

**The 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 preconstruction 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 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 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 approved)
- personnel expense
- overhead (included as a multiplier)
- printing costs
- Number of hours by team member for each phase

A sample format:

Proj. Name	Rates	SD		DD		50%/GMP		Preconst.	
Proj. No.	\$/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	0	0	24	528	32	704	56	1,232
Total Direct Labor		56	1,544	180	4,752		6,700	488	12,996
*Multiplier			1.45		1.45		1.45		
Total Labor Cost			2,239		6,890		9,715		18,844
*Travel			0		0		0		
*Printing			75		100		125		300
Project Total			2,314		6,900		9,840		19,144

\*see breakdowns listed below

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

**TRAVEL BREAKDOWN**

- Driving--the number of miles to be traveled times the state mileage rate (currently \$0.445 per mile)
- Flying--the air fare
- Approved State of Florida per diem amount for meals
  - \$6 for breakfast (if trip commences prior to 6.00 a.m.)
  - \$11 for lunch
  - \$19 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**

The multiplier breakdown must be documented for each individual as provided in the Multiplier Template, which is included as a separate form. Overhead and profit are not included in the preconstruction phase, as those items will be included in the GMP for the construction phase.