

INSTRUCTIONS FOR PREPARING CAPITAL BUDGET ESTIMATES

(Edited for University of Utah Use)

GENERAL INSTRUCTIONS

The file has two sheets. “Cap Devel CBE Details” is where all of your data entry occurs. This data is then automatically summarized and carried forward to the sheet labeled “**Cap Devel CBE Summary**”. You do not enter any data directly into the “Cap Devel CBE Summary”. The only **exception** to this is that you can enter notes in the note field of the Summary sheet to clarify what those items are for and to explain any unusual circumstances. To print both sheets at the same time, click on File, Print, and then select “Entire Workbook”.

All of the calculation fields are protected to ensure the integrity of the formula.

The following fields are calculated automatically: Utah Art, Contingency, Builder’s Risk Insurance, Legal Services and construction inflation. Values for all other cost categories must be entered on the Detail sheet.

All of the costs must be entered by entering a number of units in the Units field and a cost per unit in the Unit Cost field. The **exceptions** are Previous Funding and Other Funding Sources. In the Facility Cost area, the number of units must be entered in Gross Square Feet. In the other cost areas, the nature of the units is up to you. For example, they could be linear feet, square feet, cubic yards, lump sums, etc. **Please note the unit of measure used in the Explanation field.**

In most of the cost areas, there are a number of lines provided for detail. **Please enter detail line items.** This will help others understand how your budget was put together as well as help you remember what items you had included and where they were included. **Please enter explanations as appropriate.** The Explanation field will automatically expand as needed as you enter information.

Travel costs for contracted parties such as the programming and design teams should be included in the budget detail line for that function. **Costs for DFCM staff travel** to project sites and meetings will be charged to DFCM’s administration budget. An exception to this is that if there is a desire to travel out of state to look at similar facilities, the travel cost for DFCM staff to attend should be included in that project budget detail area, i.e. Pre-Design/Planning.

ADDITIONAL INSTRUCTIONS FOR SPECIFIC COST CATEGORIES

Facility Cost

This is where you input the construction cost of new or remodeled space. These costs should be allocated, as appropriate, between the New Facility and Remodel categories. A separate line with an appropriate cost per square foot should be entered for each type of space to be constructed, i.e.: classroom, lab, shop, office, storage, warehouse, library, food service. The units should be entered as Gross Square Feet of building space. The total square feet entered in this area becomes the Gross Square Feet for the project. Other units such as linear feet should be entered in the Additional Construction Cost or Site Cost categories as appropriate.

Additional Construction Cost

Examples of costs that go in this category are connection fees, demolition costs, impact fees, and other costs that need to be identified separately and which would distort the calculation of gross square feet if they were included in the Facility Cost area. Note that the costs for the abatement of hazardous materials are addressed in their own category.

The following costs should be included either as a component of the basic cost per square foot of the building or as a separate line in the additional construction cost area.

- Conduit and cable trays for information technology
- Construction components that the user wishes to perform, i.e. door hardware, signage, etc.
- Utility costs during construction that will be charged to the contractor. In developing the budget, the Project Director should work with the user to identify what utility costs will be charged. After the project is funded/authorized, these requirements must be clearly stated in the RFP. The general guideline is that in order to charge the contractor, it must be possible and cost effective to measure the contractor's consumption of the utility. The contractor should generally be charged on projects where he will be required to bring utilities to the site and arrange for utilities during construction. When accessing campus utility systems, the contractor will generally be charge for utilities only when the project involves the construction of a new building.

Site Cost

This should include the cost of any roads, parking, site utilities, landscaping, etc.

Security Costs

Security costs should be considered and included in the appropriate budget categories such as Additional Construction Cost, Site Cost, FF&E, etc. We are no longer treating security as a separate budget category.

Other Project Information

The Total Net Square Feet and all of the Date fields must be entered. Enter the dates with the following format: MM/DD/YEAR. The spreadsheet is set up to automatically calculate inflation. In order for this calculation to work, the Base Cost Date, Estimated Bid Date, and Inflation Escalation Factor must be entered. Most projects do not need to have a location factor applied. If you believe that yours does, you will need to determine a percentage that you can justify. For example, if you want to enter 5%, enter a 5 in the field where the 0% is.

Pre-Design/Planning

If any funds have been advanced from the DFCM Planning Fund, please confirm the amount with Dave Williams and enter it on the Planning Fund Reimbursement line. The costs that were paid from the Planning Fund should not be entered anywhere else in the budget. The cost of any trips to look at similar facilities during the programming phase should be included here. The environmental assessment and geotechnical investigations/surveys costs are all to be entered in the Pre-Design area.

Design Costs

Detail lines are provided so that you can document how you estimated your design budget. This is where you should estimate any travel or other out of pocket costs for the design team, including the printing of bid documents.

Property Acquisition

Indicate size and location of property to be purchased. Appraisals and other property related costs not covered elsewhere should be listed.

Furnishings and Equipment

Some level of detail should be provided to demonstrate how the FF&E budget was determined. Design costs for FF&E should be included here. The cost of audio/visual equipment and computer equipment should be included here.

Information Technology

Examples of costs to enter here include servers, routers, cable, switchgear, and handsets where appropriate.

Utah Art

If you believe that your project should not include the art amount, please discuss this with management. If management agrees, you can reduce the art budget to zero by changing the YES to NO. A new feature of the CBE is the ability to designate an amount for Art instead of being forced to use 1% of the construction cost. This feature was added for modifying budgets after they have been approved when a different amount is authorized for Art. Budgets for projects going through the approval process should be set at 1% unless there is a determination that the project should not have any Art funding.

Testing and Inspection

Please work with Will to estimate these cost items. In general, testing and inspection budgets should fall within the range of 1% to 1.5% of the construction budget. Budgets may be outside of this range if they have an exceptionally larger or smaller need for testing and inspection. In addition, the cost of any private plan review should be included here. We have been experiencing costs of \$20,000 to \$25,000 for construction values of \$10 to \$15 million.

Moving/Occupancy

We need to be careful with this budget element. We have received significant criticism for including a moving budget and then using it for other needs or perks that the user wanted.

User Fees

This includes costs charged by users for direct costs associated with the project such as turning off utilities. Costs requested by users for their project manager, their time providing general coordination with the project or for lost parking revenue should not be included in the budget.

Commissioning

Commissioning should generally be set at 1% of the construction cost. If you believe that your project should have a higher or lower commissioning budget, please discuss this with Blake.

Other Costs

If you have some costs that do not fit in any of the other budget categories, they may be included here.

Previous Funding

Previous funding has the affect of reducing the amount of state funding requested in the current request. As a result, only previously authorized state funding should be included. Previous funding provided by the agency or institution that they wish to have reimbursed should not be listed here. Costs that were paid for with the previous funding should be included in the appropriate categories.

Other Funding Sources

Please list and describe each source. This does not mean that you need to list each donation. It does mean that each category of funding should be listed, i.e. donations, federal funds, revenue bond, auxiliary funds, other institutional funds, etc. Other Funding Sources has the affect of reducing the amount of state funding requested in the current request. As a result, funds that were advanced by the institution should not be included if the institution desires to be reimbursed. Costs that were paid for with the Other Funding should be included in the appropriate categories.