

Pre-Proposal Presentation

Pre-Proposal Seminar

Regional Statewide Job Order Contracts

Agenda

Part 1: The Job Order Contract (JOC) Procurement Method

- **The JOC Team**
- **What is JOC?**
- **JOC Contract Documents**
- **Current Solicitations**
- **How is a JOC Contract Solicited?**
- **Using JOC**
- **Expectations of the Parties to the Agreement**

Part 2: JOC from the Contractor's Perspective

- **Understanding the Construction Task Catalog® (CTC)**
- **What is Included in the Contractor's Coefficient?**
- **Calculating the Coefficient**
- **Considerations**
- **Conclusion**

The Cooperative

The Local Government Purchasing Cooperative (Cooperative) BuyBoard

- **BuyBoard is a statewide purchasing cooperative for school districts, junior colleges, cities, counties, other political subdivisions, and eligible nonprofit entities**
- **The Cooperative was formed by the Texas Association of School Boards, Inc. (TASB) a non-profit corporation of the State of Texas, and includes The Texas Municipal League (TML) and the Texas Association of Counties (TAC)**
- **The Job Order Contracting method is an approved means of accomplishing renovation, repair, rehabilitation, and alterations to Cooperative members' facilities, as set forth in the Texas Education Code 44.041, and the Texas Local Government Code 271.20.**
- **The Cooperative has successfully delivered JOC since 2003 in excess of \$30 Million annually across the State of Texas.**

The JOC Team

The Cooperative Members

- **The Cooperative's JOC contracts for will be available to members of TASB, TML, and TAC, other local government, and nonprofit entities. Current Cooperative membership is over 3,000 entities..**

The JOC Contractor

- **The BuyBoard plans to award and retain the JOC Contractors through the competitive proposal process and provide the JOC Contractors to Cooperative Members to accomplish construction work. The term of the agreement is potentially for five (5) years. The initial term of one (1) year with four (4) mutually agreed upon renewals.**

What is JOC?

JOC is a **firm fixed priced, competitively proposed, fast track, indefinite quantity** contract and procurement process specifically designed to accomplish small to medium, multi-traded, maintenance, repair, and minor construction projects.

Firm Fixed Priced:

Construction Task Catalog® ("CTC") of Pre-priced Work Tasks

Competitively Proposed:

All Contractor's submit a set of Coefficients to the fixed prices in the CTC

Fast Track:

Procurement time is approx. 20 days

Indefinite Quantity:

No projects are identified at the time of Proposal: The amount and type of work is unknown.

How Work is Accomplished:

Once the Master (Umbrella) Contract is awarded, Purchase Orders are issued for individual projects.

What is JOC? - A Performance Based Contracting System

Future Work is Dependent Upon Contractor Performance

- **Responsiveness of the Contractor**
 - During Project Development
 - During Construction - Start-up to Close-out
- **Quality Price Proposals**
 - Timely
 - Accurate
- **Quality Construction**
 - Timely Start-Up
 - Effective Management of Subcontractors
 - Ensuring that the Project is Constructed According to the Specifications
- **Development of a Partnership Relationship with the Cooperative Members**
- **JOC Contractor Success is Based on Two Key Factors**
 - Accurate Coefficient
 - Quality Staff

What is JOC? - A Performance Based Contracting System

Standards Of Performance

JOC is a performance based contracting system. The continuation of the Agreement to the end of the term will depend upon the Contractor's performance in the following performance standards:

- a. **Timely Submission of the Contractor's Price Proposal and Work Order Proposal Package (within 14 days or by the due date)**
- b. **Quality of the Contractor's Price Proposal (approval within second submission)**
- c. **Quality of Construction (according to the Detailed Scope of Work and Specifications)**
- d. **Maintaining Schedule (start on time and finish on time)**

JOC Contract Documents

Notice of Proposal Invitation, Instructions to Proposers, and
General Terms and Conditions, Proposal Forms

JOC General Information, Program Requirements and
Additional Proposal Terms & Conditions

Construction Task Catalog[®]

Technical Specifications

Current Solicitations - Contracts

Area	Region	Description
A	1	Rio Grande Valley
B	2,3	Corpus/Victoria
C	4,5,6	Houston/Beaumont/Huntsville
D	7,8	Kilgore/Mount Pleasant
E	9,14,15	Wichita Falls/Abilene/San Angelo
F	10,11,12	Dallas/ Ft. Worth/Waco
G	13,20	San Antonio/Austin
H	16	Amarillo
I	17,18	Lubbock/Midland
J	19	El Paso

Current Solicitations - Contract Awards

- It is the intention of the Cooperative to award multiple contracts for construction services in each Area to different Contractors.
- Contracts will be awarded as described in the Proposal Documents (PROPOSAL SELECTION CRITERIA)
- A Contractor may hold JOC contracts in multiple Areas as described in the Proposal Documents.

Current Solicitations - Responsiveness

- Stronger consideration will be given to Contractors that maintain an existing full-service office (staff based out of that office capable of providing all the professional services required to be under this RFP) within the Area as it relates to each specific Contract.
- This is a contract that requires each responding contractor to submit a marketing plan demonstrating their commitment and capabilities to market the contract to potential clients.

Current Solicitations - Instructions to Proposers

RFIs (Request for Information) Due: January 18, 2012, by 4:00 PM **CST**

Preparation of the Proposal:

- **As described in the FORM OF PROPOSAL section of Proposal Documents**
- **Proposals are Due at 2:00 PM **CST** on Thursday February 8, 2012**
- **At TASB (Purchasing Department) BuyBoard Offices: 12007 Research Blvd, Austin, TX 78759**

Required Forms (Tab A) as detailed in Proposal Documents

Contractor's Selection Information (Tabs B-F)

- **Relevant JOC Experience (20 pts.)**
- **Experience and Marketing Plan (10 pts.)**
- **Project Management Ability (20 pts.)**
- **Past Performance (20 pts.)**
- **Subcontractor and Supplier Support Capability (5 pts.)**
- **Price Proposal (25 pts.)**

Current Solicitations - Instruction to Proposers

Documents that must be submitted with the each Proposal:

Tab A-

Contractors Qualification Statement (AIA form 305)

Financial Statements

Insurance and Bonding Certification

Cooperative Forms: Forms A-L completed and signed

Price Proposal Forms

Tab B- Relevant JOC Experience

Tab C- Relevant General Experience and Marketing Plan

Tab D- Project Management Ability

Tab E- Past Performance

Tab F- Subcontractor and Supplier Support

How is JOC Solicited?

Prior to the Cooperative Does Not:

- **Identify any specific projects or locations**
- **Identify or commit to any specific quantities or tasks in the Construction Task Catalog® (CTC)**

Scope of Work:

- **Small to medium sized renovations, repairs, and minor construction**
- **Defined by the tasks in the CTC**
- **The term of the Contract is five (5) years**

Contractors Proposal:

- **Series of Coefficients to be applied to the pre-established prices in the CTC**

How is JOC Solicited? – Proposal Forms

- Be specific on the area
- Contractor must identify the area(s) being proposed
- Contractor May Submit Proposals for More than One Area
 - **Contractors May be awarded more than 1 Area**
- The Contractor's Other Than Normal Working Hours Coefficient must be higher than the Normal Working Hours Coefficient

How is JOC Solicited?

Contractors Propose Two Coefficients:

1. Normal Working Hours (NWH)
2. Other Than Normal Working Hours (OTN)

Award:

- Based on Combined Coefficient
80% NWH / 20% OTN
- The Cooperative may make multiple awards for some or all Areas

1

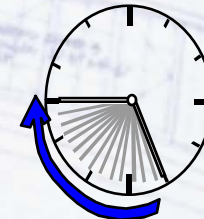
WORK PERFORMED
DURING NORMAL
WORKING HOURS



7 AM – 5 PM
Mon - Fri

2

WORK PERFORMED
DURING OTHER THAN
NORMAL WORKING
HOURS

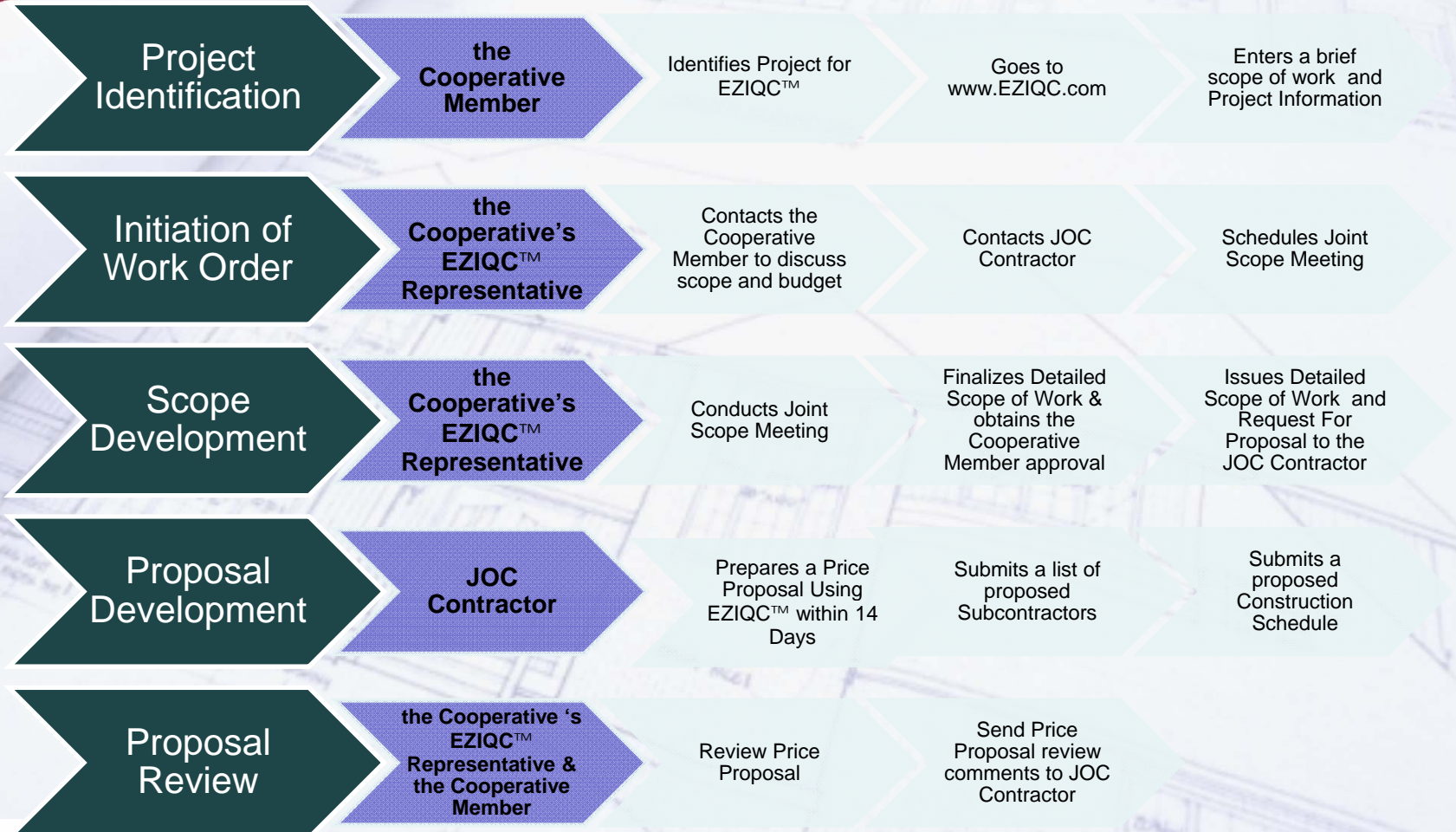


5 PM – 7 AM
Weekends
Holidays

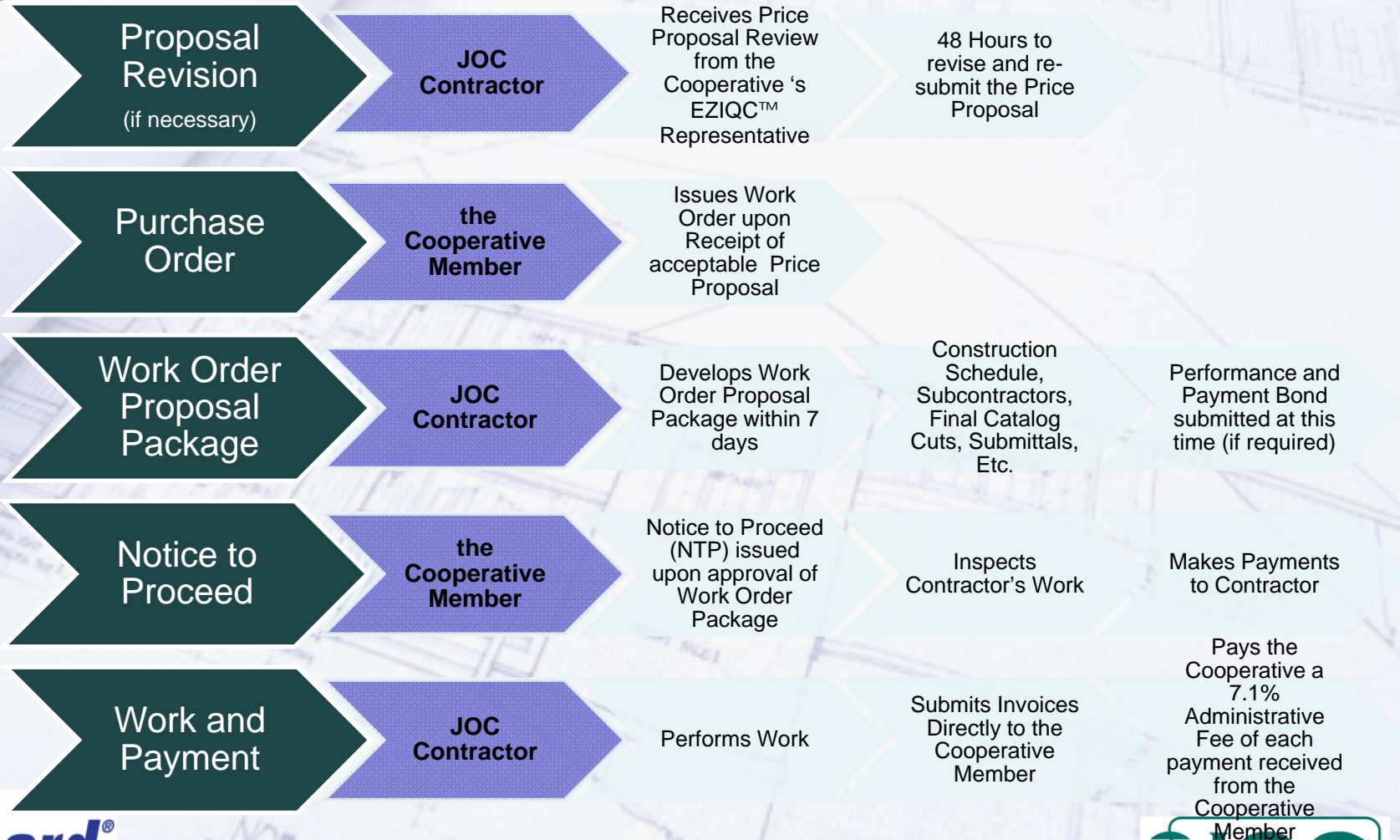
How is JOC Solicited? – Instructions to Proposers

- Contractor cannot exclude any CTC Items
- Proposals must be good for 60 Days
- Before submitting this proposal, the contractor is directed to the Construction Task Catalog[®] to review the explanation of the costs included in the Unit Prices and the Coefficients. Except for a Non Pre-priced Task, the only compensation to be paid to a Contractor will be the total of the unit prices multiplied by the quantities multiplied by the Coefficient. No additional payments of any kind whatsoever will be made. All costs not included in the unit prices must be part of the Coefficients.
- Proposal Response Must Contain
 - **One (1) Original of the All the Proposal Documents with original Signatures and Notarizations**

Using JOC - Part 1



Using JOC - Part 2



Using JOC – Changes in Scope

No “Traditional” Change Orders under JOC:

- **JOC Contractor helps develop the Detailed Scope of Work**
- **No negotiating change orders**

Changes in the Detailed Scope of Work under JOC if:

- **Owner Generated**
- **Unforeseen Conditions**

Scope Changes – “Supplemental Work Orders”:

- **Changes are jointly scoped and documented**
- **JOC Contractor prices using the CTC**
- **The Cooperative Member issues a new Work Order to the JOC Contractor**
- **Supplemental Work Order may be for a credit back to the Cooperative Member**

Using JOC – Non Pre-priced (NPP)

Contractor Identifies Items within the Detailed Scope of Work Not Listed in the Construction Tasks Catalog

- **EZIQC™ Representative evaluates and agrees or disagrees with the JOC Contractor**
- **If the item is a NPP work task, the JOC Contractor obtains three (3) independent price quotes**

Contractor Submits Cost Data Including Three Independent Price Quotes

- **EZIQC™ Representative Reviews the Proposed Price and Technical Information**
- **JOC Contractor uses the formula detailed in the Proposal Documents to establish the OH & P and uses the Coefficient on 1.000**

NPP Tasks, as well as Other Tasks, May be Added to CTC During the Course of the Agreement

Using JOC – Proposal Review

Contractors Should Know:

EZIQC™ Representative and the Cooperative Member Will Review ALL Price Proposals!

For Every Line Item the following questions will be asked:

- **Is this item required to accomplish the Detailed Scope of Work?**
- **Is there a more appropriate item or should a modifier be applied?**
- **Is this item part of another task?**
- **Is the quantity correct?**
- **Has the correct Coefficient been selected?**

Contractors Must submit Reasonable Coefficients!

Using JOC – Annual Price Updates

Prices in the CTC are Fixed for the Duration of the Contract

Only the JOC Contractor's Coefficients to the CTC Will be Updated

- **Every Year on the Anniversary of Award Date**
- **Updates are Calculated Using the Construction Cost Indices (CCI) for the 20 City Average Index published in the Engineering News Record (ENR)**

Non Pre-priced Coefficient (1.15) is Never Updated:

- **NPP Items are always current**

Expectations - Cooperative

The Cooperative Expects:

- The JOC Contractor to Specifically Promote the BuyBoard Program and Establish a Marketing Program to Advance the use of JOC Throughout it's Area
- The JOC Contractor to Follow the JOC Procedures
- The Cooperative Member to Promptly Pay the JOC Contractor for Work Performed
- The JOC Contractor to Promptly Pay the Administrative Fee to the Cooperative
- The JOC Contractor to Establish a Partnership Relationship with the Cooperative and the Cooperative Members

Expectations – Cooperative Members

The Cooperative Members Expect:

- Faster Response Time to Accomplish Projects
 - **Shorten the project development & procurement time**
 - **More reliable, controlled construction schedule**
- Emergency Response Capability
- Fixed Price Construction
- High Level/Predictable Level of Quality
- Positive, “Can Do” Attitude from the JOC Contractor
- Non-adversarial, Partnership Relationship with the JOC Contractor
- An **EASY** Procurement and Construction Process

Expectations – JOC Contractor

JOC Contractor Expects:

- To Provide Incidental Scope Documentation Services
 - **It is expected that the level of Incidental Scope Documentation Services will be incidental to the Agreement and therefore any cost associated with this is to be included in the JOC Contractor's Coefficients**
- To Provide Construction Drawings and Submittals
 - **The JOC Contractor will be required to provide shop drawings, project layout drawings, as-builts, sketches, etc. Any cost associated with this is to be included in the JOC Contractor's Coefficients**
- To Be Knowledgeable in Computer Operations (EZIQC™ Representative Will Provide Training)
 - **Electronic transfer of data and drawings**
 - **Preparation of Price Proposals using EZIQC™ Software**

Expectations – JOC Contractor

- To Scope and Prepare Price Proposals for Projects that May Not be Accomplished
- To Mobilize Quickly After Award
- To Perform at a High Level of Quality
 - **Provide high quality of construction, according to the Detailed Scope of Work and Technical Specifications**
- To Provide the Cooperative and it's Members with Timely and Accurate Price Proposals From the CTC
 - **Use only legitimate, scope related items (Get It Right the First Time!)**
- To Staff to Meet Execution Schedule
 - **Full time presence**
 - **Respond quickly to work load increases**
- To Reach Out to the Local Subcontractor Community

End Part 1

Questions Regarding:

- **The Cooperative (BuyBoard)**
- **Cooperative Purchasing**
- **JOC**
- **Current Solicitations**

Break

Part Two – JOC from A Contractors Perspective

- **Understanding the Construction Task Catalog® (CTC)**
- **What is Included in the Contractor's Coefficient**
- **Calculating the Coefficient**
- **Considerations**
- **Conclusion**

Understanding the CTC - Organization

CSI Number	Section Title	General Items
01000	General Conditions	Guide to Using the CTC, temporary construction, labor rates, equipment, testing
02000	Site Work	General sitework, hazardous material, irrigation/landscaping fencing
03000	Concrete	All concrete, grouting
04000	Masonry	Masonry, stone, etc.
05000	Metals	All metals
06000	Woods & Plastics	Misc. wood, finish carpentry, millwork, misc. plastic
07000	Thermal & Moisture Protection	Waterproofing, roofing, sealents
08000	Doors & Windows	Doors/windows, hardware, glazing
09000	Finishes	Walls/ceilings, flooring, painting/coatings
10000	Specialties	Bathroom partitions/accessories, signage, "accessory" type items (lockers, cabinets, shelving, etc.)
11000	Equipment	Security equipment, kitchen/laundry equipment, other equipment
12000	Furnishings	Window coverings, misc.
13000	Special Construction	Pre-engineered buildings, pools, etc.
14000	Conveying Systems	Elevators/lifts
15000	Mechanical	Plumbing, fire protection, HVAC/heating
16000	Electrical	General electrical, lighting, communications, controls/instrumentation

Understanding the CTC - Layout

08100 Metal Doors And Frames (08100)

Note: All door frames include perimeter caulk, sealant (as required), anchors and silencers. All doors include machining for builders hardware. See CSI section 08710-0000 for finish hardware.

08110 Steel Doors And Frames (08110)

See CSI section 08110-0292 for metal door and frames accessories.

08110-0001 Metal Frames (08110)

Note: Includes shop prime coat. See CSI section 04110-0019 for grouting frames.

08110-0002 Metal Frames 4-3/4" Depth x 16 Gauge, Knock-Down (08110-0002)

08110-0003 6'-8" Through 7'-2" High (08110-0003)

08110-0004	EA	2'x6'-8" Through 7'-2"x4-3/4" Deep Metal Door Frame, 16 Gauge.....	125.54	30.31
		08MOD-0001 For Auxiliary Frame Reinforcement For Hinges, Add	9.74	
		08MOD-0002 For Welded Frames, Add	45.00	
		08MOD-0003 For Galvanized Frames, Add	7.79	
		08MOD-0004 For Type 304 Stainless Steel Frame, Add	119.88	
		08MOD-0005 For Type 316 Stainless Steel Frame, Add	139.36	
		08MOD-0006 For Baked Enamel Finish, Add	28.57	
		08MOD-0007 For 3/4 Hour Rating, Add	30.70	
		08MOD-0008 For 1-1/2 Hour Rating, Add	35.08	
		08MOD-0009 For 3 Hour Rating, Add	43.86	
		08MOD-0010 For 16 Gauge Frame, Deduct	-8.49	
		08MOD-0011 For 14 Gauge Frame, Add	18.23	
		08MOD-0012 For 12 Gauge Frame, Add	24.67	

Understanding the CTC – The Rules

Must Read: “Using the Construction Task Catalog®”

Outlines:

- What is Included in Unit Prices
 - Labor, Equipment , & Material
 - Complete and In-Place Construction
 - Demolition
- What is Included in JOC Contractor's Coefficients
 - Overhead & Profit
 - Construction Related Costs
- General Interpretations
 - Working Height
 - Assemblies
 - Testing



Using The Construction Task Catalog®

CTC Information:

☐ This catalog was created specifically for Buy Board®, Region G - San Antonio - Austin, and published in January 2010 by The Gordian Group Inc.

☐ Material costs include manufacturer's and/or fabricator's shop drawings.
☐ Material costs for roofing, drywall, VCT, carpet, wall covering, ceiling tile, pipe, conduit, concrete, etc. include an allowance for waste. This list is not intended to be all inclusive, but descriptive of the types of construction materials that are typically sold in standard lengths, sizes and weights.

The Unit Prices Include:

LABOR COSTS:

☐ Labor costs include direct labor through the working foreperson level at straight-time prevailing wage rates including fringe benefits and an allowance for Social Security and Medicare taxes, worker's compensation, unemployment insurance and employee benefits.
☐ Labor costs are based on workers familiar with and skilled in the performance of the task following OSHA requirements.
☐ Labor costs include time lost for normal work breaks, layout, measuring and cutting to fit, clean-up of regular construction debris, inspection, permit compliance, job meetings and start-up.

EQUIPMENT COSTS:

☐ Equipment costs include all equipment required to accomplish the task including rigging and mobilization, except large equipment (e.g. cranes, pile drivers, bulldozers, excavators, backhoes, bobcats etc.) which exclude mobilization.
☐ Equipment costs include all operating expenses such as fuel, electricity, lubricants, etc.

MATERIAL COSTS:

☐ Material costs include the cost of the material being installed and all incidentals and accessories integral to the installation.

Complete and In-Place Construction:

☐ Unit prices are for complete and in-place construction and include all labor, equipment and material required to complete the task as described in the CTC.
☐ Unit prices include delivery, unloading and storing materials, tools and equipment on site; moving, materials, tools and equipment from storage area or truck up to 2 ½ stories (2 stories with an attic) and within 125' to reach the site.
☐ Unit prices exclude moving material and equipment greater than 2 ½ stories and handling material and equipment more than 125' (See 01660).
☐ Unit prices for imported materials (aggregate, sand, soil, etc.) include delivery up to 15 miles from the closest approved source.
☐ Unit prices include all fasteners such as anchor bolts, lag bolts, screws, adhesive, wedge anchors, expansion bolts, roofing clips (excluding hurricane clips) that are required. Fasteners listed separately in the CTC are for use with Owner furnished material and equipment or relocating or reinstalling existing material and equipment.
☐ Unit prices exclude more substantial mounting material such as threaded rod or angle iron unless the task description states otherwise.
☐ Unit prices for doors and windows, duct work, plumbing fixtures, seamless floors, countertops, flashing, pitch pockets, skylights, curbs, roofing, etc. include sealant and caulking.
☐ Unit prices include testing, calibration, balancing and the like required to ensure proper installation.

January 2010

Buy Board®, Region G - San Antonio - Austin

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Understanding the CTC – Unit Prices Include

Labor Costs:

1. Labor costs include direct labor through the working foreperson level at straight-time prevailing wage rates including fringe benefits and an allowance for Social Security and Medicare taxes, worker's compensation, unemployment insurance and employee benefits.
2. Labor costs are based on workers familiar with and skilled in the performance of the task following OSHA requirements.
3. Labor costs include time lost for normal work breaks, layout, measuring and cutting to fit, clean-up of regular construction debris, inspection, permit compliance, job meetings and start-up.

Equipment Costs:

1. Equipment costs include all equipment required to accomplish the task including rigging and mobilization, except large equipment (e.g. cranes, pile drivers, bulldozers, excavators, backhoes, bobcats etc.) which exclude mobilization.
2. Equipment costs include all operating expenses such as fuel, electricity, lubricants, et c.

Material Costs:

1. Material costs include the cost of the material being installed and all incidentals and accessories integral to the installation.
2. Material costs include manufacturer's and/or fabricator's shop drawings.
3. Material costs include an allowance for waste for such materials that are typically provided in standard widths, lengths, weights and units such as roofing, drywall, VCT, carpet, wall covering, ceiling tile, pipe, conduit, lumber and concrete.
4. Sales tax is included on the material unit costs.

Understanding the CTC – The Rules

General Rules

- **Unit Prices are for Complete and In-Place Construction.**
- **Unit Prices Include Labor, Material, and Equipment (Do Not Add Labor to Masonry Repointing Task or Do Not Add Bobcat for Concrete Sidewalk).**
- **Unit Prices Include the Cost of Delivery to Site, Unloading, Storage, and Handling. Delivery Height is up to 2 ½ Stories.**
- **Unit Prices Include Testing, Calibration, Balancing, Etc. for New Work.**
- **Unit Prices Include all Fasteners, Bolts, Anchors, Adhesives, Etc. For New Work.**
- **Unit Prices for Tasks Such as Windows, Doors, Frames, Countertops, etc. Include Sealant and Caulk.**

Understanding the CTC – The Rules

General Rules

- **Demo Price Includes Loading into Truck or Dumpster.**
- **If an Item is Demolished as Part of Different Task; Demo Will Not Be Paid for Separately.**
- **Contractor Paid for Installed Quantities Only; No Additional Compensation Waste.**
- **Assembly Prices take Precedence over Component Pricing.**
- **14' Working Height for All Work Except Masonry.**
- **4' Working Height for Masonry.**
- **Dumpsters are a Separate Item.**
- **Permits are Reimbursable at 100%; No Mark-Up.**

Understanding the CTC – The Rules

Contractors Never Get Paid Separately For:

- **Moving and Returning Furniture. For Example, Moving Office Furniture to Paint.**
- **Labor for Protecting Work in Place. For Example, a Laborer to Stay After a Concrete Pour.**
- **Minor Barricades and Signage. For Example, Traffic Cones and Orange Tape Around a Concrete Pour.**
- **Gang Boxes, Storage Containers.**
- **Portable Toilet, Field Office, Field Office Equipment for Contractors' Use.**
- **Layout, Site Engineering for the Work Itself.**
- **Administrative Vehicles.**

What is Included in the Coefficients?

Business Costs:

1. **Overhead costs, including but not limited to;**
 - home office overhead
 - Insurance, Performance and Payment bonds, and indemnification requirements
 - project meetings, training, management and supervision, background checks
 - mobilization and close-out for the contract and each Job Order and project office staff and equipment.
 - marketing
2. Profit.
3. Subcontractor's overhead and profit.
4. Employee or Subcontractor's wage rates that exceed the prevailing wage rates.
5. An allowance for fringe benefits, payroll taxes, worker's compensation, insurance costs and any other payment mandated by law in connection with labor is included in the Unit Price, any amounts that exceeds the labor rate allowances must be included in the Adjustment Factor.
6. Cost of financing the work.
7. Business risks such as the risk of a lower than expected volume of work, smaller than anticipated Job Orders, poor Subcontractor performance, and inflation or material cost fluctuations.
8. **Cooperative Administration Fee = 7%**
9. **Other Fees like Local Administrative and Project Management can be added to the project and will be included in the project cost.**

What is Included in the Coefficients?

Construction Related Costs:

1. **Services required to obtain filings and permits.**
2. **Preparation and modification of proposals, sketches, drawings, submittals, as-built drawings, CADD drawings, microfilm, and other project records.**
3. **Incidental scope documentation services.**
4. **Office trailer and portable toilets for Contractor's use.**
5. **Construction vehicles such as pick-up trucks, utility trucks, vans, flat bed trucks, tractors, trailers, etc.**
6. **Storage devices or items such as gang boxes and containers for Contractor's tools, equipment and materials.**
7. **Personnel safety equipment (hard hats, ropes, harness, etc.) and basic safety signage, railings, minor barricades, tape, roping, cable, markings, cones, etc.**
8. **Meeting Owner security requirements.**
9. **Excess waste including roofing, drywall, VCT, carpet, wall covering, ceiling tile, pipe, conduit, siding, concrete, etc. This list is not intended to be all inclusive, but descriptive of the types of construction materials that are typically sold in standard lengths, sizes and weights.**

What is Included in the Coefficients?

Construction Related Costs (cont'd):

10. Removing and returning Owner's furniture and furnishings (chairs, tables, pictures, etc. but excluding modular furniture, wall or ceiling attached or fastened devices or furnishings, safes or other furniture requiring disassembly).
11. Protection of all surfaces including those not in the scope of work from construction dust, debris or damage during construction up until final acceptance. The methods of protection including plastic, paper, sealing doors or windows, etc. are the Contractor's responsibility.
12. Daily clean-up and Final professional project clean-up.
13. Opening and closing of valves
14. Equipment down-time or for stand-by
15. Pickup of Owner supplied material
16. Costs resulting from inadequate supply of building materials, fuel, electricity, or skilled labor.
17. Costs resulting from productivity loss.
18. Working in extreme temperatures (below or above normal) or adverse conditions such as excessive rain, wind, sleet or snow.
19. Differences in project size; complexity and location.
20. All costs for other than discreet items of work specifically required to complete a particular Job Order.

Coefficients – Calculating Methods

Use Historical Project Data *(Preferred Method)*

- Select a Representative Completed Project
 - You Know the Scope and Direct Costs
- Price Project From CTC®
- Add on Overhead and Profit (including Administration Fee = 7.1%)
- Calculate the Coefficients

Create a Representative Project

- Create a Scope of Work
- Get Sub Quotes or Estimate Costs
- Price Project From CTC
- Add on Overhead and Profit
- Calculate the Coefficients

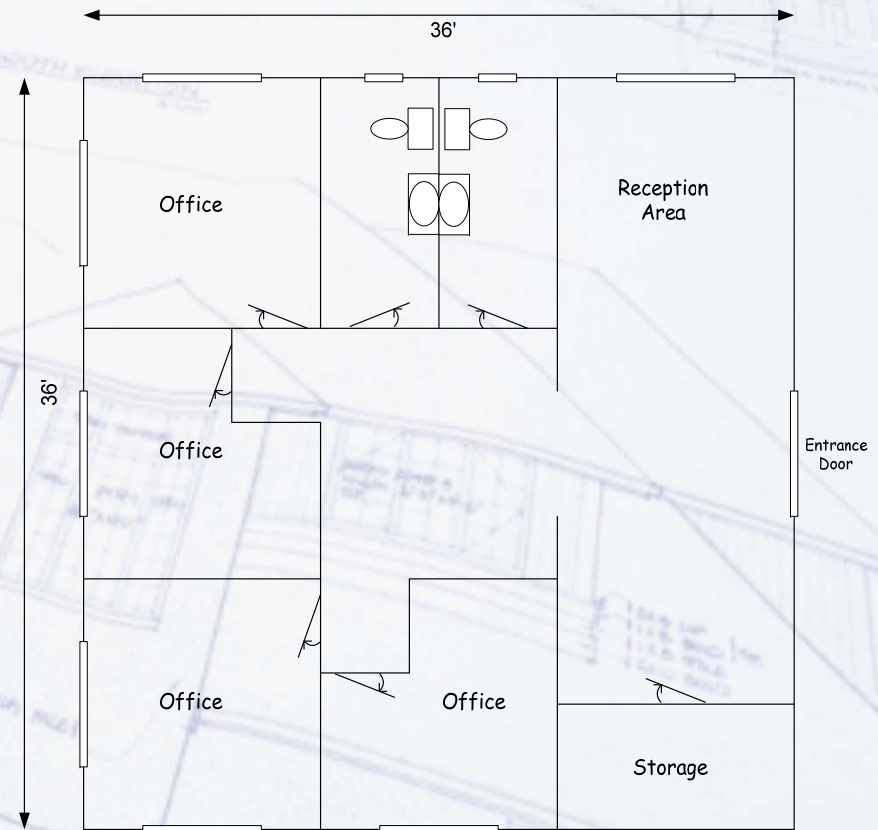
Sampling Method

- Evaluate a Sampling of Anticipated Items

Coefficients – Sample Project Scope

Renovation of a Community Office

- Repoint Front of Building
- Replace VCT in Hallway and Reception Area
- Install Carpet in Offices
- Demo VCT in Bathroom and Install Tile on Floors and 1/2 up Walls
- Replace 7 Doors and Locksets. Varnish Doors
- Prime and Paint Ceiling, Walls and Door Frames and Jambs
- Install Air Conditioners
- Replace Baseboard Heating Elements
- Replace Toilets and Sinks with Faucets
- Replace Fluorescent Surface Mounted Fixtures and Incandescent Closet Fixture



Coefficients – Sample Project Proposal

Section	Mod	Description	UOM	Price	Qty	Subtotal	Total
Dumpster							
01510 – 0011		10 CY Dumpster	EA	\$364.98	1	\$364.98	\$364.98
VCT Tile							
03920 – 0003		Patch Floors, Cementitious Material	SF	\$3.51	100	\$351.00	
09650 – 0026		Demo Vinyl Composition Tile	SF	\$0.61	510	\$311.10	
09650 – 0026		Vinyl Composition Tile	SF	\$1.83	530	\$969.90	
09650 – 0026	09MOD - 0195	For Premium Grade Tile, Add	SF	\$0.27	530	\$143.10	
09650 – 0026	09MOD - 0196	Deduct for Extra Stock	SF	(\$0.72)	20	(\$14.40)	
09650 – 0034		Demo Base	LF	\$0.61	240	\$146.40	
09650 – 0034		Vinyl Base	LF	\$2.99	240	\$717.60	\$2,624.70
Carpet							
09680 - 0027		32 oz Commercial Carpet	SY	\$26.86	62	\$1,665.32	
09680 - 0058		Metal Saddle Strip	LF	\$1.82	21	\$38.22	\$1,703.54

Coefficients - Sample Project Proposal

Section	Mod	Description	UOM	Price	Qty	Subtotal	Total
Door and Hardware							
08210 - 0107		Demo 3'x 7'x 1-3/4" Door	EA	\$22.47	7	\$157.29	
08210 - 0107		3'x 7'x 1-3/4" Door, Birch Face	EA	\$188.36	7	\$1,318.52	
08710 - 0347		F75 Lockset for Closet	EA	\$152.28	1	\$152.28	
08710 - 0348		F76 Lockset Bathroom	EA	\$178.95	2	\$357.90	
08710 - 0349		F82 Lockset (Office)	EA	\$200.46	4	\$801.84	
09930 - 0021		Varnish Wood Doors	EA	\$55.53	14	\$777.42	\$3,565.25
Bathroom							
09650 - 0026		Demo Vinyl Composition Tile	SF	\$0.61	140	\$85.40	
09305 - 0004		3/4" Cement Bed	SF	\$2.34	140	\$327.60	
09310 - 0002		Ceramic Floor Tile	SF	\$6.65	140	\$931.00	
09305 - 0002		Thin set for Walls	SF	\$0.81	192	\$155.52	
09310 - 0009		Ceramic Wall Tile	SF	\$7.19	192	\$1,380.48	
15451 - 0069		Demo Sink	EA	\$34.74	2	\$69.48	
15451 - 0069		Wall Hung Lavatory	EA	\$464.35	2	\$928.70	
15451 - 0014		Demo Toilet	EA	\$53.92	2	\$107.84	
15451 - 0014		Floor Mounted Toilet	EA	\$427.78	2	\$855.56	
08710 - 0251		Self-Metering Faucet	EA	\$101.37	2	\$202.74	\$5,044.32

Coefficients - Sample Project Proposal

Section	Mod	Description	UOM	Price	Qty	Subtotal	Total
Paint							
09920 - 0062		Prime Walls Roller	SF	\$0.31	5733	\$1,777.23	
09920 - 0062	09MOD - 0349	Quantity Discount (>5000 SF)	SF	(\$0.05)	5733	(\$286.65)	
09920 - 0064		Paint Walls Roller 2 Coats	SF	\$0.63	5733	\$3,611.79	
09920 - 0064	09MOD - 0349	Quantity Discount (>5000 SF)	SF	(\$0.03)	5733	(\$171.99)	
09920 - 0241		Prime Door Frame and Jamb	LF	\$0.50	238	\$119.00	
09920 - 0241		Paint Door Frame and Jamb 2 Coats	LF	\$1.11	238	\$264.18	\$5,313.56
Fixtures							
16510 - 0011		Demo 1x4 Fixtures	EA	\$18.63	16	\$298.08	
16510 - 0011		1x4 Surface Mounted w/3 T8 Lamps	EA	\$137.39	16	\$2,198.24	
16510 - 0127		For Egg Crate/Cube Lens Add	EA	\$7.00	16	\$112.00	
16510 - 0190		Incandescent Light for Closet	EA	\$50.64	1	\$50.64	\$2,658.96

Coefficients - Sample Project Proposal

Section	Mod	Description	UOM	Price	Qty	Subtotal	Total
HVAC							
15770 - 0003		6000 BTU A/C Units	EA	\$806.00	5	\$4,030.00	
15753 - 0003		Demo 4' Fin Tube Baseboard	EA	\$21.90	2	\$43.80	
15753 - 0003		4' Fin Tube Baseboard	EA	\$161.37	2	\$613.20	
15753 - 0003	09MOD - 0587	End Cap	EA	\$21.77	2	\$322.74	
15753 - 0006		Demo 10' Fin Tube Baseboard	EA	\$61.32	10	\$43.54	
15753 - 0006		10' Fin Tube Baseboard	EA	\$313.02	10	\$3,130.20	
15753 - 0006	09MOD - 0587	End Cap	EA	\$30.77	10	\$307.70	\$8,491.18
Masonry							
04205 - 0002		Exterior Building Scaffolding	CSF	\$78.04	4	\$312.16	
04205 - 0002	09MOD - 0015	Additional Erection And Dismantling	CSF	\$60.31	8	\$482.48	
04910 - 0002		Cut and Repoint Brick	SF	\$7.43	555	\$4,123.65	
04910 1101	09MOD - 0070	For Common Bond	SF	\$0.16	555	\$88.80	\$5,007.09

Coefficients - Sample Project Summary

Price From CTC

Actual Cost of Work (from quotes or estimates)

Dumpster	\$364.98	Dumpster	\$410.00
VCT Tile	\$2,624.70	VCT Tile	\$2,400.00
Carpet	\$1,703.54	Carpet	\$1,800.00
Door and Hardware	\$3,565.25	Door and Hardware	\$3,195.00
Bathroom	\$5,044.32	Bathroom	\$4,890.00
Paint	\$5,313.56	Paint	\$4,600.00
Fixtures	\$2,658.96	Fixtures	\$2,200.00
HVAC	\$8,491.18	HVAC	\$7,800.00
Masonry	\$5,007.09	Masonry	\$5,200.00
	\$34,773.58		\$32,495.00

Coefficients - Sample Project Summary

Putting It All Together

A	Actual Cost of Work		\$32,495.00
B	Overhead	10%*	\$3,249.50
C	Subtotal w/ O/H (= A+B)		\$35,744.50
D	Profit	10%*	\$3,574.45
E	Subtotal w/ O/H & Profit (= C + D)		\$39,318.95
F	Total w/ 7% Administration Fee (= E / 0.93)		\$42,323.95
G	Price From CTC		\$34,773.58
Coefficient (= F / G)			1.2171

*** Example Only - Contractor to determine Overhead and Profit**

Considerations - Volume

- What Volume of Work Should Contractor Assume?
 - **There is no contractual limit on the amount of Work**
- Work will have peaks and valleys
- Volume Driven by the Contractor
 - **Remember that JOC is a Performance Based Contract**
 - **Put the Right Staff in Place**
 - **Adopt a Partnering Attitude**
 - **Produce Good, Defendable Proposals**
 - **Provide High Quality Construction**
 - **Ensure Timely Completion**
 - **Meet the BuyBoard & the Members Expectations**
 - **Solve Problems, Do Not Create Them**
 - **You Must Market**

Considerations - Staffing

- Staff To Match Volume
 - **Must be Responsive to the BuyBoard**
 - **Staff for Procedures**
- Professional & Competent
 - **Management Skills**
 - **Problem Solvers with People Skills**
 - **Team Members**
- Must Be Able to Develop a Non-Adversarial, Partnership Relationship
- Your Cost for Staffing is the Largest O/H Cost: But Also the Most Important for a Sustaining a Long Term Contract

Considerations - Staffing

In Addition to Traditional Construction Management Responsibilities, JOC Requires Contractors to have staff to:

- **Market to Prospective BuyBoard Members**
- **Attend Joint Scope Meetings**
- **Revisit the Site with Subcontractors**
- **Review the Detailed Scope of Work**
- **Develop Proposals**
 - **Select Tasks and Estimate Quantities**
 - **Prepare Drawings/Sketches**
 - **Develop Schedules**
 - **Prepare a List of Subcontractors**
- **Attend Proposal Review Sessions**
- **Revise Proposals / Submit Work Order Package**

Considerations - Risks

- Cost of Escalation
 - Price in CTC are fixed for duration of Contract
 - Coefficients only updated once a year
- Coefficient is Too Low
 - Leads to arguments in Proposal Review and delays issuing Work Orders
 - Creates adversarial relationship
 - Will impact the volume of work
 - No Change Orders to improve margin
- Coefficient is Too High
 - Will not win solicitation
 - Members will not use JOC if it is too expensive
- Lower Than Expected Volume
 - JOC is a new twist on a proven concept
 - How well it is accepted depends on how well we work as a team

Conclusion - Summary

We Are Looking For Players to Join Our JOC Team

To Join

- Propose and Win One of these Contracts

To Play

- Provide Staff and Capital Required to Develop Work Orders and Place Construction in a Timely and Cost Efficient Manner

To Win

- Member Satisfaction Means More Volume.
- Profitability is a Product of Volume

Conclusion – Key Dates

Make Sure you Signed the Sign-In Sheet
Pre-Proposal Meeting /Sign-in Sheet will be made available upon completion of all locations

Final RFI Submittal Date	Jan. 18, 2012 4:00 pm CST
Proposal Due Date	Feb. 8, 2012 2:00 pm CST
Board Consideration	March, 2012
Effective Date	April 1, 2012

Send All RFI's to:
Ms. Melonie Perry
Bid Administrator
12007 Research Blvd.
Austin, TX 78759

E-Mail: melonie.perry@tasb.org

Conclusion

Questions / Comments