

TIMEFRAMES & CONTACTS

(see corresponding Decision Tree box number)

1. Engineering for minor modifications will take approximately 3 weeks. Larger projects could take up to 8 weeks for engineering. Contracted code review has a maximum 2 week turn-around per the contract.
2. Permits and inspections can be obtained and scheduled on-line by the Regions. They should not impact project schedule. Property Management (PM) can usually schedule final inspection with-in a week with advance notice of completion and should not impact schedule.
3. Architect design work will be scheduled based on date of request and other assigned priorities. Small projects are currently taking 3 to 6 weeks and larger projects 8 to 12 weeks due to current work load and staffing levels. Contracted code review has up to 2 weeks per the contract.
4. Advertising on BIDS system is a 3-4 week process:
 - Week 1* - Region provides project info to Property Management
 - Week 2* - PM writes scope of work
 - Week 3* - PM places on BIDS system for a minimum of 5 days
 - Week 4* - HQ Procurement issues PO

(*Note:* Sometimes tasks in weeks 1 and 2 can happen in 1 week, if Region has provided PM with enough detail and workload allows.)
5. Capital projects will normally take 8-12 weeks to contract engineering (RFQ process), 6 weeks for engineering work and 8-12 weeks to advertise and award construction contract, depending on work load and staffing levels in PM (average 6 to 7 months from kick-off to breaking ground).

To initiate project support and have your work put onto the priority list please send an email with project scope, drawings, pictures, timing etc to Anne Feeser and Marcella Broussard. Current timing is approximately 60 days to initiate a new project because of scheduled work from Region-submitted FY10 Annual Capital/Deferred Plans. We will review the request and get back with you regarding timing of the work and requests for any additional information required to move forward with the project. Please provide as much lead time as possible in order to meet your timeframe.

For further information or questions contact Property Management:

Anne: 303-512-5522 (7-5522), Anne.feeser@dot.state.co.us

or

Marcella: 303-512-5505 (7-5505), Marcella.broussard@dot.state.co.us

Region Building Compliance Decision Tree -- When to Involve the Property Management (PM) Group

