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TO: Director Preliminary Plan Review Bureau SUPERSEDED BY EI 77-054 EFFECTIVE 3/2/1978	PREL LANDS RECEIVED FACILITIES DESIGN FEB 25 1977	<h2 style="text-align: center;">ENGINEERING INSTRUCTION</h2> <p style="text-align: center;">NEW YORK STATE DEPARTMENT OF TRANSPORTATION</p>
Distribution: <input checked="" type="checkbox"/> Main Office <input checked="" type="checkbox"/> Regions <input type="checkbox"/> Special	SUBJECT: Review and Verification of Quantities for which High Bids Are Received Subject Code: 7.30	
APPROVED:  Jack Sternbach (Deputy Chief Engr. Construction)	Code: <u>EI 77-9</u> Date: <u>2/17/77</u> Supersedes:	

We are having considerable difficulty in obtaining approvals of orders-on-contract and final agreements where there are considerable increases in contract quantities, particularly those of "high bid" items. These problems could be alleviated by a careful review of such quantities prior to contract award.

In accordance with current procedures, a copy of the Bidder Report (Comparison of Low Bid with Engineer's Estimate) is forwarded to the Region within a few days after contract letting with a request to review the quantities for all items which were bid in excess of 25% above the estimated unit prices. The purpose of this review prior to award of the contract is to detect any possible quantity workup errors which could result in a windfall or a reversal in the position of the bidders when corrections are made to the estimated contract quantities. The Region is, therefore, requested to advise us whether the estimated quantities for these items reflect the actual and reasonable quantities necessary for the completion of the contract or whether there are any anticipated increases or decreases in the estimated quantities. Since these replies are also used for future reference, by the Comptroller and the FHWA, it is necessary that the high bid item quantities be carefully reviewed in order to assure Comptroller's approval of any subsequent orders-on-contract involving such quantities. Also, the Region is requested to inform us of any other significant quantity changes of which they may be aware and which are not reflected in the bid documents.

When responding to the verification of quantity request, it is important that the Region provide clear and concise statements regarding the reasonableness of quantities. We are not concerned with receiving justification of the bid prices; just a statement advising whether the quantities are reasonably accurate to the degree of estimating such work at the time of the review.

Since the results of these reviews must be submitted to FHWA at the time of requesting their concurrence in award and must be provided to the Comptroller for final award approval, it is imperative that this matter be considered one of top priority. All verification replies are to be submitted to the Construction Subdivision in triplicate as soon as each review is completed, with the highest priority to be given to Federal Aid contracts.