

PRECONSTRUCTION DESIGN MEMORANDUM

MEMO: PCDM-09

SUBJECT: Confidentiality of the Engineer's Estimate

It is the policy of the South Carolina Department of Transportation to not disclose the engineer's estimate. Access to the engineer's estimate is limited to the employees that require this information to perform their duties.

There are three phases in the estimating process. In the first phase, the Letting Preparation Office develops the engineer's estimate in Microsoft Excel. In the second phase, the estimates are shared with other SCDOT staff for comparison to the programmed estimates to ensure adequate funding is available for letting. The last phase is to upload the estimate into the Web Transport program for bidding and bid analysis after the letting.

In order to maintain confidentiality, the engineer's estimates are controlled through the use of electronic security settings. The Letting Preparation Office uses a shared SCDOT network directory to store the estimates. The Letting Preparation Engineer is responsible for ensuring the security settings for the directory are limited to those employees that need access to perform their duties. These settings are reviewed annually.

Prior to the letting, the engineer's estimates are copied to a secure network directory for comparison to programmed estimates. In order to gain access to the directory, employees who need this information to perform their duties are required to complete and submit the attached "Confidentiality Agreement" to the Letting Preparation Engineer. The Letting Preparation Engineer is responsible for coordinating access upon request. As part of the annual review, the Letting Preparation Engineer analyzes the directory permissions to ensure only those employees who have completed the form and still need access to the information are listed.

When a project is programmed for a letting, the engineer's estimate is uploaded into the Web Transport program. The Web Transport program contains security settings to limit or restrict access to the estimates. The Letting Preparation Engineer and the Engineering Contracts Manager are responsible for maintaining the security settings for this software to ensure access is limited to only those employees that need access to perform their job duties. These settings are reviewed annually.



Please ensure that employees under your supervision who have access to this information are aware and understand the requirement to keep these estimates confidential. If additional information is needed, please contact the Letting Preparation Engineer.

James W. Kendall, Jr.
Preconstruction Support Engineer

December 22, 2016
Effective Date

JWK:afg

Attachment

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Leland Colvin, Deputy Secretary for Engineering
Randall Young, Chief Engineer for Project Delivery
Ladd Gibson, Director of Preconstruction
Mike Barbee, Director of Rights of Way
Heather Robbins, Director of Environmental Services
Jim Feda, Director of Maintenance
Tony Fallaw, Director of Traffic Engineering
Todd Steagall, Director of Construction
Lynsee R. Gibson, Director of Program Controls
Herbert J. Cooper, Local Program Administrator
Brent Rewis, RP Engineer – Lowcountry
Leah Quattlebaum, RP Engineer - Pee Dee
John Boylston, RP Engineer - Midlands
Julie Barker, RP Engineer - Upstate
Steve Ikerd, FHWA
Tad Kitowicz, FHWA
File:PC/JWK



CONFIDENTIALITY AGREEMENT
for
ENGINEER'S ESTIMATE

The South Carolina Department of Transportation (SCDOT) Letting Preparation Office is responsible for preparing the engineer's estimate. It is the policy of SCDOT to maintain the confidentiality of the estimate. It is essential that the SCDOT protect such information from unauthorized access, use, and disclosure.

As an SCDOT employee, I understand and agree to abide by the following procedures and practices:

1. I may access the engineer's estimates when relevant and necessary in the ordinary course of performing my official duties. I may not access or use this information for personal reasons.
2. I may disclose information about the estimates only when relevant and necessary in the course of performing my official duties.
3. Unauthorized access, disclosure, or use of information may result in disciplinary action pursuant to the SCDOT Disciplinary Action Policy.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____