

SBCTC 2023-25 Major Project Allocation Notes

General

Funding for Major Projects has usually been appropriated over two biennia. The design phase funding usually includes everything necessary to get the project ready to bid short of building permits, printing bid documents and advertising for the bid. The law allows 10% of the Artwork set-aside to be spent during design. The construction phase funding is for the balance of the project costs including the remaining design consultant costs.

For example, construction phase funding usually includes the portion of A/E Basic Services for bidding and Construction Administration, or 31% of the Basic Service fees, as well as the Other Services for Construction Administration.

To assure compliance with the legislative intent, State laws, and OFM policies, the appropriations for major projects are allotted based on progress:

Project Cost Element (C-100 tab)	Requirement for Allotment
Consultant services for Predesign (B.1) Artwork (E) College Project Management (F)	None
Acquisition (A)	Purchase and sale agreement
Basic and Extra Services prior to bid and portion of Design Contingency (B.2, 3 and 5) Other Costs (G)	Approval of Predesign
Basic and Extra Service for bid and construction administration (B.4) Remaining Design Contingency (B.5) Construction Contracts w/ Sales Tax and Construction Contingency (C)	Bid results and supporting documents (see details below)
Equipment w/ Sales Tax (D)	Item descriptions and costs

Design phase appropriations and allocations

Predesign

The method of project delivery is usually established during the predesign process. Options include Design-Bid-Build, Design-Build, and GC/CM. The project budget must fit within approved funding level regardless of the delivery method used.

As soon as the capital budget is approved in the new biennium, SBCTC will request Predesign funds based on the C-100 budget corresponding to the approved capital budget request as well as 69% of Project Management budget amounts for use during predesign. Additionally, SBCTC will request 10% of the Artwork appropriation on behalf of the Washington Arts Commission.

The outcome of this funding is to provide a completed predesign report to SBCTC for review and submission to OFM for approval. The submitted predesign must meet OFMs Predesign Checklist in effect at the time the funds are requested.

Life Cycle Cost Tool

Instructions and current forms for OFMs life cycle cost tool are available here:

<https://ofm.wa.gov/budget/budget-instructions/capital-budget-instructions-forms>. This model is to be

initially submitted with the predesign and then updated with more detail before bid and again, after occupancy.

Remaining Design Funds

Once OFM has approved the predesign and issued an approval letter, SBCTC will request the remaining design phase allotment from OFM. The college may use these funds only after OFM has released them. Unspent major project appropriations are eligible to be re-appropriated if the project has made satisfactory progress.

Construction phase appropriations and allotments

Construction

Construction phase funding for the remaining Consultant Costs, Other Costs, and Project Management can be allotted from OFM and allocated to the college as soon as we have a budget showing how the project can be completed within the available funding. The remaining Construction phase funding can be allocated as progress is made and additional information is provided. The supporting documents needed for construction allotments vary by public work delivery method. Please see the table of supporting documents needed for construction allotments below:

Design-Bid-Build	General Contractor/Construction Manager	Design-Build
Bid Tab with engineer's estimate and justification for selected alternates	Negotiated Total Cost and justification for selected alternates	Guaranteed Maximum Price and justification for selected alternates
Recast budget to demonstrate how construction cost fits within project budget		Recast budget to demonstrate how design and construction costs fit within project budget
Value Engineering report		
Constructability Review		
LEED checklist		
OFM Life Cycle Cost Tool		
Most recent correspondence with Department of Archeology and Historic Preservation and affected Tribes to demonstrate and document compliance with Executive Order 21-02 . See DAHP for process: https://dahp.wa.gov/2102		

Furniture, Fixtures, and Equipment

A separate request for furniture, fixtures, and equipment is required during the construction phase. It is preferred to submit one complete list, but if there are items with long lead-time or acquisition needs to be phased, partial requests may be submitted.

The FF&E list needs to be itemized with manufacturer, part number, cost, and if possible, a website link to the product description. A tool to help you gather this information is here - [FF&E Template](#). You may also submit vendor proposals that list the items, costs, and total bid price. Not all equipment is eligible for capital funding. Guidelines can be found in Chapter 4 of the current capital budget request instructions [found here](#). Colleges submit the draft equipment list to SBCTC for review. The SBCTC will help the college refine the list to be consistent with OFM requirements. The SBCTC will then submit the

equipment list to OFM for approval. Once approved by OFM, the funds are available to the college for expenditures.

Communicate with State Board capital staff

The State Board's capital staff is available to assist you with general questions or specific challenges encountered during a project. We can help you review the consultant's proposal for Extra Services based on what other colleges are paying. We can help compare the recast budget to previous budgets and expected construction cost data. We can help evaluate the return on investment of bid alternates or other design trade-offs.

Please let us know what we can do for you.

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