



Policy Number 6.3.1

Chapter: Governance

Title: Construction Project Approvals

Division/Department: Operations

Policy Administrator: Chief Operations Officer

Adoption Date:

Revision Dates:

1. PURPOSE

Colorado law requires that public entities conform to specific statutory and regulatory requirements for funding, initiating, performing, bidding, insuring, bonding, and contracting for any type of construction, including small projects and remodels. All construction activities at Auraria Higher Education Center (AHEC) must be undertaken pursuant to the authority of the State Architect. Selection of contractors and other professionals requires specific procedures that must be followed. Plan approvals, code compliance inspections, and other aspects of construction planning and performance must be managed by Facilities Services to avoid risks to the organization and individuals, control costs, and assure statutory compliance. The purpose of this policy is to inform the campus community of the requirements for approval of construction projects, including program plans.

2. DEFINITIONS

- 2.1. AHEC Facility: Any real property that is owned or controlled by the Auraria Higher Education Center Board of Directors (Auraria Board), including parcels of land, buildings and structures, but not including an Institutionally Owned Building.
- 2.2. Constituent Institution: As defined in Colorado Revised Statutes (C.R.S.) § 23-70-101(b), an institution of higher education that shares the AHEC campus, including Community College of Denver, University of Colorado Denver, and Metropolitan State University Denver.

- 2.3. Construction or Construction Project: Any construction, alteration, repair, demolition, renovation or improvement of any land, building, structure, facility, road, highway, bridge, or other public improvement for use by or for AHEC, and maintenance of such facilities. This includes, without limitation:
 - 2.3.1. Acquisition, construction, remodeling, renovation, or demolition of buildings or other physical facilities, including utilities, to make physical changes for any reason, including, but not limited to, making programmatic changes, to meet standards required by applicable codes, to correct conditions hazardous to the health and safety of persons which are not covered by codes, to effect conservation of energy resources, to effect cost savings for staffing, operations, or maintenance of the facility, or to improve appearance.
 - 2.3.2. Site improvement or development.
 - 2.3.3. Purchase and installation of the fixed and movable equipment necessary for the operation of new, remodeled, or renovated buildings and other physical facilities and for the conduct of programs initially housed therein upon completion of the new construction, remodeling, or renovation.
 - 2.3.4. Contracting for or performance of building trades and services, including, but not limited to, electrical, plumbing, painting, flooring, installation or removal of mechanical systems, paving, concrete work.
 - 2.3.5. Purchase of professional services of architects, engineers, land surveyors, industrial hygienists, landscape architects, and other consultants to prepare plans, program documents, life-cycle cost studies, energy analyses, and other studies associated with any construction project, and/or to supervise construction or execution of such capital construction projects.
- 2.4. Institutionally Owned Building: A building or facility on the Auraria Campus that has been conveyed to a Constituent Institution or is constructed by the Constituent Institution on land that has been conveyed by a Ground Lease from the Auraria Board.
- 2.5. Professional Services: As used herein, “professional services” has the meaning set forth in C.R.S. § 24-30-1403(6) and includes all services within the scope of the practice of architecture, engineering, professional land surveying, landscape architecture, and industrial hygiene (which includes hazardous material consulting and surveys).

3. POLICY

- 3.1. All AHEC departments/units and Constituent Institution departments/units desiring to initiate any Construction Project affecting an AHEC Facility are

required to contact Facilities Services prior to performing any work, retaining any contractor or Professional Services, soliciting any bid or quote, or otherwise commencing the project, regardless of the project cost. Departments and Constituent Institutions may not independently retain the services of contractors or hire or use existing employees, students, or anyone else to perform Construction without prior approval from the Chief Operations Officer or designee.

3.2. Construction Project Approvals

3.2.1. The Department Head or other representative of any campus unit, including any member of a Constituent Institution, desiring to undertake any Construction Project affecting an AHEC Facility is responsible for contacting AHEC Facilities Services to discuss the need for the project, funding, projected timeline, and other aspects of the project before any work is undertaken or any contractor is consulted.

3.2.2. Facilities Services will determine what reviews and approvals may be required for a proposed project (e.g., Campus Planning & Development, Auraria Board of Directors, State Legislature, State Buildings Programs, third party code review, or other official or body); advise the unit representative regarding the processes for requesting and obtaining any required approvals; and assist the unit in the planning, bidding, contracting and performing the work.

3.3. AHEC Project Manager will collaborate with the AHEC Procurement department to solicit vendors and administer the contract for any project related services in accordance with all applicable laws and regulations. In the event of a disagreement between a division or department representative and Facilities Services as to project oversight, management, timing of performing services, or use of in-house vs. contract labor, the individual responsible for the unit and the Chief Operations Officer will meet and confer. If the disagreement cannot be resolved, the parties will inform the CEO of the circumstances for a determination.

4. Project Approvals and Program Plans:

All new buildings, additions and major renovations must be reviewed and approved by the AHEC Integrated Planning Group, and Auraria Board of Directors. Any addition of new square footage or alteration that increases the need for cleaning, maintenance and other Facilities staffing must be considered as part of the project plan. **REFERENCES**

- C.R.S. § 23-1-106 et seq., State Buildings Programs
- C.R.S. § 24-30-1303(1)(z), (3)(a), (5)(a),(b),(c) (delegations to agencies/institutions)

- C.R.S. § 24-30-1401-1403 (negotiation of consultants' contracts/professional services)
- C.R.S. §§ 24-92-101, et seq., Construction Bidding for Public Projects
- C.R.S. §§ 24-105-101, et seq., Construction Contracts

5. APPROVAL AND ADOPTION

This Policy has been reviewed and approved by the Board of Directors for the Auraria Higher Education Center.

Date: _____

Approved by: _____
Chairperson of the Auraria Board