Additional Information – Help Desk

For additional information about Capitol Budget System (CBS) contact the OFM Help Desk.

HereToHelp@ofm.wa.gov **360.407.9100**

This job aid includes information for Agency Budget Operations, Agency Budget Edit, Agency Division, and Facility users.

The **Cost Estimates** tab will assist you in estimating the cost of a project:

View Unassociated Cost Estimates

Use this feature to view a list of cost estimates that are not associated with a project.

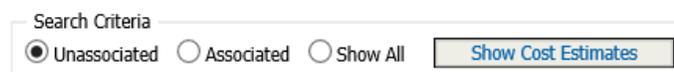|	
1. **Select:** Cost Estimates tab. ➔ Tab is located at top of screen.	**Capital Budgeting System** Projects | Ten-Year View | Reappropriations | **Cost Estimates** | Capital FTEs | Versions | Facility Users | Reports | Settings
2. **Select:** Unassoicated.	Search Criteria ⦿ Unassociated ◯ Associated ◯ Show All **Show Cost Estimates**
3. **Select:** Show Cost Estimates. ➔ Cost estimates that are not attached to a project are listed.	Add | Rename | Copy | Delete **Select All** | **Estimate Number** | **Estimate Title** ☐ | 447 | Unassociated cost estimate

View Associated Cost Estimates

Use this feature to view a list of cost estimates that are associated with a project.

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1. **Select:** Cost Estimates Tab.
2. **Select:** Assoicated.
3. **Select:** Biennium.
4. **Select:** Budget Type.
5. **Select:** Version.

Search Criteria
○ Unassociated ● Associated ○ Show All   Biennium 2019-21 ▾   Budget Type Regular ▾
Version 1A:Sample ▾   Show Cost Estimates

6. **Select:** Show Cost Estimates.
→ Cost estimates are listed that are attached to a project for the selected biennium and version.

Add	Rename	Copy	Delete

Select All	Estimate Number	Estimate Title
☐	445	New cost estimate

View All Cost Estimates

Use this feature to view a list of all cost estimates.

1. **Select:** Cost Estimates Tab.
2. **Select:** Show All.
3. **Select**: Biennium.
4. **Select:** Budget Type.
5. **Select:** Version.

Search Criteria
○ Unassociated ○ Associated ● Show All   Biennium 2019-21 ▾   Budget Type Regular ▾
Version 1A:Sample ▾   Show Cost Estimates

6. **Select:** Show Cost Estimates.
→ All cost estimates are listed for the selected biennium and version.

Add	Rename	Copy	Delete

Select All	Estimate Number	Estimate Title
☐	447	Unassociated cost estimate
☐	445	New cost estimate

Add a Cost Estimate

Use this feature to create a new cost estimate.

1. **Select:** Cost Estimates tab.
2. **Select:** Add
→ A dialog is displayed to enter a new Cost Estimate Title.

Add

3. **Input:** Cost Estimate Title.
4. **Select:** OK.

Please enter a new Cost Estimate title.

[   ]

Ok   Cancel

5. **Input:** Detail Page Name.
6. **Select:** Add.
→ Main tab of cost estimate is displayed.

Add a detail page
Detail Page Name [   ] Add

Main data

The main tab captures relevant information for a single cost estimate detail.

1. **Input:** Main data.
2. **Select:** Save.

➔ The following fields are displayed on the Main tab of a cost estimate.

Field	Description
Construction Type	Establishes the Architect/Engineer (A/E) fee class and associated basic design fee schedule. Field is required.
Analysis Date	Defaults to today's date.
Projected Life of Asset	Number of years the asset is estimated to be useful. See SAAM 30.50.10 for more information.
Contact Name	Person who will answer questions about the cost estimate.
Contact Number	Phone number of the contact person.
Tax Rate	Sales tax rate for the location of the project.
Location used for tax rate	Enter the cost estimate sales tax rate location. Use the **Location Finder** link to look-up the current rate for a specified location.
Gross Sq. Ft.	Gross square feet of building area contained in the project based on American Institute of Architects document. This field is not visible if a non-building construction type was selected.
Usable Sq. Ft.	Also known as net square feet or assignable square feet. Usable square feet of the structure. Field is not visible if a non-building construction type has been selected. Usable Square Feet cannot be greater than Gross Square Feet.
Rentable Sq. Ft.	Rentable square feet of the building. Field is not visible if a non-building construction type has been selected.
Space Efficiency	System calculated. Usable Square Feet divided by Gross Square Feet. If Usable Square Feet is greater than Gross Square Feet, an error message is displayed. Field is not visible if a non-building construction type has been selected.
Escalated Cost per Sq. Ft.	System calculated. Maximum Allowable Construction Cost (MACC - Escalated) divided by Gross Square Feet. Field is not visible if a non-building construction type has been selected. See the Capital Budget Instructions for efficiency guidelines.
Escalated Cost per Sq. Ft. Explanation	Field is not visible if a non-building construction type has been selected. Used to explain cost per square foot, when cost per sq. ft. amount exceeds standard amount. No entry needed for the Hands On exercise

Field	Description
Remodel?	Select Yes or No. Field is not visible if a non-building construction type has been selected. If construction is a remodel, the A/E Fee Percentage and A/E Basic Design Services calculations are increased by 3% except in the calculation for project management.
A/E Fee Class	Field is based on the Construction Type selected.
A/E Fee Percentage	Field is based on the A/E Fee Class, and if the project is a Remodel.
Contingency Rate	An allowance for uncertainties associated with estimating costs for design services and construction. Non-Remodels are capped at 5% and Remodels are capped at 10%.
Contingency Explanation	An explanation for the Contingency Rate may be provided. Cost Estimate will use a rate of 5% based on the project sites unknown ecological factors.
Art Requirement Applies	Select Yes or No. If Yes is selected, the Artwork allowance will be system calculated and displayed on the Cost Estimate Detail tab titled Artwork.
Project Administration by	If the Project will be administered by the Department of Enterprise Services (DES) Division of Engineering and Architectural Services (E&AS), select DES. For the request of capital appropriations for costs to an Agency for project management, select Agency.
Higher Ed Institution	Select Yes or No. If Yes is selected, the Higher Education artwork allowance is calculated on the Artwork tab.
Alternative Public Works	Select Yes or No. If Yes is selected, allows for the entry of cost associated with the design-build and general contractor/construction manager (GCCM) types of contracts.
Predesign Start Date	The year and month predesign will start.
Predesign End Date	The year and month predesign will end. The selected year/month cannot be prior to the selected Predesign Start year and month.
Design Start Date	The year and month design will start. The year and month cannot be prior to Predesign Start year and month.
Design End Date	The year and month design will end. The year and month cannot be prior to Design Start year and month.
Construction Start Date	The year and month construction will start. The year and month cannot be prior to Design Start year and month.
Construction End Date	The year and month construction will end. The year and month cannot be prior to Construction Start year and month.
Construction Duration	System calculated. Based on the year/month of the first construction start date to the year and month of last construction end date. Construction End Date minus Construction Start Date divided by 365 days divided by 12 months.
State Construction Inflation Rate	Currently maintained by the system at 3.12%.
Base Month and Year	Defaults to June and the first fiscal year for the selected biennium of the new cost estimate. Base month and year cannot be a date in the prior biennium and cannot be prior to today's date.
Maximum Allowable Construction Cost (MACC) Not Escalated	System calculated. Amount totals from the Cost Estimate Detail Construction Contracts tab, for total of site work + total related project costs + total facility construction + GCCM Fee + bid General Conditions.
Maximum Allowable Construction Cost (MACC) Escalated	System calculated. Amount totals from the Cost Estimate Detail Construction Contracts tab, for total site work (escalated) + total related project costs (escalated) + total facility construction (escalated) + GCCM Fee (escalated) + Bid General Conditions (escalated).

Field	Description
Current Project Total	System calculated.
Rounded Current Project Total	System calculated.
Rounded Escalated Project Total	System calculated.

Acquisition Costs

Acquisition costs are the associated purchase or leasing costs, and any costs necessary to prepare the property for agency use.

1. **Input:** Acquisition Costs.
➔ Enter base amounts.
➔ Escalation Factor is not applied.
2. **Select:** Save.

Item	Base Amount	Escalation Factor	Escalated Cost
Purchase/Lease Cost			
Appraisal and Closing Costs			
Right of Way Costs			
Demolition Cost			
Pre-Site Development			
Add new item above			
Totals			
Total	0	Escalated Total	0

Consultant Services

Consultant Services are costs associated with architect and engineering (A/E) services from private consulting firms.

1. **Input:** Pre-Schematic Design Services.
➔ Enter base amounts.
➔ Escalation Factor is not applied.

Item	Base Amount	Escalation Factor	Escalated Cost
1 Pre-Schematic Design Services			
Programming/Site Analysis			
Environment Analysis			
Predesign Study			
Add new item above			
Sub Total	0	1	0

2. **View:** Construction Documents.
➔ A/E Basic Design Services is system calculated based on the construction type selected. Hover the mouse over the item title to see the calculation.

Item	Base Amount	Escalation Factor	Escalated Cost
2 Construction Documents			
A/E Basic Design Services	0		
Add new item above			
Sub Total	0	1	0

3. Input: Extra Services.
→ Enter base amounts.
→ Escalation Factor is not applied.
→ Leadership Energy & Environmental Design List (LEED) is not displayed for non-building construction types.

3 Extra Services

Civil Design (Above Basic Services)	
Geotechnical Investigation	
Commissioning (Systems Check)	
Site Survey	
Testing	
Leadership Energy & Environment Design List (LEED)	
Voice/Data Consultant	
Value Engineering Participation & Implementation	
Constructability Review Participation	
Environmental Mitigation Services (EIS)	
Landscape Consultant	

Add new item above

Sub Total	0	1	0

4. Input: Other Services.
→ Bid/Construction/Closeout is system calculated based on 31% of basic services.
→ Enter base amounts.
→ Escalation Factor is applied.

4 Other Services

Bid/Construction/Closeout	0
HVAC Balancing	
Staffing	

Add new item above

Sub Total	0	1	0

5. Input: Design Services Contingency.
→ Design Services Contingency is system calculated: contingency rate multiplied by sum of non-escalated amounts within Consultant Services.
→ Escalation Factor is applied.

5 Design Services Contingency

Design Services Contingency	0

Add new item above

Sub Total	0	1	0

6. Select: Save.

Save

Constructions Contracts

Construction Contracts are the costs associated with a projects construction.

1. Input: Site work.
→ UNIFORMAT code precedes the title.
→ Enter base amounts.
→ Escalation Factor is applied.

Item	Base Amount	Escalation Factor	Escalated Cost
1 Site work			
G10 - Site Preparation			
G20 - Site Improvements			
G30 - Site Mechanical Utilities			
G40 - Site Electrical Utilities			
G60 - Other Site Construction			
Add new item above			
Sub Total	0	1	0

2. Input: Related Project Costs.

➔ Enter base amounts.

➔ Escalation Factor is applied.

2 Related Project Costs			
Offsite Improvements			
City Utilities Relocation			
Parking Mitigation			
Stormwater Retention/Detention			
Wetland Mitigation			
Add new item above			
Sub Total	0	1	0

3. Input: Facility Construction.

➔ This section is not displayed for non-building construction types.

➔ UNIFORMAT code precedes the title.

➔ Enter base amounts.

➔ Escalation Factor is applied.

3 Facility Construction			
A10 - Foundations			
A20 - Basement Construction			
B10 - Superstructure			
B20 - Exterior Closure			
B30 - Roofing			
C10 - Interior Construction			
C20 - Stairs			
C30 - Interior Finishes			
D10 - Conveying			
D20 - Plumbing Systems			
D30 - HVAC Systems			
D40 - Fire Protection Systems			
D50 - Electrical Systems			
F10 - Special Construction			
F20 - Selective Demolition			
General Conditions			
Add new item above			
Sub Total	0	1	0

4. View: MACC.

➔ MACC Non-escalated is system calculated: Total Site Work + Total Related Project Costs + Facility Construction.

➔ MACC Escalated is system calculated: Total Site Work (escalated) + Total Related Project Costs (escalated) + Facility Construction (escalated).

4 MACC	
MACC Non-escalated	0
MACC Escalated	0

5. Input: GCCM Risk Contingency.

➔ Section only displays if Alternative Public Works has been selected (and a building construction type) on cost estimate Main tab.

➔ Enter base amounts.

5 GCCM Risk Contingency			
GCCM Risk Contingency			
Add new item above			
Sub Total	0	1	0

➔ Escalation Factor is applied.

6. Input: GCCM or Design Build Costs.
➔ Section only displays if Alternative Public Works has been selected (and a building construction type) on cost estimate Main tab.
➔ Enter base amounts.
➔ Escalation Factor is applied.

6 GCCM or Design Build Costs			
GCCM Fee			
Bid General Conditions			
GCCM Preconstruction Services			
Add new item above			
Sub Total	0	1	0

7. View: Construction Contingencies.
➔ System calculated: MACC (not escalated) multiplied by Contingency Rate.
➔ Escalation Factor is applied.

7 Construction Contingencies			
Allowance for Change Orders	0		
Add new item above			
Sub Total	0	1	0

8. Input: Non-Taxable Items.
➔ Enter base amounts.
➔ Escalation Factor is applied.

8 Non Taxable Items			
Add new item above			
Sub Total	0	1	0

9. View: Sales Tax.
➔ System calculated.

Sales Tax	
Sales Tax - Non Escalated	0
Sales Tax - Escalated	0

10. Select: Save.

Save

Equipment

Equipment costs include the cost of equipment and furnishings that are essential to the project. These items are not considered consumables and have a life expectancy of greater than one year.

1. Input: Equipment.
➔ UNIFORMAT code precedes the title.
➔ Enter base amounts.
➔ Escalation Factor is applied.

Item	Base Amount	Escalation Factor	Escalated Cost
E10 - Equipment			
E20 - Furnishings			
F10 - Special Construction			
Add new item above			
Sub Total	0	1	0

2. Input: Non Taxable Items.
➔ Enter base amounts.
➔ Escalation Factor is applied.

1 Non Taxable Items			
Add new item above			
Sub Total	0	1	0

3. View: Sales Tax.
➔ System calculated.

Sales Tax	
Sales Tax - Non Escalated	0
Sales Tax - Escalated	0

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4. **Select:** Save.   Save

Artwork

Most major projects are subject to allowances for Artwork, per RCW 43.17.200 and RCW 28B.10.027 for Higher Education.

1. **View:** Project Artwork.
   ➔ System calculated: MACC (escalated) multiplied by 0.5%.
   ➔ Escalation Factor is not applied.

2. **View:** Higher Ed Artwork.
   ➔ System calculated: For new construction and remodels over $200,000, MACC (escalated) multiple by 0.5%.

Item	Base Amount	Escalation Factor	Escalated Cost
Project Artwork	0		
Higher Ed Artwork	0		
Add new item above			
Totals			
Total	0	Escalated Total	0

3. **Select:** Save.   Save

Project Management

The items listed on the Project Management tab are based on the **Project Administration by** selection listed on the Main tab.   Project Administration by DES costs is not included in the cost estimate Project Total. If a user-defined item is added, and Project Administration by DES has been selected, then only the user added row costs are added into the Project Total. Project Administration by Agency costs is included in the cost estimate Project Total.

1. **Input:** DES Project Management.
   ➔ Only displayed if "Project Administration by" is DES on Main tab.
   ➔ Escalation Factor is applied.

Item	Base Amount	Escalation Factor	Escalated Cost
DES Project Management	0		
Add new item above			
Sub Total	0	1	0
Totals			
Total	0	Escalated Total	0

2. **Input:** Agency Project Management.
   ➔ Only displayed if "Project Administration by" is Agency on Main tab.
   ➔ Escalation Factor is applied.

Item	Base Amount	Escalation Factor	Escalated Cost
Agency Project Management	0		
Add new item above			
Sub Total	0	1	0
Totals			
Total	0	Escalated Total	0

3. **Select:** Save.   Save

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Other Costs

Use this tab to input other costs for the project (e.g. permits, insurance, advertising).

1. Input: Other Costs.
➔ Enter base amounts.
➔ Escalation Factor is applied.

Item	Base Amount	Escalation Factor	Escalated Cost
Mitigation Costs			
Hazardous Material Remediation/Removal			
Historic and Archeological Mitigation			
Add new item above			
Totals			
Total	0	Escalated Total	0

2. Select: Save.

Save

Summary of Cost Estimate

The summary tab displays the summarized costs of one or more cost estimate detail tabs. If only one detail tab exists for the cost estimate, the summary tab will display the totals of the individual detail tab.

1. Select: Summary.
➔ Displays a summary of the cost estimate data saved.

Summary

Contact Info		
Contact Name		Agency 360
Contact Number		
Statistics		
Gross Sq. Ft.	0	MACC Cost per Sq. Ft.
Usable Sq. Ft.	0	Escalated MACC Cost per Sq. Ft.
Space Efficiency		A/E Fee Class A
Construction Type	Sewer Treatment Plant Buildings	A/E Fee Percentage 0%
Remodel?	No	
Schedule		
Predesign Start Date		Predesign End Date
Design Start Date	4/2019	Design End Date 4/2019
Construction Start Date	4/2019	Construc…
Duration of Construction	0 months	
Cost Summary -- Escalated		
		Escalated Costs …
		Rounded Escalated …

View Cost Estimate Report

You can produce a CBS003 report containing summarized data of the cost estimate detail tabs and each individual cost estimate detail. If a cost estimate only contains one detail tab, the summary section will be the same as the detail data on the report.

1. Select: View Report.
➔ Displays the report in a new browser window to view, print, export, or save.

View Report

OFM

300 - Department of Social and Health Services
Cost Estimate Summary
2019-21 Biennium

Cost Estimate Number: 445
Cost Estimate Title: New cost estimate

Version: 1A Sample
Project Number: 40000554
Project Title: Project 1
Project Phase Title:

SAMPLE

Report Number: CBS003
Date Run: 4/2/2019 2:44PM

Agency Preferred: Yes

Rename a Cost Estimate

Use this feature to rename an unassociated cost estimate. Associated cost estimates cannot be renamed.

1. **Select:** Cost Estimates tab.
2. **Select:** Unassociated.
3. **Select:** Show Cost Estimates.
4. **Select:** Checkbox next to the cost estimate to rename.
5. **Select:** Rename.
➔ A dialog is displayed to enter a new Cost Estimate Title.

6. **Input:** Cost Estimate Title.
7. **Select:** OK.

Please enter a new Cost Estimate title.

Ok   Cancel

Copy a Cost Estimate

Use this feature to copy a cost estimate.

1. **Select:** Cost Estimates tab.
2. **Select:** Show All.
3. **Select:** Biennium.
4. **Select:** Budget Type.
5. **Select:** Version.
6. **Select:** Show Cost Estimates.
7. **Select:** Checkbox next to the cost estimate to copy.
8. **Select:** Copy.
➔ A dialog is displayed to enter a new Cost Estimate Title.

9. **Input:** Cost Estimate Title.
10. **Select:** OK.

Please enter a new Cost Estimate title.

Ok   Cancel

Delete a Cost Estimate

Use this feature to delete an unassociated cost estimate. Associated cost estimates cannot be deleted.
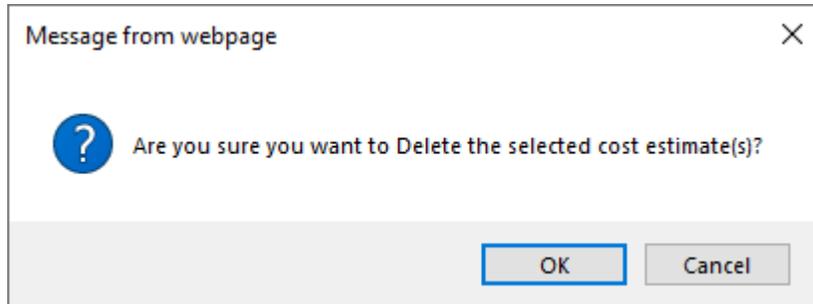
1. **Select:** Cost Estimates tab.
2. **Select:** Unassociated.
3. **Select:** Show Cost Estimates.
4. **Select:** Checkbox next to the cost estimate to delete.
➔ You can select one or more.

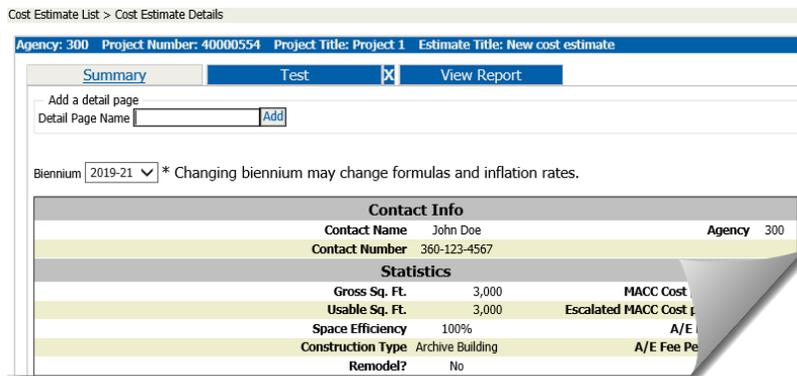5. **Select:** Delete.
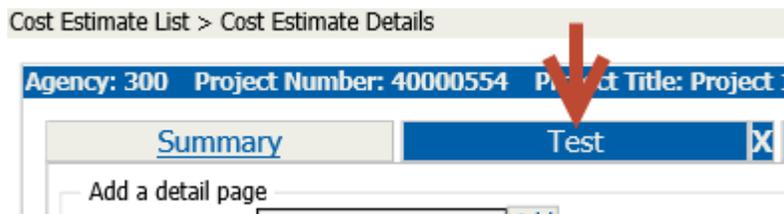➔ A dialog is displayed to confirm deletion.

6. **Select:** OK.

> Message from webpage ✕
>
> ❓ Are you sure you want to Delete the selected cost estimate(s)?
>
> OK   Cancel

Update a Cost Estimate

Use this feature to update a cost estimate.

1. **Select:** Cost Estimates tab.
2. **Select:** Show All.
3. **Select:** Biennium.
4. **Select:** Budget Type.
5. **Select:** Version.
6. **Select:** Show Cost Estimates.
7. **Select:** Estimate Title.
➔ Cost Estimate Summary is displayed.

Estimate Title

Test

Cost Estimate List > Cost Estimate Details

Agency: 300   Project Number: 40000554   Project Title: Project 1   Estimate Title: New cost estimate

| Summary | Test | X | View Report |

Add a detail page
Detail Page Name [   ] [Add]

Biennium [2019-21 ▾] * Changing biennium may change formulas and inflation rates.

Contact Info			
Contact Name	John Doe	Agency	300
Contact Number	360-123-4567		

Statistics			
Gross Sq. Ft.	3,000	MACC Cost	
Usable Sq. Ft.	3,000	Escalated MACC Cost	
Space Efficiency	100%	A/E	
Construction Type	Archive Building	A/E Fee Pe	
Remodel?	No		

8. **Select:** the detail tab.
➔ The main data tab is displayed.
➔ Navigate from tab or tab that has data to update.

Cost Estimate List > Cost Estimate Details

Agency: 300   Project Number: 40000554   P...ct Title: Project 1

| Summary | Test | X |

Add a detail page

9. **Select:** Save.

Save

Associate a Project to a Cost Estimate

Use this feature to associate a cost estimate to a project. In order to pass a cost estimate to another user in the agency it must be first attached to a project. The cost estimate is associated to a project then the project is selected to be submitted to another user in the agency for review.

If more than one cost estimates are attached to a project, only one can be marked as the preferred estimate for the review process.

A cost estimate is unique to a user. For example, if an individual created a cost estimate, that user is the only person who can see the unassociated cost estimate. Once the cost estimate is associated to a project, it can be viewed by any member who has access to the version. If the cost estimate is unassociated from the project, only the creator of the cost estimate will see the cost estimate on their unassociated Cost Estimate tab.

1. **Select:** Cost Estimates tab.
2. **Select:** Show All.
3. **Select:** Biennium.
4. **Select:** Budget Type.
5. **Select:** Version.
6. **Select:** Show Cost Estimates.
7. **Select:** Associate/Change.
➔ CBS will display the project list.

Project Associated To
Associate/Change

8. **Select:** Biennium.
9. **Select:** Budget Type.
10. **Select:** Version.
11. **Select:** Load.
➔ CBS will display a list of available projects for selection.

Cost Estimate List > Project List

Please select a project.
Biennium 2019-21 Budget Type Regular Version 1A:Sample
Load

| Details | Copy | View History | Report |

Number	Title
There are currently no projects for the selected criteria.	

12. **Select:** Project title.
➔ CBS will display the Cost Estimate List.
➔ The **Project Associated To** column is updated with the project number you associated to the cost estimate.

Number	Title
40000528	Grant:ALTSA Mental Health Transitions 2019-21
40000561	Test

Project Associated To
40000561   Associate/Change

Unassociate a Cost Estimate from a Project or Subproject

Use this feature to unassociated a cost estimate from a project or subproject.   If you unassociate an estimate from a project and that estimate is the last one associated to a project in all versions, the cost estimate will be viewed on the Unassociated list.

1. **Select:** Projects tab.
2. **Select:** Biennium, Budget Type, and Version.
3. **Select:** Load.
4. **Select:** project title with associated cost estimates.
5. **Select:** Cost Estimates tab.
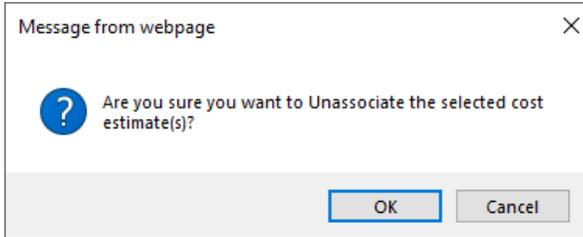➔ CBS will display the cost estimates associated to the project.

Detail	Additional Info	Funding	Operating Impacts	Cost Estimates	Attachments	View Report
Rename	Copy	Unassociate	Save Preferred	Associate Cost Estimate		Create New Cost Estimate

Select All	Estimate Number	Estimate Title
☐	211	Test
☐	212	Test 2

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6. **Select:** Unassociate.
➔ A dialog is displayed to confirm unassociation.

Unassociate

7. **Select:** Ok.

Message from webpage ✕

? Are you sure you want to Unassociate the selected cost estimate(s)?

OK   Cancel

Mark a Cost Estimate as Preferred

Use this feature to indicate which cost estimate is primary of a project. If there is only one cost estimate associated to a project then it will always be preferred. If there are multiple, one will always be preferred. Unassociated cost estimates cannot be marked as preferred.

1. **Select:** Projects tab.
2. **Select:** Biennium, Budget Type, and Version.
3. **Select:** Load.
4. **Select:** project title with associated cost estimates.
5. **Select:** Cost Estimates tab.
➔ CBS will display the cost estimates associated to the project.

Detail	Additional Info	Funding	Operating Impacts	Cost Estimates	Attachments	View Report
Rename		Copy		Unassociate	Save Preferred	Associate Cost Estimate	Create New Cost Estimate

Select All	Estimate Number	Estimate Title
☐	211	Test
☐	212	Test 2

6. **Select:** Preferred radio button for the Cost Estimate that should be marked as preferred.
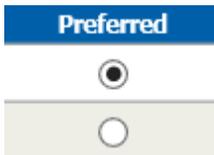
Preferred
◉
○

7. **Select:** Save Preferred.

Save Preferred

Additional Information – Help Desk

For additional information about Capitol Budget System (CBS) contact the OFM Help Desk.

HereToHelp@ofm.wa.gov **360.407.9100**