

Guidelines for Preparing the Schedule of Values

To ensure transparency and appropriate cost allocation, DFD expects the following categories to be included as separate line items in the Contractor's Schedule of Values (SOV), excluding categories that do not specifically apply to the project. It is not DFD's intention to limit the SOV to these categories, and the Contractor may choose to break out and schedule various costs from within each category (excluding Home Office Overhead costs) as separate line items to accommodate the scope of the project. SOVs that do not adhere to these guidelines will be returned to the Contractor for revision.

Item	Description
Surety Bond	Performance Bond and Material Payment Bond
Home Office (Indirect) Overhead	<i>Extended/unabsorbed Overhead</i> , e.g., Executive and Administrative Salaries, Legal & Accounting, Expenses, Home Office Rent, Advertising, Company Insurance, Recruiting Costs, Utilizes, Telephone, Fax, Computers for Home Office, Human Resources, Interest, Travel for home Office Staff, Depreciation of Company Assets, Professional Fees, Bid Costs
Job Site (Direct) Overhead	Office/Trailer Rental, Signage, Permits, Fencing, Roadways, Parking, Toilets, Inspection Fees, Equipment Rentals, e.g., hoists; elevators; cranes, Cold Weather Protection, Temporary Enclosures, Erosion Control, Temporary Heating Equipment, Temporary Utilities, e.g., water; power; fuel; telephone; ISP service, Fire Protection, Administrative Support Staff for Field Office
Mobilization	Transportation of Mobile Office, Personnel, Equipment, and Operating Supplies to Job Site, Fuel, Access Road Construction, Utility Installation, Material Storage Facilities; Planning and/or Preplanning
Demobilization	Transportation of Personnel, Equipment and Supplies not required or included in the Contract from the Job Site, including disassembly; removal; and site cleanup; of Mobile Offices; and Material Storage Facilities
Quality Control and Inspection	Submission of detailed plan describing a comprehensive Quality Control and Inspection System, including the methods that will be employed to implement the plan, and the continuous execution of the Quality Control plan through completion of the Project
Scheduling and Coordination	Schedule and Coordinate Installation of all Self-Performed Work, and the Work to be performed by all Subcontractors
Superintendence	Provide a single point of contact and communication for DFD and all Subcontractors, Participate in Construction Progress Meetings, Provide Continuous Oversight of All Work, Prepare and Submit Daily Activity Reports, Schedule; Supervise, the Installation of all Self-Performed Work, and the Work Performed by Sub-Trades, Assume Ultimate Responsibility for Safety and Accident Prevention at the Job Site
Job Site Project Management	Prepare and submit Contract Deliverables and Pay Application Requests, prepare and submit Requests for Information (RFI), prepare and submit cost estimates in response to RFIs; Field Orders; Construction Bulletins, Process Work Change Directives, prepare and submit Requests for Substantial Completion, oversee and manage the General Prime Contractor's operations at the job site

Submittals	Provide all Product, Material, and Equipment Submittals specified in the Contract Documents, e.g., Fabrication Drawings; Material/Product Samples; Cut Sheets; Catalogues; Mockups; etc.; and complete a comprehensive review prior to submission to confirm said items comply with the Contract requirements
Cleaning and Waste Disposal	Continuously remove accumulating surplus materials, rubbish, dust, debris, and scrap resulting from the job site.
Final Cleaning	Precedent to submitting a Final Payment Application Request, thoroughly clean all exposed surfaces, furniture, fixtures, and equipment, to remove all stains; soil; construction dust; foreign materials; and debris.
Commissioning	Verify and document all materials, devices, components, systems, and equipment, comply with the Contract Documents and are prepared for functional testing. Demonstrate to the Commissioning Authority that specified building assemblies, components, systems, equipment, and interfaces perform according to the sequences specified in the Contract.
Operation and Maintenance Manuals	Precedent to scheduling Owner Training, submit Operation and Maintenance data for each device, piece of equipment and assembly furnished and/or installed for the project.
Owner Training	Provide comprehensive training for the Agency's staff in the proper operation and maintenance of all systems and equipment provided for the Project.
Record (As-Built) Drawings	Maintain a daily record of all deviations from the Contract Documents. Precedent to the submission of a Final Payment Application Request, all As-Built Drawings shall be submitted to the AE for incorporation into the final Contract Record Drawing Set.
Punchlist	Precedent to submitting a request for Substantial Completion, the GPC shall self-perform an inspection of all work provided for the Project and shall correct all items failing to comply with the Contract requirements. Additionally, the GPC shall oversee the corrective action of all noncompliant items identified by the AE during their final inspection.
Contract Closeout Submittals	Precedent to submitting a Final Payment Application Request, the following items shall be provided, Settlement Certificate, Warranties, Certificate of Substantial Completion; Attic Stock; Loose and Detachable Parts; Final TAB Report; NFPA Test Forms; Final Waste Management Report
Erosion Control and Stormwater Management	As specified in the Contract Requirements and according to applicable Codes.

In addition to the categories above, Work to be performed by each trade shall be itemized independently and include separate values for equipment, materials, and labor. Whenever applicable, and to facilitate DFD's validation of the Contractor's progress, Work should be itemized by location, e.g., Site, floor, wing, phase, etc.

Materials and/or equipment to be stored offsite shall be scheduled separately in the SOV. Requests for Offsite Storage Agreements will only be considered if the materials and/or equipment are specifically itemized in the SOV.

Prior to accepting PARs, DFD's Project Representative will carefully review the SOV to ensure the amount requested aligns with the Contractor's progress and accurately represents the value of the Work completed.

The procedural instructions for preparing and submitting the SOVs are provided in at the beginning of the process in e-Builder. If the Contractor requires additional assistance, they should submit a Help Desk Ticket.