### Preparation of \_\_\_\_\_\_\_\_\_\_\_\_ Stage Estimate

|  |  |
| --- | --- |
| Project no: |  |
| Road name: |  |
| Project description: |  |
| Location: |  |
| Region: |  |
| Date of visit: |  |
| Estimate of cost: |  | Date: |  |

| Task/Activity | Verification✓ – Yes🗶 – NoN/A | Evidence | File Ref/Remark |
| --- | --- | --- | --- |
| Review of project management process |  |  |  |
| Geographical limits of the project set? |  |  |  |
| Number of traffic lanes determined? |  |  |  |
| Any intersections or interchanges? |  |  |  |
| Design cross section provided? |  |  |  |
| Pavement life determined? |  |  |  |
| Number, type and lengths of major structures determined? |  |  |  |
| Known risks listed? |  |  |  |
| Information collected on development, design, property acquisitions, public utilities and construction? |  |  |  |
| Cost data collected? |  |  |  |
| Differences between this project and comparable project considered? |  |  |  |
| Individual project item estimates prepared? |  |  |  |
| Overall estimate compiled in standard format? |  |  |  |
| Contingency allowances added? |  |  |  |
| Standard Summary Sheet prepared? |  |  |  |
| Check project objectives and scope are acceptable to Customer? |  |  |  |
| Reality Checks provided? |  |  |  |
| Sign off Checklist? |  |  |  |
|  |
| The above activities have/have not been satisfactorily completed |
| Comments/Actions (attach details if required) |
|  |
| Signed: …………………………………………….. | Date: ……………………………… |
|  |
| Name (Print): ……………………………………… |
| Estimate Peer/Concurrence Reviewer |
| Response to Reviewer comments/findings/recommendations: |
|  |
| Signed: …………………………………………….. | Date: ……………………………… |
|  |
| Name (Print): ……………………………………… |
| Project Manager |