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: July 16, 2026

Subject: 2027-29 Capital Budget Guidance

With each capital budget, Wisconsin has the opportunity to make strategic investments that strengthen state operations, modernize infrastructure, and support the long-term needs of our communities. The 2027–29 Capital Budget process provides agencies the opportunity to advance projects that improve public services, address critical infrastructure needs, and responsibly manage the State's existing capital assets.

As agencies begin preparing capital budget requests for the 2027–29 biennium, the Department of Administration (DOA) encourages requests that support efficient state operations, improve the condition and performance of existing facilities, and position the State to responsibly manage long-term capital and operational costs.

As we begin development of the 2027–29 Capital Budget, Wisconsin will continue advancing the priorities established by the Governor in the previous biennium. The Governor has established the following priorities for projects submitted for consideration in the 2027–29 Capital Budget:

- Projects that address health, life safety, and code compliance issues affecting the public and occupants of state facilities.
- Projects that reduce the State's backlog of deferred maintenance and prioritize the adaptive reuse of existing facilities over new construction whenever feasible, ensuring facilities are safe, sustainable, code compliant, and built to last.
- Prioritizing projects that have proper planning and design activities started or completed to improve budget accuracy and the efficient delivery of projects after enumeration.
- Prioritizing requests for planning and design funding that advance future capital projects into design, utilizing cash funding when available and Building Trust Funds when cash funding is unavailable, to improve project readiness, budget accuracy, and the efficient delivery of projects following enumeration.
- Projects requiring additional funding to complete previously approved or enumerated scope.
- Projects that are consistent with the agency's previously submitted six-year capital plan.
- Projects that support Wisconsin's workforce through education, training, and modern, flexible workplace environments.

- Projects that incorporate sustainable design, energy efficiency, and renewable energy strategies consistent with the Governor's Clean Energy Plan.

As we prepare for the upcoming biennium, agencies should continue prioritizing projects that improve the condition of existing facilities, reduce deferred maintenance liabilities, support safe and code-compliant operations, and maximize the useful life of state assets. Agencies are also encouraged to continue incorporating sustainable design principles, energy efficiency measures, and operational resiliency into project planning and development.

To support consistency in budget development, DOA is providing the following guidance for 2027–29 capital budget requests:

Inflation	• Enumerated projects should assume inflation will increase by 2.5% every six months through 2026, maintaining the same rate for the remainder of the 2027-29 biennium. • DOA will continue to apply standardized inflation assumptions within the Capital Budget Request application. Agencies should not manually apply inflation escalation within submitted project budgets. Additional guidance regarding inflation assumptions and escalation methodology will be provided separately as market conditions are evaluated.
Project Contingencies	• All projects should include a 15% project contingency. Project budgets with contingencies other than 15% need to be clearly explained within the budget submission materials.
Planning and Design Funding	• The State continues to encourage the advancement of projects into planning and design prior to seeking full project enumeration. Early investment in planning and design activities improves project readiness, scope definition, cost estimating accuracy, scheduling, and the efficient delivery of capital projects after enumeration. • Agencies are encouraged to request planning and design funding for significant future capital investments when sufficient project definition is not yet available to support full enumeration. When available, agencies should consider utilizing cash funding sources to advance projects into design. Building Trust Funds may be considered when agency cash funding is unavailable or insufficient. • Requests should identify the facility need being addressed, anticipated project scope, estimated timeline for future enumeration, and how the effort aligns with the agency's long-range capital plan. • Where feasible, agencies should seek planning and design funding in advance of enumeration to improve budget accuracy, reduce project delivery risk, and support more informed capital budget decision-making.
Long-Range Planning	• A complete budget submission includes a 6-year plan outlining future projects. The 2027-29 submission should reference previous 6-year plan projects from the 2025-27 submission.
Deferred Maintenance	• 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	• Enumeration requests should speak to how the DFD Sustainability Guidelines were applied to project pre-design.
Builders Risk	• The cost of coverage, which is estimated not to exceed 1% of the construction budget (Line 3), will be absorbed within the existing 15% project contingency. This contingency was established to account for inflationary pressures and unforeseen conditions, and it is sufficient to accommodate the anticipated insurance premium. • Projects with construction budgets exceeding $135 million, as well as certain construction types that present elevated risk profiles, may require additional review or project-specific coverage considerations. Further coordination will occur on those projects as part of the standard DFD review process.

All components of your agency's capital requests will now be submitted via the Capital Budget Request application (app). Word document templates and/or submissions will not be accepted. **All requests from agencies are due September 15, 2026**. In addition, agencies will have the opportunity to update a project budget with the A/E of Record estimate until the end of October 2026, if that project is currently in design. The Capital Budget Request 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 available for agencies who have additional process questions following up on the agency capital budget training that occurred in June 2026. 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 2027-29 Capital Budget.

Thank you for your partnership.

DocuSigned by:

Kathy Blumenfeld

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27-29

Capital Budget Instructions

2027-29 BIENNIUM

DIVISION OF FACILITIES DEVELOPMENT

DEPARTMENT OF ADMINISTRATION

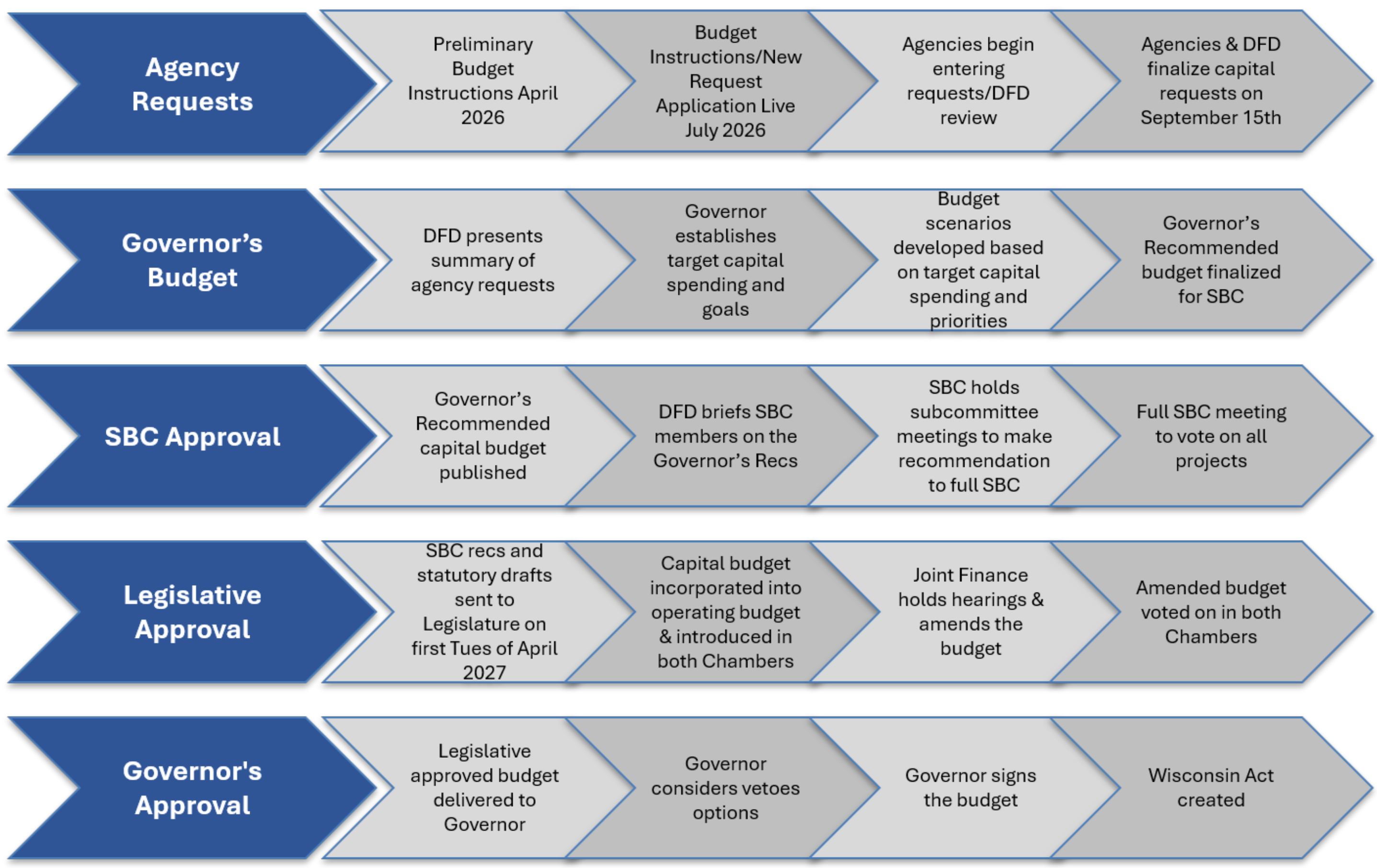
2027-29 Capital Budget Overview

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.



2027-29 Capital Budget Timelines

Milestone	Date	Description
Agency Request: June-September		
Budget Training	June 30, 2026	• Kickoff session with agency contacts to review technical budget guidance and instructions for 2027-29 capital requests and application training.
Budget Priorities & Instructions Released	July 16, 2026	• The Governor's Priorities for the 2027-29 Capital Budget and official instructions released to agencies and posted to the DFD website.
Support	Summer-Fall 2026	• As needed, DFD will schedule training and support meetings with Agency staff to answer any questions.
Agency Requests, Long Range Plans, and Deferred Maintenance Summary Due	September 15, 2026	• Capital Budget deliverables submitted by agencies in the new capital budget submission application. • No additional changes can be made after September 15th. However, projects with an A/E of record may update the budget values up to the end of October 2026.
DFD Reviews Request	Sept-Dec 2026	• DFD teams review all final submissions.
Governor's Budget: January-February 2027		
Governor's Budget Decisions	Jan-Feb 2027	• 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		• DFD finalizes Governor's Capital Budget recommendation budget document.
SBC Approval: March 2027		
SBC Subcommittee & Full Committee Meetings	March 2027	• 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 2027-June 2027		
SBC Recommendations to Joint Finance (Specific date required by statute)	April 1, 2027	• 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	• Joint Finance may schedule hearings from specific components of the budget.
Legislature Budget Adoption	TBD	• The Legislature votes on a final operating and capital budget package.
Governor's Approval: July 2027		
Governor's Veto Process	TBD	• 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		• DOA allocates the All Agency categorical enumeration to State Agencies and UW System.

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
2027-29 Enumeration Requests	• 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.
2027-29 All Agency Request	• 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).
2027-29 Six-Year Plan (2027-2033)	• 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, budget and funding source(s). • Only enumerated projects should be included in this list.
Deferred Maintenance Summary	• List of deferred maintenance estimates for each institution/campus. • This list should include estimates by each building and priority ranking, grouped into timeframes • 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 budget request 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	Absorbed in the 15% contingency budget

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 with contingencies other 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 2027-29 capital budget.**

Inflationary Guidance

The application will factor 2.5% inflation every 6 months. Enter the base costs of the project, and do not include inflation when entering the construction line in the application tool. The application tool automatically calculates inflation using dates 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 2027-29 biennium.

Categorical Enumerations

A categorical enumeration is a grouping of enumerated projects that could be requested separately but are 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 "Create Enumeration Request" tile and then selecting the "Categorical Enumeration" tile. Selecting the categorical enumeration workflow will allow users to first create the categorical enumeration request structure (parent project), then add the individual (child) projects within the request. Within the parent project structure, agencies must include identifying information and background as it would appear in the capital budget request document. In the Project Description section, make sure to include the list of individual projects and their associated funding requests. The sum of the individual projects must match the total categorical enumeration request.

Upon creating the parent structure and hitting "save", agencies will then be allowed to create the structure for the individual projects. The app is designed to mirror enumeration requests, with the schedule and budget fields rolling the individual project data for scheduling and budgets up to the parent project automatically. Inflation will be calculated within each individual project. Agencies will also have the opportunity to rank these projects by priority within the categorical request.

Important note: Individual projects within the categorical enumeration that do not meet the enumeration threshold minimums of $3 million/$5 million should be requested within the All Agency program. Projects submitted incorrectly will not be considered.

Example Parent 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. A project that has new construction in excess of 500 GSF can also be in the All Agency program if its cost does not exceed $2 million.

Description	Types of Projects	Thresholds	
Facility Maintenance and Repair		Budget	New Space
These projects provide routine maintenance to extend the life of SBP facilities. Projects address deferred facility maintenance, code compliance deficiencies, and space limitations.	• 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	$3m	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.	• Renovations to State-owned utility distribution systems • Heating plant improvements & repairs • Repairs to roads, parking lots, and sidewalks	$5m	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.	• Asbestos & lead abatement • Hazardous site cleanup • Stormwater improvements • Fire alarm & building safety systems	$3m	500 GSF
Preventative Maintenance			
These projects provide proactive maintenance improvements to extend the life of equipment and facilities.	• Roof inspections • Fire system cleaning & calibration • Building envelope inspections	$3m	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.	• Office remodeling & reconfiguration • Interior improvements due to normal wear and tear • Security improvements	$3m	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.	• Capitalization Standards
	  ○ 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.)
		$3m	N/A

Land and Property Acquisition			
These projects purchase land not owned by the State to be used for a future project.	• Property acquisition costs from private entity • Funds from this category cannot be used to acquire property from other State agencies		N/A
Energy Conservation			
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.	• Solar Panels • Standby Generators • Geothermal Enhancements • LED Lighting Upgrades • HVAC Upgrades	$5m	N/A

Small projects will be included in the All Agency request as a single entry, using 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 (2027-29, 2029-31, and 31-33). 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 2027-29 should be consistent with the agency's 2027-29 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 budgets should be grouped by 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, gifts/grants 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.

Capital Budget Policies & Guidance

Capital Budget Policies

Sustainability

The DFD Sustainability Guidelines provide a roadmap for State agencies when planning major improvements at facilities. The Sustainability Guidelines were updated in July 2024. 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 and infrastructure. 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 2025-2027 Six-Year Facilities Investment Plan as a GFSB funded project to be constructed in 2027-2029.
- 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 segregated funds such as DNR's environmental and conservation 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.

Design Guidelines

In formulating the project budget, it is imperative to incorporate estimates for associated project delivery costs. To aid agencies in this process, the following fee schedules for A/E scope of services (reference AE Contract (long form) DOA-4519P, Article 2) are provided. It is essential to recognize that these schedules are 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: **This category encompasses projects with complex programs or phasing.** Project types may include large auditoriums/lecture halls, behavioral health centers, elevator replacement/ repairs in multiple facilities, fish hatcheries, major historical renovations, kitchens (large new construction/ major remodel), large-scale mixed-used facilities, maximum security correctional facilities, museums, complex labs, skilled nursing facilities, and theaters.

Average Complexity: This category encompasses a diverse range of projects and should generally be considered the starting point when determining complexity. Refer to the High and Low Complexity categories for those projects which may not be considered average complexity.

Low Complexity: This category encompasses straightforward or repetitive construction projects. It may also include projects where equipment purchases constitute a substantial portion of the construction budget. Project types falling under Low Complexity include asbestos abatement, building envelope repairs (door/window replacement), demolition, fencing or gates, roofing replacement, landscaping, park shelters, and service/storage buildings.

A/E/Consultant Design Fees – New Construction Ratios

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 – $1,000,000	11.6	10.9	9.9
$1,000,000 – $2,500,000	10.6	9.8	8.8
$2,500,000 – $5,000,000	9.2	8.3	7.3
$5,000,000 – $30,000,000	8.3	7.4	6.3
$30,000,000 – $50,000,000	7	6.2	5.3
Over $50,000,000	6.1	5.5	4.7

A/E/Consultant Design Fees – Renovation and Remodeling Ratios

The design fee for remodeling depends upon the complexity. 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 – $1,000,000	12.0	11.1	10.1
$1,000,000 – $2,500,000	10.9	9.9	8.9
$2,500,000 – $5,000,000	9.4	8.5	7.4
$5,000,000 – $30,000,000	8.4	7.5	6.4
$30,000,000 – $50,000,000	7.1	6.3	5.4
Over $50,000,000	6.2	5.6	4.8

Other Fees

Other fees must also be included in addition to the AE scope of services in the tables above. The agency shall include in the line 1 budget reimbursable expenses and additional services as defined in the AE Contract (long form) DOA-4519P Articles 4.C and 4.D. Other fees for consultant services such as asbestos abatement design, services related to BABAA compliance, Environmental Impact Assessments (EIA), etc. shall also be included. 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 fees in the tables.

Commissioning

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 your other design fee estimate. This approach ensures a more comprehensive and accurate representation of potential commissioning costs within your overall project budget. These fees are in addition to the AE scope of services, additional services, and reimbursable expenses and are to be added to Line 1.

Level 1 Commissioning	Level 2 Commissioning
Range: 0-0.25% of the construction budget 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.	***Range: 0.15-1.0% of the construction budget*** 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; where certifications are required (please refer to the Policy and Procedure Manual for Architects/Engineers and Consultants).

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. However, it's essential to note that this section is currently under review and may undergo modifications when the official Capital Budget instructions are delivered. Any updates or changes will be communicated accordingly. Additional time for Pre-Design or Pre-Design verification must be factored into the schedule for projects which have not yet completed this phase.

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

- Complexity (high, medium, low)
- Multiple phases/ multi-year timelines
- Site logistics and physical constraints (occupied facility, congested laydown and staging, tight working conditions)
- 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 $600k-$3m	Small Enumeration $3m-$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-$15m	$15m-$30m	$30m+
Complete Construction	14-30 Months	24-34 Months	26-40 Months