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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 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 NTTA Manager – The NTTA Manager is responsible for generating and submitting requests to the Corridor Manager/Project Manager for C/P initial (Level F) estimates and for reviewing and approving all Level E through A estimates. The NTTA Manager shall provide the project scope for inclusion in the estimate.
- 2.3 Corridor Manager (CM)/Project Manager (PM) – The CM/PM shall be responsible for preparing initial (Level F) estimates, and for reviewing and recommending approval of Level E through A estimates prepared by the Design Section Engineer to the Manager of Program Controls.
- 2.4 PD Manager of Program Controls (MPC) – The MPC shall review and forward the comments and recommendations made by the CM/PM to the NTTA Manager.
- 2.5 Design Section Engineer (DSE) – The DSE shall be responsible for submitting construction line items, quantities and unit prices for cost estimates Levels E through A.
- 2.6 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.
- 2.7 Utility Coordination Team – The Utility Coordinator(s) shall be responsible for providing initial and updated utility adjustment estimates for a corridor.
- 2.8 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.

3.0 SCOPE/APPLICABILITY:

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

4.0 REFERENCES:

- FD-01 PS&E Development, Review and Approval

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5.0 DEFINITIONS & ACRONYMS:

N/A

6.0 PROCEDURES:

- 6.1 The 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 NTTA Manager shall make a written request to the CM/PM 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 CM/PM shall prepare the construction cost estimate.
 - 6.3.1 The CM/PM 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 CM/PM shall prepare a Level F or Planning Estimate using *PC-02-F1(A1)* or *PC-02-F1(A2), Cost Estimate Template* on the Level F tab.
 - 6.4 The CM/PM shall submit the Level F estimate to the MPC for review and acceptance.
 - 6.5 Once the Level F estimate is accepted by the MPC it is submitted to the NTTA Manager or Designee for review and acceptance. If there are any revisions requested, the Level F estimate should be returned to the CM/PM.
 - 6.6 The Level F is submitted by the NTTA Manager to the AEDI for review and approval. If not approved, the Estimate is sent back to the CM/PM for directed revision.
 - 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 CM/PM and review team shall review and comment on the design phase level estimates using the Comment Review form, *FD-01-F5*.
 - 6.7.1 The CM/PM shall request an updated ROW acquisition estimate from the ROW project management team and an updated utility adjustment estimate from the utility coordination team. The CM/PM shall also request an updated estimate for the ITS and ETC items.
 - 6.7.2 The CM/PM shall update the Level E thru A estimate soft costs with any known amounts, perform a cursory review of the estimate and forward it to the MPC. The MPC shall review and forward the comments and recommendations made by the CM/PM to the NTTA Manager.
 - 6.8 Once accepted by the NTTA Manager, the CM/PM forwards the design phase level estimate and any recommended revisions to the DSE.
 - 6.9 The DSE shall review the comments and the updated design phase level estimate.
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- 6.10 If the DSE disagrees with the comments, he/she works with the CM/PM to resolve the comments. If needed, a comment resolution meeting is held.
- 6.11 Once the DSE agrees with all comments he / she incorporates the recommendations in the design phase level estimate.
- 6.12 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 CM/PM prior to bid opening.
- 6.13 All new or revised cost estimates shall be submitted to the NTTA Manager and AEDI for review and approval.

7.0 REGULATORY REQUIREMENTS:

N/A

8.0 RELATED BOARD POLICY:

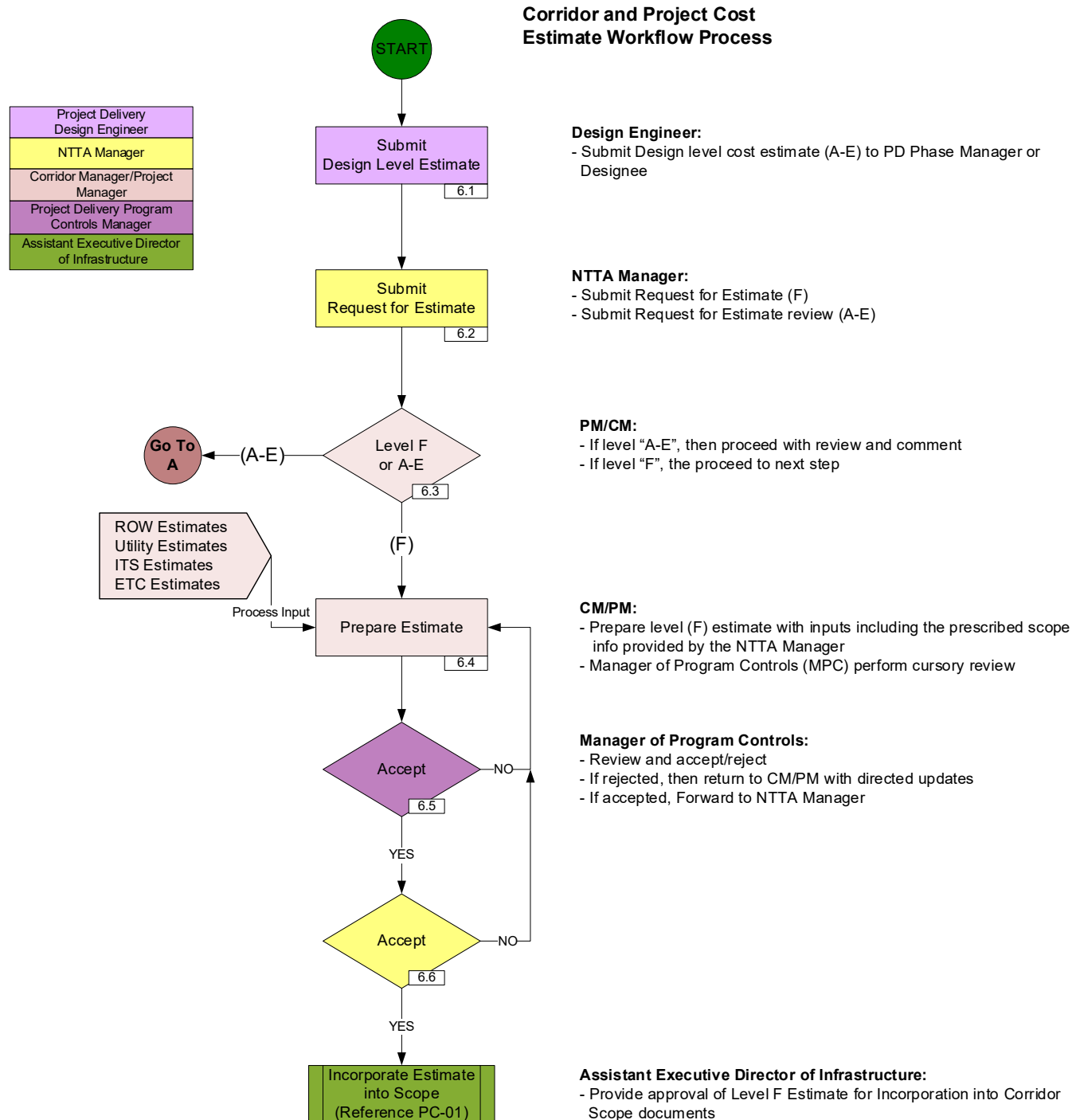
NTTA Project Cost Estimation, approved April 19, 2006

9.0 COMPONENT DOCUMENTS:

- PC-02-F1(A1) NTTA Project Estimating Template
- PC-02-F1(A2) NTTA Project Estimating Template (Widening)

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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	07/24/2017	10649	Streamlined process to reflect current staffing model. Updated PC-02-F1 to include Scope Narrative and Schedule.
6	Kelly Johnson	07/11/2025	11119	Streamlined process to reflect current staffing model.