

COMMON PROPOSAL MISTAKES

1. Using Labor Hours from Section 01000 when they are not required.

- *Labor should only be used for incidental work*

2. Including tasks for Costs that are included in the Contractor's Adjustment Factor.

- *Examples are productivity loss due to weather, material handling up to 125 feet and 2-1/2 stories, protection for contractor's tools on site, portable toilets, project clean-up.*

3. Selecting an item from the CTC because it is the closest in price rather than closest in description.

4. Using rental equipment items from Section 01000.

- *All the unit prices in the CTC include equipment*
- *Rental equipment should only be used for miscellaneous items not covered by prices in the CTC and only when requested by the PM.*

5. Selecting a more elaborate, higher-priced task when it is not called for in the Detailed Scope of Work.

6. Using Component pricing when Assembly pricing is available.

- *Examples are sidewalks, fencing, etc.*

7. Pricing the most inefficient and most expensive means and methods.

- *Examples are:*
 - ⇒ *Hand-tamping vs. Tamping by machine*
 - ⇒ *Smaller size Dumpsters*
 - ⇒ *Wheel-Barrowing Concrete vs. Pump or chute*
 - ⇒ *If Means and Methods cannot be agreed upon, PM should put Contractor's M&M in DSOW to keep the contractor accountable.*

8. Inflating Quantities

- *When requested, the contractor must provide quantity take-offs and/or calculations for all work.*
- *Include in DSOW when QTYs cannot be agreed upon.*

9. Misreading units of Measure in the CTC.

- *Confusing SF and SY*
- *Confusing CF and CCF*

10. Double-Dipping.

- *Examples are:*
 - ⇒ *Using labor hours plus unit-priced demolition*
 - ⇒ *Individual Components with Assembly items*
 - ⇒ *Installing a window and charging for caulking*

11. Misreading of Modifiers

- *Not using quantity discounts*
- *Using modifiers for expensive finishes not required.*

12. Including extra quantities for waste.

- *Waste is included in CTC line items and are also a consideration when putting together an Adjustment Factor.*
- *Examples are:*
 - ⇒ *Carpeting*
 - ⇒ *Roofing*
 - ⇒ *Plywood*
 - ⇒ *Wire*
 - ⇒ *Sheetrock*
 - ⇒ *Pipe*

13. Including extra quantities for the minimum amount the contractor has to purchase.