

COST ENGINEERING TECHNICAL REVIEW CHECKLIST

Project Description: _____

Project Location: _____

Reviewer/Office Symbol: _____ Date: _____

Circle Level of Estimate: *Reconnaissance* *Feasibility / Baseline* *Independent Govt. Est.*
 Other (specify)

Circle Type of Estimate: *Military* *Civil* *HTRW*

INSTRUCTIONS: Check items that are approved by the technical review as "Yes" or "No". Check "N/A" for lines that do not pertain to the level of estimate being reviewed.

For items that are not complete (No), fill out "Comment Review Form" with line reference number.

Yes	No	N/A	
			1.00 <u>BASIC INFORMATION FOR REVIEWER</u>
			1.01 Has Reviewer been provided a complete detailed estimate and final project documents?
			1.02 Does Reviewer have a clear Definition of Scope?
			1.03 Is the work Negotiated 8(a)?, or Bid?
			1.04 Has estimate been approved by Chief, Cost Engineering Branch/Section?
			1.05 Is the Estimate prepared in MCACES?
			1.06
			2.00 <u>PROJECT DESCRIPTION (General Details) in Project Notes</u>
			2.10 <u>Basis of Design</u>
			2.11 Do the project notes give a Clear Definition of Scope?
			2.12 Do project notes indicate Type of Estimate, Contract Number? Example: Feasibility report, dated _____ ; DM # _____ , dated _____)?
			2.13 Do project notes list the current amendments and are they correct?
			2.20 <u>Construction Schedule</u>
			2.21 Is Overtime Documented?
			2.22 Are Construction Windows considered and documented? (see item 4.10)
			2.23 Is there an Acquisition Plan? (When and method of acquisition)
			2.24 Is there a Sub-Contracting Plan?
			2.30 <u>Project Construction</u>
			2.31 Are General Assumptions Noted and Reasonable?
			2.32 Is Site Access Considered?
			2.33 Are Borrow Areas Needed and Identified?
			2.34 Is Construction Methodology Sound?
			2.35 Are Unusual Conditions (Soil, Water, Weather) Considered and Documented?
			2.36 Are there Unique Techniques of Construction Considered and Documented?
			2.37 Is Equipment/Labor Availability & Distance Traveled Considered?
			2.38 Are Environmental Concerns Documented?
			2.39 Are Contingencies given by Feature or Sub Feature?
			2.40 Are Effective Dates for Labor, Equipment, Material Pricing given?
			2.50 Question, at this point do you, the reviewer, have a good understanding of the project?

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Yes	No	N/A	3.00	<u>GENERAL ESTIMATE LAYOUT</u>
			3.01	Are correct WBS codes for detail and Total Project Cost Summary (TPCS) sheets used?
			3.02	Did the estimator use current and applicable software (MCACES 5.30 or correct version of CEDEP)?
			4.00	<u>DETAILS</u>
			4.01	Are the actual labor rates reasonable? Check specific rates.
			4.02	Are the actual equipment rates reasonable? Check specific rates.
			4.03	Do quantities look reasonable?
			4.04	Did you do a Spot check of critical cost area quantities.
			4.05	Does layout of work look reasonable? i.e. Subwork?, Overtime?
			4.06	Is Mob & Demob total cost reasonable?
			4.07	Does crew makeup look reasonable?.
			4.08	Does estimator detail assumptions made for development of cost?.
			4.09	Are note fields used to briefly explain the details?
			4.10	Construction Schedule, Constructability - Have special construction windows been taken into account?
			4.11	Does estimate contain specific detail to make judgment on whether costs are correct?
			4.12	Does earthwork use proper shrink, swell & bulking and proper UOM (BCY, ECY, LCY)
			4.13	Did you Check quote Unit of Measure (UOM) for earthwork to match installation UOM
			4.14	Did you Spot check production rates for crews?.
			4.15	Does the Estimate contain Sub Quotes (dependent on type of estimate.)?
			4.16	Are Dates for completion given , milestone dates set?
			4.17	Are there quotes for major material cost & are they current and complete - include freight, taxes, fob where, etc?
			4.18	Review project settings report for O.T. and modifiers.
			4.19	Are subcontractor assignments and markups reasonable?
			4.20	Does estimate include all items scoped in the design document (many times the design is changed without the cost estimator being informed)
			4.21	Are volatile cost estimate items identified? What major items could effect cost?
			4.22	Are appropriate allowances applied to items where loss due to handling, placement, cutting, transportation, contaminaiton, etc.?
			4.23	
			4.24	
			4.25	
			4.26	

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Yes	No	N/A	5.00	SUMMARY, INCLUDING INDIRECTS & MARKUPS
			5.01	Are all appropriate taxes included or excluded as may be required?
			5.02	Is FOOH complete, follow FOOH model, correct times for superintendent and other FOOH personnel and equipment?
			5.03	Does Overhead look reasonable for this type of work?
			5.04	Does Profit seem reasonable and was the weighted guideline method used to calculate it?
			5.05	Does Bond seem reasonable?
			5.06	Is Price Level Date Correct?
			5.07	Does contingency amount reflect level of detail and impact from cost?
			5.08	Is escalation taken into account and calculated correctly on TPCS?
			5.09	Are Reasonable percentages used to develop costs for the 30 (Engineering and Design) and 31 (Construction Management)?
			5.10	Are Costs for 01 account (Lands and Damages) provided by Real Estate Division and accurately input into MCACES , if applicable?
			5.11	Are Costs for 18 account (Culture Resource Preservation) provided by Planning & Environmental Division and accurately input into MCACES, if applicable?
			5.12	Do costs role up correctly?
			5.13	Is the independent government estimate signed by all pertinent parties?
			5.14	
			5.15	
Yes	No	N/A	6.00	COMMENT RESOLUTION
			6.01	<i>(INITIAL)</i> , Has the Estimator revised the estimate and addressed the comments?