

Estimator Checklist

Must be submitted with estimate at FDP

Name: _____ Company: _____
Telephone: _____ E-Mail: _____
Project Number: _____ Date: _____
Signature: _____

Discipline Level

| Check | Task | Section |
|-------|---|------------------------------|
| | All fields in project header are filled out | 4.2 pg. 41 |
| | Estimate ID is the correct Project Number, formatted with leading zeros and a dash in the middle, i.e. 0001-0123 | 4.2 pg. 41 |
| | F.A.P. number filled out if known | 4.2 pg. 45 |
| | Estimate Description is filled out with project title | 4.2 pg. 48 |
| | Items are grouped by funding source and non-contract items only. Non-Contract group must have a group number of 8888. | 5.1 pg.92 |
| | Groups have descriptions filled out. Description must be funding source or non-contract item. | 4.3.1 pg.52 |
| | Check to see if there are multiple occurrences of the same item within the same group. If there are, combine items. Note: All like items must have the same supplemental description to combine | 4.8 pg.90 |
| | All lump sum items (LS) have a quantity of 1 | 5.2 pg.92 |
| | All estimated items (est.) have a unit price of \$1 and quantity is estimated price | 5.3 pg.94 |
| | "A" items must have ** See Special Provisions ** in supp. description Syntax of ** See Special Provisions ** must be exact!!! | 5.7 pg.95 |
| | All alternate items have valid prices and are numbered correctly | 5.8 pg.97 |
| | Sort items at Estimate level by item number and renumber | 6.5 pg.104 |
| | Estimate verified and all errors are addressed | 6.6 pg.105 |
| | Forward Estimate to Contract Development via ProjectWise | 6.8.1 pg.107 |

Lead Level

In addition to Discipline Level checklist, check the following:

| Check | Task | Section |
|-------|--|----------------------------|
| | Combine discipline estimates into one estimate | 6.2 pg.100 |

Consultants/ Consultant Liaisons

In addition to Discipline Level and Lead Level checklist, check the following:

| Check | Task | Section |
|-------|--|----------------------------|
| | Latest catalog was used for estimate | B.1 pg.124 |
| | Check Estimated By: field in header information on Page 2 field should be blank. | 4.2 pg.49 |

Section and page number refer to: [Estimator CTDOT Users Guide](#).