

# 2017 Associated Schools of Construction – Northeast Region I Heavy Civil Estimating Competition

## Introduction

Welcome, and thank you for your interest in the ASC Region I Heavy Civil Estimating Competition. The Walsh Group is excited to once again sponsor this event!

## Problem Description

This year's problem is a heavy civil project consisting of rehabilitation of an existing public-use park space. The project is located in a dense urban area making public safety and site logistic planning critical. In order to be prepared for the competition, teams should be familiar with the takeoff, pricing, means and methods, and scheduling of the major scopes of work which include piling and structural concrete. Other scopes of work include aggregate, demolition, drainage, and landscaping.

Each team will be provided with electronic copies of the project specifications and plan sheets at the beginning of the competition. You will also be provided with one 11x17 set of the plan pages and one set of specifications.

## Evaluation

The Walsh Group, acting on behalf of the owner, will form an evaluation team consisting of a panel of judges. Judges will utilize a detailed scoring sheet to make grading as objective as possible. This detailed rubric will be provided to teams at the beginning of the competition. It is highly recommended that teams exercise effective time management and prioritize their efforts on the items of greater point value.

Successful teams will demonstrate full knowledge of the plans, the specifications, and construction methods. They will also exhibit professionalism and strong communication skills in all aspects of the competition.

## Team Dynamics (10/100 points)

Judges will evaluate team dynamics through any and all interaction with team members beginning Thursday morning and continuing through the owner's meeting. Judges will visit team rooms to observe teamwork, professionalism, and ingenuity.

## Written Proposal (60/100 points)

Two (2) copies of the written proposal shall be turned in: one (1) hardcopy and one (1) electronic copy. The hardcopy shall be submitted in a binder (2" or smaller) with binder tabs for each section. Teams will receive project documents on a flash drive provided by The Walsh Group, and this flash drive may be used to submit the electronic copy of the written proposal. Should any proposal documents be handwritten (i.e. takeoffs, highlighted drawings, etc.), it is preferred the team would have access to a



scanner, but points will not be deducted as long as handwritten pages are included in the hardcopy submission.

When grading the written proposal, judges will review the following:

- Organization and appearance
- Completeness
- Consideration of owner concerns
- Special provisions
- Spelling and grammar
- Ability to master the details while maintaining a view of the big picture

Boilerplate material is not acceptable. Judges will be looking for generic “one-size-fits-all” material and will deduct points as they see necessary.

The written proposal shall include the following sections:

- a. *Proposal Cover Letter*: Introduce your company and provide a brief outline of the submitted proposal. Cover letter shall include: date of proposal, total bid price, acknowledgement of addenda, and signature of company officer(s).
- b. *Organizational Chart & Job Descriptions*: Include an organizational chart showing chain of command. Also provide brief job descriptions. Please note that resumes are not required and will not be considered for value added points (see below for more information about value added points).
- c. *Safety Plan*
  - i. *Company Safety Culture*: Teams shall provide a one (1) page summary of the company’s safety culture as it relates to specific jobsite hazards. Please note this is a one (1) page maximum.
  - ii. *Task Hazard Analysis (THA)*: At the beginning of the competition, teams will be assigned specific activities for which they shall provide task hazard analyses. The following items should be considered: personal protective equipment (PPE), fall protection, ladders/scaffolding, formwork, trenches/excavation, fire protection, material handling, tools, equipment, and permits.
- d. *Quality Assurance*
  - i. *Company Quality Culture*: Teams shall provide a one (1) page summary of the company’s quality culture as it relates to the project. Please note this is a one (1) page maximum.
  - ii. *Task Quality Analysis (TQA)*: At the beginning of the competition, teams will be assigned specific activities for which they shall provide task quality analysis. The following items should be considered: equipment and tools, materials and deliveries, engineering and survey, inspection needs, and environmental concerns.
- e. *Project Schedule*: Provide a project schedule in the format of your choice (P6, Microsoft Project, excel, etc.). Teams shall include a schedule narrative to identify any concerns and demonstrate knowledge of the project conditions (NOTE: Schedules should be submitted on letter/8.5x11, legal/8.5x14, or ledger/11x17 paper as plotters will not be allowed).

- f. *Site Logistics*: Submit a site logistics plan with a narrative. A google image (.jpg or .pdf) will be provided to the teams for markup. If applicable, please consider showing the following: material laydown, haul routes, crane and other location equipment, and jobsite trailer location.
- g. *Estimate of Work*: Teams will be given an electronic copy of the bid form. Bid items will be designated as one of the following: (1) unit price already provided, (2) subcontracted item, (3) self-perform or subcontracted item. These designations are provided to allow teams to maximize time spent on meaningful work. Do not change the format (font, color, or sizing) of the bid form, but be aware that you are responsible for formula accuracy.
- i. *Quantity Takeoffs*: Detailed quantity takeoffs must be provided for type (3) bid items. Any form of takeoffs is acceptable (handwritten, spreadsheet, annotated pdf, estimating software, etc.). Quantity takeoffs are not required for type (2) bid items.
  - ii. *Detail Cost Estimate*: Detailed cost estimates must be provided for type (3) bid items. Cost estimates should be performed in estimating software or an electronic spreadsheet; other formats are at the discretion of the team. As part of the cost estimate, means and methods should be discussed and/or demonstrated through graphics.
  - iii. *Equipment Schedule*: A list of equipment with rates will be provided. Teams shall include a simple gantt chart of expect equipment use with associated costs for any work they plan to self-perform. Unless a subcontractor requires use of general contractor's equipment, do not include any subcontractor equipment needs on the schedule.
  - iv. *Subcontractor Comparison*: Subcontractor and material vendor quotes will be provided to the teams. Teams must show numerical comparisons of the various subcontractors and vendors and demonstrate which contractor they selected and why.
  - v. *Estimate of General Conditions*: Typically in a written proposal, a company would not show the owner their overhead costs and fees. However, for the sake of this estimating competition, in order to demonstrate your knowledge of bidding to the judges, teams shall provide a spreadsheet showing cost of work, and markup on a bid item, and the final bid price. This will look similar to the bid form, but should not be substituted as the bid form. Teams should research the following topics ahead of time to better estimate costs during the competition.
    - Overhead: What is the cost of management on the job? Will any temporary facilities such as a jobsite office be required?
    - Insurance & Bonding: Consider Performance Bond, Builder's Risk, and General Liability
    - Contingency: Include risk analysis
    - Fee

#### Owner's Meeting (30/100 points)

Presentations and interviews with an owner are a critical part of getting new work in the construction industry. The owner's meeting is an opportunity for teams to present their proposals to the judges and explain why they are the contractor for the job. Judges will score the teams on the following criteria:

- a. *Project Overview*: identification of project challenges (logistics and scheduling) and solutions
- b. *Organization*: logic, order, clarity, and technical accuracy of the presentation

- c. *Incorporation of Visuals*: effective use of text, graphics, and other visuals in the presentation
- d. *Answers to Judges Questions*: accuracy of responses to proposed questions and knowledge of project by all members
- e. *Appearance*: professionalism, vocal projection, verbal skills, confidence, etc.
- f. *Teamwork*: cohesion and organization, equal participation of members during presentation

#### Value Added Points

Teams can also receive additional points for value added in their proposal books and owner's meeting. Points for value added will be awarded at the discretion of the judges.

#### Competition Rules

##### Team Membership:

1. Teams may have a MAXIMUM of six students. Students must be currently enrolled on a full-time basis in construction curriculum.
2. **All team members must attend the presentation of the problem on November 10<sup>th</sup> at 8:15 a.m. held in the assigned heavy civil room within the hotel.** During the presentation of the problem from 8:15 a.m. to 9:00 a.m., everyone is welcome to attend (coaches, friends, spouses, students other than team members, AGC members, ASC members, etc.). The teams will start the problem following the distribution of project documents and end at 11:00 p.m. on the same day.
3. **Once the problem has been distributed, each team will be on the honor system regarding outside help.** No one other than the team members are allowed in the designated hotel room during the preparation of the proposal response and owner's meeting (with the exception of the judges). ***This includes faculty, coaches, friends, spouses, etc.***
4. Only one coach is permitted per team. The coach's job is to encourage and support in any way deemed appropriate. However, once the competition begins, the coach's role is to ensure that rules are followed. No direct input is allowed after 9:00 am on November 10th, 2017 until after the team's scheduled owner's meeting. In case of emergency or should a coach need to contact his or her team during the competition, the coach must be accompanied by a judge. **NO EXCEPTIONS.**
5. At the beginning of the competition, teams will be asked to provide a contact sheet including team room number, coach's cell phone number, and, for future use, team member's school email addresses.

##### Team Rooms:

6. Teams must work from one hotel room – multiple rooms are not permitted.
7. Judges will make several trips to the team rooms throughout the competition. Teams are required to work in their rooms with the room door propped open at all times in order that judges may enter.
8. Meal breaks should either be taken in shifts, or a sign shall be hung on the room door to let judges know when team members will return.

#### Written Proposal:

9. Teams will be assigned a team name during the presentation of the problem. Teams are responsible for including team name on any submission to the judges (written proposal, RFIs, electronic documents).
10. **All proposal books should be submitted in a three ring binder (2" or smaller).** The use of outside or "off-campus" commercial copying business is not permitted during the preparation of the proposal response.
11. The proposal package shall be in color and all documents, papers, and support data must be submitted for review by the judges no later than November 10, 2017 at 11:00:00 p.m. sharp. Any proposals submitted on or after 11:00:01 p.m. sharp will be considered late. For scoring purposes, any proposals (or portions thereof) turned in after the deadline will have one point deducted for each minute beyond 11:00 p.m.

#### Owner's Meeting

12. **Teams shall submit presentation materials to the judges by 7:00:00 a.m. sharp on November 11, 2017.** This includes any electronic files and visual aids. Only the materials given to the judges by this time will be allowed at the owner's meeting. For scoring purposes, any presentation materials turned in after the deadline will have one point deducted for each minute beyond 7:00 a.m.
13. Presentations will begin at 8:00 a.m. on Saturday, November 11, 2017. Teams will be allowed 5 minutes for setup, 18 minutes for their presentation, 10 minutes for owner's questions and answers, and 2 minutes for breakdown. A timer bell or voice signal will indicate the end of the initial presentation and the beginning of the question and answer period. Presentation times will be posted by the ASC Director based on random selection.
14. Teams must adhere to the schedule. All teams must be available at all times during the owner's meetings. Due to the length of the presentation times, members will be allowed to leave their rooms but must, at any time, have any contact with sponsors, coaches, or outside help. If the presentations get ahead of schedule, a new schedule will be posted outside of the presentation room, so please check periodically.
15. **Each member of the team must speak for a minimum of 2 minutes as well as participate in the question/answer session.** It is mandatory that the following roles be assigned and in attendance for the owner's meeting: Company Officer, Project Manager, Chief Estimator, Superintendent, and Project Engineer. The remaining position should be titled at the discretion of each team.
16. No team member may be present in the presentation room or in the vicinity of the presentation room except for his or her own school's presentation. The team coach, faculty, friends, and relatives are allowed to watch an individual team's presentation. Coaches are not to have contact with their team until the completion of the team's owner's meeting. **Teams and coaches will not be allowed to watch another school's presentation.**
17. Videotaping of your team's presentation is permitted. Please ensure that any videotaping or photography is done in a way that does not distract the team members during their presentation.
18. After completing their meeting with the owner, teams are free until the debrief meeting.

### Equipment & Technology

19. Each team will be allowed to use/bring whatever equipment they feel necessary to solve the problem with the exception of plotters. **There can be no outside assistance or feedback from any group, individual, association, contractor, or any other outside entity during the competition period. Teams are responsible for making sure that all equipment functions; judges will not be providing technical support.**
20. All equipment required for the production of your proposal must be brought to the team's designated hotel room prior to the start of the competition at 8:15 a.m. on November 10, 2017.
21. During the owner's meeting, a computer, projection screen, and remote control slide advancer will be provided for your use. Videotapes are not permitted.
22. Teams are allowed to utilize any reference material they deem necessary for the preparation of the proposal with the exception of online material. **Using the internet to look up information about the project is strictly prohibited.** Internet access to run required software is fine, but please talk to the judges at the beginning of the competition.

### Miscellaneous Rules

23. Requests for Information (RFIs) may be delivered to the judge's room. The deadline for RFIs is 4:00 p.m. on November 10, 2017.
24. A mandatory pre-bid meeting will be held at 9:00 a.m. in the presentation room on November 10th. Teams should designate one or two representatives to attend the pre-bid meeting.
25. A group debriefing will be held following the conclusion of owner's meetings on November 11, 2017 (time announced with presentation schedule). The debrief will be presented by the judges and take place in the presentation room. Attendance is recommended, but not mandatory.
26. The winning team will be announced at the Awards Dinner on Saturday evening.
27. Any questions or problems should be reported to the Competition Coordinator, Emily Kocher, at [ekocher@walshgroup.com](mailto:ekocher@walshgroup.com) / (773) 663-6140.
28. This is the last rule, which is the most important rule and absolutely mandatory: **HAVE FUN!**

### Concise Schedule:

Time	Event	Location
11/10/2017 8:15 AM	Document Distribution	TBD
11/10/2017 9:00 AM	Pre-Bid Meeting	TBD
11/10/2017 4:00 PM	RFI Deadline	TBD
11/10/2017 11:00:00 PM	Written Proposal Deadline & Public Opening	TBD
11/11/2017 7:00:00 AM	Electronic Copy of Presentation Due	TBD
11/11/2017 8:00 AM	Presentations Begin	TBD
11/11/2017 TBD <i>Subject to change</i>	Debrief Presentation by Walsh Team	TBD

Ethics Note:

Ethics and moral standards are highly regarded in the construction industry. You are on the honor system during the competition. Please do not talk with other teams, friends, coaches, or anyone regarding the problem. All team members should stay in the team room during the competition, with the exception of making copies, turning in questions, attending the pre-bid meeting, and receiving documents from the judge's room. One or two team members should be designated to perform these tasks. Teams are also asked not to give gifts of any kind to the judges. **If violations are found to exist, teams may be dismissed from the competition.**

