

Board of Estimate and Taxation

Independent Construction Cost Estimator Project

Project Objective

The purpose of this Project is to provide the BET with an additional source of information on the cost estimate of selected capital projects in the Town's Capital Plan, and to assist BET members in having an informed discussion and vote. This is standard practice in the private sector and nonprofit organizations where such professional estimates are considered indispensable before any budget is discussed or approved.

Estimating Project Team

Two BET members, one from each party, appointed by the Chairman, and the Chairman of the BET comprise the Estimating Project Team. The Town Comptroller will serve as the Project Coordinator.

Project Scope Identification

Any BET member or members can request that the Estimating Project Team seek a professional independent estimate for any capital project proposed to the BET for funding. Such estimate may be solicited by members at any stage of the project. The Estimating Project Team will analyze and decide whether such professional opinion will be helpful in evaluating the budget for such project. The Estimating Project Team will, in most cases, rely on the proposing agency's description and/or specifications for purposes of defining the scope of the estimator's work. The Estimating Project Team may request that the Construction Cost Estimator ("Estimator") provide key determinants and possible changes which would meaningfully impact the cost of the project. The estimates can be done on both comparative, cost of material and other industry methods. The Project Coordinator, in collaboration with the Estimating Project Team, will engage an independent Estimator for a cost of up to \$14,999. For the first project, the funds have already been encumbered.

The Hiring Process

Once a project has been defined by the Estimating Project Team, the Project Coordinator will solicit up to three (3) bids from consultants who have no conflict of interest with the project being discussed and have suitable experience in estimating projects of that type and size in the area. The potential bidders must be qualified and provide proof of adequate insurance coverage and conform to the Town's Consultant Agreement attached. If the consultant does not agree to the Town's Consultant Agreement, the potential bidder shall be subject to compliance as determined by the Purchasing Department, Law Department and Risk Management. All bids must be presented to the Estimating Project Team and a bidder will be selected. If the Town is unable to find an Estimator for up to \$14,999, it becomes a project subject to the Request for Proposal Process and the matter will return to the full BET for approval.

The Engagement Process

Once the Estimator is selected and hired, the Project Coordinator will serve as the point of contact with the Estimator, collaborating with the Estimating Project Team to manage the Construction Estimator to get such estimate done. All questions and comments will be made

through the Project Coordinator. If it is determined that the Estimating Project Team could benefit from a discussion with the Estimator, the Project Coordinator will arrange a meeting with the team members and the Estimator where at least one member of each party of the team is present. The Project Coordinator will provide periodic updates to the BET.

Once the Estimator has completed the work, the Project Coordinator will share a draft copy of the estimate with the Estimating Project Team. The Project Coordinator and the Estimating Project Team will review the work product for acceptance and, if accepted by the Estimating Project Team, the completed report will be forwarded to the full BET for its review at its meeting.

NOTE: If the initial project proves to be successful, the BET could consider actions to embark on additional projects using currently appropriated BET funds or with the Town reviewing the option to engage the selected Estimator on an annual, contractual basis and funded as a Capital Project. Future costs can be allocated to the various capital projects being estimated.