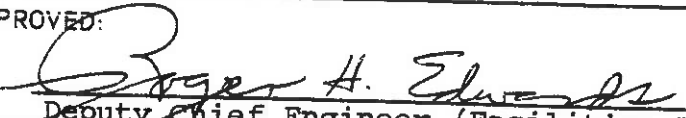


TO: Director, Preliminary Plan Review Bureau	<h1>ENGINEERING INSTRUCTION</h1> <p>NEW YORK STATE DEPARTMENT OF TRANSPORTATION</p>
Distribution:	SUBJECT: DOCUMENTATION OF ENGINEER'S ESTIMATE Subject Code: 7.26-2-21
<input checked="" type="checkbox"/> Main Office <input checked="" type="checkbox"/> Regions <input type="checkbox"/> Special	Code: EI 78-25 Date: 5/10/78 Supersedes:
APPROVED:  Deputy Chief Engineer (Facilities Design)	

Since project designers must be accountable for preparation of the Engineer's Estimate, including quantity and price work-ups, existing procedure is hereby clarified to ensure satisfactory documentation of project records.

EI 73-57 and Highway Design Manual Section 21.08 require use of standardized format in design detail quantity computation sheets. This format is intended not only to facilitate calculation and carry-over into construction, but also to document quantity work-up and verification thereof. For these reasons designer's and checker's initials are required; quantity changes during design are to be supported by computation, verified and initialled; there is to be no arbitrary "cushion" added to achieve final Engineer's Estimate quantities. (Please refer to EI 77-41 and EI 74-81 concerning the latter.)

Highway Design Manual Section 21.07 requires documented price analyses for lump sum items and other items of unusual, non-standard character (specialized items or items of significant variation in quantity or other aspects from "normal" bid items). Utilization of source references (average bid price books, Region price files, etc.) and engineering judgment serve as a satisfactory basis for estimating prices for remaining "standard" contract bid items. The former individual item price analyses are to be verified and initialled. (This documentation pertains to price analysis computation retained by designer, not the typewritten sheets submitted with the PS & E to the Main Office.) Documentation of the latter "standard" contract items will, at a minimum, consist of a statement showing how these items were estimated (source references indicated, exercise of engineering judgment, etc.), initialled by the estimator. (This statement is required for the latter items in aggregate; not on an item-by-item basis)

