



Connecticut DOT

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Office of Engineering

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ENGINEERING DIRECTIVE

Engineering Administrator

Project Cost Estimates

This directive establishes cost estimating and documentation requirements for projects administered by the Office of Engineering. The requirements are in three categories as described below.

Total Project Cost

Cost is an important factor in Department business processes and decisions, including project selection, programming, fiscal management and project delivery. A common vocabulary is needed to effectively communicate cost information, within the organization and to stakeholders. Too often, cost estimates have omitted very significant elements. For example, the cost of engineering is sometimes not included in project cost estimates. Additionally, cost information is stated in reports, correspondence and other documents in a wide variety of formats and with wide-ranging assumptions. The use of inconsistent terminology and formats can easily lead to misinterpretation.

To attain more consistency and therefore more effective communications, the latest version of *CTDOT Cost Estimating Guidelines* and *Standard Cost Estimating Templates* has been posted on the [Cost Estimating & Estimator Page](#) webpage. One of the guidelines purpose is to outline the documentation process for estimates while the template identifies the common elements of planned and design-phase projects. They shall be used to establish and maintain a comprehensive cost estimate for all projects that have not reached FDP. A current estimate based on this format shall be used:

- to support requested changes in funding,
- as a table/exhibit in reports that include estimated project cost,
- to communicate with management on proposed projects.

Public presentations for potential and active projects, including municipal systems projects, shall provide the construction (CN) phase costs. PE and ROW costs will only be made available on request. The CN phase estimated cost will identify the total construction cost with a breakdown with individual cost elements (i.e., contract, incidentals, utilities, etc.).

FDP Estimates

The *Standard Cost Estimate Templates* shall be submitted with all FDP submissions. The template, with examples, can be found at the [Cost Estimating & Estimator Page](#). The templates were developed to improve communication between the Designer, Cost Estimating, Contract Development and Finance. This requirement is effective immediately.

PE Cost Estimates

Each engineering division shall develop written procedures for preparing PE cost estimates.

The procedures should, at a minimum, cover the following topics:

- Basis and method(s) of estimating PE costs for both lead and supporting division,
- Preparation, review and approval roles,
- Documentation (e.g., estimated cost element values/amounts, roles, dates), and
- A method for updating and revising estimates.

The procedures shall be completed and approved for use by each Division chief no later than September 1, 2019. A copy shall be provided to the Engineering Administrator. After the division's procedures are approved, PE estimates shall conform to the approved procedures.

Documented estimates are to be retained in project records according to the instructions found in *Section 4.6 Estimates and Quantity Calculations* of the [Digital Project Development Manual](#).