

University of California, Santa Cruz
Guidelines for Cost Estimating
4-10-13

The University of California, Santa Cruz has specific guidelines for calculating capital improvement project budgets. Cost estimators need to follow these guidelines to ensure costs properly flow into the project budget without unnecessary recalculation and/or re-categorization of the cost estimate.

- Construction costs should be broken into the appropriate cost categories (Site Clearance, Building Construction, Exterior Utilities, Site Development) as identified in the *Guidelines for Preparing Section C: Costs of the Project Capital Improvement Budget (CIB)*:
http://www.ucop.edu/capital-planning/files/capital/gp/documents/gl_cib_sectionc_costs.pdf
- The total of each cost category should be grossed-up separately for general conditions, contractor profit and overhead, escalation, design contingency, etc.
- For State-funded projects, enter all costs of construction, including all campus costs identified by the UCSC Project Manager, into the UC Cost Plan Workbook as required for all State-funded projects: <http://www.ucop.edu/capital-resources-management/capital-projects-portal/templates/index.html>
- All pertinent information necessary to recalculate the cost estimate should be identified in the costs basis:
 - Identify all documents, drawings, schedules, and other information used for the calculation as well as the date the document was created.
 - The campus will provide the cost estimator a construction schedule for the project. The cost estimate should identify the date of the schedule, construction start and end dates, total months of construction, and the midpoint of construction.
 - Estimate all costs to the midpoint of construction. Identify whether these costs are included in the detail of the cost estimate, in the cost of escalation, or calculated separately.
 - Identify the escalation rate used for each year to the midpoint of construction.
 - Identify the California Construction Cost Index used at the time the estimate is created.
 - Note any phasing requirements as identified by the project manager and/or construction schedule.