



CALIFORNIA STATE UNIVERSITY, LONG BEACH

| | |
|--|------------------------------|
| Subject: Project Cost Estimates – Actual and Detailed | |
| Department: Facilities Management | Reference No.: |
| Division: Administration & Finance | Issue Date: July 2003 |
| References: NA | Revision Date: NA |
| Web Links: NA | Expiration Date: NA |

Departments may select the following methods for project cost estimating and payment:

1. Detailed Cost Estimates

Most construction, modification, and alteration projects are unique. Upon request, Facilities Management will estimate the cost of projects and provide departments a fixed cost or price quote for work performed. Unlike contractors, this price will only change if the department modifies the scope of the requested work. If unforeseen-conditions are discovered, Facilities Management absorbs those costs. The cost for this work is estimated based upon our actual labor rates utilizing a “crew rate” and actual material costs and is paid by the requesting department prior to the work being performed or completed. The number of hours required to complete the work is estimated using “RS Means,” a national costing guide. Facilities Management will also compare the RS Means estimates against our own best estimate and, generally use the lower of the two. Costs for supervision, project planning and management, clerical support, acquisition of goods and services, warehouse stocking/restocking, tool and equipment amortization, and vehicle costs are also included in these costs as “indirect” costs.

2. Actual Time and Material

Facilities Management also provides for billing upon completion of the work for the actual labor time, materials, and contracted services required for completion of the task. Under this method, the requesting department receives an itemized bill listing all labor (by worker, by day) parts, materials, and contracted services upon completion of the requested services. Indirect costs are added to these costs as they are in the Detailed Cost Estimate method, as a percent of the actual costs.

Facilities Management will invoice departments for all time and material service orders at the end of the month for all work completed during that period. These charges will be reflected in the chart fields indicated by the requesting department in their approved Service Order Form. To ensure a better understanding of the cost of each project, departments may access a detailed cost listing for each chargeback work order, enter Service Requests, check the status of submitted requests, and many other features through the web based Work Request/Work Inquiry module of the Integrated Facility Information System (IFIS). Departments are encouraged to request access to the IFIS database and examine carefully the cost detail in completed department service requests and call the Customer Service Center (5-4357) if they have any questions or concerns.

FORMS: NA