

**STATE OF COLORADO  
DEPARTMENT OF PERSONNEL & ADMINISTRATION  
OFFICE OF THE STATE ARCHITECT  
STATEWIDE PLANNING PROGRAM**



**FY 2017-18 *STATEWIDE PLANNING PROCESS OVERVIEW*  
FOR STATE AGENCIES**

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**OFFICE OF THE STATE ARCHITECT  
DEPARTMENT OF PERSONELL AND ADMINISTRATION  
STATEWIDE PLANNING PROGRAM  
POLICIES AND PROCEDURES**

***FACILITIES PLANNING PROCESS FOR STATE AGENCIES – PROCESS OVERVIEW***

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**Statutory Authority**

**C.R.S. 2-3-1304.6**, was modified in part through SB15-270, stating that “*It is declared to be the policy of the general assembly (Capital Development Committee) not to acquire a capital asset or authorize or initiate any program or activity requiring capital construction, except programs or activities for controlled maintenance or capital renewal, for any state agency or state institution of higher education unless the program or activity is an element of the facilities program plan for the agency or institution and such facilities program plan has been approved by the state architect as set forth in section 24-30-1311, C.R.S., or by the Colorado commission on higher education as set forth in section 23-1-106, C.R.S.*”

**C.R.S. 24-1-136.5 (2)**, was modified in part through SB15-270, stating that “*The executive director (heads of principal departments) shall review facilities master planning and facilities program planning for all capital construction, controlled maintenance, and capital renewal projects on department real property, regardless of the source of funds and shall submit for approval all such facilities master plans and facilities program plans to the Office of the State Architect for approval”.*

**C.R.S. 24-30-1303 (1)(t)(I)**, was modified in part through SB15-270, adding the responsibility to the Office to “*Make recommendations on capital construction and capital renewal project requests made by each state agency after the requests have been reviewed by the Office as specified in C.R.S. 24-30.1311, and submit recommendations for the same to the Office of State Planning and Budgeting. The State Architect may not recommend capital construction project requests if such projects are not included in the state agency’s facility program plan that is approved as required in section 24-30-1311, unless the State Architect determines that there exists a sound reason why the requested project is not included in the facility program plan.*”

**C.R.S. 24-30-1311(3)(a)**, was created through Senate Bill SB15-270, establishing the duties and powers of the Office of the State Architect (Office) with respect to capital construction and long-range planning. The section states “*Each state agency shall forward Operational Master Plans, Facilities Master Plans and Facilities Program Plans, and Five-Year Plans to the Office. The Office shall review Operational Master Plans, and approve the Facilities Master Plans, Facilities Program Plans, and Five-Year Plans described in section 24-1-136.5.*”

**C.R.S. 24-37-304 (a)**, was modified in part through SB15-270, and continues to require the Office of State Planning and Budgeting to develop an annual plan for capital construction expenditures and adds, “*But the plan for capital construction expenditures must consider recommendations made by the Office of the State Architect for state agencies, and recommendations made by the Colorado Commission on Higher Education for state institutions of higher education.*”

The legislation gives the Office the authority to prescribe uniform policies, procedures, and submittal requirements for operational master plans, facilities master plans, facilities program plans, five year plans and capital construction requests for state department capital construction projects on state-owned or state-controlled land per the following steps:

### **Step #1. Operational Master Plans**

CRS 24-37-304 (f) establishes the requirement for Operational Master Planning which is the first step in an agency's long-range planning effort. This plan helps each agency manage their facilities by developing a longer term understanding of the current and future programmatic needs and the space planning parameters for the services they deliver. The plan uses in-house expertise and resources along with the Office to profile and document the current agency's mission, goals, business plan, programs, program delivery, service areas, management structure, full time staff, facilities inventory, current planning efforts, funding sources, etc. and to help identify the agency's programmatic needs and objectives, and to set the agency's priorities as directed by the agency's management team. Some of the components of the plan can be incorporated from the agency's Performance Plan that is submitted to OSPB annually. The plan may also include a brief overview of the adequacy or potential deficiencies to existing facilities related to program service delivery. All of this is done in consultation with the Governor's Office of State Planning and Budgeting (OSPB), agency staff, the Office of the State Architect (OSA) and its consultant. Note that the programmatic needs and priorities identified in an Operational Master Plan should be established prior to assessing related facilities needs and solutions in a Facilities Master Plan.

#### **OMP Submittal Process (Refer to attached chart):**

Operational Master Plans do not have specific submittal deadlines since they are ongoing. Annual updates should be submitted to the OSA in June. Consult with the Statewide Planning Program (SPP) staff in the development of planning documents or amendments to these instructions.

### **Step #2. Facilities Master Plans**

Facilities Master Plans (FMP) build on Operational Master Plans (OMP) and play an extremely important role in determining the best use of state and cash funds in the state's capital construction process. Planning is a continuous process that will enable an agency to get from where it is today, to where it wants to be in the future. From the state perspective, the ability to review facilities master plans and facilities program plans for state agencies, allows the OSA and state elected officials to attain a better understanding of agency's needs and priorities. A FMP is a comprehensive facilities vision based on review and assessment of current policies and procedures, organizational structures, programmatic needs, existing facilities conditions, urban design, energy and environmental impacts. It then provides projections for changes in service delivery, technological advances and emerging trends that identify and justify assumptions for the future and sets priorities for future Capital Construction and Controlled Maintenance Project requests and acquisitions and dispositions. A FMP is a living document that evolves and responds to changing conditions and priorities over time.

FMP Submittal Process (Refer to attached chart):

Going forward, the Office requires that all state agencies conduct facilities master plans as the basis to justify future requests for capital construction, controlled maintenance and capital renewal project funding. Reassessment by the Office of approved state agency's facilities master plans will be required every ten years. In the interim for state agencies that do not have approved facilities master plans, the Office will review existing planning documents as they are developed for the basis of justification of need. FMP's may be submitted for approval throughout the fiscal year, with updates due to the OSA in June. Consult with the Statewide Planning Program (SPP) staff in the development of planning documents or amendments to these instructions.

**Step #3. Facility Program Plans**

A Facility Program Plan (FPP) is a project derived directly from the facility needs identified in a FMP and are listed in the Plan's Five or Ten Year Capital Construction and Controlled Maintenance Project Request priorities. Generally, a FPP should provide justification for the project based on existing and projected conditions, existing and projected program and space expansions/consolidations, an analysis of program and facility alternatives, life cycle, design and construction costs, construction phasing and project delivery methodology. The FPP should also establish detailed space requirements, spatial relationships, system/equipment and material alternatives, special design requirements based on program or facilities needs along with conceptual site design, building floor plans and elevations, etc. in order to guide the project into the design phase once funding is obtained. FPP's are required to be completed (per C.R.S. 24-30-1303(t) (I)) and attach justification to all state agency Capital Construction Requests submitted to the Office commencing with the FY 2017/2018 fiscal year .

FPP Submittal Process (Refer to attached chart):

Going forward, the Office requires that all state agencies conduct FPP's as the basis to justify future requests for capital construction funding over \$500,000 and requires the submittal of an 8 1/2" x 11" formatted copy of those plans along with all capital construction funding requests. In the interim, for state agencies that do not have approved FPP's to justify capital construction requests, the Office will review existing planning documents or other descriptions for the basis of justification of need. FPP's may be submitted for approval throughout the fiscal year but shall be due along with an initial capital construction request. Consult with the Statewide Planning Program (SPP) staff in the development of planning documents or amendments to these instructions.

**Statewide Planning Services Fund**

Starting in FF 2015/2016 the Office has been appropriated annual funds through the operating budget to assist state agencies in the long-range planning of their facility needs. This money is not intended for or sufficient to fund FMP's but can assist in the overall effort to assess needs and contribute to planning documentation. The Office has selected a Statewide Planning Consultant (SPC) that will provide, on an as-needed basis, planning expertise and planning

assistance to all state agencies. The consultant's master agreement and subsequent "Task Orders" will be executed by the Office and paid out of the planning fund by the Office as the consultant is directed to provide services to various state agencies. The Office will oversee and participate in the various Task Orders although the SPC will work directly with the assigned state agency. The SPC will also document and compile along with the Office a statewide perspective on planning efforts to assist the Office in its statewide statutory reporting requirements. The Office will review and approve all planning documents that the SPC consults on as part of the Capital Construction process. Agencies that are interested in using this resource should contact the Statewide Planning Program and visit the OSA website for the form related to the request.

**This document can be found online at the OSA's website along with related documents:**

*Facilities Master Plan Submittal* Instructions & guidelines for State Agencies (Form OSA/SPP-FMP)

*Operational Master Plan Submittal* Instructions & guidelines for State Agencies Facilities (Form OSA/SPP-OMP)

*Facility Program Plan Submittal* Instructions & guidelines for State Agencies (Form OSA/SPP-FPP)