КҮТС

Project Estimator Manual

Based on AASHTOWARE Project Estimator Version 2.13a



Created September 2014

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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**.

 Action Center Color Management Desktop Gadgets Flash Player Indexing Options Location and Other Sensors Performance Information and Tools ProjectWise V8i Network Sound Troubleshooting Windows Update 	 Administrative Tools Configuration Manager Device Manager Folder Options Intel(R) Graphics and Media Mail Personalization Realtek HD Audio Manager Speech Recognition User Accounts 	 AutoPlay Credential Manager Devices and Printers Fonts Internet Options Mouse Phone and Modem Recovery Sync Center Windows CardSpace 	Backup and Restore Date and Time Mouse Properties Buttons Pointers Pointer Options Hardware Motion Select a pointer speed: Slow Fa Denhance pointer precision Snap To Utomatically move pointer to the dialog box	BitLocker Drive Encryp: Default Programs ter e st re default button in a
			Display pointer trails Short Short Phide pointer while typing Show location of pointer when I	ng I press the CTRL key

The Estimator Interface

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

Estimator File Edit View Catalog Tools Other Tools Window Help Estimate Estimate File Edit View Catalog Tools Other Tools Window Help Estimate Estimate File Strong 0001 - PAVING File Forup 0002 - RAADWAY File Forup 0002 - RAADWAY File Forup 0005 - WILTY File Forup 0005 - SWER File Forup 0015 - BLAN File Forup 0015 - UNINOWN FOR ESTIMATOR File Forup 0015 - UNINOWN FOR ESTIMATOR	Estimate Source Catalog: PTTC_2014-04-SY2008 Spec: Yae: 08 Source Catalog: PTTC_2014-04-SY2008 Und System: E Season: Season: Season: Lastade of Mdpoint (DDIMMSS) Season: County: Season: Season: GPS Lastade of Mdpoint (DDD.DDD) 00000 The season: Season:	
Group 001 - MACELLANEOUS OR MOBILIZATION THE Proce Control of the American Con	B I <thi< th=""> <thi< th=""> <thi< th=""> <thi< th=""></thi<></thi<></thi<></thi<>	Supplemental Group Number

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.**

Check for Updates	The following updates are available for downlo Select the items you wish to download.	pad.
	Name	Age
	May 2010 Catalog (Spec Year 2008)	KYTC KYTC
The shall be	October 2010 Catalog (Spec Year 2008)	KYTC
	January 2011 Catalog (Spec Year 2008)	KYTC
	October 2011 Catalog (Spec Year 2008)	KYTC
	January 2012 Catalog (Spec Year 2008)	KYTC -
	•	•
< <u>B</u> ack	< <u>N</u> ext > Cancel	Help

Instructions for Working with an Existing Estimator File *Perform steps 1-4 and then skip to step 6.*

1. SAVE THE FILE

ProjectWise Explorer V&I (SELEC I series 4)		-			
asource Folder Document Export View Tools	Window Help				
) 🕙 🕾 🚭 📭 🖭 📰 🞯 🆓 🗸 Se	arch 🔎	-			
🛛 🕶 🚽 🚺 Address 💟 pw:\\KYTCP00W02.kytc.ds.	ky.gov:KYTC-Main\Documents\Projects\District 04\04	-8501.00 - HART - KY 88 Harlans	▼ 🕨 Go		
O4-8310.00 - HARDIN - Ky720 ; O4-8500.00 - HARDIN - North O4-8501.00 - HARDIN - North O4-8501.00 - HART - KY 88 Hai Of S Funding Of S Funding Of S Contract Plans and Pro Of Contract Plans and Pro Of Contract Plans and Pro Of S Contract Plans An	Name A 8501 CAP Report.pdf C 4-8501.00_KV88_Cost_Estimate.pdf A 8501.00_KV88_Cost_Estimate.pdf A 8501.00_KV88_Cost_Estimate.xml C 8501 Submittal Memo.docx C 505 Hart 4-8501.00.pdf C indexshtsKV88HartCo.xlsx C 161-11 C 161-11.docx	Folder Id 169512 1695 169 169 169 169 169 169 169 169 169 169	Out to	Description 4-8501 CAP Report 4-8501.00_KY88_Cost_Estimate 4-8501.00_KY88_Cost_Estimate 8501 Submittal Memo DES Hart 4-8501.00 indexshtsKY88HartCo TC 61-11 TC 61-11 TC 61-11	Object
Drainage Drainage Drainage Drainage Drainage Drainage Drainag Drainag		169512 III ervice Access Control		TC 61-515	

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.

Estimator Login						
User Name:	Admin					
Password:	******					
ОК		Cancel				

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.

File	Edit View Catalog Tools Other T	ools Window	Help										
	New	Ctrl+N											
	Open	Ctrl+O		12									
	Close	Victoria di		26104			110 25 25 2 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1		2412719147	24321421474 2413	GI VERTICA DE SUESTANI		
	Save	Ctrl+S									- 0 2		
	Save As		<u> </u>		E	stimate DE011122614	55 Source (atalon KYTC_	2014-04-SY2008		-		
	Import				Soe	c Year: 08	- Wod	Type: GRBR	GRADE	& DRAIN WITH BE	1		
	Export	ARDR	AIL-BI-DIRECTI		Bas	e Date: 7/17/2014	 Highwar 	Type: BR	BRIDGE	REPLACEMENT			
	Print	Ctrl+P			Unit S	System: E	Urban/Rura	Type: RURL	- RURAL		Ĩ		
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	5 c:\pwwork\\d0660385\7-1133	TME	NT TYPE 1 =		Project Number:	STP BRZ 0703 (322)		C	ontingency %:	15.00	·		
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	7 KV9 South Sec Alt 1 Estimate	UME	NT TYPE 1										
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	9 KV9 South Sec Alt 1 Estimate	DI TR	AFFIC	CURT	LIS BOAD (CB 1226)								
	10 KY9 South Sec Alt 1 Estimate	ICE											
	Exit			Page 1	Page 2 Notes								
	🗈 📘 Item 02705 - SILT TRAP	TYPE C			Group Name	Group Total	Alternate Code	1	Descri	intion	Sur		
靜	E Item 02706 - CLEAN SIL	T TRAP TYPE A		(2)	0001	30,916.99	Alternate Code	PAVING	Desch	puon	54		
	E. I Item 02707 - CLEAN SIL	T TRAP TYPE D			0002	92,389.00		ROADWAY					
	Item 02709 - CLEAN TE	MPORARY SILT FI	ENCE		0003	244,037.53		BRIDGE - OVE	ER NORTH ROL	LING FORK RIVER - D	RAW/IN	Control Sector	
	- Î Item 02726 - STAKING			0	0004	1,308.44		SIGNING					
25	I Item 02731 - REMOVE S	TRUCTURE - EXIS	STING 12' x 71' !	0	0005	58,500.00		WATERLINE					
	E- Item 05950 - EROSION O	CONTROL BLANK	KET	0	0006	6,407.28		DEMOBILIZAT	TION \$/OR MOB	ILIZATION			
習慣	Them 05952 - TEMP MUI	ICH	LCHON										
	I Item 05963 - INITIAL FE	RTILIZER		4							•		
1	- I Item 05964 - 20-10-10 F	ERTILIZER										142 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
	E Item 05985 - SEEDING A	IND PROTECTION	N	Groupe	Al tems Extra Dat	a Funda							
				Groups								de la sense de la sense	
C.		115-11-1		70 M					111111111				
Save	the active document with a new name												NUM

> 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.

File	Edit	View	Catalog Tools	Other Tools	Wir
	New			Ctrl-	+N
	Open.		Ν	Ctrl-	+0
	Close		15		
	Save			Ctrl	+S
	Save A	As			
	Impor	rt			
	Export	t			
	Print.			Ctrl	+P
	Print P	Preview			
	Print i	in HTM	L	Ctrl-	۰H
	1 DE0:	1112261	455		
	2 C:\U	Jsers\\	DE0190091454		
	3 C:\U	Jsers\\	DE01112261455		
	4 C:\U	Jsers\\	Desktop\7-1133		
	5 c:\p	wwork\	\d0660385\7-1	133	
	6 KY9	South S	Sec Alt 2 Estimate	2	
	7 KY9	South S	Sec Alt 1 Estimate	2	
	8 KY9	South S	Sec Alt 2 Estimate	2	
	9 KY9	South S	Sec Alt 1 Estimate	2	
	10 KY	9 South	Sec Alt 1 Estimat	te	
	Exit				

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

👸 Open Estimate	2				×
Look in:	OWSLEY 10-	1108.00	•	🗢 🗈 💣 🎫	•
Can .	Name	^		Date modified	Туре
Recent Places	E 10-1108 Ow	sley Co Cost Estim	ate	5/7/2014 11:55 AI	M Estimator
Desktop					
Libraries					
Computer					
Network					
	•	III			4
	File <u>n</u> ame:	10-1108 Owsley C	o Cost Estimate	•	<u>O</u> pen
	Files of type:	Estimate Files (*.E	ST)	•	Cancel

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**.

Estimate Options	×
Unit Price Rounding Level:	Thousandths of Cents 0.00001\$
Extended Amount Rounding Level:	Cents 0.01\$
Quantity Rounding Level:	Thousandths of Unit
Catalog:	KYTC_2014-04-SY2008
Excel Import Options:	KYTC_2012-01-SY2008 KYTC_2013-04-SY2008
Bid History Data	KYTC 2013-09-SY2008
C Display Data For All Spec `	KYTC_2013-12-SY2008
C Display Data Only For The	KYTC_2014-07-SY2008
Lock Estimate Except Price Re Only Trns port Items, Codes, ar Only Trns port pricing informatic Only Trns port pricing informatic OK	Nated Data nd Rounding Levels Allowed on allowed Cancel

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.

€ Estimate DE01112261455						- • •
- S Estimate DE01112261455						
F Group 0001 - PAVING			Name	Date	_	
Group 0002 - ROADWAY	Estimated By	E S Jones		7/17/2014 -		
B- I Item 01987 - DELINEATOR FOR GUARDRAIL-BI-DIRECTI		-		and the second	7	
Item 02014 - BARRICADE-TYPE III	Checked By	c		1/24/2014	1	
Item 02091 - REMOVE PAVEMENT	Approved By	0		7/24/2014 -	7	
tem 02159 - TEMPORARY DITCH		,		Press	-	
Item 02160 - CLEAN TEMP DITCH	Estimate Type	c.				
Item 02230 - EMBANKMENT IN PLACE		,		,		
Item 02242 - WATER						
Item 02351 - GUARDRAIL-STEEL W BEAM-S FACE						
Item 02355 - GUARDRAIL-STEEL W BEAM-S FACE A						
I Item 02545 - CLEARING AND GRUBBING						
Item 02360 - GUARDRAIL TERMINAL SECTION NO 1						
Item 02367 - GUARDRAIL END TREATMENT TYPE 1						
Item 02371 - GUARDRAIL END TREATMENT TYPE 7						
I Item 02429 - RIGHT-OF-WAY MONUMENT TYPE 1	1 1					
Item 02432 - WITNESS POST						
I Item 02562 - SIGNS(TEMPORARY)						
- I Item 02650 - MAINTAIN & CONTROL TRAFFIC						
Item 02701 - TEMPORARY SILT FENCE	(
Item 02703 - SILT TRAP TYPE A	Page 1 Par	a 2 Notes				
I Item 02704 - SILT TRAP TYPE B	1.00					
Item 02705 - SILT TRAP TYPE C	0	ioup Name	Group Total	Altornato Codo	Description	Gura
I Item 02706 - CLEAN SILT TRAP TYPE A	000	noop maine	20.916.99	Alternate Code	DAVANG	Jup
Item 02707 - CLEAN SILT TRAP TYPE B	000	<i>n</i>	30,316.33		PAVING	
I Item 02708 - CLEAN SILT TRAP TYPE C		2	32,353.00		HUADWAT	
I Item 02709 - CLEAN TEMPORARY SILT FENCE	000	13	244,037.53		BRIDGE COVER NORTH ROLLING FORK RIVER - DRAWIN	
I Item 02726 - STAKING	000	4	1,308.44		SIGNING	
Item 02731 - REMOVE STRUCTURE - EXISTING 12' x 71' !	000	15	58,500.00		WATERLINE	
I Item 05950 - EROSION CONTROL BLANKET	1 000	16	6,407.28		DEMOBILIZATION &/OR MOBILIZATION	
Item 05953 - TEMP SEEDING AND PROTECTION	-					
I Item 05952 - TEMP MULCH						
Item 05963 - INITIAL FERTILIZER	<u> </u>					
Item 05964 - 20-10-10 FERTILIZER						
Item 05985 - SEEDING AND PROTECTION		Inter Det	n Barta			
J < →	Groups All	iems j cotra Dat	a runca			

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 \square .

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*.

 \triangleright

New Estimate	x
<blank estimate=""> Highway Design Estimator Template</blank>	
OK Can	cel

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

E Estimate		- • 💌
Group 0001 - PAVING Group 0001 - PAVING Group 0002 - ROADWAY Group 0002 - ROADWAY Group 0003 - DRAINAGE Group 0004 - BRIDGE Group 0005 - SIGNING Group 0005 - MARICATION Group 0005 - MARICATION Group 0001 - NARFLE LOPS Group 0010 - TRAFFLE LOPS Group 0010 - NARFLE LOPS Group 0012 - WATELINE Group 0012 - WATELINE Group 0014 - MOVING Group 0015 - MINGNOW FOR ESTIMATOR Group 0018 - TRAINEES Group 0018 - TRAINEES Group 0019 - DEMOBILIZATION &/OR MOBILIZATION Group 0020 - WARRANTY	Estimate Source Catalog (PTC_2014-04-SY2008) See: Year: [8] Wek Type:	
	Group Name Group Total Alternate Code Description	S +
	0001 0.00 PAVING	
	0002 0.00 R0ADWAY	
	0003 0.00 DRAINAGE	
	6 0004 0.00 BRIDGE	
	0005 0.00 UTILITY	
	0006 0.00 SEWER	
	© 0007 0.00 SIGNING	
	O008 0.00 SIGNALIZATION	
	0009 0.00 LIGHTING	
	Groups All items Edna Data Funds	

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	From plan sheets or use Google Earth to find approximate project midpoint:
MIDPOINT	dddmmmss [0863622]
LONGITUDE OF	From plan sheets or use Google Earth to find approximate project midpoint: ddmmss
MIDPOINT	[372204]
GPS LATITUDE OF	Leave blank. It may auto-populate if you enter data into the LATITUDE OF
MIDPOINT	MIDPOINT field above.
GPS LONGITUDE OF	Leave blank. It may auto-populate if you enter data into the LONGITUDE OF
MIDPOINT	MIDPOINT field above.
FED/STATE PROJECT	Funding number from plan cover sheet. It may have to be changed from the design
NUMBER	funding number. [STP BRZ 0124 or FD04 083 0036 124-125]
DEFAULI FUND	Leave blank.
DESCRIPTION	Doute name and number left align all ages. Limited to 60 share store including
DESCRIPTION	spaces [HINKEV POAD (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
Source childred	
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	Only demobilization and mobilization go in this
	&/OR	group.
	MOBILIZATION	
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.

Project Estimator 2.13a, Ver. 1.2

• 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.

€ Estimate DE09511341428								
Group 0001 - PAVING Item 0003 - CRUSHED STONE BASE H Item 0003 - CRUSHED STONE BASE J Item 00221 - CL2 ASPH BASE 0.75D PG64-22 Group 0002 - RAODWAY D Item 001590 - TEM PITCH	Alt C Supple	Group 0001 ode:	Group Total: er:	18,579.77				
iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii	Default Group PAVI	Fund Package: Description <u>I</u> <u>U</u> _abe NG Notes		From Est	imate Default			
🖶 🗓 Item 02705 - SILT TRAP TYPE C				0.00				
I Item 02706 - CLEAN SILT TRAP TYPE A	1 T	Line #	00003	Quantity 127.000	TON	35.82994	4 550 40	All Lode
H I Item 02708 - CLEAN SILT TRAP TYPE C H	ŏ	0063	00221	131.000	TON	107.09446	14,029.37	
… I Item 02726 - STAKING … I Item 02731 - REMOVE STRUCTURE ⊞… I Item 05950 - EROSION CONTROL BLANKET	•			-				•
them 05952 - TEMP MULICH them 05952	tems [Extra Data						

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 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**.

Estim	nato	or									
le Ec	dit	View Catalog Tools Other Tools Window Help									
3		Undo	Ctrl+Z	1							
		Redo	Ctrl+Y	調		1					
		Cut	Ctrl+X								
		Сору	Ctrl+C								
		Paste	Ctrl+V	I .	Group 0001	Group Total:	18,579.77				
		Estimate Options		At C	Code:						
		Estimate Users		Suppl	lemental Group Nur	iber:					
		Estimate Extra Data		-							
		Verify Estimate			Continue D			Defende			
		Recalculate Formulas		Grou	p Description		✓ IV From Est	mate Default			
		Generate Fund Report		в	I I U abe		:=				
		Update Price Information		PAVING							
		Renumber Estimate Items									
		Renumber Using Current Order									
		Renumber Selected Items (No Rows Selected)									
100		Add Group		ige 1	Notes						
		Add Item			line #	ltem	Quantitu	Unit	Unit Price	Extension	Alt Code
		Insert Group			0062	00003	127.000	TON	35.82994	4,550.40	Pik Obdo
1		Delete Group		0	0063	00221	131.000	TON	107.09446	14,029.37	
		Delete Inactive Price Bases		-							
		Group Extra Data									•
-		Them 05952 - TEMP MULCH	• •	ems	Extra Data						

- 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

E Estimate DE12200341742					
	Line Number: 0021 Item 00003 Quantity: 14.212 Unit Price: 21.735 Price Source: Bid Re Extension: 308.96 Fund Package: Description B X U abe [CRUSHED STONE B] Page 1 Notes	.00 95 gression r 8.17 r 8.17 r ⊾ ≣ ≣ ≣ ⊒	AtCode: Unit: TON ▼ Fixed Price Item Disolete Item Exclude Item From Reference Price Calculations From Group Default		
由 🍓 Group 0019 - DEMOBILIZATION &/OR MOBILIZATION	Active Active	ory 00003	Type Bid-based Regression Price	Unit Price 21.73995	Descript
	Price Bases Extra Data				

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.



• 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.

E Estimate DE12200341742									- • ·
	Undo Change Estimate Longitude Redo Cut Copy Paste Add Item Insert Group Delete Group Delete Group Delete Inactive Price Bases Group Extra Data	Group J Ctrl+Z Ctrl+Y Ctrl+X Ctrl+C Ctrl+V	<pre>Mamber: 0001 2: antal Group Numb nd Package: escription 7 U issue 3 Notes</pre>	Group Total: er: _ 王 王 王	1.108.080.85 <u>→</u> IF From Eat <u>↓</u>	imate Default			
Group 0013 - LANDSC	CAPING		Line #	ltem	Quantity	Unit	Unit Price	Extension	Alt Cod 🔺
	ILIZATION & OKMOBILIZATION	0	0021	00003	14,212.00	TON	21.73995	308,968.17	
		60	0022	00020	440.00	TON	20.19017	8,883.67	
		0	0023	00100	264.00	TON	86.00075	22,704.20	
		0	0024	00103	32.00	TON	791.21085	25,318.75	-
		•							•
		Items	Extra Data						

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

E Estimate DE12200341742		- • •
Estimate DE12200341742 Group 0001 - PAVING I hern 00003 - CRUSHED STONE BASE I hern 00003 - CRUSHED STONE BASE I hern 00103 - ASPHALT SEAL AGREGATE I hern 00103 - ASPHALT SEAL AGREGATE I hern 00103 - LEVELING & WEDGING PG64-22 I hern 00101 - LC2 ASPH BASE 0.50 PG64-22 I hern 00101 - CL2 ASPH BASE 0.50 PG64-22 I hern 00101 - CL2 ASPH BASE 0.50 PG64-22 I hern 00101 - CL2 ASPH BASE 0.50 PG64-22 I hern 00101 - CL2 ASPH BASE 0.50 PG64-22 I hern 0010 - RADWAY Group 0003 - RADWAY Group 0003 - WAINAGE Group 0003 - UTILITY Group 0005 - UTILITY Group 0005 - UTILITY Group 0005 - UTILITY Group 0005 - UIGHTING Group 0003 - LIGHTING Group 0003 - LIGHTING Group 0012 - WAITELINE	Line Number: 0067 tem I Quartity: 0.00 Unit: Image: I	
Group 0019 - DEMOBILIZATION &/OR MOBILIZATION	Active Name Type Unit Price	Descript
	Price Bases Extra Data	•

> 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	Leave blank. Delete check if there is one.
PRICE CALCULATION	

- > 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.

Estimate Options	×
Unit Price Rounding Level:	Thousandths of Cents 0.00001\$
Extended Amount Rounding Level	Cents 0.01\$
Quantity Rounding Level	Thousandths of Unit
Catalog	KYTC_2014-04-SY2008
Excel Import Options:	Do Not Overwrite
Bid History Data	
C Display Data For All Spec	Years
C Display Data Only For The	e Catalog Spec Year
Lock Estimate Except Price R	elated Data
🛛 🔽 Only Trns port Items, Codes, a	nd Rounding Levels Allowed
🔲 Only Trns-port pricing informati	on allowed
ОК	Cancel

- 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.

E Estimate DE12200341742	
Estimate DE12200341742 Stroup 0001 - PAVING W= I Ikern 0002 - CRUSHED STONE BASE H= I Ikern 0002 - TRAFFIC BOUND BASE H= I Ikern 00100 - ASPHAIT SEAL AGGREGATE H= 00103 - ASPHAIT SEAL AGGREGATE	Line Number: 0021 tem 00003 v AtCode: Quantity: 14,212.00 Unit: TON v
	Price Source: Bid Regression Fixed Price Item Extension: 308,968.17 Dobiete Item Fixed Price Item From Reference Price Calculations

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.

□- ↓ Estimate DE12200341742						
🛓 💐 Group 0001 - PAVING	Line Number:	0061				
🖶 🍓 Group 0002 - ROADWAY	Item	02545	▼ AltCode	a 📃 👘		
Item 00078 - CRUSHED AGGREGATE SIZE NO 2	0	1.00				
I Item 01987 - DELINEATOR FOR GUARDRAIL BI DIRECTIC	Guantity:	11.00	Oni			
Item 02014 - BARRICADE-TYPE III	Unit Price:	20,000.00000				
Item 02091 - REMOVE PAVEMENT	Price Source:	Ad Hoc				
Item 02159 - TEMP DITCH			Fixed Price	: item		
Item 02200 - ROADWAY EXCAVATION	Extension:	20,000.00	Ubsolete I	.em		
I Item 02204 - SPECIAL EXCAVATION			Exclude Ite	m From Reference		
Item 02242 - WATER			- The calo	iduoris		
Item 02351 - GUARDRAIL-STEEL W BEAM-S FACE	Fund Package:]	From Group	o Default		
Item 02360 - GUARDRAIL TERMINAL SECTION NO 1	- Description					
Item 02371 - GUARDRAIL END TREATMENT TYPE 7	BIII	씨 = = =	:=1			
Item 02391 - GUARDRAIL END TREATMENT TYPE 4A			<u> </u>			
Item 02397 - TEMP GUARDRAIL	CLEANING A	U GROBBING				
Item 02429 - RIGHT-OF-WAY MONUMENT TYPE 1						
Item 02432 - WIINESS POSI	Page 1 Notes			\bigcirc		
Item 02488 - CHANNEL LINING CLASS IV				_î		
I ITEM 02545 - CLEAKING AND GROBBING		lativo Na		V Juno	Unit Price	
Item 02562 - SIGNS				- ype	Onic Thee	
H- I REM 0200 - EDGE KET						
H I REM 02009 - PABRIC-GEOTEXTILE TYPE IV						
I ITEM UZOUU - FABRIC GEOTEXTILE TY IV FOR PIPE						
: • Item (12ho) - Main LaiN & CONTROL TRAFFIC						

> Enter the supplemental description in the designated field.

		Fund Package:	- F	rom Group Default	
		B I U abe	= = :		
E		CLEARING AND GRUBBING			
		Supplemental Description B I II abe		(Required)	
		(APPROXIMATELY 33 ACRES)		~	
N	Page	1 Notes			
		Active	Name	Туре	Unit Price

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:

	A1	+ (*	f _x	GROUP							
٥,	А	В	С	D	E	F	G	н	1	J	к
1	GROUP	Line Number	ITEM	UNIT	ITEM DESCRIPTION	SUPPLEMENTAL DESCRIPTION	QUANTITY	UNIT PRICE	Extension	GROUP SUPPLEMENTAL NUMBER	Fixed Price Flag
2	0009		04714	EACH	POLE 120' MTG HT HIGH MAST		11	27933.33			N
3	0009		04761	EACH	LIGHTING CONTROL EQUIPMENT		1	12275.42			N
4	0009		04773	EACH	HPS LUMINAIRE HIGH MAST		64	1159.78			N
5	0009		04797	LIN FT	CONDUIT 3 INCH		2450	11.22			N
6	0009		04800	EACH	MARKER		30	300.49			N
7	0009		04820	LIN FT	TRENCHING AND BACKFILLING		24610	3.19			N
8	0009		04861	LIN FT	CABLE - NO. 6/3C DUCTED		2200	3.93			N
9	0009		04862	LIN FT	CABLE - NO. 4/3C DUCTED		7430	4.48			N
10	0009		04863	LIN FT	CABLE - NO. 2/3C DUCTED		15110	5.25			N
11	0009		04940	LP SUM	REMOVE LIGHTING		1	12500			N
12	0009		20391NS8	35 EACH	ELECTRICAL JUNCTION BOX TYPE A		4	731.59			N
13	0009		20392NS8	35 EACH	ELECTRICAL JUNCTION BOX TYPE C		10	1214.29			N
14	0009		21543EN	LIN FT	BORE AND JACK CONDUIT		2450	19.33			N
15	0009		23161EN	CU YD	POLE BASE - HIGH MAST		103	354.32			N
16	0009		23365EC	LP SUM	LIGHTING NAV MONITORING SYSTEM		1	50000			N
17	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	Enter if needed.
DESCRIPTION	
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	Leave blank.
NUMBER	
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.

🗸 Import		STREET, STREET	×
Look in:	\mu Trnsport Man	ual Dummy Project Files 💽 🔶 🛅 🕶	
Recent Places	 Nikki DE122003417 Fixed DE1220 GROUP 9 Ne 	742 00341742 w Test	
Desktop		Type: Microsoft Office Excel Worksheet Authors: %USERNAME% Size: 11.3 KB Date modified: 7/31/2014 8:40 AM	
Computer			
Network			
	File name: Files of type:	Import Data Files (".dat;".csv;".tst	Open Cancel

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**.

Excel Import	×
Select if you are importing a catalog or an estimate.	ОК
C Catalog	Cancel
Estimate	

The Estimate Import Spreadsheet Wizard dialogue box appears.

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



The following screen appears:

	GR	OUP		*			Group	GROU	JP	
Select type of data to import	Line TTE	e Number M				I	ine Number	Line	lumber	
Ttem data	UN	IT					Item	TTEM		
•	SU	PPLEMENTAL	DESCRIPTI	ION E			Oursetitu		ITTTV	
🔘 Estimate level data	QU	ANTITY					Quantity	JQUA	1111	
O Extra data	UN Ext	IT PRICE rension					Unit Price	UNIT	PRICE	
berry of the second state	GR	OUP SUPPLE	MENTAL NU	IMBER			Extension	Exter	nsion	
		ad Drica Elac	1			upplemental	Description	CUDD		
		eu Price Flag	,	-	2	uppiementai	Description	130FF	LEMENTA	IL DESCRIPTIO
	Fix	eu Price Flag	,	Ŧ	5	Group S	upplemental	I GROL		EMENTAL NUM
	^{Fix}	eu Price Plag	3	÷	5	Group S Fixe	upplementa d Price Flag	GROL Fixed	JP SUPPLE Price Flag	E DESCRIPTIC EMENTAL NUM
			B	+	-	Group S Fixe	d Price Flag	GROL	JP SUPPLE Price Flag	EMENTAL NUM
			B	C TIEM	D	Group S Fixe	d Price Flag	G G G G		EMENTAL NUM
	1 2	A GROUP 0009	B Line N	C ITEM 04714	D UNIT EACH	Group S Fixe	d Price Flag	G QUAN		IL DESCRIPTIO
	1 2 3	A GROUP 0009 0009	B Line N	C ITEM 04714 04761	D UNIT EACH EACH	E ITEM LIGHT	d Price Flag	G QUAN 11		IL DESCRIPTIO
	1 2 3 4	A GROUP 0009 0009 0009	B Line N	C ITEM 04714 04761 04773	D UNIT EACH EACH EACH	E ITEM POLE LIGHT	Pescription upplementa d Price Flag F SUPPL	G QUAN 11 64	JP SUPPLI	IE DESCRIPTIO
	1 1 2 3 4 5	A GROUP 0009 0009 0009	B Line N	C ITEM 04714 04761 04773 04797	D UNIT EACH EACH EACH LIN FT	Group S Fixe ITEM POLE LIGHT HPS L COND	Pescription upplementa d Price Flag F SUPPL	G QUAN 11 64 2450	JP SUPPLE Price Flag	IL DESCRIPTIO
	1 2 3 4 5 6	A GROUP 0009 0009 0009 0009 0009	B Line N	C ITEM 04714 04761 04773 04797 04800	D UNIT EACH EACH LIN FT EACH	E ITEM POLE LIGHT COND MARKER	Pescription upplementa d Price Flag	G QUAN 11 64 2450 30	JP SUPPLE Price Flag	IL DESCRIPTIO
	1 1 2 3 4 5 6 7	A GROUP 0009 0009 0009 0009 0009 0009	B Line N	C ITEM 04714 04761 04797 04797 04797 04800 04792	D UNIT EACH EACH EACH LIN FT EACH LIN FT	E ITEM POLE LIGHT HPS L COND MARKER TREN	Pesciption upplementai d Price Flag	G QUAN 11 1 64 2450 30 24610	IP SUPPLE Price Flag	I DESCRIPTIO

• Click **OK**.

The new group appears as an estimate.

Estimate Sheet1							E	
Gurmate sheeta Group 0001 - Group 0001 - Group 0001 - Creater 04714 - POLE 120 FT MTG HT HIGH MAST	AB C	Group 0009 Code:	Group Tota	4: 851,271,19				
Item 04761 - LIGHTING CONTROL EQUIPMENT Item 04773 - HPS LUMINAIRE HIGH MAST	Suppl	lemental Group Nun	ber:					
I Item 04797 - CONDUIT-3 IN I Item 04900 - MARKER	Defaul	t Fund Package:		- 🔽 From Est	imate Default			
- I Item 04820 - TRENCHING AND BACKFILLING	Grou	p Description	= = = = =	+-1				
	B	I U abe	5 8 2	:=				
Item 04863 - CABLE-NO. 2/3C DUCTED								
I Item 20391NS835 - ELECTRICAL JUNCTION BOX TYPE A								
 Item 20392NS835 - ELECTRICAL JUNCTION BOX TYPE C Item 21543EN - BORE AND JACK CONDUIT 								
- I Item 23161EN - POLE BASE-HIGH MAST	Page 1	Notes						
I Item 23365EC - LIGHTING-NAV MONETORING SYSTEM	Û	Line #	item	Quantity	Unit	Unit Price	Extension	Alt Cod *
		0005	04714	11.00	EACH	27.933.33000	307,266.63	
		0005	04751	F4.00	EACH	12,275,42000	74 225 92	
		0007	04797	2,450,00	LF	11,22000	27,489,00	
	1				1			
	-	s. 10						
	tens	Extra Data						
RAME RANGE RANGE RANGE RANGE	1	TOP STREET	02330130023		No.			RUPPERR

- 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).

-							
	File Edit View Catalog Tools Other Tools Window Help						
Ī	🗋 🚅 🖶 🗠 🖂 🐰 🖻 💼 🚭 🗢 🔓 🔶						
8	Estimate Sheet1						
SIME	Estimate Sheet1						
	🔒 Group 0001 -				Group 0009		Group T
1944	😑 👸 Group 0009 -						
1002	I Item 04714	- POLE 1	20 FT MTG HT HI	GH MAST	Ar Code:		
ľ	Estimate DE12200341742						
I							
I	Group 0005 UTUTO		Gmup 0013	Course Tel	851 271 19		
L			Circup loo io	Group Tota	1. 10011271110		
	Group 0007 - SEWER	Alt	Code:				
ł		0					
l	Group 0010 - WATERLINE	Supp	iemental Group Nur	nber:			
I	Group 0010 - WATERCINE						
I	Group 0012 - DEMOBILIZATION &/OR MOBILIZATION	Defau	t Fund Package:		- From Est	imate Default	
I		Grou	p Description		_		
	T Item 04714 - POLE 120 FT MTG HT HIGH MAST	в	I U abe		:=		
I	T Item 04761 - LIGHTING CONTROL FOUIPMENT						
I	I Item 04773 - HPS LUMINAIRE HIGH MAST						
ł	T Item 04797 - CONDUIT-3 IN						
ł	T Item 04800 - MARKER						
	Item 04820 - TRENCHING AND BACKFILLING						
I	Item 04861 - CABLE-NO. 6/3C DUCTED						
	T Item 04862 - CABLE-NO, 4/3C DUCTED	Page 1	Notes				
I	Item 04863 - CABLE-NO. 2/3C DUCTED						-
ł	Item 04940 - REMOVE LIGHTING	1 û	Line #	ltem	Quantity	Unit	
1	Item 20391NS835 - ELECTRICAL JUNCTION BOX TYPE A	0	0088	04714	11.00	EACH	
	Item 20392NS835 - ELECTRICAL JUNCTION BOX TYPE C	0	0089	04761	1.00	EACH	
I	I Item 21543EN - BORE AND JACK CONDUIT	0	0090	04773	64.00	EACH	
1	I Item 23161EN - POLE BASE-HIGH MAST	a	0091	04797	2,450.00	LF	
I	I Item 23365EC - LIGHTING-NAV MONITORING SYSTEM		-			1	
	I Item 23366EC - SOLAR POWERED NAV LIGHTING SYSTE						
1	· · · · · · · · · · · · · · · · · · ·						
1		Items	Extra Data				

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 ste	p before ex	porting the	file is to	verify the estimate.
		porting the		

File Ec	it View Lools Window Help		-					
	Undo Change Estimate Checked By	Ctrl+Z	1					
ε	Redo	Ctrl+Y						- • •
	Cut	Ctrl+X	Estimate ID: DE09	511341428		Work Type	BRGS V BRIDGE V	VITH GRADE, DF
	Сору	Ctrl+C	Spec Year: 08			Highway Type	RUR VIRURAL SE	CONDARY CBD
	Paste	Ctrl+V	Base Date: 0/	c/2012 -		Uther (Deel Tee		
	Estimate Options		base Date. o/	0/2013 -		Urban/Hurai Type		
	Estimate Users		Unit System: E	•		Seasor		
	Estimate Extra Data		ude of Midpoint: 8340	36 (DDDMMSS)		Count	/: 095 💽 OWSLEY	
	Verif		ude of Midpoint: 3723	49 (DDMMSS)		Distric	t: 10 District 10	
	Recalculate Formulas						F R R R F	470.004.40
	Update Price Information		Federal/State Project Number: STP	BRZ 1003 (240)	Estimate Cost:	470,364.49		
	Renumber Estimate Items						Contingency %:	10.00
	Renumber Using Current Order (Items Grid Not Visible)						Estimate Total:	526,200.94
	Add Group		ption <i>I</i> U abe		:=			
	Delete Inactive Price Bases		r Wolf Creek Road (CR	1134)	•			
	Item 02706 - CLEAN SILT TRAP TYPE A		*					
	🗈 🗉 Item 02707 - CLEAN SILT TRAP TYPE B	Race :	1 Page 2 Notes					
	Item 02708 - CLEAN SILT TRAP TYPE C	tage						
	Item 02/09 - CLEAN TEMP SILT FENCE Item 02726 - STAKING		Group Name	Group Total	Alternate Co	de Desa	cription	S 🔺
	I Item 02731 - REMOVE STRUCTURE	0	0001	18,579.77		PAVING		
		0	0002	90,285.75		ROADWAY		
	🗄 🗉 Item 05952 - TEMP MULCH	0	0003	362,429.54		BRIDGE		
	Item 05953 - TEMP SEEDING AND PROTECTION		0004	7,069.43		DEMOBILIZATION AND/OR	MOBILIZATION	
	Item 05985 - SEEDING AND PROTECTION Them 05985 - SEEDING CROWING CROWING CONTROL OF CONTRO	-						
•	III FILL FILL FILL FILL FILL FILL FILL	Groups	All Items Extra Data	1				

- > 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).

🖡 Es	timato	r	1 Barris		ALC: NO.	(
File	Edit	View	Catalog Tools	Other Tools	Window	Help
D	🖻 🕻	N	○ X	2 🖨 🔶 🛙	û 🔿 🏑	

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

E Verify DE11790041431							
	ID ESTIMATE='DE11790041431' GROUP='0002' LINENO='0032' GROUP='0002' LINENO='0085' GROUP='0002' LINENO='0086' GROUP='0003' LINENO='0127' GROUP='0003' LINENO='0128' GROUP='0003' LINENO='0130'	Type Warning Error Error Error Error Error Error	Message The Estimate Contingency is non-zero however Trns port settings ir The validity of this item (ITEMCODE='01987') is questionable becau The validity of this item (ITEMCODE='05963') is questionable becau The validity of this item (ITEMCODE='01202') is questionable becau The validity of this item (ITEMCODE='01204') is questionable becau The validity of this item (ITEMCODE='01204') is questionable becau The validity of this item (ITEMCODE='01214') is questionable becau The validity of this item (ITEMCODE='01214') is questionable becau The validity of this item (ITEMCODE='01214') is questionable becau				
	III Double-click list element to jump to associate 'Save Log' creates a CSV log file.		ed data.				

a. COMMON ERROR MESSAGES

Some, but not all, of these errors are legitimate problems that will prevent the file form 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 (\bullet) 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.

E Estimate DEL2200341742								
Group 0002 - ROADWAY								
I Item 00078 - CRUSHED AGGREGATE SIZE NO 2	Line Number: 0053							
Item 01987 - DELINEATOR FOR GUARDRAIL BI DIRECTIC	Itam 02351							
Item 02014 - BARRICADE-TYPE Ⅲ								
Item 02091 - REMOVE PAVEMENT	Quantity: 1,775.00 Unit: 🔽 🗸							
Item 02159 - TEMP DITCH	Unit Price: 17.82068							
Item 02200 - ROADWAY EXCAVATION								
I Item 02204 - SPECIAL EXCAVATION	Price Source: Bid Regression Fixed Price Item							
	Extension: 31,631.71 🗌 Obsolete Item							
Item 02351 - GUARDRAIL-STEEL W BEAM-S FACE	Exclude Item From Reference							
B Bid History Regression 02351	Price Calculations							
. Item 02360 - GUARDRAIL TERMINAL SECTION NO 1 ■	Fund Package:							
Item 02371 - GUARDRAIL END TREATMENT TYPE 7								
Item 02391 - GUARDRAIL END TREATMENT TYPE 4A								
🕀 于 Item 02397 - TEMP GUARDRAIL								
Item 02429 - RIGHT-OF-WAY MONUMENT TYPE 1	GUARDRAIL-STEEL W BEAM-S FACE							
🕀 – 📕 Item 02432 - WITNESS POST								
🕀 🛛 🗄 Item 02488 - CHANNEL LINING CLASS IV	Page 1 Notes							
Item 02545 - CLEARING AND GRUBBING								
	🕂 Active Name Type Unit Price	• Descript						
	Image: Image	2068						
Item 02599 - FABRIC-GEOTEXTILE TYPE IV								
Item 02600 - FABRIC GEOTEXTILE TY IV FOR PIPE								
Item 02650 - MAINTAIN & CONTROL TRAFFIC								
Item 02651 - DIVERSIONS (BY-PASS DETOURS)								
🕀 – 📕 Item 02690 - SAFELOADING								
Item 02701 - TEMP SILT FENCE								
🖽 🛛 I Item 02703 - SILT TRAP TYPE A								
🗄 🛛 🛽 Item 02704 - SILT TRAP TYPE B								
🗄 🖬 Item 02705 - SILT TRAP TYPE C		_ _						
TItem 02706 - CLEAN SILT TRAP TYPE A								
III Price Bases Extra Data								

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.

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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.

. Item 02703 - SILT TRAP TYPE	A Fund	Package:
Item 02704 - SILT TRAP	Undo Remove Reference Price Element	Ctrl+Z
	Redo	Ctrl+Y €
B→ I tem 0270 - CLEAN SL B→ I tem 0270 + CLEAN SL B→ Group 0004 + SRUDGE B→ Group 0005 - UTILTY B→ Group 0005 - SENER B→ Group 0005 - SENER B→ Group 0006 - SENER B→ Group 0007 - SIGNAIZATIC B→ Group 0010 - WATERLINE B→ Group 0011 - WATERLINE B→ Group 0012 - DEMOBILIZATIC B→ Group 0012 - DEMOBILIZATIC B→ Group 0012 - DEMOBILIZATIC	Cut	Ctrl+X
	Сору	Ctrl+C
	Paste	Ctrl+V
	Insert Item Delete Item	F
	Add Cost Sheet	
	Add Reference Price	
	Add Bid-based Price	
	Add Price Basis List	
	Delete Inactive Price Bases	
	Item Extra Data	

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:	
Check box for Percent of Estimate .	B I U abe ≣ ≣ ≣ ∷	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. Bide 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.