

FLORIDA DEPARTMENT OF EDUCATION
BUREAU OF SCHOOL BUSINESS SERVICES
FIXED CAPITAL OUTLAY OFFICE
COST OF CONSTRUCTION REPORT - FLORIDA COLLEGE SYSTEM
 (Instructions Attached)

Complete the following information and e-mail form to:

askfco@fldoe.org
 Florida Department of Education
 Bureau of School Business Services
 Fixed Capital Outlay Office
 325 West Gaines Street, Room 824
 Tallahassee, Florida 32399-0400
 850-245-0495; Fax 850-245-9135

Date Submitted: _____
 Calendar Year: _____
 Prepared By: _____
 Phone: _____
 Email: _____

STEP 1: COLLEGE AND CAMPUS INFORMATION

College Name: _____ EFIS Project #: _____
 Campus Name: _____ Building #: _____
 Title of Project: _____

STEP 2: CONSTRUCTION PROJECT INFORMATION (New or Replacement Schools and Additions Only)

MAJOR SPACE CATEGORY OF PROJECT

Classrooms _____ Nonvocational Labs _____ Vocational Labs _____ Library/Study _____
 Offices _____ Auditorium/Exhibition _____ Student Services _____ Physical Education _____
 Audiovisual _____ Support Services _____

PERCENT EACH SPACE CATEGORY REPRESENTS OF TOTAL PROJECT (Must Total 100%)

Classrooms _____ Nonvocational Labs _____ Vocational Labs _____ Library/Study _____
 Offices _____ Auditorium/Exhibition _____ Student Services _____ Physical Education _____
 Audiovisual _____ Support Services _____

Phase III Plan Approval Date: _____ Contract Award Date: _____
 Certificate of Occupancy Date Issued: _____

STEP 3: NEW CONSTRUCTION BASELINE DATA **AMOUNT**

1. Number of Student Stations..... _____
2. Net Square Feet..... _____
3. Gross Square Feet..... _____
4. Cost Data
 - a. **Cost to purchase site** _____
 This is the cost to purchase the site. If the site is an existing site, enter the cost of the site when originally purchased. If the site was donated, enter zero ("0").
 - b. **Cost to make public utilities available at site** _____
 This is the cost to bring water, sewer, power, gas and telephone services to the site boundary and includes on-site water and on-site sewage treatment plants.
 - c. **Cost to correct site drainage and/or construct a retention area** _____
 This refers to the additional cost incurred as a result of mandatory permits and/or inspections required by federal, state or local agencies such as the Environmental Protection Agency, Department of Environmental Protection and water management districts, including local and state concurrency requirements to accommodate drainage problems at the site.

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d.	Cost to make public roads accessible This is the cost to make the site accessible to the public, which may require sidewalks, additional turn lanes, traffic lights or other requirements.	<input style="width: 100%; height: 15px;" type="text"/>
e.	Cost to make site free of environmental problems This refers to fees or additional costs incurred as a result of mandatory permits and/or inspections required by federal, state or local agencies such as the Environmental Protection Agency, Department of Environmental Protection and water management districts, including local and state concurrency requirements.	<input style="width: 100%; height: 15px;" type="text"/>
f.	Cost to make as hurricane shelter and/or hurricane hardened This refers to the additional cost incurred as a result of mandatory hurricane shelter and/or hurricane hardening requirements due to location and designation by the Division of Emergency Management. Note: This amount should be deducted from Building Cost (Item j).	<input style="width: 100%; height: 15px;" type="text"/>
g.	Legal and administrative cost This refers to all legal and administrative fees paid to private attorneys, governmental agencies and other professionals who are not architects or engineers, for services rendered (i.e., recording fees, doc stamps, clerk-of-the-works).	<input style="width: 100%; height: 15px;" type="text"/>
h.	Architect / Engineering fees This refers to the cost for professional architectural and engineering services performed in connection with planning, design, and construction of the facility. Incorporate all base service and additional authorization services.	<input style="width: 100%; height: 15px;" type="text"/>
i.	Site improvement cost (incidental to construction) This refers to the work that must be performed on a site from five feet away from building to site boundary. This includes the amount spent for finish grading, draining, seeding, planting and preparing the site for use after the building has been constructed. Site improvement also refers to the cost of electrical transformers, sewer lift stations, and water, gas and electric lines from five feet away from the school facility to the source of the utility at the site boundary.	<input style="width: 100%; height: 15px;" type="text"/>
j.	Building contract cost This refers to the total cost of building construction within five feet of building, including all materials and supplies purchased by the college. All change order charges known at the time should also be added or deducted from the contract cost. Include built-in cabinets, mill work and other furniture or equipment permanently fixed or attached to the building as part of building construction. Do not include costs for movable school furniture and equipment.	<input style="width: 100%; height: 15px;" type="text"/>
k.	Furniture and equipment These costs refer to all furniture and equipment required to make the facility operational on the first day of class. This includes, but is not limited to, student and teacher desks, computer equipment, library furniture, audio-visual equipment, library books required to initially stock the media center and other school equipment that a college would normally capitalize, such as copy machines, etc. Equipment costs excluded from this definition are items such as interscholastic activity equipment (i.e., football or band uniforms). Additionally, textbooks, consumable supplies and noncapitalized laboratory supplies are excluded from this definition.	<input style="width: 100%; height: 15px;" type="text"/>
5.	Building Cost (sum of lines 4g-4k)	\$ <input style="width: 80%; height: 15px;" type="text"/> -
6.	Cost per Student Station (divide line 5 by line 1)	\$ <input style="width: 80%; height: 15px;" type="text"/> -
7.	Educational Plant Total Cost (sum of lines 4a-4k) (All plant-related costs)	\$ <input style="width: 80%; height: 15px;" type="text"/> -

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STEP 4: SOURCE OF FUNDS

1. _____ PECO - 3-year priority list [s.1013.6(4)(a), F.S.]	
2. _____ Cooperative Use Facilities [s.1013.52, F.S.].....	
3. _____ SBE Bond (COB) Article XII, Subsection 9(d), of the State Constitution, as amended.....	
4. _____ CO&DS Article XII, Subsection 9(d), of the State Constitution, as amended.....	
5. _____ Other State Funds (Specify).....	
6. _____ Other Local Funds (Specify).....	
7. _____ Federal Funds (Specify).....	
8. _____ Lease & Lease Purchase (COPs) [s.1011.71(2)(e), F.S.].....	
****TOTAL (must equal Educational Plant Total Cost).....	\$ -

I certify that all of the data and statements included in this report are, to the best of my knowledge and belief, true, complete and correct.

Florida College System Institution Official (Signature) Telephone Number (with area code)

Instructions for completing the Cost of Construction Report Form (FCO 564FC)

General Instructions

1. Prepare a separate form for each new construction project. If your agency does not have any new construction projects to report, please return the form with your agency name, and annotate "NONE" in large letters on the form. Include point of contact name, telephone number and email address.
2. Each form is to be submitted by the due date indicated on the letter sent to each agency contact(s).
3. All forms are to reflect new construction projects only (new schools, replacement schools or addition to an existing school). Renovation and remodeling projects are not to be reported.
4. A new construction project is to be reported even if there are no student stations.
5. All forms should be submitted electronically to askfco@fldoe.org.

Category Instructions:

College Name - Enter the college name (Example: "Eastern Florida State College")

Campus Name - Enter the campus name only

Title of Project - Enter the project name

EFIS Project # - Enter the EFIS Project # [This number can be found in the Educational Facilities Information System (EFIS)]

Building # - Enter the building number

STEP 2: CONSTRUCTION PROJECT INFORMATION (New or Replacement Schools and Additions Only)

Major Space Category of Project – place an X(s) in the category that applies to the new construction project.

Percent Each Space Category Represents of Total Project – Must total 100% of the new construction project.

Phase III Plan Approval Date - Refer to your agency Architect for the approval date.

Contract Award Date – Enter the date your College Board Approved the contract bid.

Certificate of Occupancy Issued Date - Report the date the certificate was issued.

STEP 3: NEW CONSTRUCTION BASELINE DATA:

1. **Number of Student Stations** - Report the new student stations for this project only (do not report total student stations).
2. **Net Square Feet** - The enclosed interior floor area measured from the inside surfaces of all enclosing walls that form the boundaries of the spaces.
2. **Gross Square Feet** - Multiply the calculated total net square footage by 1.06, and add the total floor area square footage of covered walkways or similar areas having a roof but no walls. [Example: 1.06 (total net square feet) + total floor area square footage of covered walkways or similar areas having a roof but no walls = Gross Square Feet. 1.06(200) + 547 = 759 Gross Square Feet].
3. **Cost data (4a-4k)** - Report new construction amounts. Refer to the form for terms and definitions for categories 4a -4k.
4. **Building Cost (sum of lines 4g-4k)** - Total sum of lines 4g-4k.
5. **Cost per Student Station (divide line 5 by line 1)** - Divide the total Building Cost by the number of student stations.
6. **Educational Plant Total Cost (sum of lines 4a-4k)(All plant-related costs)** - Total all cost data categories (4a-4k).

STEP 4: SOURCE OF FUNDS

Select each applicable funding source for the new construction project and provide the funding amount by source.