



Virginia Department of Planning and Budget
PROJECT COST PROFILE

A. General Information

- 1. Agency Name: _____
 - 2. Agency Code: _____
 - 3. Project Title: _____
 - 4. Agency Priority: _____
 - 5. Proposed Construction Bid Date: _____
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B. Acquisition Cost

- 1. Proposed budget for Acquisition Cost:
- 2. Identify method used to develop proposed acquisition budget:
 - _____ a. Comparative property costs (i.e., based on similar properties). Complete Item 4.
 - _____ b. Negotiated price. Attach sales agreement.
 - _____ c. Appraisal. Attach copy.
 - _____ d. Other. Explain:
- 3. Itemize proposed acquisition costs:
 - a. Proposed purchase price:
 - b. Appraisals:
 - c. Surveys:
 - d. Environmental/hazardous material assessments:
 - e. Escalation (enter "to" date & amount):
 - f. Other (list):
 - g. Total proposed acquisition budget _____
- 4. List comparative properties & associated cost per acre or square foot.

C. Building and Built-in Equipment

1. Proposed budget for Building and Built-in Equipment:

2. Identify method used to develop proposed building and built-in equipment budget:

- _____ a. Comparative project costs (i.e., based on similar projects). Complete Table C-1.
- _____ b. Reference guide pricing (Means, Marshall & Swift, Tradeline, etc.). Complete Table C-2.
- _____ c. Schematic phase estimate. Attach complete copy of estimate.
- _____ d. Preliminary phase estimate. Attach complete copy of estimate.
- _____ e. Other. Complete Item 3.

3. If budget was developed using another method, describe the method used below, and attach supporting

details:

Table C-1

Complete This Table For Building & Built-in Equipment Budgets Developed Using Comparative Projects

PROJECT

- a. Project title:
- b. Owner:
- c. Project location:
- d. Construction contract award date:

COMPARATIVE PROJECT SCOPE

- e. Gross area (GSF):
- f. Key quantity:
(i.e., # of beds, cells, spaces, ...)

COMPARATIVE PROJECT COST

- g. Construction contract award amount:
- h. Building & built-in equipment amount:
- i. Building & built-in equipment cost/GSF (h/e) :
- j. *Proposed project's gross area:*
- k. **Subtotal cost, adjusted for size (i x j):**
- l. Escalation to proposed construction bid date:
- m. **Subtotal, adjusted for escalation (k + l) :**
- n. Other cost adjustments. Describe in (p) below:
- o. **Total comparative cost (m + n):**

Comparative Project		
#1	#2	#3

- p. Itemize adjustments (plus or minus) to the comparative project's building & built-in equip't cost to make it comparable in scope, location, complexity, etc. to the proposed project.

#1	
#2	
#3	

Table C-2

Complete This Table For Building & Built-in Equipment Budgets Developed Using Reference Guide Pricing

REFERENCE GUIDE

- a. Reference guide used (e.g., R.S. Means)
- b. Reference guide volume (e.g., SF Costs)
- c. Reference guide data date (e.g., Jan. 2000)
- d. Reference guide page number:
- e. Reference guide item (e.g., 5-10 story office)

Reference Guide		
#1	#2	#3

REFERENCE GUIDE COST

- f. Construction cost per GSF:
- g. Building & built-in equipment cost per GSF:
- h. *Proposed project's gross area:*
- i. **Subtotal cost, adjusted for size (g x h):**
- j. Escalation to proposed construction bid date:
- k. **Subtotal, adjusted for escalation (i + j):**
- l. Other cost adjustments. Describe in (n) below:
- m. **Total comparative cost (k + l):**

n. Itemize adjustments (plus or minus) to the reference project's building & built-in equip't cost to make it comparable in scope, location, complexity, etc. to the proposed project.

#1	
#2	
#3	

D. Sitework and Utilities

1. Proposed budget for Sitework and Utilities:

2. Identify method used to develop proposed sitework and utilities budget:
- a. Comparative project costs (i.e., based on similar projects). Complete Table D-1.
 - b. Percent of building cost. Complete Item 3.
 - c. Schematic phase estimate. Attach complete copy of estimate.
 - d. Preliminary phase estimate. Attach complete copy of estimate.
 - e. Other. Complete Item 4.

3. If budget was developed as a percent of building & built-in equipment cost, complete the following table.

List each data source (i.e., similar project or reference guide) that was used:

Data Source Name (list project or other reference)	Data Source's Sitework & Utilities Cost as a % of Building and Built-in Equip't Cost	List Major Differences in Sitework and Utilities Scope between the Data Source and the Proposed Project
a. Percentage rate proposed based on above data sources:		
b. Proposed building & built-in equipment budget (from Section C, item 1):		
c. Total proposed sitework & utilities budget (a x b):		

4. If budget was developed using another method, describe the method used below, and attach supporting details:

Table D-1

Complete This Table For Sitework & Utilities Budgets Developed Using Comparative Projects

PROJECT

- a. Project title:
- b. Owner:
- c. Project location:
- d. Construction contract award date:

COMPARATIVE PROJECT SCOPE

- e. Gross area (GSF):
- f. Key quantity:
(i.e., # of beds, cells, spaces, ...)

COMPARATIVE PROJECT COST

- g. Construction contract award amount:
- h. Sitework & utilities amount:
- i. Escalation to proposed construction bid date:
- j. **Subtotal, adjusted for escalation (h + i) :**
- k. Other cost adjustments. Describe in (p) below:
- l. **Total comparative cost (j + k):**

Comparative Project		
#1	#2	#3

- m. Itemize adjustments (plus or minus) to the comparative project's sitework & utilities cost to make it comparable in scope, location, complexity, etc. to the proposed project.

#1	
#2	
#3	

E. Architectural and Engineering Fees

1. Proposed budget for Architectural & Engineering Fees:

2. Identify method used to develop proposed budget for architectural and engineering fees:

- _____ a. Negotiated price. Attach contract or memorandum of understanding.
 _____ b. Percent of construction cost. Complete Item 3.
 _____ c. Detailed estimate (tasks and man-hours). Attach DGS Form CO-2.3 or similar breakdown.
 _____ d. Other. Complete Item 4.

3. If A/E fee budget was developed as a percent of the construction cost, complete the following table:

Phase	CPSM* Guideline % (CPSM, Ch. 6)	Proposed Fee %
a. Fee % for design phase services:		
b. Fee % for bidding , construction, and closeout services:		
c. Total fee % for basic services (a+b):		
d. If proposed fee percentages differ from DGS's CPSM (* Construction and Professional Services Manual) guidelines, provide rationale:		

4. If budget was developed using another method, describe the method used below, and attach supporting details:

5. A/E Fee summary. (Complete this table regardless of method used to compute A/E fees):

a. Fee amount for design phase services:	
b. Fee amount for bidding, construction & closeout services:	
c. Fee amount for additional services:	
d. A/E reimbursable expenses:	
e. A/E site visit expenses:	
f. Total proposed budget for architectural & engineering fees (a+b+c+d+e):	

F. Loose Furnishings and Equipment

1. Proposed budget for Loose Furnishings & Equipment:

2. Identify method used to develop proposed budget for loose furnishings and equipment:
- a. Itemized and priced list of furnishings and equipment requirements. Attach copy.
 - b. Percent of building & built-in equipment cost. Complete Item 3.
 - c. Dollars per square foot of building area. Complete Item 4.
 - d. Other. Complete Item 5.

3. If budget was developed as a percent of building & built-in equipment cost, complete the following table for each data source (similar project or reference guide) used:

Data Source Name (list project or other reference)	Data Source's Loose Furnishings & Equipment Cost as a % of Building and Built-in Equipment Cost	List Major Differences in Furnishings & Equip't Scope between the Data Source and the Proposed Project
a. Percentage rate proposed based on above data sources:		
b. Proposed building & built-in equipment budget (from Section C, item 1):		
c. Total proposed loose furnishings and equipment budget (a x b):		

4. If budget was developed using dollars per square foot of gross building area, complete the following table for each data source (similar project or reference guide) used:

Data Source Name (list project or other reference)	Data Source's Furnishings & Equip't Unit Cost Per Gross Square Foot	List Major Differences in Furnishings & Equip't Scope between the Data Source and the Proposed Project
a. Proposed loose furnishings & equip't cost/sf based on above data sources:		
b. Proposed building gross area:		
c. Total proposed loose furnishings and equipment budget (a x b):		

5. If budget was developed using another method, describe the method used below, and attach supporting details:

G. Construction Contingency

1. Proposed budget for Construction Contingency:

2. Construction contingency is allowed at 2%.

a. Proposed building and built-in equipment budget (Section C, Item 1):	
b. Proposed sitework and utilities budget (Section D, Item 1):	
c. Proposed construction budget (a+b):	
d. Proposed construction contingency (2% x c)	

3. Additional contingency beyond the standard 2% allowance will only be granted for exceptional conditions that have a high probability of severely impacting the proposed project budget. If such conditions exist on this project, describe the conditions below and document, in detail, the method used to calculate the additional contingency allowance. Include this allowance as a line item in the Other Cost Section (Section I).

H. Project Inspection

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.

1. Proposed budget for Project Inspection:

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2. Identify method used to develop proposed budget for project inspection expense:

- _____ a. Estimate. Complete Item 3.
 _____ b. Percent of construction cost. Complete Item 4.
 _____ c. Other. Complete Item 5.

3. If inspection budget was estimated, complete the following table:

a. Number of months inspection services will be required:	
b. Number of inspectors required:	
c. Percent of inspectors' time allocated to this project:	
d. Equivalent man-months (a x b x c):	-
e. Rate per man-month:	
f. Total proposed project inspection budget (d x e):	

4. If inspection budget was developed as a percent of total construction cost, complete the following table for each data source (similar project or reference guide) used:

Data Source Name (list project or other reference)	Data Source's Inspection Expense as a % of Total Construction Cost	List Major Differences in the Scope of Inspection Services between the Data Source and the Proposed Project
a. Percentage rate proposed based on above data sources:		
b. Proposed construction budget (from Section G, item 2.c):		
c. Total proposed project inspection budget (a x b):		

5. If budget was developed using another method, describe the method used below, and attach supporting

details:

I. Other Costs

IF PROJECT MANAGEMENT, "WORK BY OWNER", OR OTHER TASKS BELOW WILL BE PERFORMED BY PERSONNEL WHO ARE FUNDED WITHIN THE AGENCY'S OPERATING BUDGET, DO NOT INCLUDE THESE EXPENSES IN THE PROPOSED CAPITAL BUDGET.

1. Proposed budget for Other Costs:

	Total Amount (Column 1)	Portion To Be Expended During The Planning Phase (Design Phase) (Column 2)
2. Itemize other costs:		
a. Agency Project Management (see note above):		
b. Special Consultants (if not included in A/E Fees):		
c. Asbestos & Lead Base Paint Survey and Design:		
d. Asbestos Abatement (if not included in construction costs):		
e. Independent Cost Estimates:		
f. Value Engineering:		
g. Subsoil Investigations:		
h. Construction Testing Services:		
i. Printing:		
j. Advertisements:		
k. Work By Owner (see note above):		
l. Signage:		
m. Miscellaneous Utility Charges (if not included in construction costs):		
n. Moving Expenses:		
o. Miscellaneous Other Costs (itemize):		
p. Total proposed budget for other costs:		

3. Provide supporting budget development detail for any task above exceeding \$50,000 (describe method used to develop proposed budget amount and show calculations):

J. Planning Costs

1. Proposed budget for Planning Costs:

2. Planning cost summary:

a. A/E fee amounts which will be expended during the design phase:
(Include appropriate costs from Section E, Item 5)

b. Other Costs which will be expended during the design phase:
(Include costs from Section I , Item 2 (p), Column 2)

c. Total proposed planning budget (a+b)