



STATE OF COLORADO  
OFFICE OF THE STATE ARCHITECT  
STATE BUILDINGS PROGRAMS

**POLICIES AND PROCEDURES**

**BASIC STEPS CHECKLIST  
DESIGN/BID/BUILD PROJECTS**

Note: During the project planning process and prior to requesting an appropriation for design and construction, agencies should consult with State Buildings Programs 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.

**Refer to Letter of Delegation from State Buildings Program/Office of the State Architect for specific SBP delegate authorization**

	<b>BASIC STEPS</b>	<b>RESPONSIBILITY</b>
<b>A.</b>	<b>SETTING UP A PROJECT</b>	
1.	Agency receives a long bill for General Funded Capital Construction or Controlled Maintenance appropriation (or funding from other sources for Capital Construction).	Legislature/Governor
2.	State Controller's Office (SCO) assigns project number.	SBP and SCO
3.	<b>Construction Project Application SC-4.1</b>	
a.	<u>Routing for Capital Construction projects:</u> <ul style="list-style-type: none"> <li>The <b>Construction Project Application (SC-4.1)</b> is to be completed and signed by the Agency/Institution and forwarded to either the Governor's Office of State Planning and Budgeting (OSPB) for state agency projects or the Colorado Department of Higher Education (CDHE) for institutions of higher education <b>only for general funded projects</b>.</li> <li>The Application will have been signed by the SBP delegate.</li> <li>OSPB/CDHE reviews and approves the Application by signature and forwards intact to SBP. SBP will then distribute copies to the SCO and all signatories.</li> </ul>	Agency OSPB/CDHE SBP Delegate
b.	<u>Routing for Controlled Maintenance projects:</u> <ul style="list-style-type: none"> <li>The <b>Construction Project Application (SC4.1)</b> is to be completed and signed by the Agency/Institution.</li> <li>The Application will have been signed by the SBP delegate and sent to SBP. SBP will then distribute copies to the SCO and all signatories.</li> </ul>	Agency SBP Delegate
4.	Agency follows policies and procedures established by SBP to assist all state personnel responsible for the administration of controlled maintenance and capital construction projects.	Agency and SBP Delegate
5.	<b>Electronic Access</b> is posted through the OSA Construction Design Notices website. Links can be found on the OSA site to the State Purchasing Office website for information on Rocky Mountain E-Purchasing System, ColoradoVSS, and other approved solicitation websites.	

BASIC STEPS		RESPONSIBILITY
<b>B.</b>	<b>STARTING THE PROJECT</b>	
1.	Preparation of <b>Request for Qualifications (RFQ)</b> 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. Refer to Best Practices policy SBP/BP.	Agency
	a. Professional services can also include efforts to produce studies, surveys, and programming documents.	
2.	Review and approval of <b>RFQ</b> draft for content, format and application.	SBP Delegate as authorized
3.	Completion of <b>RFQ</b> .	Agency
4.	Advertisement for professional services estimated <u>greater than \$100,000</u> for state agencies and institutions of higher education pursuant to C.R.S. 24-30-1405. Minimum solicitation time is 15 days and may include publication by electronic access (as defined in Electronic Access <b>A.5.</b> ) or in a newspapers of general circulation.	Agency
5.	<b>RFQ</b> documents are made available to prospective respondents per advertisement.	Agency
6.	Submitted qualifications from respondents are evaluated and most qualified are invited to interview.	Agency
7.	Highest rated professional services firm is selected and contract negotiations commence pursuant to C.R.S. 24-30-1405. Post an award notice as defined in Electronic Access <b>A.5.</b>	Agency
8.	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.	Agency
9.	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.	Agency
10.	A standard <b>Architect/Engineer Services Agreement (SC-5.1)</b> and <b>Architect/Engineer Agreement Terms and Conditions (SC-5.1TC)</b> for all professional services involving design and specification of projects where the product of the services will result in construction or demolition is prepared regardless of fee amount. Or a standard <b>Consultant Agreement (SC-5.3)</b> for professional services where the product does not result in construction or demolition is prepared ( <u>NOTE</u> : Limited Professional services option). Attach the Proposal Letter with design services schedule and insurance certificate on Acord form, Wage Rates Schedule, Design Program/Facility Program Plan (if applicable). Note that the insurance certificate for the A/E Agreement must include professional liability insurance. For architects, engineers, 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.	Agency

Agencies without contract signature authority will also forward a memo describing the selection process with a list of interview questions and a score sheet to SBP for approval and signature.

	BASIC STEPS	RESPONSIBILITY
	a. The <b>Agreement (SC-5.1)</b> or <b>(SC-5.3)</b> is first signed by the Architect/Engineer, then the agency's Principal Representative, then SBP.	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
11.	After SBP signature approval of Agreement, the <b>Agreement (SC-5.1) or (SC-5.3)</b> is then sent to the State Controller's Office or agency controller as applicable for Institutions of Higher Education. Attorney General review is waived on standard agreements. <u>NOTES:</u> a. State Controller will establish effective date. b. Six month encumbrance deadline for professional services agreements must be met. The six-month time frame commences from the date the Governor signs the Long Bill.	Agency
12.	Architect/Engineer or Consultant receives signed (executed) <b>Agreement (SC-5.1) or (SC-5.3)</b> and commences work.	A/E
13.	Select a code review agent and prepare a <b>Plan Review Authorization (SBP-017)</b> . If code review is not required document this with an email from the code review agent. Progress sets of the Architect/Engineer's prepared drawings and specifications are sent to the state's code review agent (refer to code compliance: Coordination of Approved Building Codes, Plan Review Procedures and Building Inspections).	SBP Delegate and A/E
14.	Architect/Engineer prepared drawings and specifications are reviewed by Agency in an administrative review process.	Agency and SBP Delegate
15.	Responses to SBP comments are incorporated into drawings and specifications. At the completion of plan review the code review agent will issue a Compliance Notice and a list of required inspections.	SBP Delegate and A/E
16.	Prepare <b>Authorization to Bid (SBP-6.10)</b> for a design/bid/build project with Architect/Engineer's estimate and signature.	Agency and SBP Delegate
17.	Preparation of Advertisement for Bids (AFB) may include publication by electronic on-line access (as defined in Electronic Access <b>A.5.</b> ) and/or in a newspaper of general circulation. The <b>Information for Bidders (SBP-6.12)</b> includes SBP policy concerning bid form, inconsistencies and omissions, applicable laws and regulations, taxes, "as equal" submittal process, addenda, method of award with deductible or additive alternates and selection of newspaper vs. electronic media for settlement advertising. Each bidder is required on the <b>Bid (SBP-6.13)</b> form to acknowledge receipt of all addenda and indicate the time to substantial completion, indicate the period of time to finally complete the project from the date of substantial completion, bid on all alternates, <b>Bid Alternates (SBP-6.131)</b> form.	Agency and SBP Delegate
	a. Construction projects less than \$25,000 are considered discretionary and do not require a competitive bid or documented quote. An Advertisement for Bids is not required. A purchase order or <b>Contractor's Agreement (SC-6.21)</b> is required if the cost is \$5,000 or more. Refer to Small Construction Purchases policy SBP/SCP.	Agency and SBP Delegate
	b. Projects between \$25,000 and \$500,000 can be procured by use of a	Agency and SBP Delegate

	BASIC STEPS	RESPONSIBILITY
	documented quote process (Procurement Rule 24-102-202.5-02 and – 04). (refer to Small Construction Purchases Policy and Procedures). Publish an Advertisement for Bids, as defined in Electronic Access A.5., for at least three days. For project over \$150,000 and less than \$500,000, agency must seek written approval of SBP to use a documented quote or an approved standing order process. These documented processes require a public bid opening. If the cost of the project is estimated to be \$50,000 or more, a <b>Bid Bond (SBP-6.14)</b> and power of attorney are required. Use a purchase order or the <b>Contractor's Agreement (SC-6.21)</b> as the commitment voucher for projects less than \$100,000. For projects greater than \$100,000, use of the <b>Contractor's Agreement (SC-6.21)</b> is required. For projects greater than \$150,000, a <b>Performance Bond (SC-6.22)</b> and <b>Labor and Material Bond (SC-6.221)</b> are also required. Refer to the Small Construction Purchases policy SBP/SCP.	as authorized
c.	<p>Projects of \$500,000 or more may be solicited through Advertisement for Bids (AFB) with adequate public notice given at least fourteen days from the opening of bids for Competitive Sealed Bidding or thirty days for Competitive Sealed Best Value Bidding and requires publication by electronic on-line access (as defined in Electronic Access A.5.) and/or in a newspaper of general circulation. Projects may be awarded by Competitive Sealed Bidding pursuant to CRS 24-92-103, or Competitive Sealed Best Value Bidding pursuant to CRS 24-92-103.5.(Refer to Public Projects Policy and Procedures). (A <b>Bid Bond (SBP-6.14)</b> with power of attorney, <b>Contractor's Agreement (SC-6.21)</b>, <b>Performance Bond (SC-6.22)</b>, and <b>Labor and Material Bond (SC-6.221)</b> are all required.</p> <p><i>(Projects may also be solicited through a Request for Proposals (RFP) requiring publication by electronic on-line access (as defined in Electronic Access A.5.) and or in a newspaper of general circulation. Projects may then be awarded through an Integrated Project Delivery Method (IPD) utilizing Construction Manager/General Contractor or Design/Build contracting pursuant to CRS 24-93-101.(Refer to Public Projects Policy and Procedures). This contracting method requires different contractual and procedural documents then contained herein. Consult with OSA for approval to use IPD). Refer to Best Practices Guidelines policy SBP/BPG.</i></p>	<p>Agency and SBP Delegate as authorized</p> <p>OSA</p>
18.	Bids are received with accompanying <b>Bid Bond (SBP-6.14)</b> or security as per C.R.S. 24-105-201 and opened publicly pursuant to Procurement Rule R-24-103-202a-08. If the construction cost is \$50,000 or more, documented quotes must also be accompanied by a <b>Bid Bond (SBP-6.14)</b> but are not subject to public opening up to \$150,000. Bids should be recorded on the <b>Bid Tabulation (SBP-6.132)</b> .	Agency and SBP Delegate
19.	A <b>Notice of Award (SBP-6.15)</b> is prepared by the Agency for all projects over \$25,000 (documented quote or sealed bid) prior to distribution by Agency. Post an award notice as defined in Electronic Access A.5..	Agency and SBP Delegate
20.	Distribution of <b>Notice of Award (SBP-6.15)</b> signed by Principal Representative.	Agency
21.	Preparation of the standard <b>Contractor's Agreement (SC-6.21)</b> . Agreement is sent to Agency for Principal Representative's signature. (If timing is critical, Principal Representative may sign Agreement at signing conference.)	Agency and SBP Delegate

	BASIC STEPS	RESPONSIBILITY
	NOTE: If modifications are proposed to the standard Agreement, the draft of the Agreement must first be approved by SBP prior to signatures by the Principal Representative, Contractor and SBP.	SBP
22.	<p>A contract signing conference is held with the Principal Representative, SBP Delegate, and the Contractor. The contract signing can also be conducted through the mail.</p> <ul style="list-style-type: none"> <li>Contractor provides <b>Performance Bond (SC-6.22)</b> and <b>Labor and Material Payment Bond (SC-6.221)</b> with limits of each equal to 100% of the accepted bid with power of attorney; certificate of insurance on Acord form; and <b>Certification and Affidavit Regarding Unauthorized Immigrants (UI-1)</b>.</li> <li>Agency provides three (3) complete sets of contract documents-drawings stamped and signed by the A/E and specifications stamped and signed by the A/E.</li> <li>Agency provides to the Contractor the state code review agent's recommended inspections which have been transferred to the <b>Building Inspection Record (SBP-BIR)</b> which is to be posted by the Contractor at the job site.</li> <li>Inspections are to be performed by the state's code review agent and the Agency completes a <b>Building Inspection Authorization (SBP-018)</b>.</li> <li>SBP Delegate and the Contractor sign the three (3) sets of contract documents-drawings and specifications that have previously been signed and stamped by A/E. Delegate and Contractor sign at least four (4) original <b>Contractor's Agreements (SC-6.21)</b>. Agreement is then sent to the State Controller's Office, if delegations are not within the Agency. The State Controller signs the Agreement and 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. Attorney General review is waived for standard agreements.</li> <li>Attach a CMS printscreen (if applicable) and a personal services waiver for standard agreements.</li> </ul>	<p>Agency and Contractor and SBP Delegate as authorized Contractor</p> <p>Agency and A/E</p> <p>SBP Delegate and Contractor</p> <p>SBP Delegate</p> <p>SBP Delegate as authorized</p> <p>Agency</p>
23.	Fully signed (executed) <b>Contractor's Agreement (SC-6.21)</b> are received. Four (4) originals of <b>Notice to Proceed (SC-6.26)</b> are prepared, signed and forwarded to Principal Representative. The Compliance Notice with certification on contingent references if required and inspection recommendations are signed by the Agency project manager and are submitted as attachments to the <b>Notice to Proceed (SC-6.26)</b>	Agency and SBP Delegate as authorized
24.	Principal Representative and SBP Delegate sign and distribute <b>Notice to Proceed (SC-6.26)</b> .	Agency and SBP Delegate as authorized
25.	Agency prepares three (3) contract manuals that incorporate specifications prepared by A/E, <b>Contractor's Agreement (SC-6.21)</b> , <b>Bid (SBP-6.13)</b> , <b>Notice of Award (SBP-6.15)</b> , <b>General Conditions (SC-6.23)</b> , <b>Performance Bond (SC-6.22)</b> , <b>Labor and Material Payment Bond (SC-6.221)</b> , and insurance certificate on Acord form, <b>Certification and Affidavit Regarding Unauthorized Immigrants (UI-1)</b> and <b>Notice to Proceed (SC-6.26)</b> signed by SBP Delegate. Manuals are distributed to Agency, Contractor, and A/E.	Agency and SBP Delegate as authorized
26.	Contractor is authorized and directed to proceed with the work within ten days of date stipulated on <b>Notice to Proceed (SC-6.26)</b> . These ten days are included <u>within</u> the time of completion indicated on the <b>Bid</b>	Contractor

	<b>BASIC STEPS</b>	<b>RESPONSIBILITY</b>
	<b>(SBP-6.13).</b>	
27.	<p>Prior to the start of construction, the agency project manager conducts a coordination meeting with the code review agent who will serve as inspector of record for the project and others who may have building inspection responsibilities (if applicable) to identify the responsible parties for each required inspection and assign the responsibility for the final inspection sign off. The Architect/Engineer and Contractor and representative from local fire district (if applicable) also attend this meeting.</p> <ul style="list-style-type: none"> <li>Agency provides to the Contractor the state code review agent's recommended inspections which have been transferred to the <b>Building Inspection Record (SBP-BIR)</b> which is to be posted by the Contractor at the job site.</li> <li>For inspections to be performed by the state's code review agent, the Agency completes a <b>Building Inspection Authorization (SBP-018)</b>.</li> </ul>	<p>SBP Delegate</p> <p>Contractor</p> <p>SBP Delegate</p>
<b>C.</b>	<b>MANAGING THE PROJECT: (Architect/Engineer Agreement)</b>	
1.	Preparation of <b>Application for Payment of Architect / Engineer / Consultant Fees (SBP-7.1)</b> 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.	A/E
2.	<b>Application for Payment of Architect/Engineer/Consultant Fees (SBP-7.1)</b> 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
<b>C1.</b>	<b>MANAGING THE PROJECT: (Contractor's Agreement)</b>	
1.	Preparation of <b>Application and Certificate for Contractor's Payment (SBP-7.2)</b> for portion of work completed. Sends to A/E for approval.	Contractor
2.	A/E reviews progress of work completed to date and dollar amount requested and recommends for approval <b>Application and Certificate for Contractor's Payment (SBP-7.2)</b> and sends to Agency.	A/E
3.	<b>Application and Certificate for Contractor's Payment (SBP-7.2)</b> is reviewed against contract and retainage held (required for projects greater than \$150,000) as per C.R.S. 24-91-103 9(1)(a).	Agency and SBP Delegate
4.	Process is repeated monthly until project is complete and retainage is released after final settlement.	Agency
<b>D.</b>	<b>A/E SUPPLEMENTS/CHANGE ORDERS/AMENDMENTS</b>	
	<b>A/E SUPPLEMENTS</b>	
	<p><b>Supplement to Architect/Engineer Agreement (SC-7.0A)</b> and <b>Supplement to Consultant Agreement (SC-7.0B)</b> are used to make modifications to a professional services contract. Refer to SBP Contract Modification Guidelines Policy (Form SBP/CONTRACTMOD01) for appropriate application.</p>	

	<b>BASIC STEPS</b>	<b>RESPONSIBILITY</b>
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 <b>Supplement (SC-7.0A) (SC-7.0B)</b> form and sends to SBP.	A/E
3.	Review and SBP Delegate signature approval. <b>Supplement (SC-7.0A) (SC-7.0B)</b> is sent to State Controller's Office if delegation is not within Agency.	SBP Delegate as authorized
4.	Distribution of signed <b>Supplement (SC-7.0A) (SC-7.0B)</b> .	Agency
5.	A/E receives signed (executed) Supplement <b>(SC-7.0A) (SC-7.0B)</b> and commences additional work.	A/E

### **CHANGE ORDERS**

**Change Orders (SC-6.31)** are used to make modifications to the Contractor's Agreement. (Refer to Change Order Management Guidelines Policy and Procedures).

1.	Change work can be requested by Principal Representative, Architect/Engineer, or Contractor.	Agency and SBP Delegate
2.	A/E issues <b>Change Order Bulletin (SC-6.311)</b> with instructions to Contractor.	A/E
3.	Contractor prepares <b>Change Order Proposal (SC-6.312)</b> with price and returns it to A/E.	Contractor
4.	A/E reviews and approves price and forwards to Agency.	A/E
5.	Agency reviews and approves <b>Change Order Proposal (SC-6.312)</b> and authorizes A/E to prepare <b>Change Order (SC-6.31)</b> .	Agency and SBP Delegate
6.	A/E prepares Change Order <b>(SC-6.31)</b> , signs it and issues it to Contractor.	A/E
7.	Contractor signs <b>Change Order (SC-6.31)</b> and sends to Agency.	Contractor
8.	Agency's Principal Representative signs <b>Change Order (SC-6.31)</b> and sends to SBP.	Agency
9.	Review and SBP Delegate signature approval of <b>Change Order (SC-6.31)</b> . Signed documents sent to State Controller's Office if delegation is not within Agency.	SBP Delegate as authorized
10.	Distribution of <b>Change Order (SC-6.31)</b> .	Agency
11.	Contractor receives signed (executed) <b>Change Order (SC-6.31)</b> and commences change work.	Contractor

### **EMERGENCY FIELD CHANGE ORDERS**

1.	Change work can be requested by Principal Representative, Architect/Engineer, or Contractor. NOTE: Contract language establishing the <b>Emergency Field Change Order (SC-6.31E)</b> is included in the <b>General Conditions (SC-6.23)</b> . (Refer to Contract Modifications Guidelines Policy and Procedures).	Agency and SBP Delegate
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	BASIC STEPS	RESPONSIBILITY
2.	A/E prepares <b>Emergency Field Change Order (SC-6.31E)</b> with unit prices and a not-to-exceed cost (as provided by contractor) and forwards to Principal Representative.	A/E
3.	<b>Emergency Field Change Order (SC-6.31E)</b> 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 <b>Emergency Field Change Order (SC-6.31E)</b> to A/E, Contractor and SBP.	Agency
5.	Contractor receives signed (executed) <b>Emergency Field Change Order (SC-6.31E)</b> and commences work.	Contractor
6.	The final adjustment of the <b>Emergency Field Change Order</b> amount and the adjustment to the project time for completion shall be prepared on a standard <b>Change Order (SC-6.31)</b> after the emergency work is completed.	A/E, Contractor, and SBP Delegate as authorized

### AMENDMENTS

**Amendments (SC-6.0A or SC-6.0B as applicable)** are used to make significant modifications to professional 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 Contract Modifications Guidelines Policy and Procedures).

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|----|---|---------------------------------------|
| 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) <b>Amendment (SC-6.0A or SC-6.0B as applicable)</b> and commence additional or change work. | A/E or Contractor                     |

### E. FISCAL YEAR END

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|----|--|--------|
| 1. | Preparation and distribution of Open Projects List.  | SCO    |
| 2. | Review of Open Projects List for: expiration of third year closing deadline for appropriation; additional appropriations for upcoming year; unexpended funds remaining versus outstanding encumbrances; project completion and/or project continuation status and reverting funds. | Agency |
| 3. | Preparation and submittal of Capital Construction Continuing Appropriation Status (CCCAS) form as required by SCO instructions to either request for project close out or continuance of appropriate spending authority.   | Agency |

### F. CLOSING THE PROJECT

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|----|--|---------------------------------|
| 1. | Contractor files a written notice of completion when the Work or a discrete physical portion of the Work is substantially complete in the opinion of the Contractor and the Contractor requests final inspection and punch list from A/E.                      | Contractor                      |
| 2. | A/E determines if project is sufficiently complete for a final inspection. If so, A/E, SBP and the Principal Representative inspect and the A/E prepares the final punch list of items not acceptable. Punch list is sent to Contractor with copies to Agency. | A/E and Agency and SBP Delegate |

	BASIC STEPS	RESPONSIBILITY
3.	A/E prepares <b>Notice of Substantial Completion (SBP-07)</b> or <b>Notice of Partial Substantial Completion (SBP-071)</b> for a discrete physical portion of the Work as per the <b>General Conditions (SC-6.23)</b> when:	A/E
	a. All required building code inspections have been conducted and the appropriate code officials have affixed their signatures to the <b>Building Inspection Record (SBP-BIR)</b> including the agency project manager and code review agent serving as inspector of record indicating successful completion of all required code inspections for the Work or a discrete physical portion of the Work; and,	Contractor and Agency and SBP Delegate
	b. the project or a discrete physical portion of the work is deemed by the A/E and the Principal Representative to be fully usable and safe for public use; and,	A/E and Agency and SBP Delegate
	c. project has been completely cleaned; and,	Contractor
	d. Contractor has provided a schedule for the completion of each and every item identified on the punch list.	Contractor
4.	A/E prepares the <b>Notice of Approval of Occupancy/Use (SBP-01)</b> after issuance of Notice of Substantial Completion.	A/E and Agency and Contractor and SBP Delegate as authorized
5.	Contractor completes all items from the final punch list and prepares the <b>Pre-Acceptance Checklist (SBP-05)</b> and sends to the A/E.	Contractor
6.	A/E verifies that all work is complete, signs and issues the <b>Notice of Final Acceptance (SBP-6.27)</b> or <b>Notice of Partial Final Acceptance (SBP-6.271)</b> for a discrete physical portion of the Work.	A/E
7.	Agency's Principal Representative signs closeout documents and <b>Notice of Acceptance (SBP-6.27) (SBP-6.271)</b> and distributes.	Agency and SBP Delegate
8.	After the Contractor completes all work on the <b>Pre-Acceptance Checklist (SBP-05)</b> the A/E signs off and issues a Letter of Final Completion. The Agency's Principal Representative then authorizes the <b>Notice of Contractor's Settlement (SBP-7.3)</b> or <b>Notice of Partial Contractor's Settlement (SBP-7.31)</b> for a discrete physical portion of the Work.	Contractor and A/E and Agency and SBP Delegate
9.	Pursuant to C.R.S. 38-26-107(1) settlement is advertised either in newspapers or electronic media (as defined in Electronic Access A.5.) for all projects over \$150,000. Ten days after last advertisement, Contractor is eligible for final payment and retainage less funds withheld to settle claims (if any). If a subcontractor or supplier files a statement of verified claim with the Agency before the date of final settlement, the Agency must withhold from the payment due to the Contractor for 90 days an amount equal to the claim(s) filed as per C.R.S. 38-26-107. The subcontractor or supplier must file suit in the district court where the project is located and notify the Agency of such action (lis pendens) within this 90 day period in order to have the amount of the claim continue to be withheld.	Agency
10.	After all claims have been resolved, Contractor sends final <b>Application and Certificate for Contractor's Payment (SBP-7.2)</b> which includes release of retainage to A/E for approval.	Contractor

	BASIC STEPS	RESPONSIBILITY
11.	A/E approves final <b>Application and Certificate for Contractor's Payment (SBP-7.2)</b> and sends to Agency.	A/E
12.	Agency's Principal Representative signs final <b>Application and Certificate for Contractor's Payment (SBP-7.2)</b> and distributes.	Agency and SBP Delegate
13.	Before receipt of final payment, Contractor sends as-built drawings to the A/E for incorporation into the record drawing set and sends warranties and Operations and Maintenance (OM) manuals to A/E for review as per specifications.	Contractor
14.	A/E sends both as-built and record drawings and warranties and OM manuals to Agency.	A/E
15.	A/E sends final <b>Application for Payment of Architect / Engineer / Consultant Fees (SBP-7.1)</b> to Principal Representative for approval.	A/E
16.	The <b>Project Close Out Code Compliance Documentation Transmittal (Exhibit L-1)</b> must be fully signed and sent as a separate submittal and prior to the budget documentation to SBP. Send the code compliance documentation transmittal including the <b>Notice to Proceed (SBP-6.26)</b> with the final compliance notice with inspection recommendations from the code review agent with certification on contingent references as required, <b>Building Inspection Record (SBP-BIR)</b> , and <b>Notice of Approval of Occupancy/Use (SBP-01)</b> . <b>Submittal should be sent immediately after signing the Approval of Occupancy/Use.</b>	
17.	The <b>Project Close Out Budget Reconciliation/Project Evaluations Transmittal (Exhibit L-2)</b> includes a final <b>Construction Project Application (SC-4.1)</b> that reconciles actual expenditure of funds including a breakdown of contingency usage, project monitoring and cost control, lessons learned and the five most costly goods, <b>Exhibit L-2</b> is prepared and signed by the Principal Representative and sent at the end of the project after closeout to SBP with copies of the initial SC-4.1, any revised SC-4.1's, Contingency use (per policy) and the applicable CC-C form for capital construction projects or CM-03 form for controlled maintenance projects.(Refer to Project Monitoring and Cost Management Guidelines Policy and Procedures).	Agency and SBP Delegate
18.	Six-month and eleven-month walk-through inspections with A/E and SBP and Contractor as per Agreement.	Agency SBP Delegate

## REFERENCES:

1. 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 101-114;  
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.
2. Fiscal Rules: issued by the State Controller's Office.
3. Procurement Code and Rules: issued by the Office of State Purchasing.
4. Budget Instructions: issued by the Office of State Planning and Budget and Colorado Commission on Higher Education.
5. Capital Construction Accounting Guidelines: issued by the State Controller's Office.
6. State of Colorado Contract Manual: issued by the State Controller's Office.
7. All OSA policies and procedures and, documents highlighted in bold letters above are available on OSA's web site.

## LEGEND:

SBP Delegate – State Buildings Programs/Office of the State Architect Delegate

SCO – State Controller's Office

OSP – Governor's Office of State Planning and Budgeting

CDHE – Colorado Department of Higher Education

A/E – Architect / Engineer

Agency – State Agency or Institution of Higher Education

Contractor – Construction Contractor

End of Policy  
SBP/BSC  
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