

# Estimate Reviews

List of common Pay Item related errors found during Phase submittal reviews to help reduce avoidable ERC comments

# Pay Items

## Common errors and omissions

### FDM 300 Series Only

1. Summary Boxes / Summary of Pay Items (SOPI)
  - a. Summary Boxes ordered incorrectly
  - b. Summary Boxes formatted incorrectly
  - c. Required information missing (columns blank that must be filled out)
  - d. LS Pay Items incorrectly shown (units/secondary units, quantities shown, use of design notes column, etc.)
  - e. Pay Items shown in incorrect Summary Boxes
  - f. Pay Items missing from Summary Boxes (shown in SOPI only)
  - g. Pay Items loaded into incorrect category (SOPI)
  - h. Inconsistent quantities between SOPI vs. Summary Boxes/Tabulation of Quantities Tables

### FDM 900 Series Only

1. Estimated Quantities Report (EQR) / Project Edit Report
  - a. Summary Tables
    - i. Summary Tables ordered incorrectly
    - ii. Summary Tables formatted incorrectly
    - iii. Required information missing (columns blank that must be filled out)
    - iv. LS Pay Items incorrectly shown (units/secondary units, quantities shown, use of design notes column, etc.)
    - v. Pay Items shown in incorrect Summary Tables
    - vi. Pay Items missing from Summary Tables (shown in Project Edit Report only)
    - vii. Pay Items missing from Project Edit Report (shown in Summary Tables only)
    - viii. Pay Items loaded into incorrect category (Project Edit Report)
    - ix. Inconsistent quantities between Project Edit Report vs. Summary Tables/Tabulation of Quantities Tables
    - x. FPIDs not identified on all Summary Tables (when multiple FPIDs)
2. Project Edit Report not included in submittal (beginning at Ph II)

1. 999-Do Not Bid Pay Items: Missing/loaded incorrectly
2. Plan Notes:
  - a. FDM required General Notes not utilized
  - b. TDH Guide Drawings (General Notes) not utilized
  - c. Inappropriate Plan Notes
    - i. Notes attempt to define payment of Contract work items
    - ii. Notes attempt to redefine or restate information already addressed in the FDOT Standard Specifications, FDM, and TDH.
3. Pay Item Notes:
  - a. Inappropriate Pay Item Notes
    - i. Notes that attempt to “lump” cost of multiple inappropriate Contract Work items with one Pay Item (e.g., “Cost of ABC paid for under Pay Item 123-123)
    - ii. Notes that attempt to define Contractor means and methods
  - b. Sole Source Product – Pay Item Note should follow template format used for Turnpike Projects (“123-1-123 will be ACME BRAND MODEL ABC.”)
4. Improper use of Pay Items with specific requirements to be used (e.g., PI 108-1: Monitor Existing Structures – Inspection and Settlement Monitoring)
5. Improper use of Pay Items requiring approval
6. Improper use of Project Specific Pay Items (using a pay item number that was opened for a different FPID)
7. Temporary Traffic Control – General Notes still reference FHP and/or Troop K (no longer applicable, must be removed)