CM 6200 – Strategic Bidding and Estimating
College of Architecture & Construction Management
Term: Fall 2016

Prerequisite: CM 3410
Class Meeting time: (M/W From 6:00 to 8:00 PM)
Course Website: http://d2l.kennesaw.edu
Class Location: H322
Class instruction methodology: 100% in classroom; Lecture discussion and lab work sessions
Instructor: Zuhair El-Itr, Ph.D. CCE
Office Location & Hours:
Office is located in Room # H337
M/W 4-6 PM; and 8:00-9:00 pm Other Office Hours can be scheduled by appointment only by calling my cellular phone number below or by sending an e-mail to zuhairitr@gmail.com. (Office Hour Procedure: Please schedule your office consultation by sending an e-mail or by calling in advance to guarantee service).
Course Communications: Email /Phone:zelitr@kennesaw.edu; 678-915-5517 Cell (as last resort) 404-886-6047
Preferred method of contact: email always first, phone second, and Cellular last
Required Text/ISBN Number:
No Required Textbook

COURSE SYLLABUS
Construction Management Faculty are involved in the development of knowledge, understanding, and application in an environment where we monitor, manage, and facilitate the learning process. Instructor strives to provide a rich learning environment that allows for a range of individual learning styles. The following syllabus provides specific topics for the course through various forms of teaching and discovery based on a selection of reading materials and other resources.

Course Catalog Description: A review of all normal bid preparation activities that should take place in a prime contractor's organization from the initial decisions on project selection and receipt of drawings and specifications, through the estimating process and sub-bid research. Final bid assembly, markup and submission, to postmortems and necessary follow-up actions. Significant attention will be devoted to bidding techniques, strategies, practices, and methods recommended to handle these functions.

Purpose of Course:
Educate student on how to prepare a detailed construction cost estimate on a commercial project. Get familiarizes with the bidding process, learn the various issues associated with markup, selection, bidding technique in the Commercial Construction Industry.

Course Goals, Objectives & Expectations:
Provide a sound and practical method for preparing a detailed cost estimate for a commercial project from a general contractor perspective, build the basic skill for preparing a bid package, explore the various
aspects of estimating and hard bidding on a commercial job, introduce State of the art Estimating Software, models, and assemblies technique used in the industry to price a job

**How This Course Relates to the Student Learning Outcomes in the Construction Management Program:**
Student will be able to Estimate construction project implementation costs
Student will be able to analyze ethical responsibility of construction professional

**Student Learning Outcomes:**
By the end of the class Student should have:
- The ability to prepare a skeleton detailed estimate for a commercial construction project
- The ability to prepare a detailed General Condition Estimate (CSI Div 1)
- The ability to prepare an Order of magnitude estimate with Location, Inflation, and Size adjustment
- The ability to estimate Unit Prices based on wage rates and crew productivities
- Discussion on Ethics during the Bid Process

**COURSE POLICIES**

**Attendance Policy:**
Students are required to attend every class. However if they have to miss a class for any reason it is their responsibility to catch up with the class material, scheduled exam or any announcement.
- No make-up test will be given.
- No Handout will be redistributed: it is the student responsibility to keep up with the covered material.
- The student will always get the three best scores of the four scheduled exams

**Quiz / Exam Policy:**
Tests will be announced in the class one week before they are scheduled. Two tests will be given and will be used in computing the final grade. Grades will be returned after 10 working Days from the scheduled exam. During a test: it is the student responsibility to be punctual: Important information is typically covered in the first Five minutes. Each student is expected to have his or her own: Calculator, Reference material, etc. Otherwise won’t be accepted in the classroom. After Grades are turned to the whole class a student has a total of 7 Calendar Days to contest his or her grade. After a Month from the date of the test: Exams will be thrown away.

**Make-up Policy:**
No make-up test will be given except in extreme condition or prior approval of a legitimate reason

**Assignment Policy:**
After discussing a topical content, Homework will be given in order to enforce and apply the knowledge that was presented during the lecture. The homework will be a numerical application in which student are encouraged to work in a group in order to solve the problem. Afterwards a Class discussion and solution will be presented.

**Course Technology:** N/A
Evaluation & Grading:
Midterm and a Final Exam (2@25%) Project (1@25%) Presentation/Paper (1@25%)
No makeup tests.
Student will be given four equal opportunities to represent his/her mastering of the class material.
Historical records show that the class will typically average a 82/100 with the following grade distribution
30% A, 40% B, 25% C and 5% D

A = 90-100  B = 80-89  C = 70-79

UNIVERSITY POLICIES: Statement of Student Rights and Responsibilities
KSU Student Code of Conduct

Plagiarism and Cheating:
No student shall receive, attempt to receive, knowingly give or attempt to give unauthorized assistance in
the preparation of any work required to be submitted for credit (including examinations, laboratory
reports, essays, themes, term papers, etc.). Unless specifically authorized, the presence and/or use of
electronic devices during an examination, quiz, or other class assignment is considered cheating.
Engaging in any behavior which a professor prohibits as academic misconduct in the syllabus or in class
discussion is cheating. When direct quotations are used, they should be indicated, and when the ideas,
theories, data, figures, graphs, programs, electronic based information or illustrations of someone other
than the student are incorporated into a paper or used in a project, they should be duly acknowledged. No
student may submit the same, or substantially the same, paper or other assignment for credit in more than
one class without the prior permission of the current professor(s).
University Policy on Academic Misconduct: Academic honesty and integrity are fundamental values of
the University community. Students should be sure that they understand the KSU Student Academic
Integrity Policy at http://kennesaw.edu/handbooks/faculty/section2_13.php

University Policy on Accommodating Students with Disabilities:
Students requesting accommodation for disabilities must first register with the Office of Disabled Student
Support Services at http://www.kennesaw.edu/stu_dev/dss/dss.html. The Office of Disabled Student
Support Services will provide documentation to the student who must then provide this documentation to
the instructor when requesting accommodation. You must submit this documentation prior to submitting
assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students
should contact the office as soon as possible in the term for which they are seeking accommodations.

**Netiquette: Communication Courtesy:** All members of the class are expected to follow rules of
common courtesy in all email messages, threaded discussions and chats.
http://teach.ufl.edu/docs/NetiquetteGuideforOnlineCourses.pdf

Electronic Recording & Social Media Policy
Electronic recording performed without the consent of the people being recorded chills the free exchange
of ideas. Academic freedom, free inquiry, and freedom of expression should not be limited by the fear
that one’s brainstorming, polemic discourse, speculative inquiry, or any other kind of expressed curiosity
made within the space of a university classroom will be made public without one’s consent. This fear is
unacceptable regardless of whether one is in an online, hybrid, or face-to-face classroom setting.
Accordingly, no person shall electronically record any class discussion without the written permission of
the instructor. No person shall publish online or elsewhere any electronic recording of a class discussion
without the written permission of the instructor and any other persons who were recorded. This policy is
not intended to discourage electronic recording in the classroom or the use of social media when such
actions are performed with the written consent of the instructor and any other persons who were/will be
recorded. Faculty accommodate all reasonable requests to electronically record a class discussion; these
requests must be documented by the DisAbled Student Support Services available at:
http://www.kennesaw.edu/stu_dev/dss/prospect.shtml
GETTING HELP

For issues with technical difficulties, please contact the Student Helpdesk:

1. Fill out a service form http://uits.kennesaw.edu/support/formselect.php?s=tech
2. Email: studenthelpdesk@kennesaw.edu
3. Call: 770-499-3555

Getting Started With Technology Services  http://uits.kennesaw.edu/

Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from ITS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

Additional Technology Resources
1. Student Service Desk and Help Center  studenthelpdesk@kennesaw.edu
2. Browser Checker
https://usg.desire2learn.com/d2l/tools/system_check/systemcheck.asp?ou=6606
3. USG Desire2Learn Help Center  https://d2lhelp.view.usg.edu/
4. D2L Training Options & Resources for Students
https://web.kennesaw.edu/acs/pages/desire2learn/student-resources-d2l
5. Computertrain Online Courses  http://www.kennesaw.edu/dlc/FacultyResources/
6. ITS Documentation Center
http://uits.kennesaw.edu/docs/netaccess/guides/windows7_wifi_instructions.pdf
7. Check Service Outages  http://status.usg.edu/
8. Maintenance Schedule  https://usg.desire2learn.com

Academic Resources
1. Academic Tutoring Services  http://www.kennesaw.edu/stu_dev/alp/academic.shtml
2. Disability Resources  http://www.kennesaw.edu/stu_dev/dss/dsss.html
4. Library  http://www.kennesaw.edu/library/
7. Math Lab  http://mathlab.kennesaw.edu/

Student Support and Wellness Resources
1. Career Services Center  https://careerctr.kennesaw.edu/
2. Counseling and Psychological Services  http://sss.kennesaw.edu/cps/
3. Center for Health, Promotion and Wellness  http://www.kennesaw.edu/col_hhs/wellness/
4. Student Health Clinic  http://studenthealth.kennesawstateauxiliary.com/

KSU desires to resolve student grievances, complaints and concerns in an expeditious, fair and amicable manner. The Complaints and Appeals Page was developed to assist current and prospective students in submitting complaints and appeals and to direct them to the most effective venue for accurate information and resolution. The resources on the page will direct students to the specific venue to appropriately address related student complaint.  http://www.kennesaw.edu/complaints_appeals.shtml

Complaints for online students are resolved following the same general procedures for students who attend classes on campus. However, for any process that requires that a student appear in person, the university may make other arrangements. For processes that cannot be completed via telephone, e-mail, or written correspondence, the university may set up a two way Video conference site in place of a meeting on the KSU campus.
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<thead>
<tr>
<th>Class</th>
<th>Date</th>
<th>Subject of Lecture/Lab</th>
<th>Assignments Due</th>
<th>Reference(s)</th>
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<tbody>
<tr>
<td>1</td>
<td></td>
<td>Introduction to Cost Estimating</td>
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<td>2</td>
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<td>The U.S. Construction Industry/Order of Magnitude estimating-Feasibility Study, Square Foot Estimates, Concept Estimates</td>
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<td>Estimate Organization, Type of Estimates, Introduction to Detailed Cost Estimate</td>
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<td>Unit Price and productivity</td>
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<td>Material/Labor/Equipment Cost</td>
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<td>6</td>
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<td>Performing the estimate, Preparation of a Bid, Concrete Pricing</td>
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<td>7</td>
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<td>Subcontractor Work, Subcontractor Selection</td>
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<td>Masonry Estimate, Doors, Windows, Rough Carpentry</td>
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<td>9</td>
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<td>Finishes, Specialties, and Site work</td>
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<td>General Conditions, Overhead, Bonding and Insurance, Profit Items</td>
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<td>Bid Preparation and Review</td>
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<td>Closing the Bid</td>
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<td>Change Order Estimate and Schedule of Values</td>
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<td>Computer Application in Estimating</td>
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<td>Scheduling, Critical Path</td>
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<td>Test #1: Order of Magnitude, Square foot pricing, Pricing a concrete Subcontract</td>
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<td>The US Construction Industry, Value Engineering</td>
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<td>18</td>
<td>Requirement for Success - Establishing Objective, Introduction to ISO 9000, Issues with Implementation</td>
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<td>19</td>
<td>Planning your Profit Objective, Break even Analysis</td>
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<td>Principle of Information Management, Decision Tree - Utility Theory - International Market Challenges</td>
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<td>21</td>
<td>Presentation</td>
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<td>Test #2</td>
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<td>Test #2</td>
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<td>Matching the Markup - Data Bid System</td>
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<td>Bid Simulation - Project Submitted</td>
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<td>Class Review - Makeup</td>
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**NOTE:** This syllabus is intended to represent the general format of the class. The instructor may make changes if it is determined that such changes will better suit the needs of the students.