DEPARTMENT OF ADMINISTRATIVE SERVICES
165 Capitol Avenue, Hartford, Connecticut

Policy on Reporting of Estimated and Actual School Construction Costs.

Summary
Section 10-287c-21 (a) of the Connecticut Regulations of State Agencies, concerning school construction grants states that "the applicant shall file with the department in such manner as the Commissioner may prescribe final plans including: ... (2) A professional cost estimate of such project or phase and of any site acquisition." The documented submission and review of the professional cost estimate is submitted and reviewed as part of a district's Request for Review of Final Plans (Form ED042) as submitted to the Office of School Facilities Plan Review Unit.

Issue
The current process of collecting school construction cost data, based on the American Society for Testing and Materials (ASTM) Standard #E1557, Classification of Building Elements and Related Sitework—UNIFORMAT II Level 3 at the time of submission of final documents does not allow staff to conduct a sufficiently detailed evaluation of project costs.

Recommended Policy
Sec. 1. Each district with a school construction project shall submit reports of cost estimates and actual costs in a standard uniform format as prescribed by the Department of Administrative Services to allow for detailed cost analysis. Cost reporting shall be completed by a registered architect or other licensed design professional, or a certified construction cost estimator. As provided in section 2 of this policy, the professional cost reports shall be done in accordance with the ASTM Standard #E1557, Classification of Building Elements and Related Sitework—UNIFORMAT II or other format for certain project types as listed. Cost estimates shall be submitted at the time of grant application, at the completion of the design development phase and at submission of final documents for bidding. Actual cost figures shall be submitted at substantial completion/prior to submission for audit.

Sec. 2. School construction grant applications submitted to the Office of School Facilities on and after July 1, 2015, shall include the following cost estimates:

(a) For a project classified as New Construction (N), Extension (E), Extension/Alteration (EA) or Approved Renovation (RNV):

(1) At time of grant application: Uniformat II Level 2 estimate
(2) At completion of design development phase: Uniformat II Level 3 estimate
(3) At submission of final documents for bidding (100% construction documents): Uniformat II Level 3 estimate
(4) After substantial completion/prior to submission for audit: Uniformat II Level 2 with actual costs

(b) For all project types except New Construction (N), Extension (E), Extension/Alteration (EA) or Approved Renovation (RNV) and for Extension (E) or Extension/Alteration (EA) projects with a project cost of five million dollars or less:

(1) At time of grant application: Detailed cost estimate
(2) At completion of design development phase: Detailed cost estimate
(3) At submission of final documents for bidding (100% Construction Documents): Detailed cost estimate
(4) After substantial completion/prior to submission for audit: UNIFORMAT II Level 2 with actual costs

Estimates for projects falling under subsection (b) of section 2 of this policy shall be in a format of the project team's choosing, provided the level of detail is sufficient for the Office of School Facilities to verify the claimed eligible and ineligible costs. Estimates for non-construction phases of construction projects (e.g. furniture, furnishings and equipment, technology equipment, playgrounds, etc.) shall also be submitted on a format of the project team's choosing of sufficient detail as noted above.

Sec. 3. Project costs reported in UNIFORMAT shall include all soft and hard costs of school construction. Line item detail shall be added to the UNIFORMAT 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, all other professional fees, design and building alternates, contingencies, reimbursable expenses and allowances, and all other costs and fees determined by the Office of School Facilities as requiring justification for purposes of cost estimation. In addition, the cost report shall include columns listing all eligible and ineligible school construction costs.

Sec. 4. Cost estimates that accompany final documents for bidding shall be submitted to the Office of School Facilities Plan Review Unit with the submission of Form ED042 – Request for Review of Final Plans, in accordance with Section 10-291 of the Connecticut General Statutes.

Sec. 5. Cost estimate data shall be submitted to the Office of School Facilities Plan Review Unit in the electronic Excel spreadsheet format prescribed by the Department of Administrative Services. Any revisions to a project cost estimate or final actual project costs shall be submitted as a new worksheet within the cost estimate workbook originally established for the school construction project.

Rationale

A more refined cost estimate system will allow for a detailed analysis and comparison of school construction cost estimates and construction cost management. The Department of Administrative Services currently requires that all large state project construction cost estimates be submitted in UNIFORMAT. This policy extends and refines the existing policy requiring UNIFORMAT while providing that cost estimates for generally smaller project types are to be submitted in a detailed cost estimate.

Recommended by: _____ 3/10/15

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Approved by: _____ 3-17-15

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