

# Introduction

## BASIS OF ESTIMATES MANUAL

### I.1 PURPOSE

The ***Basis of Estimates Manual*** sets forth the standard methods of documenting design quantities, as well as selection criteria, for pay items for Florida Department of Transportation (FDOT) projects.

Pay items are used to define, quantify, and pay for items of work to be completed on the Department's Maintenance and Construction Contracts.

### I.2 AUTHORITY

Sections 334.044(2), 20.23(3)(a), and 334.048(3), Florida Statutes (F.S.)

### I.3 SCOPE

This procedure impacts anyone preparing construction plans or specifications for the Department.

### I.4 GENERAL INFORMATION

**Chapter 334** of the ***Florida Statutes***, as part of the ***Florida Transportation Code***, establishes the responsibilities of the State, counties, and municipalities for the planning and development of the transportation systems serving the people of Florida, with the objective of assuring development of an integrated, balanced statewide system. The ***Code's*** purpose is to protect the safety and general welfare of the people of the State and to preserve and improve all transportation facilities in Florida. Under ***Sections 20.23(3)(a) and 334.048(3), F.S.***, the ***Code*** sets forth the powers and duties of the Department of Transportation including adopting rules, procedures and standards for the conduct of its business operations and the implementation of any provisions of law for which the Department is responsible.

### I.5 DISTRIBUTION

This document is published online at <http://www.fdot.gov/programmanagement/>. Contacts, updates and registration information are available at the Basis of Estimates link on the above internet web page.

### I.6 REGISTRATION

All users are encouraged to register online with the FDOT Project Management Contact Database located at <http://www.fdot.gov/designsupport/contactdatabase.shtm>. Registered users will receive e-mail notification of major updates and bulletins.

## I.7 REVISIONS and UPDATES

**Basis of Estimates** users are encouraged to submit comments and suggestions for changes to this manual to the Program Management Office. When ideas or suggestions are received, they will be reviewed by appropriate Design and/or Construction staff in a timely manner, and will be coordinated with other offices affected by the proposed change. Issues warranting immediate change will be made with the approval of the State Estimates Engineer or State Program Management Engineer in the form of a *Program Management Bulletin*.

**Program Management Bulletins** will be posted online at <http://www.fdot.gov/programmanagement/>.

**NOTE: Program Management Bulletins** will remain effective until either:

- a) an official manual revision is published, or
- b) the Bulletin is made void.

The Program Management Office will coordinate proposed revisions or additions with affected offices within the Central Office. All new chapters and substantive revisions that result in policy change will be coordinated in accordance with the Forms and Procedures Office in accordance with **Procedure No. 025-020-002, Standard Operating System**, and the Executive Committee for concurrence.

Basis of Estimates Coordinator,  
FDOT State Program Management Office  
605 Suwannee St., MS 34  
Tallahassee, FL 32399-0450  
<http://www.fdot.gov/programmanagement/>

Updates are posted online at least twice a year. Issues resulting in a **Program Management Bulletin** will be updated as approved by the State Program Management Engineer. Additions, minor issues, or corrections not requiring a bulletin will be updated as needed.

## I.8 TRAINING

No training required. Optional training for the **Basis of Estimates**, reports, and supporting computer systems is available through the Estimating Systems Support section of the State Program Management Office.

## I.9 FORMS

The Pay Item Request form is available online at <http://www.fdot.gov/development/>  
The use of this form is optional; refer to **Chapter 6** for complete information.

## Revision History

This is the revision history for the **Introduction**; revisions to **Chapters 1-10** are located at the end of each chapter. Revisions and history of individual pay items is available through the State Specifications and Estimates Office, care of the Basis of Estimates Coordinator.

- 11-1-20:** Updated header for 2021 edition.
- 11-1-19:** Updated header for 2020 edition.
- 12-1-18:** Updated header for 2019 edition. Updated web links for fdot.gov web pages.
- 11-21-17:** Updated header for 2018 edition. Updated web links and references to Program Management Office.
- 10-4-16:** Updated header for 2017 edition.
- 12-30-14:** Updated header for 2015 edition.
- 1-15-14:** Updated header for 2014 edition. Added definition of a pay item.
- 2-20-13:** Updated header dates for 2013 edition.
- 11-23-11:** Updated header dates for 2012 edition.
- 12-1-10:** Updated header dates for 2011 edition.
- 12-9-09:** Expanded **Revisions and Updates** to include a limitation on the lifespan of an **Estimates Bulletin**.
- 10-30-09:** Updated header dates for 2010 edition.
- 6-30-09:** Removed draft watermark. Updated header date for publication.
- 11-14-08:** Updated internet links to current addresses.
- 11-5-08:** Updated formatting in accordance with Forms and Procedures Office's recommendations.
- 10-1-08:** Updated header dates for 2009 edition. Forms- added note to indicate form is optional.