


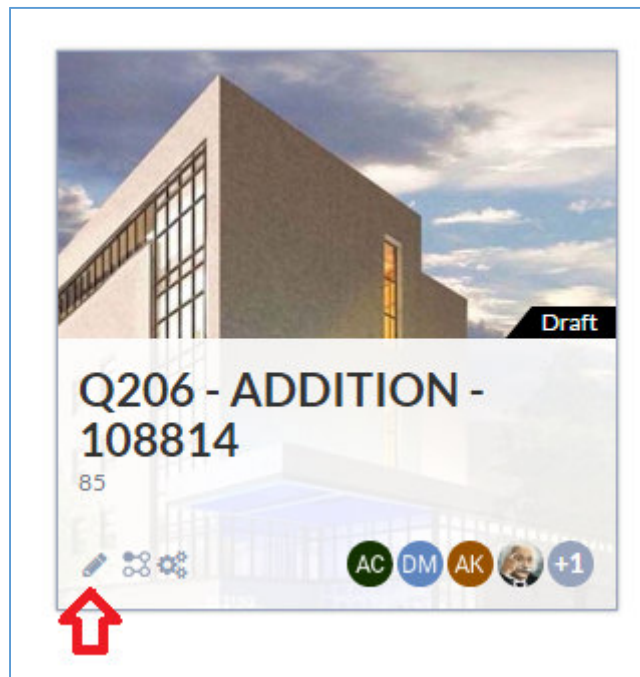
### How to add Gross Area to a Capacity Estimate

1. Click on the **Estimate Center**  icon.

- 1.1. Type in the Design Number in the Search field  located in the upper-right hand corner of screen to find the Estimate that will be merged.

**Note:** Search can be used with the Design Number, LLW, School Code, Building ID, Estimate Description, etc.

- 1.2 Click on the pencil icon  located inside the Estimate Tile of the Estimate.





## Cost Estimating System: How to add Gross Area and Basis of Estimate to Capacity Estimates (Schemes)

- 1.3 In the **Edit estimate** popup, click on the **Custom** tab and then **Design Estimate** Tab.

Setup	Team	Site	Scope	Inclusions	Exclusions	Payments	Custom
<b>All Estimates</b> <b>Bulletin / PCO / FRE / CO Estimates</b> <b>Design Estimates</b>							
A&E Design Manager:	<input type="text" value="OZALP, SELIM"/>						
A&E Design Project Manager:	<input type="text" value="CHU, EDDIE"/>						
A&E Prime Consultant:	<input type="text"/>						
A&E Studio Director:	<input type="text" value="ABNERI, ELAN"/>						
A&E TSS Manager:	<input type="text" value="WASHINGTON, MARION"/>						
Actual Start Date:	<input type="text" value="03/29/2018"/>						
Borough:	<input type="text" value="QUEENS"/>						

**Save Estimate** \* required fields

- 1.4 Find the Field labeled **Gross Area** and enter value.

Setup	Team	Site	Scope	Inclusions	Exclusions	Payments	Custom
<b>All Estimates</b> <b>Bulletin / PCO / FRE / CO Estimates</b> <b>Design Estimates</b>							
Assumed Bid Date:	<input type="text" value="Select date"/>						
Construction Duration:	<input type="text"/>						
Cost Per SF:	<input type="text"/>						
DOE Auth. Construction Amount:	<input type="text"/>						
F&E Estimate Amount:	<input type="text"/>						
Gross Area:	<input type="text" value="45,000"/>						


**Save Estimate** \* required fields

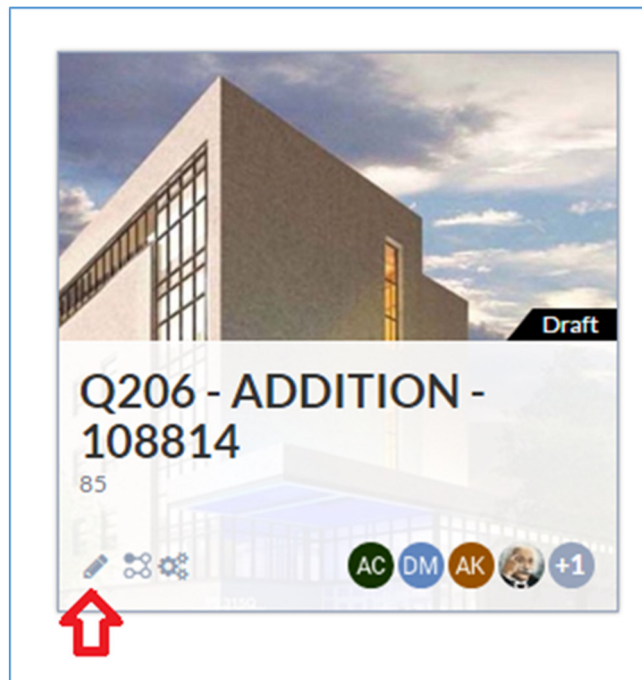
## Cost Estimating System: How to add Gross Area and Basis of Estimate to Capacity Estimates (Schemes)

- 1.5 **NOTE:** Cost per SF is automatically calculated on the Project Comparison Report based on the Gross Area and Total Estimate cost.

Design Contingency	10.07%	10,044	10.07%	10,044	10.07%	10,044
Escalation (to the Midpoint)	4.0%	5,166	4.0%	5,166	4.0%	5,166
General Conditions	15.0%	12,105	15.0%	12,105	15.0%	12,105
Overhead & Profit	21.0%	19,489	21.0%	19,489	21.0%	19,489
<b>Sub-Total (Indirect Cost)</b>		<b>\$134,304</b>		<b>\$134,304</b>		<b>\$134,304</b>
<b>Total Estimate</b>		<b>\$134,304</b>		<b>\$134,304</b>		<b>\$134,304</b>
<b>Cost Per GSF</b>		<b>\$3,837.25</b>		<b>\$2.98</b>		<b>\$2.18</b>
<b>Gross Area</b>		<b>35</b>		<b>45,138</b>		<b>61,710</b>

### How to add Basis of Estimate to a Capacity Estimate

- 2.1 From the Estimate Center, Click on the pencil icon  located inside the Estimate Tile of the Estimate.





## Cost Estimating System: How to add Gross Area and Basis of Estimate to Capacity Estimates (Schemes)

2.2 In the **Edit estimate** popup, click on the **Scope** Tab.

The screenshot shows the 'Edit estimate' popup window. At the top, there are several tabs: Setup, Team, Site, Scope, Inclusions, Exclusions, Payments, and Custom. The 'Scope' tab is currently selected and highlighted with a blue underline. A red arrow points down to the 'Scope' tab. Below the tabs is a large text area labeled 'Description:' which is currently empty.

2.3 Enter the Basis of Estimate information in the **Description** Field.

The screenshot shows the 'Edit estimate' popup window with the 'Scope' tab selected. The 'Description' field is now filled with the following text:

BASIS OF ESTIMATE  
The Estimate is based on Drawings and Specifications prepared by.....  
CLARIFICATIONS  
Labor coast included at local unione rates, and exclude a PLA.  
QUALIFICATIONS  
Based on anticipated Phasing Exhibits, this Estimate includes Incidental Overtime/Premium costs;  
EXCLUSIONS

At the bottom of the popup, there is a blue button labeled 'Save Estimate' and a note that reads '\* required fields'.



## Cost Estimating System: How to add Gross Area and Basis of Estimate to Capacity Estimates (Schemes)

- 2.4 Run the **Project Comparison Report**, the Basis of Estimate information will appear on Report.

	Date: May 21, 2018 12:11 PM
Basis of Estimate	
<i>CONFIDENTIAL</i> not valid after 4 months	
BASIS OF ESTIMATE	
The Estimate is based on Drawings and Specifications prepared by .....	
CLARIFICATIONS	
Labor costs included at local union rates and exclude a PLA.	
QUALIFICATIONS	
Based on an anticipated Phasing Exhibit, this Estimate includes Overtime/Premium costs;	
EXCLUSIONS	
Construction Contingencies Technology and other non-fixed equipment	