WORKING RELATIONSHIPS WITH FACILITIES MANAGEMENT AND UNIVERSITY

Colorado State University is an agency of the State of Colorado. An employee of Colorado State University is appointed as the University Representative for each project to represent the Owner (State of Colorado) in the course of studies, design and construction of the facilities.

Typically, the University Representative will be a Facilities Management employee acting as a Project Manager. All interaction with Facilities Management should be through the Project Manager. Where reviews or approvals are required in the Standards Manual, these shall be coordinated through the Project Manager. The term "University Representative" is used in this manual instead of Project Manager in order to be consistent with contract documents; however Project Manager will likely be used informally during projects.

There are many different agencies, departments, service groups, committees and individuals that are involved with the design, construction and operation of the campus facilities. The Definition Appendix provides a brief description of these groups.

CAMPUS MASTER PLAN

The exterior design of the new buildings and additions to Facilities Management must conform to architecture of the existing building or the surrounding buildings in which the new construction occurs. Facilities Management Planning shall review and comment on project designs, which shall be approved by Facilities Management-Design and Construction and the Physical Development Committee.

Conformance with the Colorado State University Master Plan is mandatory. The Physical Development Committee through coordination with Facilities Management-Planning must approve deviations from the Master Plan.

PROJECT PROGRAM PLANS

The program plan communicates to the Colorado Commission for Higher Education (CCHE), the scope and cost of a capital construction-building project. All project design shall meet the project program plan. Major deviations must be approved by Facilities Management's Design and Construction and Planning components. Facilities Management planning personnel, or the Director, should be consulted when a program plan is not required (see below) or available in order to determine planning parameters and project costs.

The development of a program plan follows prescribed CCHE requirements. University space planning guidelines dictate space requirements. Deviations from these standards require review of the Planning section and the approval of the Director of Facilities Management.

The program plan is developed through a committee convened by the Vice President for Administrative Services (VPAS). It consists of a Facilities Management planner, a project manager, if one has been assigned, an architectural consultant and various university faculty and staff associated with the project.

The program plan consists of the following:

- Program description, including goals and existing programmatic / operational deficiencies.
- Facilities Needs: Total space requirements; unique or special features; health, life safety and code issues; site requirements, including parking and water retention; equipment requirements; condition of existing facilities and acquisition of real property.
• Project Description: Facility improvements; function diagram (flow chart or bubble diagrams); project cost estimate; life cycle cost analysis; project schedule.

In preparing the plan, the following issues require coordination between the planner and the operations staff of Facilities Management and Environmental Health Services:

• Applicability of Plant Investment Fees (PIFs) and costs.
• Determination of utility increases.
• Determination of the presence and extent of asbestos containing materials.
• Identification of complications in construction staging and design.
• Determination of the extent of mechanical, plumbing and electrical renovations.

HISTORIC PRESERVATION

The following University buildings are listed on the Colorado State Register for Historic Properties. Three are listed on the National register:

Ammons Hall (National)       Gibbons Building       Vocational Ed. Building
Mosman House (National)      Statistics Building       Nutrition Research Lab (OT Annex)
Spruce Hall (National)       Forestry Building       Laurel Hall
Routt Hall                  Guggenheim Hall       Industrial Sciences Building
Potting Shed                Wagar Building       Old Fort Collins High School

Under a Memorandum of Understanding with the Colorado Historical Society, the University will follow certain guidelines established by the Secretary of the Interior of the United States in treating the exterior facades and significant interior features of these buildings. The Historic Building Review Board (HBRB), chaired by the University, must review and make recommendations on proposed modifications to or restorations of these properties. The Board recommendations are forwarded to the Physical Development Committee. Preservation practices call for repair to rather than replacement of building components. Should replacement be warranted, replacement with like material would be preferred. Substitution with other materials may be acceptable depending upon the conditions. Early in the program planning and design process, the chair of the HBRB should be contacted regarding coordination with the Board.

PROJECT FUNDING

Projects may be funded either internally from Colorado State University, externally from the State of Colorado or a combination of both.

Internal funding can come from a variety of sources such as the Administration, departments or Facilities Management. All types of internally funded projects are handled the same in regard to preparation of bid documents and construction procedures.

State funded projects are handled differently. The required procedures and standard forms can be obtained from the University Representative. The Standards Manual does not attempt to describe the procedures for State funded projects. The design and construction standards described in this manual, however, still apply except where stricter requirements are identified by the State of Colorado.