

Example 701 Report

To run report in AiM, click on **Capital Projects**, scroll down to **Report Listing** menu and click on **701-Cap Project**, then enter the CP# and click OK.

Capital Project
CP21-061
 Status:
 CONSTRUCTION

Capital Project

Capital Project			
Description:	Pacific Hall Steam Coil Replacement	Status:	CONSTRUCTION
Owner		Type:	SMALL
Organization:	D/C - ENGINEERING/UTIL	Reference No:	
Requestor:	JMADSEN (Madsen, Jeff)	Planned Budget:	\$200,000.00
Project Management			
Organization:	D/C - ENGINEERING/UTIL		
Employee:	JMADSEN (Jeff Madsen)		

Funding			Totals	
Index	Description	Funding Recvd		
Pacific SB002	Steam Coils	\$222,701.00	Original Budget:	\$203,000.00
		\$222,701.00	Budget Revisions:	\$19,701.00
			Total Budget:	\$222,701.00
			Committed:	\$142,579.98
			Expensed:	\$7,228.02
			Anticipated:	\$51,468.00
			Remaining:	\$21,425.00

Field	Definition
Funding	Lists project funding sources and amount of funds received from each source – Figures reflected are funds received and may not equal promised funding
Planned Budget	Authorized budget at the time of charter approval.
Original Budget	Original Budget is not necessarily accurate due to how AiM functions – Total Budget is the most accurate approved project budget.
Budget Revisions	Changes to original project budget amount. Typically the amount the project has been increased or decreased since original component (budget line item) activation
Total Budget	Current total project budget
Committed	Amount of project committed dollars – These would be vendor contracts/purchase orders, project support time, internal work agreements
Expensed	Total amount of project expenses to date
Anticipated	Pending project commitments
Remaining	Uncommitted project funds

Example 701 Report – Budget Allocation Field Definitions

Capital Project							
Component Group	Budget	Committed	Expensed	Last 30 Days	Anticipated	Remaining	% Complete
CONSULTANT SERVICES (S)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
Component	Budget	Committed	Expensed	Last 30 Days	Anticipated	Remaining	% Complete
D/C DESIGN SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
D/C COMMISSIONING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
D/C PROJECT SUPPORT (S)	\$13,692.00	\$9,114.50	\$635.50	\$364.50	\$3,942.00	\$0.00	4.64%
Component	Budget	Committed	Expensed	Last 30 Days	Anticipated	Remaining	% Complete
D/C ADMIN AND ACCT	\$3,942.00	\$0.00	\$0.00	\$0.00	\$3,942.00	\$0.00	0.00%
D/C PROJECT	\$3,750.00	\$3,750.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
D/C ENGINEERING	\$3,500.00	\$3,120.60	\$379.40	\$108.40	\$0.00	\$0.00	10.84%
D/C CONSTRUCTION	\$2,500.00	\$2,243.90	\$256.10	\$256.10	\$0.00	\$0.00	10.24%
CONSTRUCTION SERVICES	\$167,113.00	\$129,783.00	\$0.00	\$0.00	\$37,330.00	\$0.00	0.00%
Component	Budget	Committed	Expensed	Last 30 Days	Anticipated	Remaining	% Complete
GENERAL CONTRACTOR	\$129,783.00	\$129,783.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
GENERAL CONTRACTOR	\$37,330.00	\$0.00	\$0.00	\$0.00	\$37,330.00	\$0.00	0.00%
MOVING EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
CPFM SUPPORT (S)	\$5,500.00	\$1,539.68	\$2,460.32	\$1,006.80	\$1,500.00	\$0.00	44.73%
Component	Budget	Committed	Expensed	Last 30 Days	Anticipated	Remaining	% Complete
BAS LABOR AND	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SHOP LABOR AND	\$4,000.00	\$39.68	\$2,460.32	\$1,006.80	\$1,500.00	\$0.00	61.51%
CAMPUS DIRECT (S)	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	0.00%
Component	Budget	Committed	Expensed	Last 30 Days	Anticipated	Remaining	% Complete
PARKING PERMITS	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	0.00%

Field	Definition
Current Budget	Current budget total for all components (budget line items) and component groups
Committed	These are project commitments. These would include Project Support Time, all vendor contract/purchase order obligations, and internal work agreements
Expensed	Total amount of project expenses by component (budget line item) and component group
Last 30 Days	Amount of expenses, by component (budget line item), in the past 30 days
Anticipated	Pending project commitments
Remaining	Uncommitted project dollars – Usually will be located in the project contingency component
% Complete	% of budget line item spent vs current budget (Component expensed divided by component budget)

Component Groups are batches of components related to a specific part of a project budget

Components are individual budget line items within a project budget (see following pages for specific component definitions)

Component Group/Components	Definition	Context
D/C PROJECT SUPPORT		
D/C ADMIN AND ACCT	<p>A 2%* fee is applied to address business operations staffing and functions which support all projects that run through Design and Construction. Functions include accounting, accounts payable, and contract processing. Staffing in this category also includes project administration support, which is document control and filing, reports, AiM systems updates, scheduling, and similar administrative functions not performed by the PM/OR.</p> <p>* 2% is for the first \$1M of total project value; decreases incrementally thereafter.</p>	<p>Methodology and approach for establishing this line item and percentage was reviewed and approved by a Finance Advisory team formed by the VPFA office.</p> <p>Staffing in this category touch every project throughout the project lifecycle to ensure contract flow, bill payment, and accurate project accounting.</p>
D/C PROJECT MANAGEMENT	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.	PM fees are based on the position salaries (including Other Paid Expense, OPE) for the position(s) multiplied by the number of hours the PM expects to apply to a specific project. The position(s) rate(s) is subject to adjust annually based on routine rate adjustments authorized by the VPFA. Such adjustments will be forecasted in the initial budget.
D/C DESIGN	Institutional review and guidance related to code, UO standards, and FFE in support of outside professional design consultants	<p>Used when the primary design services are performed by outside professional design teams. This is to remain blank if the primary design is performed in-house.</p> <p>Fees are based on the position salaries (including Other Paid Expense, OPE) for the position(s) multiplied by the number of hours the PM expects to apply to a specific project. The position(s) rate(s) is subject to adjust annually based on routine rate adjustments authorized by the VPFA. Such adjustments will be forecasted in the initial budget.</p>

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D/C PROJECT SUPPORT CONT.		
D/C MOVE	Direct billed time by the Move Coordinator to manage and coordinate moving activities	Position fees are based on the position salaries (including Other Paid Expense, OPE) for the position(s) multiplied by the number of hours the PM expects to apply to a specific project. The position(s) rate(s) is subject to adjust annually based on routine rate adjustments authorized by the VPFA. Such adjustments will be forecasted in the initial budget.
D/C ENGINEERING SUPPORT	Direct billed time by the Design and Construction Engineering staff to support the project. This support includes establishing basis of mechanical, electrical, and plumbing (MEP) design in compliance with institutional policy, participation in MEP design meetings, establishing and managing routine MEP design review process, MEP systems commissioning oversight, and similar functions.	Used when Engineering group is providing support to the project. Fees are based on the position salaries (including Other Paid Expense, OPE) for the position(s) multiplied by the number of hours the PM expects to apply to a specific project. The position(s) rate is subject to adjust annually based on routine rate adjustments authorized by the VPFA. Such adjustments will be forecasted in the initial budget.
D/C CONSTRUCTION ENGINEER	Direct billed time by the Design and Construction Engineering staff to support the project. This support primarily includes field inspection services during the construction phase, ensuring systems are constructed per institutional standards and expectations.	Used when Engineering group is providing construction inspection support Fees are based on the position salaries (including Other Paid Expense, OPE) for the position(s) multiplied by the number of hours the PM expects to apply to a specific project. The position(s) rate is subject to adjust annually based on routine rate adjustments authorized by the VPFA. Such adjustments will be forecasted in the initial budget.

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CONSULTANT SERVICES		
ARCHITECTURAL SERVICES	Design Fees paid to an Architect and their subconsultants on a project.	Fees will typically range from 10-15% of the project value depending upon the size and complexity of a project. For complex projects, Architectural services also typically include Engineering services (as sub-consultants) as part of the fee.
ARCH PROGRAM/CONCEPT	Design Fees paid to an Architect and their subconsultants during the programming and concept phase of the project. Use with dual phase contract.	This occurs with multi-phased contracts typically for larger or more complex projects.
SITE SURVEY	Costs for site surveys associated with a project.	Occurs on nearly every project that is a ground up building or an addition. Also often necessary for projects that are predominantly site work.
D/C DESIGN SERVICES	Applies when D/C In-house design staff is used as the primary designer for the entire project; and/or, provides primary design services for any project element, such as furniture layout and design.	
LANDSCAPE DESIGN	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.
COST ESTIMATOR	Cost for a third party cost estimator to either verify pricing for a design, or provide a counter check to pricing being put together by a contractor.	
MISC DESIGN	Line item used to address a rare design consultant that is not captured in one of the other line items.	

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Component Group/Components	Definition	Context
CONSULTANT SERVICES (CONT.)		
PROPERTY ACQUISITION	Costs associated with the purchase of property.	
SPECIALTY CONSULTANT	Fees paid specifically to a specialty consultant.	
COMMISSIONING AGENT	Fees paid for commissioning agent services to confirm the proper operation of Mechanical, Electrical and Plumbing systems within the project area.	Some of these services are baseline best practices while others are part the requirements of LEED certification.
D/C COMMISSIONING	Costs for Design & Construction Engineering Group to provide commissioning services for the project	Typically on smaller sized projects.
ENERGY ANALYST	Fees paid for energy analyst services required by LEED and the OMSD requirements to meet campus Policy.	
TESTING LAB SERVICES	Cost associated with various testing lab activities.	These could include any number of testing services that might show up specifically due to systems that are within a building. I.E. Asbestos, lead.
SPECIAL INSPECTIONS	Costs associated with code required inspections on a project.	These costs include but are not limited to inspections of concrete, welded mechanical connections, etc.
AIR BALANCING	Cost associated with the process that confirms proper air or water flow within the mechanical systems installed within a building.	These are standard on every project that incorporates equipment that results in moving air or water as part of a heating or cooling system.
ENGINEERING SERVICES	Costs for specific engineering consultants associated with a project, when not contracted under the Architect.	Engineering services could be mechanical, electrical, structural, etc.

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Component Group/Components	Definition	Context
CONSULTANT SERVICES (CONT.)		
D/C ENGINEERING SERVICES	Costs for Design & Construction Engineering and Utilities Group to perform design services on project. Mechanical (HVAC & Plumbing) and Electrical.	Fees are based on the position salaries (including Other Paid Expense, OPE) for the position(s) multiplied by the number of hours the PM expects to apply to a specific project. The position(s) rate(s) is subject to adjust annually based on routine rate adjustments authorized by the VPFA. Such adjustments will be forecasted in the initial budget.
TRAFFIC ENGINEERING	Fees paid specifically to a traffic engineer.	Typically for new buildings or additions.
GEOTECH ENGINEERING	Costs for subsurface soils investigations necessary to determine soil types and substructure configuration necessary to establish types of foundations to be used on buildings.	
MISC ENGINEERING	For specialized engineering services that are not caught by other line items.	

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Component Group/Components	Definition	Context
CPFM DESIGN SUPPORT		
LOCATES AND DOCUMENTATION	Cost for verifying the location of existing utilities; which this activity is legally required. This activity is performed in association with a project and the construction phase. This service also benefits the University by providing an accurate record of the utility in question.	
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 spent associated with the management of Campus Planning Committee Meetings.
PRINTING	Costs to reproduce documents for use by UO staff in association with the project.	Far lower cost in the current electronic era.

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Component Group/Components	Definition	Context
FURNITURE AND EQUIPMENT		
AUDIO VISUAL EQUIPMENT	AV equipment costs for project.	This can be wrapped into general contractor pricing in some cases.
EQUIPMENT UNDER \$5,000	Misc. large equipment directly purchased by the UO.	Used for <u>non</u> -capitalized equipment
EQUIPMENT OVER \$5,000	Misc. small equipment directly purchased by the UO.	Used for capitalized equipment
FURNISHINGS	This line item captures furniture costs for the project.	This can occasionally be wrapped into the contractors pricing if it is decided to have the contractor procure the furniture.
SITE FURNISHINGS	Cost for elements such as benches, trash receptacles, exterior recycling stations, etc.	

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CONSTRUCTION SERVICES		
FS CONSTRUCTION	Direct in-house construction services when FS performs the work of a general contractor or as a trade contractor.	
GENERAL CONTRACTOR 1	Primary General Contractor (outside)	Typically the line item used for projects that are delivered through the use of a single contractor.
GENERAL CONTRACTOR 2 THROUGH 9	Additional Contractor cost line item(s).	Primarily for projects where the UO is managing the sub-trade contractors and multiple direct contracts are in place to deliver the project.
SIGNAGE	Costs for signage.	Typically does not include code required signage which is in the contract budget.
MOVING EXPENSES	Contracted expenses necessary for the moving of equipment, furniture, etc.	Services performed by an outside moving company.
.9% ARTIST EXPENSES	Costs incurred to develop and install the art as required through the 1% for Art program.	This is used for internal or state Art program (UO policy and/or state required). Applies to state bonded projects and for UO projects over \$5M This does not include fee for managing process. See 1% for Art in Fees.

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CPFM SUPPORT		
SHOP LABOR AND MATERIAL	Direct billed time for CPFM project support labor and materials to the project	Support is typically in terms of systems shutdowns during construction.
LOCKSHOP LABOR AND MAT	Direct billed time for Lockshop Labor and provided materials to the project	
CAMPUS DIRECT		
COMPUTER AND DATA WIRING	Costs incurred by Information Services for the installation of data equipment and wiring backbone.	
JACK ACTIVATION	Costs incurred by Information Services for the activation of data jacks	
AUDIO VISUAL EQUIP INSTL	Costs incurred by Information Services for the installation of AV equipment within classrooms and/or conference rooms.	
PARKING PERMITS	Cost for parking permits that may be acquired for contractors on the project.	Managed by the Transportation Services office

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HAZMAT AND EHS SUPPORT		
HAZMAT SERVICES	Fees paid to establish design criteria to bid work associated with the removal of hazardous materials such as asbestos, lead or mold.	
HAZMAT ABATEMENT	Removal and disposal of hazardous materials, such as asbestos, lead, mold, etc.	
HAZMAT SURVEY	Costs for Surveys performed on existing buildings to determine existence of, or quantities of, hazard materials such as Asbestos, lead paint, or mold.	
HAZMAT TUBE/BALLAST DISP	UO staff costs for the removal and disposal of lamps or ballasts that contain hazardous materials.	
HAZMAT LAB DECOMMISSION	Environmental Health and Safety staffing costs to decommission a lab space that is being renovated.	
HAZMAT MISC	Misc. Haz Mat removal costs.	
EHS SUPPORT	Environmental Health and Safety costs for their design participation during the design of a project.	

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Component Group/Components	Definition	Context
FEES AND MISC CHARGES		
COE PLAN RVW AND PERMITS	City of Eugene fees for plan review and issuing of a building permit.	Costs include permits and inspection fees from COE.
COE SYSTEMS DEVELOPMENT	City of Eugene fees for City infrastructure improvements associated with a project.	This required fee supports COE utilities, roads, parks, etc.
UO SYSTEM DEVELOPMENT	This is a charge of 2% of the Direct Construction total for a project to support infrastructure needs on the UO campus.	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 typical perspective; when a building is constructed, it contains equipment such as boilers, chillers, emergency generators, etc. that are required to operate the building. It also includes physical space within the building to house those pieces of equipment. UO 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 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 the Central Power Station was renovated in 2007. 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.

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FEES AND MISC CHARGES		
BOLI FEE	State required fees paid to BOLI associated with Construction contracts executed on a project.	Fee on each contract ranges from \$250 - \$7,500 based upon size. Could have multiple contracts for one project.
BOND SALE COSTS	Fees Charged by the state associated with Bond Sales.	
INTEREST/BANK CHARGES	Charges paid by the project for non-reimbursement plant funds that run negative.	These are avoided by maintaining a positive balance.
ADVERTISING COST	If a project advertises beyond the UO Procurement site, those costs are recorded here.	
USGBC - LEED FEE	Fees associated with application and Certification for LEED	
.1% FOR ART COMMISSION	Fees paid to the Art Commission on State Funded Capital Projects. Fee paid to the Museum of Art staff for Board Approved Projects.	Legislatively funded projects require participation in the Oregon Art Commission Process. UO funded projects that exceed \$5M require internal 1% for Art program, by Policy.

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MISC EXPENSE		
DISPLACED USES	Costs incurred for displacing any existing campus function in order to make a project happen.	This can include parking spaces, interior building functions, etc.
SURGE RENOVATION	Costs related to the renovation of ancillary space necessary to temporarily house building occupants in another location during a renovation project.	
PUBLIC UTIL CONNECTIONS	Costs incurred for any specific public utility connection costs.	These are primarily utility company costs.
UNALLOCATED		
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.
SCOPE CONTINGENCY	Client controlled contingency to add scope to a project.	Better control of scope contingency is through initial and ongoing communication between requesting department and leadership unit.
PROJECT CONTINGENCIES		
D/C MANAGED PROJECT CONTINGENCY	Design and Construction controlled contingency to address unforeseen field conditions (not scope). Contingency can range from 5-15% depending upon the size and complexity of the project.	On very small projects the contingency range may exceed 15% given the nature of costs associated with the work.