

ATTACHMENT "B"

Construction Cost Estimator Scope of Work

Construction cost estimator is to provide the following services:

1. Provide statements of probable cost at the following design milestones:
 - Initial Project Baseline
 - 100% Schematic Design
 - 100% Design Development
 - 50% Construction Document
 - 95% Construction Document
 - DSA-Approved Documents
2. Assist in the standardization of cost estimate formatting for design and construction phases.
3. Visit job site and attend meetings needed to evaluate logistical and constructability impacts to construction costs and assist project team in related cost issues.
4. Reconciliation with Architect, General Contractor, and/or Construction Manager estimate at each design milestone.
5. Compare milestone estimate to the previous milestone estimate, overall budget, and baseline estimate to establish whether design scope changes have been made or need to be made.
6. Check all cost-estimate calculations for accuracy and completeness, including assessing whether estimates completely and accurately represent design features, quantities, and separate labor, material, and equipment unit pricing used to arrive at the project cost estimate.
7. Include verification and continuity of cost budgets in the transfer from estimate to the contractor's schedule of values. Where costs are included for details not indicated on the drawings and specifications, the estimator must include design assumptions to complete the scope.
8. Review and note if contingencies are concealed it within unit pricing, or quantity estimates, or takeoffs.
9. Validate Architect, General Contractor, and/or Construction Manager estimate unit costs and any added geographical cost factors.
10. Verify estimate is escalated to the midpoint of construction to reflect the provision for construction inflation.
11. Provide value engineering or special cost studies on potential design or scope changes from milestone estimate upon request.
12. Review and evaluate construction field instruction and change order costs upon request.

Certifications and Experience

- AACE-Certified Cost Professional or ASPE Certifies Professional Estimator required
- Proficiency in Microsoft Office suite
- Experience with major industry wide cost estimating software. Identify variety of software currently in use for cost estimating.