

# Microsoft Excel Cost Estimate Export and Import to AASHTOWare Project User Guide

This guide provides the steps to properly export and import an excel project cost estimate into AASHTOWare project (AWP). Additional information regarding the direct development of a project and cost estimate using AWP or Estimator® can be found on our website. Please follow the steps and instructions below:

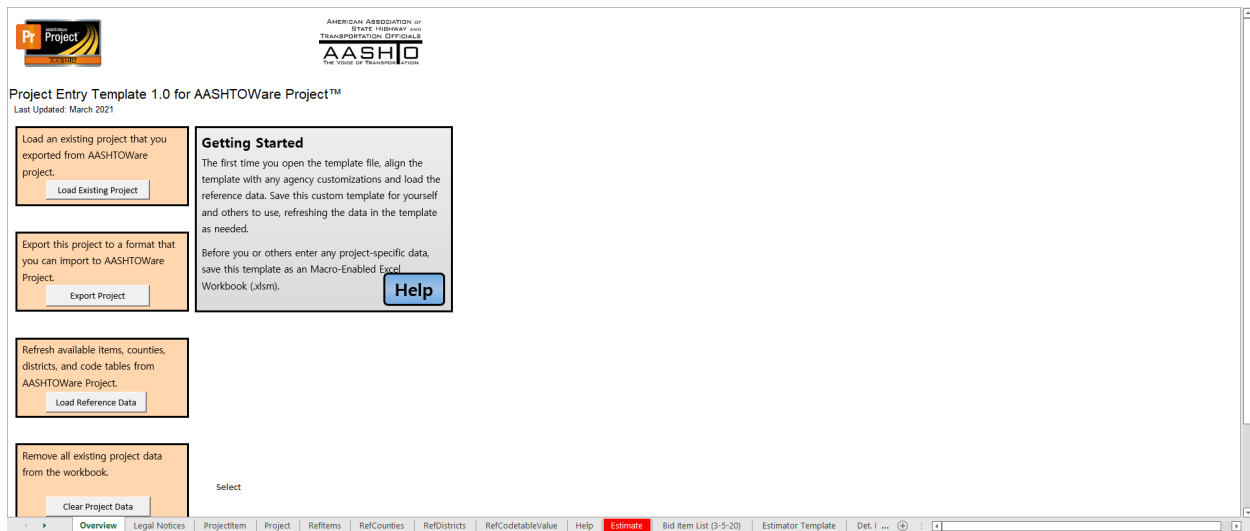
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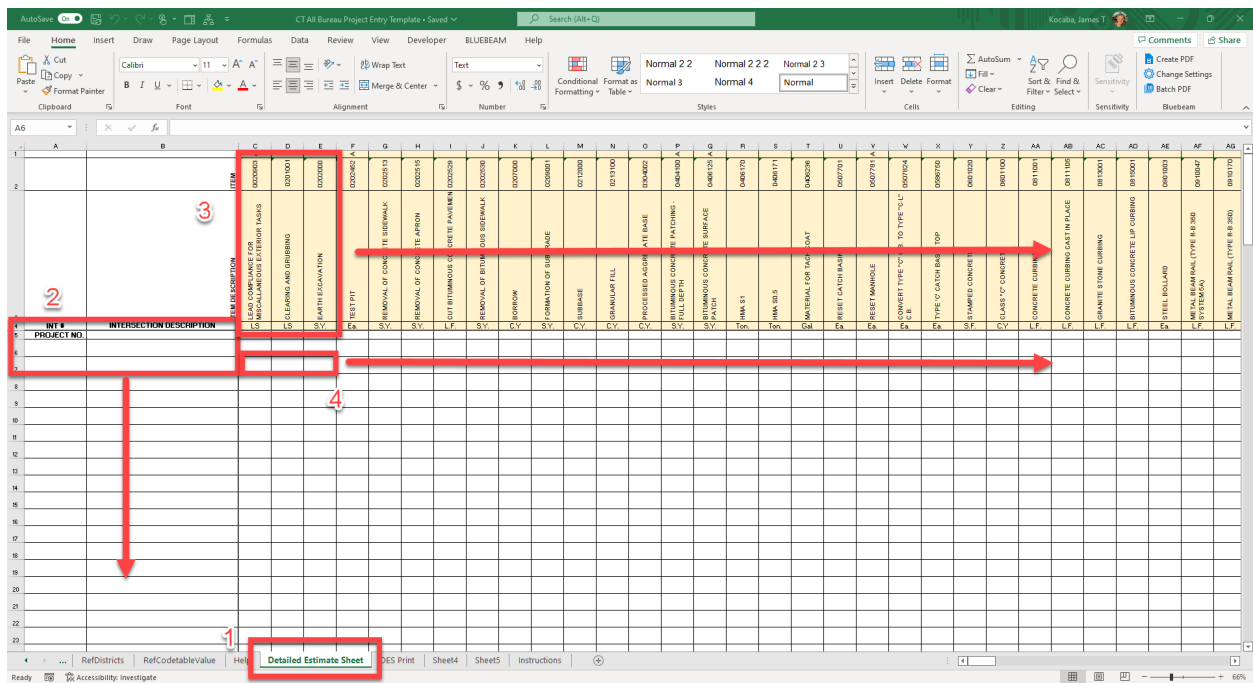
# Excel Cost Estimate Data Entry

The expectation is that the cost estimate data entry operation in excel is completed only once. After the excel export and import process is complete the estimate will be modified entirely in AASHTOWare Project. Any modifications to the excel cost estimate must be completed manually.

1. Download CT\_All Bureau Project Entry Template. The file is located at the following location:
  - a. <https://portal.ct.gov/DOT/Engineering-Applications/Post-Design---Contract-Management>



2. Navigate to the Detailed Estimate Sheet (1)
3. Enter Asset ID with proper prefix and description using the asset naming conventions below (2)
4. Modify item number, description, special provision indicator information to match project items (3)
5. Enter item quantity data based upon asset location (4)

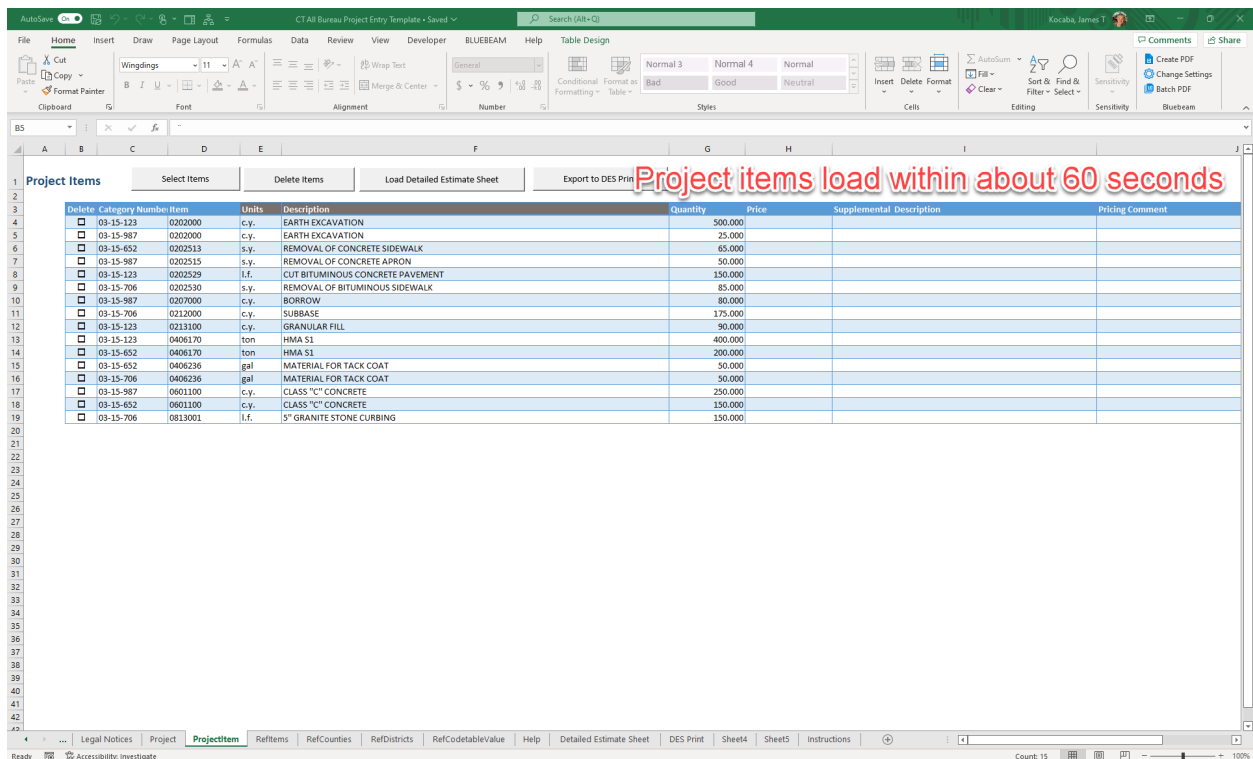
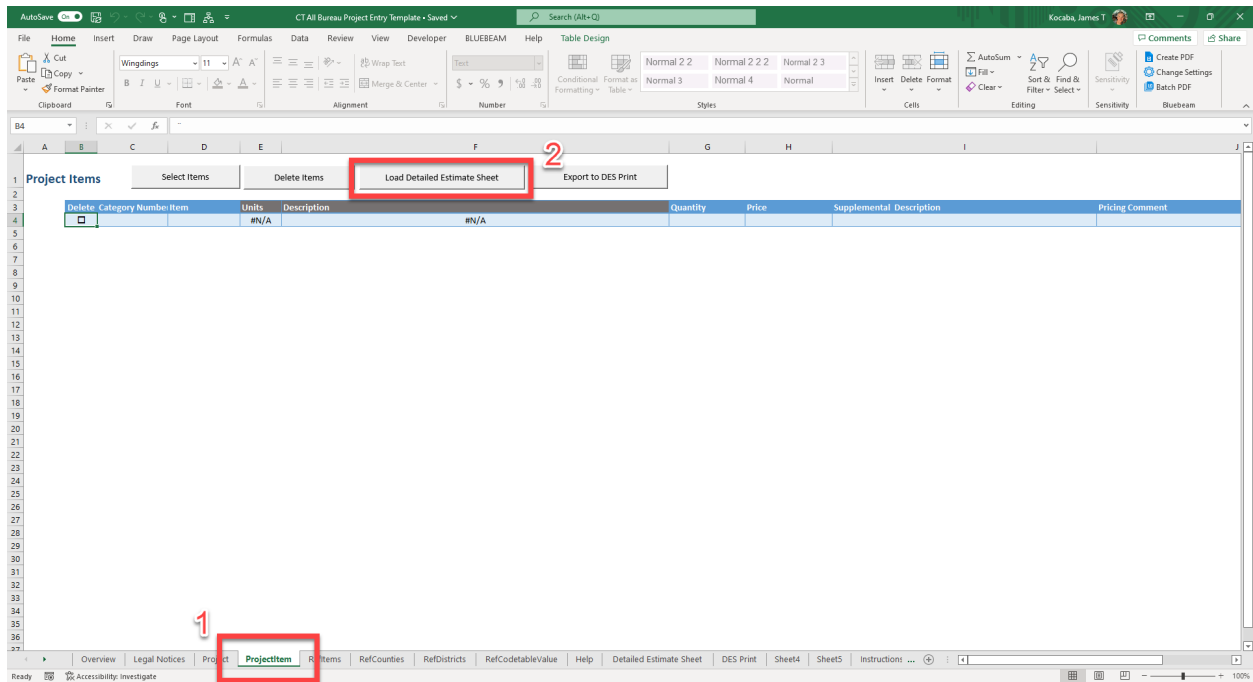


#### ▼ Cost Estimate: TmplAssetClgry - Asset Category Template

>	01BRGEN	Bridge General
>	02PAVEMENT	Pavement Treatments
>	03TRSGNL-XXX-XXXX	Traffic Signal location and description
>	04SIGN	Sign Location and description
>	05SIGNSPRT-XXX	Sign Support location and description
>	06PVMTMRK	Pavement Markings location and description
>	07HIGHWAYBLDGS	Highway Buildings (Tier 1,2,3) Location and description
>	08RDWYILLMTN	Roadway Illumination location and description
>	09RETAININGWALL	Retaining Walls location and description
>	10DRAINAGE	Drainage Culverts location and description
>	11ITS-XXX	ITS location and description
>	12RDWYSAFHDW	Roadway Safety Hardware - location and description
>	13CURBRAMPS	Curb Ramps - location and description
>	14NOISEWALL	Noise Walls - description and location
>	80CMNLS	Common Lump Sum Items
>	81STDGEN	Standard General (Field Office, etc...)
>	82LNDSCP	Landscape Items
>	83HWYGEN	Highways General
>	84TRAFFSFTY	Traffic Safety
>	85ENVRMT	Environmental
>	86NONPARTICIPATING	Non-Participating Contract Items
>	87NONSTATE	Non-State Assets
>	8888	Non-Contract Items

6. Navigate to the ProjectItem tab (1)

7. Select Load Detailed Estimate Sheet button (2). This process can take up to several minutes to complete. The calculating thread display (bottom right of the excel sheet) can be used to monitor behind the scenes calculation progress.



8. Asset categories automatically load with ProjectItems.



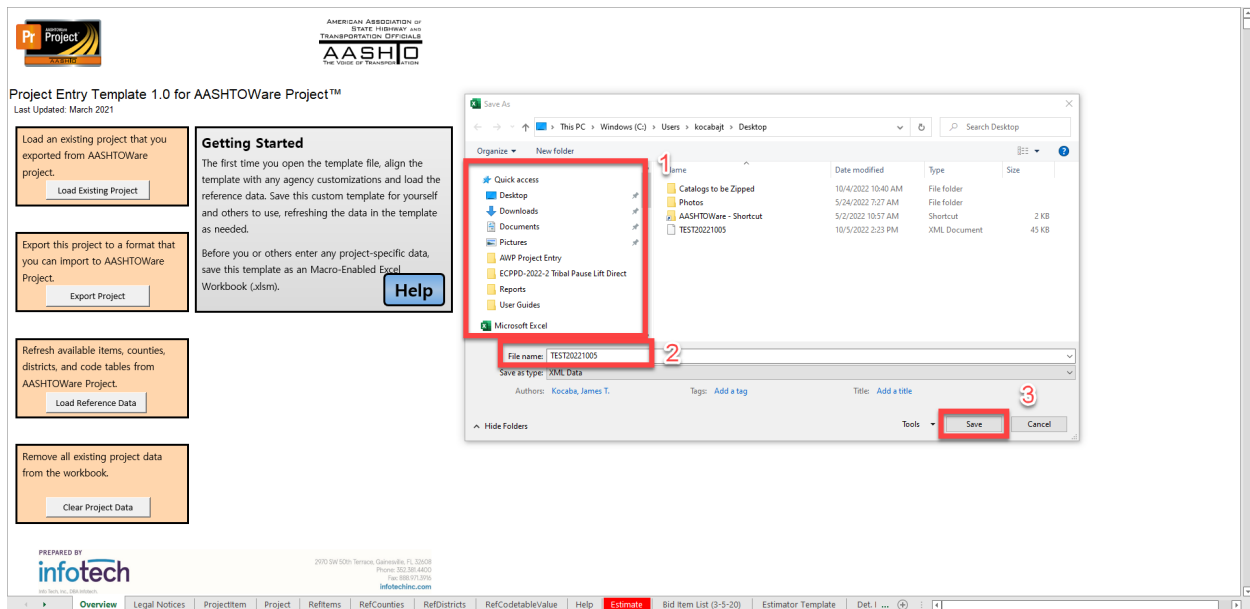
## 11. Verify that all estimate information is correct

### Export Cost Estimate

1. Begin XML project export process
2. Navigate to the “Overview” tab (1)
3. Select “Export Project” (2)
4. If notified, correct all validation errors before proceeding



5. Select XML file download location (1)
6. File name will be the Project ID. It is recommended that this name is remains unchanged (2)
7. Click “Save” (3)



## Import Cost Estimate

1. Open AASHTOWare Project and log in with credentials

**AASHTOWare Project**  
AASHIO

Username  
Password  
CONNDOT  
Log On

For assistance with Connecticut Department of Transportation's AASHTOWare Project™ system, please contact:  
Agency and Non-Agency Construction users: [DOT.AWP-Support@ct.gov](mailto:DOT.AWP-Support@ct.gov)  
Agency PreConstruction users: [James.Kocaba@ct.gov](mailto:James.Kocaba@ct.gov)

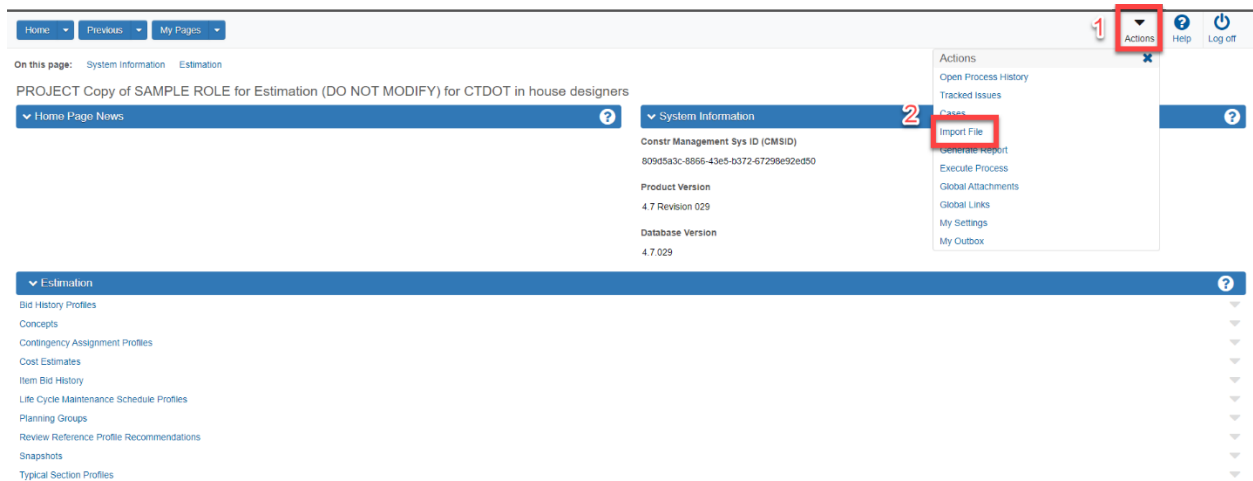
Forgot or need to change your password? Please click here – [Reset Password](#)

Version 4.7 Revision 029  
\*Data imported from Prod on 6/03/2022\*

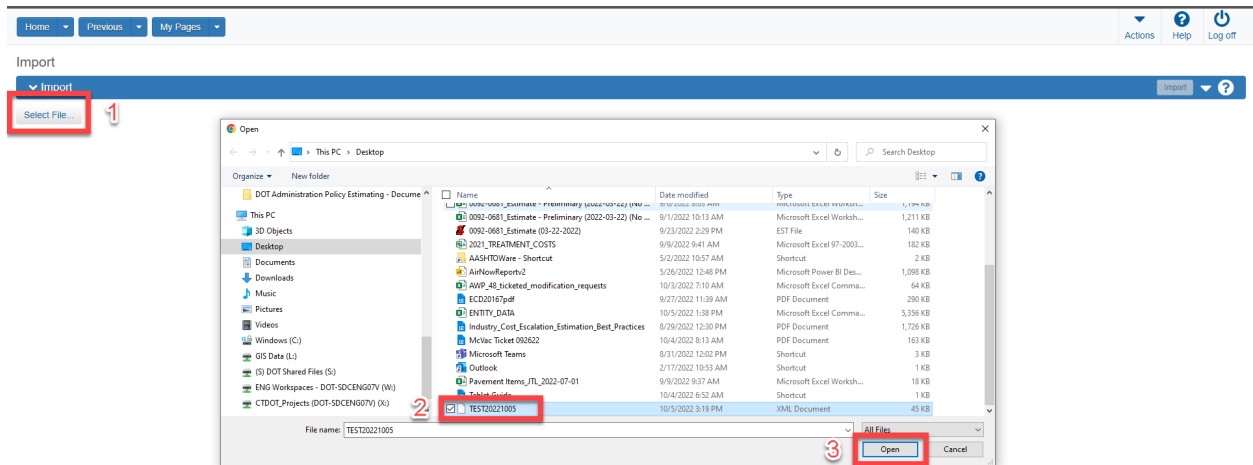
\*Updated on 04/14/2022\*

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2. Select the global action drop down arrow (1)
3. Select Import File (2)



4. Select "Select File" (1)
5. Locate and select proper XML file (2)
6. Select "Open" (3)



7. Select "Import Project" under Action (1)
8. Select "Update existing items and ignore blanks" under Options (2)
9. Select "Import" (3)



Home Previous My Pages Actions Help Log off

Import

Estimator Import Import ?

Select File... TEST098.xml 11134 bytes

**Action**

- ☒ Import Project
- ☐ Checkin Proposal
- ☐ Estimation Reference Data
- ☐ Import Contract Progress Schedule Projection using xml file
- ☐ Import Item Mapping csv file

Name

TEST098

Description

Traffic Project Template

**Options**

- ☒ Update existing items and ignore blanks
- ☐ Suppress Missing Asset and Control Structure
- ☐ Delete all existing items before loading
- ☐ Delete project before loading

10. A successful import is shown below

11. Select "Open Project" to view project details (1)

Home Previous My Pages Actions Help Log off

Import

Import succeeded.

Import Import ?

Select File... TEST20221005.xml 45378 bytes

**Open Project**

10. Enter any missing project details including Counties, Districts, Points, Road Segments and Bridge Segments and Workflows. More information regarding project and cost estimate modifications can be found in the AASHTOWare Project Cost Estimate Creation User guide at the following location: <https://portal.ct.gov/DOT/Engineering-Applications/Post-Design---Contract-Management>

Home Previous My Pages Overview Categories and Items Cost Estimate Fund Package Overview Funding Assign to Items Item Alternate Summary Item Pricing Item Worksheet Wage Decisions Actions Help Log off

Project Summary

Project: 0149-0088 - Slope stabilization on Route 45 at Lake Waramaug Brook Save ?

Proposal:

General	<p>Project Number</p> <p>0149-0088</p> <p>Project Description *</p> <p>Slope stabilization on Route 45 at Lake Waramaug Brook</p> <p>Spec Book (Item List 11 = Engl, 10 = Metric) *</p> <p>11</p> <p>Unit System *</p> <p>English</p> <p>Federal Project Number</p> <p>0045 (133)</p> <p>Project Work Type</p> <p>GENC - GENERAL CONSTRUCTION</p> <p>Project Item Total</p> <p>648,587.35</p> <p>State Project Number</p> <p>0149-0088</p> <p>Project Engineer</p> <p>WH1e - William.Hogan@ct.gov</p> <p>Designed By</p> <p>09 - State Highway Design</p>	<p>Incidentals and Contingences</p> <p></p> <p>Highway Type</p> <p>04 - Minor Arterial</p> <p>Urban/Rural</p> <p>RUR - Rural</p> <p>Historical Inc and Cont-LEAVE BLANK</p> <p></p> <p>Primary Project County</p> <p>LTFD - Litchfield</p> <p>Primary Project District ID</p> <p>4 - Thomaston</p> <p>Town 1 *</p> <p>0149 - WARREN</p> <p>Town 2</p> <p></p> <p>Town 3</p> <p></p> <p>Town 4</p> <p></p>
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# Create Project Cost Estimate

## 1. Select “Cost Estimate”

The screenshot shows the 'Project Summary' form for 'Project: TEST20221005 - Asset Info'. The 'Cost Estimate' tab is highlighted in the top navigation bar. The form is divided into three main sections: General, Project Description, and Incidentals and Contingencies. The General section includes fields for Project Number (TEST20221005), Project Description (Asset Info), Spec Book (Item List 11 = Engl, 10 = Metric), Unit System (English), Federal Project Number, Project Work Type (STRC - STRUCTURAL CONCRETE), Project Item Total, State Project Number, Project Engineer, and Designed By. The Incidentals and Contingencies section includes fields for Historical Inc and Cont-LEAVE BLANK, Primary Project County (LTFD - Litchfield), Primary Project District ID (5 - Statewide (Brewery Stree, New Haven)), and six Town selection dropdowns (Town 1 through Town 6).

## 2. Enter all necessary cost estimate information

- Construction Year (1)
- Estimated Date (2)
- Letting Date (3)
- Highway Type (4)
- Season (5)
- Terrain (6)

## 3. Click “Save” (7)

The screenshot shows the 'Project Cost Estimate Summary' form for 'Project: 0046-0127 - Bridge No. 01524'. The form is divided into three main sections: General, Project Description, and Incidentals and Contingencies. The General section includes fields for Project Number (0046-0127), Project Description (Bridge No. 01524), Spec Book (Item List 11 = Engl, 10 = Metric), Unit System (English), Construction Year (1), Estimated Date (2), Letting Date (3), Highway Type (4), Season (5), and Terrain (6). The Incidentals and Contingencies section includes fields for Primary Project County (HTFD - Hartford), Primary Project District ID (2 - Norwich), Urban/Rural, and Project Work Type. The 'Save' button is highlighted with a red box and the number 7.

# Modify Project Cost Estimate Summary

## 1. Select newly created Cost Estimate

The screenshot shows the 'Project Cost Estimate Summary' page. At the top, there are navigation tabs: 'Home', 'Previous', and 'My Pages'. Below these are links for 'Overview', 'Project', and 'Cost Estimate Snapshots'. The main heading is 'Project Cost Estimate Summary'. Below this is a sub-heading 'Project: TEST9998 - TEST9998' with a 'Save' button and a help icon. A 'Proposal:' section is visible. On the left, there are tabs for 'General' and 'Cost Estimates'. The 'Cost Estimates' tab is active, showing a table with columns: 'Cost Estimate Name', 'Estimate Type', 'Cost Estimate Total', 'Active', and 'Price Control'. The table contains one entry: 'TEST9998' with a total of '0.00', 'Yes' for 'Active', and a checked 'Price Control'. The 'TEST9998' text is highlighted with a red box.

2. Select General Tab (1)
3. Enter a description. The description should match the project description (2)
4. Select Estimate Phase (3)
5. Enter user Estimated by (4)
6. Enter Estimate Type (5)
7. Select Save (6)

The screenshot shows the 'Cost Estimate Summary' page for 'Cost Estimate: TEST9999 - Asset Category Template'. The 'General' tab is selected, indicated by a red box and the number '1'. The page is divided into several sections: 'Parent Attributes', 'Estimate Information', 'Additional Information', and 'Cost Based'. In the 'Parent Attributes' section, 'Associated Type' is 'Project', 'Entity' is 'TEST9998', and 'Entity Description' is 'TEST9998'. In the 'Estimate Information' section, 'Cost Estimate Name' is 'TEST9999' (highlighted with a red box and '2'), 'Cost Estimate Descr' is 'Asset Category Template' (highlighted with a red box and '2'), 'Estimate Phase' is '1' (highlighted with a red box and '3'), 'Estimated By' is a search field (highlighted with a red box and '4'), 'Cost Estimate Total' is '0.00', and 'Estimate Type' is '1' (highlighted with a red box and '5'). In the 'Additional Information' section, 'Bid Based' is 'Bid History Profile'. In the 'Cost Based' section, 'Labor Rate Class' is '1', 'Equipment Rate Class' is '1', 'Material Rate Class' is '1', and 'Davis/Bacon Indicator' is '0'. A 'Save' button is highlighted with a red box and the number '6'.

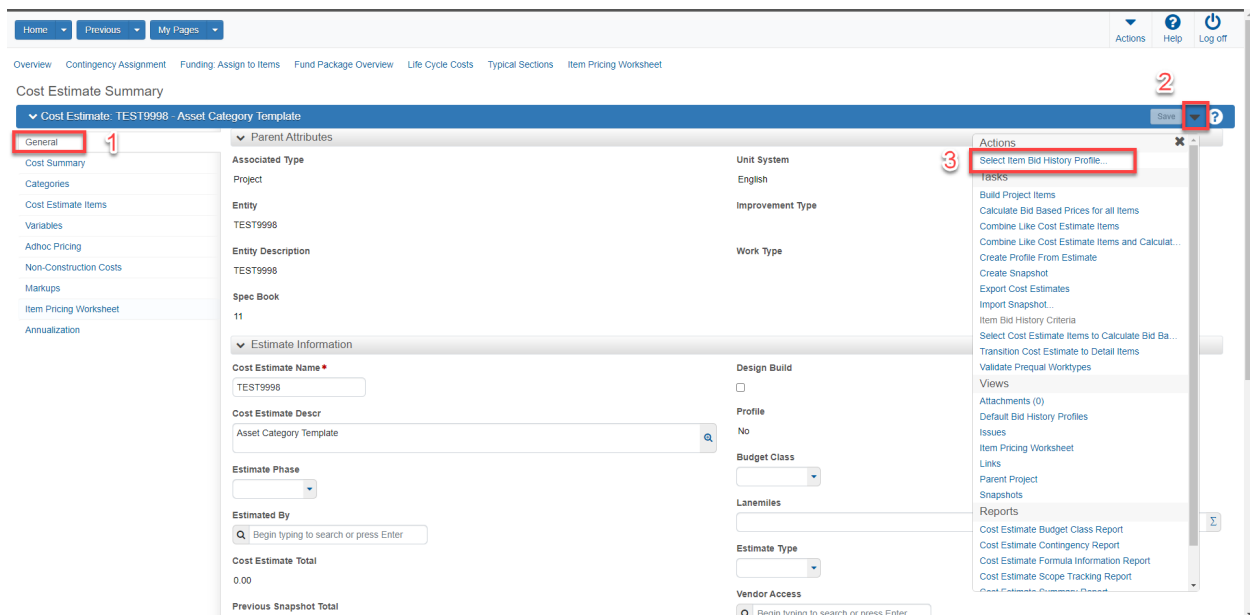
## Add Bid History Profile to Cost Estimate

If the 3YRENG bid history profile has not been automatically assigned to the cost estimate, please follow the steps below. Look for the automatically assigned default bid history profile here:

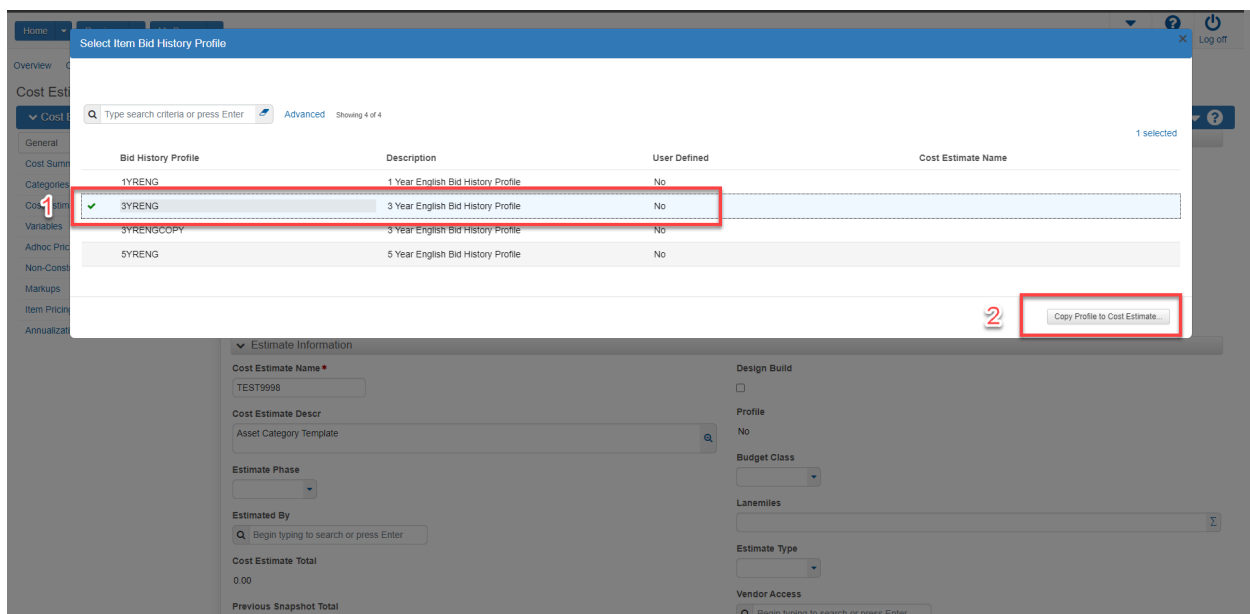
1. Select General tab (1)
2. Scroll down to additional information and determine if the default bid history profile 3YRENG has been automatically assigned (2)
3. If the bid history profile space is blank, please go to step five

The screenshot displays the 'Cost Estimate Summary' form for 'TEST9998 - Asset Category Template'. The 'General' tab is selected, indicated by a red box and a red '1'. The form is divided into several sections: 'Parent Attributes', 'Estimate Information', 'Additional Information', and 'Cost Based'. In the 'Additional Information' section, the 'Bid Based' subsection is highlighted with a red box and a red '2'. Within 'Bid Based', the 'Bid History Profile' is set to '3YRENG', and a search for '3 Year English Bid History Profile' is shown. The 'Cost Based' section includes fields for 'Labor Rate Class', 'Equipment Rate Class', 'Material Rate Class', and 'Davis/Bacon Indicator'.

4. Select cost estimate general tab (1)
5. Select action arrow to the right of Save (2)
6. Select "Select Item Bid History Profile" (3)



7. Select 3YRENG Bid History Profile (1)
8. Select "Copy Profile to Cost Estimate" (2)



9. Proper bid history profile has been added to the cost estimate

Home
Previous
My Pages

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: TEST9998 - Asset Category Template
Save
?

General
Cost Summary
Categories
Cost Estimate Items
Variables
Adhoc Pricing
Non-Construction Costs
Markups
Item Pricing Worksheet
Annualization

Parent Attributes

Associated Type
Project
Entity
TEST9998
Entity Description
TEST9998
Spec Book
11

Unit System
English
Improvement Type
Work Type

Estimate Information

Cost Estimate Name
TEST9998

Cost Estimate Descr
Asset Category Template

Estimate Phase

Estimated By
Begin typing to search or press Enter

Cost Estimate Total
0.00

Previous Snapshot Total

Design Build

Profile
No

Budget Class

Lanemiles

Estimate Type

Vendor Access
Begin typing to search or press Enter

Snapshot Tracking Percentage

Active
Yes

Additional Information

Bid Based

Bid History Profile
3YRENG

Typical Section Bid History Profile
3YRENG
3 Year English Bid History Profile

Cost Based

Labor Rate Class

Equipment Rate Class

Material Rate Class

Davis/Bacon Indicator

## Modify Project Cost Estimate Categories

1. Select Category tab (1)

Home Previous My Pages 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: TmplAssetCtgr - Asset Category Template Save ?

General Categories Cost Summary Cost Estimate Items Non-Construction Costs Markups

Q Type search criteria or press Enter CategoryIDSort Showing 24 of 24

0 added 0 marked for deletion 0 changed

New	Category	Description	Category Total
>	01BR-XXXXX	Bridge location and description	
>	01BRGEN	Bridge General	
>	02PAVEMENT	Pavement Treatments	
>	03TRSGNL-XXX-XXXX	Traffic Signal location and description	
>	04SIGN	Sign Location and description	
>	05SIGNSPRT-XXX	Sign Support location and description	
>	06PVMTRK	Pavement Markings location and description	
>	07HIGHWAYBLDGS	Highway Buildings (Tier 1,2,3) Location and description	
>	08RDWYLLMTN	Roadway Illumination location and description	
>	09RETAININGWALL	Retaining Walls location and description	
>	10DRAINAGE	Drainage Culverts location and description	
>	11ITS-XXX	ITS location and description	
>	12RDWYSAFHDW	Roadway Safety Hardware - location and description	
>	13CURBRAMPS	Curb Ramps - location and description	
>	14NOISEWALL	Noise Walls - description and location	
>	80CMNLS	Common Lump Sum Items	
>	81STDGEN	Standard General (Field Office, etc...)	
>	82LNDSCP	Landscape Items	
>	83HWYGEN	Highways General	
>	84TRAFSFTY	Traffic Safety	
>	85ENVRMT	Environmental	
>	86NONPARTICIPATING	Non-Participating Contract Items	
>	87NONSTATE	Non-State Assets	
>	Category	Federal Asset Work Type	Category Total
>	8888	Non-Contract Items	

2. Remove all cost estimate categories that will not be assigned to the estimate
3. Select action arrow to the right of each category to be deleted

Home Previous My Pages 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: TmplAssetCtgr - Asset Category Template Save ?

General Categories Cost Summary Cost Estimate Items Non-Construction Costs Markups

Q Type search criteria or press Enter CategoryIDSort Showing 24 of 24

0 added 0 marked for deletion 0 changed

New	Category	Description	Category Total	Actions
>	01BR-XXXXX	Bridge location and description		
>	01BRGEN	Bridge General		
>	02PAVEMENT	Pavement Treatments		
>	03TRSGNL-XXX-XXXX	Traffic Signal location and description		
>	04SIGN	Sign Location and description		
>	05SIGNSPRT-XXX	Sign Support location and description		
>	06PVMTRK	Pavement Markings location and description		
>	07HIGHWAYBLDGS	Highway Buildings (Tier 1,2,3) Location and description		
>	08RDWYLLMTN	Roadway Illumination location and description		
>	09RETAININGWALL	Retaining Walls location and description		
>	10DRAINAGE	Drainage Culverts location and description		
>	11ITS-XXX	ITS location and description		
>	12RDWYSAFHDW	Roadway Safety Hardware - location and description		
>	13CURBRAMPS	Curb Ramps - location and description		
>	14NOISEWALL	Noise Walls - description and location		
>	80CMNLS	Common Lump Sum Items		

1. If a duplicate category is required, select action item drop down arrow (1)
2. Select Duplicate Row (2)
3. Enter new Category ID (3)
4. Enter new Category Description (4)
5. Click "Save" (5)

▼ Cost Estimate: 0999-0999-TST - Cost Estimate for Train There are unsaved changes. 5 Save ?

Project: 0999-0999-TST

General

Categories

Cost Summary

Cost Estimate Items

Non-Construction Costs

Markups

Q Type search criteria or press Enter

Category/ID Sort Showing 12 of 12

New

1 added 0 marked for deletion 0 changed

1

2

3

4

Category ▼

01BR-01987

Up to 20 characters

Parent Asset Work Type

Category Alternate Set ▼

Category Alternate Member ▼

Category Descr ▼

195 NB over Big River

Grouping Code ▼

Low Cost Flag

Yes

Actions

Delete

Duplicate Row

Exclude from Search Results

Insert Row

Views

Attachments (0)

Links

Tracked Issues

Category	Category Descr	Category Total
01BR-01987	195 NB over Big River	646,392.00
01BRGEN	Bridge General	
02PAVEMENT	Pavement Treatments	59,310.00
06PVMTRK	Pavement Markings location and description	
10DRAINAGE	Drainage Culverts location and description	
12RDWYSAPHDW	Roadway Safety Hardware - location and description	
80CMNLS	Common Lump Sum Items	9,586.94
81STDGEN	Standard General (Field Office, etc.)	100,000.00
83HWYGEN	Highways General	152,992.44
84TRAFSFTY	Traffic Safety	
85ENVRMT	Environmental	
8888	Non-Contract Items	

## Add Individual Cost Estimate Items

After the cost estimate has been generated and proper asset categories added the user can begin to add cost estimate items.

1. Select and navigate to Item Pricing Worksheet

Home Previous My Pages

Overview Contingency Assignment Funding: Assign to Items Fund Package Overview Life Cycle Costs Typical Sections **Item Pricing Worksheet** Actions Help Log off

Cost Estimate Summary

▼ Cost Estimate: 0103-0277TEST - Big Bridge over small river Save ?

General

Cost Summary

Categories

Cost Estimate Items

Variables

Adhoc Pricing

Non-Construction Costs

Markups

Annualization

Parent Attributes

Associated Type

Project

Entity

0103-0277TEST

Entity Description

Big Bridge over small river

Spec Book

11

Unit System

English

Improvement Type

Work Type

Estimate Information

Cost Estimate Name

0103-0277TEST

Cost Estimate Descr

Big Bridge over small river

Estimate Phase

Estimated By

Cost Estimate Total

0.00

Previous Snapshot Total

Design Build

Profile

No

Budget Class

Lanemiles

Estimate Type

Vendor Access

2. Select "New"





6. Double click on "Supp Descr" if required
7. Enter "\*\*\* See Special Provisions \*\*\*" (1)
8. Select Apply (2)

The screenshot shows the 'Item Pricing Worksheet' interface. At the top, there are navigation tabs: 'Home', 'Previous', and 'My Pages'. Below these are 'Overview', 'Cost Estimate', and 'Cost Estimate Items'. The main title is 'Item Pricing Worksheet'. A search bar is present with the text 'Type search criteria or press Enter' and a dropdown menu set to 'System Default'. Below the search bar, it says 'Total Cost Estimate Items'. A table is displayed with columns: 'Cat ID', 'Line', 'Item', 'Descr', 'Unit', 'Quantity', 'Unit Price', 'Ext Amt', 'Supp Descr', and 'Active'. The first row shows '0201001' for 'CLEARING AND GRUBBING' with a unit of 'LS' and a quantity of '1.000'. A red box highlights the 'Supp Descr' column header. Below the table, there are 'New' and 'Select Items...' buttons. A modal dialog box titled 'Supp Descr' is open, showing a large text area with the text '\*\*\* See Special Provisions \*\*\*' entered. A red box highlights the text area. At the bottom right of the dialog, there is an 'Apply' button, also highlighted with a red box. The background interface is dimmed.

9. Select Save

The screenshot shows the 'Item Pricing Worksheet' interface after saving. A yellow notification banner at the top says 'There are unsaved changes.' with a close button. The 'Save' button in the top right corner is highlighted with a red box. The table below shows three items: '0201001' for 'CLEARING AND GRUBBING', '0980020' for 'CONSTRUCTION SURVEYING', and '0980012' for 'C.L. - POWER CO. dba EVERSOURCE ENERGY ELECTRICAL DISTRIBUTION'. The 'Supp Descr' column for the first two items is empty, while the third item has '\*\*\* See Special Provisions \*\*\*' entered. The 'Active' column for all items is 'Yes'. The 'Showing 2 of 2' text is visible at the bottom right.

## Add Multiple Cost Estimate Items

1. Scroll to the bottom of the estimate and Click "Select Items"

Home Previous My Pages Actions Help Log off

Overview Cost Estimate Cost Estimate Items

### Item Pricing Worksheet

Item Pricing Worksheet Save ?

Q Type search criteria or press Enter System Default Showing 3 of 3

Total Cost Estimate Items  
0.00

Cat ID	Line	Item	Descr	Unit	Quantity	Unit Price	Ext Amt	Supp Descr	Active
888	10	3100012	C.L. POWER CO. dba EVERSOURCE ENERGY: ELECTRICAL DISTRIBUTION	LS	1.000				Yes
0097	20	0201001	CLEARING AND GRUBBING	LS	1.000				Yes
0097	30	0900020	CONSTRUCTION SURVEYING	LS	1.000				Yes

New Select Items...

Showing 3 of 3

Home Previous My Pages Actions Help Log off

### Select Items

Q Type search criteria or press Enter System Default

Select: All None

0 selected

Enter search criteria above to see results (0) Show first 10

Add to Cost Estimate Item

No rows found matching criteria

Showing 0 of 0

## 2. Search for item description (1) , item number (2) or portion of an item number (3)

Home Previous My Pages Actions Help Log off

### Select Items

Q concrete Advanced Showing 50 of 579

Select: All None

0 selected

Item	Descr	Unit
0000377	ELECTRICAL DUCT BANK, 6-4" CONCRETE ENCASED PVC IN TURF	l.f. - Linear Foot
0000383	ELECTRICAL DUCT BANK, 6-4" CONCRETE ENCASED PVC IN PAVEMENT	l.f. - Linear Foot
0007509	PRECAST CONCRETE MANHOLE (TYPE VI)	ea. - Each
0020761	HANDLING & DISPOSAL OF CONTAMINATED CONCRETE	ton - Ton
0020771	HANDLING & DISPOSAL OF TSCA-HAZARDOUS CONCRETE	ton - Ton
0090002	ENCASE STEEL BASE IN CONCRETE	ea. - Each
0090003	REPLACE CONCRETE TOPPING	ea. - Each
0090015	PAINT CONCRETE FOUNDATION	ea. - Each
0090054	REPAIR FOUNDATION WITH REINFORCED CONCRETE	ea. - Each
0090115	PRECAST CONCRETE SAND TRAP	LS - LUMP SUM
0090116	PRECAST CONCRETE VALVE PIT	LS - LUMP SUM
0090117	PRECAST CONCRETE SAND TRAP	ea. - Each
0100084	PRECAST CONCRETE TROUGH	l.f. - Linear Foot
0100085	PRECAST CONCRETE FUEL LINE PIT	ea. - Each
0100238	CARL F. TROUS HIGH DENSITY POLYMER CONCRETE	l.f. - Linear Foot

Add to Cost Estimate Item

Home Previous My Pages Actions Help Log off

### Select Items

Q 0971001 Advanced Showing 1 of 1

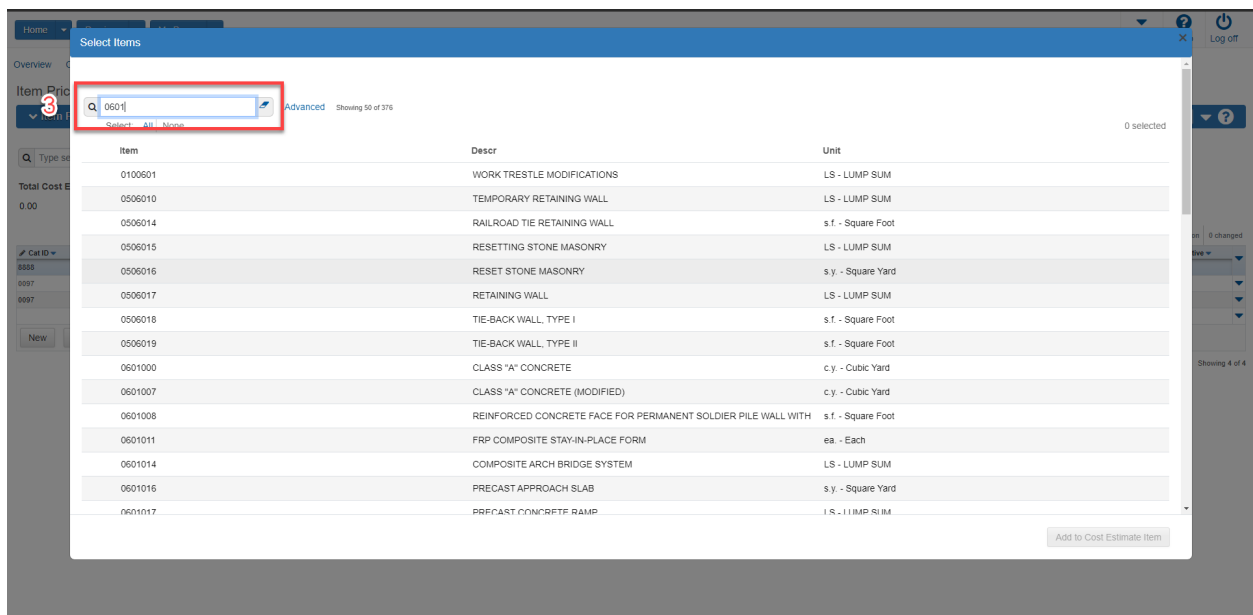
Select: All None

0 selected

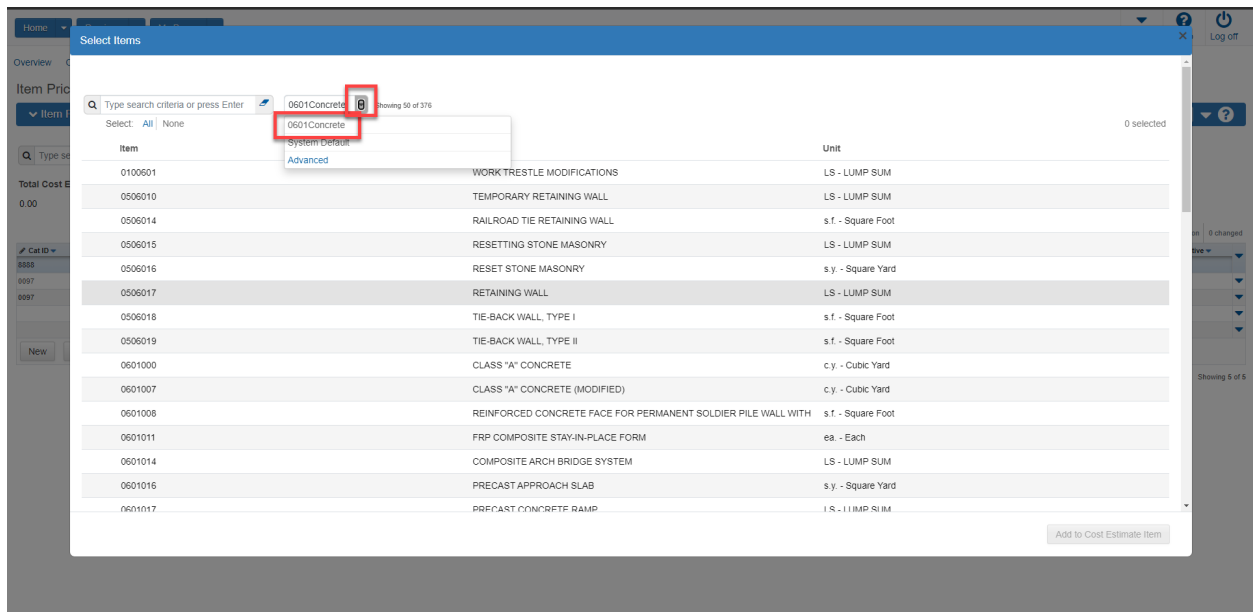
Item	Descr	Unit
0971001	MAINTENANCE AND PROTECTION OF TRAFFIC	LS - LUMP SUM

Add to Cost Estimate Item

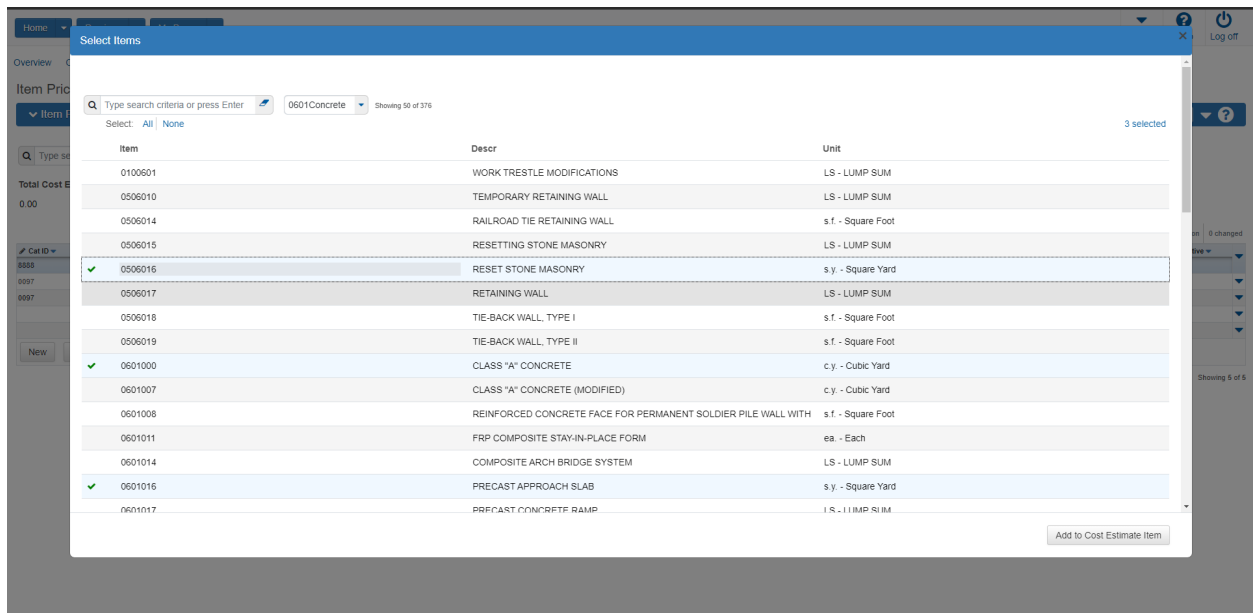
Showing 3 of 3



3. Users can also search for groups of items using filter functions



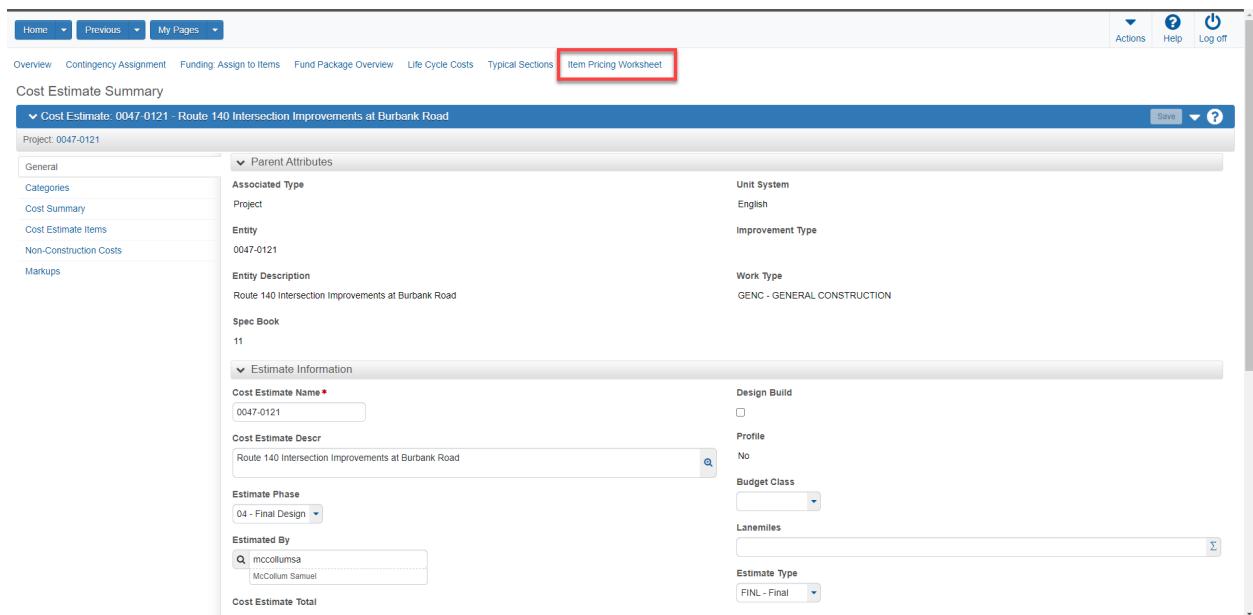
4. Select multiple items as needed



## Non-Bid Items – Utilities, State Police and Work by State Forces

All non-bid items that are added to the estimate must not contribute to the total construction costs. Prior to building project items, the “Contribute to Total Construction Costs” checkbox must be unselected and the "Exclude from Reference Price Calculation" selected for all non-bid items.

### 1. Navigate to the “Item Pricing Worksheet”



### 2. Filter Non-Bid Items

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Overview
Cost Estimate
Cost Estimate Items

Item Pricing Worksheet

Item Pricing Worksheet

Type search criteria or press Enter
8888NonBid
Showing 5 of 5

8888NonBid
Temporary
ItemIDSort
8888NonBid
System Default
Advanced

Total Cost Estimate Items  
1,537,461.31

Cat ID	Line	Item	Descr	Unit	Quantity	Unit Price	Ext Amt	Supp Descr	Cntrb	Excl	Active
8888	97	3000101	TRAFFICMEN (STATE POLICE OFFICERS)	LS	1.000	81,000.000000	81,000.00		No	Yes	Yes
8888	101	3100161	S.N.E.T.D.B.A. FRONTIER COMM. OF CT	LS	1.000	50,500.000000	50,500.00		Yes	No	Yes
8888	102	3100262	LIGHTOWER FIBER NETWORKS I, LLC dba CROWN CASTLE FIBER	LS	1.000	2,050.000000	2,050.00		No	Yes	Yes
8888	103	3100256	COMCAST OF CONNECTICUT, INC.	LS	1.000	5,011.310000	5,011.31		No	Yes	Yes
8888	104	3100012	C.L. POWER CO. dba EVERSOURCE ENERGY- ELECTRICAL DISTRIBUTION	LS	1.000				Yes	No	Yes

New
Select Items...

Showing 5 of 5

3. Double click “Cntrb” field and remove checkmark.

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Overview
Cost Estimate
Cost Estimate Items

Item Pricing Worksheet

Item Pricing Worksheet

Type search criteria or press Enter
8888NonBid
Showing 5 of 5

8888NonBid
Temporary
ItemIDSort
8888NonBid
System Default
Advanced

Total Cost Estimate Items  
1,537,461.31

Cat ID	Line	Item	Descr	Unit	Quantity	Unit Price	Ext Amt	Supp Descr	Cntrb	Excl	Active
8888	97	3000101	TRAFFICMEN (STATE POLICE OFFICERS)	LS	1.000	81,000.000000	81,000.00		No	Yes	Yes
8888	101	3100161	S.N.E.T.D.B.A. FRONTIER COMM. OF CT	LS	1.000	50,500.000000	50,500.00		Yes	No	Yes
8888	102	3100262	LIGHTOWER FIBER NETWORKS I, LLC dba CROWN CASTLE FIBER	LS	1.000	2,050.000000	2,050.00		No	Yes	Yes
8888	103	3100256	COMCAST OF CONNECTICUT, INC.	LS	1.000	5,011.310000	5,011.31		No	Yes	Yes
8888	104	3100012	C.L. POWER CO. dba EVERSOURCE ENERGY- ELECTRICAL DISTRIBUTION	LS	1.000				Yes	No	Yes

New
Select Items...

Showing 5 of 5

4. Double click “Excl” field and activate the checkbox field.

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Cost Estimate
Cost Estimate Items

Item Pricing Worksheet

Item Pricing Worksheet

Type search criteria or press Enter
8888NonBid
Showing 5 of 5

8888NonBid
Temporary
ItemIDSort
8888NonBid
System Default
Advanced

Total Cost Estimate Items  
1,537,461.31

Cat ID	Line	Item	Descr	Unit	Quantity	Unit Price	Ext Amt	Supp Descr	Cntrb	Excl	Active
8888	97	3000101	TRAFFICMEN (STATE POLICE OFFICERS)	LS	1.000	81,000.000000	81,000.00		No	Yes	Yes
8888	101	3100161	S.N.E.T.D.B.A. FRONTIER COMM. OF CT	LS	1.000	50,500.000000	50,500.00		Yes	No	Yes
8888	102	3100262	LIGHTOWER FIBER NETWORKS I, LLC dba CROWN CASTLE FIBER	LS	1.000	2,050.000000	2,050.00		No	Yes	Yes
8888	103	3100256	COMCAST OF CONNECTICUT, INC.	LS	1.000	5,011.310000	5,011.31		No	Yes	Yes
8888	104	3100012	C.L. POWER CO. dba EVERSOURCE ENERGY- ELECTRICAL DISTRIBUTION	LS	1.000				Yes	No	Yes

New
Select Items...

Showing 5 of 5

5. Select “Save”

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Cost Estimate
Cost Estimate Items

Item Pricing Worksheet

Item Pricing Worksheet

Type search criteria or press Enter
8888NonBid
Showing 5 of 5

8888NonBid
Temporary
ItemIDSort
8888NonBid
System Default
Advanced

Total Cost Estimate Items  
1,537,461.31

Cat ID	Line	Item	Descr	Unit	Quantity	Unit Price	Ext Amt	Supp Descr	Cntrb	Excl	Active
8888	97	3000101	TRAFFICMEN (STATE POLICE OFFICERS)	LS	1.000	81,000.000000	81,000.00		No	Yes	Yes
8888	101	3100161	S.N.E.T.D.B.A. FRONTIER COMM. OF CT	LS	1.000	50,500.000000	50,500.00		Yes	No	Yes
8888	102	3100262	LIGHTOWER FIBER NETWORKS I, LLC dba CROWN CASTLE FIBER	LS	1.000	2,050.000000	2,050.00		No	Yes	Yes
8888	103	3100256	COMCAST OF CONNECTICUT, INC.	LS	1.000	5,011.310000	5,011.31		No	Yes	Yes
8888	104	3100012	C.L. POWER CO. dba EVERSOURCE ENERGY- ELECTRICAL DISTRIBUTION	LS	1.000				Yes	No	Yes

New
Select Items...

Showing 6 of 5

# Common Lump Sum Items

All common lump sum items that are added to the estimate must contribute to the total construction costs. Prior to building project items, the “Contribute to Total Construction Costs” and "Exclude from Reference Price Calculation” checkbox must be activated.

## 1. Navigate to the “Item Pricing Worksheet”

Home Previous My Pages 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: 0047-0121 - Route 140 Intersection Improvements at Burbank Road Save ?

Project: 0047-0121

General

Categories

Cost Summary

Cost Estimate Items

Non-Construction Costs

Markups

Parent Attributes

Associated Type

Project

Entity

0047-0121

Entity Description

Route 140 Intersection Improvements at Burbank Road

Spec Book

11

Unit System

English

Improvement Type

Work Type

GENC - GENERAL CONSTRUCTION

Estimate Information

Cost Estimate Name

0047-0121

Cost Estimate Descr

Route 140 Intersection Improvements at Burbank Road

Estimate Phase

04 - Final Design

Estimated By

Q mcollumsa

McCollum Samuel

Cost Estimate Total

Design Build

Profile

No

Budget Class

Lanemiles

Estimate Type

FINL - Final

Vendor Address

## 2. Filter Common Lump Sum Items

Home Previous My Pages Actions Help Log off

Overview Cost Estimate Cost Estimate Items

Item Pricing Worksheet

Item Pricing Worksheet Save ?

Q Type search criteria or press Enter 80CMNLS Showing 4 of 4

Total Cost Estimate Items

1,537,461.31

Temporary

ItemIDSort

80CMNLS

8888Nonbid

System Default

Advanced

CatID	Line	Item	Descr	Unit	Quantity	Unit Price	Ext Amt	Supp Descr	Cntrb	Active	Excl
80CMNLS	85	0971001	TRAFFIC	LS	1.000	228,860.000000	228,860.00	See Special Provisions	Yes	Yes	Yes
80CMNLS	98	0201001	CLEARING AND GRUBBING	LS	1.000	325,148.000000	325,148.00		Yes	Yes	No
80CMNLS	99	0980020	CONSTRUCTION SURVEYING	LS	1.000	97,544.000000	97,544.00		Yes	Yes	No
80CMNLS	100	0975004	MOBILIZATION AND PROJECT CLOSEOUT	LS	1.000	325,148.000000	325,148.00		Yes	Yes	No

New Select Items...

Showing 4 of 4

## 3. Double click “Cntrb” field and activate checkmark.

Home Previous My Pages Actions Help Log off

Overview Cost Estimate Cost Estimate Items

Item Pricing Worksheet

Item Pricing Worksheet Save ?

Q Type search criteria or press Enter 80CMNLS Showing 4 of 4

Total Cost Estimate Items

1,537,461.31

There are unsaved changes.

CatID	Line	Item	Descr	Unit	Quantity	Unit Price	Ext Amt	Supp Descr	Cntrb	Active	Excl
80CMNLS	85	0971001	MAINTENANCE AND PROTECTION OF TRAFFIC	LS	1.000	228,860.000000	228,860.00	See Special Provisions	<input checked="" type="checkbox"/>	Yes	Yes
80CMNLS	98	0201001	CLEARING AND GRUBBING	LS	1.000	325,148.000000	325,148.00		Yes	Yes	No
80CMNLS	99	0980020	CONSTRUCTION SURVEYING	LS	1.000	97,544.000000	97,544.00		Yes	Yes	No
80CMNLS	100	0975004	MOBILIZATION AND PROJECT CLOSEOUT	LS	1.000	325,148.000000	325,148.00		Yes	Yes	No

New Select Items...

Showing 4 of 4

#### 4. Double click “Excl’d” field and activate checkmark

Home Previous My Pages Actions Help Log off

Overview Cost Estimate Cost Estimate Items

Item Pricing Worksheet

Item Pricing Worksheet Save ?

Q Type search criteria or press Enter 80CMNLS Showing 4 of 4

Total Cost Estimate Items  
1,537,461.31

Cat ID	Line	Item	Descr	Unit	Quantity	Unit Price	Ext Amt	Supp Descr	Critch	Active	Excl'd
80CMNLS	85	0971001	MAINTENANCE AND PROTECTION OF TRAFFIC	LS	1.000	228,860.000000	228,860.00	** See Special Provis...	Yes	Yes	<input checked="" type="checkbox"/>
80CMNLS	95	0201001	CLEARING AND GRUBBING	LS	1.000	325,148.000000	325,148.00		Yes	Yes	No
80CMNLS	99	0980020	CONSTRUCTION SURVEYING	LS	1.000	97,544.000000	97,544.00		Yes	Yes	No
80CMNLS	100	0975004	MOBILIZATION AND PROJECT CLOSEOUT	LS	1.000	325,148.000000	325,148.00		Yes	Yes	No

New Select Items...

Showing 4 of 4

#### 5. Select “Save”

Home Previous My Pages Actions Help Log off

Overview Cost Estimate Cost Estimate Items

Item Pricing Worksheet

Item Pricing Worksheet Save ?

Q Type search criteria or press Enter 80CMNLS Showing 4 of 4

Total Cost Estimate Items  
1,537,461.31

Cat ID	Line	Item	Descr	Unit	Quantity	Unit Price	Ext Amt	Supp Descr	Critch	Active	Excl'd
80CMNLS	85	0971001	MAINTENANCE AND PROTECTION OF TRAFFIC	LS	1.000	228,860.000000	228,860.00	** See Special Provis...	Yes	Yes	Yes
80CMNLS	95	0201001	CLEARING AND GRUBBING	LS	1.000	325,148.000000	325,148.00		Yes	Yes	No
80CMNLS	99	0980020	CONSTRUCTION SURVEYING	LS	1.000	97,544.000000	97,544.00		Yes	Yes	No
80CMNLS	100	0975004	MOBILIZATION AND PROJECT CLOSEOUT	LS	1.000	325,148.000000	325,148.00		Yes	Yes	No

New Select Items...

Showing 4 of 4

## Add Common Lump Sum Item Reference Price

#### 1. Navigate to the Item Pricing Worksheet

Home Previous My Pages 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: 0999-0999-TST - Cost Estimate for Training Created 8/3/23 by James Kocaba. Please do not delete. Save ?

Project: 0999-0999-TST

General

Categories

Cost Summary

Cost Estimate Items

Non-Construction Costs

Markups

Parent Attributes

Associated Type

Project

Entity

0999-0999-TST

Entity Description

Test project created by James Kocaba for Estimation training

Spec Book

11

Estimate Information

Cost Estimate Name

0999-0999-TST

Cost Estimate Descr

Cost Estimate for Training. Created 8/3/23 by James Kocaba. Please do not delete.

Estimate Phase

01 - Programming

Estimated By

CONNDOT\kocaba.j  
Kocaba James

Cost Estimate Total

Design Build

Profile

No

Budget Class

Lanemiles

Estimate Type

2. Select the three blue bar icon in the unit price field of the common lump sum item (1)
3. Select the “Reference Hyperlink” (2)



Home Previous My Pages Actions Help Log off

Overview Cost Estimate Cost Estimate Items

### Item Pricing Worksheet

Item Pricing Worksheet Save ?

Q Type search criteria or press Enter ItemNumLH Showing 11 of 11

Total Cost Estimate Items  
975,983.68

Cat ID	Line	Item	Description	Unit	Quantity	Unit Price	Ext	Method	Price	Active	Excl
81STOGEN	10	0001PARA	MINOR ITEM ALLOWANCE PARAMETRIC ITEM	LS	1.000	100.00	100.00	Est Based		<input type="checkbox"/>	No
80CMNLS	6	0201001	CLEARING AND GRUBBING	LS	1.000			Reference		<input type="checkbox"/>	Yes
83HWYGEN	1	0202000	EARTH EXCAVATION	c.y.	1,000.000	48.45000	48.45000	Cost Based		<input type="checkbox"/>	No
03PAVEMENT	11	0202000	EARTH EXCAVATION	c.y.	1,500.000	39.54000	59.31000	Maintain Item Price Task		<input type="checkbox"/>	No
01BR-01987	4	0601062	FOOTING CONCRETE	c.y.	200.000	671.14000	134,228.00			<input type="checkbox"/>	No
01BR-01987	5	0601064	ABUTMENT AND WALL CONCRETE	c.y.	400.000	1,302.54000	521,016.00			<input type="checkbox"/>	No
83HWYGEN	3	0969062	CONSTRUCTION FIELD OFFICE, MEDIUM	mo.	12.000	4,794.14000	57,529.68			<input type="checkbox"/>	No
80CMNLS	7	0971001	MAINTENANCE AND PROTECTION OF TRAFFIC	LS	1.000					<input type="checkbox"/>	Yes
80CMNLS	8	0975004	MOBILIZATION AND PROJECT CLOSEOUT	LS	1.000					<input type="checkbox"/>	Yes
80CMNLS	9	0980020	CONSTRUCTION SURVEYING	LS	1.000					<input type="checkbox"/>	Yes
83HWYGEN	2	1001001	TRENCHING AND BACKFILLING	LT	1,500.000	36.70000	55,050.00			<input type="checkbox"/>	No

New Select Items...

Showing 11 of 11

4. Select New (1)
5. Enter reference description. For example 1% of total estimate (2)
6. Enter percentage in the "Percent on top" field. Use of this field will exclude all other percentage based items from the calculation, such as M&PT, Mobilization and Construction Surveying (3)
7. Select the "Active" checkbox (4)
8. Click Save (5)

Home Previous My Pages Actions Help Log off

Cost Estimate Items Item Pricing Worksheet Task Groups

### Reference Price Task Summary

Cost Estimate: 0999-0999-TST - Cost Estimate for Training Created 8/3/23 by James Kocaba Please do not delete. Save ?

Item Information

Line  
6

Item  
0201001 CLEARING AND GRUBBING

Supplemental Description  
LS - LUMP SUM

Quantity  
1.000

Unit of Measure  
LS - LUMP SUM

Price

Q Type search criteria or press Enter Advanced

The previously highlighted row is not in the current search results. Show previously highlighted row. ✕

New 1

Price Task 1 added 0 marked for deletion 0 changed

Price Task	Description	Active	Type	Task Unit Price
Price Task	1% of total estimate	Yes		

Price Task

Use Historical Price ☐

Reference Price

Amount

Description 2

1% of total estimate

Item ID 3

Percent on top 3

1.00

Spec Book 4

Active ☒

Task Group

Q Begin typing to search or press Enter

9. Price is calculated.

Home Previous My Pages Save Complete

Cost Estimate Items Item Pricing Worksheet Task Groups

### Reference Price Task Summary

Cost Estimate: 0999-0999-TST - Cost Estimate for Training Created 8/3/23 by James Kocaba. Please do not delete.

Item Information

Line	6	Quantity	1.000
Item	0201001 CLEARING AND GRUBBING	Unit of Measure	LS - LUMP SUM
Supplemental Description		Price	9,755.84000

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

New

Price Task	Description	Active	Type	Task Unit Price
Ref001	1% of total estimate	Yes	Percent on top	9,755.84000

Price Task Ref001

Reference Price

Amount

Description 1% of total estimate

Item ID

Spec Book

Task Group

Begin typing to search or press Enter

0 added 0 marked for deletion 0 changed

## Calculate Bid Based Unit Prices for All Items

There are several methods to price items in Estimation. Items can be priced individually or the entire estimate can be priced all at once. It is recommended that all item prices be updated every six months or at every milestone cost estimate.

### 1. Navigate to the item pricing worksheet from the Cost Estimate summary page

Home Previous My Pages

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

### Cost Estimate Summary

Cost Estimate: 0999-0999-TST - Cost Estimate for Training Created 8/3/23 by James Kocaba. Please do not delete.

Project: 0999-0999-TST

General

Categories

Cost Summary

Cost Estimate Items

Non-Construction Costs

Markups

Parent Attributes

Associated Type

Project

Entity

0999-0999-TST

Entity Description

Test project created by James Kocaba for Estimation training

Spec Book

11

Estimate Information

Cost Estimate Name

0999-0999-TST

Cost Estimate Descr

Cost Estimate for Training. Created 8/3/23 by James Kocaba. Please do not delete.

Estimate Phase

01 - Programming

Estimated By

CONNDOT\kocabaaj

Kocaba James

Cost Estimate Total

1,400,000.00

Unit System

English

Improvement Type

Work Type

Design Build

Profile

No

Budget Class

Lanemiles

Estimate Type

Vendor Access

- Pricing all estimate items can be accomplished selecting the action arrow to the right of the save button (1)
- Select "Calculate Bid Based Prices for all items" (2)

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Overview

Cost Estimate

Cost Estimate Items

Item Pricing Worksheet

Item Pricing Worksheet

Save

?

Type search criteria or press Enter

ItemNumLH

Showing 11 of 11

Total Cost Estimate Items

985,339.52

Cat ID	Line	Item	Descr	Unit	Quantity	Unit Price	Est Amt
81STOGEN	10	0001PARA	MINOR ITEM ALLOWANCE PARAMETRIC ITEM	LS	1.000	100,000.000000	
80CMNLS	6	0201001	CLEARING AND GRUBBING	LS	1.000	9,755.840000	
83HWYGEN	1	0202000	EARTH EXCAVATION	c.y.	1,000.000	48,450.000	
03PAVEMENT	11	0202000	EARTH EXCAVATION	c.y.	1,500.000	39,540.000	
01BR-01867	4	0601062	FOOTING CONCRETE	c.y.	200.000	671.140000	
01BR-01867	5	0601064	ABUTMENT AND WALL CONCRETE	c.y.	400.000	1,302.540000	
83HWYGEN	3	0969062	CONSTRUCTION FIELD OFFICE, MEDIUM	mo.	12.000	4,794.140000	
80CMNLS	7	0971001	MAINTENANCE AND PROTECTION OF TRAFFIC	LS	1.000		
80CMNLS	8	0975004	MOBILIZATION AND PROJECT CLOSEOUT	LS	1.000		
80CMNLS	9	0980020	CONSTRUCTION SURVEYING	LS	1.000		
83HWYGEN	2	1001001	TRENCHING AND BACKFILLING	LT	1,500.000	36.700000	

New

Select Items...

Actions

There are no actions available.

Tasks

Calculate Bid Based Prices for all Items

Combine Like Cost Estimate Items

Combine Like Cost Estimate Items And Calculate ...

Export Cost Estimates

Select Cost Estimate Items to Calculate Bid Based...

Views

Attachments (0)

Issues

Links

Reports

Cost Estimate Budget Class Report

Cost Estimate Contingency Report

Cost Estimate Formula Information Report

Cost Estimate Scope Tracking Report

Cost Estimate Summary Report

Design Build Estimate Report

Prequalification Work Type Report

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- Calculate Bid-Based Prices operation will begin. Please be patient with this step in the process. Large estimates may require 10 to 15 minutes to complete item pricing calculations.

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Overview

Cost Estimate

Cost Estimate Items

Item Pricing Worksheet

Calculate Bid-Based Prices Process started at 10/06/2023 14:45:35.

Save

?

Type search criteria or press Enter

ItemNumLH

Showing 11 of 11

Total Cost Estimate Items

985,339.52

Cat ID	Line	Item	Descr	Unit	Quantity	Unit Price	Est Amt	Supp Descr	Ad Proc	Crdbt	Excl
81STOGEN	10	0001PARA	MINOR ITEM ALLOWANCE PARAMETRIC ITEM	LS	1.000	100,000.000000	100,000.00		Yes	Yes	
80CMNLS	6	0201001	CLEARING AND GRUBBING	LS	1.000	9,755.840000	9,755.84		Yes	Yes	
83HWYGEN	1	0202000	EARTH EXCAVATION	c.y.	1,000.000	48,450.000	48,450.00		Yes	Yes	
03PAVEMENT	11	0202000	EARTH EXCAVATION	c.y.	1,500.000	39,540.000	59,310.00		Yes	Yes	
01BR-01867	4	0601062	FOOTING CONCRETE	c.y.	200.000	671.140000	134,228.00		Yes	Yes	
01BR-01867	5	0601064	ABUTMENT AND WALL CONCRETE	c.y.	400.000	1,302.540000	521,016.00		Yes	Yes	
83HWYGEN	3	0969062	CONSTRUCTION FIELD OFFICE, MEDIUM	mo.	12.000	4,794.140000	57,529.68		Yes	Yes	
80CMNLS	7	0971001	MAINTENANCE AND PROTECTION OF TRAFFIC	LS	1.000				Yes	Yes	
80CMNLS	8	0975004	MOBILIZATION AND PROJECT CLOSEOUT	LS	1.000				Yes	Yes	
80CMNLS	9	0980020	CONSTRUCTION SURVEYING	LS	1.000				Yes	Yes	
83HWYGEN	2	1001001	TRENCHING AND BACKFILLING	LT	1,500.000	36.700000	55,050.00		Yes	Yes	

New

Select Items...

0 added

0 marked for deletion

0 changed

Showing 11 of 11

## Calculate Bid Based Unit Prices for Individual Items

Single items added in between bi-annual or milestone estimate updates can be priced individually. Please follow the steps below for item pricing procedures.

- Navigate to the item pricing worksheet from the Cost Estimate summary page

Home Previous My Pages

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

### Cost Estimate Summary

▼ Cost Estimate: 0999-0999-TST - Cost Estimate for Training. Created 8/3/23 by James Kocaba. Please do not delete. Save ?

Project: 0999-0999-TST

General

Categories

Cost Summary

Cost Estimate Items

Non-Construction Costs

Markups

▼ Parent Attributes

Associated Type

Project

Entity

0999-0999-TST

Entity Description

Test project created by James Kocaba for Estimation training

Spec Book

11

▼ Estimate Information

Cost Estimate Name

0999-0999-TST

Cost Estimate Descr

Cost Estimate for Training. Created 8/3/23 by James Kocaba. Please do not delete.

Estimate Phase

01 - Programming

Estimated By

CONNDOT\kocabaaj  
Kocaba James

Cost Estimate Total

1,000,000.00

Unit System

English

Improvement Type

Work Type

Design Build

☐

Profile

No

Budget Class

Lanemiles

Estimate Type

Marketing Address

2. Pricing individual estimate items can be accomplished selecting the three staked blue bars in the item unit price field (1)
3. Select the active checkmark box (2)
4. Select calculate price (3)
5. Select "Save"

Home Previous My Pages

Overview Cost Estimate Cost Estimate Items

### Item Pricing Worksheet

There are unsaved changes.

▼ Item Pricing Worksheet 4 Save ?

Q Type search criteria or press Enter ItemNumLH Showing 11 of 11

Total Cost Estimate Items  
928,345.98

Cat ID	Line	Item	Descr	Unit	Quantity	Unit Price	Ext	Method	Price	Active	Excl
91STOGEN	10	0001PARA	MINOR ITEM ALLOWANCE PARAMETRIC ITEM	LS	1.000	100,000.00000					
80CMNLS	6	0201001	CLEARING AND GRUBBING	LS	1.000	9,191.54000					
83HYVGEN	1	0202000	EARTH EXCAVATION	LS	1,000.000	30,540.000					
03PAVEMENT	11	0202000	EARTH EXCAVATION	LS	1,500.000	30,540.000					
91BR-01987	4	0601002	FOOTING CONCRETE	LS	200.000	674.86000					
91BR-01987	5	0601004	ABUTMENT AND WALL CONCRETE	LS	400.000	1,278.55000					
83HYVGEN	3	0969002	CONSTRUCTION FIELD OFFICE, MEDIUM	mo	12.000	4,868.12000					
80CMNLS	7	0971001	MAINTENANCE AND PROTECTION OF TRAFFIC	LS	1.000						
80CMNLS	8	0975004	MOBILIZATION AND PROJECT CLOSEOUT	LS	1.000						
80CMNLS	9	0980020	CONSTRUCTION SURVEYING	LS	1.000						
83HYVGEN	2	1001001	TRENCHING AND BACKFILLING	LF	1,500.000	36.69000					

New Select Items...

Showing 11 of 11

6. Save is complete and item price is established

Home Previous My Pages Actions Help Log off

Overview Cost Estimate Cost Estimate Items

Item Pricing Worksheet

Save Complete X

Item Pricing Worksheet Save ?

Type search criteria or press Enter ItemNumLH Showing 11 of 11

Total Cost Estimate Items  
966,261.38

Cat ID	Line	Item	Descr	Unit	Quantity	Unit Price	Est Amt	Supp Descr	Ad Hoc	Crdb	Excl
81STDSGN	10	0001PARA	MINOR ITEM ALLOWANCE PARAMETRIC ITEM	LS	1.000	100,000.00000	100,000.00		Reference	Yes	Yes
80CMNLS	6	0201001	CLEARING AND GRUBBING	LS	1.000	9,586.84000	9,586.84		Reference	Yes	Yes
83HYWGEN	1	0202000	EARTH EXCAVATION	c.y.	1,000.000	39,540.00000	39,540.00		Regres...	Yes	No
02PAVEMEN	11	0202200	EARTH EXCAVATION	c.y.	1,500.000	39,540.00000	59,310.00		Regres...	Yes	No
01BR-01967	4	0601062	FOOTING CONCRETE	c.y.	200.000	674.86000	134,972.00		Regres...	Yes	No
01BR-01967	5	0601064	ABUTMENT AND WALL CONCRETE	c.y.	400.000	1,275.55000	511,420.00		Regres...	Yes	No
83HYWGEN	3	0909002	CONSTRUCTION FIELD OFFICE, MEDIUM	mo.	12.000	4,865.12000	58,417.44		Regres...	Yes	No
80CMNLS	7	0971001	MAINTENANCE AND PROTECTION OF TRAFFIC	LS	1.000				Yes	Yes	
80CMNLS	8	0975004	MOBILIZATION AND PROJECT CLOSEOUT	LS	1.000				Yes	Yes	
80CMNLS	9	0980020	CONSTRUCTION SURVEYING	LS	1.000				Yes	Yes	
83HYWGEN	2	1001001	TRENCHING AND BACKFILLING	lt.	1,500.000	36.69000	55,035.00		Regres...	Yes	No

New Select Items

Showing 11 of 11

## Add Contingency Percentage

Contingency is an element of estimated cost included to account for uncertainty and risk. The designer is responsible for ensuring that the proper percentage is entered based upon cost estimate phase.

1. Select Non-Construction Costs (1)
2. Select New (2)
3. Enter "Contingency" for name (3)
4. Enter "Contingency" for description (4)
5. Enter Percentage (5)
6. Select "Active" (6)
7. Select "Save" (7)

Home Previous My Pages 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: INCIDTEST - Asset Category Template

General

Cost Summary

Categories

Cost Estimate Items

Variables

Adhoc Pricing

Non-Construction Costs

Markups

Item Pricing Worksheet

Annualization

New

Incidentals

INCID

27,968.00

Yes

New Non Construction Cost

Non Construction Cost Name

Percent of Total Estimate

Non Construction Cost Description

Non Construction Cost Amount

Calculated Amount

Non Construction Cost Type

Non Construction Cost Group

Active

Save

## Add Incidental Percentage

The Non-Construction Cost tab can be used to enter incidental cost values. The cost of Construction Engineering (CENG), which consists of the various activities required to administer the construction contract, including inspection, materials testing, construction phase design support and other functions. It includes state and consultant forces, when applicable. For state-awarded construction contracts, this "Incidental Cost" is estimated using a sliding scale percentage of the contract cost as shown in the

Incidental Cost Percentage Chart. Please refer to the cost estimating guide for contract price ranges and the associated values.

1. Select Non-Construction Costs from the Cost Estimate Summary (1)
2. Select "New" (2)
3. Enter Non-Construction Cost Name (3)
4. Enter Non-Construction Cost Description (4)
5. Enter proper percentage (5)
6. Select the "Active" checkbox (6)
7. Click "Save" (7)

The screenshot shows the 'Cost Estimate Summary' interface in AASHTOWare Project. The left sidebar contains a navigation menu with items like 'General', 'Cost Summary', 'Categories', 'Cost Estimate Items', 'Variables', 'Adhoc Pricing', 'Non-Construction Costs' (highlighted with a red box and callout 1), 'Markups', 'Item Pricing Worksheet', and 'Annualization'. The main area displays a table of cost items. A 'New' button (callout 2) is visible. The table has columns for 'Incidentals', 'INCID', '27,968.00', and 'Yes'. A new row is being added with the following fields: 'Non Construction Cost Name' (callout 3), 'Non Construction Cost Description' (callout 4), 'Percent of Total Estimate' (callout 5), 'Non Construction Cost Amount', 'Calculated Amount', and an 'Active' checkbox (callout 6). A 'Save' button (callout 7) is located at the top right of the main area.

## Add Inflation

The Inflation Parametric Item (005PARA) can be used to enter direct future inflation values. AASHTOWare Project does not include automatic inflation rate calculations for lump sum or estimated item unit prices. Therefore, inflation for lump sum or estimated unit items must be calculated and entered manually using item 0005PARA. The steps for entering lump sum or estimated unit items and values are shown below.

Except for contracts with durations of three years or more, the inflation adjustment factor is computed by determining the number of years between the estimate date (when estimate is prepared) and scheduled bid opening and multiplying this number by the annual inflation factor. For contracts with durations of three years or longer, compute the number of years from the estimate date to the mid-point of construction. An annual inflation rate of 6.5 percent per year (simple, not compound) should be used for 2023 and subsequent years. Inflation costs decrease as the cost estimate phases advance toward semi-final design and eventually are eliminated at final design. Example computations and process for AWP cost estimate incorporation to follow:

### Inflation Example 1 (construction duration less than 3 years)

Estimate date: January 15, 2023

Scheduled bid opening (letting) date: November 15, 2024

Duration of construction contract: 2 years (midpoint: April 2026)

Estimated cost: \$1,500,000

Inflation: 6.5 percent

Estimated future/inflated cost = \$1,500,000 x (1.83x0.065) = \$178,425

### Inflation Example 2 (construction duration more than 3 years)

Estimate date: January 15, 2023

Scheduled bid opening (letting) date: December 13, 2024

Duration of construction contract: 4 years (midpoint: April 2027)

Estimated cost: \$15,000,000

Inflation: 6.5 percent

Estimated future/inflated cost = \$15,000,000 x (4.25x0.065) = \$4,143,750

See the following steps below:

1. Navigate to the Cost Estimate Summary screen
2. Select Item Pricing work sheet

Home Previous My Pages

Overview Contingency Assignment Funding: Assign to Items Fund Package Overview Life Cycle Costs Typical Sections **Item Pricing Worksheet** Actions Help Log off

Cost Estimate Summary

▼ Cost Estimate: 0999-0999-TST - Cost Estimate for Training. Created 8/3/23 by James Kocaba. Please do not delete. Save ?

Project: 0999-0999-TST

General

Categories

Cost Summary

Cost Estimate Items

Non-Construction Costs

Markups

Parent Attributes

Associated Type

Project

Unit System

English

Entity

0999-0999-TST

Improvement Type

Entity Description

Test project created by James Kocaba for Estimation training

Work Type

Spec Book

11

Estimate Information

Cost Estimate Name

0999-0999-TST

Design Build

☐

Cost Estimate Descr

Cost Estimate for Training. Created 8/3/23 by James Kocaba. Please do not delete.

Profile

No

Estimate Phase

01 - Programming

Budget Class

Lanemiles

Estimated By

Kocaba James

Estimate Type

Cost Estimate Total

3. Select New

Home Previous My Pages

Overview Cost Estimate Cost Estimate Items Actions Help Log off

Item Pricing Worksheet

▼ Item Pricing Worksheet Save ?

Type search criteria or press Enter ItemNumLH Showing 9 of 9

Total Cost Estimate Items

816,273.68

Cat ID	Line	Item	Descr	Unit	Quantity	Unit Price	Est Amt	Supp Descr	Pric	Cntrb	Excl
80CMNLS	6	0201001	CLEARING AND GRUBBING	LS	1.000						
83HYVGEN	1	0202000	EARTH EXCAVATION	c.y.	1,000.000	48.45000	48,450.00		Reges...	Yes	No
01BR-01987	4	0601062	FOOTING CONCRETE	c.y.	200.000	671.14000	134,228.00		Reges...	Yes	No
01BR-01987	5	0601064	ABUTMENT AND WALL CONCRETE	c.y.	400.000	1,302.54000	521,016.00		Reges...	Yes	No
83HYVGEN	3	0989062	CONSTRUCTION FIELD OFFICE, MEDIUM	mo.	12.000	4,794.14000	57,529.68		Reges...	Yes	No
80CMNLS	7	0971001	MAINTENANCE AND PROTECTION OF TRAFFIC	LS	1.000				Yes	Yes	
80CMNLS	8	0975004	MOBILIZATION AND PROJECT CLOSEOUT	LS	1.000				Yes	Yes	
80CMNLS	9	0980020	CONSTRUCTION SURVEYING	LS	1.000				Yes	Yes	
83HYVGEN	2	1001001	TRENCHING AND BACKFILLING	lt.	1,500.000	36.70000	55,050.00		Reges...	Yes	No

New Select Items...

Showing 9 of 9

4. Double click in the Cat ID field (1)
5. Select Category 81STGEN (2)

Home Previous My Pages There are unsaved changes. X Actions Help Log off

Overview Cost Estimate Cost Estimate Items

Item Pricing Worksheet

Item Pricing Worksheet Save ?

Q Type search criteria or press Enter ItemNumLH Showing 9 of 9

Total Cost Estimate Items  
816,273.68

1 added 0 marked for deletion 0 changed

Item	Line	Item	Descr	Unit	Quantity	Unit Price	Ext Amt	Supp Descr	Phic...	Crntb	Excld
80CMNLS	6	0201001	CLEARING AND GRUBBING	LS	1.000						
83HWYGEN	1	0202000	EARTH EXCAVATION	c.y	1,000.000	48.45000	48,450.00	Regres...	Yes	No	
01BR-01987	4	0601062	FOOTING CONCRETE	c.y	200.000	671.14000	134,228.00	Regres...	Yes	No	
01BR-01987	5	0601064	ABUTMENT AND WALL CONCRETE	c.y	400.000	1,302.54000	521,016.00	Regres...	Yes	No	
83HWYGEN	3	0969062	CONSTRUCTION FIELD OFFICE, MEDIUM	mo	12.000	4,794.14000	57,529.68	Regres...	Yes	No	
80CMNLS	7	0971001	MAINTENANCE AND PROTECTION OF TRAFFIC	LS	1.000				Yes	Yes	
80CMNLS	8	0975004	MOBILIZATION AND PROJECT CLOSEOUT	LS	1.000				Yes	Yes	
80CMNLS	9	0980020	CONSTRUCTION SURVEYING	LS	1.000				Yes	Yes	
83HWYGEN	2	1001001	TRENCHING AND BACKFILLING	l.f.	1,500.000	36.70000	55,050.00	Regres...	Yes	No	
CAID	Line	Item	Descr	Unit	Quantity	Unit Price	Ext Amt	Supp Descr	Phic...	Crntb	Excld
Q			Begin typing to search or p...								
120DRAINAGE			Drainage Culverts location and description								
12RDWYSAFHOW			Roadway Safety Hardware - location and description								
83HWYGEN			Highways General								
84TRAFSFTY			Traffic Safety								
85ENVRMT			Environmental								
8888			Non-Contract Items								
01BRGEN			Bridge General								
81STDGEN			Standard General (Field Office, etc.)								
01BR-01987			IS5 NB over Big River								

Showing 12 of 12

Showing 9 of 9

6. Double click the item field
7. Enter "PARA"
8. Select item 0005PARA

Home Previous My Pages Actions Help Log off

Overview Cost Estimate Cost Estimate Items

Item Pricing Worksheet

Item Pricing Worksheet Save ?

Q Type search criteria or press Enter ItemNumLH Showing 9 of 9

Total Cost Estimate Items  
816,273.68

1 added 0 marked for deletion 0 changed

Item	Line	Item	Descr	Unit	Quantity	Unit Price	Ext Amt	Supp Descr	Phic...	Crntb	Excld
80CMNLS	6	0201001	CLEARING AND GRUBBING	LS	1.000						
83HWYGEN	1	0202000	EARTH EXCAVATION	c.y	1,000.000	48.45000	48,450.00	Regres...	Yes	No	
01BR-01987	4	0601062	FOOTING CONCRETE	c.y	200.000	671.14000	134,228.00	Regres...	Yes	No	
01BR-01987	5	0601064	ABUTMENT AND WALL CONCRETE	c.y	400.000	1,302.54000	521,016.00	Regres...	Yes	No	
83HWYGEN	3	0969062	CONSTRUCTION FIELD OFFICE, MEDIUM	mo	12.000	4,794.14000	57,529.68	Regres...	Yes	No	
80CMNLS	7	0971001	MAINTENANCE AND PROTECTION OF TRAFFIC	LS	1.000				Yes	Yes	
80CMNLS	8	0975004	MOBILIZATION AND PROJECT CLOSEOUT	LS	1.000				Yes	Yes	
80CMNLS	9	0980020	CONSTRUCTION SURVEYING	LS	1.000				Yes	Yes	
83HWYGEN	2	1001001	TRENCHING AND BACKFILLING	l.f.	1,500.000	36.70000	55,050.00	Regres...	Yes	No	
CAID	Line	Item	Descr	Unit	Quantity	Unit Price	Ext Amt	Supp Descr	Phic...	Crntb	Excld
81STDGEN			Q para	LS							
New			Select Items...								
0001PARA			MINOR ITEM ALLOWANCE PARAMETRIC ITEM								
0002PARA			INCIDENTAL PERCENTAGE PARAMETRIC ITEM								
0003PARA			STRUCTURAL STEEL INFLATION PARAMETRIC ITEM								
0004PARA			METALLIZING STRUCTURAL STEEL INFLATION PARAMETRIC ITEM								
0005PARA			INFLATION PARAMETRIC ITEM								

Showing 9 of 9

9. Enter a lump Sum quantity of 1.0



Home Previous My Pages Actions Help Log off

Overview Cost Estimate Cost Estimate Items

### Item Pricing Worksheet

Item Pricing Worksheet Save ?

Type search criteria or press Enter ItemNumLH Showing 9 of 9

Total Cost Estimate Items

Item	LS	Unit	Quantity	Unit Price	Ext Amt	Supp Descr	Regres...	Yes	No
80CMNLS 6 0201001 CLEARING AND GRUBBING	LS		1,000				Regres...	Yes	Yes
83HYVGEN 1 0202000 EARTH EXCAVATION	c.y.		1,000,000	48.45000	48,450.00		Regres...	Yes	No
01BR-01987 4 0601062 FOOTING CONCRETE	c.y.		200,000	671.14000	134,228.00		Regres...	Yes	No
01BR-01987 5 0601064 ABUTMENT AND WALL CONCRETE	c.y.		400,000	1,302.54000	521,016.00		Regres...	Yes	No
83HYVGEN 3 0969062 CONSTRUCTION FIELD OFFICE, MEDIUM	mo.		12,000	4,794.14000	57,529.68		Regres...	Yes	No
80CMNLS 7 0971001 MAINTENANCE AND PROTECTION OF TRAFFIC	LS		1,000				Regres...	Yes	Yes
80CMNLS 8 0975004 MOBILIZATION AND PROJECT CLOSEOUT	LS		1,000				Regres...	Yes	Yes
80CMNLS 9 0980020 CONSTRUCTION SURVEYING	LS		1,000				Regres...	Yes	Yes
83HYVGEN 2 1001001 TRENCHING AND BACKFILLING	l.f.		1,500,000	36.70000	55,050.00		Regres...	Yes	No
81STDGEN 0001PARA MINOR ITEM ALLOWANCE PARAMETRIC ITEM	LS		1,000				Regres...	Yes	No

New Select Items...

Showing 9 of 9

10. Enter the manually calculated lump sum unit price (1)
11. Click Save (2)

Home Previous My Pages Actions Help Log off

Overview Cost Estimate Cost Estimate Items

### Item Pricing Worksheet

Item Pricing Worksheet Save ?

Type search criteria or press Enter ItemNumLH Showing 9 of 9

Total Cost Estimate Items

Item	LS	Unit	Quantity	Unit Price	Ext Amt	Supp Descr	Regres...	Yes	No
80CMNLS 6 0201001 CLEARING AND GRUBBING	LS		1,000				Regres...	Yes	Yes
83HYVGEN 1 0202000 EARTH EXCAVATION	c.y.		1,000,000	48.45000	48,450.00		Regres...	Yes	No
01BR-01987 4 0601062 FOOTING CONCRETE	c.y.		200,000	671.14000	134,228.00		Regres...	Yes	No
01BR-01987 5 0601064 ABUTMENT AND WALL CONCRETE	c.y.		400,000	1,302.54000	521,016.00		Regres...	Yes	No
83HYVGEN 3 0969062 CONSTRUCTION FIELD OFFICE, MEDIUM	mo.		12,000	4,794.14000	57,529.68		Regres...	Yes	No
80CMNLS 7 0971001 MAINTENANCE AND PROTECTION OF TRAFFIC	LS		1,000				Regres...	Yes	Yes
80CMNLS 8 0975004 MOBILIZATION AND PROJECT CLOSEOUT	LS		1,000				Regres...	Yes	Yes
80CMNLS 9 0980020 CONSTRUCTION SURVEYING	LS		1,000				Regres...	Yes	Yes
83HYVGEN 2 1001001 TRENCHING AND BACKFILLING	l.f.		1,500,000	36.70000	55,050.00		Regres...	Yes	No
81STDGEN 0001PARA MINOR ITEM ALLOWANCE PARAMETRIC ITEM	LS		1,000	100,000.00000	100,000.00		Regres...	Yes	No

New Select Items...

Showing 9 of 9

## Cost Estimate Phase Transition

After a cost estimate has been completed and is ready to transition to the next project development milestone several actions must be completed. First, users must generate a cost estimate phase snapshot. A snapshot is required for PowerBi reporting and audit purposes as well as tracking scope creep. After a snapshot is created the cost estimate phase can be transitioned and saved.

1. Navigate to the Cost Estimate Summary
2. Select the action arrow adjacent to the save button (1)
3. Select "Create Snapshot" (2)

Home Previous My Pages 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: 0999-0999-TST - Cost Estimate for Training. Created 8/3/23 by James Kocaba. Please do not delete. Save ?

Project: 0999-0999-TST

General

Categories

Cost Summary

Cost Estimate Items

Non-Construction Costs

Markups

Parent Attributes

Associated Type

Project

Entity

0999-0999-TST

Entity Description

Test project created by James Kocaba for Estimation training

Spec Book

11

Estimate Information

Cost Estimate Name \*

0999-0999-TST

Cost Estimate Descr

Cost Estimate for Training. Created 8/3/23 by James Kocaba. Please do not delete.

Estimate Phase

01 - Programming

Estimated By

CONNDOT\kocabaaj  
Kocaba James

Cost Estimate Total

1,317,606.11

Previous Snapshot Total

Unit System

English

Improvement Type

Work Type

Design Build

Profile

No

Budget Class

Lanemiles

Estimate Type

Vendor Access

Begin typing to search or press Enter

Snapshot Tracking Percentage

10.00

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...

Create Profile From Estimate

Create Snapshot

Export Cost Estimates

Import Snapshot...

Item Bid History Criteria

Select Cost Estimate Items to Calculate Bid Based...

Transition Cost Estimate to Detail Items

Validate Prequal Worktypes

Views

Attachments (0)

Default Bid History Profiles

Issues

Item Pricing Worksheet

Links

Parent Project

Snapshots

Reports

Cost Estimate Budget Class Report

Cost Estimate Contingency Report

Cost Estimate Formula Information Report

Cost Estimate Scope Tracking Report

Cost Estimate Summary Report

Design Build Estimate Report

Prequalification Work Type Report

4. Enter a detailed description of the cost estimate phase (1)
5. Select the proper snapshot reason (2)
6. Select "Save" (3)

Home Previous My Pages Actions Help Log off

### Cost Estimate

#### Add Cost Estimate Snapshot

Add Cost Estimate Snapshot Save ?

Entity

Description \*

Snapshot at Preliminary Design Completion - 30%

Cost Estimate Name

0999-0999-TST

Snapshot Type

Manual

Snapshot Reason

02PD - Preliminary Design

01PRGM - Programming

02PD - Preliminary Design

03SFD - Semi Final Design

04FD - Final Design

05FDP - Final Design Plans

06SCP - Scope Modification

07OTH - Other

Remarks

Type \*

Remark \*

7. Snapshot has been successfully saved
8. Users can navigate back to snapshot overview

Home Previous My Pages Actions Help Log off

### Cost Estimate Snapshot Summary

Cost Estimate 0999-0999-TST - Snapshot at Preliminary Design Completion... Successfully Saved

Cost Estimate Snapshot: 0999-0999-TST - 001 - Snapshot at Preliminary Design Completion - 30%

Save ?

General

Categories

Cost Summary

Cost Estimate Items

Non-Construction Costs

Markups

Item Pricing Worksheet

Entity

0999-0999-TST

Snapshot

001

Description \*

Snapshot at Preliminary Design Completion - 30%

Created By

CONNDOT\kocabaaj

Remarks

Type \*

Remark \*

Cost Estimate Name

0999-0999-TST

Snapshot Type

Manual

Snapshot Reason

02PD - Preliminary Design

Created Date

10/17/2023 10:53:57 AM

## 9. Navigate back to the current cost estimate

Home Previous My Pages

Cost Estimate

Cost Estimate Snapshot Overview

Cost Estimate Snapshot Overview Save ?

Type search criteria or press Enter Advanced Showing 1 of 1

Sequence	Description	Snapshot Type	Created	Created Dt
001	Snapshot at Preliminary Design Completion - 30%	Manual	CONNDOT\kocaba\j	10/17/2023 10:53:57 AM

## 10. Quick link to cost estimate snapshots is located here:

- Select action item arrow adjacent to the save button (1)
- Select the “Snapshots” hyperlink (2)

Home Previous My Pages

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

Cost Estimate Summary

Cost Estimate: 0999-0999-TST - Cost Estimate for Training Created 8/3/23 by James Kocaba. Please do not delete. Save ?

Project: 0999-0999-TST

General Categories Cost Summary Cost Estimate Items Non-Construction Costs Markups

Parent Attributes

Associated Type Project

Entity 0999-0999-TST

Entity Description Test project created by James Kocaba for Estimation training

Spec Book 11

Estimate Information

Cost Estimate Name 0999-0999-TST

Cost Estimate Descr Cost Estimate for Training. Created 8/3/23 by James Kocaba. Please do not delete.

Estimate Phase 01 - Programming

Estimated By CONNDOT\kocaba\j Kocaba James

Cost Estimate Total 1,317,606.11

Previous Snapshot Total 1,317,606.11

Design Build ☐

Profile No

Budget Class

Lanemiles

Estimate Type

Vendor Access

Snapshot Tracking Percentage 10.00

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 ...
- Create Profile From Estimate
- Create Snapshot
- Export Cost Estimates
- Import Snapshot...
- Item Bid History Criteria
- Select Cost Estimate Items to Calculate Bid Based ...
- Transition Cost Estimate to Detail Items
- Validate Prequal Worktypes
- Views
- Attachments (0)
- Default Bid History Profiles
- Issues
- Item Pricing Worksheet
- Links
- Parent Project
- Snapshots**
- Reports
- Cost Estimate Budget Class Report
- Cost Estimate Contingency Report
- Cost Estimate Formula Information Report
- Cost Estimate Scope Tracking Report
- Cost Estimate Summary Report
- Design Build Estimate Report
- Prequalification Work Type Report

## Build Project Items (Completed at FDP Only)

Initiate “Build Project Items” process at FDP after cost estimate has been finalized .

- Navigate to the Cost Estimate General tab

Home Previous My Pages 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: 0103-0277TEST - Big Bridge over small river Save ?

General

Cost Summary

Categories

Cost Estimate Items

Variables

Adhoc Pricing

Non-Construction Costs

Markups

Annualization

Parent Attributes

Associated Type

Project

Entity

0103-0277TEST

Entity Description

Big Bridge over small river

Spec Book

11

Estimate Information

Cost Estimate Name

0103-0277TEST

Cost Estimate Descr

Big Bridge over small river

Estimate Phase

Estimated By

Begin typing to search or press Enter

Cost Estimate Total

0.00

Previous Snapshot Total

Unit System

English

Improvement Type

Work Type

Design Build

Profile

No

Budget Class

Lanemiles

Estimate Type

Vendor Access

Begin typing to search or press Enter

2. Select the action dropdown arrow to the right of the save button (1)
3. Select Build Project Items (2)

Home Previous My Pages 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: 0103-0277TEST - Big Bridge over small river 1 ?

General

Cost Summary

Categories

Cost Estimate Items

Variables

Adhoc Pricing

Non-Construction Costs

Markups

Annualization

Parent Attributes

Associated Type

Project

Entity

0103-0277TEST

Entity Description

Big Bridge over small river

Spec Book

11

Estimate Information

Cost Estimate Name

0103-0277TEST

Cost Estimate Descr

Big Bridge over small river

Estimate Phase

Estimated By

Begin typing to search or press Enter

Cost Estimate Total

0.00

Previous Snapshot Total

Unit System

English

Improvement Type

Work Type

Design Build

Profile

No

Budget Class

Lanemiles

Estimate Type

Vendor Access

Begin typing to search or press Enter

Actions

Select Item Bid History Profile...

Track

Build Project Items

Calculate Bid Budget Values for all Items

Combine Like Cost Estimate Items

Combine Like Cost Estimate Items and Calculat...

Create Profile From Estimate

Create Snapshot

Export Cost Estimates

Import Snapshot...

Item Bid History Criteria

Select Cost Estimate Items to Calculate Bid Ba...

Transition Cost Estimate to Detail Items

Validate Prequal Worktypes

Views

Attachments (0)

Default Bid History Profiles

Issues

Item Pricing Worksheet

Links

Parent Project

Snapshots

Reports

Cost Estimate Budget Class Report

Cost Estimate Contingency Report

Cost Estimate Formula Information Report

Cost Estimate Scope Tracking Report

Cost Estimate Summary Report

Home Previous My Pages

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.

Cost Estimate: 0103-0277TEST Big Bridge over small river

General

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

Parent Attributes

Associated Type: Project

Unit System: English

Entity: 0103-0277TEST

Improvement Type

Entity Description: Big Bridge over small river

Work Type

Spec Book: 11

Estimate Information

Cost Estimate Name: 0103-0277TEST

Design Build: ☐

Cost Estimate Descr: Big Bridge over small river

Profile: No

Estimate Phase:

Budget Class:

Estimated By:

Lanemiles:

Cost Estimate Total: 0.00

Estimate Type:

## Update Project Fund Packages

1. Navigate to the General Tab on the Project Summary Screen (1)
2. Select "Fund Package Overview" along the main navigation header (2)

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

Project Summary 2

Project: 0056-0321 - Drainage Replacement on U.S. Route 1

Proposal:

General 1

Project Number: 0056-0321

Project Description: Drainage Replacement on U.S. Route 1

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

Unit System: English

Federal Project Number:

Project Work Type: HWAY - HIGHWAY

Project Item Total: 638,654.57

State Project Number:

Project Engineer:

Designed By:

Id: 2301

Created By:

Incidentals and Contingences:

Historical Inc and Cont-LEAVE BLANK:

Primary Project County: FRFD - Fairfield

Primary Project District ID: 3 - New Haven

Town 1: 0056 - GREENWICH

Town 2:

Town 3:

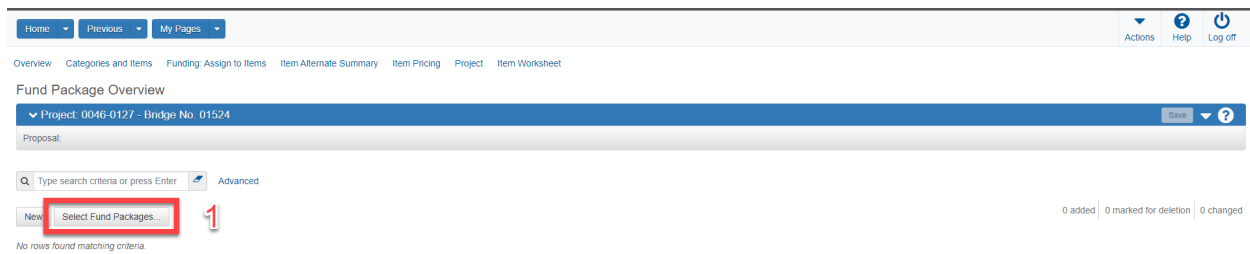
Town 4:

Town 5:

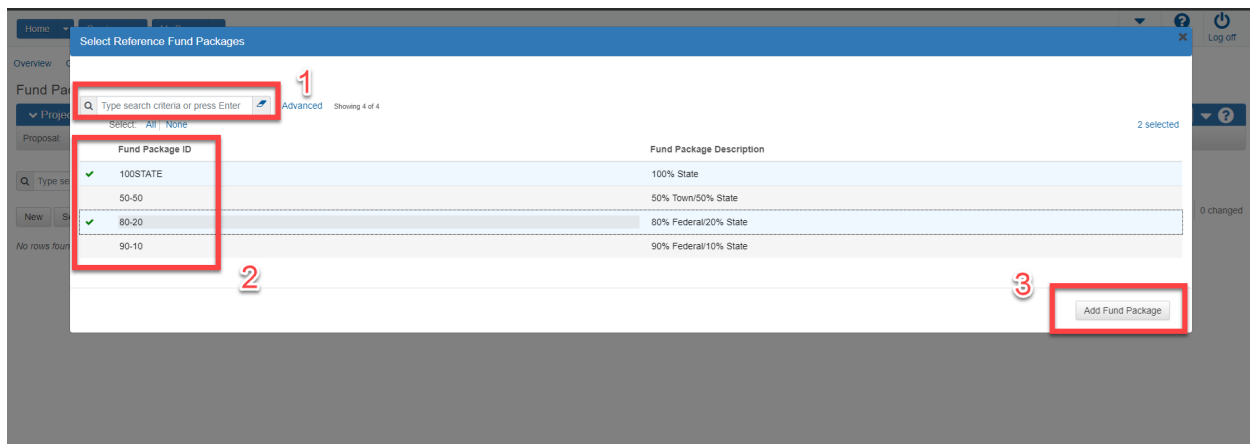
Town 6:

Controlling Project: ☐

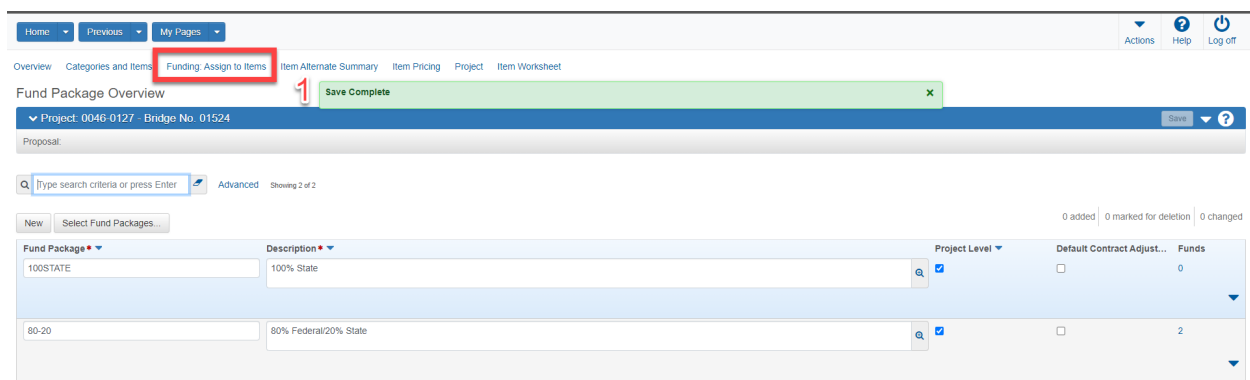
3. Click on "Select Fund Packages" button (1)



4. Type Fund Package ID into search bar or press enter for all fund packages (1)
5. Select individual fund packages for assignment to the project (2)
6. Select "Add Fund Package" (3)



7. Select "Funding Assign to Items" (1)



8. Assign funds by selecting all project items, asset categories or individual items (1).
9. Click "Save" (2)

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Overview Categories and Items Fund Package Overview Item Alternate Summary Item Pricing Project Item Worksheet

### Project Funding Assignment

Project: 0046-0127 Bridge No. 01524

Proposal:

All Project Items

- 01-01524 - Route 191 over the Scantic River in East Windsor
- 0010 020993 LS LEAD COMPLIANCE FOR MISCELLANEOUS EXTERIOR TASKS
- 99-General - General
- 0020 0201001 LS CLEARING AND GRUBBING
- 0030 0202000 c.y. EARTH EXCAVATION
- 0040 0202452 ea. TEST PIT

Mixed None A B

Mixed None A B

Mixed None A B

Mixed None A B

Mixed None A B

Mixed None A B

0 changed Expand All

Fund Package	Description	Funds
(A) 100STATE	100% State	0
(B) 80-20	80% Federal/20% State	2

## Change Project Workflow from 10 to 20

The final step in the cost estimate process is to change the project workflow from 10 – Concept and Milestone Estimate to 20 – Processing for Final Estimate and Proposal. Once complete Contract Development will be automatically notified by email that the cost estimate is ready for final processing.

1. Navigate to the Project Summary screen and select workflow

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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: 0999-0999-TST - Test project created by James Kocaba for Estimation training on July 20, 2023...do not delete

Proposal:

General

Counties

Districts

Points

Road Segments

Bridge Segments

Workflow

Project Number

0999-0999-TST

Project Description

Test project created by James Kocaba for Estimation training on July 20, 2023...do not delete

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

11

Unit System

English

Federal Project Number

Project Work Type

Project Item Total

State Project Number

Project Engineer

Designed By

Id

2360

Created By

CONNDOT\james.kocaba

Incidentals and Contingencies

Highway Type

Urban/Rural

Historical Inc and Cont-LEAVE BLANK

Primary Project County

NHVN - New Haven

Primary Project District ID

3 - New Haven

Town 1

Town 2

Town 3

Town 4

Town 5

Town 6

2. Ensure that the Standard ConnDOT Workflow is selected (1)
3. Select the WorkflowPhase drop down arrow (2)

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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: 0999-0999-TST - Test project created by James Kocaba for Estimation training on July 20, 2023...do not delete

Proposal:

General

Counties

Districts

Points

Road Segments

Bridge Segments

Workflow

Workflow

Standard ConnDOT Workflow

WorkflowPhase

10-Concept and Milestone Estimate

4. Select 20 – Processing for Final Estimate and Proposal. \*\*\*Important\*\*\* Please select only phase 20. If different phase is selected and saved, you cannot go back and Contract Development will not be notified.

The screenshot shows the 'Project Summary' page for a project titled '0999-0999-TST - Test project created by James Kocaba for Estimation training on July 20, 2023...do not delete'. The 'Workflow' section is expanded, showing a list of 'WorkflowPhase' options. The option '20-Processing for Final Estimate and Proposal' is highlighted with a red box. The 'Workflow' dropdown is set to 'Standard ConnDOT Workflow'.

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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: 0999-0999-TST - Test project created by James Kocaba for Estimation training on July 20, 2023...do not delete Save ?

Proposal:

General  
Counties  
Districts  
Points  
Road Segments  
Bridge Segments  
Workflow

Workflow  
Standard ConnDOT Workflow

WorkflowPhase  
10-Concept and Milestone Estimates  
20-Processing for Final Estimate and Proposal  
30-Processing and Contracts Overlap before Advertisement  
40-Contracts-Advertisement Phase  
50-Contracts - Addenda Phase  
60-Contracts - Letting Day Processing  
80-Contracts Post Bid Letting Activities  
90-Contracts Award and Rejection Determination  
100-Preconstruction Activities completed  
440-Contract and Addenda (NTD)

## 5. Select Save

The screenshot shows the 'Project Summary' page with the 'WorkflowPhase' dropdown set to '20-Processing for Final Estimate and Proposal'. The 'Save' button in the top right corner of the project header is highlighted with a red box.

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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: 0999-0999-TST - Test project created by James Kocaba for Estimation training on July 20, 2023...do not delete Save ?

Proposal:

General  
Counties  
Districts  
Points  
Road Segments  
Bridge Segments  
Workflow

Workflow  
Standard ConnDOT Workflow

WorkflowPhase  
20-Processing for Final Estimate and Proposal