

**OPERATIONS - PRECONSTRUCTION - POLICY OP-010**

**TITLE:** **Estimate Number**

**PURPOSE:** To establish an estimate number for a project for document, information, and expenditure tracking purposes.

**RESPONSIBILITY:** Preconstruction Manager/Estimator

**POLICY:**

1. ESTIMATE NUMBER:

- A. The Preconstruction Manager/Estimator will request an estimate number (with the agreement of the OM responsible for the project) via Unanet by following **OP-010.1 Estimate Number Request Procedure**.
- B. Costs incurred during the preconstruction phase of the project will be charged to the estimate number. The following phase codes are established to differentiate costs charged to an estimate number:
  - i. 100 Phase Code
    - 1. RFP/RFQ, Conceptual, and Schematic Phase Preconstruction Services
    - 2. RFP/RFQ, Conceptual, and Schematic Phase Scheduling
  - ii. 200 Phase Code
    - 1. Design Development Phase Preconstruction Services
    - 2. DD Phase Scheduling
  - iii. 300 Phase Code
    - 1. Construction Document Phase Preconstruction Services
    - 2. Early Release Packages
    - 3. Early Equipment Purchasing
    - 4. CD Phase Scheduling
  - iv. 400 Phase Code
    - 1. This phase code is intended for job cost related items during the Preconstruction Phase and should be transferred to job cost after establishing a project job number. Transferring or recoding of this cost will be the responsibility of the Project Manager. Some examples of 400 Phase Code costs are:
      - a. Operations Personnel assisting with Preconstruction Services or during project mobilization
      - b. Building Permit fee
      - c. Overall Project Schedule development
      - d. VDC Personnel assisting with BIM coordination

2. JOB NUMBER:

- A. Reference **Policy OP-240 Project Job Number** for requesting and setting up a job number.