



# Arizona Department of Transportation

INTERMODAL TRANSPORTATION DIVISION  
Construction Group

## CONSTRUCTION BULLETIN 09-03

**To:**  
Floyd P. Roehrich, Jr., State Engineer  
Dallas Hammit, Deputy State Engineer,  
Operations  
Sam Maroufkhani, Deputy State  
Engineer, Development  
Todd Williams, Director, Office of  
Environmental Services  
District Engineers  
Construction Orgs  
Consultant Contract Administrator

**Date:** September 11, 2009

**From:** Julio Alvarado, Assistant State  
Engineer, Construction

**Subject:** Use of CPE Subitems

### Mandatory Requirement to Use Subitems Numbers

**Purpose**

Subitems shall be built and used for all projects effective with the next month's estimate. The only exception is where previous payments have been made on an item. Subitems listed in this bulletin **shall** be used by **all** Orgs for **all** projects. Both the Senior Resident Engineer and the Resident Engineer are responsible for enforcing this policy.

**Background**

To ensure consistency in tracking and accuracy in generating monthly contractor pay estimates it has been determined that mandatory use of subitems for certain bid pay items is required. Experience has disclosed too many instances where quantity discrepancies exist at the end of the job and reconciliation has been very time consumptive. These errors have also resulted in monthly estimate payments to the contractors (many times overpayments) that were inaccurate.

## Procedure

The following is a partial listing of pay items that lend themselves to tracking through setting up subitems:

- All types and sizes of pipe
- Manholes
- Catch basins
- Mast arms
- Rip rap
- Retaining walls
- Traffic signals (and related items)
  - Control cabinets
  - Loop detectors
  - Cantilever signs
  - Foundations
  - Conductors
  - Assemblies
  - Pedestrian push buttons
  - Pull boxes
  - Junction boxes
- Signs and Structures
  - Sign Foundation
  - Sign Post
- Guardrail
- Concrete Barrier
- Barrier Transitions
- AC Lots
- Bituminous Tack Coat
- Bituminous Price Adjustment
- Concrete Curbs and Gutters
- Concrete Sidewalks
- 109 Spec Items
  - Diesel fuel price adjustment
  - Asphaltic Concrete Pavement Smoothness Incentives
  - Asphaltic Concrete Pavement Quality Lots
  - PCCP Smoothness Incentives
  - PCCP Thickness Incentives
  - PCCP Strength Incentives
  - Other/Miscellaneous
- Removals
  - Catch Basins
  - Pipe
  - Curbs and Gutters
  - Sidewalk
  - Concrete Barrier
  - Poles and Foundations
  - AC & PCCP Removals
  - Crash Attenuators
- Provide On-the-Job Training

Prior to the start of project construction, review your bid schedule and the various plans summary sheets. Use your judgment to include other pay items where use of subitems will assist in tracking quantities and reduce the potential for payment errors.

If you have any questions or uncertainty working with subitems in the FAST CPE system, you are encouraged to sign up for class TCH3012, *Construction Office Quantities*. For information on building subitems using the build structure option in CPE consult the CPE User Guide, located at: [http://adotnet/forms/fast/CPE\\_UserGuide.pdf](http://adotnet/forms/fast/CPE_UserGuide.pdf)