



POLICIES AND PROCEDURES

**BASIC STEPS CHECKLIST (BSC)
 GUARANTEED MAXIMUM PRICE DELIVERY METHOD (CMGC or DB GMP)**

Note: During the project planning process and prior to requesting an appropriation, agencies should consult with State Buildings Program in the Office of the State Architect (hereafter referred to as SBP) to determine the appropriate project delivery method (i.e. design/bid/build, construction manager/general contractor or design/build). Although this document tracks the design/bid/build project delivery method, it can be used as a reference for the other methods.

Regardless of the funding source, State Agencies, not exempted from CRS 24-30 Part 13, must follow OSA Policies and Procedures Basic Steps Checklist (s) related to:

- Procurement and solicitations,
- Contracting and encumbrances
- Code Compliance
- Construction Procedures
- Record keeping

With the passing of SB19-196 all agencies and institutions are required to purchase a subscription to LCPtracker for the submission, reporting, and approval of all certified payroll and apprenticeship contributions.

With the passing of HB21-1303, all agencies and institutions are required to comply with the Buy Clean Colorado Act requirements for public projects.

When utilizing the templates referenced in this document, blue text should be edited, and in some cases deleted, if not applicable. It should also be changed to black before finalizing.

Refer to Letter of Delegation from Office of the State Architect (OSA) for specific SBP delegate authorization.

	BASIC STEPS	RESPONSIBILITY
A.	UNRESTRICTING FUNDS	
1.	Agency receives a copy of the signed Long Bill for General Funded Capital Construction, Capital Renewal, or Controlled Maintenance appropriation (or funding from other sources for Capital Construction).	Legislature /Governor
2.	If the project is included in the Long Bill, State Controller’s Office (SCO) assigns project number. <ul style="list-style-type: none"> • If the appropriation adds a phase to a previously funded project and is assigned the same project number, the SC4.1 should be a Revision to the previous SC4.1 document 	SBP and SCO
3.	Follow instructions included with the Construction Project Application SC-4.1 for completion of document	
a.	<u>Capital Construction/Capital Renewal Project Signatures & Routing:</u> <ul style="list-style-type: none"> • For State appropriated projects the Construction Project Application (SC-4.1) is to be completed and signed by the Agency/Institution’s Principal Representative. For state agency projects, the SC-4.1 is forwarded to the Office of the State Architect (OSA). Institutions of higher education forward the SC-4.1 to the Colorado Department of Higher Education (CDHE). • OSA/CCHE reviews and approves the Application by signature. 	Agency

	BASIC STEPS	RESPONSIBILITY
	<ul style="list-style-type: none"> • The SBP delegate signs the Application. • Agency/institution distributes copies of application to their respective state controller delegate after required signatures. • Copies of initial, revised, and final executed applications are to be retained as required for closeout documentation (BSC Section F). 	<p>OSA/CDHE</p> <p>SPB Delegate Agency</p>
b.	<p>Controlled Maintenance Project Signatures & Routing:</p> <ul style="list-style-type: none"> • The Construction Project Application (SC4.1) is to be completed and signed by the Agency/Institution's Principal Representative. • The SBP delegate signs the Application. • Agency/institution distributes copies of application to their respective state controller delegate after required signatures. Copies of initial, revised, and final applications are to be retained and sent to OSA as part of the required closeout documentation (BSC-F.17). 	<p>Agency</p> <p>SBP Delegate Agency</p>
5.	<p>Electronic Access For information on ColoradoVSS, Rocky Mountain E-Purchasing System, and other approved solicitation websites, links can be found on the State Purchasing Office website via the OSA website.</p>	<p>Agency and SBP Delegate</p>
B.	SETTING UP THE PROJECT	
1.	<p>Agency follows policies and procedures established by SBP to assist all state personnel responsible for the administration of capital construction, capital renewal, and controlled maintenance projects. Refer to Project Monitoring and Cost Management Guidelines policy. Budget tracking documentation should be set up. Reference Project Specific Status Report (SC-10.1) if tracking spreadsheets are not already established by agency.</p>	<p>Agency and SBP Delegate</p>
2.	<p>If not already set up, prepare project file. Refer to Project Monitoring and Cost Management Guidelines policy. Budget tracking documentation should also be set up. Reference Project Specific Status Report (SC-10.1) if tracking spreadsheets are not already established by agency.</p>	<p>Agency</p>
3.	<p>Name a project manager. This person will act as the Contract Manager for the duration of the project. They are responsible for the day-to-day management of the services being provided for the project</p>	<p>Agency</p>
4.	<p>Public Projects by statute are any projects over \$500,000 and are further defined in the Public Projects (SBP-Public Projects) document found on the state website.</p>	
	<p>Steps 5 through 18 are specific to CMGC delivery. Skip to Step B.19 for D/B GMP</p>	
5.	<p>Develop a Project Specific Criteria for the selection of professional services. Refer to policy <i>Best Practices: Design Professionals and Construction Solicitations (SBP-BP)</i>.</p> <p>Note that Professional Services are exempt from the State Procurement Code.</p>	<p>Agency</p>
6.	<p>For professional services fees estimated to be <u>less than or equal to \$25,000</u> for state agencies and institutions of higher education are considered discretionary and do not require a competitive negotiations pursuant to C.R.S. 24-30-1403 (2) (a). A RFQ is not required.</p>	<p>Agency</p>
7.	<p>For professional services fees estimated to be <u>between \$25,000 and \$100,000</u> for state agencies and institutions of higher education, public notification (advertising) is not required pursuant to C.R.S. 24-30-1405. Agencies must contact/interview at least three (3) firms and select the most qualified. A RFQ is not required.</p>	<p>Agency</p>

	BASIC STEPS	RESPONSIBILITY
8.	For professional services fees estimated to be <u>greater than \$100,000</u> for state agencies and institutions of higher education pursuant to C.R.S. 24-30-1405 both a public notification (advertisement) and a RFQ are required. Minimum solicitation time is 15 days and may include publication by electronic access (BSC-A.5) or in a newspaper of general circulation.	Agency
9.	<p>Preparation of Request for Qualifications (RFQ-AE) draft for professional services as defined pursuant to C.R.S. 24-30-1402 as services provided by an architect, engineer, landscape architect, surveyor, and industrial hygienist.</p> <ul style="list-style-type: none"> • Professional services can also include project management and efforts to produce studies, surveys, and programming documents. Utilize the <i>Request for Qualifications for Professional Consulting Services (RFQ-PM)</i> solicitation template and the <i>Consultant Agreement (SC5.3)</i> • Provide project specific Scoring Weight on Appendix A and A1 of RFQ before posting. • Determine selection committee panel members and assign them numbers or letters. 	Agency
10.	Review and approval of RFQ-AE draft for content, format and application.	SBP Delegate as authorized
11.	Completion of Request for Qualifications (RFQ-AE) template	Agency
12.	RFQ-AE documents are made available to prospective respondents per advertisement.	Agency
13.	Submitted qualifications from respondents are evaluated and most qualified are invited to interview.	Agency
14.	Highest rated professional services firm is selected and contract negotiations commence pursuant to C.R.S. 24-30-1405.	Agency
15.	<p>An Architect/Engineer Services Agreement (CM/GC) (SC-5.2) is prepared regardless of fee amount for all professional services. Attach the Proposal Letter with design services, schedule, and insurance certificate (on Acord form), Wage Rates Schedule, and Design Program/Facility Program Plan (if applicable). Note that the insurance certificate for the A/E Agreement must include professional liability insurance.</p> <p>For architects, engineers, landscape architects, and land surveyors verify that a Colorado license is current for the individual in the firm who will serve as responsible charge for the project.</p>	Agency
	<p>Agencies <u>without</u> contract signature authority will 1) forward a memo describing the selection process with the list of interview questions and a score sheet to SBP for approval and signature. 2) Send the draft contract (Word Doc) with their edits to the template in an alternative color or with "tracked changes". Include all exhibits as pdf.</p>	SBP
a.	The Architect/Engineer, then the agency's Principal Representative, then SBP signs the Agreement (SC-5.2) .	A/E and Agency SBP Delegate as authorized
b.	If modifications are proposed to the standard agreement language, a draft of the Architect/Engineer Agreement <u>with tracked changes</u> must first be approved by SBP prior to signing the Architect/Engineer Agreement.	SBP

	BASIC STEPS	RESPONSIBILITY
16.	After SBP signature approval of Agreement, the Agreement (SC-5.1) or (SC-5.3) is then sent to the State Controller's Office or Controller delegate as applicable for Institutions of Higher Education.	Agency/Attorney General
17.	After SBP signature approval of Agreement, the Agreement (SC-5.2) is sent to the State Controller's Office or Controller delegate. NOTES: a. State Controller will establish effective date. b. Six month encumbrance deadline for professional services agreements must be met if general funded. The six-month timeframe commences from the date the Governor signs the Long Bill. (CRS 24-30-1404 (7)(a))	Agency
18.	Architect/Engineer receives signed (executed) Agreement (SC-5.2) and commences work.	A/E
19.	Select a code consultant and prepare a Plan Review Authorization (SBP-017) . If code review is not required, document this with an email from the code consultant. Save a print of this e-mail in the file for closeout. Progress sets of the Architect/Engineer's prepared drawings and specifications are sent to the state's code consultant (refer to <i>Building Code Compliance Policy, Exhibit B, Code Compliance Plan Review Procedures</i>).	SBP Delegate and A/E
20.	For Construction services Prepare the Request for Proposals for an Integrated Project Delivery Method Utilizing Construction Manager/General Contracting Services (IPD CMGC RFP) or Request for Proposals for an Integrated Project Delivery Method Utilizing Design/Build (GMP) Services (IPD-DBGMP-RFP) Refer to policy <i>Best Practices</i> (SBP/BP) for detailed recommendations. <ul style="list-style-type: none"> • Note that the CM/GC should be selected and brought on at the beginning of the Schematic Design phase. 	Agency
	a. <ul style="list-style-type: none"> • The draft RFP must be reviewed and approved by SBP. • Selection is a two-step process, prequalification and oral interview with fee proposal. 	SBP Delegate
	b. <ul style="list-style-type: none"> • Provide project specific Scoring Weight on Appendix A and A1 of RFQ before posting. 	
	c. <ul style="list-style-type: none"> • Determine selection committee panel members and assign them numbers or letters. 	
21	a. <ul style="list-style-type: none"> • Refer to Public Projects (SBP-Public Projects) for instructions on obtaining the prevailing wage and apprenticeship criteria to be posted with any construction project solicitation over \$500,000. Due to the current construction market, construction project budgets at the \$400,000 value should be considered Public Projects and solicited as such until the lowest responsive bid is confirmed to be below the required thresholds. • Solicitations must contain State of Colorado wage determinations by the county where the project is located. Prevailing wages lock at posting of solicitation • Projects subject to State Prevailing Wage must contain apprenticeship contribution rates in accordance with CRS 24-92-208 	Agency
	b. <ul style="list-style-type: none"> • Include Apprenticeship Utilization Certification for projects over \$1 million. Due to the current construction market, construction project budgets at the \$900,000 value should be considered Public Projects and solicited as such until the lowest responsive bid is confirmed to be below the required thresholds. 	Agency
	c. Wage conformance requests <ul style="list-style-type: none"> • Bidder must review the wage determinations for all public projects at the time of solicitation to determine where to classify employees. This will also need to occur with each bid package) • If a bidder feels that there is not an appropriate classification for the type of work to be performed on the project, then a conformance may be requested. 	Bidder

BASIC STEPS	RESPONSIBILITY
<ul style="list-style-type: none"> • Note: wanting to pay a lower rate than the prevailing wage listed is not grounds for a conformance request • Bidders will contact the Agency/IHE for clarification on the requested conformance. • Bidder must provide the Agency/IHE with information about the work to be performed on the project, the requested labor classification, the duties to be performed by that labor classification and a recommended wage rate. <p>d. • The Agency/IHE will research the existing classifications and verify;</p> <ul style="list-style-type: none"> ○ there is an existing classification fitting the work to be done ○ there is not an existing classification fitting the work to be done <p>• If the Agency/IHE deems that there is not an acceptable, existing classification, the request is sent to OSA for review and determination.</p> <p>c. • A Conformance Request Form (SF-1444) is to be completed by the Agency/IHE and submitted to the Federal Wage and Hour Division (WHD) https://www.gsa.gov/forms-library/request-authorization-additional-classification-and-rate</p> <p>or email to: whd-cbaconformance_incoming@dol.gov</p>	<p>Agency</p> <p>Agency</p>
22. Review and approval of RFP draft for content, format and application.	SBP Delegate as authorized
23. The qualification portion of the RFP must be solicited for a minimum of 15 days. The list of shortlisted firms must be posted for a minimum of 14 consecutive calendar days (CCR 101-9 R-24-105-101-03). The total solicitation time must be at least 30 days	Agency
24. RFP documents are made available to prospective respondents per advertisement.	Agency
25. Submitted respondent qualifications are scored in Step One and highest scores are invited to interview in Step Two.	Agency
26. Step Two interviews are scheduled and a letter/e-mail is sent to each short-listed firm stating date, time, location (including room) of their interview.	Agency
27. Fee Proposals from each short-listed firm will be accepted at the beginning of the Step Two interview and should remain sealed until all interview scoring is completed.	Agency
28. After all interviews, but before opening fee proposals, conduct a roundtable discussion for clarifications and consensus on scoring qualifications.	Agency
29. Document scores on Appendix A2 of the RFP.	Agency
30. Open each fee proposal, document cost proposal numbers on Appendix A2 of the RFP and determine the ranking of each firm based on the scoring described in the notes of Appendix A2 incorporating qualifications and fees.	Agency
31. A Notice of Award (SBP-6.16) is prepared by the Agency prior to distribution.	Agency and SBP Delegate
32. Post the award notice as defined in Electronic Access A.5 .	Agency
33. Distribution of Notice of Award (SBP-6.15) signed by Principal Representative.	Agency

BASIC STEPS	RESPONSIBILITY
<ul style="list-style-type: none"> • Include the Contractors Setup Information Form (SBP-2.6) for projects over \$500,000. This form needs to be returned by the contractor in order to have an LCPtracker account established for certified payroll submission. 	
<p>34. Preparation of the Contractor's Agreement (SC-6.5) or (SC-9.0). Draft of Contractor's agreement must be reviewed and approved by OSA prior to signature.</p> <ul style="list-style-type: none"> • If modifications are proposed to the standard Agreement, the draft of the Agreement must first be approved by OSA prior to signatures by the Principal Representative, Contractor and SBP. • The contract initially incorporates the fees including general conditions to establish the original contract sum with the agency and the Contractor. 	<p>Agency and OSA</p> <p>OSA</p>
<p>35. CM/GC provides letter from surety stating that coverage will be provided up to an amount equal to the fixed limit of construction as each bid package is added to the contract sum and certificate of insurance.</p>	<p>Contractor</p>
<p>36. CM/GC provides the Exhibits to the Agreement including Construction Manager's Certification, certificate of insurance on Acord form, Apprenticeship Utilization Certification (SBP-6.17) and Request for Proposal and Contractor's fee proposal.</p>	<p>Contractor</p>
<p>37. Draft Agreement with exhibits A-E and K are sent to OSA for review unless waived through SBP delegation.</p> <ul style="list-style-type: none"> • Provide Word document and pdf including all exhibits • After OSA review send to AGO/legal counsel for review and approval 	<p>Agency, SBP, Attorney General</p>
<p>38.</p> <ul style="list-style-type: none"> • Delegate and Contractor sign at least four (4) original Contractor's Agreements (SC-6.21). Agreement is then sent to the State Controller's Office, if delegations are not within the Agency. The State Controller signs the Agreement, establishes the effective date, and distributes the executed Agreements. The State Controller's Office will retain one copy of the signed (executed) Agreement for their files. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • The Agreement and all exhibits (minus the drawings and specifications) are uploaded to DocuSign with the Contractor, SBP Delegate, Principal Representative, Legal Council (AGO) and Controller Delegate signing in that order 	<p>Agency</p>
<p>39. State Agencies attach a CMS print screen (if applicable) to file copy of contract.</p>	<p>Agency</p>
<p>40. The following documents are fully executed and distributed as follows:</p> <ul style="list-style-type: none"> • Fully signed (executed) Contractor's Agreement (SC-6.21) are received. • SBP Delegate signs the Notice to Proceed (SC-6.26) • Agencies must add their contact phone number and email to the Prevailing Wage Poster prior to sending it to the contractor. The poster is available in English and Spanish and must include the Prevailing Wage Rates from the solicitation. 	<p>Agency and SBP Delegate as authorized</p>
<p>41. Contractor must display the Prevailing Wage Poster and associated Prevailing Wages where easily accessible to workers.</p> <ul style="list-style-type: none"> • The Prevailing Wage Poster must be readily accessible to all workers. Failure to comply may result in a \$100/day fine to contractor and deemed guilty of a Class 3 misdemeanor. For more information, see CDLE INFO #13 	<p>Contractor</p>

	BASIC STEPS	RESPONSIBILITY
42.	Contractor receives signed (executed) Agreement (SC-6.5) as well as the Prevailing Wage poster(s) if applicable and commences work.	Contractor
43.	For D/B delivery the Notice to Proceed to Commence Design Phase (SC-8.26) is prepared, signed and forwarded to contractor with the executed agreement.	Agency and SBP Delegate
44.	The agency project manager should schedule regular partnering sessions as described in the construction agreements. At a minimum the design team, stakeholders, general contractor and major subcontractors as available, should attend.	Agency, SBP Delegate and Contractor
45.	Set-up the IPD Amendment Tracking document (SBP-10.12) if a tracking system is not already established by the agency	Agency

C1. MANAGING THE PROJECT: (CMGC Architect/Engineer Agreement)

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| 1. | Preparation of Application for Payment of Architect / Engineer / Consultant Fees (SBP-7.1) for portion of work completed and sends to Agency. A/E attaches an invoice on their letterhead that reflects dollar amount of contract, breakdown of fees, fees requested to date, and balance due. Invoices for reimbursable expenses should also be included. | A/E |
| 2. | Application for Payment of Architect/Engineer/Consultant Fees (SBP-7.1) is reviewed against contract and progress of services provided to date and dollar amount requested. | Agency and SBP Delegate |
| 3. | Process is repeated monthly until all contractual services have been completed. | Agency |
| 4. | During the submittal process the consultant shall work with the contractor to ensure that eligible materials are obtainable and can be installed. If an eligible material with a compliant EPD is unobtainable, the waiver process defined by OSA shall be utilized. | SBP Delegate, A/E and Contractor |
| 5. | Agency should periodically confirm that contractor has daily logs and Prevailing Wage poster available on site | Agency |

C2. MANAGING THE PROJECT: (Contractor's Agreement)

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| 1. | Preparation of Application and Certificate for Contractor's Payment (SBP-7.2) and Certified Payroll Transcripts (SBP-7.21) for portion of work completed. Sends to A/E for approval. <ul style="list-style-type: none"> • No payment is made if there are unpaid Certified Payrolls on Public Projects for the time frame included in the pay Application (SBP-7.2) • All Apprentice contributions must be paid in the appropriate manner • If a temporary wage classification is in use pending a wage conformance determination, the contractor is responsible for paying all employees the correct wage and tracking said wages in LCPtracker | Contractor |
| a. | A contract amendment will need to be executed should the Federal Wage and Hour Division (WHD) provide a new wage determination. <ul style="list-style-type: none"> • If a wage conformance is granted, the contractor must verify that all employees working under the new classification have been paid in accordance with the set wages. • If an overpayment was made, no refund will be given to the contractor • If an underpayment was made, restitution must be made to all employees within 15 calendar days. <ul style="list-style-type: none"> ○ See CDLE violations chart referenced in INFO #13 | Agency/Contractor |

	BASIC STEPS	RESPONSIBILITY
2.	A/E reviews progress of work completed to date and dollar amount requested and recommends for approval Application and Certificate for Contractor's Payment (SBP-7.2) and sends to Agency.	A/E
3.	Process is repeated monthly until project is complete and retainage is released after final settlement.	Agency
C3.	MANAGING THE PROJECT: (Design)	
1.	The Contractor commences work as designated in the agreement immediately after the effective date established by the State Controller.	Contractor
2.	Agency confirms the drawings and specifications comply with the OSA High Performance Certification Policy. A waiver from the policy or a modification of the policy is submitted to OSA and comments are incorporated into the project.	SBP Delegate
3.	Progress sets per phase/bid package of the Architect's/Engineer's prepared drawings and specifications are sent to the State's Code Consultant (refer to <i>Building Code Compliance Policy, Exhibit B, Code Compliance Plan Review Procedures</i>).	A/E and SBP Delegate
4.	Design documents are reviewed for programmatic compliance as part of the required Project Design Review Meeting.	A/E, Agency, Contractor and SBP Delegate
5.	Agency shall confirm the Architect/Engineer specified Environmental Product Declarations (EPD) for each eligible material in the bid documents.	Agency
6.	At the end of each design phase, A/E submits design documentation, as described in A/E Agreement or Contractor Agreement and assist in preparing reports.	A/E
a.	Architect/Engineer to provide Statement of Probable Costs.	A/E
b.	Contractor evaluates design documents, statements of Probable Costs and provides a written report, preliminary schedules and cost estimates. Value Engineering workshops commence as needed to align costs, estimates and budget. Agency to allow a minimum of 14 days.	A/E, Contractor and Agency
c.	Architect/Engineer incorporates all code consultant, SBP Delegate and Contractor comments into documents.	A/E
d.	Agency provides written authorization for Architect/Engineer and Contractor to proceed to next design phase.	Agency
7.	At the conclusion of the Schematic Design phase, the List of Pre-qualified subcontractors (Exhibit F) as well as the approved Schematic Design Estimate Summary and any updated summaries (Exhibit G) as described in their agreement, are added by Amendment.	Agency and Contractor
8.	At the conclusion of the Design Development phase, the Contractor provides a Guaranteed Maximum Price Proposal which shall include all H-Exhibits as described in their agreement.	Contractor
9.	Contract Amendment (SC-6.0B) is drafted incorporating the Exhibits to the Agreement including the Guaranteed Maximum Price, List of Pre-Qualified Subcontractors (if not incorporated at Schematic Design with Schematic Design Summaries) Schedule of Bid packages, Schedule of Values and Allowance Schedule.	Agency and Contractor
10.	Draft Amendment with all exhibits are sent to OSA for review unless waived through delegation. <ul style="list-style-type: none"> • Provide Word document and pdf including all exhibits 	Agency, SBP, Attorney General

	BASIC STEPS	RESPONSIBILITY
	<ul style="list-style-type: none"> After OSA review send to AGO/legal counsel for review and approval 	
11.	Four (4) Amendments are printed or uploaded to DocuSign or other State approved electronic signature platform.	Agency
12.	Agency Principal Representative signs amendment.	Agency
13.	Amendment is sent to the Attorney General's office for and signature. NOTE: integrated project delivery method contracts and amendments are not waived.	Agency and Attorney General
14.	Amendment is sent to the State Controller's Office, if delegations are not within the Agency. The Controller signs the Amendment and establishes the effective date. The State Controller's Office will retain one copy of the signed (executed) Agreement for their files.	Agency and Controller
C4.	<p>MANAGING THE PROJECT: (Bidding) The following steps should be duplicated with each subsequent phase/bid package.</p>	
1.	A/E submits, at a minimum, 50% and 95% review documents of each bid package, including an Opinion of Probable Cost. Agency and contractor will review and provide comments to be formally addressed by A/E	A/E, Contractor and Agency
2.	Final Acceptance of the Construction Documents should be formally documented	Agency
3.	Once Contractor has completed their written report and the Code Consultant has issued a Compliance Notice, final acceptance of the Construction Documents is formally documented with an executed Authorization to Bid (SBP-6.10)	Agency, SBP Delegate
4.	Contractor is responsible for the bid process. They will bid to a minimum of 3 subcontractors and will coordinate with the A/E and Agency all conferences, bid opening and results.	Contractor
5.	Contract Amendment (SC-6.0B) is drafted incorporating the bid package (actual cost of work). The amendment should include all I-Exhibits as described in the Contract Agreement	Agency and Contractor
6.	For construction over \$1 million, the Contractor must submit Apprenticeship Utilization Certification (SBP-6.17) for all mechanical, sheet metal, fire suppression, sprinkler fitting, electrical and plumbing trades prior to execution of the Amendment incorporating these trades. Apprenticeship programs that do not have the required track record may petition the Colorado Department of Labor and Employment (CDLE) for conditional approval by contacting apprenticeship@state.co They must then be posted on the agency website within 30 days of receipt.	Agency, Contractor
a.	A Waiver (SBP-2.2) may be issued if there are no responsive, eligible contractors or any responsive, eligible contractors and apprentices are in excess of 50 miles on way from the project.	Agency
b.	Waivers must be posted along with the specific rational for granting the waiver on the agency website	Agency
7.	Draft Amendment with all exhibits are sent to OSA for review. <ul style="list-style-type: none"> Provide Word document and pdf including all exhibits After OSA review send to AGO/legal counsel for review and approval 	Agency, SBP, Attorney General
8.	Four (4) Amendments including Exhibits I are printed or uploaded to DocuSign or other State Controller approved electronic signature platform.	Agency
9.	Agency Principal Representative signs amendment.	Agency

BASIC STEPS		RESPONSIBILITY
10.	Amendment is sent to the State Controller's Office, if delegations are not within the Agency. The Controller signs the Amendment and establishes the effective date. The State Controller's Office will retain one copy of the signed (executed) Agreement for their files.	Agency and Controller
11.	Notice to Proceed to Commence Construction Phase (CMGC) (SBP-7.26) or (Design/Build) SBP-8.261 is executed and forwarded to the Contractor.	Agency SBP Delegate
12.	Agency prepares contract manuals that incorporate each bid package as described in Assembling the Construction Project Manual (SBP-PR02) . Manuals are distributed to Agency, Contractor, and A/E.	Agency and SBP Delegate as authorized
13.	Prior to the start of construction, the agency project manager conducts a coordination meeting with the code consultant who will serve as inspector of record and others who may have building inspection responsibilities. The purpose is to identify the responsible parties for each required inspection and assign the responsibility for the final inspection sign off. The Architect/Engineer, Contractor and representative from local fire district (if applicable) also attend this meeting. <ul style="list-style-type: none"> Agency provides the Contractor with the state code consultant's recommended inspections that have been transferred to the Building Inspection Record (SBP-BIR) to be posted by the Contractor at the job site. For inspections to be performed by the state's code consultant, the Agency completes a Building Inspection Authorization (SBP-018). 	SBP Delegate Contractor SBP Delegate
14.	At the conclusion of and award of all bid packages, the difference between the bidding contingency established with the Fixed Limit of Construction, and the actual cost of work should be formally distributed to either compensate for cost overruns, acceptance of alternates or reduce the Fixed Limit of Construction as part of an amendment.	Agency

D. CHANGE MANAGEMENT

D1. A/E SUPPLEMENTS

Supplement to Architect/Engineer Agreement (SC-7.0A) is used to make modifications to a professional services contract. Refer to *Contract Modification Guidelines* policy (**SBP-CONT-MOD**) for appropriate application.

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| 1. | Applicable for additional A/E services requested within the original scope of the Agreement and Agency's professional services budget. | Agency and SBP Delegate |
| 2. | A/E prepares and Principal Representative signs the Supplement (SC-7.0A) form and sends to SBP. | A/E |
| 3. | Review and SBP Delegate signature approval. Supplement (SC-7.0A) is sent to State Controller's Office if delegation is not within Agency. | SBP Delegate as authorized |
| 4. | Distribution of signed Supplement (SC-7.0A) . | Agency |
| 5. | A/E receives signed (executed) Supplement (SC-7.0A) and commences additional work. | A/E |

D2. CHANGE ORDERS

Within the Guaranteed Maximum Price **Change Orders (SC-6.31)** are used to make modifications to the Contractor's Agreement. (Refer to *Change Order Management Guidelines* policy).

- Change Orders (SC-6.31)** are also used to transfer funds from the GMP construction contingency to the direct cost of work.

	BASIC STEPS	RESPONSIBILITY
1.	Principal Representative, Architect/Engineer, or Contractor can request change work.	Agency and SBP Delegate
2.	A/E issues Change Order Bulletin (SC-6.311) with instructions to Contractor.	A/E
3.	Contractor prepares Change Order Proposal (SC-6.312) with price and returns it to A/E. <ul style="list-style-type: none"> Note: Contractor does not receive mark-up on change orders unless they are acting as the subcontractor. 	Contractor
4.	A/E reviews and approves price and forwards to Agency.	A/E
5.	Agency reviews and approves Change Order Proposal (SC-6.312) and authorizes A/E to prepare Change Order (SC-6.31) .	Agency and SBP Delegate
6.	A/E prepares Change Order (SC-6.31) , signs it and issues it to Contractor.	A/E
7.	Contractor signs Change Order (SC-6.31) and sends to Agency.	Contractor
8.	Agency's Principal Representative signs Change Order (SC-6.31) and sends to SBP.	Agency
9.	Review and SBP Delegate signature approval of Change Order (SC-6.31) . Signed documents sent to State Controller's Office if delegation is not within Agency.	SBP Delegate as authorized
10.	Distribution of Change Order (SC-6.31) .	Agency
11.	Contractor receives signed (executed) Change Order (SC-6.31) and commences change work.	Contractor
D3.	EMERGENCY FIELD CHANGE ORDERS	
1.	Change work can be requested by the Principal Representative, Architect/Engineer, or Contractor. NOTE: Contract language establishing the Emergency Field Change Order (SC-6.31E) is included in the General Conditions (SC-6.23) . (Refer to <i>Contract Modifications Guidelines Policy and Procedures</i>).	Agency and SBP Delegate
2.	A/E prepares Emergency Field Change Order (SC-6.31E) with unit prices and a not-to-exceed cost (as provided by contractor) and forwards to Principal Representative.	A/E
3.	Emergency Field Change Order (SC-6.31E) is approved. (Note that the State Controller's signature is not required for approval or commencement of the work)	SBP Delegate as authorized
4.	Distribution of Emergency Field Change Order (SC-6.31E) to A/E, Contractor and SBP.	Agency
5.	Contractor receives signed (executed) Emergency Field Change Order (SC-6.31E) and commences work.	Contractor
6.	The final adjustment of the Emergency Field Change Order amount and the adjustment to the project time for completion shall be prepared on a standard Change Order (SC-6.31) after the emergency work is completed.	A/E, Contractor, and SBP Delegate as authorized
D4.	AMENDMENTS Amendments (SC-6.0B) are used to add additional bid packages to include cost of work to the contract sum and make significant modifications to professional	

	BASIC STEPS	RESPONSIBILITY
	services or construction agreements, i.e. a 10% increase or decrease to the original contract amount or time, change in scope, or change in funding source. (Refer to <i>Contract Modifications Guidelines</i> policy).	
1.	Agency prepares Contract Amendment, signs it and issues to A/E or Contractor as applicable.	Agency and SBP Delegate as authorized
2.	A/E or Contractor receive signed (executed) Amendment (SC-6.0A or SC-6.0B as applicable) and commence additional or change work.	A/E or Contractor
	Attach a CMS print screen (if applicable) and a personal services waiver for standard agreements.	Agency

E. FISCAL YEAR END AND CLOSEOUT

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|----|---|---------------------------------------|
| 1. | Execute an Amendment (SC-6.0B) to revert any unspent construction contingency and unspent dollars within the Guaranteed Maximum Price. | Agency and SBP Delegate as authorized |
| 2. | Besides item E1, follow the standard OSA Basic Steps Checklist Design/Bid/Build Projects (SBP/BSC) for closeout procedures | |

REFERENCES:

- Colorado Revised Statutes (C.R.S.): Title 24, Article 30, Parts 13 and 14; Title 24, Article 91, Section 101-110; Title 24, Article 92, Section 101-210; Title 34, Article 93, Sections 101-108; Title 24, Article 101, Section 201-203 and 301-302; Title 38, Article 26, Section 106-108; and Title 8, Article 17, Section 101.
 - Fiscal Rules: issued by the State Controller's Office.
 - Procurement Code and Rules: issued by the Office of State Purchasing.
 - Budget Instructions: issued by the Office of the State Architect and Colorado Commission on Higher Education.
 - Capital Construction Accounting Guidelines: issued by the State Controller's Office.
 - State of Colorado Contract Manual: issued by the State Controller's Office.
- OSA Policies and Procedures.

LEGEND:

- A/E – Architect / Engineer
- CDHE – Colorado Department of Higher Education
- OSPB – Governor's Office of State Planning and Budgeting
- OSA – Office of the State Architect
- SBP Delegate – OSA State Buildings Program Delegate
- SCO – State Controller's Office
- Agency – State Agency or Institution of Higher Education
- Contractor – Construction Contractor