



## PLANNING, DESIGN & CONSTRUCTION POLICY FOR PROJECT COST ESTIMATING

Updated: 4/15/13

The following guidelines are to be used in the preparation of cost estimates for minor capital outlay projects in the preparation of the “Project Approval” form.

1. JOC Unit Price Book/Construction Task Catalog (CTC): A comprehensive listing of specific construction related tasks together with a specific unit of measurement and a unit price. The unit prices are fixed for the duration of the JOC Contract. Each unit price includes the labor, equipment and material costs that accomplish specific and defined tasks.

The CTC Catalog that is customized for SJSU is contained in the following “Progen” website listed below:

<https://progen.egordian.com/Citrix/AccessPlatform/auth/login.aspx>

2. The following cost estimation publications are available for reference in PDC.
  - A. Architects, Contractors Engineers Guide to Construction Costs, 2013
  - B. Architect’s Square Foot Costbook, 2013 Edition

These reference books are provided to be used as added resources in the development of cost estimates for your projects.

The following form is to be used in the development of project cost estimates. The content and scope will vary according to project.

**SAN JOSE STATE UNIVERSITY**  
**PLANNING DESIGN CONSTRUCTION**  
**PROJECT COST ESTIMATION WORKSHEET**

**PROJECT:** \_\_\_\_\_

<b>Design:</b>	<b>Amount</b>
Architect / Engineering Services	
Special Consultant	

Sub-Total \$ -

<b>Construction: *</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Amount</b>
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Sub-Total \$ -

**Indirect Costs:**  
 PM Fee (7%)  
 Plan Review  
 Inspection  
 Testing  
 Contingency

Sub-Total \$ -

**Project Total \$ -**

- \* Notes for Construction:
1. Add construction cost line items per project scope
  2. Use cost estimating guide or JOC for pricing as appropriate