

Definitions, Terminology, and Vernacular of Public School Construction Process in Wyoming

“Authorization Letter”

These letters provide authorization for the District to contractually obligate itself, and the SFC under the terms of the MOU, and to proceed with awarding contracts for property, goods, or services. The letters may be provided in electronic or hard copy format, and may be issued by the Director (DAL) or the Commission (CAL).

“Award”

Upon selection and negotiation of contracts with service providers, contractors, or execution of land purchase agreements, and agreements with local regulatory bodies, etc., and receipt of GMP ([Guaranteed Maximum Price](#)), or a [Hard Bid](#), funds for the various phases and components of a project are then Awarded via a [Director Authorization Letter](#) (DAL) or a [Commission Authorization Letter](#) (CAL).

“Budget”

The Legislative term for this action is “Encumber”. The [SFC’s Accounting and Facility Management Software](#) uses the term “Budget” for the same action.

Following the approval of the Agency’s budget, and based on the outcome of the project’s planning phase which will apply SFC guidelines to identify the [Delivery Method](#) to be utilized, site to be used, determination of need for off-site infrastructure funds, bids, offers, etc. cost estimates for all applicable aspects and phases of a project are prepared. The sum of these costs estimates, along with appropriate administrative and overhead costs, collectively referred to as [Hard and Soft Costs](#), then become the basis for a project budget. The Agency will then set aside, or Encumber, funding for the project, both in SFC’s Accounting and Facility Management Software, and in [Wyoming On-Line Financial System \(WOLFS\)](#), but the funds will not yet be contractually obligated to the District, nor to a particular service provider, contractor, or property owner.

“Capacity Score”

Capacity Score reflects a school building’s comparative student capacity based on classroom count and load factor of students per room among all schools at all K-12 levels in the State of Wyoming. Schools built with funding by the SFC, receive a score based on their design capacity using SFC design guidelines.

“Capital Construction Projects”

Capital construction projects are any renovation, construction, replacement, repair or other improvement of or to any school building or facility which is designed to bring the building or facility to the statewide building adequacy standards [or guidelines]. These projects are identified in Agency’s Budget Request, have associated budget estimates and are ultimately approved by the legislature.

“Change Order”

Change Order refers to any change to the awarded funds. These changes can result in a transfer in or transfer out of an awarded contract. They can result in savings due to lower bids from subcontractors in the [CM](#), [CMA](#), or [CMAR](#) delivery methods, or reflect cost of changes to scope as a result of [Value Engineering \(VE\)](#), or discoveries during design, or changing conditions in the district, etc. Change Orders are captured on Agency’s monthly reports.

“Component Level Projects”

Component level projects, also referred to as minor capital construction projects, are those projects that are necessary for maintenance and functionality of school buildings that cannot be funded solely with a school district’s major maintenance funds and may pertain to a building that otherwise may be lower on the Needs Index than other buildings receiving capital construction funds.

“Condition Score”

Condition Score is a reflection of a school building’s Backlog of Maintenance And Repair (BMAR), using an assessment tool developed in collaboration with Facility Engineering Associates (FEA) of Virginia.

“Construction Manager” or “CM”

As defined by AIA, the “Construction Manager” is an individual or entity who provides construction management services.

“Construction Manager Agent” or “CMA”

As defined in Wyoming Statute, “Construction Manager Agent” means a type of construction management delivery where the professional service is procured under existing statutes for professional services. The construction manager agent is a construction consultant providing administrative and management services to the public entity throughout the design and construction phases of a project. Under this delivery method, the construction manager agent is not the contracting agent and is not responsible for purchase orders.

“Construction Manager At-Risk” or “CMAR”

As defined by Wyoming Statute, “Construction Manager At-Risk” means a type of construction management delivery in which the construction manager at-risk is an advocate for the public entity as determined by the contracts throughout the preconstruction phase of a project. In the construction phase of a project, the construction manager at-risk is responsible for all project subcontracts and purchase orders and may conduct all or a portion of the construction project work. Under this delivery method, the construction manager at-risk is responsible for providing a guaranteed maximum price for the project to the public entity prior to commencing the construction project and the construction manager at-risk shall be required to bond any project with a guaranteed maximum price in excess of one hundred thousand dollars (\$100,000.00).

“Construction Specification Institute”

CSI is an organization that maintains and advances standardization of construction language as it pertains to building specifications.

“Cost per Square Foot Guidelines”

SFC has compiled and analyzed information regarding cost of construction since its inception. This information is organized by the 16 CSI ([Construction Specification Institute](#)) divisions, and by 7 geographic regions within the State. The information is used as a guideline for estimation of cost of capital construction on a square foot basis.

“Delivery Method”

Construction delivery method refers to the means of choosing an architect and contractor to build a project. Options include design-bid-build, design build, construction manager at-risk, and construction manager agent. Alternate design and construction delivery method, as defined by Wyoming Statutes, means the delivery method described by any qualifications based procurement of design and construction services, including all procedures, actions, events, contractual relationships, obligations and forms of agreement for the successful completion of the design and construction, alteration or repair of any public building, work, improvement, facility, structure or system other than by design, bid and build. Alternate design and construction delivery methods available to a public entity include construction manager agent, construction manager at risk or design-builder.

“Design-Bid-Build” or “DBB”

In a Design-Bid-Build delivery method, the architect or engineer acts as the project coordinator. His or her role is to design, prepare the specifications and produce construction drawings, administer the contract, tender the works, and manage the works from inception to completion. There are direct contractual links between the architect's client and the main contractor. Any subcontractor will have a direct contractual relationship with the main contractor.

“Design-Build” or “DB”

As defined by Wyoming Statute, "Design-Build" means a type of construction delivery method in which there is a single contract between the public entity and a design-builder who furnishes architectural, engineering and other related design services as required for the public project, as well as labor, materials and other construction services necessary to construct the project. A design-builder may be selected by the public entity based on evaluation of responses to a request for qualifications, fixed scope request for proposal or fixed price request for proposal.

“Enhancement”

“...any renovation, construction, replacement, repair or other improvement of or to any school building or facility initiated by a school district which is designed to bring the building or facility to the condition exceeding the statewide building adequacy standards [or guidelines];” (W.S. 21-15-111(a)(iii)).

“Estimate”

Preliminary forecast of cost for a proposed [Scope of Work](#). This estimate incorporates SFC’s (School Facilities Commission) [Cost Per Square Foot Guidelines](#), and includes all costs associated with the proposed scope of work.

“Functionality Score”

This score reflects the complexity and extent of remediation to mitigate deficiencies, as measured against a set of characteristics, in a facility for support and delivery of the educational programs. The characteristics, process, and tool for Functionality assessment include site, technology and communications, administrative and student support spaces, dining and food service, student spaces, exterior learning spaces, custodial maintenance spaces, and safety.

“Guaranteed Maximum Price” or “GMP”

As defined by American Institute of Architects (AIA), the “Guaranteed Maximum Price” is a sum established in an agreement between owner and contractor as the maximum compensation to be paid by the owner to the contractor for performing specific work on the basis of the cost of labor and materials, plus overhead, expenses and profit.

“Hard Bid”

Hard Bid refers to the price submitted by competing prime contractors, given a DBB delivery method.

“Hard Costs” and “Soft Costs”

“Hard Costs”, or direct costs, are those construction costs that are readily identifiable, such as labor, materials, and construction management fees. Contrast with indirect or “Soft Costs” which cover an allocation for overhead plus all expenses spent away from the construction site, such as legal, accounting, permitting, and construction period interest.

“Invoiced”

Invoiced amounts refer to the portion of the Total Award that has been expended to date.

“Major Building and Facility Repair or Replacement”

“...the repair or replacement of complete or major portions of school building and facility systems at irregular intervals which is required to continue the use of the building or facility at its original capacity for its original intended use and is typically accomplished by contractors due to the personnel demand to accomplish the work in a timely manner, the level of sophistication of the work or the need for warranted work;” (W.S. 21-15-109(a)(iii))

“Memorandum of Understanding” or “MOU”

This refers to a “Memorandum of Understanding” executed between SFC and the districts to govern the terms and conditions of State funding of K-12 construction

projects. It is under the terms of this MOU that a district will receive an Authorization Letter to sign a contract for services, goods, or property.

“Needs Index”

Needs Index (NI) provides a weighting to and combines an educational building’s scores of Condition (50%), Capacity (35%), and Functionality (15%). The purpose of the NI list is to prioritize school buildings across the state.

“Project”

“...replacement, renovation or new construction projects which increase the value of the school building or facility by improving the [condition or] function[ality] of the building or facility or the capacity of the building or facility,..., excluding... [Major Maintenance] and routine maintenance and repair...” (W.S. 21-15-111(a)(iv))

“Remaining”

This is the remaining balance after expenses.

“Scope of Work”

“...a course of action addressing identified building and facility needs in accordance with statewide adequacy standards [and guidelines] developed under [Wyoming statutes], consisting of building or facility construction, replacement, renovation, repair or any combination thereof;” (W.S. 21-15-111(a)(v))

“SFC Accounting and Facility Management Software”

This software is used for accounting, reporting, management of construction, and maintenance of Facilities. Agency’s current (January 2010) software product is Assetworks (previously known as Maximus).

“Total”

Total refers to the total dollars provided to achieve completion of the project, including funds [transferred in](#), for some projects, less the funds [transferred out](#).

“Transfer In/Out”

“Transfer In” means transferring monies into a contracted Cap Con Project and

“Transfer Out” means transferring monies out of a contracted Cap Con Project.

“Value Engineering”

Contracts for professional services to represent the SFC’s and the District’s interests during the design phase of the project. The purpose is to ensure the owners receive the best value for their investment. These services include Architectural, Engineering, and Educational Planning.

“Wyoming On-Line Financial System” or “WOLFS”

This acronym refers to the State of Wyoming’s accounting system, which all agencies interface with.