

CAPITAL PROJECT COSTS BY PHASE SUMMARY

General Administration (a)	Project Feasibility/ Development (b)	Property and Land (c)	Design (d)	Bidding & Contract Award (e)	Construction (f)	Post-Construction (g)	TF & E (h)	Public Art Component (i)	Non-Projects
Phase 0	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6	Phase 7	Phase 8	Phase 9
Non-Project related meetings	Develop Project Scope, Preliminary Schedule, Funding Plan, "Programming" Cost Estimate(*) and "Preliminary" Cost Estimate	Manage the ROW acquisition process (initial ROW investigation, site selection, appraisal, negotiations, eminent domain and purchase process)	Prepare project plans, specifications and "Final Design" Cost Estimate	Prepare "Engineer's Estimate" of probable construction costs	Execute Contract/Prepare Notice to Proceed	Warranty tracking and documentation	Technology, Furniture and Equipment related costs Staff Coordination and design activities related to TF&E	Public Art related costs when Public Art is integrated into project	General Plan/ Policy Work Positions and Services Funds/ Transfers/ Payments and Loans Property Leases/ Rent Grants that do not lead to construction projects
Fixed-Distribution of Division Administrative staff			Evaluate budget and schedule against updated estimate	Prepare addenda and transmittals	Conduct pre-construction conference	Opening Ceremony Activities			
Training and Classes			Coordinate other City Departments, SJRA and outside agency review of design documents/ Obtain necessary outside agency permits	Develop bid documents and forms	Review and approve contractor schedule, submittals and schedule updates	Survey services (Monument Preservation, Record of Survey, Corner Record, etc.)			
Project-specific computer, vehicle and equipment purchases			Relocation Services	Prepare advertisements for bid	Construction management, including cost accounting/managing costs within budget	Project close-out activities (As-Built drawings, final report, etc.)			
DPW Comp. Time Hours (All other DPW absences charged to Compensated Absence appn.)			Purchase cost of land	Manage prequalification of bidders	Provide regular construction updates & reports to owner department/agencies	Claims/Litigation and Alternative Dispute Resolution activities			
Program Management (Airport)			Community meetings related to site selection	Perform bid evaluations	Obtain approval of contract award from City Council or Department Director	Green Building Certification Activities			
			Consultant Services (appraisal)	Prepare recommendation for award (Award Memo)	Conduct pre-bid meetings				
			Property Description Services	Obtain approval of contract award from City Council or Department Director					
			Survey services related to land acquisition or easements (Preparation of plat maps and descriptions, etc.)	Design consultant costs, including the cost to select the consultant, execute agreement and manage the consultant					
			Prepare Schematic/ Conceptual Design/ Preliminary Engineering	Obtain Community/ Stakeholder input on project design (community meetings)					
	Obtain Environmental Clearance/Process EIR	Prepare Approval of Plans and Specifications Memo/Obtain final approval of project Plans and Specifications							
	Prepare Master Plan	Materials Testing Lab and Survey plan review activities throughout the design phase							
	Perform outside agency coordination	Prepare add/alternate documentation as necessary							
	Survey services in support of preliminary design (Design topography, etc.)								
	Consultant Services (related to environmental clearance and feasibility)								
	Project re-design costs related to a change in project scope								

DEFINITION OF CONSTRUCTION (HARD) COSTS
Construction (Hard) Costs can include: Contract Costs, Demolition and Site Clearance, Change Orders, Utility Permit Fees and Services (including relocations and on-site/off-site improvements), Staff costs related to In-House construction, Pre-purchase of City furnished materials and equipment for construction (i.e. traffic signal and street light poles, etc.), Hazardous Materials Remediation and Environmental Compliance & Mitigation Measures.

PHASE MILESTONES
 (a) General Administration (Phase 0): Charges to this phase can occur at any time during the project life cycle.
 (b) Project Feasibility/Development (Phase 1): Charges to this phase will generally end when a project scope and funding plan have been finalized
 (c) Property and Land (Phase 2): Charges to this phase will generally occur during both the Project Feasibility (Phase 1) and Design (Phase 3) phases.
 (d) Design (Phase 3): Charges to this phase will generally end with the completion of final project design, as typically signified by the approval of the Plans and Specifications memo.
 (e) Bidding & Contract Award (Phase 4): Charges to this phase will generally occur from the point when the Plans and Specifications are approved to the date of Project Award.
 (f) Construction (Phase 5): Charges to this phase will generally occur from the Project Award date to the point when the project attains Beneficial Use.
 (g) Post-Construction (Phase 6): Charges to this phase will generally occur from the point in which a project reaches Beneficial Use to Project Acceptance.
 (h) IF & E (Phase 7): Charges to this phase will generally occur from when construction begins to the point of Project Acceptance.
 (i) Public Art (Phase 8): Charges to this phase can occur at any time during the project life cycle.

NOTE: Costs associated with responding to inquiries/requests from Council Offices, City Manager's Office and the public should generally be charged to the active project phase at the time of the inquiry/request.

(*) In some instances, development of a Programming Cost Estimate may be a "pre-project" cost that occurs prior to Phase 1.