Chapter 1: Updates & Registration
Chapter 2: Units of Measure
Chapter 3: Alphabetical List of Items
Chapter 4: Blank – for future use
Chapter 5: Contact Lists
Chapter 6: Requesting Pay Items
Chapter 7: Design Aids
Chapter 8: Forms
Chapter 9: TRSN*PORT & Designer Web Pages
Chapter 10: Formatting Pay Items
Chapter 11: Items 100 to 199*
  101- Mobilization (MOB), 102-Maintenance of Traffic (MOT), 104- Erosion Control, 110- Clearing & Grubbing, 120- Excavation and Embankment
Chapter 12: Items 200 to 299*
  Base Courses: 285– Optional Base
Chapter 13: Items 300 to 399*
  327– Milling, 334- Superpave, 337-Friction Course, 350- Portland Cement Concrete Pavement
Chapter 14: Items 400 to 499*
  400- Structures, 415– Reinforcing Steel, 430- Drainage, 455– Structures Foundations,
Chapter 15: Items 500 to 599*
Chapter 16: Items 600 to 699*
Chapter 17: Items 700 to 799*
  700– Signs, 705– Delineator/Object Marker, 706– RPMs, 709 to 713– Stripe/Pavement Markings, 715– Lighting, 780s– Intelligent Transportation System (ITS)
Chapter 18: Items 800 to 899*
  Mass Transit
Chapter 19: Items 900 to 999*
  Special, Trial, Developmental, and other accounting items
Chapter 20: Items 1000 to 1999*
  Utilities

*Specification Sections are commonly used examples, not a complete listing

Basis of Estimates

Notes
Helpful Hints

Understanding the Numbers

Pay Item numbers have meaning for many users. More than just a description, **the number identifies the specification section, category of work, and many other details.** For example:

**0123-abc-def Pay Item Description, Each**

The leading digits (0123 or 123) identify the applicable specs section. If the specs section number does not apply, the pay item doesn't either.

The remaining digits/variables describe the item, operation, size, shape, materials, color, etc. Variables are used to describe features that may have a significant impact on the price of the item(s).

Pay items of similar completed/installed cost (including materials, labor, equipment, and incidentals) will be grouped together. These pay item groups help the estimators to track pricing trends, as well as predicting future bids.

Selecting Pay Items

Use the BOE to select applicable pay items. If the description, specifications, and/or standards do not match the work to be completed, request a NEW Item. Never use a pay item note or detail to “modify” the intent of the pay item.

If a different operation is needed (Furnish, Install, Remove, Relocate, etc), request a NEW item. DO NOT use two operations “remove/install” when a single “relocate” is needed.

Remember: Items should only be used on the applicable category (Signals Items for Signals work, Structures for Structures work, etc.)

Pay item notes are to be used to clarify payment, not to “fix” descriptions or “bury” additional work.

Coordinating Plans, Specs, and Pay Items

The Designer must ensure that specifications are available and applicable for all pay items included on their current project.

**Specifications for each pay item should include a description, materials requirements, construction requirements, measurement, and payment information.**


For some items of work, the Design Standards or “Indexes” will work with the plans and available specifications to detail the materials and/or construction requirements. Plan details may also be used to describe the item, materials, and/or construction requirements.

When adding notes or details to the plans, the designer should ensure that the additional information is not repeating or conflicting with the specifications.

Opening an Item

If an item is listed in the BOE, but not currently shown on the Master Pay Item list, it can be OPENED upon request.

Requests are e-mailed to the District Estimates Coordinator. Include the Item Number, Description, Unit of Measure, and estimated price. Also Include the Project Number, let date, and your contact information.

“Special”, “Custom”, or technical items will require additional information, either in the form of plan details or specifications. Ensure that complete information (description of item/work, materials, construction/testing requirements, measurement and payment) is available for the District Specifications Engineer at the time of the pay item request.

While most items are opened immediately upon receipt, please allow 24 hours for items to be opened.

Requesting a NEW Item

For items, operations, or other variables not listed in the BOE, request a NEW Item. These may include new/special items, construction methods, and/or non-standard applications.

Along with the information requested for opening an item, include a detailed description of the item, method, and/or application, to ensure that the NEW item can be reviewed by the appropriate technical experts.

Please submit requests as soon as the need is identified. Approval times vary, depending on available specs, standards, and other documentation.