

Melinda L. McGrath  
Deputy Executive Director/  
Chief Engineer

Brenda Znachko  
Deputy Executive Director/  
Administration



Larry L. "Butch" Brown  
Executive Director

Steven K. Edwards  
Director  
Office of Intermodal Planning

Willie Huff  
Director  
Office of Enforcement

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P. O. Box 1850 / Jackson, Mississippi 39215-1850 / Telephone (601) 359-7001 / FAX (601) 359-7110 / GoMDOT.com

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## *Inter-Departmental Memorandum*

**Date:** September 9, 2009

**To:** Roadway Design Division Section Engineers  
Roadway Design Division Team Leaders  
Assistant District Engineers – PreConstruction  
Traffic Engineering Division  
Active Consultants

**From:** John Reese  
Roadway Design Division Engineer 

**Subject:** Summary of Quantity Sheets

Roadway Design Division, in coordination with Information Systems Division, Construction Division and Contract Administration Division, has developed a new process for producing Summary of Quantity Sheets. This new process will eliminate the use of pay items that are not in Construction Division's master pay item list, and will eliminate the need for Construction Division to key-punch the pay items into PES/LES.

See the attached sheet for details of this new process.

It will be the responsibility of the Division/District that develops the plans to furnish the required file (.XLSM) to the Construction Division at the time 1<sup>st</sup> order small blues are printed. Roadway Design Division Section Engineers will do this on Roadway Design projects.

Attachment

pc: Construction Division (Lewis)  
Construction Division (Funchess)  
Bridge Division  
Assistant Chief Engineer, Pre-Construction  
Assistant Chief Engineer, Operations  
Roadway Design Division (Boteler)  
Roadway Design Division (Mood)  
file



## Instructions for Producing Summary of Quantity Sheets

Below are proposed changes to the Pay Item/Summary of Quantity Sheet process. The reason this new process is being introduced is to eliminate using pay items in plan sets that aren't in Construction Division's Master list and to eliminate Construction Division from having to key-punch the pay items in their system. Section Engineers will email the project .XLSM file to Construction Division when Small Blues are printed. These changes should be implemented for projects when the new pay item lists discussed in the June 9, 2009 email with a subject of "Pay Item Numbers" are used (All projects where Phase B design has yet to begin).

1. The filenames of the Pay Item lists mentioned in the June 9, 2009 design memo have changed to:  
Sqs-daily-english.txt (English 2004 Red Book)  
Sqs-daily-metric.txt (Metric 1996 Red Book)  
These files are updated daily and for In-House Designers, these files are located in c:\rwd\input & minput. For consultants, these files can be downloaded from <http://ftp.mdot.state.ms.us> - Download a File - Roadway\_Design - RWD\_Files - Pay\_items and placed in your input\minput directories.
2. New Excel programs have been written to create Summary of Quantity (SQS) sheets and their use in preparing SQS Sheets is required for all future projects in which Phase B design has yet to begin. Note that Office 2007 is required to use these Excel files.

The Pay Item lists mentioned above are used by the Excel programs as Master Lists. These Excel programs are named as follows and the one needed should be copied from the group or mgroup directory to your project directory to use.

### English

Sqs\_link.xlsm  
Sqs\_link\_2.xlsm (2 County)  
Sqs\_link\_3.xlsm (3 County)

### Metric

Sqs\_link\_metric.xlsm  
Sqs\_link\_metric\_2.xlsm (2 County)  
Sqs\_link\_metric\_3.xlsm (3 County)

For In-House designers, these files are located in your group or mgroup directory. ~~For consultants, these files can be downloaded from: <http://ftp.mdot.state.ms.us>, Download a File, Roadway\_Design, RWD\_Files, Pay\_items, SQS-Excel.~~

3. Detailed instructions and a video of using these new excel files to create Pay Item Sheets are available but a quick overview of the process is described below.
  - a) Designers will copy the appropriate Excel file from the group directory to their project directory.

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- b) In this Excel file, Designers will need to Tag the SQS\_Admin tab and Import data from the TXT file mentioned above to read the current Pay Item List.
- c) Pay Items needed for a project are selected from the Master list to populate SQS Sheet areas in the Excel file. The Master List can be filtered to show only associated pay items. **Pay items must be chosen from the Master List (No keyed in Pay Items allowed)**. Supplemental descriptions can be added if needed on some pay items but if a new pay item is needed, the Section Engineer should request Construction division to add it.
- d) The SQS sheet areas in the Excel file are then copied & pasted (linked) into Microstation on SQS Sheets.
- e) The Excel file is emailed from the Section Engineer to Construction Division's Assistant Division Head when Small Blues are printed.
- f) Construction Division will import these Pay Items from the Excel file into their system instead of manually key-punching them in.