

Part IV of the CEP Exam requires the candidate to demonstrate writing skills and general knowledge around an estimating competency. The candidate is required to write a memorandum demonstrating their ability to communicate effectively their knowledge on a selected estimating subject. Below you will find a sample question and an example of a memorandum that might be prepared for Part IV of the CEP examination.

Question: You have been assigned as the lead estimator on a project to replace a fire-training tower used for educational purposes at a local community college. As part of the estimate, you are responsible for documenting risks and calculating costs associated with the removal of the existing fire tower. A site visit is necessary to accomplish this task. Prepare a memorandum to the project manager regarding your request for access to the site.

MEMO

To: Jane Gebhardt, Project Manager

From: John Sweeney, Estimate Team Leader

Date: August 10, 2007

Subject: Site Access Required for Fire Tower Replacement Project

The estimate for the replacement of Fire Tower #1 is moving forward as planned and is scheduled for completion on September 5. As you know, the scope of the project will include the demolition and disposal of the existing fire tower. In order to understand the cost risks associated with this part of the project, our estimating team requires access to the site.

The purpose of our visit is to ensure that all potential items of cost have been documented in the scope, verify that the proper quantities and associated costs have been included in the estimate, and assess costs risks attributable to the demolition scope. In addition, our team will attempt to expose any scope that may have been overlooked. Here is what we plan to do during our assessment:

- Evaluate existing fire tower for potential environmental hazards.
- Identify any utilities that must be disconnected.
- Confirm interferences that are included in the scope and identify interferences that are not included in the scope.
- Survey the surrounding area to identify potential damage that may occur during demolition.
- Verify accessibility of heavy equipment required for demolition and refuse removal.

Please note that the estimate review is scheduled for three weeks from today (September 1). A comprehensive risk analysis must be prepared to help determine the appropriate contingency costs prior to review of the completed estimate. Therefore, it is imperative that this site assessment occur no later than next Tuesday (August 18).

As always, thank you for your help in meeting the objective of a safe and cost effective solution. You can reach me at anytime during working hours at (987) 654-3210 to arrange this activity.

John Sweeney

Estimate Team Leader for Fire Tower Replacement Project