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Title: Cost Estimates		

1.0 PURPOSE:

The purpose of this document is to define the procedure for preparing, reviewing and approving cost estimates for all Project Delivery (PD) Corridors/Projects (C/P).

2.0 RESPONSIBILITIES:

- 2.1** Assistant Executive Director of Infrastructure (AEDI) – The AEDI shall review and approve all new or revised cost estimates prior to release.
 - 2.2** (PD) Phase Manager or Designee – The PD Phase Manager or Designee is responsible for generating and submitting requests to the (PD) Estimator for C/P initial (Level F) estimates and for reviewing and approving all Level E through A estimates. The PD Phase Manager or Designee shall provide the project scope for inclusion in the estimate.
 - 2.3** PD Manager of Program Controls (MPC) – The PD MPC shall review and forward the comments and recommendations made by the PD Estimator to the PD Phase Manager or Designee.
 - 2.4** PD Estimator – The PD Estimator shall be responsible for receiving requests and for generating initial (Level F) estimates, reviewing, making comments and accepting all estimates prior to approval circulation, and filing in EPDS under content management.
 - 2.5** PD Design Section Engineer (DSE) – The PD DSE shall be responsible for submitting construction line items, quantities and unit prices for cost estimates Levels E through A.
 - 2.6** PD Program Controls Lead (PCL) – The PD PCL shall be responsible for updating the soft costs in estimates Level E through A as required and a cursory review of all estimates prior to submission to the PD MPC.
 - 2.7** ROW Project Management Team – The ROW staff (may include managers, estimators, and reviewers) shall be responsible for providing the ROW acquisition cost estimates and updates.
 - 2.8** Utility Coordination Team – The Utility Coordinator(s) shall be responsible for providing initial and updated utility adjustment estimates for a corridor, identifying utility conflicts, and creating an existing utility report.
 - 2.9** IT Project Management Team – The IT staff shall be responsible for providing estimates of the cost of design, fiber optics, equipment and installation of Intelligent Transportation System (ITS), Electronic Toll Collection Items (ETC) and Network and Backoffice.
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3.0 SCOPE/APPLICABILITY:

This procedure shall apply to all PD corridors and projects at all major milestones.

4.0 REFERENCES:

- [FD-01](#) PS&E Development, Review and Approval
- [PC-01](#) Corridor/Project Scope
- [PC-03](#) Exception Reporting

5.0 DEFINITIONS & ACRONYMS:

6.0 PROCEDURES:

- 6.1 The PD DSE shall prepare and submit a schematic or design phase level estimate along with the design submittal in accordance with *FD-01, PS&E Development, Review and Approval* for estimate Levels E through A only.
 - 6.2 The PD Phase Manager or Designee shall make a written request to the PD Estimator for Level F, design level, and construction cost estimates. The estimate due date shall allow 10 working days for completion.
 - 6.3 If the request is for a new or revised Level F estimate, the PD Estimator shall prepare the construction cost estimate.
 - 6.3.1 The PD Estimator shall request a ROW acquisition estimate from the ROW project management team and a utility relocation estimate from the Utility Coordination Team. He / she shall also request an estimate from the IT Department for the cost of design, equipment and installation of the Intelligent Transportation System (ITS) and Electronic Toll Collection (ETC) items.
 - 6.3.2 The PD Estimator shall prepare a Level F or Planning Estimate using *PC-02-F1, Cost Estimate Template* on the Level F tab. All cost estimate information and scope as defined in *PC-01 Corridor/Project Scope*, shall be compiled and incorporated into the Level F template.
 - 6.3.3 All soft costs – with the exception of ROW, utility relocation, and ITS costs – shall be frozen at the planning phase (Level F) estimate level unless appropriate to update with actual contract amounts (Levels E through A).
 - 6.3.4 The PD PCL shall perform a cursory review of the Level F estimate and return it to the PD Estimator with any comments.
 - 6.4 The PD Estimator shall submit the Level F estimate to the PD MPC for review and acceptance.
 - 6.5 Once the Level F estimate is accepted by the PD MPC it is submitted to the PD Phase Manager or Designee for review and acceptance. If there are any revisions requested, the Level F estimate should be returned to the PD Estimator.
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- 6.6 The Level F is submitted by the Phase Manager or Designee to the AEDI for review approval. If not approved, the Estimate is sent back to the PD Estimator for directed revision. If approved by the AEDI, the Level F Estimate can then be incorporated into the Scope documents as described in *PC-01, Corridor / Project Scope*.
- 6.7 If the request is for the review of a Level E through A estimate per *FD-01, PS&E Development, Review and Approval*, the PD Estimator shall review and comment on the design phase level estimates using the Comment Review form, FD-01-F5.
- 6.7.1 The PD Estimator shall request an updated ROW acquisition estimate from the ROW project management team and an updated utility adjustment estimate from the utility coordination team. He / she shall also request an updated estimate for the ITS and ETC items.
- 6.7.2 The PD PCL shall update the Level E thru A estimate soft costs with any known amounts, perform a cursory review of the estimate and return to the PD Estimator.
- 6.8 Once the design phase level estimate is accepted by the PD Estimator, it can be forwarded to the PD MPC. The PD MPC shall review and forward the comments and recommendations made by the PD Estimator to the PD Phase Manager or Designee.
- 6.9 The PD Phase Manager or Designee forwards the design phase level estimate and any recommended revisions to the PD DSE.
- 6.10 The DSE shall review the comments and the updated design phase level estimate.
- 6.11 If the DSE disagrees with the comments, he/she works with the PD Phase Manager or Designee to resolve the comments. If needed, a comment resolution meeting is held.
- 6.12 Once the DSE agrees with all comments he / she incorporates the recommendations in the design phase level estimate.
- 6.13 Upon receipt of the updated design phase level estimate, the PD Estimator shall compare the estimate to the baseline estimate as shown in the current approved Scope document, PC-02-F1.
- 6.13.1 If the design phase level estimate exceeds the allowable threshold per PC-03 Exception reporting, the PD Estimator shall initiate an exception report, PC-03-F1 and submit to the PD Phase Manager or Designee for processing.
- 6.13.2 All quantity and unit price changes that occur after the 100% comment/review shall be consolidated into a final engineer's estimate and forwarded to the PD Estimator prior to bid opening.
- 6.14 If the design phase level estimate does not exceed the allowable thresholds as compared to the current approved Scope the estimate can be archived into EPDS Content Management as the current, reviewed, design phase level estimate. All new or revised cost estimates shall be submitted to the appropriate PD Phase Manager and AEDI for review and approval prior to release in accordance with *PC-01, Corridor / Project Scope* procedures.
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7.0 REGULATORY REQUIREMENTS:

N/A

8.0 RELATED BOARD POLICY:

NTTA Project Cost Estimation, approved April 19, 2006

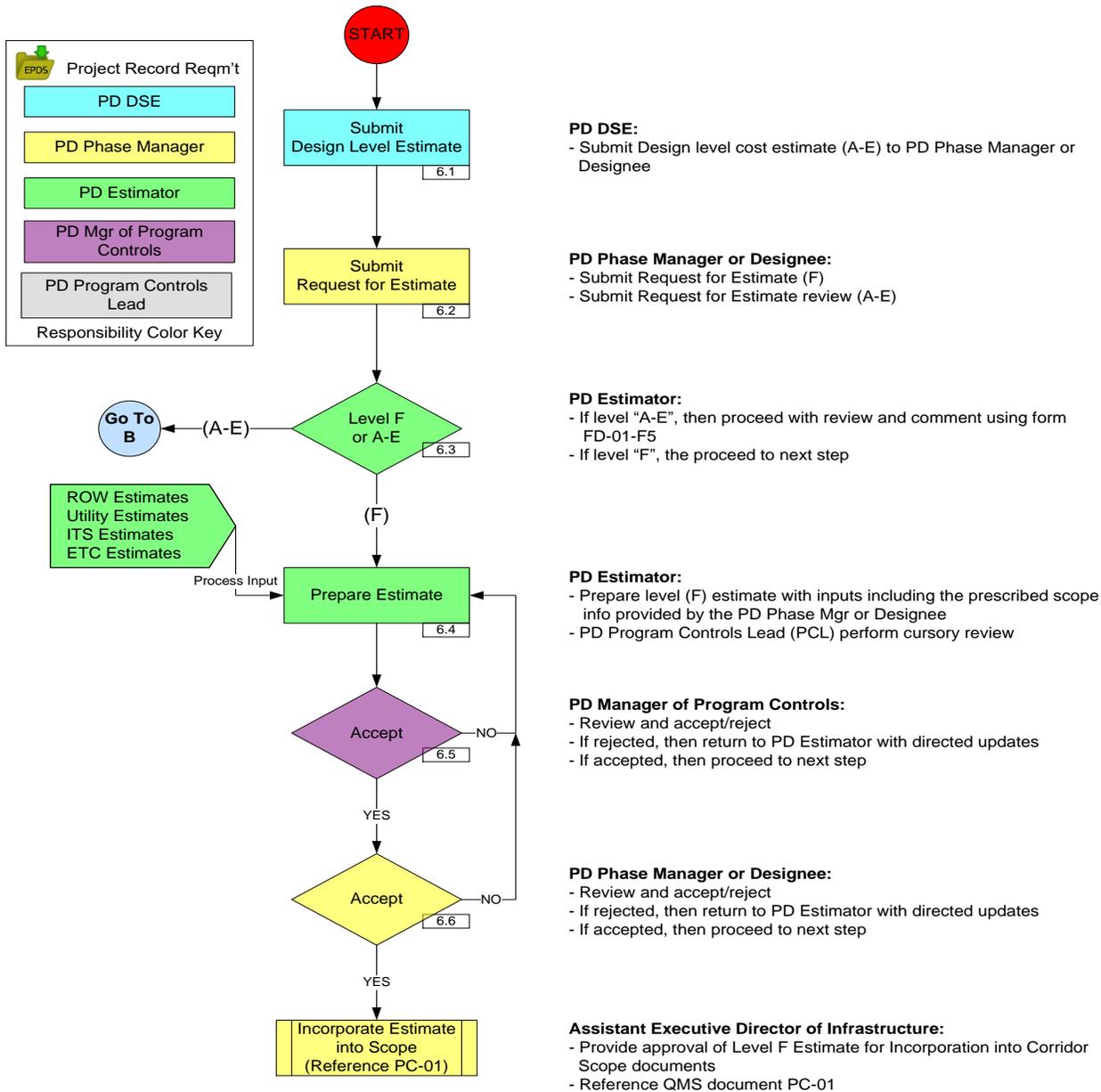
9.0 COMPONENT DOCUMENTS:

- [PC-02-F1\(A1\)](#) NTTA Project Estimating Template
- [PC-02-F1\(A2\)](#) NTTA Project Estimating Template (Widening)
- [PC-02-F2](#) Estimating Request Form

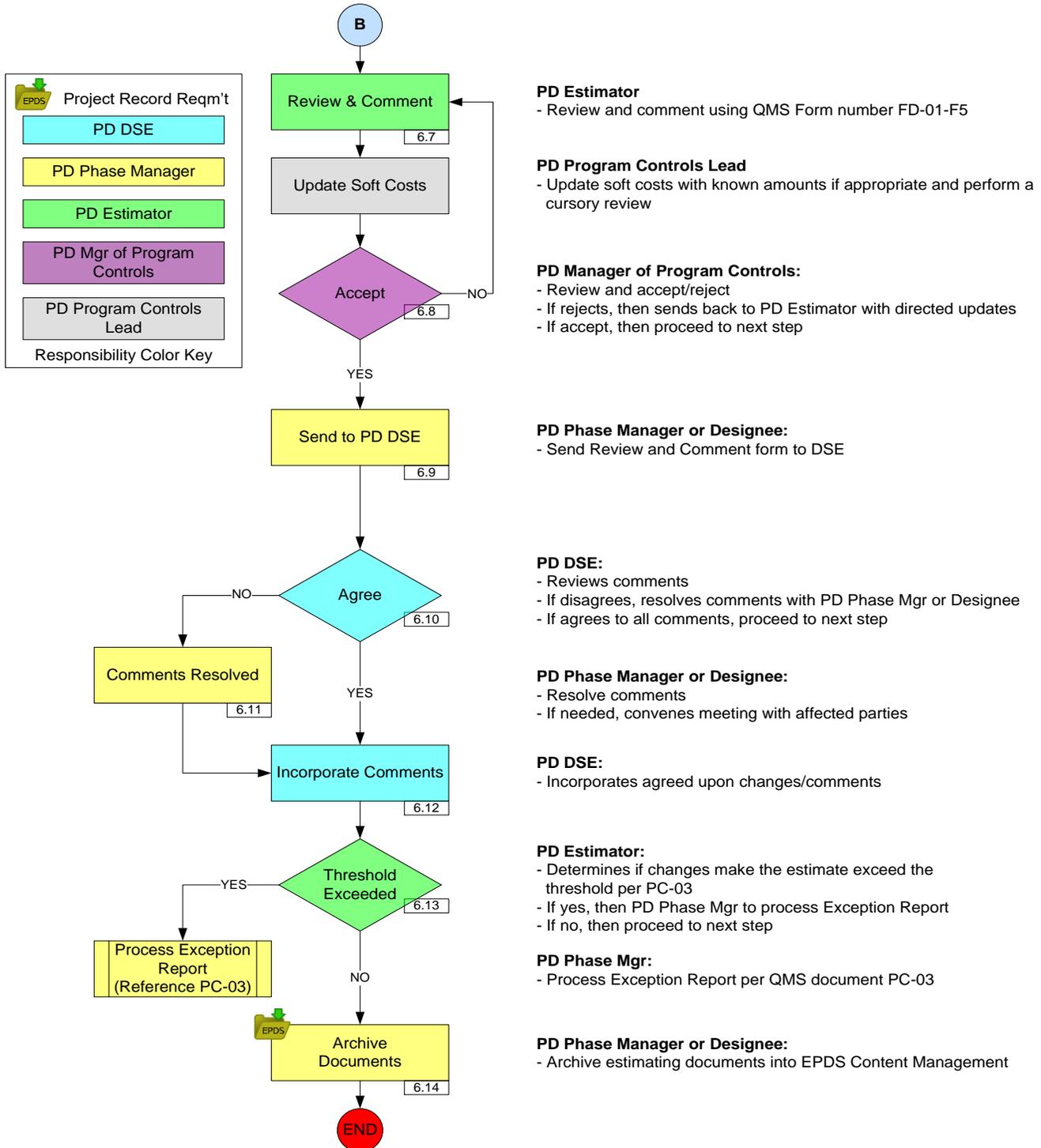
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10.0 FLOWCHART:

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11.0 REVISION HISTORY:

Revision	Revised by:	Date Issued	DRN	Reason for Revision
0	Lisa Thomas	06/05/2008		Original Issue
1	Lisa Thomas	09/19/2008		Global changes to the document. Flowcharts 12.0, 12.1 and 12.2 updated to reflect process flow.
2	Lisa Thomas	09/02/2010	10233	Deleted Guiding Principle. Major re-write in 4.0 References, 6.0 Procedures. Updated the flowchart to a new vertical format.
3	Lisa Thomas	04/28/2011	10265	The Program Manager's responsibilities have been eliminated in Section 2.0 and the Cost Estimate Template document title was changed to "NTTA Project Estimating Template" in Section 9.0.
4	Lisa Thomas	10/10/2011	10355	Updated position/department title in text and in flowchart.
5	Sue Farmer	7/24/2017	10649	Streamlined process to reflect current staffing model. Updated PC-02-F1 to include Scope Narrative and Schedule.