



*Helping Crime Survivors Find Their Justice*

# Fiscal Year 2024 Tribal Victim Services Set-Aside Solicitation Webinar Series

## Considerations for a Construction Project

Thank you for joining. We will begin shortly.

# Presenter



**Yolanda Curtis Gibson**  
Deputy Director, Tribal Division  
Office for Victims of Crime

# Webinar Outline



TVSSA Construction  
Overview



Planning Your Project



Budget Considerations



FAQs

# Polling Question

**What is your role at your Tribe or organization?**

- A. Victim Services Manager/Director/Staff
- B. Construction Manager/Director/Staff
- C. Tribal Administrator (or similar leadership)
- D. Planning & Economic Development Director/Staff (or similar)
- E. Public Works Director/Staff (or similar)
- F. Other (please specify in the chat)

# Overview of TVSSA

- Started in FY 2018
- Funding can be used to support a range of comprehensive services for victims of all crimes and all ages
- Includes construction when it is a reasonable and necessary part of a victim service program

# Important Note

Victim services must be the primary purpose for construction projects funded by the TVSSA. Construction projects will be expected to demonstrate they are a reasonable and necessary expense of the victim services program.

# Allowable Construction Costs

- Modular and other prefabricated buildings (e.g., mobile homes, trailer homes)
- Site preparation, setup, and installation costs of these buildings
- Major renovations and expansion of existing buildings
- Minor renovations or remodeling
- Sidewalks, parking areas, driveways, access roads, etc. necessary to provide access to the victim services facility.
- Traditional new construction (aka “stick build”)– only when more cost effective than a prefabricated building or renovation



# Unallowable Cost



**Purchasing real property (land or existing buildings affixed to land)**



# Polling Question

**What kind of construction or renovation project does your Tribe plan to do using TVSSA funds?**

- A. Purchase, set-up, and installation of a modular building, mobile/manufactured home, trailer, or other prefabricated building
- B. Major renovation or expansion of an existing building
- C. Minor renovation of an existing building
- D. Traditional new construction (aka “stick build”)
- E. Other (please specify in the chat)
- F. I’m not sure



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# Planning Your Construction/Renovation Project and Preparing Your Documents

# NEPA Requirements

- All construction/renovation projects are required to comply with the National Environmental Policy Act (NEPA).
- NEPA requires federal agencies to consider the effects that a proposed action (including awarding grants) may have on the environment and any related social and economic effects.
- OVC has hired a contractor to work with you to ensure your project complies with NEPA and any related environmental laws.

# Timeline for Construction-Renovation Projects

You are strongly advised to select a project period of at least 3 years.

This includes the time needed for environmental review under NEPA (~1 year), procurement and other processes, and construction.

Completion of the NEPA environmental review process is required **BEFORE** you can begin construction/renovation activities.

# Preparing for Application Submission

- Have conversations with the right people and include them in the submission process when possible (e.g., Tribal Construction Manager, Tribal Administrator, Planning and Economic Development Department, Public Works)
- Secure internal approvals **BEFORE** you submit your application (e.g., approval from your Tribal Council regarding where your modular building will be placed or what building you will renovate).

# Required: Construction and Renovation Efforts Questionnaire

**Office for Victims of Crime  
Tribal Victim Services Set-Aside Program  
Construction and Renovation Efforts Questionnaire**

**Instructions:** Please complete this questionnaire if you are using OVC grant funds for any type of renovation, remodeling, expansion, or construction project, including the purchase and installation of modular buildings, mobile homes, trailer homes, or other prefabricated structures. Please be as thorough as possible in your responses. The information provided will help OVC understand the full scope of your construction, renovation, or expansion project. The information provided is also important in helping OVC determine the level of construction training and technical assistance and National Environmental Policy Act (NEPA) compliance support needed for your project.

**Applicant/Grantee Name:**

**Project Title:**

**Application or Award # (if known):**

**Grant Point of Contact (POC):**

**POC Email:**

- Required for any projects proposing renovation or construction (no matter the scale), this includes modular and other prefabricated buildings
- Please be as thorough in your responses as possible

You can find the TVSSA Construction-Renovation Questionnaire at <https://ovc.ojp.gov/funding/fy24-tvssa-construction-renovation-questionnaire.pdf>

# Construction and Renovation Efforts Questionnaire—Additional Documentation

- In addition to the questionnaire, plan to submit the following documents to support your construction-renovation project:
  - Preliminary site plans and designs
  - Project delivery plans
  - Documentation of building inspections (for renovation/expansion projects)
  - Price estimates (especially important if you are justifying that a stick build is more cost-effective than a modular building)

# DOJ Modular Building Requirements

- DOJ has a modular building requirements guide to help ensure your structure lasts at least 20 years.
- You can find this document at:  
[https://www.justice.gov/d9/2023-12/FY24 CTAS BJA PA 4 Permanent Modular Facility Construction Minimum Requirements v1 17oct23 508.pdf](https://www.justice.gov/d9/2023-12/FY24%20CTAS%20BJA%20PA%204%20Permanent%20Modular%20Facility%20Construction%20Minimum%20Requirements%20v1%2017oct23%20508.pdf)
- Review and consider the requirements as you are researching prices and developing your budget.
- After your grant is awarded, the OVC-funded construction contractor will assist you with ensuring your plans meet these requirements.

Revised 10-5-23

U.S. Department of Justice  
**CTAS Purpose Area #4—Bureau of Justice Assistance (BJA)**  
**Tribal Victim Services Set-Aside—Office for Victims of  
Crime (OVC)**

**Permanent Facilities Minimum Construction Requirements and Recommendations  
(20- to 30-year facility life)**

BJA and OVC Permanent Foundation Requirements:

The following Permanent Facility Requirements shall supersede HUD and Tribe preferred codes and requirements:

1. Soils testing and geotechnical foundation recommendations are required.
2. A Professional Licensed Structural Engineer shall design all Permanent Foundation Systems.
3. A Permanent Foundation System shall use reinforced concrete piers and/or crawl space structural steel column supports and shall be welded/bolted to both the concrete pier(s) and Modular steel frame(s).
4. The Modular structure and foundation shall be designed to meet specific site location conditions and code requirements for dead/live load, wind, and seismic conditions.
5. As a minimum, the modular/manufactured structure shall be permanently supported on reinforced concrete or CMU (Concrete Masonry Units) or steel piers to a depth of one foot below local frost depth. Piers shall be located under the modular steel frames, under the modular perimeter and/or framed wall(s) and floor joists. When a crawl space is not required or in areas where winter frost is not a problem, an acceptable and alternative concrete foundation system such as a slab on grade with thickened haunches would meet BJA requirements. The thickened haunches should be one foot below local frost depth at modular perimeter and marriage walls. Foundation design should be coordinated with the modular manufacturer's utility locations.



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# Budget Considerations for Your Construction Project

# Project Management Cost Considerations



- ✓ Inflation costs in the years following your grant application (estimated 5-12% each year)
- ✓ Hiring a Tribal Construction Manager
- ✓ Architectural and engineering design costs
- ✓ Geotechnical testing and reports
- ✓ Site boundary surveys and topographic maps
- ✓ Special code materials, construction inspections, and testing
- ✓ Contingency funds for modifications or additions to the original scope
- ✓ TERO fees; other Tribal fees or taxes
- ✓ Costs associated with winter construction and winter shutdowns

# Project Site Cost Considerations

- ✓ The proximity of the site location to wetlands (and costs for regrading or site filling that might result)
- ✓ Mitigation measures for site drainage problems
- ✓ Offsite or onsite utility and connection locations
- ✓ Materials used for surface roads and parking (gravel vs. asphalt vs. concrete)





# Project Building Cost Considerations

- ✓ Hazardous materials and site clean up for existing buildings
- ✓ Fire protection (water sprinklers, water source/storage, alarm systems)
- ✓ Costs associated with permanent, reinforced foundations and foundation frost depth
- ✓ Privacy and confidentiality concerns (e.g., soundproofing costs) and building security
- ✓ Communications and low-voltage wiring
- ✓ Differences in roofing costs depending on materials used (asphalt shingles vs. standing seam metal)
- ✓ Costs unique to projects in remote areas (e.g., what happens if you don't get the minimum bids required, costs associated with a construction workforce that must travel in to do the work)
- ✓ Interior and exterior ADA requirements
- ✓ Building furniture, equipment, appliances, and backup generators

# OJP Budget Categories

Expenses for your project will be budgeted under the **construction, procurement contracts, or other items categories**, depending on the expense.

Modular buildings, mobile/manufactured homes, trailer homes, etc., must go under **construction** and not equipment as instructed in previous years.

When in doubt about where to categorize an expense for your construction project, put it in the **construction category**.



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# Construction FAQs

***We are interested in the construction component; can funds be used to build a domestic violence shelter [or temporary shelter to serve victims of other crimes]?***

TVSSA funds can be used to purchase, set up, and install modular or other prefabricated buildings to be used as a domestic violence shelter or shelter to serve victims of other crimes.

Traditional new construction (commonly referred to as “stick build” or “from the ground up” construction) is generally unallowable, except in the rare cases where grantees can show that it is more cost-effective than a modular or other prefabricated building. There are special considerations for extreme weather topography, for example, which might make “stick build” the more practical or long-term more cost-effective alternative, and these will be considered on a case-by-case basis.



## ***Can we use TVSSA funds to purchase a used modular unit?***

Technically yes. However, you are strongly advised not to. Depending on the age of the used modular unit, you might have to pay to mitigate issues with lead, asbestos, or other problems typical in older structures. If possible, purchase a new modular unit or other prefabricated structure.





## ***Can we buy a property to renovate it?***

No, TVSSA funds cannot be used to purchase real property (land or existing buildings affixed to land).

However, if you use Tribal or other non-OVC grant funds to purchase the property, you can use TVSSA funds to renovate it for use as a victim service facility.



***The modular building we currently use as a victim services facility is surrounded by mud. Can we use TVSSA funds to construct concrete walkways/sidewalks and parking lots for use by our program staff and clients?***



Yes, TVSSA funds can be used for this purpose.

***The cost to ship modular buildings to Alaska is extremely high! For Tribes in Alaska that want to use funds for a shelter or other victim service facility, what is our process [to show that a stick build is more cost-effective]?***

You should take the time to research your options. Get multiple estimates for modular/prefabricated building costs vs. the cost of “stick build” construction. Submit those estimates with your application. Also, keep in mind that post-award, you will work with an OVC construction TTA provider to review your estimates and explore all options before OVC will approve you to do a “stick build.”



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**OVC**  
Office for Victims of Crime

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***If there is an existing structure on the identified land where a modular would be put, is demolition of the structure allowable?***



Yes, demolition is an allowable construction-related expense under TVSSA.

***If we are building a new multipurpose building, can we use these funds for a portion of the building construction for adequate space to house our victim services program?***

It depends. Please email [ovctribalsetaside@ojp.usdoj.gov](mailto:ovctribalsetaside@ojp.usdoj.gov) with your question so we can have a detailed discussion about this project. Please be prepared to answer questions regarding whether the building is traditional new construction (i.e., a “stick build” or “ground up” project) vs. a modular building, whether you already have funding to cover the entire construction project, and whether you plan to use TVSSA funds for areas shared with non-victim services program components.



# Are there special rules or reporting requirements for grant-funded construction activity?

Yes, there are a variety of specific rules for grant-funded construction (see 2 C.F.R. 200.311, real property; 200.318-326, procurement; and 200.329, real property reporting), and awards with this activity will have several conditions addressing these. Other cross-cutting laws like the National Environmental Policy Act (NEPA) and the National Historic Preservation Act also apply.

OVC provides TTA support to tribes to aid compliance with these requirements.



The screenshot displays the Code of Federal Regulations (CFR) website interface. At the top, it features the National Archives logo and the text "Code of Federal Regulations" with the tagline "A point in time eCFR system". The page is titled "Title 2" and includes a search bar with the placeholder text "Enter a search term or CFR reference (eg. fishing or 1 CFR 1.1)". Below the search bar, the breadcrumb navigation shows "Title 2 / Subtitle A / Chapter II / Part 200" with a "View Full Text" link. The main content area is titled "ECFR CONTENT" and lists the following structure:

- ▼ Title 2 Grants and Agreements (Part / Section 1 – 299)
- ▼ Subtitle A Office of Management and Budget Guidance for Grants and Agreements
- ▼ Chapter II Office of Management and Budget Guidance (200 – 299)
- ▼ Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (200.0 – 200.521)

On the left side of the content area, there are links for "Details", "Print", and "Search".

***I need help completing the construction questionnaire and understanding the general NEPA and construction processes. Is there someone available to assist?***

Yes, OVC has two contractors to assist you. Their services are available to you free of charge. You will hear from them during this webinar.

**The Clark Group** helps ensure OVC-funded projects are compliant with NEPA. They will complete any required environmental analysis on your behalf.

**Blue Trident** assists with construction project management tasks such as construction budgeting, development of construction project timelines, and creation of construction related procurement documents.



# Questions?

- Submit your questions in the Q&A pod on the screen.
- To request individualized assistance with your construction questionnaire, guidance on the NEPA process and NEPA considerations for individual projects, and assistance with construction project budgeting, please contact **both** TA providers below (email is preferred):
  - **Danielle Ward, The Clark Group:** [danielleward@clarkgroupllc.com](mailto:danielleward@clarkgroupllc.com) or 801-613-8011
  - **Meghan Rhodus, Blue Trident:** [meghan.rhodus@blue-trident.com](mailto:meghan.rhodus@blue-trident.com) or 619-847-0370
- Email [OVCTribalsetaside@ojp.usdoj.gov](mailto:OVCTribalsetaside@ojp.usdoj.gov) if you have questions about the specifics of your planned construction project and questions about allowable vs. unallowable construction/renovation costs.





# The Clark Group LLC

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Prepared for: OVC FY2024 Tribal Victim Services  
Set-Aside Formula Program

Prepared by: Gustavo Rubio, Managing Director



# Overview

1. **Company Name** – The Clark Group LLC
2. **Type of Business** – Women Owned Small-Business
3. **Number of Years in Business** – 23 years
4. **Number of Years Supporting OVC** – 3 years
5. **Number of Staff Members** – 14
6. **Office Locations** – Montpelier, VT and Washington, D.C.
7. **Website** – <https://clarkgroupllc.com>
8. **Contact Info** – [info@clarkgroupllc.com](mailto:info@clarkgroupllc.com); 802-917-0584

# Capabilities

Core Capabilities	Services
Environmental Planning and Compliance	<ul style="list-style-type: none"><li>• Environmental compliance support</li><li>• Permitting</li><li>• Public comment solicitation, organization, and adjudication</li><li>• Environmental program and agency efficiency reviews for streamlining</li></ul>
Communications and Public Engagement	<ul style="list-style-type: none"><li>• Stakeholder engagement</li><li>• Public outreach message development</li><li>• Facilitation and logistical support</li><li>• Communication material development</li></ul>
Regulations and Policy Development	<ul style="list-style-type: none"><li>• Review of new and proposed legislation and regulations</li><li>• Analysis of final rules for potential impacts to existing programs</li><li>• Development and updates of NEPA regulations and implementing procedures</li></ul>
Environmental and Community Sustainability and Resilience	<ul style="list-style-type: none"><li>• Energy efficiency program implementation and administration</li><li>• Climate change planning and impacts analysis</li><li>• Hazard mitigation planning</li><li>• Flood risk mapping, assessment, and planning</li></ul>
Guidance and Training	<ul style="list-style-type: none"><li>• Development of environmental training programs</li><li>• Development of environmental and regulatory guidance for agency programs</li></ul>

# OVC Support

TCG is currently supporting OVC with National Environmental Policy Act (NEPA) and related environmental and historic preservation compliance requirements for individual grant projects. Our support includes outreach and technical assistance to grantees in processing NEPA compliance for individual grant projects, development of project-specific Environmental Assessments (EAs), and coordination and development of Endangered Species Act (ESA) Section 7 and National Historic Preservation Act (NHPA) Section 106 consultations in support of project reviews.

# OVC Support Details

1. **NEPA Overview** – *What is this requirement?*
2. **CATEXs vs. EAs** – *What are they, what's the difference, and when does a project need an EA?*
3. **Roles and Responsibilities** – *Who does what?*
4. **CATEX Checklist Process** – *What happens when a project is a CATEX?*
5. **EA Process** – *What happens when a project needs an EA?*

**NOTE: OVC needs to make its own environmental determination, even if a grantee's project is partially funded by another federal agency and the other agency has determined that the project qualifies for a CATEX or EA.**

# NEPA Overview

- The National Environmental Policy Act (NEPA) requires federal agencies to evaluate the environmental effects of their actions prior to making decisions (i.e., before construction or other implementation) and inform the public about their decision making.
- NEPA applies to all federal actions, including actions that are funded by federal agencies (i.e., grant projects).
- Finalizing the scope of a grant project prior to initiating the NEPA compliance process helps prevent delays.
- The NEPA compliance process must be completed before construction can move forward.
- OVC grant projects fall into one of two NEPA compliance categories (based on the project's activities):
  1. **Categorical Exclusion (CATEX)**
  2. **Environmental Assessment (EA)**

# NEPA and Other Environmental Reviews



## NEPA

- Clean Air Act
- Clean Water Act
- Endangered Species Act
- National Historic Preservation Act
- Wild and Scenic Rivers Act
- Coastal Zone Management Act
- Migratory Bird Treaty Act
- Executive Orders on Floodplain Management
- Resource Conservation & Recovery Act
- Farmland Protection Policy Act
- .....and more

# CATEXs

vs.

# EAs

CATEXs apply to certain projects that do not require further NEPA review. CATEX activities:

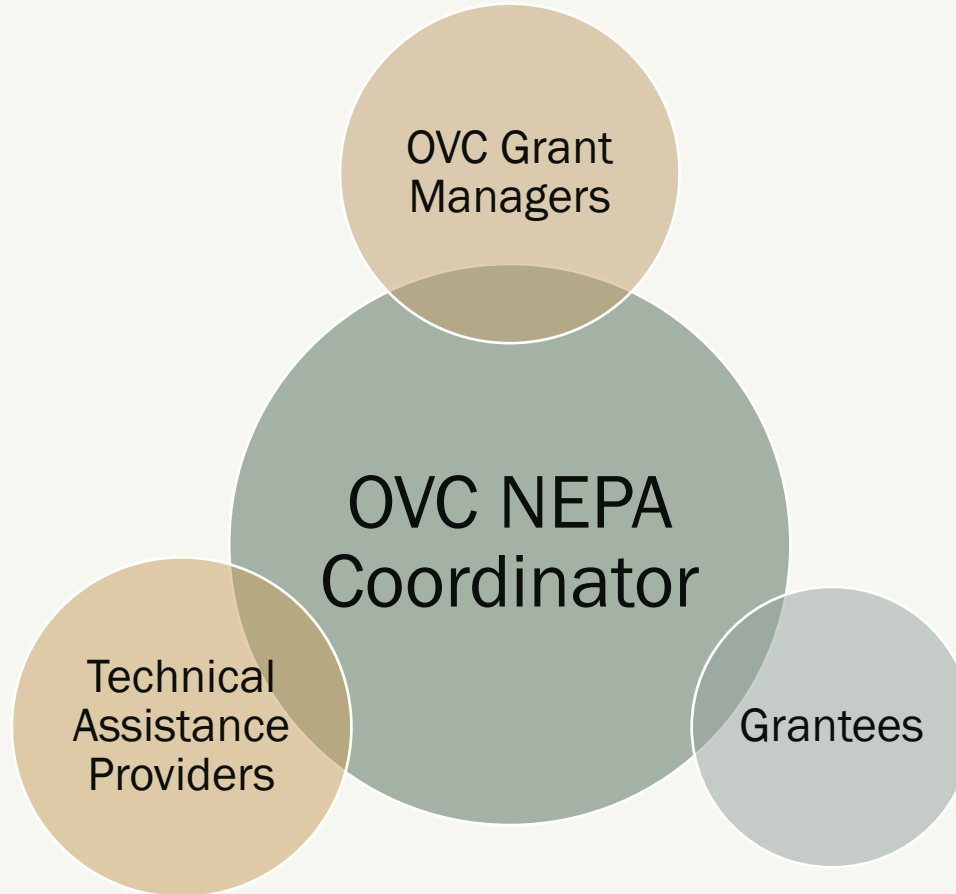
- Facility improvement projects
- Interior renovations
- Renovations of systems or utilities
- Remodeling
- Travel and training

EAs are required for projects that are not considered a CATEX. EA activities:

- Renovations that expand the size of an existing structure
- Renovations that add a new structure
- Activities that seek to add space beyond an existing structure
- Construction of a new structure
- Introduction of a modular building



# Roles and Responsibilities



# CATEX Checklist Process

- If it has been determined that a project is a CATEX, TCG will reach-out to grantee to fill out the CATEX checklist, which includes:
  - Grant award information
  - Project description
  - Environmental resource questions
- Technical assistance is available if grantees would like help completing the CATEX checklist.

Department of Justice, Office for Victims of Crime

## National Environmental Policy Act (NEPA) Categorical Exclusion Form

In 1981, the Department of Justice (DOJ) Office of Justice Assistance, Research, and Statistics (OJARS) published its National Environmental Policy Act (NEPA) implementing procedures within 28 CFR Part 61, Appendix D. The Office for Victims of Crime (OVC) follows these NEPA procedures, which include two categorical exclusions (CATEXs) detailed below. These CATEXs apply to certain projects that do not require further NEPA review. OVC requires grantees whose projects may qualify for a CATEX to complete this form in order to support OVC with NEPA compliance.

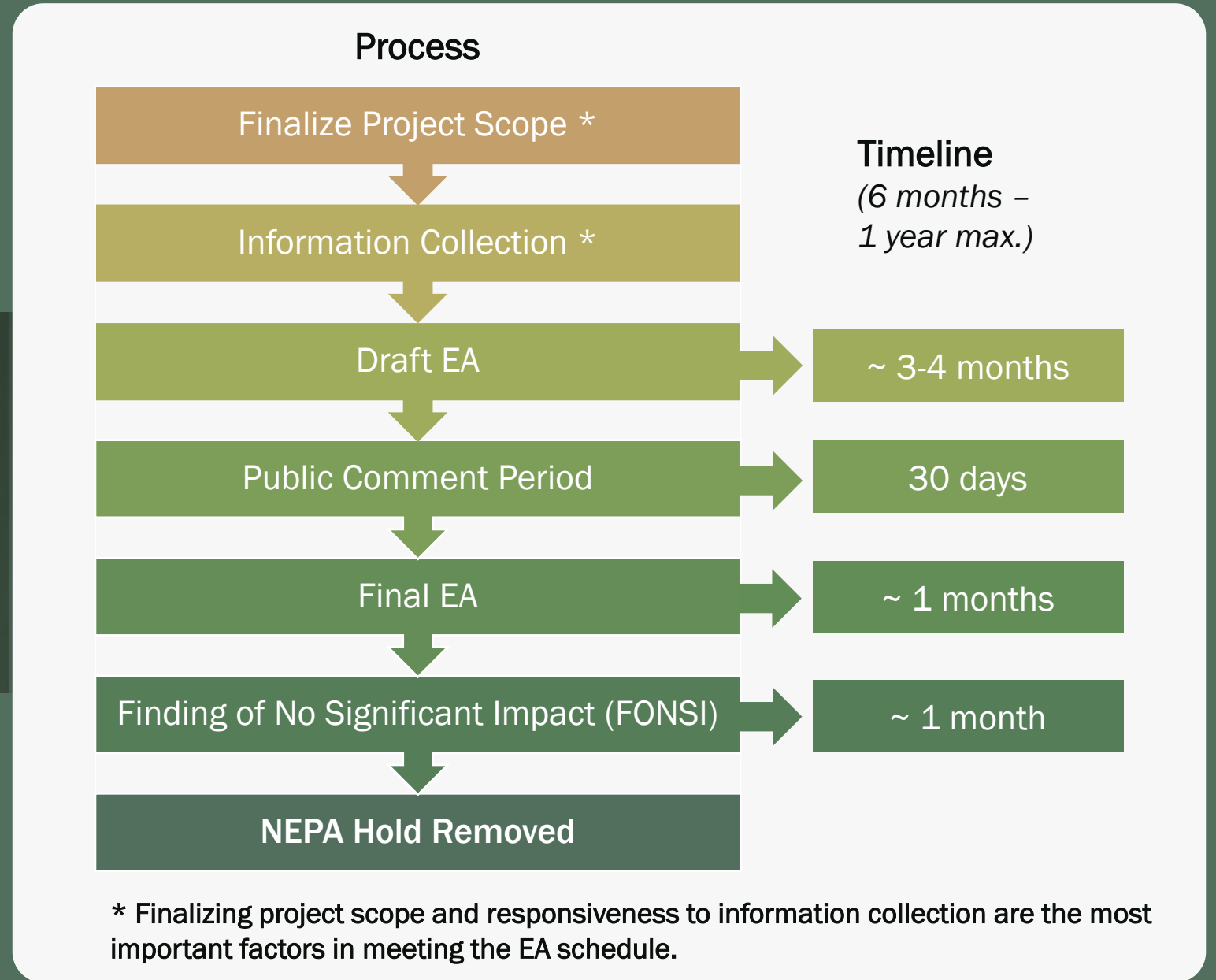
### Please complete the following:

1. Fill out this form for each project/location within your OVC application that may qualify as a CATEX.
2. Sign and return this document in electronic format to *The Clark Group LLC* via email to [caitlinseznec@clarkgroupllc.com](mailto:caitlinseznec@clarkgroupllc.com). Please include both your OVC Grant Manager and OVC's Construction Lead, Yolanda Curtis Gibson ([Yolanda.Gibson@usdoj.gov](mailto:Yolanda.Gibson@usdoj.gov)) on your email.

Grant Program:	
Application/ Award Number:	
Applicant/Grantee Name:	
Point of Contact Name & Title:	
POC Signature:	
Date Submitted:	
<i>(For Internal Use)</i>	
TCG Technical Recommendation:	
Date Signed:	
OVC Approval Signature:	
Date Signed:	
<input type="checkbox"/> Check this box if the applicant indicated factors for Extraordinary Circumstances are present, but the project still qualifies as a CATEX	

Cover page of the CATEX checklist

# EA Process



# Components of an EA and Information Needs

## 1. Purpose and Need

- Why you are proposing the project
- The problem the project is intended to address

## 2. Description of Proposed Action & Alternatives

- The project's who, what, when, where, and how
- Visuals of the project location and surrounding environment
- Historical knowledge and/or reports that address reasonably foreseeable environmental trends (flooding, wildfires, etc.)

## 3. Affected Environment

- Air Quality
- Environmental Justice
- Biological Resources
- Geology, Topography, and Soils
- Solid and Hazardous Waste
- Land Use (Zoning, Transportation, and Aesthetics)
- Energy
- Water Resources
- Noise
- Cultural Resources

## 4. Environmental Impacts

# OVC 2023 Projects By The Numbers

Category	Number
Environmental Assessments	22
CATEX	9
Unknown environmental compliance due to undefined project scope	6
Projects in Alaska	15
Continental U.S.	14

# OVC 2023 Lessons Learned

- **Select a project site before submitting the grant application.**
  - Allows for a thorough assessment of the site's suitability and feasibility.
  - Ensures accurate budgeting, planning, and expectations for proposed activities.
- **Develop a conceptual layout of the project.**
  - Allows for early identification and mitigation of potential environmental impacts, streamlining the environmental assessment.
  - Integrates environmental considerations into the design phase
  - Reduces the likelihood of costly delays or modifications
  - Demonstrates a proactive commitment to environmental stewardship.



# OVC 2023 Lessons Learned

- **Identifying the internal environmental point of contact (POC).**
  - TCG issues multiple data calls while conducting environmental compliance and it's beneficial that these are directed to the grantee's environmental POC for prompt response.



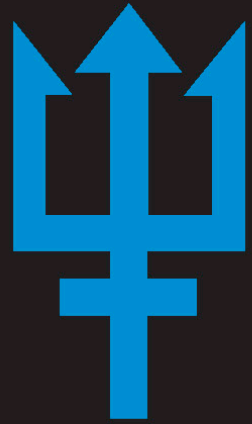
# Pre-Application Support/Questions

- **Contact Ms. Danielle Ward, Environmental Planner**
  - Available Monday through Friday from 8am-4pm EST
  - [danielleward@clarkgroupllc.com](mailto:danielleward@clarkgroupllc.com)
  - Telephone #: (801) 613-8011

**QUESTIONS?**

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# Blue Trident, LLC

Engineering and Construction Services

## OVC TVSSA Pre-Application Webinar on Construction

May 23, 2024

Presenter: Meghan Rhodus, Project Director, DOJ Project  
Management Technical Assistance Contract

# Blue Trident Team

We are your OVC Project Management Technical Assistance Consultant

Meghan Rhodus, Project Director

- Architecture Degree
- 20+ years in Design and Construction Project Management Experience

Eric Jackson, Project Coordinator

- Construction Management Association of America (CMAA) Certification
- 40+ years in Engineering and Project Management Experience

Joseph Duren Lopez, Project Coordinator

- MBA
- 10+ years with Construction Management Experience



# Technical Assistance Blue Trident Provides

## Project Management Technical Assistance (TA)

### Summary:

- ▶ Blue Trident Technical Assistance Services are **Free** to OVC TVSSA Applicants and Grantees
- ▶ Construction Grant Budget Review
- ▶ Architect/Engineer(A/E) and Project Delivery Selection Examples and Contract Assistance
- ▶ Project Schedule Review
- ▶ Design Constructability Review
- ▶ Construction Contractor Bidding and Award Assistance
- ▶ Construction Schedule, Cost Estimates, and Contingency Review
- ▶ Advice on Occupancy Certification Procedures
- ▶ TA Does Not Include Performing the Work of the Grantee, A/E, CM, or Contractor



# Design & Construction Project Workflow

- ▶ Feasibility items
- ▶ 6 Steps in the Process:
  - Project Initiation
  - Early Design
  - Environmental Compliance /  
Complete Design
  - Procurement/ Permitting
  - Construction
  - Handover



# Feasibility items needed to get started

- ▶ Site has been selected
- ▶ Geotechnical report which helps determine the future foundation
- ▶ Structural integrity report if doing an expansion/renovation
- ▶ Site surveys to determine the boundaries of the plot where the action is proposed
- ▶ Title research and/or other real estate surveys
- ▶ Structural viability reports done by a licensed structural engineer
- ▶ Wetland delineations
- ▶ Species surveys
- ▶ Cultural resource surveys
- ▶ Groundwater testing



# Step 1: Project Initiation

## Objective:

Establish the prerequisite documents for the project

## Activities:

- ▶ Confirm project objectives and scope
- ▶ Complete feasibility studies
- ▶ Identify key stakeholders
- ▶ Develop a concept design

## Deliverables:

- ▶ Preliminary Site Plan
- ▶ Early Scope Document
- ▶ List of Stakeholders
- ▶ Concept Program & Floor Plan
- ▶ Required environmental surveys
- ▶ Design procurement





# Blue Trident assistance in Step 1

- ▶ Assist in design and construction programming needs
- ▶ Is there a need for an Architect to help develop a Preliminary Design?
  - if yes, help with sample requests for proposals (RFPs) for a design team.
- ▶ Help ensure the Grant Team is in agreement with the design, and we can move to the next step.
- ▶ Verify Project Location Viability via a site visit
- ▶ Verify Structural Viability either via a structural report or site visit
- ▶ Renovation Scope: Square Footage, Equipment Upgrades, Security, Soundproofing
- ▶ Have a discussion on the budget and help with value engineering to bring the project scope into budget.
- ▶ If Preliminary Design looks good to Team, prepare first Budget Analysis on Project



## Sample of a Budget Analysis

Example Nisqually's Preliminary Budget Analysis						
	Line Items	Original Grant Budget		Suggested Budget Estimate		Comments
		Cost	Cost / sq ft	Cost	Cost / sq ft	
	Renovation - Square Feet	1,000	s.f.	1,000	s.f.	
	Expansion - Square Feet	1,800	s.f.	1,800	s.f.	
	Total - Square Feet	2,800	s.f.	2,800	s.f.	
A.	Personnel					
B.	Fringe Benefits					
C.	Travel	\$2,882	\$1.03	\$2,882	\$1.03	
D.	Equipment				\$0.00	
E.	Supplies	\$14,200	\$5.07	\$14,200	\$5.07	
F.	Construction					
	Site Work					
a.	Site Grading, bldg. foundation & slab pad	\$0	\$0.00	\$0	\$0.00	
b.	Site Utilities	\$0	\$0.00	\$0	\$0.00	
c.	Site Improvements, sidewalk & landscaping	\$0	\$0.00	\$0	\$0.00	
	Total Site Work	\$0	\$0.00	\$0	\$0.00	
	Building Costs					
d.	Building Expansion	\$714,593	\$255.21	\$0	\$0.00	
e.	Renovation to Existing Building	\$266,825	\$266.83	\$0	\$0.00	
	Total Renovation and Expansion Cost	\$981,418	\$350.51	\$0	\$0.00	
	Total Direct Construction Cost	\$981,418	\$350.51	\$0	\$0.00	
f.	Contractor's GC's & Profit	\$0	\$0.00	\$0	\$0.00	GC's, OH, P, Inc, and Bond is 28% of Total Direct Construction Cost
g.	TERO	\$0	\$0.00	\$0	\$0.00	If Required
	Total Construction Cost	\$981,418	\$350.51	\$0	\$0.00	
G.	Contractual					
a.	A/E Consultant Costs	\$0	\$0.00	\$0	\$0.00	8% of Total Direct Construction Cost before Contractor's GC's
b.	Site Survey	\$0	\$0.00	\$0	\$0.00	
c.	Geotechnical Investigation	\$0	\$0.00	\$0	\$0.00	
d.	Code Inspection & Testing Costs	\$0	\$0.00	\$0	\$0.00	
H.	Other - Tribe's Construction Contingency	\$0	\$0.00	\$0	\$0.00	15% of Total Direct Construction Cost suggested at conceptual design
I.	Direct Total	\$981,418	\$350.51	\$0	\$0.00	
J.	Indirect	\$1,500	\$0.54	\$1,500	\$0.54	
K.	Total Project Costs	\$1,000,000	\$357.14	\$0	\$0.00	
	Grant Amount	\$1,000,000				
	Total Project (Overrun)/Underrun	\$0				

Budget Analysis should include ALL associated construction and project costs

- ▶ Site Work
- ▶ Renovations
- ▶ Expansion/Construction
- ▶ Contractor's General Conditions (GCs) & Profit
- ▶ Tribal Employment Rights Ordinance(TERO), Other Tribal Fees or Taxes
- ▶ Architect/Engineer(A/E) Consultant Costs
- ▶ Site Survey
- ▶ Geotechnical Investigation
- ▶ Permit Code Inspection & Testing
- ▶ Tribe's Construction Contingency



Design & Construction Project Workflow

# Step 2: Early Design (both The Clark Group and Blue Trident)

## Objective:

Develop the schematic design and prepare for environmental compliance

## Activities:

- ▶ Design Development
- ▶ Estimate preliminary material quantities
- ▶ Develop early specifications
- ▶ Identify environmental requirements

## Deliverables:

- ▶ Detailed site plan
- ▶ Hazardous materials survey
- ▶ Preliminary material takeoff for rough estimate of materials needed
- ▶ Specifications outline
- ▶ Schematic design package

Design & Construction Project Workflow



## Blue Trident assistance in Step 2

- ▶ Works with The Clark Group to ensure the project program is accurate for the NEPA report.
- ▶ Discuss project delivery options with grantee to determine best option for the project
  - ▶ Design Bid Build
  - ▶ Design Build
  - ▶ Construction Manager at Risk



# Delivery Approach - Design-Bid-Build

- ▶ A/E Design Request for Qualifications (RFQ)/Request for Proposals (RFP)
- ▶ Progress through plans:
  - Conceptual Plans (30%)
  - Design Development Plans (60%)
  - Final Design Plans (90-100%)
- ▶ Construction Bidding
- ▶ Construction Contract Award
- ▶ Construction



# Delivery Approach - Design-Build (D-B)

- ▶ D-B Contractor RFQ/RFP
- ▶ Progress through plans involving both the A&E and General Contractor
  - Conceptual Plans (30%)
  - Design Development Plans (60%)
  - Final Design Plans (90-100%)
- ▶ D-B Subcontract Bidding
- ▶ Construction



# Delivery Approach – Construction Manager (CM) at Risk

- ▶ A/E Design RFQ/RFP
- ▶ CM at Risk RFQ/RFP
- ▶ Progress through plans involving both the A&E and General Contractor
  - Conceptual Plans (30%)
  - Design Development Plans (60%) - CM at Risk Contract Award
  - Final Design Plans (90-100%)
- ▶ CM at Risk Design Review and Estimates
- ▶ CM at Risk Subcontract Bids
- ▶ Finalize CM at Risk Guaranteed Maximum Price (GMP)
- ▶ Construction



# Step 3: Environmental Compliance / Complete Design

## Objective:

Obtain environmental clearance and complete design

## Activities

- ▶ Environmental Compliance
- ▶ Complete design
- ▶ Cost estimates
- ▶ Prepare detailed construction documents

## Deliverables:

- ▶ Environmental Compliance Deliverables (Environmental assessment, Categorical exclusion, or Finding of no significant impact)
- ▶ Complete design package
- ▶ Cost estimates for construction & modular





## Blue Trident assistance in Step 3

- ▶ Provide sample RFPs for contractor selection
- ▶ Perform a design constructability review
- ▶ Review project schedule
- ▶ Conduct monthly progress meetings



# Step 4: Procurement/ Permitting

## Objective:

Select and contract a General Contractor

## Activities

- ▶ General Contractor Request For Proposal
- ▶ Evaluate proposals and conduct bidder conferences
- ▶ Negotiate terms and conditions with the selected General Contractor
- ▶ Award the contract to the chosen General Contractor
- ▶ Permit coordination

## Deliverables:

- ▶ Proposals
- ▶ Bid Evaluation Report
- ▶ Signed Contract with the General Contractor
- ▶ Appropriate permits



# Step 5: Construction

## Objective:

Execute and manage construction

## Activities

- ▶ Project kickoff
- ▶ Monitor construction activities
- ▶ Help facilitate timelines, budget, and quality of work
- ▶ Attend regular progress meetings
- ▶ Help mediate any issues or changes during construction
- ▶ Monitor environmental compliance

## Deliverables:

- ▶ Regular Progress Reports
- ▶ Updated Schedule and budget Documents
- ▶ Change Orders (if any)



# Step 6: Handover

## Objective:

Successfully transition the completed project

## Activities:

- ▶ Final Inspection
- ▶ Complete punchlist items
- ▶ Obtain necessary approvals
- ▶ Prepare handover documentation
- ▶ Transition the project to owner or end user

## Deliverables:

- ▶ Completed Punch List
- ▶ Certificates of Compliance and Occupancy
- ▶ Handover Documentation
- ▶ Final Project Report
- ▶ Lessons Learned



# Blue Trident assistance in Steps 4, 5 and 6

- ▶ Construction Contractor Bidding and Award Assistance - RFP assistance
- ▶ Review Construction Schedule – checks for accuracy and viability
- ▶ Review Cost Estimates – review estimates provided by GC
- ▶ Review Contingency – review the contingency amount
- ▶ Conduct monthly progress meetings including the General Contractor
- ▶ Advice on Occupancy Certification Procedures



# Lessons Learned

- Organize a Project Team that will be available throughout the Project
- Develop a Project Work Plan based on reliable/proven design and construction approaches previously used
- There is an urgency to prepare NEPA documents as soon as possible due to:
  - Requirement for OVC/DOJ review and signature
  - Grant Funding is not released until NEPA is approved
  - Construction costs keep increasing each year – Grant Funds remain the same
- Grantee should plan on contacting A/E Firms and Contractors directly (by phone or email) to promote interest in the project
- Grantee's lack of construction experience may require assistance from an A/E Consultant or hiring an outside Construction Manager



Questions  
&  
Answers



# Questions?



To submit a question, use the [Q&A Box](#) and select [All Panelists](#)