

The logo features the word "Gilbane" in white text on a red rectangular background, followed by the number "150" in a large, grey, sans-serif font.

**Gilbane 150**

# Gilbane Rising Contractors Program

Session Three  
Winning Work

April 19, 2022



# Welcome!

Just a couple of housekeeping items before we get started.

## Your Zoom Name:

Please "rename" yourself using the following convention:

**Your State\_Your Name\_Your Company**

For example: NY\_John Rooney\_Gilbane

*Click the participants tab, then "more" next to your name. Click Rename.*

## Regions:

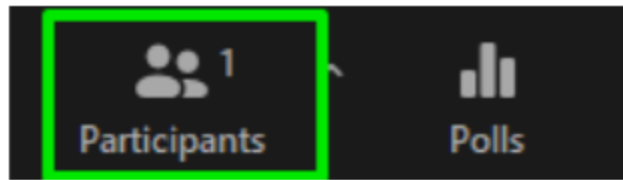
**NY** (New York)

**MARO** (Mid-Atlantic/DC)

**SE** (Southeast/Florida)

**OH** (Cleveland/Columbus)

**MW** (Chicago and Milwaukee)



### Participants (1)

JR John Rooney (Host, me)

Mute

More >

Rename

Add Profile Picture

# Ground Rules & Expectations for this Zoom Session



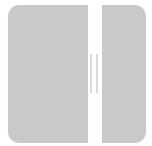
This one-hour session **will be recorded**.



**Ask questions** in the chat or verbally in breakout sessions.



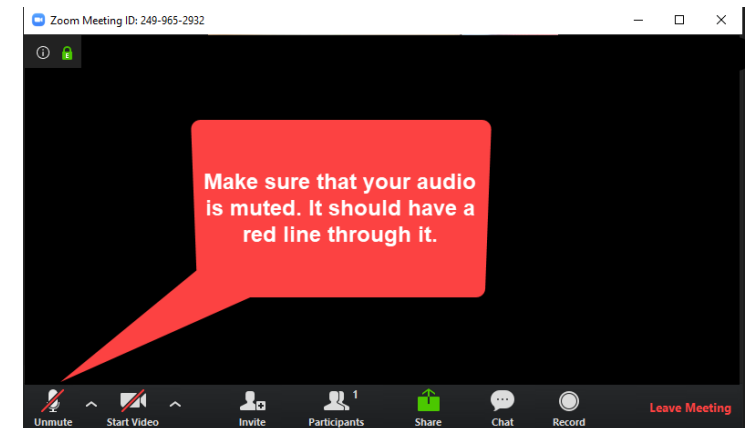
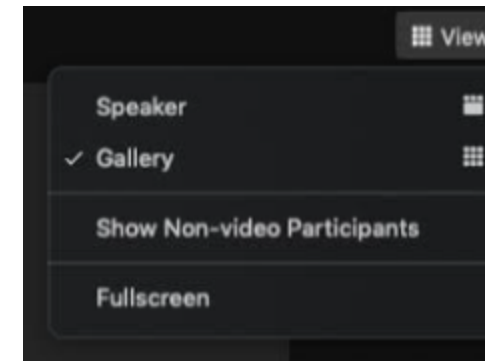
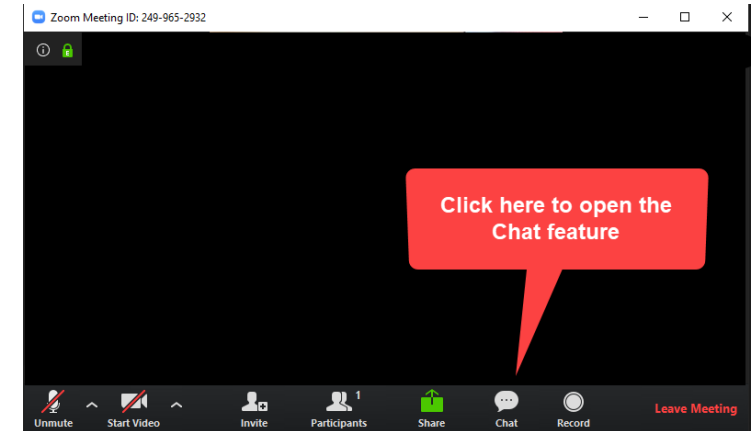
For the best viewing experience, select **Gallery View** in upper right-hand corner.



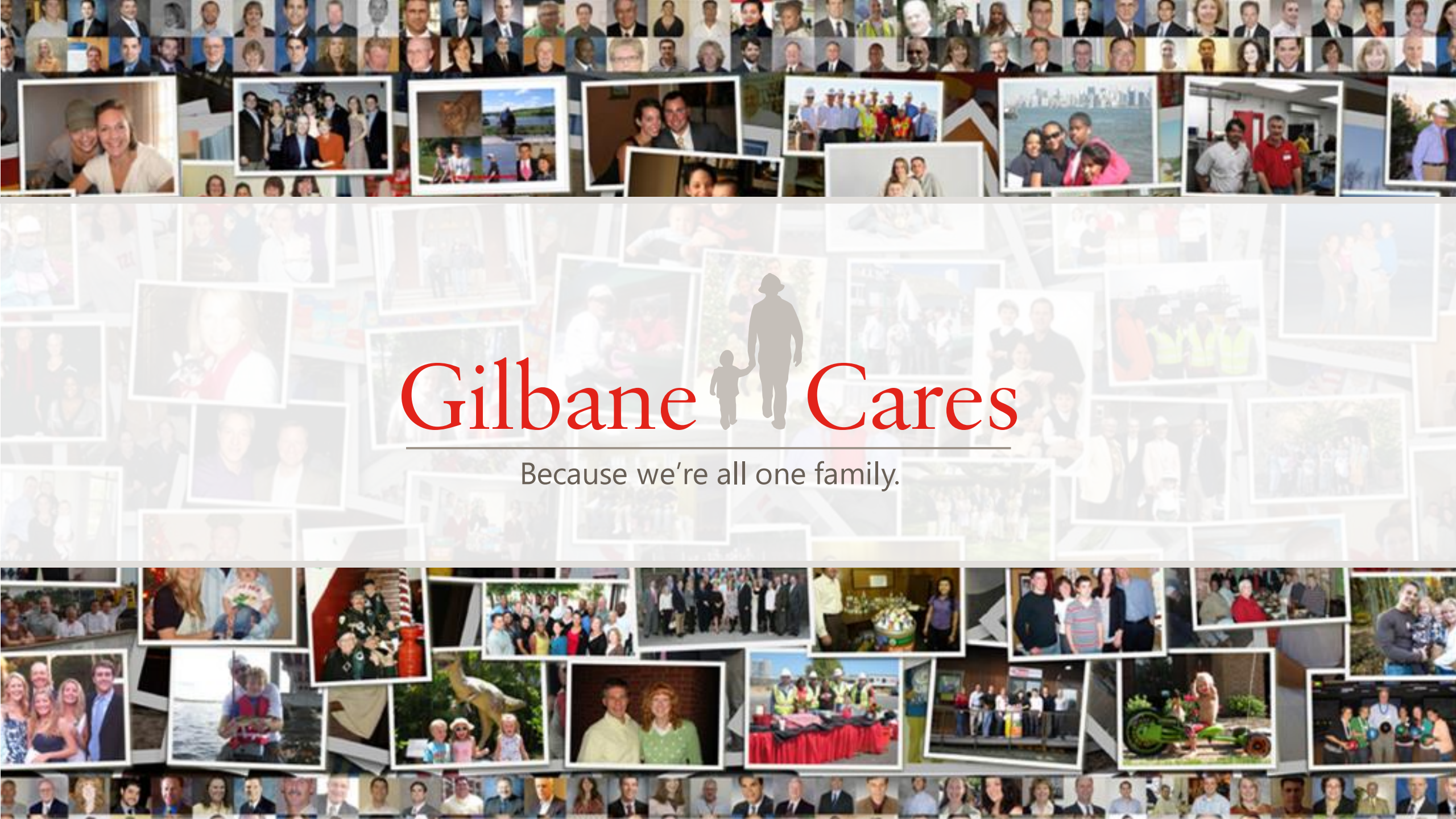
You can **expand/contract** the viewing windows by sliding the handle between panels.



Please **stay on mute** during initial presentation.







# Gilbane Cares

Because we're all one family.

# Introductions



**James Hancik**  
Support Operations Manager  
JHancik@GilbaneCo.com



**Stephanie Mueller**  
Chief Purchasing Agent  
SMueller@GilbaneCo.com



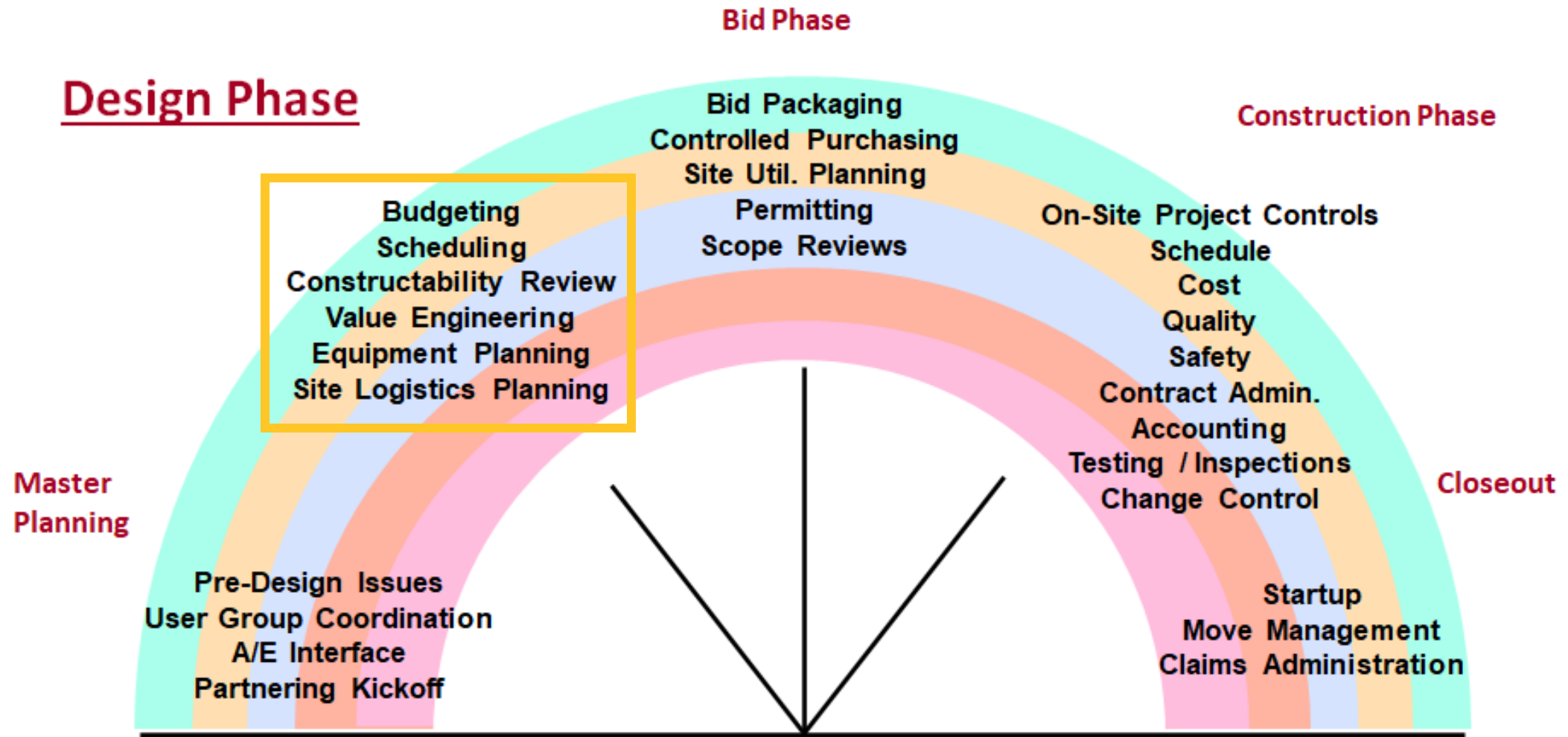
# Three Key Takeaways

1. Always start with the basics when estimating a project (check document list, confirm every drawing scale, identify match lines and know the project requirements (labor status, tax status, insurance approach, schedule, etc.)
2. Be proactive in obtaining and reviewing bid information. Depending on the project, there can be a lot of documents to review, or detailed information requested at bid time.
3. Ask for help early. If you need help with a prequal, or how to fill out a bid form, or have any technical questions, don't wait until the last minute.

# Three Things to Avoid

1. Do not submit an estimate or a bid that is not linked to a project schedule.
2. Submitting incomplete bids. Gives the appearance that you didn't read the scopes of work or understood the request.
3. Do not feel pressured to bid every opportunity (develop a Go / No-Go decision process to identify the right opportunities for your company)

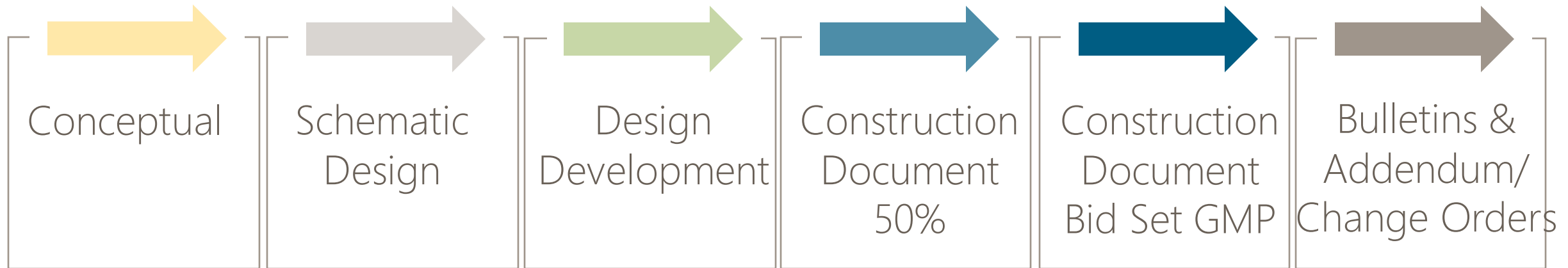
# Project Lifecycle – Design/Budgeting Phase



Estimating's Primary Role is in Design Phase

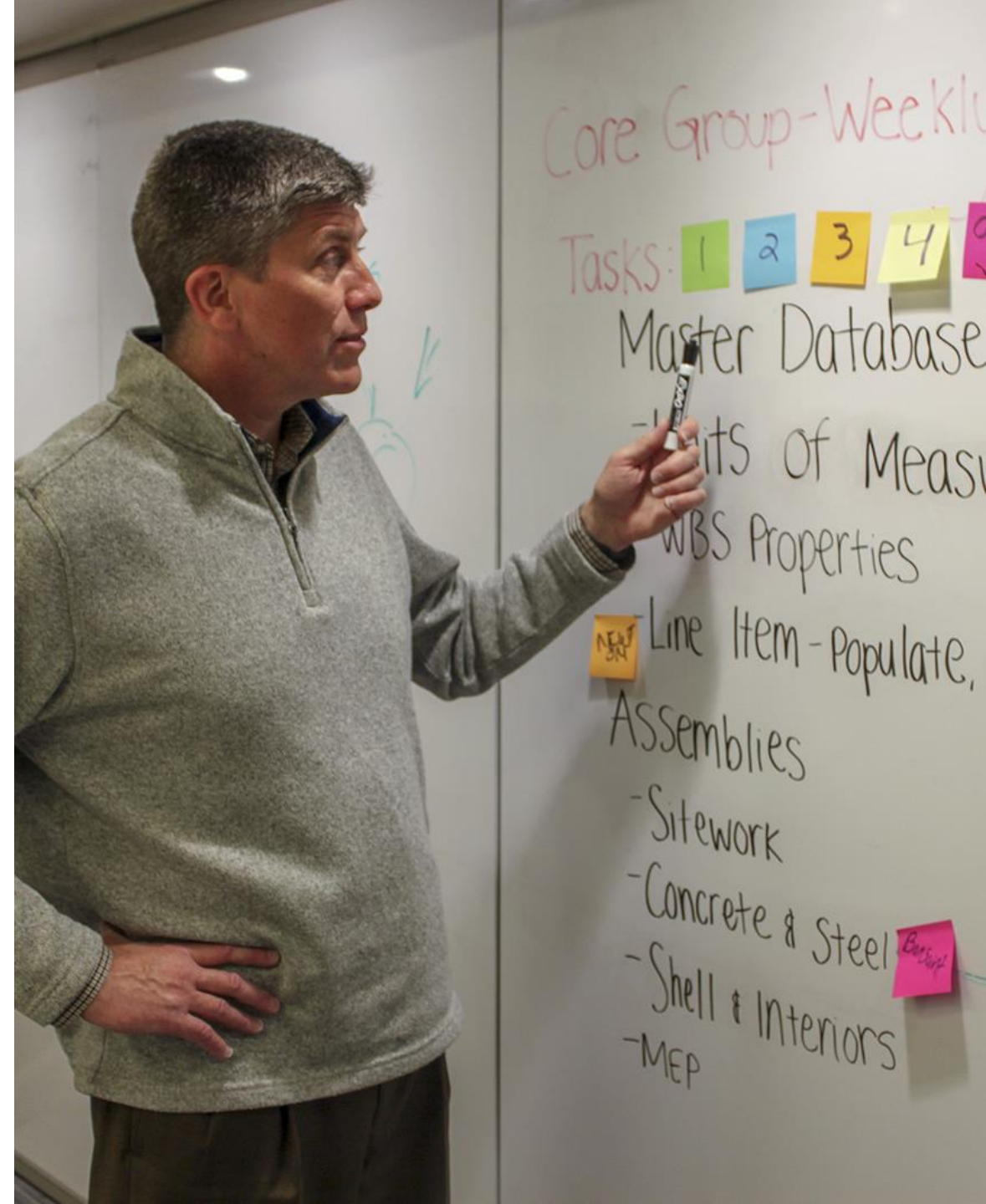


# Design Phase Estimating Milestones



# How CMs Estimate

- Depending on contract and opportunity, GCs may provide budget estimates to clients through all design phases
- Regardless of design phase/progress, GCs are expected to provide full GMP (guarantee maximum price) pricing of the design intent
- Track scope changes/VE items with each estimate presented
- GMP or last estimate leads into bid and buy outs



# Why Should Subcontractors Get Involved in the Estimating Phase?

- Latest Market Input on Labor and Commodities
- Project Specific Cost Drivers
- Budgeting at Different Design Phase
- Requires “Filling in the Gaps” Based on Experience
- Extremely Helpful to GC’s and Invaluable Input
- **Early Insight on the Project – Stay Ahead of the Pack**
- **Fosters Relationships that Help with Future Work**

# Foundations of Estimating

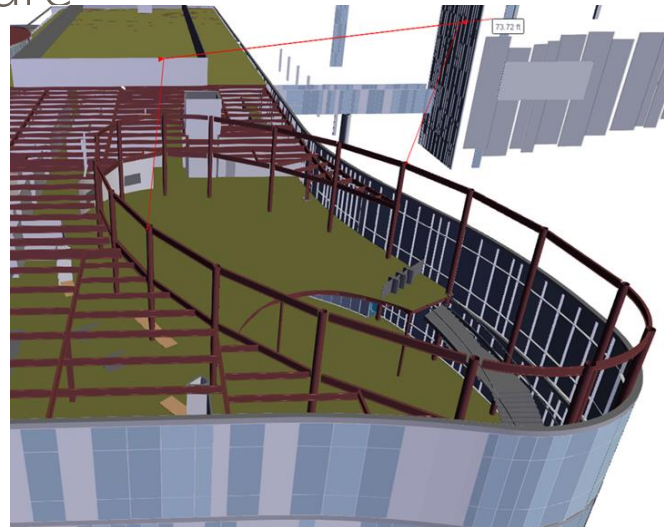
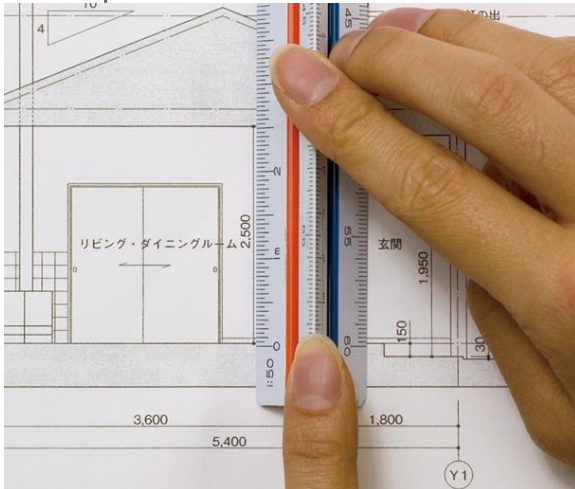
- Check Document Set – Did You Receive What Is Listed/Expected
- Check Drawing Revision Dates
- Check Scale on Every Drawing
- Pay Attention to Match Lines
- Project Requirements
  - Labor Requirements
  - Tax Status
  - Type of Insurance Requirements
  - Phased Project
  - Schedule
- Start with a Quick Page Turn





# Estimating Tools

- Traditional Scale/Wheel
- Bluebeam
- On Screen Takeoff
- Revit / BIM360 / Autodesk (Assemble)
- Estimating Programs: Timberline, CostX, Beck Destini Estimator
- Specialized Trade Software



## Takeoff Tab

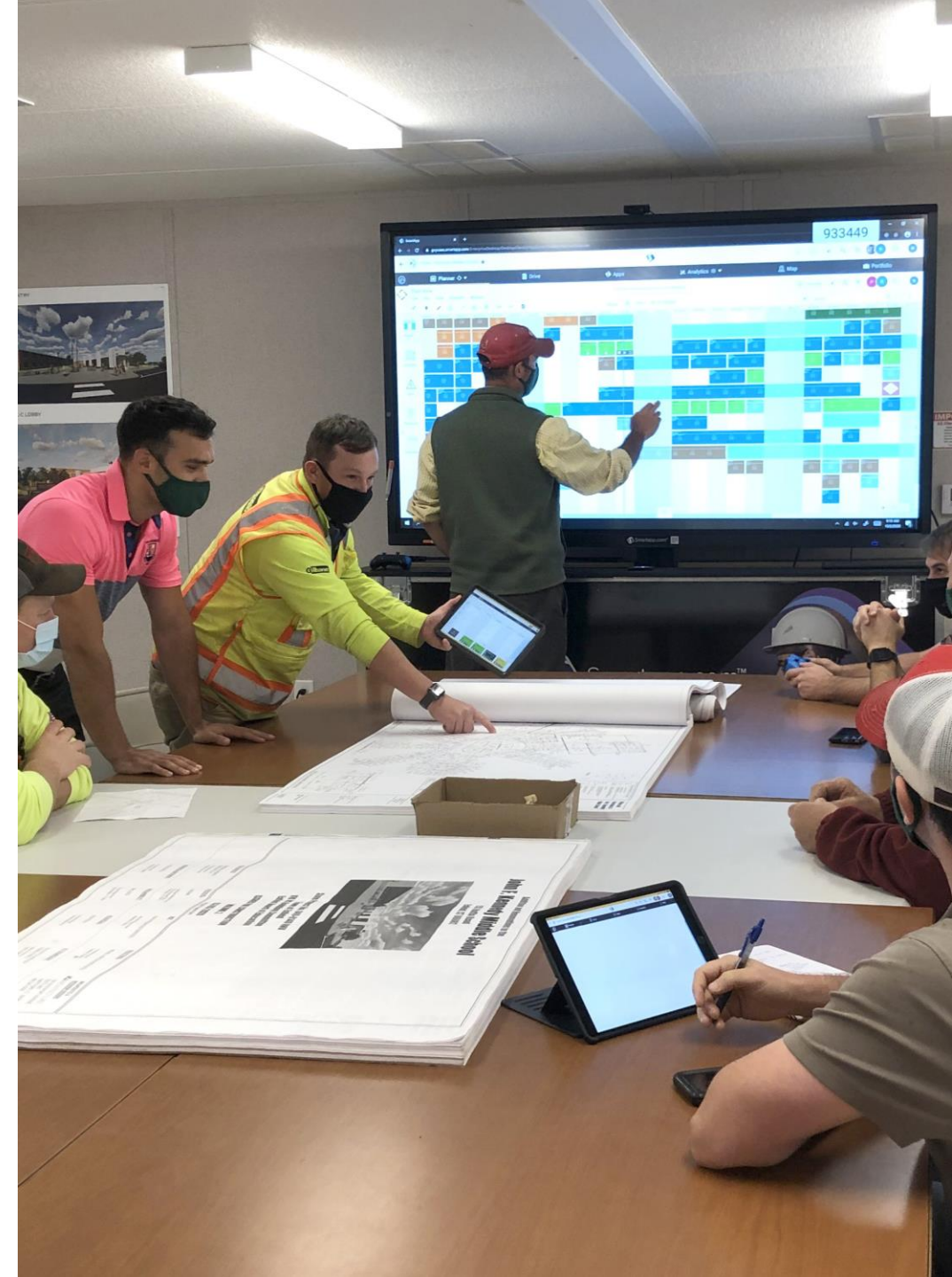
Newark VFW  
Bid No. 19

No.	Name	Height	Area	Quantity1 UOM1	Quantity2 UOM2	Quantity3 UOM3	Notes
<b>Civil</b>							
1	Keystone Retaining Wall	0"	(unassigned)	74 LF	0	0	
2	24" HDPE	0"	(unassigned)	105 LF	0	0	
3	Landscape Stairs	0"	(unassigned)	6 EA	0	0	
4	6x4 Outlet	0"	(unassigned)	1 EA	0	0	
5	New Doghouse Mnhole	0"	(unassigned)	1 EA	0	0	
6	8" SDR-35 PVC	0"	(unassigned)	43 LF	0	0	
7	Brick Paver patio	0"	(unassigned)	534 SF	0	0	
8	1" Copper Water Service	0"	(unassigned)	31 LF	0	0	
9	1" Copper Fire Water Service	0"	(unassigned)	25 LF	0	0	
34	Sidewalk	0"	(unassigned)	2,315 SF	0	0	
35	4" CIP Sanitary	0"	(unassigned)	34 LF	0	0	
<b>Drywall Partitions</b>							
27	Shaftwall	12' 0"	(unassigned)	39 LF	465 SF	0	
28	Gyp Partition, Finished Both Sides	12' 0"	(unassigned)	350 LF	4,194 SF	0	
<b>Exterior Wall</b>							
24	EIFS	0"	(unassigned)	4,895 SF	0	0	
25	Azek Cornice	0"	(unassigned)	213 LF	0	0	
26	Windows	0"	(unassigned)	253 SF	0	0	
<b>Flooring</b>							
29	Ceramic Tile with Wood Base	0"	(unassigned)	1,536 SF	512 LF	0	
30	Ceramic Tile with Tile Base	0"	(unassigned)	343 SF	169 LF	0	
31	Wood Floor with Wood Base	0"	(unassigned)	397 SF	147 LF	0	
32	Painted Floor with Tile Base	0"	(unassigned)	224 SF	87 LF	0	
33	Painted Floor with Wood Base	0"	(unassigned)	1,076 SF	269 LF	0	
<b>Foundation</b>							
13	24x12 Concrete Footing	1' 0"	(unassigned)	334 LF	25 CY	0	
14	36"x36" Footing	0"	(unassigned)	19 SF	1 CY	0	

4/17/2018 4:02:54PM

# Know Your Project Schedule!

- Time of Year/Season
  - Example: Winter Work Provisions - Concrete
- Availability of Labor
- Long Lead Times for Material
- Escalation
  - How Far in the Future is the Project Expected to Begin?
  - What is the Overall Duration of the Project?
  - Is the Project Being Built in Phases?



# Preparing Your Estimate

- Meet with CM first to ensure your assumptions align – time management!
  - Leverage your Gilbane Mentor!
- Be aware and sensitive if an NDA is required
- List qualifications and exclusions
- Understand any breakout values needed
  - CM may request more detail/breakouts for an estimate v. bid
- Find creative ways to add value to the CM
  - Value Engineering
  - Ideas/Concerns on project schedule driving cost
  - Identify your diverse certification status on your submission material

# Use Historic Data To Your Advantage!

- Track budgets and projects
- Use as Historic Data to reference
- Split into market segments: Office Fit Out vs. Hospital vs. Residential work
- Use as benchmarking – metrics to check your numbers

Project #	NT-0052-B01	WT-0022-B01	EL-0042-B01	ST-0014-B01	NE-0013-B01
School Name	Dayton Avenue Educational Campus	Trenton Central HS	New Elizabeth ES	New ES/MS	Oliver Street ES
City, State	Passaic, NJ	Trenton, NJ	Elizabeth, NJ	Gloucester City, NJ	Newark, NJ
Award Date	01/02/18	04/07/16	12/16/14	08/06/14	04/17/13
Award Amount	\$ 163,560,000	\$ 115,950,000	\$ 44,456,800	\$ 40,000,000	\$ 40,895,000
New Construction SF	448,000	374,000	140,000	122,000	136,778
Renovation SF	0	0	0	0	0
Total SF	448,000	374,000	140,000	122,000	136,778
Cost/SF	\$ 365.09	\$ 310.03	\$ 317.55	\$ 327.87	\$ 298.99

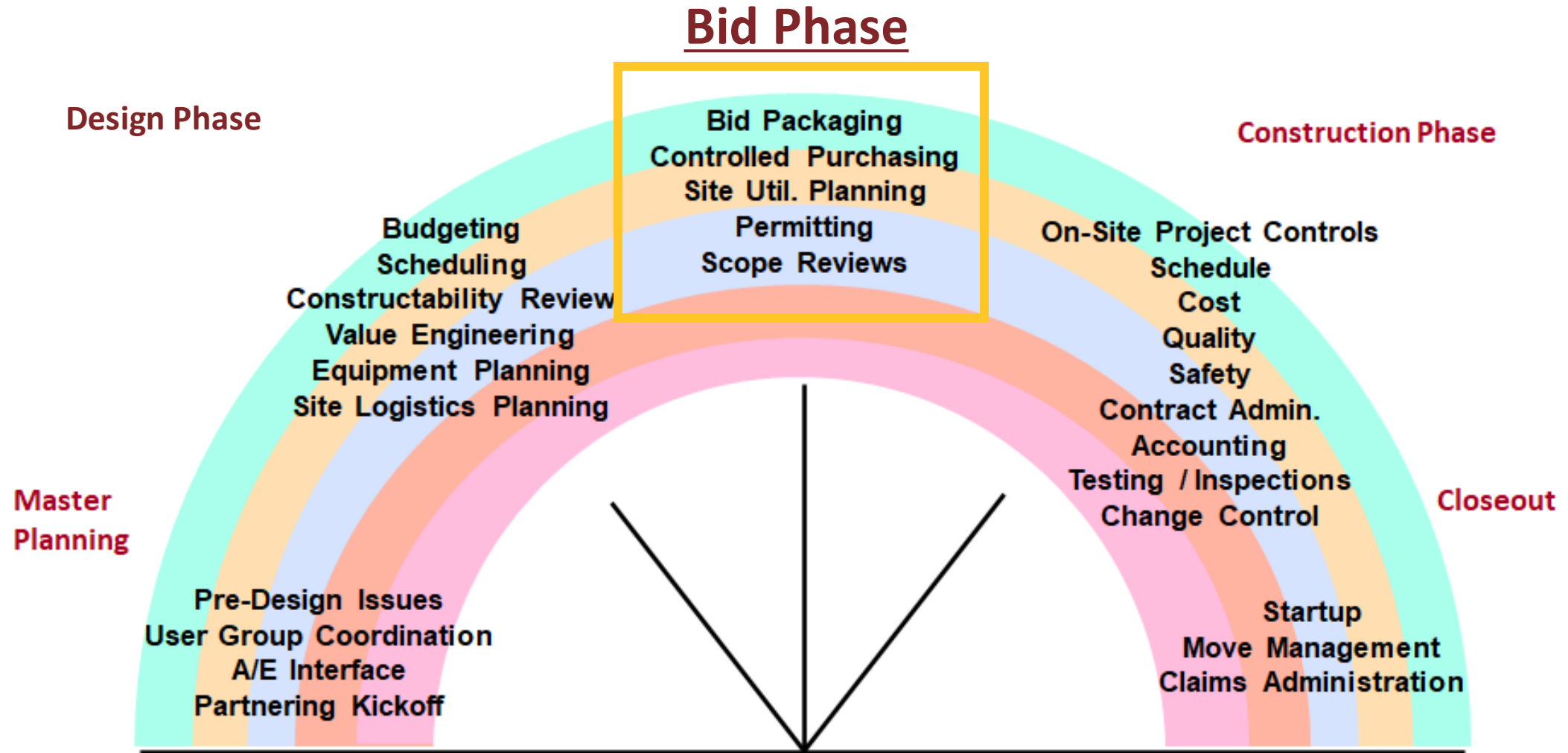
Escalation Factor	1071	983	917	908	859
Location Factor	1.140	1.140	1.149	1.129	1.161

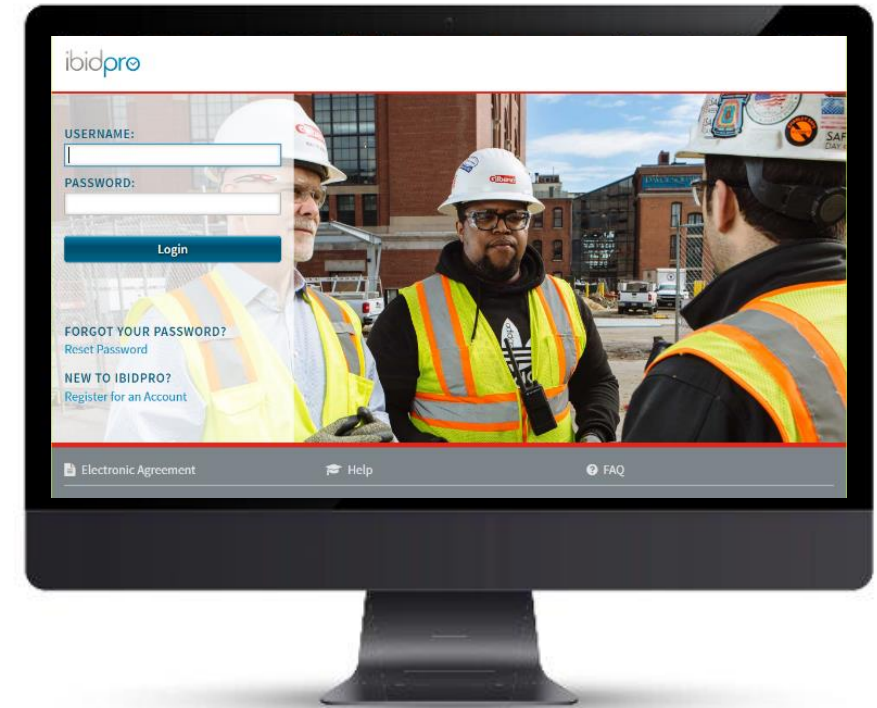
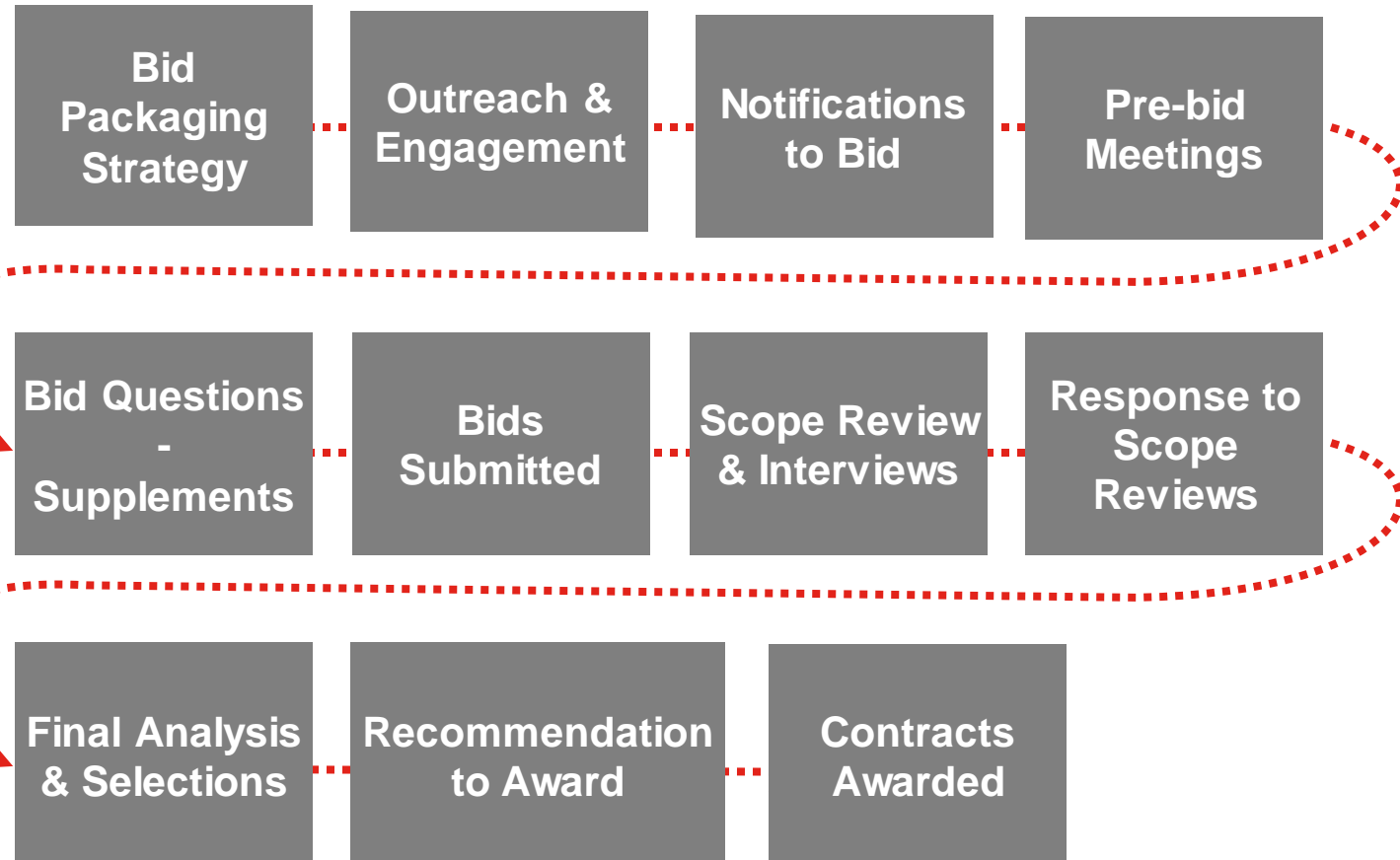
Cost/SF - Escalated & Relocated	\$ 361.57	\$ 334.52	\$ 364.42	\$ 386.73	\$ 362.50
2018 / Camden, NJ					



# Project Lifecycle – Bid Phase

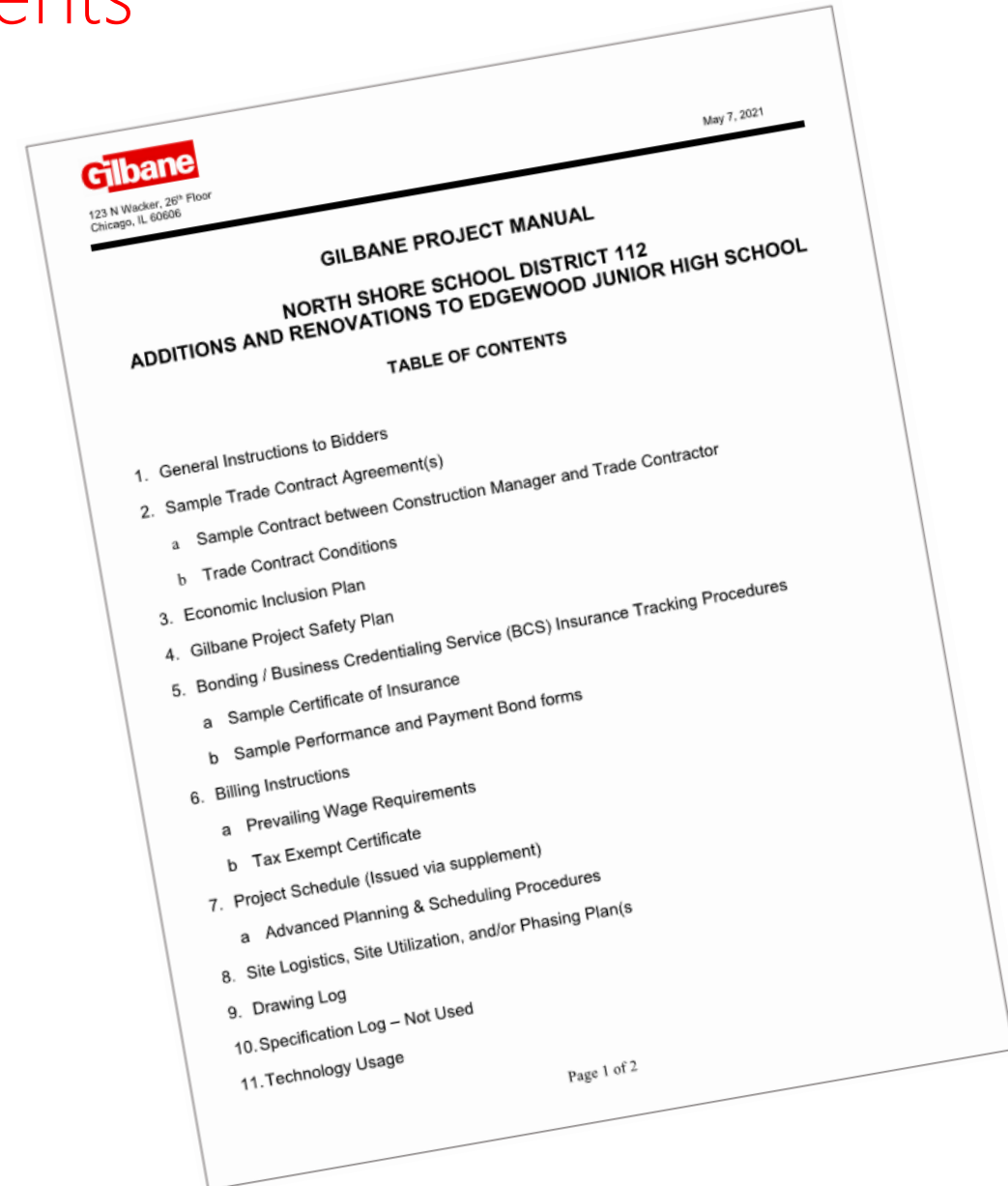


# Procurement Process



# What to Expect - Procurement Documents

- Drawings
- Specifications
- Proposal Forms
- Project Manual (Front Ends)
  - General Instructions to Bidders
  - Economic Inclusion Plan
  - Project Safety Plan
  - Schedule or Milestones
  - Site Logistics and Phasing
  - Sample Trade Agreement / Terms
  - Insurance requirements
  - Billing procedures
  - Building Information Modeling Plan
  - Software / Technology Requirements
  - Other project or state specific information



# What to Expect – Proposal Form

- Bid Amount
- Bid Type/Project Delivery Method
  - GMP
  - Lump Sum
  - Design Assist
- Unit Rates
- Labor Rates
- Allowances
- Alternates
- Breakdown
- Specific Scope of Work
- Exclusions
- Certifications

Project: Edgewood MS Renovation - Gymnasium Wood Flooring Work  
 Bid: 206919200 Edgewood MS Renovation  
 BidID: 6919200.09H  
 Due: 05/20/2021 01:00 PM Central Daylight Time  
 Last Updated: 05/10/2021 11:19 AM Central Daylight Time

**SECTION 1 : FIRM NAME:**

Trade Contractor Information

NAME: \*

ADDRESS: \*

CITY: \*

STATE: \*

ZIP CODE: \*

TELEPHONE: \*

CONTACT: \*

**SECTION 2 : PROPOSES:**

Proposes to furnish all labor, materials, equipment and services as required to satisfactorily complete all Gymnasium Wood Flooring Work herein described as Bid Package No. 09H as required for the construction and completion of Additions and Renovations to Edgewood Middle School, Bid Release 2, for North Shore School District 112, all in accordance with the Drawings and Specifications as prepared by Wight & Company, Architects, the Contract Documents including, the Gilbane Project Manual dated 05/07/21, this Proposal Form, and all documents incorporated by reference.

**SECTION 3 : PRICING**

All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of

Amount In Writing: \*

The Lump Sum Bid Price above EXCLUDES all applicable sales, consumer, use and other similar taxes for the project on the equipment and materials to be incorporated into the work; INCLUDES all insurance premiums required to meet Insurance Terms and Conditions and INCLUDES all premiums for Performance and Labor & Material Payment Bonds in the sum of one hundred percent of the Contract price.

**SECTION 4 : BID ACCEPTANCE**

Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within sixty (60) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet representatives of Gilbane Building Company at a mutually agreed upon location to execute the contract. A Performance Bond and Labor & Material Payment Bond will be delivered to the Construction Manager at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of written Notice of Award of its bid may be considered a default under the obligation of the bid bond. Insurance certificates shall be provided before starting on-site activities.

By submitting its bid, the Bidder hereby agrees that the Owner may, in its sole discretion, decide which combination of base bid plus alternates, (if any) would provide the Owner with the most efficient expenditure of the Owner's funds with respect to any particular bidder. Owner's selection and determination of which combinations of base bid plus alternates (if any) would provide the most efficient expenditure of the Owner's funds shall form the basis of awarding the contract. By submitting its bid, Bidder further agrees that the sum total of the base bid plus alternates (if any) as so determined by the Owner separately for each bidder shall be deemed to be such bidder's bid for purposes of determining the lowest responsible bidder for such portion of the work or for such bid package. Such determination by the Owner shall not be subject to challenge by the Bidder.

**SECTION 5 : SUPPLEMENTS**

The above price includes all stipulations and requirements of the following Supplements, which have been received and accepted by the undersigned.

Supplement #1 \*

Supplement #2 \*



# How Scope Review Meetings are Conducted

- Review and confirm understanding of:
  - Bid amount
  - Alternates / any voluntary alternates
  - Specific scope of work
  - Project schedule
  - Logistics
  - Workforce
  - Material availability
  - Lead times
  - Economic inclusion commitments
  - Terms and conditions

**SAMPLE**  
**SCOPE REVIEW MEETING MINUTES**

Project Name \_\_\_\_\_  
GBCo. Job #J0xxxx.000

Date/Time \_\_\_\_\_ Location \_\_\_\_\_

Attendees: \_\_\_\_\_ Firm: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

BP#	Description	
Base Bid Amount:	\$ _____	Includes Supplement Nos: _____

	YES	NO
1. Does this proposal include 100% of the documents?		
2. Does this proposal include the Gilbane Project Manual (including but not limited to safety manual, trade conditions, billing instructions, insurance requirements, etc.) (update below for project specific requirements)		
Safety plan including podium ladders, 6' fall rule, safety orientations,		
3. What is the current prequalification status: <u>XXXXXXXXXX</u>		
Has a bid bond been provided?		
4. Is a Financial and/or EMR Risk Mitigation Plan Required?		
Provide details of RMP:		
5. Are Unit Prices / Labor Rates included?		
Comments:		
6. Alternates Quoted: (list below)		
7. Economic Inclusion Plan:		
Commitment of including targeted business per EIP? %		

Post Bid Conference Memorandum  
 BP-xxxx - Description Work

Project Name \_\_\_\_\_  
 Gilbane Project Number: J0xxxx.000

8.	Proposed major subcontractors or suppliers:		
9.	Allowances Included? (list below)		
10.	Bidder agrees to execute the standard Gilbane Trade Contract Agreement without exceptions or alterations?		
11.	Does this proposal include the milestone schedule dates?		
12.	Does Proposal include the cost for performance and payment bonds?		
13.	Does the proposal include all insurance premiums and coverages required per the project's insurance requirements?		
14.	Does the proposal include all applicable taxes required and exclude any taxes as allowed for the project.		
15.	Have all costs for hoisting, scaffolding, lifting, etc., as required for your scope of work been included in the proposal amount?		
16.	Does proposal include all overtime, shift time, etc., as required to meet the schedule?		
17.	Does proposal include overtime, shift time, etc., for any cut-ins, cut-overs, etc., as required for your scope of work, <u>in order to</u> avoid interferences with Owner and existing building operations?		
18.	Does bid contain any qualifications, exceptions, or exclusions such as work schedule, availability of material, accessibility of site, etc.? If <u>so</u> provide explanation.		
19.	Comments concerning deliveries, shop drawings, labor availability, security concerns, labor contract expirations, etc., that could <u>affect</u> available materials or manpower required in order to meet the schedule? If <u>so</u> provide explanation.		
20.	Provide information on bidders proposed field organization (office contacts / field contacts / responsibilities)		
21.	Review scope of work, drawings and <u>specifications</u> . Are there any outstanding questions, exclusions, clarifications, etc. If <u>so</u> , provide list of items:		
22.	Any value engineering or voluntary alternates under consideration?		

Follow-up Items	Responsibility (Gilbane or
-----------------	----------------------------

# Tips During Bidding

- Don't procrastinate
  - Make sure you can access and download the drawings right away
- Ask questions
  - The only bad question is the one that wasn't asked
- Attend the site walk if one is available
- Review project specific terms
  - Prevailing wage requirements
  - Insurance programs
  - Bonding requirements
  - Liquidated damages
- Provide clarifications (if allowed)
- Bidding at sub-tier
  - How is the prime bidder expectation information (lump sum vs unit rates)
  - Demonstrate your value to the prime subcontractor
- Know which format (or platform) the bid will be distributed/submitted.
  - iBidPro how-to on submitting bid is on resources link
- Be responsive!
- Don't get discouraged

# What to Expect From Gilbane Team

- Integrity of the process
  - Same information is provided to all bidders
  - Confidentiality of your bid
- Honest feedback
  - Can't provide everything (i.e. we won't tell you what the other bids were)
  - Can provide big picture information on where your bid fell
  - If your scope was complete, or too much
  - Helps to strengthen future bids
- Help partner with larger firms if interested or providing info on suppliers / sub-tiers pricing the documents.

# Questions

