

D. SUMMARY OF APPROPRIATION REQUIREMENTS

1. The appropriations of funds for most university Construction/Planning projects is accomplished via a TAMUS Form C-1, Construction Project Appropriation. The PVAMU Construction/Planning Office will generate the Form C-1 after the Service Request Form has been approved.

- a. Construction cost: construction cost will be estimated as the amount available for Construction Contract (A/A/C/C).
- b. Design: design cost will be calculated as a percentage of the A/A/C/C. This is a variable cost, depending on project size and complexity. This pays for designing the project.
- c. Program Management: program management will be calculated as a percentage of the A/A/C/C. This is a fixed percentage, and pays for the planning, administration and construction management of the project.
- d. Contingencies: contingencies will be calculated as a percentage of the A/A/C/C. This is a variable percentage and pays for any contract changes required during the construction of the project.
- e. Program of Requirements (POR): the POR cost will be calculated as a percentage of the A/A/C/C if done In-House. This is a variable cost, depending on project size and complexity. This pays for developing the POR. Otherwise, cost is provided by A/E.
- f. Other: other costs associated with a project such as advertisement, reproduction, site surveys, testing lab services, etc. are reimbursable and are paid separate from the A/E contract and project management.

2. Appropriations approved without the preceding Appropriation Requirements:

- a. The construction cost will be calculated as 80% to 85% of the total project cost or the total amount appropriated. This will be used as the amount available for construction contract (A/A/C/C.)
- b. The remaining appropriation requirements will then be calculated using the A/A/C/C.

3. For multiple projects assigned to a single project account (i.e.: Deferred Maintenance)

- a. Each project, among the multiple projects, will be treated as a separate project for budget purposes.
- b. The A/A/C/C for each project will be the actual amount of the construction contract or purchase order awarded.
- c. Any design cost or project management associated with the single project will then be calculated using the A/A/C/C derived in paragraph 2ab above.
- d. Multiple projects will not be undertaken when they can be classified as “incremental construction.”

4. Programming

- a. The PVAMU Construction/Planning Office will develop the program of requirements (POR) or Statement of Work (SOW) for construction projects or assign an A/E or consultant.
- b. The user coordinator will supply the necessary information to the PVAMU Construction/Planning Office required for the POR or SOW.