

## ENGINEERING DIRECTIVES AND STANDARDS

Volume	Chapter	Section	Directive Number	Effective Date
III	4	1	3	2/1/1978

**SUBJECT: POLICY FOR DETERMINING DUE DATES ON PARTIAL ESTIMATES**

- 1. PURPOSE:** The purpose of this directive is to establish a uniform policy for determining the due dates on partial estimates.
- 2. SCOPE:** This directive establishes the procedure by which a project engineer will choose the date upon which a partial estimate is due and the date it must be submitted to the Estimates Section.
- 3. PROCEDURE:** Initially, the first Partial Estimate was due one calendar month from the date indicated to begin work in the "Notice to Proceed" and each successive Partial Estimate was due on this same date thereafter. In order to better distribute the work demands created by the preparation of Partial Estimates, the following procedure will be used by the project engineer in choosing due dates for Partial Estimates.
  - A. If the work order is dated between the 1st and 10th inclusive, the project engineer shall submit the first partial estimate the succeeding month any time between the 1st and 20th inclusive, and retain that date as the due date for future "partials".
  - B. If the work order is dated between the 11th and 21st Inclusive, the Project Engineer should submit the first partial estimate the succeeding month any time between the 11th and 31st inclusive and retain that date as the due date for future "partials".
  - C. If the work order is dated between the 21st and 31st Inclusive, the Project Engineer shall submit the first partial estimate the succeeding month any time between the 21st and 31st inclusive or 1st and 10th of following month and retain that date as the due date for future "partials".
  - D. Determining the due date should also be coordinated with contractor personnel to assure that it will not cause undue hardship.
  - E. All Partial Estimates will continue to be due within FIVE (5) CALENDAR DAYS of the due date.
- 4. OTHER ISSUANCES AFFECTED:** All directives, Memoranda or instructions issued heretofore that are in conflict with this directive are hereby rescinded.
- 5. EFFECTIVE DATE:** This procedure is to become effective immediately upon receipt. The project engineer will notify the Estimates Section, the District Construction Engineer and the contractor of the due date agreed upon.

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