

ARCHITECTURAL/ENGINEERING BULLETIN

Date: July 21, 2016	Bulletin No. 2016-002
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Bulletin Title: DSA-168 – Statement of Final Actual Project Cost**Bulletin Contact:**Daynard Tullis (323) 980-2616
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The DSA-168 is to be filled out by the CPD/CPT upon project completion and submitted to the PMO DSA Coordinator to obtain District signature and to upload to the DSABox. The form should be completed within the 60-day allocated timeframe of receipt of the DSA 301-N – Notification of Requirement for Certification, if not earlier. Completion of form will follow the

1. Line 1 – enter the total original **construction contract amount**. Include all costs as defined in CCD Title 24, Part 1, Section 4-322 or Section 5-105 for all work included in the approved plans and specifications, including any and all alternates. Do not include allowance/contingency amounts.
2. Line 2 – Enter the total increases to the original contract amount due to increased costs from
 - a. Change orders,
 - b. Allowances and contingencies used,
 - c. And other contract amendments.
 - d. Include the estimated value of work performed by any school/community college district employee and/or volunteers and for any donated materials provided by the District.
 - e. If there are no additive changes to the contract amount(s), enter “0”. If left blank, the form will be returned to project owner as an incomplete submittal.
 - f. If in negotiations and finalization of fees is far enough along that the final cost can be determined within a few thousand dollars, the team should prepare the form with the estimated cost and submit so as not to receive a Close without Certification letter.
3. Line 3 – Total Construction Management Amount – this amount is “0” as Build-LACCD does not have construction managers.
 - a. If left blank, the form will be returned to project owner as an incomplete submittal.
4. Line 4 – the form will automatically calculate the above figures and this amount will be used to determine whether further fees will need to be assessed by DSA.

5. Line 5 – Total change order amounts for deductive change orders and other contract amendments.
 - a. If left blank, the form will be returned to project owner as an incomplete submittal.
6. Line 6 – Final Actual Project Costs – Form will automatically calculate the above figures to show the final contract amount.

4-322. Project cost. For purposes of determining fees, both the estimated and actual costs of the project shall be the total outlay for all work included in the approved plans and specifications (exclusive of fees paid, but not recovered, for architectural, engineering, inspection and testing services) regardless of whether the funds are provided by the school district, by other public or private agencies or by individuals. The cost shall include any moving or relocation. In the event a building is converted to school use (see Section 4-306) the cost shall include the current replacement cost of the building. The current replacement cost shall be computed by multiplying an appropriate square foot cost by the total square foot area of the building being converted to school use. If work is done in portions the actual cost shall be determined at the completion of each contract.
(See Section 4-325.)

Actual cost shall include all items which are normally considered to be contractor's operation costs such as district-furnished labor and materials, bond, insurance and use of district facilities, and shall not be reduced by charge-backs such as those for testing, inspection or overrun of contract time. All fees and/or reimbursable charges paid to construction managers shall be included in the actual cost of construction.
When the contract for the work includes items not otherwise subject to the approval of DSA and not included in the approved plans and specifications the actual cost shall include this work unless such costs are segregated by separate bid items or by separately priced items of change orders, or by a certified copy of a subcontractor's bid. Such segregation shall not be made by contract price breakdown or estimates. An hourly fee may be charged to the school district for the review of bid alternates.

5-105. Project cost. For purposes of determining the fees, both the estimated and actual project cost shall be the cost for the total outlay contemplated for all work included in the certified plans and specifications. The term "project" shall be defined as all buildings and other structures, together with the development of the site, but in the event the plans and specifications submitted with the application do not provide for the construction of, addition or alteration to a building or structure, then it shall be for the site development proposed in the application.

The actual project cost shall include all items which are normally considered to be contractor's operation costs. Addenda or change order items which increase the contract amount shall be included in the final actual project cost computation.

All fees and/or reimbursable charges paid the construction managers shall be included in the actual project cost. When the contract for the work includes items not otherwise subject to the approval of the office and not included in the approved plans and specifications the actual cost shall include this work unless such costs are segregated by separate bid items or by separately priced items of change orders, or by a certified copy of the subcontractor's bid. Such segregation shall not be made by contract price breakdown or estimates.

Note: Always access the DSA Website for up to date forms <http://www.dgs.ca.gov/dsa/Forms.aspx>