

About the Instructions

New items found in these instructions:

Life Cycle Cost Analysis: Executive Order [13-03](#) requires a life cycle cost analysis submitted to OFM for construction of buildings with an area of 5,000 square feet or greater. In addition, Section 7039 of ESSB 5035 (2013-15 capital budget) requires agencies to develop life cycle costs for any construction project over \$5 million. The intent of these directives is to ensure that the total cost of a project is considered early in the planning and design process in order to reduce energy and operating costs through the life of the building or system component.

OFM has developed a template for the life cycle cost analysis which can be found at:
<http://www.ofm.wa.gov/budget/forms.asp>.

Updated Capital Forms:

Final Project Close-out Report: The Final Project Close-out Report requirement was implemented in the 2013-15 biennium as part of the recommendations in the 2009 JLARC report, "Evaluation of the Accuracy of Capital Project Cost Estimates." This requirement is for agencies to submit the report to OFM at project completion to compare the scope and estimate from the predesign stage with the final scope and actual cost after construction.

OFM has made minor changes to the report which can be found at:
<http://www.ofm.wa.gov/budget/capitalforms/majorprojectstatusreport.xlsx>.

C-100 (Cost Estimating) Form: Section 1088 of ESSB 5035 (2013-15 capital budget) requires that OFM review and update the existing cost estimating process and electronic forms to more accurately reflect project costs and alternative public works. This work included minor modifications to the existing C-100 form and the Capital Budgeting System and development of an updated C-100 form named C-100 (2014).

The existing cost estimating rates, formulas, fee schedules, and alternative public works risk factors were evaluated based on historical project costs compared with existing industry standards to more accurately reflect soft costs associated with project delivery. The Unifomat II estimating format for maximum allowable construction cost (MACC) remains the same as last biennium.

The new C-100 (2014) form can be found at <http://www.ofm.wa.gov/budget/forms.asp>.

Timeline of major capital budget events in 2014

June	Pre-design requests due to OFM. Requests to change agency activity structure due to OFM by June 30.
August	Higher education institutions submit capital budget outlines and projects for prioritization to OFM.
September	Agency capital and operating budgets due.
August – November	Budget review by OFM and the Governor.
September	Second-year estimate review due by September 30.
November – December	Budget deliberations and final decisions.
December	Governor's budget recommendations sent to Legislature by December 20.