



STATE OF COLORADO  
OFFICE OF THE STATE ARCHITECT  
STATE BUILDINGS PROGRAM

## BUDGET RECONCILIATION/PROJECT EVALUATION TRANSMITTAL

Institution or Agency:

Date of Submitted:

Delegate Name:

Project No./Project Name:

The following budget/evaluation documentation is required per policy (Refer to Project Monitoring and Cost Management Guidelines Policy and Procedures) for all general funded controlled maintenance, capital construction project or cash funded capital construction project over two million dollars (includes Energy Performance Contracts). Provide a thorough explanation when a piece of documentation is not applicable. Attach all documentation to this L-2 transmittal (copies, not originals):

### Construction Project Applications (SC-4.1)

Attach copies of the original SC-4.1 for the project, all subsequent revised SC-4.1's and the final. Use the Contingency Summary Form to explain utilization of contingency funds. (Refer to SC4.1 Instructions and Contingency Management section of Project Monitoring and Cost Management Guidelines). Also include the applicable CC N form (for Capital Construction Projects) or CM N form (for Controlled Maintenance Projects)

|                            |                |
|----------------------------|----------------|
| Initial SC-4.1             | Not Applicable |
| Revised SC-4.1's           | Not Applicable |
| Final SC-4.1               | Not Applicable |
| Contingency Summary Form   | Not Applicable |
| Original Request Narrative | Not Applicable |

### Project Monitoring and Administration

Attach a brief written assessment of: a) How the project was monitored for cost and quality control during the design, construction and close out phases leading up to final acceptance, b) Indicate organizational structure and staff positions involved in project management and administration, including roles and responsibilities and, c) The use of schedules, meetings, minutes of meetings, reports, partnering, third parties project managers, etc.

### Lessons Learned/Evaluations

Attach a brief written assessment of major lessons learned on this project evaluating: a). advantages /disadvantages of selected project delivery method, b). effectiveness of quality control measures instituted, c). accuracy of

## CODE COMPLIANCE POLICY EXHIBIT L-2

estimates/assumptions of design and construction project costs, d). success of design intent to outcome, and e). any other unique attributes of the project

### Use of Foreign-Produced Goods

Per CRS §24-103-910. (Applies to contracts for which the project costs are \$500,000 or more). At each project close out the state agency will submit to OSA the Five Most Costly Goods (Does not apply to projects for Institutions of Higher Education that have opted out of the State Procurement Code).

### High Performance Certification Program (only CM projects are automatically exempt)

State Owned Buildings Registration - Checklist (Located on the Energy Management - New Construction webpage)

LEED, Green Globes, or other OSA approved certification organization final report

Waiver or Modification request documentation (if applicable)