



U.S. ECONOMIC DEVELOPMENT ADMINISTRATION

PRELIMINARY ENGINEERING REPORT REQUIREMENTS



Preliminary Engineering Report Requirements

1. Description of Project Components –Provide a general description of all project components. Indicate whether the project involves the construction of new facilities or the renovation or replacement of existing ones. Describe each of the project components in terms of dimensions, quantities, capacities, square footage, etc.
Provide a detailed description of the Project Components.
2. A statement verifying that the project components described in the engineering report are consistent with the EDA investment project description that is provided in Section A.2 of Form ED-900.
Engineering reports that describe project components that are inconsistent with the EDA investment project description in Section A.2 of Form ED-900 will not be considered valid.
Provide such a statement.



3. Sketches of schematics showing the general layout and location of the existing site conditions and of the project components as well as location of project beneficiaries identified in Section B.5 of Form ED-900 that provide economic justification for the project, if any. Rough dimensions and quantities for major project components should be shown and labeled on the drawings. Drawings should clearly identify the project components that are being proposed. Applicants are encouraged to clarify such drawings, for example, through color coding, labeling, and other appropriate methods.
All of the project components must be identified in the plans. A site plan is required. If the site has a building, a detailed floor plan is required with all of the programming complete.

4. A feasibility analysis for the constructability of the project, including a review of the existing conditions and noting particular features, alignments, and events affecting construction of project components.
Provide a feasibility analysis.



5. The proposed method of construction. Indicate whether construction procurement shall be done through competitive bid or other method. Indicate if any portion of the project is to be done by design/build, construction management at risk, the applicant's own forces, or use of a third party construction manager. If an alternate construction procurement method (other than traditional design/bid/build with sealed competitive bid process) is proposed, a construction services procurement plan must be provided to EDA for approval in accordance with EDA's regulation at 13 C.F.R. § 305.6(a).

Traditional methods of design/bid/build with sealed competitive bids are preferred. Indicate the entity that will be responsible for all of the construction contracts and provide a detail of the entity's required tasks in Item 1 of the Budget Requirements found below in this Report.



6. The number of construction contracts anticipated. If multiple contracts are proposed, provide a description of the project components included in each contract. If separate contracts are anticipated for demolition or site work, the budget information cost classification should reflect the estimated costs for these components. If project phasing is proposed, a project phasing request must be provided to EDA for approval per EDA's regulation at 13 C.F.R. § 305.9(a).

Provide the number of construction contracts anticipated.

7. A current detailed construction cost estimate for each of the project components, showing quantities, unit prices, and total costs. Provide a basis for the determination of construction contingencies.

Provide a current detailed Architect or Engineer's opinion of costs.



8. If the budget includes costs for real property acquisition, the Applicant should include a current fair market value appraisal completed by a certified appraiser for the property to be purchased.
One appraisal is required from a MAI certified appraisal firm.

9. A list of all permits required for the proposed project and their current status. Identify all permits required; include the timeline to obtain the permits and discuss how the permitting relates to the overall project schedule. If the project crosses a railroad right-of-way or is within a railroad right-of-way, provide an explanation of any permitting or approvals that may be required from the railroad or other authority and the timeframe for obtaining these permits or approvals.
Provide a list of all anticipated permits required.



10. An overall estimated project schedule, including the number of months for each of the following:
- i. design period;
 - ii. period of time to obtain required permits;
 - iii. period of time to obtain any required easements or rights-of-way;
 - iv. solicitation of bids and awarding of contracts, and
 - v. construction period.

Provide an estimated project schedule.



BUDGET INFORMATION - Construction Programs

NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case, you will be notified.

COST CLASSIFICATION	a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Columns a-b)
1. Administrative and legal expenses	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
2. Land, structures, rights-of-way, appraisals, etc.	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
3. Relocation expenses and payments	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
4. Architectural and engineering fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
5. Other architectural and engineering fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
6. Project inspection fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
7. Site work	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
8. Demolition and removal	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
9. Construction	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
10. Equipment	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
11. Miscellaneous	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
12. SUBTOTAL (sum of lines 1-11)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
13. Contingencies	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
14. SUBTOTAL	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
15. Project (program) income	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
16. TOTAL PROJECT COSTS (subtract #15 from #14)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
FEDERAL FUNDING			
17. Federal assistance requested, calculate as follows: (Consult Federal agency for Federal percentage share.) Enter the resulting Federal share.	Enter eligible costs from line 16c Multiply X <input type="text"/> %		\$ <input type="text"/>



PROVIDE A DETAILED BREAKDOWN OF THE TASKS TO BE PERFORMED AS LISTED BELOW:

Note: All amounts should be rounded to the nearest hundred dollars.

Line 1 – Administrative and legal expenses. Examples include: EDA components: record keeping, financial management, monitoring equal opportunity requirements (EO), monitoring compliance with federal labor standards, EDA requirements monitoring, project closeout documentation, title searches, legal opinions, etc.

Line 2 – Land, structures, rights-of-way, appraisals, etc. This item is only to be used in the event an existing building is to be used as local match. Consult your EDA representative.

Line 3 – Relocation expenses and payments. This item applies only to relocation expenses and payments and/or land acquisition. Consult your EDA representative



Line 4 – Architectural and engineering fees. Examples include preparing plans and specs, required consultants (structural, mechanical, electrical, plumbing, etc.), bid administration, attend meetings, process change orders, review contactors’ requests for payments and reimbursable costs, etc.

Line 5 – Other architectural and engineering fees. Examples include: Survey, soils borings/report and material testing.

Line 6 – Project inspection fees. Examples include: One time staking of project, construction inspection/observation for the project, notify Owner at 11 months after substantial completion and follow up, and a 12 month warranty inspection of all EDA project components.

Line 7 – Site work. Add cost to the Construction line item for “pad ready” tasks.



Line 8 – Demolition and removal. Add cost to the Construction line item for “pad ready” tasks.

Line 9 – Construction. Provide a detailed Architect's/Engineer's Opinion of Costs consistent with that provided in Question 7 above.

Line 10 – Equipment. N/A or contact an EDA representative.

Line 11 – Miscellaneous. N/A or contact an EDA representative.

Line 13 – Contingencies. No more than a 5% contingency is allowed. No other line item may contain contingency costs.

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