

SAM - BUDGETING

STUDIES

6828

(Revised 10/2017)

After a preliminary review of the department's Capital Outlay Budget Change Proposal (COBCP) and Five-Year Plan, or any time prior to official submittal of a proposed project, Finance may recommend funding for a study phase be included in the Budget, approve the use of existing department funds for the completion of a study, or approve the use of existing Statewide Planning and Studies funding (BU 9860) for the completion of a study. The objective of the study is to understand the project's feasibility and to refine the project cost estimates. Finance then uses this information along with a revised Project Cost Summary (6828 Illustration 1), prepared by DGS, for budgetary decision making purposes.

BUDGET PACKAGES

A budget package is the formal output used to communicate the information gathered during the study phase. The budget package is distributed to DGS, departments, and Finance. DGS will often prepare, and facilitate the completion of, budget packages for state departments; however the following entities are authorized, by statute, to prepare their own budget packages: higher education, the Department of Water Resources, and the California Department of Corrections and Rehabilitation (for new prison construction.) See Section 6847 for the process of transferring funds to DGS for new projects or phases of work, such as a study.

PROJECT COST SUMMARY

Completed budget packages/studies must be accompanied by a Project Cost Summary when they are completed and submitted to Finance and the department (if DGS is completing the budget package) for review. DGS prepares the Project Cost Summary from information provided by the department, in scoping meetings, during the environmental review process, and from data compiled during the budget package/study feasibility review process (if any). See 6828 Illustration 2 for a description of the categories included in the Project Cost Summary. Any department authorized to act as its own project manager is required to provide equivalent information using the same format and business process described in this section.

**DEPARTMENT OF GENERAL SERVICES
REAL ESTATE SERVICES DIVISION - PROJECT MANAGEMENT AND DEVELOPMENT BRANCH
PROJECT COST SUMMARY**

PROJECT:	Tahoe Base Center - Equipment Storage	STUDY ESTIMATE:	S7CCC9AP
LOCATION:	Meyers, South Lake Tahoe	EST. / CURR'T. CCCI:	5903 / 6373
CUSTOMER:	California Conservation Corps	DATE ESTIMATED:	2/28/2017
DESIGN BY:	PMDB	ABMS NO:	140809
PROJECT MGR:	K. Savage	PREPARED BY:	KS
TEMPLATE:	Design / Bld / Build	DOF PROJ. I.D. NO.:	0

DESCRIPTION

This project includes the purchase and renovation of two parcels located at 1802 and 1808 Santa Fe Road, in South Lake Tahoe (Meyers), CA. Renovation would include adding insulation to the exterior walls, replacing windows and overhead doors, install structural seismic upgrades, repair exterior CMU walls and concrete floor slabs, repaint the entire facility, replace existing toilet rooms to include five accessible toilet room. Replace existing electrical service drops and equipment and provide new utility service and new equipment. Replace interior and exterior lighting with energy-efficient system and provide a Fire Alarm System with callout capabilities. Install asphalt pavement rehabilitation and provide stripping for parking stalls and accessible paths. Install vehicle barrier protection (concrete filled steel bollards) improvements.

ESTIMATE SUMMARY

General Conditions	\$41,100
Sitework	\$148,400
Building A	
Structural	\$57,300
Architectural	\$104,500
Plumbing	\$15,600
Mechanical	\$2,600
Electrical	\$72,600
Building B	
Structural	\$86,700
Architectural	\$140,500
Plumbing	\$23,300
Mechanical	\$2,800
Electrical	\$55,500
Utility Fees	\$32,000
TRPA Fees	\$50,000

ESTIMATED TOTAL CURRENT COSTS:	Nov-13	\$832,900
Adjust CCCI From 5903 to 6373		\$66,300
ESTIMATED TOTAL CURRENT COSTS ON JANUARY 2017		\$899,200
Escalation to Start of Construction 20 Months @ 0.42% / Mo.:		\$75,500
Escalation to Mid Point 2.5 Months @ 0.42% / Mo.:		\$9,400
ESTIMATED TOTAL CONTRACTS:		\$984,100
Contingency At: 7%		\$68,900
ESTIMATED TOTAL CONSTRUCTION COST:		\$1,053,000

**SUMMARY OF COSTS
BY PHASE**

PROJECT: Tahoe Base Center - Equipment Storage
 LOCATION: Meyers, South Lake Tahoe
 ABMS #: 140809

STUDY ESTIMATE: S7CCC9AP
 DATE ESTIMATED: 2/28/2017

CONSTRUCTION DURATION: 5 MONTHS
 ESTIMATED CONTRACT: \$984,100 \$984,100
 CONSTRUCTION CONTINGENCY: \$68,900 \$68,900
 TOTAL: \$1,053,000 \$1,053,000

CATEGORY	ACQUISITION STUDY 00	PRELIMINARY PLANS 01	WORKING DRAWINGS 02	CONSTRUCTION 03	TOTAL
ARCHITECTURAL AND ENGINEERING SERVICES					
A&E Design	\$60,000	\$94,000	\$50,000	\$46,000	\$250,000
Construction Inspection				\$42,300	\$42,300
Construction Inspection Travel				\$5,000	\$5,000
Contracts 1% Admin Fee	\$600	\$1,500	\$500	\$10,600	\$13,200
Advertising, Printing and Mailing		\$2,000	\$8,000		\$10,000
Construction Guarantee Inspection					\$0
SUBTOTAL A&E SERVICES	\$60,600	\$97,500	\$58,500	\$103,900	\$320,500

OTHER PROJECT COSTS					
Special Consultants (See Note #3)		\$30,000		\$30,000	\$60,000
Materials Testing				\$10,000	\$10,000
Project/Construction Management		\$45,000	\$35,500	\$90,100	\$170,600
Contract Construction Management			\$0	\$0	\$0
Site Acquisition Cost/Fees (Note#4)	\$1,776,400				\$1,776,400
Agency Retained Items					\$0
SBE/DVBE Assessment				\$3,500	\$3,500
Mitigation for TRPA (Note #5)		\$10,000			\$10,000
Site Selection (Note #8)	\$360,000		\$0		\$360,000
Mitigation for Relocation (Note #6)	\$200,000		\$0		\$200,000
Accessibility Checking		\$3,900	\$0		\$3,900
Environmental Document (Note #7)		\$25,000			\$25,000
Due Diligence					\$0
Other Costs - (SFM)		\$4,600		\$25,000	\$29,600
Other Costs - Permit/Reg. Fees				\$15,000	\$15,000
Builders Risk Insurance				\$500	\$500
SUBTOTAL OTHER PROJECT COSTS	\$2,336,400	\$118,500	\$35,500	\$174,100	\$2,664,500

TOTAL ESTIMATED PROJECT COST	\$2,397,000	\$216,000	\$94,000	\$1,331,000	\$4,038,000
LESS FUNDS TRANSFERRED	\$950,000	\$0	\$0	\$0	\$950,000
LESS FUNDS AVAILABLE NOT TRANSFERRED	\$0	\$0	\$0	\$0	\$0
CARRY OVER	\$0	\$1,447,000	\$1,663,000	\$1,757,000	
BALANCE OF FUNDS REQUIRED	\$1,447,000	\$1,663,000	\$1,757,000	\$3,088,000	\$3,088,000

FUNDING DATA & ESTIMATE NOTES

PROJECT: Tahoe Base Center - Equipment Storage
 LOCATION: Meyers, South Lake Tahoe
 ABMS #: 140809

STUDY ESTIMATE: S7CCC9AP
 DATE ESTIMATED: 2/28/2017

FUNDING DATA

<u>Chapter / Item</u>	<u>Phase</u>	<u>Amount</u>	<u>Totals</u>
Fund Transfers			
10/2015 - 3340 - 301 - 0660(1)	A	\$950,000	
0	0	\$0	
0	0	\$0	
0	0	\$0	
0	0	\$0	
0	0	\$0	
0	0	\$0	
0	0	\$0	
Total Funds Transferred			<u>\$950,000</u>
Funds Available Not Transferred			
N/A	0	\$0	
0	0	\$0	
0	0	\$0	
0	0	\$0	
Total Funds Available not Transferred			<u>\$0</u>
Total Funds Transferred and Available			<u>\$950,000</u>

ESTIMATE NOTES

1. The construction costs in this estimate are indexed from the CCCI Index as of the date of estimate preparation to the CCCI index that is current as of JANUARY 1, 2017. The project estimate is then escalated for a 2.5 month period to an assumed construction midpoint. Additionally, the project has been escalated to the assumed start of construction.
2. The Agency may have retained items that are not included in this estimate. RESD has not verified Agency retained pricing.
3. Special Consultant costs include geotechnical survey.
4. Acquisition costs include \$1,600,000 July 2016 appraisal with a CCCI update for \$32,800 and an escalation for purchase of \$68,600 for site acquisition for a total of \$1,701,400 plus and \$75,000 in Real Estate fees.
5. \$10,000 is included for anticipated TRPA mitigation.
6. \$200,000 is included for anticipated Relocation Assistance mitigation.
7. CEQA for acquisition includes an updated Phase 1, updated Condition of Property, and Notice of Exemption. CEQA for the project includes a Mitaged Negative Declaration and the TRPA Environmental Assessment. In PP phase, includes TRPA application and El Dorado County regulatory review assistance.
8. "Site Selection" fees include: \$40,000 previously spent, \$80,000 Real Estate labor, \$20,000 Site Survey (Metes & Bounds), \$27,200 Relocation Consultant, \$155,000 Environmental Neg. Dec. (See Note 7), and \$37,800 DGS Labor.
9. 0
10. 0

SAM - BUDGETING

Project Cost Summary

6828 Illustration 2

Every project should be analyzed individually to determine the appropriate fees based on the scope, location, duration, staffing levels, and disciplines required to complete the project.

Architectural and Engineering (A&E) Design (All Phases)

A&E fees are based on the project's scope and are determined by a detailed task analysis of each participating design discipline (architecture, civil, structural, mechanical, electrical engineering, and estimating). This analysis considers, among other factors, the hours required to prepare a set of design (preliminary plans) and construction (working drawings) documents, provide construction support, and complete as-built drawing preparation. No two projects are the same. While there may be design similarities (prototypes), each design and construction project must be developed based upon the specific site, the department and their programmatic needs, and current code and executive order/directive requirements (i.e. clean energy). Additional fees for renovations may be required depending on complexity, hazardous materials, and historical requirements of the project.

Construction Inspection/Travel/Guarantee (Construction Phase)

Inspection fees are calculated on individual project needs and will vary depending on the size, type, duration, construction value, and location, as well as the services requested. Essential Services, Field Act, and Office of Statewide Health Planning and Development (OSHPD) projects will tend to have a higher fee based on the nature of the increased level of inspection and documentation required by the applicable regulatory agencies. Inspection also covers contract and code compliance at the project site as well as coordinating any regulatory or special inspections.

Advertising/Printing (Working Drawings Phase)

These costs are based upon the locality of the project, the number of newspapers that will receive ads, and the advertising rate. There are two paid advertisements for a project in each paper. These ads are also posted online and in magazines. Some large projects may require more extensive advertising. Printing costs include the production of plans and specifications as needed for the project team.

Special Consultants (All Phases)

This category is calculated based on the project scope, location, and duration and may consist of the following disciplines: commissioning, Leadership in Energy and Environmental Design (LEED), Zero Net Energy, hazardous material/air monitoring, survey, geotechnical, traffic, kitchen, cultural/biological/archeological, aviation, security, landscape, telecom, urban/land planning, constructability, fire life safety, and healthcare.

Materials Testing (Construction Phase)

This category is calculated based on individual project requirements and may include special inspection requirements. Tests may include the measurement of material characteristics, such as properties, structure, and composition. The data and test results determine whether materials, fasteners, and treatments meet the requirements of design engineers and regulatory agencies, and are suitable for their intended application.

SAM - BUDGETING

Project Cost Summary

6828 Illustration 2

Project/Construction Management (PCM) (All Phases)

PCM costs are based on scope, complexity, location, and duration of a project. Project manager travel time and the time associated with managing the project from the planning and design phases through project closeout and occupancy are part of these costs as well.

Services may include:

- Scope management
- Cost management
- Schedule management
- Document management
- Quality control
- Optimizing strategies for procurement and phasing construction
- Closeout and document turnover
- Transition to occupancy

Contract Construction Management (Working Drawing and Construction Phase)

Contract Construction Management firms may be utilized to supplement PCM staff on large and/or complex projects. Fees on smaller projects will be used for specialized services such as pre-bid/construction activities, schedule analysis, cost estimating, and document management, etc.

Site Acquisition Cost & Fees (Acquisition Phase)

Services related to the acquisition of a proposed property such as an appraisal, an appraisal review, real estate due diligence services, site testing, environmental studies, relocation assistance, and easement or property rights issues are included in site acquisition costs and fees. Design services like legal descriptions, site testing, and environmental studies will be provided by the A&E team.

Agency Retained Items (All Phases)

The Agency Retained category are project-specific items that may include modular and institutional furniture, guarding costs, agency staff time, and equipment.

Small Business Enterprise/Disabled Veteran Business Enterprise Assessment

(SAM Section 8752, Full Cost Recovery) (Construction Phase)

Refers to fee that is applied to all consultants and contracts used throughout all project phases.

Division of the State Architect (DSA) structural and fire life safety checking refer to DSA Fee calculator on DGS' website for the costs associated with DSA Services. Below are the various services offered by DSA and the associated statutory references:

- **Hospital Checking** (Health and Safety Code 12990)
- **Essential Services** (Health and Safety Code, Sections 16000-16023)
- **DSA Structural Safety Checking**
- **Access Compliance** (Government Code, Sections 4450-4461)

SAM - BUDGETING

Project Cost Summary

6828 Illustration 2

Environmental Document (Preliminary Plans and Construction Phases)

Provides the preparation and management of environmental studies and documents (environmental impact reports/statements, etc.) as required by the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), and regulatory agencies.

Environmental services may include:

- Preparation and management of environmental review and planning documents and the CEQA and NEPA processes
- Development permits and/or consultation with environmental agencies for wetlands, waste discharge, endangered species, stream crossings, and traffic studies
- Stormwater Pollution Prevention Plans (SWPPPs)
- Environmental site assessments and hazardous materials investigation, remediation, and monitoring
- Site suitability studies as part of site selection and acquisition
- Assistance with community planning meetings and public involvement
- Environmental resources and site development studies
- Cultural resource and historical resource consultation and site surveys
- Assistance on project planning, budgeting, and site acquisition

Due Diligence (Acquisition and Preliminary Plans Phases)

A report prepared for State Public Works Board (SPWB) staff which, outlines all findings of the real estate due diligence review for a specific property. This report includes outstanding issues and recommendations for the mitigation of any known condition on the parcel area which may affect the financing, value, desirability, or utility of the project site. The A&E consultant is responsible for providing preliminary reports, copies of all vesting and reference documents, title exceptions maps, project maps, vicinity maps, and written legal descriptions/sketches. For lease revenue bond funded projects, the A&E service support need may run up to the time of the bond sale for the project.

During the review process there will be an attempt to clear minor property rights and other real estate due diligence issues. Clearing substantial issues such as those requiring abandonment or relocation of existing road/utility right-of-way, recordation of correction deeds to perfect title, establishment of the property's boundary lines, quit claiming surface or mineral rights, quit claiming interests held by outside parties, and condemnation actions need to be included as required.

State-owned leases that encumber a project site may require modification and consent of the SPWB if the project is a lease revenue bond funded project.

State Fire Marshal (SFM) Fees (Health and Safety Code, §13109 Health and Safety Code, §13145 and 13146) (All Phases)

Plans are reviewed for compliance with the adopted State of California Building and Fire Codes, California Code of Regulation, Title 19, Title 24, and applicable nationally recognized standards. Plan review consists of, but is not limited to, preliminary review, design development consultations, initial review, conferences, back check, addendums, change orders, instructional bulletins, and requests for information. SFM provides field inspection for code compliance during the construction phase of the project. The SFM must issue a Temporary and/or Final Certification of Occupancy of the project before the project can be occupied for its intended use.

Project Cost Summary

6828 Illustration 2

Permit/Regulatory/Utility Fees (All Phases)

As required by the project scope:

- Electrical service
- Water service
- Storm water discharge
- State/City/County Fee
- Mitigation
- Others as determined