CAPITAL IMROVEMENT PROJECT (CIP) REQUEST - FY26
FORM A - DESIGN & CONSTRUCTION

Project Title:	Cummings School Warming Center		
Project Address:	42 Prescott St		
Department:	Capital Projects & Planning		
Project Mgr.:	Ralph Henry	**Email:**	rhenry@somervillema.gov
New Project or Modification:	New Project		

Department Priority: Necessary | First | **Updated:**

Rank your project(s) in order of priority from your point of view. If you propose four projects, rank them 1, 2, 3, 4, with 1 being the highest, and so forth.

Project Description/Scope of Work:

Design and construction of the Cummings School Warming Center. This project will involve renovations to the Cummings School/Prescott Wing located at 42 Prescott Street in Somerville for the purpose of housing a Warming Center in the spaces. The scope includes new exterior concrete walkways, access ramps and safety rails, modification of main entry to meet ADA compliance, electrical, fire alarm, flooring, ceilings, restroom renovations, and HVAC. The project will have two add alternates; 1: flooring abatement and 2: BMS controls enhancements.

Justification:

Relationship to Other Projects:

n/a

Category: Please check all appropriate boxes

- ☐ Architectural/Engineering Feasibility Study
- ☑ Architectural/Engineering Construction Document Services & Construction Admin
- ☑ Building Alteration/Repair/Renovation/Addition/New Construction
- ☐ Building Improvements (non-construction)
- ☐ Purchase of Equipment (incl. vehicles, office equipment, hardware, etc.)
- ☐ Information Technology Systems/Platforms (e.g. cloud based, internet based, etc.)
- ☐ Street/Sidewalk/Monument Improvements
- ☐ Water Improvements
- ☐ Sewer Improvements
- ☐ Land Development
- ☐ Land Acquisition
- ☐ Land Disposition
- ☐ Parks and Open Space
- ☐ Other

Operational Impact:

What impact will this project have on operational costs?

- ☐ Reduce Cost (greater than 5%)
- ☐ Reduce Cost (less than 5%)
- ☐ **Cost Unchanged**
- ☐ Increase Cost (less than 5%)
- ☑ Increase Cost (greater than 5%)

Design and Construction Project Funding

	Total Estimated Cost	Prior Years Funding	FY 25	FY 26	FY 27	FY 28	FY 29
Capital Costs:							
Feasibility Study	$ -						
Land Acquisition/Appraisal	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Environmental Remediation/LSP	$ -						
Demolition & Site Clearance	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Owner's Proj. Mgr./Clerk of the Works	$ -						
Designer Services (SD through CA)	$ 70,000			$ 70,000			
Construction	$ 575,000	$ -		$ 575,000		$ -	$ -
Insurance (builder's risk, addtl. Polices)	$ -	$ -				$ -	$ -
Furniture & Equipment (FFE)	$ -			$ -			
Police Details	$ 10,000	$ -		$ 10,000		$ -	$ -
Contingency	$ 145,000			$ 145,000			
Other (Specify)	$ -	$ -		$ -	$ -	$ -	$ -
Other	$ -	$ -	$ -		$ -	$ -	$ -
Total:	**$ 800,000**	**$ -**	**$ -**	**$ 800,000**	**$ -**	**$ -**	**$ -**

Estimate provided by project team in conjunction with design estimator.

Please provide suggested sources. This section will be finalized jointly by Finance and the Department.

Funding Sources:		Prior Years Funding	FY 25	FY 26	FY 27	FY 28	FY 29
Stabilization Fund	$ -	$ -	$ -				
GO Bonds	$ -	-		-	-	-	-
Retained Earnings	$ -						
General Fund	$ -						
Special Assmnt.	$ -	-	-	-	-	-	-
Ch. 90	$ -						
Grants	$ -	-	-	-	-	-	-
Receipts Reserved	$ -						
Other (Specify) - Stabilization	$ 800,000	-	-	800,000	-	-	-
Other (Specify)	$ -	-	-	-	-	-	-
Total:	**$ 800,000**	**$ -**	**$ -**	**$ 800,000**	**$ -**	**$ -**	**$ -**

Evaluation Committee Use Only:

Reviewed and Approved By:

Requesting Department		Date	
Auditing		Date	
Purchasing		Date	
		Final Approval	

Version	
Draft	
Revised	
Accepted	

Cost Estimate Quality Control
Questions & Answer Options

The following questions are used to determine the appropriate starting points for contingency and sof

What is the current phase of the project lifecycle / procurement?

- Concept - Initial general proposal for a new project or procurement
- Evaluation - Studying different options to fulfill identified need
- Preliminary Design - Refining scope of preferred option
- Final Design - Defining details of project / procurement
- Pre-Construction - Project / procurement ready to bid
- Construction - Contract awarded, managing potential change orders

What is the basis of the cost estimate?

- Judgement based on comparison to historical projects / similar expenses
- High-level calculation based on comparison to historical unit costs
- Semi-detailed unit cost calculation
- Detailed unit cost calculations based estimated quantities
- Detailed unit cost calculations based firm take-offs of final design quantities
- Firm bid from contractor / vendor

Who prepared the cost estimate?

- City of Somerville Subject Matter Expert
- Consultant with expertise in the project / procurement (e.g. Architect, Engineer)
- Professional cost estimator
- Hard bid (e.g. contractor, vendor)

Was the cost estimate reviewed by an independent third party, and/or more than one cost estimate prep

- Yes
- No

The following questions are used to properly escalate / inflate costs to the time of investment

When was the cost estimate prepared or last updated?

- (enter date)

To what date was the cost estimate escalated?

- (enter date, typicaly mid-point of construction, if escalated)

If the investment is a lump-sum, what is the estimated date of the expense?

- (enter date)

If the investment is a project with multiple payments, what are the start and end dates of the expense?

- (enter start date)
- (enter end date)

F=P(1+i)^n

t cost calculations

ared and reconciled?

Cost Estimate Contingenies & Soft Costs

Based on Association for the Advancement of Cost Engineering (AACE) Classification Matrix

	AACE Classifications			
Project Lifecycle	**AACE Class**	**Project Definition**	**Methodology**	**Prepared by**
Concept	5	<5%	Historical project comparison, Judgement	CoS SME
Evaluation	4	5 to 15%	Historical project comparison, Gross unit cost	CoS SME
Preliminary Design	3	15 to 30%	Semi-detailed unit cost	Design consultant
Final Design	2	30 to 70%	Detailed unit costs with estimated take-offs	Design and/or cost est. consultant
Pre-Construction	1	70 to 100%	Detailed unit costs with firm take-offs	Design and/or cost est. consultant
Construction / Delivery	1	100%	Detailed unit costs with firm take-offs	Contractor and/or consultant

Note: Matrix is based on vertical & horizontal construction projects; however, the methodology sh

Orange fields are the input values based on the questions on the Quality Control tab. The first se

Blue fields are the default values for calculating contingency and soft costs. There will likely be c

Grey fields are sub-totals. Note that for projects / procurements not at hard-bid lifecycle, we ca

Yellow fields are soft costs calculated based on Orange input amounts and Blue percentages. Th

Green fields are the calculated all-in costs that become the input for the CIP form.

Fit for Purpose	Escalated Estimate Input	Undefined Scope Contingency	Scope-Adjusted Estimate (G&H)	Design & Management
Concept screening	$1.00	20%	$1.20	15%
Feasiblity study, Alternative screening	$1.00	12%	$1.12	15%
Value management, Project funding authorization	$1.00	10%	$1.10	15%
Value management, Project funding authorization	$1.00	5%	$1.05	15%
Project funding authorization, Hard bid preparation			$1.00	2%
Change order approval			$1.00	2%

ıould be applied to other procurements (e.g. IT equipment, fleet vehicles, real estate) by drawing analo
et of questions drive the correct row, the second set of questions escalate / inflate the proponent's
ases in which we will want to adjust those percentages at the administrative level.
rry an "undefined scope" or "design" contingency to account for inevitiable scope creep.
ese fields should be overridden at the user level if actual costs are known (e.g. we have a designer c

Input and Calculations					
Design & Management	Construction Services	Construction Services	Police Details	Police Details	Sub-Total (K,M,O)
$1.38	15%	$1.38	7%	$1.28	$1.64
$1.29	15%	$1.29	7%	$1.20	$1.53
$1.27	15%	$1.27	7%	$1.18	$1.51
$1.21	15%	$1.21	7%	$1.12	$1.44
$1.02	15%	$1.15	7%	$1.07	$1.24
$1.02	15%	$1.15	7%	$1.07	$1.24

ogies to the project lifecycle & cost estimate methodology

initial cost estimate.

contract in place) or not appropriate (e.g. no Construction Services or Police Details for IT equipment).

	Output
Owner's Contingency	Total Project Cost (P,Q)
20%	**$1.97**
20%	**$1.84**
20%	**$1.81**
20%	**$1.73**
20%	**$1.49**
20%	**$1.49**