



## Capital Project Budget Sheet – Lines that result in FAQ

### 10000 Series Design and Construction Budget Lines:

#### General Information:

The management of Capital Projects takes the involvement of a group of people with a variety of skills and backgrounds. The Design and Construction (DC) office is charged with managing and staffing Capital Projects. The department is funded through a combination of central funds and funds from Capital Projects that are managed by the department. The following line items represent areas of staff management that occur on Capital Projects.

#### **11000 – Planning Office**

- Direct billed time that is associated with Project Specific involvement by staff within the Planning Office.
- These charges will typically relate to functions associated with 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 – Design and Construction Admin**

- Within the DC 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 DC Admin (line 12000) number covers the services provided by these staff members towards the projects.
- Though the DC 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 or managing 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 the LEED certification process.

#### **15000 – CPDC 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.

## **70000 Series – Fees & Charges**

### General Information:

This section incorporates a broad set of fees and charges that are seen on projects. These are primarily set by state law, city of Eugene requirements or campus policy. A few of the charges are a matter of developing a project.

### **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**

- Seldom used line item associated with any charges that might be charged by financing a project that are not interest charges.

### **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 & Building Permit Fees**

- City of Eugene fees for plan review and issuing of a building permit.

### **73100 – City of Eugene (COE) Systems 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**

- Fees paid to the Art Commission on State Funded Capital Projects. Fee paid to the Museum of Art staff for Board Approved Projects.
- It is the interpretation of UO Legal Counsel that 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.
- 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 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.

### **80000 Series – Misc**

General Information:

This section was defined to capture odd elements that might come up on a project that do not fit into other standard categories. Multiple line items in this category is unusual.

### **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 Series – Project Contingencies**

### General Information:

This section contains line items held within every budget to cover elements that may pop up during the course of a project. It is more effective to hold funds in a contingency that can be allocated towards project needs than to remove money from budget line items that are already being fully relied upon for work being defined by the project.

### **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.
- Committing these funds to project scope too early in the construction process can leave the campus user exposed to additional project costs when unforeseen issues come up during construction.
- As a User, if you determine to add scope through the use of these funds and our staff, whom are managing the project are not comfortable with this decision, you will be asked to sign a Scope Change Authorization Form. The intent of this is to make sure everyone is aware that there may be costs that occur later in the project that could result in the user being required to provide additional available funding to complete the project.