

Annual Road Maintenance Planning Sheet

1. IDENTIFY ANNUAL COSTS

- Use past SA records and bid tabs.
- What regular maintenance work items does the service area use every year?

Work Item	Number of times/year
Snow removal	
Hardpack removal	
Sanding	
Brushing	
Blading	
Culvert thawing/cleaning	
Ditch cleaning	
Blade w/compaction	
Blade Road w/ water & compaction	
Crack sealing/pot hole repair	
Other:	
Other:	
Other:	
Other:	

- **Estimating routine winter maintenance work:**

Consider how many plowings the SA usually orders in a year
 Add contingency plowings for heavy snow years
 Hard pack is usually a once a year item
 How much sand does the SA typically use a year?

- **Estimating routine summer maintenance work:**

When did the SA order brushing last? Do you brush every year?
 How many times a year does the SA typically order blading?
 Add contingency bladings in case of a rainy summer.
 If the SA wants culvert thawing every year, how much do you typically spend each year?
 Do you need ditch cleaning this year?
 Do you need culvert cleaning this year?

- **Use your estimate to fill out the Annual Work Plan Costs Spread Sheet:**

1. Note there are 2 spread sheets, one each for routine maintenance and one for work order planning. Work on the routine maintenance sheet first.
2. You will need a copy of your Bid Tab sheet for unit prices
3. From the list above, fill in the quantity for your contract bid items for routine maintenance work
4. Multiply the “unit price” by the quantity to get the estimated total for that item of work.
5. Repeat the process for other work items.
6. Subtotal the column for the cost of your routine maintenance work

- **Estimate your work order improvements:**

1. Estimating isn't necessary if you have a “not to exceed” price for the work you have in mind.
2. Remember to talk to Rural Services before proceeding with a work order exceeding \$20,000. If the work is more than \$20,000 and considered a “capital improvement”, the assembly must appropriate the funding. Our web site has a document under “Road Information” called *Capitol Projects and Assembly Appropriation* for more information.
3. Estimating earthwork items requires access to many estimating factors and is beyond our training tonight. Some commissioners have a background in estimating earthwork, but for others, use a work order and have your contractor provide an estimate.
4. This work order example will be for adding gravel at a “not-to-exceed” price.