

State of Wisconsin Capital Budget Instructions

2025-27 BIENNIUM

DIVISION OF FACILITIES DEVELOPMENT

DEPARTMENT OF ADMINISTRATION

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2025-27 Capital Budget Process Overview



STATE OF WISCONSIN

DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
Kathy Blumenfeld, Secretary
Naomi De Mers, Division Administrator

To: State Agency Heads
From: Secretary Kathy Blumenfeld
Date: May 31, 2024
Subject: 2025-27 Capital Budget Guidance

With each capital budget, Wisconsin embraces new opportunities to shape a prosperous future for our state. I am excited to kick off the 2025-27 Capital Budget with the following guiding principles and opportunities to:

- Ensure that state operations are streamlined and responsive to the evolving needs of our communities.
- Improve access to State services for residents and visitors.
- Provide responsible management of our existing portfolio of capital assets and ensuring that our investments deliver long-term value and sustainability for the benefit of all Wisconsinites.
- Reduce the environmental impacts of State operations and buildings so future generations have access to resilient and sustainable infrastructure.

In this biennium, we can continue investing in state buildings across Wisconsin and the Governor has set the following priorities for projects in the 2025-27 Capital Budget:

- Projects that address health and/or life safety issues in facilities that impact the public and occupants of state facilities.
- Projects that reduce our backlog of capital asset deferred maintenance and/or the adaptive reuse of existing facilities over new construction will be encouraged to ensure facilities are safe, sustainable, are code compliant, and built to last.
- Prioritizing projects that have proper planning and design started or completed to improve accuracy of funding levels and the efficiency in delivering projects after enumeration.
- Projects requiring additional funding to complete the previously approved or enumerated scope.
- Projects outlined in the agency's six-year plan in the previous biennium.
- Prioritizing projects that support the State's workforce through education, training, and providing modern flexible workplaces.
- Prioritizing projects that include sustainable design, energy efficiency, and renewable energy, as set forth in the Governor's Clean Energy Plan.

In this upcoming biennium, these priorities will guide our capital budget decisions, shaping a future that makes efficient use of state resources, supports the quality of life in Wisconsin, is financially sound, and provides security for all residents of Wisconsin.

As we look towards the 2025-27 biennium and as challenges previously posed by inflation in recent years normalize, DOA advises agencies to factor in a consistent 3% inflation every 6 months through 2025, maintaining the same rate for the remainder of the biennium. This guidance provides a stable framework for budget projections and project evaluations, enhancing predictability and planning in our capital budgeting process.

As we prepare to enumerate funding for a new set of projects, we must carefully plan for a successful delivery of capital projects in this climate. To facilitate this planning process, DOA is providing the following important guidance for 2025-27 capital requests:

Inflation	<ul style="list-style-type: none"> Enumerated projects should assume inflation will increase by 3% every six months through 2025, maintaining the same rate for the remainder of the 2025-27 biennium. Inflation will be automatically calculated by DOA in the new Capital Budget Submission application. DOA is continuing to monitor trend data to determine if the inflationary assumption will be further adjusted prior to the release of the Governor’s Capital Budget recommendations.
Project Contingencies	<ul style="list-style-type: none"> All projects should include a 15% project contingency separate from the inflationary increase. Project budgets with contingencies less than 15% need to be clearly explained within the budget submission materials.
Long-Range Planning	<ul style="list-style-type: none"> A complete budget submission includes a 6-year plan outlining future projects. The 2025-27 submission should reference previous 6-year plan projects from 2023-25.
Deferred Maintenance	<ul style="list-style-type: none"> Enumeration and all agency requests should prioritize reducing deferred maintenance within the State Building Program. Projects addressing critical maintenance issues will be given priority over construction of new space. Please provide supporting data on the deferred maintenance condition for your agency.
Use of Sustainability Guidelines	<ul style="list-style-type: none"> Enumeration requests should speak to how the DFD Sustainability Guidelines were applied to project pre-design.
Builders Risk	<ul style="list-style-type: none"> State agencies shall incorporate additional budget requirements for Builder’s Risk insurance policies on projects exceeding \$25 million. The recommended adjustment involves adding an additional 1% of the original construction estimate to the construction line.

DOA is working to streamline the capital budget planning process by introducing a new Capital Budget Request application. These changes are intended to reduce clerical time spent on compiling submission materials while providing more robust reporting tools to support the decision-making process.

All components of your agency’s capital requests will now be submitted via the new Capital Budget Request application. Word document templates and/or submissions will not be accepted. **All requests from agencies are due October 1, 2024.** This deadline has been extended compared to previous biennia to allow sufficient time for agency boards to finalize approval prior to the submission deadline. In addition, if a project included in your capital budget submission is currently in design, the agency will have the opportunity to update the project budget with the A/E of Record estimate until the end of November 2024. The Capital Budget application will be locked at that point and no further edits can be made.

The following Capital Budget Instructions outline all the details, requirements, and deadlines for agencies to prepare capital budget requests. The Division of Facilities Development will lead the Capital Budget process and will be providing Agency capital budget training that is scheduled for the second week in June 2024. SBC Agency Contacts will receive more information directly on this event. We look forward to supporting agencies in this first step of building Wisconsin’s 2025-27 Capital Budget.

Thank you for your partnership.

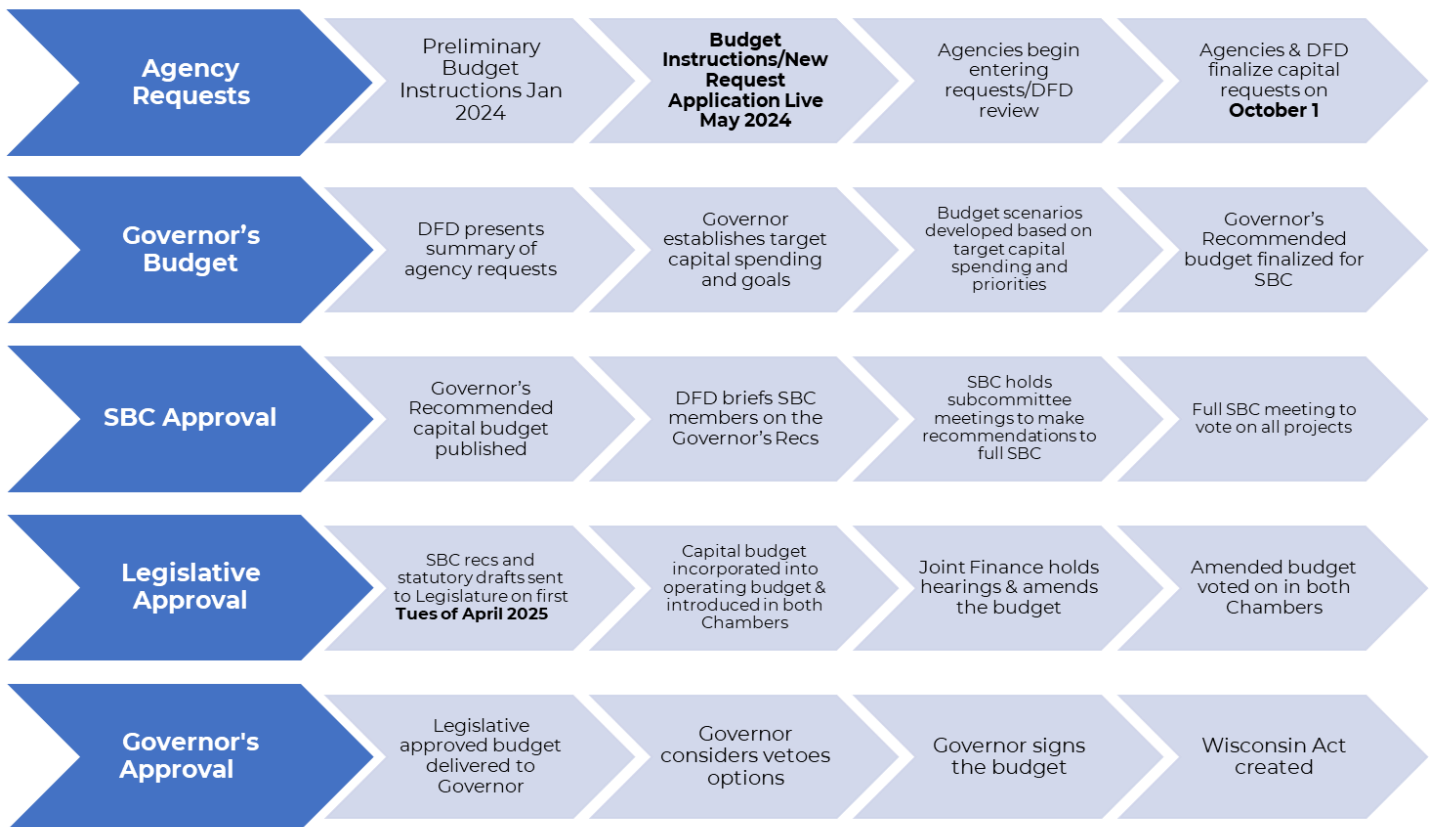
2025-27 Capital Budget Overview

The Capital Budget Submission Application: [Capital Budget Request App](#)

App User Guide and Resources: [Capital Budget Resources](#)

Capital Budget Overview

The capital budget planning process is comprised of five phases: Agency Requests, Governor's Recommendations, SBC Recommendations, Legislative Approval, and Governor's Approval. The steps in each phase are described below.



2025-27 Capital Budget Timelines

Milestone	Date	Description
Agency Request: May-October		
Capital Budget Instructions/App	May 31, 2024	<ul style="list-style-type: none"> Capital Budget Instructions delivered to Agency Partners. System open for agency requests. Once the system is live for Agency submissions, DFD staff will be continually reviewing requests and providing feedback.
Budget Kickoff	June 13, 2024	<ul style="list-style-type: none"> Kickoff session with agency contacts to review budget guidance and instructions for 2025-27 capital requests.
Support	Summer-Fall 2024	<ul style="list-style-type: none"> As needed, DFD will schedule training and support meetings with Agency staff to answer any questions.
Agency Requests Due	October 1, 2024	<ul style="list-style-type: none"> Capital Budget deliverables submitted by agencies in the new capital budget submission application. No additional changes can be made after October 1st. However, projects with an A/E of record may update the budget values up to the end of November 2024.
DFD Reviews Request	Oct-Dec 2024	<ul style="list-style-type: none"> DFD teams review all final submissions.
Governor's Budget: January-February 2025		
Governor's Budget Decisions	Jan – Feb 2025	<ul style="list-style-type: none"> DFD staff present budget scenarios based on the Governor's priorities to the Governor for approval. Governor's Capital Budget recommendations finalized for presentation to SBC.
Budget Book Development		<ul style="list-style-type: none"> DFD finalizes Governor's Capital Budget recommendation budget document.
SBC Approval: March 2025		
SBC Subcommittee & Full Committee Meetings	March 2025	<ul style="list-style-type: none"> Governor's Capital Budget recommendations published two weeks prior to SBC meeting date. DFD briefs SBC members on the capital budget. Administrative Affairs & Higher Education subcommittees meet to discuss and vote on Governor's Recommendations. Full SBC meets to take up all capital budget recommendations.
Legislative Approval: April 2025-June 2025		
SBC Recommendations to Joint Finance (Specific date required by statute)	April 1, 2025	<ul style="list-style-type: none"> DFD prepares final Capital Budget Recommendations Book documenting SBC Action. DFD prepares data for the Legislative Reference Bureau to develop the capital budget components of the budget legislation based on SBC recommendations.
Joint Finance Budget Hearings	TBD	<ul style="list-style-type: none"> Joint Finance may schedule hearings from specific components of the budget.
Legislature Budget Adoption	TBD	<ul style="list-style-type: none"> The Legislature votes on a final operating and capital budget package.
Governor's Approval: July 2025		
Governor's Veto Process	TBD	<ul style="list-style-type: none"> The Adopted Budget is delivered to the Governor for signature. DOA coordinates with agencies pertaining to potential veto actions impacting the capital budget.
All Agency Allocation: Post Budget		
		<ul style="list-style-type: none"> DOA allocates the All Agency categorical enumeration to State Agencies and UW System.

New in 2024

Submission Process

The DFD is excited to introduce a streamlined application for submitting the 2025-27 Capital Budget.

The new system will be live at budget kick-off, allowing agencies to enter requests immediately. The DFD encourages early entry into the application to take advantage of some of the budget calculators as all submissions must be completed by October 1st, 2024 and it is necessary to have the agency's leadership approval prior to the due date. Please note that this deadline will be strictly enforced, and the system will be locked thereafter. The only exception is that projects with an A/E of record may update the budget values up to the end of November 2024. For those projects, a DFD Budget Analyst will update those budget values on the agency's behalf.

It is essential that agency partners requiring Board approval schedule their meetings in a timely manner to meet the submission deadline.

Thresholds Reminder

Project Type	Threshold
Small Projects	<ul style="list-style-type: none">• Projects Under \$600k.
All Agency	<ul style="list-style-type: none">• Projects over \$600k, but under the enumeration thresholds
Enumerations	<ul style="list-style-type: none">• New construction exceeding \$2m• Projects that exceed 500 GSF of NEW space• Facility Projects over \$3m• Utility Projects over \$5m• Capital Equipment Acquisition projects over \$2m• Projects where operational costs for the renovated space are significantly higher than the existing use and configuration• A utility project that adds significant capacity or is a major expansion of an existing utility system

*Note: Projects within categorical enumeration requests must reach the enumeration thresholds to be included as part of a categorical enumeration request.

Builder's Risk

State agencies shall incorporate additional budget requirements for Builder's Risk policies on projects exceeding \$25 million. The recommended adjustment involves adding an additional 1 percent of the original construction estimate **to the construction line**. This strategic measure ensures accurate financial planning and aligns with the evolving requirements for projects of that scale.

Submitting A Capital Project Request

Deliverables

A completed submittal for an agency includes the following deliverables: Enumeration Requests, All Agency Requests, and a Six-Year Plan. There should be a single request for each enumerated project and a single request for each categorical enumeration request (if applicable). Not every agency will have an enumeration request, but it is assumed that all agencies will have an All Agency project list and a Six-Year Plan. All requests are prepared and submitted using the new Capital Budget Submission Application. **After all requests have been submitted, please inform the DFD that no additional project requests are pending.**

Deliverable	Description
2025-27 Enumeration Requests	<ul style="list-style-type: none"> Projects must include a thorough explanation and justification of the project scope, along with the estimated budget and schedule. Agencies may choose to group enumerated projects into categorical enumerations or leave them as individual enumeration requests.
2025-27 All Agency Request	<ul style="list-style-type: none"> All Agency requests can be entered individually into the application or by using an Excel template in the bulk upload tool. Projects must include a project location, title, type, total budget and funding source(s).
2025-27 Six-Year Plan (2027-2033)	<ul style="list-style-type: none"> Projects in the six-year plan can be entered individually into the application or by using an excel template in the bulk upload tool. Projects should include a project location, title, planned biennium, total budget and funding type(s). Only enumerated projects should be included in this list.
Deferred Maintenance Summary	<ul style="list-style-type: none"> List of deferred maintenance estimates for each institution/campus. This list should include estimates by each building and priority ranking. Instructions for entering this information will be forthcoming at the Agency Kick-Off Meeting/Training Session.

Enumeration Requests

Please use the following guidance in submitting enumeration requests.

Project Requests

Each project should be ranked in priority by each agency. Provide enough information to thoroughly explain what the project is, why it is important, how the project will be funded, and give any historical information pertinent for lawmakers to make a decision on whether or not to move a project forward. This includes any previous design work or funding and any previous enumeration action. Agencies shall submit the most recent information available to them, with the understanding that projects further in design are given higher consideration.

Project Budget

The capital planning application splits the project budget and project funding into separate sections or tabs. Inflation is calculated automatically using inputs from the schedule tab.

Enter budgets by expenditure line: Construction, Design, DFD Fee, Contingency, and Equipment. Note, there is not a field for "Other Fees". Amounts historically considered "Other Fees" should be reflected in the appropriate expenditure line, based on the anticipated expenditure.

Round budget amounts UP to the nearest thousand and ensure they reflect the specified ratios:

Design Fees	Reference the Design & Commissioning Guidance
DFD Fee	4% of the Construction & Contingency budget

Contingency	15% of the Construction budget
Builder's Risk*	1% of the original Construction budget, wrapped into the Construction line

*Required for projects over \$25m

The application will automatically calculate the DFD fee, but for projects that do not require 4%, this field can be manually overwritten by typing into the cell. Project budgets falling outside of guidelines need to be clearly explained in the Budget Notes field; this includes projects that have contingencies less than 15%.

Any increase post-enumeration requires a fund transfer within the Chapter 20 subsection.

Project Budget by Funding Source

Break out the project budget by ALL funding sources, ensuring the total funding amount matches the total project budget with inflation amount. **Agencies should assume that GFSB will be the expected state funding source in the 2025-27 capital budget.** A reenumeration request for a project that included SEG REV in the 2023-25 budget should utilize the "EX-SEG REV" funding option.

Inflationary Guidance

The DFD will factor a consistent 3 percent inflation every 6 months through 2025, maintaining the same rate for the remainder of the 2025-27 biennium. The application tool automatically calculates inflation using inputs from the schedule tab. **Agencies are encouraged to enter project information early to ensure proper inflation amounts are considered before presenting final figures to their leadership.**

Project Schedule

All schedules need to follow the guidance outlined in the Developing Project Schedules section below. Deviations from the timelines in this guidance need to be explained in the character box in the Project Schedule tab. Include any additional scheduling notes that might be helpful to further explain the project or to justify the project taking place in the 2025-27 biennium.

Categorical Enumerations

A categorical enumeration is a group of enumerated projects, linked together to achieve funding flexibility. Categorical enumerations include similar projects, with similar scopes that extend the life of facilities or address key maintenance issues within the State Building Program. These projects should be focused on maintaining and extending the life of facility assets without significant changes to service delivery.

As part of the budget process, legislators may approve individual projects within the request, or they might approve the entire request as a whole. After legislation, each funding source requested will be assigned a single appropriation, but funds can only be used for approved projects. Each project will have its own project number in eBuilder.

Requests for categorical enumerations should be entered into the application using the enumeration request submittal process as a single enumeration request. The Project Description section must include the list of individual projects within the request. Each project must have a project name, a location, and total project budget. The budget portion also needs to include any funding splits, giving specific dollar amounts and their associated funding sources.

Important note: Individual projects within the categorical enumeration that do not meet the enumeration threshold minimums should be requested within the All Agency program. Projects submitted incorrectly will not be considered.

Example Project Titles could include:

- Minor Facility Renewal
- Utility Repairs
- Classroom/Instructional Space Improvements
- Accessibility Improvements
- Asphalt/Pavement/Infrastructure Projects
- Safety Improvements
- Building Demolition

All Agency Requests

All Agency projects are intended to extend the life of existing assets in the State Building Program. All Agency projects fall into one of the eight categories outlined below.

NOTE: Thresholds were updated as part of 2023 Wisconsin Act 19. The small project threshold was increased to \$600,000. Ensure All Agency project requests surpass this threshold.

Description	Types of Projects	Thresholds	
		Budget	Space
Facility Maintenance and Repair			
These projects provide routine maintenance to extend the life of SBP facilities. Projects address deferred facility maintenance, code compliance deficiencies, and space limitations.	<ul style="list-style-type: none"> • Building envelope repairs (including roofs, walls, & windows) • Mechanical system upgrades (electrical, plumbing, etc.) • Repair of interior finishes, sub-systems, and corresponding components • Functional space improvements 	\$3.0m	500 GSF
Utility Repair and Renovation			
These projects provide ongoing repair and renovation to the State-owned utility distribution systems, heating plants, roads, and the supporting systems.	<ul style="list-style-type: none"> • Renovations to State-owned utility distribution systems • Heating plant improvements & repairs • Repairs to roads, parking lots, and sidewalks 	\$5.0m	N/A
Healthy, Safety, and Environmental Protection			
These projects resolve code compliance (federal, state, and local) issues with SBP facilities. The projects address building deficiencies impacting the safety of the facility's users.	<ul style="list-style-type: none"> • Asbestos & lead abatement • Hazardous site cleanup • Stormwater improvements • Fire alarm & building safety systems 	\$3.0m	500 GSF
Preventative Maintenance			
These projects provide proactive maintenance improvements to extend the life of equipment and facilities.	<ul style="list-style-type: none"> • Roof inspection & replacement • Fire system cleaning & calibration • Building envelope inspections 	\$3.0m	500 GSF
Programmatic Remodeling and Renovation			
These projects are for renovations changing the operational use of a facility to accommodate programmatic changes for operations in the facility.	<ul style="list-style-type: none"> • Office remodeling & reconfiguration • Interior improvements due to normal wear and tear • Security improvements 	\$3.0m	500 GSF
Capital Equipment Acquisition			
These projects are equipment purchases outside of other capital development projects. Equipment purchased through this category must meet the State's capitalization standards.	<ul style="list-style-type: none"> • Capitalization Standards <ul style="list-style-type: none"> ○ Must have a useful life of at least 10 years ○ Must be an asset the State will own ○ Purchase order for equipment must be >\$5,000 • Capitalized hardware equipment (i.e. transmitters, broadcast equipment, etc.) 	\$2.0m	N/A
Land and Property Acquisition			
These projects purchase land not owned by the State to be used for a future project.	<ul style="list-style-type: none"> • Property acquisition costs from private entity • Funds from this category cannot be used to acquire property from other State agencies 		N/A

Energy Conservation				
<p>These projects are intended to reduce energy usage by assets in the SBP. Projects within this category must demonstrate their ability to pay back project costs within 16 years.</p>	<ul style="list-style-type: none"> • Solar Panels • Standby Generators • Geothermal Enhancements • LED Lighting Upgrades • HVAC Upgrades 	\$3.0m	N/A	

Small projects will be included in the All Agency request as a single entry, under the Facility Maintenance and Repair category. A list of small projects is not necessary for submission.

Six-Year Facility Plans

The Six-Year Facility Plan outlines planned enumerated projects for the next three biennia (2025-27, 2027-29, and 2029-31). Agencies will use the submission application to populate the six-year plan. Agencies can utilize an Excel template to complete the six-year plan or submit the projects individually.

Six-Year Plan Guidance

- The request for 2025-27 should be consistent with the agency’s 2025-27 enumeration request.
- Where possible, the Six-Year Facility Plan should be based on existing approved master plans.
- The Six-Year Facility Plan should properly sequence projects with dependencies on other projects.

Each project in the six-year plan should include: the campus/institution, project name, anticipated biennium, and project budget and funding source(s). The project budget will be broken by out by groupings of funding sources:

- General Fund Supported Borrowing
- Other Borrowing Sources: All non-GFSB borrowing sources (PRSB, SEGRB, DNR borrowing sources)
- Other: All non-borrowing funding sources (agency cash, federal funds, etc.)

Deferred Maintenance Data Requirement

The Division of Facilities Development will require each agency to provide high-level estimates of deferred maintenance for each campus/institution under their jurisdiction. This data is critical for the strategic planning and allocation of resources to address maintenance needs across all state-owned facilities.

An Excel file template will be provided by the June 13th training date to facilitate the collection and submission of this data. Agencies are expected to complete the template and submit it to DFD by October 1, 2024. Detailed instructions on how to fill out the template will be included.

Capital Budget Policies & Guidance

Capital Budget Policies

Sustainability

The DFD Sustainability Guidelines provide a roadmap for State agencies when designing major improvements at facilities. The Sustainability Guidelines were updated in December 2021. Requests for enumerated projects should discuss how these guidelines have been or will be applied during the design process.

The Governor established goals in his Clean Energy Plan for energy efficiency and renewable energy standards. Therefore, agencies are encouraged to follow these goals when constructing, expanding, or renovating facilities. Agencies that propose a major project should plan to incorporate sustainable design concepts into all requests where feasible.

General Fund Supported Borrowing Policy Requirements

New Space

As a continuation from past biennial budgets, typically new space is a low priority for projects seeking GFSB. Projects requesting GFSB for additional space will be considered in the context of the following:

- The project was identified in the 2023-2029 Six-Year Facilities Investment Plan as a GFSB funded project to be constructed in 2025-2027.
- The project will correct/address an identified health/life safety issue.
- The project complies with a court order or other legal requirement.
- The consolidation of services would substantially increase operational efficiencies.
- The construction of new space would reduce overall state expenditures.
- The replacement of an obsolete facility is essential.
- The project will support the growth of Wisconsin's economy.

Renovation/Remodeling Projects

This biennium, GFSB remodeling/renovation projects that result in more efficient utilization of existing space or return vacant space to active use will be considered a higher priority than new construction projects, assuming the former option is more economical.

Non-GFSB Funding Source Guidance

Cash Funding Sources

The SBC has consistently indicated its desire to cash-fund feasibility studies, advance planning, small repair and maintenance projects, hazardous materials removal, demolition projects, and small projects not considered long-term improvements. In addition, the SBC prefers that agencies maximize the use of gift and grant funds including funds from federal, state, or local grants, or from private contributions, gifts, or bequests.

Other Bonding Sources

A variety of bond fund sources are available for agencies to draw upon to finance capital improvement projects. When formulating specific projects or when requesting funds for a type of capital improvement, the appropriate funding source(s) should be identified in your agency requests. Available bond fund sources include:

- **Program Revenue Supported Borrowing (PRSB):** Includes new and existing PRSB. Debt service payments on the bonds are paid for with agency program revenue. For UW-System projects funded with student fees, the project requests must be submitted with documentation of the student involvement in

the decisions to obligate the student fees for the additional payment of debt service to support the proposed project.

- **Segregated Fund Supported Borrowing (SEGB):** Debt service payments on the bonds are paid for with money from the environmental and conservation segregated funds.
- **Segregated Fund Revenue Supported Borrowing (SEGRB):** Debt service payments on the bonds are paid for with money from the transportation fund (this is for DOT projects only).

NOTE: The use of EXISTING bonding authority must be verified prior to submission of your requests. Additionally, if a project is to be self-amortized, the ability to finance the project must be substantiated.

Developing Project Schedules

Enumeration requests must encompass a schedule detailing major project milestones, and adherence to the guidance provided below is crucial. Any deviations from these outlined targets should be thoroughly explained within the request.

Agencies must account for various complexity factors when developing construction timelines. These include, but are not limited to:

- Complex program/building forms
- Project intensity (light renovation, major renovation, large new construction, small new construction)
- Multiple phases
- Site conditions (occupied facility, limited access, restricted laydown space, urban site, greenfield site)
- Major equipment installation (laboratories, healthcare facilities)
- Commissioning/seasonal performance testing
- Owner training and move-in requirements

Considering these factors ensures a comprehensive and realistic timeline for successful project completion.

	All Agency	Small Enumeration \$3.0m-\$7.4m	Major Enumeration \$7.4m+
Design			
A/E Service Request	1 Month	2 Months	3 Months
A/E Services: Selection, Scoping & Contract	2 Months	3 Months	5 Months
Preliminary Design	2 Months	4 Months	5-10 Months
SBC Approval	1 Month	1 Month	2 Months
Final Design	2 Month	3 Months	5-6 Months
Bidding			
Bid Document Review	1 Month	1 Month	2 Months
Bid Posting to NTP Issued	3 Months	4 Months	5 Months
Construction			
Complete Construction	4-12 Months	8-18 Months	See Below
Completion			
Substantial Completion	1 Month	2-5 Months	6 Months
Final Completion	1 Month	2 Months	3 Months
Total Time	17-27 Months	27-41 Months	41-76 Months

Major Enumeration-Construction Timelines

	\$7.4m-\$15.0m	\$15.0m-\$30.0m	\$30.0m+
Complete Construction	14-30 Months	24-34 Months	26-40 Months

Design Guidelines

In formulating the project budget, it is imperative to incorporate estimates for associated design, commissioning, and project delivery costs. To aid agencies in this process, the following fee schedule is provided. It is essential to recognize that this schedule is not intended as an endorsement of fixed minimum or maximum fees, and the actual fees paid may vary. It is crucial to acknowledge the uniqueness of each project, wherein different levels of design may necessitate adjustments to the fee schedule. Projects are categorized into the following classifications:

- **High Complexity:** High Complexity projects represent the pinnacle of intricacy, encompassing designs and details that demand specialized architectural considerations. These projects often involve structures of distinctive architectural character, memorials, and historic or monumental elements necessitating in-depth study or analysis. Furthermore, they may entail intricate programs, sophisticated mechanical systems, stringent code requirements, and other complex facets. Examples of project types falling under the High Complexity category include auditoriums/theaters, communication buildings, extended care facilities, complex engineering projects, complex laboratories, historical restoration initiatives, maximum-security correctional facilities, museums, sewage treatment facilities, and fish hatcheries.
- **Average Complexity:** This category encompasses a diverse range of projects, including readiness centers, building systems, maintenance shops, firing ranges, recreational facilities, standard teaching laboratories, medical offices and clinics, laundry facilities, office buildings, site utilities, university centers, residence halls, and adult/child day care facilities.
- **Low Complexity:** This category encompasses straightforward or repetitive construction projects without a significant emphasis on special finishes or intricate design elements. It may also include projects where equipment purchases constitute a substantial portion of the construction budget. Project types falling under Low Complexity include asbestos removal, building envelope repairs, roofing, life safety compliance initiatives, demolition, minimum-security correctional centers, park shelters, warehouses, water towers, service garages, apartments, site work, and water towers.

Construction Design Fee Ratios

In addition to the fees shown below, zoning or neighborhood issues may require significant time spent on public relations with local officials. If programming is not done by the agency or if extensive program verification is required, an additional 0.1% to 1.5% should be added to the fee. Note these percentage factors should be applied to the project budget **before** the inflation factor has been applied.

Construction Cost	High Complexity	Average Complexity	Low Complexity
Up to \$100,000	14.2	13.6	12.8
\$100,000 – \$500,000	14.1	13.3	12.3
\$500,000 – \$1 million	11.6	10.9	9.9
\$1 million - \$2.5 million	10.6	9.8	8.8
\$2.5 million - \$5 million	9.2	8.3	7.3
\$5 million - \$30 million	8.3	7.4	6.3
\$30 million - \$50 million	7	6.2	5.3
Over \$50 million	6.1	5.5	4.7

In addition to the fees shown above, zoning or neighborhood issues may require significant time spent on public relations with local officials.

Renovation & Remodeling Design Fee Ratios

The design fee for remodeling will increase the standard construction fee depending upon complexity and project cost. Among the factors to be considered in determining the fee are:

- Age and historical values of existing building;
- Availability and accuracy of existing plans and specifications;
- Extent and type of functional revisions to the existing building;
- Requirement of maintaining the building’s existing character; and
- Extent of plumbing, mechanical, and electrical involvement.

Construction Cost	High Complexity	Average Complexity	Low Complexity
Up to \$100,000	16.0	14.0	13.0
\$100,000 – \$500,000	14.3	13.5	12.5
\$500,000 – \$1 million	12.0	11.1	10.1
\$1 million - \$2.5 million	10.9	9.9	8.9
\$2.5 million - \$5 million	9.4	8.5	7.4
\$5 million - \$30 million	8.4	7.5	6.4
\$30 million - \$50 million	7.1	6.3	5.4
Over \$50 million	6.2	5.6	4.8

Commissioning

DFD advises agencies to use commissioning services as appropriate to ensure that both the building and its systems fully function and operate per the design intent. Agencies are encouraged to consider commissioning for envelope and/or roofing in addition to commissioning of building systems. Fees for commissioning services are subject to variation based on project scope, complexity, the number of commissioned systems, and the selected scope of commissioning services. Given the challenge of pinpointing precise figures, the cost of commissioning is best represented as a range of potential costs rather than specific amounts. For budgeting purposes, it is recommended to list the range but calculate the higher amount in the other design fee estimate. This approach ensures a more comprehensive and accurate representation of potential commissioning costs within the overall project budget.

Level 1 Commissioning – by AE of Record	Level 2 Commissioning – by 3 rd party Consultant
<p>Range: 0-0.25% of the construction budget</p> <p>This is the basic level of commissioning to be utilized as a minimum on all DFD Projects. Level one commissioning should be included for small projects and simple all agency projects. This level is most appropriate where the complexity of and interactions between the mechanical and electrical systems is low.</p>	<p>Range: 0.15-1.0% of the construction budget</p> <p>This is an increased level of commissioning which includes all Level 1 commissioning components. This level should be assumed for all enumerations and most All Agency requests. These include projects where the mechanical and electrical systems are complex and require interactions between systems, where significant testing of life safety, environmental or building envelope systems is appropriate, or where certifications are required (refer to the Policy and Procedure Manual for Architects/Engineers and Consultants).</p>