


Requesting a new Meeting Date

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

- 1.1. Type in the Project Name in the Search field  located in the upper-right hand corner of screen to find the Estimate.

Note: Search can be used with the Project Number, LLW, NOD Number, Estimate Description, Contract Number, etc.

- 1.2 From the Estimate Center, locate the Estimate and click anywhere inside the Estimate Tile.

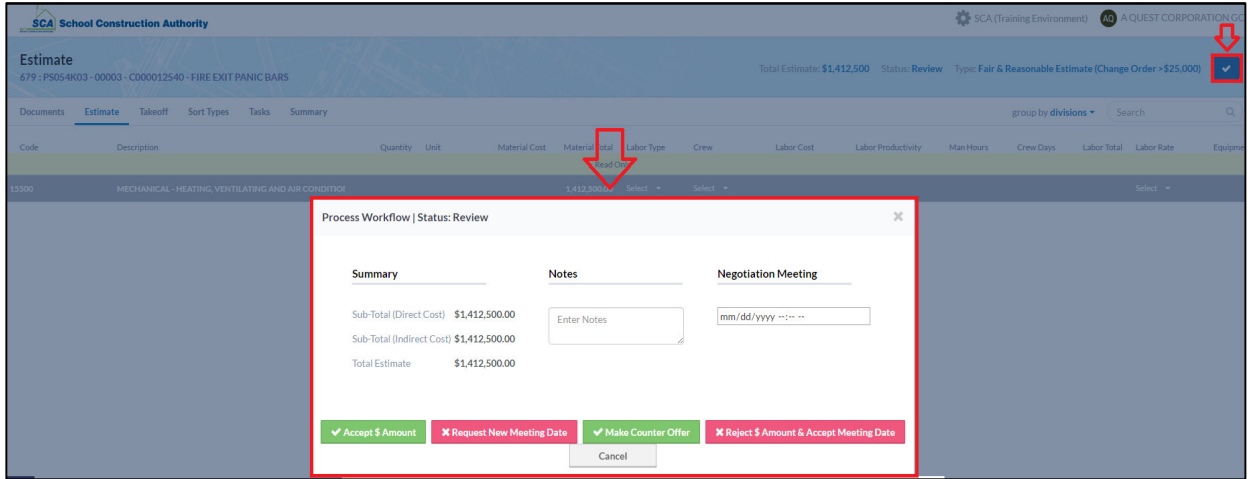


Note: The General Contractor will receive an email notification that will contain the FRE Cost Summary and proposed Negotiation Meeting Date. If the General Contractor would like to request a new Meeting Date, he will then click on the **Request New Meeting Date** within the FRE Estimate.

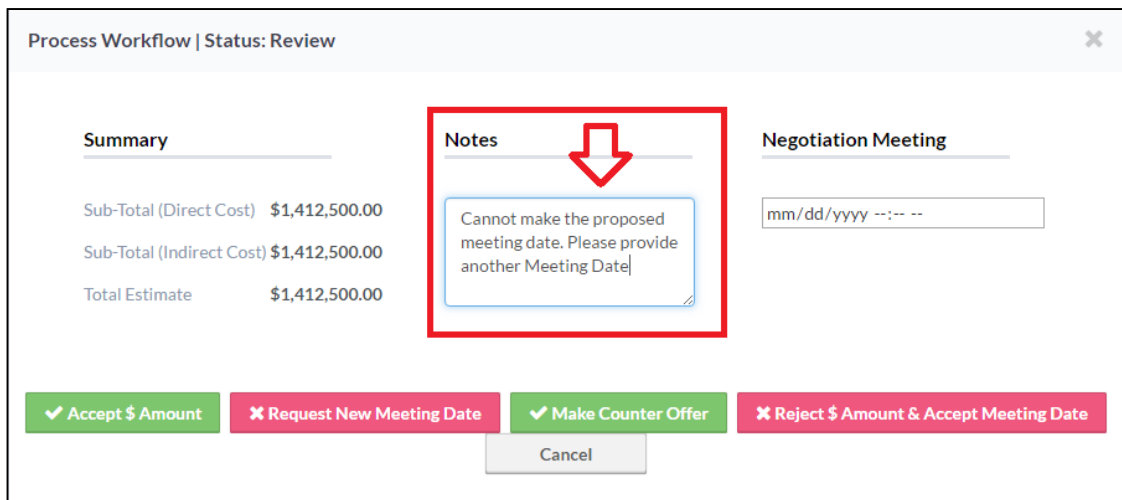
Cost Estimating System: How to request a new Meeting Date [for General Contractor]



1.3 Click on the Process Button and a pop-up screen will appear.



1.4 The **General Contractor** will enter the any Notes regarding the Negotiation Meeting Date in the **Notes** Field.





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- 1.5 Once ready, the **General Contractor** will click on the **Request New Meeting Date** button.

Process Workflow | Status: Review

Summary	Notes	Negotiation Meeting
Sub-Total (Direct Cost) \$1,412,500.00	Cannot make the proposed meeting date. Please provide another Meeting Date	mm/dd/yyyy --:-- --
Sub-Total (Indirect Cost) \$1,412,500.00		
Total Estimate \$1,412,500.00		

✓ Accept \$ Amount ✗ Request New Meeting Date ✓ Make Counter Offer ✗ Reject \$ Amount & Accept Meeting Date

Cancel

Note: The General Contractor has three (3) Business Days to respond to the FRE Estimate Amount & proposed negotiation date. After 3 days, the No Response Timer will change the Action back to the COU Meeting Scheduler who can then send a second notification with the FRE Estimate Amount & a new proposed date to the General Contractor.