

**SECTION IX:**  
**INSTRUCTIONS FOR**  
**COMPLETING A**  
**COST ESTIMATE WORKSHEET**  
**(CEW)**

## NEW FEATURES as of May 2017

- It is now possible to link the CEW to the “Schedule” and “Details” screens of a stand-alone project or the “Details and Scheduling” screen of a project within a program. Previously, project schedule and total NSF/GSF information had to be entered manually in both the CEW and the “Schedule” and “Details” or “Details and Scheduling” screens. Now, you can click the **Link CEW to Schedule & Details** button and you will not need to enter this information in the “Schedule,” “Details,” and “Details and Scheduling” screens. See the last page of this section for instructions.

## NEW FEATURES as of May 2016

- Previously, only the **Continue** button would save changes made by the user. Now, changes will be saved if users click the **Continue**, **Entire Worksheet**, and **Back** buttons.
- There is a new navigation button labeled **Cancel**. **Cancel** will undo any changes made by the user and return user to the “CEW List” screen.
- The name of the individual, agency, or company that prepared the cost estimate can now be directly entered under *Source of Estimate*. Sources can be either an internal agency cost center, the DGS Cost Center, or your A/E.
- It is now possible to override all formulas in the CEW. Enter *Yes* in response to the *A/E on Board?* question and in response to the new “*Override existing formulas and key in data manually?*” question.  
**This feature should only be used if you have received a cost estimate from your A/E or consultant.**
- Formulas will be zeroed out and users will be able to enter the values provided in A/E cost estimates. Affected items include: 8J, 9A, 10A, 12, 13, and 16 to 18. For all the items, except 8J, users will need to enter the value rather than a percentage of the item.
- The *Estimated MidPoint* date will automatically calculate based on the established project schedule. This should be halfway between the beginning and end of construction. **Do not enter a date unless the project has an atypical construction schedule.**
- The number of decimal places in the percentage field has been increased to eight places in Items 12, 13, and 16 to 18.
- Item 18a *Green Design Fee* has been deleted and items for *Building Equipment Commissioning* (previously 18b), *CM Pre-construction Fees* (previously 18c), and *Miscellaneous Design Cost* (previously 18d) have become items 18a, 18b, and 18c, respectively.

# Cost Estimate Worksheet Main Screen

Click “CEW” on the dark yellow tool bar; CBIS will display a “CEW List” screen.  
Click **Add** to start a new CEW and CBIS will display the screen shown above. To edit an existing CEW, click on the appropriate CEW and select *Original Requested CEW* in the next screen.  
You may enter data directly in the fields indicated.

<b>Project Title</b>	The field is automatically populated with the project title entered in the “Main” screen on the dark yellow tool bar.
<b>CEW Title</b>	If there is more than one CEW for this project, enter a distinctive name in this field for <b>this particular</b> CEW.
<b>Prepared By:</b>	CBIS will populate this field using the name of the person entering the information.
<b>A/E on Board?</b>	Have you hired an architect or engineer? Enter <i>Yes</i> or <i>No</i> .
<b>Override existing formulas and key in data manually?</b>	Enter <i>Yes</i> or <i>No</i> .  <i>Note: only enter Yes if you entered Yes to the A/E on Board? question and have received a cost estimate from your A/E .</i>
<b>Source of Estimate</b>	Enter the name or company name of the source of the cost estimate here. <i>This can be either an internal agency cost center, the DGS Cost Center, or the agency A/E or consultant.</i>
<b>Project Location</b>	Enter the subdivision (county) where the project is located.
<b>Institution</b>	If applicable, the name of the institution will automatically populate this field.

## Cost Estimate Worksheet Main Screen (Continued)

<b>Project #</b>	If applicable, enter the project number. DGS only assigns a project number after a project has received an authorization from the General Assembly.
<b>Estimate Date</b>	Enter the date the CEW information was entered into CBIS. The correct format is MM/DD/YYYY.
<b>Estimate Reference Point</b>	<p>Enter the Estimate Reference Point. It is the date on the source which was used to prepare the cost estimates. For example, if Means Construction Cost Data 2016 was used to estimate the costs of the project, the estimate reference point would be January 2016.</p> <p>Click <b>Continue</b>. CBIS will display “CEW - Items 1 - 6.”</p>

# Cost Estimate Worksheet

## Items 1 - 6

Home	Main	CEW	Schedule	Cost & Funds	Details	Tax Survey	Operating Imp.	Submit
<p>Title: Disaster Recovery Center</p> <p>CEW Title: Disaster Recovery Center</p> <p style="color: blue; font-weight: bold;">CEW - Items 1 - 6</p>								
<b>1. Design Phase:</b>	Budget <span style="float: right;">▼</span>							
<b>2. Project Type:</b>	<input type="checkbox"/> Demolition <input type="checkbox"/> Major <input type="checkbox"/> Minor <input checked="" type="checkbox"/> New Construction <input type="checkbox"/> Renovation <input type="checkbox"/> Site <input type="checkbox"/> Utility							
<b>3. Design Period:</b>	Duration of <input type="text" value="12"/> Months Starting on <input type="text" value="7/1/2017"/> until 7/1/2018							
<b>4. Estimated Bid Date:</b>	<input type="text" value="8/1/2018"/>							
<b>5. Construction Period:</b>	Duration of <input type="text" value="24"/> Months Starting on <input type="text" value="11/1/2018"/> until 11/1/2020							
<b>Project Description:</b>	<small>Construct a 50,000 GSF new facility in Anne Arundel County on the current grounds of the closed Crownsville State Hospital for use by all State agencies for the recovery of critical services and systems in the event primary data centers become inaccessible; conducting IT disaster recovery plan testing; and hosting statewide critical applications. Such a facility is imperative to the continued delivery of critical services to the constituents of the State, and for the business of the State to continue should a natural or man made event render an agency's primary data center inoperable. This facility is to support the IT disaster recovery plans of State agencies and is not intended to accommodate the operational requirements of an agency's Continuity of Operations Plan (COOP).</small>							
<b>6. Estimated MidPoint:</b> <small>(Auto-populated based on Item 5)</small>	<input type="text" value="11/2/2019"/>							
<small>Based on the established project schedule, estimate the mid-point of the construction period. Allow time from project bid date to construction start date to account for award of the project and time before the contractor receives notice to proceed with construction. Enter the number of months from the estimate reference point to the mid-point of construction.</small>								
<a href="#">Continue</a>		<a href="#">Entire WorkSheet</a>		<a href="#">Back</a>		<a href="#">Cancel</a>		

You may enter data directly on this screen.

<b>Item 1 Design Phase</b>	<p>Select the design phase of the project from the drop-down menu.</p> <p>Select <i>Budget</i> if this is an initial request or if an architect/engineer has not yet been hired. Select <i>Schematic</i>, <i>Design Development</i>, or the appropriate phase of <i>Construction Documents</i> to reflect the actual status of the project.</p>
<b>Item 2 Project Type</b>	Check the appropriate box or boxes to indicate the type of project.
<b>Item 3 Design Period</b>	Enter the number of months it will take to design the project and the starting date in the blocks provided in a numerical format (MM/DD/YYYY).
<b>Item 4 Estimated Bid Date</b>	Enter the estimated bid date in a numerical format (MM/DD/YYYY).
<b>Item 5 Construction Period</b>	Enter the number of months it will take to construct the project and the starting date in a numerical format (MM/DD/YYYY).
<b>Project Description</b>	The field is automatically populated with the project description entered in the "Main" screen on the dark yellow tool bar.
<b>Item 6 Estimated MidPoint</b>	<p>The <i>Estimated MidPoint</i> date will automatically calculate based on the established project schedule. This should be halfway between the beginning and end of construction.</p> <p><b>This field will auto-populate. Do not enter a date unless the project has an atypical construction schedule. Click Continue. CBIS will display "CEW - Item 7."</b></p> <p><i>Verify that the MidPoint auto-populated by returning to the Items 1-6 screen and then continuing to the Item 8 screen, on which Item 8J. Escalation to Mid-Pt should be populated.</i></p>

# Cost Estimate Worksheet

## Item 7: Area Screen

**C.B.I.S.**

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Home Main **CEW** Schedule Cost & Funds Details Tax Survey Operating Imp. **Submit**

Title: Disaster Recovery Center  
 CEW Title: Disaster Recovery Center

### CEW - Item 7: Area

List the gross and net square footage for each area of the building under the appropriate column.

**New Area Worksheet** [Edit Grid](#)

Area	GSF	NSF	Eff. Factor	% Efficiency
A1	72,530	44,567	1.63	61.4%
<b>Totals</b>	<b>72,530.00</b>	<b>44,567.00</b>		

**Renovated Area Worksheet** [Edit Grid](#)

Area	GSF	NSF	Eff. Factor	% Efficiency
<b>Totals</b>	<b>0.00</b>	<b>0.00</b>		

[Continue](#)
[Entire WorkSheet](#)
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Click on the **Edit Grid** button above the *New Area Worksheet* table.

**Item 7**  
**New Area Worksheet**

If this project is still in the budget stage, enter the net and gross square feet for the major functional areas requiring space that are outlined in the Part I and II programs. Examples of such space include office suites, kitchen, instructional areas, and research labs.

If design/planning funding has been provided for the project and an A/E has been selected, areas can be listed by floor, or another type of category determined by the A/E. Square foot totals should then be provided based on the floors or the other category chosen.

A particular type of space can be entered in the window under *Area*. The gross square feet (GSF) and net square feet (NSF) can be entered in the spaces next to the type of space. Calculation of the efficiency factor and % efficiency can be calculated in one of two ways:

- 1) After entering the type of functional space and its GSF/NSF, click **Save** and the efficiency data will be calculated for the functional space whose GSF and NSF has just been entered. You can then review the information that you have entered.
- 2) After entering the type of functional space and its GSF/NSF, click **Add Area**. The efficiency data will be calculated for the functional space whose GSF and NSF has just been entered. In addition, a new row will appear for entering another type of space.

## Cost Estimate Worksheet

### Item 7: Area Screen (Continued)

<p><b>Item 7</b>  <b>New Area Worksheet</b>  <b>(Continued)</b></p>	<p>If you only know the NSF and efficiency factor for each type of space, then enter this data and click on <b>CALC. GSF</b>. CBIS will calculate the GSF. You will still be able to enter additional area data by clicking <b>Add Area</b>. After completing all entries, click <b>Save</b> and you should see all of the information that you entered. If you need to revise an entry, click <b>Edit Grid</b> and overwrite or delete the entry.</p> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. To edit data already entered in the <i>New Area Worksheet</i>, click <b>Edit Grid</b>. Place the cursor in the field that you want to change and delete the existing entry. Then, enter the new data and click <b>Save</b> to retain the changes.</li> <li>2. To delete data already entered in the <i>New Area Worksheet</i>, click <b>Edit Grid</b>. Click the <b>Delete</b> option and then click <b>Save</b>. If you do not click <b>Save</b>, the <b>Delete</b> command will not save the deletion. The <b>Delete</b> command is only available for the last <i>Area</i> entered in the <i>New Area Worksheet</i>.</li> <li>3. Efficiency factors should be consistent with instructions in the DGS Procedures Manual. However, for out year estimating, use the minimum efficiency factor in the range provided by DGS.</li> </ol>
<p><b>Item 7</b>  <b>Renovated Area Worksheet</b></p>	<p>In order to enter data for <i>Renovated Areas</i>, follow the same data input process as described above for <i>New Area Worksheet</i>. When you are finished, click <b>Save</b> and review the information you entered. Click <b>Continue</b>. CBIS will display "CEW - Item 8 - Structure."</p>

## Cost Estimate Worksheet Item 8: Structure Screen

CEW Title: Disaster Recovery Center

### CEW - Item 8: Structure

List the project costs in the appropriate spaces.

**Structure - New**

Area	GSF	\$/SF	Amount
A1	72530.00	260.00	18,857,800.00
<b>Totals</b>			<b>18,857,800.00</b>

**Structure - Renovated**

Area	GSF	\$/SF	Amount
<b>Totals</b>			<b>0</b>

C.

D.

E.

F.

G. Subtotal:

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H. Regional Constr. Factor:

I. Subtotal w/ Regional Constr. Factor:

J. Escalation to Mid-Pt:

K. Structure Total (Item I + Item J):

<b>Item 8 A</b> Structure - New	Click <b>Edit Grid</b> above the <i>Structure - New</i> table. Enter the appropriate cost per square foot. If you do not know the appropriate cost per square foot, call the DGS Cost Center at 410-767-4397.  Click <b>Save</b> and review the data that has just been entered.
<b>Item 8 B</b> Structure - Renovated	Follow the same data input process as described above for <i>Structure - New</i> , to enter the cost per square foot for renovated areas.  Click <b>Save</b> and review the data that has just been entered.
<b>Item 8 C, D, E, and F</b>	These items provide fields for additional entries that are not included in the cost per square foot you entered in the <i>Structure - New</i> and/or <i>Structure - Renovated</i> Fields. The items generally include information technology (list internet connection costs in Item 10), built-in equipment, asbestos abatement, and demolition that are part of general construction. Itemize and list these and similar items directly into fields 8C, 8D, 8E, and 8F. Click <b>Continue</b> to save the data and navigate to the next page.



## Cost Estimate Worksheet

### Item 8: Structure Screen (Continued)

Item 8 G	This field is calculated by CBIS based on the data entered in 8A through 8F.
Item 8 H	<p>If an A/E has <b>not</b> been retained, enter the regional construction factor for the jurisdiction in which the project is located. This factor accounts for variations in the wage rates established by the Department of Labor, Licensing and Regulation as applicable to the 24 subdivisions in Maryland.</p> <p><b>After</b> an A/E has provided a cost estimate, the estimates should be based on market conditions and industry forecasts. Enter a regional construction factor of 1.0.</p> <p>The regional construction factor used for budget estimates is updated every 2-5 years. <u>It is provided as part of each fiscal year's Capital Budget Instructions</u> that are circulated to agencies by the Office of Capital Budgeting in the spring of each year. Contact your assigned capital budget analyst if you have any questions.</p>
Item 8 I	CBIS calculates these fields based on information previously entered.
Item 8 J	<p>If you responded <i>No</i> to the question <u>Override existing formulas and key in data manually?</u> in the "Main" screen, CBIS calculates this field based on Item 6.</p> <p>If you responded <i>Yes</i> to the question <u>Override existing formulas and key in data manually?</u> in the "Main" screen, CBIS will automatically zero this field out. If an A/E has been retained, enter the A/E's estimate as a value or as a percentage.</p>
Item 8 K	<p>CBIS calculates these fields based on information previously entered.</p> <p>Click <b>Continue</b>. CBIS will display "CEW - Item 9: Site."</p>

# Cost Estimate Worksheet

## Item 9: Site Screen

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Home Main **CEW** Schedule Cost & Funds Details Tax Survey Operating Imp. [Submit](#)

Title: Disaster Recovery Center  
 CEW Title: Disaster Recovery Center

### CEW - Item 9: Site

To determine site costs, use the worksheet below to list site items that are relevant to the project and list the estimated costs for those items.

**A. Enter % of Item 8G or \$ amount**

**B. Site Items Worksheet**

Site Items	Estimate Costs
<b>Totals</b>	<b>0</b>

5.00000000 % of 21,857,800 is 1,092,890 [Edit Amount](#)

[Edit Worksheet](#)

**C. Subtotal (line A + line B)** 1,092,890

**D. Subtotal w/ Regional Construction Factor:** 1,092,890  
(as set in item 8H) 1.00 x line C

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**E. Site Total:** 1,218,572  
(with escalation to mid-point as set in item 8J) (11.50% of line D) + line D

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<p><b>Item 9 A</b> % of Item 8G</p>	<p><u>If you responded No to the question <i>Override existing formulas and key in data manually?</i> in the “Main” screen, use the default percentage that CBIS automatically specifies to calculate the cost of <b>general</b> site conditions. As indicated in the screen, this percentage is multiplied by Item 8G, the Subtotal of the “Structure” costs. If you have reason to believe the default percentage is inadequate, click “Edit Amount,” insert the appropriate percentage, and click “Save.”</u></p> <p><u>If you responded Yes to the question <i>Override existing formulas and key in data manually?</i> in the “Main” screen, CBIS will automatically zero this field out. You may enter the A/E’s estimate as a value and click <b>Save</b>. Under this setting, it is not possible to enter a percentage. If you only have a percentage, use the percentage to calculate a value and enter that value. In some cases, the override feature should not be selected if you wish to enter the A/E’s estimate as a percentage.</u></p> <p>NOTE: if any costs in item 8 are later changed, Item 9A should NOT be affected, so it will be necessary to adjust it manually if you want to change it.</p> <p>Explain how the percentage was calculated or modified from the default in the “CEW - Notes” Screen which follows “CEW - Total” (Items 22-27).</p>
<p><b>Item 9 B</b> Site Items Worksheet</p>	<p>Click <b>Edit Worksheet</b> above the <i>Site Items Worksheet</i> table. Enter any discrete site work items identified by your A/E. Typically, 9A will be zero if you are adding site items. Such items may include: site preparation (grading, compaction), dewatering, retaining walls, shoring and underpinning, surfacing, lighting, landscaping, marine work, fencing, drainage, and building demolition.</p>

## Cost Estimate Worksheet

### Item 9: Site Screen (Continued)

<b>Item 9 B</b> <b>Site Items Worksheet</b> <b>(Continued)</b>	<p>Information for each type of site improvement can be entered in the windows under <i>Site Items</i>. In addition, enter the <i>Estimate Cost</i> data for the particular item. If you want to add another site item after making the first entry, click <b>Add New</b> to make a new entry.</p> <p>Repeat this process for all other entries. After they have been entered, click <b>Save</b> and review the data you have entered. If you need to revise an entry, click <b>Edit Worksheet</b> and overwrite or delete the entry.</p>
<b>Item 9 C, D, and E</b> <b>Subtotals and Total</b>	<p>These are calculated fields. No entry is required.</p> <p>Click <b>Continue</b>. CBIS will display “CEW - Item 10: Utilities.”</p>

## Cost Estimate Worksheet Item 10: Utilities Screen

**Title:** Disaster Recovery Center  
**CEW Title:** Disaster Recovery Center

### CEW - Item 10: Utilities

To determine Utility costs, use the work sheet below to list site work items that are relevant to the project and list the estimated costs of those items

**A. Enter % of 8G or \$ amount:** 5.00000000 % of 21,857,800 is 1,092,890 [Edit Amount](#)

**B. Utilities Items Worksheet** [Edit Worksheet](#)

Utility Items	Estimate Costs
<b>Total:</b>	<b>0</b>

**C. Subtotal: (line A + line B)** 1,092,890

**D. Subtotal w/Regional Construction Factor:** (as set in Item 8H) 1.00 x line C 1,092,890

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**E. Site Total:** (with escalation to mid-point as set in item 8J) (11.50% of line D) + line D **1,218,572**

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**Item 10A**  
**% of Item 8G**

If you responded *No* to the question *Override existing formulas and key in data manually?* in the “Main” screen, use the default percentage that CBIS automatically specifies to calculate the cost for utilities. As indicated in the screen, this percentage is multiplied by Item 8G, the Subtotal of the Structure costs. If you have reason to believe the default percentage is inadequate, click **Edit Amount**, insert the appropriate percentage, and click **Save**.

If you responded *Yes* to the question *Override existing formulas and key in data manually?* in the “Main” screen, CBIS will automatically zero this field out. You may enter the A/E’s estimate as a value and click **Save**. Under this setting, it is not possible to enter a percentage. If you only have a percentage, use the percentage to calculate a value and enter that value. In some cases, the override feature should not be selected if you wish to enter the A/E’s estimate as a percentage.

NOTE: if any costs in Item 8 are later changed, Item 10A should NOT be affected, so it will be necessary to adjust it manually if you want to change it.

Explain how the percentage was calculated or modified from the default in the “CEW - Notes” Screen which follows “CEW - Total” (Items 22-27).

**Item 10B**  
**Utilities Items Worksheet**

If an A/E has been hired, click **Edit Worksheet** above the *Utility Items* grid. Typically, 10A will be zero if you are adding utility items. Enter any discrete utility items identified by your A/E. Such items may include water treatment plants, wastewater treatment plants, components, septic systems, water distribution-domestic, water distribution-fire, wells, sanitary distribution, steam distribution, electric distribution, internet connections, telecommunications emergency power, utility tunnel, and fuel systems.

*Regarding internet connection costs: DBM and the Departments of General Services and Information and Technology (DoIT) have examined the costs related to connecting high-speed internet to State facilities. To calculate the cost to connect to the State-owned fiber optic backbone, contact DoIT to trace the required fiber optic line from the nearest connection point to the address of the requested project site along existing roadways. In general, DBM will allocate the connection costs in the final year of construction since it takes DoIT approximately six months to connect a site. Refer to DBM’s annual capital budget instructions to appropriately account for connectivity costs associated with your projects.*

## Cost Estimate Worksheet

### Item 10: Utilities Screen (Continued)

<b>Item 10B Utilities Items Work- sheet (Continued)</b>	<p>Information for each type of utility item can be entered in the fields under <i>Utility Items</i>.</p> <p>In addition, enter the <i>Estimate Cost</i> data for the particular item. If you want to add another utility item after making the first entry, click <b>Add New</b> to make a new entry. Repeat this process for all other entries. After they have been entered, click <b>Save</b> and review the information you have entered. If you need to revise an entry, click <i>Edit Worksheet</i> and delete the entry.</p>
<b>Items 10 C, D, and E Subtotals and Total</b>	<p>These are calculated fields. No entry is required.</p> <p>Click <b>Continue</b>. CBIS will display "CEW - Item 11."</p>

# Cost Estimate Worksheet Item 11 Screen

**C.B.I.S.** About CBIS Manage Account Logout Help

Home Main **CEW** Schedule Cost & Funds Details Tax Survey Operating Imp. **Submit**

Title: Disaster Recovery Center  
CEW Title: Disaster Recovery Center

**CEW - Item 11**

The total structure, Site and Utilities Costs that you estimated constitutes the estimated construction cost as of the mid point of the construction date

Structure Estimated Cost (Item 8 Total)	24,371,447
Site Estimated Cost (Item 9 Total)	1,218,572
Utilities Estimated Cost (Item 10 Total)	1,218,572
<b>Subtotal</b>	<b>26,808,591</b>

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**Item 11  
Subtotal**

This screen summarizes and provides a cost subtotal for the estimated costs for *Structure*, *Site*, and *Utilities*. No data entry is required on this screen. If any of the costs shown for the three cost areas is incorrect, return to the prior screens and make appropriate corrections.

Click **Continue**. CBIS will display Items 12, 13, 14, and 15, which concern Construction.

# Cost Estimate Worksheet Construction Screen

C.B.I.S.		About CBIS	Manage Account	Logout	Help				
Home	Main	CEW	Schedule	Cost & Funds	Details	Tax Survey	Operating Imp.	Submit	
Title: Disaster Recovery Center									
CEW Title: Disaster Recovery Center									
<b>CEW - Construction</b>									
<b>Item 12</b>									
a. Total Construction Contingency:	<input type="text" value="5.00000000"/>	% of Item 11	<input type="text" value="1340430"/>						<input type="button" value="Edit"/>
b. Green Building Premium:	<input type="text" value="2.00000000"/>	% of Item 11	<input type="text" value="536172"/>						<input type="button" value="Edit"/>
c. CM Cost Construction Share:	<input type="text" value="0"/>	% of (Item 11+ Item 12a)	<input type="text" value="0"/>						<input type="button" value="Edit"/>
d. Public Art Premium:	<input type="text" value="0.50000000"/>	% of Item 11	<input type="text" value="134043"/>						<input type="button" value="Edit"/>
<b>Item 13</b>									
Inspection and Testing:	<input type="text" value="2.20000000"/>	% of (Item 11 )	<input type="text" value="589789"/>						<input type="button" value="Edit"/>
<b>Item 14</b>									
CPM Schedule:	<input type="text" value="0"/>								<input type="button" value="Edit"/>
<b>Item 15</b>									
Miscellaneous Construction Cost								Amount	
<b>Total:</b>								<b>0</b>	
<input type="button" value="Continue"/> <input type="button" value="Entire WorkSheet"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>									

For items 12a, 12b, 12c, and 13:

If you responded No to the question *Override existing formulas and key in data manually?* in the “Main” screen, percentage data can be entered directly in the fields provided. If a specific dollar amount is known for any of these items, then click **Edit** and enter the amount. Click **Save** and review the information you have entered.

If you responded Yes to the question *Override existing formulas and key in data manually?* in the “Main” screen, it will not be possible to enter a percentage in the fields provided. You will need to enter the value by clicking **Edit** and entering the amount. Click **Save** and review the information you have entered.

<b>Item 12a Construction Contingency</b>	The contingency amount should be calculated at 10% of Item 11 for out year projects. However, when the project becomes a budget year request, the 10% contingency must reduced to 5% of Item 11. This funding is considered a construction contingency for change orders during construction.
<b>Item 12b Green Building Premiums</b>	CBIS provides a default percentage of 2% of the estimated construction cost shown in Item 11. This block should only be filled out if the project’s GSF is at least 7,500 GSF. This percentage is for the application of costs related to the construction of a building associated with green construction practice, which conform with LEED Silver or International Green Construction Code rating principles outlined by the Maryland Green Building Council. If your project does not meet the GSF threshold or you have obtained a waiver, you may delete this percentage. Otherwise leave the default 2%.

## Cost Estimate Worksheet Construction Screen (Continued)

<p><b>Item 12c</b> <b>CM Cost Construction Share</b></p>	<p>This item should only be filled in by Higher Education agencies, and the Department of Public Safety and Correctional Services, or for a project that DGS approved the use of a construction manager. Other agencies should leave this item blank.</p> <p>Enter a cost for construction management. Use 3% of Item 11 (i.e. subtotal for estimated costs of Structure, Site, and Utilities).</p>								
<p><b>Item 12d</b> <b>Public Art Premium</b></p>	<p>If the project is <u>100% State-funded</u> and (1) a new construction of at least 15,000 GSF or (2) a major renovation of at least 15,000 GSF and includes the replacement of major utilities such as HVAC, electrical, or plumbing, then the Public Art Premium of .5% should be added to Item 12d. If not, remove the default .5% in Item 12d.</p>								
<p><b>Item 13</b> <b>Inspection and Testing</b></p>	<p>Enter a percentage or an amount for construction inspection and testing based upon the estimated construction cost. Unless you are advised otherwise, use the rates shown below and apply them against the sum of Item 11 and Item 12a.</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;"><u>Expected Construction Cost</u></th> <th style="text-align: left;"><u>Rate</u></th> </tr> </thead> <tbody> <tr> <td>0 - 4,000,000</td> <td>4.6% (0.046)</td> </tr> <tr> <td>4,000,000 - 9,000,000</td> <td>3.2% (0.032)</td> </tr> <tr> <td>9,000,000 and greater</td> <td>2.2% (0.022)</td> </tr> </tbody> </table>	<u>Expected Construction Cost</u>	<u>Rate</u>	0 - 4,000,000	4.6% (0.046)	4,000,000 - 9,000,000	3.2% (0.032)	9,000,000 and greater	2.2% (0.022)
<u>Expected Construction Cost</u>	<u>Rate</u>								
0 - 4,000,000	4.6% (0.046)								
4,000,000 - 9,000,000	3.2% (0.032)								
9,000,000 and greater	2.2% (0.022)								
<p><b>Item 14</b> <b>CPM Schedule</b></p>	<p>Enter a cost for critical path scheduling. Use \$10,000 plus .001 of Item 11 or estimate an allowance. Higher Education agencies should leave this item blank.</p>								
<p><b>Item 15</b> <b>Miscellaneous Construction Costs</b></p>	<p>Click <b>Edit</b>. Enter any miscellaneous costs and include a reference. These costs should be construction related (e.g. separate related construction contracts, utility connection fees, etc.).</p> <p>Click <b>Add</b> to include additional items and their respective amounts. Clicking <b>Save</b> will save the added items and review the information you have entered.</p> <p>Click <b>Continue</b>. CBIS will display Items 16, 17, 18a, 18b, and 18c.</p>								



# Cost Estimate Worksheet Design Screen

C.B.I.S.				About CBIS	Manage Account	Logout	Help	
Home	Main	CEW	Schedule	Cost & Funds	Details	Tax Survey	Operating Imp.	Submit
Title: Disaster Recovery Center								
CEW Title: Disaster Recovery Center								
<b>CEW - Design</b>								
<b>Item 16</b>								
<b>A.E Basic Services Fees:</b>	<input type="text" value="0.04326481"/>	% of (Item 11 + Item 12a)	<input type="text" value="12179"/>	<input type="button" value="Edit"/>				
<b>Item 17</b>								
<b>A.E Special Services Fee:</b>	<input type="text" value="0.01138548"/>	% of (Item 11 + Item 12a)	<input type="text" value="3205"/>	<input type="button" value="Edit"/>				
<b>Item 18</b>								
a. Bldg Equip. Commissioning:	<input type="text" value="0"/>	% of (Item 8j )	<input type="text" value="0"/>	<input type="button" value="Edit"/>				
b. CM Pre-construction Fees:	<input type="text" value="0"/>	% of (Item 11 )	<input type="text" value="0"/>	<input type="button" value="Edit"/>				
<b>Item 18c</b>							<input type="button" value="Edit"/>	
<b>Miscellaneous Design Cost</b>							<b>Amount</b>	
<b>Total:</b>							<b>0</b>	
<input type="button" value="Continue"/>		<input type="button" value="Entire Work Sheet"/>		<input type="button" value="Back"/>		<input type="button" value="Cancel"/>		

For items 16, 17, 18a, and 18b:

If you responded *No* to the question *Override existing formulas and key in data manually?* in the “Main” screen, percentage information can be entered directly in the fields provided. If a specific amount is known for any of these items, then click **Edit** and enter the specific dollar amount. Click **Save** and review the information you entered.

If you responded *Yes* to the question *Override existing formulas and key in data manually?* in the “Main” screen, it will not be possible to enter a percentage in the fields provided. Enter the value by clicking **Edit** and entering the amount. Click **Save** and review the information you have entered.

<b>Item 16</b> A/E Basic Services Fee	Enter the total amount, or percentage, of all basic estimated or contracted A/E services fees, including approved change orders for the project as of the date of the estimate. The typical estimated fee should be 7% for new construction and 7.5% for renovation.  Fees in excess of these percentages must be justified. A space is provided for explanatory notes regarding this matter after “CEW - Totals” (Items 22-27).
<b>Item 17</b> A/E Special Services Fee	Enter the total amount, or percentage, of all estimated or contracted fees for special design services. Examples include special consultants for acoustics, kitchen, telecommunications, museum exhibit design services, special surveys, etc. You may enter either the percentage or the full amount.
<b>Item 18a</b> Building Equipment, Commissioning	Enter a percentage or the amount for commissioning the building. This applies only to buildings with complex mechanical and electrical systems that require specific adjustments, testing, and the training of personnel to operate. The amount should be computed as 1.5% of the cost of the <i>Structure</i> (Item 8j).

## Cost Estimate Worksheet Design Screen (Continued)

<p><b>Item 18b</b> <b>CM Pre-construction Fees</b></p>	<p>As in Item 12c, this item only applies to Higher Education agencies and the Department of Public Safety and Correctional Services, or for a project that DGS approved the use of a construction manager.</p> <p>Enter a percentage or the amount for construction management. The amount should be computed based on 1% of Item 11 and the construction contingency (Item 12a).</p>
<p><b>Item 18c</b> <b>Miscellaneous Design Costs</b></p>	<p>Click <b>Edit</b>. Enter any miscellaneous costs for design and include a reference. These costs should be design related, (e.g. value engineering, boundary and archaeological surveys, borings, test pits, etc). Click <b>Add</b> to enter additional items.</p> <p>Click <b>Save</b> and review the information you entered.</p> <p>Click <b>Continue</b>. CBIS will display Items 19 and 20.</p>

# Cost Estimate Worksheet Equipment and Acquisition Screen

<p><b>Item 19 A</b> <b>Movable Capital Equipment</b></p>	<p>Enter the estimated cost of capital-eligible movable equipment requested for this project less the information technology (IT) equipment required.</p>
<p><b>Item 19 B</b> <b>Information Technology Capital Equipment</b></p>	<p>Enter the estimated cost of the IT capital equipment (e.g. voice, video, data, and wireless) requested for this project. Items typically included here are equipment that has a very substantial associated cost, such as an electronic private branch exchange (PBX) that serves a major building or buildings in a facility on a campus, or hub servers that support a complex network of data links. (Refer to Appendix C-1)</p> <p>If the IT work will be handled by a separate vendor contract, then it should also include fiber optic or copper vertical riser distribution cables, cable termination equipment and related wiring in wiring closets or each floor, and wire connecting the wire closet terminations to the wall jacks or other outlets to which telephone stations and computers will be connected that are not installed as part of the general contract. <b>Do not</b> include items ineligible for capital funding.</p>
<p><b>Item 20</b> <b>Acquisition</b></p>	<p>If applicable, enter the total cost of any acquisitions, including land and property.</p>
<p><b>Item 21</b> <b>Not Shown</b></p>	<p>This is a calculated field for total project costs. While it does not appear on the CBIS screen; it will appear on the CEW Report. No entry is required.</p> <p>Click <b>Continue</b>. CBIS will display Items 22, 23, 24, 25, 26, and 27.</p>

# Cost Estimate Worksheet Total Screen

<span style="float: right;"> <a href="#">About CBIS</a> <a href="#">Manage Account</a> <a href="#">Logout</a> <a href="#">Help</a> </span>	
<a href="#">Home</a> <a href="#">Main</a> <a href="#">CEW</a> <a href="#">Schedule</a> <a href="#">Cost &amp; Funds</a> <a href="#">Details</a> <a href="#">Tax Survey</a> <a href="#">Operating Imp.</a> <a href="#">Submit</a>	
Title: Disaster Recovery Center	
CEW Title: Disaster Recovery Center	
<b>CEW - Total</b>	
<b>Item 22</b>	
Total Construction Costs and related Costs:	29,409,024
<b>Item 23</b>	
Prior Construction Funds:	<input type="text" value="0"/>
<b>Item 24</b>	
New Construction Funds Required: (Difference between 22 and 23)	29,409,024
<b>Item 25</b>	
Total Design Fees and Related Costs:	15,384
<b>Item 26</b>	
Prior Design Funds:	<input type="text" value="0"/>
<b>Item 27</b>	
New Design Funds Required: (Difference between 25 and 26)	15,384
Construction Cost of the structure per square feet at the mid-point of construction of the project: <small>(Item 8 total divided by total GSF in Item 7)</small>	336.02
Construction Cost of the Structure/Site/Utilities per square feet of the project: <small>(Item 11 divided by Total GSF in Item 7)</small>	369.62
Total project Cost per square feet of the project: <small>(Item 22 divided by Total GSF in Item 7)</small>	405.47
<input type="button" value="Continue"/> <input type="button" value="Entire Worksheet"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>	

<b>Item 22</b> Total Construction and Related Costs	This field is populated by CBIS based on information previously entered.
<b>Item 23</b> Prior Construction Funds	Enter the total of all prior construction funds authorized for this project.
<b>Item 24</b> New Construction Funds Required	This field is populated by CBIS based on information previously entered.
<b>Item 25</b> Total Design Fees and Related Costs	This field is populated by CBIS based on information previously entered.
<b>Item 26</b> Prior Design Funds	Enter the total of all prior design funds authorized for this project.
<b>Item 27</b> New Design Funds Required	<p>This field is populated by CBIS based on information previously entered.</p> <p>Click <b>Continue</b>. CBIS will display a page for any notes that might explain items not accounted for on the previous pages.</p>

# Cost Estimate Worksheet Notes Screen

**C.B.I.S.** About CBIS Manage Account Logout Help

Home Main **CEW** Schedule Cost & Funds Details Tax Survey Operating Imp. **Submit**

Title: Disaster Recovery Center  
CEW Title: Disaster Recovery Center

### CEW - Notes

Please use the space below to note any special features of the project that may require funding outside usual estimation amounts.

Font Name Real... **B** *I* U [List Bulleted] [List Numbered] [List None] [List Indent] [List Outdent] [List Undo] [List Redo] [List Bold] [List Italic] [List Underline] [List Font Color] [List Background Color] [List Text Color] [List Text Background Color]

**Continue** **Entire WorkSheet** **Back** **Cancel**

## Notes

Use this space to explain any costs that are unusual. These costs might be large, atypical, or fall outside of the fixed percentages normally used to calculate building costs.

Click **Continue**. CBIS will display a “CEW - Fund Sources” screen.

# Cost Estimate Worksheet Fund Sources Screen

**C.B.I.S.**    About CBIS    Manage Account    Logout    Help  
 Home    Main    **CEW**    Schedule    Cost & Funds    Details    Tax Survey    Operating Imp.    **Submit**

Title: Disaster Recovery Center  
CEW Title: Disaster Recovery Center

**CEW - Fund Sources** **Add New**

Fund Source	Amount	
<input type="text"/>	0	<a href="#">Update</a> <a href="#">Cancel</a> <a href="#">Delete</a>

**Continue**
**Entire WorkSheet**
**Back**

## Fund Sources

Click **Add New**.

For all prior authorizations for this project, enter the *Fund Source* and *Amount*. After entering the information for a particular fund source, click **Update**. To enter additional fund source data, repeat by clicking **Add New/Update**. Enter the project/program name, item number, and budget year for these prior authorized funds.

Click **Continue** to view the entire Cost Estimate Worksheet as a “CEW - Summary.” After reviewing the summary, you can make changes by clicking **Edit This Section** containing the item of concern.

# Cost Estimate Worksheet

## Linking CEW to Schedule and Details Screens

The screenshot shows the C.B.I.S. web application interface. At the top, there is a navigation bar with the C.B.I.S. logo and several menu items: Home, Main, CEW, Schedule, Cost & Funds, Details, DBM Cmts., Tax Survey, Operating Imp., and Leg. Action. To the right of the navigation bar are links for About CBIS, Manage Account, Logout, and Help. Below the navigation bar, the page title is "Disaster Recovery Center". There are two yellow buttons: "Print" and "Link CEW to Schedule & Details". Below the buttons, the text reads "Please Select a CEW to View". Underneath, there is a radio button selection with the option "Original Requested CEW" selected.

After reviewing the CEW and verifying that all the data entered is correct, you can link the CEW to the “Schedule” and “Details” screens if it is a stand-alone project and to the “Details and Scheduling” screen if it is a project within a program. This will pull schedule and total NSF/GSF details from the CEW and populate the appropriate fields.

**Link CEW to Schedule & Details**

- Step 1: Select the CEW you wish to link by clicking in the empty box to the left of the CEW.
- Step 2: Click the yellow **Link CEW to Schedule & Details** button. Navigate to the “Schedule” and “Details” or the “Details and Scheduling” screens to verify that the data has populated.