



**COLORADO**

**SC-4.1 CONSTRUCTION PROJECT APPLICATION**

(SEE INSTRUCTIONS ON REVERSE SIDE)

Project No. \_\_\_\_\_ (Required)

**SUBMITTAL**

TO: STATE BUILDINGS PROGRAM

FROM: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

**APPLICATION**

**Initial Application** (Conditions of Approval, Explain if any) Initial Total Appropriation \$ \_\_\_\_\_

**Revised Application No.** \_\_\_\_\_ (Explain Revision) Amount Last Funded \$ \_\_\_\_\_

Increased Decreased Funding \$ \_\_\_\_\_

**Final Application** New Total Amount Funded \$ \_\_\_\_\_

**BUDGET/ACTUAL COSTS**

A. Land/Building Acquisition \$ \_\_\_\_\_ \$ \_\_\_\_\_

B. Professional Services

- 1. Master Planning etc. \$ \_\_\_\_\_
- 2. Site Surveys, Investigations, Reports \$ \_\_\_\_\_
- 3. Architectural/Engineering Basic Services \$ \_\_\_\_\_
- 4. Code Review/Inspection \$ \_\_\_\_\_
- 5. Construction Management \$ \_\_\_\_\_
- 6. Advertisements \$ \_\_\_\_\_
- 7. Other (Explain) \_\_\_\_\_ \$ \_\_\_\_\_

\$ \_\_\_\_\_

C. Construction or Improvement

- 1. Infrastructure
  - a. Service/Utilities \$ \_\_\_\_\_
  - b. Site Improvements \$ \_\_\_\_\_
- 2. Structure/Systems/Components \$ \_\_\_\_\_
- 3. Other (Explain) \_\_\_\_\_ \$ \_\_\_\_\_
- 4. High Performance Certification Program \$ \_\_\_\_\_

\$ \_\_\_\_\_

D. Equipment/Furnishings/Communications

- 1. (Explain) \_\_\_\_\_ \$ \_\_\_\_\_

\$ \_\_\_\_\_

E. Miscellaneous

- 1. Art in Public Places \$ \_\_\_\_\_
- 2. (Explain) \_\_\_\_\_ \$ \_\_\_\_\_

\$ \_\_\_\_\_

F. TOTAL PROJECT COSTS \$ \_\_\_\_\_

G. Project Contingencies (5% New, 10% Renovation - B, C, D, E only)

H. TOTAL BUDGET \$ \_\_\_\_\_

**I. SOURCE OF FUNDS (Bill Number(s) and Date(s) per Funding Phase)**

Capital Construction Funds Exempt \_\_\_\_\_ ~~XXXXXXXXXXXX~~ \$ \_\_\_\_\_

Cash Funds \_\_\_\_\_ \$ \_\_\_\_\_

Reappropriated Funds \_\_\_\_\_ \$ \_\_\_\_\_

Federal Funds \_\_\_\_\_ \$ \_\_\_\_\_

Emergency Funds \_\_\_\_\_ \$ \_\_\_\_\_

Other (Explain) \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

**REVERSION OF FUNDS**

Reversion Date \_\_\_\_\_ Reversion Amount \$ \_\_\_\_\_

**SIGNATURE APPROVALS**

Capital Construction

**SIGNATURE APPROVALS**

Controlled Maintenance

\_\_\_\_\_  
Principal Representative of Agency/Institution Date

\_\_\_\_\_  
Principal Representative of Agency/Institution Date

\_\_\_\_\_  
OSA or CDHE Authorization Date

\_\_\_\_\_  
State Buildings Program/Delegate Date

\_\_\_\_\_  
State Buildings Program/Delegate Date

Date copy sent to State Controller's Office: \_\_\_\_\_

## INSTRUCTIONS FOR CONSTRUCTION PROJECT APPLICATION (STATE FORM SC-4.1)

The Construction Project Application (SC-4.1) is required to initiate the spending approval process for each appropriated capital construction (including capital renewal) and controlled maintenance project including new construction, renovation, repair/replacement and demolition. Questions regarding completion of this form should be directed to the Office of the State Architect/State Buildings Program (SBP).

### **ROUTING FOR CAPITAL CONSTRUCTION / RENEWAL PROJECTS**

– Agency/institution to distribute copies of application to their respective state controller delegate after signature from their Principal Representative, OSA or CDHE as applicable, and then the State Building's delegate. Copies of initial, revised, and final applications are to be sent to OSA as part of the required close-out documentation. (Please refer to Basic Steps Checklist)

### **ROUTING FOR CONTROLLED MAINTENANCE PROJECTS**

– Agency/institution to distribute copies of application to their respective state controller delegate after signature from their Principal Representative and State Building's delegate. Copies of initial, revised, and final applications are to be sent to OSA as part of the required close-out documentation. (Please refer to Basic Steps Checklist)

### **SUBMITTAL**

FROM – Include name of state agency or institution of higher education.  
PROJECT TITLE – **The wording should be identical to the language in the legislative appropriation.**

### **APPLICATION**

INITIAL APPLICATION – Check box if this is the first Application for the project; fill in initial total appropriation amount. Explain if there are conditions of approval restricting any portion of appropriated project funds. Attach applicable budget request form (OSA/CDHE form).

REVISED APPLICATION NO. – Check box if this is a revised Application subsequent to the first application and indicate revision number. Explain reason for revision and note if line item dollar amounts differ from the original budget request form. Fill in applicable dollar amounts for Total Amount Last Funded, Increased/ Decreased Funding Amount and New Total Amount Funded. Note: Revised Applications are not required for adjustments to the various line item dollar amounts indicated on the initial application but should be executed for major changes due to increases/decreases in project funding and/or scope.

FINAL APPLICATION – Check box if this is the final Application after the close-out of the project. (Fill in actual dollar amounts expended, contingency usage and dollars reverted as described below) **Directly after the completion and closeout of each project send to SBP a copy of: A. Original, Revised and Final SC-4.1's, and B. As Applicable the budget request form - CC-C or CMPRC.**

**BUDGET/ACTUAL COSTS** – This section of the Application identifies typical cost items (both budgeted and actual) encountered in state construction projects. Dollar amounts must be shown for all applicable line items. For initial Applications and revised Applications provide dollar amounts for all applicable line items as per budget in the approved OSA/CDHE form or other project request document. For final Applications when the project is completed and closed-out, provide actual dollar amounts expended.

### **A. LAND/BUILDINGS ACQUISITIONS**

List total of all costs associated with acquiring land and/or building(s) for project including but not limited to environmental impact studies, title insurance, rezoning and fees.

### **B. PROFESSIONAL SERVICES**

**1. Master Planning/Etc.** – These professional services can be provided by the Architect/ Engineer or by another consultant prior to the Schematic Design phase of the Architect/Engineer's basic services and are not included in the cost of the basic services. These services include but are not limited to master planning, facility program planning, existing facilities surveys, market studies, economic feasibility studies, and site development analysis and selection and planning. List total dollar amount of all pre-design services.

**2. Site Surveys, Investigations, Reports** – These professional services are provided by consultants other than the Architect/Engineer and are usually obtained directly by the agency/institution and made available to the Architect/Engineer. They may include but are not limited to surveys describing the physical characteristics, legal limitations and utility locations of the site and geotechnical investigations determining soil conditions, hazardous materials and ground corrosion. List total dollar amount of all site related services.

**3. Architectural/Engineering Basic Services** – These professional services are provided by the Architect/Engineer as full design services typically consisting of Schematic Design, Design Development, Construction Documents, Bidding and Contract Administration phase services. The limited scope of work of some projects may allow for combining one or more services into fewer phases of design. List total dollar amount of all basic design services. Refer to SBP's policy and procedures.

**4. Code Review/Inspection** – These professional services are provided directly to the agency/institution by an approved Code Review Agent or other entity approved by SBP. List total dollar amount of all code compliance related services.

**5. Construction Management** – These professional services are provided by an independent consultant/contractor for the purpose of assisting the agency/institution in overall project management of a capital construction project and can include acting on behalf of the agency/institution as its representative. When an agency/institution requires assistance in managing multiple capital construction projects, program management services may be appropriate. Capital construction appropriation funds can only be applied to the services of an independent consultant/contractor and cannot be used to compensate FTE's. List total dollar amount of all construction management services.

**6. Advertisements** – List total dollar amount of all costs associated with solicitation of all professional and construction related services.

**7. Other (Explain)** – List total dollar amount of any professional service not included above including those associated with High Performance Certification Program requirements  $\leq 5\%$  of total professional services dollar amount

### **C. CONSTRUCTION OR IMPROVEMENT**

#### **1. Infrastructure**

**a. Service/Utilities** – List total dollar amount of all new utility service costs including but not limited to sewer, water, gas, and electricity from a point of availability to five feet from the building line. Include any required costs for upgrading existing services and any other related costs.

**b. Site Improvements** – List total dollar amount of new site improvement costs directly outside the building line including but not limited to walks, roads, grading, landscaping and lighting. Include any required costs for upgrading existing improvements.

**2. Structure/System/Component** – List the total dollar amount of all building costs related to new construction or improvements to an existing building. The project scope of capital construction and controlled maintenance projects will vary and may incorporate the structure including the foundation, structural system and building enclosure and/or, the various systems including mechanical, electrical, and plumbing, and/or components involving the repair or replacement of a single piece of equipment.

**3. Other (Explain)** – List and explain total dollar amount of any construction improvement cost not included above such as but not limited to hazardous materials abatement, forensic investigations, and rental of temporary equipment.

**4. High Performance Certification Program** – **List total dollar amount of total construction or improvement associated with the High Performance certification Program requirements  $\leq 5\%$  of the total construction or improvement dollar amount.**

### **D EQUIPMENT/FURNISHINGS/COMMUNICATIONS**

**1. (Explain)** – List and explain total amount of all movable equipment, furnishings and communications equipment not attached to the building, which is necessary for operation of the building and for conduct of programs to be housed in the building. Computer/communications equipment costs should be included in this line item and all construction/improvement costs required to support the computer/equipment should be included in the infrastructure and or structure line items above. **Projects categorized as information technology (IT) projects are reviewed and approved by the Joint Technology Committee (JTC).**

### **E. MISCELLANEOUS**

**1. 1% Allocation for Art** – C.R.S. 24-48.5-312(3)(a)(I)(A) requires that "...each capital construction appropriation for a public construction project shall include as a nondeductible item an allocation of not less than one percent of the capital construction costs to be used for the acquisition of works of art." This requirement applies to all renovation projects where the construction cost is estimated to be \$500,000 or greater and all new construction projects regardless of the amount of the estimated construction cost. The 1% allocation for art is applicable to all subsequent project appropriations impacting construction costs. This is computed as 1% of the total of C.1, C.2, and C.3 if appropriate.

**2. (Explain)** – List and explain total dollar amount of all miscellaneous project costs not incorporated in any of the line items above including but not limited to advertising costs, moving/relocating expenses, leasing costs, and modular buildings.

### **F. TOTAL PROJECT COSTS – (A+B+C+D+E=F)**

**G. Project Contingencies (5% New Construction, 10% Renovation)** – Percentage should be applicable to the sum of all items in B, C, D and E. The use of contingency funds must comply with SBP policy project cost management guidelines. After the project is completed and closed-out, attach to the final Application a brief accounting by SBP policy category of all contingency dollars expended and an explanation for expenditures above the recommended percentages.

### **H. TOTAL BUDGET (F+G=H)**

**I. SOURCE OF FUNDS** – List total dollar amounts for all sources of funding for the project by bill number and date per funding phase.

**REVERSION OF FUNDS** – After the project is completed and closed-out, list the total dollar amount of all appropriated funds reverted and the anticipated reversion date on the final Application. Note: Where applicable, attach a brief accounting by funding source.

### **SIGNATURE APPROVALS Capital Construction, Controlled Maintenance**

– Principal Representative of agency/institution is the executive head of a state department as designated by the Governor or the General Assembly or institution of higher education as designated by a governing board. May be signed by an individual authorized in writing by the Principal Representative.

– Office of the State Architect (OSA) - May be signed by the Director or by an individual authorized in writing by the Director.

– Colorado Department of Higher Education (CDHE) – may be signed by the Director or by an individual authorized in writing by the Director.

– State Buildings Program (SBP) - may be signed by the Director or by an individual authorized in writing by the Director. Note: All contract SBP delegate signatures are to be recorded with the State Controller's Office.