

BASIC STEPS CHECKLIST

April 2023



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 items and provide appropriate documentation in folder:
 Partial Final Acceptance and Final Contractor's Settlement Review or Close Out & Release 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) | | | |
| | <i>if applicable - Notice of Partial Substantial Completion (SBP-071)</i> | | |
| | Notice of Substantial Completion (SBP-07) | | |
| | <i>if applicable - Notice of Approval of Occupancy/Use - Partial (SBP-01)</i> | | |
| | 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 & Detection Record Documents, Graphics map (pdf & CAD), and Fireworks Graphics | | |
| | Asbestos Letter - Non specification | | |
| | Completion/Close-Out Letter of Concurrence | | |
| | Final CU Denver SDVMWBE report | | |
| | Final CU Denver SDVMWBE report | | |
| DP/EP (Prime Responsible Party) | | | |
| | Final CU Denver SDVMWBE report | | |
| | Final CU Denver SDVMWBE report | | |
| Documents Required for Submittal (Settlement) | | | |
| | <i>if applicable - Notice of Partial Final Acceptance (SBP-071)</i> | | |
| | Notice of Final Acceptance (SBP-07) | | |
| | <i>if applicable - Notice of Partial Contractor Settlement (SBP-7)</i> | | |
| | <i>if applicable - Consent of Agency to Release and Partial Release of Retention (0-2014)</i> | | |
| | Notice of Contractor Settlement (SBP-7) | | |
| | Consent of Agency to Final Payment (0202) | | |
| Documents Required for Internal and State Building Report (PRP - Prime Responsibility) | | | |
| | Notice of Close-out and final submittal | | copies from OIG, Internal |
| | Internal BIR record with journal | | |
| | Asbestos Letter (Non specification) | | |
| | Notice to Proceed (SBP-4, 201) or Consensus Construction Phase (SBP-7, 201) | | copies from OIG, Internal |
| | Building Permit | | copies from OIG, Internal |
| | Complete Change Order Log (for Final-CO-43 report) | | |
| | Current Release - Settlement from PRP Log (for Final-CO-43 report) | | |

APPROVALS AND SIGNATURES

Project Manager: _____ File complete for submittal items and above

State Building Delegate: _____ File verified for completeness and appropriate forms signed

Principal Paperwork: _____ Appropriate forms & signs as needed (date Partial or Final Acceptance or Settlement as required)

Project Coordinator: _____ File received for compliance with Internal and State Building Report. Attachment and verification as required (0202, 0201, 0203). If provided in advertisement, verify attached date locally.

ORDER DISTRIBUTION

Original required for Transition / Close Out reviewed by Finance and Admin

CLOSE-OUT CHECKLIST

The Close-Out Letter issued on or after "settlement date" is prepared by Contractor to DP/EP (where applicable)

Finance: _____ Claims Reconciliation and Final Payment

| Required for Partial or Full Close-out | Documentation in Folder | Date | Remark |
|---|---|------|--------|
| A/E (Prime Responsible Party) | | | |
| | <i>if applicable - Notice of Partial Substantial Completion (SBP-071)</i> | | |
| | Notice of Substantial Completion (SBP-07) | | |
| | <i>if applicable - Notice of Approval of Occupancy/Use - Partial (SBP-01)</i> | | |
| | 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 & Detection 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 |

| 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 |

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

< \$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 |

| 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) |

| 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 |

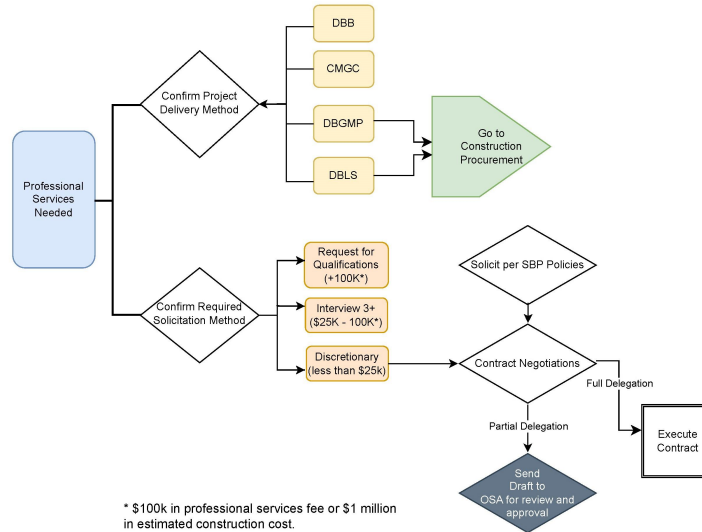
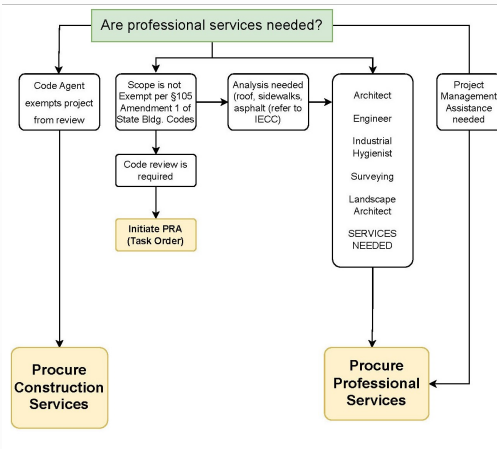
| Non-Design Contracts |
|---|
| SC-5.3 Consultant Agreement |
| SBP-017 Plan Review Authorization |
| SBP-018 Building Inspection Authorization |

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

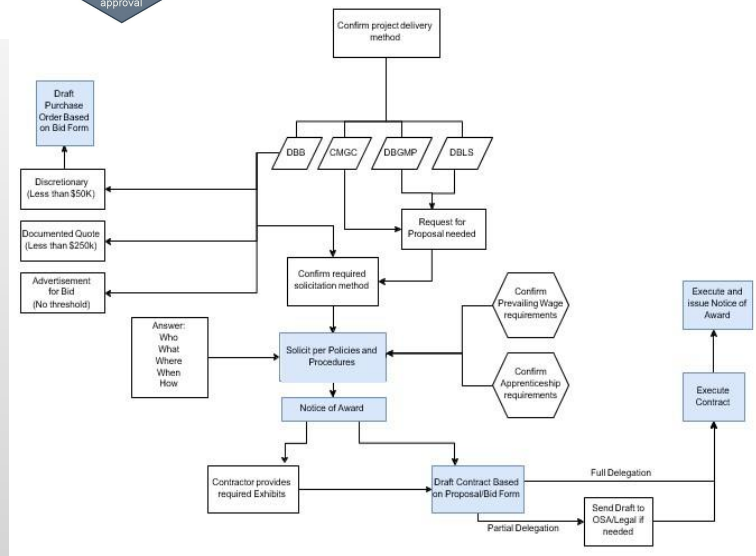
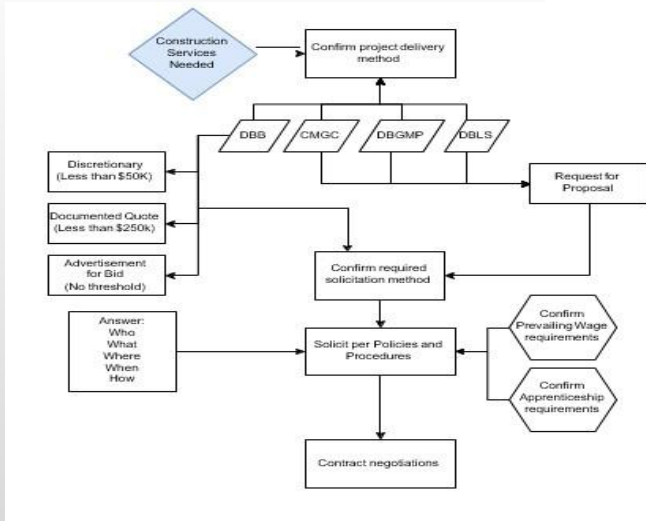
DESIGN PROCUREMENT MATRIX



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

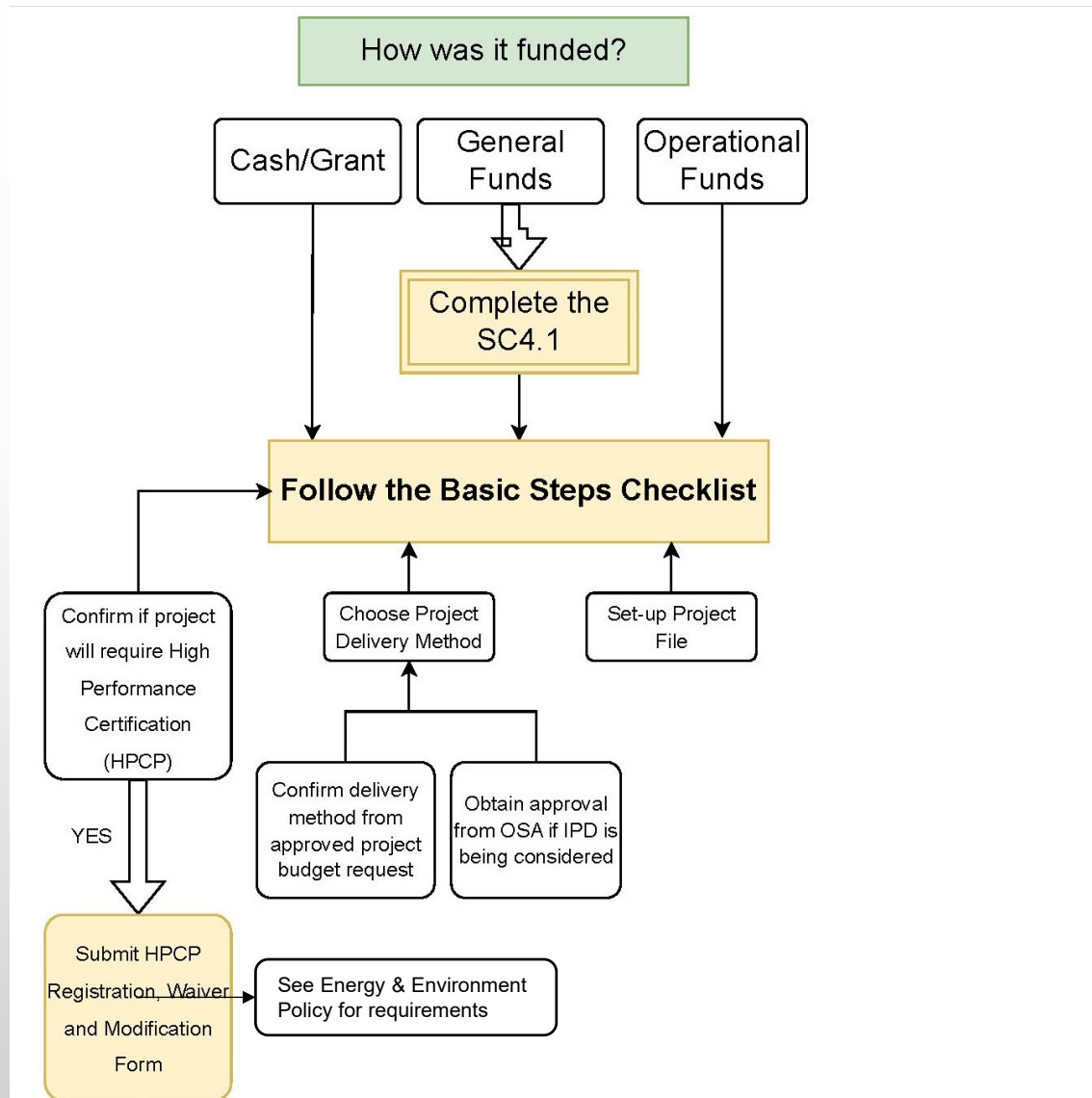
OUTLINE:

- 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

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

| 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 (if applicable) | | | | | |
| (C) (1) OSA Change Name | (2) Project Type | | | | | |
| (D) (1) Year First Requested | (2) Base Computer Project # | | | | | |
| (E) (1) Narrative Signature Date | (2) Revision Date | | | | | |
| (F) (A) Project Budget Cost Components and Funding Sources | (B) Total Project Costs | (C) Total Prior Fiscal Year Appropriations | (D) Current FY Request | (E) Year Two Request | (F) Year Three Request | (G) Year Four Request |
| Land/Building - Acquisition/Disposition | | | | | | |
| (J1) Land Acquisition / Disposition | \$ | - | \$ | - | \$ | - |
| (J2) Building Acquisition / Disposition | \$ | - | \$ | - | \$ | - |
| (J3) Total Acquisition/Disposition Costs | \$ | - | \$ | - | \$ | - |
| Professional Services | | | | | | |
| (K1) Planning/Documentation | \$ | - | \$ | - | \$ | - |
| (K2) BIM Surveys, Investigations, Reports | \$ | - | \$ | - | \$ | - |
| (K3) Architectural/Engineering/Basic Services | \$ | - | \$ | - | \$ | - |
| (K4) Code Review/Inspection | \$ | - | \$ | - | \$ | - |
| (K5) Construction Management | \$ | - | \$ | - | \$ | - |
| (K6) Appraisals | \$ | - | \$ | - | \$ | - |
| (K7) Other (Specify) | \$ | - | \$ | - | \$ | - |
| (K8) Inflation Cost for Professional Services | \$ | - | \$ | - | \$ | - |
| (K9) Inflation Percentage Applied | \$ | - | 0.00% | 0.00% | 0.00% | 0.00% |
| (K4) Total Professional Services | \$ | - | \$ | - | \$ | - |
| Construction or Improvement (attached detailed cost estimate) | | | | | | |
| (L1) Infrastructure Service/Utilities | \$ | - | \$ | - | \$ | - |
| (L2) Infrastructure Site Improvements | \$ | - | \$ | - | \$ | - |
| (L3) Structure/Systems/Components | \$ | - | \$ | - | \$ | - |
| (L4) Cost for New (OSP) | \$ | - | \$ | - | \$ | - |
| (L5) New \$ - OSP | \$ | - | \$ | - | \$ | - |
| (L6) Cost for Renovation (OSP) | \$ | - | \$ | - | \$ | - |
| (L7) Renovation \$ - OSP | \$ | - | \$ | - | \$ | - |
| (L8) Cost for Castle Renewal (OSP) | \$ | - | \$ | - | \$ | - |
| (L9) Renewal \$ - OSP | \$ | - | \$ | - | \$ | - |
| (L10) Other (Specify) | \$ | - | \$ | - | \$ | - |
| (L11) High Performance Certification Program | \$ | - | \$ | - | \$ | - |
| (L12) Prevailing Wages | \$ | - | \$ | - | \$ | - |
| (L13) Accessibility | \$ | - | \$ | - | \$ | - |
| (L14) Inflation for Construction | \$ | - | \$ | - | \$ | - |
| (L15) Inflation Percentage Applied | \$ | - | 0.00% | 0.00% | 0.00% | 0.00% |
| (L16) Total Construction Costs | \$ | - | \$ | - | \$ | - |
| Equipment and Furnishings | | | | | | |
| (M1) Equipment | \$ | - | \$ | - | \$ | - |
| (M2) Furnishings | \$ | - | \$ | - | \$ | - |
| (M3) Communications | \$ | - | \$ | - | \$ | - |
| (M4) Inflation for Equipment & Furnishings | \$ | - | \$ | - | \$ | - |
| (M5) Inflation Percentage Applied | \$ | - | 0.00% | 0.00% | 0.00% | 0.00% |
| (M6) Total Equipment & Furnishings Cost | \$ | - | \$ | - | \$ | - |
| Miscellaneous | | | | | | |
| (N1) Art in Public Places | \$ | - | \$ | - | \$ | - |
| (N2) Renovation Costs | \$ | - | \$ | - | \$ | - |
| (N3) Other Costs (Specify) | \$ | - | \$ | - | \$ | - |
| (N4) Other Costs (Specify) | \$ | - | \$ | - | \$ | - |
| (N5) Other Costs (Specify) | \$ | - | \$ | - | \$ | - |
| (N6) Other Costs (Specify) | \$ | - | \$ | - | \$ | - |
| (N7) Total Misc. Costs | \$ | - | \$ | - | \$ | - |
| Total Project Costs | | | | | | |
| (O1) Total Project Costs | \$ | - | \$ | - | \$ | - |
| Project Contingency | | | | | | |
| (P1) 6% for New | \$ | - | \$ | - | \$ | - |
| (P2) 10% for Renovation | \$ | - | \$ | - | \$ | - |
| (P3) Total Contingency | \$ | - | \$ | - | \$ | - |
| Total Budget Request | | | | | | |
| (Q1) Total Budget Request | \$ | - | \$ | - | \$ | - |
| Funding Sources | | | | | | |
| (R1) Capital Construction Fund (CCF) | \$ | - | \$ | - | \$ | - |
| (R2) Cash Funds (CF) | \$ | - | \$ | - | \$ | - |
| (R3) Reappropriated Funds (RF) | \$ | - | \$ | - | \$ | - |
| (R4) Federal Funds (FF) | \$ | - | \$ | - | \$ | - |
| (R5) Highway Users Tax Fund (HUTF) | \$ | - | \$ | - | \$ | - |
| (R6) Total Funds (TF) | \$ | - | \$ | - | \$ | - |

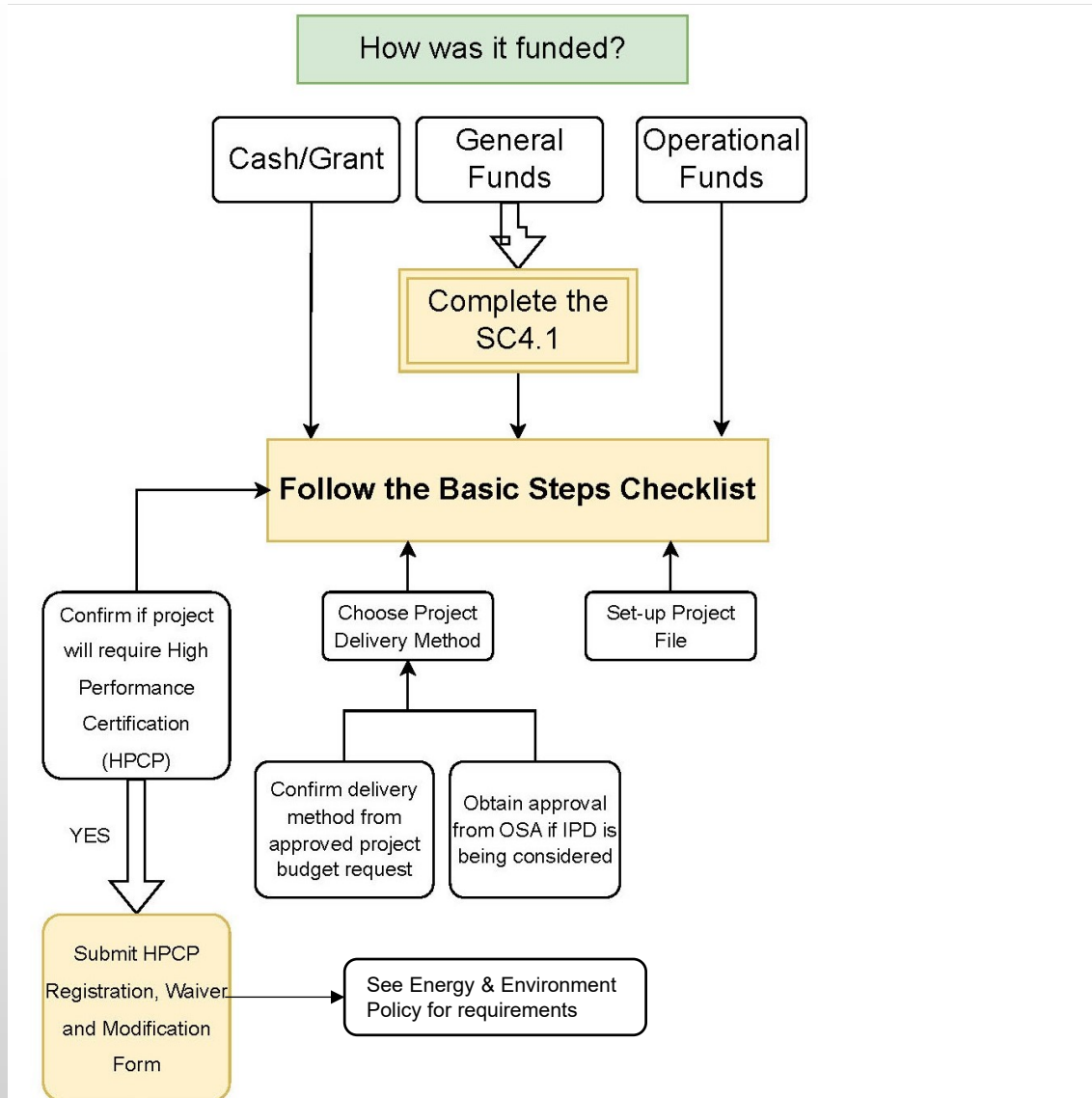
K. PROJECT SCHEDULE:

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 | |

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%)

| | |
|---|--|
| 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: | |

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

| | |
|---|---|
| WAIVER | |
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | 2) Project does not include a HVAC system or meets the IECC applicable sections. |
| <input type="checkbox"/> | 3) Project cost of substantial renovation is less than 25% of the current replacement value. |
| <input type="checkbox"/> | 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 |

- Check all that apply:
- Enter an "X" if appropriate
- Enter an "X" if appropriate
- Enter an "X" if appropriate
- Enter an "X" if appropriate

If the project is requesting a waiver based upon item #4 above, include, as part of the registration process, 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.

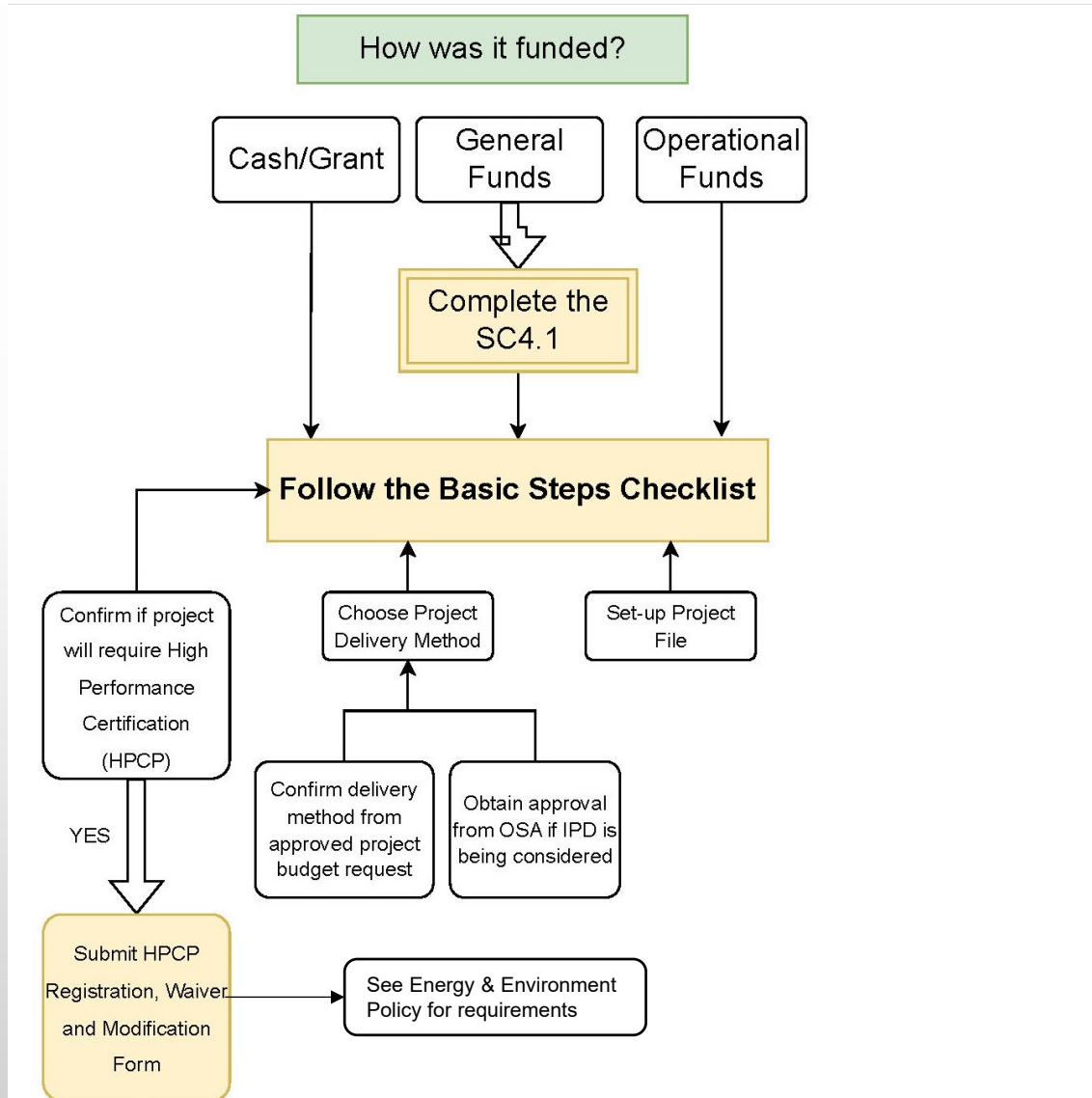
| | |
|--|--|
| | |
|--|--|

| | |
|--------------------------|---|
| MODIFICATION | |
| <input type="checkbox"/> | Modification: Initial project development is not compliant to the HPCP GOALS (Gold or Three Globes) |

Enter an "X" if appropriate



DECISION MAKING

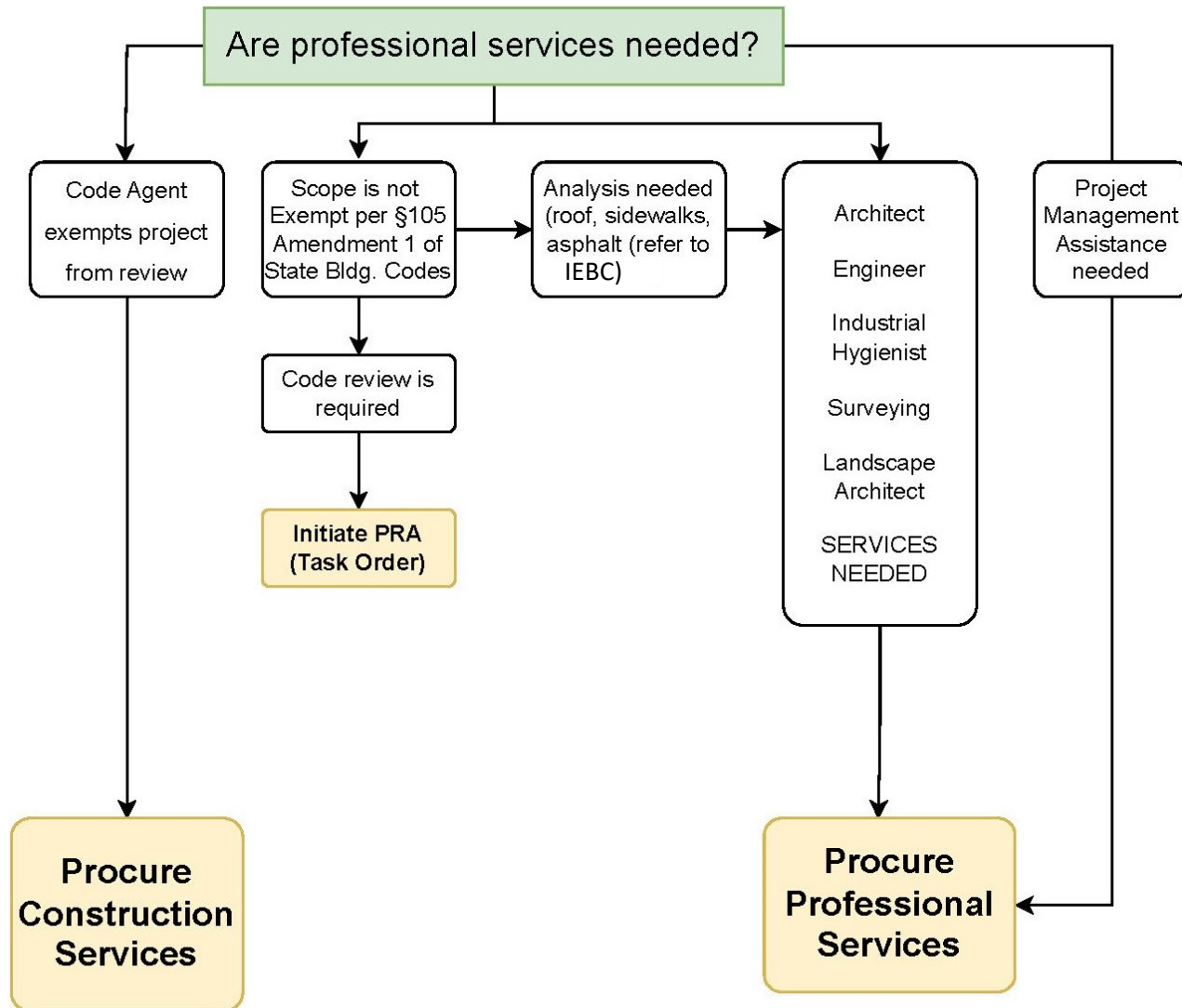


SETTING UP THE PROJECT

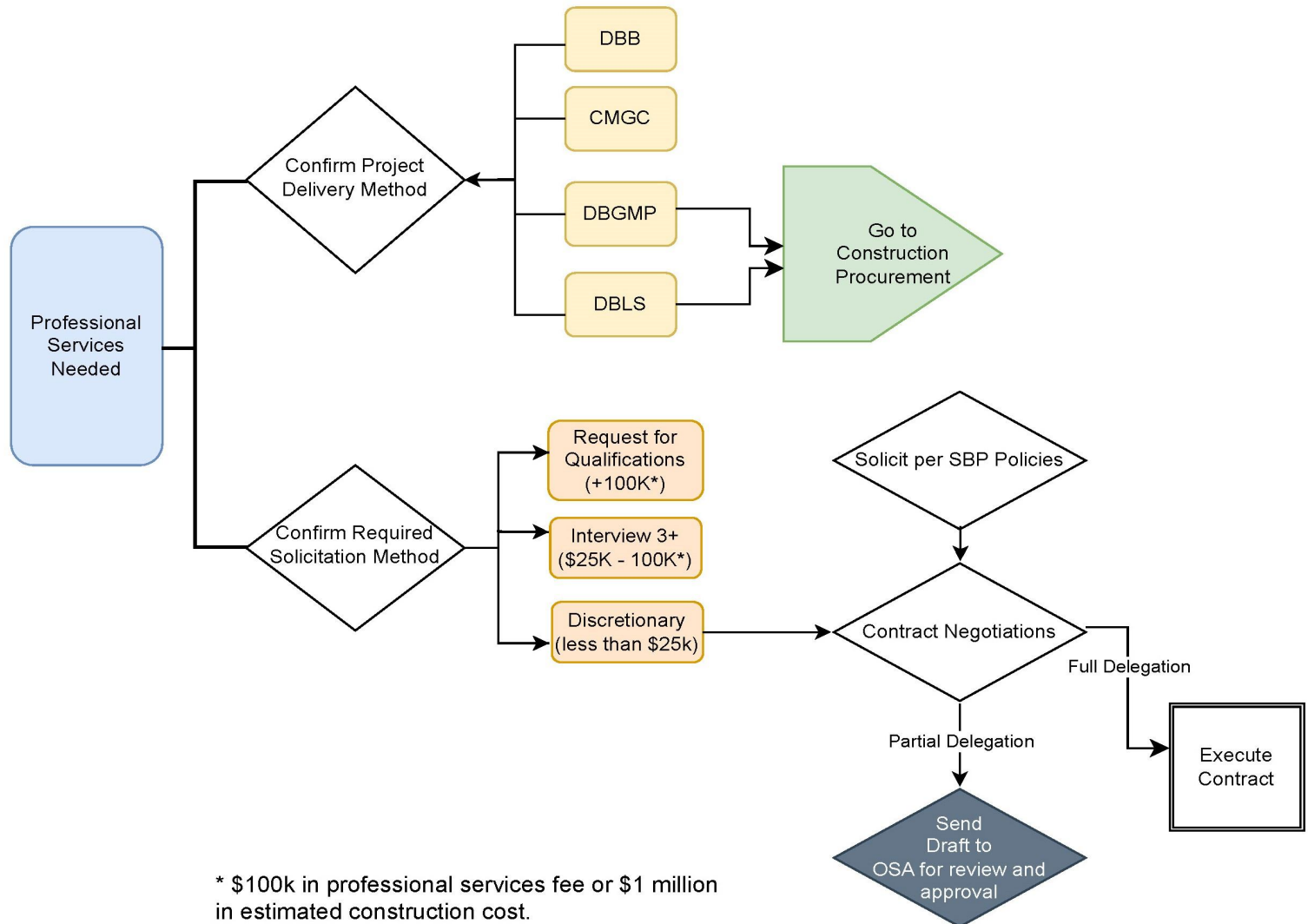
- Review Decision Matrix
 - Funding
 - High Performance Certification requirements
 - Delivery Method?
 - What's needed?
- Define Project Monitoring
 - Appoint Contract Manager (Project Manager)
 - Set up Project File and Budget tracking



DESIGN DECISION FLOWCHART



PROFESSIONAL SERVICES PROCUREMENT



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



PROFESSIONAL SERVICES RECAP

- Confirm type of consultants are needed
 - Programming
 - Design
 - Industrial Hygienist
 - Surveying
 - Project Management assistance
 - Code Consultant
- Solicit/Contract for Professional Services

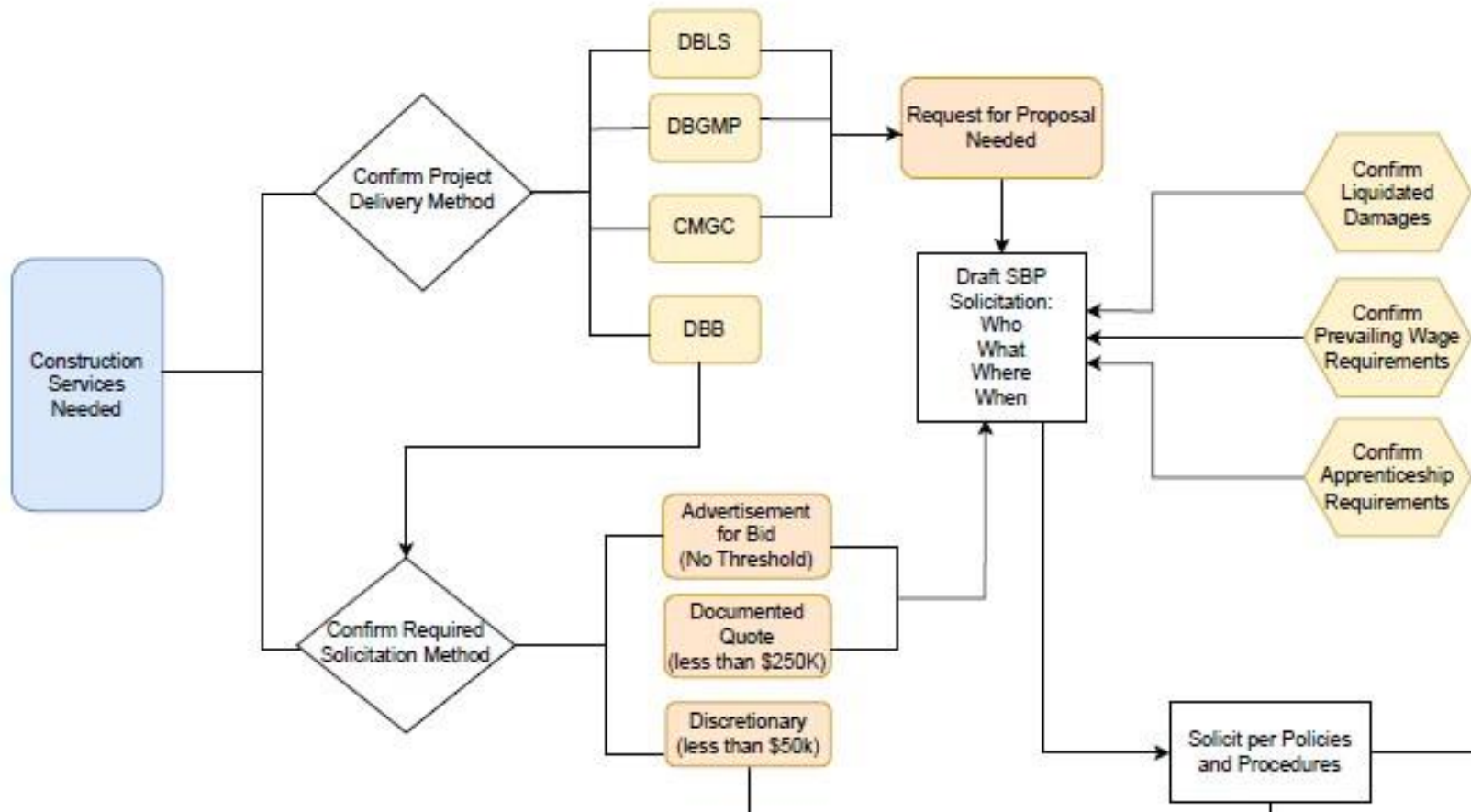


DURING DESIGN...

- 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
Division of Facilities Management

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

| (1) | (1) Funding Type | (2) Project Title | | | | | |
|--|--|-----------------------------------|--|------------------------|----------------------|------------------------|-----------------------|
| (1) | (1) Agency/Institution | (2) Project Phase (if applicable) | | | | | |
| (2) | (1) OSA Change Name | (2) Project Type | | | | | |
| (3) | (1) Year First Requested | (2) Base Computer Project # | | | | | |
| (4) | (1) Narrative Signature Date | (2) Revision Date | | | | | |
| (1) | (1) Project Budget Cost Components and Funding Sources | (2) Total Project Costs | (3) Total Prior Fiscal Year Appropriations | (4) Current FY Request | (5) Year Two Request | (6) Year Three Request | (7) 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) | DEM Surveys, Investigations, Reports | \$ | - | \$ | - | \$ | - |
| (7) | Architectural/Engineering/Basic Services | \$ | - | \$ | - | \$ | - |
| (8) | Code Review/Inspection | \$ | - | \$ | - | \$ | - |
| (9) | Construction Management | \$ | - | \$ | - | \$ | - |
| (10) | Appraisements | \$ | - | \$ | - | \$ | - |
| (11) | Other (Specify) | \$ | - | \$ | - | \$ | - |
| (12) | Inflation Cost for Professional Services | \$ | - | \$ | - | \$ | - |
| (13) | Inflation Percentage Applied | \$ | - | 0.00% | 0.00% | 0.00% | 0.00% |
| (14) | Total Professional Services | \$ | - | \$ | - | \$ | - |
| Contingency for improvement attached needed cost estimate | | | | | | | |
| (15) | Infrastructure Service/Utilities | \$ | - | \$ | - | \$ | - |
| (16) | Infrastructure Site Improvements | \$ | - | \$ | - | \$ | - |
| (17) | Structure/Systems/Components | \$ | - | \$ | - | \$ | - |
| (18) | Cost for New (OSP) | \$ | - | \$ | - | \$ | - |
| (19) | Cost for Renovation (OSP) | \$ | - | \$ | - | \$ | - |
| (20) | Cost for Renovation (OSP) | \$ | - | \$ | - | \$ | - |
| (21) | Renewal of <input type="checkbox"/> OSP | \$ | - | \$ | - | \$ | - |
| (22) | Cost for Castle Renewal (OSP) | \$ | - | \$ | - | \$ | - |
| (23) | Renewal of <input type="checkbox"/> OSP | \$ | - | \$ | - | \$ | - |
| (24) | Other (Specify) | \$ | - | \$ | - | \$ | - |
| (25) | High Performance Certification Program | \$ | - | \$ | - | \$ | - |
| (26) | Prevaling Wages | \$ | - | \$ | - | \$ | - |
| (27) | Accessibility | \$ | - | \$ | - | \$ | - |
| (28) | Inflation for Construction | \$ | - | \$ | - | \$ | - |
| (29) | Inflation Percentage Applied | \$ | - | 0.00% | 0.00% | 0.00% | 0.00% |
| (30) | Total Construction Costs | \$ | - | \$ | - | \$ | - |
| Equipment and Furnishings | | | | | | | |
| (31) | Equipment | \$ | - | \$ | - | \$ | - |
| (32) | Furniture | \$ | - | \$ | - | \$ | - |
| (33) | Communications | \$ | - | \$ | - | \$ | - |
| (34) | Inflation for Equipment & Furnishings | \$ | - | \$ | - | \$ | - |
| (35) | Inflation Percentage Applied | \$ | - | 0.00% | 0.00% | 0.00% | 0.00% |
| (36) | Total Equipment & Furnishings Cost | \$ | - | \$ | - | \$ | - |
| Miscellaneous | | | | | | | |
| (37) | Art in Public Places | \$ | - | \$ | - | \$ | - |
| (38) | Retention Costs | \$ | - | \$ | - | \$ | - |
| (39) | Other Costs (Specify) | \$ | - | \$ | - | \$ | - |
| (40) | Other Costs (Specify) | \$ | - | \$ | - | \$ | - |
| (41) | Other Costs (Specify) | \$ | - | \$ | - | \$ | - |
| (42) | Total Misc. Costs | \$ | - | \$ | - | \$ | - |
| (43) | Total Project Costs | \$ | - | \$ | - | \$ | - |
| Project Contingency | | | | | | | |
| (44) | 1% for New | \$ | - | \$ | - | \$ | - |
| (45) | 10% for Renovation | \$ | - | \$ | - | \$ | - |
| (46) | Total Contingency | \$ | - | \$ | - | \$ | - |
| (47) | Total Budget Request | \$ | - | \$ | - | \$ | - |
| Funding Sources | | | | | | | |
| (48) | Capital Construction Fund (CCF) | \$ | - | \$ | - | \$ | - |
| (49) | Cash Funds (CF) | \$ | - | \$ | - | \$ | - |
| (50) | Reassessments Funds (RF) | \$ | - | \$ | - | \$ | - |
| (51) | Fee/Fund Funds (FF) | \$ | - | \$ | - | \$ | - |
| (52) | Highway Users Tax Fund (HUTF) | \$ | - | \$ | - | \$ | - |
| (53) | Total Funds (TF) | \$ | - | \$ | - | \$ | - |

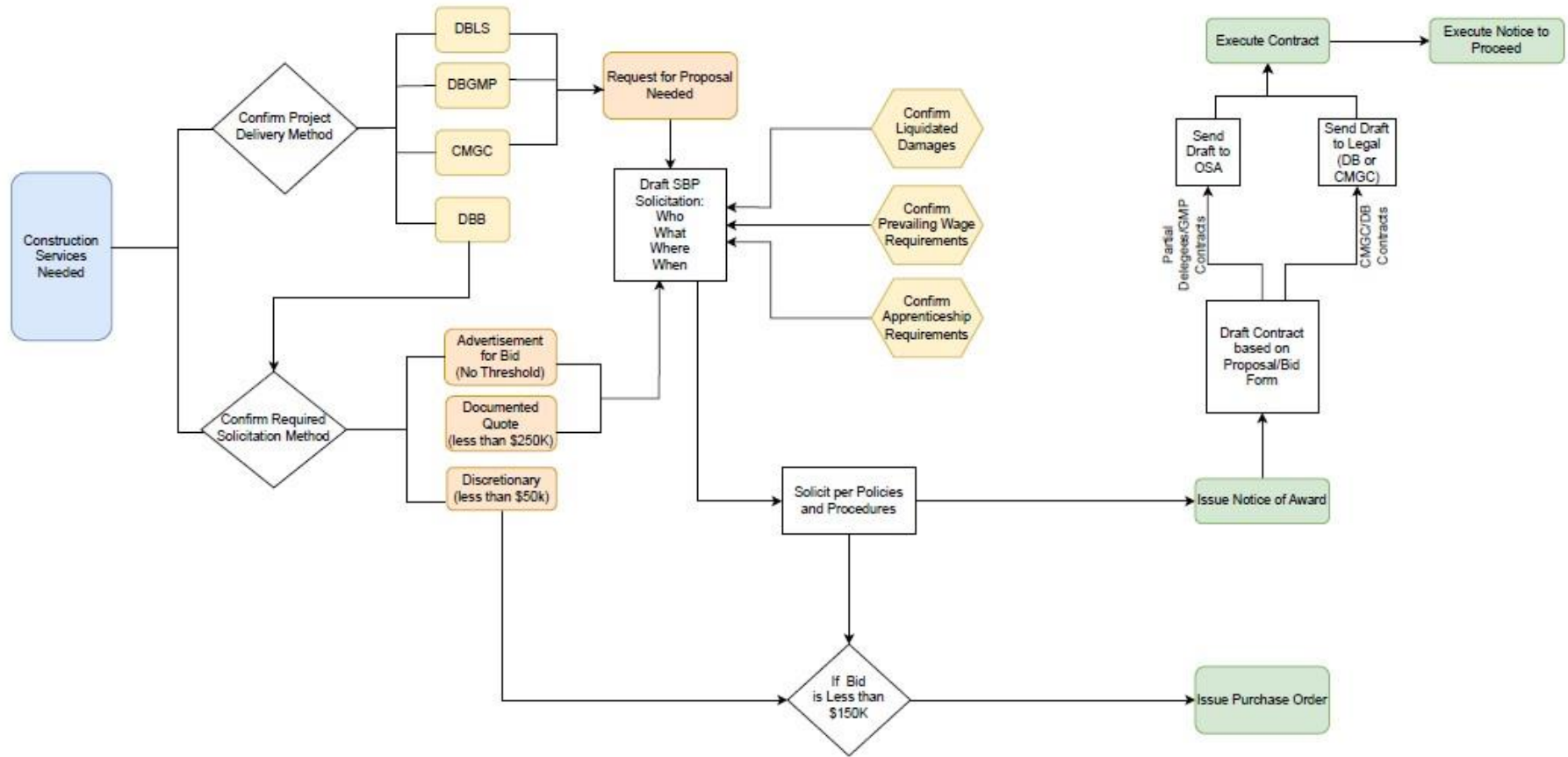
K. PROJECT SCHEDULE:

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 | | |

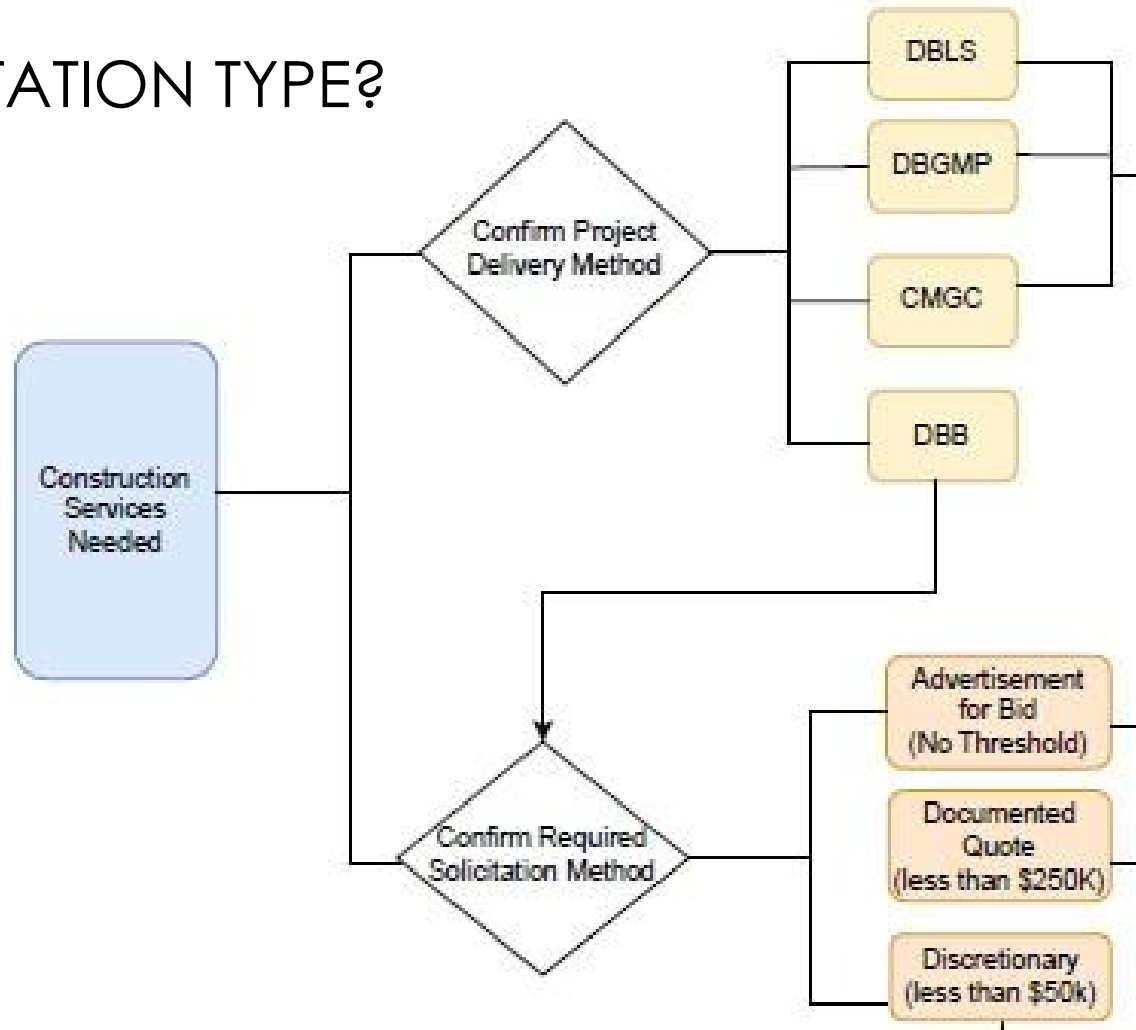


CONSTRUCTION SERVICES



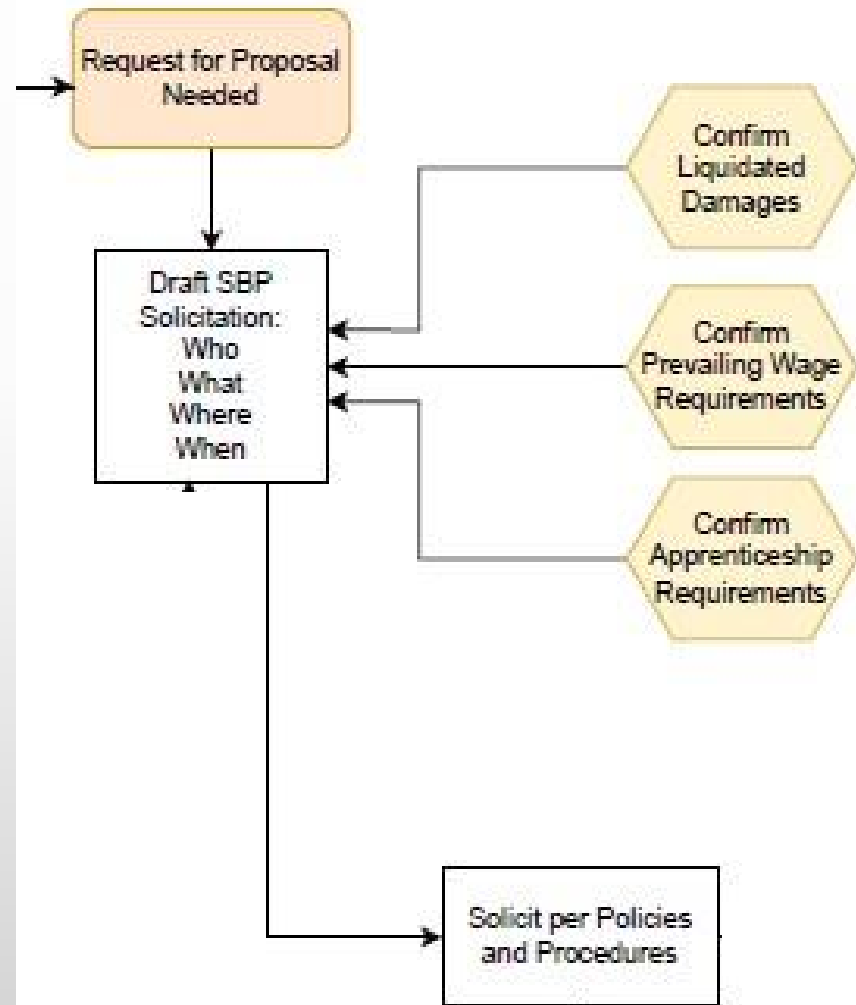
CONSTRUCTION SERVICES

SOLICITATION TYPE?



CONSTRUCTION SERVICES

DRAFTING THE SOLICITATION?

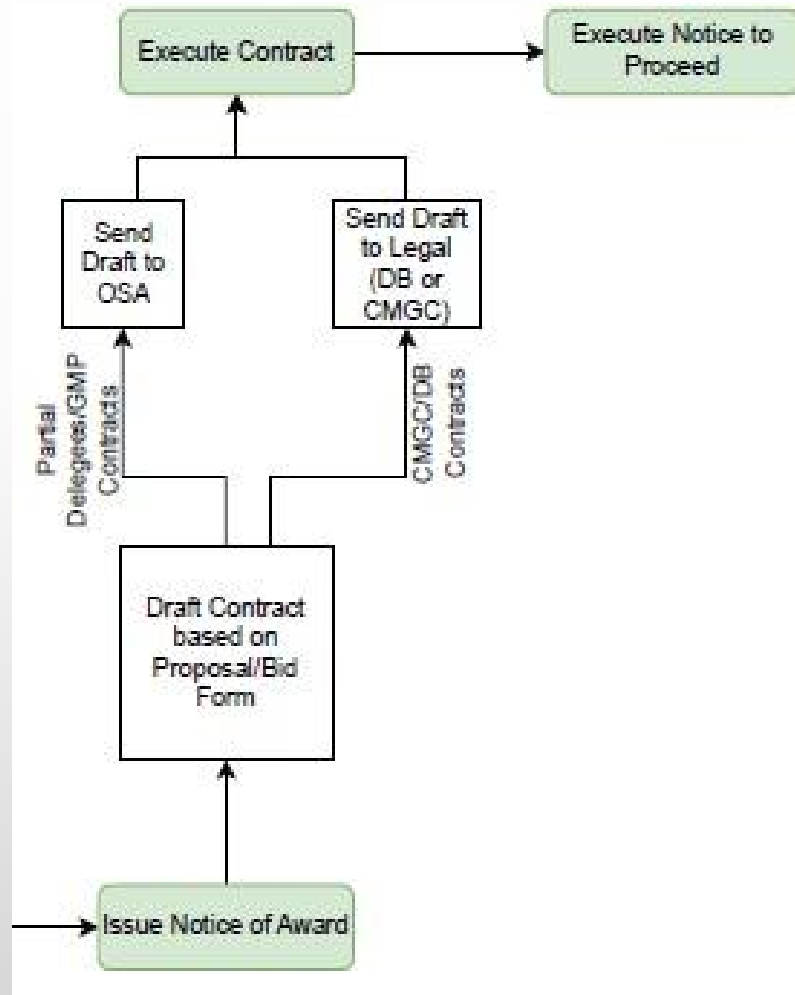


STARTING THE PROJECT - BIDDING

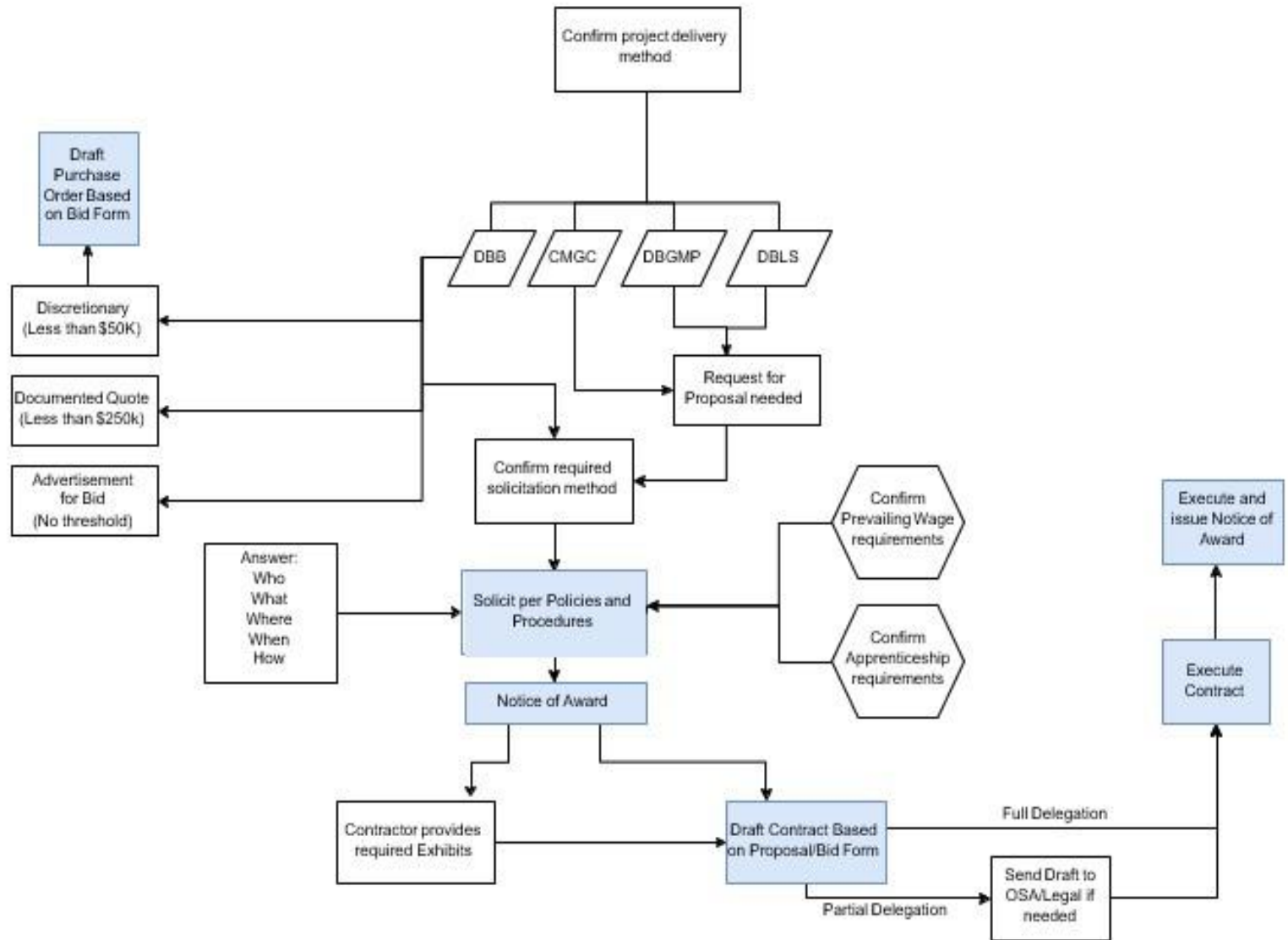
- Confirm bids are responsive
- Issue Notice of award
- Prepare Contractors Agreement and Exhibits
- If partially delegated - send document to OSA for review



CONSTRUCTION CONTRACTING



CONSTRUCTION SERVICES

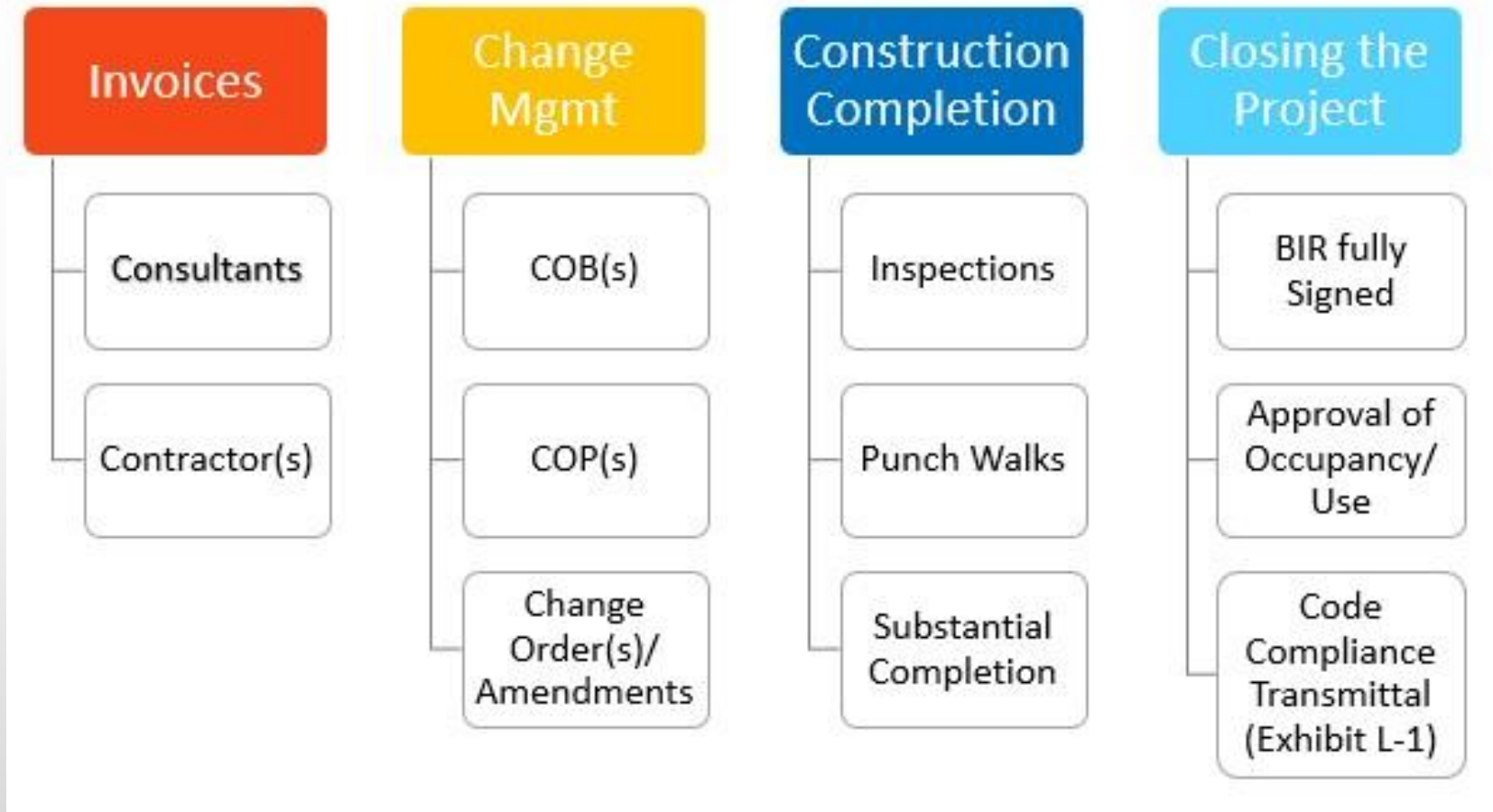


STARTING THE PROJECT- POST AWARD

- 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 items and provide appropriate documentation in folder:
 Partial Final Acceptance and Final Contractor's Settlement Review or Close Out & Release 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) | | | |
| <input type="checkbox"/> | <i>if applicable - Notice of Partial Substantial Completion (SBP-071)</i> | | |
| <input type="checkbox"/> | Notice of Substantial Completion (SBP-07) | | |
| <input type="checkbox"/> | <i>if applicable - Notice of Approval of Occupancy/Use - Partial (SBP-01)</i> | | |
| <input type="checkbox"/> | Notice of Approval of Occupancy/Use - Total (SBP-01) | | |
| <input type="checkbox"/> | Pre-Acceptance Checklist (SBP-05) | | |
| <input type="checkbox"/> | Completion/Close-Out Letter of Concurrence | | |
| <input type="checkbox"/> | Asbestos Letter - Non specification | | |
| Contractor (Prime Responsible Party) | | | |
| <input type="checkbox"/> | Final CU Denver SDVMWBE report | | |
| <input type="checkbox"/> | Completion/Close-Out Request Letter | | |
| <input type="checkbox"/> | Asbestos Letter - Non use | | |
| <input type="checkbox"/> | Completed Building Inspection Record (SBP-BIR) | | |
| <input type="checkbox"/> | Fire Alarm & Detection Record Documents, Graphics map (pdf & CAD), and Fireworks Graphics | | |
| <input type="checkbox"/> | Completion/Close-Out Letter of Concurrence | | |
| <input type="checkbox"/> | Asbestos Letter - Non specification | | |
| <input type="checkbox"/> | Asbestos Letter - Non use | | |
| <input type="checkbox"/> | Final CU Denver SDVMWBE report | | |
| <input type="checkbox"/> | Final CU Denver SDVMWBE report | | |
| DP/EP (Prime Responsible Party) | | | |
| <input type="checkbox"/> | Final CU Denver SDVMWBE report of Occupancy and Use List / Project Acceptance List | | |
| <input type="checkbox"/> | DP/EP Feedback Form (PR, RMO Reg, Item 1000) | | |
| Documents Needed for Submittal (Settlement) | | | |
| <input type="checkbox"/> | <i>if applicable - Notice of Partial Final Acceptance (SBP-071)</i> | | |
| <input type="checkbox"/> | Notice of Final Acceptance (SBP-07) | | |
| <input type="checkbox"/> | <i>if applicable - Notice of Partial Contractor Settlement (SBP-7)</i> | | |
| <input type="checkbox"/> | <i>if applicable - Consent of Agency to Release and Partial Release of Retention (R-2014)</i> | | |
| <input type="checkbox"/> | Notice of Contractor Settlement (SBP-7) | | |
| <input type="checkbox"/> | Consent of Agency to Final Payment (SBP-7) | | |
| Documents Needed for Internal and State Building Report (PR - Prime Responsibility) | | | |
| <input type="checkbox"/> | Notice of sub completion and final submittal | | copies from OIG, submittal |
| <input type="checkbox"/> | Original EIR report with journal | | |
| <input type="checkbox"/> | Asbestos Letter - Non specification | | |
| <input type="checkbox"/> | Notice to Proceed (SBP-4, 201) or Completion Construction Phase (SBP-7, 201) | | copies from OIG, submittal |
| <input type="checkbox"/> | Building Permit | | copies from OIG, submittal |
| <input type="checkbox"/> | Complete Change Order Log (for Final-CO-43 report) | | |
| <input type="checkbox"/> | Current Release - Settlement Form PR log (for Final-CO-43 report) | | |

APPROVALS AND SIGNATURES

Project Manager: _____ File complete for submittal items and above

State Building Delegate: _____ File verified for completeness and appropriate forms signed

Principal Paperwork: _____ Appropriate forms & logs as needed (date Partial or Final Acceptance or Settlement as required)

Project Coordinator: _____ File received for completion into Internal and State Building Report submittal and/or verification as required (EIR, RMO Reg, R-2014) if provided in advertisement, under submittal date locally

ORDER DISTRIBUTION

Original Request for Transition / Close Out reviewed by Finance and Admin

CLOSE-OUT CHECKLIST

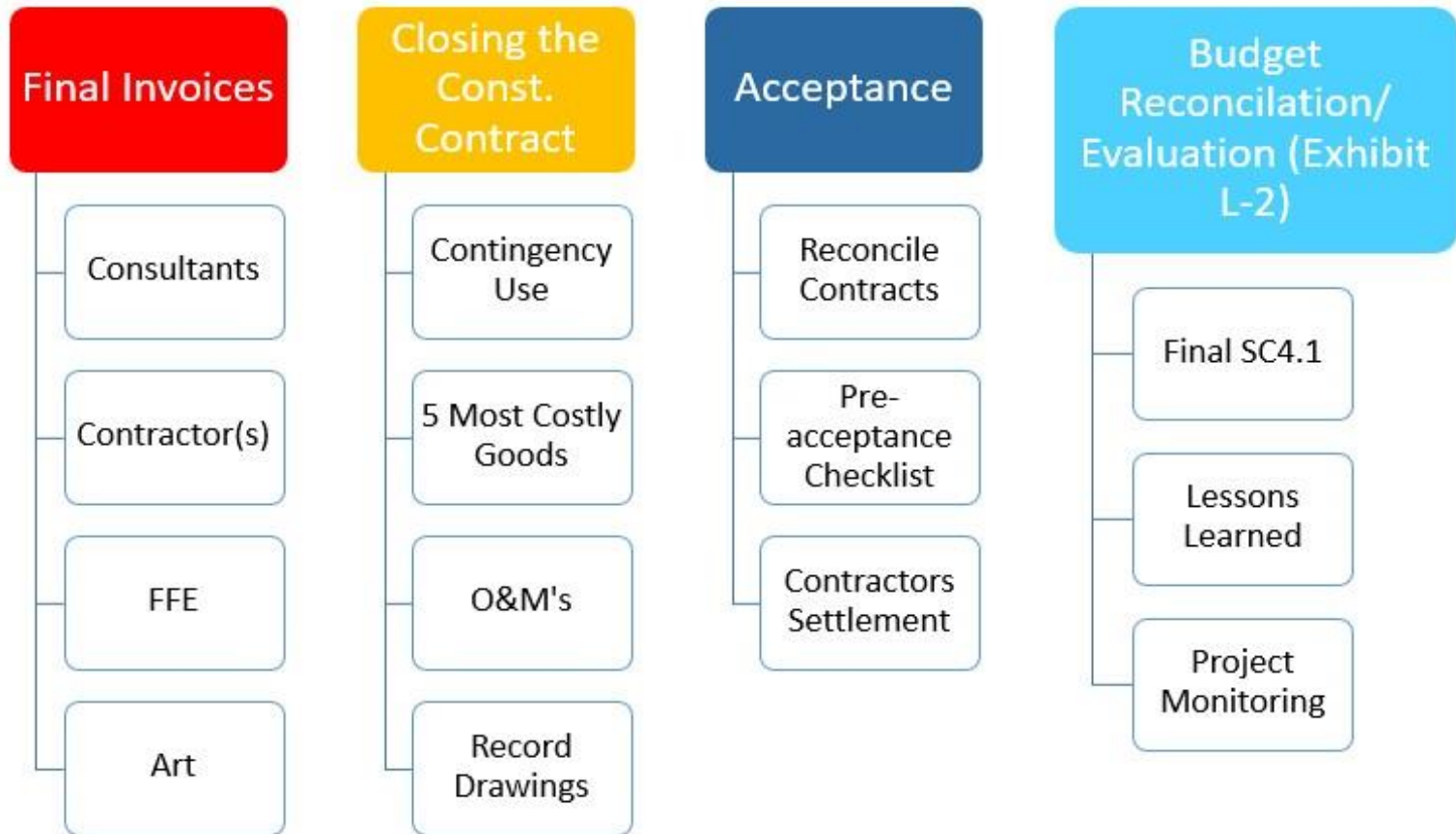
The Close-Out letter issued on or after "settlement date" is prepared by Contractor to DP/EP/Agency field

Finance: _____ Claims Reconciliation and Final Payment

| Required for Partial or Full Close-out | Documentation in Folder | Date | Remark |
|---|---|------|--------|
| A/E (Prime Responsible Party) | | | |
| <input type="checkbox"/> | <i>if applicable - Notice of Partial Substantial Completion (SBP-071)</i> | | |
| <input type="checkbox"/> | Notice of Substantial Completion (SBP-07) | | |
| <input type="checkbox"/> | <i>if applicable - Notice of Approval of Occupancy/Use - Partial (SBP-01)</i> | | |
| <input type="checkbox"/> | Notice of Approval of Occupancy/Use - Total (SBP-01) | | |
| <input type="checkbox"/> | Pre-Acceptance Checklist (SBP-05) | | |
| <input type="checkbox"/> | Completion/Close-Out Letter of Concurrence | | |
| <input type="checkbox"/> | Asbestos Letter - Non specification | | |
| Contractor (Prime Responsible Party) | | | |
| <input type="checkbox"/> | Final CU Denver SDVMWBE report | | |
| <input type="checkbox"/> | Completion/Close-Out Request Letter | | |
| <input type="checkbox"/> | Asbestos Letter - Non use | | |
| <input type="checkbox"/> | Completed Building Inspection Record (SBP-BIR) | | |
| <input type="checkbox"/> | Fire Alarm & Detection 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

