

# Chapter 1 INTRODUCTION

## 1.1 PURPOSE

This ~~document~~ Chapter presents requirements and ~~guidelines~~ procedures for Final Estimate preparation. It recounts certain instructions of a general nature to assist those charged with the responsibility of documenting final quantities and preparing final estimates.

## 1.2 AUTHORITY

**Sections 334.044(2) and 337.141, Florida Statutes.**

## 1.3 SCOPE

This procedure will be used by the Florida Department of Transportation (FDOT) Construction Engineering and Inspection (CEI) personnel, both internal and Consultant. These ~~guidelines~~ procedures are not to supersede or circumvent project specific specifications, special provisions, ~~plans~~ plans, and/or plan notes or Florida Statutes. As the Department's evolution continues, these procedures will require updates and revisions. ~~A new edition will be produced on a three (3) year interval from the year 1999 forward for future revisions and current processes.~~

## ~~1.4~~ **MANUAL REVIEW COMMITTEE**

~~This manual will be reviewed in two (2) phases. Phase I review will be with a technical committee and Phase II by the District Final Estimate Engineers (DFEE) or their designee.~~

### ~~Phase I~~

~~Central Office Technical Advisory Committee (COTAC) is appointed by the State Final Estimate Engineer (SFEE). The committee consists of selected Central Office personnel whose responsibilities are affected by the contents of this manual. The Central Office members will consist of Roadway Design, Structures, Traffic Operations, Final Estimates, Construction, Maintenance, Surveying & Mapping, Specifications and Contractual Services. Two (2) CEI consultant representatives will be invited to participate in the COTAC. The COTAC meeting will be held annually at a Tallahassee location. The purpose of this meeting is to review all suggested changes related to this manual and effecting their area of expertise. Six (6) weeks prior to this meeting the State Final Estimates Office (SFEI)~~

~~will submit a copy of the proposed revisions to the COTAC team members for their review. A copy will also be sent to the Office of Organization, Forms and Procedures (OAFP). The COTAC team members shall submit any suggested changes back to the SFEQ at least two (2) weeks prior the scheduled meeting.~~

## **Phase II**

~~A quarterly DFEEs meeting will be held at an announced location. The purpose of this meeting will be to review and discuss all proposed revisions to the manual. The proposed revisions or new editions to this manual will be distributed to the District Construction Engineers (DCEs) and DFEEs six weeks prior to the DFEEs quarterly meeting with a copy to the OAFP. The DCEs and DFEEs shall submit any suggested changes back to the SFEQ at least two (2) weeks prior to the scheduled meeting.~~

## **1.5 REVISIONS AND ADDITIONS**

~~A Suggestions and Comments page is included in this manual provided on Construction's web page, soliciting recommendations from users. Suggestions and Comments may be submitted to the [State Final Estimates Engineer Manager \(SFEESFEM\)](#) at:~~

### **Mailing Address**

605 Suwannee Street  
Mail Station [8931](#)  
Tallahassee, FL 32399-0450  
ATTN.: David [Sumner Chason](#)  
[E-mail address: david.chason@dot.state.fl.us](mailto:david.chason@dot.state.fl.us)

### **Fax Address**

[Lotus Fax \(850\) 922-0228 4120-55068021](#)  
[SC 292-0228 210-5506 Regular FAX \(850\) 414-4874 SC 994-](#)

### **E-mail Address**

Department (GIGS): PREP0DOC (Note: after PREP is a numeric symbol)

[Intranet site: http://infonet/tlconstruction/](http://infonet/tlconstruction/)

[Internet site: \\_\\_\\_\\_\\_](#)

Comments are collected throughout the year. Suggestions received shall be reviewed by the [State Final Estimates Office \(SFEQ\)](#). A written reply and action explanation to each suggestion and comment will be made by the SFEQ in a timely manner. Items warranting immediate action shall be made ~~with the upon~~ approval of the [SFEESFEM](#).

## 1 1.6 ADOPTED SUGGESTIONS FOR MANUAL REVISIONS

2 Only those pages that reflect the adopted change(s) will be placed on the Internet ~~&and~~  
3 Intranet sites. The revisions will be ~~in red~~ reflected in the history column on the website  
4 page.

5 Periodically, it may be necessary to include a new subject or make substantive revisions  
6 that are not adequately addressed within the contents of the current manual. When this  
7 occurs, it will be necessary to produce new sections or chapters in the manual. The  
8 additions will also be placed on the Internet ~~&and~~ Intranet site.

9 All major revisions and additions to ~~the Final Estimates Preparation and Documentation~~  
10 ~~Manual~~ this manual shall be reviewed by the ~~DFEES-DFEM's~~ prior to implementation.  
11 Final approval is obtained from the ~~SFEESFEM~~. New chapters and sections or revisions  
12 that result in policy or substantive procedural change, as determined by the  
13 ~~DFEES-DFEM's~~, shall be processed in accordance with **Standard Operating System**  
14 **Procedure No. 025-020-002**.

## 15 1.7 LIAISON WITH ORGANIZATION, FORMS, AND PROCEDURE OFFICE

16 All new editions, as well as major revisions and additions to ~~the Final Estimates~~  
17 ~~Preparation and Documentation Manual~~ manual shall be coordinated with the  
18 Organization Forms and Procedures Office (OFP). Prior to printing, a draft copy of any  
19 new or revised document will be furnished to the OFP. The OFP will review for processing  
20 in accordance with the Standard Operating Procedure.

21 The OFP shall respond to the SFEO within ten (10) working days, noting any  
22 recommendations that may have been found. Any recommendations shall be addressed  
23 by the SFEO prior to printing. A final copy shall be forwarded to the OFP Office for  
24 incorporation into the Department's Standard Operating System.

## 25 1.8 DISTRIBUTION

26 The ~~Final Estimates Preparation and Documentation Manual~~ is manual is distributed to  
27 Department personnel responsible for the preparation of the Final Estimate Package.  
28 ~~Initial mailouts shall be sent by the SFEO to each DFEO who in turn will make the~~  
29 ~~District's distribution.~~

1 Future Revisions ~~& and~~ Additions will be available electronically on the Departments  
2 Internet ~~& and~~ Intranet sites. This manual can be accessed on the State Construction  
3 Office's web site.

4  
5 [Infonet/Intranet: http://infonet.dot.state.fl.us/tlconstruction/](http://infonet.dot.state.fl.us/tlconstruction/)  
6 [Internet: http://www.dot.state.fl.us/construction/](http://www.dot.state.fl.us/construction/)

## 7 ~~1.9 ADDITIONAL MANUALS~~

8 ~~Additional manuals are available through the Maps & Publications Sales Office, free of~~  
9 ~~charge to FDOT personnel, and at a cost of \$45.00 plus 7% sales tax to consultants and~~  
10 ~~contractors.~~

## 11 1.10 TRAINING

12 Training is provided periodically at various locations around the state by the SFEO.  
13 Training is required of all users of this manual.

## 14 1.11 UPDATES

15 Updates will be ~~printed periodically~~ posted on the Construction web page, as necessary  
16 changes occur. Updates will be processed and distributed as stated in the **Revisions and**  
17 **Additions** subsection of this procedure.

## 18 1.12 FORMS

19 Refer to **Chapter No. 3, Section 3.3 (Forms, Affidavits and Records)** and **Chapter No.**  
20 **13 (Forms Access Section)** for information regarding forms required by this manual.  
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## 22 1.11 ELECTRONIC DATA STORAGE

23  
24 The Department has initiated an alternative to storing hard copies of documents through  
25 the use of a computer program. This program is called Contract Document Management  
26 System(CDMS), involves scanning and indexing electronically all documentation for  
27 projects into the computer, which are stored to replace any documents required for use  
28 throughout the project. When a question arises as to the requirement for hard copy  
29 documents on a project which has utilized the CDMS system, the following method of  
30 operation will be observed:

31  
32 Where a hard copy of documentation to support any item is required which has previously  
33 been used for support and has been successfully scanned into the CDMS system will be

1 | accepted without requiring an additional hard copy of the documentation to accompany the  
2 | final estimate. The stored data which is acceptable under the district's QC program is  
3 | accepted as required hard copy data. Hard copies will be required for any necessary data  
4 | which is not scanned into the system. This process for electronic distribution and storage  
5 | of documents will replace the requirements of paper copies as called for throughout this  
6 | manual.  
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