

Sample Estimating Check List

Project Name : _____ Location: _____

Project Description:

Probability 1 2 3 Rebid

1. Budget pricing or > 50% revision
2. 2. Less than 50% revision
3. High probability

Are there written specifications for the project?

Has the customer requested any alternates or breakdowns?

Are there any addenda to the plans or specifications?

Is the engineer or architect listed on the plans? If yes, provide name and phone number _____

Are the plans dated? If yes, list the date of the last revision _____

Are the drawings complete? If no, list percent complete _____

Do we know the owner? If yes, provide name. _____

Are there any milestone dates? If yes, list them _____

Is this a rush project?

Is there a completion date listed? If so, list it _____

Has a quick and dirty schedule been prepared to check the amount of time for completion?

Is this job new or part of an existing structure?

Is the exact location of the job known?

Does this job require subsistence?

Is this job on another island?

Is the scope of work required been fully defined with the specifications in order to bid properly?

Are there any discrepancies in the plans or specifications? If so, list them for review and discussion.

Are there any items that we should specifically exclude that may be related or interpreted as being a part of our scope of work?

What are the exceptions to the plans and specification which we want to note in our cost proposal?

Are we using the specified materials or an alternate material?

If we are using an alternate material have we received the approved material change prior to bid?

Are there any circumstances in scheduling that require the following: Overtime, Off Hour Work, Phasing, Security Access, Occupied areas etc.?

Is there any special safety requirements?

Is there any special labor requirements?

NOTE: This is a basic check list and should serve as a starting point and be refined to fit the specific types of work that you, as an estimator normally bid.