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EXECUTIVE ORDER

STATE CAPITOL BUILDINGS GROUP SPACE/SITE UTILIZATION MASTER PLAN

Pursuant to the authority vested in the Office of the Governor of the State of Colorado, I, Bill Owens, Governor of the State of Colorado, hereby issue this Executive Order creating the Master Plan Steering Committee (“the Committee”) to develop the State Capitol Building Group Space/Site Utilization Master Plan (“the Plan”).

1. Background and Need

There is a growing demand for office space and parking facilities that the executive, judicial, and legislative departments of state government may utilize within the area commonly known as the State Capitol Buildings Group. “State Capitol Buildings Group” means those state-owned buildings, together with the adjacent state-owned grounds, in the City and County of Denver within the area bounded on the north by Sixteenth Avenue, on the west by Broadway, on the south by Eleventh Avenue, and on the east by Grant Street, as shown on the official maps of the City and County of Denver. The State Capitol Buildings Group also includes 1570 Grant Street. As we plan for the future of the State Capitol Buildings Group, it is imperative that we adequately understand the space and parking needs of the Capitol complex.

Therefore, Colorado needs a long-term strategic plan to address and meet the needs of the executive, judicial, and legislative branches of state government for buildings, office space, and parking facilities in the State Capitol Buildings Group. To this end, I am creating the Committee, under the direction of the Executive Director of the Department of Personnel/General Support Services (“the Department”). The Committee shall hire a professional consultant (“the Consultant”) to develop a Plan.

2. Mission and Scope

- a. The Department shall issue a request for qualifications for the purpose of entering into a contract with a consultant, as outlined above, to develop a space/site utilization master plan for the use and development of the buildings, office space, and parking facilities in the State Capitol

Buildings Group. The Committee, in consultation and coordination with the Department, shall review the proposals and select the Consultant. The Department shall enter into a contract with the Consultant selected by the Committee. The Department, in consultation with the Committee, shall supervise and direct the work of the Consultant.

- b. The Consultant shall evaluate all information that is relevant to developing the Plan including, but not limited to, the following: (1) the current ownership of the buildings and parking facilities in the State Capitol Buildings Group; (2) the terms and duration of all state agency leases of office space in each building in the State Capitol Buildings Group; (3) the amount of office space available and utilized by state agencies in each building in the State Capitol Buildings Group; (4) the amount of office space that is leased by state agencies in privately-owned buildings outside of the State Capitol Buildings Group and within the Denver metropolitan area; (5) the projected requirements for additional office space and parking facilities in the State Capitol Buildings Group; (6) the amount of parking available and utilized by state agencies in the State Capitol Buildings Group; (7) the statutory or historical basis or business reason for the current location of each state agency leasing or occupying office space in the State Capitol Buildings Group; and (8) all previous studies, reports, and recommendations made on office space and parking facilities in the State Capitol Buildings Group and any existing facility program plans, schematic designs, design development, and construction documents for such office space and parking facilities.

- c. The Plan shall include, but not limited to, the following elements that shall be developed for the purpose of ensuring the most efficient and effective utilization of office space in the State Capitol Buildings Group: (1) uniform standards and criteria for state agency leases of office space and parking facilities in the State Capitol Buildings Group; (2) uniform standards and criteria for occupancy of office space in the State Capitol Buildings group; (3) recommendations on and designations of state agencies occupying office space in the State Capitol Buildings Group that may be relocated within or outside of that group; (4) recommendations on and designations of state agencies located outside the State Capitol Buildings Group that may be located within the group; (5) recommendations on and designations of each state agency in the executive, judicial, or legislative department occupying office space in the State Capitol Buildings Group that may be co-located in office space in the group with a state agency from a different department; (6) recommendations on and designations of state agencies requiring expanded, reduced, or consolidated office space in the State Capitol Buildings Group and uniform standards and criteria for the construction, expansion, reduction, or consolidation of such office space; (7) a ten-year

projection of space and parking needs in the State Capitol Buildings Group; (8) recommendations for implementation of public-private partnerships for capital construction projects involving the construction or acquisition of office space and parking facilities in the State Capitol Buildings Group; and (9) any other standards, criteria, or recommendations for the location, relocation, lease, acquisition, or recommendations for the location, relocation, acquisition, or construction of office space or parking facilities by state agencies in the State Capitol Buildings Group.

- d. The Committee shall meet with the Consultant as often as is necessary in order to: (1) review and make recommendations on and propose revisions to preliminary versions of the Plan; (2) provide information and guidance in the strategic planning process for space utilization in the State Capitol Buildings Group; (3) review and comment on the Consultant's recommendations; (4) assist with the coordination of and cooperation between state agencies in the development of the Plan in the State Capitol Buildings Group; and (5) approve the Plan.

3. Membership

- a. The membership of the Committee shall be:
 - ◆ Two employees of the Colorado Department of Personnel/General Support Services.
 - ◆ A member of the Colorado House of Representatives.
 - ◆ A member of the Colorado Senate.
 - ◆ The Executive Director of the Colorado Department of Revenue.
 - ◆ The Executive Director of the Colorado Department of Regulatory Agencies.
 - ◆ The Executive Director of the Colorado Department of Health Care Policy and Financing.
 - ◆ Two members of the Governor's staff.
- b. The members of the Committee shall be selected by and shall serve at the pleasure of the Governor. The Plan shall be completed and approved by the Committee, after review by the Consulting Team as set further below, and submitted to the Capital Development Committee of the Colorado General Assembly on or before June 1, 2003.

4. Consulting Team

- a. In addition to the Committee, the executive director of the Department shall appoint a Consulting Team (“the Team”). The Team shall be composed of six members from professionals in the private or public sector with expertise in one or more areas: office space planning, land use planning, office building architecture and engineering, office building construction, and real estate leasing and development.
- b. Team members shall be appointed by and serve at the pleasure of the executive director of the Department. Team members shall serve without compensation but may receive reimbursement for travel and other necessary expenses actually incurred in the performance of their official duties as determined by the executive director.
- c. The Committee and the Consultant shall submit a final draft of the Plan to the Team no later than March 15, 2003. The Team shall review the final draft of the Plan and may make recommendations to the Consultant and Committee for inclusion in the final Plan. The executive director of the Department shall exercise final editorial control over the Plan prior to its submission to the General Assembly.

5. Duration

The Committee and the Consulting Team shall expire on June 1, 2003, unless otherwise extended or terminated by the Governor in writing.

GIVEN under my hand and the
Executive Seal of the State of
Colorado, this 9th day
of August, 2001.

Bill Owens
Governor