



Welcome!

Thank you for participating in the 2009 Associated Schools of Construction Commercial Estimating Competition. Best of luck to you and your team! Enclosed you will find a breakdown of the competition rules and submission requirements. You will be provided with electronic copies of the bid form as well as electronic copies of the drawings and specifications at the beginning of the competition. One half size set and one full size set of documents and one set of specifications will also be provided to each team.

Please provide the following information in your written submission.

1. Proposal Cover Letter – Please introduce your Corporation and provide a brief outline of the proposal submitted. Please include your Guaranteed Maximum Price in this narrative. Please have an appropriate corporate officer sign and date this cover letter.
2. Bid Breakdown – Please include the Excel Spreadsheet bid breakdown detailing your Guaranteed Maximum Price. Some allowances will be provided for work that will be assigned to you as the general contractor (i.e. Mechanical, Electrical, and Plumbing scopes of work). Each team is responsible for ensuring that all formulas within excel spreadsheets are correct.
3. Organizational Chart and Job Description – Please include an Organizational Chart and separate Position Description for each member of your project team. All members will be required to participate in the Oral Presentation.
4. Project Schedule – Please provide a project schedule in the format of your choice. Please feel free to identify any concerns you see fit in narrative fashion.
5. Project Specific Safety Plan – Please include a project specific safety plan befitting with your corporate standards and practices.
6. Value Engineering – Please include a narrative addressing any value engineering ideas you believe will benefit ownership. Please be detailed – include information relative to potential alternate means and methods, potential savings and or schedule efficiencies.
7. Quality Assurance Plan – Please include your project specific quality assurance plan. Please include any information relative to your corporate practices including all roles that your project team will play in delivering the utmost in quality construction.

8. Site Logistics – Please submit a site logistics plan. Please include any narrative or visual aids relative to your particular construction means and methods.
9. LEED Construction – Please provide a narrative describing several methods, which you would recommend to ownership, which could be implemented in an effort to achieve a LEED rating for this project. Please feel free to include your team’s qualifications relative to LEED Construction experience.
10. Division One – GENERAL CONDITIONS. – Please provide a detailed breakdown of your General Conditions for this particular project (Salary and Overhead Expenditures, etc.) Please also include a value for Contractor’s Project Contingency (see bid form).
11. Estimates of work - Please provide an estimate for the scope of work as requested on the project bid form. Please only include pricing as requested per plan, spec and bid form. Please include all take offs. Points will be awarded for work shown. Team should include all work that is listed on the specific estimate breakdown sheets, these worksheets must be included as part of your submission documents. Teams are responsible for ensuring that all formulas within the excel sheets are correct.
 - a. Structural Excavation and Backfill
 - b. Concrete Work and Reinforcing
 - c. Enclosure System
 - d. Flooring
 - e. Appliances

Thanks for your participation. Should you have questions or concerns – please refer to the attached Competition rules for advice on how to answer your query. Best of luck.

Sincerely,

Craig Atkinson
Director of Career Development
The Walsh Group
catkinson@walshgroup.com
www.walshgroup.com
Phone: 312.907.2377



2009 Associated Schools of Construction – Great Lakes Region III Commercial Estimating Competition

Rules

1. Teams may have a MAXIMUM of six students. Students must be currently enrolled on a full time basis in the Construction Curriculum. Alternates are not allowed.
2. The competition teams will be presented the Problem on October 22, 2009 at the opening meeting at 7:00 a.m. **During the presentation of the problem from 7:00 a.m. to 8:00 a.m., everyone is welcome to attend (coaches, friends, spouses, students other than team members, AGC members, ASC members, etc.)** The team will start the problem at 8:00 a.m. October 22 and end at 11:00 p.m. on the same day. **Once the problem has been distributed, each team will be on the honor system regarding outside help.** No one other than the team members is allowed in the designated hotel room during preparation of the proposal response and oral presentation. This includes faculty, coaches, friends, spouses, etc. Teams must work from one hotel room – multiple rooms are not permitted. **Internet access is prohibited.** Any computers with wireless devices must have them removed from the pcmcia slot or deactivated if internally installed. The judges will be making several trips to the individual team rooms through out the competition. Failure to meet this requirement will result in disqualification. Teams are required to work in their rooms with the room door kept unlocked at all times in order that the judges may enter.
3. Student team members will not be permitted to join their team after the problem is distributed during the morning session on October 22, 2009.
4. **Each team is to determine their own company name.** Company names should not refer to school name/mascot or a name of anyone on the team. Company names are to be posted on hotel room door throughout the competition.
5. Additional guidelines for specific RFP requirements will be handed out at the opening conference. The original proposal package can be in color and all five (5) copies should be in black and white (except the schedule which should be in color for all copies in order that the critical path can be identified.)
6. All written proposal documents, working papers and support data (original plus five copies) must be submitted for review by the judges

October 22, 2008 by 11:00 p.m. sharp. For scoring purposes, any proposals (or portions thereof) turned in after the deadline will have points deducted from the written proposal score.

7. **An original and five copies** of all written proposal documentation will be required. The original proposal package may be in color. All copies can be in black and white. **The original and all five copies of the schedule must be in color.** Any copying for the oral presentation materials produced during the competition will be the responsibility of each team. Come prepared to organize the proposal packages with up to 15 tabbed sections. **All proposal books should be submitted in a three ring binder (1 ½" or 2").** The use of outside or "off-campus" commercial copying businesses is not permitted during preparation of the proposal response. All stationary and equipment required must be brought to the designated hotel room prior to the start of the competition at 8:00 a.m. on October 22, 2009
8. Each team will be allowed to use/bring whatever equipment they feel necessary to solve the problem. **There can be no outside assistance or feedback from any group, individual, association, contractor, or any other outside entity during the competition period. Internet Access is prohibited.** During oral presentation, teams are responsible for supplying needed equipment, a computer will be provided for presentation in the judging room . Please note the AGC will provide an LCD projector, projection screen, and one flip chart with markers. Only one computer will be allowed, and LCD panel and any flip charts. Videotapes are not permitted. NOTE: Schedules should be reproduced on 8 ½ x 11, 8 ½ x 14, or 11 x 17, as PLOTTERS WILL NOT BE ALLOWED. A computer, projection screen, and flip chart with an easel will be provided at the competition for your use. Schools should bring their own computer to use during the presentation. A schedule will be issued for the participants to visit the presentation room prior to their actual presentation.
9. Preparation for oral Presentations will begin at 7:30 a.m. October 23, 2009. All teams will submit oral presentation materials to the judges at 11:00 a.m. sharp on October 23, 2009. This includes computer visual aids, etc. Only the materials shown to the judges at this time will be allowed at the oral presentations. Failure to turn materials in prior to the deadline will result in points being deducted from the score for the oral presentation.
10. Oral presentations will begin at 12:00 p.m. on Friday, October 23, 2009. Teams will be allowed 5 minutes for setup, 18 minutes for their presentation followed by a 10-minute question and answer session and 2 minutes for breakdown. **Each member of the team must speak a minimum of 2 minutes and must participate in the question/answer section.** It is mandatory that the following four roles be assigned and in attendance for the oral presentation: Company Officer, Project

Manager, Preconstruction Manager/Chief Estimator, Superintendent, and Project Engineer. The remaining position should be titled at the discretion of each team.

11. Team presentations must adhere to the schedule. A timer bell or voice signal will indicate the end of the initial presentation and the beginning of the question and answer period.
12. Oral presentations are scheduled to begin at 12:00 p.m. on Friday, October 23, 2009. An example of the presentation time slots follows:

Team	Presentation Time
1	12:00 p.m.
2	12:40 p.m.
3	1:20 p.m.
4	2:00 p.m.
5	2:40 p.m.
6	3:20 p.m.
7	4:00 p.m.
8	4:40 p.m.
9	5:20 p.m.
10	6:00 p.m.
11	6:40 p.m.
12	7:20 p.m.
13	8:00 p.m.
14	8:40 p.m.
15	9:20 p.m.

13. All teams must stay in their hotel room during the scheduled oral presentations until their time to present. If the schedule of presentations gets ahead of schedule, teams will be called to advise of new scheduled times.
14. **No team member may be present in the presentation room or in the vicinity of the presentation room except for his or her own school's presentation.** The team coach, faculty, friends, and relatives are allowed to watch an individual team's presentation. Coaches are not to have contact with their team until their oral presentation is complete. **Teams and coaches will not be allowed to watch another school's presentation.** Again, coaches may not communicate with their school's team in any way or view presentations of another school. Once you have finished your presentation, you are free until the debrief session. Videotaping of your individual team's oral presentation is permitted. Please ensure that any videotaping or photography is done in a way that does not distract the team members during their presentation.
15. Only one coach is permitted for each team. The coach's job is to encourage and support in any way deemed appropriate. However, once the competition begins, the coach's role is to ensure that rules are

followed. No direct input is allowed after 8:00 a.m. October 22, 2009. In case of emergency or if a coach must see their team during the competition they must be accompanied by a judge. (No exceptions) Coaches will be asked to provide the judging team with their contact numbers so they can be reached when necessary. Since contact is limited after 8:00 a.m. on October 22, 2009, coaches should evaluate how they will arrange for meals for their team during the competition. It is recommended that all coaches carry a **cell phone** in order that they can be contacted immediately in case of emergency since there will be other activities happening concurrently outside of the hotel.

16. A short group debriefing will be held after the conclusion of the oral presentations on or about 9:00 p.m. on October 23, 2009. This will be done by the judges and take place in the presentation room. Teams have the option to attend.
17. On Saturday morning, an Awards Breakfast will be held honoring those participating in the competition. The winning team will be announced during the breakfast.
18. Any questions or problems should be reported to the Competition Coordinator, Craig Atkinson at catkinson@walshgroup.com or 312.907.2377
19. This is the last rule, and this mandatory, **HAVE FUN!**

Commercial Building Division Problem

This years problem will be a project for the US Army Corps of Engineers.

Each team will be judged on a scale of 70 points for the written proposal and 30 points for the oral presentation. Teams can also receive additional points for value added in their proposal books or oral presentations (i.e. ethics, creativity, etc.). Points for value added will be awarded at the discretion of the evaluating team, which will consist of the judges.

Scoring criteria will be assigned to each main category and to subcategories to establish a consistent guide for the panel of judges.

The successful team will be required to demonstrate full knowledge of the plans and specifications, problem solving, methods of construction, presentation and communication skills. The problem will involve application of scheduling techniques, estimating, risk management, budgeting, evaluation of client criteria, and coordination.

Teams will be judged on the following criteria and are advised to prepare for the competition by utilizing the following skills:

1. Written Proposal
 - a. Organization and appearance

- b. Completeness, address owner concerns, special provisions, etc.
- c. Submission of proper bid package, spelling and grammar, etc.
- d. Were the issues, features, benefits, and proofs demonstrated and addressed?
- e. Does the proposal demonstrate a full understanding of what is required by the owner?
- f. The owner expects the proposal to be original and specific to the project.
- g. Does the proposal address your ability to meet the customer's needs and requirements?
- h. Did you differentiate yourself from the competition?
- i. Have the RFP instructions been followed and is there complete compliance with the proposal request?
- j. Boilerplate material is not acceptable. Judges will be looking for this and will mark down any proposal containing "boilerplate" material.

2. Scheduling/Logistics

- a. Specification reading, plan reading, scheduling, logic analysis, etc.
- b. Identification of pertinent activities, logic of durations, breakdown by phases
- c. Coordination of trades, utilities, shutdowns, startups, etc.
- d. Hoisting, quality, safety, traffic, site plan and lay down considerations, etc.
- e. Areas of potential concern: material delivery and storage, street utilization, traffic, public concerns, and neighbor relationships.
- f. How will you ensure the project is built to the highest safety standards?

3. Cost Estimating/Pricing

- a. Completeness of budget
- b. Logic of costs
- c. General condition costs
- d. Audit trail
- e. Presentation organization
- f. Readability

- g. Backup estimates are required for the following work
 - i. Concrete Work including reinforcing
 - ii. Roofing
 - iii. Flooring
 - iv. Structural Excavation and Backfill
 - v. General Conditions
- 4. QA/QC
 - a. Safety
 - b. Quality Assurance and Quality Control
- 5. Oral Presentation
 - a. Appearance – professionalism, voice projection, verbal skills, etc.
 - b. Project overview including problem solutions, schedule, etc.
 - c. Use of text, graphics, charts, visual aids, overall participation by team members
 - d. Logic, order, clarity, technical accuracy, organization etc.
 - e. Response to questions concerning written proposal, knowledge of project by all members.
 - f. Team cohesiveness and organization as displayed during judges room visits.

NOTE: Ethics and moral standards are highly regarded in the construction industry. You are on the honor system during the competition. Teams are also asked not to give gifts of any kind to the judges. **Please do not talk with other teams, friends, coaches, or anyone regarding the problem. All team members should stay in the team room during the competition. Exceptions are to make copies, turn in question, attend pre-bid and receive addenda and then only one to two team members should be designated for such tasks.** Do not bring more team members than required. **If violations are found to exist, your team will be dismissed from the competition.**

Let us re-emphasize that coaches are not to have any contact with the team after the competition begins at 8:00 a.m. on October 22, 2009

These rules will be strictly enforced so please read them carefully.