

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 \$1and 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](#).