

**Technical Committee on Cost Estimating  
Phone Conference Meeting Minutes  
May 7, 2009**

**Present:**

Lesly Tribelhorn, Montana  
Scott Bickford, Maine  
Norie Calvert, Maryland  
Greg Davis, Florida  
Dave Kent, New York  
Roger Bierbaum, Iowa  
Darrell Richardson, Georgia

Jim McDonnell, AASHTO  
John Riedl, Oregon  
Tim Quinn, Minnesota  
Keith Platte, AASHTO  
Edwin Okonkwo, FHWA  
Jay Drye, Washington State

**Absent:**

Mike Fowler, Vermont  
Travis Koestner, Missouri  
Ken Spear, Wyoming  
Ryan Griffith, Kentucky

Maria Burke, Texas  
James Frick, South Carolina  
Jeff Hisem, Ohio

**Update on NCHRP 20-7, Task 274:** Development of a Synthesis on the Practice of and Warrants for Price Indexing Commodities by State Agencies:

- The RFP was posted:  
<http://www.trb.org/TRBNet/ProjectDisplay.asp?ProjectID=2602>
- Responses were due 4/24/09. Copies sent to committee members the following week for review
- 16 contractors submitted 10-page proposals. Lesly indicated some of proposals look good; we should get a good project.
- Panel members will rank the proposals individually.
- Conference call scheduled for Thursday, May 21, 1 pm Eastern, to discuss proposal rankings and decide on whether to short list or select a single consultant and request RFP's.

**Status reports on Cost Estimating Guidance chapter work:**

**CHAPTER 1: INTRODUCTION** is a newly proposed chapter that will incorporate general information on cost estimates and may include some of the guidance from the GAO Cost Estimating and Assessment Guide. An outline will be develop to include in the next published version our the guidance. Further ideas like accuracy and the trainings for the estimators should be given to Lesly. Norie will keep track of appropriate items to include as she reviews the guidance in preparation for the next publication.

**CHAPTER 2: PARAMETRIC ESTIMATES (OUTLINE)**; David Kent received some write-up from Mike Fowler and should be completing the outline. The three segments need to be consolidated into one chapter. Dave, Mike, Darrell, and Greg need to have a phone conference to discuss the chapter. The committee should have the draft chapter by June 30<sup>th</sup> deadline for internal TCCE review.

CHAPTER 3: RISK BASED (PROBABILISTIC) ESTIMATING; Norie is preparing the chapter for publication in the guidance. The results of the NCHRP 8-60 related sliding scale contingency study should be available soon; if so, the Contingency section may be revised to reflect the results of the study.

CHAPTER 4: ESTIMATING USING HISTORICAL BID PRICES; this chapter is complete. Norie will review the chapter for consistency with the other chapters in preparation for the next publication.

CHAPTER 5: COST BASED ESTIMATING; this chapter is complete. Norie will review the chapter for consistency with the other chapters in preparation for the next publication.

CHAPTER 6: INFLATION FORECASTING (OUTLINE); Dave and team had conference call on April 16 on the draft chapter. Sample calculations are being reviewed to be added. He will get comments from his internal group to provide to Jeff's group as the teams works on completing the draft. The draft chapter should be ready for internal TCCE review by June 30.

CHAPTER 7: BIDDING STRATEGIES FOR COST CONTROL (OUTLINE); Roger, Scott and Travis may wait until our annual TCCE meeting to work on this chapter. Work on stimulus projects is keeping the team busy. John suggested that the group be receptive to new strategies learned with the ARRA project delivery.

CHAPTER 8: EVALUATION OF CONTRACTOR BIDS; this chapter is complete. Norie will review the chapter for consistency with the other chapters in preparation for the next publication.

CHAPTER 9: PERFORMANCE MEASURES AND TRACKING (OUTLINE); Norie has an outline to include in the next guidance publication. Ryan and Ken will work on the chapter draft when time allows or during the annual TCCE meeting.

DEFINITIONS: The definitions have been sent to Norie for inclusion in the next publication of the guidance. Norie will add terms if necessary as she reviews the chapters for consistency.

**Status report on updating Cost Estimating Guidance to website prior to survey and SCOD meeting:** Goal is for Norie to complete her review of the guidance and have the revisions ready for internal TCCE review by June 15. Internal review comments will be due by June 30; comments will be addressed and the next publication of the guidance should be posted to the web by July 10. Lesly would like the update posted before the AASHTO Subcommittee on Design meeting that starts July 19.

**TCCE Fall meeting options:**

- Preference is to have face-to-face meeting if enough members can travel. Information sharing and guidance development is much better in person.

- Another option is a combination of in-person and teleconference if all members could not make it to Omaha.
- Teleconference/Webinar; if majority could not travel due to State DOT's restrictions on travels, we may try to block out 2 to 3 hours a week for teleconference. We will discuss further during the next meeting. The option of 2 consecutive days with 6 hours of meeting was discussed, but the majority felt that spreading out the meetings would result in better participation.

**SCOD annual meeting presentation** (July 19-23 in Indianapolis)

Lesly will make a presentation during the SCOD annual meeting to intimate the committee with background on TCCE, what we are doing, who we are and where we are going. She will encourage the committee to go on line and see what we have accomplished so far. Lesly will circulate the draft of the power point slide for review prior to the meeting. If any member has something you would like to be presented, please forward to Lesly.

SCOD will prioritize submitted 20-7 project proposals from its technical committees. Lesly will include proposed 20-7 projects in the presentation to SCOD to show the importance and hope for higher priority. If proposal aren't selected, we can re-submit.

**FHWA/AASHTO Survey:** We agreed to send out the survey after the SCOD meeting.

**Next TCCE Meeting:**

The next teleconference will be Thursday, July 2 at:

1:00 pm Eastern

12:00 pm Central

11:00 am Mountain

10:00 am Pacific

The meeting should last about 2 hours.

**Action Items:**

- **Jim:** Ask Keith about the list of state contacts for the website.
- **Norie:** Finish reviewing and revising guidance and distribute to TCCE for review by June 15.
- **Lesly:** Provide PowerPoint for SCOD presentation to TCCE by July 1.
- **Tim:** Provide Word version of completed chapters to Norie ASAP.
- **Mike, Dave, Greg, Darrell:** Consolidate Parametric chapter sections and provide draft for TCCE review by June 30.
- **Jeff, John, Dave, Norie:** Finish work on Inflation chapter and provide draft for TCCE review by June 30.
- **Lesly, Norie:** Develop outline for Introduction chapter by June 15.
- **All TCCE:** Review revised guidance and provide comments by June 30.