

COUNTY OF HENRICO, VIRGINIA

Capital Improvement Program Manual

Procedures For Development, Implementation, and Operation of the Capital Improvement Program



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Office of Management and Budget
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**COUNTY OF HENRICO, VIRGINIA
CAPITAL IMPROVEMENT PROGRAM MANUAL
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COUNTY MANAGER'S POLICY GUIDANCE CAPITAL IMPROVEMENT PROGRAM

This manual sets forth procedures for the preparation of the Capital Improvement Program (CIP) for the County of Henrico, Virginia. The purpose of this program is to relate capital expenditures to a well formulated long-range plan for needed public improvements within the County's capacity to finance them on a sound fiscal basis. This manual sets forth the necessary administrative procedures and the schedule departments should follow when submitting capital project requests.

A capital improvement program and capital budget are very different from an operating budget in that capital projects bear unique characteristics. Unlike anticipating and budgeting for normal ongoing maintenance items, major capital projects require substantial lead-time due to constraints such as bond referenda, public hearings, citizen input, and extensive planning and engineering design work. All of this activity precedes actual construction and expenditure of funds. Further, experience has shown that when taken as a whole, major endeavors hoped for are usually far in excess of the resources that can realistically be expected. When one adds the other costs, which accompany any major capital improvement after its completion, such as additional personnel requirements, higher operation and maintenance cost, or debt service, this is even more pronounced. Accordingly, the importance of a capital improvement program lies in its ability to clearly identify, focus, and pace major capital projects, as well as to establish their priority.

EXPLANATION OF A CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program is a statement of the County's policy regarding long-range physical development. In Henrico County, this program covers a five-year period and sets the policy framework within which capital improvements will be taken. The Capital Improvement Program is one of the processes utilized in achieving desired urban growth and development. By providing a planned schedule of public improvements, such a program outlines present and future public needs and intentions, and thus has a positive influence on private investment decisions. In this manner, the coordination of orderly and efficient programs of private and public investment can be developed for the maximum overall public benefit.

The Capital Improvement Program and Capital Budget provide the principal tools for coordinating the physical and financial planning required to successfully implement the comprehensive planning process. The Capital Improvement Program should not be considered solely as a final and fixed plan. A meaningful measure of its usefulness will be its effective application as a process. In addition to provisions for amending the Capital Budget during the fiscal year, the Capital Improvement Program is reviewed and revised each year. An additional year is added to maintain the full five-year period of the program. The first year projects are reviewed and a recommendation is made from this list to be considered as the Capital Budget for the coming year. This operation is repeated every year.

FISCAL CONSIDERATIONS

With each capital project, there are likely to be some operating cost implications. Operating cost implications will be cross-walked annually to the operating budget, as required. Only after considering both the one-time capital costs as well as the recurring operating costs will a project be considered within the Five-Year CIP.

The revenues necessary to fund debt service requirements and current financing should also be considered in relation to the physical needs of the County of Henrico and the ability of its citizens to pay. It is also necessary to be mindful of the benefits, which the County's favorable tax rate affords in promoting our economic growth and maintaining a sound business environment.

Sound financial planning and management will be required to accomplish our fiscal objectives while maintaining a viable capital program. To maximize the use of local dollars and expand the capital program, consideration of all existing non-local sources of funding is encouraged so full utilization is made of intergovernmental revenues. Use of intergovernmental revenues in the areas of environmental control, recreation, public safety, and human resources programs should continue to be maximized. This encouragement should not be construed as granting blanket approval for grant-supported capital programs outside or in advance of our comprehensive budget reviews. Rather, it should be considered for planning purposes only. In the final analysis, each department's request will be reviewed in the context of established priorities set by the Board of Supervisors, the County's fiscal capacity, other departments' requests, and other elements described below.

COMPREHENSIVE PLANNING APPROACH

Each capital project should be supported by the goals of the County as expressed in the various plans, or programs, completed or being prepared, by County agencies. Examples of such plans or programs include:

Public Works

- Comprehensive Drainage Plan
- Major Thoroughfare Plan

Public Utilities

- Comprehensive Water Study
- Comprehensive Sewer Study

Planning

- Comprehensive Land Use Plan
- Parks and Recreation Open Space Plan
- Major Thoroughfare Plan

Recreation

- Parks and Recreation Open Space Plan

Library

- Five-Year Plan for Improvement of Library Services

Each capital project, then, would be but one element in a comprehensive program for improving: (1) the delivery of existing services; (2) the scope of services; (3) the levels of efficiency; or (4) addressing the demands of growth and development of Henrico County. As such, a capital improvement program provides a framework for the orderly execution of individual projects in a way, which ensures that each will facilitate overall implementation of the County's development goals. These plans should be reviewed prior to submitting any CIP requests to ensure that the projects are in keeping with the specific content of these plans.

Capital projects, which deviate from recommendations expressed in these plans, must include a substantial justification for these deviations. The capital planning review process prior to the submission of projects should assist in resolving conflicts in capital requests as well as revising plans where changes are justified. In cases where a comprehensive plan is in preparation but not yet complete, projects which appear in preliminary drafts, and which have a near-term implementation can be considered in the review process.

REASONS FOR PREPARING A CAPITAL IMPROVEMENT PROGRAM

A Capital Improvement Program provides for the orderly and systematic financing and acquisition of public improvements. It also provides the following:

1. Information for the individual taxpayer, neighborhood councils, and other civic groups interested in the County's development plan;
2. A statement of intention for Federal and State agencies who provide grants-in-aid to the County; and
3. A source of information for potential investors who may purchase municipal securities.

By projecting and scheduling capital improvements in advance of actual needs, several advantages accrue to Henrico County:

1. Reduction of the need for "crash programs" to finance the construction of County facilities.
2. Budgeting may take place within a system which assures that capital projects will be built according to a predetermined priority system while planning in advance for the revenue needed to finance and complete these capital projects.
3. Advance planning is permitted to ensure that projects are well thought out in advance of construction.
4. It permits major purchases to be scheduled commensurate with favorable market conditions.
5. Coordination with the operating budget is maximized. An important aspect of capital improvement planning is the effect capital expenditures have upon the annual operating cost of the County. When a new facility is established, it must be maintained and staffed, and obligations, which begin when it is made operational, will become continuous.

DEFINITIONS

Definitions

1. **Capital Improvement Program (CIP):** For Henrico County, this is defined as a plan for capital expenditures to be incurred each year over a five-year period to meet capital needs defined by the departments and other agencies of the County Government including Schools. Thus, it sets forth each project in which Henrico County is to have a part and it specifies the full resources estimated to be available to finance the projected expenditures.
2. **Capital Budget:** All projects that are submitted by departments in the CIP process are reviewed. From that submission, based on need and financial requirements, the projects that are selected and approved for funding in the first year of the CIP by the Board of Supervisors become the Capital Budget.
3. **Capital Project:** This is an item for which the purchase, construction, or other acquisition will represent a public betterment to the community and add to the total physical worth of the County provided that the project considered is of a substantial nature. This means that the project has an anticipated life of not less than twenty-five (25) years following its purchase, construction, or other acquisition and has a total cost of not less than one hundred thousand dollars (\$100,000). This definition is intended to include, but is not limited to the following:
 - A. Land: All expenditures for land regardless of whether or not they meet the dollar cost limitation set forth above, and whether they are in connection with a program of economic development (e.g., urban renewal), or for long-term public use. Land purchased in conjunction with construction of a structure is considered as a part of the same project.
 - B. Structures: All expenditures for structures, including construction cost, feasibility studies, architectural, engineering, legal and related expenses, and expenditures for major renovation of, or additions to, structures should be included.
 - C. Machinery and Equipment:
 1. **Initial Purchases:** All expenditures for machinery and equipment that are built into and are an integral part of the structure at the time of initial acquisition or construction are to be included. This would also include freestanding furnishings, fixtures, and equipment related to opening a new facility if a bond referendum or other authority specifically so indicates. Otherwise, such items should be financed by current revenue in the operating budget.
 2. **Replacement purchases:** Machinery and equipment replacement purchases which are built into or become an integral part of an existing facility must have a useful life of ten (10) years or more or cost \$10,000 or more to be included. Freestanding replacement machinery, fixtures, and equipment are considered capital outlay items that should be purchased with current financing in the operating budget.

- 4. CIP Review Committee:** The Capital Improvement Program Review Committee includes the following:
- (a) County Manager
 - (b) Deputy County Manager for Community Development
 - (c) Deputy County Manager for Community Operations
 - (d) Deputy County Manager for Community Services
 - (e) Deputy County Manager for Administration
 - (f) Director of Finance
 - (g) Assistant Superintendent of Schools for Finance
 - (h) Director of Planning
 - (i) Director of General Services
 - (j) Director of Information Technology

DEVELOPMENT OF THE CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Program Calendar

Capital Improvement Program (CIP) preparation requires careful scheduling so the responsible officials are given adequate time and complete information to make sound program decisions. The large volume of data to be compiled into a clear, concise project request, requires the steps in the budget-making process be taken in scheduled and logical sequence. The Capital Improvement Program calendar provides, in chronological order, the key dates set each year to ensure prompt and efficient preparation and adoption of the Capital Budget:

MIDDLE OF JULY - Call for CIP estimates, calendar of dates, and other related information sent to departments.

SECOND WEEK OF SEPTEMBER - Deadline for submission of CIP requests to the Office of Management and Budget.

FIRST WEEK OF OCTOBER - Office of Management and Budget briefs CIP Review Committee and County Manager on status of CIP requests.

THIRD WEEK OF NOVEMBER - Office of Management and Budget furnishes CIP Review Committee with details and summaries of departmental CIP requests.

FIRST WEEK OF DECEMBER - The County Manager and the CIP Review Committee conducts executive reviews with departments.

MIDDLE OF JANUARY - The County Manager and the CIP Review Committee submits the CIP and recommended Capital Budget to the Planning Commission.

MIDDLE OF JANUARY - Planning Commission announces a public hearing on the CIP for middle of February.

MIDDLE OF FEBRUARY - Planning Commission conducts public hearing and submits comments on CIP to the County Manager.

EARLY MARCH - County Manager presents the Proposed Capital Budget to the Board of Supervisors.

SECOND WEEK OF APRIL - Board of Supervisors conducts public hearing on the proposed Capital Budget.

LAST WEEK OF APRIL - Board of Supervisors adopts Capital Budget.

Steps and Routing of Program Development

The following steps are followed in developing the Capital Improvement Program:

THE CAPITAL BUDGET CALL

The County Manager will:

1. Issue a call for each Department Head/Key Official of Henrico County to submit project requests for inclusion in the Capital Improvement Program; and
2. Instruct the Office of Management and Budget to provide each Department Head/Key Official with a procedures manual and other necessary supporting information, as needed.

Note: Access will be granted via a shared drive on the network. Please contact your analyst for path instructions.

AFTER THE BUDGET CALL/CONSULTATIONS

3. Office of Management and Budget reviews with each appropriate Department Head/Key Official the proper procedures to follow in completing the data entry screens.
4. Department Heads/Key Officials will identify capital improvement needs from their operational perspective.
5. Department Heads/Key Officials will consult with the Director of General Services regarding General Government projects that involve the construction or major renovation of public buildings. The Director of General Services will:
 - a. Review the scope of all project results involving the construction, and major renovation of public buildings, and
 - b. Review the Project Cost Estimate Worksheet (CIP 3) and make suggested modifications, as required.
 - c. The Director of General Services will also make suggestions regarding non-personnel operating requirements that arise from specific capital projects. These include such costs as utilities, landscaping, etc. Departments are solely responsible for any personnel costs arising from new facilities. Complete operating costs are the responsibility of the submitting agency and should be coordinated with the OMB. All final operating costs will actually be determined as part of the annual operating budget, as required.
6. The Office of Management and Budget will provide Department Heads/Key Officials with data pertaining to budgetary constraints to consider in developing their capital improvement projects.

7. The Department Head/Key Official shall:
 - a. Review the project requests for his/her area of responsibility,
 - b. Establish priorities within his/her area,
 - c. Prepare department summaries, and
 - d. Submit an original copy and an electronic copy of the department's proposed capital project request forms (CIP-3 approved by General Services, if applicable) to the Director, Office of Management and Budget (OMB). Distribution to the CIP Review Committee will be made by the OMB after an internal analysis of all project requests.

AFTER REQUESTS ARE SUBMITTED

8. The Office of Management and Budget will:
 - a. Verify the request forms and electronic data for completeness of information.
 - b. Prepare a compilation of all project requests by both program and department responsibility.
 - c. Ensure that all operating costs are realistic, based upon project history and other similar projects in the CIP.
 - d. Compare the proposed program to the current Capital Improvement Program.
 - e. Analyze requests in relation to Planning Commission policies and county-wide comprehensive plans, and
 - f. Relate proposed projects to those of regional concern, where applicable.
9. The Office of Management and Budget will make recommendations to the CIP Review Committee regarding the following:
 - a. The fiscal accuracy of the project requests.
 - b. The eligibility of projects for inclusion in the CIP.
 - c. The accuracy of revenue estimates.
 - d. The impact of the results on the operating budget.
 - e. The availability of funding sources.
10. The Office of Management and Budget will prepare a draft of the proposed Capital Improvement Program.

AFTER MANAGEMENT AND BUDGET REVIEW

11. The County Manager will conduct CIP Committee administrative hearings on the proposed Capital Improvement Program. The CIP Committee will be responsible for reviewing project requests in order to determine:
 - a. If departmental programs are making a substantial input on priority need areas, and
 - b. If projects are consistent with announced administrative policy objectives.

12. The CIP Review Committee will:
 - a. Review the proposed Capital Improvement Program.
 - b. Recommend the Capital Improvement Program, including the financial plan, to the Planning Commission and Board of Supervisors.
13. The Office of Management and Budget prepares a Manager's recommended Capital Budget based on the recommendations of the Committee.

AFTER CIP COMMITTEE REVIEW

14. The County Manager will forward his recommended Capital Improvement Program to the Henrico County Planning Commission for review and comment and to the Board of Supervisors.
15. The Henrico County Planning Commission will:
 - a. Hold a Public Hearing on the Capital Improvement Program.
 - b. Make recommendations on the Capital Improvement Program to the County Manager.
16. The Henrico County Board of Supervisors will:
 - a. Review the recommended Capital Improvement Program.
 - b. Conduct legislative hearings on the recommended Capital Budget.
 - c. Hold a Public Hearing on the recommended Capital Budget.
 - d. Adopt an approved Capital Budget for Henrico County.

Adoption of Capital Budget

County Board of Supervisors' adoption of the Capital Budget is for fiscal planning purposes. Authorization to make expenditures on capital project occurs when funds are appropriated by the Board of Supervisors. With few exceptions, funds for a new capital project are appropriated for expenditure by the Board at the time the project is added to the Annual Fiscal Plan.

Appropriations for Capital Projects

When a capital project is approved, either in the original Annual Fiscal Plan or by amendment to the Plan, the funds are appropriated for expenditure at the same time. This policy also applies to the operating Annual Fiscal Plan. When there is an exception to this policy, as noted above, a request for appropriation should be submitted to the OMB. Appropriations for capital projects are for the life of the project, i.e., until the purpose for which the appropriation was made has been accomplished or no longer necessary, and not for any one fiscal year.

Closing a project may be done in one of two ways:

1. A project may be closed, when completed or determined to no longer be necessary, by the responsible department by addressing a memo to the Accounting Division, so stating.
2. Based on the outcome determined by the project status report compiled by Accounting.

Any unencumbered appropriations in closed projects will revert to the proper fund balance or reserve at that time, or may be transferred to another project within the same fund, with the approval of the County Manager.

Status Report

The Accounting Division will request departments update a capital project status report on all capital projects annually by providing each applicable department with a list of capital projects and requesting a response on the status of each project.

Projects will be closed by Accounting based on expenditure history and input from the department.

Capital Transfers

There may be instances when a transfer between existing projects is necessary and acceptable. Such requests shall be submitted to the OMB utilizing the budget revision option within the Public Sector Budgeting (PSB) function of the Oracle Financial Management System. These requests will be submitted to the County Manager for action.

Amendment of the Capital Budget

Amendments (additions) to the Capital Budget may be required during the fiscal year when the following circumstances occur:

1. When more money is needed for a project already in the Annual Fiscal Plan.
2. When a new capital project needs to be added to the Annual Fiscal Plan, a CIP - 3 should be compiled to validate the accuracy of the appropriation request.

Amendment requests shall be submitted to the OMB within the Oracle Financial Management System. These requests will be submitted to the County Manager for action. An amendment may be avoided if funds can be transferred from an existing project in the Annual Fiscal Plan and the County Manager concurs with the transfer.

PREPARATION OF THE CAPITAL PROJECT REQUESTS

Determination of Projects

The operational concepts of each agency are different; therefore, it is impossible to develop an identical procedure to be used in the preparation of project requests. However, certain general principles apply to all agencies and will facilitate the preparation of the Project Request Forms. Before an agency can state capital needs as project proposals, it must identify these needs. An orderly manner of determining needs is as follows:

1. Review the County Manager's Policy Statement to determine what administration priorities are in the agency's areas of responsibility;
2. Determine the agency goals;
3. Review the inventory of community facilities and identified priority need areas with the Manager and/or Board of Supervisors;
4. Quantitatively estimate the clientele who will be served by the project or improvement;
5. Evaluate existing capital facilities;
6. Visualize and select additional capital facilities needed to achieve the agency's goals;
7. Project the time period required to plan, construct, and prepare new capital facilities for use; and
8. Be aware of relationships between the agency's capital program, the development plan of Henrico County, the capital programs of the other departments and agencies, and Federal and State programs.

As a result of this review process, the agency shall develop a list of its capital needs. Such a list shall be revised at least once a year.

Preparation of Plans

Once the need for a project is established, it is considered highly desirable that a preliminary plan be prepared for each project prior to the request for inclusion in the CIP.

The preliminary plan would be based upon general estimates of the location of the project, measurements and general characteristics of the facility, the basic capacity of the project, and if the project is to require substantial amounts of land, a preliminary sketch of the desired location of the structures on the site. Preliminary plans as used in this paragraph are not to be construed as engineering drawings, design plans or architectural plans, but as sketches to show concept. As the project progresses in annual steps, some improvements in the original concept should be made. The preliminary time schedule for the project should be included in the preliminary plans.

Assembly and Transmittal of Requests

The agency's CIP should be assembled in the following order and sent to the Office of Management and Budget:

1. A transmittal letter from the agency director is submitted which discusses the principal differences between the current CIP and the one now proposed by the agency. This letter is a requirement that is highlighted during the CIP Review Process. Also included shall be a description of how the recommended projects meet the needs for priority areas and the administration's policy directive, and a description of how the projects, taken as a whole, represent a coordinated, comprehensive program of public improvements within the agency.
2. One **soft copy** of each project map, which shows the location of the project. The map should be a bitmap image approximately 4" by 4" in size. If the project is a countywide project or general location is undetermined, then no map is necessary for that project.
3. **Public Works Only:** Submit a copy of the Public Works' Road Projects broken down by Engineering, Right of Way and Construction instead of a CIP - 3 Project Cost Estimates Worksheet. Also submit a copy of the Public Works' Drainage Projects broken down by Engineering, Right of Way, Utility Relocation, Construction, and Contingency instead of a CIP -3 Project Cost Estimate Worksheet.
4. For each project, submit to the OMB, the **original** of the following forms:
 - a. CIP - 2 General Project Information
 - b. CIP - 3 Project Cost Estimate Worksheet with appropriate signatures from General Services. **(Except Public Works' Road and Drainage Projects)**
 - c. **CIP - 4 Expenditures/Revenue/Operating Costs. Operating costs are the responsibility of the requesting department, after consultation with General Services and the OMB, as required. (No signature requirement exists for the CIP - 4).**
 - d. Also, any supporting data such as site plans; cost justification; details concerning a project's relationship to other projects in the CIP; details concerning non-local financial assistance; type of program; deadlines and qualifications the County must meet to receive assistance; and the time schedule for the project.
5. The shared drive should be completed/updated for the following databases:

CIP 2
CIP 4

The shared drive should also contain a completed/updated **CIP - 3** (one for each **Project Number**), a **bitmap image approximately 4" by 4" in size for each project map**, and the Public Works' Roadway and Drainage projects spreadsheet.

6. For projects requiring review by General Services, CIP-3 forms that are signed and dated by the respective General Services construction coordinator are required. (This does not apply to the CIP-4).
7. The Office of Management and Budget will forward a review sheet for each project to each member of the CIP Review Committee.

**INSTRUCTIONS FOR COMPLETING
ENTRY SCREENS
AND
PRINTING REPORTS**

Capital Improvement Program Automated System Overview

In an effort to assist departments when preparing their Capital Improvement Program (CIP) requests, all portions of the CIP process have been automated using Microsoft Access software and Microsoft Excel.

The automated CIP consists of three (3) files where specific project detail may be entered. Once entered, this information can be easily retrieved and modified as needed.

Report formats have been provided on Access, which reproduce the CIP - 2 and CIP - 4. Access' flexible and friendly software allows the user to create a number of different reports using a variety of criteria. The CIP - 3 Project Cost Estimate Worksheet will be printed using the "Printer" icon or the "Print" command in Excel.

Installation of the Automated CIP System onto the Department's PC

OMB will install the CIP program upon request.

How to Use This System

The automated CIP is comprised of three (3) separate data entry forms. They include the following:

- 1. CIP - 2 (General Project Information)**
- 2. CIP - 3 (Project Cost Estimate Worksheet; Excel spreadsheet)**
- 3. CIP - 4 (Expenditures, Revenue Sources and Operating Costs)**

It is important to note that the forms must be completed in a certain order because information is supplied by a previous file. The order of completion is as follows:

- 1. CIP - 2 (General Project Information)**
- 2. CIP - 3 (Project Cost Estimate Worksheet; Excel spreadsheet)**
- 3. CIP - 4 (Expenditures, Revenue Sources and Operating Costs)**

CIP Program

Forms can be selected by clicking your left mouse button on the form command button. Data is entered by clicking on the first entry box and typing the appropriate information in the data box and pressing the return or tab key. The program will move automatically to the next point of the entry after each entry is made. If you should encounter an error at any point during the entry process, prior to moving to the next record, use the mouse pointer and click on the data box with the error and type the correct information.

Printing Reports

The CIP database program has the capability of printing a variety of different report formats based on any number of comparisons using multiple levels of selection criteria.

The following report formats have already been provided to print. In order to print one of these reports, double click on the print command on the main menu. The list of previously prepared reports will be displayed on the screen as follows:

- 1. (CIP - 2) General Project Information**
- 2. (CIP - 4) Expenditure/Revenue/Operating Costs**

CIP - 3 Worksheet (Excel Spreadsheet)

The CIP - 3 file will be the blank template to be used for your projects. A worksheet must be completed for each project.

Enter, in current year's dollars, the data for this project. The worksheet will automatically apply the inflation factors to the current year's dollars for each account. Be sure to save your worksheet after the data is entered for each project number.

Within the CIP-3 workbook, after the scope worksheet, are three additional spreadsheets that will aid General Services as well as the individual department in calculating the total operating costs associated with the project. The CIP-4 Departmental Operating Costs tab and the General Services Operating Costs tab are linked to the final CIP-4 Combined Operating Costs sheet. Figures calculated from this combined sheet are to be entered into the operating costs section of the CIP-4. Operating cost estimates are the responsibility of the department after obtaining input from General Services and/or the OMB. Ultimately, these costs will be cross-walked, as required, to the operating budget.

Instructions for Preparing the General Project Information Form CIP - 2

Each agency is required to prepare a **General Project Information Form** for each project. The CIP - 2 form, contains general information about a project and this data is used to automatically update other files.

To begin entering information for the General Project Information Form (CIP - 2), click the **CIP - 2** icon.

The next screen displayed is the CIP - 2 data entry form. To add a new record to the database click **“Add Record”**. To find a record which is currently in the database, click **“Find Record”**, while in the project number box, and type in the project number.

Data is entered by typing the appropriate information at the cursor prompt and pressing the return key. The program will move automatically to the next point of entry after each entry is made. If you should encounter an error at any point during the entry process, use the **shift and tab** keys to step back to the area in error and type the correct information.

Explanations for the information requested are listed in detail as follows:

PROJECT NUMBER: Enter the assigned project number for the specific project. For new projects, contact the Accounting Division to assign a project number. If a project code has previously been assigned, use it here.

PROJECT NAME: Enter the assigned project name as it will appear in the official Accounting Records. Keep it short and descriptive.

COST CENTER: Enter the assigned cost center for the specific project.

DEPARTMENT NAME: Enter the requesting department name for the project.

PRIORITY: Enter the department priority number of the project. Each project should be numbered in the order of their priority. The project of utmost importance should be assigned number "1" followed by least critical projects. Start a new series of priority numbers for each of the years in the five year program. It will be assumed that any project in an earlier year will have a higher priority than any project in a later year.

FUND: Enter the fund number of the project.

FUND NAME: Enter the name of the fund.

FISCAL YEAR: Enter the fiscal year of the project.

REVENUE SOURCE: Enter the revenue source for the project. Select one from the following list and enter as highlighted or use the drop box:

General Fund Revenue	General Fund-Public Works
Other Local Revenue	G.O. Bonds-Education
Federal Grant	G.O. Bonds-General Government
State Grant	IDA Bonds
Revenue Bonds	Lease Purchase
Gas Tax	Enterprise Fund
VPSA Bonds	Lottery/State Construction
Interest Earning	No Funding Source

NOTE: Data must be entered as highlighted (no periods, and no change in the abbreviation) or use drop down box.

TYPE: Enter the project type. Select one of the following and enter as highlighted:

Building (New)	Technology Improvement
Building Addition	Enhancement
Building Improvements	Sewer
Drainage	Land
Golf Course	Site Improvements
Park	Solid Waste
Roadway	Water
Feasibility/Program Study	

NOTE: Data must be entered as highlighted or use the drop down box.

MAGISTERIAL DISTRICT: Enter the magisterial district in which the project is located. If the project crosses district lines, list the districts by alphabetical order. Select one of the following and enter as highlighted or use drop down box:

Brookland	Varina
Fairfield	General Government
Tuckahoe	Countywide
Three Chopt	

NOTE: If it is a shared project, use the first letter of the district name separated by commas except for Three Chopt use TC. (eg. B, F, T, TC ,V).

LOCATION: Enter a succinct description of the location of the project. Be sure that the description of the project will fit within the limited space.

DESCRIPTION AND SCOPE: Briefly describe the project. Address the following areas:

- 1) What are the physical dimensions of the project when completed?
- 2) What type of construction is anticipated (brick, steel, concrete block, wood, etc.)?
- 3) If the project is dependent on any other departments for support, i.e. sewer lines, drainage for the site, or street improvements, cite that agency and its cost to the project.

- 4) Status of the project in the Comprehensive Plan: If the project is a part of a Planning program, cite that plan or program. Also, state the need cited in the program or priority set for the program, i.e., a street may be a second priority as outlined by an urban transportation study.

PURPOSE AND NEED: Briefly justify why the project is requested. Reasons could include elaboration of the following:

- 1) Obsolescence of the present facility;
- 2) Benefits of the particular service to be rendered;
- 3) The character of the area to be served;
- 4) Where applicable, the number of people to be served.

Needs should be quantified where possible. With regard to neighborhood or sub-area level services: i.e., recreational facilities, libraries, streets, fire stations, etc., a location needs analysis based on population, usage, and service is essential.

HISTORY AND CURRENT STATUS: Briefly explain the history and the current status of the project. PLEASE ENSURE THAT THIS SECTION IS COMPLETE AS THE CIP REVIEW COMMITTEE CONTINUES TO REQUEST THIS INFORMATION OF ALL SUBMISSIONS. Address the following areas:

- 1) List the previous five years that the project has been submitted;
- 2) The dollar amount that was submitted for each year;
- 3) The current status of the project.

PRIOR YEAR REQUEST YEAR: Enter the prior year that the project was requested

PRIOR YEAR PRIORITY: Enter the prior year priority of the project.

PRIOR YEAR FUNDING REQUEST: Enter the prior year funding request for the project.

In order to exit this file, click the Exit key to return to the Master Menu. Then click the Exit Program key to quit the Main Menu.

If you wish to return to a project that was entered earlier, make sure you are in the **CIP - 2 data entry form** and then click "**Find Record**". The search feature works for the field/box you are in, i.e. if you want to search by project number, you must be in that field/box.

Printing Project Request Form (CIP - 2)

Be sure you are in the **CIP - 2 data entry form**. Click on "**Preview**" to see a preview of the report. If the information is correct, close preview and click "**Print CIP - 2**", if the information is not correct, please move the cursor using the arrow keys to the item in error and type the correct information.

Add Record	◀	▶	Delete Record	Find Record	Save Record	Preview CIP 2	Print CIP 2	Exit
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**County of Henrico, Virginia
General Project Information
CIP-2**

Project Number: Project Name:

Cost Center: Department: Department Priority:

Fund: Fund Name: Fiscal Year:

Revenue Source: Type:

Magisterial District:

Location:

Description and Scope:

Purpose and Need:

History and Current Status:

Prior Year Request Year:

Prior Year Priority:

Prior Year Funding Request:

Instructions for Preparing the Project Cost Estimate Worksheet CIP - 3

CIP - 3 Form requires each agency to prepare a **Cost Estimate Worksheet** for each work phase of a project. The data is entered into an Excel worksheet. **There are two worksheets, one to be used by all other departments except Public Works and the other to be used to request funding for a feasibility/programming study.** The first year projects generally do not have an inflation factor and the next four years will be escalated by the inflation factor automatically. The inflated expenditure estimates must be entered into CIP Program CIP - 4 for each project by account.

If a department is requesting funds for a **feasibility study**, a Cost Estimate Worksheet (CIP - 3) is not required. The department will submit a **CIP - 3 for Feasibility/Programming Study** form. Therefore, the department will not be requesting any additional funding for this project within the five year period of this plan. This project will still need a Project Request Form (CIP - 2), and an Expenditure/Revenue/Operating Costs (CIP - 4). The CIP - 3 form must be approved by your department's representative in General Services, if applicable.

When completing the **All Departments** worksheet, it is better to complete accounts 50702 through 50708, then 50710 followed by accounts 50709 and 50701. Data from the accounts 50702 through 50708 and 50710 are used automatically for calculations in accounts 50709 and 50701.

For projects that exist in each year of the plan for the same amount, the CIP - 3 Project Cost Estimate Worksheet is not required.

For Public Works' Roadway and Drainage Projects, a separate in-house Excel worksheet is prepared. The roadway project is broken down by Engineering, Right of Way and Construction. The drainage project is broken down by Engineering, Right of Way, Utility Relocation, Contingency and Construction. Public Works will submit this spreadsheet in place of the CIP - 3 Worksheet for Road Projects.

NEW CIP-3

To begin entering information for the Cost Estimate Worksheet (CIP - 3), use the following steps for retrieving the **CIP - 3** file:

EXCEL:

Select the appropriate drive. Click on **“File”**, **“Open”**, then click on the **“Look in”** drop down box, and then select the CIP - 3.

The **CIP - 3** file will be the blank template to be used for your projects. A worksheet will be completed for each project.

Once you have retrieved the CIP - 3 file save the file using the following format:

Click on **“File”**, **“Save As”**, type Project Number and click on **“Save”**, so the template is saved as a file with the project number as the file name.

Now you can enter the current year's data only for this project. The worksheet will automatically apply the inflation factors to the current year's dollars for the account. **Be sure to save your worksheet after the data is entered for each project number.**

For the fields not requiring a manual entry by the department, refer to the data entry form. Explanations for the information requested are listed as follows:

PROJECT NO: Enter the assigned project number for the specific project. For new projects, contact the Accounting Division to assign a project number. If a project number has previously been assigned, use it here.

PROJECT NAME: Enter the assigned project name for the specific project.

DEPARTMENT: Enter the name of the department responsible for the specific project.

PROJECT SQUARE FOOTAGE: Enter the estimated square footage for the specific project.

PROJECT ACREAGE: Enter the estimated acreage for the specific project.

FUND: Enter the fund for the specific project.

COST CENTER: Enter the cost center for the specific project.

REVIEW DATE: This field is used by General Services' staff to give their final approval (as required) on the project estimate for the projects which will be administered by General Services if funding is approved.

ACCOUNT 50701 PLANNING AND DESIGN: Enter in current year's dollars the amount needed in the item(s) within this account for this project.

ACCOUNT 50702 LAND (PROPERTY): Enter in current year's dollars the amount needed in the item(s) within this account for this project.

ACCOUNT 50703 SITE IMPROVEMENTS & UTILITIES: Enter in current year's dollars the amount needed in the item(s) within this account for this project.

ACCOUNT 50704 CONSTRUCTION: Enter in current year's dollars the amount needed in the item(s) within this account for this project.

ACCOUNT 50705 DIRECT LABOR: Enter in current year's dollars the amount needed in the field beside the description for this project.

ACCOUNT 50706 DIRECT EQUIPMENT: Enter in current year's dollars the amount needed in the field beside the description for this project.

ACCOUNT 50707 DIRECT MATERIAL: Enter in current year's dollars the amount needed in the field beside the description for this project.

ACCOUNT 50708 OVERHEAD: Enter in current year's dollars the amount needed in the field beside the description for this project.

ACCOUNT 50709 OTHER PROJECT COSTS/EXPENSES: Enter in current year's dollars the amount needed in the item(s) within this account for this project.

ACCOUNT 50710 FURNITURE & FIXTURES (EQUIPMENT / COMMUNICATIONS): Enter in current year's dollars the amount needed in the item(s) within this account for this project.

The worksheet will automatically apply the inflation factors to the current year's dollars for the account. **Be sure to save your worksheet after the data is entered for each project number using the following format:**

Click on **“File”, “Save”** (the file should have been previously saved using the project number as the file name). **Be sure you saved your file or it will be lost!**

Project Scope Detail

After the CIP-3 worksheet has been completed, click on the CIP-3 Scope tab in the workbook. This worksheet is to be submitted to General Services in order to review all projects that involve habitable buildings.

PROJECT NAME: Enter the assigned project name for the specific project.

PROJECT NO: Enter the assigned project number for the specific project.

DEPARTMENT: Enter the name of the department responsible for the specific project.

FUND: Enter the fund for the specific project.

COST CENTER: Enter the cost center for the specific project.

SCOPE: Provide detailed project scope statement that includes the following information:

Project description

Building type

Building use

Land requirements

Parking requirements

Project location

Schedule

Security needs

Project phasing

Basis of building need

Program requirements

Other information that describes the project and influences the CIP-3 cost estimate.

IMPORTING DATA FROM LAST YEAR'S CIP-3

To save time and to increase accuracy in preparing this year's CIP-3 a macro has been provided that will open last years CIP-3, import the data (Cost, Scope and CIP-4) and save the data into a newly created CIP-3 to use for this year.

EXCEL:

Open the CIP-3 spreadsheet. Under the tab (worksheet) labeled "**Update**" you will find general instruction regarding which prior CIP-3 files can be used to create this year's CIP-3.

Pay particular attention to the year and version of your CIP-3's because only identified CIP—3's can be accommodated. The Update requires that the prior year CIP-3 have the original number of lines with no additional lines inserted. The "Update" tab instructions also gives you the original line numbering by natural account code so you can easily verify if the CIP-3 you want import your data from can be accommodated.

Once you click on the macro "Update Data" the program will have you select the CIP-3 file to import data from and then will perform the update and save the newly created CIP-3 in the same folder where the original file resided.

If you import data from a CIP-3 that has been altered, you may be able delete the one or two lines that were added to last year's CIP-3 and add them back into your newly created CIP-3 for this year. Make a backup of last year's CIP-3, delete the extra lines and then run your Update.

Since a new file is created from the update process you will not lose or alter your prior year CIP-3's. The new CIP-3 created should be ready to use. It is recommended that you review the new CIP-3 to be sure it correctly reflects the scope of your project and that the Update was successful.

When the Update is run your Scope and CIP-4 data are also imported from the CIP-3 you select to update. Be sure to contact General Services should you want additional training on the CIP-3 or the Update feature.

CIP-4 Departmental Operating Costs

After the scope worksheet has been completed, click on the CIP-4 Departmental Operating Costs tab in the workbook. For operating costs outside of the realm of General Services (personnel, technology replacement, etc.), **please coordinate your submission with your budget analyst.** Fill in the details of the department's operating costs associated with the facility under each operating category, if applicable, and type in an amount beside each description, which will be added to total above for each category total.

PERSONNEL: Enter the number of people for each individual position, position title, and salary amount for each type of position under the pay scale column. The total is a formula that adds the salary and associated benefits.

CONTRACTUAL SERVICES: Enter the individual contract services related to the project and anticipated costs under the total column.

UTILITIES: Enter the utilities related to the project and anticipated costs under the total column.

MATERIALS, SUPPLIES: Enter the materials and supplies related to the project and anticipated costs under the total column.

CAPITAL OUTLAYS: Enter the capital items related to the project and anticipated costs under the total column.

OTHER: Enter other items related to the project and anticipated costs under the total column.

Be sure the values entered for each category are included in the above formula, which calculates the total for that category.

CIP-4 General Services Operating Costs

The CIP-4 General Services Operating Costs tab in the workbook, which lists all of the General Services operating costs by type of building, is located behind the CIP-4 Departmental Operating Costs tab. This worksheet allows you to choose the correct building type from a drill down box. If your square footage amount was keyed correctly on the CIP-3, this sheet will automatically be calculated.

SELECT BUILDING TYPE: Choose the correct building type letter from the drop down box.

Once this information is entered, click on the create report button which runs the macro needed in order to combine information onto the final worksheet which is the CIP-4 Combined Operating costs tab. This workbook combines the values of the two previous worksheets. This worksheet is to be used to complete the bottom portion of the CIP-4, which lists operating costs for the project.

Exit Project Cost Estimate Worksheet CIP -3.

CIP - 3 FOR ALL DEPARTMENTS (Except Public Works and Public Utilities)

Special Description

Final GS Technical Review By: _____ Date: _____
 Revision No.: 0 Form Version: 15.2 Date: July 9, 2013
 Prepared By: _____ Appropriation: FY 2015 - 2019

Item Description	Quantity	FY 13-14 Unit Cost	FY 14-15 Unit Cost	Y/N	FY 13-14 Yr 0 of Plan	FY 14-15 Yr 1 of Plan	FY 15-16 Yr 2 of Plan	FY 16-17 Yr 3 of Plan	FY 17-18 Yr 4 of Plan	FY 18-19 Yr 5 of Plan
<p>50701 - PLANNING & DESIGN</p> <p>A/E Planning & Programming</p> <p>Pre-Planning/Feasibility \$0 A/E Basic Serv. * Noted % 10.0% 10.0% 0 0 0 0 0 0 0</p> <p>Space Planning Study 0 Rentable Sq Ft, Office Bldg. \$ 0.65 \$ 0 0 0 0 0 0 0 0 0 0</p> <p>Building Program 0 Sq Ft, Office Bldg. \$ 1.14 \$ 1.14 \$ 0 0 0 0 0 0 0 0 0</p> <p>Courts & Libraries 0 Sq Ft, Complex Bldg. \$ 2.28 \$ 2.28 \$ 0 0 0 0 0 0 0 0 0 0</p> <p>A/E Basic Services</p> <p>A/E Basic Services \$0 Civil & Constr. Cost * A/E% 14.38% 14.75% 0 0 0 0 0 0 0 0 0</p> <p>A/E Fee Add For Renovation \$0 Renovation Cost * A/E%+25% 17.97% 18.44% 0 0 0 0 0 0 0 0</p> <p>Interior Design \$0 Furn. Costs * Percent 15.8% 15.8% 0 0 0 0 0 0 0 0 0</p> <p>Plan of Development (Use 1, 2 or 3) 0 1-Admin, 2-Full, 3-Complex \$ 26,250.00 \$ 26,250.00 0 0 0 0 0 0 0 0 0</p> <p>A/E Reimbursables \$0 A/E Fee Times 2.72% 2.72% 0 0 0 0 0 0 0 0 0</p> <p>A/E Additional Services</p> <p>Existing Conditions Survey \$0 A/E Basic Serv. * Noted % 3.47% 3.47% 0 0 0 0 0 0 0 0 0</p> <p>Energy Model \$0 A/E Basic Serv. * Noted % 3.00% 3.00% 0 0 0 0 0 0 0 0 0</p> <p>LEED Design \$0 A/E Basic Serv. * Noted % 10.00% 10.00% 0 0 0 0 0 0 0 0 0</p> <p>Basic Building Commissioning \$0 A/E Basic Serv. * Noted % 5.00% 5.00% 0 0 0 0 0 0 0 0 0</p> <p>Enhanced Building Commissioning \$0 A/E Basic Serv. * Noted % 5.00% 5.00% 0 0 0 0 0 0 0 0 0</p> <p>DEQ/Corps of Engineers Design \$0 A/E Basic Serv. * Noted % 3.47% 3.47% 0 0 0 0 0 0 0 0 0</p> <p>Systems Design (PA,Security/CCVT/Do) \$0 Systems Cost * 11.58% 11.58% 11.58% 0 0 0 0 0 0 0 0 0</p> <p>Audio/Visual Design \$0 AV Equipmt Cost * 11.58% 11.58% 11.58% 0 0 0 0 0 0 0 0 0</p> <p>Food Service Consultant \$0 Kitchen Cost * Cell O24 9.26% 9.26% 0 0 0 0 0 0 0 0 0</p> <p>Building Model 0 EA \$ 10,867.50 \$ 10,867.50 0 0 0 0 0 0 0 0 0</p> <p>Project B&W Rendering 0 EA \$ 2,716.88 \$ 2,716.88 0 0 0 0 0 0 0 0 0</p> <p>Project Color Rendering 0 EA \$ 5,433.75 \$ 5,433.75 0 0 0 0 0 0 0 0 0</p> <p>A&E Design Fee Contingency \$0 A/E Services * 2.0% 15.0% 15.0% 0 0 0 0 0 0 0 0 0</p> <p>Quality Control/Test \$0 50703+50704 Cost * 3% 3.0% 3.0% 0 0 0 0 0 0 0 0 0</p> <p>Basic Building Commissioning \$0 A/E Basic Serv. * Noted % 5.00% 5.00% 0 0 0 0 0 0 0 0 0</p> <p>Enhanced Building Commissioning \$0 A/E Basic Serv. * Noted % 5.00% 5.00% 0 0 0 0 0 0 0 0 0</p> <p>Program Management \$0 Constr. Cost * Noted % 3.24% 3.24% 0 0 0 0 0 0 0 0 0</p> <p>Value Engineering 0 Sq Ft \$ 0.22 \$ 0.22 0 0 0 0 0 0 0 0 0</p> <p>Survey, Physical/Topo, Open 0.0 Per Acre \$ 1,874.64 \$ 1,874.64 0 0 0 0 0 0 0 0 0</p> <p>Dense 0.0 Per Acre \$ 4,374.17 \$ 4,374.17 0 0 0 0 0 0 0 0 0</p> <p>Small Area/Under 3 AC 0.0 Per Acre \$ 4,374.17 \$ 4,374.17 0 0 0 0 0 0 0 0 0</p> <p>Aerial Survey/50 Acres & Over 0.0 Per Acre \$ 815.06 \$ 815.06 0 0 0 0 0 0 0 0 0</p> <p>Soils Test/Report/Plan 0.0 Acres \$ 8,694.00 \$ 8,694.00 0 0 0 0 0 0 0 0 0</p> <p>Environmental Impact 0 Per Phase \$ 1,249.76 \$ 1,249.76 0 0 0 0 0 0 0 0 0</p> <p>Wetlands Delineation 0.0 Acres \$ 4,999.05 \$ 4,999.05 0 0 0 0 0 0 0 0 0</p> <p>Laboratory Testing 0 Sq Ft \$ 6,520.50 \$ 6,520.50 0 0 0 0 0 0 0 0 0</p> <p>Lead & Asbestos Survey/Report 0 Sq Ft \$ 1.25 \$ 1.25 0 0 0 0 0 0 0 0 0</p> <p>Plus Maintenance Plan 0 Sq Ft \$ 0.31 \$ 0.31 0 0 0 0 0 0 0 0 0</p> <p>Or-Removal Specs/Field Observ. 0 Sq Ft \$ 0.62 \$ 0.62 0 0 0 0 0 0 0 0 0</p> <p>Roof Monitoring 0 Per Hour (80 Hrs per 10,000 SF) \$ 999.81 \$ 999.81 0 0 0 0 0 0 0 0 0</p> <p>Underground Utility Designation 0 Per Hour, Research \$ 83.95 \$ 83.95 0 0 0 0 0 0 0 0 0</p> <p>Utility Location 0 LF, Per Utility \$ 230.50 \$ 230.50 0 0 0 0 0 0 0 0 0</p> <p>RFID Marker Ball 0 EA \$ 1.03 \$ 1.03 0 0 0 0 0 0 0 0 0</p> <p>0-7 Ft Hole 0 EA \$ 125.00 \$ 125.00 0 0 0 0 0 0 0 0 0</p> <p>7-21 Ft Hole 0 EA \$ 559.68 \$ 559.68 0 0 0 0 0 0 0 0 0</p> <p>TOTAL PLANNING AND DESIGN (50701) 0 EA \$ 1,222.59 \$ 1,222.59 0 0 0 0 0 0 0 0 0</p>										

CIP - 3 FOR ALL DEPARTMENTS (Except Public Works and Public Utilities)

Final GS Technical Review By: _____ Date: _____

PROJECT NO: _____ Revision No.: 0 Form Version: 15.2 Date: July 9, 2013

DEPARTMENT: _____ Prepared By: _____ Appropriation: FY 2015 - 2019

PROJECT SQUARE FOOTAGE: 0 FUND: 0000

PROJECT ACREAGE: 0.00 COST CENTER: 00000

CONSTRUCTION LENGTH, MONTHS: 0

Design Yr.: _____

Constr. Year: _____

Yr 0 of Plan 0.00% Yr 1 of Plan 2.50% Yr 2 of Plan 5.00% Yr 3 of Plan 7.50% Yr 4 of Plan 10.00% Yr 5 of Plan 12.50%

50702 - LAND (PROPERTY)

Item Description	Quantity	Description	Unit	FY 13-14 Unit Cost	FY 14-15 Unit Cost	Y/N	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Land	0.00	Acres										
Land Cost Per Acre	\$	- Estimate, Contact Real Property										
Easement Cost	\$	- Estimate, Contact Real Property										
Discovery - Unclassified	\$	- Estimate										
Phase I Environmental	0	EA		3,260.00	3,260.00							
Phase II Environmental	0	EA		5,000.00	5,000.00							
Building Exterior Condition Survey	0	LF, Per Story		6.00	6.00							
Building Interior Condition Survey	0	Sq Ft		0.10	0.10							
Building M/E/P Systems Survey	0	Sq Ft		0.10	0.10							
Roof Survey	0	Sq Ft		0.05	0.05							
Lead & Asbestos Survey	0	Sq Ft		0.20	0.20							
Wetlands Survey	0.0	Acres		4,000.00	4,000.00							
ALTA Survey	0	Acres		350.00	350.00							
Additional Boundary Survey	0	Acres	Added If 12 Acres Or Less	3,000.00	3,000.00							
Appraisal Fee	0	EA		50.00	50.00							
Closing/Recording Fee	\$0	EA		3,213.68	3,213.68							
Title Fee/Insurance	\$0	EA		53.56	53.56							
Legal Fee	\$	- Estimate, Contact Real Property		0.0037	0.0037							
Administrative Fee (If Enterprise Fund)	0	EA Parcel		535.61	535.61							
Boundary Survey/Plat	0	LF (Acres = 210' x 210')		2.41	2.41							
Easement Survey/Plat	0	LF (Avg. 200 LF)		3.21	3.21							
Settlement Cost, Enter Land Cost	\$0	Land Value Times		0.12	0.12							
Relocation Cost	\$	- Estimate, Contact Real Property										
Condemnation Cost	\$	- Estimate, Contact Real Property										
TOTAL LAND (50702)				5,356.13	5,356.13							

50703 - OFFSITE IMPROVEMENTS & UTILITIES

Utility Relocation	\$0	New Utility Cost		53.2%	53.2%							
Power Line Relocation	0	Poles		3,591.84	3,591.84							
Power Line Wire Per Phase	0	LF		9.31	9.31							
Telephone Line Relocation	0	Per Pole		17,161.00	17,161.00							
Overhead Wire	0	LF		13.30	13.30							
Underground Wire	0	LF		26.61	26.61							
Erosion Control	0.0	Acres		9,523.42	9,523.42							
Storm Water Control	0.0	Acres		7,558.27	7,558.27							
Storm Sewer, 24"	0	LF		117.91	117.91							
Storm Sewer, 36"	0	LF		207.10	207.10							
Storm Sewer, 48"	0	LF		264.54	264.54							
Storm Sewer Cover-36"	0	CY		12.58	12.58							
Storm Channelization	\$	- Estimate, Contact DPW Enviro.										
Wetlands Mitigation	0.0	Acres		94,478.40	94,478.40							
Engineering Fee	\$	- Estimate, Contract DPW Enviro.										
DEQ Fee Allowance	0	EA	Added If Used	6,036.12	6,036.12							
Water Quality BMP, Side/Rear Yards	0	EA		27,209.78	27,209.78							
BMP Front Yard w/Landscape	0	EA		37,791.36	37,791.36							
BMP Off Site Substitute w/ Approval	0.0	Acres		12,849.06	12,849.06							
Demolition Commercial Structures	0	CY (18 SF = 1 CY)		171.01	171.01							
Residential Structure	0	CY (18 SF = 1 CY)		62.93	62.93							
Concrete Paving	0	CY (12 SF = 1 CY)		42.41	42.41							
Asphalt Paving	0	CY (12 SF = 1 CY)		32.83	32.83							
Disposal Fee-Debris	0	CY		51.99	51.99							
Disposal Fee - Lead Materials	0	CY		82.08	82.08							
Sanitary Sewer Mains	0	LF		136.80	136.80							
Treatment Plant, Basis 550,000 GPD	0	GPD		12.46	12.46							
Septic System, Basis 750 Gal.	0	Per Tank		9,576.33	9,576.33							

CIP - 3 FOR ALL DEPARTMENTS (Except Public Works and Public Utilities)

Final GS Technical Review By: _____ Date: _____

PROJECT NO: _____
 PROJECT NAME: _____
 DEPARTMENT: _____
 PROJECT SQUARE FOOTAGE: 0
 PROJECT ACREAGE: 0.00
 COST CENTER: 00000
 CONSTRUCTION LENGTH, MONTHS: 0
 Form Version: 15.2
 Prepared By: _____
 Design Yr.: _____
 FY13-14 FY14-15 FY15-16 FY16-17 FY17-18 FY18-19
 Yr 0 of Plan Yr 1 of Plan Yr 2 of Plan Yr 3 of Plan Yr 4 of Plan Yr 5 of Plan
 0.00% 2.50% 5.00% 7.50% 10.00% 12.50%

Appropriation: FY 2015 - 2019
 Constr. Year:

Item Description	Quantity	FY 13-14 Unit Cost	FY 14-15 Unit Cost	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Unit Description				Yr 2 of Plan	Yr 3 of Plan	Yr 4 of Plan	Yr 5 of Plan
				5.00%	7.50%	10.00%	12.50%
Water Mains, 8" Dia.	0 LF	\$ 250.93	\$ 250.93	0	0	0	0
Tap Cost, Min Cost \$3,000	0 Per Tap	\$ 3,499.20	\$ 3,499.20	0	0	0	0
Tap Cost, Max Cost \$10,000	0 Per Tap	\$ 11,664.00	\$ 11,664.00	0	0	0	0
Sewer Mains, 8" Dia.	0 LF	\$ 250.93	\$ 250.93	0	0	0	0
Tap Cost, Min Cost \$3,000	0 Per Tap	\$ 3,499.20	\$ 3,499.20	0	0	0	0
Tap Cost, Max Cost \$10,000	0 Per Tap	\$ 11,664.00	\$ 11,664.00	0	0	0	0
Highway Road Boring, 24"	0 LF (Typical Lane = 18')	\$ 375.00	\$ 375.00	0	0	0	0
Highway Road Boring, 36"	0 LF (Typical Lane = 18')	\$ 510.00	\$ 510.00	0	0	0	0
Highway Road Boring, 48"	0 LF (Typical Lane = 18')	\$ 610.00	\$ 610.00	0	0	0	0
Stream Bank Stabilization	0 LF	\$ -	\$ -	0	0	0	0
Roadways, Class III, Turn Lane	0 LF	\$ 196.52	\$ 196.52	0	0	0	0
Roadways, Class III, 36" Wide	0 LF	\$ 393.03	\$ 393.03	0	0	0	0
Deceleration Lane, Single Lane	0 LF	\$ -	\$ -	0	0	0	0
Segmental Retaining Wall	0 Sq Ft (LF x Hight)	\$ -	\$ -	0	0	0	0
Traffic Signal, Four Lane/ Divided Road	0.0 Per Interchange	\$ 233,550.60	\$ 233,550.60	0	0	0	0
Shelter, Pedestrian/Bus Stop	0.0 Sq Ft	\$ 49.88	\$ 49.88	0	0	0	0
Site Signs/Markings, First Acre	0 Acres	\$ 9,576.33	\$ 9,576.33	0	0	0	0
Two or More Acres	0 Acres	\$ 9,576.33	\$ 9,576.33	0	0	0	0
Street Lighting, 20' Poles	0 EA	\$ 4,031.08	\$ 4,031.08	0	0	0	0
Walkway Lighting Bollards	0 EA	\$ 4,031.08	\$ 4,031.08	0	0	0	0
Sidewalks/Patios Concrete	0 Sq Ft	\$ -	\$ -	0	0	0	0
(Recreation Use Only)	\$ -	\$ -	\$ -	0	0	0	0
Site Drainage	\$ -	\$ -	\$ -	0	0	0	0
Access Roadways	\$ -	\$ -	\$ -	0	0	0	0
Utilities	\$ -	\$ -	\$ -	0	0	0	0
TOTAL OFFSITE IMPROVEMENTS & UTILITIES (50703)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

50704 - CONSTRUCTION

Item Description	Quantity	FY 13-14 Unit Cost	FY 14-15 Unit Cost	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Unit Description				Yr 2 of Plan	Yr 3 of Plan	Yr 4 of Plan	Yr 5 of Plan
				5.00%	7.50%	10.00%	12.50%
SITE CIVIL							
Erosion Control	0.0 Acres	\$ 9,523.42	\$ 9,523.42	0	0	0	0
Wetlands Mitigation	0.0 Acres	\$ 94,478.40	\$ 94,478.40	0	0	0	0
DEQ Fee Allowance		\$ 6,036.12	\$ 6,036.12	0	0	0	0
Demolition Site/Building-Commercial	0 CY (18 SF = 1 CY)	\$ 171.01	\$ 171.01	0	0	0	0
Residential	0 CY (18 SF = 1 CY)	\$ 62.93	\$ 62.93	0	0	0	0
Concrete Paving	0 CY (12 SF = 1 CY)	\$ 43.78	\$ 43.78	0	0	0	0
Asphalt Paving	0 CY (12 SF = 1 CY)	\$ 32.83	\$ 32.83	0	0	0	0
Disposal Fee-Debris	0 CY	\$ 51.99	\$ 51.99	0	0	0	0
Disposal Fee-Lead Materials	0 CY	\$ 82.08	\$ 82.08	0	0	0	0
Temporary Chain Link Fencing	0 LF	\$ 3.63	\$ 3.63	0	0	0	0
Cleaning/Grubbing - Light	0.0 Acres	\$ 7,558.27	\$ 7,558.27	0	0	0	0
Cleaning/Grubbing - Heavy	0.0 Acres	\$ 30,233.09	\$ 30,233.09	0	0	0	0
Excavation & Fill (Maximum)	0.0 Acres	\$ 37,791.36	\$ 37,791.36	0	0	0	0
Mass Rock Excavation & Fill	0 CY	\$ 188.96	\$ 188.96	0	0	0	0
Storm Water Control	0.0 Acres	\$ 7,558.27	\$ 7,558.27	0	0	0	0
Storm Sewer	0.0 Acres	\$ 30,233.09	\$ 30,233.09	0	0	0	0
Water Quality BMP, Side/Rear Yards	0 EA	\$ 27,209.78	\$ 27,209.78	0	0	0	0
BMP Front Yard w/Landscape	0 EA	\$ 37,791.36	\$ 37,791.36	0	0	0	0
BMP Off Site Substitute w/ Approval	0.0 Acres	\$ 12,849.06	\$ 12,849.06	0	0	0	0
Sidewalks/Patios Concrete	0 SY	\$ 49.88	\$ 49.88	0	0	0	0
Parking/Drives, Asphalt	0.0 Acres (per 75 Cars)	\$ 72,055.53	\$ 72,055.53	0	0	0	0
Parking/Drives Re-paving	0 SY	\$ 36.03	\$ 36.03	0	0	0	0
Parking/Drives Topping	0 LF	\$ 11.35	\$ 11.35	0	0	0	0
R/W Development/Roads 10' Wide	0 Sq Ft	\$ 80.12	\$ 80.12	0	0	0	0
Concrete Paving Fire Station New	0 Sq Ft	\$ 9.56	\$ 9.56	0	0	0	0
Concrete Paving Fire Station Renovate	0 Sq Ft	\$ 11.09	\$ 11.09	0	0	0	0
Traffic Signal, State Road	0 Per Interchange	\$ 233,550.60	\$ 233,550.60	0	0	0	0
Traffic Signal, County Road	0 Per Interchange	\$ 155,700.40	\$ 155,700.40	0	0	0	0
Site Signs/Markings, First Acre	0.0 Acres	\$ 9,576.33	\$ 9,576.33	0	0	0	0

CIP - 3 FOR ALL DEPARTMENTS (Except Public Works and Public Utilities)

Special Description

Final GS Technical Review By:

Date:

Revision No.: 0

Date: July 9, 2013

Form Version: 15.2

Appropriation: FY 2015 - 2019

Prepared By:

Design Yr:

Const. Year:

FUND: 0000

COST CENTER: 00000

PROJECT SQUARE FOOTAGE: 0

PROJECT ACREAGE: 0.00

CONSTRUCTION LENGTH, MONTHS: 0

Item Description	Quantity	FY 13-14 Unit Cost	FY 14-15 Unit Cost	Y/N	FY 13-14 Yr 0 of Plan	FY 14-15 Yr 1 of Plan	FY 15-16 Yr 2 of Plan	FY 16-17 Yr 3 of Plan	FY 17-18 Yr 4 of Plan	FY 18-19 Yr 5 of Plan
Acres Two Or More	0.0	\$ 2,736.09	\$ 2,736.09		0.00%	2.50%	5.00%	7.50%	10.00%	12.50%
Site Lighting, Poles Metal Halide	0	\$ 4,031.08	\$ 4,031.08		0	0	0	0	0	0
Walkway Lighting Metal Halide	0	\$ 1,612.43	\$ 1,612.43		0	0	0	0	0	0
Athletic Field Pole Lighting	0	\$ 6,449.73	\$ 6,449.73		0	0	0	0	0	0
Site Lighting, Poles LED	0	\$ 4,031.08	\$ 4,031.08		0	0	0	0	0	0
Walkway Lighting LED	0	\$ 1,612.43	\$ 1,612.43		0	0	0	0	0	0
Fencing, 8" Industrial 9 Ga. Chain Link	0	\$ 30.78	\$ 30.78		0	0	0	0	0	0
Fencing, 10" Industrial 9 Ga. Chain Link	0	\$ 59.40	\$ 59.40		0	0	0	0	0	0
Residential 48" Chain Link	0	\$ 13.68	\$ 13.68		0	0	0	0	0	0
Stockade 6" Cedar	0	\$ 20.52	\$ 20.52		0	0	0	0	0	0
Wood Privacy 6'	0	\$ 22.57	\$ 22.57		0	0	0	0	0	0
Secure Detention	0	\$ 124.71	\$ 124.71		0	0	0	0	0	0
Site Furnishings, Tables/Benches	0	\$ 1,915.27	\$ 1,915.27		0	0	0	0	0	0
Dumpster Screen, Wood	0	\$ 7,136.27	\$ 7,136.27		0	0	0	0	0	0
Masonry (includes concrete pad)	0	\$ 18,914.58	\$ 18,914.58		0	0	0	0	0	0
Remote Storage Building, Wood Frame	0	\$ 82.08	\$ 82.08		0	0	0	0	0	0
Masonry	0	\$ 123.12	\$ 123.12		0	0	0	0	0	0
Domestic Water, 2" PVC	0	\$ 22.37	\$ 22.37		0	0	0	0	0	0
6" Cast Iron	0	\$ 47.53	\$ 47.53		0	0	0	0	0	0
12" Cast Iron	0	\$ 76.54	\$ 76.54		0	0	0	0	0	0
16" Cast Iron	0	\$ 111.97	\$ 111.97		0	0	0	0	0	0
Fire Hydrant	0	\$ 3,779.14	\$ 3,779.14		0	0	0	0	0	0
6" Cast Iron Fire Hydrant Piping	0	\$ 47.53	\$ 47.53		0	0	0	0	0	0
Water Well, Shallow	0	\$ 7,558.27	\$ 7,558.27		0	0	0	0	0	0
Wells 350 FT	0	\$ 45,349.63	\$ 45,349.63		0	0	0	0	0	0
Sanitary Sewer, 4" PVC	0	\$ 15.12	\$ 15.12		0	0	0	0	0	0
LF 8" PVC	0	\$ 24.19	\$ 24.19		0	0	0	0	0	0
Septic System, Basis 750 Gal.	0	\$ 9,576.33	\$ 9,576.33		0	0	0	0	0	0
Oil/Water Separator	0	\$ 13,680.47	\$ 13,680.47		0	0	0	0	0	0
Sewer Lift Station (light duty)	0	\$ 20,520.71	\$ 20,520.71		0	0	0	0	0	0
Gas Line Construction, 1st 100 FT	0	\$ 9.23	\$ 9.23		0	0	0	0	0	0
Power Line/Transformer Construction	\$									
Underground Power Conduit, 6" PVC	0	\$ 24.19	\$ 24.19		0	0	0	0	0	0
ADA Access, Entrance/Sidewalk/Lift	\$									
Fine Grade & Seed	0.0	\$ 3,023.31	\$ 3,023.31		0	0	0	0	0	0
Landscaping & Buffers	0.0	\$ 16,416.57	\$ 16,416.57		0	0	0	0	0	0
Irrigation System	0.0	\$ 13,680.47	\$ 13,680.47		0	0	0	0	0	0
Tree Service	0	\$ -	\$ -		0	0	0	0	0	0
Segmental Retaining Wall	0	\$ 20.52	\$ 20.52		0	0	0	0	0	0
Flag Pole & Flag	0	\$ 8,208.28	\$ 8,208.28		0	0	0	0	0	0
3 Pole Group, US, VA & Henrico	0	\$ 27,360.94	\$ 27,360.94		0	0	0	0	0	0
Water Cistern System, Underground	0	\$ 5.40	\$ 5.40		0	0	0	0	0	0
UG Oil Tank, 500 Gal. w/ Monitoring	0	\$ 5,290.79	\$ 5,290.79		0	0	0	0	0	0

CIP - 3 FOR ALL DEPARTMENTS (Except Public Works and Public Utilities)

Special Description

Final GS Technical Review By: _____ Date: _____
 Revision No.: 0 Form Version: 15.2 Date: July 9, 2013
 Prepared By: _____ Appropriation: FY 2015 - 2019

Design Yr.: _____ Constr. Year: _____

FUND: 0000
 COST CENTER: 00000

PROJECT NO: 0
 DEPARTMENT: 0
 PROJECT SQUARE FOOTAGE: 0
 PROJECT ACREAGE: 0.00
 CONSTRUCTION LENGTH, MONTHS: 0

Item Description	SF	Description	Unit	FY 13-14		FY 14-15		Y/N	FY 15-16 - FY 18-19					
				Unit Cost	2014 SF Cost	Unit Cost	2015 SF Cost		FY 15-16	FY 16-17	FY 17-18	FY 18-19		
BUILDING CONSTRUCTION									0.00%	2.50%	5.00%	7.50%	10.00%	12.50%
New Building:														
(Porche, Patio, Mezzanine, Overhang)	0			\$0.00	\$0.00	\$0.00	\$0.00		0	0	0	0	0	0
Total Building Square Feet	0			\$0.00	\$0.00	\$0.00	\$0.00		0	0	0	0	0	0
Building Additions:														
(Porche, Patio, Mezzanine, Overhang)	0			\$0.00	\$0.00	\$0.00	\$0.00		0	0	0	0	0	0
Total Additions Square Feet	0			\$0.00	\$0.00	\$0.00	\$0.00		0	0	0	0	0	0
Renovations/Alterations:														
Total Renovations Square Feet	0			\$0.00	\$0.00	\$0.00	\$0.00		0	0	0	0	0	0
Total Project Square Feet	0			\$0.00	\$0.00	\$0.00	\$0.00		0	0	0	0	0	0
Security Staff Payroll (Nights & Weekends)	0			\$	\$	\$	\$		0	0	0	0	0	0
Roof Replacement:														
Building Automation:														
LEED Educational/Bld. Energy Kiosk	0	EA	Added If Used	\$	6,149.00	\$	6,149.00		0	0	0	0	0	0
Building Loading Dock, Elevated	0	LF		\$	15,000.00	\$	15,000.00		0	0	0	0	0	0
Building Canopies	0	Sq Ft		\$	2,606.25	\$	2,606.25		0	0	0	0	0	0
New Sprinkler System, Secure	0	Sq Ft		\$	26.06	\$	26.06		0	0	0	0	0	0
Regular Commercial	0	Sq Ft		\$	5.66	\$	5.66		0	0	0	0	0	0
Regular Commercial w/ Dry Attic	0	Sq Ft		\$	4.95	\$	4.95		0	0	0	0	0	0
FM200 System	0	Sq Ft		\$	5.66	\$	5.66		0	0	0	0	0	0
Data/Telephone Closet (Min 1 Per Floor)	0	Cu Ft (LxWxH)		\$	5.06	\$	5.06		0	0	0	0	0	0
Building UPS System	0	Per Closet		\$	20,850.00	\$	20,850.00		0	0	0	0	0	0
Generator & Transfer Switch (SF/125=KW)	0	Per KW		\$	1,251.00	\$	1,251.00		0	0	0	0	0	0
Plus Each KW	0	EA		\$	55,705.33	\$	55,705.33		0	0	0	0	0	0
Secondary Fuel Tank	0	KW Size		\$	559.63	\$	559.63		0	0	0	0	0	0
Masonry Enclosure	0	EA		\$	22,090.63	\$	22,090.63		0	0	0	0	0	0
Electric Vehicle Charging Station	0	EA		\$	25,682.37	\$	25,682.37		0	0	0	0	0	0
Food Service Facility Building Premium	0	EA, Two Vehicle Station		\$	22,090.63	\$	22,090.63		0	0	0	0	0	0
Plus Food Service Equipment	0	Sq Ft		\$	153.93	\$	153.93		0	0	0	0	0	0
Laundry Facility	0	Sq Ft		\$	197.09	\$	197.09		0	0	0	0	0	0
Plus Laundry Facility Equipment	0	Sq Ft		\$	206.10	\$	206.10		0	0	0	0	0	0
Elevator (A Floor Might Have 2 Stops)	0	Per Stop		\$	46,557.89	\$	46,557.89		0	0	0	0	0	0
Interior Demolition, Commercial	0	CY (18 SF = 1 CY)		\$	165.07	\$	165.07		0	0	0	0	0	0
Disposal Fee-Debris	0	CY		\$	50.18	\$	50.18		0	0	0	0	0	0
Fire Station Construction Options														
Vehicle Exhaust System (Fire Station):	0	EA Vehicle		\$	10,946.25	\$	10,946.25		0	0	0	0	0	0
Temp. Fire Station Housing Trailer	0	EA Month, Min. 12 Mo.		\$	21,892.50	\$	21,892.50		0	0	0	0	0	0
Temp. Fire 2 Vehicle Quonset Hut	0	EA Bldg., Pad, Doors, Heat		\$	\$287,339	\$	\$287,339		0	0	0	0	0	0
Fire Station Recycle Station	0	Per Station		\$	\$287,339	\$	\$287,339		0	0	0	0	0	0
Fire Station Alert System (FRAP)	0	Per Station		\$	438,384.80	\$	438,384.80		0	0	0	0	0	0
Low Voltage Site Infrastructure														
Exterior Conduit, 2" PVC	0	LF		\$	10.47	\$	10.47		0	0	0	0	0	0
Exterior Conduit, 4" PVC	0	LF		\$	15.70	\$	15.70		0	0	0	0	0	0
OTHER CONSTRUCTION COST														
LEED Silver Construction	0			\$	2.25%	\$	2.25%		0	0	0	0	0	0

CIP - 3 FOR ALL DEPARTMENTS (Except Public Works and Public Utilities)

Final GS Technical Review By: Date:

PROJECT NO: 0 PROJECT NAME: PROJECT SQUARE FOOTAGE: 0 FUND: 0000

DEPARTMENT: 0 PROJECT ACREAGE: 0.00 COST CENTER: 00000

Revision No.: 0 Form Version: 15.2 Date: July 9, 2013

Prepared By: 15.2 Appropriation: FY 2015 - 2019

Design Yr.: FY13-14 FY14-15 FY15-16 FY16-17 FY17-18 FY18-19

Yr 0 of Plan 0.00% Yr 1 of Plan 2.50% Yr 2 of Plan 5.00% Yr 3 of Plan 7.50% Yr 4 of Plan 10.00% Yr 5 of Plan 12.50%

Y/N Unit Cost Unit Cost Unit Cost Unit Cost Unit Cost Unit Cost

Item Description	Quantity	FY 13-14 Unit Cost	FY 14-15 Unit Cost	Y/N	FY 13-14 Unit Cost	FY 14-15 Unit Cost	FY 15-16 Unit Cost	FY 16-17 Unit Cost	FY 17-18 Unit Cost	FY 18-19 Unit Cost
Category IV Seismic Public Safety Building		25.00%	25.00%							
ADA Barrier Removal, Renovation		3.00%	3.00%	N						
Simultaneous Owner Use During Constr.		20.00%	20.00%	N						
Secure Access Required		15.00%	15.00%	N						
Historic Building Renovation		15.00%	15.00%	N						
Secure Detention Facility		15.00%	15.00%	N						
Multiple Project Phases		7.50%	7.50%	N						
Multiple Mech/Elec Renovation Phases		12.50%	12.50%	N						
Limited Scope Renovation		20%	20%							
OWNER CONTRACTS										
Temporary Facilities										
Low Voltage Systems Infrastructure Cabling (See FF&E 50710 For Equipment)										
Teke/Data Conduit/Cabling/Punch	0	\$ 260.63	\$ 260.63			\$ 260.63	\$ 260.63	\$ 260.63	\$ 260.63	\$ 260.63
Cable TV/Sat Conduit/Cabling	0	\$ 260.63	\$ 260.63			\$ 260.63	\$ 260.63	\$ 260.63	\$ 260.63	\$ 260.63
Video Surveillance System Cabling	0	\$ 469.13	\$ 469.13			\$ 469.13	\$ 469.13	\$ 469.13	\$ 469.13	\$ 469.13
Flat Screen TV Mount/Wiring	0	\$ 834.00	\$ 834.00			\$ 834.00	\$ 834.00	\$ 834.00	\$ 834.00	\$ 834.00
Projector Wiring/Controls	0	\$ 3,127.50	\$ 3,127.50			\$ 3,127.50	\$ 3,127.50	\$ 3,127.50	\$ 3,127.50	\$ 3,127.50
Sound System Wiring/Controls	0	\$ 5,212.50	\$ 5,212.50			\$ 5,212.50	\$ 5,212.50	\$ 5,212.50	\$ 5,212.50	\$ 5,212.50
Digital Message Board Wiring	0	\$ 1,251.00	\$ 1,251.00			\$ 1,251.00	\$ 1,251.00	\$ 1,251.00	\$ 1,251.00	\$ 1,251.00
Other Systems										
Cable/FIOS TV System Installation	0	\$ 684.17	\$ 684.17			\$ 684.17	\$ 684.17	\$ 684.17	\$ 684.17	\$ 684.17
Concast Off Site Cable Infrastructure	0	\$ 6.26	\$ 6.26			\$ 6.26	\$ 6.26	\$ 6.26	\$ 6.26	\$ 6.26
Video Surveillance System (CCTV)	0	\$ 3,282.29	\$ 3,282.29			\$ 3,282.29	\$ 3,282.29	\$ 3,282.29	\$ 3,282.29	\$ 3,282.29
Plus System Cost	0	\$ 4,597.43	\$ 4,597.43			\$ 4,597.43	\$ 4,597.43	\$ 4,597.43	\$ 4,597.43	\$ 4,597.43
IP Based System, Add	0	\$ 30.00%	\$ 30.00%	N		\$ 30.00%	\$ 30.00%	\$ 30.00%	\$ 30.00%	\$ 30.00%
PA/Intercom System w/cable	0	\$ 0.26	\$ 0.26			\$ 0.26	\$ 0.26	\$ 0.26	\$ 0.26	\$ 0.26
Plus Cost	0	\$ 3,869.42	\$ 3,869.42			\$ 3,869.42	\$ 3,869.42	\$ 3,869.42	\$ 3,869.42	\$ 3,869.42
IP Based System, Add	0	\$ 30.00%	\$ 30.00%	N		\$ 30.00%	\$ 30.00%	\$ 30.00%	\$ 30.00%	\$ 30.00%
IP Clock System (Cable Inc. Above)	0	\$ 364.88	\$ 364.88			\$ 364.88	\$ 364.88	\$ 364.88	\$ 364.88	\$ 364.88
Building Security System w/cable	0	\$ 0.67	\$ 0.67			\$ 0.67	\$ 0.67	\$ 0.67	\$ 0.67	\$ 0.67
Plus Cost	0	\$ 5,057.17	\$ 5,057.17			\$ 5,057.17	\$ 5,057.17	\$ 5,057.17	\$ 5,057.17	\$ 5,057.17
Door Access System w/cable	0	\$ 0.47	\$ 0.47			\$ 0.47	\$ 0.47	\$ 0.47	\$ 0.47	\$ 0.47
Plus System Cost	0	\$ 10,746.48	\$ 10,746.48			\$ 10,746.48	\$ 10,746.48	\$ 10,746.48	\$ 10,746.48	\$ 10,746.48
New Card Readers	0	\$ 4,552.35	\$ 4,552.35			\$ 4,552.35	\$ 4,552.35	\$ 4,552.35	\$ 4,552.35	\$ 4,552.35
Retrofit Card Readers	0	\$ 4,552.35	\$ 4,552.35			\$ 4,552.35	\$ 4,552.35	\$ 4,552.35	\$ 4,552.35	\$ 4,552.35
Door Entry Intercom/Camera w/cable	0	\$ 1,251.00	\$ 1,251.00			\$ 1,251.00	\$ 1,251.00	\$ 1,251.00	\$ 1,251.00	\$ 1,251.00
UPS System Data/Telephone Closet	0	\$ 3,127.50	\$ 3,127.50			\$ 3,127.50	\$ 3,127.50	\$ 3,127.50	\$ 3,127.50	\$ 3,127.50
Radio System, Contact Radio Mgr.	0	\$ 6.05	\$ 6.05			\$ 6.05	\$ 6.05	\$ 6.05	\$ 6.05	\$ 6.05
Asbestos Abatement										
Floor	0	\$ 8.47	\$ 8.47			\$ 8.47	\$ 8.47	\$ 8.47	\$ 8.47	\$ 8.47
Ceiling	0	\$ 12.10	\$ 12.10			\$ 12.10	\$ 12.10	\$ 12.10	\$ 12.10	\$ 12.10
Roof Flashing	0	\$ 9.68	\$ 9.68			\$ 9.68	\$ 9.68	\$ 9.68	\$ 9.68	\$ 9.68
Roof Membrane	0	\$ 50.04	\$ 50.04			\$ 50.04	\$ 50.04	\$ 50.04	\$ 50.04	\$ 50.04
Disposal Fee	0	\$ 5.44	\$ 5.44			\$ 5.44	\$ 5.44	\$ 5.44	\$ 5.44	\$ 5.44
Lead Paint Abatement										
Metal Surface	0	\$ 5.44	\$ 5.44			\$ 5.44	\$ 5.44	\$ 5.44	\$ 5.44	\$ 5.44
Ceiling	0	\$ 2.42	\$ 2.42			\$ 2.42	\$ 2.42	\$ 2.42	\$ 2.42	\$ 2.42
Other Surfaces	0	\$ 79.01	\$ 79.01			\$ 79.01	\$ 79.01	\$ 79.01	\$ 79.01	\$ 79.01
Disposal Fee	0	\$ 5.44	\$ 5.44			\$ 5.44	\$ 5.44	\$ 5.44	\$ 5.44	\$ 5.44
Mold Abatement										
Underground Tank Removal	0	\$ 2.27	\$ 2.27			\$ 2.27	\$ 2.27	\$ 2.27	\$ 2.27	\$ 2.27
Plus Site Demolition	0	\$ 3,454.00	\$ 3,454.00			\$ 3,454.00	\$ 3,454.00	\$ 3,454.00	\$ 3,454.00	\$ 3,454.00
Plus Laboratory Cost	0	\$ 317.17	\$ 317.17			\$ 317.17	\$ 317.17	\$ 317.17	\$ 317.17	\$ 317.17
Contaminated Soil Removal	0	\$ 317.17	\$ 317.17			\$ 317.17	\$ 317.17	\$ 317.17	\$ 317.17	\$ 317.17
Separate Contracts										
Recreational Parks	0	\$ 0	\$ 0			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Park, Playground	0	\$ 0	\$ 0			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Park, Neighborhood	0	\$ 0	\$ 0			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

CIP - 3 FOR ALL DEPARTMENTS (Except Public Works and Public Utilities)

Final GS Technical Review By: _____ Date: _____

PROJECT NO: _____ Revision No.: 0 Form Version: 15.2 Date: July 9, 2013

DEPARTMENT: _____ Prepared By: _____

PROJECT SQUARE FOOTAGE: 0 FUND: 0000

PROJECT ACREAGE: 0.00 COST CENTER: 00000

CONSTRUCTION LENGTH, MONTHS: 0

Design Yr.: _____

Appropriation: FY 2015 - 2019

Constr. Year: _____

Yr 0 of Plan 0.00% Yr 1 of Plan 2.50% Yr 2 of Plan 5.00% Yr 3 of Plan 7.50% Yr 4 of Plan 10.00% Yr 5 of Plan 12.50%

Y/N Unit Cost Unit Cost Unit Cost Unit Cost Unit Cost Unit Cost

Park, Community \$ - Estimate (Attach Detail)

Park, County \$ - Estimate (Attach Detail)

TOTAL CONSTRUCTION (50704)

\$0 \$0 \$0 \$0 \$0 \$0 \$0

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CIP - 3 FOR ALL DEPARTMENTS (Except Public Works and Public Utilities)

Final GS Technical Review By: _____ Date: _____

PROJECT NO: 0 FUND: 0000

DEPARTMENT: 0 COST CENTER: 00000

PROJECT NAME: PROJECT SQUARE FOOTAGE: 0

DEPARTMENT: 0 PROJECT ACREAGE: 0.00

CONSTRUCTION LENGTH, MONTHS: 0

Form Version: 15.2

Prepared By: _____

Design Yr.: _____

Constr. Year: _____

Appropriation: FY 2015 - 2019

Date: July 9, 2013

Revision No.: 0

Yr 0 of Plan

Yr 1 of Plan

Yr 2 of Plan

Yr 3 of Plan

Yr 4 of Plan

Yr 5 of Plan

12.50%

10.00%

7.50%

5.00%

2.50%

0.00%

Y/N

FY 13-14

FY 14-15

Unit Cost

Unit Cost

Description

Unit

Estimate (Attach Detail)

Estimate (Attach Detail)

Estimate (Attach Detail)

Estimate (Attach Detail)

Estimate (Attach Detail)

Estimate (Attach Detail)

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CIP - 3 FOR ALL DEPARTMENTS (Except Public Works and Public Utilities)

Special Description

Final GS Technical Review By:

Date:

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Appropriation: FY 2015 - 2019

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COST CENTER: 00000

PROJECT SQUARE FOOTAGE: 0

PROJECT ACREAGE: 0.00

CONSTRUCTION LENGTH, MONTHS: 0

Item Description	Quantity	Description	Unit	FY 13-14 Unit Cost	FY 14-15 Unit Cost	Y/N	FY13-14 Yr 0 of Plan 0.00%	FY14-15 Yr 1 of Plan 2.50%	FY15-16 Yr 2 of Plan 5.00%	FY16-17 Yr 3 of Plan 7.50%	FY17-18 Yr 4 of Plan 10.00%	FY18-19 Yr 5 of Plan 12.50%
Inventory Control, Sortation, Readers							0	0	0	0	0	0
VOIP Telephone System							0	0	0	0	0	0
Library Collection												
Library Collection, New							0	0	0	0	0	0
Library Collection, Projected Volumes							0	0	0	0	0	0
Book Processing Cost							0	0	0	0	0	0
Store, Move & Integrated Collections							0	0	0	0	0	0
TOTAL FURNITURE & FIXTURES (50710)							\$0	\$0	\$0	\$0	\$0	\$0

TOTAL PROJECT COSTS

\$0 \$0 \$0 \$0 \$0 \$0 \$0

CIP-4 Departmental Operating Costs (additional costs)

FY 2015 - 2019

Project Name:
 Project No.: 00000
 Department Name:
New (Added) SF: 0

Fund: 0000
 Cost Center: 00000

		<i>Benefits = 23.82% (7.65% FICA+1.19% LIFE+14.98% VRS) + \$6,849 Health Insurance</i>		
Enter No. Persons For Each Position	Description	Pay Grade	Pay Scale	Totals
Personnel				
0	Personnel Total		\$	-
0	<i>position 1</i>	\$	-	\$ -
0	<i>position 2</i>	\$	-	\$ -
0	<i>position 3</i>	\$	-	\$ -
0	<i>position 4</i>	\$	-	\$ -
0	<i>position 5</i>	\$	-	\$ -
0	<i>position 6</i>	\$	-	\$ -
0	<i>position 7</i>	\$	-	\$ -
0	<i>position 8</i>	\$	-	\$ -
Contractual Services Total				\$ -
<i>detail if applicable</i>				\$ -
<i>detail if applicable</i>				\$ -
<i>detail if applicable</i>				\$ -
Utilities Total				\$ -
<i>detail if applicable</i>				\$ -
<i>detail if applicable</i>				\$ -
<i>detail if applicable</i>				\$ -
Materials, Supplies Total				\$ -
<i>detail if applicable</i>				\$ -
<i>detail if applicable</i>				\$ -
<i>detail if applicable</i>				\$ -
Capital Outlays Total				\$ -
<i>detail if applicable</i>				\$ -
<i>detail if applicable</i>				\$ -
<i>detail if applicable</i>				\$ -
Other Total				\$ -
<i>detail if applicable</i>				\$ -
<i>detail if applicable</i>				\$ -
<i>detail if applicable</i>				\$ -
Combined Total				\$ -

CIP-4 General Services Operating Costs (basic costs)

FY 2015 - 2019

Project Name:
 Project No.: 00000
 Department Name:
 New (Added) SF: 0

Fund: 0000
 Cost Center: 00000

Select Building Type: **A**

Create Report

Building Type				
A	<10,000 SF, Single Occupancy , Residential Grounds, Low Level Security Examples: Fire Stations, Group Homes, Small Libraries, Utility Buildings			
	Contractual Services (Maintenance/Ops)	\$ 2.09	0	\$ -
	Utilities	\$ 2.92	0	\$ -
	Materials/Supplies	\$ 0.53	0	\$ -
	Associated Capital Expenses	\$ 0.25	0	\$ -
	Security	\$ 0.70	0	\$ -
	Total	\$ 6.49		\$ -
B	>10,000 SF, Medium Usage , Commercial Grounds, Medium Security, Non Std. Hours Examples: Large Office Buildings, Libraries, Courthouses, Schools.			
	Contractual Services (Maintenance/Ops)	\$ 2.72	0	\$ -
	Utilities	\$ 3.61	0	\$ -
	Materials/Supplies	\$ 0.58	0	\$ -
	Capital Outlays	\$ 0.31	0	\$ -
	Security/Other	\$ 0.77	0	\$ -
	Total	\$ 7.99		\$ -
C	>10,000 SF, High Usage , Commercial Grounds, High Security, Non Std. Hours Examples: Safety Buildings, Nursing Homes, Jails, Data Processing			
	Contractual Services (Maintenance/Ops)	\$ 3.34	0	\$ -
	Utilities	\$ 4.03	0	\$ -
	Materials/Supplies	\$ 0.69	0	\$ -
	Capital Outlays	\$ 0.39	0	\$ -
	Security/Other	\$ 0.89	0	\$ -
	Total	\$ 9.34		\$ -
D	Surface Parking Lots & Drives			
	Contractual Services (Maintenance/Ops)	\$ 0.24	0	\$ -
	Utilities	\$ 0.21	0	\$ -
	Materials/Supplies	\$ 0.05	0	\$ -
	Capital Outlays	\$ 0.05	0	\$ -
	Security/Other	\$ 0.10	0	\$ -
	Total	\$ 0.65		\$ -
E	Parking Decks and Ramps			
	Contractual Services (Maintenance/Ops)	\$ 0.35	0	\$ -
	Utilities	\$ 0.21	0	\$ -
	Materials/Supplies	\$ 0.07	0	\$ -
	Capital Outlays	\$ 0.07	0	\$ -
	Security/Other	\$ 0.22	0	\$ -
	Total	\$ 0.92		\$ -

CIP-4 Combined General Services and Department Operating Cost (total)

FY2015-2019

SUBMIT THIS SHEET FOR GENERAL SERVICE'S REVIEW FOR ALL HABITABLE BUILDINGS

Project Name: Fund: 0000
 Project No.: 00000 Cost Center: 00000
 Department Name:
 New (Added) SF: 0

Building Type	Description	General Services	Department	Total
A	<10,000 SF, Single Occupancy, Residential Grounds, Low Level Security Examples: Fire Stations, Group Homes, Small Libraries, Utility Buildings			
	Personnel	\$	- \$	-
	Contractual Services	\$	- \$	-
	Utilities	\$	- \$	-
	Materials, Supplies	\$	- \$	-
	Capital Outlays	\$	- \$	-
	Other	\$	- \$	-
	Total	\$	- \$	-

County of Henrico, Virginia
Data Entry Form for the Automated CIP System
Project Cost Estimate Worksheet
(Substitute CIP - 3)
For Feasibility /Program Study

Department: _____

Review Date: _____

Division: _____

Project Name: _____

Project Number: _____

Cost Center Number: _____

A Feasibility/Programming Study is needed for this project. The estimated professional fees and related costs for this work are \$ _____, based on an estimated total cost for the entire project of \$ _____.

Instructions for Preparing the Expenditure/Revenue Source/Operating Costs CIP - 4

The CIP - 4 provides a summary of information calculated in the CIP -3. All financial estimates for the plan years must match the CIP - 3 Project Cost Estimate Worksheet. If the CIP - 4 does not match the CIP - 3 Project Cost Estimate Worksheet, attach a memo explaining the differences.

To begin entering information for the Financial Schedule (CIP - 4), from Main Menu, click on CIP - 4.

The next screen displayed is the CIP - 4 data entry form. To update a new record on the database either use the next or previous arrow tabs or use the find record function.

Data is entered by typing the appropriate information in the data box and pressing the return key. The program will move automatically to the next point of entry after each entry is made. If you encounter an error at any point during the entry process, prior to moving to a new record, use the mouse to move back to the area in error and type the correct information. The program automatically saves the record as you move to the next record or the record can be saved by clicking on the **“Save Record”** icon.

Explanations for the information requested are listed in detail as follows:

EXPENDITURES:

PROJECT NO: No entry is necessary. The assigned project number for the specific project will be completed from the **CIP - 2** file.

PROJECT NAME: No entry is necessary. The assigned project name will be completed from the **CIP - 2** file.

COST CENTER: No entry is necessary. The assigned cost center for the specific project will be completed from the **CIP - 2** file.

DEPARTMENT: No entry is necessary. The assigned department for the specific project will be completed from the **CIP - 2** file.

NOTE: **Data must match figure(s) from the FUTURE COSTS WITH INFLATION FACTOR APPLIED Section of the CIP - 3 Worksheet Report.**

PLANNING/DESIGN: Enter the planning and design costs for the appropriate year of the five year capital plan.

LAND: Enter the land costs for the appropriate year of the five year capital plan.

SITE IMPROV./UTIL.: Enter the improvement costs for the appropriate year of the five year capital plan.

CONSTRUCTION: Enter the construction costs for the appropriate year of the five year capital plan.

DIRECT EQUIPMENT: Enter the direct equipment costs in the appropriate year of the five year capital plan.

DIRECT MATERIAL: Enter the direct materials costs in the appropriate year of the five year capital plan.

OTHER PROJECT COSTS: Enter any other project costs plus the data from the FUTURE COSTS WITH INFLATION FACTOR APPLIED Section, Contingency area on the CIP - 3 Worksheet Report. Enter the amount for Contingency in "NOTES" field. Also define any other costs in "NOTES" field.

FURNITURE AND FIXTURES: Enter the furniture costs for the five-year capital plan.

TOTAL: No entry is necessary. This field will calculate automatically.

TOTAL 5YRS: No entry is necessary. This field will calculate automatically. (i.e. TOT1 + TOT2 + TOT3 + TOT4+ TOT5).

TOTAL TO DATE: Enter the total dollars appropriated for this project.

FUTR: Enter any estimated expenditures for future years.

TOTAL: No entry is necessary. This field will calculate automatically. (TOT5YRS + TODATE + FUTR).

SOURCE OF FUNDING (REVENUE SOURCES):

GENERAL FUND: Enter the amount of General Fund Revenue funding for the specific project.

OTHER LOCAL REVENUE: Enter the amount of Other Local Revenue funding for the specific project.

FEDERAL REVENUE: Enter the amount of Federal Revenue funding for a specific project.

STATE REVENUE: Enter the amount of State Revenue funding for a specific project.

LOTTERY/STATE CONST: Enter the amount of the Lottery/State Construction funding for a specific project.

OTHER: Enter the amount of Other funding for a specific project. If funding source is from gasoline tax, enter the word "GAS" in "NOTES" field. If funding source is from "VPSA", enter the word "VPSA" in "NOTES" field.

TOTAL FY 1-5: No entry is necessary. These fields will calculate automatically.

EXP. NOTES: A space for a brief note is provided if applicable. Enter the amount for Contingency in the "NOTES" field. Also define any other costs in the "NOTES" field.

REV. NOTES: A space for a brief note is provided if applicable. If funding source is from gasoline tax, enter the word "GAS" in the "NOTES" field. If funding source is from "VPSA", enter the word "VPSA" in the "NOTES" field.

The form will automatically move to the Next Record. After completing the information on this screen, you can preview report or exit data entry form. Prior to and during construction, operating costs often begin to be incurred. These costs are separate and not a part of the project costs.

Please note that all operating costs, which are shown here, are for information purposes only and must be shown for the budget year with your regular operating budget requests as a classification "D".

OPERATING COSTS:

This section of the CIP-4 is to be updated utilizing the CIP-4 Combined Operating Costs tab on the CIP-3 Excel workbook. This worksheet combines General Services' estimates of operating costs with the estimates of the department's operating costs. Refer to directions for completing the CIP-4 operating expenses spreadsheets under the CIP-3 section of the manual if this has not been updated.

PERSONNEL COST: Enter the anticipated Personnel - Benefits related to the project for the appropriate year of the five year plan, regardless of the year of completion of the project.

CONTRACT SVRS: Enter the anticipated Contract Services related to the project for the appropriate year of the five year plan, regardless of the year of completion of the project.

UTIL. INS. MISC.: Enter the anticipated Utilities - Ins. -Misc. related to the project for the appropriate year of the five year plan, regardless of the year of completion of the project.

MATERIALS, SUPPLIES: Enter the anticipated Materials - Supplies related to the project for the appropriate year of the five year plan, regardless of the year of completion of the project.

CAPITAL OUTLAYS: Enter the anticipated Capital Outlays related to the project for the appropriate year of the five year plan, regardless of the year of completion of the project.

OTHER: Enter any Other anticipated operating costs related to the project for the appropriate year of the five year plan, regardless of the year of completion of the project.

TOTAL BY YEAR: No entry is necessary. These fields will calculate automatically.

TOTAL FY 1-5: No entry is necessary. This field will calculate automatically. (i.e. TOT1 + TOT2 + TOT3 + TOT4 + TOT5).

PRIOR YRS APPRO: Enter the operating costs appropriated to date for this project.

FUTR. EXP: Enter any projected operating costs to be incurred during the construction period only, which extends beyond the five-year period.

TOTAL ALL YEARS: No entry is necessary. This field will calculate automatically. (TOT5YRS + TODATE + FUTR).

NOTES: A space for a brief note is provided if applicable.

All totals will be calculated and displayed and at this point a message will display at the bottom of the screen. Verify that the total on the CIP - 4 form match the totals on the CIP - 3. In order to exit this file, click on exit key to return to the Master Menu. Then click the “**Exit**” key to quit CIP Program Master Menu.

Printing the Expenditures/Revenue/Operating Costs (CIP - 4)

Be sure you are in the **CIP - 4 form**. Click the “**Preview**” key for a preview of the reports. After previewing the report, click “**Close**”. This will return you back to the CIP - 4 form; to print, click the “**Print Report**” icon.

◀	▶	Find Record	Save Record	Preview CIP 4	Print CIP 4 By Project	Print CIP 4 By Dept	Exit
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**County of Henrico, Virginia
Expenditures/Revenues/Operating Costs
CIP-4**

Project No.: Name:

Cost Center No: Department:

EXPENDITURES:	FY1	FY2	FY3	FY4	FY5
Planning/Design:	0	0	0	0	0
Land:	0	0	0	0	0
Site Improve./Util.:	0	0	0	0	0
Construction:	0	0	0	0	0
Direct Equipment:	0	0	0	0	0
Direct Material:	0	0	0	0	0
Other Proj. Costs:	0	0	0	0	0
Furn./Fixtures:	0	0	0	0	0
Total By Year	0	0	0	0	0

SOURCE OF FUNDING:	FY1	FY2	FY3	FY4	FY5
General Fund:	0	0	0	0	0
Other Local Revenue:	0	0	0	0	0
Federal Revenue:	0	0	0	0	0
State Revenue:	0	0	0	0	0
G.O. Bonds-Educ-2005:	0	0	0	0	0
G.O. Bonds-Gen-2005:	0	0	0	0	0
Lottery/State Const:	0	0	0	0	0
Other:	0	0	0	0	0
Total By Year	0	0	0	0	0

TOTAL FY1-5	PRIOR YRS APPROP	FUTR. EXP	TOTAL ALL YEARS
0	0	0	0

OPERATING COSTS:	FY1	FY2	FY3	FY4	FY5
Personnel Cost:	0	0	0	0	0
Contract Svrs:	0	0	0	0	0
Util., Ins., Misc.:	0	0	0	0	0
Materials, Supplies:	0	0	0	0	0
Capital Outlays:	0	0	0	0	0
Other:	0	0	0	0	0
Total By Year	0	0	0	0	0

TOTAL FY1-5	PRIOR YRS APPROP	FUTR. EXP	TOTAL ALL YEARS
0	0	0	0

Exp. Notes

REPORTS

Add Record	◀	▶	Delete Record	Find Record	Save Record	Preview CIP 2	Print CIP 2	Exit
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**County of Henrico, Virginia
General Project Information
CIP-2**

Project Number: Project Name:

Cost Center: Department: Department Priority:

Fund: Fund Name: Fiscal Year:

Revenue Source: Type:

Magisterial District:

Location:

Description and Scope:

Design and construction of an exterior kitchen with storage for the farmhouse to be used for 19th century museum cooking demonstrations. The 722 square foot building would be a two story structure featuring a large Rumford type fireplace and bake oven on the first floor. The second floor area would be an unfinished storage area. The building would utilize natural lighting, heart pine flooring, plaster walls, a shake roof, and be a design typical of the period.

Purpose and Need:

Continued development of Meadow Farm as a living history museum. Research has determined that this addition is applicable to the period and the original property. The purpose of this project would be the re-creation of a historical farm and construction of a plantation style kitchen that would be utilized by staff to provide interpretive living history programming.

History and Current Status:

In the past five years, this project has been submitted as follows: FY14 – year 1 - \$270,396, FY13 – year 1 - \$258,505, FY12 – year 1 - \$256,916, FY11 – year 1 - \$245,408, and FY10 – year 1 - \$242,596. Currently, preliminary drawings are in the process of being completed.

Prior Year Request Year: Prior Year Priority: Prior Year Funding Request:

CTP - 3 FOR ALL DEPARTMENTS (Except Public Works and Public Utilities)

PROJECT NO: 06215 Special Description
 PROJECT NAME: Meadow Farm Museum (Kitchen)
 DEPARTMENT: Recreation & Parks

PROJECT SQUARE FOOTAGE: 722 FUND: 2101
 PROJECT ACREAGE: 0.00 COST CENTER: 23999

CONSTRUCTION LENGTH, MONTHS: 0

Final GS Technical Review By: Date:

Revision No.: 0 Date: July 9, 2013
 Form Version: 152
 Prepared By: Appropriation: FY 2015 - 2019

Design Yr.:
 FY13-14 FY14-15 FY15-16 FY16-17 FY17-18 FY18-19

Item Description	Quantity	Unit	Description	FY 13-14 Unit Cost	FY 14-15 Unit Cost	Y/N	Yr 0 of Plan	Yr 1 of Plan	Yr 2 of Plan	Yr 3 of Plan	Yr 4 of Plan	Yr 5 of Plan
							0.00%	2.50%	5.00%	7.50%	10.00%	12.50%
50701 - PLANNING & DESIGN												
A/E Planning & Programming												
Pre-Planning/Feasibility	\$26,594	A/E Basic Serv. * Noted %		10.0%	10.0%	N	0	66	70	71	73	75
Space Planning Study	0	Rentable Sq Ft, Office Bldg.		0.65 \$	0.65 \$		0	0	0	0	0	0
Building Program	0	Sq Ft, Office Bldg.		1.14 \$	1.14 \$		0	0	0	0	0	0
Courts & Libraries	0	Sq Ft, Complex Bldg.		2.28 \$	2.28 \$		0	0	0	0	0	0
A/E Basic Services												
A/E Basic Services	\$184,970	Civil & Constr. Cost * A/E%		14.38%	14.75%		26,594	27,965	29,363	30,062	30,762	31,461
A/E Fee Add For Renovation	\$0	Renovation Cost * A/E%+2.5%		17.97%	18.44%		0	0	0	0	0	0
Interior Design	\$13,706	Furn. Costs * Percent		15.8%	15.8%		2,159	2,213	2,323	2,379	2,434	2,489
Plan of Development (Use 1, 2 or 3)	0	1-Admin, 2-Full, 3-Complex		26,250.00 \$	26,250.00 \$		0	0	0	0	0	0
A/E Reimbursables	\$28,753	A/E Fee Times		2.72%	2.72%		781	801	841	861	881	901
A/E Additional Services												
Existing Conditions Survey	\$26,594	A/E Basic Serv. * Noted %		3.47%	3.47%	N	0	0	0	0	0	0
Energy Model	\$26,594	A/E Basic Serv. * Noted %		3.00%	3.00%	N	0	0	0	0	0	0
LEED Design	\$26,594	A/E Basic Serv. * Noted %		10.00%	10.00%	N	0	0	0	0	0	0
Basic Building Commissioning	\$26,594	A/E Basic Serv. * Noted %		5.00%	5.00%	N	0	0	0	0	0	0
Enhanced Building Commissioning	\$26,594	A/E Basic Serv. * Noted %		5.00%	5.00%	N	0	0	0	0	0	0
DE/QCorps of Engineers Design	\$26,594	A/E Basic Serv. * Noted %		3.47%	3.47%	N	0	0	0	0	0	0
Systems Design (PA/Security/CCVT/Dox	\$5,545	Systems Cost * 11.58%		11.58%	11.58%	N	0	0	0	0	0	0
Audio/Visual Design	\$0	A/V Equipmt Cost * 11.58%		11.58%	11.58%	N	0	0	0	0	0	0
Food Service Consultant	\$0	Kitchen Cost * Cell O24		9.26%	9.26%		0	0	0	0	0	0
Building Model	0	EA		10,867.50 \$	10,867.50 \$		0	0	0	0	0	0
Project B&W Rendering	0	EA		2,716.88 \$	2,716.88 \$		0	0	0	0	0	0
Project Color Rendering	0	EA		5,433.75 \$	5,433.75 \$		0	0	0	0	0	0
A&E Design Fee Contingency												
Quality Control/Test	\$29,534	A/E Services * 2.0%		15.0%	15.0%		4,430	4,541	4,768	4,881	4,995	5,109
Basic Building Commissioning	\$184,970	50703+50704 Cost * 3%		3.0%	3.0%		5,549	5,688	5,972	6,114	6,257	6,399
Enhanced Building Commissioning	\$26,594	A/E Basic Serv. * Noted %		5.00%	5.00%	N	0	0	0	0	0	0
Program Management	\$184,970	A/E Basic Serv. * Noted %		5.00%	5.00%	N	0	0	0	0	0	0
Value Engineering	0	Constr. Cost * Noted %		3.24%	3.24%	N	0	0	0	0	0	0
Survey, Physical/Topo, Open	0.0	Sq Ft		0.22 \$	0.22 \$		0	0	0	0	0	0
Dense	0.0	Per Acre		1,874.64 \$	1,874.64 \$		0	0	0	0	0	0
Small Area/Under 3 AC	0.0	Per Acre		4,374.17 \$	4,374.17 \$		0	0	0	0	0	0
Aerial Survey/50 Acres & Over	0.0	Per Acre		815.06 \$	815.06 \$		0	0	0	0	0	0
Soils Test/Report/Plan	0.0	Added If Used		8,694.00 \$	8,694.00 \$		0	0	0	0	0	0
Environmental Impact	0	Acres		1,249.76 \$	1,249.76 \$		0	0	0	0	0	0
Wetlands Delineation	0	Added If Used		4,999.05 \$	4,999.05 \$		0	0	0	0	0	0
Laboratory Testing	0.0	Per Phase		3,260.25 \$	3,260.25 \$		0	0	0	0	0	0
Lead & Asbestos Survey/Report	0	Acres		6,520.50 \$	6,520.50 \$		0	0	0	0	0	0
Plus Maintenance Plan	0	Sq Ft		1.25 \$	1.25 \$		0	0	0	0	0	0
Or Removal Specs/Field Observ.	0	Sq Ft		0.62 \$	0.62 \$		0	0	0	0	0	0
Roof Monitoring	0	Added If Used		999.81 \$	999.81 \$		0	0	0	0	0	0
Underground Utility Designation	0	Per Hour (80 Hrs per 10,000 SF)		83.95 \$	83.95 \$		0	0	0	0	0	0
Utility Location	0	Per Hour, Research		230.50 \$	230.50 \$		0	0	0	0	0	0
Rfid Marker Ball	0	LF, Per Utility		1.03 \$	1.03 \$		0	0	0	0	0	0
0-7 Ft Hole	0	EA		125.00 \$	125.00 \$		0	0	0	0	0	0
7-21 Ft Hole	0	EA		559.68 \$	559.68 \$		0	0	0	0	0	0
TOTAL PLANNING AND DESIGN (50701)							\$39,513	\$41,274	\$43,337	\$44,369	\$45,401	\$46,433

CTP - 3 FOR ALL DEPARTMENTS (Except Public Works and Public Utilities)

PROJECT NO: 06215 Special Description
 PROJECT NAME: Meadow Farm Museum (Kitchen)
 DEPARTMENT: Recreation & Parks

PROJECT SQUARE FOOTAGE: 722 FUND: 2101
 PROJECT ACREAGE: 0.00 COST CENTER: 23999

CONSTRUCTION LENGTH, MONTHS: 0

Final GS Technical Review By: Date:

Revision No.: 0 Date: July 9, 2013
 Form Version: 152
 Prepared By: Appropriation: FY 2015 - 2019

Design Yr.:
 FY13-14 FY14-15 FY15-16 FY16-17 FY17-18 FY18-19

Yr 0 of Plan 0.00% Yr 1 of Plan 2.50% Yr 2 of Plan 5.00% Yr 3 of Plan 7.50% Yr 4 of Plan 10.00% Yr 5 of Plan 12.50%

Item Description	Quantity	Unit	Description	FY 13-14 Unit Cost	FY 14-15 Unit Cost	Y/N	FY13-14 Yr 0 of Plan 0.00%	FY14-15 Yr 1 of Plan 2.50%	FY15-16 Yr 2 of Plan 5.00%	FY16-17 Yr 3 of Plan 7.50%	FY17-18 Yr 4 of Plan 10.00%	FY18-19 Yr 5 of Plan 12.50%
Land	0.00	Acres										
Land Cost Per Acre	\$	-	Estimate, Contact Real Property									
Easement Cost	\$	-	Estimate, Contact Real Property									
Discovery - Unclassified	\$	-	Estimate									
Phase I Environmental	0	EA		\$ 3,260.00	\$ 3,260.00		0	0	0	0	0	0
Phase II Environmental	0	EA		\$ 5,000.00	\$ 5,000.00		0	0	0	0	0	0
Building Exterior Condition Survey	0	LF, Per Story		\$ 6.00	\$ 6.00		0	0	0	0	0	0
Building Interior Condition Survey	0	Sq Ft		\$ 0.10	\$ 0.10		0	0	0	0	0	0
Building M/E/P Systems Survey	0	Sq Ft		\$ 0.10	\$ 0.10		0	0	0	0	0	0
Roof Survey	0	Sq Ft		\$ 0.05	\$ 0.05		0	0	0	0	0	0
Lead & Asbestos Survey	0	Sq Ft		\$ 0.20	\$ 0.20		0	0	0	0	0	0
Wetlands Survey	0.0	Acres		\$ 4,000.00	\$ 4,000.00		0	0	0	0	0	0
ALTA Survey	0	Acres		\$ 350.00	\$ 350.00		0	0	0	0	0	0
Additional Boundary Survey	0	Acres	Added If 12 Acres Or Less	\$ 3,000.00	\$ 3,000.00		0	0	0	0	0	0
Appraisal Fee	0	EA		\$ 50.00	\$ 50.00		0	0	0	0	0	0
Closing/Recording Fee	\$0	EA		\$ 3,213.68	\$ 3,213.68		0	0	0	0	0	0
Title Fee/Insurance	\$184,970	Land Value Times		\$ 53.56	\$ 53.56		694	711	746	764	782	800
Legal Fee	\$	-	Estimate, Contact Real Property	\$ 0.0037	\$ 0.0037		0	0	0	0	0	0
Administrative Fee (If Enterprise Fund)	0	EA Parcel		\$ 535.61	\$ 535.61		0	0	0	0	0	0
Boundary Survey/Plat	0	LF (Acre = 210' x 210')		\$ 2.41	\$ 2.41		0	0	0	0	0	0
Easement Survey/Plat	0	LF (Avg. 200 LF)		\$ 3.21	\$ 3.21		0	0	0	0	0	0
Settlement Cost, Enter Land Cost	\$0	Land Value Times		\$ 0.12	\$ 0.12		0	0	0	0	0	0
Relocation Cost	\$	-	Estimate, Contact Real Property									
Condemnation Cost	\$	-	Estimate, Contact Real Property									
TOTAL LAND (50702)			Added If Used	\$ 5,356.13	\$ 5,356.13		\$694	\$711	\$746	\$764	\$782	\$800

50703 - OFFSITE IMPROVEMENTS & UTILITIES

Utility Relocation	\$0	New Utility Cost		53.2%			0	0	0	0	0	0
Power Line Relocation	0	Poles		\$ 3,591.84	\$ 3,591.84		0	0	0	0	0	0
Power Line Wire Per Phase	0	LF		\$ 9.31	\$ 9.31		0	0	0	0	0	0
Telephone Line Relocation	0	Per Pole		\$ 17,161.00	\$ 17,161.00		0	0	0	0	0	0
Overhead Wire	0	LF		\$ 13.30	\$ 13.30		0	0	0	0	0	0
Underground Wire	0	LF		\$ 26.61	\$ 26.61		0	0	0	0	0	0
Erosion Control	0.0	Acres		\$ 9,523.42	\$ 9,523.42		0	0	0	0	0	0
Storm Water Control	0.0	Acres		\$ 7,558.27	\$ 7,558.27		0	0	0	0	0	0
Storm Sewer, 24"	0	LF		\$ 117.91	\$ 117.91		0	0	0	0	0	0
Storm Sewer, 36"	0	LF		\$ 207.10	\$ 207.10		0	0	0	0	0	0
Storm Sewer, 48"	0	LF		\$ 264.54	\$ 264.54		0	0	0	0	0	0
Storm Sewer Cover>36"	0	CY		\$ 12.58	\$ 12.58		0	0	0	0	0	0
Storm Channelization	\$	-	Estimate, Contract DPW Enviro.									
Wetlands Mitigation	0.0	Acres		\$ 94,478.40	\$ 94,478.40		0	0	0	0	0	0
Engineering Fee	\$	-	Estimate, Contract DPW Enviro.									
DEQ Fee Allowance			Added If Used									
Water Quality BMP, Side/Rear Yards	0	EA		\$ 6,036.12	\$ 6,036.12		0	0	0	0	0	0
BMP Front Yard w/Landscape	0	EA		\$ 27,209.78	\$ 27,209.78		0	0	0	0	0	0
BMP Off Site Substitute w/ Approval	0	EA		\$ 37,791.36	\$ 37,791.36		0	0	0	0	0	0
Demolition Commercial Structures	0.0	Acres		\$ 12,849.06	\$ 12,849.06		0	0	0	0	0	0
Residential Structure	0	CY (18 SF = 1 CY)		\$ 171.01	\$ 171.01		0	0	0	0	0	0
Concrete Paving	0	CY (12 SF = 1 CY)		\$ 62.93	\$ 62.93		0	0	0	0	0	0
Asphalt Paving	0	CY (18 SF = 1 CY)		\$ 42.41	\$ 42.41		0	0	0	0	0	0
Disposal Fee-Debris	0	CY		\$ 32.83	\$ 32.83		0	0	0	0	0	0
Disposal Fee - Lead Materials	0	CY		\$ 51.99	\$ 51.99		0	0	0	0	0	0
Sanitary Sewer Mains	0	LF		\$ 82.08	\$ 82.08		0	0	0	0	0	0
Treatment Plant, Basis 550,000 GPD	0	LF		\$ 136.80	\$ 136.80		0	0	0	0	0	0
Septic System, Basis 750 Gal.	0	GPD		\$ 12.46	\$ 12.46		0	0	0	0	0	0
	0	Per Tank		\$ 9,576.33	\$ 9,576.33		0	0	0	0	0	0

CTP - 3 FOR ALL DEPARTMENTS (Except Public Works and Public Utilities)

PROJECT NO: 06215 Special Description
 PROJECT NAME: Meadow Farm Museum (Kitchen)
 DEPARTMENT: Recreation & Parks

PROJECT SQUARE FOOTAGE: 722 FUND: 2101
 PROJECT ACREAGE: 0.00 COST CENTER: 23999

CONSTRUCTION LENGTH, MONTHS: 0

Final GS Technical Review By: Date:

Revision No.: 0 Date: July 9, 2013
 Form Version: 152
 Prepared By: Appropriation: FY 2015 - 2019

Design Yr.:
 FY13-14 FY14-15 FY15-16 FY16-17 FY17-18 FY18-19

Item Description	Quantity	Unit	Description	FY 13-14 Unit Cost	FY 14-15 Unit Cost	Y/N	Yr 0 of Plan	Yr 1 of Plan	Yr 2 of Plan	Yr 3 of Plan	Yr 4 of Plan	Yr 5 of Plan
							0.00%	2.50%	5.00%	7.50%	10.00%	12.50%
Acre Two Or More	0.0	Acre		\$ 2,736.09	\$ 2,736.09		0	0	0	0	0	0
Site Lighting, Poles Metal Halide	0	EA (12 Per Acre of Parking)		\$ 4,031.08	\$ 4,031.08		0	0	0	0	0	0
Walkway Lighting Metal Halide	0	EA (1/2 Parking Lighting)		\$ 1,612.43	\$ 1,612.43		0	0	0	0	0	0
Athletic Field Pole Lighting	2	EA		\$ 6,449.73	\$ 6,449.73		12,899	13,222	13,883	14,214	14,544	14,875
Site Lighting, Poles LED	0	EA (12 Per Acre of Parking)		\$ 4,031.08	\$ 4,031.08		0	0	0	0	0	0
Walkway Lighting LED	0	EA (1/2 Parking Lighting)		\$ 1,612.43	\$ 1,612.43		0	0	0	0	0	0
Fencing, 8' Industrial 9 Ga. Chain Link	0	LF		\$ 30.78	\$ 30.78		0	0	0	0	0	0
Fencing, 10' Industrial 9 Ga. Chain Link	0	LF		\$ 59.40	\$ 59.40		0	0	0	0	0	0
Residential 48" Chain Link	0	LF		\$ 13.68	\$ 13.68		0	0	0	0	0	0
Stockade 6' Cedar	0	LF		\$ 20.52	\$ 20.52		0	0	0	0	0	0
Wood Privacy 6'	0	LF		\$ 22.57	\$ 22.57		0	0	0	0	0	0
Secure Detention	0	LF		\$ 124.71	\$ 124.71		0	0	0	0	0	0
Site Furnishings, Tables/Benches	0	EA		\$ 1,915.27	\$ 1,915.27		0	0	0	0	0	0
Dumpster Screen, Wood	0	EA		\$ 7,136.27	\$ 7,136.27		0	0	0	0	0	0
Masonry (includes concrete pad)	0	EA		\$ 18,914.58	\$ 18,914.58		0	0	0	0	0	0
Remote Storage Building, Wood Frame	0	Sq Ft		\$ 82.08	\$ 82.08		0	0	0	0	0	0
Masonry	0	Sq Ft		\$ 123.12	\$ 123.12		0	0	0	0	0	0
Domestic Water, 2" PVC	0	LF		\$ 22.37	\$ 22.37		0	0	0	0	0	0
6" Cast Iron	0	LF		\$ 47.53	\$ 47.53		0	0	0	0	0	0
12" Cast Iron	0	LF		\$ 76.54	\$ 76.54		0	0	0	0	0	0
16" Cast Iron	0	LF		\$ 111.97	\$ 111.97		0	0	0	0	0	0
Fire Hydrant	0	EA		\$ 3,779.14	\$ 3,779.14		0	0	0	0	0	0
6" Cast Iron Fire Hydrant Piping	0	LF		\$ 47.53	\$ 47.53		0	0	0	0	0	0
Water Well, Shallow	0	EA		\$ 7,558.27	\$ 7,558.27		0	0	0	0	0	0
Wells 350 FT	0	EA		\$ 45,349.63	\$ 45,349.63		0	0	0	0	0	0
Sanitary Sewer, 4" PVC	0	LF		\$ 15.12	\$ 15.12		0	0	0	0	0	0
LF 8" PVC	0	LF		\$ 24.19	\$ 24.19		0	0	0	0	0	0
Septic System, Basis 750 Gal.	0	EA, Per Tank		\$ 9,576.33	\$ 9,576.33		0	0	0	0	0	0
Oil/Water Separator	0	EA		\$ 13,680.47	\$ 13,680.47		0	0	0	0	0	0
Sewer Lift Station (light duty)	0	EA		\$ 20,520.71	\$ 20,520.71		0	0	0	0	0	0
Gas Line Construction, 1st 100 FT	0	LF, First 100' Free		\$ 9.23	\$ 9.23		0	0	0	0	0	0
Power Line/Transformer Construction	\$	- Estimate, Contact DOM Power (Attach Detail)		\$ 24.19	\$ 24.19		0	0	0	0	0	0
Underground Power Conduit, 6" PVC	0	LF		\$ 3,023.31	\$ 3,023.31		0	0	0	0	0	0
ADA Access, Entrance/Sidewalk/Lift	\$	- Estimate (Attach Detail)		\$ 16,416.57	\$ 16,416.57		0	0	0	0	0	0
Fine Grade & Seed	1.0	Acre		\$ 13,680.47	\$ 13,680.47		3,023	3,099	3,254	3,331	3,409	3,486
Landscaping & Buffers	0.0	Acre		\$ -	\$ -		0	0	0	0	0	0
Irrigation System	0.0	Acre		\$ -	\$ -		0	0	0	0	0	0
Tree Service	0	EA		\$ 20.52	\$ 20.52		0	0	0	0	0	0
Segmental Retaining Wall	0	Sq Ft		\$ 8,208.28	\$ 8,208.28		0	0	0	0	0	0
Flag Pole & Flag	0	EA		\$ 27,360.94	\$ 27,360.94		0	0	0	0	0	0
3 Pole Group, US, VA & Henrico	0	EA		\$ 5.40	\$ 5.40		0	0	0	0	0	0
Water Cistern System, Underground	0	Gallon		\$ 5,290.79	\$ 5,290.79		0	0	0	0	0	0
UG Oil Tank, 500 Gal. w/ Monitoring	0	EA		\$ -	\$ -		0	0	0	0	0	0

CTP - 3 FOR ALL DEPARTMENTS (Except Public Works and Public Utilities)

PROJECT NO: 06215 Special Description
 PROJECT NAME: Meadow Farm Museum (Kitchen)
 DEPARTMENT: Recreation & Parks

PROJECT SQUARE FOOTAGE: 722 FUND: 2101
 PROJECT ACREAGE: 0.00 COST CENTER: 23999

CONSTRUCTION LENGTH, MONTHS: 0 Unit

Item Description SF Description

BUILDING CONSTRUCTION

New Building:

(Porche, Patio, Mezzanine, Overhang)

Building Additions:

(Porche, Patio, Mezzanine, Overhang)

Renovations/Alterations:

Total Renovations Square Feet

Total Project Square Feet

Security Staff Payroll (Nights & Weekends, \$ - Estimate (Attach Detail)

Roof Replacement:

Building Automation:

LEED Educational/Bld. Energy Kiosk

Building Loading Dock, Elevated

Building Canopies

New Sprinkler System, Secure

Regular Commercial

Regular Commercial w/ Dry Attic

FM200 System

Data/Telephone Closet (Min 1 Per Floor)

Building UPS System

Generator & Transfer Switch (SF/125=KW

Plus Each KW

Secondary Fuel Tank

Masonry Enclosure

Electric Vehicle Charging Station

Food Service Facility Building Premium

Plus Food Service Equipment

Laundry Facility

Plus Laundry Facility Equipment

Elevator (A Floor Might Have 2 Stops)

Interior Demolition, Commercial

Disposal Fee-Debris

Fire Station Construction Options

Vehicle Exhaust System (Fire Station):

Temp. Fire Station Housing Trailer

Temp. Fire 2 Vehicle Quonset Hut

Fire Station Recycle Station

Fire Station Alert System (FRAP)

Low Voltage Site Infrastructure

Exterior Conduit, 2" PVC
 Exterior Conduit, 4" PVC
OTHER CONSTRUCTION COST
 LEED Silver Construction

Final GS Technical Review By:

Revision No.: 0 Date: July 9, 2013

Form Version: 152 Date: July 9, 2013

Prepared By: Appropriate: FY 2015 - 2019

Design Yr.: Constr. Year:

Item Description	Quantity	Unit	Description	FY 13-14 Unit Cost	FY 14-15 Unit Cost	FY 15-16 Unit Cost	FY 16-17 Unit Cost	FY 17-18 Unit Cost	FY 18-19 Unit Cost
				2014 SF Cost	2015 SF Cost	2016 SF Cost	2017 SF Cost	2018 SF Cost	2019 SF Cost
New Building:									
(Porche, Patio, Mezzanine, Overhang)	722	SF		\$189,000	\$195,000	\$136,458	\$144,310	\$151,525	\$155,133
Building Additions:									
(Porche, Patio, Mezzanine, Overhang)	0	SF		\$0.00	\$0.00	0	0	0	0
Renovations/Alterations:									
Total Renovations Square Feet	0	SF		\$0.00	\$0.00	0	0	0	0
Total Project Square Feet	722								
Security Staff Payroll (Nights & Weekends, \$ - Estimate (Attach Detail)	0	EA	Added If Used	\$0.00	\$0.00	0	0	0	0
Roof Replacement:									
Building Automation:									
LEED Educational/Bld. Energy Kiosk	0	EA	Added If Used	\$6,149.00	\$6,149.00	0	0	0	0
Building Loading Dock, Elevated	0	LF		\$15,000.00	\$15,000.00	0	0	0	0
Building Canopies	0	Sq Ft		\$2,606.25	\$2,606.25	0	0	0	0
New Sprinkler System, Secure	0	Sq Ft		\$26.06	\$26.06	0	0	0	0
Regular Commercial	0	Sq Ft		\$5.66	\$5.66	0	0	0	0
Regular Commercial w/ Dry Attic	0	Sq Ft		\$4.95	\$4.95	0	0	0	0
FM200 System	0	Sq Ft (LxWxH)		\$5.06	\$5.06	0	0	0	0
Data/Telephone Closet (Min 1 Per Floor)	0	Per Closet		\$20,850.00	\$20,850.00	0	0	0	0
Building UPS System	0	Per KW		\$1,251.00	\$1,251.00	0	0	0	0
Generator & Transfer Switch (SF/125=KW	0	EA		\$55,705.33	\$55,705.33	0	0	0	0
Plus Each KW	0	KW Size		\$559.63	\$559.63	0	0	0	0
Secondary Fuel Tank	0	EA		\$22,090.63	\$22,090.63	0	0	0	0
Masonry Enclosure	0	EA		\$25,682.37	\$25,682.37	0	0	0	0
Electric Vehicle Charging Station	0	EA, Two Vehicle Station		\$22,090.63	\$22,090.63	0	0	0	0
Food Service Facility Building Premium	0	Sq Ft		\$153.93	\$153.93	0	0	0	0
Plus Food Service Equipment	0	Sq Ft		\$197.09	\$197.09	0	0	0	0
Laundry Facility	0	Sq Ft		\$206.10	\$206.10	0	0	0	0
Plus Laundry Facility Equipment	0	EA	Estimate (Attach Detail)	\$46,557.89	\$46,557.89	0	0	0	0
Elevator (A Floor Might Have 2 Stops)	0	Per Stop		\$165.07	\$165.07	0	0	0	0
Interior Demolition, Commercial	0	CY (18 SF = 1 CY)		\$50.18	\$50.18	0	0	0	0
Disposal Fee-Debris	0	CY		\$50.18	\$50.18	0	0	0	0
Fire Station Construction Options									
Vehicle Exhaust System (Fire Station):									
Temp. Fire Station Housing Trailer	0	EA Vehicle		\$10,946.25	\$10,946.25	0	0	0	0
Temp. Fire 2 Vehicle Quonset Hut	0	EA Month, Min. 12 Mo.	Added If Used	\$21,892.50	\$21,892.50	0	0	0	0
Fire Station Recycle Station	0	EA Bldg., Pad, Doors, Heat		\$287,339	\$287,339	0	0	0	0
Fire Station Alert System (FRAP)	0	Per Station		\$438,384.80	\$438,384.80	0	0	0	0
Low Voltage Site Infrastructure									
Exterior Conduit, 2" PVC	0	Per Station		\$44,250.22	\$44,250.22	0	0	0	0
Exterior Conduit, 4" PVC	0	LF		\$10.47	\$10.47	0	0	0	0
OTHER CONSTRUCTION COST									
LEED Silver Construction	0	LF		\$15.70	\$15.70	0	0	0	0
				2.25%	2.25%	0	0	0	0

CTP - 3 FOR ALL DEPARTMENTS (Except Public Works and Public Utilities)
 PROJECT NO: 06215 Special Description
 Meadow Farm Museum (Kitchen)
 DEPARTMENT: Recreation & Parks

Final GS Technical Review By: _____ Date: _____
 Revision No.: 0 Form Version: 152 Date: July 9, 2013
 Prepared By: _____

FUND: 2101
 COST CENTER: 23999

Appropriation: FY 2015 - 2019

Design Yr.: _____
 Constr. Year: _____

Item Description	Quantity	FY 13-14 Unit Cost	FY 14-15 Unit Cost	Y/N	FY 13-14 Yr 0 of Plan	FY 14-15 Yr 1 of Plan	FY 15-16 Yr 2 of Plan	FY 16-17 Yr 3 of Plan	FY 17-18 Yr 4 of Plan	FY 18-19 Yr 5 of Plan
Category IV Seismic Public Safety Building		25,000%	25,000%		0	0	0	0	0	0
ADA Barrier Removal, Renovation		3,000%	3,000%	N	0	0	0	0	0	0
Simultaneous Owner Use During Constr.		20,000%	20,000%	N	0	0	0	0	0	0
Secure Access Required		15,000%	15,000%	N	0	0	0	0	0	0
Historic Building Renovation	Y	15,000%	15,000%	N	0	0	0	0	0	0
Secure Detention Facility		15,000%	15,000%	N	0	0	0	0	0	0
Multiple Project Phases		7,500%	7,500%	N	0	0	0	0	0	0
Multiple Mech/Elec Renovation Phases		12,500%	12,500%	N	0	0	0	0	0	0
Limited Scope Renovation		20%	20%	N	0	0	0	0	0	0
OWNER CONTRACTS										
(bid value 50703 + 50704 above this line)										
Temporary Facilities										
Low Voltage Systems Infrastructure Cabling (See FF&E 50710 For Equipment)										
Tele/Data Conduit/Cabling/Punch	0	\$ 260.63	\$ 260.63		0	0	0	0	0	0
Cable TV/Sat Conduit/Cabling	0	\$ 260.63	\$ 260.63		0	0	0	0	0	0
Video Surveillance System Cabling	1	\$ 469.13	\$ 469.13		469	481	505	517	529	541
Flat Screen TV Mount/Wiring	0	\$ 834.00	\$ 834.00		0	0	0	0	0	0
Projector Wiring/Controls	0	\$ 3,127.50	\$ 3,127.50		0	0	0	0	0	0
Sound System Wiring/Controls	0	\$ 5,212.50	\$ 5,212.50		0	0	0	0	0	0
Digital Message Board Wiring	0	\$ 1,251.00	\$ 1,251.00		0	0	0	0	0	0
Other Systems										
Cable/FIOS TV System Installation	0	\$ 684.17	\$ 684.17		0	0	0	0	0	0
Comcast Off Site Cable Infrastructure	0	\$ 6.26	\$ 6.26		0	0	0	0	0	0
Video Surveillance System (CCTV)	0	\$ 3,282.29	\$ 3,282.29		0	0	0	0	0	0
Plus System Cost		\$ 4,597.43	\$ 4,597.43		0	0	0	0	0	0
IP Based System, Add	0	\$ 30.00%	\$ 30.00%	N	0	0	0	0	0	0
P.A./Intercom System w/cable	0	\$ 0.26	\$ 0.26		0	0	0	0	0	0
Plus Cost		\$ 3,869.42	\$ 3,869.42		0	0	0	0	0	0
IP Based System, Add	0	\$ 30.00%	\$ 30.00%	N	0	0	0	0	0	0
IP Clock System (Cable Inc. Above)	0	\$ 364.88	\$ 364.88		0	0	0	0	0	0
Building Security System w/cable	722	\$ 0.67	\$ 0.67		487	500	525	537	549	562
Plus Cost		\$ 5,057.17	\$ 5,057.17		5,057	5,184	5,443	5,572	5,702	5,832
Door Access System w/cable	0	\$ 0.47	\$ 0.47		0	0	0	0	0	0
Plus System Cost		\$ 10,746.48	\$ 10,746.48		0	0	0	0	0	0
New Card Readers	0	\$ 4,552.35	\$ 4,552.35		0	0	0	0	0	0
Retrofit Card Readers	0	\$ 4,552.35	\$ 4,552.35		0	0	0	0	0	0
Door Entry Intercom/Camera w/cable	0	\$ 1,251.00	\$ 1,251.00		0	0	0	0	0	0
UPS System Data/Telephone Closet	0	\$ 3,127.50	\$ 3,127.50		0	0	0	0	0	0
Radio System, Contact Radio Mgr.	-	\$ -	\$ -		0	0	0	0	0	0
Asbestos Abatement										
Floor	0	\$ 6.05	\$ 6.05		0	0	0	0	0	0
Ceiling	0	\$ 8.47	\$ 8.47		0	0	0	0	0	0
Roof Flashing	0	\$ 12.10	\$ 12.10		0	0	0	0	0	0
Roof Membrane	0	\$ 9.68	\$ 9.68		0	0	0	0	0	0
Disposal Fee	0	\$ 50.04	\$ 50.04		0	0	0	0	0	0
Lead Paint Abatement										
Metal Surface	0	\$ 5.44	\$ 5.44		0	0	0	0	0	0
Other Surfaces	0	\$ 2.42	\$ 2.42		0	0	0	0	0	0
Disposal Fee	0	\$ 79.01	\$ 79.01		0	0	0	0	0	0
Mold Abatement	0	\$ 5.44	\$ 5.44		0	0	0	0	0	0
Underground Tank Removal	0	\$ 2.27	\$ 2.27		0	0	0	0	0	0
Plus Site Demolition	-	\$ -	\$ -		0	0	0	0	0	0
Plus Laboratory Cost		\$ 3,454.00	\$ 3,454.00		0	0	0	0	0	0
Contaminated Soil Removal	0	\$ 317.17	\$ 317.17		0	0	0	0	0	0
Separate Contracts										
Recreation Parks										
Park, Playground	\$ -	\$ -	\$ -		0	0	0	0	0	0
Park, Neighborhood	\$ -	\$ -	\$ -		0	0	0	0	0	0

CTP - 3 FOR ALL DEPARTMENTS (Except Public Works and Public Utilities)
 PROJECT NO: 06215 Special Description
 PROJECT NAME: Meadow Farm Museum (Kitchen)
 DEPARTMENT: Recreation & Parks

Final GS Technical Review By: _____ Date: _____
 Revision No.: 0 Form Version: 152 Date: July 9, 2013
 Prepared By: _____

FUND: 2101 COST CENTER: 23999
 PROJECT SQUARE FOOTAGE: 722

Item Description	Quantity	Unit	Description	FY 13-14 Unit Cost	FY 14-15 Unit Cost	Y/N	FY13-14 Yr 0 of Plan 0.00%	FY14-15 Yr 1 of Plan 2.50%	FY15-16 Yr 2 of Plan 5.00%	FY16-17 Yr 3 of Plan 7.50%	FY17-18 Yr 4 of Plan 10.00%	FY18-19 Yr 5 of Plan 12.50%
Park, Community	\$	-	Estimate (Attach Detail)				0	0	0	0	0	0
Park, County	\$	-	Estimate (Attach Detail)				0	0	0	0	0	0
TOTAL CONSTRUCTION (50704)							\$176,126	\$184,970	\$194,218	\$198,842	\$203,467	\$208,091

50705 - DIRECT LABOR	\$	-	Estimate (Attach Detail)				0	0	0	0	0	0
50706 - DIRECT EQUIPMENT	\$	-	Estimate (Attach Detail)				0	0	0	0	0	0
50707 - DIRECT MATERIAL	\$	-	Estimate (Attach Detail)				0	0	0	0	0	0
50708 - OVERHEAD	\$	-	Estimate (Attach Detail)				0	0	0	0	0	0

50709 - OTHER PROJECT COSTS & EXPENSES

Construction Contingency	Unit	Description	10% 15%	10% 15%	10%	15%	17,613	18,497	19,422	19,884	20,347	20,809
New Construction, Contingency	Fee Auto Calculated						0	0	0	0	0	0
Renovation Construction, Contingency	Fee Auto Calculated						0	0	0	0	0	0
Bid Documents							6,521	6,684	7,018	7,185	7,352	7,519
<10,000 SF Project	60	Set (<35 Sheets)	\$ 108.68	\$ 108.68	10%							
>10,000 SF Project	0	Set (35-70 Sheets)	\$ 163.01	\$ 163.01	15%							
>35,000 SF Project	0	Set (>70 Sheets)	\$ 244.52	\$ 244.52								
Advertisements	0	EA	\$ 543.38	\$ 543.38								
1 1/2" Meter, Irrigation Connection Fee	0	EA	\$ 33,438.35	\$ 33,438.35								
1 1/2" Meter, Water Connection Fee	0	EA	\$ 33,438.35	\$ 33,438.35								
1 1/2" Meter, Sewer Connection Fee	0	EA	\$ 44,703.45	\$ 44,703.45								
2" Meter, Water Connection Fee	0	EA	\$ 66,374.55	\$ 66,374.55								
2" Meter, Sewer Connection Fee	0	EA	\$ 88,662.75	\$ 88,662.75								
4" Meter, Water Connection Fee	0	EA, Bldg >100,000 SF	\$ 231,309.65	\$ 231,309.65								
4" Meter, Sewer Connection Fee	0	EA, Bldg >100,000 SF	\$ 310,655.40	\$ 310,655.40								
Gas Service Installation/Fees	0	EA, Allowance	\$ 10,500.00	\$ 10,500.00								
Power Service Installation/Fees	0	EA, Allowance	\$ 25,000.00	\$ 25,000.00								
Building Permit Fee	\$176,126	Fee Auto Calculated	\$ 0.009	\$ 0.009			1,585	1,625	1,706	1,747	1,787	1,828
Building Gas/LP Bills	0	Estimate					0	0	0	0	0	0
Building Electric Bills	0	Estimate					0	0	0	0	0	0
Lawn Maintenance	0	Estimate					0	0	0	0	0	0
VDOT Entrance Permit Fee	0	EA	\$ 48.21	\$ 48.21								
Construction Office Trailer, Moving	0	Months	\$ 698.01	\$ 698.01								
Trailer Power, Telephone, Clean	0	Months	\$ 465.34	\$ 465.34								
Construction Vehicle	0	Months	\$ 214.25	\$ 214.25								
Building Cleaning	0	Sq Ft	\$ 0.83	\$ 0.83								
Moving Costs, 1 To 10 People	0	EA	\$ 165.50	\$ 165.50								
11 To 50 People	0	EA	\$ 110.34	\$ 110.34								
51 Or Greater People	0	EA	\$ 82.75	\$ 82.75								
Systems Station	0	EA	\$ 198.61	\$ 198.61								
Equipment	0	EA	\$ 110.34	\$ 110.34								
Temporary Storage	0	Sq Ft	\$ 0.66	\$ 0.66								
Ceremonies - Groundbreaking	1	EA	\$ 5,000.00	\$ 5,000.00			5,000	5,125	5,381	5,509	5,638	5,766
Grand Opening	0	EA	\$ 15,000.00	\$ 15,000.00			0	0	0	0	0	0
Grand Opening Gala	0	EA	\$ 25,000.00	\$ 25,000.00			0	0	0	0	0	0
TOTAL OTHER PROJECT COSTS (50709)							\$30,718	\$31,930	\$33,527	\$34,325	\$35,123	\$35,922

50710 - FURNITURE, FIXTURES & EQUIPMENT

Furniture												
Administration Office	0	Sq Ft	\$ 24.96	\$ 24.96			0	0	0	0	0	0
Shop Offices	0	Sq Ft	\$ 11.92	\$ 11.92			0	0	0	0	0	0
Library	0	Sq Ft	\$ 33.36	\$ 33.36			0	0	0	0	0	0
Secure	0	Sq Ft	\$ 33.58	\$ 33.58			0	0	0	0	0	0
Historic	362	Sq Ft	\$ 33.58	\$ 33.58			12,156	12,460	13,083	13,395	13,706	14,018
Furniture Contingency	\$	12,156	Fee Auto Calculated	\$ 10%	10%		1,216	1,246	1,308	1,339	1,371	1,402

CTP - 3 FOR ALL DEPARTMENTS (Except Public Works and Public Utilities)

PROJECT NO: 06215 Special Description
 PROJECT NAME: Meadow Farm Museum (Kitchen)
 DEPARTMENT: Recreation & Parks

PROJECT SQUARE FOOTAGE: 722 FUND: 2101
 PROJECT ACREAGE: 0.00 COST CENTER: 23999

CONSTRUCTION LENGTH, MONTHS: 0

Final GS Technical Review By: Date:

Revision No.: 0 Date: July 9, 2013
 Form Version: 152
 Prepared By: Appropriaation: FY 2015 - 2019

Design Yr.:
 FY13-14 FY14-15 FY15-16 FY16-17 FY17-18 FY18-19

Item Description	Quantity	Unit	Description	FY 13-14 Unit Cost	FY 14-15 Unit Cost	Y/N	FY13-14 Yr 0 of Plan 0.00%	FY14-15 Yr 1 of Plan 2.50%	FY15-16 Yr 2 of Plan 5.00%	FY16-17 Yr 3 of Plan 7.50%	FY17-18 Yr 4 of Plan 10.00%	FY18-19 Yr 5 of Plan 12.50%
Equipment												
Equipment, General	\$ -	-	Estimate (Attach Detail)				0	0	0	0	0	0
Equipment, Specialty	\$ -	-	Estimate (Attach Detail)				0	0	0	0	0	0
Equipment Special, CAM	\$ -	-	Estimate (Attach Detail)				0	0	0	0	0	0
Equipment Special, Public Works	\$ -	-	Estimate (Attach Detail)				0	0	0	0	0	0
Telephone Equipment												
Digital Tele. Equipment		Sq Ft/1st	20,000 SF	\$ 0.79	\$ 0.79		0	0	0	0	0	0
Digital Tele. Handset			Added If > 20,000 SF	\$ 1.12	\$ 1.12		0	0	0	0	0	0
VOIP Telephone System		EA		\$ 150.00	\$ 150.00		0	0	0	0	0	0
Warehouse/Storage/Misc.			Adds Handset & License	\$ 400.00	\$ 400.00	N	0	0	0	0	0	0
		Sq Ft		\$ 0.35	\$ 0.35		0	0	0	0	0	0
Computer Equipment												
Desktop Computer		EA		\$ 1,200.00	\$ 1,200.00		0	0	0	0	0	0
Notebook Computer		EA		\$ 2,400.00	\$ 2,400.00		0	0	0	0	0	0
Server Computer		EA		\$ 10,000.00	\$ 10,000.00		0	0	0	0	0	0
Desktop B&W Laser Printer		EA		\$ 525.00	\$ 525.00		0	0	0	0	0	0
Network B&W Laser Printer		EA		\$ 996.00	\$ 996.00		0	0	0	0	0	0
Desktop Color Printer		EA		\$ 625.00	\$ 625.00		0	0	0	0	0	0
Network Color Printer		EA		\$ 2,700.00	\$ 2,700.00		0	0	0	0	0	0
Desktop Sheet Scanner		EA		\$ 800.00	\$ 800.00		0	0	0	0	0	0
Software, MS Office Pro 2007		EA		\$ 336.00	\$ 336.00		0	0	0	0	0	0
Computers/Electronics, Other			Estimate (Attach Detail)				0	0	0	0	0	0
One-Time Building Startup Cost												
Network Equipment												
LAN Connection, Per Device	0	EA	Port	\$ 288.65	\$ 288.65		0	0	0	0	0	0
Comcast/FIOS Business Service Allowance for Residence	0	EA Mo.,	Broadband EA, Residence	\$ 1,000.00	\$ 1,000.00		0	0	0	0	0	0
				\$ 718.39	\$ 718.39		0	0	0	0	0	0
AV Equipment												
Flat Screen LCD TV, Larger than 42"	0	EA		\$ 3,500.00	\$ 3,500.00		0	0	0	0	0	0
Flat Screen LCD TV, Smaller than 42"	0	EA		\$ 1,800.00	\$ 1,800.00		0	0	0	0	0	0
Overhead Projector, 4000 Lumen	0	EA		\$ 4,000.00	\$ 4,000.00		0	0	0	0	0	0
AV Sound System, Conference Room	0	EA		\$ 2,000.00	\$ 2,000.00		0	0	0	0	0	0
AV Sound System, Meeting Room	0	EA		\$ 5,000.00	\$ 5,000.00		0	0	0	0	0	0
Fixed Microphone	0	EA		\$ 300.00	\$ 300.00		0	0	0	0	0	0
Plus System Cost			Added If Used	\$ 1,500.00	\$ 1,500.00		0	0	0	0	0	0
Wireless Microphone System	0	EA		\$ 3,500.00	\$ 3,500.00		0	0	0	0	0	0
DVD/CD Player	0	EA		\$ 600.00	\$ 600.00		0	0	0	0	0	0
Digital Sat. Receiver (Direct TV)	0	EA		\$ 500.00	\$ 500.00		0	0	0	0	0	0
Video Conference, Small Conference Rm	0	EA		\$ 12,000.00	\$ 12,000.00		0	0	0	0	0	0
Video Conference, Large Conference Rm	0	EA		\$ 18,000.00	\$ 18,000.00		0	0	0	0	0	0
Document Camera	0	EA		\$ 3,500.00	\$ 3,500.00		0	0	0	0	0	0
Digital Message Board	0	EA		\$ 5,000.00	\$ 5,000.00		0	0	0	0	0	0
Plus System Cost			Added If Used	\$ 12,000.00	\$ 12,000.00		0	0	0	0	0	0
Closing Announcement Message	0	EA		\$ 1,800.00	\$ 1,800.00		0	0	0	0	0	0
Conference Room Computer	0	EA		\$ 1,800.00	\$ 1,800.00		0	0	0	0	0	0
AV Equipment, Other	\$ -	-	Estimate (Attach Detail)	\$ 3,000.00	\$ 3,000.00		0	0	0	0	0	0
Recreation & Parks												
Playground Equipment			Estimate (Attach Detail)				0	0	0	0	0	0
Fire												
Fire Apparatus, Vehicle			Estimate (Attach Detail)				0	0	0	0	0	0
Fire Apparatus Vehicle Up-fit			Estimate (Attach Detail)				0	0	0	0	0	0
Library TAC												
Computers, Desktop & Notebook	\$ -	-	From TAC Tab				0	0	0	0	0	0
Network Systems & Design	\$ -	-	From TAC Tab				0	0	0	0	0	0
Computers, Server	\$ -	-	From TAC Tab				0	0	0	0	0	0
Library Management Software	\$ -	-	From TAC Tab				0	0	0	0	0	0
Peripherals	\$ -	-	From TAC Tab				0	0	0	0	0	0
RFID Equipment & Tags	\$ -	-	From TAC Tab				0	0	0	0	0	0

CTP - 3 FOR ALL DEPARTMENTS (Except Public Works and Public Utilities)

PROJECT NO: 06215 Special Description
 DEPARTMENT: Meadow Farm Museum (Kitchen)
 Recreation & Parks

PROJECT SQUARE FOOTAGE: 722 FUND: 2101
 PROJECT ACREAGE: 0.00 COST CENTER: 23999

CONSTRUCTION LENGTH, MONTHS: 0

Final GS Technical Review By: _____ Date: _____

Revision No.: 0 Form Version: 152 Date: July 9, 2013

Prepared By: _____ Design Yr.: _____
 Constr. Year: _____

Appropriation: FY 2015 - 2019

Item Description	Quantity	Unit	Description	Unit Cost	Y/N	Constr. Year					
						FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Inventory Control, Sortation, Readers	0	Sq Ft	(Adv. 4 Vol. SF)	58.72							
VOIP Telephone System	0	EA		7.99							
Library Collection, New	0	Sq Ft		8.40							
Library Collection, Projected Volumes	0	Sq Ft									
Book Processing Cost	0	Sq Ft									
Store, Move & Integrated Collections	0	Sq Ft									
TOTAL FURNITURE & FIXTURES (50710)						\$13,372	\$13,706	\$14,391	\$14,734	\$15,077	\$15,419
TOTAL PROJECT COSTS						\$260,423	\$272,590	\$286,220	\$293,035	\$299,849	\$306,664

CIP-4 Departmental Operating Costs (additional costs)

FY 2015 - 2019

Project Name: Meadow Farm Museum (Kitchen)
 Project No.: 06215
 Department Name: Recreation & Parks
New (Added) SF: 722

Fund: 2101
 Cost Center: 23999

		Personnel		
		<i>Benefits = 23.82% (7.65% FICA+1.19% LIFE+14.98% VRS) + \$6,849 Health Insurance</i>		
Enter No. Persons For Each Position	Description	Pay Grade	Pay Scale	Totals
1	Personnel Total			\$ 35,760
1	Recreation Instructor	12	\$ 23,349	\$ 35,760
0	position 2		\$ -	-
0	position 3		\$ -	-
0	position 4		\$ -	-
0	position 5		\$ -	-
0	position 6		\$ -	-
0	position 7		\$ -	-
0	position 8		\$ -	-
Contractual Services Total				\$ 13,000
<i>detail if applicable</i>				\$ -
<i>detail if applicable</i>				\$ -
<i>detail if applicable</i>				\$ -
Utilities Total				\$ 5,000
<i>detail if applicable</i>				\$ -
<i>detail if applicable</i>				\$ -
<i>detail if applicable</i>				\$ -
Materials, Supplies Total				\$ 8,500
<i>detail if applicable</i>				\$ -
<i>detail if applicable</i>				\$ -
<i>detail if applicable</i>				\$ -
Capital Outlays Total				\$ 700
<i>detail if applicable</i>				\$ -
<i>detail if applicable</i>				\$ -
<i>detail if applicable</i>				\$ -
Other Total				\$ -
<i>detail if applicable</i>				\$ -
<i>detail if applicable</i>				\$ -
<i>detail if applicable</i>				\$ -
Combined Total				\$ 62,960

CIP-4 General Services Operating Costs (basic costs)

FY 2015 - 2019

Project Name: Meadow Farm Museum (Kitchen)
 Project No.: 06215
 Department Name: Recreation & Parks
 New (Added) SF: 722

Fund: 2101
 Cost Center: 23999

Select Building Type: **A**

Create Report

Building Type					
A	<10,000 SF, Single Occupancy , Residential Grounds, Low Level Security Examples: Fire Stations, Group Homes, Small Libraries, Utility Buildings				
	Contractual Services (Maintenance/Ops)	\$	2.09	722	\$ 1,509
	Utilities	\$	2.92	722	\$ 2,108
	Materials/Supplies	\$	0.53	722	\$ 383
	Associated Capital Expenses	\$	0.25	722	\$ 181
	Security	\$	0.70	722	\$ 505
	Total	\$	6.49		\$ 4,686
B	>10,000 SF, Medium Usage , Commercial Grounds, Medium Security, Non Std. Hours Examples: Large Office Buildings, Libraries, Courthouses, Schools.				
	Contractual Services (Maintenance/Ops)	\$	2.72	722	\$ 1,964
	Utilities	\$	3.61	722	\$ 2,606
	Materials/Supplies	\$	0.58	722	\$ 419
	Capital Outlays	\$	0.31	722	\$ 224
	Security/Other	\$	0.77	722	\$ 556
	Total	\$	7.99		\$ 5,769
C	>10,000 SF, High Usage , Commercial Grounds, High Security, Non Std. Hours Examples: Safety Buildings, Nursing Homes, Jails, Data Processing				
	Contractual Services (Maintenance/Ops)	\$	3.34	722	\$ 2,411
	Utilities	\$	4.03	722	\$ 2,910
	Materials/Supplies	\$	0.69	722	\$ 498
	Capital Outlays	\$	0.39	722	\$ 282
	Security/Other	\$	0.89	722	\$ 643
	Total	\$	9.34		\$ 6,743
D	Surface Parking Lots & Drives				
	Contractual Services (Maintenance/Ops)	\$	0.24	722	\$ 173
	Utilities	\$	0.21	722	\$ 152
	Materials/Supplies	\$	0.05	722	\$ 36
	Capital Outlays	\$	0.05	722	\$ 36
	Security/Other	\$	0.10	722	\$ 72
	Total	\$	0.65		\$ 469
E	Parking Decks and Ramps				
	Contractual Services (Maintenance/Ops)	\$	0.35	722	\$ 253
	Utilities	\$	0.21	722	\$ 152
	Materials/Supplies	\$	0.07	722	\$ 51
	Capital Outlays	\$	0.07	722	\$ 51
	Security/Other	\$	0.22	722	\$ 159
	Total	\$	0.92		\$ 664

CIP-4 Combined General Services and Department Operating Cost (total)

FY2015-2019

SUBMIT THIS SHEET FOR GENERAL SERVICE'S REVIEW FOR ALL HABITABLE BUILDINGS

Project Name: Meadow Farm Museum (Kitchen) Fund: 2101
Project No.: 06215 Cost Center: 23999
Department Name: Recreation & Parks
New (Added) SF: 722

Building Type	Description	General Services		Department		Total	
A	<10,000 SF, Single Occupancy, Residential Grounds, Low Level Security Examples: Fire Stations, Group Homes, Small Libraries, Utility Buildings						
	Personnel		\$	35,760	\$	35,760	
	Contractual Services	\$	1,509	\$	13,000	\$	14,509
	Utilities	\$	2,108	\$	5,000	\$	7,108
	Materials, Supplies	\$	383	\$	8,500	\$	8,883
	Capital Outlays	\$	181	\$	700	\$	881
	Other	\$	505	\$	-	\$	505
	Total	\$	4,686	\$	62,960	\$	67,646

County of Henrico, Virginia
Data Entry Form For The Automated CIP System
Project Cost Estimate Worksheet
For Feasibility/Programming Study (CIP - 3)

Division: General Services

Review Date: 8/1/13

Department: General Services

Project Name: Surplus Property Mgmt Warehouse

Project No: 01234 **Cost Center:** 16999

A Feasibility/Programming Study is needed for this project. The estimated professional fees and related costs for this work are \$ 125,000, based on an estimated total cost for the entire project of \$ 6,000,000.

◀	▶	Find Record	Save Record	Preview CIP 4	Print CIP 4 By Project	Print CIP 4 By Dept	Exit
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**County of Henrico, Virginia
Expenditures/Revenues/Operating Costs
CIP-4**

Project No.: Name:

Cost Center No.: Department:

EXPENDITURES:	FY1	FY2	FY3	FY4	FY5
Planning/Design:	41,274	0	0	0	0
Land:	711	0	0	0	0
Site Improve./Util.:	0	0	0	0	0
Construction:	184,970	0	0	0	0
Direct Equipment:	0	0	0	0	0
Direct Material:	0	0	0	0	0
Other Proj. Costs:	31,930	0	0	0	0
Furn./Fixtures:	13,705	0	0	0	0
Total By Year	272,590	0	0	0	0

SOURCE OF FUNDING:	FY1	FY2	FY3	FY4	FY5
General Fund:	272,590	0	0	0	0
Other Local Revenue:	0	0	0	0	0
Federal Revenue:	0	0	0	0	0
State Revenue:	0	0	0	0	0
G.O. Bonds-Educ-2005:	0	0	0	0	0
G.O. Bonds-Gen-2005:	0	0	0	0	0
Lottery/State Const:	0	0	0	0	0
Other:	0	0	0	0	0
Total By Year	272,590	0	0	0	0

TOTAL	PRIOR YRS APPROP	FUTR. EXP	TOTAL
FY1-5			ALL YEARS
272,590	0	0	272,590

OPERATING COSTS:	FY1	FY2	FY3	FY4	FY5
Personnel Cost:	0	35,760	35,760	35,760	35,760
Contract Svrs:	0	14,509	14,509	14,509	14,509
Util., Ins., Misc.:	0	7,108	7,108	7,108	7,108
Materials, Supplies:	0	8,883	8,883	8,883	8,883
Capital Outlays:	0	881	881	881	881
Other:	0	505	505	505	505
Total By Year	0	67,646	67,646	67,646	67,646

TOTAL	PRIOR YRS APPROP	FUTR. EXP	TOTAL
FY1-5			ALL YEARS
270,584	0	0	270,584

Exp. Notes

Capital Improvement Program

FY2014/15 - FY2018/19 - Fund 21 Capital Projects Fund

Project No: 06215	Project Name: Meadow Farm Museum Kitchen
Department: Recreation	Department Priority: 7
Project Type: Building (New)	Fiscal Year: 2015
District: Brookland	Revenue Source: No Funding Source

Description and Scope

Design and construction of an exterior kitchen with storage for the farmhouse to be used for 19th century museum cooking demonstrations. The 722 square foot building would be a two story structure featuring a large Rumford type fireplace and bake oven on the first floor. The second floor area would be an unfinished storage area. The building would utilize natural lighting, heart pine flooring, plaster walls, a shake roof, and be a design typical of the period.

Purpose and Need

Continued development of Meadow Farm as a living history museum. Research has determined that this addition is applicable to the period and the original property. The purpose of this project would be the re-creation of a historical farm and construction of a plantation style kitchen that would be utilized by staff to provide interpretive living history programming.

History and Current Status

In the past five years, this project has been submitted as follows: FY14 - year 1 - \$270,396, FY13 - year 1 - \$258,505, FY12 - year 1 - \$256,916, FY11 - year 1 - \$245,408, and FY10 - year 1 - \$242,596. Currently, preliminary drawings are in the process of being completed.

Location

Meadow Farm

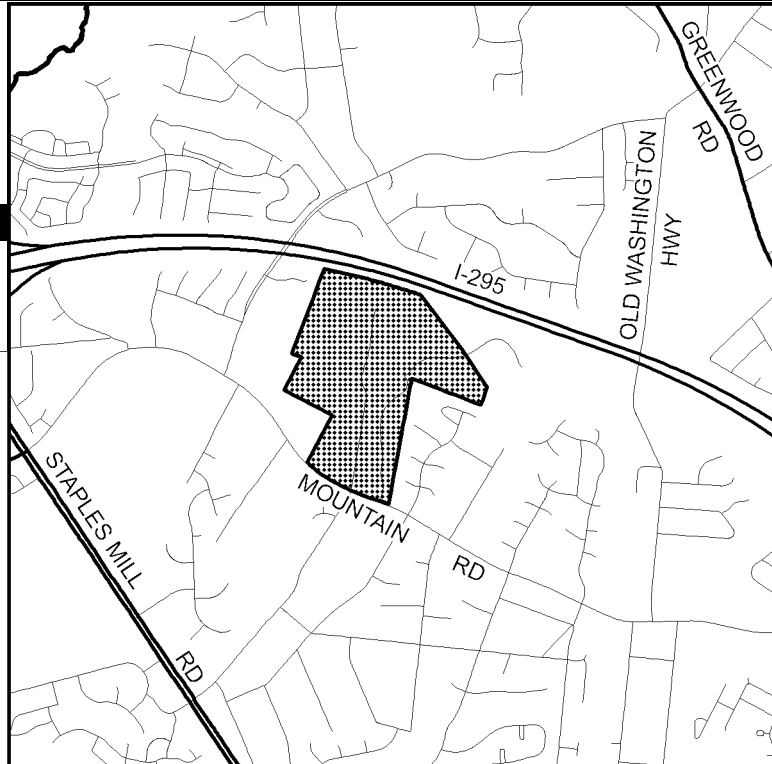
Capital Expenditures

	FY2015	FY2016	FY2017	FY2018	FY2019
Planning and Design	41,274	0	0	0	0
Land	711	0	0	0	0
Site Improvements	0	0	0	0	0
Construction	184,970	0	0	0	0
Direct Equipment	0	0	0	0	0
Vehicle Replacement	0	0	0	0	0
Other project Costs	31,930	0	0	0	0
Furniture and Fixtures	13,705	0	0	0	0
Total Request	\$272,590	\$0	\$0	\$0	\$0

Estimated Operating Costs

	Map
FY2015	\$0
FY2016	\$67,646
FY2017	\$67,646
FY2018	\$67,646
FY2019	\$67,646

Map



Notes

Prior Request Year:	Year 1
Prior Request Priority:	8
Prior Request Amount:	\$270,396