

## PHASE 1

**Budget Preparation Checklist** 



### 1. Receive Drawings from GT Construction Manager



2.1 Columns required:

Category	Description	Qty.	Unit	Labor Unit Cost Materials Unit Cost	Sub Unit Cost	Total
				_		



2.2 Populate columns with project scope description & estimate

tion	Qty.	Unit	Labor Unit Cost		Materials Unit Cost		Sub Unit Cost		Total	
	1	1s								
	2	ea	\$	50.00	\$	50.00	S	-	\$	200.00
	3	ea	\$	50.00	\$	50.00	S	_	S	300.00
	1,404	sf	\$	0.50	\$	0.50	\$	_	\$	1,404.00



2.3 Put the CSI Item Number in the upper left corner of each sheet

9		
Category	Description	Qty.
Paint	Bids	1
	Stain Doors	2
	n · . n · .	٥ : <del>م</del>



2.4 Every trade must have an accompanying Bid Trade Analysis Sheet

		New Sidelight
5	Framing	& Drywall
		New Partition
		Acoustical Ceilings
9 )+	Paint	
		Stain Doors
		Paint Door Frames
i		Paint Walls

5	
Category	Description
Framing & Drywall	Bids

9		
Category	Description	Qty.
Paint	Bids	1
	Stain Doors	2
	n · · D _ F	•



Complete Bid Trade
 Analysis Sheet sample
 thus far

Category	Description	Qty.	Unit		bor Unit Cost		rials Unit Cost	Sub l	Unit Cost		Total
	Bid	1	1s								
		2	ea	S	50.00	S	50.00	S	-	S	200.00
		3	ea	\$	50.00	\$	50.00	\$	-	\$	300.00
		1,404	sf	S	0.50	S	0.50	\$	-	S	1,404.00
	Subtotal									S	1,904.00
	Adjustment - Description										
	Bonds										
	Labor Burden							į			
	Sales Tax										
	ADUSTED TOTAL			i						S	-



3.1 Columns required:

* *			
CSI Item Number	Category	TOTAL AMOUNT	S.F. Cost
		I I	



3.2 Populate Columns with data from each Bid Trade Analysis Sheet

CSI Item Number	Category	TOTAL AMOUNT	S.F. Cost
1	General Conditions	\$778.00	\$0.35
2	Demolition	\$789.00	\$0.36
3	Flooring	\$233.00	\$0.11
7	Fire Protection	\$113.00	\$0.05
	Doors/Frames/Hardware	\$2,434.00	\$1.11
	Glass/Glazing	\$221.00	\$0.10
8	Framing & Drywall	\$978.00	\$0.44
	Paint	\$353.32	\$0.16
15	HVAC	\$778.00	\$0.35
	Electrical	\$1,020.00	\$0.46
	Total Cost:	\$7,697.32	\$3.50



3.3 Ensure that the costs on the Estimate Summary Sheet match Bid Trade

Stain Doors

Qty.

**Georgia Maintuitte** of Technology

**Analysis Sheets** 

5	Framing	New Sidelight & Drywall	C	ategory	Description
	· · · · · · · · · · · · · · · · · · ·	New Partition	Framin	ıg & Drywall	Bids
		Acoustical Ceilings			
(9)	Paint				
		Stain Doors	9		
1		Paint Door Frames	Category		Description
		Paint Walls	Category		Безстрион
I	•	•	Paint	Bids	

3.3 Cost matching (continued)

	· OTROS OTROS		•
8	Framing & Drywall	\$078.00	\$0.44
9	Paint	\$353.32	\$0.16
<b>—</b>	Transfer A. And		00.05

Labor				Materials	Tax	Total	
Qty.	Unit	Unit Cost	Qty.	Unit	Unit Cost		
1	1s		1	1s			
2	ea	\$ 50.00	2	ea	\$ 50.00	\$ 16.00	\$ 116.00
3	ea	\$ 50.00	3	ea	\$ 50.00	\$ 24.00	\$ 124.00
1,404	sf	\$ 0.50	1,404	sf	\$ 0.50	\$ 112.32	\$ 113.32
							\$ 353.32



Estimate Summary Sheet sample thus far

CSI Item Number	tem Number Category		S.F. Cost
1	General Conditions	\$778.00	<b>\$</b> 0.35
2	Demolition	\$789.00	<b>\$</b> 0.36
3	Flooring	\$233.00	\$0.11
7	Fire Protection	\$113.00	<b>\$</b> 0.05
8	Doors/Frames/Hardware	\$2,434.00	\$1.11
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9	Paint	\$353.32	\$0.16
15	HVAC	\$778.00	<b>\$</b> 0.35
16	Electrical	\$1,020.00	\$0.46
	Total Cost:	\$7,697.32	\$3.50

## 4. Verify minimum required bid participation is confirmed for Subcontractors & Vendors

\*NOTE – Obtain approval from GT CM for less than 3 bids on scope value of \$5K or greater and provide justification. Ideally 3 bids are received for all trades regardless of dollar value.



# 5. Forward completed G.C. Budget Estimate including, Phase I Checklist, Estimate Summary, Bid Trade Analysis Sheets, and Subcontractor/Vendor minimum participation verification to GT CM

5.1 Include a completed Phase I Checklist Item 1 thru 5, checked as complete

5.2 Label each page (on top right corner) with:

G.C. Budget Estimate

Project Name

Building # - Building Name

Project Number: wxyz-20xx

Page x of y (total # of pages)

\*\*\*DUE 1 WEEK FROM
RECEIPT OF BID DOCS\*\*\*

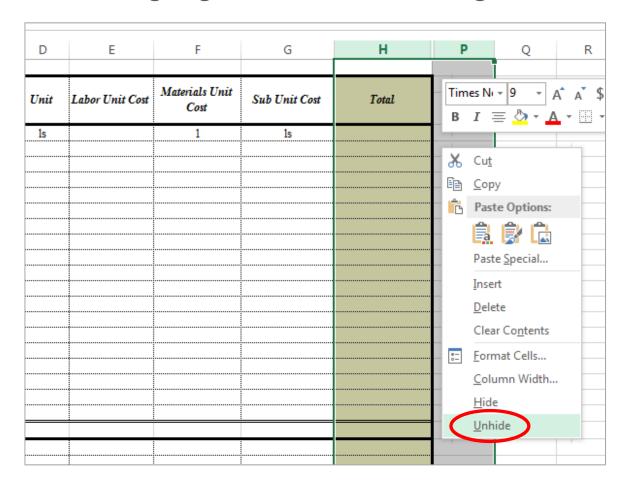
\*NOTE – Items in **red** will change for each job.



# 6. Coordinate construction site visit with GT Construction Manager for subcontractors

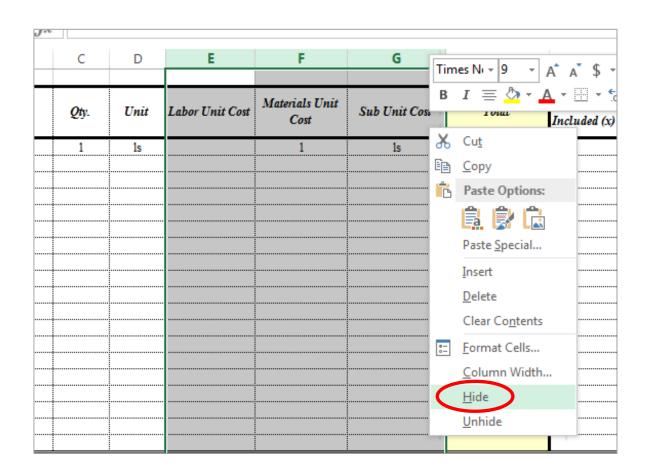


7.1 Highlight Columns H-P, right click, select unhide





7.2 Highlight columns E-G, right click, and select hide



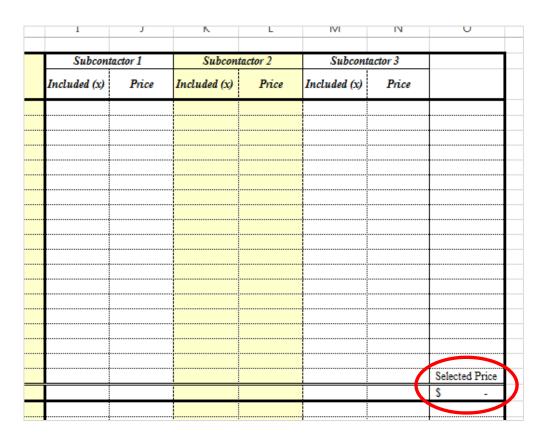


7.3 Three bids required per trade

I	J	K	L	М	N	
Subcontactor 1		Subcontactor 2		Subcontactor 3		
Included (x)	Price	Included (x)	Price	Included (x)	Price	
				:   		



 7.4 Place the selected bid in the Selected Price column





# 8. Obtain GT CM approval for exceptions to minimum bids required



9. Inquire about OIT/telecom proposal with GT CM – direction on whether it should be included in G.C. cost (if applicable)



### 10. Prepare Preliminary Schedule



## 11. Prepare "Statement of Constructability and Qualifications"



Project Name: Project Number; Building Name: Building Number

### Statement of Constructability and Qualifications

We hereby certify that we have looked over the appropriate documents related to the project listed above, including, but not limited to: drawings, specifications, notes, plans, surveys, and deem this project to be constructible.

Name Estimator

Name

Project Manager

Name Superintendent



#### 12. Forward Documents below to GT CM

- 12.1 Proposal Cover Letter
- 12.2 Estimate Summary
- 12.3 Bid Trade Analysis Sheets
- 12.4 Preliminary Construction Schedule
- 12.5 Statement of Constructability and Qualifications
- 12.6 Change the heading in top right corner to read:

G.C. Working Estimate

Project Name

Building # - Building Name

Project Number: wxyz-20xx

Page x of y (total # of pages)

## \*\*\*DUE 2 WEEKS FROM RECEIPT OF BID DOCS\*\*\*

