



UNIVERSITY OF NORTH TEXAS
FACILITIES MANAGEMENT & CONSTRUCTION

DATE: 03/23/10

TO:

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FROM: Helen Bailey, Director for Facilities Management & Construction

RE: **Project Estimate Charges**

Due to the amount of time that is invested in providing detailed budgetary figures, Facilities will begin assessing an estimation surcharge on cost estimates provided to departments.

Two different methods currently exist to obtain a budgetary estimate: the Preliminary Request for Estimate (PRE) and the Project Initiation Worksheet (PIW). Charges will be assessed as follows:

PRE: The purpose of the PRE estimate is to assist UNT faculty and staff when seeking funding such as for grant applications or HEAF allocation proposals. These types of estimates are rough orders of magnitude and will continue to be provided at no cost to the department. However, estimates are limited to one with one revision per project.

PIW: The purpose of the PIW estimate is to provide a guaranteed cost for the specified scope of work for a given project. When a pricing inquiry is submitted as a PIW, a charge of \$500 will be assessed if the project is cancelled prior to construction or implementation. The charge is per estimate, and will be assessed on each version developed.