

---

**COLORADO**

**Department of Personnel  
& Administration**

**OSA Training: Controlled Maintenance  
(CM) Forms March 2021**

# PREVAILING WAGE



SENATE BILL 19-196

BY SENATOR(S) Lee and Danielson, Bridges, Fenberg, Fields, Foote, Ginal, Moreno, Pettersen, Story, Todd, Williams A., Winter, Zenzinger, also REPRESENTATIVE(S) Garnett and Duran, Arndt, Bird, Buckner, Buentello, Caraveo, Cutter, Esgar, Exum, Froelich, Galindo, Gonzales-Gutierrez, Gray, Hansen, Herod, Hooton, Jackson, Kennedy, Kipp, Kraft-Tharp, Lontine, McLachlan, Melton, Michaelson Jenet, Mullica, Singer, Sirota, Snyder, Sullivan, Titone, Valdez A., Weissman, Becker.

CONCERNING THE MODIFICATION OF PROCUREMENT REQUIREMENTS FOR  
STATE CONTRACTS FOR PUBLIC PROJECTS.

- The State is requesting a 6-month delay in the roll-out of Prevailing Wage. The date of IHE Board approval remains July 1 2021.
- OSA is anticipating posting policies/templates and training in Late Summer with a soft roll out in November and full implementation January 2022.
- DPA is currently contracting for a single cloud-based electronic record system that each agency/IHE will contract for depending on the annual construction \$\$ anticipated.

GENERAL PW QUESTIONS?



**COLORADO**

**Office of the State Architect**

Department of Personnel & Administration

# CM Five Year Plan

Controlled Maintenance Project Request - Five Year Plan FY2022-23 to FY2026-27 (CM 5P)										
(A) Agency/Institution:						(B) Agency/Institution Signature Approval:			Date	
(C) OSA Delegate Signature:			Date			(D) OSA Review Signature:			Date	
(1) Agency / Institution Priority #	(2) Project M # (if continuation)	(3) CM Category	(4) Project Title - # of Phases	(5) Total Project Cost	(6) Prior Appropriation	(7) FY22/23 Budget Request	(8) FY23/24 Budget Request	(9) FY24/25 Budget Request	(10) FY25/26 Budget Request	(11) FY26/27 Budget Request
				\$ -						
				\$ -						
				\$ -						
				\$ -						
				\$ -						
(12) Totals for each Fiscal Year						\$0	\$0	\$0	\$0	\$0
(13) Grand Total of the Five Year Plan						\$0				

All projects SHALL be on one row.

Column:

- 1) Enter the Agency/Institution Priority Number for this year. Future years are not required, but acceptable.
- 2) Enter ONLY assigned project "M" number for a FUNDED project. Don't enter any internal number.
- 3) Enter only one category based on the MOST important category determined by cost.
- 4) Enter only the PROJECT TITLE and NUMBER OF PHASES. Never enter project phase information, long project titles. Title SHALL match the narrative form, cost estimate form, and summary form.
- 5) Sum the values of all prior funded, existing, and future phases. If the future phases extend beyond the five year column (11), it is OK to add information outside the print area to indicate the total of all phases beyond five years to indicate the Total Project Cost.
- 6) Enter the total of all prior appropriations related to this funded "M" project. Don't enter information from other closed projects that might be related to this project.
- 7-11) Enter **WHOLE NUMBERS** for each phase. **NO links to other spreadsheets.**



# CM Project Request - Summary

FY2022-23 Controlled Maintenance Project Request - Summary (CM S)							
(A1) Agency/Institution			(A2) Agency/IHE GSF		Date		
(B) OSA Delegate Signature:							
(C) OSA Delegate Name:							
(D) Agency/Institution Signature Approval:							
(1) Agency / Institution Priority #	(2) Project M# (if continuation)	(3) PROJECT TITLE and PHASE	(4) Project Cost \$	(5) Operational Criteria	(6) Priority Multiplier (PM)	(7) Critical Index (CI)	(8) Project Score (PS)
		(a) TITLE (b) Phase ___ of ___					
		(c) Total Project Cost:					
		(d) Prior Appropriation:					
		(e) <b>Current Year Request:</b>					
		(f) Project Balance:	\$				
		(a) TITLE (b) Phase ___ of ___					
		(c) Total Project Cost:					
		(d) Prior Appropriation:					
		(e) <b>Current Year Request:</b>					
		(f) Project Balance:	\$				
		(a) TITLE (b) Phase ___ of ___					
		(c) Total Project Cost:					
		(d) Prior Appropriation:					
		(e) <b>Current Year Request:</b>					
		(f) Project Balance:	\$				
		(a) TITLE (b) Phase ___ of ___					
		(c) Total Project Cost:					
		(d) Prior Appropriation:					
		(e) <b>Current Year Request:</b>					
		(f) Project Balance:	\$				
		(g) Current-Year CM Total	\$				

- Enter the General Fund or Academic Fund GSF.
- Enter the Operation Criteria and the Priority Multiplier.
- Enter only This Year's Request. Title and Phase should match the Narrative form.
- Enter only "M" project numbers. Never internal tracking values.
- Don't forget to add your agency or institution's priority number.
- If the Project uses GF and another fund source, add additional lines under Total Project Costs to identify the sources of funding.

# CM Narrative, Page 1

FY2022-23 CONTROLLED MAINTENANCE PROJECT REQUEST - NARRATIVE (CM N)			
A	(1) Project Title:		
B	(1) Agency/Institution Name:	(2) Project Phase (Phase of):	
C	(1) OSA Delegate Signature:	(2) State Controller Project #:	(if continuation)
D	(1) Agency/Institution Signature Approval:	(2) Date:	
E	(1) Agency/Institution Priority Number:	(2) Revision Date:	
F	(1) Total Project Cost:	(2) Cost of Current Year:	

## A. PROJECT - BUILDING AND INFRASTRUCTURE PROFILE:

1) Building – vs – Site: ☐ Building(s) ☐ Site (Utilities underground) ☐ Site (Improvements above ground)

### 2) Building Information:

a) Building Name	b) DPA Risk Management or IHE Building ID#	c) Gross Square Feet (GSF)	d) Current Replacement Value (CRV)	e) Date Built	f) Reported FCI	g) Projected FCI

### 3) Facility Status - Check appropriate boxes:

- a) ☐ Facility 'useful' life is more than five (5) years.
- b) ☐ Major facility changes, renovations, or program revisions are ongoing or anticipated in the next five years. If yes, please explain in the Project Request Information section below if these facility renovations or program revisions may have an impact on this CM request.
- 4) History of Appropriated Projects funded with controlled maintenance, capital renewal, capital construction, emergency CM repairs, or cash funds completed within the last fifteen (15) years, operational funds expended in the last five (5) years, or ongoing projects that can be associated with either this CM building or infrastructure request.

Project No.	Project Title	Project Cost \$	Completion date or status

## B. PROJECT REQUEST INFORMATION:

### 1) Description of CM Problem:

- Be sure to note the revision date if revising (content, CM CS).
- Added “Year Built” to the Building Information table.
- Clarified that the History of Appropriated Projects only includes projects that are directly related to this project request.
- In the description, as always, don't be too brief on the description. The description needs to explain the current problems, code deficiencies, ability to purchase replacement parts, and age of the system/components. We don't need pages, but sufficient to completely understand the request.
- Include information if the project impacts any historically designated facilities/site.



# CM Narrative, Page 2

2) Description of CM Solution, by Phase:

3) Consequences (cost effects, program impacts, facility impacts, etc.) of not funding and justifying this specific project request:

4) Facility Condition Audit (Mandatory) - Include documentation from most recent building condition audit or infrastructure assessment.

5) Supporting Documents (Mandatory) - Include site maps for any infrastructure project request. Include photographs, drawing, and any other supporting documents – AS SEPARATE DOCUMENTS (files).

6) Impact on FCI or infrastructure. Explanation of how this project will improve the building(s) facility condition index (FCI) or improve a specific infrastructure system. Provide new FCI achieved after completion of the project.

7) Building Life Cycle Cost (BLCC) Worksheet - Explain the alternatives reviewed to determine the least costly total life time cost of the proposed solution. Attach CM BLCC Worksheet.

- Description of the solution by phase. Include what components or buildings will be completed per phase.
- Don't include the brand of equipment required for replacement – use a general statement.
- Consequences: Indicate how the problem impacts the ability of your agency/school to deliver the programs within the facility. On-going maintenance cost or emergency repairs because of the failing systems.
- BLCC: For applicable requests, indicate how the BLCC worksheet determined the final solution. Do not leave #7 blank.



COLORADO

Office of the State Architect

Department of Personnel & Administration

# CM Narrative, Page 3

## C. DETAILED COST ESTIMATE:

(Provide details by funding phase on the Controlled Maintenance Project Request-Cost Summary (CM CS) spreadsheet, one phase per tab, include all funding phases)

File name of spreadsheet with the Cost Estimate Information:
Explain method of establishing cost estimate, and Date of the Cost Estimate:
Provide justification for the inflation value as indicated on the Controlled Maintenance Project Request-Cost Summary (CM CS) spreadsheet for each funding phase:

## D. PROJECT PHASING COST INFORMATION (from CM Cost Summary CM CS form):

### PRIOR FUNDED PHASES<sup>1</sup>

Project Number:	Fiscal Year	Phase or Phases of Work	Dollar Amount (Actual Appropriation)
	FY 2018/2019		
	FY 2019/2020		
	FY 2020/2021		
	FY 2021/2022		
(Subtotal)			\$

### COST OF CURRENT PHASE<sup>2</sup>

Project Number:	Fiscal Year	Phase of Work	Cost of Current Phase (Per CM CS)
	FY 2022/2023		

### FUTURE PHASE(S) FUNDING<sup>3</sup>

Project Number:	Fiscal Year	Phase or Phases of Work	Project (Phase) Total Cost (Per CM CS)
	FY 2023/2024		
	FY 2024/2025		
	FY 2025/2026		
	FY 2026/2027		
(Subtotal)			\$

### TOTAL PROJECT DOLLAR AMOUNT

(All Prior, Future Phases subtotals and Current Dollar amount)

\$

<sup>1</sup> List all previous funded phases with actual appropriation by year (include federal funding). Note if different from requested amount.

<sup>2</sup> List cost of current phase estimated from the CM Cost Summary (CM CS).

<sup>3</sup> List all planned future phases with estimated costs as indicated in the CM Cost Summary (CM CS).

## E. PROPOSED PROJECT IMPLEMENTATION SCHEDULE (PLAN):

PHASE	Start Date	Completion Date
1) Pre-Design (Insert Dates)		
2) Design (Insert Dates)		
3) Construction (Insert Dates)		
4) Project Close-out/Final Completion (Insert Dates)		

- Prior Funded Projects: Enter information for only funded phases from this project.
- Proposed Project Schedule: OSA does reviews this to see how it may impact the ability to complete this project. Don't add additional project milestones.
- Project Implementation Schedule should consider when funds will be released. Factor in any internal processes that affect each phase.



**COLORADO**

Office of the State Architect

Department of Personnel & Administration

# CM Cost Summary

FY2022-23 CONTROLLED MAINTENANCE PROJECT REQUEST - COST SUMMARY (CM CS)			
A	Project Title:		
B	Agency/Institution:		
C	(1) Project Phase:	(2) State Controller Project #:	
D	Revision Date:		Date
<b>Professional Services</b>			Cost (\$)
1	Site Surveys, Investigations, and Reports:		
2	Arch/Eng/Basic Services:		
3	Code Review/Inspection:		
4	Other (Explain):		
5	Inflation Percentage/Dollar amount: (This Phase)	0%	
6	<b>Total of Professional Services:</b>		\$0
<b>Construction Improvement (by CS/ Division format), (insert additional rows as necessary) (attached updated detailed cost estimate)</b>			
	WORK ITEM (Labor/Material/Equipment)	QUANTITY (sf, cf, lf, etc.)	UNIT COST (\$/unit)
			EXTENDED COST (\$)
7	Infrastructure, Utility Services:		
8	(Specify)		\$0
9	(Specify)		\$0
10	Infrastructure, Site Improvements:		
11	(Specify)		\$0
12	(Specify)		\$0
13	Structure/Systems/Components:		
14	(Specify)		\$0
15	(Specify)		\$0
16	(Specify)		\$0
17	Other (Explain Below):		
18	(Specify)		\$0
19	(Specify)		\$0
20	Prevailing Wages:		
21	Contractor's General Conditions:	0%	
22	Contractor's Overhead & Profit:	0%	
23	Inflation Percentage/Dollar Amount (This Phase):	0%	
24	<b>Total of Construction Improvement Costs:</b>		\$0
<b>Miscellaneous Costs (List Items)</b>			
25	(Specify)		
26	(Specify)		
27	<b>Total of Miscellaneous Costs</b>		\$0
<b>Project Contingency</b>			
28	Calculate contingency percentage for total of professional services, construction improvements, and miscellaneous costs at 10%.		
			\$0
<b>Cost of Current Phase</b>			
29	Total cost of the Project (or this phase if multi-phased project) = all professional services, construction improvements, miscellaneous costs, and contingency. (Copy this amount to OSA-CMPRN, Section D, Project Phasing Cost Information tables, per Fiscal Year)		
			\$0
<b>Project Summary</b>			
30	Total square feet/lineal feet of CONSTRUCTION IMPROVEMENT area:		
31	Overall cost per square foot/lineal foot of CONSTRUCTION IMPROVEMENT area:		
32	<b>TOTAL PROJECT COSTS for All PHASES (Updated automatically)</b>		
			\$0

Note: Agency or Contractor Cost Estimates shall accompany this page.

- If submitting a revision, be sure to note the revised date.
- Include any estimates received and reference in the (Specify) lines. No need to copy line-by-line.
- Line 20: Going forward all construction costs over \$500K should have Prevailing Wage (PW) in their budgets.
- Older estimates may have PW broken out of the construction cost.
- New requests should have PW included in the construction cost.
- Line 30: The square footage is often helpful in considering the value of the work – please don't leave it blank unless it isn't tangible.





# Transmittal Form, CM Table

<b>B. CONTROLLED MAINTENANCE BUDGET REQUEST FORMS <sup>(1)</sup>:</b>			Yes, No. or N/A
CM 5P	Controlled Maintenance Project Request - Five Year Plan	Required <sup>(3)</sup>	
CM S	Controlled Maintenance Project Request - Summary	Required <sup>(3)</sup>	
CM N	Controlled Maintenance Project Request - Narrative	Quantity <sup>(2)</sup>	
CM CS	Controlled Maintenance Project Request - Cost Summary	Attached to CM N form	
Photographs	Photographs shall be submitted individually in either JPEG or PDF format AND named appropriately per project. Photographs may be grouped by project.	Quantity <sup>(2)</sup>	

<sup>(1)</sup> Electronic submission required for all documents.

<sup>(2)</sup> Provide project request pictures/drawings in separate JPEG or PDF format, even if the photographs/drawings are embedded in request narrative.

<sup>(3)</sup> Documents are to be submitted in the annual budget request submittal process to OSA, whether or not and CCCR or CM projects are requested.

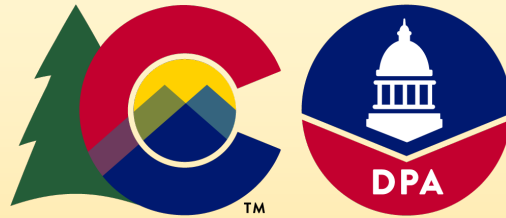
- Five Year Plan required every year. Even if there is no CM request this current year.
- The Summary is not required if there is no CM request this current year.
- For the Narrative and the Cost Summary, indicate in the Y/N/NA column, the number of projects being request this year. The number should match the number of projects on the CM-Summary and the CM Five Year plan.
- Photographs Y/N/NA should only be indicated as N/A if previously submitted photos were acceptable by OSA. Re-sending photos is not a problem.



**COLORADO**

Office of the State Architect

Department of Personnel & Administration



# Questions