



**Basic Principles and Methods of Estimating**  
**Norwalk, California**

Date: June 29, 2010  
To: CPMCA Contractor Members, Affiliates, UA Locals and Staff  
From: Mya Maury

CPMCA has scheduled a complimentary 2 day **Basic Principles and Methods of Estimating** seminar which will be taught by Keith Rahn. This class will cover topics such as: role of the estimator, take-off and pricing in the relationship to the project delivery system, effective estimate procedures, sub-contractor and vendor coordination and delivering the bid. Please see page two of this document for a complete description of the class.

**Keith Rahn** is a professor in the Construction Management program at Illinois State University. During his 7-years at the university, he has taught classes in mechanical and electrical systems, project management & administration, estimating & project scheduling and construction material & methods. In 2007, the MCAA presented him with the "Educator of the Year" award at the national convention. With 14-years of mechanical industry experience in estimating, project management and ownership with MCAA contractors, his industry knowledge coupled with his educational background provides an unparalleled classroom experience.

**DATE: Thursday & Friday, July 8 - 9, 2010**

**TIME:** 7:30 a.m. Registration  
8:00 a.m. – 5:00 p.m. (Lunch Provided By CPMCA)

**COST:** CPMCA Contractor Members, Affiliates, UA Locals and Staff: Free  
Non-Member Fee: \$125  
**No shows will be billed \$100.00 in additional to the registration fee.**

**PLACE:** **BlueStone Hotel (Previously the Norwalk Marriott)**  
**The Norwalk Marriott recently changed hands and is now a BlueStone hotel.**  
**The address remains the same.**  
13111 Sycamore Drive  
Norwalk, CA 90650 (Complimentary Parking)  
562-868-4486

Name \_\_\_\_\_ Title \_\_\_\_\_ Email \_\_\_\_\_

Company \_\_\_\_\_

Please complete this form and email, mail or fax to (213) 417-9180.

645 W. 9<sup>th</sup> Street • Suite 700 • Los Angeles, CA 90015  
Telephone: (213) 417-9177 • Fax: (213) 417-9180 • [www.cpmca.org](http://www.cpmca.org) • [myam@cpmca.org](mailto:myam@cpmca.org)

# Basic Principles & Methods of Estimating

## Thursday & Friday, July 8 - 9, 2010

This class will be taught in two parts:

### **Basic Principles & Methods of Estimating: Part 1**

**Role of the Estimator:** Investigates how bid strategies are developed for companies and how Estimators implement that strategy. We will look at bidding documents and procedures for evaluating the project; such as procurement, analyzing/visualization, pre-bid conference, addendums and preparing bid documents.

**Take-off and Pricing in the relationship to the Project Delivery System:** The way we take-off and price the project is determined by the project delivery system the owner is using. We will examine the different P.D.S. and how it affects the bid.

**Effective Estimate Procedures:** Gain an understanding of proper procedures and organization of putting an estimate together. Topics included are stripping off material and equipment, material/equipment pricing sheets, and final bid summary documentation. Attendees will be presented with a project to practice estimate techniques learned.

### **Basic Principles & Methods of Estimating: Part 2**

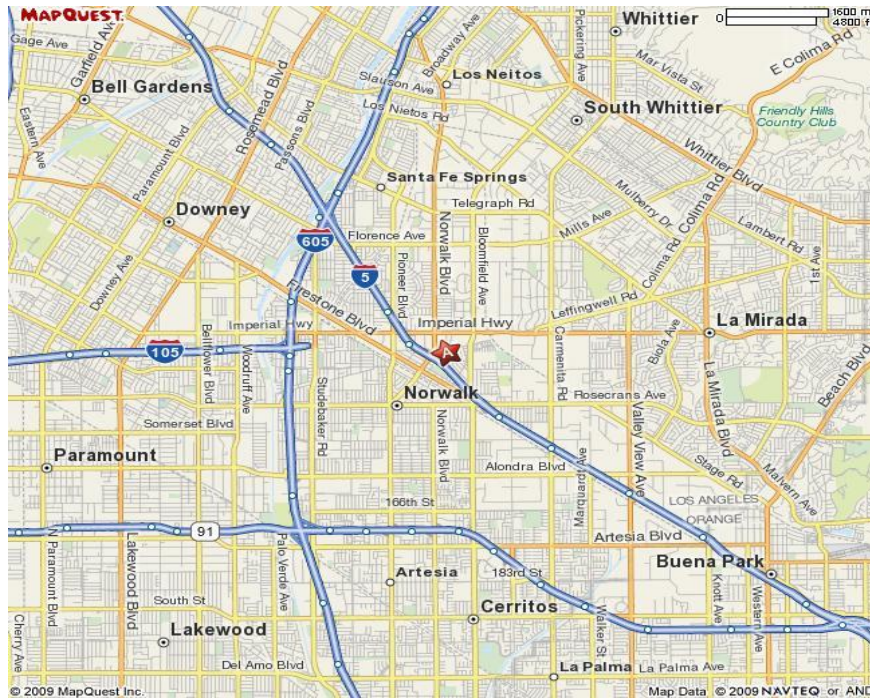
**Sub-Contractor and Vendor Coordination:** Early in the bidding process your sub-contractors and vendors need to be identified. Coordinating their scope of work is extremely important to developing a competitive bid.

**Finalizing the Estimate:** Attendees will apply previously learned estimate techniques to their own project estimate given in the class. Bid time pressure and how to better control them will be discussed.

**Delivering the Bid:** A good competitive price and a well written proposal is essential to getting to work. We will look at developing a clear scope of work and a professionally formatted proposal letter.

# BlueStone Hotel (Previously the Norwalk Marriott)

13111 Sycamore Drive  
Norwalk, CA 90650  
562-868-4486



## PARKING

- Complimentary on-site parking

## DIRECTIONS

### **Orange County/John Wayne Airport**

- Hotel direction: 24 miles S
- Driving Directions: Take 405 N Freeway to 605 N Freeway to 5 S Freeway, exit Norwalk Blvd.

### **Los Angeles - LAX**

- Hotel direction: 17 miles E
- Driving Directions: Take 105 E Freeway to 605 N to I 5 S Freeway, exit Norwalk Blvd. Turn left at the stop sign which is Union Street and turn left at the signal which is Norwalk Blvd. Turn right onto Metro Center Drive.

### **Long Beach - LBG**

- Hotel direction: 12 miles SW
- Driving Directions: Take 405 S Freeway to 605 N Freeway to 5 S Freeway, exit Norwalk Blvd.