



## MODULE 03 – GENERAL CONDITIONS

### Part A – Introduction

General Conditions (GCs) are the costs to manage the project. This includes, but is not limited to, management staffing, labor field offices, equipment, safety, internet, vehicles, food/water, power, printers, etc. It is important for the project managers to compile the costs for these items before a project starts so that you can get them into your budget. Imagine if your owner approved your costs for the job but you forgot to include a superintendent, or you forgot internet! Then your fee would have to cover those items!

In this module, you will create your GCs for the project. Think hard about what you will need or don't need! You need to make sure you have everything your project requires and nothing more. You don't want to forget anything, but you also don't want to be the person who prices yourself out of a job!

### Part B – Directions

#### 1. Labor Projection Worksheet

- a. Use this sheet to determine the Project Management team, as well as durations of the personnel. The template only shows a three-week schedule, so remember to tie this to the schedule your team is creating to determine how you will staff the team. There is no right or wrong answer to how you will staff your project, but you must be able to defend how you will staff the project and justify the costs to the owner. You do NOT need to utilize each line, or each type of staff member.
- b. Use the Labor Projection Worksheet to determine durations of personnel on your project. Be sure they are shown on the "GCs – Full Project" Template.
- c. ***\*\*Note: Add and subtract as many personnel as needed for job completion. Project as far as the schedule determines.\*\****

#### 2. General Conditions

- a. The sheet labeled GCs is what you will use to calculate your general conditions. Be sure to note the duration of your project, to accurately forecast your cost. Note the loaded cells pull values from the Hourly Rates page. Make adjustments as necessary. Be sure to use the comments section for items that may need justification. For example, some items may be excluded due to the owner providing that item. Add and subtract as many line items as you see fit.
- b. ***\*\*Note: Some formulas may be incorrect or incomplete. It is Best Practice to always double check formulas when using an Excel Template.\*\****

#### 3. Hourly Rates

- a. Use this sheet to populate your GCs.



#### 4. Jobsite Operations

- a. Use this sheet for examples of standard items that are generally incorporated in a General Conditions estimate. Many times, all will be used, and other times less will be used. Use your judgement based off the scope of work.
- b. *\*\*Note: You may incorporate items that are not listed on the Jobsite Operations sheet.\*\**

#### Required Deliverables:

1. Complete Labor Projection Worksheet in PDF **and** Excel formats.
2. Complete General Conditions document in PDF **and** Excel formats.