

SECTION IX:

INSTRUCTIONS FOR

COMPLETING A

COST ESTIMATE WORKSHEET

(CEW)

NEW FEATURES as of May 2016

- Previously, only the “Continue” button would save changes made by the user. Now, changes will be saved if users click the “Continue”, “Entire Worksheet”, and “Back” buttons. In addition, there is a new navigation button labeled “Cancel”. Cancel will undo any changes made by the user and return user to the “CEW List” screen.
- The name of the individual, agency or company that prepared the cost estimate can now be directly entered under “**Source of Estimate**”. This can be either an internal agency cost center, the DGS Cost Center, or the agency A/E.
- It is now possible to override all formulas in the CEW. Enter “Yes” in response to the “A/E on Board?” question and the new “**Override existing formulas and key in data manually?**” question. *Note that this feature should only be used if you have received a cost estimate from your A/E.*

Formulas will be zeroed out and users will be able to enter the values provided in A/E cost estimates. Affected items include: 8J, 9A, 10A, 12, 13, and 16 to 18. Note that for all these items, except 8J, users will need to enter the value rather than a percentage of the item.

- The Estimated MidPoint date will automatically calculate based on the established project schedule. This should be halfway between the beginning and end of construction. **Do not enter a date unless the project has an atypical construction schedule.**
- The number of decimal places in the percentage field has been increased to eight places in Items 12, 13, and 16 to 18.
- Item 18a Green Design Fee has been deleted and items for Building Equipment Commissioning (previously 18b), CM Pre-construction Fees (previously 18c), and Miscellaneous Design Cost (previously 18d) have become items 18a, 18b, and 18c, respectively.

Cost Estimate Worksheet Main Screen

Click “CEW” on the dark yellow tool bar; CBIS will display a “CEW List” screen.

Click “Add” and CBIS will display the screen shown above. You may enter data directly in the fields indicated.

Project Title	The field is automatically populated with the project title entered in the “Main” screen on the dark yellow tool bar.
CEW Title	If there is more than one CEW for this project, enter a distinctive name in this field for this particular CEW .
Prepared By:	CBIS will populate this field using the name of the person entering the information.
A/E on Board?	Enter “Yes” or “No.”
Override existing formulas and key in data manually?	Enter “Yes” or “No.” <i>Note: only enter “Yes” if you entered “Yes” in response to the “A/E on Board?” question and have received a cost estimate from your A/E .</i>
Source of Estimate	Enter the name or company name of the source of the cost estimate here. <i>This can be either an internal agency cost center, the DGS Cost Center, or the agency A/E.</i>
Project Location	Enter the subdivision where the project is located.
Institution	If applicable, the name of the institution will automatically populate this field.

Cost Estimate Worksheet Main Screen (Continued)

Project #	If applicable, enter the project number. DGS only assigns a project number after a project has received an authorization from the General Assembly.
Estimate Date	Enter the date the CEW information was entered into CBIS.
Estimate Reference Point	Enter the Estimate Reference Point. It is the date on the source which was used to prepare the cost estimates. For example, if Means Construction Cost Data 20__ was used to estimate the costs of the project, the estimate reference point would be January 20__. Click "Continue." CBIS will display "CEW Items 1 - 6."

Cost Estimate Worksheet

Items 1 - 6

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Title: Disaster Recovery Center

CEW Title: Disaster Recovery Center

CEW - Items 1 - 6

1. Design Phase:	<input type="text" value="Budget"/>
2. Project Type:	<input type="checkbox"/> Demolition <input type="checkbox"/> Major <input type="checkbox"/> Minor <input checked="" type="checkbox"/> New Construction <input type="checkbox"/> Renovation <input type="checkbox"/> Site <input type="checkbox"/> Utility
3. Design Period:	Duration of <input type="text" value="12"/> Months Starting on <input type="text" value="7/1/2017"/> until 7/1/2018
4. Estimated Bid Date:	<input type="text" value="8/1/2018"/>
5. Construction Period:	Duration of <input type="text" value="24"/> Months Starting on <input type="text" value="11/1/2018"/> until 11/1/2020
Project Description:	Construct a 50,000 GSF new facility in Anne Arundel County on the current grounds of the closed Crownsville State Hospital for use by all State agencies for the recovery of critical services and systems in the event primary data centers become inaccessible; conducting IT disaster recovery plan testing; and hosting statewide critical applications. Such a facility is imperative to the continued delivery of critical services to the constituents of the State, and for the business of the State to continue should a natural or man made event render an agency's primary data center inoperable. This facility is to support the IT disaster recovery plans of State agencies and is not intended to accommodate the operational requirements of an agency's Continuity of Operations Plan (COOP).
6. Estimated MidPoint: <small>(Auto-populated based on Item 5)</small>	<input type="text" value="11/2/2019"/>

Based on the established project schedule, estimate the mid-point of the construction period. Allow time from project bid date to construction start date to account for award of the project and time before the contractor receives notice to proceed with construction. Enter the number of months from the estimate reference point to the mid-point of construction.

Continue
Entire Work Sheet
Back
Cancel

You may enter data directly on this screen.

Item 1 Design Phase	Select the design phase of the project from the drop-down menu. Select "Budget" if this is an initial request or if an architect/engineer has not yet been hired. Select "Schematic," "Design Development," or the appropriate phase of "Construction Documents" to reflect the actual status of the project.
Item 2 Project Type	Check the appropriate box or boxes to indicate the type of project.
Item 3 Design Period	Enter the number of months to design the project and the starting date in the blocks provided in a numerical format (Month/Day/Year).
Item 4 Estimated Bid Date	Enter the estimated bid date in a numerical format (Month/Day/Year). This should be the same as the date provided in the "Schedule" tab on the dark yellow tool bar.
Item 5 Construction Period	Enter the number of months to construct the project and the starting date in a numerical format (Month/Day/Year). This date should be the same as the date provided in the "Schedule" tab on the dark yellow tool bar.
Project Description	The field is automatically populated with the project description entered in the "Main" Screen on the dark yellow tool bar.
Item 6 Estimated MidPoint	The Estimated MidPoint date will automatically calculate based on the established project schedule. This should be halfway between the beginning and end of construction. This field will auto-populate. Do not enter a date unless the project has an atypical construction schedule. Click "Continue." CBIS will display Item 7.

Cost Estimate Worksheet

Item 7: Area Screen

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Title: Disaster Recovery Center
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CEW - Item 7: Area

List the gross and net square footage for each area of the building under the appropriate column.

New Area Worksheet Edit Grid

Area	GSF	NSF	Eff. Factor	% Efficiency
A1	72,530	44,567	1.63	61.4%
Totals	72,530.00	44,567.00		

Renovated Area Worksheet Edit Grid

Area	GSF	NSF	Eff. Factor	% Efficiency
Totals	0.00	0.00		

Continue
Entire Worksheet
Back

Click on the "Edit Grid" button above the "New Area Worksheet" table.

Item 7
New Area Worksheet

If this project is still in the "Budget" stage and an A/E has not yet been hired, enter the net and gross square feet for the major functional areas requiring space that are outlined in the Part I and II program. Examples of such space include office suites, kitchen, instructional areas, and research labs.

If design/planning funding has been provided for the project and an A/E has been selected, areas can be listed by floor, or another type of category determined by the A/E. Square foot totals should then be provided based on the floors or the other category chosen.

A particular type of space can be entered in the window under "Area." The gross square feet (GSF) and net square feet (NSF) can be entered in the spaces next to the type of space. Calculation of the efficiency factor and % efficiency can be calculated in one of two ways:

1) After entering the type of functional space and its GSF/NSF, click "Save" and the efficiency data will be calculated for the functional space whose GSF and NSF has just been entered. You can then review the information that you have entered.

2) After entering the type of functional space and its GSF/NSF, click "Add Area." The efficiency data will be calculated for the functional space whose GSF and NSF has just been entered. In addition, a new row will appear for entering another type of space.

Cost Estimate Worksheet

Item 7: Area Screen (Continued)

<p>Item 7 New Area Worksheet (Continued)</p>	<p>If you only know the net square feet and efficiency factor for each type of space, then enter this data and click on “CALC. GSF.” CBIS will calculate the GSF. You will still be able to enter additional area data by clicking “Add Area.” After all entries have been completed, click “Save” and you should see all of the information that you have just entered. If you need to revise an entry, click “Edit Grid” and overwrite or delete the entry.</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. To edit data already entered in the “New Area Worksheet,” click “Edit Grid.” Place the cursor in the field that you want to change and delete the existing entry. Then enter the new data and click “Save” to retain the changes. 2. To delete data already entered in the “New Area Worksheet,” click “Edit Grid.” Click the “Delete” option and then click “Save.” If you do not click “Save,” the “Delete” command will not save the deletion. It should also be noted that the “Delete” command is only available for the last “Area” entered in the “New Area Worksheet.” 3. Efficiency factors should be consistent with instructions in the DGS Procedures Manual. However, for out year estimating, use the minimum efficiency factor in the range provided by DGS.
<p>Item 7 Renovated Area Worksheet</p>	<p>In order to enter data for “Renovated Areas” follow the same data input process as described above for “New Area Worksheet.” When you are finished, click “Save” and review the information you have entered. Then click “Continue” and CBIS will display “Item 8 - Structure.”</p>

Cost Estimate Worksheet Item 8: Structure Screen

CEW Title: Disaster Recovery Center

CEW - Item 8: Structure

List the project costs in the appropriate spaces.

Structure - New

[Edit Grid](#)

Area	GSF	\$/SF	Amount
A1	72530.00	260.00	18,857,800.00
Totals			18,857,800.00

Structure - Renovated

[Edit Grid](#)

Area	GSF	\$/SF	Amount
Totals			0

C. Asbestos Removal			0
D. Built-in Equipment			2000000
E. Interior Demolition			0
F. Information Technology			1000000
G. Subtotal:			21,857,800

H. Regional Constr. Factor:	1.00		
I. Subtotal w/ Regional Constr. Factor:			21,857,800
J. Escalation to Mid-Pt:	11.50		2513647
K. Structure Total (Item I + Item J):			24,371,447

[Continue](#)

[Entire Work Sheet](#)

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[Cancel](#)

Item 8 A Structure - New

Click "Edit Grid" above the "Structure - New" table. Enter the appropriate cost per square foot. If you do not know the appropriate cost per square foot dollar amount to enter, call the DGS Cost Center at 410-767-4397.

Click "Save" and review the data that has just been entered.

Item 8 B Structure - Renovated

Follow the same data input process as described above for "Structure - New," entering the cost per square foot for renovated areas.

Click "Save" and review the data that has just been entered.

Item 8 C, D, E, and F

These items provide fields for additional entries that are not included in the cost per square foot you entered in the "Structure - New" and/or "Structure - Renovated" Fields. The items generally include information technology, built-in equipment, asbestos abatement, and demolition that are part of general construction. Itemize and list these and similar items directly into fields 8C, 8D, 8E, and 8F. Click "Continue" to save the data and navigate to the next page.

Cost Estimate Worksheet

Item 8: Structure Screen (Continued)

Item 8 G	This field is calculated by CBIS based on the data entered in 8A through 8 F.
Item 8 H	<p>If an A/E has not been retained, enter the regional construction factor for the jurisdiction in which the project is located. This factor accounts for variations in the wage rates established by the Department of Labor, Licensing and Regulation as applicable to the 24 subdivisions in Maryland.</p> <p>After an A/E has been retained, estimates should be based on market conditions and industry forecasts. A regional construction factor of 1.0 should then be entered after the A/E has supplied a cost estimate.</p> <p>The regional construction factor used for budget estimates is updated every 2-5 years. It is provided as part of each fiscal year's Capital Budget Instructions that are circulated to agencies by the Office of Capital Budgeting in the spring of each year. If needed, contact the DGS Cost Center at 410-767-4397 for the latest regional construction factors.</p>
Item 8 I	CBIS calculates these fields based on information previously entered.
Item 8 J	CBIS will automatically zero this field out if the override feature has been selected. If an A/E has been retained, enter the A/E's estimate as a value or as a percentage.
Item 8 K	<p>CBIS calculates these fields based on information previously entered.</p> <p>Click "Continue" and CBIS will display "Item 9: Site."</p>

Cost Estimate Worksheet

Item 9: Site Screen (Continued)

<p>Item 9 B Site Items Worksheet (Continued)</p>	<p>Information for each particular kind of site improvement can be entered in the windows under “Site Items.” In addition, enter the “Estimate Cost” data for the particular item. If you want to add another site item after making the first entry, click “Add New” to make the entry.</p> <p>Repeat this process for all other entries. After they have been entered, click “Save” and review the data you have entered. If you need to revise an entry, click “Edit Worksheet” and overwrite or delete the entry.</p>
<p>Item 9 C, D, and E Subtotals and Total</p>	<p>These are calculated fields. No entry is required.</p> <p>Click “Continue.” CBIS will display Item 10: Utilities</p>

Cost Estimate Worksheet

Item 10: Utilities Screen

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CEW - Item 10: Utilities

To determine Utility costs, use the work sheet below to list site work items that are relevant to the project and list the estimated costs of those items

A. Enter % of 8G or \$ amount: 5.00000000 % of 21,857,800 is 1,092,890

B. Utilities Items Worksheet

Utility Items	Estimate Costs
Total:	0

Edit Amount

Edit Worksheet

C. Subtotal: (line A + line B) 1,092,890

D. Subtotal w/Regional Construction Factor: 1.00 x line C 1,092,890

(as set in Item 8H)

E. Site Total: (11.50% of line D) + line D **1,218,572**

(with escalation to mid-point as set in item 8J)

Continue
Entire Worksheet
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Item 10A
% of Item 8G

If “No” has been entered in response to the question “Override existing formulas and key in data manually” in the Main Screen, then use the default percentage that CBIS automatically specifies to calculate the cost for utilities. As indicated in the screen, this percentage is multiplied by Item 8G, the Subtotal of the “Structure” costs. If you have reason to believe the default percentage is inadequate, click “Edit Amount,” insert the appropriate percentage, and click “Save.”

If “Yes” has been entered in response to the question “Override existing formulas and key in data manually” in the Main Screen, CBIS will automatically zero this field out. You may enter the A/E’s estimate as a value and click “Save.” *Under this setting, it is not possible to enter a percentage. If you only have a percentage, use the percentage to calculate a value and enter that value. In some cases, the override feature should not be selected if you wish to enter the A/E’s estimate as a percentage.*

NOTE: if any costs in item 8 are later changed, Item 10A should NOT be affected, so it will be necessary to adjust it manually if you want to change it.

An explanation for how the percentage was calculated or modified from the default should be entered in the “CEW - Notes” Screen which follows “CEW - Total” (Items 22-27).

Item 10B
Utilities Items Worksheet

If an A/E has been hired, click “Edit Worksheet” above the “Utility Items” Grid. Enter any discrete utility items identified by your A/E. Such items may include water treatment plants, wastewater treatment plants, components, septic systems, water distribution-domestic, water distribution-fire, wells, sanitary distribution, steam distribution, electric distribution, telecommunications emergency power, utility tunnel, and fuel systems.

Cost Estimate Worksheet

Item 10: Utilities Screen (Continued)

Item 10B Utilities Items Worksheet (Continued)	<p>Information for each particular kind of utility item can be entered in the fields under “Utility Items.”</p> <p>In addition, enter the “Estimate Cost” data for the particular item. If you want to add another utility item after making the first entry, click “Add New” to make the entry. Repeat this process for all other entries. After they have been entered, click “Save” and review the information you have entered. If you need to revise an entry, click “Edit Worksheet” and delete the entry.</p>
Items 10 C, D, and E Subtotals and Total	<p>These are calculated fields. No entry is required.</p> <p>Click “Continue.” CBIS will display Item 11.</p>

Cost Estimate Worksheet

Item 11 Screen

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CEW - Item 11

The total structure , Site and Utilities Costs that you estimated constitutes the estimated construction cost as of the mid point of the construction date

Structure Estimated Cost (Item 8 Total)	24,371,447
Site Estimated Cost (Item 9 Total)	1,218,572
Utilities Estimated Cost (Item 10 Total)	1,218,572
Subtotal	26,808,591

Continue

Entire WorkSheet

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Item 11 Subtotal

This screen summarizes and provides a cost subtotal for the estimated costs for “Structure,” “Site,” and “Utilities.” There is no data entry required on this screen. If any of the costs shown for the three cost areas is incorrect, return to the prior screens and make appropriate corrections.

Click “Continue.” CBIS will display Items 12, 13, 14, and 15, which concern Construction.”

Cost Estimate Worksheet Construction Screen

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CEW - Construction

Item 12

a. Total Construction Contingency:	<input type="text" value="5.00000000"/>	% of Item 11	<input type="text" value="1340430"/>	<input type="button" value="Edit"/>
b. Green Building Premium:	<input type="text" value="2.00000000"/>	% of Item 11	<input type="text" value="536172"/>	<input type="button" value="Edit"/>
c. CM Cost Construction Share:	<input type="text" value="0"/>	% of (Item 11+ Item 12a)	<input type="text" value="0"/>	<input type="button" value="Edit"/>
d. Public Art Premium:	<input type="text" value="0.50000000"/>	% of Item 11	<input type="text" value="134043"/>	<input type="button" value="Edit"/>

Item 13

Inspection and Testing:	<input type="text" value="2.20000000"/>	% of (Item 11)	<input type="text" value="589789"/>	<input type="button" value="Edit"/>
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Item 14

CPM Schedule:	<input type="text" value="0"/>			
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Item 15

Miscellaneous Construction Cost	Amount
Total:	<input type="text" value="0"/>

For items 12a, 12b, 12c, and 13:

If “No” has been entered in response to the question “Override existing formulas and key in data manually” in the Main Screen, percentage data can be entered directly in the fields provided. If a specific dollar amount is known for any of these items, then Click “Edit” and enter the amount. Click “Save” and review the information you have entered.

If “Yes” has been entered in response to the question “Override existing formulas and key in data manually” in the Main Screen, it will not be possible to enter a percentage in the fields provided. Users will need to enter the value by clicking “Edit” and entering the amount. Click “Save” and review the information you have entered.

Item 12a Construction Contingency	The contingency amount should be calculated at 10% of Item 11 for out year projects. However, when the project becomes a budget year request, the 10% contingency should be reduced to 5% of Item 11. This funding is considered a construction contingency for change orders during construction.
Item 12b Green Building Premiums	CBIS provides a default percentage of 2% of the estimated construction cost shown in Item 11. This block should only be filled out if the project’s GSF is at least 7,500 GSF and is proposed as a “Green Building.” This percentage is for the application of costs related to the construction of a building associated with green construction practice, which conform with LEED Silver or International Green Construction Code rating principles outlined by the Maryland Green Building Council. If your project does not meet the GSF threshold or you have obtained a waiver, you may delete this percentage. Otherwise leave the default 2%.

Cost Estimate Worksheet Construction Screen (Continued)

Item 12c CM Cost Construction Share	Enter a cost for construction management. Use 3% of Item 11 (i.e. subtotal for estimated costs of Structure, Site, and Utilities). This item should only be filled in by Higher Education agencies, and the Department of Public Safety and Correctional Services, or for a project that DGS approved the use of a construction manager. Other agencies should leave this item blank.								
Item 12d Public Art Premium	If the project is 100% State-funded and (1) a new construction of at least 15,000 GSF or (2) a major renovation of at least 15,000 GSF and includes the replacement of major utilities such as HVAC, electrical, or plumbing, then the Public Art Premium of .5% should be added to Item 12d. If not, remove the default .5% in Item 12d.								
Item 13 Inspection and Testing	Enter a percentage or an amount for construction inspection and testing based upon the estimated construction cost. Unless you are advised otherwise, use the rates shown below and apply them against the sum of Item 11 and Item 12a. <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>Expected Construction Cost</u></th> <th style="text-align: center;"><u>Rate</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0 - 4,000,000</td> <td style="text-align: center;">4.6% (0.046)</td> </tr> <tr> <td style="text-align: center;">4,000,000 - 9,000,000</td> <td style="text-align: center;">3.2% (0.032)</td> </tr> <tr> <td style="text-align: center;">9,000,000 and greater</td> <td style="text-align: center;">2.2% (0.022)</td> </tr> </tbody> </table>	<u>Expected Construction Cost</u>	<u>Rate</u>	0 - 4,000,000	4.6% (0.046)	4,000,000 - 9,000,000	3.2% (0.032)	9,000,000 and greater	2.2% (0.022)
<u>Expected Construction Cost</u>	<u>Rate</u>								
0 - 4,000,000	4.6% (0.046)								
4,000,000 - 9,000,000	3.2% (0.032)								
9,000,000 and greater	2.2% (0.022)								
Item 14 CPM Schedule	Enter a cost for critical path scheduling. Use \$10,000 plus .001 of Item 11 or estimate an allowance. Higher Education agencies should leave this item blank.								
Item 15 Miscellaneous Construction Costs	Click on the “Edit” button. Enter any miscellaneous costs and include a reference. These costs should be construction related (e.g. separate related construction contracts, utility connection fees, etc.). Click “Add” to include additional items and their respective “Amount.” Clicking “Save” will save the added items and review the information you have entered. Click “Continue.” CBIS will display Items 16, 17, 18a, 18b, and 18c.								

Cost Estimate Worksheet Design Screen

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CEW - Design

Item 16

A.E Basic Services Fees:	0.04326481	% of (Item 11 + Item 12a)	12179	Edit
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Item 17

A.E Special Services Fee:	0.01138548	% of (Item 11 + Item 12a)	3205	Edit
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Item 18

a. Bldg Equip. Commissioning:	0	% of (Item 8j)	0	Edit
b. CM Pre-construction Fees:	0	% of (Item 11)	0	Edit

Item 18c [Edit](#)

Miscellaneous Design Cost	Amount
Total:	0

Continue
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Cancel

For items 16, 17, 18a, and 18b:

If “No” has been entered in response to the question “Override existing formulas and key in data manually” in the Main Screen, percentage information can be entered directly in the fields provided. If a specific amount is known for any of these items, then Click “Edit” and enter the specific dollar amount. Click “Save” and review the information you entered.

If “Yes” has been entered in response to the question “Override existing formulas and key in data manually” in the Main Screen, it will not be possible to enter a percentage in the fields provided. Users will need to enter the value by clicking “Edit” and entering the amount. Click “Save” and review the information you have entered.

Item 16 A/E Basic Services Fee	Enter the total amount, or percentage, of all basic estimated or contracted A/E services fees, including approved change orders for the project as of the date of the estimate. The typical estimated fee should be 7% for new construction and 7.5% for renovation. Fees in excess of these percentages need to be justified. A space is provided for explanatory notes regarding this matter after “CEW - Totals” (Items 22-27).
Item 17 A/E Special Services Fee	Enter the total amount, or percentage, of all estimated or contracted fees for special design services. Examples of this include special consultants for acoustics, kitchen, telecommunications, museum exhibit design services, special surveys, etc. You may enter either the percentage or the full amount.
Item 18a Building Equipment, Commissioning	Enter a percentage or the amount for commissioning the building. This applies only to buildings with complex mechanical and electrical systems that require specific adjustments, testing, and the training of personnel to operate. The amount should be computed as 1.5% of the cost of the Structure (Item 8j).

Cost Estimate Worksheet Design Screen (Continued)

<p>Item 18b CM Pre-construction Fees</p>	<p>Enter a percentage or the amount for construction management. The amount should be computed based on 1% of Item 11 and the construction contingency (Item 12a). As in Item 12c, this item only applies to Higher Education agencies and the Department of Public Safety and Correctional Services, or for a project that DGS approved the use of a construction manager.</p>
<p>Item 18c Miscellaneous Design Costs</p>	<p>Click on the “Edit” button. Enter any miscellaneous costs for design and include a reference. These costs should be design related, (e.g. value engineering, boundary and archaeological surveys, borings, test pits, etc). Click “Add” to enter additional items.</p> <p>Click “Save” and review the information you entered.</p> <p>Click “Continue.” CBIS will display Items 19 and 20.</p>

Cost Estimate Worksheet Equipment and Acquisition Screen

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CEW - Equipment and Acquisition

Item 19

A. Insert the estimated cost of the movable capital equipment requested for this project less the information technology equipment (Agency Estimated)

B. Insert the estimated cost of the information technology capital equipment requested for this project (Agency Estimated)

Item 20

Acquisitions:

Continue
Entire WorkSheet
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Cancel

Item 19 A Movable Capital Equipment	Enter the estimated cost of Capital eligible movable equipment requested for this project less the information technology equipment required.
Item 19 B Information Technology Capital Equipment	<p>Enter the estimated cost of the information technology capital equipment (e.g. voice, video, data, and wireless) requested for this project. Items typically included here are equipment that has a very substantial cost associated with them, such as an electronic private branch exchange (PBX) that serves a major building or buildings in a facility on a campus, or hub servers that support a complex network of data links. (Refer to Appendix C-1)</p> <p>If the IT work is anticipated to be handled by a separate vendor contract, then it should also include fiber optic or copper vertical riser distribution cables, cable termination equipment and related wiring in wiring closets or each floor, and wire connecting the wire closet terminations to the wall jacks or other outlets to which telephone stations and computers will be connected that are not installed as part of the general contract. Do not include items ineligible for capital funding.</p>
Item 20 Acquisition	If applicable, enter the total cost of any acquisitions, including land and property.
Item 21 Not Shown	<p>This is a calculated field for Total Project Costs. While it does not appear on the CBIS screen; it will appear on the CEW Report. No entry is required.</p> <p>Click "Continue." CBIS will display Items 22, 23, 24, 25, 26, and 27.</p>

Cost Estimate Worksheet Total Screen

DEPARTMENT OF BUDGET & MANAGEMENT

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Home
Main
CEW
Schedule
Cost & Funds
Details
Tax Survey
Operating Imp.
Submit

Title: Disaster Recovery Center

CEW Title: Disaster Recovery Center

CEW - Total

Item 22

Total Construction Costs and related Costs:	29,409,024
----------------------------------------------------	------------

Item 23

Prior Construction Funds:	<input style="width: 50px;" type="text" value="0"/>
----------------------------------	-----------------------------------------------------

Item 24

New Construction Funds Required: (Difference between 22 and 23)	29,409,024
------------------------------------------------------------------------	------------

Item 25

Total Design Fees and Related Costs:	15,384
---------------------------------------------	--------

Item 26

Prior Design Funds:	<input style="width: 50px;" type="text" value="0"/>
----------------------------	-----------------------------------------------------

Item 27

New Design Funds Required: (Difference between 25 and 26)	15,384
------------------------------------------------------------------	--------

Construction Cost of the structure per square feet at the mid-point of construction of the project: <small>(Item 8 total divided by total GSF in Item 7)</small>	336.02
Construction Cost of the Structure/Site/Utilities per square feet of the project: <small>(Item 11 divided by Total GSF in Item 7)</small>	369.62
Total project Cost per square feet of the project: <small>(Item 22 divided by Total GSF in Item 7)</small>	405.47

Continue
Entire WorkSheet
Back
Cancel

Item 22 Total Construction and Related Costs	This field is populated by CBIS based on information previously entered.
Item 23 Prior Construction Funds	Enter the total of all prior construction funds authorized for this project.
Item 24 New Construction Funds Required	This field is populated by CBIS based on information previously entered.
Item 25 Total Design Fees and Related Costs	This field is populated by CBIS based on information previously entered.
Item 26 Prior Design Funds	Enter the total of all prior design funds authorized for this project.
Item 27 New Design Funds Required	This field is populated by CBIS based on information previously entered. Click "Continue." CBIS will display a page for any notes that might explain items not accounted for on the previous pages.

Cost Estimate Worksheet Notes Screen

 DEPARTMENT OF BUDGET & MANAGEMENT C.B.I.S.		You are logged in to Build 153 as: Fiona Burns
Home Main CEW Schedule Cost & Funds Details Tax Survey Operating Imp. Submit		About CBIS Manage Account Logout Help
Title: Disaster Recovery Center CEW Title: Disaster Recovery Center		
<h3 style="color: blue;">CEW - Notes</h3> <p style="font-size: small;">Please use the space below to note any special features of the project that may require funding outside usual estimation amounts.</p>		
<div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;">  <div style="border: 1px solid gray; height: 80px; margin-top: 5px;"></div> </div>		
<div style="display: flex; justify-content: space-around; gap: 20px;"> Continue Entire WorkSheet Back Cancel </div>		
Notes	<p>Use this space to explain any costs that are unusually large or fall outside of the fixed percentages normally used to calculate building costs.</p> <p>Click "Continue." CBIS will display a "CEW - Fund Sources" screen.</p>	

Cost Estimate Worksheet Fund Sources Screen

DEPARTMENT OF BUDGET & MANAGEMENT
C.B.I.S.

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Title: Disaster Recovery Center
CEW Title: Disaster Recovery Center

CEW - Fund Sources Add New

Fund Source	Amount	
<input type="text"/>	<input type="text" value="0"/>	Update Cancel Delete

Continue Entire WorkSheet Back

Fund Sources

Click "Add New."

For all prior authorizations for this project, the "Fund Source" and "Amount" must be entered. After entering the information for a particular fund source, click "Update." To enter additional fund source data, repeat the clicking "Add New"/"Update" process. Ideally, you should enter the project/program name, item number and budget year for these prior authorized funds.

Click "Continue" and you will be able to view the entire Cost Estimate Worksheet as a "CEW - Summary." After reviewing the summary, changes can be made by clicking "Edit This Section" containing the item of concern.