

# Chapter 1 INTRODUCTION

## 1.1 PURPOSE

This chapter presents requirements and procedures for Final Estimate preparation. It recounts certain instructions of a general nature to assist those charged with the responsibility of documenting final quantities and preparing final estimates.

## 1.2 AUTHORITY

Sections 334.044(2) and 337.141, ~~Florida F. Statutes~~.

## 1.3 SCOPE

This procedure will be used by the Florida Department of Transportation's (~~FDOT Department~~) Construction Engineering and Inspection (CEI) personnel, both internal and Consultant. These procedures are not to supersede or circumvent project specific specifications, special provisions, plans, and/or plan notes or Florida Statutes. As the Department's evolution continues, these procedures will require updates and revisions.

## 1.4 REVISIONS AND ADDITIONS

Suggestions and Comments may be submitted to the State Final Estimates Manager (SFEM) at:

### **Mailing Address**

605 Suwannee Street  
Mail Station 89  
Tallahassee, FL 32399-0450  
ATTN.: David Chason  
E-mail address: [david.chason@dot.state.fl.us](mailto:david.chason@dot.state.fl.us)

### **Fax Address**

Lotus Fax (850) 412-8021  
Regular FAX (850) 414-4874      ~~SC 994-4874~~

Comments are collected throughout the year. Suggestions received shall be reviewed by the State Final Estimates Office (SFEO). A written reply and action explanation to each

1 suggestion and comment will be made by the SFEO in a timely manner. Items warranting  
2 immediate action shall be made upon approval of the SFEM.

### 3 **1.5 ADOPTED SUGGESTIONS FOR MANUAL REVISIONS**

4 Only those pages that reflect the adopted change(s) will be placed on the Internet and  
5 Intranet sites. The revisions will be reflected in the history column on the website page.

6 Periodically, it may be necessary to include a new subject or make substantive revisions  
7 that are not adequately addressed within the contents of the current manual. When this  
8 occurs, it will be necessary to produce new sections or chapters in the manual. The  
9 additions will also be placed on the Internet and Intranet site.

10 All major revisions and additions to this manual shall be reviewed by the District Final  
11 Estimates Manager's (DFEM) prior to implementation. Final approval is obtained from the  
12 SFEM. New chapters and sections or revisions that result in policy or substantive  
13 procedural change, as determined by the DFEM's, shall be processed in accordance with  
14 the **Standard Operating System Procedure No. 025-020-002.**

### 15 **1.6 LIAISON WITH ORGANIZATION, FORMS, AND PROCEDURE OFFICE**

16 All new editions, as well as major revisions and additions to this manual shall be  
17 coordinated with the ~~Organization~~ Forms and Procedures Office (OFPO). Prior to printing,  
18 a draft copy of any new or revised document will be furnished to the OFPO. The OFPO will  
19 review for processing in accordance with the **Standard Operating Procedure.**

20 The OFPO shall respond to the SFEO within ten (10) working days, noting any  
21 recommendations that may have been found. Any recommendations shall be addressed  
22 by the SFEO prior to printing. A final copy shall be forwarded to the OFPO Office for  
23 incorporation into the Department's Standard Operating System.

### 24 **1.7 DISTRIBUTION**

25 ~~This manual is distributed to those responsible for the preparation of the Final Estimate~~  
26 ~~Package.~~

27 **This manual can be accessed on the State Construction Office's web site.**

28 Infonet/Intranet:

29 <http://www.dot.state.fl.us/construction/manuals/finalest/review%20&%20admin/chapters/ad>  
30 [uit%20&%20admin.htmhttp://infonet.dot.state.fl.us/tlconstruction/](http://www.dot.state.fl.us/construction/)

1 | Internet:  
2 | <http://www.dot.state.fl.us/construction/manuals/finalest/review%20&%20admin/chapters/ad>  
3 | [uit%20&%20admin.htm](http://www.dot.state.fl.us/construction/uit%20&%20admin.htm)<http://www.dot.state.fl.us/construction/>

## 4 | 1.8 TRAINING

5 | Training is provided ~~periodically at various locations around the state by the SFE~~ through  
6 | ~~the Construction Training and Qualification Program (CTQP). There are two levels of Final~~  
7 | ~~Estimates training and T~~ training is required of all users of this manual. See the Topic No.  
8 | 700-000-001, *Construction Training and Qualifications Manual, Chapter 9* for Final  
9 | Estimates qualifications.

## 10 | 1.9 UPDATES

11 | Updates will be posted on the Construction web page, as necessary changes occur.  
12 | Updates will be processed ~~and distributed~~ as stated in the *Revisions and Additions*  
13 | subsection of this procedure.

## 14 | 1.10 FORMS

15 | Refer to *Chapter No. 3, Section 3.3.4, (Forms, Affidavits and Records)* and *Chapter*  
16 | ~~No. 14, (Forms Access Section)~~ for information regarding forms required by this manual.

## 17 | 1.11 ELECTRONIC DATA STORAGE

18 | The ~~Department has initiated an alternative to storing hard copies of documents through~~  
19 | ~~the use of a computer program. This program is called~~ Contract Document Management  
20 | System(CDMS), ~~involves scanning and indexing~~ is utilized to scan and index electronically  
21 | all documentation for projects into the computer, which are stored to replace any  
22 | documents required for use throughout the project. When a question arises as to the  
23 | requirement for hard copy documents on a project, which has utilized the CDMS system,  
24 | the following method of operation will be observed:

25 | Where a hard copy of documentation to support any item is required which has previously  
26 | been used for support and has been successfully scanned into the CDMS system will be  
27 | accepted without requiring an additional hard copy of the documentation to accompany the  
28 | final estimate. The stored data, which is acceptable under the district's QC program, is  
29 | accepted as required hard copy data. Hard copies will be required for any necessary data,  
30 | which is not scanned into the system. This process for electronic distribution and storage  
31 | of documents will replace the requirements of paper copies as called for throughout this  
32 | manual.