



Florida Department of Transportation

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SECRETARY

PRODUCTION SUPPORT MEMORANDUM 21-01

DATE: March 4, 2021

TO: District Directors of Transportation Development, District Design Engineers, District Consultant Project Management Engineers, District Roadway Design Engineers, District Traffic Operations Engineers, District Program Management Engineers

FROM: Paul Hiers, P.E., Manager, Production Support Office

COPIES: Courtney Drummond, Will Watts, Tim Lattner, Michael Shepard, Rudy Powell, Trey Tillander, Dan Hurtado, Scott Arnold, Robert Robertson, Stefanie Maxwell, Jason Watts, Bren George (FHWA)

SUBJECT: **Updated Design Staff Hours Estimation Guidelines and Forms for Estimated Quantities Report and Drainage Structures Sheets**

DocuSigned by:

Paul Hiers

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This memorandum announces the release of an updated Design Staff Hours Estimation Guidelines and Forms, dated March 2021. These updated documents address the new requirements for developing and reporting quantities, and to produce the new Drainage Structures sheet.

BACKGROUND

Projects that begin the design phase starting from January 2021 must deliver an Estimated Quantities Report. Due to the Department's transition to OpenRoads Designer, the new Drainage Structures sheet (*FDM 916*) is used to provide data and information for closed drainage systems.

The process used to develop the proposed changes to Design Staff Hours Estimation Guidelines adheres to the requirements contained within Procedure 375-030-020-e. The Scope & Staff Hour Activity Task Teams (consisting of Department and Consultant members) met numerous times to establish suggested staff hours that are aligned with the expected effort for developing and reporting quantities, and to produce the new Drainage Structures sheet. The basis of staff hour estimates provide guidance for efficient and uniform negotiations of these tasks.

A staff hours calculations tool (Excel File) is available to assist with determining suggested hours for tasks associated with developing quantities, and submitting the Estimated Quantities Report (EQR).

REQUIREMENTS

Use the Design Staff Hours Estimation Guidelines and Forms dated March 2021 to assist with determining staff hours for design services. These guidelines and forms, and the EQR Staff Hours Calculator tool (Excel File) can be downloaded from the Production Support Office website:

<https://www.fdot.gov/designsupport/scope>

IMPLEMENTATION

This memorandum is effective immediately.

CONTACTS

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