

**Engineer's Estimate Checklist for Optimal Confidence**

Project Name/Number: Price Agreements for Furnishing Sewer Improvements for Nonconforming Sewer Conversions

Engineer: Melanie Gualotunia, PE Level of Effort to prepare this estimate: 15 Hours

Items included in this estimate: Overall contract amount of \$3,000,000 annually.

Items excluded in this estimate: Unit prices, which will be determined via individual contracts.

**Project Scope**

	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Not Applicable</u></b>
Is the project scope clearly understood and well defined?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are pay items identified according to project Specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are materials and quantities accurate for execution of the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the extent of street resurfacing understood and accounted for?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is utility coordination and/or relocation, and potential project delay, understood and accounted for in this estimate?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are environmental and soil conditions understood, and are the extent and methods of any required disposal accounted for in this estimate?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Has Traffic Control been estimated according to project-specific conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are project-specific mobilization costs understood and accounted for in this estimate?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have known extra work items, or force account items, been accounted for?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments: Project specific scope will vary between task orders. The majority of the scope of work for short sanitary sewer extensions to convert nonconforming sewers has a well understood limit, with each work order and design made to fit the site-specific conditions. All items of work are understood before approving contractors and a detailed estimate for work is approved for completed design. Based on the previous contracts for this work, the overall annual amount of \$3,000,000 has been sufficient.

**Project Schedule**

	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Not Applicable</u></b>
Have availability and delivery time of important materials and equipment been checked?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Has the contract time been determined with/by the Construction Manager?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have contract time cost impacts been accounted for in this estimate?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have construction season cost impacts been accounted for in this estimate?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are schedule constraints and/or schedule acceleration requirements understood, well defined, and accounted for in this estimate?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have unusual work time requirements (i.e. 24-hr work or limited street closure times) been accounted for in this estimate?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments: Individual work order schedules are agreed upon with BES construction manager and Contractor after considering all site-specific factors are taken into account, and the notice to proceed includes total Calendar Days.

**Quality Assurance**

	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Not Applicable</u></b>
Are quantity take-off calculations and back-up information documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are unit prices verified with vendors and sources documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are historical unit costs adjusted (to midpoint of construction) from projects of similar scale, similar site and similar construction conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have non-standard items been estimated "bottom up"?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is a contingency in this estimate? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are "plug" estimates used? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Was this estimate checked? (quantities and costs)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Cost estimates for each individual task order will be documented and checked as they arise. Similar contracts with nearly identical bid items will be used to develop the price agreements.

**Bidding Environment**

	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Not Applicable</u></b>
Is this project directed to the sheltered market and is this accounted for in this estimate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the time/season of advertising been factored into this estimate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are circumstances known that would limit the bidding pool and is this accounted for?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: <u>We will work with BES and Central Procurement for selecting bidders and will likely utilize the Prime Contractor Development Program</u>			

**Implementation Procedures for Capital Projects**

	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Not Applicable</u></b>
Does the project construction estimate agree with the current budget?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If "No", has a Trend Alert been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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*Comments: The overall budgets for the E08748 and E10491 extension programs have been approved. Individual task orders will only be approved as budget allows.*