



FLORIDA STATE UNIVERSITY
GUIDELINES FOR CONSTRUCTION MANAGERS FOR THE
PREPARATION OF PROPOSALS FOR PRE-CONSTRUCTION SERVICES



The construction manager is typically selected at the beginning of the design process. The Guaranteed Maximum Price is usually prepared based on 50% Construction Documents. In these typical cases the pre-construction deliverables include reports at the completion of Advanced Schematic Design, Design Development and 50% Construction Documents. The deliverable at 50% Construction Documents includes the Guaranteed Maximum Price proposal. Reports include discussion of the items outlined in the Agreement as pre-construction 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 will be notified and the pre-construction proposal will be prepared accordingly.

The following costs are to be included in the proposal:

- direct labor costs
- printing costs
- overhead (included as a multiplier)
- travel (when approved)
- personnel expense
- number of hours by team member for each phase

A sample format:

Project Name	Rates	SD		DD		50% / GMP		Preconstruction	
Project Number	\$ / hour	Hours	Total \$	Hours	Total \$	Hours	Total \$	Hours	Total \$
Project Exec	35	0	0	0	0	4	140	4	140
Project Director	29	24	696	72	2,088	96	2,784	192	5,568
Project Manager	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	0	0	24	528	32	704	56	1,232
Total Direct Labor		56	1,544	180	4,752		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		0		0
*Printing			75		100		125		300
Project Total			2,545		7,703		10,845		21,294

* See attached breakdowns

NOTE: The multiplier, travel (if allowed) and printing items must include a further breakdown.

TRAVEL BREAKDOWN

- Driving = number of miles to be traveled times the state mileage rate (currently \$0.29 per mile)
 - Flying = the air fare
 - Approved State of Florida per diem amount for meals:
 - \$3 for breakfast if trip commences prior to 6.00 a.m.
 - \$6 for lunch
 - \$12 for dinner if the trip extends beyond 8:00 p.m.
 - Hotel rate
- (Firms who represent that they have, or will have, an office local to the project site are not eligible for travel expenses.)

PRINTING BREAKDOWN

- Number of pages of specifications times the printing rate
- Number of sheets of plans times the printing rate

MULTIPLIER BREAKDOWN

- Lists all items included in the firm's personnel expense multiplier (may differ by employee).
- Overhead and profit are **not** included in the pre-construction phase, as those items will be included in the GMP for the construction phase.