**Construction Administration Guide**

**CAG-Exhibit 1A**

Edition: November 1, 2016

Guideline for **Preparation of Proposal for Preconstruction Services**

The Guaranteed Maximum Price is usually prepared based on 50% Construction Documents. In these typical cases the preconstruction deliverables include reports at the completion of Advanced Schematic Design, Design Development and 50% Construction Documents. The deliverables at 50% Construction Documents include the Guaranteed Maximum Price proposal. Reports include discussion of the items outlined in the Agreement as preconstruction services.

If the design phases are different from the standard phases, or deliverables are required which differ from the standard project described above, the Construction Manager (CM) or Design/Construction Services Team (DCST) will be notified, and the preconstruction proposal will be prepared accordingly.

The following costs are to be included in the proposal: direct labor costs, travel (when applicable), printing costs, personnel expense and overhead (included as a multiplier). The proposal should include the number of hours by team member for each phase. A sample format:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Rates** | **SD** | **DD** | **GMP @ 50% CD** | **Pre-Construction** |
| **$/hr** | **Hours** | **Total $** | **Hours** | **Total $** | **Hours** | **Total $** | **Hours** | **Total $** |
| Proj. Exec. | $ 35 | 0 | **$ 0** | 0 | **$ 0** | 4 | **$ 140** | 4 | **$ 140** |
| Proj. Director | $ 29 | 24 | **$ 696** | 72, | **$ 2,088** | 96 | **$ 2,784** | 192 | **$ 5,568** |
| Proj. Mgr. | $ 25 | 16 | **$ 400** | 72 | **$ 1,800** | 96 | **$ 2,400** | 184 | **$ 4,600** |
| Sr. Estimator | $ 28 | 16 | **$ 448** | 12 | **$ 336** | 24 | **$ 672** | 52 | **$ 1,456** |
| Estimators | $ 22 | d | **$ 0** | 24 | **$ 528** |  | **$ 704** | 56 | **$ 1,232** |
|  |  |  |  |  |  |  |  |  |  |
| Total Direct Labor |  | 56 | **$ 1,544** | 180 | **$ 4,752** | 250 | **$ 6,700** | 488 | **$ 12,996** |
| \*Multiplier |  |  | 1.6 |  | 1.6 |  | 1.6 |  | 1.6 |
| Total Labor Cost |  |  | **$ 2,470** |  | **$ 7,603** |  | **$ 10,720** |  | **$ 20,794** |
|  |  |  |  |  |  |  |  |  |  |
| \*Travel |  |  | **$ 0** |  | **$ 0** |  | **$ 200** |  | **$ 200** |
| Printing |  |  | **$ 75** |  | **$ 100** |  | **$ 125** |  | **$ 300** |
|  |  |  |  |  |  |  |  |  |  |
| Project Total |  |  | **$ 2,545** |  | **$ 7,703** |  | **$ 10,845** |  | **$ 21,294** |
| \*see attached breakdowns |

**The multiplier, travel if allowed and printing items must include a further breakdown.**

**Travel Breakdown**

1. **Driving--** the number of miles to be traveled times the current state mileage rate
2. **Flying--** the air fare
3. **Per Diem--** current approved State of Florida per diem amount for meals
	1. for breakfast (if trip commences prior to 6.00 a.m.)
	2. for lunch
	3. for dinner (if the trip extends beyond 8:00 p.m.)
4. **The hotel rate**

Firms who represent that they have, or will have, an office local to the project site are not eligible for travel expenses. The printing breakdown includes the number of pages of specifications times the printing rate and the number of sheets of drawings times the printing rate.

The multiplier breakdown lists all items included in the firm's personnel expense multiplier as included in **CAG-Attachment 1B** (Guideline for Preparation of Proposal for Preconstruction Services- Employee Multiplier Breakdown).

Overhead and profit are not included in the preconstruction phase, as those items will be included in the GMP for the construction phase.