



March 2007

PROFESSIONAL ESTIMATOR *Denver, Chapter 5*

NW Region Newsletter of the Year 2003-2006; National Newsletter of the Year 2004-05

March Program

*A Four Step
Sales Process*
Lowell Kaufhold
Director of Marketing
CPS Distributors Inc.

See page 4 for details...

CHAPTER MEETING NOTICE

Date: Tuesday, Mar. 13, 2007

Time: Gather: 5:30 p.m.
Dinner: 6:30 p.m.

Place: Red Lion Hotel
4040 Quebec Street
Denver, CO 80216
(303) 321-6666

Cost: \$35.00 w/reservation
\$40.00 w/o reservation
\$8.75 for students
\$8.75 for students

*Reservations due by noon on the
Thursday before the meeting

In This Issue

President's Message	1
Treasurer's Report	2
Feature Article: "Join the Movement"	2,3
Quote of the Month	4
ASPE Code of Ethics	4
March Program Info	4
Joke of the Month	5
Certification Update	5
Website of the Month	5
2007 Estimating Academy Recap	6
Membership Committee Update	7
ASPE Board Members & Committee Contacts	8



MESSAGE FROM YOUR PRESIDENT *Ralph Kasper, CPE*

I hope that many of you were able to attend our Estimating Academy on the second of the month and that the classes were beneficial for you. This turned out to be a very needed and successful program as evidenced by the classes being filled to capacity. Your board will be discussing holding this type of event again in the future, so if you have any feedback on how to make it even better, please give us your input.

At last month's dinner meeting on Ethics, we had great debate at each of our tables on the different ethical dilemmas we were presented. Each group was able to see that the lines of what is and is not ethical can often be blurred depending on where you are standing and what situation you are in. The important thing to remember is that each situation isn't black and white, but that we need to see the situation from all sides before we make a decision.

We have made the arrangements for our 15th Annual ASPE Golf Tournament and Education Fundraiser already. All the proceeds of the tournament go to support our local Construction Management students through scholarships at the local universities, so please plan on supporting the next generation of our co-workers through hole and food sponsorships, providing door prizes and by participating in the tournament. It is once again at Eagle

Continued on Page 4...

Join the Movement

by Amy Graham

Do you feel like you are in the dark ages when you have to tell a potential client that you don't have an email address?

How do you feel when you have to tell a general contractor looking for a bid that you are unable to get plans digitally?

If you are a general contractor, do you feel like your printing budget is out of control and that it takes way too long to get updated information to your subcontractors before and after bid time?

I must admit that I am very much a computer "geek" and spend more time in front of a computer monitor than I care to admit. I have had the pleasure of learning computers hands on from other true "geeks" who taught me how to assemble a computer from raw components as well as configure the software that runs them. I do have a unique skill set that many have had to pay a high price for or just don't have at all. Having said that, I will try to be gentle to those of you who profess yourselves to be "computer illiterate".

As you are all aware, there are many different sources of digital plan distribution and bid solicitation. I personally bid a lot of out of state work and it is just more cost effective and efficient to go digital. I have had a range of reactions from subcontractors when it comes to digital plans and plan distribution. There are those who say, "If you don't send me plans, I won't bid it" - a sure way to be at the bottom of my list and over all is just poor customer service. There are also those people who prefer to only get plans digitally and do their entire takeoff without printing on a single page of paper. I personally find those who are fully aware of the digital plan distribution process and are willing to make the small investment in a plan purchase for the pages they need or invest the time to download digital documents the most convenient to work with. I hope to share my experience of working with online plan rooms from both a subcontractor perspective and as a general contractor and help give you a basic understanding of what you need in your business to be able to say "no problem!" when a GC asks you if you can get plans digitally.

First, pay attention to the details on an invitation to bid. Many times that invitation will contain all of the information you need to log in and download plans from whatever the source may be. Most general contractors understand that you may not be a member of an online plan room. They will have the plans available digitally elsewhere if you ask for them (they had to have them digitally to put them out on a plan room) and some will even coordinate directly with your print service. In many instances, the owner or architect that general contractors are bidding to will provide digital documents also.

Second, if you don't have a printer that will print large prints for you, have an account set up with a local reprographer who understands online plan distribution. Many times your print shop may already have the plans you are looking for readily available. You should expect to pay per square foot or by the page for the plans you purchase. The more volume you do with one print shop, the better deal you will get, so negotiate! Many general contractors have all of their docu-

Treasurer's Report By Kirk Lundquist

Balances for Jan. 2007:

Checking	\$4,896.32
Savings	\$1,190.84
CD	\$7,811.93
Total Assets	\$13,899.09

[Continued on Page 3...](#)

Join the Movement...cont. from page 2

mentation flowing through a particular reprographer that will also pass along a cost savings to you as a subcontractor. The place I use offers my subcontractors a great per square foot price if they order through the online plan room we have set up with them. That equals a pretty small investment when you are looking to build a relationship with a general contractor.

Third, investigate the multitude of different digital takeoff programs; several have basic versions that are free. Costs I have been quoted range from \$500- \$2500 for full versions depending on the software and it's capabilities. Some programs will input your takeoff right into an excel spreadsheet for you. You can do an Internet search and find many choices to choose from, call me if you want my personal preferences. Going purely digital is scary at first, but you will gain confidence in the software you choose by using it. It is a HUGE time saver, especially when a general contractor calls you at the last minute looking for "a quick number" and you want to be "Amy on the spot".

Fourth, don't hesitate to ask questions or ask for an alternative! I always give subcontractors every possible option to obtain plans. There is always a backup of hard copies for borrowing or viewing. I have a certain amount of sets that I have printed for lending out in the hopes of getting them back to lend to the next sub. If you are having problems downloading or viewing, don't waste too much time getting frustrated. Most general contractors need your bid and will help you with an alternate way of getting plans, but make the effort to use the digital avenue first if that is what you have been directed to do. Realize that if you are one of the subcontractors in line to borrow a set of plans, that you need to be an early bird and not call the few days before the bid is due and expect hard copies to still be available for you.

Fifth, comprehend the cost savings and efficiency of digital take offs and the time it saves not only yourself, but also the general contractor that you are trying to get work from. It is the most efficient way to get bid documents to the possibly hundreds of subcontract bidders on a commercial project. The more streamlined you can make your internal process for obtaining prints from digital sources, the easier it will be when a bid invitation comes in. You may try getting 1/2 size prints and try a free version of takeoff software. You may just not like doing a takeoff on your computer screen and need those hard copies. Just have the pages you need for your scope printed and be able to reference the rest of the documents online.



Sixth, keep in mind that when you are accepting the opportunity to bid a project, it is your responsibility to review all documentation available. No general contractor wants to hear; "well I didn't download that page". Take the time to view the available pages online just as you would a printed set and if you are not comfortable with that, have a full set printed up yourself or be the first to call to reserve one of those precious printed sets.

Lastly, I will say that subcontractors that I have dealt with that are hip with the digital movement are able to bid a larger volume of projects, which in turn gets you more work. They aren't worried about getting across town to pick up that set and then have to spend another hour driving to return them in a week. They pick up the phone and order them from their print shop or download them in the background on their computer while they work on other things. I would imagine that for most of you, the time you spend downloading and the cost of printing will be much less than the cost of the time you've spent running around picking up plans and then returning them. Of course, I like to have give and take in my relationships with subcontractors; sometimes you can get one of those printed sets from me, sometimes you will just have to get them printed yourself. Those who make the effort to return borrowed plans or get digital bid documents are at the top of my list of subs to call when I need a bid. I personally maintain our plan room on our website and I also use the most popular plan distribution centers, if you want more information, feel free to call or email me.

ASPE Code of Ethics

Basic Canons

- Canon #1** Professional estimators shall perform services in areas of their discipline and competence.
- Canon #2** Professional estimators shall continue to expand their professional capabilities through continuing education programs to better enable them to serve clients, employers and the industry.
- Canon #3** Professional estimators shall conduct themselves in a manner, which will promote cooperation and good relations among members of our profession and those directly related to our profession.
- Canon #4** Professional estimators shall safeguard and keep in confidence all knowledge of the business affairs and technical procedures of an employer or client.
- Canon #5** Professional estimators shall conduct themselves with integrity as all times and not knowingly or willingly enter into agreements that violate the laws of the United States of America or of the states in which they practice. They shall establish guidelines for setting forth prices and receiving quotations that are fair and equitable to all parties.
- Canon #6** Professional estimators shall utilize their education, years of experience and acquired skills in the preparation of each estimate or assignment with full commitment to make each estimate or assignment as detailed and accurate as their talents and abilities allow.
- Canon #7** Professional estimators shall not engage in the practice of "bid peddling" as defined by this code. This is a breach of moral and ethical standards, and a member of this society shall not enter into this practice.
- Canon #8** Professional estimators and those in training to be estimators shall not enter into any agreement that may be considered acts of collusion or conspiracy (bid rigging) with the implied or express purpose of defrauding clients. Acts of this type are in direct violation of the Code of Ethics of the American Society of Professional Estimators.
- Canon #9** Professional estimators and those in training to be estimators shall not participate in acts, such as the giving or receiving of gifts, that are intended to be or may be construed as being unlawful acts of bribery.

President's Article continued...

Trace Golf Club in Broomfield on Friday June 1st, with an 8:00 AM shotgun start. Randy Weber has made a personal guarantee that he has picked the perfect weather day this year. If you are interested in helping Randy and Kirk Lundquist with the tournament, please contact them directly.

In the next month you will see some communication from me regarding nominations for Board and Officer positions as well as Estimator of the Year. So, if you are interested in getting involved with your chapter, please make sure you are nominated and if you have noticed someone in the chapter providing outstanding service, please nominate them for Estimator of the Year.

Don't forget to set your clock back this month and have a Happy Spring. I hope to see you on the 13th of March.



Quote of the Month

"When work, commitment and pleasure all become one and you reach that deep well where passion lives, nothing is impossible."
– Anonymous

"Things turn out best for the people who make the best of the way things turn out."
– John Wooden



March Program

Lowell Kaufhold CPS Distributors Inc.

Lowell has a life time of experience in the sales process. He has 30 years of sales and marketing and training experience in the green industry. He will speaking to us about some simple sales techniques that every employee can use to represent their company in a professional manner, even if your title is not sales.



Website of the Month

<http://www.hp.com/education/>

This is a great resource for free online training for the most popular programs and productivity and management courses.

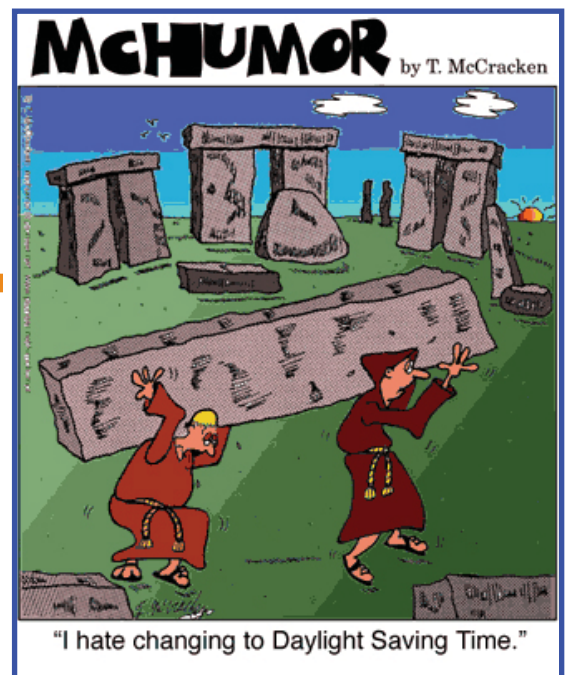


February Program - Ethics Discussion



**Congratulations to our
newest CPEs!!**

**Marc Reid
Lisa Bacon
Will Highfield**



2007 Estimating Academy Succeeds Beyond Expectations by Kye Holten-Brown, Chair, EA Committee

March 2, 2007 – What a great day! 82 participants... 2 classrooms... 8 different courses taught by guest instructors.

The estimating academy presented by your Denver ASPE chapter filled the classrooms to capacity, and drew participants from Denver, Boulder, Colorado Springs, and even as far away as Avon. About 60% of participants were from general contractors, 30% were from specialty trades companies, and 10% were architects, students or other.

The final actual costs are still being compiled, but already we can tell that we're going to beat even the top end of our projections. At its most optimistic, the budget projected about \$3,000 net profit. Currently, it looks like we'll clear closer to \$4,000. Next up – the scholarship committee gets to find a way to distribute this money to further our chapter's educational goals.

The academy could not have been successful without all the people who helped organize and teach it.

Special thanks to the instructors:

Chapter members Steve Larson from Design Mechanical, Eric Ross from MC2, Warren Neubauer from AMI Mechanical, Henry Zurbrugg from Golden Triangle Construction, Richter Schneider from Jacobs, and David Winner from West Electric.

Guest speakers Drew Russ and Richard Thomas from Adolphson & Peterson, Dennis Ashley from Haselden Construction, and John Sattler from Diversified Consulting Solutions.

The volunteers kept the wheels turning:

EA Committee members: Kye Holten-Brown (chair), Warren Neubauer, Newt Klusmire, Chris Morton, Ralph Kasper, Amy Graham and Kirk Lundquist.

Additional help the day of the event was provided by Gene Joerns, Sarha Gross, and Ken Baumgartner.

Kye would like to single out both Warren and Newt for all their extra help at every stage from planning through completion, including working late one night putting together the 3-ring binders for the attendees and staying to the end on Friday to help clean up after helping to put on the Bid Day Simulation.

The classes ranged from a discussion of techniques to ensure accuracy in estimating, to an overview of different owner/architect/contractor arrangements for project delivery, to presentations of LEED and Design-Build and how they affect estimating. Under the heading of "it's harder than it looks", the Bid Day Simulation taxed the participants' abilities to handle some very real-life bid day situations, from late addenda, to incomplete bids, to a flood of last-minute bids.

ASPE has a lot to offer the estimating community, and the success of this estimating academy proves just how valuable a resource we are. Thanks to all the members who helped put this on, especially all of you that were willing to share your knowledge and experience with others.



Member Company Roster

The following is a list of companies who are represented at ASPE Chapter 5...

Acoustical Concepts
Adolfson & Peterson Construction
Advanced Flooring Solutions
Alliance Construction Solutions
Alutiiq
AMI Mechanical
Arch. Resource Consultants
Assoc. Construction Consultants
Automatic Entrances of Colorado
Berg Electric
Boles Custom Builders
Brannon Construction
Builders' Advisor
Building Tech Consultants, Inc.
Career Forum
Casson Building Corporation
CDM Constructors
CH2MHILL Constructors, Inc.
dcb Construction Company, Inc.
Demand Const. Services, Inc.
Denver Drywall Company
Design Mechanical Inc.
Equinox Environmental, Inc.
Frontier Fire Protection
Golden Triangle Construction
Haselden Construction
Heartland Acoustics & Interiors
Heggem Lundquist
Howell Construction
Interior Alterations
J. E. Dunn
Jacobs Facilities, Inc.
Kenny Electric Service
Landtech Contractors Inc.
Lauth Construction
Ludvik Electric
M.A. Mortenson Construction
MW Golden Constructors
Madsen Kneppers & Associates
Main Electric
Merrick & Company
Metro Steel Fabricating
Milestone CM
Mountain Steel & Supply Company
PA Consulting Group
Palace Construction Co.
Pasterkamp Heating & Air Conditioning
PCL Construction
Professional Investigative Engineers
Quality Electric
R.D. Simmermon & Co.
Rocky Mountain Door Systems, Inc.
Rolling Plains Construction
Sabells Enterprises, LLP
Shaw Construction
Smith Huston, Inc.
Sturgeon Electric
Swinerton Builders

Membership Committee Update Heather Boulanger - Chair

We had several guests at last month's meeting. They were: **Mark Dalton** from Hambro; **Carl Miller** from Alutiiq; **Ron Fields** from LPR; and **Melissa Prouty, Cole Mayer**, and **Gerald Reining** from Adolfson & Peterson Construction.

If you know of anyone that you think would enjoy the benefits of membership, please tell me and I can contact them. I can be reached at: (303) 659-7861, ext. 112 or email me at: heather@rollingplains.com.

**Interested in advertising
in the ASPE newsletter?
Contact Amy Graham or
Randy Weber for rates.**

Save the Date!

ASPE Annual Golf Tournament

Friday, June 1, 2007



**Eagle Trace Golf Club
1200 Clubhouse Drive
Broomfield, CO 80020**

More information coming soon!

Member Companies Continued...

Team Panels, International
Technical Project Services
The Blue Book
Three Elements Timberworks, Inc.
TJS Construction
Trautman & Shreve, Inc.
USA Masonry
West Electric
W.R. Grace & Company

Officers:

President: Ralph Kasper, CPE
Adolfson & Peterson Construction
Email: rkasper@a-p.com

1st Vice President: Heather Boulanger
Rolling Plains Construction
Email: heather@rollingplains.com

2nd Vice President: Kirk Lundquist
Heggem-Lundquist
Email: kirk@heggem-lundquist.com

Secretary: Amy Graham
MCM, Inc.
Email: agraham@mcmcolorado.com

Treasurer: Kirk Lundquist
Heggem-Lundquist
Email: kirk@heggem-lundquist.com

Board of Directors Members:

Newt Klusmire, CPE, Swinerton Builders
Email: nklusmire@swinerton.com

Warren Neubauer, AMI Mechanical, Inc.
Email: altitude_runr@msn.com

Henry Zurbrugg, Golden Triangle Construction
Email: hzurbrugg@gtc1.net

Kye Holten-Brown, Haselden Construction
Email: kyeholtenbrown@haselden.com

Randy Weber, CPE, Pasterkamp Heating & Air Conditioning
Email: randy@pasterkamp.com

Committees:

Awards Committee:
Heather Boulanger, Rolling Plains Construction
(303) 659-7861 Email: heather@rollingplains.com

Certification Committee:
Bruce Thompson, CPE, Merrick & Company
(303) 751-0741 Email: bruce.thompson@merrick.com

Education Committee:
Henry Zurbrugg, Golden Triangle Construction
(303) 772-4051 Email: hzurbrugg@gtc1.net

Ethics Committee:
Newt Klusmire, CPE, Swinerton Builders
Email: nklusmire@swinerton.com

Golf Committee:
Randy Weber, CPE, Pasterkamp Heating & Air Conditioning
(303) 777-1234 Email: randy@pasterkamp.com
Kirk Lundquist, Heggem-Lundquist
Email: kirk@heggem-lundquist.com

Industry Relations Committee:
Chris Morton, Howell Construction
(303) 899-4784 Email: cmorton@howellconst.com

Membership Committee:
Heather Boulanger, Rolling Plains Construction
(303) 659-7861 Email: heather@rollingplains.com

Program Committee:
Steve Larson, Design Mechanical
(303) 449-2092 Email: slarson@comfortsystemsusa.com

Newsletter Committee:
Randy Weber, CPE, Pasterkamp Heating & Air Conditioning
(303) 777-1234 Email: randy@pasterkamp.com
Amy Graham, MCM, Inc.
Email: agraham@mcmcolorado.com

Newsletter Editor:
Suvi Caton, CPSM, Adolfson & Peterson Construction
(303) 363-7101 Email: scaton@a-p.com