

## Appendix D: Design Division Estimate Review Checklist

Name of Estimator \_\_\_\_\_  
Date of Estimate \_\_\_\_\_  
Estimate storage location \_\_\_\_\_  
Phase of project \_\_\_\_\_  
Name of reviewer \_\_\_\_\_  
Date of Review \_\_\_\_\_  
Name of Approver \_\_\_\_\_  
Date of Approval \_\_\_\_\_

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Assumptions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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1. Were all comments from previous reviews satisfactorily considered and addressed?  
 Yes  No  N/A    Comments
  
  2. Is proper documentation of quantity calculations available?  
 Yes  No  N/A    Comments
  
  3. Is proper documentation of unit price determination available?  
 Yes  No  N/A    Comments
  
  4. Is this estimate amount significantly different from the previous estimate amount?  
 Yes  No  N/A    Comments
  
  5. Does the proposed work match the measurement and payment description of the selected bid item?  
 Yes  No  N/A    Comments
  
  6. Do the bid items in the estimate match the bid items in the quantity summary sheets?  
 Yes  No  N/A    Comments
  
  7. Do the quantities in the estimate match the quantities in the quantity summary sheets?  
 Yes  No  N/A    Comments

Appendix D: Estimate Review Checklist

8. Does sum of the sheet quantities match the quantity summary sheets?

Yes  No  N/A Comments

9. Do the bid item units in the quantity summary match the estimate?

Yes  No  N/A Comments

10. Do the units from the quantity calculations match the bid items?

Yes  No  N/A Comments

11. Is all proposed work in plans accounted for in the estimate?

- a. Earthwork  Yes  No  N/A
- b. Pavement structure  Yes  No  N/A
- c. Pavement surface  Yes  No  N/A
- d. Removals  Yes  No  N/A
- e. Retaining walls  Yes  No  N/A
- f. Drainage structures  Yes  No  N/A
- g. Bridge structures  Yes  No  N/A
- h. Signals  Yes  No  N/A
- i. Illumination  Yes  No  N/A
- j. Signing  Yes  No  N/A
- k. Pavement marking  Yes  No  N/A
- l. Bike/ped improvements  Yes  No  N/A
- m. Erosion control  Yes  No  N/A
- n. Landscaping  Yes  No  N/A
- o. Joint bid utility work  Yes  No  N/A
- p. Mobilization  Yes  No  N/A
- q. Barricades/traffic control  Yes  No  N/A
- r. Other  Yes  No  N/A

Comments

Comments

11. Do the unit prices properly incorporate the following?

- a. Geographic considerations  Yes  No  N/A
- b. Quantity considerations  Yes  No  N/A
- c. Material availability  Yes  No  N/A
- d. Expedited work schedule  Yes  No  N/A
- e. Site specific constraints  Yes  No  N/A
- f. Lumpsum/subsidiary items  Yes  No  N/A

Comments