

# Estimate Reference Information

Project and Program Delivery Manual  
Chapter 5  
Estimating Chapter  
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Plan items often have an estimate reference note. The estimate reference information should refer the contractor to the appropriate tabulation, Standard Road Plan, Detail sheet, or Typical Cross Section sheet. When any of the five parts of the Specifications are not covered, they should be included in the Estimate Reference Information.

If special notes are necessary for a project, they should be placed in the estimate reference information for the plan items that are affected, regardless of the note's presence elsewhere in the plan set.

Estimate reference information can be added to individual plan items by marking the checkbox next to a plan item and clicking "Edit".

The screenshot shows the Masterworks software interface. On the left is a navigation menu with categories like 'Recent Projects', 'Project Phases', 'My Tasks', 'Resource Management', 'Documents', 'Budget Management', and 'Bid Estimate Information'. The 'Plan Items' option is selected. The main area is titled 'ITEM LIST' and contains a table of items. The table has columns for 'Name', 'Item Description', 'Suppl. Descriptions', and 'Unit'. The item '2102-2710070' is highlighted in blue, and its checkbox is checked. The 'Edit' button in the toolbar is also highlighted with a red box.

Name	Item Description	Suppl. Descriptions	Unit
<input type="checkbox"/>			
<input type="checkbox"/>	Roadway Items		
<input type="checkbox"/>	Roadside Items		
<input type="checkbox"/>	Erosion Control Items		
<input type="checkbox"/>	Traffic Sign Items		
<input type="checkbox"/>	Traffic Signal Items		
<input type="checkbox"/>	Landscaping Items		
<input type="checkbox"/>	Demonstration		
<input checked="" type="checkbox"/>	2102-2710070	EXCAVATION, CLASS 10, ROADWAY AND BORROW	CY
<input type="checkbox"/>	2301-1004095	STANDARD OR SLIP FORM PORTLAND CEMENT CONCRETE PAVEMENT, QM-C, CLASS 3I DURABILITY, 9.5 IN.	SY

## Estimate Reference Information

The Edit Plan Item form will open. Default Estimate Reference Information for the plan item will appear in the “Notes” field. The designer should thoroughly read the default notes and edit the information as necessary to match the intent of the plans. When finished editing the estimate reference information, click “Save & Exit” at the top of the screen.

The screenshot shows the 'EDIT PLAN ITEM' form in the software interface. The 'Save & Exit' button is highlighted with a red box. The 'Notes' field is also highlighted with a red box and contains the following text:

Includes \_\_\_\_\_ cu. yds. of suitable material to be used in the roadway fill.

Includes \_\_\_\_\_ cu. yds. of Unsuitable Type "B" material of which \_\_\_\_\_ cu. yds. is needed for roadway fill and \_\_\_\_\_ cu. yds. to be wasted according to Article 1106.07 of the Standard Specifications. Also includes \_\_\_\_\_ cu. yds. of Unsuitable Type "C" material to be used in the roadway fill.

Refer to T Sheets.

Total Item Estimate in \$ : 0.00



**NOTE:** Default Estimate Reference Information should be reviewed and edited to match the design intent for the project.  
(Refer to Design Manual Chapter [01G-01 Bid Item Determination and Quality Estimation](#))

## Chronology of Changes to Manual Section:

### 5.2.1.4 Estimate Reference Information

11/07/2024    NEW