

# MEMORANDUM OF UNDERSTANDING

Jan 26,2018

## ***Housing and Dining Services***

***Lory Student Center***

***and***

***Facilities Management***

***Colorado State Forest Service***

University Construction Policy (CSU Policy # 5-6030-001) requires that construction projects be overseen by the Colorado State University Architect, including maintenance work performed by trained in-house staff. Part C, exempts Housing and Dining Services, the Lory Student Center and the Colorado State Forest Service *“to the extent authorized by agreement with Facilities Management”*. The intent of this MOU is to codify this agreement.

The University Construction Policy was developed in response to Colorado law that requires Institutions of Higher Education to conform to specific requirements for:

- procurement of professional services and construction services
- insurance
- bonds
- code review
- code inspections

Failure to comply with these requirements can create significant liabilities in the form of bid protests, inadequate bond and insurance coverage and substandard construction. All buildings on CSU campuses are university assets, and the health and safety of the occupants are our primary concern. At a minimum, all maintenance and construction work must comply with the International Code Family as adopted by the Office of the State Architect including, but not limited to, the International Building Code (IBC), International Plumbing Code (IPC), International Mechanical Code (IMC), National Electrical Code (NEC), etc.

## **AUTHORIZATION AGREEMENT**

Housing and Dining Services, the Lory Student Center and the Colorado State Forest Service employ trained in-house tradespersons and project managers for the routine maintenance and repair of facilities under their purview. Facilities Management (FM) authorizes these persons to provide services as detailed in the following paragraphs.

### **Professional Services**

***Professional Services are not within the scope of the exemption and will be obtained through Facilities Management as detailed below.***

Professional services include plans, studies, program documents, energy analysis, supervision of construction projects and other services provided by architects, engineers, landscape architects, land

surveyors and industrial hygienists. All 3<sup>rd</sup> party contracts for these services will go through Planning, Design and Construction or Remodel and Construction Services in order to ensure that procurement and contracting follow state statutes.

*How Facilities Management can help:*

1. FM has in-house architects, mechanical and electrical engineers and landscape architects available to work on projects
2. FM has as-needed contracts in place with many professional consultants for projects that cannot be completed in-house, and will assist with procurement for additional as-needed consultants as the need arises
3. FM has resources and expertise, and is required by the Office of the State Architect, to conduct the Request for Qualifications process and provide contracting for projects outside of in-house or as-needed capabilities

## **Construction Services**

Construction is defined in the University Policy as work to remodel, replace, upgrade, repair, demolish or construct facilities, landscape, building equipment and/or utilities. Routine maintenance and corrective repair (as allowed per IBC Section 105) is not construction.

### FIRE ALARM AND FIRE SUPPRESSION

***Fire alarm and Fire suppression installations and modifications are not within the scope of this exemption and may only be performed by Facilities Management personnel.***

### CODE REVIEW AND INSPECTIONS

All work that is not regular maintenance or corrective repair requires code review by the CSU Building Department. The Building Department will issue a code waiver if the project has no code impact, or a code compliance notice with required inspections noted.

#### *Without exception*

- All construction projects require code review and compliance through the CSU Building Department
- Code inspections must be accomplished as directed by CSU Building Department
- No work will be started without a signed waiver or code compliance notice and Building Inspection Record (BIR).

**Emergency work** International Building Code 105.2.1 Emergency Repairs: Where equipment replacements and repairs must be performed in an emergency situation, the permit application shall be submitted on the next working business day to the building official.

### CONSTRUCTION SERVICES BY IN-HOUSE STAFF

After code review, projects may be performed by trained and credentialed in-house staff. If required, a Building Inspection Report (BIR) will be issued by the CSU Building Department that will list the required

inspections. Those inspections will be requested through the Building Department, as coordinated by the project manager or tradespersons. Upon project completion the fully signed BIR will be returned to the Building Department for project closeout.

CONSTRUCTION SERVICES BY CONTRACTORS

After code review, projects that require an outside contractor will be managed by Facilities Management. HDS, LSC or CSFS project managers can be delegated to oversee the project, with procurement, code review, contracting and project closeout provided by FM at a negotiated fee. Delegated project managers will ensure that the necessary inspections are completed as required by the CSU Building Department and will coordinate with FM through project closeout.

FEES

Facilities Management will charge fees for services provided, including code review, inspection, procurement, contracting and closeout as required.


This exemption authorization is agreed to by the undersigned:

Housing and Dining Services  Date 5/11/18  
Mari Strombom, Executive Director

Lory Student Center  Date 5/21/2018  
Mike Ellis, Executive Director

Colorado State Forest Service  Date 7/20/2018  
Mike Lester, State Forester and Director

Facilities Management  Date 7-23-18  
Tom Satterly, AVP Facilities Management

CSU Building Department  Date 2/23/18  
Mike Rush, Colorado State University Architect

ENCLOSURES: UNIVERSITY POLICY 5-6030-001, CODE REVIEW FORM, EMERGENCY REPAIR CODE WAIVER REQUEST

