

Design Standards Letter

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Section/Plan No.: **None**

Subject: **Supplementary Highways and Local Roads: Circular Letter No. 2, 1960 - Estimates**

Body

TO ALL DIVISION, DISTRICT AND URBAN ENGINEERS:

The difficulties encountered when it is necessary to justify engineer's estimates need to be reduced to a minimum, and, for this reason, changes are necessary in this office and in the Districts where estimates originate. This letter will initiate some of the changes which are contemplated and will be followed by others as the details of such changes are developed.

Please review all estimates which you have prepared for jobs which have not been let. Change, if necessary, any estimate and also bring any estimates now in this office up-to-date, in order to make them both as current and realistic as possible. A system of checking the estimates of projects which have been prepared, and lettings delayed, should be established so that in the future our estimate will be as correct as possible. When special conditions prevail which indicate a unit price significantly higher or lower than usual, such prices should be supported by statements, analysis or factual data. This procedure should eliminate submission of estimates which have no sound basis and also eliminate our past practice of changing your estimates on the basis of trends and average prices.

In support of your estimated costs for aggregate, concrete masonry and pavements, please secure and include actual plant costs and sources of material, information on hauling and other pertinent cost figures. Job nuisances and conditions out of the ordinary, such as are encountered in Urban Areas, swampy ground, selective clearing, etc., should be noted whenever they exist, as examination of the plans and special provisions will not always indicate them.

Immediate attention to bettering of estimates and a continuing program along this line is to be undertaken. Cooperation, suggestions and criticisms which will help accomplish this will be appreciated.

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Engineer of Supplementary Engineer of Surveys and Plans
Highways and Local Roads