



Florida Department of Transportation

JEB BUSH
GOVERNOR

605 Suwannee Street
Tallahassee, Florida 32399-0450

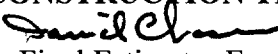
THOMAS F. BARRY, JR.
SECRETARY

February 7, 2002

THIS MEMO IS EXPIRED

MEMORANDUM No. 01-02

TO: DISTRICT FINAL ESTIMATES ENGINEERS
DISTRICT CONSTRUCTION TRAINING COORDINATORS

FROM: 
David Chason, Final Estimates Engineer

COPIES: Director of Publications for the Florida Institute of Consulting Engineers,
Greg Xanders, Bill Albaugh, Doug Townes, Central Office Construction Engineers,
District Construction Engineers, District Professional Services Administrators

SUBJECT: STATEWIDE FINAL ESTIMATE PREPARATION SEMINAR FOR
DEPARTMENT PROJECT MANAGERS AND CONSULTANT
CONSTRUCTION ENGINEER AND INSPECTION (CEI) FOR CALENDAR
YEAR 2002

The State Final Estimates Office (SFEO) will instruct a comprehensive training course for Consultant CEI Staff and Florida Department of Transportation CEI Program Managers regarding the preparation of a Final Estimate. For dates, times and specific location, see the Construction Web Page (www11.myflorida.com/construction on Intranet and Internet for online registration).

The three (3) day course will be directed towards Office and Project Engineers. Reservations will be made on a first come, first serve basis. The SFEO will send a reply confirming the reservation request. The SFEO will forward each candidate's conformation to their respected District Construction Training Coordinator.

In the event of a cancellation by the Florida Department of Transportation, a new seminar will be scheduled and each confirmed participant will be notified for the next available seminar.

Please note that all candidates for this seminar should have completed the following prerequisites:

- 1) Taken and completed the Department's Self Study Course in the Preparation of Final Estimates;
- 2) Read the 1999 Edition of the "Final Estimates Preparation & Documentation Manual;
- 3) Read Section 1 thru Section 9 of the current Standard Specifications for Road and Bridge Construction.

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CEI Final Estimates Seminars

All persons attending classes are required to bring a battery-operated calculator, a current Specification Book, Basis of Estimates Handbook and the Final Estimates Preparation and Documentation Manual and Computation Methods Handbook along with a pen/pencil, eraser, markers, etc.

Certificates will be presented upon completion and passing of a test given at the end of the class on materials presented during the course.

DC/sd

**2002 CONSULTANT CEI AND PROGRAM
MANAGERS FINAL ESTIMATE SEMINARS**

<u>CUT OFF DATE</u>	<u>DATE</u>	<u>LOCATION</u>
May 17, 2002	May 21 -23, 2002	Lake Apopka Conference Room 133 S. Semoran Blvd. Orlando, Florida
Tentative	Oct. 29 – 31, 2002	To Be Announced

Seminars begin at 8:00 a.m. and close at 5:00 p.m.