### GENERAL INSTRUCTIONS:

1. As much as possible group similar type items together. Items included on the Summary of Quantities sheets are usually grouped by the type of work or the location of work.

2. If the same bid item is shown on different types of plan sheets (i.e. Layouts, Profiles, Stages, Construction plans), etc., the "Grand Total" is usually summarized on the Summary of Quantities sheets.

3. If a bid item is shown on different sheets, then the quantity shown is to be on a separate row, labeled as "Subtotal." The "Grand Total" for that bid item should then be shown on the Summary of Quantities.

4. Headings for all "Bid Items" must match the description for the bid item shown on the bid item list. The total project quantity for an item needs to correspond to the quantity shown in the Bid Item list.

5. Use the same number of decimal places for the same bid item (same degree of accuracy for entire column). The decimal point (period) is to line up within the column, making it quick and easy to see the quantities.

6. "Final Pay" is only to be identified on the Bid Item List. Final Pay is not to be mentioned anywhere within the contract documents.

7. Excavation and Embankment quantities are to be summarized in the same manner on the Profile sheets and the Summary of Quantities sheets. These quantities are the actual unadjusted volumes.

8. For retaining walls or sound walls, the quantities for each wall is to be listed with the sheets for each wall. If there is more than one wall of the same type within the project (common bid items), then summarize the bid items for the walls on the Summary of Quantities sheets.

9. If some walls are included in the Structures portion of the PS&E submittal, in addition to the roadway quantity, include a cross reference note saying there are additional walls in the structures plans.

### QUANTITY TABLE TEMPLATE

**TABLE TITLE:**

<table>
<thead>
<tr>
<th>STATION</th>
<th>DIRECTION</th>
<th>EA</th>
<th>LF</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TABLE Notes:**

- The cell AC:01 in the COTILLION is available to use as a response to set up quantity tables.
- The title of a table should encompass similar lines of work (i.e. GENERIC ITEMS or BEHAVIOR QUANTITIES). Specific items of work should be provided in the title of a table.

### SUMMARY OF QUANTITIES

**TABLE TITLE:**

<table>
<thead>
<tr>
<th>STATION</th>
<th>DIRECTION</th>
<th>EA</th>
<th>LF</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**TABLE Notes:**

- The title of a table should encompass similar lines of work (i.e. GENERIC ITEMS or BEHAVIOR QUANTITIES). Specific items of work should be provided in the title of a table.