

## **PART II – CSU FACILITIES PLANNING, DESIGN AND CONSTRUCTION STANDARDS**

### **CHAPTER 01 – STANDARDS ADMINISTRATION**

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#### **100 – GENERAL REQUIREMENTS**

##### **100.1 – Application:**

- A. The CSU Facilities Planning, Design and Construction Standards provide a foundation for architectural and engineering decisions and products of service throughout the design and construction process of any building or portion thereof, structure, utility, site or landscape improvement at Colorado State University's (CSU) Fort Collins Campuses.
  - 1. Part IV of the CSU Facilities Planning, Design and Construction Standards applies to all Colorado State University Land under the authority of the CSU System's Board of Governors.
  - 2. Remote campuses shall follow the Standards as required per the Project Representative.
  - 3. Refer to Project-specific Agreement for applicability of the Standards.
- B. The Standards supplement the requirements of the contractual Agreement(s) of each Project Team.
  - 1. Each Project shall be issued a Project-specific set of the Standards that shall apply to all Agreements.
  - 2. Project Team is responsible for confirming the applicable Standards with Project Representative.
- C. Prior to submitting a professional services fee proposal, the Project Team shall review the Standards and discuss with the Project Representative any abbreviation, variance or suspension of the Standards that it considers appropriate for the Project.
  - 1. The changes so determined shall be appended to the fee proposal for inclusion in the Agreement for each Project.
- D. The Project Team is responsible for assuring that the Work of its Subconsultants and Subcontractors complies with the Standards.
- E. The Project Team shall incorporate all of the applicable Standards and other criteria accepted by the Project Representative into the Design and Construction Documents for the Project.
- F. The Standards are not all-inclusive. The Project Team shall use industry best practices and their professional judgment and expertise to design complete Systems within the Scope of Work.

##### **100.2 – Code Compliance:**

- A. The Project Team is responsible for compliance of the design product with all relevant codes. The CSU Facilities Planning, Design and Construction Standards may contain requirements that are more stringent. The Project Team shall comply with the more stringent requirement unless the Standard conflicts with relevant codes or regulations.

##### **100.3 – Technology:**

- A. The CSU Facilities Planning, Design and Construction Standards may not contain the newest developments in technology. Except for specific research Projects, University construction is not a venue for experimenting with new, untested Systems.
  - 1. The Project Team has the right to present any beneficial developments in System technologies that may provide a benefit to the University.

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#### **100.4 – Variances:**

- A. The Project Representative shall determine whether a Project warrants a variance from the CSU Facilities Planning, Design and Construction Standards.
1. Variance Requests to Part IV shall not be accepted.
- B. Rationale for a Variance Request may include but is not limited to lack of scale or complexity, alternate or unique accommodations, matching existing Systems, proving technology advancements, etc.
1. The Project Representative and the Project Team shall justify and document such Variances.
  2. The Project Team may request a Variance based on at least one of the following criteria:
    - a. Improvement to design
    - b. Improvement to public safety
    - c. Improvement to construction schedule
    - d. Construction cost savings
    - e. Operation and maintenance cost savings
    - f. Conflict of established Standards
    - g. Design condition not covered by the Standards
    - h. Life cycle cost benefit
    - i. Maintenance and Operations considerations
    - j. Sustainability benefit
- C. If the Project Team finds that a variance from any of the Standards may be appropriate, a timely written Variance Request shall be submitted on the approved form, accompanied by written, technical and graphic information as needed for review and/or acceptance by the CSU Facilities Planning, Design and Construction Standards Administrators.
1. All variance requests shall be submitted with the support of the Project Representative.
  2. Contact Project Representative for current Variance Request form.
  3. Submit completed Variance Request forms to the Standards Administrators.
  4. Allow for ten business days from date of delivery for review and response from the Standards Administrators.

#### **101 – PRE-WORK MEETING**

##### **101.1 – General:**

- A. After an executed Agreement is issued, the Project Representative shall schedule a pre-work meeting to introduce the Project Representatives to their counterparts in the Project Team's organization, establish lines of communication and outline Agreement requirements. The Project Team's Project Representative shall attend this meeting.
- B. The Project Team shall provide:
1. A list of all subconsultants and design disciplines.
  2. A schedule for the first 90 days of Work.
  3. Office locations, telephone numbers, fax numbers and e-mail addresses.

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4. Design Administration methods, correspondence control and document security.
  5. Consultant Quality Control Plan
  6. Procedures for coordinating with other Project Teams and sharing access to Project Documents.
- C. The Project Representative shall discuss the responsibilities of the Project Representative, Project Team and other Project participants from the University:
1. Control of communication
  2. Access control and parking
  3. CSU Payment Procedures
  4. Authorizations and Work Submittal Procedures
  5. Scheduling and coordination requirements
  6. Quality control/assurance Procedures
  7. Buried utilities
  8. Environmental requirements and permits
  9. Hazardous materials and restricted areas
  10. Protection of property, streets, drainage ways, work in progress and historical elements
- D. Explanations provided by the Project Representative shall not amend, supersede or alter the terms or meaning of any Agreement document and the Project Team shall not claim reliance on such explanations as a defense to any breach or failure by the Project Team to perform as specified in the Agreement.

### **102 – PROGRESS MEETINGS**

#### **102.1 – General:**

- A. Progress meetings shall be scheduled at a frequency mutually determined by the Project Representative and Project Team.
- B. The Project Team shall have its personnel and subconsultants available either in person or via telephone conference.
- C. The Project Team shall be responsible for publishing minutes of all meetings attended by the Project Team throughout the Project and distributing the minutes to all attendees and the Project Representative.

### **103 – WORK SCHEDULE**

#### **103.1 – Schedule:**

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- A. The Project Team shall prepare a Schedule for its contracted Work in Critical Path Method (CPM) or bar chart.
  - 1. The Schedule shall describe the Project Team’s plan and budget for completing the Work and coordinating with CSU, outside agencies, consultants and the Construction Team.
  - 2. The Scope of Work shall be delineated by Project phase, task and activity.
  - 3. Refer to Project-specific Agreement

#### **103.2 – Project Schedule:**

- A. The Project Team shall submit an overall Project Schedule for design, construction, testing and occupancy for use in monitoring progress.
- B. The Project Team shall submit a revised Schedule when changes are made to the Scope of Work, Work plan or schedule logic.
- C. The Project Team shall not implement the revision without written authorization by the Project Representative.

#### **103.3 – Monthly Update:**

- A. The Project Team shall update all schedules each month.

#### **103.4 – Other Schedule Requirements:**

- A. The Project Team shall coordinate with the Project Representative to schedule the following:
  - 1. Presentations and reviews
  - 2. Design Work by CSU and other consultants
    - a. For example, commissioning or technology
  - 3. Procurement of long lead items
  - 4. Project Construction
  - 5. Occupancy of Project Facilities

### **104 – POLICIES**

#### **104.1 – General:**

- A. All University Policies, along with links to related Procedures, documents and resources can be found here – <http://policylibrary.colostate.edu/>
- B. It is the responsibility of the Project Team to be familiar with all University policies including, but not limited to:
  - 1. CSU is smoke-free, vape-free and tobacco-free, per the Governor’s Executive Order and University Policy.  
[https://www.colorado.gov/pacific/sites/default/files/atoms/files/Executive%20Order–B%202018%20011–Smoke%20Free\\_0.pdf](https://www.colorado.gov/pacific/sites/default/files/atoms/files/Executive%20Order–B%202018%20011–Smoke%20Free_0.pdf)

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<https://wsnet2.colostate.edu/cwis549/csufc/policy.aspx?id=543>

2. CSU requires approval of all construction projects, including program planning.  
<http://policylibrary.colostate.edu/policy.aspx?id=510>
3. CSU must comply with federal and state laws and FAA regulations regarding aircraft, including Unmanned Aircraft Systems (UAS).  
<http://policylibrary.colostate.edu/policy.aspx?id=746>

#### 105 – PARKING PERMITS

##### 105.1 – General:

- A. Communication shall be provided to support parking needs during construction projects on CSU campuses.
  1. CSU Project Representative must make prospective Contractors aware of parking regulations and permitting prior, at start, during or as needed throughout the Project.
  2. CSU Project Representative shall set up routine meetings with Parking and Transportation Services (PTS) regarding construction, specifically addressing impacts to access and mobility at and around construction sites as well as identifying parking options.
  3. Identification and location of fence lines shall be agreed upon during meetings with PTS to ensure limited impact to campus staff, students and visitors during the Project.
    - a. Fence line is to support safety and accessibility during the Project, reducing added encroachment on surrounding campus buildings, pathways, parking, trails, sidewalks and roadways.
    - b. Fence line should not be expanded to support any parking of personal vehicles.
  4. CSU Project Representative shall provide awarded Project Team contact information to PTS for assignment of parking access codes or links, designated parking locations and to set up parking account.
  5. PTS shall communicate parking options and invoicing process to the Project Team. Designated parking options shall be assigned by PTS based on campus parking demand, seasonality, number of requested vehicle permits and proximity to construction site.
  6. Project Team shall communicate paid parking process, regulations, restrictions (no more than three approved vehicles within fence line) and any parking related needs, concerns or changes to support the Project.
- B. Project Team responsibilities to manage parking during the Project to include:
  1. Working with PTS to set up parking account and related invoicing.
  2. All parking related expenses including but not limited to permits and citations.
  3. Communication of where to park on campus and related parking regulations to third-party Vendors.
  4. Monitoring to ensure no more than 20 vehicles are utilizing paid parking on campus as assigned for the Project.

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5. Identifying vehicles allowed within the fence line.
  - a. No more than three marked vehicles allowed within Project fence line at any given time.
6. All parking related expenses (Project Team invoiced monthly by PTS).
  - a. All parking expenditures to including but not limited to permitting and citations shall be invoiced directly to Project Team for the Project.
  - b. Project Team shall manage allocation and oversight of permit usage and any additional allocation of parking expenses during the Project to third-party Vendors related to the Project as deemed necessary.

#### C. Permitting and enforcement of parking:

1. Parking on campus is monitored through a virtual license plate recognition technology that scans your license plate.
  - a. Vehicles must be parked so that a valid license plate or temporary registration is properly displayed, clearly visible and adjacent to the drive lane.
  - b. All vehicles parking on campus must pay for parking.
2. Vehicles must be parked in designated parking areas and abide by regulations. Parking areas are signed, striped or both.
  - a. Posted signs in parking areas inform users of paid parking requirements (hourly and permitted areas).
  - b. Visit <https://pts.colostate.edu/> for detailed explanation of parking regulations
3. Construction fences around areas shall provide access and safety during the Project.
  - a. Vehicles utilizing areas within the fence line are limited to dropping off or picking up equipment.
  - b. PTS staff shall be allowed site access to ensure parking guidelines are being followed or to enforce guidelines.
  - c. Vehicles not approved by Project Team within the fence line or in the event more than three vehicles (marked or unmarked) are within the fence line, all are subject to citation.
4. Citations shall not be waived.
  - a. All citations are required to go through an appeal process.
  - b. To contest a citation go online within 14 days of receiving the citation.
  - c. Visit <https://pts.colostate.edu/parking/appeals/>,

## 106 – BUILDING KEYS

### 106.1 – General:

- A. The Key Desk at Facilities Management (FM) is the primary source of keys.
  1. Keys shall be issued only when a completed Key Request Form is signed by the Project Representative.
    - a. Both traditional and card key request forms may be obtained from the FM Key Desk or online at [www.facilities.colostate.edu](http://www.facilities.colostate.edu).
    - b. Coordinate with Project Representative.
  2. Keys shall be picked up from Key Desk within 30 days following the date of authorization.
  3. Other access devices may be issued by the FM Key Desk, Housing and Dining Facilities and other issuing authorities.

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- B. The Project Team is solely responsible for obtaining access to all restricted areas, including access for warranty Work following occupancy by the University.
1. Time for verification and checking out keys shall not be accepted as the basis for extension of Agreement time or claim for delay.
  2. The Project Team shall be responsible for obtaining verification of the correct key for a specific lock well in advance of need.
  3. Facilities Management staff shall not unlock doors for Project Teams.
- C. The Project Team is responsible for the safekeeping of CSU access devices issued to them.
1. Do not loan access devices to other Project Teams or use them to enter areas that are not part of the job.
  2. Report lost or missing keys and access devices to the FM Key Desk and to the issuing Project Representative.
  3. Project Teams are financially responsible for replacement of lost or missing access devices and the cost of changing locks due to the loss of access devices resulting in compromised security as determined by the CSU Police Department.
- D. Final retainage shall be held until all keys and access devices are returned to the FM Key Desk, Housing Operations Management or other issuing authority.
1. This include Knox Pad Locks issued by CSU for site fence access by emergency personnel.
- E. Key policy may change based on occupancy or use of facility after substantial completion.

**END OF CHAPTER**