CAPITAL PROJECT CONTINGENCY POOL

APPLICATION INSTRUCTIONS – Design Bid Build

SB 2003 specifies that obtaining contingency funds will be dependent upon obtaining minimum acceptable bids. If the project bids exceed the amount appropriated, contingency funds may be awarded. If, during design, the Architect’s project estimates exceed the appropriation, make every effort to meet the budget by having the architect prepare alternates which can be accepted to either remove or add to the project scope/quality.

Using the attached form, the institution will be able to apply for contingency funding. The form is to be submitted in conjunction with the standard 902.3 agenda template. Specify if Chancellor interim authorization is being requested.

Instructions:

Line 1: Enter the amount of the total contingency available to the project.

Line 2: Enter the amount of the legislative appropriation.

Line 3: Enter the amount of contingency being requested.

Line 4: Enter the total of the appropriation and requested contingency. This amount should equal the total project cost attributed to construction in the 902.3 agenda request included with this form.

Line 5: Enter the amount of the Base Bid.

Line 6: Enter the amount of the total of all alternate bids

Item 6a. Attach a copy of the bid tabulations. It should include the following information:

- A listing of base bids and alternates for each contractor bidding the project.
- An indication for each alternate bid that it either adds or deducts from the base.
- Alternates which will be accepted if the Capital Project Contingency is approved.

Finish the form with a brief narrative describing the consequences of not completing the work that will be accommodated by the Capital Project Contingency.