

GUIDELINES FOR MAJOR BUILDING AND CONSTRUCTION PROJECTS

Corporation of the Catholic Archbishop of Seattle

Office of Property and Construction

NEW CONSTRUCTION/MAJOR RENOVATION BUDGET WORKSHEET

Date: _____ Project Budget for Phase _____

Parish/Agency: _____ City: _____

Building Project Description: _____

Parish Representative: _____ Phone: _____

Architect: _____ Contractor: _____

Start Date: _____ Finish Date: _____

I. CONSTRUCTION (HARD) COSTS (Two-Thirds of Total Project Cost)

	<u>ESTIMATED SF</u>	<u>COST/SF</u>	<u>TOTAL</u>
A. Building:	_____	_____	_____
B. Site Improvements:	_____	_____	_____
C. Landscaping:	_____	_____	_____
D. Contingency:			_____
E. Change Orders (include with final project cost):			_____

Total Construction (Hard) Costs \$ _____

II. CONSTRUCTION (SOFT) COSTS (One-Third of Total Project Cost)

	<u>TOTAL</u>
A. Architectural Fees:	
Preschematic Phase:	_____
Schematic Design Phase to Completion:	_____
B. Land Use Expenses	_____
C. Inspections/Permits/Fees:	_____
D. Additional Cost Estimates:	_____
E. Off-Site Improvements:	_____
F. Equipment:	_____
G. Furnishings:	_____
H. Interest:	_____
I. Sales Tax:	_____
J. Miscellaneous Expenses:	
Surveys/Studies:	_____
Liturgical Consultant:	_____

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J.	Miscellaneous Expenses (con't.):	
	Fundraising Consultant/Expenses:	_____
	Geotechnical/Testing Consultants:	_____
	Hazardous Materials:	_____
K.	Other Fees/Expenses:	
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	Total Construction (Soft) Costs	\$ _____
	Total Project Costs (Hard + Soft Costs)	\$ _____
	Inflation Escalation (3-6% per year)	\$ _____
	TOTAL PROJECT COST	\$ _____

NOTE: Please see Attachment to New Construction/Major Renovation Budget Worksheet.

ATTACHMENT TO
NEW CONSTRUCTION/MAJOR RENOVATION BUDGET WORKSHEET

Corporation of the Catholic Archbishop of Seattle
Office of Property and Construction

PURPOSE

The purpose of this Attachment is to assist you in completing the New Construction/Major Renovation Budget Worksheet. Upon completion of the Worksheet, please forward to the Archdiocesan Office of Property and Construction.

I. CONSTRUCTION (HARD) COSTS

- A. Building. The cost of construction of the building.
- B. Site Improvements. Includes the onsite cost of parking, grading, sidewalks, french drains, surface water retention systems, exterior sprinkling systems, etc.
- C. Landscaping. Includes the cost of grass, lawn, shrubs, trees, etc. (most local governing jurisdictions require a landscape plan).
- D. Contingency. The contingency amount is generally five to ten percent (5-10 %) for new construction projects and ten to twenty percent (10-20%) for remodel or renovation projects.
- E. Change Orders. Includes the cost of all COs throughout the construction phase; no dollar amount should be entered unless this worksheet is the final project costs.

Please complete the square footage entries for A., B., and C.; add A. through E. to calculate the expenses of all "Hard" costs.

II. CONSTRUCTION (SOFT) COSTS

- A. Architectural Fees:
 - Preschematic Phase. Includes the fixed cost of the master plan or feasibility study.
 - Schematic Design Phase to Completion. Includes the cost of architectural Basic Services, Additional Services, Other Services, and Reimbursables from the Schematic Design Phase through project Completion.
- B. Land Use Expenses. Includes the cost of a Land Use Attorney and/or any costs associated with land use issues to move the project forward.
- C. Inspections/Permits/Fees. Includes the cost of inspections, permits, and fees set by the local governing jurisdiction.
- D. Additional Cost Estimates. Includes the cost of detailed cost estimates (it is highly recommended that you have an independent cost estimate completed).
- E. Off-Site Improvements. Includes the offsite cost of sidewalks, traffic lights, etc.
- F. Equipment. Includes the cost of acoustical system, phone equipment, security systems, organ, piano, etc.
- G. Furnishings. Includes the cost of pews, altar, ambo, lectern, font, presider's chair, chairs, stations of the cross, statues, crucifixes, stained glass windows, etc.

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- H. Interest. Includes the cost of interest on a PRF loan (generally nominal).
- I. Sales Tax. Sales tax is computed on I.-A., I.-B., I.-C., I.-E., II.-F, and II.-G.
- J. Miscellaneous Expenses:
 - Surveys/Studies. Includes the cost of boundary surveys, topographic surveys, traffic studies, etc.
 - Liturgical Consultant. Includes the cost of retaining a Liturgical Consultant.
 - Fundraising Consultant/Expenses. Includes the cost of retaining a Fundraising Consultant and other associated expenses.
 - Geotechnical/Testing Consultants. Includes the cost of geotechnical services, testing services, etc. retained during the Construction Phase.
 - Hazardous Materials. Includes the cost of asbestos surveys, testing, abatement and other hazardous materials mitigation.
- K. Other Fees/Expenses. Includes the cost of all other fees and expenses.

Add A. through K. to calculate the expenses of all “Soft” costs.

Add “Total Construction (Hard) Costs” and “Total Construction (Soft) Costs” to calculate the “Total Project Costs (Hard + Soft Costs);” Include a factor for inflation; add “Inflation Escalation” to “Total Project Cost (Hard + Soft Costs)” to calculate a “TOTAL PROJECT COST.”