

July 22, 2002

**MEMORANDUM**

TO: Community College Educational Facility Planners

FROM: Jerry Martin

SUBJECT: OEF Form 564  
Report of Cost of Construction (Calendar Year 2001)

Attached is a blank OEF Form 564 (Report of Cost of Construction). As in years past, we are requesting that your college submit a completed form on each construction project that had a contract award date which fell between **January 1 and December 31, 2001**. The construction of new facilities or additions to existing facilities should be reported. Renovation or remodeling projects should not be included.

If you do not have any projects to report, fill in your district's name and write "NONE" in large letters across the form. Mail or fax your form(s) to:

Charlene Waltz  
Department of Education  
325 West Gaines Street, Room 1004  
Tallahassee, Florida 32399-0400  
850-488-1750 SUNCOM 278-1750  
850-488-2708 FAX

Please submit this information by August 23, 2002 in order for the Office of Educational Facilities Budgeting to update the construction cost data base. If you have any questions, please feel free to call Charlene Waltz at the telephone number listed above.

JM/cwh

Attachment

Return form prior to 8/23/02 to:  
Program Director  
Educational Facilities Budgeting  
325 W. Gaines Street - Room 1004  
Tallahassee, Florida 32399-0400  
(850) 488-1750, SunCom 278-1750  
FAX (850) 488-2708

FLORIDA DEPARTMENT OF EDUCATION  
EDUCATIONAL FACILITIES BUDGETING

CALENDAR YEAR 2001

**REPORT ON COST OF CONSTRUCTION**

(See next page for instructions and definitions of terms)

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**COLLEGE AND CAMPUS INFORMATION**

COLLEGE NAME : \_\_\_\_\_ OEF PROJECT # : \_\_\_\_\_ - \_\_\_\_\_

TITLE OF PROJECT : \_\_\_\_\_

CAMPUS NAME : \_\_\_\_\_ BUILDING NUMBER : \_\_\_\_\_

ARCHITECT'S NAME : \_\_\_\_\_

PHASE III PLAN APPROVAL DATE : \_\_\_\_\_

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**CONSTRUCTION INFORMATION**

MAJOR SPACE CATEGORY OF PROJECT (choose one) : \_\_\_\_\_

- |                    |                          |                          |
|--------------------|--------------------------|--------------------------|
| (01) Classrooms    | (04) Research Labs       | (07) Instructional Media |
| (02) Teaching Labs | (05) Offices             | (08) Student Services    |
| (03) Library       | (06) Auditorium/Exhibits | (09) Gymnasium           |
|                    |                          | (10) Support Services    |

PERCENT EACH SPACE CATEGORY REPRESENTS OF TOTAL PROJECT: (must total 100 %)

- |                    |       |                          |       |                          |       |
|--------------------|-------|--------------------------|-------|--------------------------|-------|
| (01) Classrooms    | _____ | (04) Research Labs       | _____ | (07) Instructional Media | _____ |
| (02) Teaching Labs | _____ | (05) Offices             | _____ | (08) Student Services    | _____ |
| (03) Library       | _____ | (06) Auditorium/Exhibits | _____ | (09) Gymnasium           | _____ |
|                    |       |                          |       | (10) Support Services    | _____ |

DATE OF CONTRACT AWARD: \_\_\_\_\_

TOTAL PROJECT GROSS SQ FT : \_\_\_\_\_

CONTRACT COST \$ \_\_\_\_\_ ARCHITECT/ENGINEERING FEES \$ \_\_\_\_\_

LEGAL & ADMIN FEES \$ \_\_\_\_\_ FURNITURE & EQUIPMENT \$ \_\_\_\_\_

SITE IMPROVEMENT COSTS \$ \_\_\_\_\_ SITE DEVELOPMENT COSTS \$ \_\_\_\_\_

SITE PURCHASE PRICE \$ \_\_\_\_\_ IMPACT/CONNECTION FEE \$ \_\_\_\_\_

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**FINANCIAL INFORMATION**

SOURCE OF FUNDS USED TO CONSTRUCT PROJECT (check all that apply):

- \_\_\_\_\_ PECO-CC/JC List (s. 235.435(4), F.S.)  
\_\_\_\_\_ Cooperative Use Facilities (s. 235.195, F.S.)  
\_\_\_\_\_ CO & DS  
\_\_\_\_\_ Other State (specify): \_\_\_\_\_  
\_\_\_\_\_ SBE Bond (COBI)  
\_\_\_\_\_ Lease & Lease Purchase (COP) (s. 235.056(3)(a), F.S.)  
\_\_\_\_\_ Other Local (specify): \_\_\_\_\_  
\_\_\_\_\_ Federal (specify): \_\_\_\_\_

**I CERTIFY that all of the data and statements included in this report are, to the best of my knowledge and belief, true, complete, and correct.**

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College Official (signature) Title Date Telephone# SUNCOM#

## REPORT OF COST OF CONSTRUCTION

### PURPOSE

In order to prepare the Commissioner's Fixed Capital Outlay Legislative Budget Request pursuant to s. 235.41, F.S., and provide estimated costs for survey recommendations pursuant to s. 235.15, F.S., the Florida Department of Education must obtain basic data from each contract for construction of college facilities entered into in the state during each fiscal year. This report is required for each college construction project for which a contract was let in the state.

### INSTRUCTIONS

Be sure to fill in all blanks. Report all college construction projects. Do not report renovation, remodeling, and site improvement projects to existing college facilities.

If furniture and equipment costs have not been contracted for, include the latest budgeted amount or the best estimate of what will be expended for this purpose.

### DEFINITIONS

BUILDING NUMBER - This is the number assigned to the building by the college that will be recorded in the Facilities Inventory Data Base.

CONTRACT COST - This refers to the actual cost of construction as shown in the contract between the college and the general contractor. Included are costs of permanently fixed equipment and costs for plumbing, HVAC, and electrical work. All change order charges known at the time should also be added or deducted from the contract cost. Do not include costs for moveable furniture and equipment.

ARCHITECT/ENGINEERING FEES - This refers to the cost for professional architectural and engineering services performed in connection with planning, design, and construction of the facility.

LEGAL & ADMINISTRATIVE FEES - This refers to all legal and administrative fees paid to private attorneys, governmental agencies, and other professionals who are not architects or engineers, for services rendered (e.g. recording fees, doc stamps, clerk-of-the-works).

SITE IMPROVEMENT COSTS (Incident to Construction) - This refers to the work that must be performed on a site as an accompaniment to the construction of an educational facility. This includes the amount spent for finish grading, draining, seeding, planting, and preparing the site for use after the building has been constructed. Do not include site improvement costs that have been included as part of the Contract Cost. Site Improvement also refers to the cost of electrical transformers, on-site water treatment plants, sewer lift stations, and water, gas and electric lines from five feet away from the school facility to the source of the utility at the site boundary.

SITE ACQUISITION COSTS - This refers to the price paid for the site that the addition or complete new school is to be located. If site was donated, make a note of that and indicate date site was donated.

SITE DEVELOPMENT COSTS - This refers to the cost of the work that must be performed on an unimproved site in order to make it usable for the desired purpose; or, work incidental to new construction to make an addition usable. This would include soil boring, cut and fill, tree removal, and perimeter roads, streets and signals required by DOT.

IMPACT/CONNECTION FEES - This refers to fees incurred as a result of mandatory permits and/or inspections required by Federal, State, or local agencies such as the E.P.A., D.E.R., D.N.R., Water Management Districts, and local and state concurrence requirements. Connection fees refers to the cost determined by the local utility company of bringing water, sewer, power, and gas to the site boundary.