



Canadian Mechanical Contracting Education Foundation

Computerized Mechanical Estimating 100 Fall 2011 Offering ~ Toronto ~

Dates and Locations

In-Class Session Dates:

Toronto, ON – September 20-23, 2011

On-line Session Dates:

TBA

The Cost

Cost of Course \$ 2390.00
CMCEF Members \$ 2150.00
Plus 5% GST

The Fee includes a complete and comprehensive manual, a complete set of bid documents, drawings, specifications, addenda, leather bag including calculator and various other supplies needed for the course, as well as, a continental breakfast and hot lunch each day.

BN# 867668436 RT 0001

Cancellation Policy

Thirty (30) calendar days prior to start of course—
100% refund

Fifteen (15) calendar days prior to start of course—
50% refund

Seven (7) calendar days prior to course
commencement— No refund

Substitutions can be made up to the day before the
course starts.

How To Pay

Visa, MC, Amex, Cheque

Registration

Seating is limited to 6 students!

Please fill out the attached registration form
and fax or mail it to:

Mechanical Estimating 100

c/o CMCEF

601-280 Albert St.

Ottawa, ON

K1P 5G8

Phone: (613) 232-5169

Fax: (613) 235-2793

**Registration is not complete until payment
has been received**

eMail: tania@cmcef.org

Website: www.cmcef.org

Course Description

The Computerized Mechanical Estimating course is an introductory course in estimating that provides participants with an opportunity to acquire the skills and knowledge to competently estimate costs to construct mechanical projects. Participants will learn to apply proven principles and methodologies of mechanical estimating in an instructor-led, hands-on approach. The topics covered focus on key tasks of proven estimating method such as; creating and applying estimate breakdowns, takeoffs of common systems and items, such as fixtures, equipment, drainage waste and vent, pressure and process piping. By the end of the course, participants are expected to submit a bid along with their peers. A student's performance will be assessed primarily through the bid they submit along with other submitted assignments. The course is delivered in a blended method that combines face-to-face instruction with internet-based instruction. This method promises a greater learning experience with higher retention.

Learning Objectives

Upon successful completion of the course, participants will be able to:

- Describe the tasks that comprise the estimating process.
- Accurately describe and review bid documents
- Demonstrate procedures to setting up an estimate.
- Describe the importance of breaking down an estimate into logical and functional breakdowns.
- Correctly perform takeoff of materials in common systems using a systematic approach that emphasizes attention to accuracy and detail.
- Demonstrate the ability to correctly modify takeoff quantities and items.
- Demonstrate an understanding of the process of extending material pricing and labor unit values to an accumulated bill of materials.
- Accurately account for costs of all applicable labor (direct, indirect and incidental), general expenses, subcontractors and quoted material items.
- Demonstrate the ability to submit a final bid which accurately accounts for all costs, overhead and profit.

Course Materials

All course materials for internet-based instruction will be distributed electronically at each scheduled session. Materials for the classroom based instruction will be distributed at the time instruction takes place.

Participants will have access to use of Accubid Enterprise Estimating and LiveCount software during classroom based instruction.

Who Should Attend

Project managers, journeymen, novice estimators, junior estimators and estimators unfamiliar with computerized estimating software.

Prerequisites

The student must have experience working in a MS Windows environment, must possess knowledge of mechanical construction methods, and must possess blueprint reading skills.

In order to receive the course certificate, students MUST attend all online and in class sessions. A final assignment must also be completed during class time.

Computerized Mechanical Estimating Level 100 Course Schedule

Part 1 – Internet Based Instruction	
Sessions	Topics
Session 1	<ul style="list-style-type: none"> • Introduction • Module 1 – The Role of the Estimator
Session 2	<ul style="list-style-type: none"> • Module 2 – The Estimating Process • Module 3 – Initiating Projects • Module 4 – Reviewing Bid Documents • Module 5 – Project Specifications
Session 3	<ul style="list-style-type: none"> • Module 6 – Preparing to Estimate • Module 7 – Mechanical Equipment Takeoff • Module 8 – Specialty Item Takeoff • Module 9 – Fixture Takeoff • Module 10 – Pipe Valves and Fittings Takeoff

Part 2 – Classroom Based Instruction	
Sessions	Topics
Day 1	<ul style="list-style-type: none"> • Orientation to Accubid Enterprise and LiveCount estimating software • Setup of Office Building estimate • Perform fixture takeoff • Perform equipment takeoff • Perform specialty item takeoff
Day 2	<ul style="list-style-type: none"> • Perform pipe, valves and fitting takeoff • Material and labour extension • Pricing quoted materials • Analysis of bill of materials (due diligence)
Day 3	<ul style="list-style-type: none"> • Accounting for labour costs, direct, incidental, and indirect • Labour escalation • Accounting for general expenses, subcontractor, equipment, and quoted materials • Applying overhead and markup values to prime costs • Calculating final price • Labour risk ratio • Creating multiple bid summaries • Submitting a bid

Part 3 – Internet Based Evaluation	
Days	Topics
Session 4	<ul style="list-style-type: none"> • Post-bid analysis and review



Canadian Mechanical Contracting Education Foundation

Computerized Mechanical Estimating 100 Winter 2011 Offering

Registration Information:

Company Name: _____ Date: _____
Company Address: _____ Company Email: _____
City: _____ Province: _____ Postal Code: _____
Phone: _____ Fax: _____ Student Email: _____

** Due to limited space, registration will be processed on a first come, first served basis. Register early to avoid missing out!*

To Register Please Check:

Registrant: \$2390 +HST CMCEF Contributor: \$2150 +HST

Course Name		City	Province	Course Dates
No.	Attendees Name and Email	Sub Total	GST/HST	Total
1		\$	\$	\$
2		\$	\$	\$
3		\$	\$	\$
4		\$	\$	\$

Method of Payment:

Cheque (Payable to CMCEF) Visa MasterCard American Express Invoice Me (Members Only)

Card Number: _____ Expiration: _____

Cardholder Name: _____ Signature: _____

Please Note: Registrations Cannot Be Processed Without Payment

Cancellation Policy: Should it become necessary to cancel your participation, please send written notification to CMCEF 30 days prior to the course start date for a full refund, or 15 days for a 50% refund. Please note that after 7 days there can be no refunds but substitutions will be accepted.

Please fax this registration form to **613-235-2793**