

This guidance gives the Project Manager and Designer general items to review and verify prior to submitting a project estimate for review.

- Verify estimating system (LRE or Trnsport) pay items and quantities match the last phase submittal or any scope change since the last submittal
- Notify [D5-Estimates@dot.state.fl.us](mailto:D5-Estimates@dot.state.fl.us) which estimating system and version is ready for Estimates review (i.e. the version that should control Work Program)

#### For projects in LRE (up to Phase II)

- Verify pay items and quantities are correct
- Provide recommendations for percentage items (MOT, MOB, Unknowns). Include a brief explanation for each recommendation.
- Briefly explain any differences between the current PDC and the current estimate
- Inform District Estimates of any unique, project-specific factors that could affect unit costs (i.e. black base, block construction, etc.)
- Inform District Estimates of any unit cost that were manually adjusted by the design team, and provide an explanation for the adjustment (so we can work together to ensure the most accurate unit costs are used)
- Ensure locally funded work (pay items and quantities) are accurately reflected

#### For projects in Trnsport (Phase III and beyond)

- Verify pay items and quantities
- Submit Project Edit Report to verify there are no errors with the pay items
- Inform District Estimates of any notable design or scope changes that could have an affect on the estimate
- Inform District Estimates of any unique, project-specific factors that could affect unit costs (i.e. black base, block construction, etc.)
- Inform District Estimates of any known project-specific cost data (i.e. ITS items, Architectural pay items, Signalization, etc.)
- If Special Detours or Landscape items are included, provide the Engineer's estimate
- Ensure locally funded work (pay items and quantities) are accurately reflected