

## SOV Guidelines

### Introduction

The following guidelines are intended for all managing or overseeing construction projects at UMass Chan to ensure that project teams are adhering to best practices when obtaining, reviewing, and approving contractor's Schedule of Values (SOV). The purpose of this document is to outline expectations to guarantee a level of consistency that assures all project progress is tracked effectively and efficiently.

### Baseline Schedule of Values

#### Lump Sum

For Lump Sum Contracts, the draft Schedule of Values shall be submitted to the UMass Chan Project Manager (PM) in conjunction with the Baseline Critical Path Method (CPM) schedule deliverable. Payments will not be processed until the draft Schedule of Value is approved by UMass Chan. It is also important to make sure the GC frames the SOV mirroring how they plan to build the project, allowing for accurate progress measurement.

#### Minimum Requirements

At a minimum, the framework of the schedule of values should strongly correlate to the work-breakdown structure within the cost loaded CPM schedule. In other words, a line item in the schedule of values should correspond to a summary activity of the CPM schedule. For example, the line items in the schedule should have a unique identifier that corresponds to a summary activity in the schedule utilizing the same unique identifier. When the GC sets up their SOV in this fashion, the resident engineer, project manager, or anyone involved in the project will be able to verify the values of each line item to ensure that they are realistic. More importantly, when the contractor invoices based on the line items in the schedule of values, one can verify the percentages based on the progress measured in their updated schedule. Since the two documents correlate, the progress measurement becomes a lot more accurate.

Upon request of the project manager, the contractor may need to further break out their SOV to reflect work by area, or work by phase, or by funding source. This accomplishes two things: The SOV becomes more transparent and anyone, especially the project manager, will be able accurately track the project by phase.

#### SOV Format and Content

The GC needs to breakdown their SOV as follows

- Each lump sum line item has a unique identifier (i.e. CSI codes, other strategic numbering schemes).
- Mobilization is to be listed as a separate line item.
  - Only one mobilization line item on schedule of values, unless deemed necessary by engineer or PM because of project phasing.
  - If mobilization is to be bid on as a unit price, that mobilization line item takes precedence.
  - Mobilization is not to exceed 5% of total contract value unless deemed appropriate by the PM.

- Each line item that is broken out is accompanied by a percentage of the total contract value and no line item should be more than 5% of the contract value
- General requirements should also be broken out as separate line items and should include:
  - Project Requirements (Cleaning, Staging, Temp Construction)
  - P&P Bonds
  - GL Insurance
  - Fee
- Include separate line item for Project Closeout Requirements
- Other Considerations:
  - If the project plans span over multiple areas, the GC should ensure that the breakdown of the SOV accurately reflects the areas of work.
  - If the project is more procurement-based, and the materials make up most of the project cost, the schedule of values should be tied to the delivery of those items. Furnishing and installation costs should be included in that number. Minimum one number per item procured.
  - If the GC has filed sub-bids, the GC should breakdown the costs of the filed sub-bids in the schedule of values.
  - If a project has explicitly identified funding sources that require for work to be tracked in a particular way, this should be reflected on the SOV.