**Final Estimate Review – Agenda**

**Format**

1. **Project Overview -** [Insert in own words the high-level scope, schedule, and location]
2. **Each estimator presents their estimate scope of responsibility**

Items to discuss:

|  |  |
| --- | --- |
| Basis of Takeoff | Discussed Y / N |
| Drawings | Discussed Y / N |
| Estimate Takeoff | Discussed Y / N |
| Estimate Assemblies | Discussed Y / N |
| Issues (drawing/spec conflicts, etc) | Discussed Y / N |
| Risks identified | Discussed Y / N |

1. **80/20 Rule – labor unit HLA, global cost comparison scatter charts, and quantity density analysis**
2. **Run estimating software reports for zero cost or hold items**
3. **Review Engineered Equipment quotes and make quote selections**
4. **Subcontractor Quote Review**
5. **Project Schedule Review**
6. **Indirect Review**
7. **General Expense Review**
8. **Equipment Review**
9. **Final Price Adjustments and Recommendations**
10. **Discuss and review final estimate price breakouts**
11. **Proposal Review and Final Adjustments**
12. **Digital Estimate Binder Review and Closeout**