

**Technical Committee on Cost Estimating  
Phone Conference Meeting Minutes  
July 2, 2009**

**Members Present**

Dave Kent  
Greg Davis  
Ryan Griffith  
Jay Drye  
Ken Spear  
Keith Platte, AASHTO  
Edwin Okonkwo, Secretary  
Lesly Tribelhorn, Chair

**Members Absent**

Scott Bickford  
Norie A. Calvert  
Michael J. Fowler  
Darrell Richardson  
James Frick  
Roger E. Bierbaum  
Jeffrey M. Hisem  
Travis D. Koestner  
Timothy Quinn  
John Riedl  
Maria G. Burke

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

- The RFP was posted: <http://www.trb.org/TRBNet/ProjectDisplay.asp?ProjectID=2602>
- In process of selecting contractor for work.

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

**CHAPTER 1: INTRODUCTION/COST ESTIMATING BASICS**

Lesly indicated that this work may be best suited for the contractor to finish after they complete the rest of the document. That way they can determine what is necessary to pull the document together and what is needed to introduce the rest of the material.

**CHAPTER 2: PARAMETRIC ESTIMATES (OUTLINE)**

Greg stated that the group (Mike, Dave, Greg, Darrell) added new materials to the chapter and had a draft ready, although he wasn't sure if all of the information was included yet. Mike wasn't present to confirm the chapter status. Additional editing by Dave (NYSDOT is preparing to roll out TRACER and will use this draft to assist the process) may be needed in the next few months before handing over to the contractor to finish.

**CHAPTER 6: INFLATION FORECASTING**

The group (John, Jeff, Dave, and Norie) had a couple of conference calls and made some progress on the draft. NYSDOT received a second quarterly update on inflation forecasting and are now reviewing it. Lesly will add additional comments on the chapter and hopefully the draft will be ready to send out to the group by late summer.

**CHAPTER 7: BIDDING STRATEGIES FOR COST CONTROL**

Travis indicated that the chapter draft is almost complete. The group (Roger, Scott, and Travis) may have it ready for the committee by August.

**CHAPTER 9: PERFORMANCE MEASURES AND TRACKING**

Ryan has some information for the chapter outline but they are not all tied together. Ken added some additional information to the outline regarding accuracy and expectations. Work priorities have not allowed much time for this extracurricular task.

### **Status report on updating website prior to survey and SCOD meeting**

Dave will send out an e-mail to the committee next week with updated webpage with new resource links which include links to the Federal guidance, GAO, several state guides. The committee members will have a chance to review prior to SCOD's meeting on July 20<sup>th</sup>. Links for the state contacts will be pulled out from the survey.

We may send out the survey after the SCOD meeting.

### **TCCE Fall meeting options**

The TCCE fall meeting in Omaha, NE is on. About 12 members of the committee have indicated a high possibility of securing travel approval for the meeting. A tentative agenda for the meeting will be posted at <http://www.nebraskatransportation.org/2009-Construction/index.htm>. We anticipate that the contractor who will be putting the Guidance document together will join us at the meeting. We will attempt to make arrangements would for members who could not attend the meeting in person to phone in at a specific time of the meeting for the roundtable discussions and the discussions with the contractor. Lesly will need good contact information for the phone attendees.

### **SCOD annual meeting**

Lesly completed the update of our strategic plan which aligned with the goals of the SCOD and returned it to SCOD. She will attend the SCOD meeting in Indianapolis on July 19-23. She has completed a PowerPoint presentation that encompassed the following:

- Background on TCCE
  - Brief history
  - Who we are
- Cost Estimating Guidance
- FHWA/AASHTO survey
- Research
  - Recently completed
  - In progress
  - Proposed/priorities/coordination with other technical committees
- Website/cost estimating resources clearinghouse
- Coordination with SCOD and other technical committees
- Future direction/challenges/opportunities

### **Action items:**

- Lesly will send out final draft of the PowerPoint presentation for final review prior to SCOD meeting. Also follow up with Norie to see if the draft of Chapter 5 is ready. Updated strategic plan will be sent out.
- Edwin will contact Jim Sinnette to make sure that the survey is ready to be sent out.
- Dave will work on the website organization and links.