

~~Chapter 1~~ INTRODUCTION FOR FINAL ESTIMATES PROCESS

~~1.1~~ 1.1 PURPOSE

The *CPAM* contains instructions throughout the *Manual* describing 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. ~~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~~ 1.2 AUTHORITY

Sections 20.23(4)(a), 119.07 and 334.044048(23) ~~and 337.141~~, Florida Statutes(F.S.).

Authority for the *Manual* will be cited on a chapter-by-chapter basis.

~~1.3~~ 1.3 SCOPE

This ~~procedure~~ Manual will be used by the Florida Department of Transportation's (Department) Construction Engineering and Inspection (CEI) personnel, both internal and Consultant. These instructions for the Final Estimates process ~~These procedures~~ are not to supersede or circumvent project specific documents such as: 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~~ 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

Fax Address

Outlook Fax (850) 412-8021

Regular FAX (850) 414-4874

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

~~1.5 ADOPTED SUGGESTIONS FOR MANUAL REVISIONS~~

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

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

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

~~1.6 LIAISON WITH FORMS AND PROCEDURE OFFICE~~

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

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

~~1.7 DISTRIBUTION~~

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

~~Infonet/Intranet:~~

~~<http://www.dot.state.fl.us/construction/Manuals/finalest/p&d/PrepDocManual.shtm>~~

~~Internet: <http://www.dot.state.fl.us/construction/Manuals/finalest/p&d/PrepDocManual.shtm>~~

~~1.8~~ **UPDATES**

~~Updates will be posted on the Construction web page, as necessary changes occur. Updates will be processed as stated in the **Revisions and Additions** subsection of this manual.~~

~~II.9~~ **II.4 ELECTRONIC DATA STORAGE**

The Construction Document Management System (CDMS), is utilized to scan and index electronically all documentation for projects into the computer, which are stored to replace any documents required for use throughout the project. When a question arises as to the requirement for hard copy documents on a project, which has utilized the CDMS system, the following method of operation will be observed:

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

~~II.105~~ **TRAINING**

Training is provided through the Construction Training and Qualification Program (CTQP). There are two levels of Final Estimates training and training is required of all users of this manual. See the [Topic No. 700-000-001, Construction Training and Qualifications Manual, Chapter 9](#) for Final Estimates qualifications.

~~1.11~~ **FORMS**

Topic No.: 700-050-010
Preparation and Documentation Manual

~~Edition~~ ~~Effective~~ ~~Date~~: ~~August 1, 1999~~ [January 1, 2013](#)
Revision ~~Date~~: ~~October 11, 2012~~ [January 24, 2013](#)

Refer to **Chapter No. 3, Section 3.4, Forms, Affidavits and Records** and **Chapter 14, Forms Access Section** for information regarding forms required by this manual.