ANNE ARUNDEL COUNTY
MARYLAND

Department of Inspections and Permits
2664 Riva Road, Annapolis, MD 21401
Telephone: (410) 222-7790
Fax: (410) 222-7970
www.aacounty.org

INSTRUCTIONS FOR COMPLETING COST ESTIMATE FOR PUBLIC WORKS AGREEMENTS

When the review engineer receives a cost estimate, it must be checked for the following:

1. **All proposed public improvement items (road paving, storm drains, water mains, sewer main, etc.) are listed in the cost estimate.**
2. **All items listed on the cost estimate are described exactly as they appear on the unit price sheet (i.e. if the item on the unit price sheet is labeled 'water house connection – 1 ½" copper', then that is how it should appear on the cost estimate).**
3. **If the item listed on the cost estimate is not listed on the unit price sheet, then an asterisk * is placed adjacent to the item and an explanation for the source of the cost is shown at the bottom of the sheet (see attached example).**
4. **The price shown on the cost estimate for each item is identical with that shown on the unit price sheet.**
5. **If the price on the cost estimate is not identical with that on the unit price sheet, then an explanation must be provided for the difference and approved by the review engineer's supervisor (please remember that the unit prices are based on what it would cost the County to complete the work).**
6. **The quantity of each item on the cost estimate is verified by comparison to the quantity shown on the public drawings.**
7. **The total cost for that item is verified by multiplying the unit cost by the quantity for that item. This sum should be rounded off to the closest dollar.**
8. **The cost estimate should be broken down by work units i.e. road work, water work, sewer work, storm drainage work etc.**
9. **The subtotal cost for each category is verified by adding the cost for each item in that category. The total project cost is the sum of all subtotals.**
10. **The surveying and mobilization costs are based on the project's construction cost and must be verified.**
11. **If the surveying and /or mobilization costs are not the normal direct percentage of the project's cost then an explanation must be provided to justify the cost shown.**
12. **The contingency cost (10% for utility agreements and 20% for public works agreements) is based on the project's cost plus the surveying and mobilization costs and must be verified.**
13. **The project's name and the name of the engineering/design firm that prepared the estimate must be on the top of each cost estimate sheet.**
14. **The Professional Engineer's original seal, signature and date must be on each cost estimate sheet.**
15. **When the cost estimate is ready to be approved, the review engineer needs to write approved, sign and date the first sheet. A copy of the approved cost estimate is to be returned to the project engineer and the original approved cost estimate is to be placed in the project's file folder.**