

## COST ESTIMATION CHECKLIST

*Adapted from the City of Edmonton Corporate Centre for Project Management*

The estimation checklist is intended to be used as a guideline only to assist in identifying various items that may need to be included for costing in the project.

Assumptions/Tools: Latest historical rates, inflation rate used as per industry standard, lessons learned for similar projects reviewed.

DESCRIPTION	YES ACTION TO BE TAKEN	NOT APPLICABLE
<b>STRATEGY PHASE</b>		
Strategic Direction Setting - Needs Assessment and Public Involvement Expenses		
<b>CONCEPT PHASE</b>		
Consultant Fees (Business Case Development)		
Consultant Fees (Functional Program, Concept Plan and Cost Estimate)		
Project Management Fees		
Studies as Required		
<ul style="list-style-type: none"> <li>• Environmental Impact/Hazardous Materials Assessment</li> </ul>		
<ul style="list-style-type: none"> <li>• Geotechnical</li> </ul>		
<ul style="list-style-type: none"> <li>• Survey</li> </ul>		
<ul style="list-style-type: none"> <li>• Parking/Traffic</li> </ul>		
<ul style="list-style-type: none"> <li>• Crime Prevention Through Environmental Design</li> </ul>		
<ul style="list-style-type: none"> <li>• Topographical</li> </ul>		
<ul style="list-style-type: none"> <li>• Disability/Accessibility</li> </ul>		
Public Involvement		
Contingency		
Escalation (if concept phase will be multi-year)		

DESCRIPTION	YES ACTION TO BE TAKEN	NOT APPLICABLE
<b>DESIGN PHASE</b>		
Consultant Fees (Design)		
Project Management Fees		
Studies as Required		
• Environmental Impact		
• Geotechnical		
• Survey		
• Parking/Traffic		
• Crime Prevention Through Environmental Design		
• Topographical		
Approvals/Permits		
• Development Permit		
• Building Permit		
• Electrical/Plumbing/Gas Permits		
• Sign Permits		
• Capital Health Permit		
Utility and Right of Way Costs (power, gas, telephone, fibre optics/cable, water)		
Public Involvement		
Contingency		
Escalation (if design phase will be multi-year)		

DESCRIPTION	YES ACTION TO BE TAKEN	NOT APPLICABLE
<b>BUILD PHASE</b>		
Project Manager Fees		
Consultant Fees (for tender document preparation, construction contract administration including sub-consultants)		
Testing		
Construction Contract including:		
• Construction Management		
• Site removals/demolition/hazardous materials abatement		
• Site excavation/preparation		
• Facility Construction (materials, equipment and labour)		
• Parking Lot Construction (materials, equipment and labour)		
• Site Office		
• Site Security		
• Project information Signage (inside and outside)		
• Fencing		
• Landscaping (hard and soft)		
• Mobilization Costs		
• Demobilization Costs		
• Insurance		
Furniture, Fixtures and Equipment (inside and outside)		
Permanent Facility Signage		
Occupancy or Commissioning Costs		
Public Involvement		
Operation and Maintenance Manuals		
Contingency		
Record Drawings		
Escalation (if build phase will be multi-year)		
<b>OPERATE PHASE</b>		
Grand Opening Celebration Costs		