

BULLETIN: IMPLEMENTATION OF NEW PROCESS FOR PROJECT COST REPORTING USE OF FORM DSA 168

Purpose: The Division of the State Architect (DSA) is pleased to announce the first step in implementing procedures that will simplify and streamline the review and approval of changes to the DSA approved construction documents and the project certification process. DSA has created a new process for K–12 and community college districts to self-report the final costs of their construction projects such that DSA will no longer track change order costs. This process consists of the district filing a “Statement of Final Actual Project Cost” with DSA using the newly created form [DSA 168](#).

This DSA168 process implements new requirements in Title 24 Part 1 Section 4-339 which require the owner to file a “*statement of final actual project cost*” as a document necessary for the certification of the project.

Since fees paid to DSA are based on the cost of the project, DSA is required to determine the final project cost at the end of the project as part of the closeout/certification process. Now instead of DSA tracking each individual change order costs and reconciling our determination of the project cost with the districts (and others), the district will self-report the final project cost to DSA. This process will save significant time spent by DSA, districts, architects, construction managers, and inspectors reconciling costs.

The implementation of form DSA 168 is the first step in revising and streamlining the entire change order process. This fall DSA has scheduled to complete and publish the next step which will be to implement new requirements in Title 24 Part 1 Section 4-338. These provisions eliminate the requirement for DSA to review construction changes that do not contain alterations to the structural, fire/life safety or accessibility components of the DSA approved construction documents. This yet to be implemented procedure will eliminate the need to submit all change orders to DSA and instead will limit the required submittals to only the technical aspects of changes affecting the structural, fire/life safety or accessibility portions of the DSA approved construction documents. Until DSA publishes these procedures, all change orders must continue to be submitted to DSA for review and approval.

Here is some important information about the implementation of form DSA 168:

- Form DSA 168 [Instructions](#) are posted on our website.
- Until further notice, all change orders must still be submitted to DSA. However, DSA will no longer record any change order costs since the completed form DSA 168 will provide DSA with the final project cost.
- One form DSA 168 is required to be filed at closing for all new projects (projects still open or submitted after 5-1-12).
- One form DSA 168 is required to be filed for all old projects (projects with construction completed prior to 5-1-12) unless all change order costs have been recorded and reconciled by DSA. However, on a case-by-case basis and at the discretion of DSA, filing of the form may still be required.

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- Form DSA 168 is not required to be filed for projects already closed **and** certified.
- Filing of form DSA 168 has no bearing on submission of verified reports.
- Deductive change orders for reducing the scope of work from the approved construction documents shall not be included in the calculation of the overall change order amount since DSA will not refund fees if any scope in the approved plans is not constructed.
- Details regarding reportable Construction Management costs, as described in IR A-23, Section 3, are provided below.



The “Total Construction Management Amount” required to be entered in line 3 is the contract amount for construction management (CM) when the CM scope includes any duties traditionally performed by the construction contractor. Such duties include but not are limited to any of the following:

- Performing, hiring, contracting, or subcontracting for construction work. (Note: excludes duties assisting the school district with the preparation, advertising and bidding of prime contracts between the school district and a construction contractor.)
 - Purchasing construction materials.
 - Coordinating, scheduling, supervising or controlling multiple-prime contractors.
 - Directing or coordinating day-to-day activities of construction workers, contractors or subcontractors.
 - Providing temporary facilities including but not limited to site trailers, furnishings, equipment, utilities, etc., for contractors, inspectors or other personnel.
 - Obtaining and/or paying for local permits and/or arranging for the delivery of power, telephone, water and other temporary utilities required for construction.
 - Providing construction site security.
 - Developing detailed construction schedule(s).
 - Providing quality control and/or safety audits of contractors.
 - Arranging for permanent utility hook-ups for the new construction.
 - Requesting, directing or arranging for inspections of fire alarm systems, food service systems, elevators, or other similar construction.
 - Arranging for a “fire watch” during construction for the construction site and/or for existing buildings while fire safety systems are non-functional for any reason as a result of the construction.
- Providing clean-up work including the removal of trash and/or construction debris.

Questions about the use of this form should be directed to the [DSA Regional Office serving your area](#).