



Capital Project Budget Sheet Definitions

CODE	DESCRIPTION	Definition:	Context:
10000 Design and Construction (D/C)			
11000	Planning Office	Direct billed time that is associated with Project Specific involvement by staff within the Planning Office.	These will typically relate to functions related to traffic impact analysis studies, conditional use permits or other documentation that is the result of addressing project needs. This does not include time planning staff spend associated with the management of Campus Planning Committee Meetings.
12000	D/C Admin	Within the D/C office we have staff that are responsible for tasks such as accounting (which has many aspects), contract processing (also has a number of aspects), payment of invoices, tracking BOLI prevailing wage documentation, engineering support, management level participation in projects, etc. on each project. This group of people work on a very broad number of projects each day and it is not cost effective to try to track time sheets for each of these staff members when they spend time working on elements of each project. The D/C Admin (line 12000) number covers the services provided by these staff	Though the D/C Admin number may seem like a lot of money, it is spread across multiple years in supporting the staff that are working on these projects.
14000	Energy Management	Direct Billed time associated with Energy Management Staff that are performing project specific functions such as Commissioning, Energy Analysis or Plan Review of MEP systems.	
14100	LEED Admin	Direct Billed time associated with staff efforts to manage, track, and document requirement associated with LEED certification.	
15000	D/C Direct	Direct Billed time associated with the time spent by Owner's Representatives or Project Managers to manage your project during design, construction and warranty phases.	
16000	Construction Inspection	Direct Billed time associated with QA/QC efforts during the design and construction phases of a project.	
20000 Design - Professional Services - Work Under Contract			
20200	Feasibility Studies	Early "Option" studies that are done to establish a strong basis for the scope of a project.	
20400	Programming Studies	For use when a Programming study is separated from the remainder of the design process.	
20600	Conceptual Design Svcs	For use when a Conceptual study is developed as part of a project.	This is most often done when there is a fund raising component to a project and images are necessary to show to a potential donor.
21000	Site Survey	Costs for site survey's associated with a project.	Nearly every project that is a ground up building, an addition. Also often necessary for projects that are predominantly site work.
21200	Haz Mat Survey	Costs for Survey's performed on existing buildings to determine existence of or quantities of hazardous materials such as Asbestos, lead paint, or mold.	
21400	Geotech Engineering Svcs	Costs for subsurface soils investigations necessary to determine soil types and substructure configuration. Necessary to establish types of foundations to be used on buildings.	
21600	Subsurface Investigation	Any additional subsurface investigation that may be triggered by the Geotech.	
21800	Arborist Consultant	Cost for an arborist to do an analysis associated with trees located on or adjacent to the site which is to be built upon. Or, arborist work required to trim trees back to provide access to a building, so as to not generate damage to a tree.	
22000	Cost Estimator	Cost for a third party cost estimator that would be brought in to either verify pricing for an Architect design, or provide a counter check to pricing being put together by a CM/GC.	
23000	Architectural Services	Design Fees paid to an Architect and their subconsultants on a project.	These will typically range from 10-15% depending upon the size and complexity of a project. Some specialized projects that require a number of subconsultants will potentially see a higher percentage of fees.
23200	Interior Design Services	Fees paid specifically to an interior designer when they are not part of an Architects project team. Or when the interior designer is the lead firm being contracted.	
23400	Specification Services	Fees paid specifically to a company that develops specifications if they are not part of an Architects project team.	This is a very rare occurrence.
23600	Misc Consultant Services	Catch all line item for a rare specialty consultant that is not captured in one of the line items shown.	
24000	Civil Engineering Svcs	Fees paid specifically to a civil engineer.	Primarily for projects that are site specific and do not have an architect involved as the lead consultant.
24200	Structural Engineering	Fees paid specifically to a structural engineer	Primarily for projects that are site specific and do not have an architect involved as the lead consultant.
24400	Mechanical Engineering	Fees paid specifically to a mechanical engineer	Primarily for projects that are site specific and do not have an architect involved as the lead consultant.
24600	Electrical Engineering	Fees paid specifically to a electrical engineer	Primarily for projects that are site specific and do not have an architect involved as the lead consultant.
24800	Traffic Engineering	Fees paid specifically to a traffic engineer	Typically for new buildings or additions.
24900	Misc Engineering Svcs	Catch all for specialized engineering services that are not caught by other line items.	
25000	Landscape Design Svcs	Fees paid specifically to a landscape architect.	Primarily for projects that are site specific and do not have an architect involved as the lead consultant.
26000	Elevator Consultant	Fees paid specifically to an elevator consultant	Can be hired as a third party to address designing elevators to the campus standard.
26200	Fire Protection Consultant	Fees paid specifically to a fire protection consultant	Primarily for projects that are site specific and do not have an architect involved as the lead consultant.
26400	Specialty Consultants	Fees paid specifically to a specialty consultant	
27000	Haz Mat Design Svcs	Fees paid to establish design criteria to bid work associated with the removal of hazardous materials such as asbestos, lead or mold.	
27200	Haz Mat Oversight, Inspection	Fees paid to a consultant for oversight and monitoring of hazardous materials abatement work and clearances necessary to reoccupy a space after abatement takes place.	
27400	Preconstruction - HazMat		
28000	Energy Analyst	Fees paid to perform energy analyst services required by LEED and the OMSD requirements to meet campus Policy.	
28200	Commissioning Agent	Fees paid to perform commissioning agent services associated with confirming the proper operation of Mechanical, Electrical and Plumbing systems within the building.	Some of these services are baseline best practices while others are part of the requirements of LEED certification.
29000	Testing Lab Services	Costs associated with varying testing lab activities.	These could include any number of testing services that might show up specifically due to systems that are designed into a building.
29200	Special Inspections	Costs associated with code required inspections on a project.	These costs include but are not limited to inspections of concrete, welds, mechanical connections, etc.
29400	Air Balancing	Costs associated with the process that confirms proper air or water flow within the mechanical systems installed within a building	These are standard to every project that incorporates equipment that results in moving air or water as part of a heating or cooling system.
30000 Design - Campus Support			
FS = Facilities Services			
30100	FS Printing Expenses	Costs to reproduce documents for use by UO staff in association with the project.	Far lower cost in the current electronic era.
30200	FS Design Locates & Documentation	Costs for locating utility lines on site. Typically part of the survey work, or part of work necessary to confirm utility locations.	
30300	FS Design Zone Support	Costs associated with participation by the maintenance zones during the design phase of a project.	
30400	FS Design Support Exterior Team	Costs associated with participation by the exterior team during the design phase of a project.	
30500	FS Design Central Support	Costs associated with participation by the campus operations central support team during the design phase of a project.	
30600	FS Design Construction Shop	Costs associated with participation by the exterior team during the design phase of a project.	
30700	D/C Design Services	Costs associated with design services when performed by in house design staff.	
31000	Elevator Design Support	Costs associated with participation by the CO elevator technician during the design phase of a project.	
32000	Lockshop Design Support	Costs associated with participation by the CO lockshop during the design phase of a project.	
33000	CPS Design Support	Costs associated with participation by the Central Power Station staff during the design phase of a project.	
34000	Haz Mat Lab Decommissioning	Environmental Health and Safety staffing costs to decommission a lab space that is being renovated.	
34100	Haz Mat Design Project Management	ERS Building Sciences team costs for oversight and management of the design requirements for hazardous material abatement.	
35000	EHS Design Support	Environmental Health and Safety costs for their design participation during the design of a project.	
35100	EHS Fire Alarm Design Support	Environmental Health and Safety/Fire Marshal costs for their design participation during the design of a project.	
40000 Owner Furnished Equipment (Not Labor)			
41000	Carpet	Costs specific to subcontracted carpet installation	Typically for a small project
42000	Locks & Hardware - Materials	Material costs incurred by the lock shop for door hardware.	This material is typically provided to the contractor for installation.
43000	Transformers	Material cost for transformers.	The University purchases these directly due to better pricing and central system coordination requirements.
44000	Audio Visual Equipment	AV equipment costs for project.	This can be wrapped into general contractor pricing in some cases.
45000	Equipment Over \$5,000	Misc. large equipment directly purchased by the UO.	
46000	Equipment Under \$5,000	Misc. small equipment directly purchased by the UO.	
47000	Furnishings	This line item captures furniture costs for the project.	This can occasionally be wrapped into the contractors pricing if the team decides to have the contractor procure the furniture.

	48000	Site Furnishings	Cost for elements such as benches, trash receptacles, exterior recycling stations, etc.	
	49000	Other	Misc. items that want to be individually defined for tracking purpose	
50000 Construction - Work Under Contract				
	51000	General Contractor 1	Primary General Contractor	Typically the line item used for projects that are delivered through the use of a single contractor.
	51200	General Contractor 2	Additional Contractor cost line item	Primarily for projects where the UO is managing the subtrade contractors and multiple direct contracts are in place to deliver the project.
	52000	Asbestos Abatement	Asbestos Abatement (contracted removal) costs	Consultant work and monitoring occur as different line items.
	52100	Contaminated Soils/UST	Costs to mitigate contaminated soils or remove Underground Storage Tanks	
	52200	Lead Paint Abatement	Costs for removal and disposal of lead paint.	Consultant work and monitoring occur as different line items.
	52300	Misc Abatement	Costs for an misc. abatement such as mold, etc.	
	53000	Security & Access Controls	Costs for material and install of these systems.	Typically a line item used on smaller projects. This work is typically included in the general contractors cost on bigger projects.
	53100	Fire Alarm	Costs for material and install of these systems.	Typically a line item used on smaller projects. This work is typically included in the general contractors cost on bigger projects.
	53200	Fire Protection	Costs for material and install of these systems.	Typically a line item used on smaller projects. This work is typically included in the general contractors cost on bigger projects.
	53300	Computer Wiring	Wiring for computer systems within the building	When provided by a contracted party.
	53400	Controls	Material cost for HVAC controls.	Typically used on smaller projects as larger projects include this within the general contractors scope.
	54000	Elevator	Costs for Elevator	For rare occasion when elevator is not included in general contractor scope.
	55000	Signage	Costs for signage.	Typically does not include code required signage which is in the contractor budget.
	56000	Moving Expenses	Contracted expenses necessary for the moving of equipment, furniture, etc.	Services performed by outside moving company.
	57100	.9% Artist portion of 1% for Art	Costs incurred through the hiring of the artist to perform the 1% for Art program.	This is used for internal or state Art program. This does not include fee for managing process. That is line item 76000
60000 Construction - Campus Support				
	61000	D/C Design Svcs	In house design costs for Construction Administration Services.	Used when design work is performed by UO staff.
	61100	FS Locates & Documentation	Cost for legally required utility locate work done in association with a project and the construction phase documentation of utilities as a project progresses so that the University has an accurate record of the installation.	
	61200	FS Zone Support	Staffing costs by Campus Ops, zone staff for participation in the construction phase of the project.	Typical costs incurred during QA/QC walk throughs on projects or when system shut downs are required.
	61300	FS Exterior Team	Staffing costs by Campus Ops, exterior team staff for participation in the construction phase of the project.	Typical costs incurred during QA/QC walk throughs on projects or when system shut downs are required.
	61400	FS Central Support	Staffing costs by Campus Ops, central support staff for participation in the construction phase of the project.	
	61500	FS Direct Construction	Costs for Direct Construction Services performed by Campus Operations staff.	Typically on smaller projects.
	62000	Elevator Support	Staffing costs by Campus Ops, elevator support staff for participation in the construction phase of the project.	
	63000	Lockshop - Support	Staffing costs by Campus Ops, lockshop support staff for participation in the construction phase of the project.	
	64000	Controls	Staffing costs for Campus Ops staff time associated with UO installed Controls.	Typically seen on smaller projects.
	65000	Haz Mat Abatement	Captures costs for minor abatement performed by UO staff.	
	65100	Haz Mat Project Management	Costs for participation of EHS in support of managing abatement work.	
	65200	Haz Mat Tube/Ballast Disp	UO staff costs for the removal and disposal of lamps or ballasts that contain hazardous materials.	
	65300	Haz Mat Misc	Misc. Haz Mat removal costs.	
	66000	Relocation Expenses	Costs for UO staff to assist with relocation of equipment, furniture, etc.	
	67000	Temporary Facilities	Cost for temporary facilities necessary for temporary relocation during a project.	
	68000	Utility Connections	Costs incurred for any specific utility connection costs.	These are primarily utility company costs.
	68100	Temporary Utilities	Costs for temporary utilities that are used during the construction period.	
	69000	Computer & Data Wiring	Costs incurred by Information Services for the installation of data equipment and wiring backbone.	
	69100	Telephone Systems	Costs incurred by Information Services for the installation of telephone systems.	
	69105	Telephone Recurring Charges	First round of recurring charges that might be charged to the project.	Subsequent rounds of charges are charged to the department.
	69200	Audio Visual Equipment Installation	Costs incurred by CMET for the installation of AV equipment within classrooms or conference rooms.	
70000 Fees & Charges				
	70100	Bond Sale Costs	Fees Charged by the state associated with Bond Sales.	
	70300	Interest Charges	Charges paid by the project for non-reimbursement plant funds that run negative.	These are avoided by maintaining a positive balance.
	70400	Bank Fees		
	71100	USGBC - LEED Fee	Fees associated with application and Certification for LEED	
	72000	BOLI Fee	Fees paid to BOLI associated with Construction contracts executed on a project.	Fee on each contract ranges from \$250 - \$7,500 based upon size. Can have multiple contracts for one project.
	73000	Plan Review & Bldg Permit Fees	City of Eugene fees for plan review and issuing of a building permit.	
	73100	COE System Development Fees	City of Eugene fees for City infrastructure improvements associated with a project.	Includes fees for utilities, roads, parks, etc.
	74000	Parking Permits	Cost for parking permits that may be acquired for contractors on the project.	It is more cost effective for us to purchase these than to have the contractor mark them up.
	75000	Advertising Costs	If a project advertises beyond the UO Procurement site, those costs are recorded here.	
	76000	.1% for Art Commission Fee	Fees paid to the Art Commission on State Funded Capital Projects. Fee paid to the Museum of Art staff for Board Approved Projects.	For the interpretation of the legal council and capital improvement projects and projects that are internally funded are not required to comply with the State 1% for Art requirement. Board approved projects are a matter of University policy.
	77000	UO System Development Charge	This is a charge of 2% of the Direct Construction total for a project to support infrastructure needs on the UO campus.	Note 1: Below
80000 Misc				
	81000	Other Unallocated	This is typically just used as a rounding line item.	Should be a small amount relative to the ability to even out the total project budget to meet the allocation of funds.
90000 Project Contingencies				
	91000	Owner's Contingency	This is a contingency that is identified for the purpose of design period changes in scope that may impact the fee structure of consultants.	
	92000	Construction Contingency	This contingency will typically be set at about 10% for a project. It can range from 5-15% depending upon the complexity of the project and the existing conditions. These funds are used to address changes in scope and unforeseen items that come up during construction.	A typical project that has a good quality set of construction documents should see additional costs in the less than 3% range. Some may reach 5% for drawings with less quality. The majority of the remainder of this contingency is usually absorbed by changes requested by the User or University Staff during the construction period.
Notes				
	Note 1	This charge is specifically defined as a cost that offsets impacts to the campus utility system that are imposed on the system by buildings being built/renovated on campus. From a practical perspective; when a building is constructed that is not part of a campus, it contains equipment such as boilers, chillers, emergency generators, etc. that are required to operate the building. It also includes physical space that needs to be constructed to house those pieces of equipment. As campus buildings are not stand alone, the utilities provided by these pieces of equipment are handled at the Central Power Station rather than at each building. This generates a number of efficiencies for campus. However, the load generated by a new building being constructed, or a renovation to a building that modifies the utility use profile impacts the capacity of the Central Power Station and the Distribution System around campus. These impacts have a cost to establish the appropriate capacities at the plant and within the distribution system to support the buildings that are built or renovated. This was brought into very clear focus when we started to renovate the Central Power Station about 10 years ago. This issue had been ignored for decades and the plant was at a point that it no longer had the ability to address the capacity needs for campus. The University centrally invested over \$100M to address this problem. Out of that issue, our department was asked to analyze the cost difference between building a stand-alone building that requires all of the specific equipment to support it vs. the cost of building a building on the UO campus where all of this equipment was located at the Central Power Station. Our analysis showed that buildings were avoiding in excess of 4% of their overall construction cost by relying upon the utilities provided at the Central Power Station. As this also equated to a maintenance benefit to campus, it was agreed that each project would split the difference and contribute 2% of the Direct Construction cost to a central pool of funds that allow us to do work to the Central Power Station System in order to support the general campus infrastructure. This is the reason the 2% exists within each project.		