

KYTC

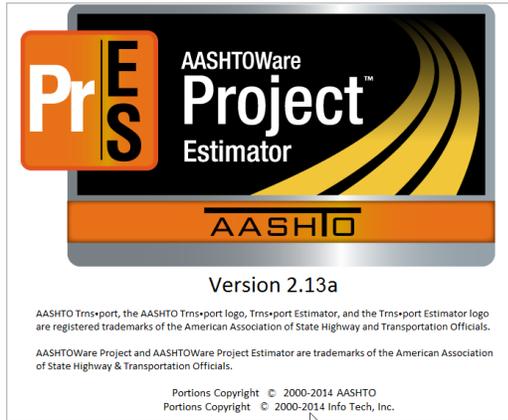
Project Estimator Manual

Based on AASHTOWARE Project Estimator Version 2.13a



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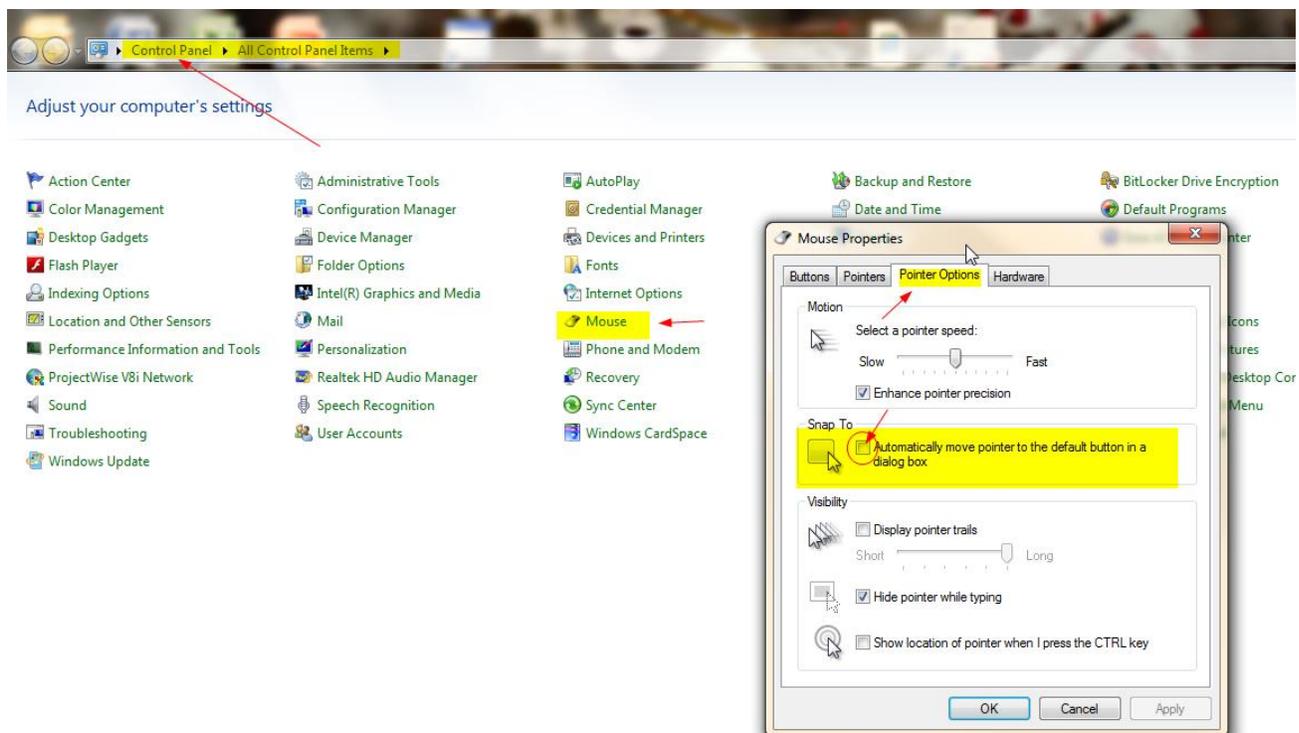


Project Estimator is used to create cost estimates for projects. The estimate bid item codes and quantities should be compared with the same information in the project proposal or plans. Any discrepancies must be eliminated so that the data in the estimate and proposal or plans agree exactly and are accurate with what the project designer intends to be constructed in the field. These estimates can be exported and used to create projects in WebPrecon. These instructions are geared toward creating a file for the purpose of successfully importing it into WebPrecon.

IMPORTANT NOTE

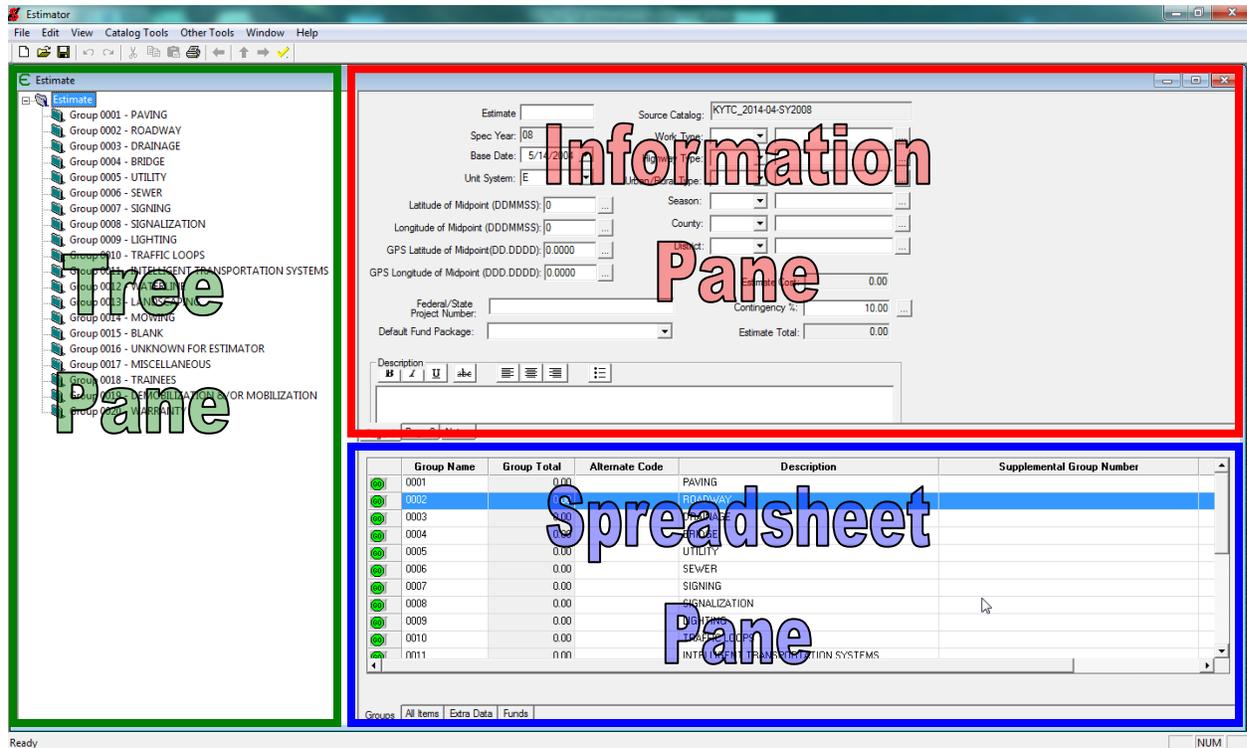
BEFORE you begin, check your computer mouse settings and ensure that the **Snap To** function is turned off. If this setting is not turned off, you will have annoying issues with Groups and Bid Item changing location every time you click on them.

- Go to **Control Panel**
- Select **Mouse**.
- Click on the Pointer Settings tab.
- Uncheck the **Snap To** box before **Automatically move pointer to default button in dialog box**.
- Click **Apply** button.
- Click **OK**.



The Estimator Interface

The Estimator interface displays three Panes: the Tree Pane (left), the Information Pane (upper right), and the Spreadsheet Pane (lower right).



The Tree Pane creates a structured format displaying the various groups in the project. Contained within the group folders are the bid items and their bid history. As different selections are made in the Tree Pane, the Information and Spreadsheet Panes on the right side of the screen will change to display the corresponding data for the item in the Tree Pane.

The Information Pane is a form-like Pane that allows you to enter data about the estimate, group, or item. This Pane view is dependent upon the selection that was made in the Tree Pane.

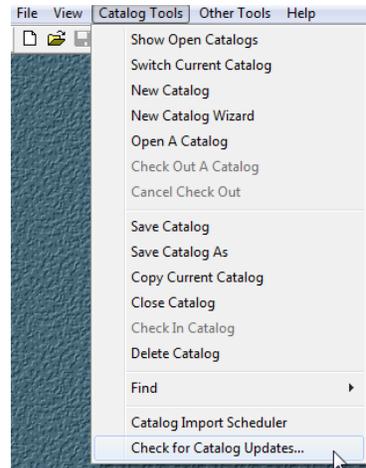
The Spreadsheet Pane is a table-like Pane that allows you to view the different attributes of the group or individual item. Information can also be entered from the table by entering the data in the cell. This Pane view is also dependent upon the selection that was made in the Tree Pane.

-  Button in the Spreadsheet Pane will step into the child item or group in the Tree Pane, which also changes the Information Pane and Spreadsheet Pane to correspond.
-  Switches to the previously highlighted Tree node.
-  Switches to the parent of the current highlighted Tree node.
-  Move forward in the highlighted Tree node set.

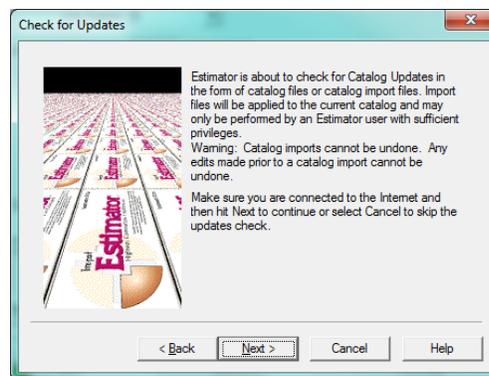
CHECK FOR CATALOG UPDATES

Updated catalogs are made available approximately every quarter. Using the most recent catalog will make the process easier and more accurate. It is not necessary to check for the catalog update every time Estimator is used, but it should be done regularly. If you have never used Estimator and no catalog is associated with your version of Estimator, the process will begin automatically.

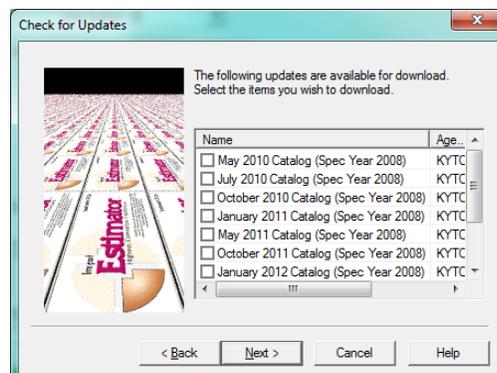
- Click on the **Catalog Tools** tab on the tool bar.
- Select **Check for Catalog Updates ...**



- Click on the **Next** button.



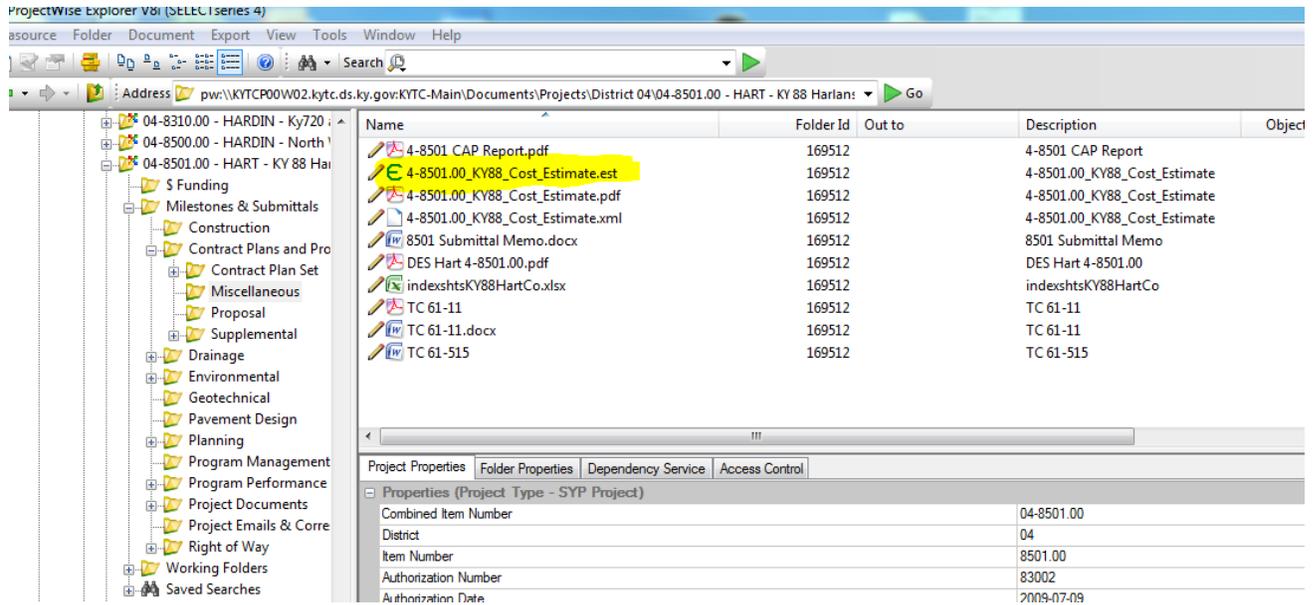
- Check the box beside the catalog you want to import from the list and then click **Next**.



Instructions for Working with an Existing Estimator File

Perform steps 1-4 and then skip to step 6.

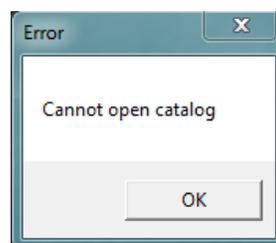
1. SAVE THE FILE



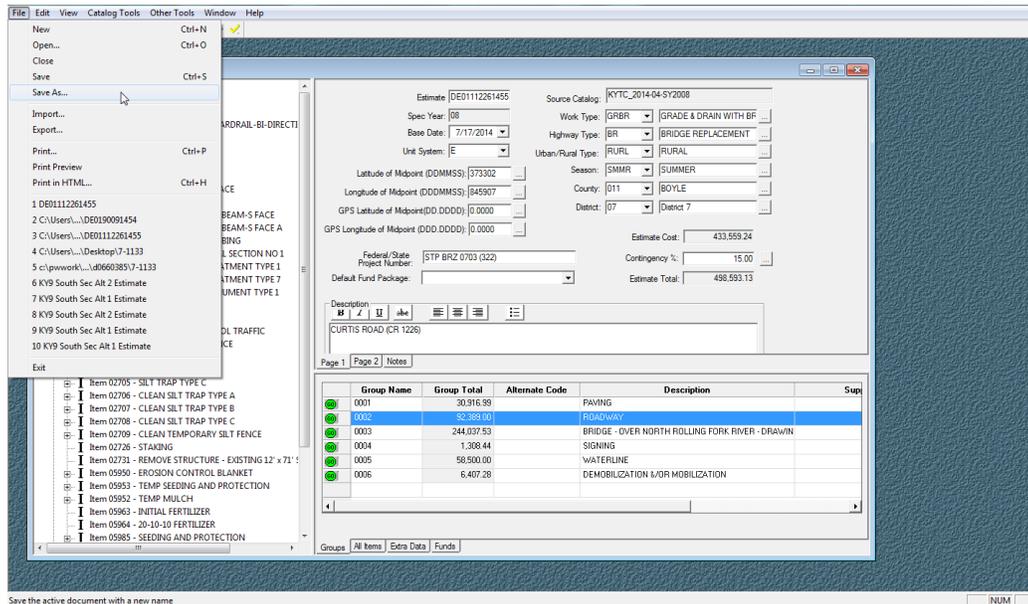
Save the .est file from the source. If it comes from ProjectWise or is attached to an email, click on the file to open it, and the Estimator program will start. Depending upon how the file was saved by the original author, Estimator may require a password to open the file, which is “password”, in lower case letters. If opening file from ProjectWise, be sure you do not have the Estimator program open.



You will get a message that the catalog cannot be opened. Click “OK” and keep going. The file will be a *Read-Only* document, but that will not affect your work, because you will save the document for your own use and add the current catalog, which will remove any restrictions.



- Under the **File** tab, select **Save As**
 - Save the file with the name and in the location you want.



- Close the file and the Estimator program.

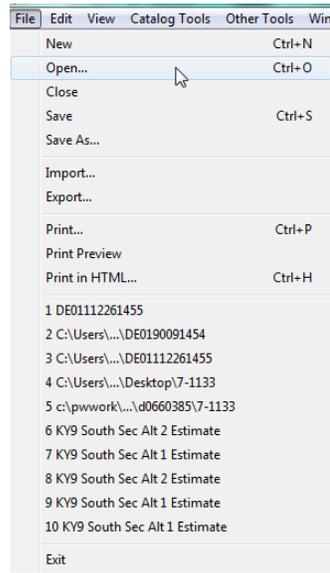
2. OPEN THE FILE

After you have created the file, always open Estimator first and then open the file from the **Open** function under the **File** tab. Do not open the file by clicking on the file itself, or it will be a “Read-Only” document that cannot be modified.

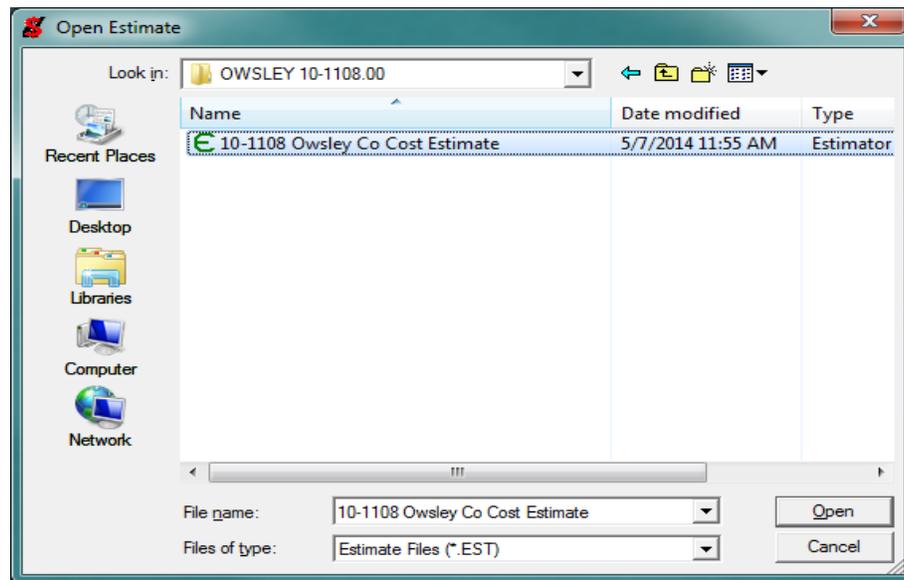
- Open the Estimator program by clicking on the Estimator icon on your desktop.



- Under the **File** tab, select **Open** and find the file you saved. Be sure you *do not* use the **Import** function.



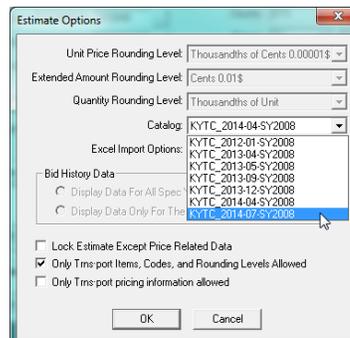
The next screen after selecting **Open** is a local computer interface which will allow you to find the estimate file.



3. VERIFY THE CATALOG

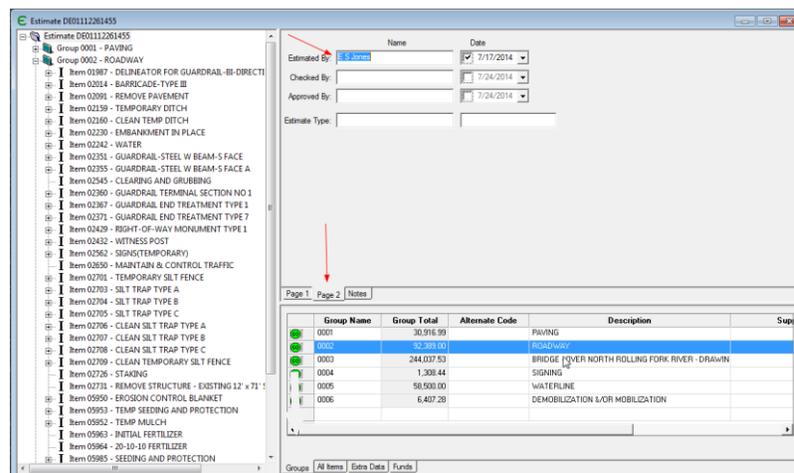
Verify that the most currently available catalog is being applied to the estimate.

- Click the **Edit** tab.
- Choose **Estimate Options**.
- Choose **Catalog**.
- Select the most recent catalog which will have the format **KYTC_YEAR-MONTH-SY2008**, for example, **KYTC_2014-07-SY2008**.
- Click **OK**.



4. REMOVE NAMES

Click the *Page 2* tab at the bottom of the upper right Information Pane. If there are any individual or company names in the fields, delete them. The *Estimated By* field will populate the *Priced By* field in WebPrecon which causes an error for Construction Procurement when transferring a project into CRLMS. The *Estimate By* information is not required in WebPrecon and should be left blank. However, the General Summary Program, used by designers to transfer bid items and quantities to the General Summary plan sheet, requires a name and date in the *Estimated By* fields.



At this point it is a good idea to save the changes that have been made so far, the new file name along with the correct catalog. Click on the **File** tab, and then choose **Save As** to save the modified file which will be your working version of the estimate file to prepare for import into WebPrecon.

INSTRUCTIONS FOR CREATING A NEW ESTIMATE FILE

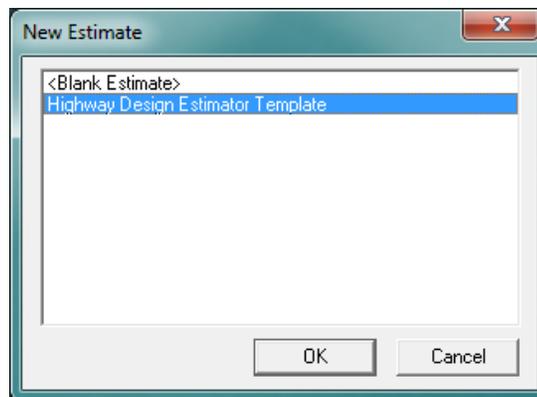
Perform step 5 and proceed through the rest of the steps.

Skip step 5 if working with an existing estimate file and proceed to step 6.

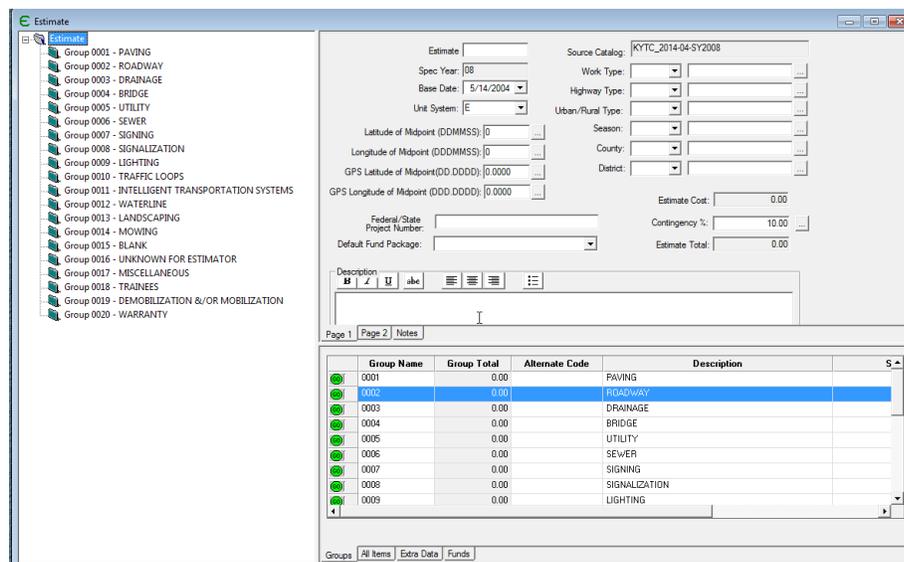
5. CREATE A NEW ESTIMATE

- Open the Estimator program.
- Click on the **File** in the upper left corner of the tool bar and choose **New, or**
- Click on the **NEW** icon  .

A dialogue box appears with two choices, **Blank Estimate** and **Highway Design Estimator Template**. Highlight **Highway Design Estimator Template** and click **OK**. **DO NOT USE THE *BLANK ESTIMATE***.



The blank template appears and is ready for data entry and modification for the specific project estimate.



6. COMPLETE THE FORM

Ensure that the various fields in the Information Pane (upper right half of the screen) have been completed appropriately, or fill them in as follows:

FIELD NAME	INSTRUCTIONS / EXAMPLES
ESTIMATE	Use the project's item number.
SPEC YEAR	Auto-populated 08 even though this is not the actual current spec year.
BASE DATE	Auto-populated with the base date. If created new, change to today's date from the drop-down calendar menu.
UNIT SYSTEM	E = English or M = Metric
LATITUDE OF MIDPOINT	From plan sheets or use Google Earth to find approximate project midpoint: dddmmmss [0863622]
LONGITUDE OF MIDPOINT	From plan sheets or use Google Earth to find approximate project midpoint: ddmms [372204]
GPS LATITUDE OF MIDPOINT	Leave blank. It may auto-populate if you enter data into the LATITUDE OF MIDPOINT field above.
GPS LONGITUDE OF MIDPOINT	Leave blank. It may auto-populate if you enter data into the LONGITUDE OF MIDPOINT field above.
FED/STATE PROJECT NUMBER	Funding number from plan cover sheet. It may have to be changed from the design funding number. [STP BRZ 0124 or FD04 083 0036 124-125]
DEFAULT FUND PACKAGE	Leave blank.
DESCRIPTION	Route name and number, left align, all caps. Limited to 60 characters including spaces. [HINKEY ROAD (US 36)] If printing an estimate, temporarily change the setting to center align.
SOURCE CATALOG	Automatically displays the current catalog in use on the estimate.
WORK TYPE	Choose from drop-down menu. There are more choices available in WebPrecon. If the required selection is not available in Estimator, it can be modified after the file has been imported into WebPrecon.
HIGHWAY TYPE	Choose from drop-down menu.
URBAN/RURAL	Choose from drop-down menu.
SEASON	Choose from drop-down menu.
COUNTY (NUMBER)	Choose from drop-down menu. Do not type in entry or the file will not import.
DISTRICT (NUMBER)	Choose from drop-down menu. Do not type in entry or the file will not import.
ESTIMATE COST	Auto-populated from bid item prices in file.
CONTINGENCY %	Auto-populates 10 or enter 15 depending on choice of project designer.
ESTIMATE TOTAL	Auto-populated based on bid item cost and the contingency percent.

7. EDIT GROUPS

In Estimator, the term *Groups* is the same as *Categories* and *Sections* in WebPrecon. Use only the **Highway Design Estimator Template**. It has twenty available groups, but it is unlikely that every group will be required for any individual project. Only the groups containing bid items should be retained. The order of the **Descriptions** in the template is the order that should be maintained and

mirrors the order in WebPrecon. Many times the original estimate file creator will have changed the order or re-named the descriptions due to uncertainty about the appropriate category for some of the bid items. The group descriptions should be in the following order with the exact description:

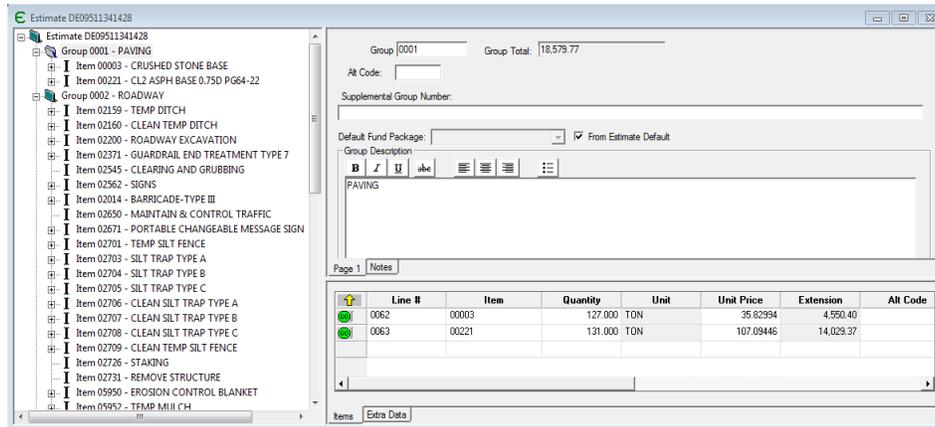
GROUP	DESCRIPTION	FOR BID ITEM TYPE
0001	PAVING	Items from the Paving Summary plan sheet
0002	ROADWAY	Items from the General Summary plan sheet. The majority of the bid items are usually in this category.
0003	DRAINAGE	Items from the Pipe Drainage summary plan sheet
0004	BRIDGE	Items from the Structures plan sheet Each bridge on a project requires a separate group. Every bridge bid item must be specified. There is no a lump sum bid item for bridges. The bridge description should be extended to include location information and drawing number: BRIDGE – CLINTON CREEK-DRAWING # 16945 NOTE: This category is also used for culverts.
0005	UTILITY	Items from the Utility plan sheet
0006	SEWER	Items from the Sewer line plan sheet
0007	SIGNING	Items from the Signing plan sheet
0008	SIGNALIZATION	Items from Traffic Signal plan sheets
0009	LIGHTING	Items from Lighting plan sheets
0010	TRAFFIC LOOPS	Items involving traffic loop wire installed in road
0011	INTELLIGENT TRANSPORTATION SYSTEMS	Items for ITS systems
0012	WATERLINE	Items from Waterline Relocation plan sheet
0013	LANDSCAPING	Items from Landscaping plan sheet
0014	MOWING	
0015	BLANK	Should not be used.
0016	UNKNOWN FOR ESTIMATOR	Should not be used.
0017	MISCELLANEOUS	Should not be used.
0018	TRAINEES	*
0019	DEMOBILIZATION &/OR MOBILIZATION	Only demobilization and mobilization go in this group.
0020	WARRANTY	*

* *Trainees* and *Warranty* may be added to the project/proposal by the Construction Procurement, but they are not included at the Design level.

a. Re-number and rename the groups.

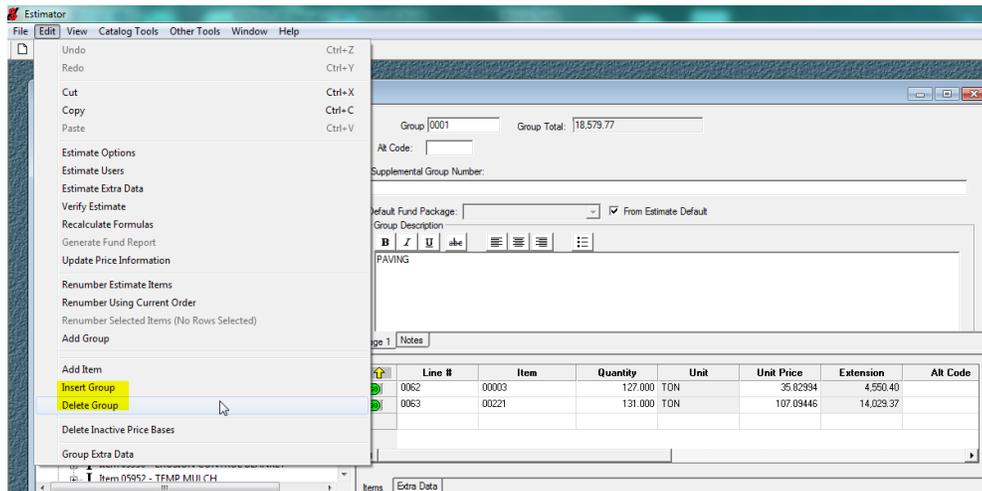
- Click on the left side of the screen on the group to be edited, for example, *Group 0001 PAVING*. On the right screen, make any edits to the number or description. Group numbers are always four digits but are not automatically associated with a specific description. For example, Demobilization will always be the last group whether there are two groups or ten,

so in those examples it would be number 0002 or number 0010. Descriptions must be in all caps or the file will not import into WebPrecon.



Be sure to use the *exact* group description name. After the file has been exported, another program, “Fix Estimator XML”, is run on the .xml file to add the required section codes. The Fix Estimator XML program will not recognize non-standard descriptions and, therefore, will not be able to assign the required section code. Without the correct section code, the file will not upload into WebPrecon, so it is very important that the group names are accurate.

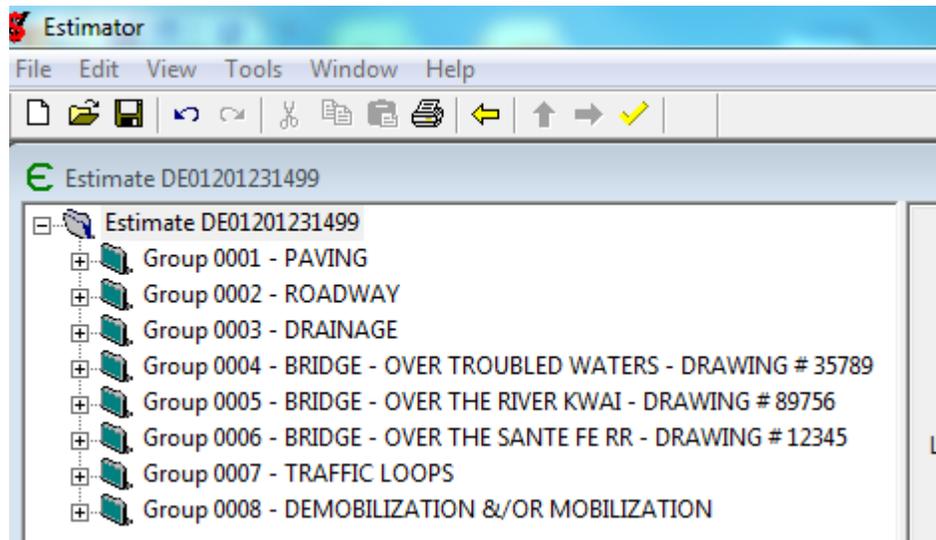
- b. **Delete unused groups** except for those that will be needed later. Even if the bid items for structures or waterlines have not been provided yet, it is a good idea to keep those groups so the section order and numbering will be correct in WebPrecon when they arrive.
 - Right click on the group name in the left side of the screen. From the drop-down menu select **Delete Group**.



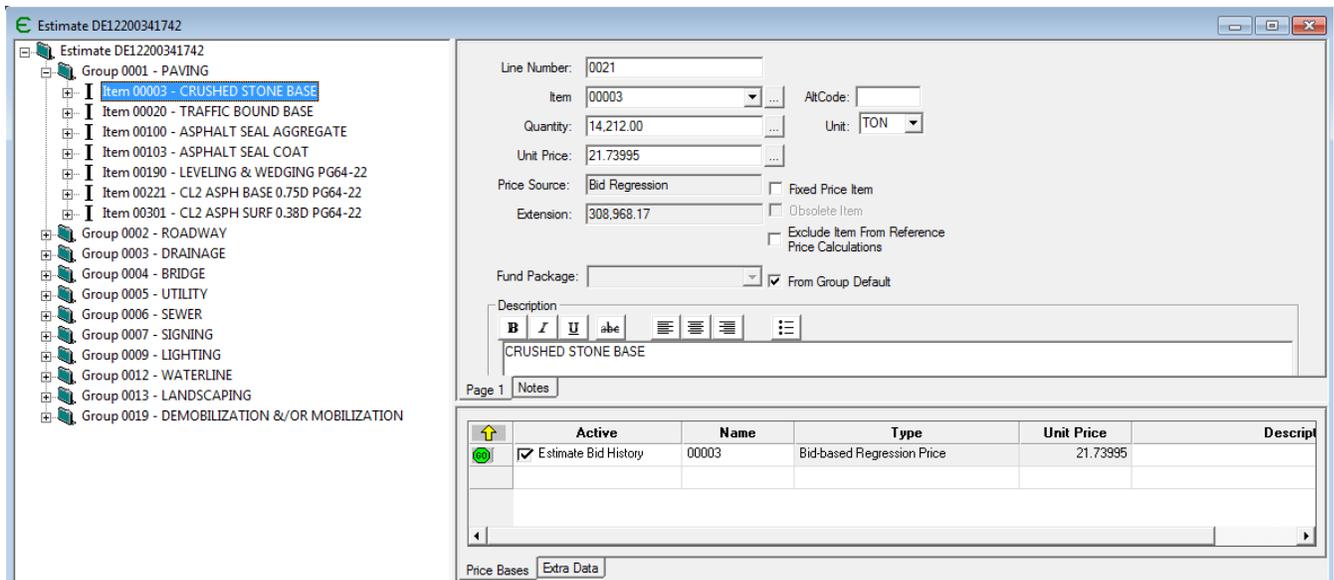
- c. **Add missing groups**; for example, when there are multiple bridges.
 - Right click on the group name in the left side of the screen. From the drop-down menu select **Insert Group**. A group that is added will automatically be populated at the bottom of all the existing groups with the last group number. Put it in sequence with the order of the table above.

Be sure to re-number the remaining groups so that they are in consecutive numerical order with no gaps the sequence of numbers. ***Neither Estimator nor WebPrecon will accept duplicate group numbers***, but group descriptions can be repeated as needed, for example, for multiple bridges or different kinds of utilities within a project.

Below is an example of correctly edited groups based on the information above:



8. EDIT BID ITEMS



Bid items may be in the wrong group, in the wrong order, or missing.

a. **Move a bid item** to the appropriate group:

- Click the “+” beside the group where the bid item is located and the destination group on the left side of the screen if they are not open. If there are no bid items in a group, there will not be “+” sign to click on.
- Click and drag the bid item to the group. It can be placed in bid item numerical order. Drop in the item *above* the item where it should appear. If you drop it on the Group ID, the item will be automatically added to the bottom of the list.

b. Re-order the bid items:

Bid items do not have to be in numerical order for importing the estimate file into WebPrecon to work properly because WebPrecon will automatically put them in order within each category. However, it makes it easier to locate bid items from the Plans if the bid item codes are in numerical order on the estimate.

- Click and drag each individual bid item into the desired order, *or*
- Click on one of the category rows.
- Click on the Item header button in the lower right Spreadsheet Pane until the items are in the desired order (A-Z or Z-A). This will only change the order in this Pane.

Line #	Item	Quantity	Unit	Unit Price	Extension	Alt Code	Description
0007	00001	500.00	TON	29.07	14,535.00		DGA BASE
0005	02600	50.00	SG/D	2.00	115.00		FABRIC GEOTEXTILE TY IV FOR PIPE
0006	08100	50.00	CU/D	704.43	35,221.50		CONCRETE CLASS A

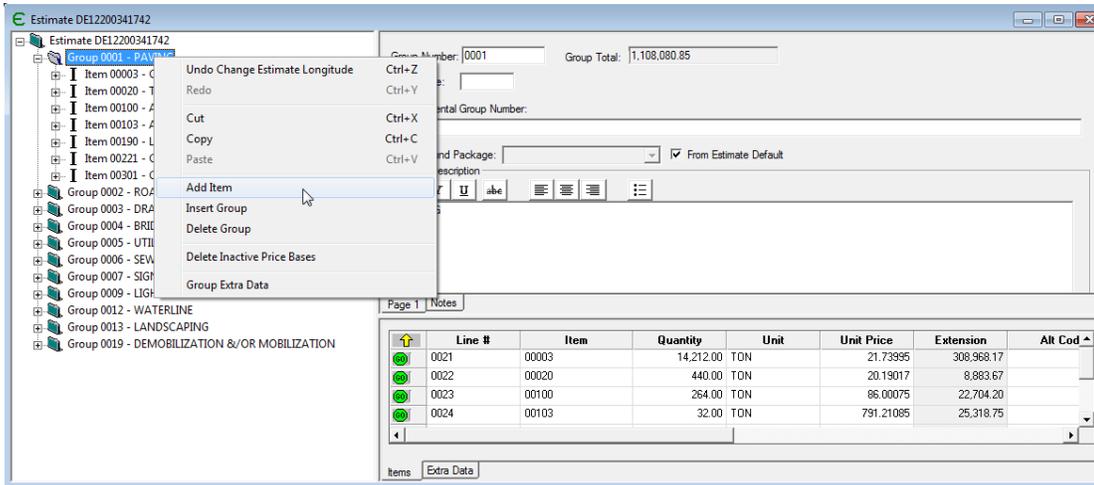
- Click on the Edit button and select **Renumber Using Current Order**.

- The bid items within the category are now in numerical order by bid item code.

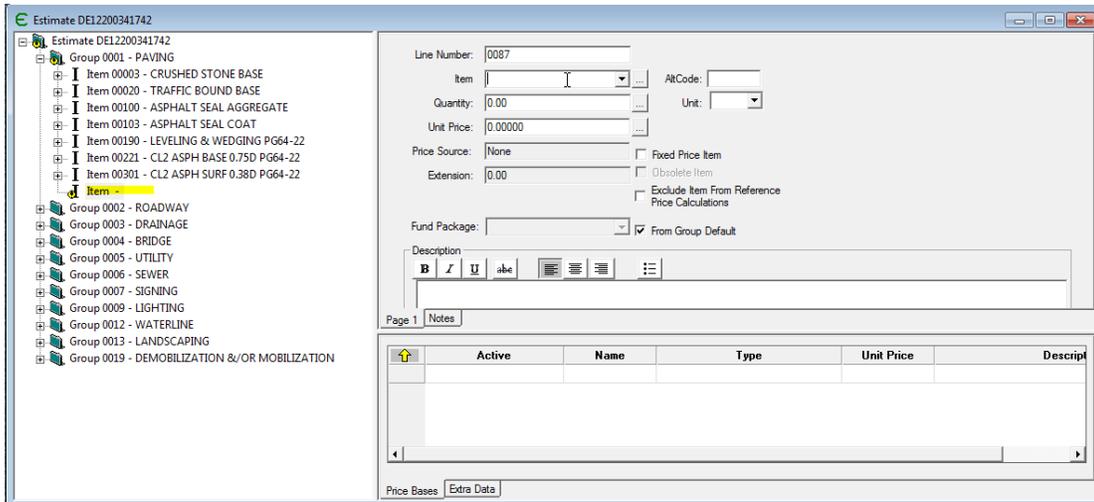
- Repeat for each category in the estimate

c. Add a bid item:

- Right click on the group where the bid item should be.
- Choose **Add Item** from the drop-down menu.



After selecting **Add Item**, a blank item template appears in the Information Pane:

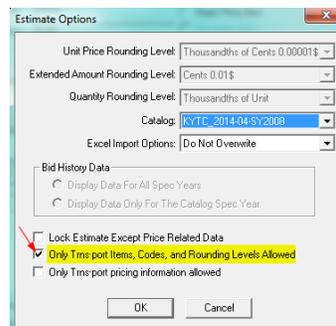


➤ The fields on the right side of the screen should be populated as follows:

FIELD NAME	INSTRUCTIONS / EXAMPLES
LINE NUMBER	Auto-populated with an incremental number when Add Item function is used
ITEM	Enter the bid item code with a minimum of five digits. Use “0’s” at the beginning of any number that is less than five digits: 00001 for DGA BASE. Item numbers can be selected from the drop-down menu using the arrow button:  Item numbers or descriptions can also be searched for using the find item button:  .
QUANTITY	Enter the total quantity to be used.
UNIT PRICE	If there is a bid history on the item number entered, the price will be auto-populated from the catalog after the quantity has been entered. If there is no bid history, enter the price from the previous year’s average unit bid price. A price must be entered.

PRICE SOURCE	Auto-populated
EXTENSION	Auto-populated
FUND PACKAGE	Leave blank.
FROM GROUP DEFAULT	Ignore.
DESCRIPTION	Auto-populated if the item exists in the current catalog. If it does not, see directions below to allow items outside of the current catalog. Type name in all caps.
ALT CODE	Ensure this field is blank.
UNIT	Auto-populated unless the item is not in the current catalog. Use the drop-down menu to enter the correct unit if it does not auto-populate.
FIXED PRICE ITEM	Check box only on: 02600 Fabric Geotextile TY IV for Pipe 10020NS Fuel Adjustment 10030NS Asphalt Adjustment 10203ND Pavement Adjustment
OBSOLETE ITEM	Leave blank.
EXCLUDE ITEM FROM REFERENCE PRICE CALCULATION	Leave blank. Delete check if there is one.

- To Enter a Bid Item Code Not Found in Catalog but is an active code in WebPrecon:
 - Click **Edit** on the tool bar and choose **Estimate Options**.



- Uncheck the box before *Only WebPrecon Items, Codes and Rounding Levels allowed*.
 - Enter the new bid item information per the table above.
 - Repeat step 1 above and check the box before *Only WebPrecon Items, Codes, and Rounding Levels Allowed*.
- Make sure that the **ALTCODE** field is blank. A number in this field will prevent the file from importing into WebPrecon.

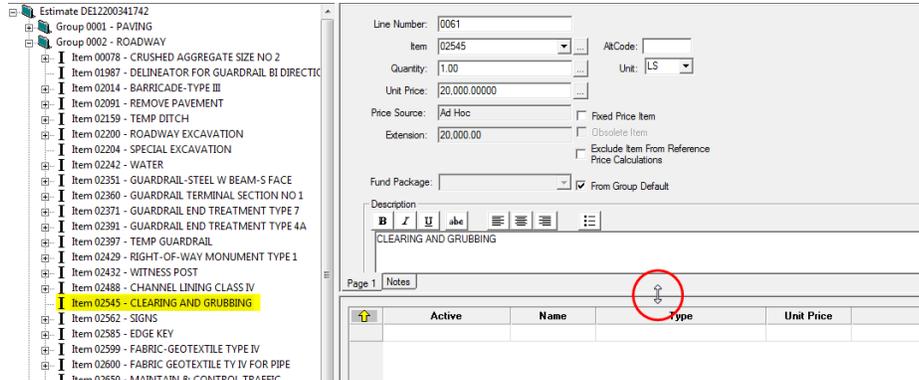


d. To Add a Supplemental Description:

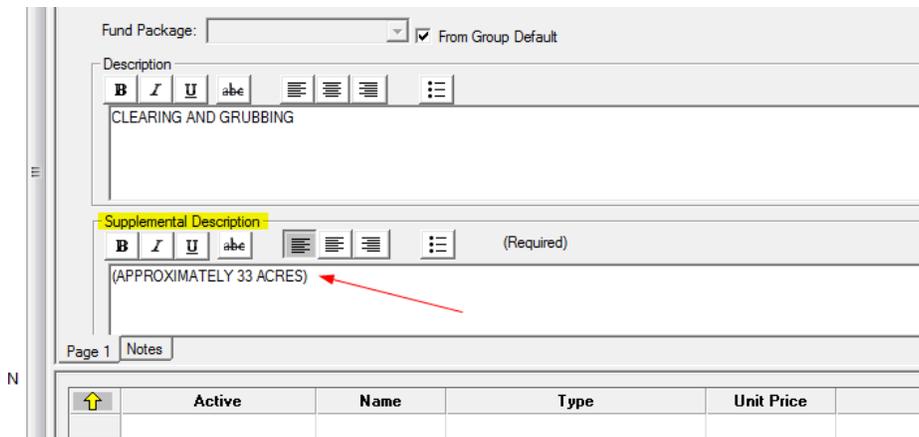
Some items require a supplemental description in WebPrecon, and others need additional information to further clarify the item's intended use or for more detail. Clearing and Grubbing, for example, is required to have the acreage involved included in the description. Sometimes

there are duplicate items needed for different uses which should not be combined. Waterline items frequently have precise additional details that the basic item description does not cover. This information can be entered at the estimate level and imported along with the rest of the bid item information.

- To reveal the Supplemental Description field, grab the edge of the frame above the lower right Spreadsheet Pane and pull it down.



- Enter the supplemental description in the designated field.



e. Import an Excel File Introduction:

Excel files are sometimes provided separately for a single group of bid items instead of those items having been included in the Estimator file with the other bid items. Examples are Traffic Loops and Bridge items. Excel spreadsheets can be modified so that they can be successfully imported into Estimator. Using the click and drag function, the entire group along with all of the bid items can then be added to an existing estimate file. It is also possible to enter multiple groups or even entire projects on a single Excel spreadsheet into Estimator using this same format. This feature very helpful for Design/Build projects for which no estimate has been provided. Ensure that the group number is correct for each bid item on spreadsheet to be imported with multiple groups.

f. Edit the Excel file

The Excel file, regardless of its original configuration, will need to be modified so that the format is exactly like the example below. It is advisable to keep the original unchanged and create a copy to edit and import. There should be **no additional rows** or extraneous information

beyond that contained in these cells. The column headers from left to right in the first row must be in the following order, named exactly as they are in the illustration and following table:

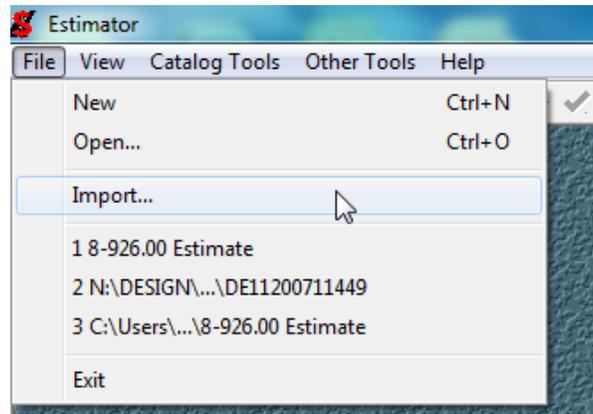
GROUP	Line Number	ITEM	UNIT	ITEM DESCRIPTION	SUPPLEMENTAL DESCRIPTION	QUANTITY	UNIT PRICE	Extension	GROUP SUPPLEMENTAL NUMBER	Fixed Price Flag
0009		04714	EACH	POLE 120' MTG HT HIGH MAST		11	27933.33			N
0009		04761	EACH	LIGHTING CONTROL EQUIPMENT		1	12275.42			N
0009		04773	EACH	HPS LUMINAIRE HIGH MAST		64	1159.78			N
0009		04797	LIN FT	CONDUIT 3 INCH		2450	11.22			N
0009		04800	EACH	MARKER		30	300.49			N
0009		04820	LIN FT	TRENCHING AND BACKFILLING		24610	3.19			N
0009		04861	LIN FT	CABLE - NO. 6/3C DUCTED		2200	3.93			N
0009		04862	LIN FT	CABLE - NO. 4/3C DUCTED		7430	4.48			N
0009		04863	LIN FT	CABLE - NO. 2/3C DUCTED		15110	5.25			N
0009		04940	LP SUM	REMOVE LIGHTING		1	12500			N
0009		20391NS835	EACH	ELECTRICAL JUNCTION BOX TYPE A		4	731.59			N
0009		20392NS835	EACH	ELECTRICAL JUNCTION BOX TYPE C		10	1214.29			N
0009		21543EN	LIN FT	BORE AND JACK CONDUIT		2450	19.33			N
0009		23161EN	CU YD	POLE BASE - HIGH MAST		103	354.32			N
0009		23365EC	LP SUM	LIGHTING NAV MONITORING SYSTEM		1	50000			N
0009		23366EC	LP SUM	SOLAR POWERED NAV LIGHTING SYSTEM		1	59811			N

COLUMN HEADER	COLUMN CONTENTS / EXAMPLES
GROUP	Four digit code for the group with zero's as needed. Set the field Number to <i>Text</i> for the zero's to show up.
LINE NUMBER	Leave blank.
ITEM	Bid item code, minimum of five digits with zero's as needed
UNIT	"EACH", "LP SUM", "TON" & etc., depending upon the associated unit used for the bid item
ITEM DESCRIPTION	Enter exactly as it is used in WebPrecon.
SUPPLEMENTAL DESCRIPTION	Enter if needed.
QUANTITY	Quantity of material to be used
UNIT PRICE	Do not change price from spreadsheet. If blank, use most recent year's average unit bid price
EXTENSION	Leave blank.
GROUP SUPPLEMENTAL NUMBER	Leave blank.
FIXED PRICE LOCK	ENTER Y FOR: 02600 Fabric Geotextile TY IV for Pipe 10020NS Fuel Adjustment 10030NS Asphalt Adjustment 10203ND Pavement Adjustment Otherwise enter N .

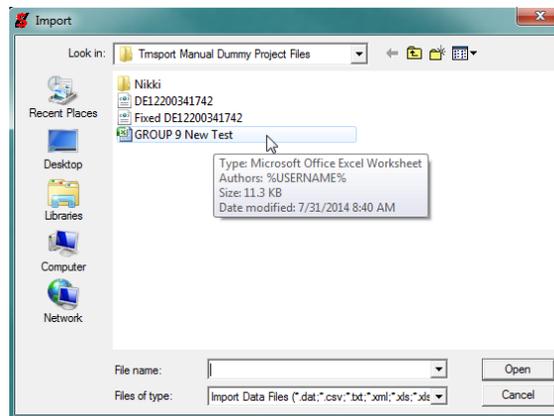
- ❖ Remember to use all caps. Bid item codes are a minimum of five digits so use zero's at the beginning of four digit numbers. When the Excel spreadsheet is ready for import, it should look like the example above the table.
- ❖ After editing the Excel file, save and close the file. Estimator will not import a file that is currently open.
- ❖ Ensure that you do not have an existing group number in the estimate with the same number as the group to be imported.

g. Import Excel File into Estimator

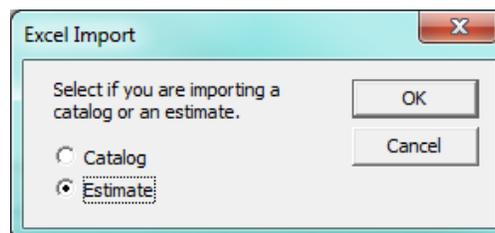
- Close all open Estimate files including the one into which you are importing the new file.
- Under the **File** tab, select **Import**.



- Locate the file in the local computer interface and double click the file line *or* click the **Open** button.

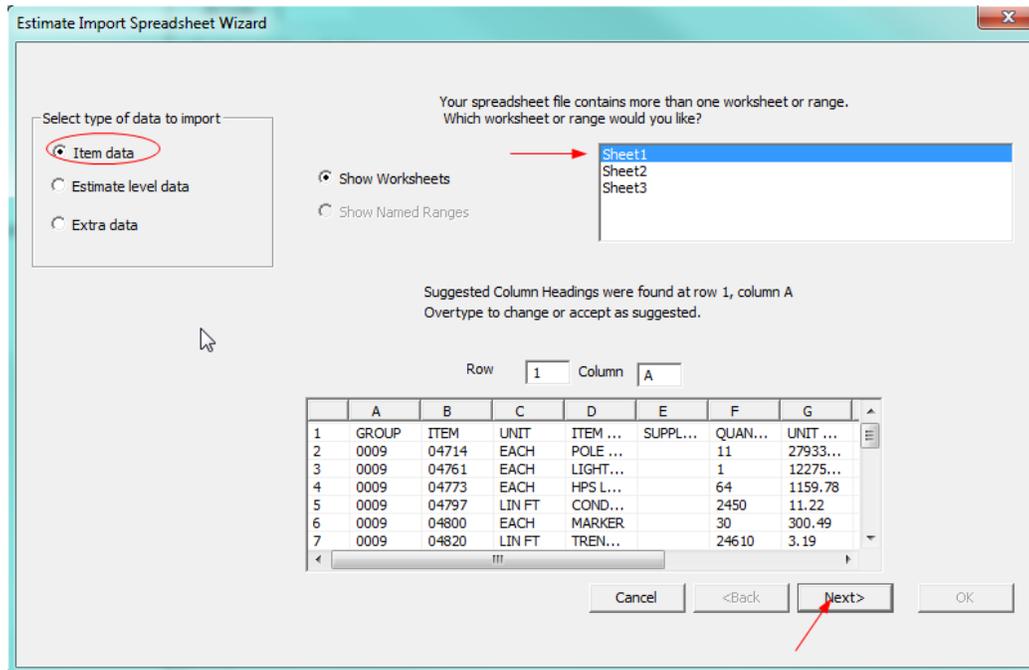


A dialog box appears to ask whether it is a catalog or an estimate that is to be imported. Click the **Estimate** radio button and then **OK**.

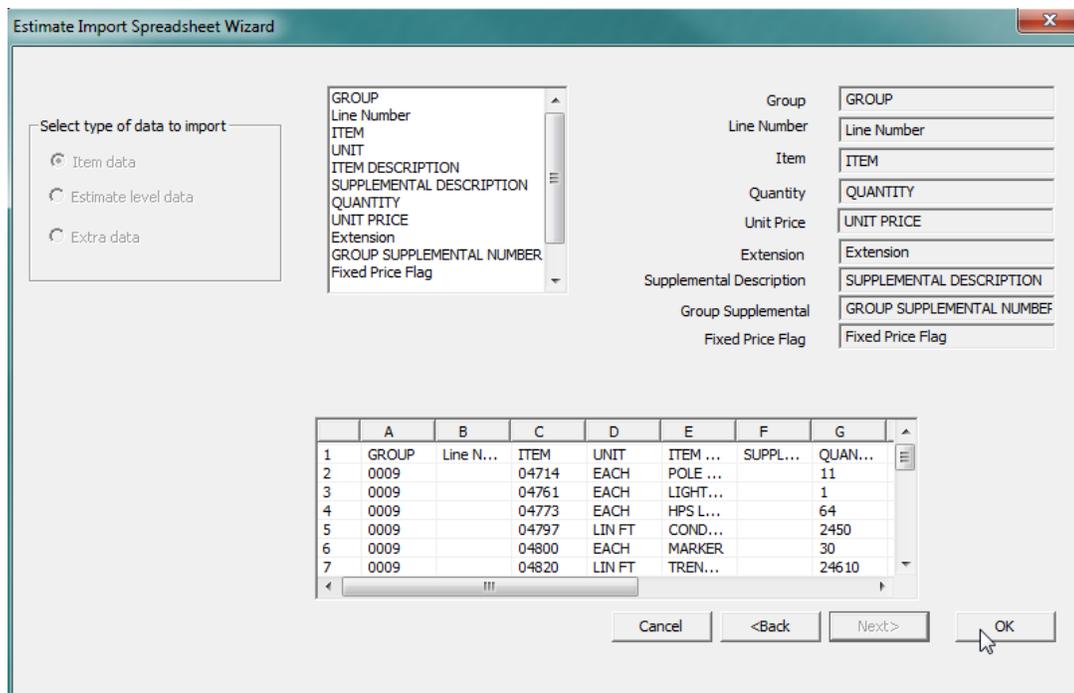


The *Estimate Import Spreadsheet Wizard* dialogue box appears.

- Click the radio button for *Item Data*.
- Choose **Sheet 1**.
- Click **Next**.

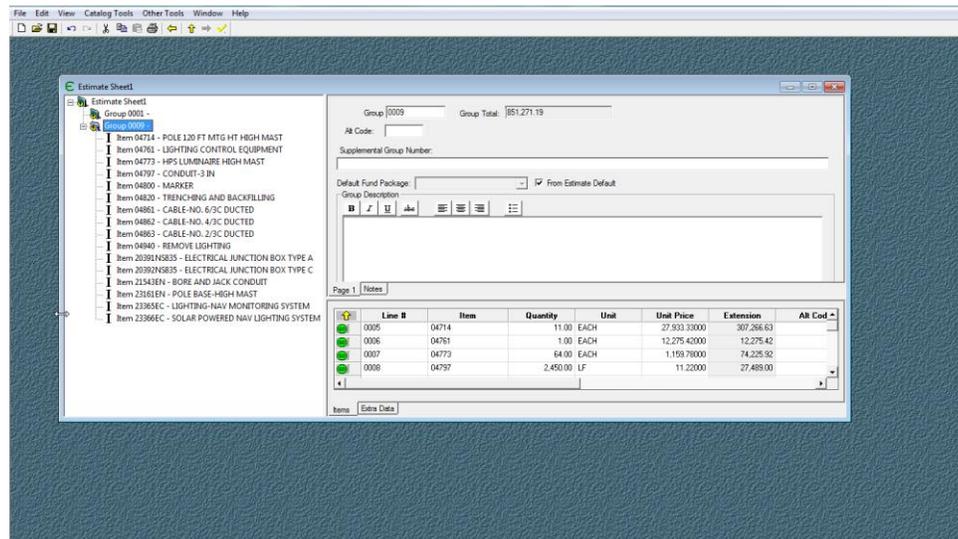


The following screen appears:

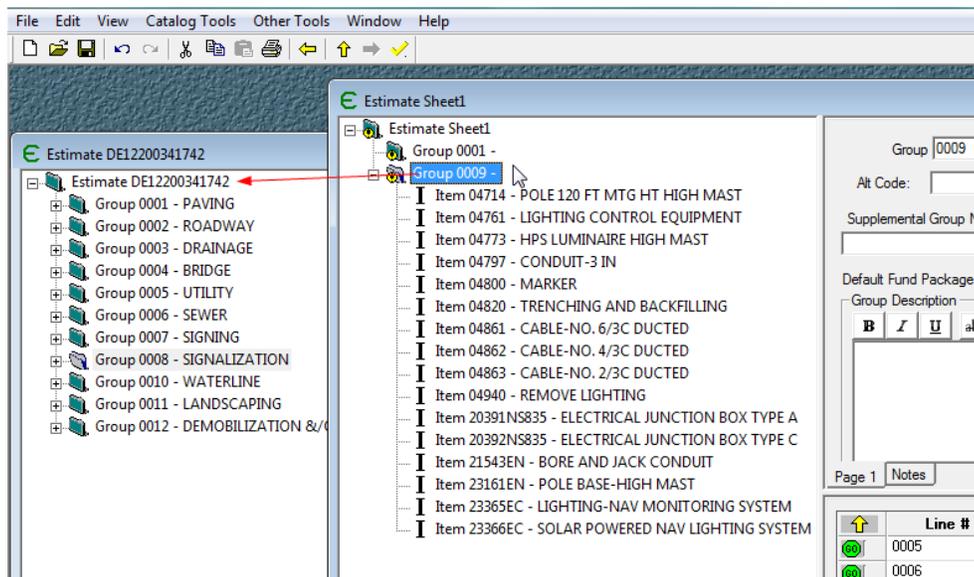


- Click **OK**.

The new group appears as an estimate.

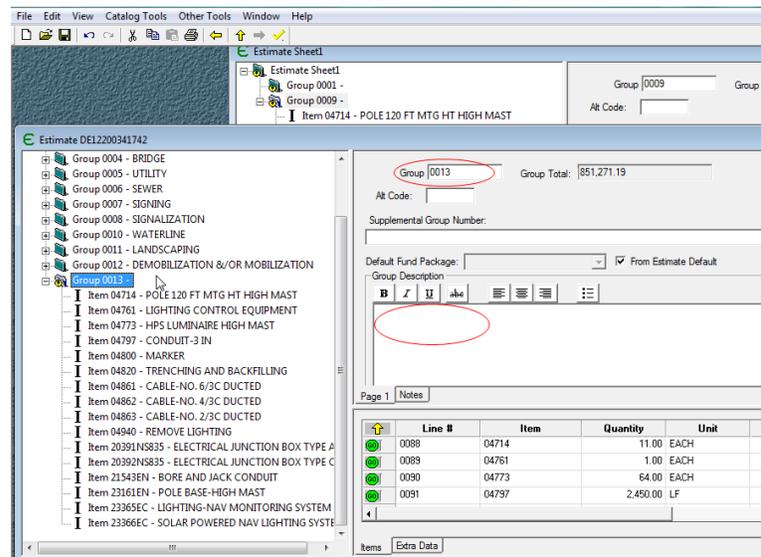


- Click on the “+” beside *Estimate Sheet 1*. The estimate opens with a blank Group 0001 and the new group, in this case *Group 0009*, containing the Excel spreadsheet information in the Estimator format.
- Open the Estimator file into which you want to add this new group and items.
- Click and drag the group into the estimate where you want it. If you are creating an entire project estimate from a spreadsheet for a Design/Build project, you can work from the newly imported estimate as there is no need to click and drag.

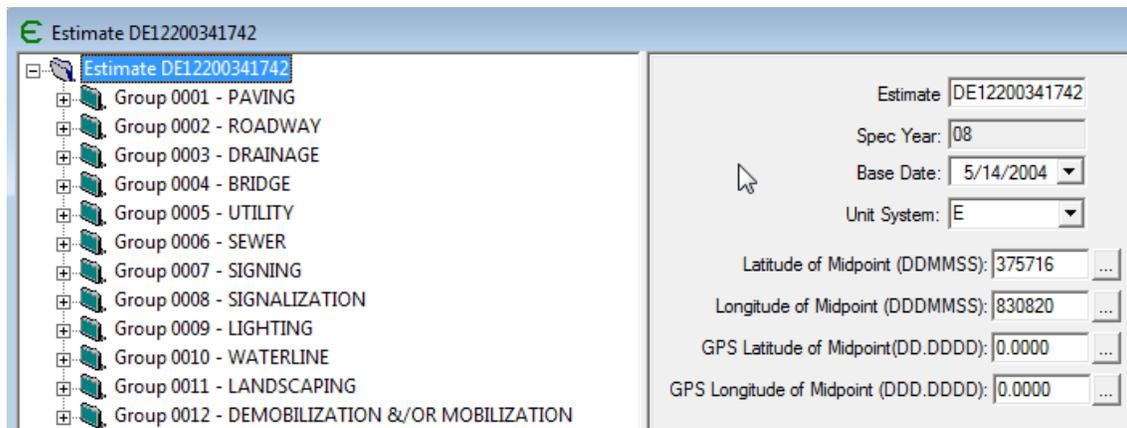


After the new group has been dragged into the estimate, the program places it at the bottom of the groups and gives it the highest number of all the previously existing groups.

- Renumber the newly imported group so that it is in the correct order and give the group the appropriate **Description** in the Information Pane (upper right side of the screen).



After entering the appropriate group number, the group is automatically and instantly placed in numerical order after you click in the Tree Pane on the left.

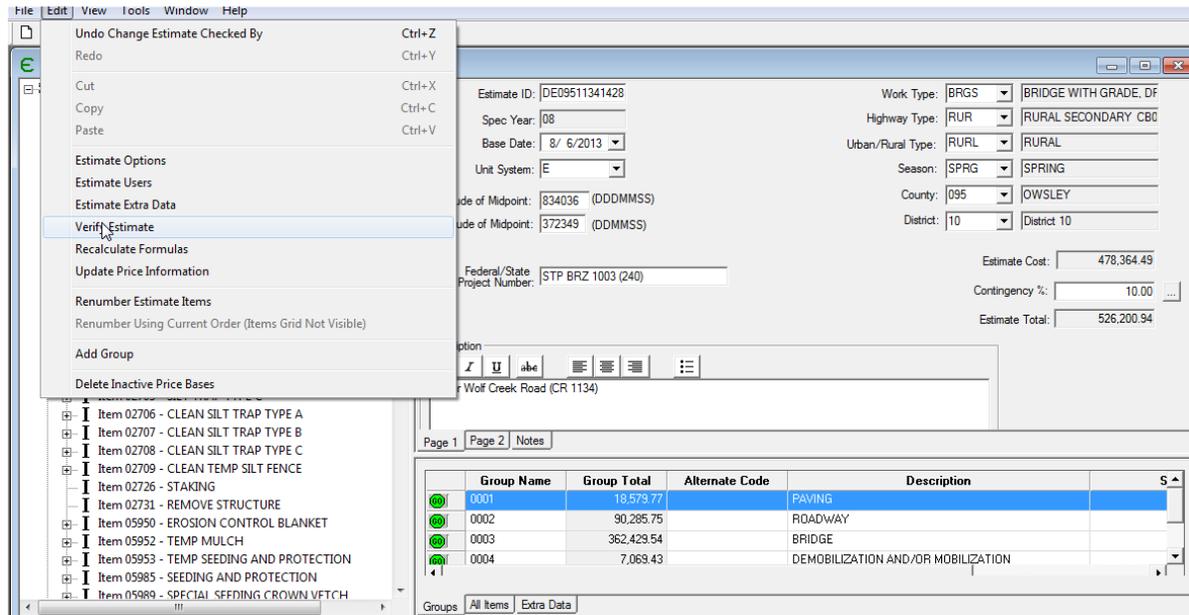


- Close the individual estimate with the single group in it that you created from the Excel file. You do not have to save it.
- Click the **File** tab and choose **Save As** to save all of your changes on the complete estimate with the newly imported group.

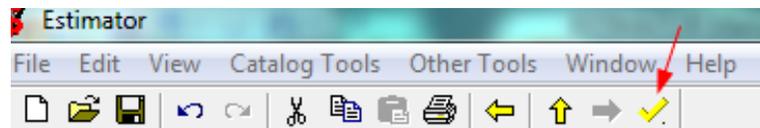
NOTE: Any time you open two Estimator files at the same time, each of them must have the same associated catalog. If both Estimator files do not have the same catalog before they are opened, they will both lock-up as *Read-Only* files. You cannot successfully change the catalog on the Estimator files while they are open simultaneously. Open one of the files and change the catalog to match the other and save it. Close the file. Finally, open both of the files from Estimator and proceed to work.

9. VERIFY THE ESTIMATE

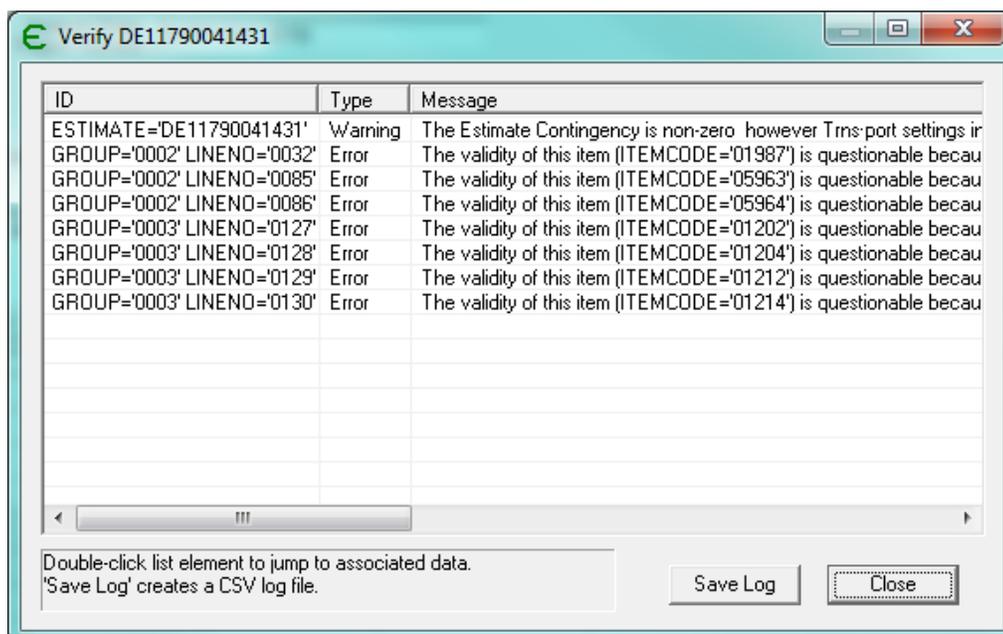
The final step before exporting the file is to verify the estimate.



- Click on the **Edit** tab and choose **Verify Estimate** (above), *or*
- Use the **Verify** button on the toolbar at the top of the screen (below).



- A report log will generate showing all of the potential issues on the estimate which may interfere with successfully importing the estimate.



a. COMMON ERROR MESSAGES

Some, but not all, of these errors are legitimate problems that will prevent the file from being imported.

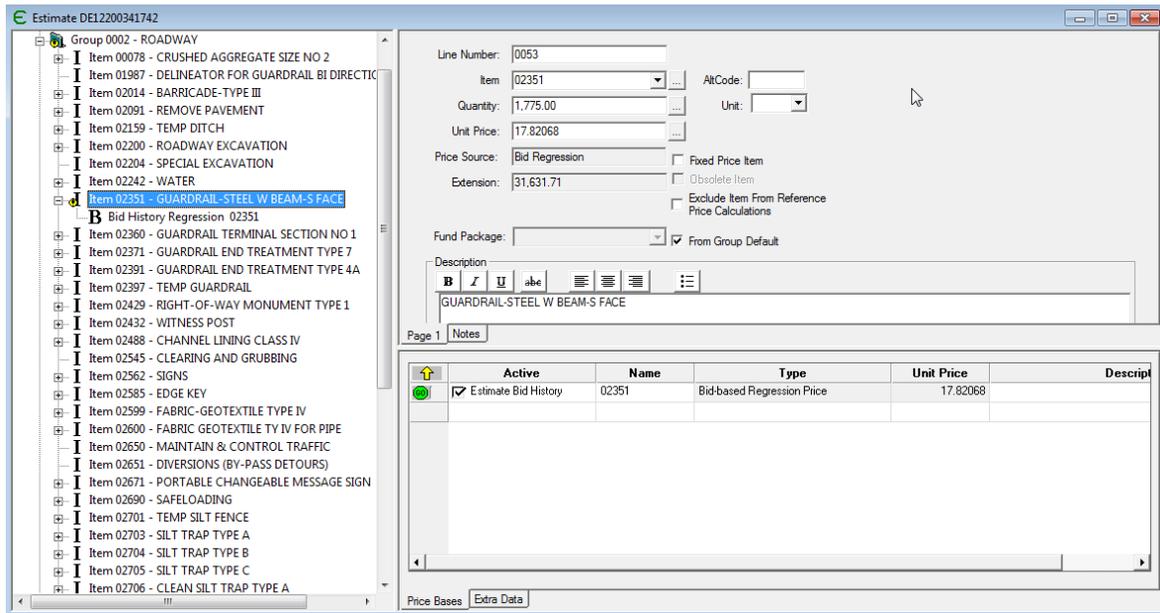
“The Estimate Contingency is non-zero ...” The percentage has to be manually entered into WebPrecon so this error will not prevent the file from importing. However, there should still be a number in this field in the estimate file.

“The validity of this item [ITEM CODE XXXX] is questionable because a corresponding catalog item could not be found.” If this message occurs for a bid item in the estimate that is a currently used bid item in WebPrecon, the estimate will still upload because WebPrecon will recognize the item. This warning can be caused by bid items that have been added but have not been used enough or prior to the implementation of the most recent bid item catalog utilized by Estimator. However, if this is an obsolete bid item in WebPrecon, the file will not upload.

“The Item Unit is blank.” “The Item Code is blank.” All required fields must be completed including units and prices.

“The Unit Bid Price is not valid.” “The Bid History Unit Price is not valid”. Sometimes the report will flag the Demobilization and Mobilization because of issues with the price. You can create a reference price so that Estimator will calculate the percentage for each based on the bid item prices and quantities. Follow the instructions below to correct this issue.

The Tree Pane now has tiny warning symbols () beside each category and bid item containing potential issues. You can go directly to an individual error by double-clicking on the error row in the verify log.



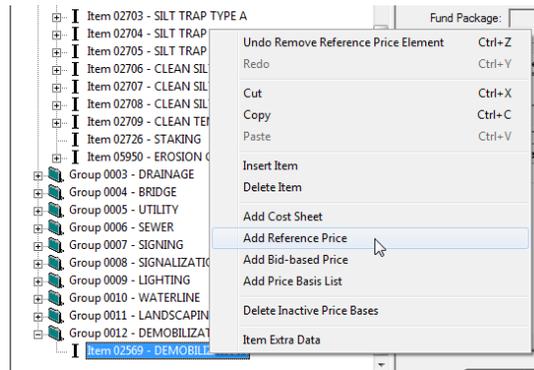
Active	Name	Type	Unit Price	Description
<input checked="" type="checkbox"/>	Estimate Bid History	02351	Bid-based Regression Price	17.82068

Although it will not show up as an error in the Verify Log report, WebPrecon will not upload the file if the **Description** of the route field is blank. The description cannot exceed 60 characters including spaces. When printing a hard copy of the estimate, this field should be center aligned so that it lines up properly with the other data. For the purpose of importing, however, it should be left aligned because the center alignment uses up the character limitation in WebPrecon.

After addressing all of the issues, re-run **Verify Estimate** and use the **Edit: Save As** function to retain the changes.

10. Adding a Reference Price to Mobilization and Demobilization

- Select the bid item for Mobilization or Demobilization in the Tree Pane. Be sure the quantity is set to 1 in the Information Pane.
- Right click on the item in the Tree Pane and select **Add Reference Price** from the pop-up menu.



In the Information Pane:

- Enter a **Reference Price ID** description.
 - Put a check beside the **Percent of Estimate**.
 - Enter the appropriate percentage amount (Mobilization = 5.0 percent; Demobilization = 1.5 percent) in the field beside the **Percent of Estimate** checked box.
- The **Unit Price** field will populate according to the percent you specified for the item.

Enter **Reference Price ID** description.

Reference Price ID: 5% for Mob

Unit Price: 21,611.32500

Percent of Estimate: 5.00

Active Price Basis:

Description

Check box for **Percent of Estimate**.

Enter the percentage amount.

- **Save** this change.

11. Final Checklist:

1. Ensure that you are using the most recent release of Estimator.
2. Ensure that you are using the most recent catalog.
3. Always use the **Highway Design Estimator Template**. NEVER use the **Blank Estimate**.
4. Always use the drop down menus to select the appropriate Work Type, Highway Type, Urban/Rural Type, Season, County and District in the upper right Information Pane. NEVER type this information into these cells or the data will not be recognized when it is time to import the file into WebPrecon.
5. Group descriptions must be in ALL CAPS and named exactly as they appear in the template. Also, they should remain in the same order as the template.
6. Group descriptions can be repeated as needed, for example for multiple bridges and culverts within the same project.
7. Delete groups without any bid items.
8. Bid Item codes 02568 Mobilization and 02569 Demobilization should only be put in the DEMOBILIZATION &/OR MOBILIZATION group.
9. Bid Item Code 10020NS Fuel Adjustment and 10030NS Asphalt Adjustment should only be put in the ROADWAY group.
10. Ensure that all bid items have quantities, units and prices.
11. Mobilization is only used on contracts over \$2,000,000.
12. Mobilization percentage is always 5%.
13. Demobilization percentage is always 1.5%
14. NEVER use the Item Alternate Code Field.
15. Run “Verify Estimate” and correct all errors. However, if you get the message “The Estimate Contingency is non-zero ...” this is not a problem that needs correction.