IOWA | DOT
TRANSPORTATION DEVELOPMENT DIVISION

5.1.2

Estimating Roles and Responsibilities

Project and Program Delivery Manual
Chapter 5.1
Estimating Overview
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Personnel typically involved with project estimating:

- Program Category Lead / District Representative
- Designer
- Estimator
- Section Leader
- Project Manager

Program Category Lead / District Representative

This person is typically initiates the project. They are responsible for developing the initial cost estimate for the project prior to the concept. These estimates are usually very rough based on historical knowledge of similar projects. Many times, these estimates are used for the initial programming of the project.

Designer

The designer can be from any one of the design disciplines and can be part of any stage of development. They are responsible for the following items for their assigned phases and should be completed in Masterworks:

- Add Bid Estimate
- Add containers (divisions)
- Add Plan Items
  - The items should be detailed as practical depending on the level of development.
  - It is important that paving items are included as early as possible. The are used in the industry balance effort. Estimates for paving projects that do not contain paving items 3 years in advance of the letting will be sent notices to add them.
- Adding / updating items quantities

Estimator

- Review Plan Items to be sure they are complete and up-to-date
- Develop the estimate in iPDWeb
- At the section leader's discretion, the estimator may complete the estimate in iPDWeb and notify the Project Manager (PM) that the estimate is complete

Section Leader

- Review and approve iPDWeb estimate if not delegated

Project Manager

- Monitor that estimates are getting updated for major development dates
- Once notified the estimate is completed in iPDWeb
  - Review the estimate (See chapter 5.3.1 Estimate Review Guidance)
  - Generate the Forecast (See chapter 5.3.2 Budget Estimate Revision Approval)
  - Approve the Budget Revision (See chapter 5.3.2 Budget Estimate Revision Approval)

Chronology of Changes to Manual Section:

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11/07/2024	NEW
07/28/2025	Removed broken hyperlinks.
09/03/2025	Removed Header on pages.
	Checked Accessibility.