Chapter 1
Updates and Registration

1.1 Registration

All users of the Basis of Estimates (BOE) are encouraged to register with the Contact Database at http://www.fdot.gov/designsupport/contactdatabase.shtm. Registration is free. Additional information about the contact database is available at the web page above.

1.2 Update notices

An e-mail message is sent to all registered users when a bulletin or major update occurs.

Program Management Bulletins will be posted online for major pay item changes. E-mail messages will be sent when it is determined that an issue has a “significant impact” on a large number of projects. E-mail messages will only be sent with approval of the State Estimates Engineer.

Major changes and bulletins must be implemented according to the posted implementation schedule for the specific pay item(s). The implementation dates are scheduled to coordinate specifications, standards, and other design guidance.

Minor changes will be posted online, as needed. Note the revision date for the applicable file or chapter. A summary of minor changes will be posted online, with the major updates. Minor changes should be implemented in design as early as practical.

1.3 Proposed Changes

Users are encouraged to submit comments and suggestions for changes to the BOE. All items will be reviewed by the BOE Coordinator, and processed as follows:

a) Pay item Issues: Refer to Chapter 6 for additional information.

b) Formatting Issues: Evaluated by the BOE Coordinator.

c) Other Content Issues: Evaluated by the BOE Coordinator and/or the responsible office.

Issues forwarded to the C-Team are processed as detailed in Chapter 6. Other issues requiring review will be discussed with the State Estimates Engineer, and processed as recommended.

1.4 Submitting Proposed Updates

To submit a comment or suggestion, send the appropriate information to the BOE Coordinator or State Estimates Engineer. Contact Information is listed in Chapter 5, and on the State Program Management Office’s web pages.
Please include the complete pay item number (if applicable), a detailed explanation of the proposal, and contact information (if you would like a response).

1.5 Critical Dates for BOE Updates

In order to process changes in a timely manner, please submit proposed changes as early as possible. What may appear as a minor change for one office may result in major changes for another office. With assistance from the Coordination team, all issues should be resolved prior to announcement in a Bulletin or other posting.

The following dates are normal processing deadlines. Issues impacting a significant number of projects and/or dollar value may require longer or shorter processing times, as recommended by FDOT managers.

Updates to Chapters 1-10: BOE Manual, will be posted in November, along with other design documents. Updates to Chapters 11-20: BOE Database will continue to be updated within the Design Quantities and Estimates (DQE) application, as needed throughout the year. BOE Database changes are posted as early as possible; see Chapter 6 for additional information.

<table>
<thead>
<tr>
<th>Approximate Date(s)</th>
<th>Activity</th>
<th>Groups/Individuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year-round</td>
<td>Submit Proposed Changes</td>
<td>FDOT Designers, Consultants, others</td>
</tr>
<tr>
<td>September 15-30</td>
<td>Update Chapters with proposed changes</td>
<td>BOE Coordinator</td>
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<tr>
<td>October 1</td>
<td>Drafts Posted*</td>
<td>BOE Coordinator</td>
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<tr>
<td>October 1-20</td>
<td>District Review</td>
<td>District Estimators, District Designers, others</td>
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<tr>
<td>October 20-31</td>
<td>Final Review</td>
<td>BOE Coordinator, State Estimates Engineer</td>
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<tr>
<td>November 1</td>
<td>Posting for July letting implementation</td>
<td>BOE Coordinator</td>
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*Issues which require coordination between multiple contract documents (specifications, standards, and/or pay items) or manuals should be submitted as early as possible; additional review and/or implementation time may be needed.

Chapter 1 Revision History
7-6-17: Update header dates for 2017 edition.
7-26-16: Updated 1.5 with proposed schedule for coordinated implementation.
10-19-2009: Removed cover letter reference; all major changes announced with a bulletin.