FY 2021-22 INSTRUCTIONS FOR THE CAPITAL CONSTRUCTION/CAPITAL RENEWAL REQUEST - COST SUMMARY: CC_CR-C_ATC

The Cost Summary (CC_CR-C_ATC) is for new buildings, building expansions, renovations, multi-phased, capital renovation, or related capital projects and shall be accompanied by the Capital Construction/Capital Renewal Narrative (CC_CR-N_ATC). Budget requests must be submitted for each year that an appropriation is requested.

Costs are to be coordinated with the Narrative (CC_CR-N_ATC), ASSUMPTIONS FOR CALCULATIONS.

Header Information:

Line A: (1) **Funding Type**:
Indicate the project type: State-funded project or partly state-funded and partly funded by the institution

(2) **Priority Number:**
Enter the ATC's collectively decided upon priority ranking for the current year project request and indicate how many current year project requests are ranked and submitted (i.e. 1 of 5).

Line B: (1) **Institution**:
Enter the Institution's name.

(2) **Name & Title of Preparer**:
Enter the name of the person preparing the form. This should be the person whom is to be contacted by CDHE should there be questions about the form.

Line C: (1) **Project Title**:
The project title shall be the same as on the Cost Summary, and the Narrative. If the project has a prior appropriation, use the name from the Long Bill. Indicate the number of phases. Do not use acronyms in the title.

(2) **Email of preparer**:
Enter the email of the person preparing the form.

Line D: (1) **Project Phase**:
Enter the current phase proposed and the total number of phases. (Phase __of__).

(2) **Institution Signature Approval/Date**:
Is the name and date of approval of the Institution's president or his/her designee. Signing off for Institution approval means that the signer affirms the head of the Institution has knowledge of the request, its total dollar amount, and its purpose. It also affirms that the form is complete, and the dollars and cost summary is accurate.

Line E: (1) **Project Type**:
Indicate if the project is a capital construction/expansion or a renovation project request.

(2) **CDHE Signature Approval/Date**:
The final reviewed and accepted version is signed and dated, manually or electronically, by CDHE.

Line F: (1) **Year First Requested**:
List the first fiscal year this project was requested, whether appropriated or not. This will inform all reviewers of how long it has been seeking funding.

Project Information:

Row 1: (a) **Total Project Costs**:
The total project cost is the sum of prior, current, and future out-years cost by funding type and is automatically calculated within the spreadsheet. If the project

will require any future out-year costs to complete in subsequent years, list those funds required for each of the following four years in the appropriate column.

(b) **Total Prior Appropriation**:

If the project has any prior funding in **any** previous Long Bill, Supplemental Bill, or separate appropriation bill, enter the total prior value. Otherwise it should be zero. The total should be the sum of all appropriations and match the appropriations listed in "Summary of Project Funding Request" of the Narrative (CC_CR-N_ATC). If they do not match exactly, the Word document should footnote the table with an explanation, illustrating all numbers.

(c) **Current Budget Year Request:**

Enter the current budget request that is being submitted and defended in the Narrative (CC_CR-N_ATC) for the current year. Include all costs for the requested phase, even if roll forward authority is requested.

(d,e,f,g) **Year Two through Five Request:**

The subsequent columns are out-year impacts for current budget year request that will be phased. Out-year costs for the current budget year request should include inflation. Such projects must have distinct activities for each year. Even if a current request is funded, there is no guarantee that out-year requests will be funded as phases. Each year's project must be able to stand on its own (discreet portions of work) and the Narrative (CC_CR-N_ATC) portion shall fully defend this phase by phase.

Land / Building Acquisition:

Row 2: **Land Acquisition:**

If this project will include a cost to acquire land, enter the amount here.

Row 3: **Building Acquisition:**

If this project will include a cost to acquire a building(s), enter the amount here.

Row 4: **Total Acquisition Costs:**

The spreadsheet will automatically total rows 1 and 2 to show the total acquisition costs.

Professional Services:

Row 5: **Planning Documentation:**

Include the total cost requested to complete the planning documentation portion for this project request. Identify in the Narrative CC_CR-N_ATC whether a Facilities Master Plan, Facility Program Plan, Facility Condition Audit, etc. was used to defend this project.

Row 6: **Site Surveys, Investigations, Reports:**

Identify other engineering design fees, not related to the physical structure, such as civil engineering for site grading, sewage treatment, water treatment, traffic, etc. Include the estimated costs for site topographic information, utility surveys, soil tests and reports, and other tests required by the specifications (e.g., concrete strength, weld tests, etc.) Testing for the existence of asbestos and air monitoring during remediation also should be included here.

Row 7: **Architectural/Engineering/Basic Services:**

Identify all fees for the design of the building. These include but are not limited to architectural and planning services, structural, mechanical, electrical, plumbing engineering, and civil engineering.

Row 8: **Code Review/Inspection:**

Include the cost for an approved Code Review Agent for drawing reviews and building inspections for compliance with the building codes as required per OSA policies and guidelines.

Row 9: **Construction Management:**

If applicable, include the construction manager fee. Note that only paid, outside consultants are allowed.

Row 10: **Advertisements:**

Include advertisement costs, if any.

Row 11: **Other (specify):**

Include all additional anticipated fees for the project. Specify the type of fees such as those associated with the High Performance Certification Program, acoustical studies, information technology, fire protection, or other types of service fees. Please note that tap fees are not professional service fees.

Row 12: **Inflation Cost for Professional Services:**

Provide the total dollars attributed to inflation. Percentage increases MUST be defended in the narrative portion of the document, or 0% inflation will be assumed.

Once the estimated inflation factor is determined by the institution for the current year, the same estimated inflation factor is to be applied to all unfunded out-year project requests phases (if applicable) as if the entire project were to be funded in a single appropriation. As out-year phases are requested in future years, the inflation factor is to be re-estimated for each year and added equally to all unfunded out-year project request phases until all project phases have been funded or terminated.

Example: A three phase project with the contractor's estimated project costs of, phase one $600,000, phase two $550,000, and phase three $775,000. Phase one design will take 3 months construction will last one year. The current estimate was dated July of the submittal year, the project is appropriated, and funds are available in July of the following calendar year. Based on this, there are 21 months from the estimate to the mid-point of construction (12 months from estimate to the appropriation + 3 months for design + 6 months to midpoint of construction = 21 months = 1.75 yr). This example assumes a justified inflation rate of 6% per year, compounded annually. Each institution shall establish and justify the inflation factor appropriate for the project. The Budget Request Submittal Cost Summary forms provided for each phase would reflect:

- **Phase One** (current year request):
  =**$664,620**
  [$600,000 + (6% x 1yr) = $636,000; $636,000 + (6% X 0.75yr)]
- **Phase Two** (out year request):
  =**$609,235**
  [$550,000 + (6% x 1yr) = $583,000; $583,000 + (6% x 0.75yr)]
- **Phase Three** (out year request):
  = **$858,468**
  [$775,000 + (6% x 1yr) = $821,500; $821,500 + (6% x .75yr)]

- **Total Project Costs:**
  =$2,132,323

When the next out year (phase two) request is submitted, additional inflation, for a period of one year, would be added to that current year request and the same inflation to the remaining out year budget, however no other project costs shall be changed. The same methodology is to be used for the phase three submittal when submitted.

Row 13: **Inflation Percentage Applied:**
Provide the total percentage attributed to inflation for the given year. If different rates are applied to the out-years, this MUST be explained in the Narrative.

Row 14: **Total Professional Services:**
The spreadsheet will automatically total rows 5 thru 12 to show the total costs for professional services. (Inflation percent from row 13 is not included.) If this amount exceeds 10 percent of row 28, "Total Construction Costs," for a new facility or 15 percent for a renovated facility, provide an explanation in the Narrative (CC_CR-N_ATC) to justify higher costs than generally allowed.

Construction or Improvement:

This section displays the total amount of money requested for the construction portion of the project. Do not include an amount under the column "Prior Appropriation" unless funds were appropriated in a previous Long Bill or other separate appropriation. Estimates should be based on the anticipated cost of construction starting in July of the year for which the appropriation is requested.

Row 15: **Infrastructure Service/Utilities:**
The services/utilities cost should include all costs associated with obtaining power, water, gas, telephone lines, sewer, etc., extended from the nearest source to within five feet of the building(s). Be sure to include water or tap fees paid to other governmental entities in this line. Do not include funds for other infrastructure reserves. Other infrastructure projects resulting from the impact of the requested project should be submitted as a separate Capital Construction project request(s).

Row 16: **Infrastructure Site Improvements:**
Include all excavation and backfill costs to prepare the site and all other work such as clearing, grading, asphalt paving, curb and gutter, walks, site lighting, drainage structures, etc. All work related to landscaping should be included here as well. Examples include: sod, trees, shrubs, and irrigation.

Row 17: **Structure/Systems/Components:**
Do not enter any numbers in this line. Structure/Systems/Component numbers are to be entered in rows 18, 20, & 22.

Row 18: **Cost for New (GSF):**
Provide the estimated cost for the portion of the project related to new construction. The cost should include utilities to a point five feet outside the building line. The cost of temporary power, water, etc., during construction provided by the State cannot be included.

Row 19: **New at $___ X ______ GSF:**

Insert the estimated cost per square foot used for new construction and the total new square footage on the appropriate line. No additional values are to be listed in columns (a) thru (g).

Row 20: **Cost for Renovation (GSF):**
Provide the estimated cost for the portion of the project related to renovation. The cost of temporary power, water, etc., during construction provided by the State cannot be included.

Row 21: **Renovation at $___ X ____GSF:**
Insert the estimated cost per square foot used for renovation and the total renovated square footage on the appropriate line. No additional values are to be listed in columns (a) thru (g).

Row 22: **Other:**
Include asbestos and/or any other types of hazardous material remediation, demolition, and any other construction costs not included above. Identify these construction costs by line item in the Narrative (CC_CR-N_ATC) or other supporting documentation.

Row 23: **High Performance Certification Program:**
Include all anticipated construction services, materials, equipment and associated costs for complying with the High Performance Certification Program as implemented by OSA. A project must meet the program requirements to comply with statute; otherwise a waiver or modification is required from OSA. If a waiver or modification was received from OSA, the justification of such shall be explained in the Narrative (CC_CR-N_ATC).

Row 24: **Inflation for Construction:**
Provide the total dollars attributed to inflation on lines (b) thru (g). Line (a) will automatically total in the spreadsheet. Percentage increases MUST be defended in the Narrative CC_CR-N_ATC, or 0% inflation will be assumed by CDHE.

Row 25: **Inflation Percentage Applied:**
Here, the institution must provide the total percentage attributed to inflation for the given year. If different rates are applied to the out-years as per section 1.6. this MUST be explained in the Narrative (CC_CR-N_ATC).

Row 26: **Total Construction Costs:**
The spreadsheet will automatically total rows 15, 16, 18, 20, 22, 24 thru 26 to show the total construction costs.

Equipment and Furnishings:

Row 27: **Equipment:**
Enter the cost of the equipment required for the function of program(s) within the project and not for the operation of the building(s). This item should include equipment that can be moved and reused even if it is built-in and would not be included in the general construction contract. Examples could include equipment for kitchens, laboratories, laundries, shops, medical facilities, stages, communication, etc. Computer and network equipment includes workstations, file servers, routers, hubs or switches, printers, scanners, and other required hardware. Include in this row movable partitions, work surfaces, etc., which are part of the offices and workstations.

Row 28: **Furnishings:**

Show the cost of furniture and other items necessary to complete the project for occupancy. These items would not normally be a part of the general construction contract. Examples are window coverings, cabinets, wardrobe, desks, chairs, tables, seating, etc.

Row 29: **Communications:**

Include the costs associated with telephones and other communication systems here, such as the purchase and/or installation of fiber optic cable or other wiring for voice, Internet, intranet, local area network, and/or audio conferencing capabilities. Do not include cost of equipment for programs related to communication, computers, or other devices for audio or video equipment. These costs are part of equipment included in D-1.

Row 30: **Inflation for Equipment and Furnishings:**

Provide the total dollars attributed to inflation. Percentage increases MUST be defended in the Narrative (CC_CR-N_ATC), or 0% inflation will be assumed by CDHE.

Row 31: **Inflation Percentage Applied:**

Here, the institution must provide the total percentage attributed to inflation for the given year. If different rates are applied to the out-years, this MUST be explained in the Narrative (CC_CR-N_ATC).

Row 32: **Total Equipment and Furnishings Costs:**

The spreadsheet will automatically total rows 29 thru 32 to show the total costs for equipment and furnishings. If the "Total Equipment and Furnishings Cost" exceeds 10% of Total Construction Cost, include an explanation in the Narrative (CC_CR-N_ATC).

<u>Miscellaneous:</u>

Row 33: **Art in Public Places:**

C.R.S. 24-48.5-312 requires that *"…not less than one percent of the State-funded portion of the total construction costs to be used for the acquisition of works of art."* This requirement applies to all capital construction project requests for new construction and renovations. Agencies need count only the State-funded portion of the construction request, and only if that amount is to be appropriated (certificates of participation are typically not appropriated). However, Agencies/Institutions are strongly encouraged to apply the 1% to all fund sources of construction.

An exemption may exist if the project is a renovation with no programmatic changes at all. Exemptions must be vetted with CDHE prior to submission.

Include all funds for Art in Public Places in this row. Do not include it in other rows on the form. In some cases, the CDC may approve an exemption from this requirement.

Row 34: **Relocation Costs:**

For some projects it will be necessary to temporarily move some or all of the occupants and equipment to another facility. Those moving costs should be shown here. The cost of renting or leasing temporary space should NOT be included here. Lease costs are operating expenses.

Row 35 thru 38: **Other Costs (specify):**

Enter and identify all other costs here. If the reason for the additional cost it is not obvious, explain in the Narrative (CC_CR-N_ATC). Add rows as necessary.

Row 39: **Total Miscellaneous Costs:**
The spreadsheet will automatically total rows 35 thru 41 (and added rows as necessary) to show the total miscellaneous costs

Row 40: **Total Project Costs:**
This is the total estimated cost of the project. The spreadsheet will automatically total rows 4, 14, 28, 34 and 41 to show the total project costs for each year that appropriations are requested.

Project Contingency:

These lines provide the contingency for the entire project. Contingencies are established for unanticipated project costs. Apply the appropriate percentages to subtotals and sum them up. Projects involving both renovation and new construction must indicate how the contingency was calculated. Agencies/Institutions deviating from these percentages must justify the request in the Narrative (CC_CR-N_ATC).

Row 41: **5% for New:**
Project contingencies for all new construction, equipment purchases, or facility-related planning studies will be 5% of the total project cost, excluding land or building acquisition costs.

Row 42: **10% for Renovation:**
Contingencies for project renovations will be 10% of total project costs, excluding land or building acquisition costs.

Row 43: **Total Contingency:**
The spreadsheet will automatically total rows 43 and 44 to show the total contingency costs for each year that appropriations are requested.

Row 44: **Total Budget Request:**
The spreadsheet will automatically total rows 42 and 45 to show the total budget request costs for each year that appropriations are requested.

Funding Source:

The request is not complete until the fund sources are correctly delineated.

Row 45: **General Funds**
List the portion of the funds that are from the General Fund.

Row 46: **Institution Funds**
List the portion of the funds that are institution funds.

Row 47: **Federal Funds**
List the portion of the funds that provided by a Federal Fund.