

UNIVERSITY OF COLORADO
DENVER | ANSCHUTZ MEDICAL CAMPUS

GUIDELINES AND STANDARDS
FOR DESIGN AND CONSTRUCTION PROJECTS

PART 0
GENERAL INFORMATION

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0.1 Purpose of the University Guidelines and Standards for Design and Construction Projects (The Manual)

This Manual consists of four Parts

Part 0 - General Information: This Part 0 of The Manual provides the design and construction professional with an introduction to the University of Colorado Denver | Anschutz Medical Campus administrative structure as well as some of the drivers for projects.

Part 1 - Design Management: Part 1 of The Manual is addressed to the design professional; introducing them to the departments and divisions at the University generally known as campus service providers who are responsible for guiding them through the process and who are instrumental in serving the program needs of the client/ end users. Part 1 discusses the critical design review processes necessary to ensure complete and thorough acceptance of a design before construction can begin. It also includes standard procedures for signage identification and drawing production.

Part 2 – Physical Campus Planning and Design Guidelines: Part 2 of The Manual addresses the detailed design criteria to which design professionals must adhere when completing a University of Colorado Denver | Anschutz Medical Campus project. It includes the expectations for working with the University of Colorado Design Review Board.

Part 3 – University Program Guidelines: Part 3 is addressed to the design professionals and includes space and logistic requirements that must be addressed for all projects, regardless of the specific program that is going to occupy the new or renovated facility. It includes issues related to access and requirements needed for servicing the programs going into the space.

Part 4 – Specification Guidelines. Part 4 represents the minimum levels of performance and quality expected for materials, equipment and systems for each project. It has been completed using the Construction Specifications Institute (CSI) numbering system developed and supported by MasterFormat. A 2011 update incorporated the 2010 CSI MasterFormat Division 1 through 33 numbering system. CSI MasterFormat Divisions 2-33 are a guide for design teams to create a specification and must be reflected in every project. Design teams must match the CSI MasterFormat numbering in their specifications with those included in Part 4 of The Manual. Design professionals must request a Microsoft Word version of Division 1 from University Project Managers and limit editing to items in bold type.

Any variance to the Manual of Guidelines and Standards for Design and Construction must be requested of and approved by the University.

0.2 University of Colorado Denver | Anschutz Medical Campus

The University of Colorado Anschutz Medical Campus | Denver Campus is a public university and one of three schools in the University of Colorado system. The University has two campuses – the Denver Campus is in southwest Denver near Speer Boulevard and Auraria Parkway in Denver, Colorado, The Anschutz Medical Campus is near I-225 and Colfax Avenue in Aurora, Colorado. This Manual addresses design and construction for both campuses.

0.3 Authority and Empowerment of The Manual:

The University of Colorado Denver | Anschutz Medical Campus is a body politic and corporate of the State of Colorado and maintains responsibility and authority for development of both campuses. The University design and construction projects abide by the latest codes adopted by the State of Colorado and additional codes and standards adopted by the University. The University maintains responsibility and authority for development on both campuses. The University is responsible for the approval of all development plans,

building/ code reviews, inspections and permitting for any facilities on the Denver and Anschutz Medical Campuses..

0.4 Working Relationships with the University

An employee of University is appointed as the University Representative for each project. in the course of project design and construction.

Typically, the University Representative will be a Facilities management employee acting as a Project Manager. the University has many departments, service groups, committees and individuals that are involved with project design, and construction. All interactions with the University will be through this Project Manager. Where reviews and/or approvals are required in The Manual, these shall be coordinated through the Project Manager.

0.5 Campus Master Plan

The University's Campus Master Plan documents a facilities vision based on conditions and trends that identify assumptions for the future and sets priorities. The Campus Master Plan contemplates substantial development phased over time, and it establishes the framework for all projects. The Architect, Engineer should request the latest version of the Campus Master Plan at the start of design from the University and should coordinate and design the project within the framework of the most current Master Plan. Campus Master Plans are developed following Colorado Department of Higher Education (CDHE) Guidelines for capital projects.

0.6 Facility Program Plan

Facility Program Plans allow for the implementation of specific capital projects that have been identified in institutional long-range planning efforts. They ensure the project adheres to the overall vision of the Campus Master Plan. Programming requires an analysis of existing and projected data and the application of planning criteria to establish the amounts and types of space needed by a department or specific function. The Facility Program Plan establishes room specifications, spatial relationships and special design requirements based on program or facilities needs in order to guide the project to the design phase. Facility Program Plans are developed following Colorado Department of Higher Education (CDHE) Guidelines for capital projects.

During the design phase of a project, program planning shall conform to the Facility Program Plan. Any deviation from the Facility Program Plan must be reviewed and approved by University.

On projects that do not have a Facility Program Plan, the program requirements will be established during the design phase.

0.7 Project Funding

The Manual applies to all projects regardless of funding..

0.8 Design and Construction Agreements:

The University uses Office of the State Architect/ State Buildings – Contract Forms and Project Procedural Forms when contracting with Architects, Engineers and Contractors for design and construction projects unless otherwise stated for specific projects.

0.9 Delegation of Authority

The University maintains delegated signature authority on standard design and construction agreements for the Department of Personnel and Administration State Buildings Programs/ State Architect; Department of Law/ Attorney General; and State Controller's Office; State Controller.

.10 Changes to the Manual

Revisions and updates are made periodically by the University to the Manual. User requests for clarifications or revision are also accepted for The Manual. Every request will be reviewed and acted upon and a written reply will be returned to the person making the request. If accepted, the timing of a change to the Manual will be addressed on a case by case basis.

Revisions, when necessary, will be posted and included on the University web site indicating the dates of revisions.