

ARCHITECTURAL / ENGINEERING BULLETIN

Date: July 07, 2022

Bulletin No. 2022-003

Bulletin Title: **DSA 168 Statement of Final Actual Project Cost**

Bulletin Contact: Carey Demas (323) 980-2610 | carey.demas@build-laccd.org

The DSA-168 – Statement Of Final Actual Project Cost is to be filled out by the CPD upon project completion and submitted to the PMO DSA Liaison Manager to obtain District signature – and to upload to the DSABox. The form should be completed within the 60-day allocated timeframe of receipt of the DSA 301-N – Notification of Requirement for Certification, if not earlier. Completion of form will be as follows:

- **Line 1** – Enter the Total Original Construction Contract Amount. Include all costs as defined in CCR Title 24, Part 1, Section 4-322 or Section 5-105 for all work included in the approved plans and specifications, including any and all alternates. Do not include allowance/contingency amounts.
- **Line 2** – Enter the total increases to the Original Contract Amount due to increased costs from:
 - Change Orders (Individual line item increases on the change order must be added and deductions must NOT be included). Line item deductions must be separated and included on Line 5.)
 - Allowances and contingencies used
 - Other contract amendments
 - Include the estimated value of work performed by any school/community college district employee and/or volunteers and for any donated materials provided by the District.
 - If there are no additive changes to the contract amount(s), enter “0”. If left blank, the form will be returned to project owner as an incomplete submittal.
 - If in negotiations and finalization of fees is far enough along that the final cost can be determined within a few thousand dollars, the team should prepare the form with the estimated cost; and submit so as not to receive a Close without Certification Letter.
- **Line 3** – Total Construction Management Amount – this amount is “0”. BuildLACCD does not provide Construction Management Services.
- **Line 4** – The form will automatically calculate the above figures; and this amount will be used to determine whether further fees will need to be assessed by DSA.
- **Line 5** – Total Change Order Amounts for Deductive Change Orders and other Contract Amendments.
- **Line 6** – Final Actual Project Costs - Form will automatically calculate the above figures to show the final contract amount.

Reference CAC Chapter 4 Administrative Regulations for the Division of the State Architect – Structural Safety (DSA-SS), Section 4-322 Project Cost and Section 4-325 Billing for Further Fees; and Chapter 5 Access to Public Buildings by Persons With Disabilities, Section 5-105 Project Cost and 5-107 Billing for Further Fees.

Note

Always access the DSA Website for up-to-date resources (<https://www.dgs.ca.gov/DSA/Resources>), publications (<https://www.dgs.ca.gov/DSA/Publications>) and forms (<https://www.dgs.ca.gov/DSA/Forms>).