

**Connecticut Department of Administrative Services
Office of School Facilities**

Re: New Policy for Submission of School Construction Project Cost Estimates

The purpose of this bulletin is to notify you that all districts submitting a grant application for a school construction project, on or after January 1, 2014, with total project costs exceeding an estimated \$2 million, will be required to submit project cost estimates in accordance with Level 3 of the American Society for Testing and Materials (ASTM) Standard #E1557, Classification of Building Elements and Related Sitework—UNIFORMAT II. Cost estimates shall be completed by a licensed architect, a construction cost estimator certified by the American Society of Professional Cost Estimators (ASPE) or the Association for the Advancement of Cost Engineering International, Inc. (AACE International, Inc.), or a construction cost estimator with eight years of industry related experience or four years of industry related experience and a four year industry related degree, i.e. construction management, architecture.

The initial school construction professional cost estimate shall be submitted to the Office of School Facilities (OSF) Plan Review Unit at sixty five percent (65%) completion of design development documents with Form EDO42 – Request for Review of Final Plans. Subsequent cost estimates shall be submitted to the OSF Plan Review Unit at ninety percent (90%) completion of construction development documents; upon completion of final bid package; and at project completion or the issuance of a certificate of occupancy. Cost estimate data shall be submitted to the OSF Plan Review Unit in electronic Excel spreadsheet format. Each cost estimate submission will be submitted as a new worksheet within the cost estimate workbook originally established for the school construction project.

Project costs shall include all soft and hard costs of school construction. Line item detail shall be added to the UNIFORMAT II, Level 3 standard to include costs related to site acquisition (site and/or facility), remediation, temporary facilities, swing space costs, off-site costs, professional design fees, testing and inspection fees, project management fees, construction management fees, overhead and profit, construction interest, escalation; and all other professional, design and building alternates, contingencies, reimbursable expenses and allowances, or all other costs and fees determined by the Office of School Construction as requiring justification for purposes of cost estimation. In addition, the cost estimate shall include columns listing all eligible and ineligible school construction costs.

1/3/14 CR