



GUIDELINES FOR SCOPE & COST ESTIMATE WORKBOOKS

The format for submitting Scope & Cost Estimates for GDOT projects is standardized in the form of Excel workbooks to expedite the review and approval process. The standard forms are intended to cover the most common tasks and cost items used for most transportation projects. The list of included items is not exhaustive and space has been provided in each section of the spreadsheets to allow the consultant to enter additional tasks, personnel classifications, or cost items that may be unique to a particular project. The spreadsheets are intended as stand-alone documents without accompanying text. Space has been provided on the Project Summary sheet for listing project information and assumptions used to develop the estimated quantities and costs.

Individual workbooks have been created for Soil Survey and BFI/Other Structures projects. The BFI & Other Structures workbook is intended to apply to drilling for bridges and other structures such as box culverts, high mask lighting, retaining walls, etc. The format of the workbooks (BFI & SS) is very similar with only minor differences in the task lists for field and laboratory testing. Brief instructions for using the spreadsheets are provided below.

The scope/cost estimate workbooks include 5 worksheet tabs after the instructions: Project Summary, Personnel Summary, Personnel & Costs, Field & Lab Costs, and Misc **Specialty**.

On the Project Summary worksheet fill in the project information requested on lines 9 & 10, along with your company info on lines 50 & 51. This information will automatically be copied to the other worksheets. Space has been provided below the cost summary table to list all assumptions and other information that explain how quantities and costs were derived. This may include, but is not limited to: the length of project in cut and/or fill, number of borings and range of anticipated depths, description of planned traffic control, project duration, explanation for the need for clearing, property access challenges, site restoration requirements, the need for specialty equipment/field testing, and the need for specific laboratory testing. Any other information that serves to justify the scope or approach to GDOT should also be listed here.

On the Personnel Summary worksheet briefly describe (revise) the duties for each classification. The basic job titles should not be changed. If the consultant uses job titles other than those listed, those titles should be added where possible to one of the existing classifications noted. An allowance is made for one additional job title/classification on line 48. Names of staff members anticipated to have project involvement should be listed for each classification, as requested.

On the **Personnel & Costs** worksheet estimate the number of hours for personnel for each of the applicable tasks (Rows 11 through 38).

MUTCD Plan Preparation/Permit allows time for preparing traffic control plans or for other planning or coordinating that may be required by the district or area engineer for drilling within existing R.O.W.'s.

Utility Locate & Gaining Site Access allows time for calling or meeting with utility locators, directing dozer clearing, etc.

Coordination with Property Owners may include locating property owners, meeting with property owners in person, writing letters, getting keys to gates, etc., all in attempt to secure permission to enter private property and to inform private property owners of the consultants' activities when working on adjoining ROW that may encroach onto their yard/landscape.

Site Restoration may vary widely from project to project. The scope of restoration could range from minimal site cleanup to re-grading, seeding, and/or fence restoration.

The **Unanticipated Subsurface Conditions (formerly Unsuitable Materials Investigation)** could include hours, drilling footage, or tests for special or unusual geotechnical requirements or special investigations.

The estimated hours will be totaled for each personnel classification in the **Personnel Summary** table. Fill in the pay rate column (E46 through E54) to calculate the project's personnel direct costs. The pay rates entered should be the average hourly pay for all individuals assigned to that classification/category prior to markup for overhead or profit.

Overhead should be entered (Cell H60) in percentage form. Under **Other Direct Costs** (Rows 62 through 67) place the estimated number of units in Column D and the unit rates in Column E for materials, travel and sub consultant costs. Add other line items as necessary in the space provided.

The mileage and per diem in this table should be used for the geotechnical consultant's internal travel expenses. Travel expenses for sub consultants should be entered on the **Field & Laboratory Cost** worksheet.

Place the appropriate markup for profit in decimal format in cell F70.

On the **Field & Lab Cost** worksheet fill in the estimated units (Column D) and the unit rate (Column E) for the applicable line items (Rows 9 through 47). Several blank lines are available in each table for additional line items. Under **Other Direct Costs** (Rows 48 through 56) place the mileage and per diem expenses for sub consultant travel.

The USCS test series includes grain size, moisture content, and Atterberg limits testing.

The type of test and number of specimen should be explained in the assumptions for Triaxial Shear testing, if performed.

If the project requires special equipment or has other unique requirements, use the **Misc Specialty** worksheet and fill in the appropriate items or modify to fit the job requirements. Provide necessary information in the **Comments** column. Additional blank lines are included for other items and different unit rates.

