



Facilities Operations and Development

Design and Construction
400 Central Classroom Building
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Memo

Date: 12/8/2008
To: FOD Project Managers
From: Tim Shepard
Estimating Manager
Re: Instructions for completing Project Budgeting Template

Each estimate is unique and should be based upon the existing conditions known at the time the estimate is generated. The template is a tool to help the Project manager arrive at the Total Project Cost for his or her projects. There will always be a need for the Project Managers to think about and understand the unique conditions regarding their projects and how these conditions relate to the project costs

1. Decide if project is facility or infrastructure and choose correct template.
2. Fill in project information heading. Include project square footage for facility projects
3. The unit pricing provided includes material labor and equipment costs.
4. Tabs at bottom of estimate form provide unit pricing for common items which might be used in your project. Please
5. The line items included in the estimate template will not be used on every project.
Insert additional items as necessary and delete those which do not apply to your project.
6. Some divisions are broken down into building and site components. This allows for easy computation of building costs vs., site costs.
7. The prevailing wage and OSU allocation column adds 20% Unless you're sure of the cost do not delete this column.

GENERAL CONDITIONS

1. Permit cost is typically \$400 plus .09 times the square footage
2. Bond cost is .015 times the total construction cost. This must be calculated after budget is complete and than the line item can be filled in. Be sure to use construction cost prior to adding O & P
3. Liability insurance is calculated on different costs: total subcontracted amount, total supervision and total temporary
4. Temporary facilities and utilities are the costs for gas , phone, electric, water , etc. on a monthly basis the project
5. For supervision cost, you must calculate the project duration including punch out.
6. The remaining items should be self explanatory. Ask me if you have questions

SITE AND DEMOLITION

1. The line items listed on the budget template are included to get you started to think about the items that need to be r
2. If it is a whole building that is to be demolished \$0.35 per cubic foot is a good factor to use.
3. Add 30% if building is over three stories or the haul distance is over twenty miles.
4. Do not forget to include cost of hazardous material removal. Ten dollars a square foot is a good number to use for tl