

# *PPM Changes*

***Design Update Training  
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# ***CHAPTER 17***

## ***ENGINEERING DESIGN ESTIMATE PROCESS***

# 17.1 General

The construction cost estimate (Authorization Estimate) is one of the last activities performed on roadway and structures design projects. To do a quality cost estimate, the engineer must have available the following:

1. The complete contract plans set, including all component sets such as structures, architectural, etc.;
2. The complete specifications, including the supplemental specifications and technical special provisions;
3. The ***Design Standards booklet referenced on the key sheet of the contract plans;***
4. The completed computation book or lump sum project quantity computation document(s) for the roadway and structures plans; and
5. The current ***Basis of Estimates Manual.***

# 17.4.1 Computation Book and Summary of Quantities

(No changes to paragraph 1)

The original computation book, including the structures computation book, shall be transmitted ~~to the District Construction Office when the plans are sent for letting~~ with the PS&E submittal. For lump sum projects, the quantity computation document(s) shall be included with the PS&E submittal if a computation book is not available.

Estimates Bulletin Draft

# ***CHAPTER 20***

## ***PLANS PROCESSING AND REVISIONS***

## 20.2 Glossary

**Bid Set** - The electronic Contract Plans and Specifications Package, including computation book or the lump sum quantity computation documents, submitted to Contracts Administration for the letting of a project.

## 20.2 Glossary

**Contract Documents** - The term “Contract Documents” includes: Advertisement for Proposal, Proposal, Certification as to Publication and Notice of Advertisement for Proposal, Appointment of Agent by Nonresident Contractors, Noncollusion Affidavit, Warranty Concerning Solicitation of the Contract by Others, Resolution of Award of Contract, Executed Form of Contract, Performance Bond and Payment Bond, ~~Standard~~ Specifications, Plans (including revisions thereto issued during construction), ~~Supplemental Specifications, Special Provisions, Contract Plans,~~ Addenda, or other information mailed or otherwise transmitted to the prospective bidders prior to the receipt of bids, ~~change work~~ orders, ~~field orders~~, and supplemental agreements, all of which are to be treated as one instrument whether or not set forth at length in the form of contract.

Note: As used in Sections 2 and 3 of the Specifications only, Contract Documents do not include ~~change work~~ orders, ~~field orders~~, and supplementary agreements.

As used in Section 2 of the Specifications only, Contract Documents also do not include Resolution of Award of Contract, Executed Form of Contract, and Performance and Payment Bond.

## 20.2 Glossary

**Revisions:** Revisions are modifications to the PS&E Package/Bid Set after it has been accepted by Central Office Project Review. After authorization to advertise, the Contracts Office processes the revisions as addenda.

- Revision Memos require Director's signature (or designee's).
- Revision Memos between 15 working days and 5 working days prior to letting also require the District Secretary's signature.
- Revisions within 5 working days of the letting are not allowed without final approval from the Director of the Office of Design. These will be rare occurrences and will be evaluated on a project by project basis.



## 20.3.2 Submittal to Tallahassee

Prepare and post the Bid Set and the Authorization Estimate to the Central Office server no later than the ~~Plans to Tallahassee Date~~ PS&E submittal due date. At the time of the PS&E submittal, transfer control of the Transport project files to the Project Review section of the State Specifications and Estimates Office.

Email the Transmittal of Plans, Specifications and Estimates Package Memo (Exhibit 20-A), ~~copy of the computation book~~ and the Contract File Index (Exhibit 20-B) with attachments, to CO-CPKG with a copy to the Project Manager. ~~Ensure that the computation book is available to the District Construction Engineer.~~

## ***20.3.3 Submittal for Letting***

Upon receipt of the Bid Set, the Project Review Section checks the package for completeness and records the date posted ~~on the transmittal letter~~. If incomplete, the ~~District Project Manager and District Plans, Specifications and Estimates~~ District Program Management Office ~~are~~ is notified to provide a corrected submittal. Once accepted, the Bid Set is posted to the server, for access by Contracts Administration.

# ***Figure 20.1*** ***Plans Processing Thru Tallahassee***

[Link to Plans Processing Flowchart](#)

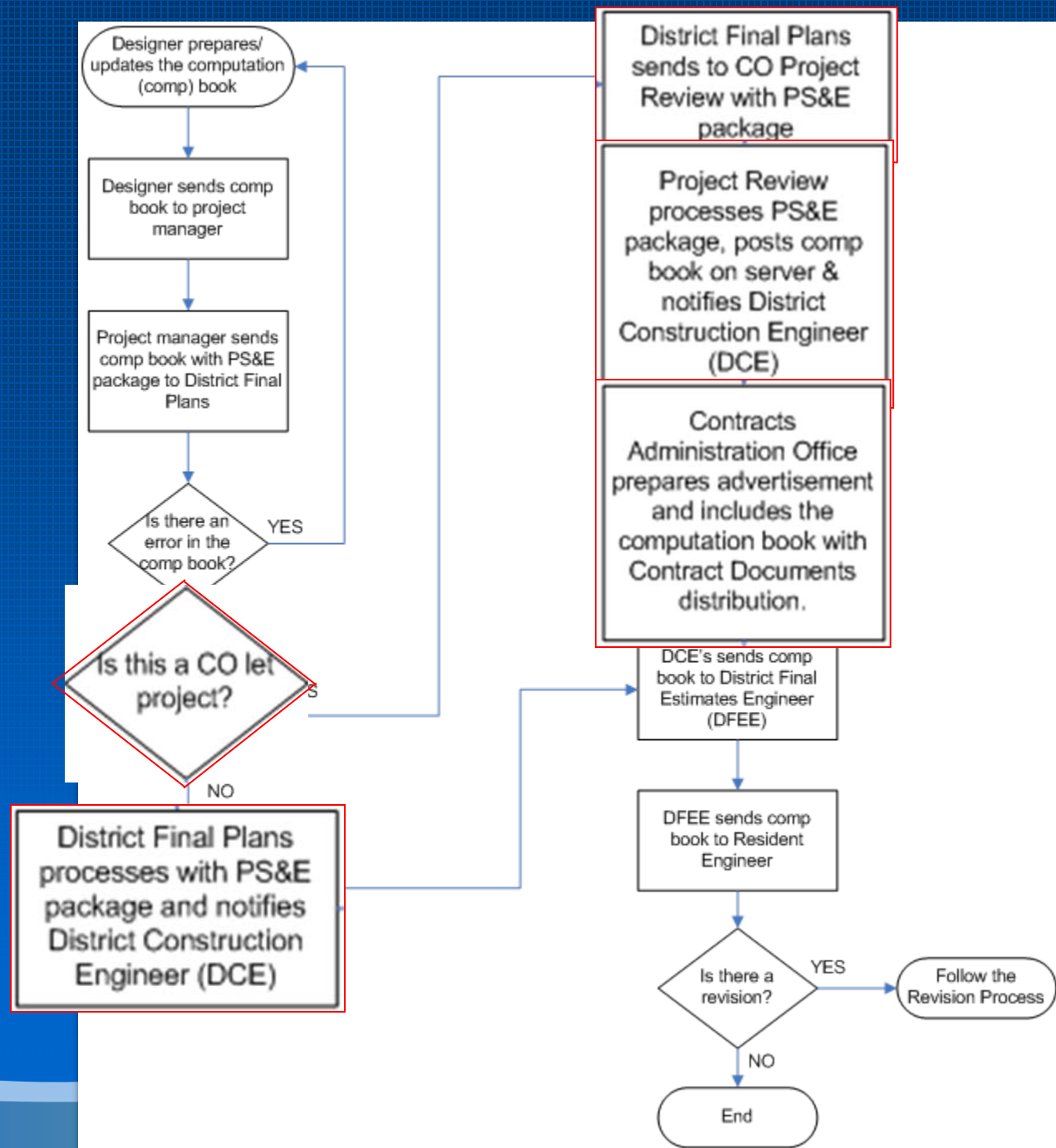
## ***20.4 Revisions to Bid Set***

8. Ensure that any revisions to the Bid Set are posted to the Central Office server. Email the scanned, signed Revision Memo to Project Review, CO-PROJREV.  
~~Ensure that the revised computation book is available to the District Construction Engineer.~~

## 20.4 Revisions to Bid Set

9. If the Revision will be received in Project Review within 15 working days or less prior to the letting, the District Secretary's signature is required on the Revision Memo. Revisions within five working days of the letting are not allowed without final approval from the Director of the Office of Design. Since there is no assurance that all prospective contractors will get these documents on time to be considered in their bids, approvals for a revision within five working days of the letting will be rare. If the revision is not approved, the project will either be let as is, or be withdrawn from letting. Withdrawing or moving the project to a later letting after advertisement requires approval by the District Secretary and the Chief Engineer.

# Figure 20.3 Comp Book Distribution Process



# Exhibit 20-C

## Revision Memo, Sheet 3 of 6

Topic #625-000-007

January 1, 2013~~2009~~

Plans Preparation Manual, Volume 1 - English

### Exhibit 20-C Revision Memo, Sheet 3 of 6

#### REMINDER

##### PROCESS:

1. Fill out headings.
2. On oversight projects, get FHWA concurrence. Print name of FHWA Engineer and date.
3. Get concurrence signature from the District Director of Transportation Development or designee.
4. Get signature of the District Specifications Engineer.
5. Revisions received in the Project Review Office within 15 work days of the ~~letting~~ must be approved by the District Secretary. Notify Project Review. Revisions are not allowed within 5 work days of the letting.
6. For Supplemental Specification Packages, fill in the Rev. Date, number of pages and a brief description.
7. Enter the sheet number and:  
Describe new pay item number, Rev. Date with old quantity and new quantity, deleted pay item number only, or revised quantities; by entering pay item number with old and new quantities.
8. On bridges indicate "each bridge number" with corrected changes.
9. If a revision will impact the utility plans, adjustments or schedules, provide a copy of the revision memo and affected plan sheets to the District Utilities Engineer.
10. Any change to any pay item, requires replacement of the entire Proposal Summary of Pay Items.
11. Email the Revision approval to Project Review Section (CO-PROJREV) to unlock the summary of pay items.
12. Email Revision Memo to Project Review.

#### COMPUTATIONS:

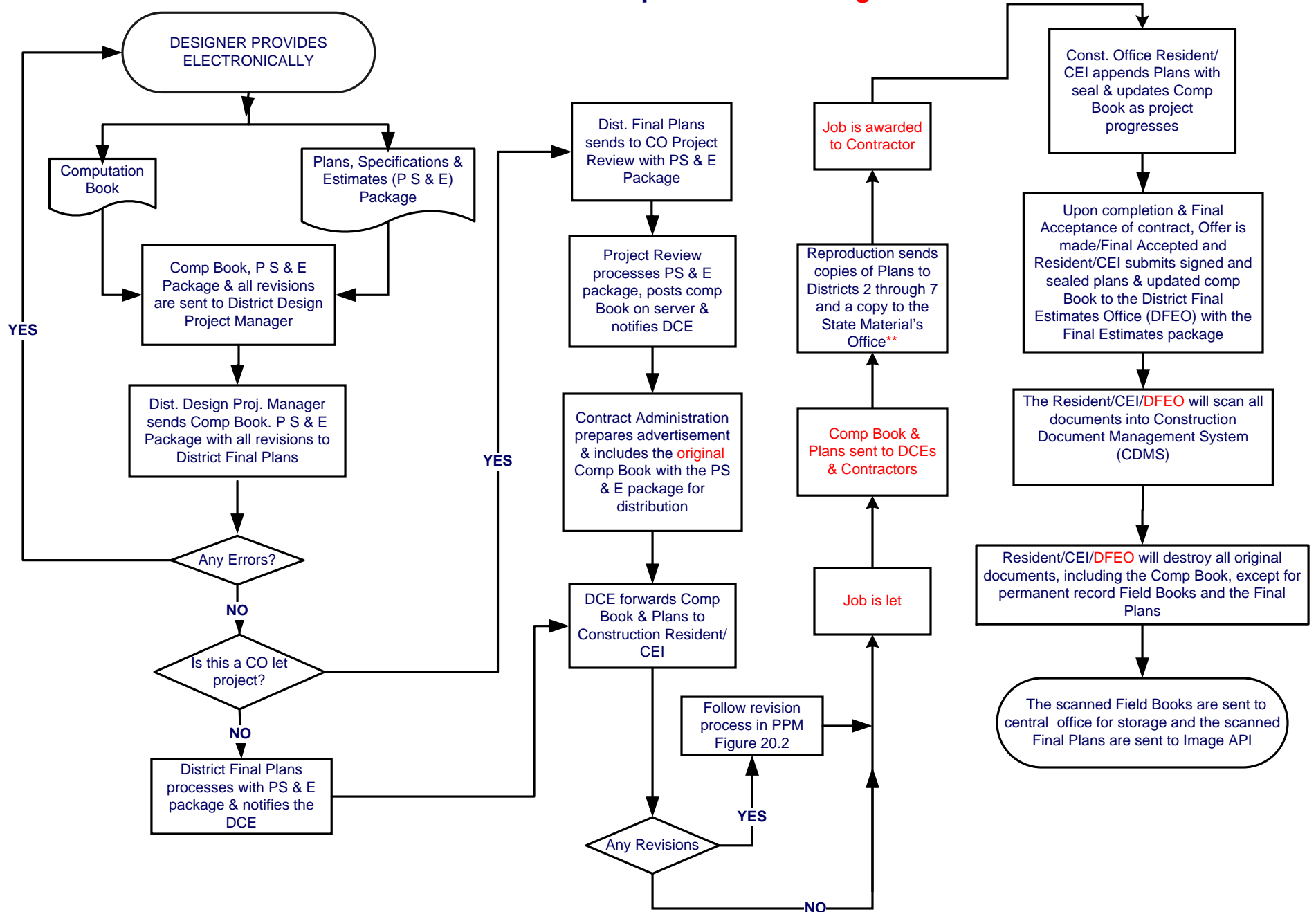
Show Financial Project ID on revised computation book sheets, and include in revised Bid Setmake available to the District Construction Engineer.

# ***Comp Book / Plans Progression (Construction Prep & Doc Manual)***

[Link to Flowchart](#)



**FIGURE 5-1  
Comp Book/Plans Progression**



**NOTE: For Lump Sum Projects. Quantity computation document (s) will be provided distributed to the Districts Construction Engineer if a computation book is not available.  
\*\* Districts 1 & Turnpike print their own plans.**

# Questions

