-serving institution. ASU says the project directly affects the information technology operations, which maintain the university's hardware and software infrastructure. Because information technology is a core operation of the university, the project indirectly affects most university functions, including administration, instruction, and daily operations.

PROJECT SCHEDULE

	Start Date	Completion Date
Design	August 2023	March 2024
Construction	June 2024	March 2025
Equipment	April 2025	April 2025
Occupancy	May 2025	

CDC Staff Write-Ups

- Topics include:
  - Program plan status
  - Prioritization
  - Prior appropriations, request amounts, itemized costs
  - Scope of work
  - Justification
  - Program information
  - Schedule
  - Source of cash funds (if any)
  - Operating budget impacts

Legislative Process

- You do a lot of work on your capital submissions. How do they get to the Long Bill?

Jun	Sep	Nov	Dec	Feb	Mar	Apr
1	2	3	4	5	6	7

1. Agencies, CCHE, OSPB work on submissions.
2. CDC receives non-prioritized projects.
3. OSPB sends its recommended budget and prioritized list.
4. CDC Annual Hearings.
5. CDC submits its recommendation to JBC.
6. JBC introduces the Long Bill.
7. Long Bill passes *(funding available).*
8. Six-month encumbrance deadline *(not shown).*

FY 2023-24 Long Bill *(not quite final)*

FY 2023-24 CDC Recommended Appropriations
CDC State-funded Prioritized Recommendations for Funding
HED: SB 20-219 COP Payment
Controlled Maintenance Level 1
Controlled Maintenance Level 2
DOC: Sterling Kitchen Renovation ph 2/2 (CR)
HED: AHEC Campus-wide HVAC Replacement ph 2/2 (CR)
DHS: Campus Utility Infrastructure, CMHIFL ph 3/3 (CR)
DHS: Regional Centers Bathroom Remodels
DHS: Regional Centers Kitchens, Pools, Parking Lot ph 1/2
HED: NJC Applied Technology Campus Expansion & Remodel ph 2/2
HED: UCB Hellems Arts & Sciences and Outdoor Theater Renov ph 4/4
HED: CSU Clark Bldg Renovation and Addition ph 2/3
HED: Lamar CC Bowman ph 2/2 (CR)
DMVA: Pueblo Field Maintenance Shop and Readiness Center ph 1/3
HED: ASU Central Technology Building Addition and Renovation
DPA: Capitol Complex Renovation & Footprint Reduction ph 2/?
CDC Cash-funded Recommendations for Funding
DNR: Property Acquisitions & Improvements
DNR: Infrastructure & Real Property Maintenance
HistCO: Regional Museum Preservation Projects

CDC Hits the Road

- Out of session activities (May – December):
  - Meet every 4-6 weeks for regular business
  - Annual Hearings
  - Travel
- Travel
  - Agendas TBD
  - CDC learns how capital needs impact programming
  - …and vice versa.

Questions?

Capital Development Committee
Bo Pogue
Matt Bishop | Nina Forbes
Legislative Council Staff
cdc@state.co.us • (303) 866-5390
www.leg.colorado.gov/lcs

CCHE/CDHE Capital Overview

Kennedy Evans, Lead Finance Analyst, CDHE

- April 7, 2023

COLORADO
Department of Higher Education

Statutory Authority

- CRS 23-1-106: "**Duties and powers of the commission with respect to capital construction and long-range planning - legislative declaration - report - definitions.** (1) Except as permitted by subsection (9) of this section, it is declared to be the policy of the general assembly not to authorize any activity requiring capital construction or capital renewal for state institutions of higher education *unless approved by the commission.*"

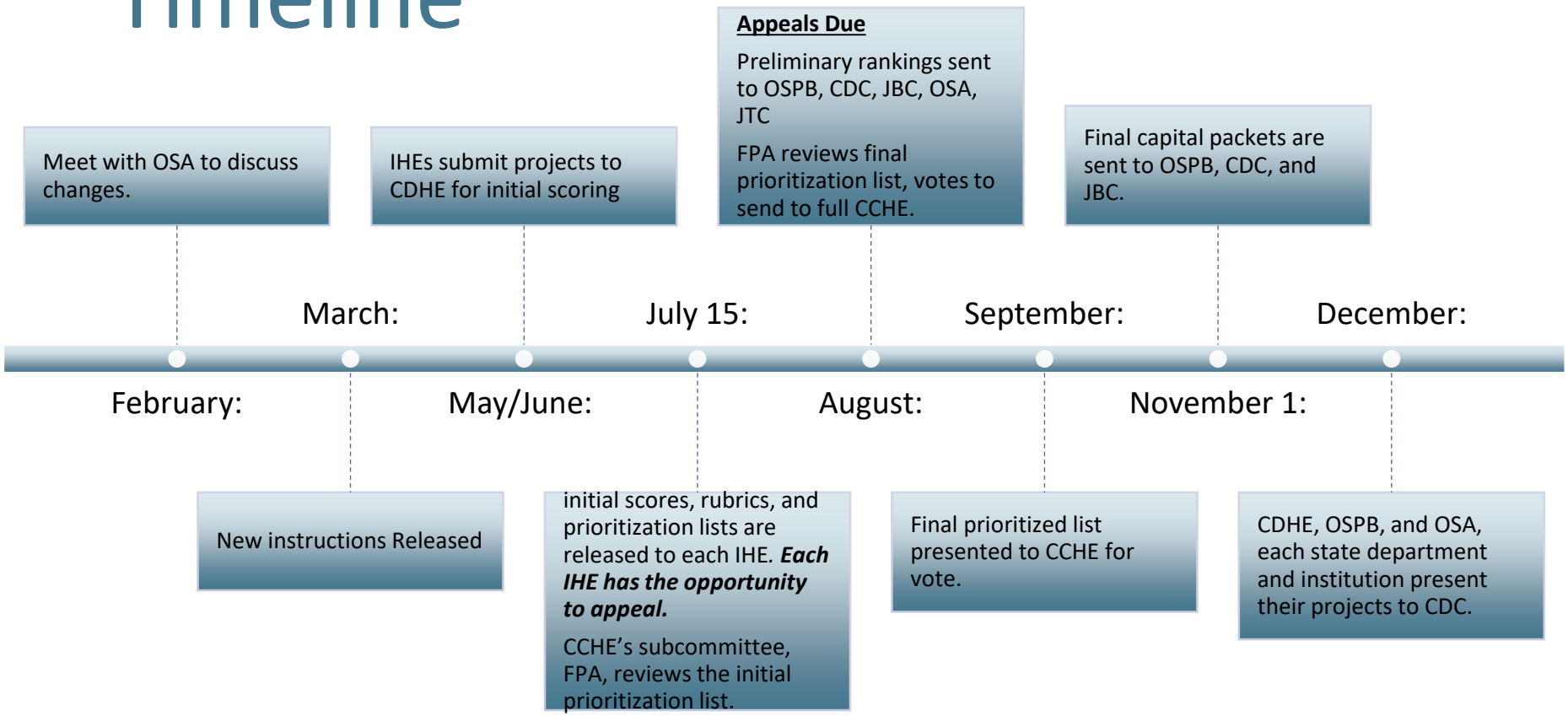
CCHE's Role

- CCHE/CDHE are responsible for the scoring and rankings of all capital construction, renewal, and IT projects.
- CCHE creates and utilizes a rubric system to rank all submitted projects.
- This rubric gets re-vamped every 5 years, to help keep in line with commission priorities.

Current CCHE priorities include:

- Reduction of deferred maintenance
- Each IHE's governing board's scores – how do YOU rank the projects you submit?

Timeline


Meet with OSA to discuss changes.
IHEs submit projects to CDHE for initial scoring
Appeals Due
Preliminary rankings sent to OSPB, CDC, JBC, OSA, JTC
FPA reviews final prioritization list, votes to send to full CCHE.
Final capital packets are sent to OSPB, CDC, and JBC.
February:
March:
May/June:
July 15:
August:
September:
November 1:
December:
New instructions Released
initial scores, rubrics, and prioritization lists are released to each IHE. Each IHE has the opportunity to appeal.
CCHE's subcommittee, FPA, reviews the initial prioritization list.
Final prioritized list presented to CCHE for vote.
CDHE, OSPB, and OSA, each state department and institution present their projects to CDC.

CCHE Rubric

CC/CR Rubric Categories	IT Rubric Categories
#1: Health and Safety	#1: IT Health, Security and Industry Standards
#2: Reduction of Deferred Maintenance	
#3: Other Fund Sources (Cash Contribution of Total Funds Requested)	#2: Other Fund Sources (Cash Contribution of Total Funds Requested)
#4: Space Needs Analysis	#3: Quality of Planning/Proposal
#5: Achieves Strategic Plan Goals	#4: Achieves Strategic Plan Goals
#6: Governing Board Priority	#6: Governing Board Priority

Other important notes:

CDHE utilizes different forms than OSA. For all current forms, please visit: https://highered.colorado.gov/capital-construction

CDHE also has a different instruction manual than OSA. You can access the newest version at the same link above.

If you ever think that a form or information is incorrect, please reach out directly.

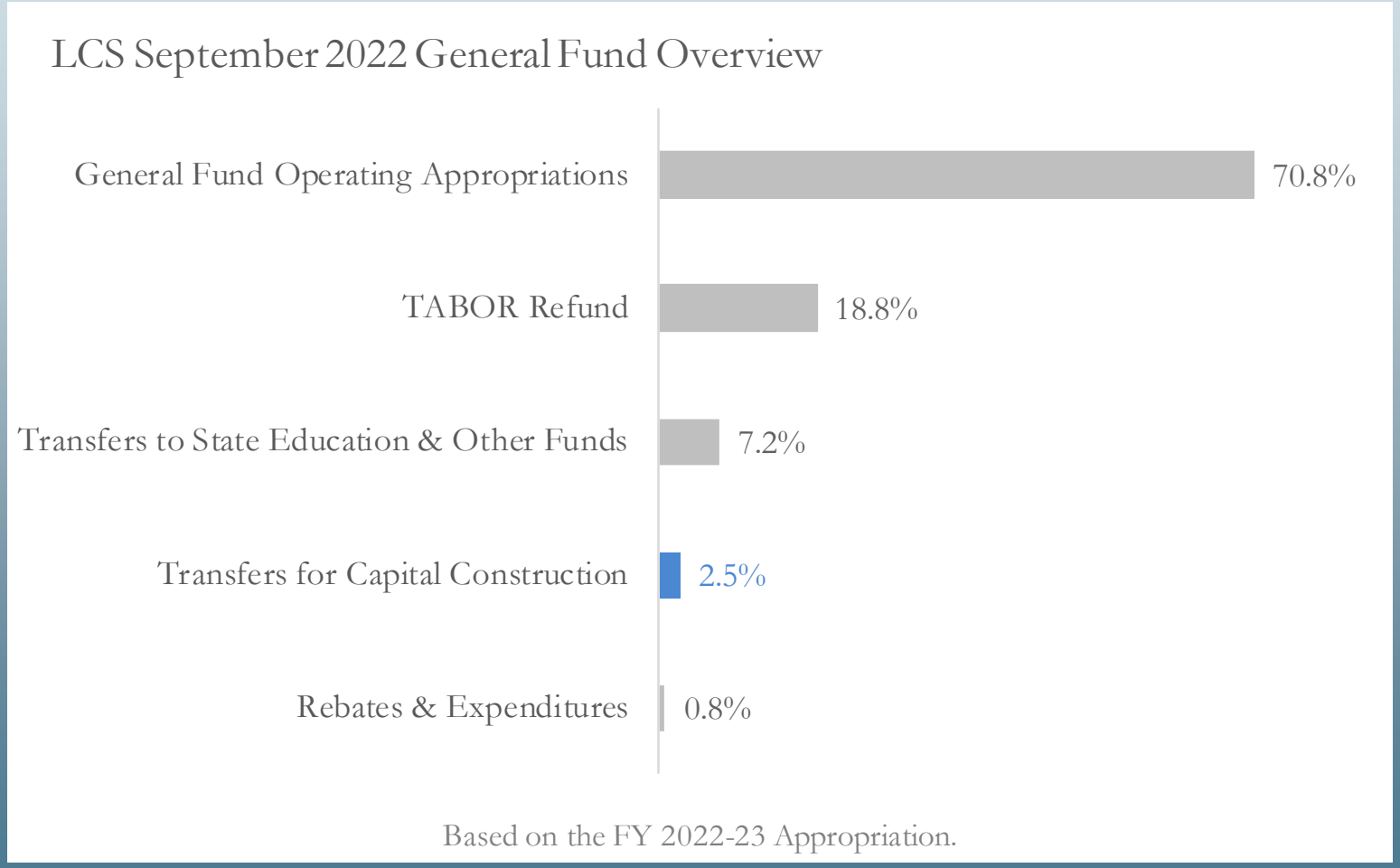
CDHE Capital Contact Info

- Kennedy Evans, Lead Finance Analyst
- Kennedy.evans@dhe.state.co.us
- (303) 974-2661

Capital Construction JBC Perspective

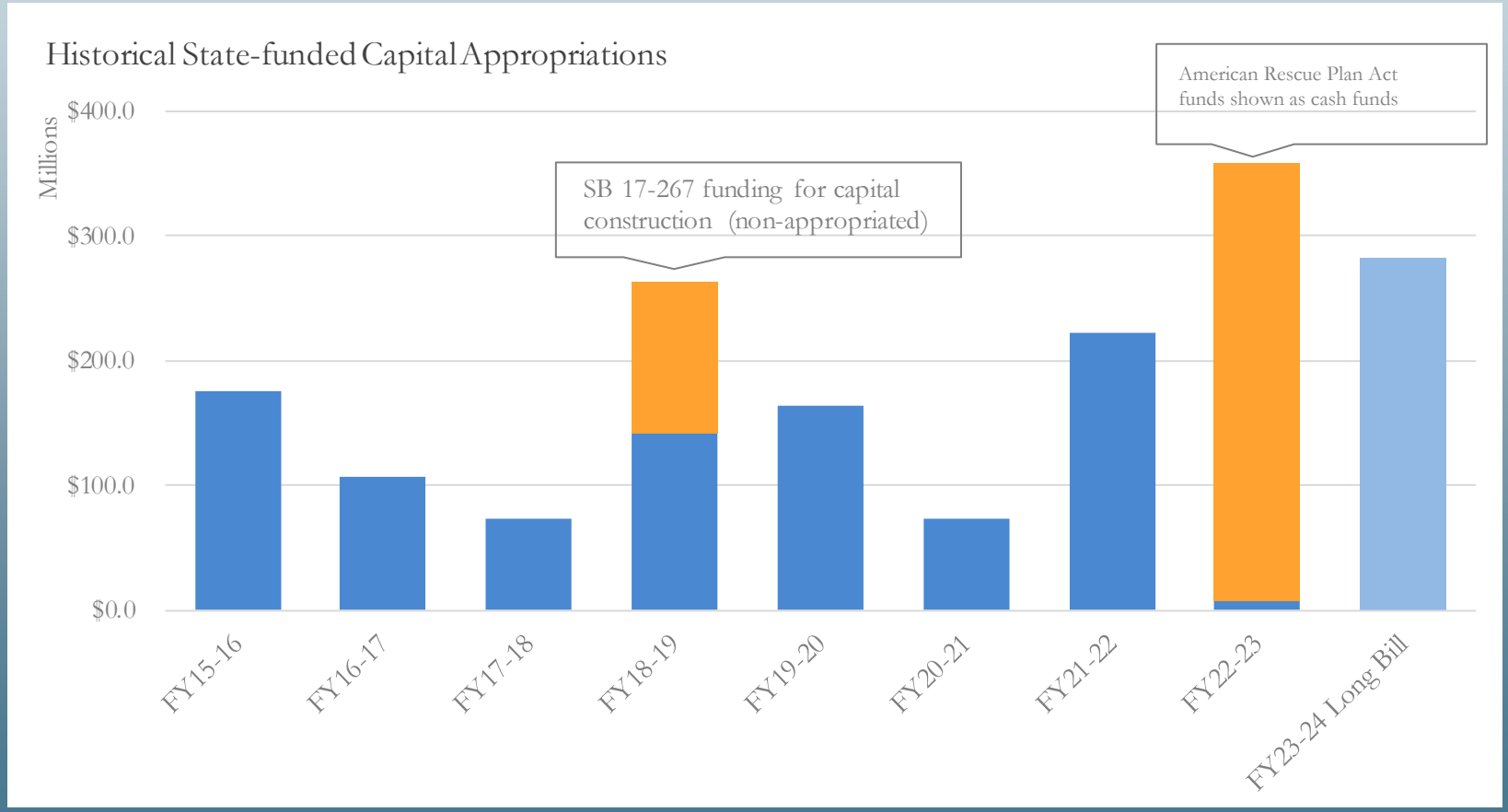
Andrea Uhl, JBC Staff
andrea.uhl@coleg.gov

Capital Construction as a percentage of overall General Fund budget



FY 2022-23 was a record high for capital spending, largely due to the availability of ARPA funds

- The FY 2023-24 Long Bill includes $41.1 million of ARPA funds for controlled maintenance projects at higher ed institutions



In deference to the legislative process for capital projects and the role of the CDC, JBC staff does not typically make recommendations for the reprioritization of capital projects

HOWEVER, staff does advise the Committee to consider these budgeting priorities:

- Controlled Maintenance, ideally up to the 1.0% CRV goal
- Capital Renewal
- Continuation phases of projects that have already been started

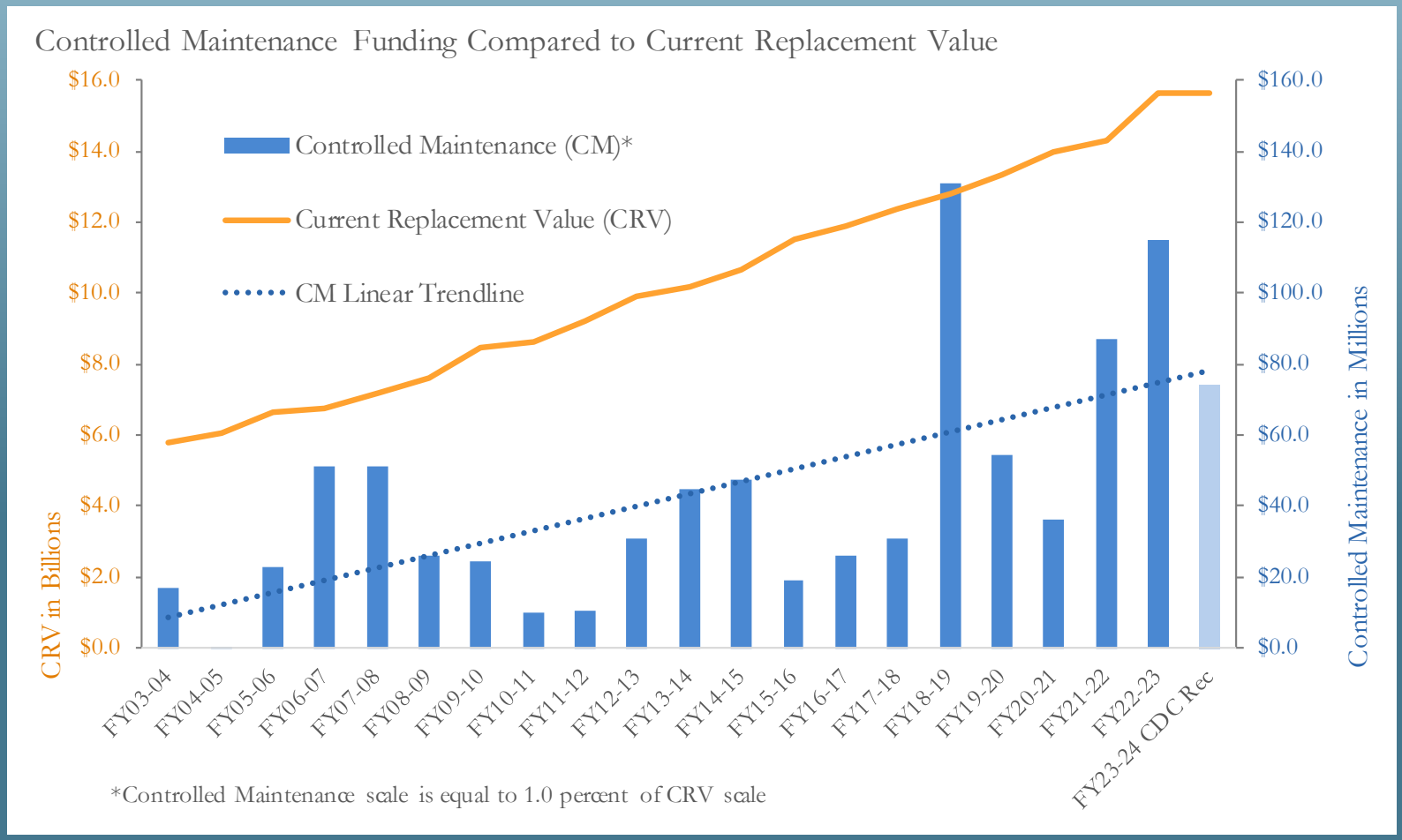
Be wary of:

- COP financing
- Phase 1 projects with back-loaded costs

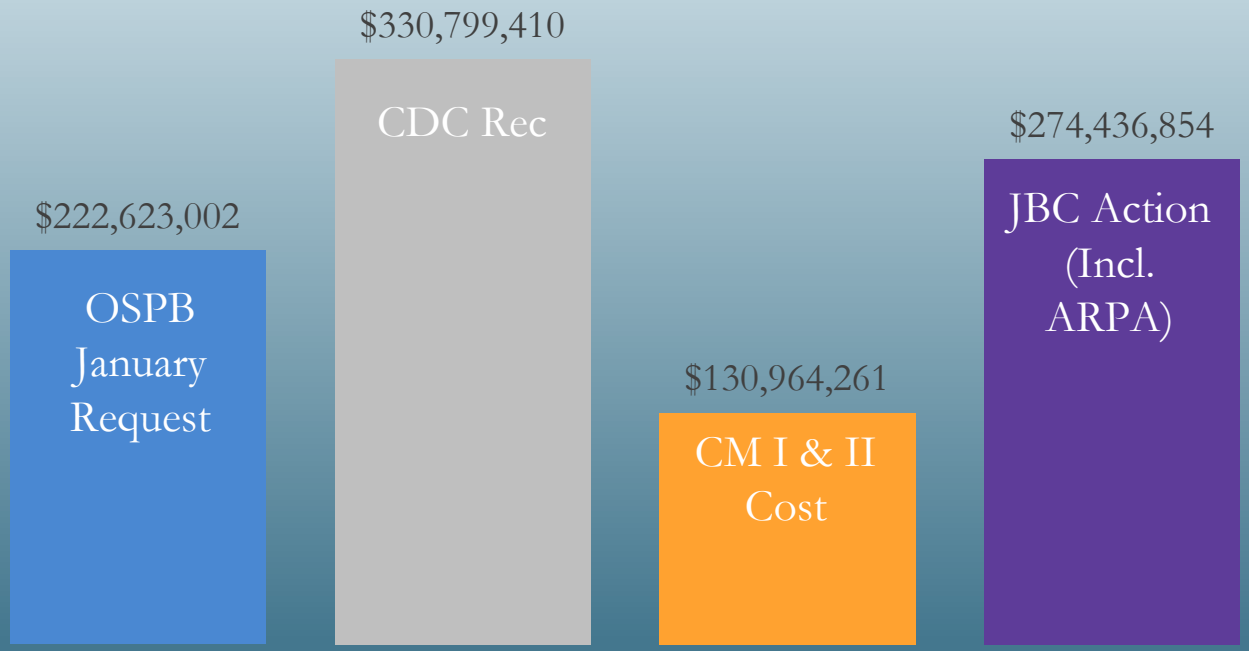
Excerpt from OSA Annual Report:

Industry standards continue to emphasize that without an anual Reinvestment Rate (RR) of 3% to 4% of the Current Replacement Value (CRV) of a building inventory, conditions cannot be upgraded or maintained at acceptable levels and will continue to deteriorate (Reference: APPA, American Association of Higher Education Facilities Officers, report titled Capital Renewal and Deferred Maintenance Programs 2009). Concurrently, **the Office of the State Architect has recommended as a goal that approximately 1% of the CRV of the State's general funded and academic building inventory be appropriated for Controlled Maintenance on an annual basis** to address planned major maintenance and repairs throughout the building inventory **and that an additional goal of 1% - 3% of the CRV be appropriated for Capital Renewal/Renovation** to address upgrading overall conditions of existing state owned facilities.

- The CDC recommendation (shown below) only included Level I Controlled Maintenance, equaling 0.5% of CRV
- The JBC funded Levels I and II, totaling $131.0 million and 0.8% of CRV
- Funding all three levels would achieve just under the 1% goal



By the Numbers



Questions?

andrea.uhl@coleg.gov

Delegate Discussion

- With your delegation, you are the Procurement Official for capital construction
- With each signature, you are attesting that a document has been reviewed and has met OSA Policies and Procedures. – No Pressure!
- Find your Letter – If you are partially delegated, are you sending the encumbrance documents to OSA for review prior to signing?

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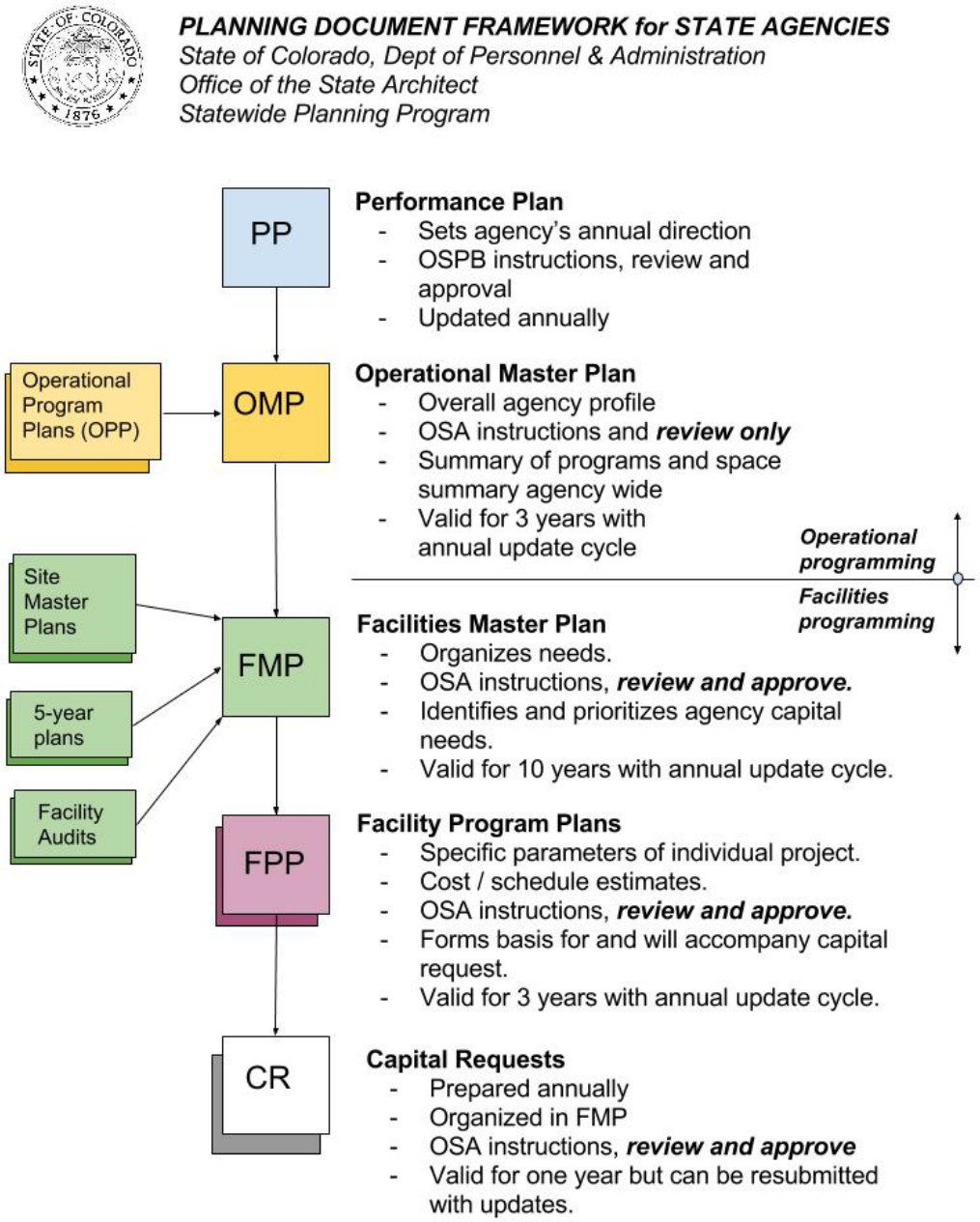
Statewide Planning Program

James A. Walker
Manager of
Statewide Planning Program

720-940-9713
James.a.walker@state.co.us



Statewide Planning Process

- Occurs year-round and may involve planning consultant.
- Information used to explain program requirements and justify expenditure on facility construction or improvements.
- Longer term organization of facility needs for budget planning.
- Process details available on OSA website.

Real Estate

Cameron Kennedy
Manager of
Real Estate Program

404-668-4846

Cameron.kennedy@state.co.us

Colorado Energy Office Updates
OSA Energy & Environment Updates

Presenters:

DeLynne Southern delynne.southern@state.co.us

Rod Vanderwall rod.vanderwall@state.co.us

Bailey Vigil bailey.vigil@state.co.us

Colorado Energy Office

Our Mission

Reduce greenhouse gas emissions and consumer energy costs by advancing clean energy, energy efficiency, and zero emission vehicles to benefit all Coloradans

Weatherization Assistance Programs

Free Home Energy Audits

Rooftop & Community Solar

Transportation Fuels & Technology

Alt Fuel Vehicle Tax Credits

Charge Ahead Colorado

Recharge Colorado

Medium & Heavy Duty Charging

Policy & Regulatory Affairs

Public Utilities Commission

Building Energy Codes

Energy Assurance Plans

Strategic Initiatives & Finance

CROP

Industrial CAP

Energy Performance Contracting

Geothermal

Colorado C-Pace

HEEHA

Public Building Electrification

COLORADO
Energy Office

FY23 Legislative Accomplishments

New Programs & Initiatives

Building Electrification for Public Buildings (HB22-1362)

- $10,000,000 Grant Program
- Eligibility: Public buildings that install equipment that reduces GHGs
- 30% of grant fund earmarked for LMI, DI, Just Transition communities

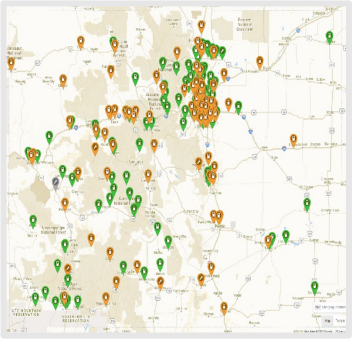
High Efficiency Electric Heating & Appliances (HB22-1362)

- $11,000,000 Grant Program
- Eligibility: All sectors, neighborhood-scale energy efficiency upgrades
- 36% of grant fund earmarked for LMI, DI, Just Transition communities

Geothermal Energy Grant (HB22-1381)

- $12,000,000 Grant Program
- $8M for space conditioning & water heating projects; $4M for P3s to support electricity generation

EV Grant Programs



Charge Ahead Colorado

- Grants for L2 and DCFC Stations
- Covers equipment, permits, construction material & labor, utility upgrades, signage, networking/subscription
- Additional assistance for DI and other qualifying entities

Fleet - ZERO

- $3M first round grants for fleet electrification
- 20% Match requirement/10% if “Qualifying Entity”. $50K max per applicant
- Anticipated to open by Summer 23

Building Performance Colorado: Building List

- Colorado is working with Touchstone IQ and has launched the Building Performance program statewide
- Outreach to all covered building owners commenced in March 2022
  - Compiled this list through Tax Assessor data and local benchmarking program data
  - Still trying to fill in several gaps in the building list:
    - *Correct building information*
    - *Correct building owner information*
- To find out if a building you own is covered by Colorado's benchmarking requirements, please use this **Building ID Search Tool**

buildingid.touchstoneiq.com

Contact: Crystal.egelkamp@state.co.us

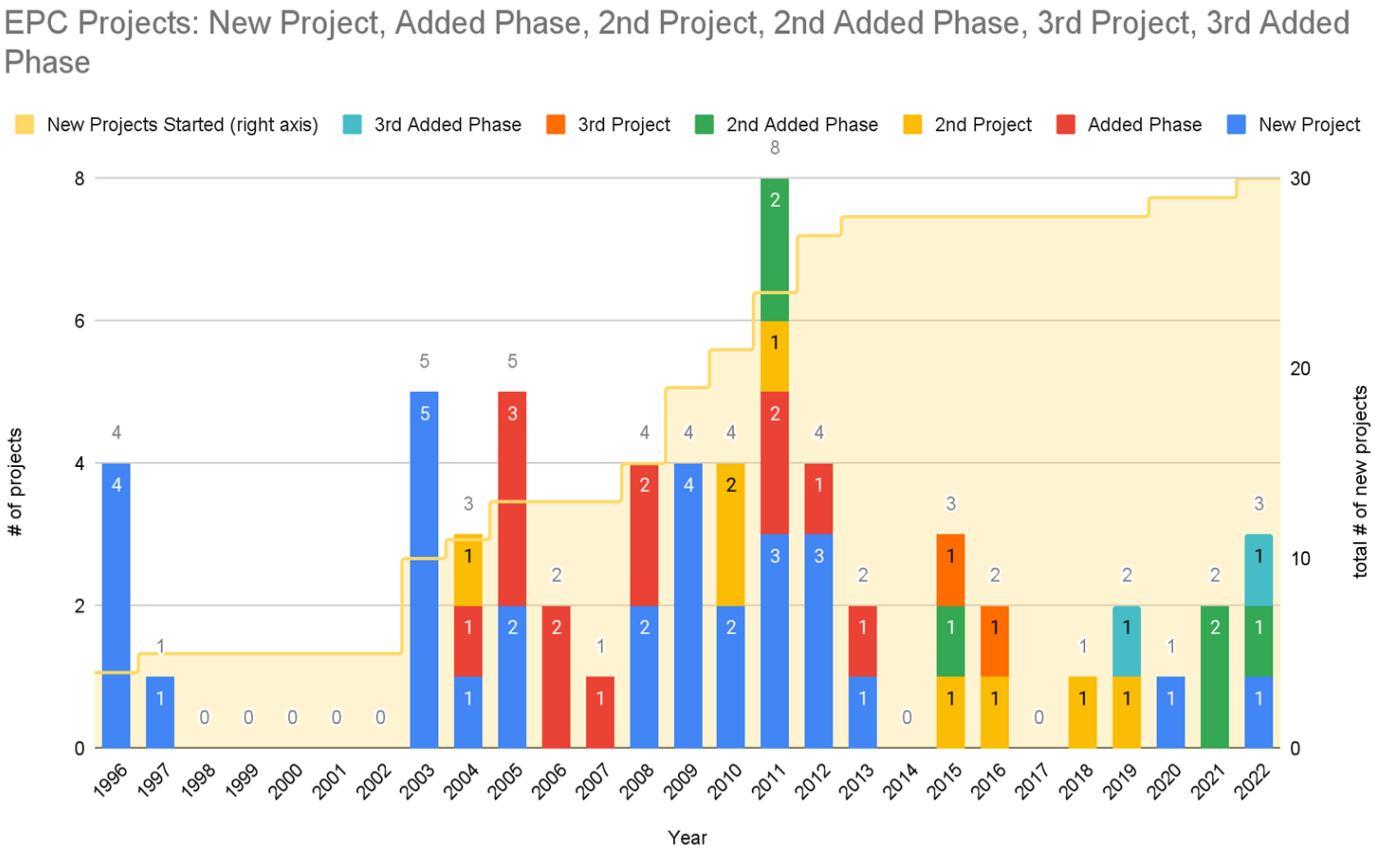
Benefits of Energy Performance Contracting

- ✓ **Single Procurement Contract** for design/engineering, installation, startup, and M&V
  - Selection from pre-qualified ESCO list
  - Provides assistance with benchmarking ordinances and future performance requirements
  - Includes savings measures beyond energy (water, rate switching, resource/purchasing optimization
- ✓ Generates **Positive/Neutral** Cash Flow, exempt from TABOR
- ✓ **Guaranteed** energy and operational savings
- ✓ Promotes **local workforce** and **economic development**
- ✓ **No-cost support** from the Colorado Energy Office & expedited contracting process
  - Standardized, state-approved documents
  - Colorado Energy Office engineering & contract support throughout lifecycle of the project

COLORADO
Energy Office

Program Website: [Energy Performance Contracting]

State Agency EPC Project History



Highlights and Root Causes:

- 30 Agencies/IHE have EPCs
- 5 Departments limited potential
- 6 IHE w/o an EPC
- 2 Agencies have started a 3rd EPC
- Payments on EPC loans
- SB-267 buildings

COLORADO
Energy Office

Executive Order D 2022 016
Greening of State Government

C.R.S. 24-75-114. Appropriations for utilities - roll-forward spending authority
Any unexpended and unencumbered money appropriated to a department in a specific line item for utilities … remains available for expenditure in the next fiscal year ... without further appropriation … to purchase utilities conservation equipment or services. At the end of the next fiscal year, money that is unexpended or unencumbered reverts to the fund from which it was appropriated.

DPA Water Wildly Important Goal (WIG) Capture information regarding state agencies and institutions of higher education water consumption used for landscaping by June 30, 2023.

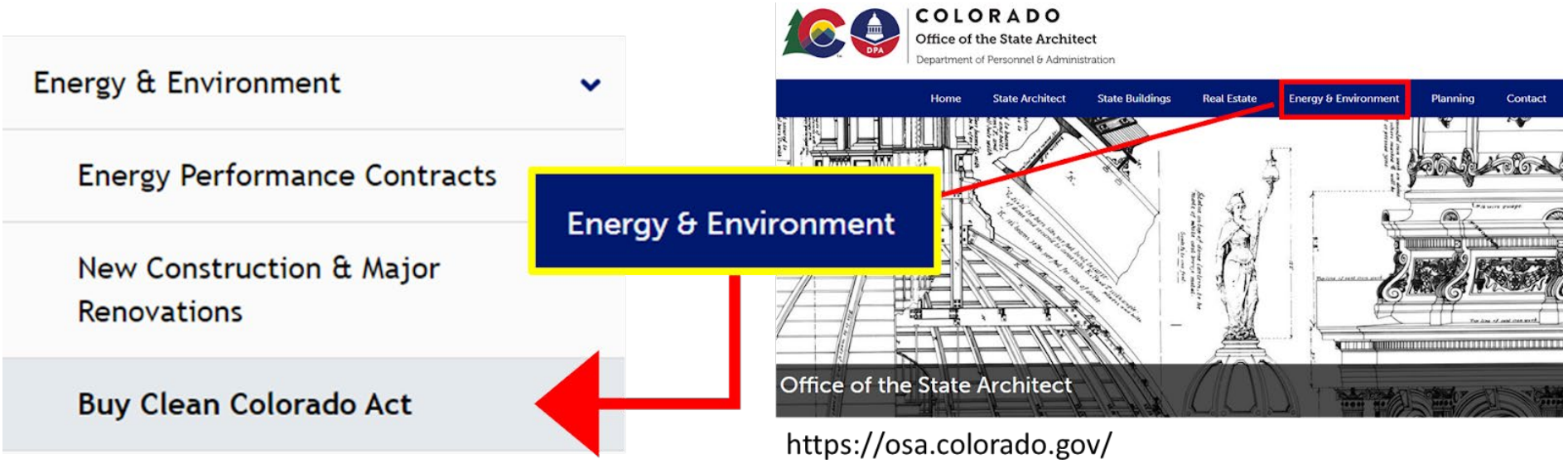
Other Updates

- Turf Replacement Program (https://leg.colorado.gov/bills/hb22-1151)
  - Requires the Colorado Water Conservation Board (CWCB) to create a grant program by July 1, 2023.
  - Provides $2 million to allocate to eligible entities for specific water-wise landscaping and turf replacement (Replacing nonfunctional irrigated turf with water-wise landscaping).

- HPCP (Gold, 3 Globes the Goal) (Work with OSA for a waiver or modification of policy)
  - Sustainable Building Guidelines
    - LEED (usgbc.org)
    - Green Globes (greenglobe.com)
    - BREEAM USA (breeam usa) (but, less than 20 projects in the US)
    - Third Party CX (minimum requirement - modification of policy) (as applicable)

Buy Clean Colorado (BCCO) Act

- Webpage Updates



Recording of the Agency/Institution Training #1 has been posted!

Global Warming Potential (GWP) Thresholds Process Update

- OSA identified eligible material subcategories based on available Industry-Wide Environmental Product Declarations (IW-EPDs)
- OSA reviewed current IW-EPDs to determine the industry average GWP for each eligible material subcategory
- OSA vetted the GWP limits through internal and external clients to determine if the proposed limits are achievable
    - Received feedback and we are working to adjust the limits
- OSA will analyze other GWP limits to determine the Maximum Acceptable GWP limit for each category and will update the GWP limits on an annual basis

Buy Clean Colorado (BCCO) Act – Cost Considerations

- There are concerns about the potential project cost increases associated with meeting these requirements
- No analysis has been conducted by OSA to determine if there is an associated increase
    - OSA cannot make any determinations until we receive data submissions
- **If anyone has done any analyses or cost increase determinations, OSA would love to hear about your findings!**
    - If applicable, please see Bailey during break

From LEED: Research shows that **building green does not necessarily need to cost more**, particularly when cost strategies, program management and environmental strategies are integrated into the development process right from the start

Afternoon Break

ANNUAL MEETING AGENDA

TIME	TOPIC	PRESENTER(S)
8:00 – 8:30	Registration + Continental Breakfast	OSA Team
8:30 – 9:00	Welcome & Introductions	OSA Team + UNC Staff
9:00 – 10:00	OSA Program Updates + Instructions Questions	OSA Team
10:00 - 10:30	BREAK 1 (Networking Time)	
10:30 - 10:45	Office of State Planning and Budgeting (OSPB) Presentation	Tammy Pacheco
10:45 - 11:00	Capital Development Committee (CDC) Presentation	Bo Pogue
11:00 - 11:15	Virtual Joint Budget Committee (JBC) Presentation	Andrea Uhl
11:15 - 11:30	Virtual Commission on Higher Education (CHE) Presentation	Kennedy Evans
11:30 - 12:00	Delegation Discussion	Tana Lane, Cheri Gerou
12:00 – 1:00	LUNCH (Networking Time)	
1:00 - 1:30	Real Estate and Planning Presentation	Cameron Kennedy, James Walker
1:30 – 2:00	Colorado Energy Office, Energy Performance Contracting (EPC), Buy Clean Colorado Act	DeLynne Southern, Rod Vanderwall, Bailey Vigil
2:00 – 2:30	BREAK 2 (Networking Time)	
2:30 - 3:00	Basic Steps Checklist and Flowchart	Tana Lane
3:00 - 3:15	Closing Remarks	Cheri Gerou
3:15– 4:00	Campus Information/Tour	UNC Staff

Basic Steps Checklist

Tana Lane
Manager of
State Buildings Program

BASIC STEPS CHECKLIST

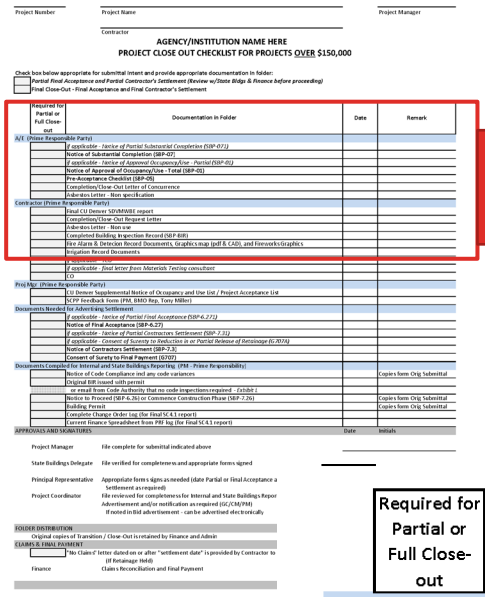
March 2023

COLORADO
Office of the State Architect
Department of Personnel & Administration

SETTING UP THE PROJECT

- New tools available soon to compliment, but not replace the Basic Steps Checklist

CLOSEOUT MATRICES



Project Number | Project Name | Project Manager

Contractor

AGENCY/INSTITUTION NAME HERE

PROJECT CLOSE OUT CHECKLIST FOR PROJECTS OVER $150,000

Check box below appropriate for submittal intent and provide appropriate documentation in folder:

☐ *Partial Final Acceptance and Partial Contractor's Settlement (Review w/Items Bldgs & Finance before proceeding)*

☐ Final Close-Out - Final Acceptance and Final Contractor's Settlement

Required for Partial or Full Close-out	Documentation in Folder	Date	Remark
A/E (Prime Responsible Party)			
	If applicable - Notice of Partial Substantial Completion (SBP-071)		
	Notice of Substantial Completion (SBP-07)		
	If applicable - Notice of Approval Occupancy/Use - Partial (SBP-01)		
	Notice of Approval of Occupancy/Use - Total (SBP-01)		
	Pre-Acceptance Checklist (SBP-05)		
	Completion/Close-Out Letter of Concurrence		
	Asbestos Letter - Non specification		
Contractor (Prime Responsible Party)			
	Final CU Denver SDVMWBE report		
	Completion/Close-Out Request Letter		
	Asbestos Letter - Non use		
	Completed Building Inspection Record (SBP-BIR)		
	Fire Alarm & Detecion Record Documents, Graphics map (pdf & CAD), and Fireworks Graphics		
	Irrigation Record Documents		
	As-Builts - Plans		
	If applicable - final letter from Materials Testing consultant		
	CO		
Proj Mgr (Prime Responsible Party)			
	CU Denver Supplemental Notice of Occupancy and Use List / Project Acceptance List		
	SCPP feedback form (PM, BMO Rep, Tony Miller)		
Documents Needed for Advertising Settlement			
	If applicable - Notice of Partial Final Acceptance (SBP-6.27)		
	Notice of Final Acceptance (SBP-6.27)		
	If applicable - Notice of Partial Contractors Settlement (SBP-7.31)		
	If applicable - Consent of Surety to Reduction in or Partial Release of Retainage (C-707A)		
	Notice of Contractors Settlement (SBP-7.3)		
	Consent of Surety to Final Payment (G707)		
Documents Compiled for Internal and State Buildings Reporting: (PM - Prime Responsibility)			
	Notice of Code Compliance incl any code variances	Copies form Orig Submittal	
	Original BIR issued with permit		
	or email from Code Authority that no code inspections required - *Exhibit L*		
	Notice to Proceed (SBP-6.26) or Commence Construction Phase (SBP-7.26)	Copies form Orig Submittal	
	Building Permit	Copies form Orig Submittal	
	Complete Change Order Log (for Final SC 4.1 report)		
	Current Finance Spreadsheet from PBF log (for Final SC 4.1 report)		

APPROVALS AND SIGNATURES		Date	Initials
Project Manager	File complete for submittal indicated above		
State Buildings Delegate	File verified for completeness and appropriate forms signed		
Principal Representative	Appropriate forms signs as needed (date Partial or Final Acceptance a Settlement as required)		
Project Coordinator	File reviewed for completeness for Internal and State Buildings Repor Advertisement and/or notification as required (GC/CM/PM) If noted in bid advertisement - can be advertised electronically		

FOLDER DISTRIBUTION	
Original copies of Transition / Close-Out is retained by Finance and Admin	
CLAIMS & FINAL PAYMENT	
☐	"No Claims" letter dated on or after "settlement date" is provided by Contractor to (If Retainage Held)
Finance	Claims Reconciliation and Final Payment

Required for Partial or Full Close-out	Documentation in Folder	Date	Remark
A/E (Prime Responsible Party)			
	If applicable - Notice of Partial Substantial Completion (SBP-071)		
	Notice of Substantial Completion (SBP-07)		
	If applicable - Notice of Approval Occupancy/Use - Partial (SBP-01)		
	Notice of Approval of Occupancy/Use - Total (SBP-01)		
	Pre-Acceptance Checklist (SBP-05)		
	Completion/Close-Out Letter of Concurrence		
	Asbestos Letter - Non specification		
Contractor (Prime Responsible Party)			
	Final CU Denver SDVMWBE report		
	Completion/Close-Out Request Letter		
	Asbestos Letter - Non use		
	Completed Building Inspection Record (SBP-BIR)		
	Fire Alarm & Detecion Record Documents, Graphics map (pdf & CAD), and Fireworks Graphics		

DESIGN DECISION MATRIX

Design Procurement Matrix March 2023

< $25 K in Design Fee and added services and < $100K in construction

Scope/Order of Magnitude
General Description of Project
Sq. footage affected
Available Funds Identified
Location
Asbestos/lead or other abatement necessary
Additional Consultants needed?
Structural
MEP
Industrial Hygienist
Low Voltage
Interior Design

Estimate
Must provide a construction cost (Fixed Limit of Construction) to the A/E

Type of A/E Selection
Discretionary (Informal) Selection
Select a qualified vendor
Request a design proposal
Provide contract agreement and terms and Conditions with request

Available Contracts
Design Contracts:
SC-5.1 Architect/Engineer Agreement
SC-5.1TC Architect/Engineer Agreement Terms and Conditions

Non-Design Contracts:
SC-5.3 Consultant Agreement
SBP-017 Plan Review Authorization
SBP-018 Building Inspection Authorization

< $100 K in Design Fee and added services or < $100K in construction

Scope/Order of Magnitude
All of the above

Estimate
Must provide a construction cost (Fixed Limit of Construction) to the A/E

Type of A/E Selection
Informal Selection
Compile list of interview questions
Phone or in-person interview at least 3 vendors
Score
Issue letters of regret
Informally request a proposal
Provide contract agreement and Terms and Conditions with request

Available Contracts
Same as above

> $100 K in Design Fee and added services or > $100K in construction

Scope/Order of Magnitude
Include all of the above
Program Plan
If Construction is >500K Project meets the definition of a Public Project:
Prevailing wage and apprenticeship contributions required of general contractor
Apprenticeship Certification required if > $1 million
Buy Clean Colorado Act applies (After January 1, 2024)

Type of A/E Selection
Formal Selection
Solicitation Templates
RFQ-AE Request for Qualifications for Architectural/Engineering Services
RFQ-PM Request for Qualifications for Professional Consulting Services (use for Project Management services)
Mandatory 15 day solicitation

Decision Items:
Mandatory Pre-submittal Conference needed?
Screening panel
Interview panel
Interview location
Primary contact during solicitation
Scoring criteria and associated weights on Appendix A
Condition Precedent
Additional Advertisement posting(s) sites

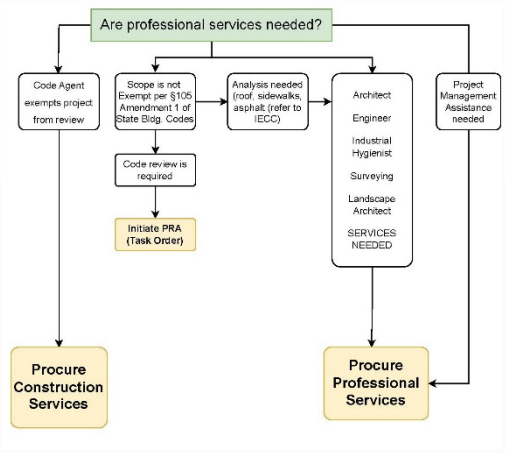
Issue letters of regret
Letters for shortlist - interview
Issue subsequent letters of regret post interview

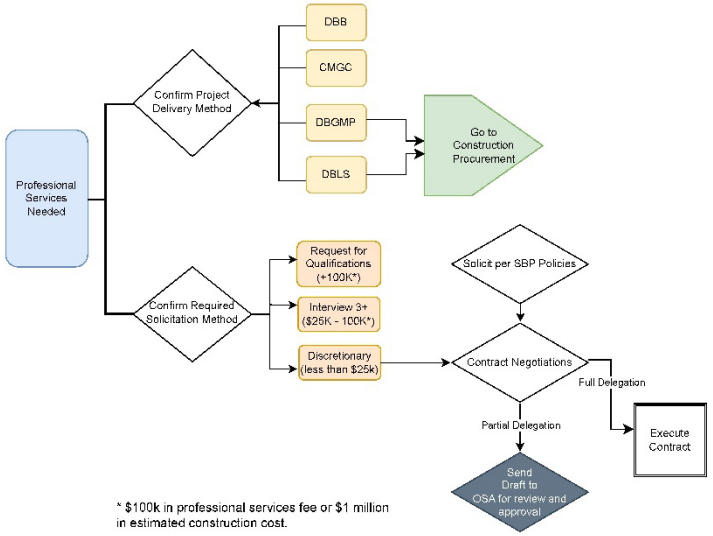
Available Contracts
Contract Types
Design Contracts
SC-5.1 Architect/Engineer Agreement
SC-5.1TC Architect/Engineer Agreement Terms and Conditions
SC-5.2 Architect/Engineer Agreement (CM/GC)

Non-Design Contracts
SC-5.3 Consultant Agreement
SBP-017 Plan Review Authorization
SBP-018 Building Inspection Authorization

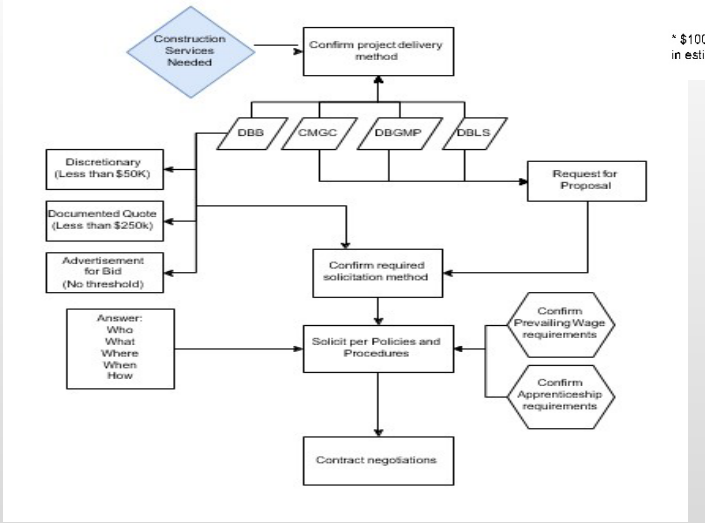
DESIGN PROCUREMENT MATRIX

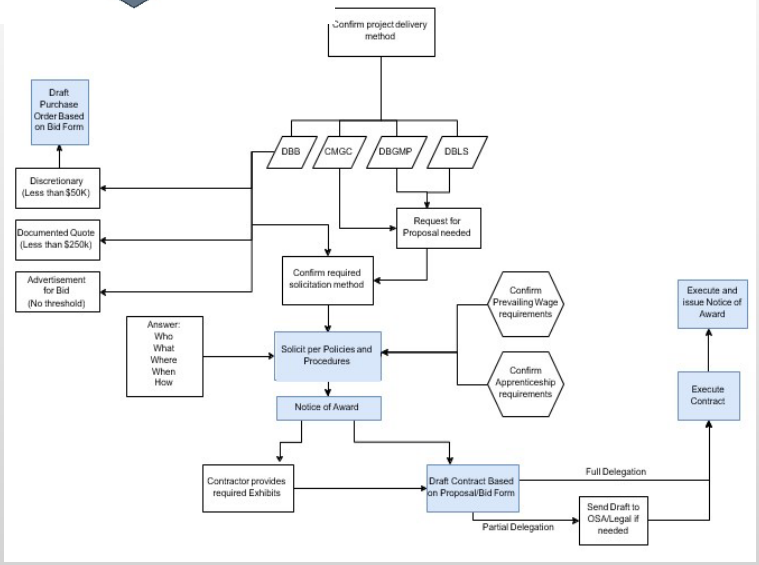
FLOWCHARTS





* $100k in professional services fee or $1 million in estimated construction cost.





Per §24-30-1301

"Capital Construction includes construction, demolition, remodeling, replacement or renovation, site improvement, installation of fixed or moveable equipment on real property and contracting for the services of architects, engineers and other consultants."

YES! WE HAVE A PROJECT!

The Basic Steps Checklist

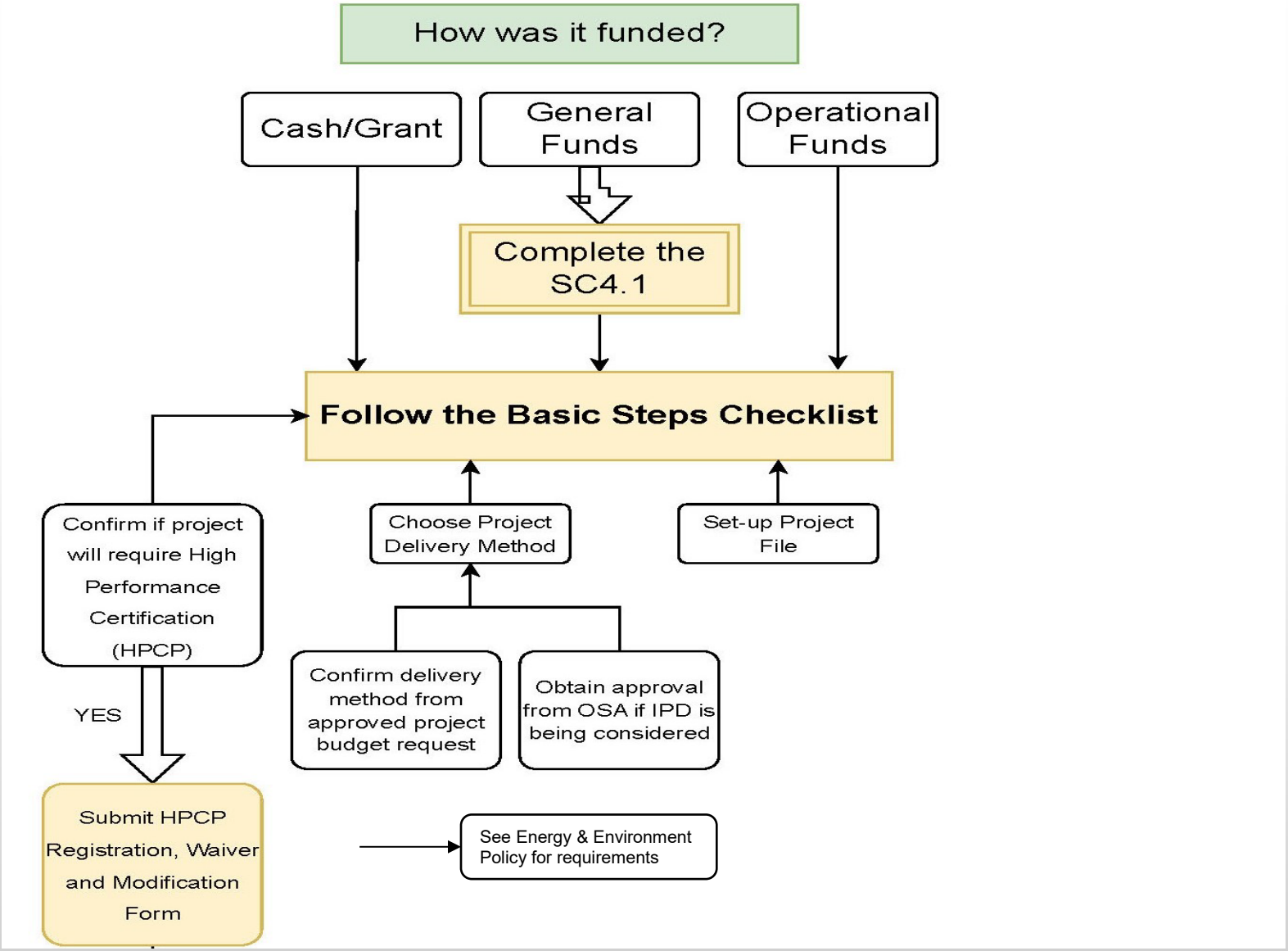
- Acts as the Primary State Buildings Program policy
- References all other SBP policies and templates

OUTLINE:

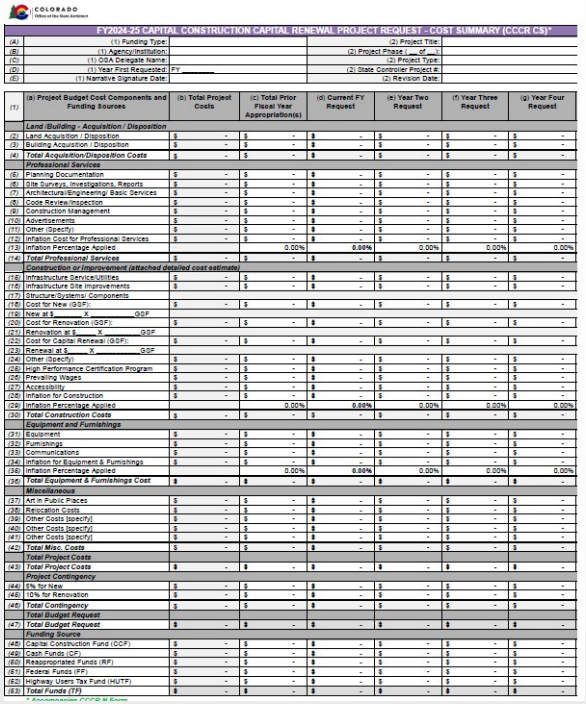
- A. Restricting Funds
- B. Starting a Project
- C. Managing the Project*
  - C1. Architect/Engineer Agreement
  - C2. Contractors Agreement
- D. Change Management
- E. Fiscal Year End
- F. Closing the Project

* Fundamentals of construction project management is an entire degree program. Therefore OSA does not prescribe how projects are managed unless there is statutory language that must be followed

DECISION MAKING



DECISION MAKING



COLORADO
Office of the State Architect

FY2024-25 CAPITAL CONSTRUCTION CAPITAL RENEWAL PROJECT REQUEST - COST SUMMARY (CCCR CS)*

(A)	(1) Funding Type:				(2) Project Title:		
(B)	(1) Agency/Institution:				(2) Project Phase (___ of ___)		
(C)	(1) OSA Delegate Name:				(2) Project Type:		
(D)	(1) Year First Requested: FY _____				(2) State Controller Project #:		
(E)	(1) Narrative Signature Date:				(2) Revision Date:		

(1)	(a) Project Budget Cost Components and Funding Sources	(b) Total Project Costs	(c) Total Prior Fiscal Year Appropriation(s)	(d) Current FY Request	(e) Year Two Request	(f) Year Three Request	(g) Year Four Request
	Land /Building - Acquisition / Disposition						
(2)	Land Acquisition / Disposition	$ -	$ -	$ -	$ -	$ -	$ -
(3)	Building Acquisition / Disposition	$ -	$ -	$ -	$ -	$ -	$ -
(4)	***Total Acquisition/Disposition Costs***	$ -	$ -	$ -	$ -	$ -	$ -
	Professional Services						
(5)	Planning Documentation	$ -	$ -	$ -	$ -	$ -	$ -
(6)	Site Surveys, Investigations, Reports	$ -	$ -	$ -	$ -	$ -	$ -
(7)	Architectural/Engineering/ Basic Services	$ -	$ -	$ -	$ -	$ -	$ -
(8)	Code Review/Inspection	$ -	$ -	$ -	$ -	$ -	$ -
(9)	Construction Management	$ -	$ -	$ -	$ -	$ -	$ -
(10)	Advertisements	$ -	$ -	$ -	$ -	$ -	$ -
(11)	Other (Specify)	$ -	$ -	$ -	$ -	$ -	$ -
(12)	Inflation Cost for Professional Services	$ -	$ -	$ -	$ -	$ -	$ -
(13)	Inflation Percentage Applied		0.00%	0.00%	0.00%	0.00%	0.00%
(14)	***Total Professional Services***	$ -	$ -	$ -	$ -	$ -	$ -
	Construction or Improvement (attached detailed cost estimate)						
(15)	Infrastructure Service/Utilities	$ -	$ -	$ -	$ -	$ -	$ -
(16)	Infrastructure Site Improvements	$ -	$ -	$ -	$ -	$ -	$ -
(17)	Structure/Systems/ Components						
(18)	Cost for New (GSF):	$ -	$ -	$ -	$ -	$ -	$ -
(19)	New at $_____ X _____GSF						
(20)	Cost for Renovation (GSF):	$ -	$ -	$ -	$ -	$ -	$ -
(21)	Renovation at $_____ X _____GSF						
(22)	Cost for Capital Renewal (GSF):	$ -	$ -	$ -	$ -	$ -	$ -
(23)	Renewal at $_____ X _____GSF						
(24)	Other (Specify)	$ -	$ -	$ -	$ -	$ -	$ -
(25)	High Performance Certification Program	$ -	$ -	$ -	$ -	$ -	$ -
(26)	Prevailing Wages	$ -	$ -	$ -	$ -	$ -	$ -
(27)	Accessibility	$ -	$ -	$ -	$ -	$ -	$ -
(28)	Inflation for Construction	$ -	$ -	$ -	$ -	$ -	$ -
(29)	Inflation Percentage Applied		0.00%	0.00%	0.00%	0.00%	0.00%
(30)	***Total Construction Costs***	$ -	$ -	$ -	$ -	$ -	$ -
	Equipment and Furnishings						
(31)	Equipment	$ -	$ -	$ -	$ -	$ -	$ -
(32)	Furnishings	$ -	$ -	$ -	$ -	$ -	$ -
(33)	Communications	$ -	$ -	$ -	$ -	$ -	$ -
(34)	Inflation for Equipment & Furnishings	$ -	$ -	$ -	$ -	$ -	$ -
(35)	Inflation Percentage Applied		0.00%	0.00%	0.00%	0.00%	0.00%
(36)	***Total Equipment & Furnishings Cost***	$ -	$ -	$ -	$ -	$ -	$ -
	Miscellaneous						
(37)	Art in Public Places	$ -	$ -	$ -	$ -	$ -	$ -
(38)	Relocation Costs	$ -	$ -	$ -	$ -	$ -	$ -
(39)	Other Costs (specify)	$ -	$ -	$ -	$ -	$ -	$ -
(40)	Other Costs (specify)	$ -	$ -	$ -	$ -	$ -	$ -
(41)	Other Costs (specify)	$ -	$ -	$ -	$ -	$ -	$ -
(42)	***Total Misc. Costs***	$ -	$ -	$ -	$ -	$ -	$ -
	Total Project Costs						
(43)	***Total Project Costs***	$ -	$ -	$ -	$ -	$ -	$ -
	Project Contingency						
(44)	5% for New	$ -	$ -	$ -	$ -	$ -	$ -
(45)	10% for Renovation	$ -	$ -	$ -	$ -	$ -	$ -
(46)	***Total Contingency***	$ -	$ -	$ -	$ -	$ -	$ -
	Total Budget Request						
(47)	***Total Budget Request***	$ -	$ -	$ -	$ -	$ -	$ -
	Funding Source						
(48)	Capital Construction Fund (CCF)	$ -	$ -	$ -	$ -	$ -	$ -
(49)	Cash Funds (CF)	$ -	$ -	$ -	$ -	$ -	$ -
(60)	Reappropriated Funds (RF)	$ -	$ -	$ -	$ -	$ -	$ -
(61)	Federal Funds (FF)	$ -	$ -	$ -	$ -	$ -	$ -
(62)	Highway Users Tax Fund (HUTF)	$ -	$ -	$ -	$ -	$ -	$ -
(63)	***Total Funds (TF)***	$ -	$ -	$ -	$ -	$ -	$ -

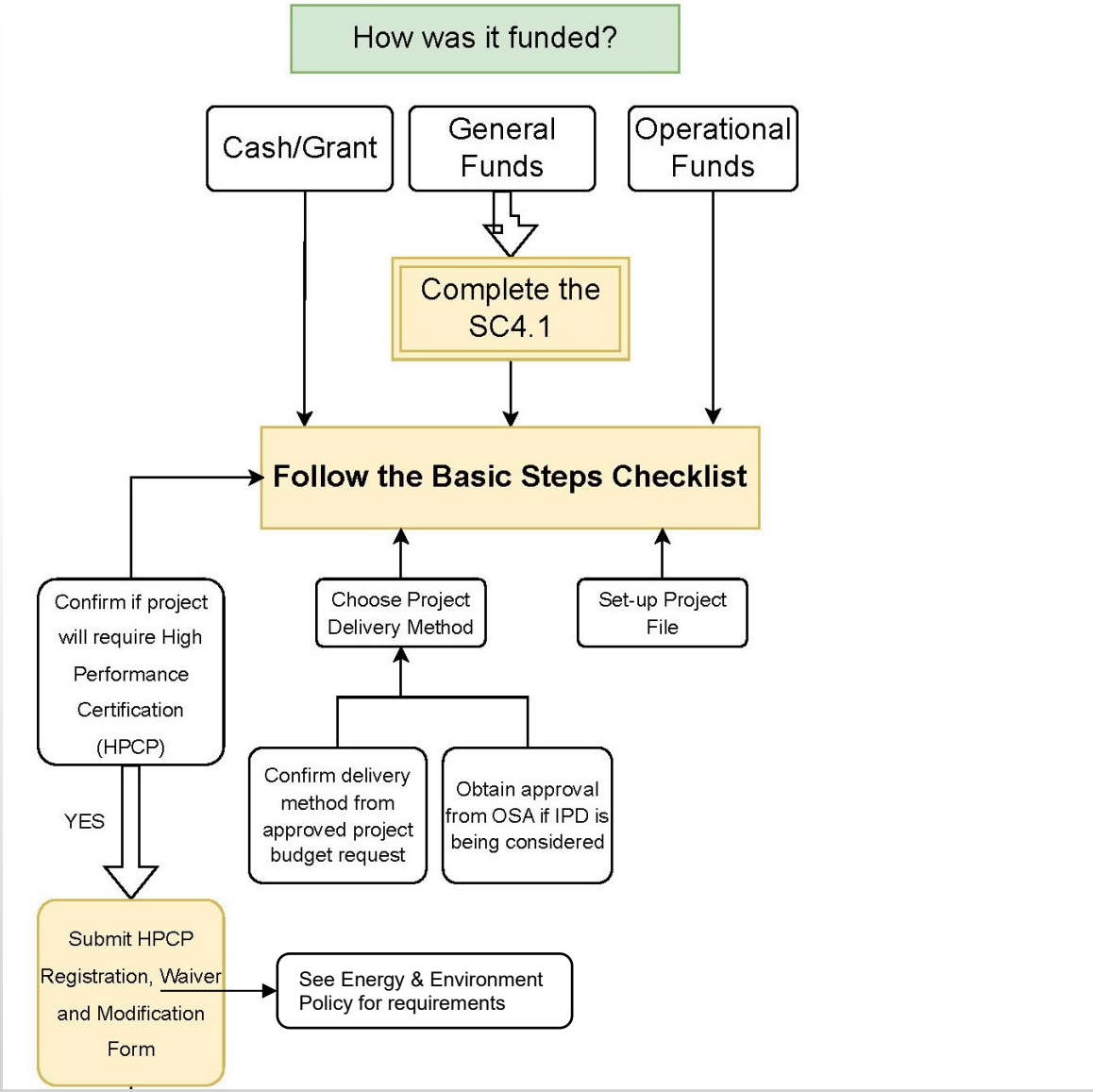
Note that much of these decisions are made when the request is put forward to OSA, CCHE and OSPB

K. PROJECT SCHEDULE:

Identify project schedule by funding phases. Add or delete boxes as required for each phase. See instructions for further detail.

Phase ___ of___	Start Date	Completion Date
Pre-Design		
Design		
Construction		
FF&E/Other		
Occupancy		

DECISION MAKING



QUICK GUIDE TO HPCP…

HIGH PERFORMANCE CERTIFICATION PROGRAM
Registration, Waiver, and Modification Form
OFFICE OF THE STATE ARCHITECT
Department of Personnel & Administration
1525 Sherman St., Suite 112
Denver, CO 80203

COLORADO
Office of the State Architect
Department of Personnel & Administration

Enter data in YELLOW cells only (as applicable)		Date:	

REGISTRATION

Department/Institution of Higher Education/School District/City/County/other Jurisdiction (name):			
Project Manager:		LEED-AP?	
E-mail:		Phone:	
Project Name/Number			
Project Address, City, Zip:			
Building Type:			
Project Cost (Estimate) $:			
New, Renovation, Addition:			
Source of funds and percentage of amounts			

Building Gross Square Footage (GSF) - existing or projected			
Current Building GSF		Projected Renovation GSF	
New Building GSF		Projected Additional GSF	

High Performance Certification Program Goal - LEED (Certified, Silver, Gold, Platinum), Green Globes (1, 2, 3, 4 Globes)		
HPCP Goal		
Date Project Registered with Certifying Organization:		

WAIVER

	1) New Construction is less than 5,000 gross square feet (GSF), substantial renovation is less than 5,000 GSF, addition is less than 5,000 GSF, or combination GSF total of the project's new/renovation/addition is less than 5,000 GSF.
	2) Project does not include a HVAC system or meets the IECC applicable sections.
	3) Project cost of substantial renovation is less than 25% of the current replacement value.
	4) Increased costs over the baseline project budget cannot be recouped from decreased operational costs within a 15 year period (in aggregate) as documented.

If the project is requesting a waiver based upon item #3 above, provide the following information.
Current Building Value $: | Date of most recent valuation:

the cost breakdown per the OSA LEED/Green Globes checklist worksheet tab. Costs from a contractor cost estimate are preferred. Operation savings can be projected or estimated.

Project Coordinator Attests to the Accuracy and Completeness of this Waiver Request by entering their name and date below.

MODIFICATION

	Modification: Initial project development is not compliant to the HPCP GOALS (Gold or Three Globes)

Instructions:

Indicate the organization that owns the building
Primary individual overseeing the design/construction of the building.

Name of building or project and State project number

Total cost for the project including design and construction.
New building, renovation of an existing building, an addition to an existing
Example: Owner (15%), State General Funds (15%), State Auxiliary Funds (15%), Donation (15%), Grants (15%), Other (25%)

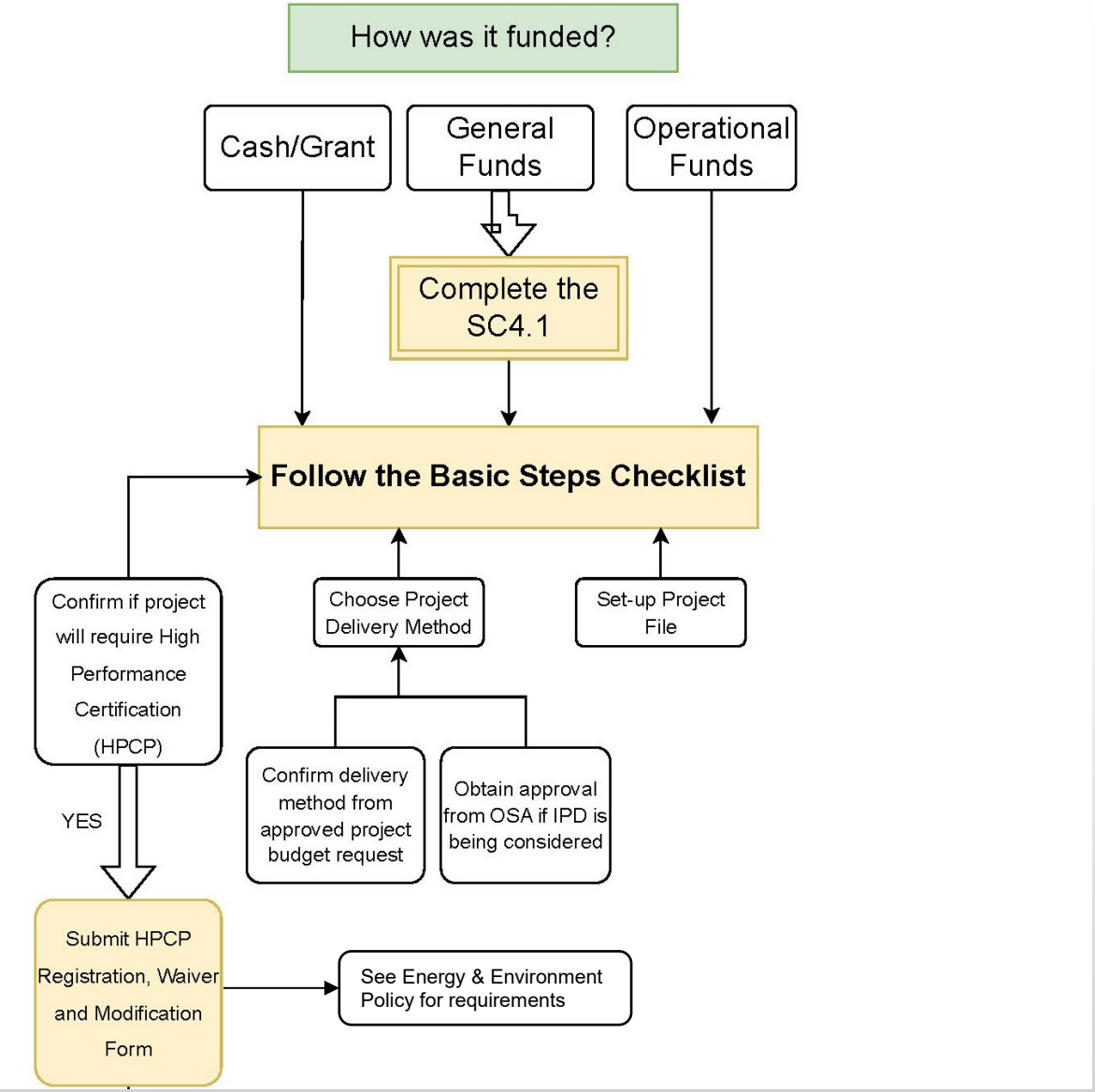
Indicate number of points anticipated from the LEED or Green Globes checklist

Check all that apply:

Enter an "X" if appropriate
Enter an "X" if appropriate
Enter an "X" if appropriate
Enter an "X" if appropriate

Enter an "X" if appropriate

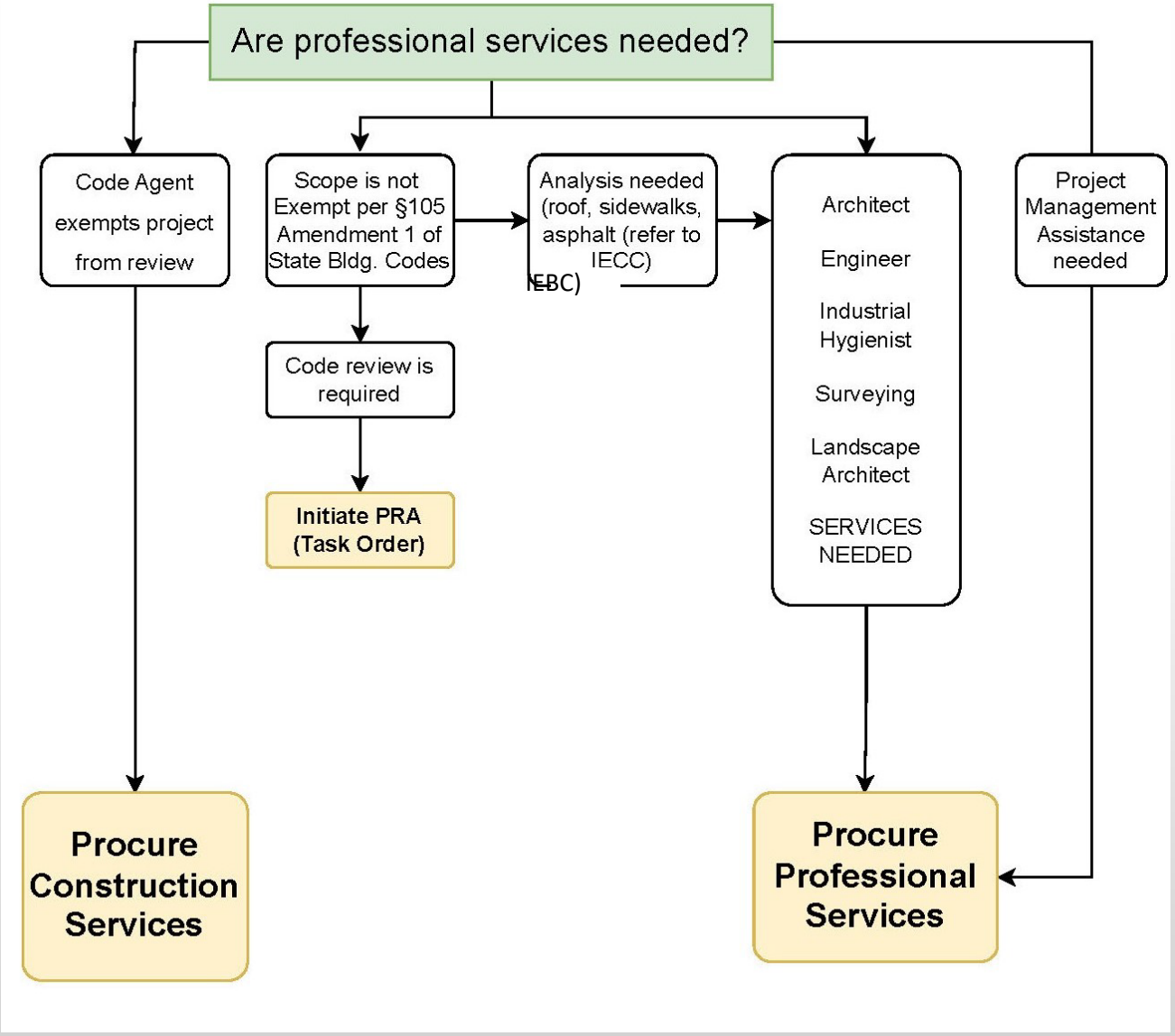
DECISION MAKING



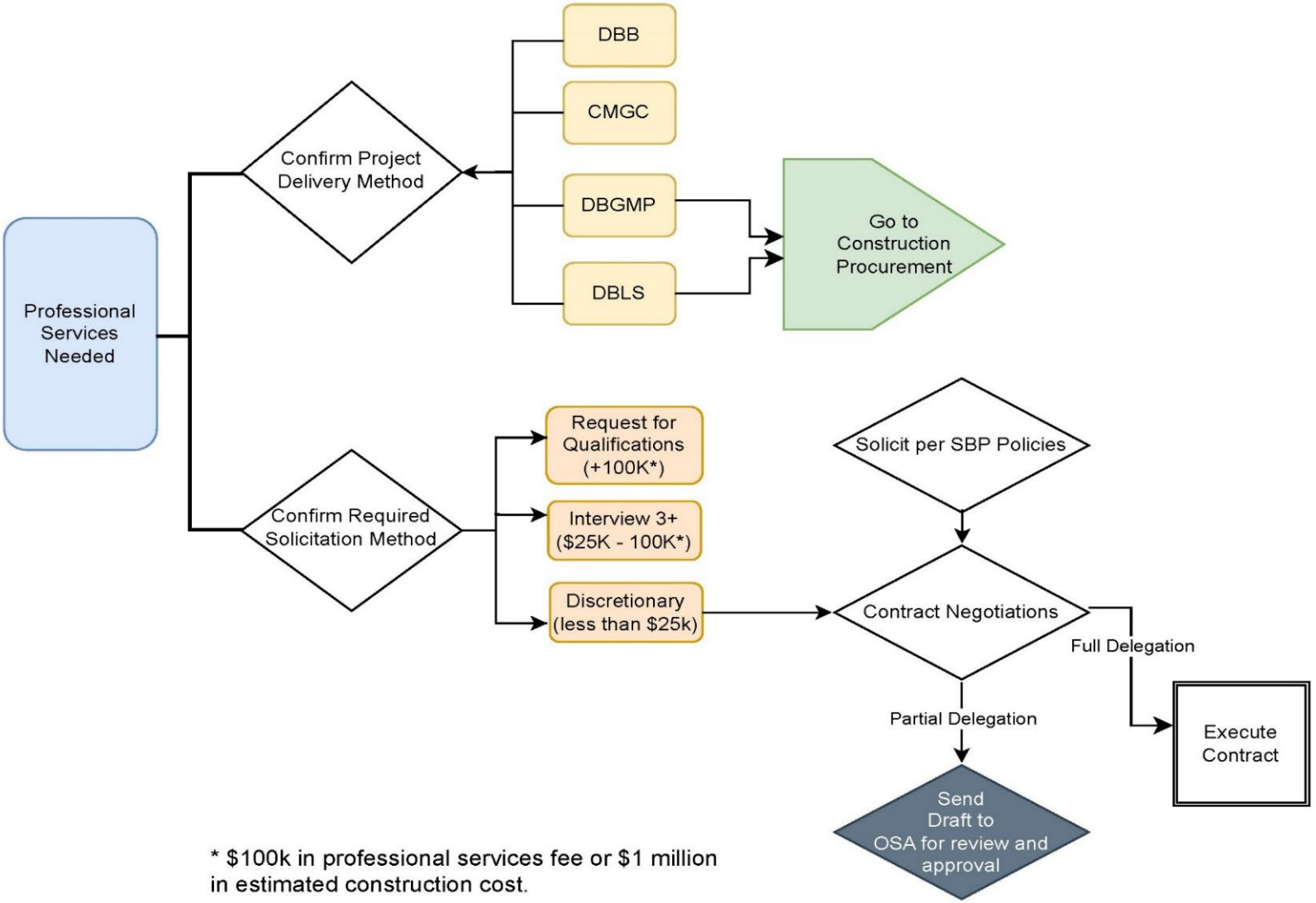
SETTING UP THE PROJECT

- Review Decision Matrix
  - Funding
  - High Performance Certification requirements
  - Delivery Method?
  - What's needed?
- Define Project Monitoring
  - Appoint Contract Manager (Project Manager)
  - Set up Project File and Budget tracking

DESIGN DECISION FLOWCHART



PROFESSIONAL SERVICES PROCUREMENT



PROFESSIONAL SERVICES RECAP

- Confirm type of consultants are needed
  - Programming
  - Design
  - Industrial Hygienist
  - Surveying
  - Project Management assistance
  - Code Consultant

- Solicit/Contract for Professional Services

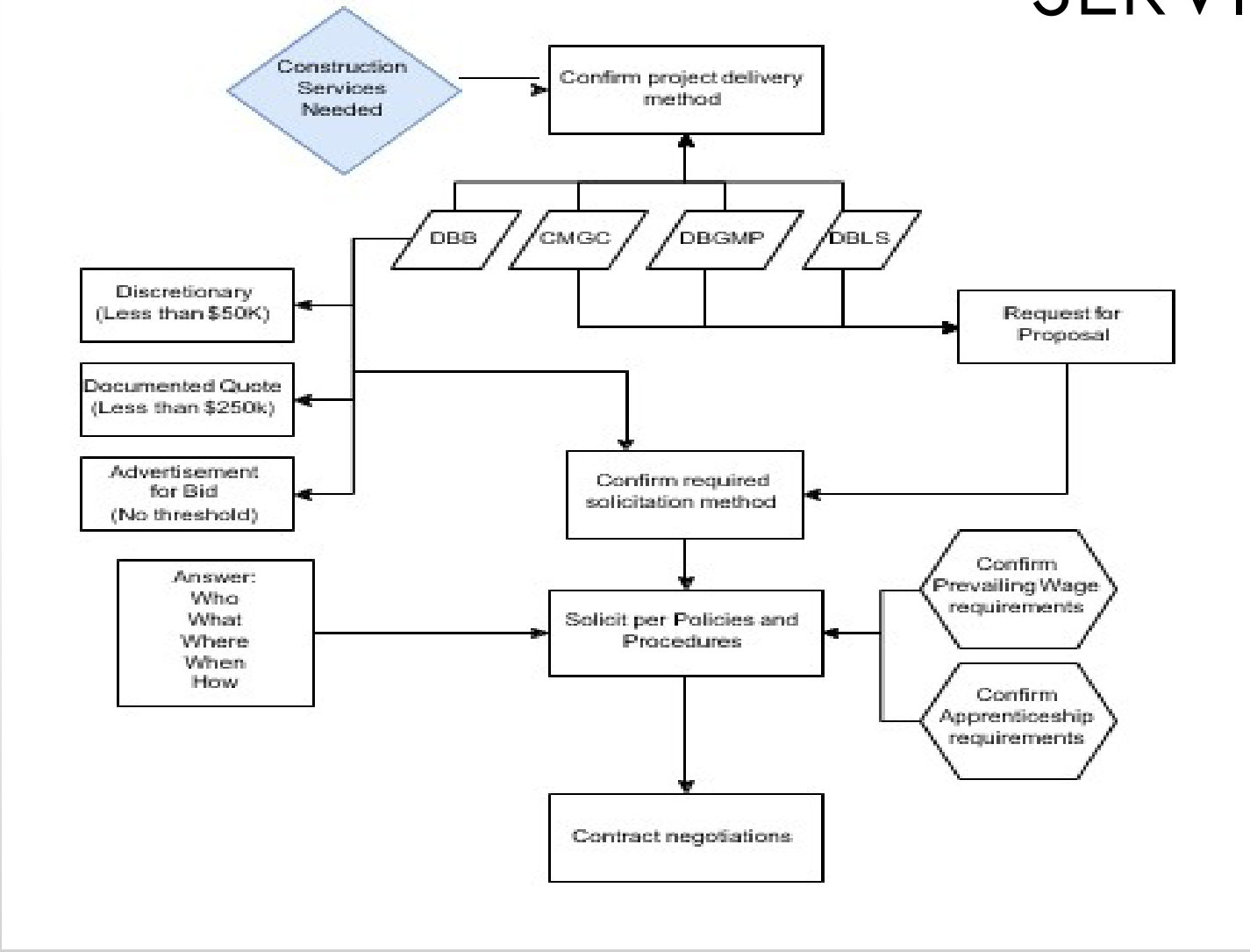
DURING DESIGN…

- Project Manager to familiarize themselves with the Agreement and the Code Compliance policy. It defines agency actions too

- Agency is responsible for reviewing specifications for energy efficiency, life cycle costs, value but also to confirm competitive bidding wherever possible

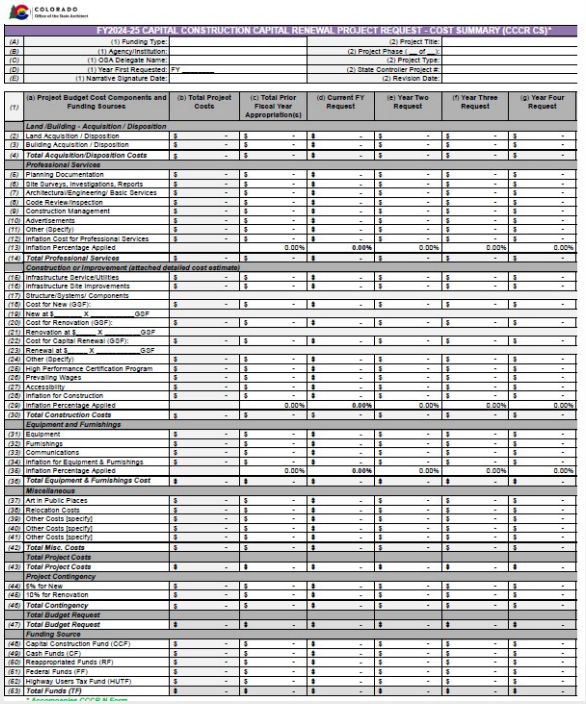
- Complete final plan reviews
- Complete Authorization to Bid
- Complete all bid forms
- Confirm bid package is all inclusive
- Solicit for Construction Services

SELECTING CONSTRUCTION SERVICES



DECISION MAKING

Note that much of these decisions are made when the request is put forward to OSA, CCHE and OSPB



COLORADO
Office of the State Architect

FY2024-25 CAPITAL CONSTRUCTION CAPITAL RENEWAL PROJECT REQUEST - COST SUMMARY (CCCR C5)*

(A)	(1) Funding Type:			(2) Project Title:	
(B)	(1) Agency/Institution:			(2) Project Phase (___ of ___)	
(C)	(1) OSA Delegate Name:			(2) Project Type:	
(D)	(1) Year First Requested:	FY _____		(2) State Controller Project #:	
(E)	(1) Narrative Signature Date:			(2) Revision Date:	

(1)	(a) Project Budget Cost Components and Funding Sources	(b) Total Project Costs	(c) Total Prior Fiscal Year Appropriation(s)	(d) Current FY Request	(e) Year Two Request	(f) Year Three Request	(g) Year Four Request
	Land /Building - Acquisition / Disposition						
(2)	Land Acquisition / Disposition	$ -	$ -	$ -	$ -	$ -	$ -
(3)	Building Acquisition / Disposition	$ -	$ -	$ -	$ -	$ -	$ -
(4)	***Total Acquisition/Disposition Costs***	$ -	$ -	$ -	$ -	$ -	$ -
	Professional Services						
(6)	Planning Documentation	$ -	$ -	$ -	$ -	$ -	$ -
(6)	Site Surveys, Investigations, Reports	$ -	$ -	$ -	$ -	$ -	$ -
(7)	Architectural/Engineering/ Basic Services	$ -	$ -	$ -	$ -	$ -	$ -
(8)	Code Review/Inspection	$ -	$ -	$ -	$ -	$ -	$ -
(9)	Construction Management	$ -	$ -	$ -	$ -	$ -	$ -
(10)	Advertisements	$ -	$ -	$ -	$ -	$ -	$ -
(11)	Other (Specify)	$ -	$ -	$ -	$ -	$ -	$ -
(12)	Inflation Cost for Professional Services	$ -	$ -	$ -	$ -	$ -	$ -
(13)	Inflation Percentage Applied		0.00%	0.00%	0.00%	0.00%	0.00%
(14)	***Total Professional Services***	$ -	$ -	$ -	$ -	$ -	$ -
	Construction or Improvement (attached detailed cost estimate)						
(16)	Infrastructure Service/Utilities	$ -	$ -	$ -	$ -	$ -	$ -
(16)	Infrastructure Site Improvements	$ -	$ -	$ -	$ -	$ -	$ -
(17)	Structure/Systems/ Components						
(18)	Cost for New (GSF):	$ -	$ -	$ -	$ -	$ -	$ -
(19)	New at $_____ X _____GSF						
(20)	Cost for Renovation (GSF):	$ -	$ -	$ -	$ -	$ -	$ -
(21)	Renovation at $_____ X _____GSF						
(22)	Cost for Capital Renewal (GSF):	$ -	$ -	$ -	$ -	$ -	$ -
(23)	Renewal at $_____ X _____GSF						
(24)	Other (Specify)	$ -	$ -	$ -	$ -	$ -	$ -
(25)	High Performance Certification Program	$ -	$ -	$ -	$ -	$ -	$ -
(26)	Prevailing Wages	$ -	$ -	$ -	$ -	$ -	$ -
(27)	Accessibility	$ -	$ -	$ -	$ -	$ -	$ -
(28)	Inflation for Construction	$ -	$ -	$ -	$ -	$ -	$ -
(29)	Inflation Percentage Applied		0.00%	0.00%	0.00%	0.00%	0.00%
(30)	***Total Construction Costs***	$ -	$ -	$ -	$ -	$ -	$ -
	Equipment and Furnishings						
(31)	Equipment	$ -	$ -	$ -	$ -	$ -	$ -
(32)	Furnishings	$ -	$ -	$ -	$ -	$ -	$ -
(33)	Communications	$ -	$ -	$ -	$ -	$ -	$ -
(34)	Inflation for Equipment & Furnishings	$ -	$ -	$ -	$ -	$ -	$ -
(36)	Inflation Percentage Applied		0.00%	0.00%	0.00%	0.00%	0.00%
(36)	***Total Equipment & Furnishings Cost***	$ -	$ -	$ -	$ -	$ -	$ -
	Miscellaneous						
(37)	Art in Public Places	$ -	$ -	$ -	$ -	$ -	$ -
(38)	Relocation Costs	$ -	$ -	$ -	$ -	$ -	$ -
(39)	Other Costs (specify)	$ -	$ -	$ -	$ -	$ -	$ -
(40)	Other Costs (specify)	$ -	$ -	$ -	$ -	$ -	$ -
(41)	Other Costs (specify)	$ -	$ -	$ -	$ -	$ -	$ -
(42)	***Total Misc. Costs***	$ -	$ -	$ -	$ -	$ -	$ -
	Total Project Costs						
(43)	***Total Project Costs***	$ -	$ -	$ -	$ -	$ -	$ -
	Project Contingency						
(44)	5% for New	$ -	$ -	$ -	$ -	$ -	$ -
(46)	10% for Renovation	$ -	$ -	$ -	$ -	$ -	$ -
(45)	***Total Contingency***	$ -	$ -	$ -	$ -	$ -	$ -
	Total Budget Request						
(47)	***Total Budget Request***	$ -	$ -	$ -	$ -	$ -	$ -
	Funding Source						
(48)	Capital Construction Fund (CCF)	$ -	$ -	$ -	$ -	$ -	$ -
(49)	Cash Funds (CF)	$ -	$ -	$ -	$ -	$ -	$ -
(60)	Reappropriated Funds (RF)	$ -	$ -	$ -	$ -	$ -	$ -
(61)	Federal Funds (FF)	$ -	$ -	$ -	$ -	$ -	$ -
(62)	Highway Users Tax Fund (HUTF)	$ -	$ -	$ -	$ -	$ -	$ -
(63)	***Total Funds (TF)***	$ -	$ -	$ -	$ -	$ -	$ -

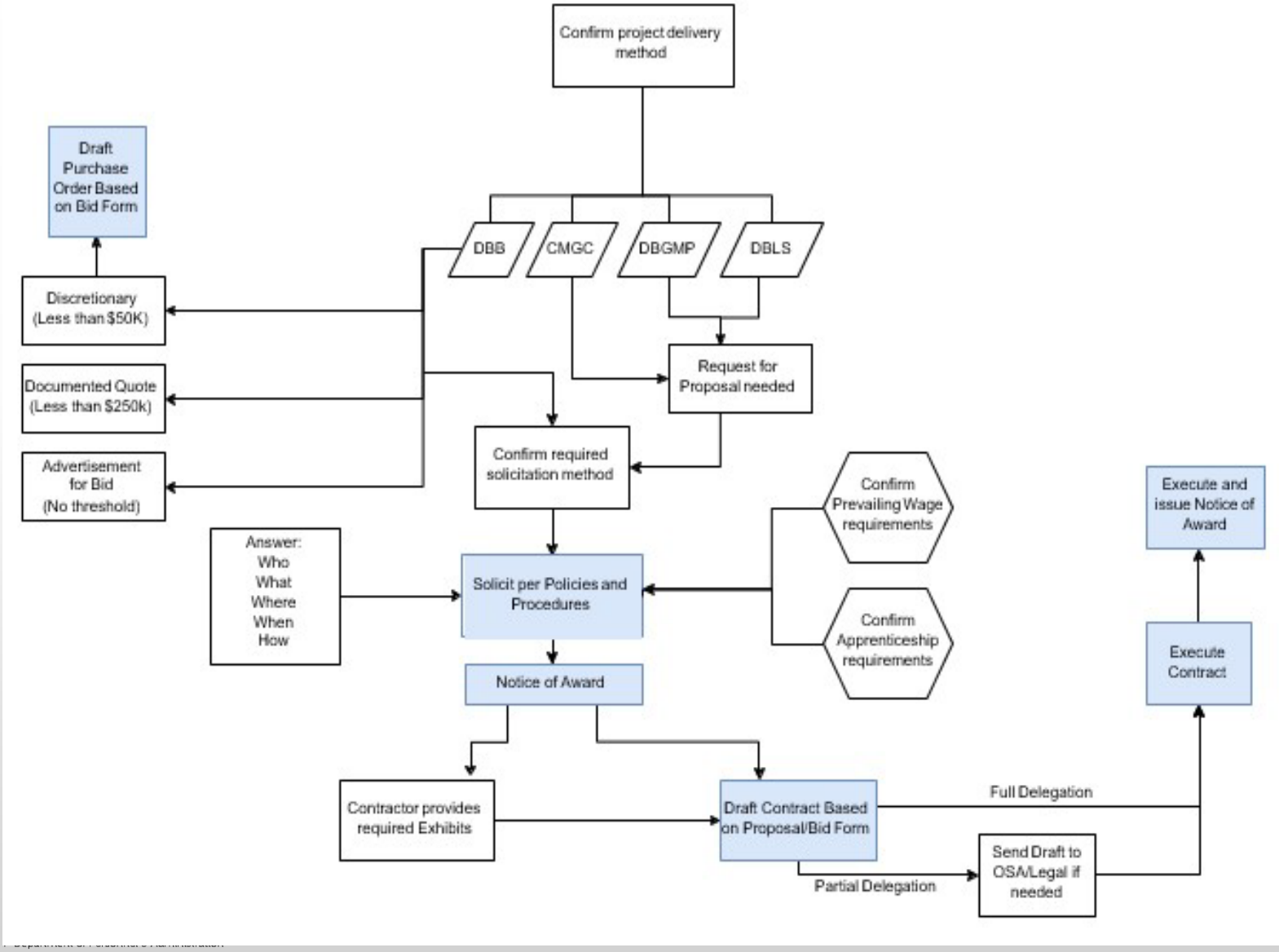
*Incorporated CCCR M Form

K. PROJECT SCHEDULE:

Identify project schedule by funding phases. Add or delete boxes as required for each phase. See instructions for further detail.

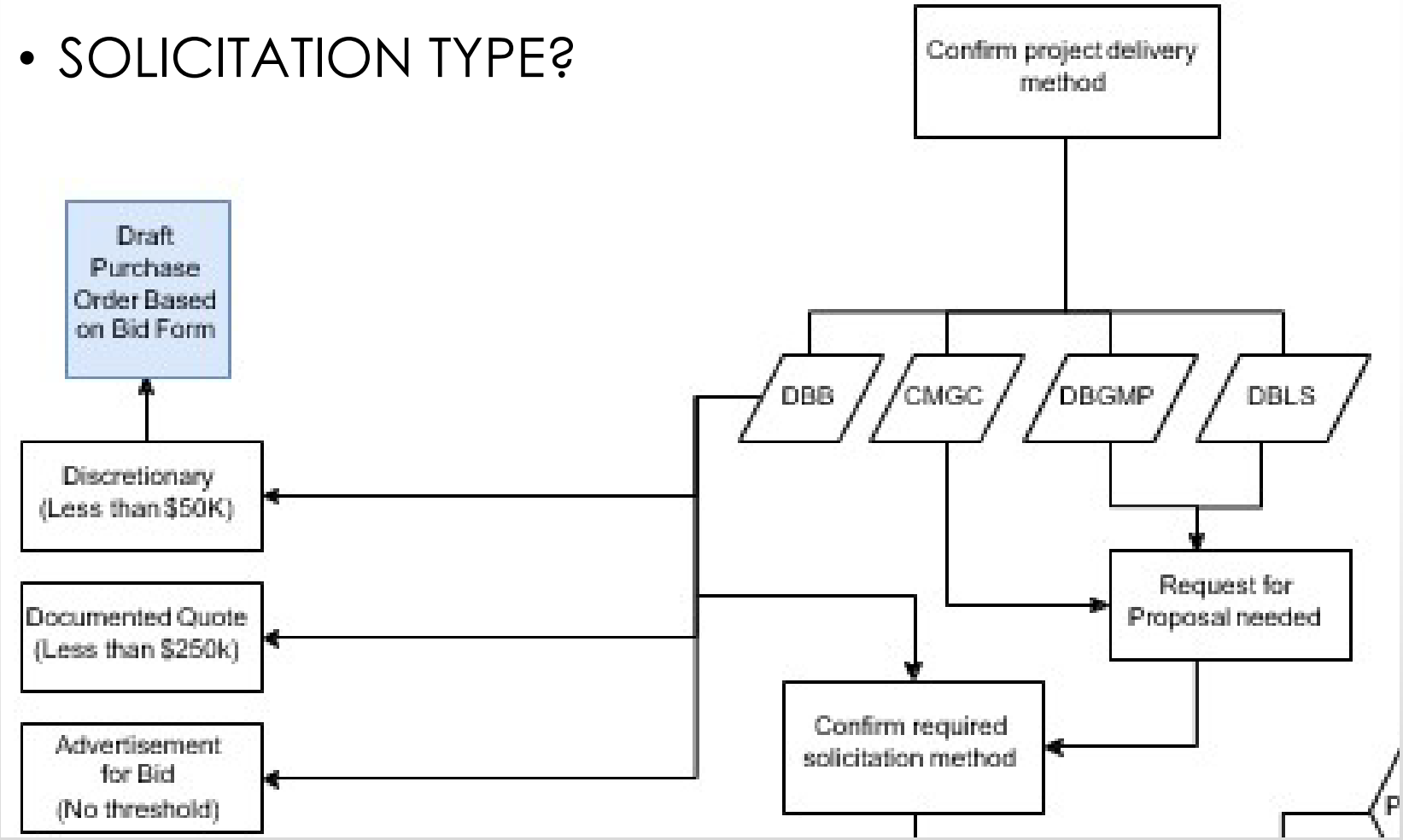
Phase ___ of___	Start Date	Completion Date
Pre-Design		
Design		
Construction		
FF&E/Other		
Occupancy		

CONSTRUCTION SERVICES



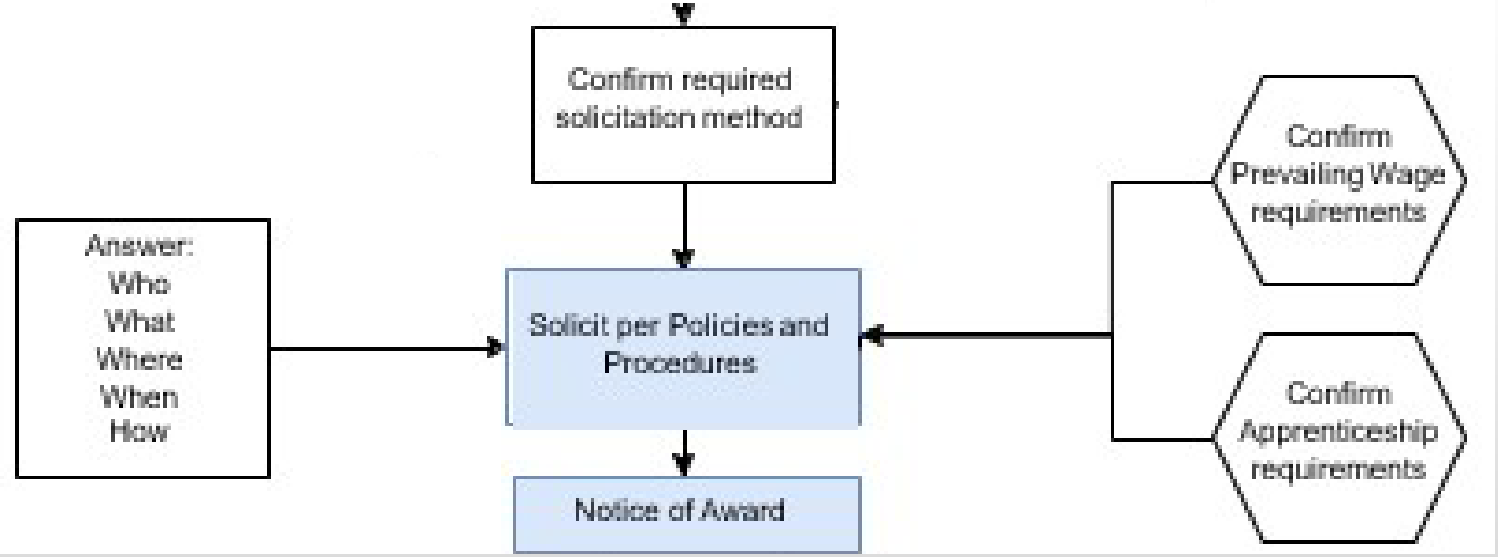
CONSTRUCTION SERVICES

- SOLICITATION TYPE?



CONSTRUCTION SERVICES

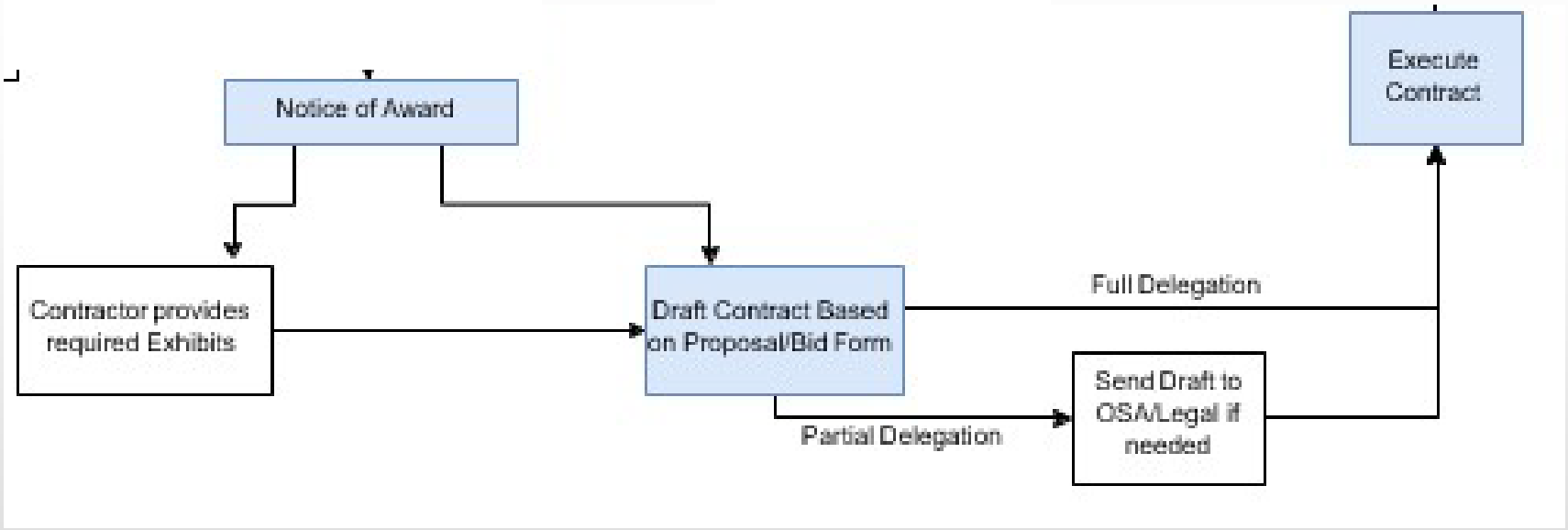
- DRAFTING THE SOLICITATION?



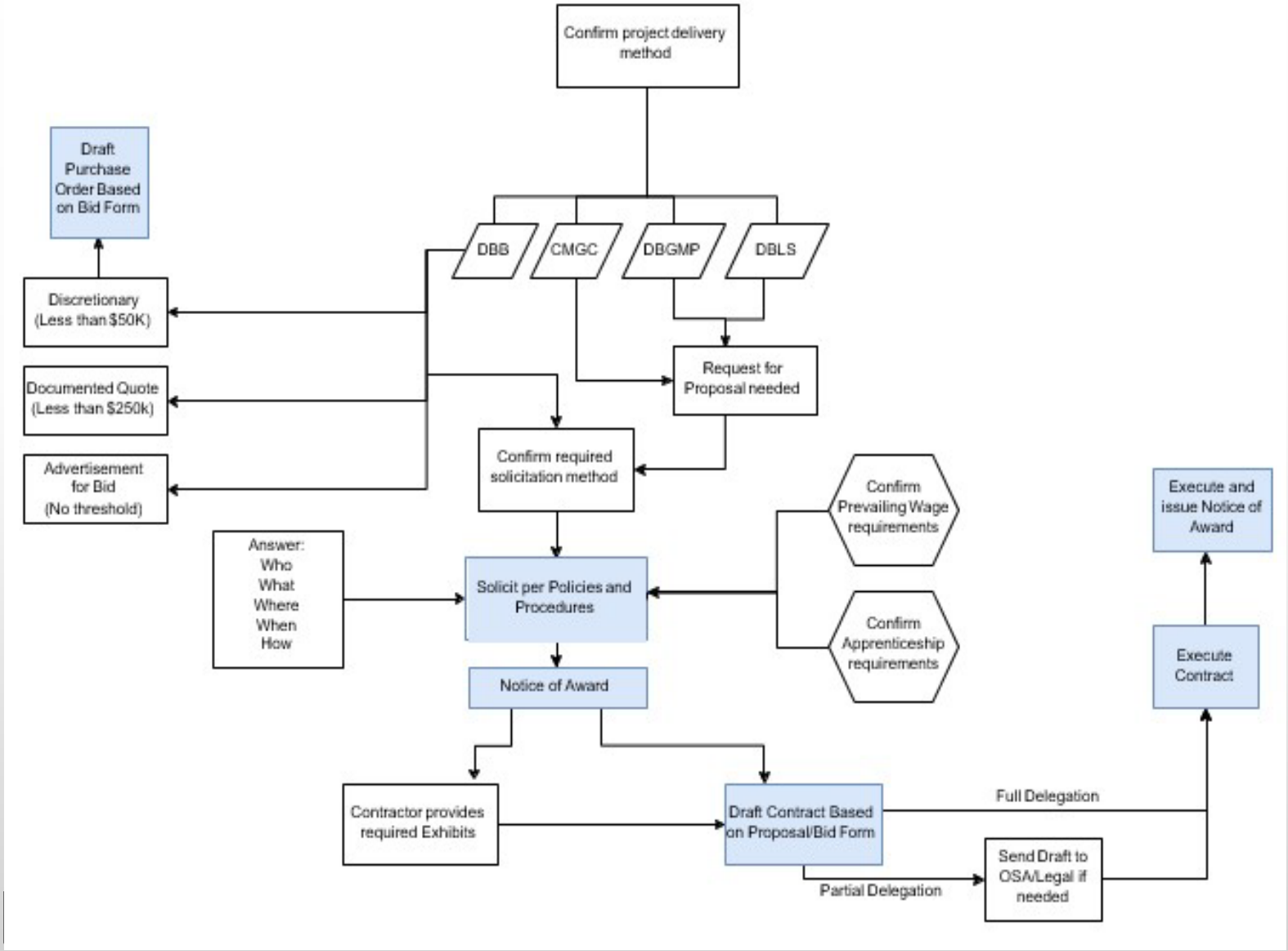
STARTING THE PROJECT - BIDDING

- Confirm bids are responsive
- Issue Notice of award
- Prepare Contractors Agreement and Exhibits
- If partially delegated - send document to OSA for review

CONSTRUCTION CONTRACTING



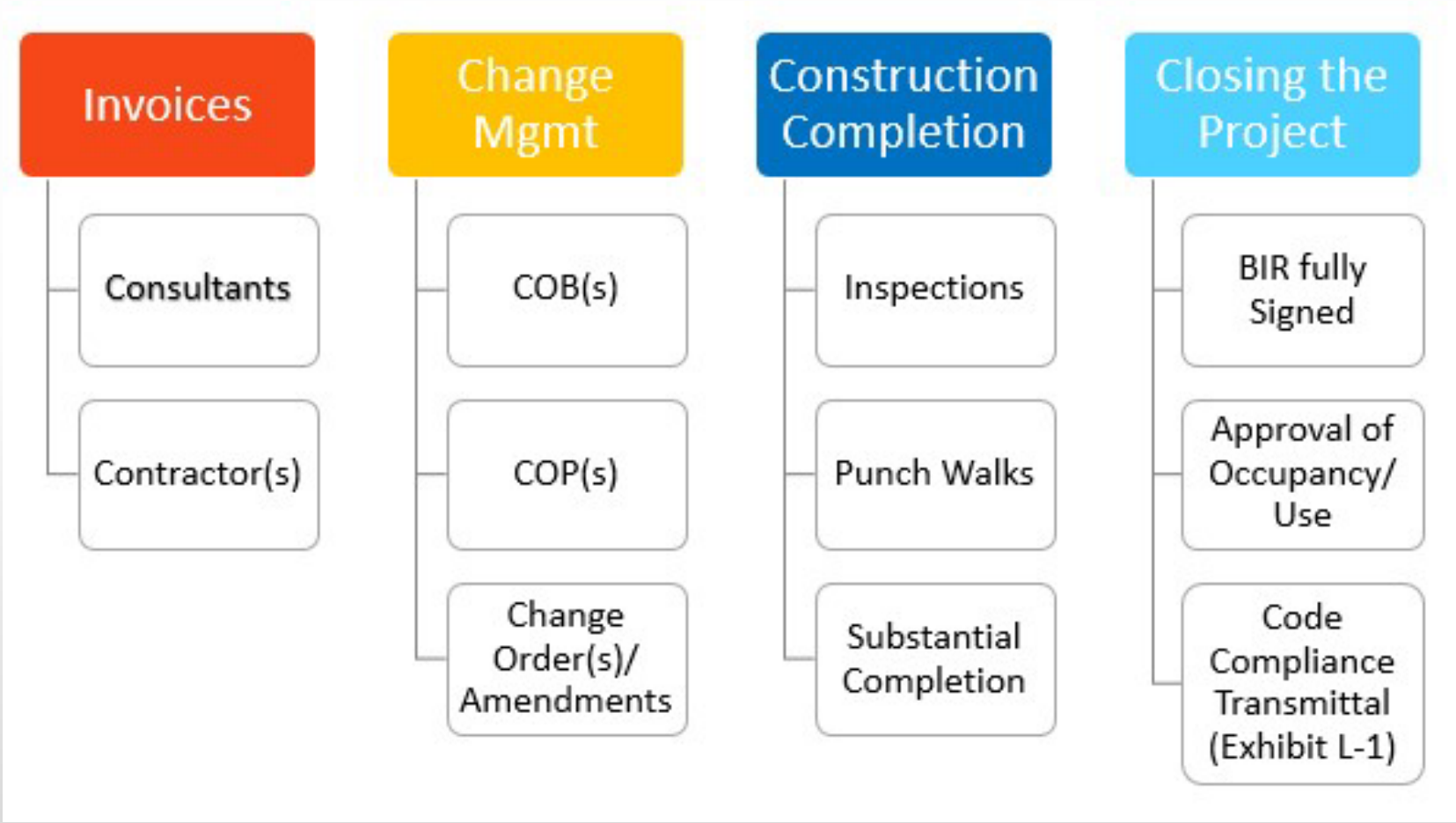
CONSTRUCTION SERVICES



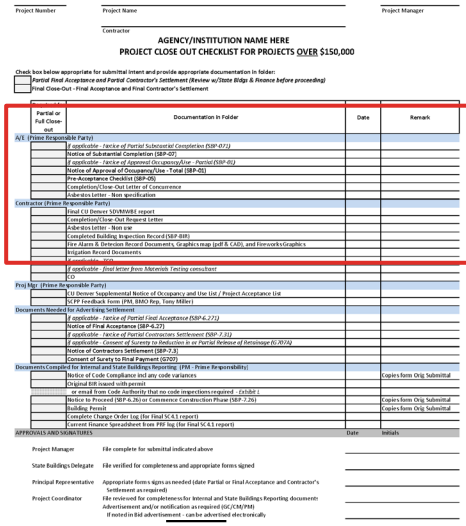
STARTING THE PROJECT- POST AWARD

- Sign Contract Documents (Drawings & Specs) & distribute Construction Project Manuals
- Provide Contractor with Prevailing Wage Poster
- Post Apprenticeship Certification
- Issue Notice to Proceed with the Building Inspection Record

MANAGING THE PROJECT



CLOSEOUT MATRICES



Project Number | Project Name | Project Manager

Contractor

AGENCY/INSTITUTION NAME HERE
PROJECT CLOSE OUT CHECKLIST FOR PROJECTS OVER $150,000

Check box below appropriate for submittal intent and provide appropriate documentation in folder:
- *Partial Final Acceptance and Partial Contractor's Settlement (Review w/State Bldgs & Finance before proceeding)*
- Final Close-Out - Final Acceptance and Final Contractor's Settlement

Partial or Full Close-out	Documentation in Folder	Date	Remark
A/E (Prime Responsible Party)			
	If applicable - Notice of Partial Substantial Completion (SBP-071)		
	Notice of Substantial Completion (SBP-07)		
	If applicable - Notice of Approval Occupancy/Use - Partial (SBP-01)		
	Notice of Approval of Occupancy/Use - Total (SBP-01)		
	Pre-Acceptance Checklist (SBP-05)		
	Completion/Close-Out Letter of Concurrence		
	Asbestos Letter - Non specification		
Contractor (Prime Responsible Party)			
	Final CU Denver SDVMWBE report		
	Completion/Close-Out Request Letter		
	Asbestos Letter - Non use		
	Completed Building Inspection Record (SBP-BIR)		
	Fire Alarm & Detecion Record Documents, Graphics map (pdf & CAD), and Fireworks Graphics		
	Irrigation Record Documents		
	If applicable - N/A		
	If applicable - final letter from Materials Testing consultant		
	CO		
Proj Mgr. (Prime Responsible Party)			
	CU Denver Supplemental Notice of Occupancy and Use List / Project Acceptance List		
	SCPP Feedback Form (PM, BMO Rep, Tony Miller)		
Documents Needed for Advertising Settlement			
	If applicable - Notice of Partial Final Acceptance (SBP-6.271)		
	Notice of Final Acceptance (SBP-6.27)		
	If applicable - Notice of Partial Contractors Settlement (SBP-7.31)		
	If applicable - Consent of Surety to Reduction in or Partial Release of Retainage (G707A)		
	Notice of Contractors Settlement (SBP-7.3)		
	Consent of Surety to Final Payment (G707)		
Documents Compiled for Internal and State Buildings Reporting. (PM - Prime Responsibility)			
	Notice of Code Compliance incl any code variances		Copies form Orig Submittal
	Original Bill issued with permit		
	or email from Code Authority that no code inspections required - Exhibit I		
	Notice to Proceed (SBP-6.26) or Commence Construction Phase (SBP-7.26)		Copies form Orig Submittal
	Building Permit		Copies form Orig Submittal
	Complete Change Order Log (for Final SC4.1 report)		
	Current Finance Spreadsheet from PBF log (for Final SC4.1 report)		

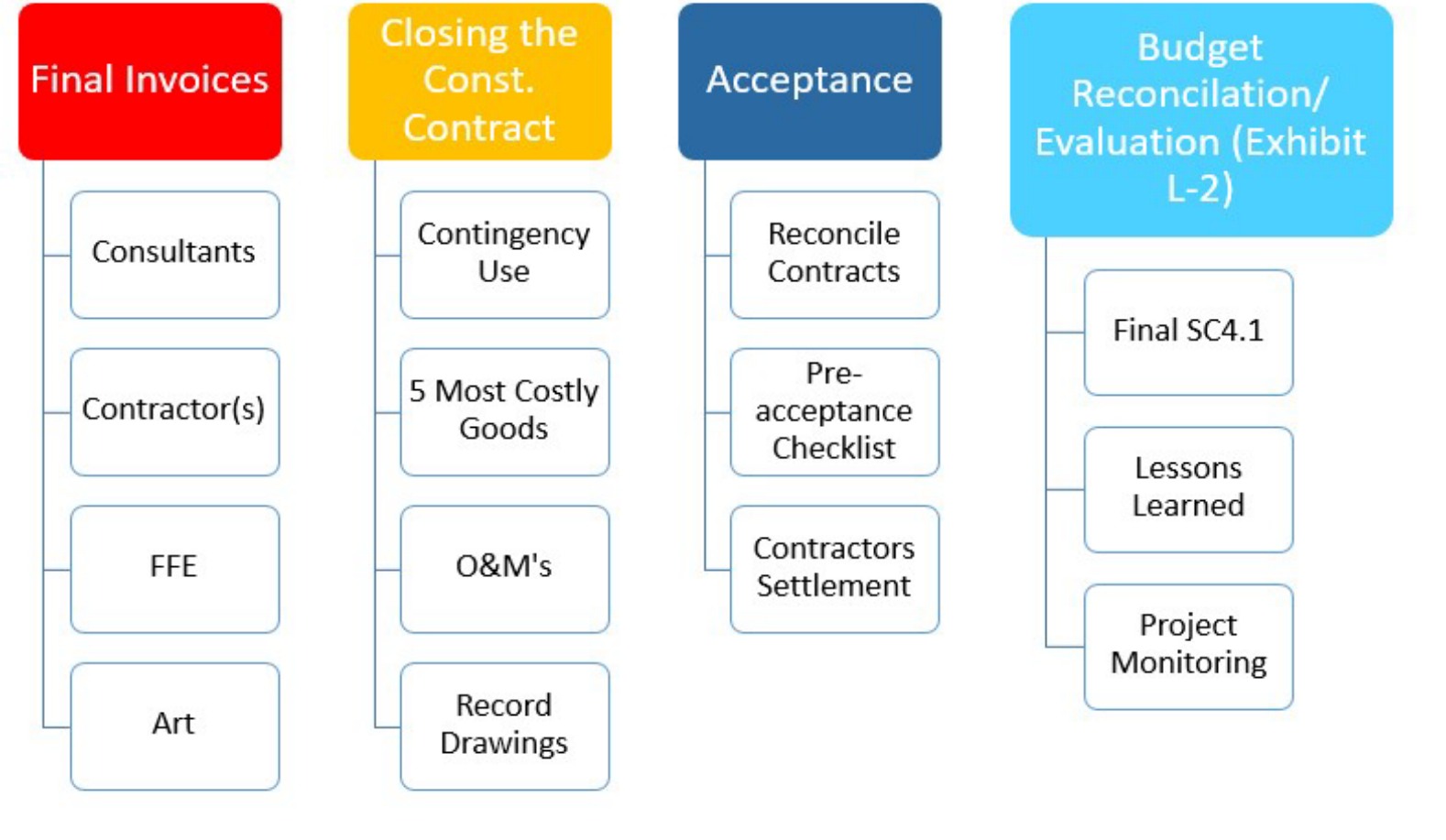
APPROVALS AND SIGNATURES		Date	Initials
Project Manager	File complete for submittal indicated above		
State Buildings Delegate	File verified for completeness and appropriate forms signed		
Principal Representative	Appropriate forms signs as needed (date Partial or Final Acceptance and Contractor's Settlement as required)		
Project Coordinator	File reviewed for completeness for internal and State Buildings Reporting documents Advertisement and/or notification as required (GC/CM/PM) If noted in Bid advertisement - can be advertised electronically		

FOLDER DISTRIBUTION
Original copies of Transition / Clo

CLAIMS & FINAL PAYMENT
"No Claim C" letter c (If R
Finance Claim

Required for Partial or Full Close-out	Documentation in Folder	Date	Remark
A/E (Prime Responsible Party)			
	if applicable - Notice of Partial Substantial Completion (SBP-071)		
	Notice of Substantial Completion (SBP-07)		
	if applicable - Notice of Approval Occupancy/Use - Partial (SBP-01)		
	Notice of Approval of Occupancy/Use - Total (SBP-01)		
	Pre-Acceptance Checklist (SBP-05)		
	Completion/Close-Out Letter of Concurrence		
	Asbestos Letter - Non specification		
Contractor (Prime Responsible Party)			
	Final CU Denver SDVMWBE report		
	Completion/Close-Out Request Letter		
	Asbestos Letter - Non use		
	Completed Building Inspection Record (SBP-BIR)		
	Fire Alarm & Detecion Record Documents, Graphics map (pdf & CAD), and Fireworks Graphics		

CLOSING THE PROJECT



CONCLUSION

While the Basic Steps Checklist is the policy, there will soon be training materials including videos, matrices and flowcharts at your disposal to guide you no matter your starting point.

QUESTIONS OR COMMENTS?

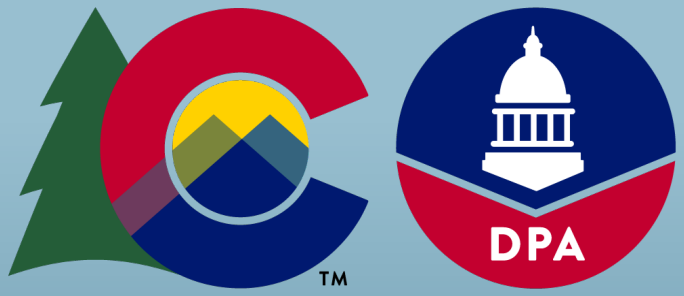
Please send to:

tana.lane@state.co.us
Manager of State Buildings Program

Closing Remarks

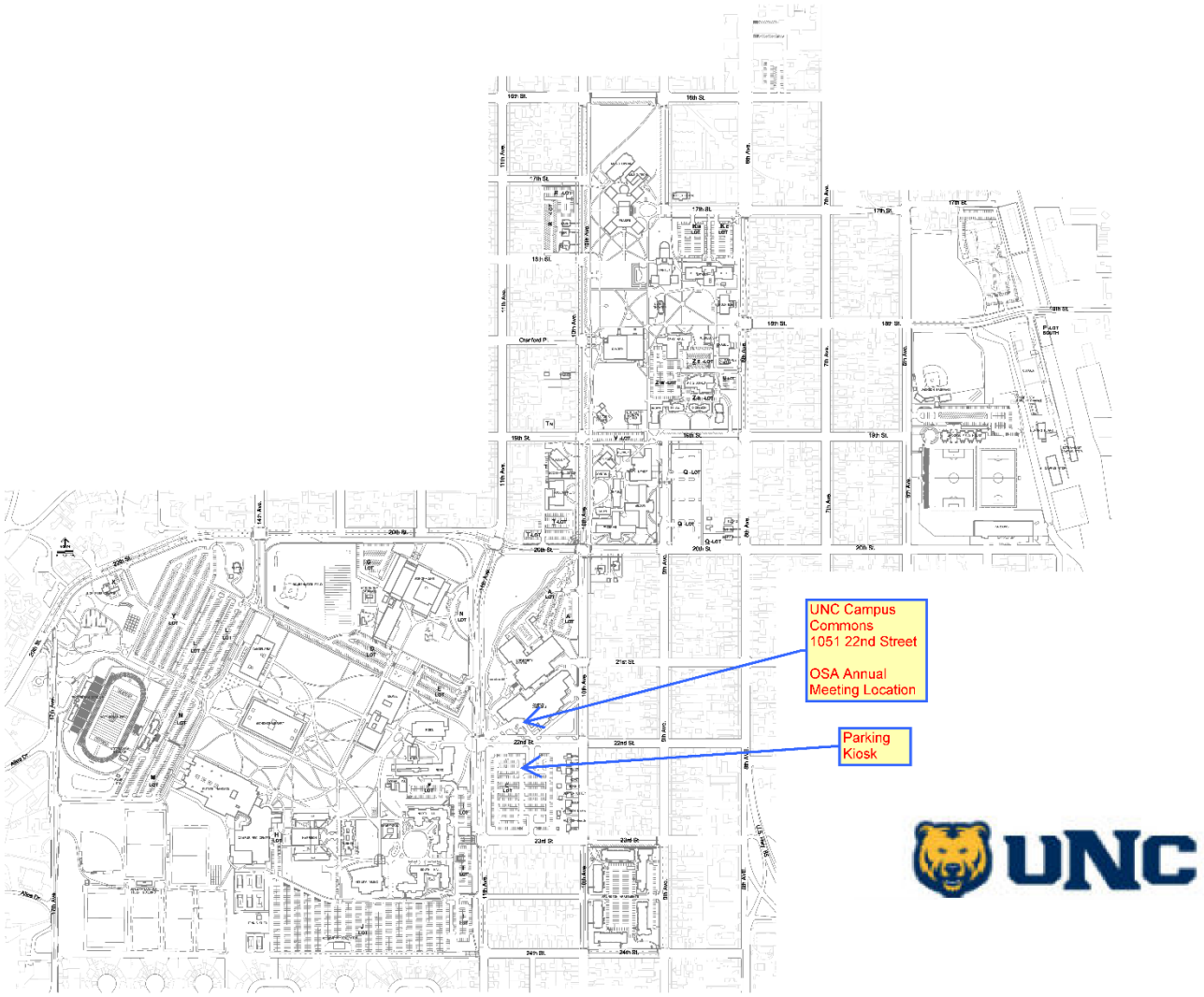
Cheri Gerou

Kirk Leichliter



Questions & Thank You

Campus Tour


UNC Campus Commons
1051 22nd Street
OSA Annual Meeting Location
Parking Kiosk
UNC