

# AASHTOWare Project

## Estimation – Build Project Items

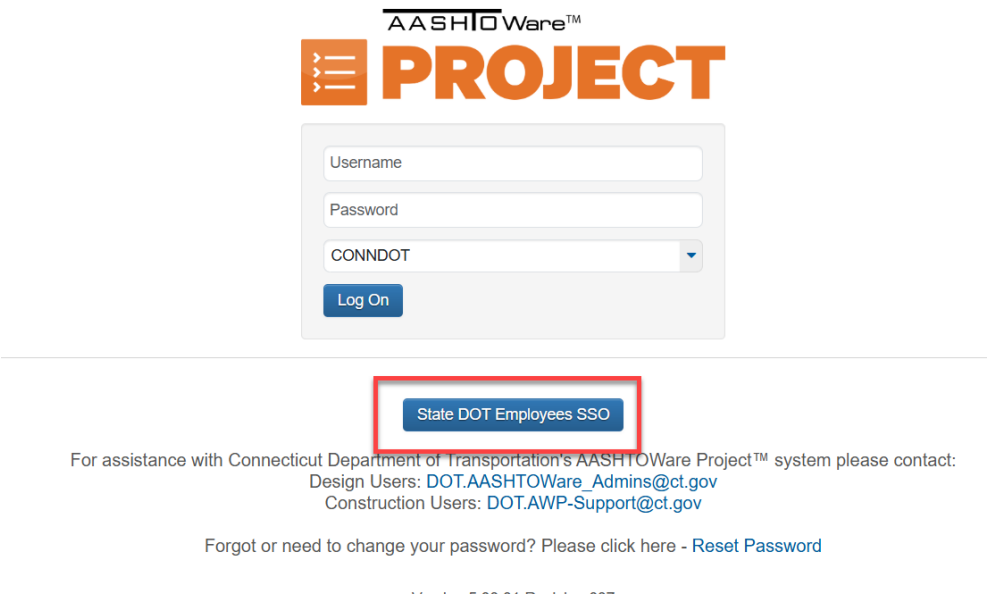
This guide provides the steps to build project items in a cost estimate after a project has been passed to Contract Development. Contract Development will be notified by the designer when the project has been placed in workflow 20 and ready for the Build Project Item task. The guidance below replaces the Estimator file import process. Please follow the steps and instructions below:

### Steps

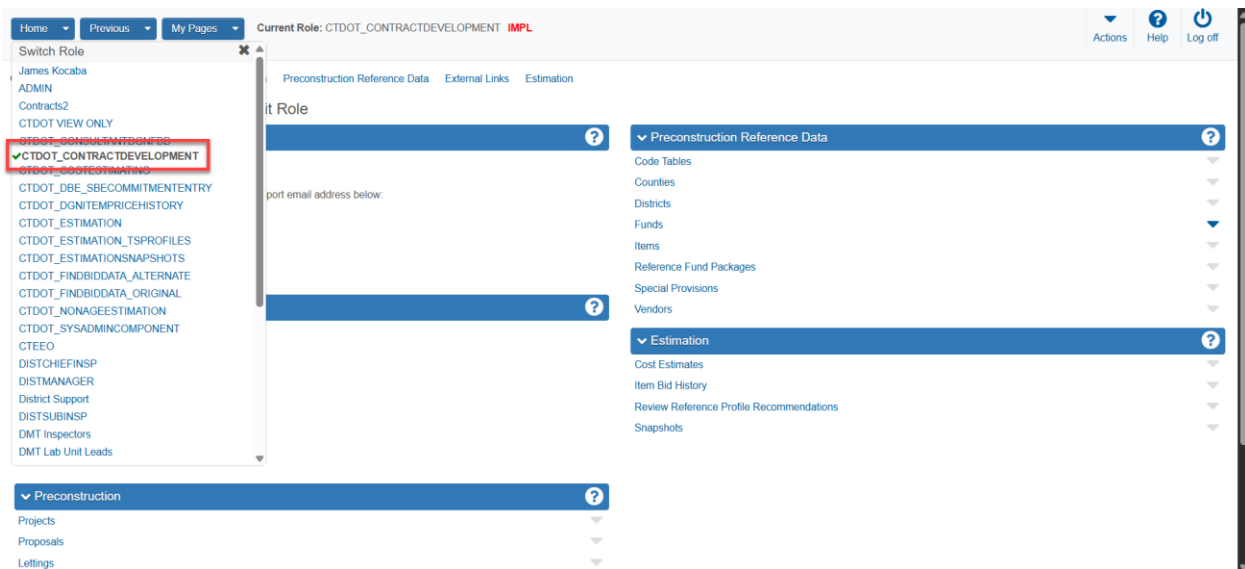
Log into AASHTOWare Project.....	1
Select Project .....	2

### Log into AASHTOWare Project

1. Ensure that the proper url is selected: <https://ctdot-pr-prod.infotechinc.com/Account/LogOn>
2. Select “State DOT Employee SSO” button

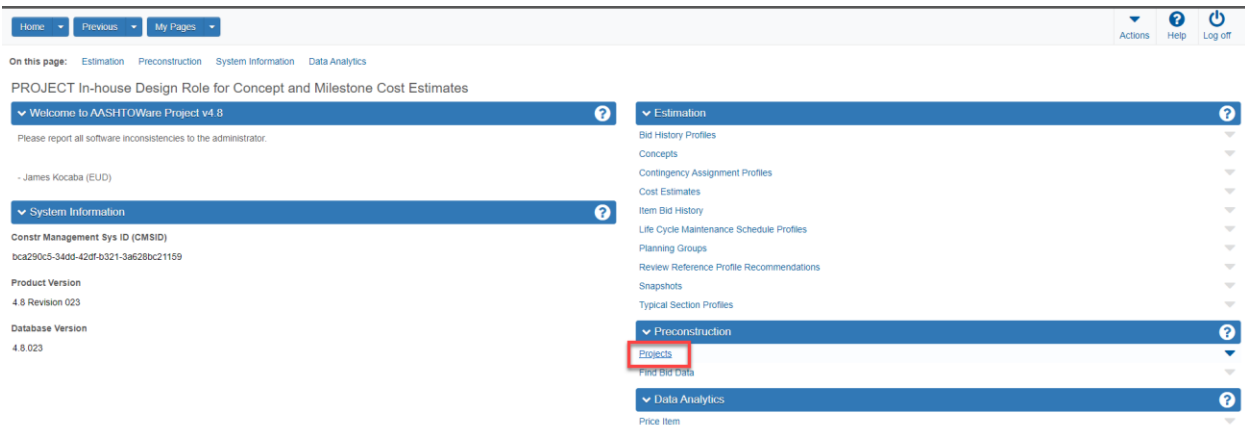


3. Select the role CTDOT\_CONTRACTDEVELOPMENT



## Select Project

1. Select the Projects under the heading Preconstruction



2. Select or search for the project in question

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Current Role: CTDOT\_CONTRACTDEVELOPMENT IMPL

Actions

Help

Log off

Project Overview

Project Overview

Save

?

Q

Type search criteria or press Enter

CreatedDate

Showing 50 of 2128

0 changed

Id	Project Num...	Proposal	Descr	Project Engineer	Project Work Type	Phase	Created	Created Dt
2558	0234-0679		JUST A TEST OF PROJECT DESCRIPTION ALL CAPS				James Kocaba@ct.gov	05/30/2025 1:
2556	0174-0459	0174-0459	Installation and Revision of Traffic Control Signals in District 4	AC1e - Andrew Correia@ct.gov	TRFP - PERMANENT T	20-Processing	Michael Cormier@ct.gov	05/13/2025 3:
2554	0174-0463	0174-0463	Replacement of Signs on Secondary Roads in District 4	CWLe - christopher.lockhart@ct.gov	SIGN - SIGNS	20-Processing	Michael Cormier@ct.gov	05/08/2025 1:
2552	0079-0240	0079-0240	I-91 / I-691 / ROUTE 15 INTERCHANGE SOUTHBOUND IMPROVEMENT	PBMe - Pinth.Mar@ct.gov	STRS - STRUCTURAL	20-Processing	CONNDOT@rodriguezr	05/02/2025 9:
2551	0171-0493	0171-0493	Installation and Revision of Traffic Control Signals in District 1	KVPe - kaethe.podgorski@ct.gov	TRFP - PERMANENT T	20-Processing	CONNDOT@busiewiczg	04/30/2025 4:
2550	0040-0148	0040-0148	REPLACEMENT OF BRIDGE NO. 02698	IV1e - isuf.vlashi@ct.gov	STRC - STRUCTURAL	20-Processing	CONNDOT@smithlw	04/30/2025 1:
2549	0118-0188	0118-0188	CT RIVER FERRY - ROCKY HILL & GLASTONBURY - SITE IMPROVEMENT	DM1e - daniel.melnik@ct.gov	FACL - FACILITIES	20-Processing	CONNDOT@kimbk	04/29/2025 9:
2543	0173-0522	0173-0522	Clearance Interval Retiming Municipal Signals	SDB - Stephen Bruno	ELEC - ELECTRICAL, L	20-Processing	CONNDOT@henaultjul	04/23/2025 9:
2540	0174-0447	0174-0447	INSTALLATION/REVISION OF RRFB'S ON MUNICIPALLY OWNED AND	SDBe - stephen.bruno@ct.gov	ELEC - ELECTRICAL, L	20-Processing	CONNDOT@korkutovib	04/16/2025 1:
2539	0301-0521	0301-0521	CATENARY MAINTENANCE VEHICLE SHED BRIDGEPORT RAIL YARD	MJBe - matthew.burke@ct.gov	TRNS - TRANSIT	20-Processing	CONNDOT@smithlw	04/11/2025 7:
2538	0173-0531	0173-0531	Installation and Revision of Traffic Control Signals in District 3	NCWe - nicholas.welsh@ct.gov	TRFP - PERMANENT T	20-Processing	CONNDOT@busiewiczg	04/09/2025 1:

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Help

Log off

Project Overview

Project Overview

Save

?

Q

0000

CreatedDate

Showing 1 of 1

0 changed

Id	Project Num...	Proposal	Descr	Project Engineer	Project Work Type	Phase	Created	Created Dt
2559	0000-0000		BUILD PROJECT ITEMS TEST	MVce - malissa.carvalho@ct.gov	ERTH - EARTHWORK	20-Processing	James Kocaba@ct.gov	06/24/2025 8:15

### 3. Verify Project Items do not exist by selecting Item Worksheet

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Help

Log off

Overview Categories and Items Cost Estimate Fund Package Overview Funding: Assign to Items Item Alternate Summary Item Pricing Item Worksheet Wage Decisions

Project Summary

Project: 0000-0000 - BUILD PROJECT ITEMS TEST

Save

?

Proposal:

General

Countries

Districts

Points

Bridge Segments

Workflow

Project Number

0000-0000

Project Description \*

BUILD PROJECT ITEMS TEST

Spec Book (Item List 11 = Engl, 10 = Metric) \*

11

Unit System \*

English

Federal Project Number

Project Work Type

ERTH - EARTHWORK

Project Item Total

311,290.90

State Project Number

Project Engineer

MVce - malissa.carvalho@ct.gov

Incidentals and Contingencies

Highway Type

Urban/Rural

Historical Inc and Cont-LEAVE BLANK

Primary Project County

Primary Project District ID

Town 1 \*

0008 - BETHANY

Town 2

Town 3

Home Previous My Pages Current Role: CTDOT\_CONTRACTDEVELOPMENT **IMPL** Actions Help Log off

Overview Categories and Items Fund Package Overview Funding: Assign to Items Item Alternate Summary Item Pricing **Project**

Project Item Worksheet

▼ Project: 0000-0000 - BUILD PROJECT ITEMS TEST Save ?

Project Item Total

Q Type search criteria or press Enter System Default

No rows found matching criteria.

0 added 0 marked for deletion 0 changed

New Select Items...

Showing 0 of 0

#### 4. Select Project

Home Previous My Pages Current Role: CTDOT\_CONTRACTDEVELOPMENT **IMPL** Actions Help Log off

Overview Categories and Items Fund Package Overview Funding: Assign to Items Item Alternate Summary Item Pricing **Project**

Project Item Worksheet

▼ Project: 0000-0000 - BUILD PROJECT ITEMS TEST Save ?

Project Item Total

Q Type search criteria or press Enter System Default

No rows found matching criteria.

0 added 0 marked for deletion 0 changed

New Select Items...

Showing 0 of 0

#### 5. Select Cost Estimate

Home Previous My Pages Current Role: CTDOT\_CONTRACTDEVELOPMENT **IMPL** Actions Help Log off

Overview Categories and Items **Cost Estimate** Fund Package Overview Funding: Assign to Items Item Alternate Summary Item Pricing Item Worksheet Wage Decisions

Project Summary

▼ Project: 0000-0000 - BUILD PROJECT ITEMS TEST Save ?

Proposal:

General	Project Number 0000-0000	Incidentals and Contingencies <input type="text"/>
Countries	Project Description BUILD PROJECT ITEMS TEST	Highway Type <input type="text"/>
Districts	Spec Book (Item List 11 = Engl, 10 = Metric) 11	Urban/Rural <input type="text"/>
Points	Unit System English	Historical Inc and Cont-LEAVE BLANK <input type="text"/>
Bridge Segments	Federal Project Number <input type="text"/>	Primary Project County -
Workflow	Project Work Type ERTH - EARTHWORK	Primary Project District ID -
	Project Item Total	Town 1 0008 - BETHANY
	State Project Number <input type="text"/>	Town 2 <input type="text"/>
	Project Engineer MVCE - malissa.carvalho@ct.gov	Town 3 <input type="text"/>

#### 6. Select Cost Estimates

Home Previous My Pages Current Role: CTDOT\_CONTRACTDEVELOPMENT **IMPL** Actions Help Log off

Overview Project Cost Estimate Snapshots

Project Cost Estimate Summary

▼ Project: 0000-0000 - BUILD PROJECT ITEMS TEST Save ?

Proposal:

General

**Cost Estimates**

Project Number  
0000-0000

Project Description  
BUILD PROJECT ITEMS TEST

Spec Book (Item List 11 = Engl, 10 = Metric)  
11

Unit System  
English

Construction Year

Estimated Date

Letting Date

Primary Project County  
-

Primary Project District ID  
-

Urban/Rural  
Urban/Rural

Project Work Type  
ERTH - EARTHWORK

Highway Type

Season

Terrain

## 7. Select Cost Estimate Name

Home Previous My Pages Current Role: CTDOT\_CONTRACTDEVELOPMENT **IMPL** Actions Help Log off

Overview Project Cost Estimate Snapshots

Project Cost Estimate Summary

▼ Project: 0000-0000 - BUILD PROJECT ITEMS TEST Save ?

Proposal:

General

**Cost Estimates**

Q Type search criteria or press Enter Advanced Showing 1 of 1

Add

Cost Estimate Name	Cost Estimate Descr	Estimate Type	Cost Estimate Total	Active	Control Cost Est
0000-0000	BUILD PROJECT ITEMS TEST		311,290.90	Yes	<input checked="" type="checkbox"/>

0 marked for deletion 0 changed

## 8. Select Action Arrow Drop down (1)

## 9. Select Build Project Items (2)

Home Previous My Pages Current Role: CTDOT\_CONTRACTDEVELOPMENT **IMPL** Actions Help Log off

Overview Contingency Assignment Funding Assign to Items Fund Package Overview Life Cycle Costs Typical Sections Item Pricing Worksheet

Cost Estimate Summary

▼ Cost Estimate: 0000-0000 - BUILD PROJECT ITEMS TEST Save ?

Project: 0000-0000

General

Cost Summary

Cost Estimate Items

Incidentals and Contingencies

Categories

Markups

▼ Parent Attributes

Associated Type  
Project

Entity  
0000-0000

Entity Description  
BUILD PROJECT ITEMS TEST

Improvement Type

Spec Book  
11

Unit System  
English

Work Type  
ERTH - EARTHWORK

▼ Estimate Information

Cost Estimate Name  
0000-0000

Cost Estimate Descr  
BUILD PROJECT ITEMS TEST

Estimate Phase

Estimated By  
Q Begin typing to search or press Enter

Design Build  
☐

Profile  
No

Estimate Type

Vendor Access  
Q Begin typing to search or press Enter

Actions

Select Item Bid History Profile...

Tasks

**Build Project Items**

Calculate Bid Based Prices for all Items

Combine Like Cost Estimate Items

Combine Like Cost Estimate Items and Calculate ...

Item Bid History Criteria

Transition Cost Estimate to Detail Items

Views

Attachments (0)

Default Bid History Profiles

Issues

Item Pricing Worksheet

Links

Parent Project

Snapshots

## 10. Verify Items are built successfully

Home Previous My Pages Current Role: CTDOT\_CONTRACTDEVELOPMENT IMPL Actions Help Log off

Overview Contingency Assignment Funding Assign to Items Fund Package Overview Life Cycle Costs Typical Sections Item Pricing Worksheet

Cost Estimate Summary

Built Project Items Successfully. X

Cost Estimate: 0000-0000 - BUILD PROJECT ITEMS TEST Save ?

Project: 0000-0000

General

Cost Summary

Cost Estimate Items

Incidentals and Contingencies

Categories

Markups

Project Items, Categories, or Fund Packages exist. Only pricing and quantity fields are editable.

Parent Attributes

Associated Type	Spec Book
Project	11
Entity	Unit System
0000-0000	English
Entity Description	Work Type
BUILD PROJECT ITEMS TEST	ERTH - EARTHWORK
Improvement Type	

Estimate Information

Cost Estimate Name	Design Build
0000-0000	<input type="checkbox"/>
Cost Estimate Descr	Profile
BUILD PROJECT ITEMS TEST	No
Estimate Phase	Estimate Type
Estimate Start Date	Vendor Access

## 11. Verify items are built successfully at the project level by selecting project

Home Previous My Pages Current Role: CTDOT\_CONTRACTDEVELOPMENT IMPL Actions Help Log off

Overview Contingency Assignment Funding Assign to Items Fund Package Overview Life Cycle Costs Typical Sections Item Pricing Worksheet

Cost Estimate Summary

Built Project Items Successfully. X

Cost Estimate: 0000-0000 - BUILD PROJECT ITEMS TEST Save ?

Project: 0000-0000

General

Cost Summary

Cost Estimate Items

Incidentals and Contingencies

Categories

Markups

Project Items, Categories, or Fund Packages exist. Only pricing and quantity fields are editable.

Parent Attributes

Associated Type	Spec Book
Project	11
Entity	Unit System
0000-0000	English
Entity Description	Work Type
BUILD PROJECT ITEMS TEST	ERTH - EARTHWORK
Improvement Type	

Estimate Information

Cost Estimate Name	Design Build
0000-0000	<input type="checkbox"/>
Cost Estimate Descr	Profile
BUILD PROJECT ITEMS TEST	No
Estimate Phase	Estimate Type
Estimate Start Date	Vendor Access

## 12. Select Item Worksheet

Home Previous My Pages Current Role: CTDOT\_CONTRACTDEVELOPMENT **IMPL** Actions Help Log off

Overview Categories and Items Cost Estimate Fund Package Overview Funding: Assign to Items Item Alternate Summary Item Pricing **Item Worksheet** Wage Decisions

### Project Summary

▼ Project: 0000-0000 - BUILD PROJECT ITEMS TEST Save ?

Proposal:

General

Counties

Districts

Points

Bridge Segments

Workflow

Project Number  
0000-0000

Project Description  
BUILD PROJECT ITEMS TEST

Spec Book (Item List 11 = Engl, 10 = Metric)  
11

Unit System  
English

Federal Project Number

Project Work Type  
ERTH - EARTHWORK

Project Item Total  
311,290.90

State Project Number

Project Engineer  
MVCe - malissa.carvalho@ct.gov

Incidentals and Contingencies

Highway Type

Urban/Rural

Historical Inc and Cont-LEAVE BLANK

Primary Project County

Primary Project District ID

Town 1  
0008 - BETHANY

Town 2

Town 3

Home Previous My Pages Current Role: CTDOT\_CONTRACTDEVELOPMENT **IMPL** Actions Help Log off

Overview Categories and Items Fund Package Overview Funding: Assign to Items Item Alternate Summary Item Pricing **Project**

### Project Item Worksheet

▼ Project: 0000-0000 - BUILD PROJECT ITEMS TEST Save ?

Project Item Total  
311,290.90

Q Type search criteria or press Enter System Default Showing 5 of 5

0 added 0 marked for deletion 0 changed

Cat ID	Proj Line Item	Item	Description	Units	Quantity	Price	Est Amt	Special Price Ind
0001	0010	0202099	EARTH EXCAVATION	c.y	5,000.000		40,390.00	291,950.00
0001	0020	0202209	CHANNEL EXCAVATION-EARTH	c.y	400.000		43,520.00	17,408.00
0001	0030	0909002	CONSTRUCTION FIELD OFFICE, MEDIUM	mo	12.000		4,719.2000	56,630.40
0001	0040	1010011	CONCRETE HANDHOLE - TYPE I	ea	25.000		1,866.5000	26,662.50
0001	0050	1114102	SPAN WIRE	l.f	1,000.000		8,640.00	8,640.00

New Select Items...

Showing 5 of 5

13. Continue with normal Contract Development business processes