

**BUDGET PACKAGE PREPARATION, BUDGET ESTIMATES
(Revised 5/98)****6828**

The budget package refines the department's estimate of the project's total cost as presented in the COBCP. DOF then uses this refined estimate to prepare the *Governor's Budget*. An example of a budget package (comprised of a cost estimate summary and a statement of cost by phase) is presented in 6828 Illustrations 1 and 2 of this section.

DOF authorizes DGS to prepare budget packages only for those projects with a strong likelihood of funding. (The following entities are authorized by statute to prepare their own budget packages: the higher education segments, the Department of Water Resources, and the California Department of Corrections for new prison construction.) Payment for DGS' services typically is provided by departments or—for those agencies without capital outlay programming funds—from a project planning appropriation administered by DOF. Transfer of funds to DGS is made through a Form 22, (6868 Illustration 1.)

As DGS completes the budget packages, it submits them to DOF for final policy and cost review, with a copy to the department. At that time, DOF may schedule additional meetings with the department and DGS to complete its review. (See Section 6814 for a budget enactment timetable.)

For construction projects, budget packages consist of a project description, a project schedule, pre-schematic plans, outline specifications, and a cost estimate. DGS prepares these items from information provided by the client department in the COBCP, in scope meetings, during the environmental review process, and from data compiled during the feasibility review process (if any). Any department authorized to act as its own project manager is required to provide equivalent information using the same format and time-frames.

For real property acquisition projects, a budget package refines the purchase value figure. DGS updates the value figure upon formal requests by the department.

Page 6828 ILLUSTRATION 1

**DEPARTMENT OF GENERAL SERVICES
PROJECT MANAGEMENT BRANCH
CAPITAL OUTLAY COST ESTIMATE**

PROJECT:	ANNEX I	BUDGET ESTIMATE:	B97-1901
LOCATION:	YOUNTVILLE, CA	WORK ORDER NO:	OPDM 0558
CLIENT:	DEPT. OF VETERAN AFFAIRS	ESTIMATE RUN DATE:	October 1, 1996
DESIGN BY:	PMB/CONSULTANT	PREPARED BY:	RGE/CLK
PLAN DATE:	N/A	ESTIMATE CCCI-M/L:	3482
		ESCALATED TO:	3577

DESCRIPTION

This project consist of 100% remodeling of the hospital Annex I. Construction shall consist of new partitions, ceilings, flooring, doors, and frames, exterior windows, HVAC, and electrical systems, plumbing and hospital support systems. Additional work includes demolition and abatement of hazardous materials.

ESTIMATE SUMMARY

New Architectural	\$286,000	
Site Work/Landscaping/Demolition	\$2,085,000	
Metals	\$147,000	
HVAC		\$1,226,000
Plumbing		\$570,000
Medical Gas		\$151,000
Fire Protection		\$122,000
Electrical		\$1,102,000
Asbestos Abatement		\$298,000
Lead Paint Abatement		\$162,000
ESTIMATED TOTAL CURRENT COSTS:		\$6,149,000
Adjust CCCI Form 3482 to 3577		\$168,000
ESTIMATED TOTAL CURRENT COSTS ON JULY 1, 1997:		\$6,317,000
Escalation to Midpoint 8 Months @ .25%/mo.		\$126,000
ESTIMATED TOTAL CONTRACTS:		\$6,443,000
Contingency at: 7%		\$451,000
ESTIMATED TOTAL CONSTRUCTION COST:		\$6,894,000

(Continued)

SAM - BUDGETING

Page 6828 ILLUSTRATION 1 (Cont. 1)

PROJECT:	ANNEX I	BUDGET ESTIMATE:	B-97-1901
WORK ORDER NO:	OPDM 0558	ESTIMATE RUN DATE:	October 1, 1996
ESTIMATED TOTAL CONSTRUCTION COST:			\$6,894,000

ARCHITECTURAL & ENGINEERING SERVICES: \$873,000

OTHER PROJECT COSTS:

Special Consultants (Hazmat)	\$90,000
Materials Testing	\$67,000
Project/Construction Management	\$148,900
On-Site Construction Management	\$388,000
A&E Travel and Expense	\$0
Agency Retained Items	\$775,000
Small and Minority Assessment - A&E	\$2,400
Small and Minority Assessment - Const.	\$15,200
School Checking	\$0
Hospital Checking	\$96,600
Essential Services	\$0
Handicapped Checking	\$2,900
Environmental Document	\$0

OTHER PROJECT COSTS TOTAL \$1,586,000

ESTIMATED TOTAL PROJECT COST \$9,353,000

FUND TRANSFERS

TOTAL FUNDS TRANSFERRED

TOTAL FUNDS RETURNED

BALANCE OF FUNDS REQUIRED	\$9,353,000
----------------------------------	--------------------

NOTES:

The construction costs in this estimate are indexed from the CCCI Index as of the date of estimate preparation to the CCCI index that is projected as of July 1, 1997. The project estimate is then escalated for a 8 month period to an assumed construction midpoint. When an actual construction start date is establish, escalation to the index for that date will be an added cost.

The Agency has retained items that are included in this estimate. OPDM has not verified agency retained pricing.

SAM - BUDGETING

Page 6828 ILLUSTRATION 2

SUMMARY OF COSTS BY PHASE

PROJECT:	ANNEX I	BUDGET ESTIMATE:	B97-1901
LOCATION:	YOUNTVILLE, CA	WORK ORDER NO:	OPDM 0558
CLIENT:	DEPARTMENT	OF ESTIMATED RUN DATE:	October 1, 1996
	VETERANS AFFAIRS	CCCI:	_____
PREPARED BY:	RGE/CLK		

CONSTRUCTION DURATION	16 MONTHS	
ESTIMATED CONTRACT COST	\$6,443,000	\$6,443,000
CONSTRUCTION CONTINGENCY	\$451,000	\$451,000
TOTAL	\$6,894,000	\$6,894,000

CATEGORY	STUDY 00	PRELIMINAR Y PLANS 01	WORKING DRAWING S 02	CONSTRUCTI ON 03	TOTAL
ARCHITECTURAL AND ENGINEERING SERVICES					
A&E Design	\$0	\$25,000	\$377,000	\$145,000	\$547,000
Construction Inspection(incl.pt. constr	\$0	\$0	\$0	\$227,000	\$227,000
Construction Inspection Travel	\$0	\$0	\$0	\$0	\$0
Coordination & Contract Management	\$0	\$7,000	\$0	\$0	\$7,000
Advertising, Printing and Mailing	\$0	\$0	\$22,000	\$0	\$22,000
Plan Revisions	\$0	\$70,000	\$0	\$0	\$70,000
SUBTOTAL A&E SERVICES	\$0	\$102	\$399,000	\$372,000	\$873,000

OTHER PROJECT COSTS					
Special Consultants (Hazmat)	\$0	\$10,000	\$20,000	\$60,000	\$90,000
Materials Testing	\$0	\$0	\$25,000	\$42,000	\$67,000
Project/Construction Management	\$0	\$15,000	\$37,500	\$96,400	\$148,900
On-Site Construction Management	\$0	\$0	\$0	\$388,000	\$388,000
A&E Travel and Expense	\$0	\$0	\$0	\$0	\$0
Agency Retained Items	\$0	\$0	\$0	\$775,000	\$775,000
Small and Minority Assessment - A&E	\$0	\$100	\$900	\$1,400	\$2,400
Small and Minority Assessment - Const.	\$0	\$0	\$0	\$15,200	\$15,200
School Checking	\$0	\$0	\$0	\$0	\$0
Hospital Checking	\$0	\$0	\$96,600	\$0	\$96,600
Essential Services	\$0	\$0	\$0	\$0	\$0
Handicapped Checking	\$0	\$0	\$2,900	\$0	\$2,900
Environmental Document	\$0	\$0	\$0	\$0	\$0
SUBTOTAL OTHER PROJECT COSTS	\$0	\$25,100	\$182,900	\$1,378,000	\$1,586,000

TOTAL ESTIMATED PROJECT COST	\$0	\$127,100	\$581,900	\$8,644,000	\$9,353,000
LESS FUNDS TRANSFERRED	\$0	\$0	\$0	\$0	\$0
FUNDS RETURNED	\$0	\$0	\$0	\$0	\$0
CARRY OVER	\$0	\$0	\$127,100	\$709,000	
BALANCE REQUIRED	\$0	\$127,100	\$709,000	\$9,353,000	\$9,353,000