

CEE431 Construction Contracting

PREPARATION OF PROPOSAL

1. Prepare a complete recap sheet for the Ann Arbor Fire Station #6 using the attached subcontractor and vendor bids. For each Specification Division itemize the subitems and show their price. Use the generalized form of the recap sheet shown in your textbook (Fig. 5.7, p. 112, 6th Ed.). Note that work to be done by the prime contractor is to be broken down by material and labor components. Don't forget alternates.
2. Prepare a proposal on the form provided. It must be dated and signed.
3. You may use a subcontractor for work you have estimated.
4. Explain every number on your recap sheet by using a backup sheet that shows where each number came from. The backup sheet should be complete and also easy to understand. For example, if you use a sub's quote, show its name, the page from which the number comes from, what items of work it includes, what other costs were added or subtracted from it, their source, and everything else needed to trace your steps.
5. Make sure you do not leave any cost item out of your estimate. For example, if you use a hoist, make sure you have a cost for it, even if you eventually embed it in another number such as miscellaneous expenses. You should also consider, for example, the cost of bringing the hoist to the site and removing it at the end of the work. Your coverage of cost items should be complete.
6. The information provided includes costs for all items of work except for the small wood fence (screen) around the garbage dumpster. Read the attached notes on estimating carpentry and do your own quantity takeoff (use Fogarty quantities only as a check) and cost estimate. You may assume that Valence Carpentry bid includes all carpentry except kitchen cabinets and dumpster screen. Custom Carpenters' price covers cabinets and countertops installed. This leaves only the dumpster screen to be estimated.
7. Assume a tax rate of 6% on materials only. The tax for materials purchased by subcontractors is already included in their prices and will be paid by them directly. Project OH equals 10% of the direct costs for the work items (including tax). Do not include a separate item for bonds. It is included in project OH. Add a G&A OH of 5% of the project's direct cost. Select your own profit markup.

You are expected to correct and include with your proposal all previous estimates made by you. Show the corrections on the original sheets or add an extra page after the page being corrected (number the added pages as 5A, 17A, etc.) and note the change where a correction occurs.

Bind all proposal sheets and corrected detailed estimate sheets together in a folder. This completed project estimate will not be returned until after you graduate.

Bids will be opened and read aloud at submission time in class.