

Appendix D: Design Division Estimate Review Checklist

Name of Estimator	
Date of Estimate	
Estimate storage location	
Phase of project	
Name of reviewer	
Date of Review	
Name of Approver	
Date of Approval	

Assumptions	

1. Were all comments from previous reviews satisfactorily considered and addressed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Comments	
2. Is proper documentation of quantity calculations available?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Comments	
3. Is proper documentation of unit price determination available?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Comments	
4. Is this estimate amount significantly different from the previous estimate amount?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Comments	
5. Does the proposed work match the measurement and payment description of the selected bid item?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Comments	
6. Do the bid items in the estimate match the bid items in the quantity summary sheets?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Comments	
7. Do the quantities in the estimate match the quantities in the quantity summary sheets?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Comments	

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8. Does sum of the sheet quantities match the quantity summary sheets?

☐ Yes ☐ No ☐ N/A Comments

9. Do the bid item units in the quantity summary match the estimate?

☐ Yes ☐ No ☐ N/A Comments

10. Do the units from the quantity calculations match the bid items?

☐ Yes ☐ No ☐ N/A Comments

11. Is all proposed work in plans accounted for in the estimate?

- a. Earthwork

☐ Yes ☐ No ☐ N/A
- b. Pavement structure

☐ Yes ☐ No ☐ N/A
- c. Pavement surface

☐ Yes ☐ No ☐ N/A
- d. Removals

☐ Yes ☐ No ☐ N/A
- e. Retaining walls

☐ Yes ☐ No ☐ N/A
- f. Drainage structures

☐ Yes ☐ No ☐ N/A
- g. Bridge structures

☐ Yes ☐ No ☐ N/A
- h. Signals

☐ Yes ☐ No ☐ N/A
- i. Illumination

☐ Yes ☐ No ☐ N/A
- j. Signing

☐ Yes ☐ No ☐ N/A
- k. Pavement marking

☐ Yes ☐ No ☐ N/A
- l. Bike/ped improvements

☐ Yes ☐ No ☐ N/A
- m. Erosion control

☐ Yes ☐ No ☐ N/A
- n. Landscaping

☐ Yes ☐ No ☐ N/A
- o. Joint bid utility work

☐ Yes ☐ No ☐ N/A
- p. Mobilization

☐ Yes ☐ No ☐ N/A
- q. Barricades/traffic control

☐ Yes ☐ No ☐ N/A
- r. Other

☐ Yes ☐ No ☐ N/A

Comments

Comments

12. Do the unit prices properly incorporate the following?

- a. Geographic considerations

☐ Yes ☐ No ☐ N/A
- b. Quantity considerations

☐ Yes ☐ No ☐ N/A
- c. Material availability

☐ Yes ☐ No ☐ N/A
- d. Expedited work schedule

☐ Yes ☐ No ☐ N/A
- e. Site specific constraints

☐ Yes ☐ No ☐ N/A
- f. Lumpsum/subsidiary items

☐ Yes ☐ No ☐ N/A

Comments