




Capital Project Incidentals Costs

Presented to the Spackenkill Union Free
School District

Board of Education

March 28, 2017



What are incidental costs?

- o Construction Manager or Clerk of the Works
- o Architect/Engineer
- o Survey and Engineering
- o Legal
- o Insurance
- o Contractual Expenses
- o Fiscal Advisor
- o Bond Counsel

Construction Manager

- Prepare and negotiate cost estimates, budget and work timetables
- Select appropriate construction methods and strategies
- Interprets and explains contracts and technical information to workers and other professionals
- Collaborate with architects and engineers
- Instruct and supervise construction personnel
- Assist in hiring of subcontractors

Clerk of the Works

- o Clerk of the Works is designated as the Contracting Officer's Representative to assist the Owner in discharge of responsibilities.
- o Responsibilities of the Clerk of the Works include, but are not limited to, determining the adequacy of performance by the Contractors in accordance with terms and conditions of this contract; acting as the School's representative in charge of work on the project; ensuring compliance with contract requirements insofar as the work is concerned;
- o The Clerk of the Works is responsible for performing the actual field inspection work and for recommending approval/rejection of material and workmanship, monitoring labor and safety provisions, maintaining inspection logs and records of defects,

Architect/Engineer

- o Schematic design--owner and architect meet to discuss the owner's needs and the architect prepares one or more preliminary design concepts;
- o Design development--after receiving owner's approval of a design scheme, the architect prepares formal design drawings, a construction budget, and a schedule;
- o Construction documents--architect prepares detailed drawings and specifications that will be used by contractors for construction;

Architect/Engineer

- o Bidding or negotiation--architect assists the district in publicly bidding the project, including answering bidder's questions about the design;
- o Construction--architect inspects the on-going construction to ensure that the project is built according to design, answers requests for information from the contractor about the design, and, ideally, works with the contractor to solve design and construction issues

Survey and Engineering

- o Traffic flow study
- o Topography study
- o Environmental survey
- o Geotechnical Soils Investigation
- o Flood Plain Study

Legal and Insurance

- o Prepare SEQRA resolutions
- o Prepare Bid award resolutions
- o Review Contracts
- o Builder's Risk Insurance – during the project

Fiscal Advisor

- o Consultant to school district on financings, structuring bonds and note issues
- o Calculations of tax impact on borrowings
- o Preparation of Official Statement for borrowings
- o Prepare required Annual Disclosure Statement

Bond Counsel

- o Determine that the project is a valid district purpose under NYS law
- o Determine that the project is a capital project eligible for financing
- o Determine that conditions (SEQRA, etc) have been properly completed
- o Draft the text of the Legal Notice
- o Prepare disclosure statement for district finances

Bond Counsel

- o Determine that sale and award of debt is in conformity with Local Finance Law and Office of the State Comptroller
- o Draft the debt instruments
- o Provide Bond Counsel opinion that all steps were completed in accordance with the laws of the state