

MEMORANDUM

DEPARTMENT OF TRANSPORTATION
Staff Bridge Design
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DATE: April 10, 2000
TO: Staff Bridge Design Personnel
FROM: Steve Horton, Bridge Branch Manager
SUBJECT: Preparation of Preliminary Estimates for All Major Structures

The following procedure shall be followed for in-house design projects. Subsection 19.1 in the Design Manual calls for the preparation of Type Selection Reports which includes quantities and cost estimates for the preliminary design of Major Structures. These estimates shall:

- a. include all items that the engineer knows, or has reason to believe, will be required for the work. CDOH Form #86 or equal shall be used for preparing each estimate.
- b. be checked by the Unit Leader for completeness and general accuracy before they are sent to the Cost Estimates Unit for review.
- c. be transmitted as part of the Type Selection Report to the Cost Estimates Unit for verification purposes. CDOT Form #1065 shall accompany each report. The Cost Estimates Unit will verify the cost of the recommended alternative in each report. In order to maintain the project schedule, copies of the Type Selection Reports shall be sent concurrently to the Resident Engineer (RE) for review. The reports can be revised and reissued after comments have been received from the Cost Estimates Unit.

Type Selection Reports shall be revised whenever costly scope changes have been made; the Cost Estimates Unit shall verify all revised cost estimates as described in item c above.

These estimates will be tracked over time and our performance is tied to them. Among other things, the accuracy of these estimates depends on the validity of each alternative and the accuracy of the quantities, unit prices and supporting arithmetic. Accordingly, the preparation of preliminary cost estimates must be given the proper priority to produce the desired results.

It is the designer's responsibility to compare the bid tabs for the bridge work with the cost estimate in the final Type Selection Report. These documents should be within 30% of each other and shall be archived within the design unit for later use by the department.

A request to automate CDOT Forms #86 and #1065 will be made.

SWH/PKP/RLO/cr

Attach: CDOT Form #86
CDOT Form #1065

Distribution via e-mail: Talmadge
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