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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Title:** |  | | | | | | |
| **State Route:** |  | **PIN** |  | | | **WIN** |  |
| **Location: City/County** | City and County | | | | | | |
| **Date Prepared:** | mm/dd/yyyy | | | **Prepared By:** | Name | | |

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| The Basis of Estimate is part of estimate documentation to record assumptions and back-up calculations and can be tailored to the project. Refer to WSDOT Cost Estimating Manual M-3034 for more details.  *The blue text offers tips and examples, replace with information about your project.* |

**ESTIMATING TEAM** - list parties involved in estimate preparation.

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| --- | --- | --- |
| **Role** | **Name** | **Contact information** |
| Design wsdot/consultant |  |  |
| Project Manager |  |  |
| Lead Estimator |  |  |
| Quantity Calculations |  |  |
| Unit Cost determination |  |  |
| QA/QC review |  |  |

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| **PROJECT** |  |
| Estimate Date: | Month and Year |
| Construction Start Date: | Month and Year |
| Estimating Processing Software: | Excel or? |
| Est. available in Excel format: | Yes or no? |
| Database for cost estimate: | Sources |
| Method of Measurement: | Field or CADD or Scaling or? |

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| **NEED -** the primary reason a project has been proposed (see DM 1101). |
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| **PROJECT** |  |
| Estimate Type: | Parametric, Deterministic, Risk Based or? |
| Project Type: | New project or upgrade to existing facility? |
| New structures required: | Yes or no? |
| Existing Structures to be modified: | List the structures being modified |
| Demolition: | Bridge and buildings? |
| Hazardous Materials: | Anticipated? |
| Wetlands Issues: | Yes or no? |
| Archeological Impacts: | …based on database research… |
| Native American (Tribal) Issues: | …based on contacts made to date |
| Storm water regulation update: | …based on latest manual |
| Noise walls: | Yes or no? |

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| Briefly describe the scope of the project |
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| **TYPICAL ESTIMATING METHOD** |
| **Describe the primary estimating methodology use for the cost estimate. Several methodologies may be used in an estimate. What is the milestone timeline for updating the project estimate?**   • Planning level estimates typically use a parametric estimate (dollars per unit) approach for many of the  larger cost items along with an appropriate allowance for unquantified items. • Scoping level estimates commonly use parametric estimating for some items and historical bid-based  estimating for others. An appropriate allowance is included for unquantified items. • Design estimates (up to and including the engineer’s estimate prior to ad) typically are historical   bid-based and/or cost-based bottom-up estimates. |

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| **ALLOWANCES** |
| **An estimated amount to cover the cost of known but undefined (unquantified) items. Describe the purpose of the allowance and how the amount was determined.**  • • |

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| **ASSUMPTIONS** |
| **Examples of assumptions include:** • Construction funding all at once or staged increments? • Will need to replace bridge SR###/Bridge No.? • Storm water retrofit of ######? • Environmental regulations don’t change. • Today’s dollars, unknown future inflation rate. • Midpoint of construction could change. • Properties remain undeveloped. • There are good soils. • Estimate is for major bid items only; other costs captured in allowance. • Traffic control cost based on past experience and region philosophy doesn’t change. • Right of Way is not needed to relocate the gas line. • The project is in the process of selecting a preferred alternative for analysis in an EA.  • At this time there are two alternatives, a preferred alternative should be selected by MONTH AND YEAR. This estimate is based on alternative #### with the thought that it may be the more expensive of the two options. |

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| **EXCLUSIONS AND EXCEPTIONS** |
| **List items NOT INCLUDED in the cost estimate;** Include things people may think are included but are not. Describe items that do not follow WSDOT standards for cost estimating. An example: payment to local agencies for damage to roads during detours. |

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| **RISK and UNCERTAINTY** |
| **Describe threats and opportunities that can affect the cost estimate. This can become the basis for a risk management plan.** Examples: Quantity of base course may increase significantly due to soil conditions. Cut material may be unsuitable for fill. |

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| **ESTIMATE QUALITY ASSURANCE** |
| **Describe the quality assurance plan for the estimate. What reviews have been performed on this estimate?** |

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| **RECONCILIATION** |
| **estimates change over time. Explain differences between the current and the previous estimate. Explain how review comments were resolved or incorporated into the estimate.** |

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| **ATTACHMENTS** |
| **Estimate** – estimate of project at time this basis was completed |
| **Reference drawings** – if applicable and if used for this estimate |
| **Risk Register** – if available |
| **List projects used as comparison for estimate** – if applicable |

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| **PROJECT STATUS CHECKLIST -** Project status at the time of this cost estimate | | | | | |
| **#** | **Question** | **Answer** | | | **Comments** |
|  | Has NEPA/SEPA process begun? | yes | no | n/a |  |
|  | Has a preferred alternative been selected? | yes | no | n/a |  |
|  | Are environmental mitigation measures included? | yes | no | n/a |  |
|  | Has an alignment been established? | yes | no | n/a |  |
|  | Has a grade been established? | yes | no | n/a |  |
|  | Have right of way requirements been researched and priced? | yes | no | n/a |  |
|  | Has a typical section been established? | yes | no | n/a |  |
|  | Have geotechnical site conditions and costs been researched? | yes | no | n/a |  |
|  | Has a drainage report and concept plan been prepared? | yes | no | n/a |  |
|  | Has a noise analysis been performed? | yes | no | n/a |  |
|  | Are sound walls included in the estimate? | yes | no | n/a |  |
|  | Have retaining wall types been defined? | yes | no | n/a |  |
|  | Has a safety analysis been performed? | yes | no | n/a |  |
|  | Has a traffic analysis (HCM, LOS, etc.,) been performed? | yes | no | n/a |  |
|  | Have pavement design reports been reviewed? | yes | no | n/a |  |
|  | Has a pavement life cycle cost analysis been performed? | yes | no | n/a |  |
|  | Is there a construction phasing strategy? | yes | no | n/a |  |
|  | Were detour options evaluated for volumes and vehicle type? | yes | no | n/a |  |
|  | Have potential utility impacts been investigated? | yes | no | n/a |  |
|  | Has a landscaping and aesthetics plan been developed? | yes | no | n/a |  |
|  | Has required design analysis been completed? | yes | no | n/a |  |
|  | Were other projects used as metrics for the estimate? | yes | no | n/a |  |
|  | Has funding been identified for: Design/PS&E? | yes | no | n/a |  |
|  | Has funding been identified for: Right-of-Way? | yes | no | n/a |  |
|  | Has funding been identified for: Construction? | yes | no | n/a |  |