



# TABULATIONS

Project Design Services Unit

August 2018 (Updated October 2022)

# TABULATIONS – GENERAL INFORMATION

- If multiple sheets are necessary, sub-totals should be shown on each sheet and accumulated to a project total on the final tabulation sheet.
- Make sure that the Sub-Totals and Totals are the same in the SEQ. They don't have to be exact as they sometimes round up/down for the SEQ but they need to be consistent.
- Check to make sure units agree with the units shown on SEQ ...this is a common error. Units should use the standard abbreviation as used in the SEQ.

# TABULATIONS – GENERAL INFORMATION

- If spec numbers are listed they can only list the first four numbers. We only put the decimal numbers in the SEQ nowhere else. Make sure these are correct, match the SEQ.
- Make sure column headings match the SEQ descriptions as closely as possible. They can be abbreviated differently than the SEQ but they should be the same basic words and in the same order.
- Check stationing/ref. pt. numbers & format to make sure they're within project limits.

# TABULATIONS – GENERAL INFORMATION

- Group items by work type, don't mix and match tabulation types if possible.
- All notes are accounted for, sheet referencing correct.
- Do the math, do the columns add up.
- Do NOT include quantities for incidental or lump sum items.
- No zeros in the tabulation, leave them blank.
- Make sure the tabulations are consistent. Label/show them all the same way.

# TABULATIONS – FUNDING/SP#s

Showing the funding and multiple SP numbers on tabulations has become more complicated over the past few years. This presentation will attempt to explain how to show this for most situations.

# TABULATIONS – MULTIPLE SP NUMBERS

- If more than one SP# they must be shown in the tabulations.
- Be careful using the words “PROJECT TOTALS” as there may be items in more than one tabulation.
- All tabulations must be split by SP#, even traffic and drainage tabulations.

# TABULATIONS – MULTIPLE SP NUMBERS

## Same Funding

- If there is only one funding type then only show the various SP#s (not funding splits). Here are a couple examples.

CONCRETE WALK			A
STATION	LOCATION (OFFSET)	REMOVE CONCRETE WALK	6" CONCRETE WALK
<b>SP 1111-11</b>		SQ FT	SQ FT
100+50 TO 200+00	32' RT	50	50
300+00 TO 300+60	24' LT	60	60
400+00 TO 400+25	32' RT & LT	50	50
<b>SP 1111-11 Sub-Total</b>		<b>160</b>	<b>160</b>
<b>SP 2222-22</b>			
100+00 TO 100+75	32' RT	75	80
200+00 TO 200+50	24' LT	45	50
300+00 TO 400+00	32' RT & LT	100	110
450+00 TO 450+25	24' RT	25	30
<b>SP 2222-22 Sub-Total</b>		<b>245</b>	<b>270</b>
<b>TOTAL</b>		<b>405</b>	<b>430</b>

Or this way....

CONCRETE WALK			A
STATION	LOCATION (OFFSET)	REMOVE CONCRETE WALK	6" CONCRETE WALK
<b>SP 1111-11</b>		SQ FT	SQ FT
100+50 TO 200+00	32' RT	50	50
300+00 TO 300+60	24' LT	60	60
400+00 TO 400+25	32' RT & LT	50	50
<b>Sub-Total</b>		<b>160</b>	<b>160</b>
<b>SP 2222-22</b>			
100+00 TO 100+75	32' RT	75	80
200+00 TO 200+50	24' LT	45	50
300+00 TO 400+00	32' RT & LT	100	110
450+00 TO 450+25	24' RT	25	30
<b>Sub-Total</b>		<b>245</b>	<b>270</b>
<b>TOTAL</b>		<b>405</b>	<b>430</b>

Just make it clear and consistent throughout the plan.

# TABULATIONS – MULTIPLE SP NUMBERS

## Same Funding (Sub-Totals)

- Another way to show it is to have the subtotals at the bottom of the tabulation.

CONCRETE WALK			A
STATION	LOCATION (OFFSET)	REMOVE CONCRETE WALK	6" CONCRETE WALK
		SQ FT	SQ FT
<b>SP 1111-11</b>			
100+50 TO 200+00	32' RT	50	50
300+00 TO 300+60	24' LT	60	60
400+00 TO 400+25	32' RT & LT	50	50
<b>SP 2222-22</b>			
100+00 TO 100+75	32' RT	75	80
200+00 TO 200+50	24' LT	45	50
300+00 TO 400+00	32' RT & LT	100	110
450+00 TO 450+25	24' RT	25	30
<b>SP 1111-11 Sub-Total</b>		<b>160</b>	<b>160</b>
<b>SP 2222-22 Sub-Total</b>		<b>245</b>	<b>270</b>
<b>TOTAL</b>		<b>405</b>	<b>430</b>



# TABULATIONS – MULTIPLE SP NUMBERS

## Same Funding (Total)

- Make sure you have a tabulation total if there is more than one SP number..

CONCRETE WALK			A
STATION	LOCATION (OFFSET)	REMOVE CONCRETE WALK	6" CONCRETE WALK
		SQ FT	SQ FT
<b><i>SP 1111-11</i></b>			
100+50 TO 200+00	32' RT	50	50
300+00 TO 300+60	24' LT	60	60
400+00 TO 400+25	32' RT & LT	50	50
<b><i>SP 2222-22</i></b>			
100+00 TO 100+75	32' RT	75	80
200+00 TO 200+50	24' LT	45	50
300+00 TO 400+00	32' RT & LT	100	110
450+00 TO 450+25	24' RT	25	30
<b><i>SP 1111-11 Sub-Total</i></b>		<b><i>160</i></b>	<b><i>160</i></b>
<b><i>SP 2222-22 Sub-Total</i></b>		<b><i>245</i></b>	<b><i>270</i></b>
<b><i>TOTAL</i></b>		<b><i>405</i></b>	<b><i>430</i></b>

# TABULATIONS – MULTIPLE FUNDING TYPES

- If more than one funding type they must be shown in the tabulations. They can be shown as a note or as shown on the following slides.
- If only one type of federal funds the note would state....  
*....XX% FEDERAL, XX% STATE FUNDS*
- Be careful using the words “PROJECT TOTALS” as there may be items in more than one tabulation.
- All tabulations must be split by funding/SP#, even traffic and drainage tabulations.

# TABULATIONS – MULTIPLE FEDERAL FUNDING TYPES

➤ When there are multiple funding types the tabulations need to show those.

CONCRETE WALK			A
STATION	LOCATION (OFFSET)	REMOVE CONCRETE WALK	6" CONCRETE WALK
<b>SP 1111-11</b>		SQ FT	SQ FT
100+50 TO 200+00	32' RT	50	50
300+00 TO 300+60	24' LT	60	60
400+00 TO 400+25	32' RT & LT	50	50
<b>SP 1111-11 (80% NHPP FED, 20% STATE FUNDS) Sub-Total</b>		160	160
<b>SP 2222-22</b>			
100+00 TO 100+75	32' RT	75	80
200+00 TO 200+50	24' LT	45	50
300+00 TO 400+00	32' RT & LT	100	110
450+00 TO 450+25	24' RT	25	30
<b>SP 2222-22 (90% HSIP FED, 10% STATE FUNDS) Sub-Total</b>		245	270
<b>TOTAL</b>		<b>405</b>	<b>430</b>

Or something like this

CONCRETE WALK				A
STATION	LOCATION (OFFSET)	REMOVE CONCRETE WALK	6" CONCRETE WALK	
<b>SP 1111-11 (A)</b>		SQ FT	SQ FT	
	100+50 TO 200+00	32' RT	50	50
	300+00 TO 300+60	24' LT	60	60
	400+00 TO 400+25	32' RT & LT	50	50
	<b>Sub-Total</b>		160	160
<b>SP 2222-22 (B)</b>	100+00 TO 100+75	32' RT	75	80
	200+00 TO 200+50	24' LT	45	50
	300+00 TO 400+00	32' RT & LT	100	110
	450+00 TO 450+25	24' RT	25	30
	<b>Sub-Total</b>		245	270
<b>TOTAL</b>		<b>405</b>	<b>430</b>	
<b>(A) 80% NHPP FEDERAL, 20% STATE FUNDS</b>				
<b>(B) 90% HSIP FEDERAL, 10% STATE FUNDS</b>				

# TABULATIONS – MULTIPLE FUNDING TYPES with an AGREEMENT

- If more than one funding type see previous slides.
- If one of the funding types includes an agreement it should include the cost splits and be noted something like....40% STATE, 60% CITY OF CROCKER FUNDS.
- *Do NOT reference the agreement number in the tabulation notes, just note the percentage splits.*

# QUESTIONS?

Get in touch with us:

**Tim Swanson, P.E. @ 651-366-4689**  
**[tim.swanson@state.mn.us](mailto:tim.swanson@state.mn.us)**

**Rachel Hengel, P.E. @ 651-366-4610**  
**[rachel.hengel@state.mn.us](mailto:rachel.hengel@state.mn.us)**

**Chee Yeun Lay @ 651-366-4662**  
**[chee.yeun.lay@state.mn.us](mailto:chee.yeun.lay@state.mn.us)**