

## Instructions for DPB Form C-1 Project Cost Profile

**This form is to be prepared only for projects authorized for detailed budget development during the 2006-2008 biennium. The C-1 and S-1 forms are combined in a single Excel spreadsheet format to facilitate completion by the requesting agency and to facilitate review by the central agencies. A number of embedded calculations and hyperlinks have been incorporated into this new format to simplify the completion and review of these documents. Several macros are also contained within the file to facilitate printing. To take advantage of these macros, you must select “enable macros” when opening the file.**

The DPB Form C-1 has two functions. For the requesting agency, the form serves as a checklist to ensure that all project expenses have been considered by the agency and that allowances for these expenses have been included within the budget request. For central agencies, this itemization provides a more in-depth understanding of the proposed budget and the overall project scope, in a format that is uniform and consistent across all agencies. After completing the DPB Form C-1, compare the summary cost figures on the Form C-1 to the associated lines on DPB Form H-1, Tabs D and E. If any figures differ, please provide an explanation on DPB Form CNJ, Project Request Justification. **It will not be necessary to revise the Form H-1.**

### INSTRUCTIONS:

- ✓ **Identify the biennium -- 2006-2008 -- and date the form**
- ✓ **Save each proposal as a separate Excel file. Use the following file naming convention:  
agency code – priority – biennium - C1S1 – brief description.xls  
(e.g., “207 – 12 - 2004-2006 - C1S1 – Renovate Miller Center.xls”)**
- ✓ **Round all dollar requests on this form to the nearest \$1,000.**
- ✓ **Various sections of this form request backup information. This form must be sent electronically. Supporting documents may be sent electronically or in hard copy. See Section IV of the basic capital outlay instructions for number of copies and addresses.**
- ✓ **The instructions contained in this document address content. Additional instructions for working within the spreadsheet file are accessible from the Main Menu page of the spreadsheet proper.**

### Section A. General Information

**Item 1. Agency Name.** Enter your agency’s name.

**Item 2. Agency Code.** Enter the three-digit agency code for your agency.

**Item 3. Project Title.** Give the new project a clear descriptive title.

**Item 4. Agency Priority.** Number from the DPB Form H-1.

**Item 5. Proposed Construction Bid Date.** Enter the anticipated bid receipt date for this project. (Do not leave this field blank as it is critical for the evaluation & application of cost escalation.)

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## Section B. Acquisition Cost

**Item 1. Proposed Budget.** Enter the total proposed acquisition budget shown in Item 3 (a).

**Item 2. Method Used to Develop Budget.** Identify the method used to develop the proposed acquisition budget. If the budget was based on a method other than comparative (similar) properties, a negotiated price, or an appraisal, provide an explanation of the method used. **Send copies of the appropriate backup materials listed on the form to DPB.**

**Item 3. Itemization of Proposed Acquisition Costs.** List all costs related to the acquisition of the property, including purchase price, appraisal fees, surveys, environmental hazard assessments (asbestos, contaminated soils, lead-based paint, etc.), cost escalation (if purchase will be deferred until some future date), closing costs, and any other miscellaneous cost associated with the purchase. If escalation was included, list the anticipated purchase date.

**Item 4. Comparative Properties and Unit Costs.** If comparative properties were used as the basis for the budget, list each and its associated unit cost per acre or per square foot.

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## Section C. Building and Built-in Equipment

**Item 1. Proposed Budget.** Enter the total proposed building and built-in equipment budget supported by the details in this section.

**Item 2. Method Used to Develop Budget.** Identify the method used to develop the proposed building and built-in equipment budget. Identify if the proposed budget was based on the cost of comparative (similar) projects, cost reference guides (Means, Marshall & Swift, etc.), a professional estimate, or some other method. **Send copies of the appropriate backup materials listed on the form to DPB.**

**Item 3. Description of Other Method.** If the budget was developed using a method other than comparative projects, reference guides, or a professional estimate, describe the method used and include supporting details.

**Table C-1 Comparative Projects.** For each comparative project used as a basis for developing the proposed building and built-in equipment budget, identify the following:

**Item a. Project title.** Enter the title of the project.

**Item b. Owner.** Identify the project's owner.

**Item c. Project location.** Identify where the project is located.

**Item d. Award Date.** Provide either the date the project was bid or the date the construction contract was awarded.

**Item e. Gross Area.** Provide the gross project area.

- Item f. Key Quantity.** List major project quantities, other than gross area. For example, for a dormitory, enter the number of beds; for a prison, the number of cells; for a parking deck, the number of spaces, etc.
- Item g. Construction Award Amount.** Enter the awarded construction contract amount, including building, built-in equipment, sitework, and utilities.
- Item h. Building & Built-in Equipment Amount.** Enter only the building and built-in equipment portion of item g.
- Item i. Building & Built-in Equipment Cost per GSF.** Formula driven. Item h divided by Item e.
- Item j. Proposed Project's Gross Area.** Enter the gross area of the proposed project. The area should match the Total Project Gross Area identified in Section E of the Project Scope Profile, DPB Form S-1.
- Item k. Subtotal, Adjusted for Size.** Formula-driven. Item i multiplied by Item j.
- Item l. Escalation.** Include escalation appropriate for period between the comparative project's bid or award date (Item d) and the bid date for the proposed project (Section A, Item 5).
- Item m. Subtotal, Adjusted for Escalation.** Formula-driven. Item k plus Item l.
- Item n. Other Cost Adjustments.** Enter other cost adjustments (i.e., other than size or escalation) to make the comparative project equivalent to the proposed project in terms of scope, location, complexity, etc.
- Item o. Total Comparative Cost.** Formula-driven. Item m plus Item n.
- Item p. Itemization of Adjustments.** Describe the adjustments (plus or minus) which were made to make the comparative project equivalent to the proposed project in terms of scope, location, complexity, etc. Itemize the cost adjustments taken in Item n above.

**Table C-2 Reference Guides.** For each reference guide used as a basis for developing the proposed building and built-in equipment budget, identify the following:

- Item a. Reference Guide Used.** Enter the name of the cost reference guide which was used (e.g., R.S. Means, Marshall & Swift, Boeckh, Tradeline, etc).
- Item b. Reference Guide Volume.** Identify the specific document used (e.g., *Means Square Foot Costs*, *M&S Valuation Service*, etc.)
- Item c. Reference Guide Data Date.** Identify the "as of" date for the prices in the cost guide. For example, the prices in R.S. Means' *Square Foot Cost Guide 2002* are current as of January 2002
- Item d. Reference Guide Page Number.** Indicate the specific page or other identification number where the cost data can be located.

- Item e. Reference Guide Item.** Identify the specific item cited, for example, a 5-10 story office building,
- Item f. Construction Cost per GSF.** Identify the construction unit cost per GSF published in the Cost Guide.
- Item g. Building & Built-in Equipment Cost/GSF.** Identify only the building and built-in equipment portion of item f.
- Item h. Proposed Project's Gross Area.** Enter the gross area of the proposed project. The area should match the Total Project Gross Area identified in Section E of the Project Scope Profile, DPB Form S-1.
- Item i. Subtotal, Adjusted for Size.** Formula-driven. Item g multiplied by Item h.
- Item j. Escalation.** Include escalation appropriate for period between the reference guide's "as of" or "data date" (Item c), and the bid date for the proposed project (Section A, Item 5).
- Item k. Subtotal, Adjusted for Escalation.** Formula-driven. Item i plus Item j.
- Item l. Other Cost Adjustments.** Enter other cost adjustments (i.e., other than size or escalation) to make the reference guide data equivalent to the proposed project in terms of scope, location, complexity, etc.
- Item m. Total Comparative Cost.** Formula-driven. Item k plus Item l.
- Item n. Itemization of Adjustments.** Describe the adjustments (plus or minus) which were made to make the reference guide equivalent to the proposed project in terms of scope, location, complexity, etc. Itemize the cost adjustments taken in Item l above.

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## Section D. Sitework and Utilities

- Item 1. Proposed Budget.** Enter the total proposed sitework and utilities budget supported by the details in this section.
- Item 2. Method Used to Develop Budget.** Identify the method used to develop the proposed sitework and utilities budget. Identify if the proposed budget was based on the cost of comparative (similar) projects, a percent of building cost, a professional estimate, or some other method.  
**Send copies of the appropriate backup materials listed on the form to DPB.**
- Item 3. Percent of Building Cost.** If the budget was developed using a percentage of building costs, complete this table. Identify the data source (i.e., list the project name or other reference source that was used). Also show the data source's sitework and utilities cost as a percent of building and built-in equipment cost. List any significant differences in scope between the data source and the proposed project that could account for any differences in the rates. Also complete the following:

- Item a. Proposed Percentage Rate.** Using the data source's percentages for guidance, list the chosen percentage rate.
- Item b. Proposed Building & Built-in Equipment Budget.** Formula-driven. The cost figure from Section C, Item 1.
- Item c. Total Proposed Sitework & Utilities Budget.** Formula-driven. Item a multiplied by Item b. Carry the amount forward to Item 1 above.

**Item 4. Description of Other Method.** If the budget was developed using a method other than comparative projects, percent of building cost, or a professional estimate, describe the method used and include supporting details.

**Table D-1 Comparative Projects. Embedded Excel worksheet.** For each comparative project used as a basis for developing the proposed sitework & utilities budget, identify the following:

- Item a. Project Title.** Enter the title of the project.
- Item b. Owner.** Identify the project's owner.
- Item c. Project Location.** Identify where the project is located.
- Item d. Award Date.** Provide either the date the project was bid or the date the construction contract was awarded.
- Item e. Gross Area.** Provide the gross project area.
- Item f. Key Quantity.** List major project quantities, other than gross area. For example, for a dormitory, enter the number of beds; for a prison, the number of cells; for a parking deck, the number of spaces; etc.
- Item g. Construction Award Amount.** Enter the awarded construction contract amount, including building, built-in equipment, sitework, and utilities.
- Item h. Sitework and Utilities Amount.** Enter only the sitework and utilities portion of Item g.
- Item i. Escalation.** Include escalation appropriate for the period between the comparative project's bid or award date (Item d) and the bid date for the proposed project (Section A, Item 5).
- Item j. Subtotal, Adjusted for Escalation.** Formula-driven. Item h plus Item i.
- Item k. Other Cost Adjustments.** Enter other cost adjustments (i.e., other than size or escalation) to make the comparative project equivalent to the proposed project in terms of scope, location, complexity, etc.
- Item l. Total Comparative Cost.** Formula-driven. Item j plus Item k.

- Item m. Itemization of Adjustments.** Describe the adjustments (plus or minus) which were made to make the comparative project equivalent to the proposed project in terms of scope, location, complexity, etc. Itemize the cost adjustments taken in Item k above.

## **Section E. Architectural and Engineering Fees**

**Item 1. Proposed Budget. Formula-driven.** The total proposed architectural and engineering (A/E) fee budget from Item 5, part f, below.

**Item 2. Method Used to Develop Budget.** Identify the method used to develop the proposed A/E fee budget. Identify if the proposed budget was based on a negotiated price, a percent of construction cost, a detailed estimate, or some other method. **Send copies of the appropriate backup materials listed on the form to DPB.**

**Item 3. Percent of Construction Cost.** If the budget was developed using a percentage of the construction cost, complete this table. For Items a, b, and c listed below, show both the Construction and Professional Services Manual (CPSM) guideline fee percentage and the agency-proposed fee percentage. For an explanation of A/E basic services, refer to Chapter 5 of the CPSM; for additional services and reimbursable expenses, refer to Chapter 6 of the CPSM.

**Item a. Fee Percent for Design Phase Services.** List the fee percentage to provide basic A/E services for the schematic, preliminary, and working drawing design phases.

**Item b. Fee Percent for Bidding, Construction, and Closeout Services.** List the fee percentage to provide basic A/E services for these post-design activities.

**Item c. Total Fee Percent for Basic Services.** Formula-driven. Item a plus Item b.

**Item d. Rationale for Difference from Guidelines.** If the agency-proposed fee percentage for either Item a or Item b above differs from the CPSM guideline fee percentage, provide an explanation.

**Item 4. Description of Other Method.** If the budget was developed using a method other than negotiated price, percent of construction cost, or a detailed estimate, describe the method used and attach supporting details.

**Item 5. A/E Fee Summary.** Complete this summary table regardless of the manner used to develop the proposed A/E fee budget:

**Item a. Fee Amount for Design Phase Services.** List the fee amount to provide basic A/E services for the schematic, preliminary, and working drawing design phases. If special consultants have been included in the Other Cost budget, do not include them here.

- Item b. Fee Amount for Bidding, Construction, and Closeout Services.** List the fee amount to provide basic A/E services for these post-design activities.
- Item c. Fee Amount for Additional Services.** List the fee amount to provide any additional services not included in basic services. Provide a listing of specific additional services items included in this figure.
- Item d. A/E Reimbursable Expenses.** List the amount included for reimbursable expenses (other than site visits). Provide a listing of specific reimbursable items included in this figure. If reproduction, shipping, and other such expenses have been included in the Other Cost budget, do not include them here.
- Item e. A/E Site Visits.** List the amount included for reimbursable expenses for site visits. Include only reimbursable expenses; the wages paid for site visits should be included in Item b.
- Item f. Total Proposed A/E Fee Budget.** Formula-driven. The sum of Items a, b, c, d, and e. This figure is carried forward to Item 1 above.
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## **Section F. Loose Furnishings and Equipment**

**Item 1. Proposed Budget.** Enter the total proposed loose furnishings and equipment budget supported by the details in this section.

**Item 2. Method Used to Develop Budget.** Identify the method used to develop the proposed loose furnishings and equipment budget. Identify if the proposed budget was based on an itemized and priced list of furnishing and equipment requirements, a percent of the building and built-in equipment cost, dollars per square foot, or some other method. **Send copies of the appropriate backup materials listed on the form to DPB.**

**Item 3. Percent of Building & Built-in Equipment Cost.** If the budget was developed using a percentage of the building & built-in equipment cost, complete this table. Identify the data source (i.e., list the project name or other reference source that was used). Also list the data source's loose furnishings and equipment cost as a percent of building and built-in equipment cost. List any significant differences in scope between the data source and the proposed project that could account for any differences in the rates. Also complete the following:

- Item a. Percentage Rate Proposed.** List the proposed percentage based on the data sources cited.
- Item b. Proposed Building & Built-in Equipment Budget.** Formula-driven. The amount from Section C, Item 1.
- Item c. Proposed Loose Furnishings and Equipment Budget.** Formula-driven. Item a multiplied by Item b.

**Item 4. Dollars per Square Foot.** If the budget was developed using dollars per square foot of gross building area, complete this table. Identify the data source (i.e., list the project name or other reference source that was used). Also list the data source's loose furnishings and

equipment cost per gross square foot. List any significant differences in scope between the data source and the proposed project that could account for any differences in the rates. Also complete the following:

- Item a. Proposed Dollars per Square Foot.** List the proposed rate based on the data sources cited.
- Item b. Proposed Building Gross Area.** Enter the affected gross area for the proposed project.
- Item c. Proposed Loose Furnishings and Equipment Budget.** Formula-driven. Item a multiplied by Item b.

**Item 5. Description of Other Method.** If the budget was developed using a method other than an itemized and priced list of furnishing and equipment requirements, a percent of the building and built-in equipment cost, or dollars per square foot, describe the method used and attach supporting details.

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## Section G. Construction Contingency

**Item 1. Proposed Budget. Formula-driven.** The amount from Item 2d below.

**Item 2. Construction Contingency.** Complete the following:

- Item a. Proposed Building & Built-in Equipment Budget.** Formula-driven. The amount from Section C, Item 1.
- Item b. Proposed Sitework & Utilities Budget.** Formula-driven. The amount from Section D, Item 1.
- Item c. Proposed Construction Budget.** Formula-driven. Item a plus Item b.
- Item d. Proposed Construction Contingency.** Formula-driven. Item c multiplied by 0.02

**Item 3. Additional Contingency.** Describe any unusual or unique conditions that might support additional contingency in excess of the standard 2 percent allowance. Show how the additional contingency amount was calculated. Include this allowance as a line item in the Other Cost section, Section I.

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## Section H. Project Inspection

**NOTE: If project inspection will be performed by personnel who are funded within the agency's operating budget, do not include these expenses in the proposed capital budget.**



**Item 1. Proposed Budget.** Enter the proposed project inspection budget supported by the details in this section.

**Item 2. Method Used to Develop Budget.** Identify the method used to develop the proposed project inspection budget. Identify if the proposed budget was based on an estimate, a percent of the construction cost, or some other method. **Send copies of the appropriate backup materials listed on the form to DPB.**

**Item 3. Estimate.** If the budget was estimated, complete this table:

**Item a. Number of Months.** Enter the number of months inspection services will be required.

**Item b. Number of Inspectors.** Enter the number of inspectors required for this project.

**Item c. Percent of Time.** Enter the percent of the inspector(s) time that will be allocated to this project (e.g., if an inspector will split time between two projects, enter 50 percent).

**Item d. Equivalent Man-Months.** Formula-driven. Multiply Items a, b, and c.

**Item e. Rate per Man-Month.** Enter the estimated monthly rate. Do not include any item in the rate that is paid out of the operating budget.

**Item f. Proposed Project Inspection Budget.** Formula-driven. Item d multiplied by Item e.

**Item 4. Percent of Construction Cost.** If the budget was developed using a percentage of the construction cost, complete this table. Identify the data source (i.e., list the project name or other reference source that was used). Also list the data source's project inspection cost as a percent of construction cost. List any significant differences in scope between the data source and the proposed project that could account for any differences in the rates. Also complete the following:

**Item a. Percentage Rate Proposed.** List the proposed percentage based on the data sources cited.

**Item b. Proposed Construction Budget.** Formula-driven. The amount from Section G, Item 2c.

**Item c. Proposed Project Inspection Budget.** Formula-driven. Item a multiplied by Item b.

**Item 5. Description of Other Method.** If the budget was developed using a method other than an estimate or a percent of construction cost, describe the method used and send the supporting details to DPB.

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## Section I. Other Costs

“Other Costs” include agency administrative expenses, special consultants, testing services, estimates, value engineering studies, printing, advertising, and moving expenses. Obviously not every “Other Cost” item listed on this form applies to every project, nor is every conceivable “Other Cost” item listed on the form. As appropriate, include additional items, such as carpet purchased via state contract.

Often agencies cover some of the listed “Other Cost” categories from their operating funds. Do not show a cost figure for “Other Costs” items that will be funded in this manner. Only those costs that will be funded from capital appropriations should be itemized. **It will be assumed that all “Other Costs” not itemized either do not apply to this project or will be funded from the agency’s operating funds.**

**Item 1. Proposed Budget. Formula-driven.** The proposed other cost budget from the total in Item 2p, Column 1.

**Item 2. Itemization of Other Costs.** For each item listed below, include the total amount requested in Column 1. For each applicable item, identify in Column 2 the portion of other costs anticipated to be expended during the design phase, should "planning only" funds be provided.

**Item a. Agency Project Management.** Agency staff or consultants hired to assist the agency in administering the project. Do not include staff already funded within the operating budget.

**Item b. Special Consultants.** List any special consultants not already included within A/E fees. List each consultant separately.

**Item c. Asbestos & Lead Base Paint Survey & Design.** Include costs to survey the project for these materials and to design abatement methods and procedures.

**Item d. Asbestos Abatement.** Include abatement costs here only if the owner plans to contract independently for this work. If abatement activities will be included within the general contractor's scope of work, include abatement costs in Section C, Building & Built-in Equipment, or Section D, Sitework & Utilities, as appropriate.

**Item e. Independent Cost Estimates.** An owner's independent estimate is required with the preliminary submittal, and is optional at the working drawing stage (at the owner's discretion). Include costs here for independent estimates. A/E estimates, required at each design stage, are included in A/E basic services and these costs should not be included here, but within A/E Fees (Section E).

**Item f. Value Engineering.** A "40 hour" VE Study is required for each project with a construction value exceeding \$5,000,000.

- Item g. Subsoil Investigations.** Examples of subsoil investigations include borings and geo-technical reports.
- Item h. Construction Testing Services.** Include only special inspections and tests (e.g., concrete, welds, fireproofing, etc.) that are paid by the owner. Costs for tests and special inspections paid by the contractor should be included within the construction contract cost (Section C or Section D, as appropriate).
- Item i. Printing.** Include cost for reproduction of drawings and specifications and other miscellaneous printing. Do not include reproduction costs here if they have been included as a reimbursable expense in the A/E Fee Section (Section E, Item 5d).
- Item j. Advertisements.** Costs for advertising for A/E services, special consultants, and construction.
- Item k. Work by Owner.** Itemize any work that will be completed using agency forces. Do not include items already funded from the operating budget.
- Item l. Signage.** Costs for signage design, production, and/or installation procured separately by the owner. Do not include costs here if work is already included in the A/E or construction contracts.
- Item m. Miscellaneous Utility charges.** Examples of miscellaneous utility charges include relocations, connection fees, or data and audiovisual wiring. Do not include costs for items included within the construction contract or work funded by operating funds.
- Item n. Moving Expenses.** Include project-related moving expenses.
- Item o. Miscellaneous Other Costs.** Itemize all miscellaneous other costs.
- Item p. Total Other Costs.** Formula-driven. The sum of Items a through o.
- Item 3. Tasks Exceeding \$50,000.** Provide supporting cost backup for any task listed in Item 2 with a value in excess of \$50,000. See Section IV for submission instructions and number of copies.

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## Section J. Planning Costs

- Item 1. Proposed Budget. Formula-driven.** The proposed budget for "planning only" costs from Item 2c below.
- Item 2. Planning Cost Summary. Embedded worksheet.** Complete the following:
- Item a. A/E Fee Expended During the Design Phase.** Enter the appropriate amount from Section E, Item 5. Do not include A/E fees for construction and closeout services and site visits.

**Item b. Other Costs Expended During the Design Phase.** Formula-driven. The amount from Section I, Item p (Column 2).

**Item c. Proposed "Planning Only" Budget.** Formula-driven. Item a plus Item b.

### **Section K. Net Funding Requested**

**Item 1 Total Proposed Project Budget.** Formula-driven. The summary of costs from Sections A through I.

**Item 2. Prior Funds Included in Project Budget.** Enter the amount of any prior funding which should be deleted from Item 1. For example, if A/E fees or Other Costs included in Item 1 above were funded by a prior planning appropriation, enter the prior funding amount.

**Item 3. Net Funding Requested.** Formula-driven. Item 1 less Item 2.