

Cost Review Checklists

Cost reviews are required for pool-funded projects and for change orders requiring authorization by the Governor's Designee. In order to experience a smooth and timely BCOM Cost Review, it is helpful to submit a complete Cost Submittal. Below you will find checklists for the various types of Cost Reviews.

CAPITAL BUDGET REQUESTS (CBR) COST REVIEWS:

BCOM is tasked with reviewing CBRs as part of the effort in establishing the Governor's budget for consideration by the General Assembly. There is typically a limited timeframe available for the completion of these cost reviews. The CBR submittal both establishes the "Legislative Intent" as well as a preliminary budget amount for the project. For these reasons, it is critically important that the CBR submittal include the following:

- ✓ Need is established
- ✓ Built environment needs are defined:
 - ✓ Gross square footage of new and renovated areas ([DGS-30-219](#) Area Calculation Worksheet)
 - ✓ Parking requirements
 - ✓ [DGS-30-199 CR-3](#), Project Planner (may be used)
 - ✓ Funding requirements (General Funds and Non-General Funds)

SCHEMATIC PHASE COST REVIEWS:

The Schematic Phase is essential to confirming that the project design is consistent with the Legislative Intent and that the project team has a clear understanding of the project cost targets and methodology for establishing those targets. In addition, the Schematic Phase provides the opportunity to ensure that the Cost Reviewer has a clear understanding of the project's constraints and particular programmatic items. The Schematic Cost Review can be completed while the BCOM Technical Review is being done essentially adding no time to the project's schedule provided that a complete cost review submittal is received concurrent with the technical submittal. To receive a timely Schematic Cost Review, it is important to include the following in your Cost Review Submittal:

- ✓ Design narrative
- ✓ A/E Estimate:
 - ✓ On form [DGS-30-224 Building Cost Summary](#) (BCS), in "Unifomat" format
 - ✓ Amounts include escalation to bid date
 - ✓ General Requirements and OH&P breakout page on BCS form is filled-out
 - ✓ Design contingency is 10% or less
 - ✓ Construction contingency is 3% or less
 - ✓ Allowances are less than \$50,000
- ✓ [DGS-30-198 CR-2](#), Cost Review Questionnaire form completed
- ✓ FF&E is conceptually outlined



PRELIMINARY PHASE COST REVIEWS:

Like the Schematic Phase, the Preliminary Phase Cost Review occurs at the same time as the BCOM Technical Review. Upon completion of the Preliminary Cost Review, the project may be recommended by DGS to the Six-Year Capital Outlay Plan Advisory Committee (6-PAC) for funding. To receive a timely Preliminary Cost Review, it is important to include the following in your Cost Review Submittal:

- ✓ Reconciled estimates (include both the Owner's Independent Estimate and the updated A/E Estimate) in accordance with the [CPSM](#)
 - ✓ On form [DGS-30-224 Building Cost Summary](#) (BCS), in "Unifomat" format
 - ✓ Each line item on the BCS should include the required escalation.
(Escalation should not be lump sum for the estimate.)
 - ✓ General Requirements and OH&P breakout page on BCS form is filled-out
 - ✓ Design contingency is 5% or less
 - ✓ Construction contingency is 3% or less
 - ✓ Allowances are less than \$50,000
 - ✓ General Requirements and OH&P breakout page on BCS form is filled-out
- ✓ [DGS-30-198 CR-2](#), Cost Review Questionnaire form
- ✓ FF&E is itemized
- ✓ VE (or Value Analysis) [DGS-30-212 VE-1](#), Summary of Value Engineering Recommendations

FF&E PHASE COST REVIEWS:

Typically fixtures, furnishings & equipment (FF&E) are funded in one of two ways. One way is to include FF&E in the project pool. The other way is for the FF&E to be funded as a part of an FF&E pool in a subsequent appropriations act. The Funding Report will indicate both the FF&E amount and whether the FF&E is included or excluded. A listing of Project Pools stating whether they include or exclude FF&E can be found on the BCOM website.

- ✓ Even if a Funding Report has been issued for a project and includes an FF&E amount, agencies should continue to submit CBR's for the FF&E portion of a project if the FF&E funding has not been authorized by the General Assembly.

APPEAL PROCESS COST REVIEWS:

If bids come in higher than expected, or if other circumstances necessitate the need for additional funding, agencies should:

- ✓ Refer to the instructions for the [Appeal Process](#) for a timely Appeal Review.

CONSTRUCTION AND A/E CHANGE ORDER COST REVIEWS:

Recent updates to the CO-11 and CO-11ae forms provided transmittal checklists for Change Orders that require approval by the Governor's Designee. To receive a timely Change Order Cost Review:

- ✓ Refer to the transmittal checklist details within the following forms:
[DGS-30-092 CO-11](#), Change Order (Construction)
[DGS-30-100 CO-11ae](#), A/E Contract Change Order