

Project Management Bootcamp Webinars

Capital Improvement Budgets (CIBs) - Day 1

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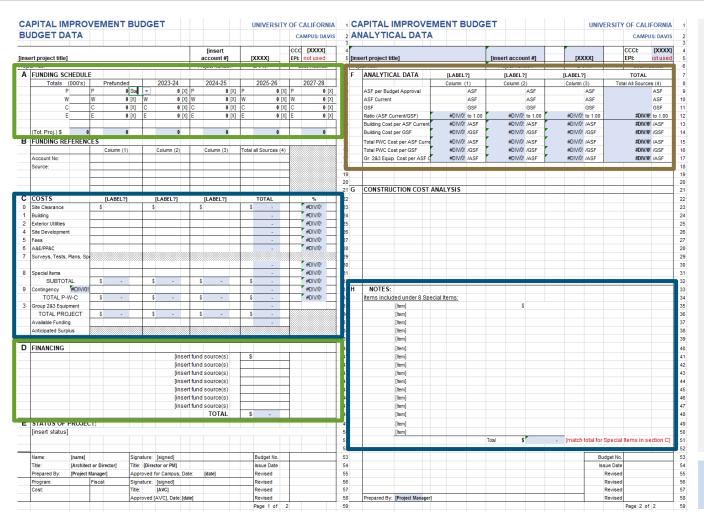
Agenda - Both Sessions

- 1. Day 1 1 ½ hours:
 - a. CIB Origin & Form
 - b. Cost Classification
 - c. New Project
 - d. CIB Funding Plan & Funding Schedule
 - e. Questions
- 2. Day 2 1 hour :
 - a. Sources & Uses: Budget Actions
 - b. Special Cases: Budget Changes
 - c. Questions

Agenda – Day 1

- 1. Day 1 1 ½ hours:
 - a. CIB Origin & Form
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Overview of Capital Improvement Budget (CIB) Form



- · Two-page excel sheet.
- Includes information on:

Funding
(sections A and D)
Cost by Category
(sections C and H)
Simple Analytics
(section F).

- Document's Responsibility
 - Preparer
 - Campus Approver
 - If needed, an Assistant/Associate Vice Chancellor Approver.
- Each budget is linked to the project's status, a CCCI, and has a number and date.

Cells shaded in blue are formulas

Basic Project Information

CAPITAL IMPROVEMENT BUDGET		UNIVERSIT	Y OF (CALIFORNIA
BUDGET DATA			CA	AMPUS: DAVIS
	[insert		ccc	[XXXX]
[insert project title]	account #]	[XXXX]	EPI:	not used
Project Title:	Project Number:	CAAN:	С	ost Indexes:

- · Project name
- Project number (sometimes referred to as "Account Number")
- CAAN
- CCCI
- EPI (no longer used)

Cost Categories (Section C)

С	COSTS	[LABEL?]		[LABEL?]		[LABEL?]		TOTAL		%
0	Site Clearance	\$	\$		\$		\$	-	1	#DIV/0!
1	Building							-	1	#DIV/0!
2	Exterior Utilities							-	<u> </u>	#DIV/0!
4	Site Development							-		#DIV/0!
5	Fees							-	<u> </u>	#DIV/0!
6	A&E/PP&C							-	_	#DIV/0!
7	Surveys, Tests, Plans, Sp.									
		 	 ·		 		 	-	 ,	#DIV/0!
8	Special Items							-		#DIV/0!
	SUBTOTAL	\$ -	\$	-	\$	-	\$	-	_	#DIV/0!
9	Contingency #DIV/0!							-	7	#DIV/0!
	TOTAL P-W-C	\$ -	\$	-	\$	-	\$	-	, I	#DIV/0!
3	Group 2&3 Equipment							-		
	TOTAL PROJECT	\$ -	\$	-	\$	-	\$	-		

- Costs are classified into one of nine categories (often referred to as "subs" or "lines").
- Projects with multiple components can have more than one column.
- · Projects with multiple fund sources can have more than one column (used when funds have restrictions).
- Two calculations: Cost as a percentage of P-W-C (or D-C) and Contingency as a percentage of construction (hard) costs.

Cost Classification

- Sub 0: Site Clearance
- Sub 1: Building
- Sub 2: Exterior Utilities
- Sub 3: Group 2 & 3 Equipment
- Sub 4: Site Development
- Sub 5: Consultant Fees
- Sub 6: Internal Fees
- Sub 7: Surveys, Tests, Plans
- Sub 8: Special Items
- Sub 9: Contingency
- Total Construction (hard) = Subs 0, 1, 2, 4
- Total P-W-C = 0-2 & 4-9 and excludes 3

Construction

"Construction" is used in different ways

- Construction (also known as hard) cost: Subs 0, 1, 2, 4 [see previous slide]
 - Some CIBs label Sub 1 as Construction instead of its correct label of Building
- Construction Phase

Project Budget: Where Would You Put it?

Breakout Session

- A. UCDH Project Management time
- B. Soils & Subsurface investigation contract
- C. Fire Marshal plan check fees
- D. Physical Plant/Facilities utility shutdown recharges
- E. Equipment purchased by Owner
- F. CEQA consultant
- G. Commissioning Agent CxA
- H. Furniture

Cost Classifications can be found here:

https://www.ucop.edu/capitalplanning/ files/capital/gp/documents/gl cib sectionc costs.pdf

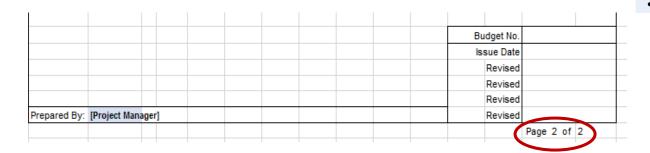
Funding Schedule (Section A)

Α.	E																		
Α	FUNDING SCI		<u> </u>									2224 25			2225 22			0007.00	
_	,	000's)		Prefu				20	23-24			2024-25			2025-26		_	2027-28	
	Р		Р		0	[X]	Р		0	[X]	Р	0	[X]	Р	0	[X]	Р	0 [X]	
	W		W		0	[X]	W		0	[X]	W	0	[X]	W	0	[X]	W	0 [X]	
	С		С		0	[X]<	C	<u> </u>	0	[X]	С	0	[X]	С	0	[X]	С	0 [X]	
	E		E		0	[X]	Е		0	[X]	E	0	[X]	Е	0	[X]	Е	0 [X]	
								П											
	(Tot. Proj.) \$	0	L_		0				0			0			0			0	
Pha	ises				Abb	revia	tion	7	Fund	So	urce)				-		Abbreviation	
Acq	Acquisition (usually, land purchase)					Α	Auxiliary Resources								AR				
Stu	• •	·		ĺ	S				Campus Funds									CF	
Pre	liminary Plans					Р			External Financing									EF	
Woı	king Drawings					W		Federal Grant										FG	
Des	ign (used for de	esign bı	uild)			D Gift Funds								GF					
Cor	struction					С			Hospital Reserves									HR	
Equ	ipment					Е			Other Grants									OG	
• F	unding Schedu	le show	e· (1)	how	the r	roje	nt .		Othe	r Un	ivers	sity Systen	nwid	e Fui	nds			OUS	
	•		٠,			-			State	Gra	ant							SG	
	phases are funded, and (2) the fiscal year(s) preliminary plans budget and full budget are								State	Ge	nera	l Funds (ir	cluc	les P	ay-As-You	ı-Go)	SGF	
	approved.								State General Funds Financed									SGFF	
a	αρριονεα.							(a form of external financing)											
• N	eed cost for ea	ch phas	se						State General Obligation Bond									SGOB	
14	554 555t 151 54	on pride							University Fee Reserves									UR	

Status of Project (Section E), Signatures, Budget Number, and Date

Ε	STATUS OF	PROJE (T:									
	[insert status	[]										
	Name:	[name]			Signa	iture:	[signed]	+		Budget No.		
	Title:	[Archited	t or Di	rector]			ctor or PM]			Issue Date		
	Prepared By:	[Project	Manage	er]	Appr	oved	for Campus,	Date	[date]	Revised		
	Program:		Fisca	l:	Signa	ture:	[signed]			Revised		
	Cost:				Title:		[AVC]			Revised		
					Appr	oved	[AVC], Date:	[date		Revised		

- Document's Responsibility
 - Preparer
 - Campus Approver
 - If needed, an Assistant/Associate Vice Chancellor Approver.
- Each budget is linked to the project's status and has a number and date.
- Please complete the information at bottom of page 2.



Status of Project

- Approval to Start Construction Phase
- Budget Augmentation
- Budget Reduction
- Closeout
- Construction Phase
- Equipment Phase
- Original Budget Approval
- Post Construction
- Pre-Qualification Questionnaire
- Preliminary Plans Funding Approval
- Preliminary Plans Phase
- · RFQ for Design Professional
- · Request for Cost Proposal
- Scope Change
- · Study Phase
- Working Drawing Funding Approval
- · Working Drawings Phase
- Other (add notes)

Special Items Costs Belong in the Notes (Section H)

1	NOTES:											
		ed under 8 S	pecial Ite	ms:								
		[Item]				\$						
		[Item]										
		[Item]										
		[Item]										
		[Item]										
		[Item]										
		[Item]										
		[Item]										
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		[Item]										
		[Item]										
		[Item]										
		[Item]										
		[Item]										
		[Item]										
					Total	\$	-	[match	total for	Special	Items in se	ection C

- List the items in Special Items with their costs
- Includes Interest During Construction
- Example: Use sample cost data to list Special Items in Section H

Analytical Data (Section F)

F	ANALYTICAL DATA	[LABEL?]	[LABEL?]	[LABEL?]	TOTAL		
		Column (1)	Column (2)	Column (3)	Total All Sources (4)		
	ASF per Budget Approval	ASF	ASF	ASF	ASF		
	ASF Current	ASF	ASF	ASF	ASF		
	GSF	GSF	GSF	GSF	GSF		
	Ratio (ASF Current/GSF)	#DIV/0! to 1.00	#DIV/0! to 1.00	#DIV/0! to 1.00	#DIV/0! to 1.00		
	Building Cost per ASF Current	#DIV/0! /ASF	#DIV/0! /ASF	#DIV/0! /ASF	#DIV/0! /ASF		
	Building Cost per GSF	#DIV/0! /GSF	#DIV/0! /GSF	#DIV/0! /GSF	#DIV/0! /GSF		
	Total PWC Cost per ASF Curre	#DIV/0! /ASF	#DIV/0! /ASF	#DIV/0! /ASF	#DIV/0! /ASF		
	Total PWC Cost per GSF	#DIV/0! /GSF	#DIV/0! /GSF	#DIV/0! /GSF	#DIV/0! /GSF		
	Gr. 2&3 Equip. Cost per ASF 0	#DIV/0! /ASF	#DIV/0! /ASF	#DIV/0! /ASF	#DIV/0! /ASF		

- In addition to the cost data, need: (1) ASF as documented in the full budget approval, (2) current ASF, and (3) current GSF.
- If costs are divided into multiple columns, the analytics are calculated for each column
- · Analytics are simple pro rata calculations based on the cost and ASF/GSF

Resources

Guidelines For Preparing Section C: Costs of the Project Capital Improvement Budget (CIB)

https://www.ucop.edu/capitalplanning/ files/capital/gp/documents/gl cib sectionc costs.pdf

Facilities Manual, Volume 2 (Planning), Chapter 7 (Capital Planning and Real Estate Approvals)

https://www.ucop.edu/construction-services/facilities-manual/volume-2/index.html

- Include links to:
 - Relevant Regents Policies and
 - Delegation of Authority 2629 (documents authority delegated to the Chancellors)