

KYTC

WebPrecon PROJECT Manual for PS & E Branch

Creating a Preconstruction Project in WebPrecon (AASHTOWARE Project
Preconstruction) Based on version 2.01.077.05



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Before you begin ...

- I. Every bid item code and quantity in the estimate must be compared with the corresponding information in the project Plan Sheets. Any discrepancies must be corrected so that the data in the estimate and the plans are in exact agreement and accurately reflect what the project designer intends to have constructed in the field. Consult with Plan Processing personnel responsible for working with the district/project manager on the project to resolve any issues.

- II. You will need the following information:
 1. Project Plan set with sheets for all bid items to be used—General Summary, Paving, Drainage, Structures, Traffic Loops, Signing, etc.—along with General & Specific Notes
 2. Final estimate with all of the bid items, quantities, and prices in the electronic Estimator file (.est). Group jobs require quantities divided into separate estimates for each county included in the proposal
 3. SYP Item Number and County Name
 4. Route Name and Number
 5. Long project Description from the *Status Report*
 6. Beginning and End Mile Points from the *Status Report*
 7. Length in miles from the Plan Layout Sheet or the *Status Report*
 8. Completion Date and Liquidated Damages rate if different than Spec Book provision
 9. Accurate and up-to-date Funding Number, which may have changed from the Design funding number
 10. Determine the Project Number if not already established. (See information in the table for the PCN field under the General tab.)
 11. Determine the Contract ID number. (Six-digit number beginning with two-digit year, then your two-digit unique individual project designer number followed by your two-digit sequential number: “141799” means the ninety-ninth contract in 2014 built by John Doe whose unique number is 17.)

1. **OPEN WebPrecon** from the desktop icon



Or go to: <HTTPS://precon.kytc.ky.gov>

2. **LOG IN** using your network account name and password.

A screenshot of a web browser window displaying the WebPrecon login page. The browser's address bar shows the URL "LogOn?ReturnUrl=%2fAccount%2fLogOff". The page has a blue background. On the left, there is a large graphic for "AASHTOWare Project Preconstruction" featuring a laptop screen with the "PrP" logo and the AASHTO logo below it. Below the graphic, it says "Kentucky Transportation Cabinet Intranet site". On the right, there are two input fields labeled "Username:" and "Password:", followed by a "Log on" button. At the bottom of the page, the version number "v2.01.077.05" is displayed.

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WebPrecon Preconstruction Dashboard

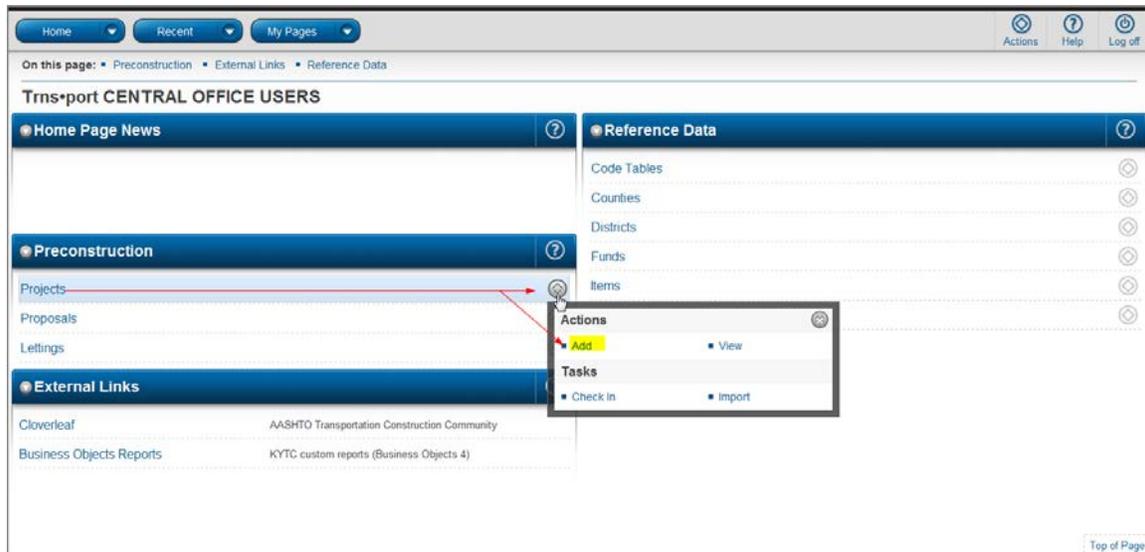
The screenshot shows the WebPrecon Preconstruction Dashboard interface. At the top, there is a **Menu Bar** with buttons for Home, Recent, and My Pages. A **Drop-down menu provides quick link access to your most recent locations** is indicated by an arrow pointing to the Recent button. To the right, a **Global Actions Button** is shown with icons for Actions, Help, and Log off. Below the menu bar, there is a **Quick Links** section with a breadcrumb trail: On this page: Preconstruction > External Links > Reference Data. The main content area is titled **Trns•port CENTRAL OFFICE USERS** and is divided into three columns: Home Page News, Preconstruction, and External Links. The Preconstruction column contains links for Projects, Proposals, and Lettings. The External Links column contains links for Cloverleaf and Business Objects Reports. The Reference Data column contains links for Code Tables, Counties, Districts, Funds, Items, and Special Provisions. A **Row Action Buttons** callout points to the circular icons next to the links in the Preconstruction and Reference Data columns. At the bottom right, a **Navigation Button to instantly return to the top of the page without scrolling** is shown, pointing to the Top of Page button.

- Always enter data in ALL CAPS.
- Spell out all words if there is room (DRIVE, not DR, AVENUE, not AV)
- Do not use symbols such as “@” for “at” or “&” for “and”.

CREATE A NEW PROJECT

a. To Create a New Project from Scratch:

- Click on the Row **Actions** button under the **Preconstruction** component at the left in the middle of the screen.



A dialog box appears on the screen. Click **Add** and the **General** tab description page opens with all blank fields. Note the incomplete list of tabs at the left of the screen which is missing the **ROADWAY SEGMENTS**, **BRIDGE SEGMENTS** and **WORKFLOW** tabs. When creating a project without importing the Estimator file, you will not see all of the tabs until you save this screen with the required information fields (marked with *) for the first time.

- Skip to **1. General Tab** section below.

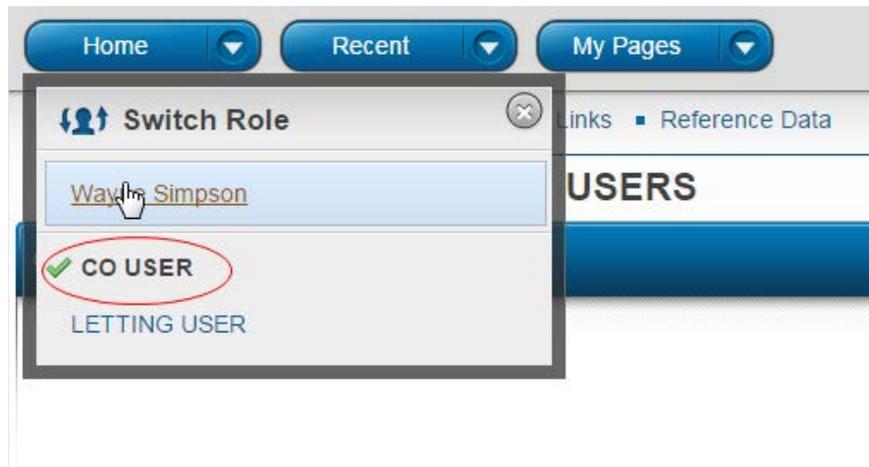
The screenshot shows the Add Project dialog box with the General tab selected. The dialog box has a Save button and a help icon. The General tab is active, and the following fields are visible:

- PCN:*
- Up to 13 characters
- Federal/State Project Number:
- Project Description:*
- Length:
- Project Work Type:
- SYP No:
- Railroad Involvement:
- Department: 625
- Unit: 2600
- Project Item Total:
- Controlling Project:
- Estimated Date:
- Designer:
- Unit System:*
- Spec Book:*
- Urban/Rural:
- E & C Percent:
- Revised By:
- Aver. Mainline Width:
- ADT:

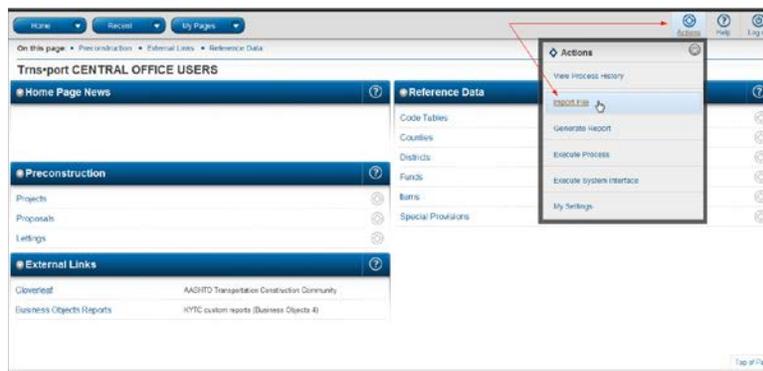
The top left corner has Home, Recent, and My Pages buttons. The top right corner has Actions, Help, and Log off buttons. The bottom right corner has a Top of Page button.

b. To Import a Project from Estimator:

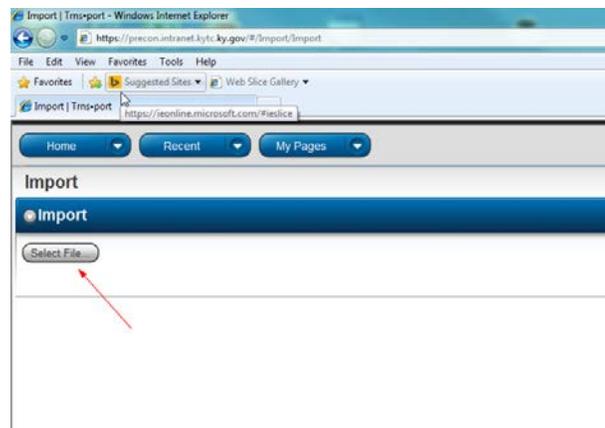
- If you have multiple group rights, ensure that you using your **CO USER** role. You will not be able to use the Import function in any other role.



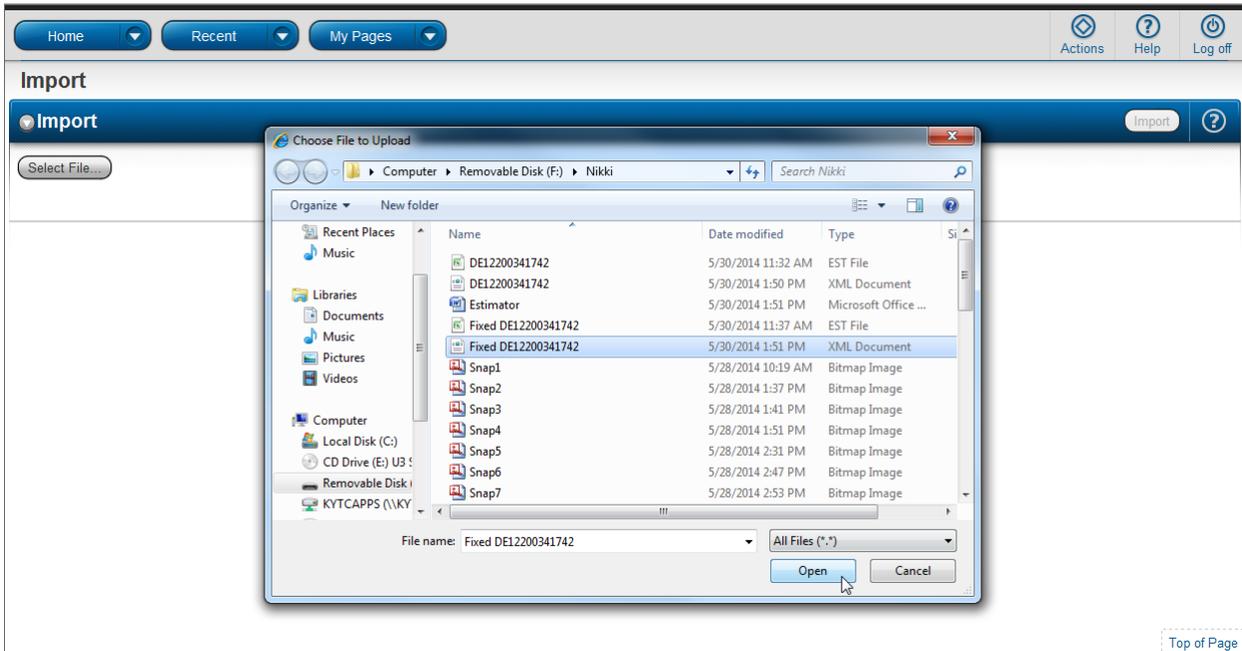
- On the Home page chose **Import File** from the Global **Actions** button on the menu bar at the top of the screen.



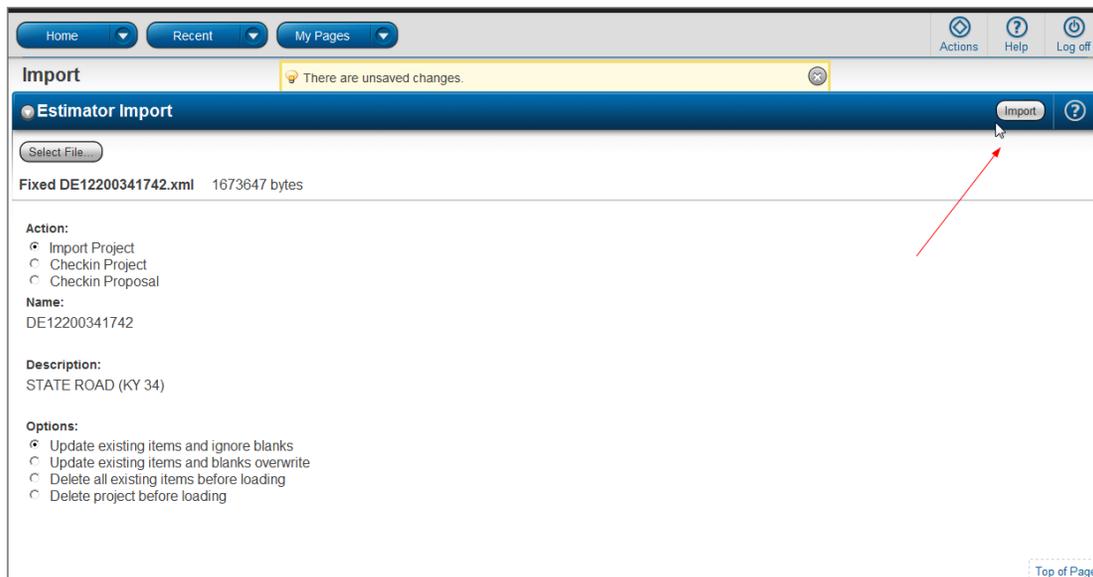
- Click the **Select File** button on the top left of the next screen.



- A local computer interface opens allowing you to locate the “Fixed XML” version of the estimate that you have edited and saved. Highlight the file name and click the **Open** button.



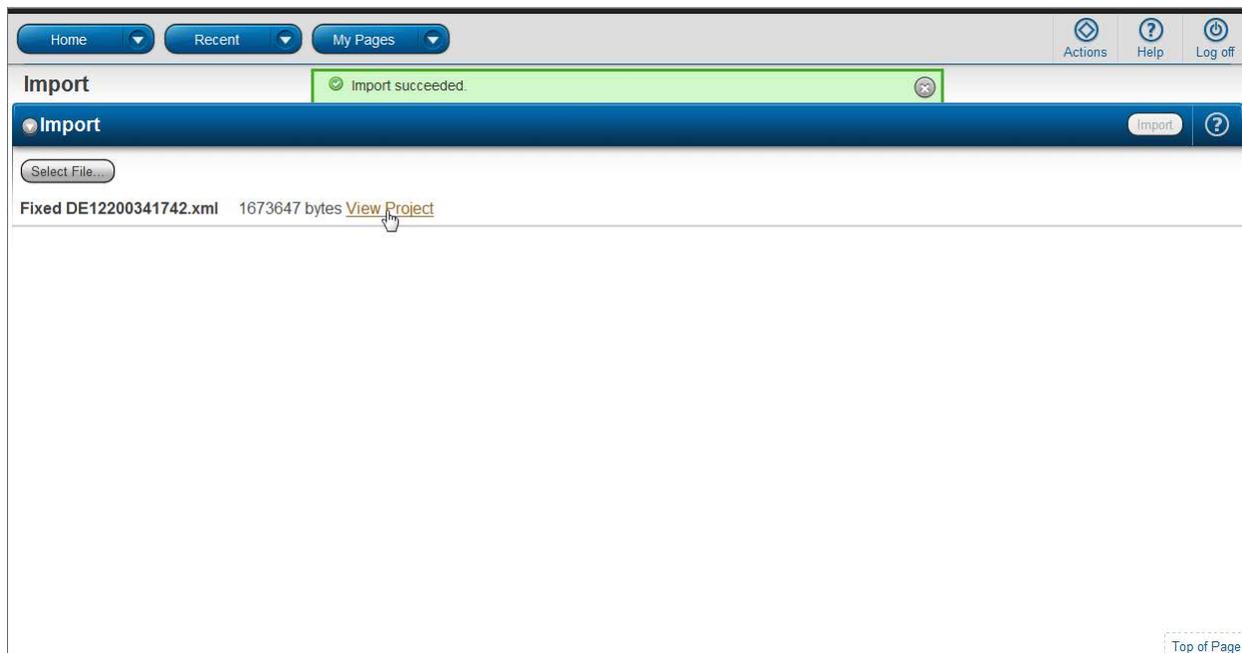
- Click the **Import** button on the **Estimator Import** row.



Import Troubleshooting Table

<i>Did you ...</i>
Run the .xml file through the Fixed Estimator XML program before importing it?
Import the .est file by mistake instead of the .xml file?
Ensure that the file name is no more than 13 characters?
Ensure that a route Description was entered in the Information Pane of the Estimator file and that it is less than 60 characters including spaces?
Ensure that all of the Group Descriptions in the Estimator file are in all caps?
Verify in WebPrecon that all of the bid item codes on the estimate are active and not obsolete?
Ensure that all bid items on the Estimator file have quantities, prices and units?
Remove names on the page 2 tab of the Estimator file?
Ensure that the individual bid item ALTCODE field in the Estimator file is blank?

- After successfully importing the file, click **View Project** and proceed to work from there.



Some of the steps below will not be necessary as they will have been populated with the data from the imported .xml file. All instructions and fields in this manual marked with “*” are required for estimates that have been imported.

1. GENERAL TAB

- Click the **General** tab at the left of the screen.

Project Summary

Project: DE12200341742 - STATE ROAD (KY 34)

Proposal:

General

PCN: DE12200341742

Controlling Project:

Federal/State Project Number: STP
Up to 40 characters

Estimated Date: 05-30-2014

Project Description: STATE ROAD (KY 34)

Designer: NH02
NIKKI HILL MAINTENANCE

Length: 2.01

Unit System: ENGLISH

Project Work Type: GRAS - GRADE & DRAIN WITH ASPHALT SURFACE

Spec Book: 08

SYP No: 0600913.00

Urban/Rural: RURL - RURAL

Railroad Involvement:

E & C Percent: 10.00

Department: 625

Revised By:

Unit: 2600

PRICEDBY:

Project Item Total: 2,715,758.54

Aver. Mainline Width:

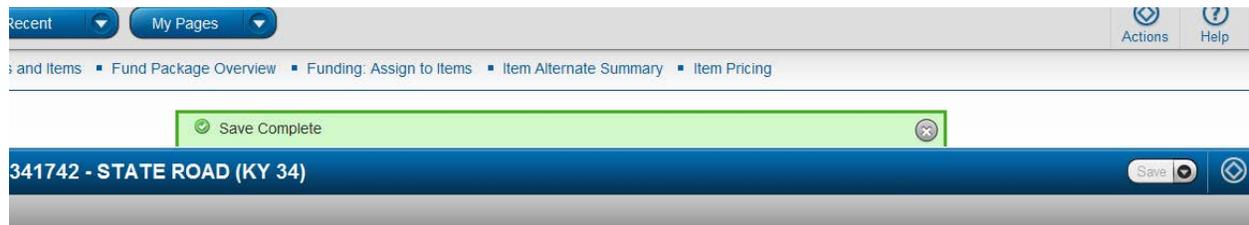
ADT:

- Complete the required fields on the General tab screen per the following table.

FIELD	INSTRUCTIONS / EXAMPLES
PCN (Project Number)	Enter a 13 alpha/numeric character designation. The first 2 characters designate the division or district in which the project is being created, followed by a 3 digit county code, a 4 digit route number, a 2 digit calendar year, and a 2 digit sequential number that is unique to the individual entering the project/proposal into WebPrecon. (DE12200341742) DE – PS & E (formerly Highway Design) RR – Rural Roads MP – Maintenance, Projects & Products MB – Maintenance, Bridge Maintenance ME – Maintenance, Environmental & Roadside 01-12 – Traffic, for the corresponding district If building a project from an imported estimate file, this field will be populated with the name on the “fixed” .xml file.
Federal/State Project Number	Enter the fund number for the project, Federal Project Number (i.e., BRZ 1203 (145)) or the State Project Number (i.e., FD04 098 1428 001-003). Be sure to use the dash between the mile points as in the state funded number example. On federally funded group jobs, this number will be identical on each county project within the project.

Project Description	Enter route name followed by the route number in parentheses. (i.e., RICHMOND-LANCASTER ROAD (KY 25))
*Length	Enter miles from the printed <i>Status Report</i> to hundreds place, two places right of the decimal.
*Project Work Type	This field will be populated from the estimate file data but verify that they type populated is what is required. There are fewer choices in Estimator than there are available in WebPrecon. This description should match exactly with that used on the Proposal in WebPrecon. See Addendum 1 for complete list of all available work types.
*SYP No	10 digit version of the Six-Year Plan Item Number: 2 digits, a dash, 5 digits, a decimal point, and 2 digits (i.e., 2-3055.00 is entered as 0203055.00)
*Railroad Involvement	Enter Y or N depending on whether the project has railroad involvement.
*Department	Auto-populated for PS & E unless estimate has been imported. Enter "625".
*Unit	Auto-populated for PS & E unless estimate has been imported. Enter "2600".
Project Item Total	Auto-populated
*Controlling Project	Check the box. On group jobs, one, and only one, of the projects can be designated as the controlling project.
*Estimate Date	Select today's date from the drop-down calendar.
*Designer	If creating a new project without importing: You will not be able to enter and save the screen with the designer code until you have saved the screen for the first time with all of the required information fields completed. AFTER you have saved this screen for the first time, enter your four character designer code name (i.e., ZB02). If importing the Estimator file to create the project: enter your four character designer code name (i.e., ZB02).
Unit System	Defaults to E for English unit of measure
Spec Book	Auto-populated 08 even though this is not the current spec year
Urban/Rural	If creating a new project without importing: You will not be able to enter and save the screen with the Urban or Rural code until you have saved the screen for the first time with all of the required information fields completed. AFTER you have saved this screen for the first time, choose from the drop-down menu. If importing the Estimator file to create the project: This field will be auto-populated.
*E & C Percent	Enter contingency percent from estimate.
Revised By:	Ignore. This field will auto-populate later.
*PRICEDBY:	Leave blank. If a name is imported, delete it as it will cause an issue for Construction Procurement when transferring the project into CRLMS.
Aver. Mainline Width	Enter for FD05, paving rehab and all other contracts without plans. This includes the shoulder width. Use information in the Typical Sections or refer to the HIS database on the Planning website: http://kytcw00b19d/edapps/highway_information2/default.aspx
ADT(Average Daily Traffic)	Enter for paving rehab and all other contracts without plans. See http://transportation.ky.gov/Planning/Pages/Count-Maps.aspx or http://maps.kytc.ky.gov/photolog/?config=TrafficCounts

- When the data entry is complete, click the **Save** button in the upper right of the screen. Remember that when saving changes, nothing has been saved until the green bar with the message *Save Complete* appears at the middle top of the screen.



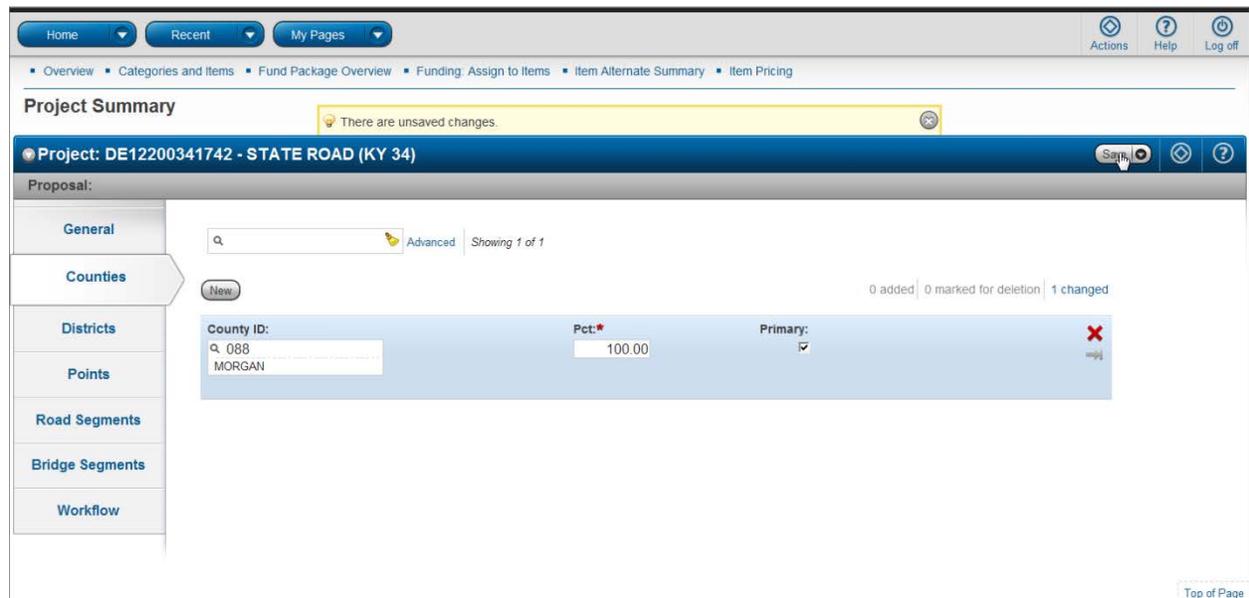
PCN: DE12200341742

Controlling Project:

Estimated Date:

2. COUNTIES TAB

- Click the **Counties** tab.



- Click the **New** button.
- Enter the three digit county number in the **County ID** field.
- **Pct** (percent) is always 100.
- **Primary** should always have a check mark.
- Click the **Save** button.

3. DISTRICTS TAB

- Click the **Districts** tab.

Project Summary

There are unsaved changes.

Project: DE12200341742 - STATE ROAD (KY 34)

Proposal:

General

Counties

Districts

Points

Road Segments

Bridge Segments

Workflow

Advanced Showing 1 of 1

New 0 added | 0 marked for deletion | 1 changed

District ID:	Supplemental Description:	Primary:
10		<input checked="" type="checkbox"/>

Save

- Click the **New** button.
- Enter the two digit district number in the **District ID** field.
- Leave the **Supplemental Description** field blank.
- **Primary** box should have a check mark.
- Click the **Save** button.

4. POINTS TAB

- Click the **Points** tab.

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

Project Summary

There are unsaved changes.

Project: DE12200341742 - STATE ROAD (KY 34)

Proposal:

General

Counties

Districts

Points

Road Segments

Bridge Segments

Workflow

Advanced Showing 1 of 1

New 0 added | 0 marked for deletion | 1 changed

Type:	Description:
MIDPOINT	RECONSTRUCT KY 34 FROM LEBANON TO THE CANEY CREEK BRIDGE

Latitude: 37:57:16.00

Longitude: 83:08:20.00

Save

- Click the **New** button.
- Enter **Latitude** from the Plan Sheet Layout page or use Google Earth or other online map to locate approximate project midpoint. Do not use the county midpoint. Enter in degrees, minutes and seconds, each separated by a colon. (DD:MM:SS)

- Enter **Longitude** from the Plan Sheet Layout page or use Google Earth or other online map to locate approximate project midpoint. Do not use the county midpoint. Enter in degrees, minutes and seconds, each separated by a colon. (DD:MM:SS)
- *Enter the long project **Description** from printed *Status Report* in all capital letters. Put a period at the end if there are no mile points reported on the project.
- Click the **Save** button.

5. *ROAD SEGMENTS TAB

- Click the **Road Segments** tab.

- Click the **New** button.
- Enter “PRIMARY” in the **Name** field.
- Enter the **Description** (same as the Description on the General Tab: Route name & number).
- Choose the road **Type** from dropdown menu. (i.e., KY, Interstate, US, etc.)
- Enter the **Route** number.
- Ignore **Lane Mile**.
- Enter the **Length** to three digits to the right of the decimal point.
- Enter the Beginning Mile Point to three digits to the right of the decimal from the printed *Status Report* in the **Begin Termini** field.
- Enter the End Mile Point from the printed *Status Report* to three digits to the right of the decimal point in the **End Termini** field.
- Click the **Save** button.

6 *WORKFLOW TAB

➤ Click the **Workflow** tab.

The screenshot shows a web browser window with the URL 'Project Summary | Tms-port'. The page title is 'Project Summary'. A navigation bar at the top includes 'Home', 'Recent', and 'My Pages' buttons, along with 'Actions', 'Help', and 'Log off' links. Below the navigation bar, there are quick links: 'Overview', 'Categories and Items', 'Fund Package Overview', 'Funding: Assign to Items', 'Item Alternate Summary', and 'Item Pricing'. The main content area is titled 'Project Summary' and shows a warning: 'There are unsaved changes.' Below this, the project name is 'Project: DE12200341742 - STATE ROAD (KY 34)'. The 'Proposal:' section is active, showing a sidebar with tabs: 'General', 'Counties', 'Districts', 'Points', 'Road Segments', 'Bridge Segments', and 'Workflow'. The 'Workflow' tab is selected. The 'Workflow' dropdown is set to 'PROPOSAL-PROJECT-CONTRACT' and the 'WorkflowPhase' dropdown is set to 'PROPOSAL DEFINITION'. A 'Save' button is visible in the top right corner of the proposal section.

- In the **Workflow** drop-down menu select **PROPSAL-PROJECT-CONTRACT**.
- In the **Workflow Phase** drop-down menu select **PROPOSAL DEFINITION**.
- Click the **Save** button.

7. CATEGORIES AND ITEMS

➤ Click **Categories and Items** in the **Quick Links** at the top left of the page.

The screenshot shows the same web browser window as the previous one. The 'Categories and Items' quick link in the navigation bar is circled in red. The main content area shows a green status bar: 'Save Complete'. The 'Proposal:' section is still active, showing the same sidebar and dropdown menus as in the previous screenshot. The 'Workflow' dropdown is set to 'PROPOSAL-PROJECT-CONTRACT' and the 'WorkflowPhase' dropdown is set to 'PROPOSAL DEFINITION'. A 'Save' button is visible in the top right corner of the proposal section.

The **General** tab and screen returns with a different set of **Quick Links** at the top of the screen and new tabs down the left side of the screen

Home Recent My Pages

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

Project Category and Item Summary

Project: DE12200341742 - STATE ROAD (KY 34)

General

Categories

Category Alternate Sets

Item Alternate Sets

Items

PCN:
DE12200341742

Controlling Project:

Federal/State Project Number:
STP
Up to 40 characters

Estimated Date:
05-30-2014

Project Description:*
STATE ROAD (KY 34)

Designer:
NH02
NIKKI HILL MAINTENANCE

Length:
2.01

Unit System:*
ENGLISH

Project Work Type:
GRAS - GRADE & DRAIN WITH ASPHALT SURFACE

Spec Book:*
08

8. CATEGORIES TAB

- Click the **Categories** tab.

Project Category and Item Summary

Project: DE12200341742 - STATE ROAD (KY 34)

General

Categories

Category Alternate Sets

Item Alternate Sets

Items

0 added | 0 marked for deletion | 0 changed

0001 - PAVING

Category ID:* 0001
Up to 4 characters

Section Group:* APAV - PAVING

Bridge Number:

Function (PBU): FD04 - STATE PROJECTS

Activity: 4580 - CONSTRUCTION CONTRACTS

Object: E797 - HIGHWAY CONSTRUCTION

Program:

Combine Like Categories:

Reporting Code (Termini):

Category:* PAVING

Category Alternate Code:

Category Alternate Member ID:

Sub-function (County): 088 - MORGAN

Loc (District): 10

Dept. Object (rep Cat):

Task Order:

P.O. Line No.:

- 0002 - ROADWAY
- 0003 - DRAINAGE
- 0004 - BRIDGE
- 0005 - UTILITY
- 0006 - SEWER
- 0007 - SIGNING
- 0008 - LIGHTING
- 0009 - WATERLINE
- 0010 - LANDSCAPING
- 0011 - DEMOBILIZATION &/OR MOBILIZATION

- Click the **New** button to add a new category.

- Complete the fields as follows in the table.

FIELD	INSTRUCTIONS / EXAMPLES
Category ID	Four digit entry, i.e., 0001, 0002. Ensure that the categories are in numerical order with no gaps in the sequence of numbers.
Section Group	Four character code corresponding to the category. Auto-populated by the “Fix Estimator XML” program when importing .xml files. Otherwise select from the drop-down menu.
Bridge Number	Use only when there is a bridge and the number is provided (i.e., B000029N).
*Function (PBU)	Select from the drop-down menu based on the funding (i.e., FD52 or FD04).
*Activity	Select “4580 Construction Contracts” from the drop-down menu.
*Object	Select “E797-Highway Construction” from the drop-down menu.
Program	Leave blank; used by Maintenance.
Combine Like Categories	Defaults with the box checked. For Bridge Categories, uncheck box.
Reporting Code (Termini)	Leave blank; used by Maintenance.
Category	Auto-populated when importing the estimate file. Otherwise type in the appropriate name for the category which should correspond with the Section Group.
Category Alternate Code	Leave blank unless there are alternate bid categories such as Concrete and Asphalt Surfacing. Enter AA1 for the first Alternate Code Category and AA2 for the second alternate code category.
Category Alternate Member ID	Leave blank. If Category Alternate Sets are used this field will auto-populate.
*Sub-function (County)	Select the county number from the drop-down menu.
*Loc (District)	Select the district number from the drop-down menu.
Dept. Object (rep. Cat)	Leave blank; used for Mowing & Striping contracts.
Task Order	Leave blank.
P.O. Line No.	Leave blank.

- Click the **Save** button.
- Repeat for each category in the project.

9. CATEGORY AND ITEM ALTERNATE SETS Introduction

Project proposals may occasionally include bidder options for accomplishing the work. There may be entire category options, such as the choice between Asphalt and Concrete Paving, in which each category includes an entire group of bid items. Or there may be individual bid item options such as between types of fencing. The Category Alternate Sets and Item Alternate Sets tabs allow for these alternates. Although it comes first in the column of tabs on the left of the screen, the Item Alternate Sets tab will be discussed after the section below on the Items tab.

Before beginning this process, the categories for each of the alternates must be created.

- In the **Categories** tab, change the four digit category ID number to make room for the Category Alternate Sets to be added so that the Categories are in numerical sequence.
- Click the **New** button and create the new Categories for the Alternate Set.
- Click the **Save** button.
- Repeat for each Category Alternate Set.
- If one of the previously existing categories is to be an alternate, be sure to change the **Description** field to reflect the alternate status.

New		0 added 0 marked for deletion 0 changed
<input checked="" type="radio"/>	0001 - PAVING - ASPHALT ALTERNATE	
<input type="radio"/>	0002 - PAVING - CONCRETE ALTERNATE	
<input type="radio"/>	0003 - PAVING - GEOGRID ALTERNATE	
<input type="radio"/>	0004 - ROADWAY	
<input type="radio"/>	0005 - DRAINAGE	
<input type="radio"/>	0006 - BRIDGE	
<input type="radio"/>	0007 - UTILITY	
<input type="radio"/>	0008 - SEWER	
<input type="radio"/>	0009 - SIGNING	
<input type="radio"/>	0010 - LIGHTING	
<input type="radio"/>	0011 - WATERLINE	
<input type="radio"/>	0012 - LANDSCAPING	
<input type="radio"/>	0013 - DEMOBILIZATION &/OR MOBILIZATION	

➤ Category Alternate Sets Tab

- Click the **Category Alternate Sets** tab.

Project: DE12200341742 - STATE ROAD (KY 34)

General

Categories

Category Alternate Sets

Item Alternate Sets

Items

There are unsaved changes.

Save Project

Save

Cat Alt Set ID: AA

Description: CAT ALT A

Categories: 0

- In the **Cat Alt Set ID** field enter **AA**.
- In the **Description** Field enter **CAT ALT A**.
- Click the **Save** button.

Project: DE12200341742 - STATE ROAD (KY 34)

General

Categories

Category Alternate Sets

Item Alternate Sets

Items

Save Complete

0 added | 0 marked for deletion | 0 changed | Expand All

Cat Alt Set ID: AA

Description: CAT ALT A

Categories: 0

Actions

- Delete
- Select Category

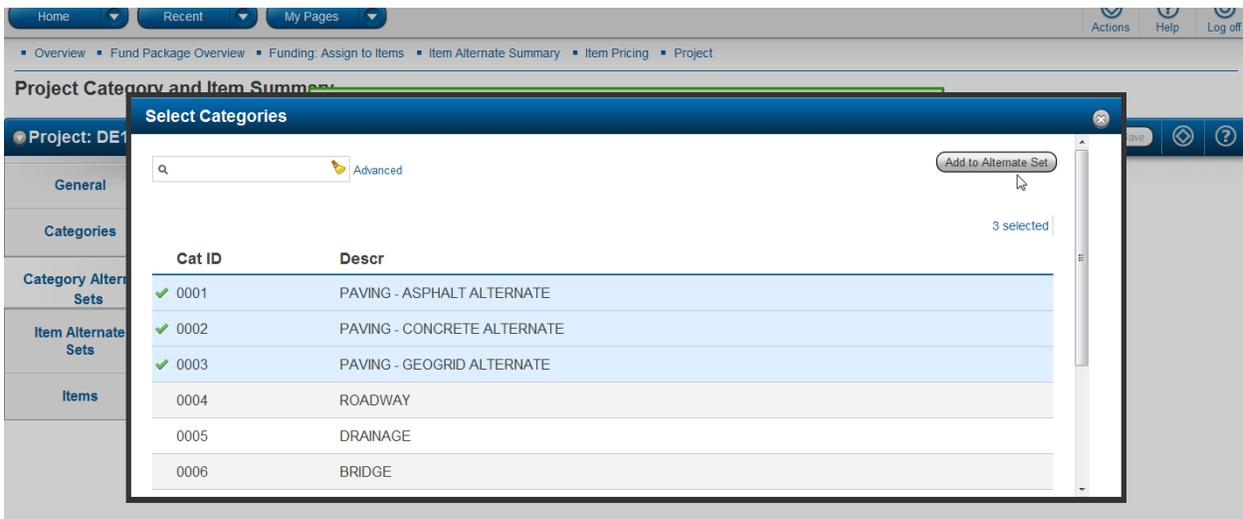
- Click the **Actions** Button to the right of **Categories** and a selection menu appears.
- Click **Select Category** and the following screen appears.

Select Project Items

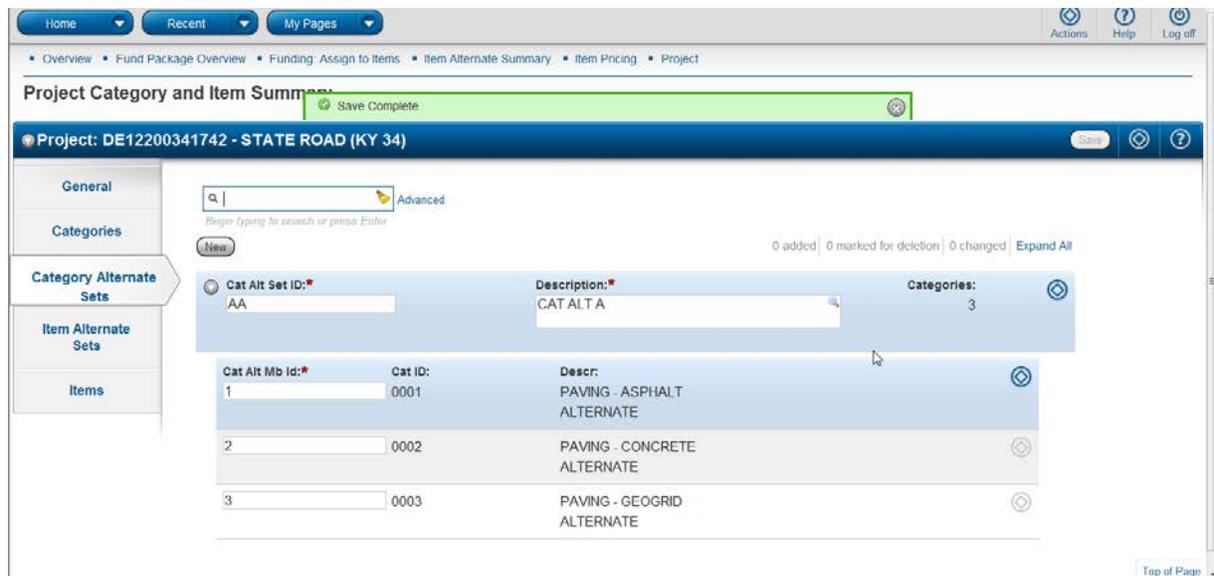
Advanced

Enter search criteria above to see results or Show first 10

- Click on **Show first 10** and a pop-up menu appears.



- Click on the appropriate alternate category row(s).
- Click the **Add to Alternate Set** button and the following screen now appears.



- In the **Cat Alt Mb ID** field enter **1** for the first alternate. Each subsequent alternate will be in numerical order; i.e., **2** for the second alternate and **3** for the third alternate.

New

Cat Alt Set ID:* AA		Description:* CAT ALT A
Cat Alt Mb Id:* 1	Cat ID: 0001	Descr: PAVING - ASPHALT ALTERNATE
2	0002	PAVING - CONCRETE ALTERNATE
3	0003	PAVING - GEOGRID ALTERNATE

- Click the **Save** Button. Category Alternates have now been successfully added.

Occasionally a project will have multiple categories that need to be associated together into one alternate, such as Paving and Roadway Asphalt Alternate and Paving and Roadway Concrete Alternate. The Roadway items changed due to the particular Paving items and the categories need to be bid together. For this circumstance, the **Cat Alt Mb ID** field will have the same number for the categories to be bid together as in the example below.

Project Category and Item Summary

Project: DE0190091454 - KY 9

General
Categories
Category Alternate Sets
Item Alternate Sets
Items

0 added | 0 marked for deletion | 0 changed | Expand All

Cat Alt Set ID:* AA	Description:* CAT ALT A	Categories: 4
Cat Alt Mb Id:* 1	Cat ID: 0003	Descr: ROADWAY - ALTERNATE 1 - WITH CONCRETE PAVING ALTERNATE
1	0001	PAVING - ALTERNATE 1 - CONCRETE
2	0004	ROADWAY - ALTERNATE 2 - WITH ASPHALT PAVING ALTERNATE
2	0002	PAVING - ALTERNATE 2 - ASPHALT

Top of Page

10. Items Tab

➤ Click the **Items Tab** at the left of the screen.

a. To Add Project Items

Project: DE12200341742 - STATE ROAD (KY 34)

Category ID: No Filter

Item ID	Description	Quantity	Unit
0010	00003 - CRUSHED STONE BASE	14,212.000	TON
0020	00020 - TRAFFIC BOUND BASE	440.000	TON
0030	00100 - ASPHALT SEAL AGGREGATE	264.000	TON
0040	00103 - ASPHALT SEAL COAT	32.000	TON
0050	00190 - LEVELING & WEDGING PG64-22	2,950.000	TON
0060		5,432.000	

- Select **Items** tab Component **Actions** button.
- Select **Quick Add Items** on the pop-up menu.

Project: DE12200341742 - STATE ROAD (KY 34)

Category ID: No Filter

Showing 50 of 82

Actions

- Quick Add Items
- Select Items

0010	00003 - CRUSHED STONE BASE	14,212.000	TON
0020	00020 - TRAFFIC BOUND BASE	440.000	TON
0030	00100 - ASPHALT SEAL AGGREGATE	264.000	TON

- ❖ Enter the required data in the fields.

- ❖ Select the appropriate **Category ID** from the drop-down menu for the bid item.
- ❖ In the **Item ID** field enter the bid item code, which has a minimum of five digits. Use “0’s” at the beginning of item codes with less than five numbers, i.e., 00001 DGA BASE.
- ❖ Enter **Quantity** from the estimate/plans.
- ❖ Enter bid item **Price** rounded to hundreds place. Use the previous year’s Average Unit Bid Price if no price has been supplied in the estimate.
- ❖ Enter a **Supplemental Description** only if needed.
 - 02545 Clearing and Grubbing requires a Supplemental Description specifying the acreage.
 - 08160 Structural Steel requires a Supplemental Description specifying the approximate weight.
 - Except for 02569 Demobilization and 02568 Mobilization, all Lump Sum Items on group jobs require the appropriate county name in the Supplemental Descriptions to make them unique and keep the bid item quantities from rolling together.
- ❖ Ignore the **Bid Req** field.
- ❖ Click the **Save** button.
- ❖ Click the **New** button and repeat the process above for each additional bid item to be added. Note that the last **Category ID** used will default to the next bid item to be entered so be sure you enter the correct **Category ID** for each item you are adding.

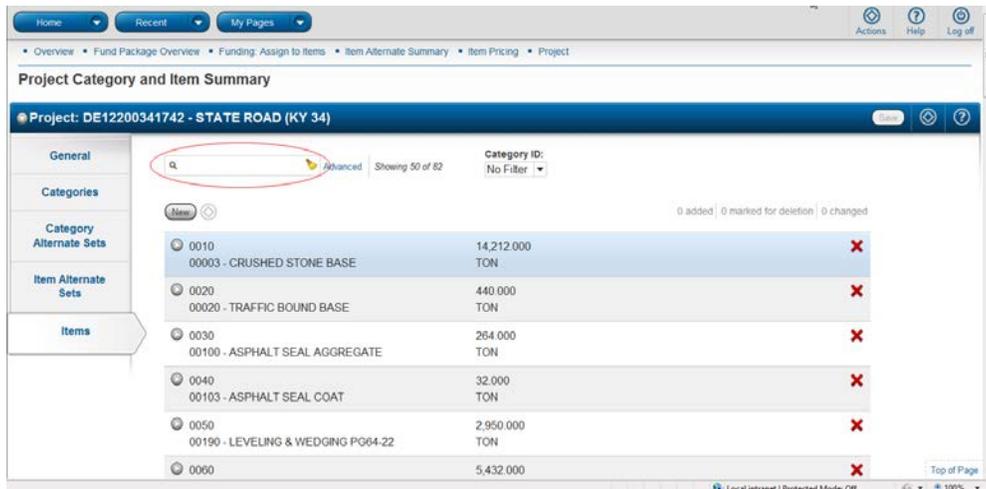
b. Specific Bid Item Notes

Be sure to check for the following specific bid items and issues:

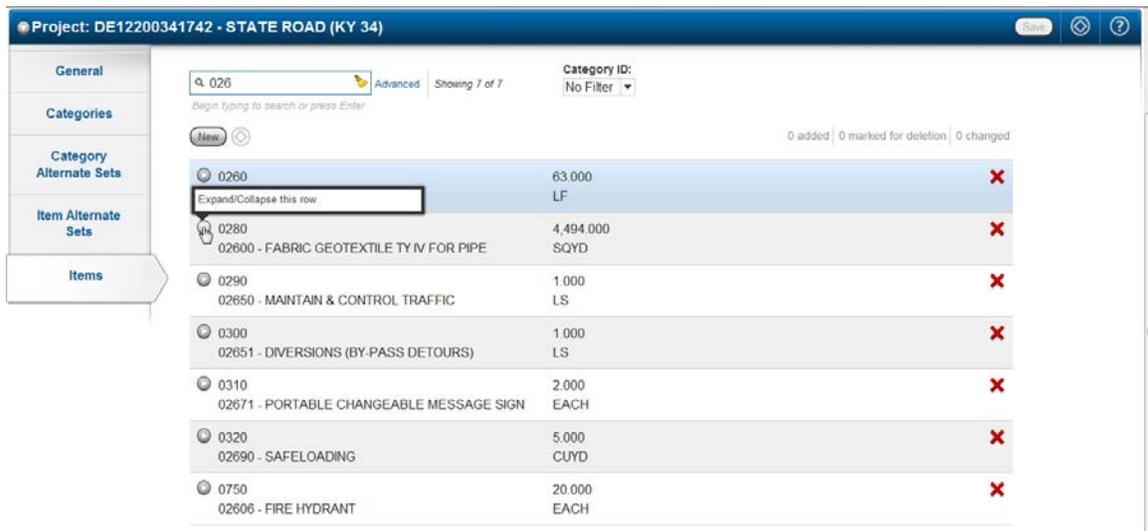
- 02545 Clearing and Grubbing required on all projects with over 1 acre of disturbed area.
- 02562 Temporary Signs should be on EVERY project.
- 02600 Geotextile Fabric for Pipe has a fixed price of exactly \$2.00.
- 02650 Maintain and Control Traffic should be on EVERY project.
- 02651 Diversions (By-Pass Detours) is a lump sum item. Verify with Plan Processing personnel that there is an individual bid item for each Diversion on the project. If there are multiple Diversions, they need to be broken out in the plans and in the proposal bid items, one bid item for each diversion/bypass.
- 02568 Mobilization is only used on projects with a total cost of over \$2M.
- 02569 Demobilization should be on EVERY project.
- 02726 Staking should be on EVERY project.
- 06405 and 06408 Panel Signs **do not** require Barcode Sign Inventory.
- 06406 and 06407 Sheet Signs require corresponding bid item 24631EC Barcode Sign Inventory.
- 10020NS Fuel Adjustment and 10030NS Asphalt Adjustment should **never** be used on contracts with Paving Alternates.

c. To Modify an Existing Bid Item

- ❖ If you are not on the **Items** tab screen, click on **Categories and Items** in the **Quick Links** at the top of the page. Then click the **Items** tab at the left of the screen.
- ❖ You can search for the item you need to edit by entering the bid item code or the name in the search box near the top left of the screen.



- ❖ Click on the arrow beside the item to expand the collapsed row.



- ❖ When the row is expanded a detailed view of the individual bid item information is displayed.

Project Category and Item Summary

Project: DE12200341742 - STATE ROAD (KY 34) Save ↺ ?

General 02600 Advanced Showing 1 of 1 Category ID: No Filter

Categories New 0 added | 0 marked for deletion | 0 changed

Category Alternate Sets

Item Alternate Sets

Items

0280 4,494.000
02600 - FABRIC GEOTEXTILE TY IV FOR PIPE SQYD

Item ID: * 02600 FABRIC GEOTEXTILE TY IV FOR PIPE Category ID: * 0002 - ROADWAY

Project Item Previous Price:

Non-Bid:

Combine With Like Items:

Item Alternate Set ID:

Alternate Member ID:

Estimation Type: REFERENCE

Major Item:

Proposal Item Line Number:

Pricing Comments:

Supplemental Description Required: No

Project Item Supp Description:

Unit of Measure: SQYD

Quantity: 4,494.000

Project Item Unit Price: 2.00000

Extended Amount: 8,988.00

Price Lock Flag:

Low Cost Flag: Yes

Bid Requirement Code:

Project Item Unit Price Comparison:

Lump Sum: No

Bid as Lump Sum: No

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From this screen, the **Quantity**, **Price Item Unit Price** and **Project Item Supplemental Description** can be entered or edited. No other changes should be made to the other fields except for using the **Price Lock Flag** and **Bid Requirement Code** for certain bid items as described below.

- ***ON EVERY CONTRACT** be sure to put a check mark on the box for **Price Lock Flag** and select **FIXED** from the drop-down menu under **Bid Requirement Code** for the following items:
 - ❖ 02600 Fabric Geotextile TY IV for Pipe
 - ❖ 10020NS Fuel Adjustment
 - ❖ 10030NS Asphalt Adjustment
 - ❖ 10203ND Pavement Adjustment when used in **Category Alternate Sets**.

Home Recent My Pages Actions

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

Project Category and Item Summary

There are unsaved changes.

Project: DE12200341742 - STATE ROAD (KY 34)

General Categories Category Alternate Sets Item Alternate Sets Items

02600 Advanced Showing 1 of 1 Category ID: No Filter

New 0 added | 0 marked for deletion | 1 changed

0280 4,494.000
02600 - FABRIC GEOTEXTILE TY IV FOR PIPE SQYD

Item ID:* 02600 FABRIC GEOTEXTILE TY IV FOR PIPE Category ID:* 0002 - ROADWAY

Project Item Previous Price:

Project Item Supp Description:

Unit of Measure: SQYD

Quantity: 4,494.000

Project Item Unit Price: 2.00000

Extended Amount: 8,988.00

Price Lock Flag:

Low Cost Flag: Yes

Bid Requirement Code: FIXED MAXIMUM MINIMUM

Lump Sum: No

Bid as Lump Sum: No

Non-Bid:

Combine With Like Items:

Item Alternate Set ID:

Alternate Member ID:

Estimation Type: REFERENCE

Major Item:

Proposal Item Line Number:

Pricing Comments:

Supplemental Description Required: No

Blue Perimeter Frame

- Be sure to *never* put a check mark in the **Non-Bid** field or the item will not show up in the proposal. If you click anywhere within the blue perimeter frame near the **Non-Bid** box, the system may put a check in the box. Always click outside of the blue perimeter frame.

11. Item Alternate Sets Tab

Project proposals may occasionally include bidder options for accomplishing the work. There may be entire category options or individual bid item options. The Category Alternate Sets and Item Alternate Sets tabs allow for these alternates. As with the **Category Alternate Sets**, the bid items to be selected for alternates have to have been previously entered into the **Items** in order for them to appear on the list of items to be selected. See the section on the Items tab for instructions on adding bid items.

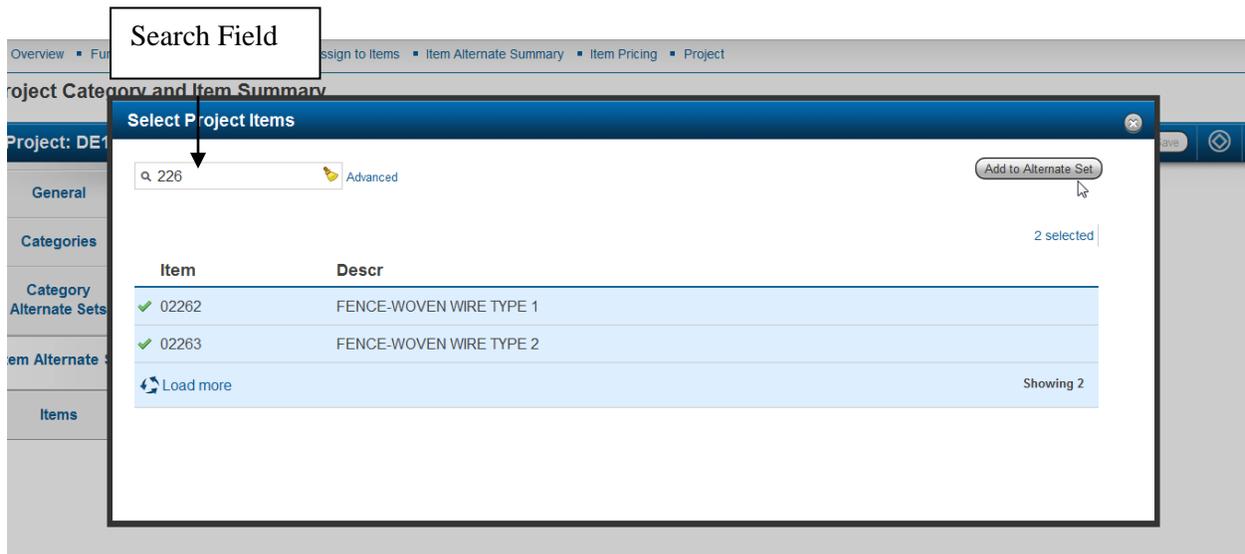
- Click the **Item Alternate Sets** tab.
- In the **Alt Set ID** field enter **AA**.
- In the **Description** field enter **ALT SET A**.
- Click the **Save** button.

The screenshot shows the 'Item Alternate Sets' tab in a web application. The page title is 'Project: DE12200341742 - STATE ROAD (KY 34)'. The left sidebar shows 'Item Alternate Sets' selected. The main area has a search bar and a table with one row: 'Alt Set ID: AA', 'Description: ALT. SET A', and 'Project Items: 0'. An 'Actions' button is visible on the right of the row.

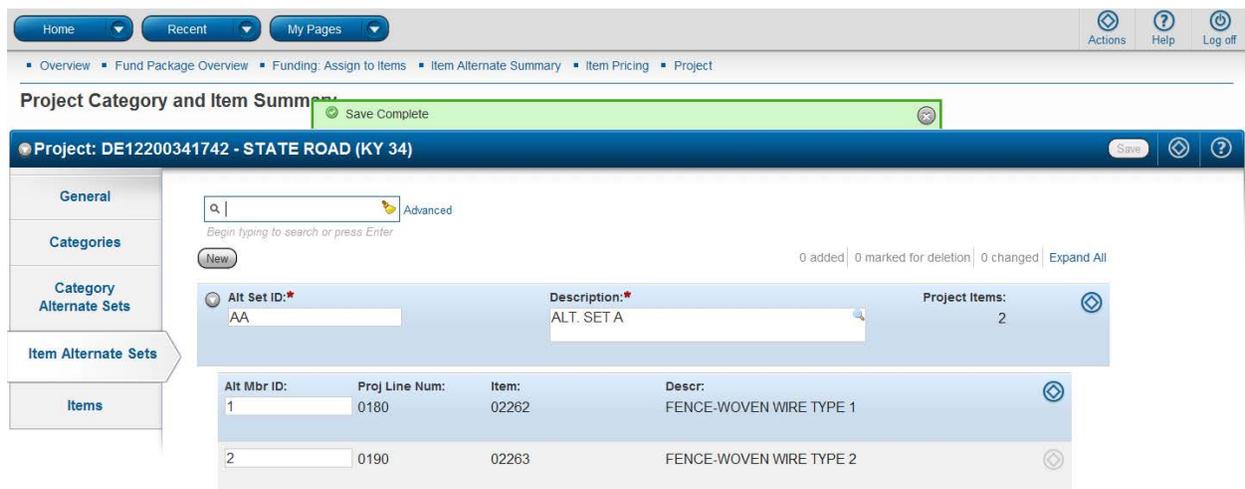
- Click on the row **Actions** button on the right and a pop-up menu appears.
 - Click on **Select Project Items**.

The screenshot shows the 'Item Alternate Sets' tab in a web application. The page title is 'Project: DE12200341742 - STATE ROAD (KY 34)'. The left sidebar shows 'Item Alternate Sets' selected. The main area has a search bar and a table with one row: 'Alt Set ID: AA', 'Description: ALT. SET A', and 'Project Items: 0'. An 'Actions' button is visible on the right of the row. A red arrow points to the 'Select Project Items' option in the 'Actions' pop-up menu.

- Enter the bid item code in the search field or part of it or use the **Show first 10** feature to locate the bid items to be included in the alternates



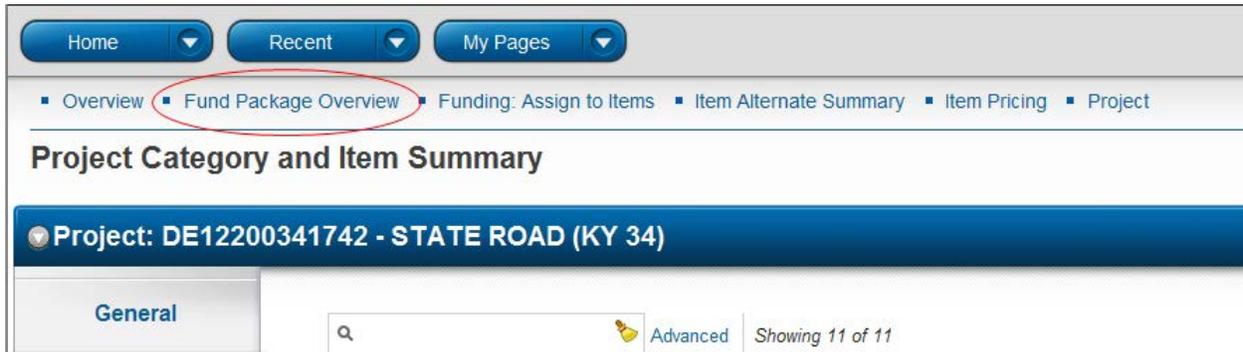
- Click on the rows of all of the bid item alternates.
- Click the **Add to Alternate Set** button.



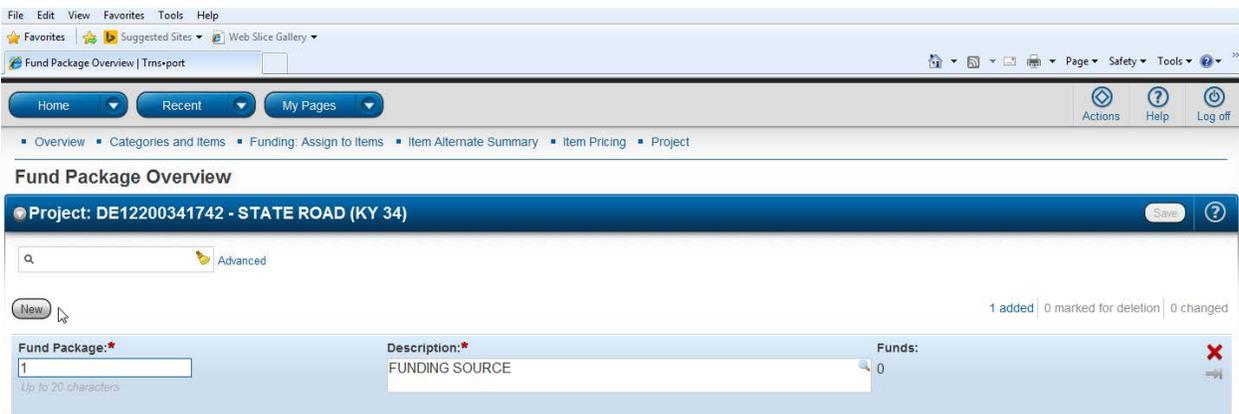
- In the **Alt Member ID** field enter **1** for the first alternate. Each subsequent alternate will be in numerical order, i.e., **2** for the second alternate and **3** for the third alternate.
- Click the **Save** button.

12. *FUND PACKAGE OVERVIEW

- Click **Fund Package Overview** in the **Quick Links**.



- On the next screen click the **New** button and the following screen appears.



- In order for the program to recognize that there are changes on the page, some steps have to be repeated before you can successfully save changes to the default settings.
 - ❖ In the **Fund Package** field; change “1” to “0”.
 - ❖ Click in the **Description** field.
 - ❖ Click back into the **Fund Package** field and enter “1”.

- ❖ After the *There are unsaved changes* message appears in the yellow box, Click the **Save** button

The screenshot shows the 'Fund Package Overview' page for Project: DE12200341742 - STATE ROAD (KY 34). A yellow warning box at the top states 'There are unsaved changes.' A red arrow points to the 'Save' button in the top right corner. The page includes a search bar, a 'New' button, and a form with fields for 'Fund Package' (value: 1), 'Description' (value: FUNDING SOURCE), and 'Funds' (value: 0). A red 'X' icon is visible in the top right of the form area.

- Click on the **0** under: **Funds:** to the right of the **Description**.

The screenshot shows the 'Fund Package Overview' page after saving. A green message box at the top states 'Save Complete'. A hand cursor is pointing at the '0' under the 'Funds:' field. The page includes a search bar, a 'New' button, and the same form as the previous screenshot, but with a blue circular icon next to the 'Funds' field.

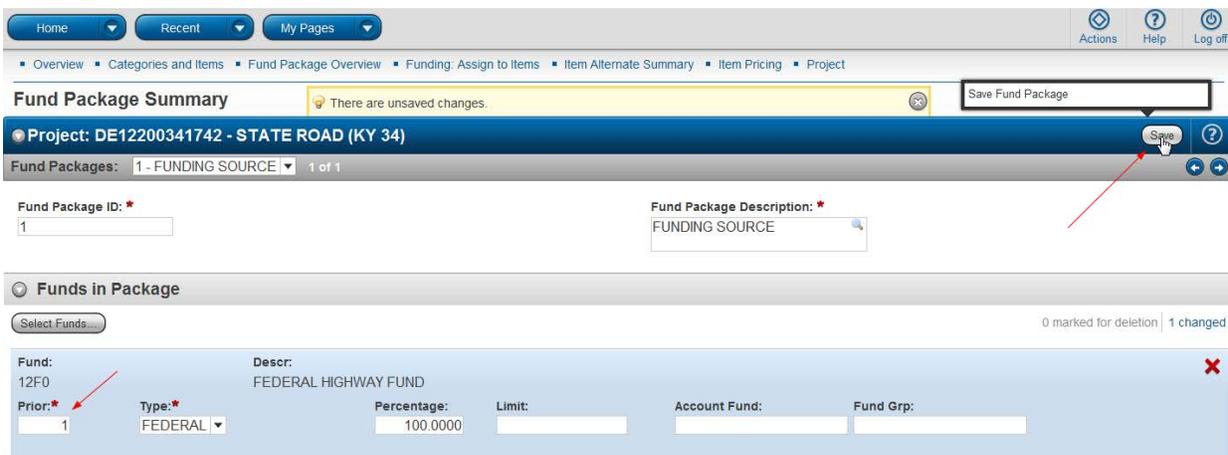
The following screen now appears.

The screenshot shows the 'Fund Package Summary' page for Project: DE12200341742 - STATE ROAD (KY 34). The page displays 'Fund Packages: 1 - FUNDING SOURCE' and '1 of 1'. There are two input fields: 'Fund Package ID' (value: 1) and 'Fund Package Description' (value: FUNDING SOURCE). Below these fields is a button labeled 'Select Funds' and a text box containing 'Open selection window.' The page also shows '0 marked for deletion' and '0 changed'.

- Click the **Select Funds** button. A pop-up window now appears. You can type in the fund in the search box or click the **Show first 10** feature to populate a list as shown below.



- Click on the correct fund from the list.
- Click the **Add to Fund Package** button on the top right. The following screen now appears.



- In the **Prior:** (priority) field enter **1**.
- Ignore the rest of the fields.
- Click the **Save** button.

13. *FUNDING: ASSIGN TO ITEMS

➤ Click **Funding: Assign to Items** in the **Quick Links**.

Home Recent My Pages Actions Help Log off

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

Fund Package Summary Save Complete

Project: DE12200341742 - STATE ROAD (KY 34) Save ?

Fund Packages: 1 - FUNDING SOURCE 1 of 1

Fund Package ID: * 1 Fund Package Description: * FUNDING SOURCE

Funds in Package Select Funds... 0 marked for deletion | 0 changed

Fund: 1100 Descr: ROAD FUND

Prior: * 1 Type: * NON FEDERAL Percentage: 100.0000 Limit: Account Fund: Fund Grp:

The following screen now appears.

Home Recent My Pages Actions Help Log off

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

Project Funding Assignment Save ?

Project: DE12200341742 - STATE ROAD (KY 34) Save ?

0 changed | Expand All

All Project Items	Mixed	None	A
0001 - PAVING - ASPHALT ALTERNATE	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
0002 - PAVING - CONCRETE ALTERNATE	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
0003 - PAVING - GEOGRID ALTERNATE	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
0004 - ROADWAY	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
0005 - DRAINAGE	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
0006 - BRIDGE	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
0007 - UTILITY	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
0008 - SEWER	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
0009 - SIGNING	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
0010 - LIGHTING	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Fund Package: (A) 1 Description: FUNDING SOURCE Funds: 1

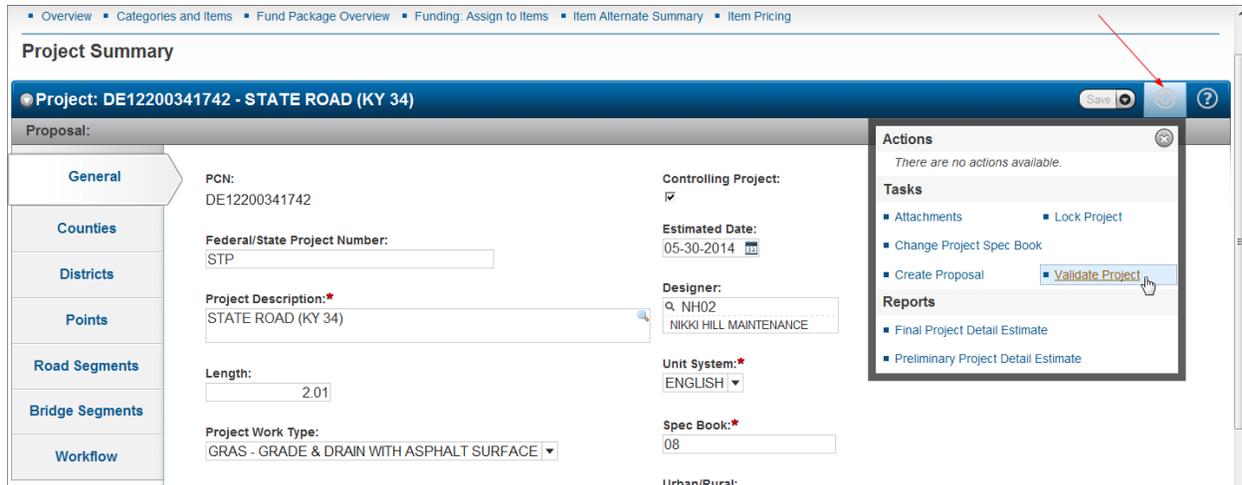
Top of Page

- Select **A** in the row for **All Project Items**.
- Click the **Save** button.
- **Repeat this procedure for all bid items added to the project after this step has been completed.**

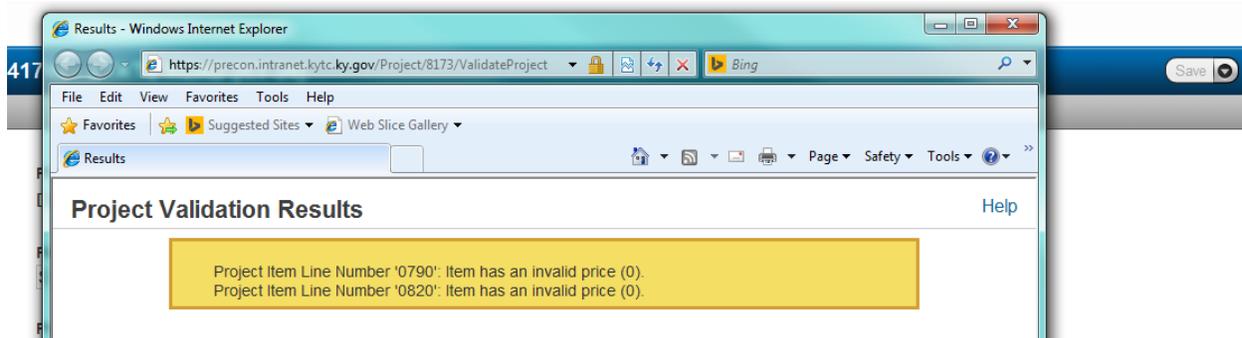
14. *Validate Project

- Click on **Project** in the **Quick Links** on the same screen.

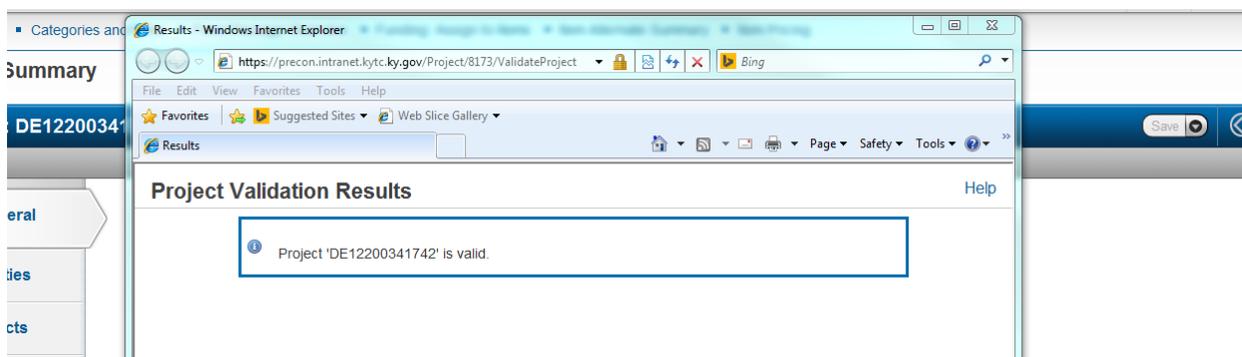
The **General** tab view now appears.



- Click on the Row **Actions** button on project specific tool bar at the right of the screen.
- Click **Validate Project**.
- A report is generated as a pop-up screen which lists issues that need to be addressed.



- Correct any errors found.
- Re-run the report to verify that there are no remaining issues.



15. Re-Import Bid Items after Project Creation

Sometimes an additional category or two needs to be added to a project, such as bridge, traffic loops or waterline items, after the rest of the project has been built in WebPrecon. However, it is not possible to accurately import only one or two groups into the existing project with the current version of WebPrecon. But all of the existing groups and bid items can be re-imported along with the new ones. The re-import process works the same as the original import process except for the one setting change. You will need to modify the original Estimator file to include the new group(s) and bid items according to the **Estimator Manual for PS & E Branch**. After exporting the .est file, be sure to run the .xml file through the “Fixed Estimator XML” before importing it into WebPrecon.

- Navigate to the **Home** page and import group Estimator file:
 - On the Home page chose **Import File** from the Global **Actions** button on the menu bar at the top of the screen.
 - Click the **Select File** button on the top left of the next screen.
 - A local computer interface opens allowing you to locate the “Fixed XML” version of the estimate that you have edited and saved. Highlight the file name and click the **Open** button.
 - Select the **Options** radio button for **Delete all existing items before loading**. This is the setting change which will allow you to retain all of the existing project information while re-importing all of the bid items, both old and new.



- Click the **Import** button on the **Estimator Import** row.
- Click **View Project** and proceed to work from there.



After the new category and items have been added you will edit the category according to #8 above, add funding to the new items and validate the project again

➤ Click the **Category Tab**.

- Click on the drop-down arrow for the new category.
- Enter data in the following fields for the new categories as you did for the original categories when the project was imported the first time:
 - Function (PBU)
 - Activity
 - Object
 - Sub-function (County)
 - Loc (District)

0011 - TRAFFIC LOOPS

<p>Category ID:* 0011</p> <p>Section Group:* HTRL - TRAFFIC LOOPS ▼</p> <p>Bridge Number: <input type="text"/></p> <p>Function (PBU): FD52 - FED STATE MATCH ▼</p> <p>Activity: 4580 - CONSTRUCTION CONTRACTS ▼</p> <p>Object: E797 - HIGHWAY CONSTRUCTION ▼</p> <p>Program: <input type="text"/></p> <p>Combine Like Categories: <input checked="" type="checkbox"/></p> <p>Reporting Code (Termini): <input type="text"/></p>	<p>Category:* TRAFFIC LOOPS</p> <p>Category Alternate Code: <input type="text"/></p> <p>Category Alternate Member ID: <input type="text"/></p> <p>Sub-function (County): 088 - MORGAN ▼</p> <p>Loc (District): <input type="text" value="10"/></p> <p>Dept. Object (rep Cat):: <input type="text"/></p> <p>Task Order: <input type="text"/></p> <p>P.O. Line No.: <input type="text"/></p>
--	--

- Add funding to the bid items as above in #13:
 - Click on **Funding: Assign to Items** in the **Quick Links**.
 - Click the radio button under the **A** in the **All Project Items** row.
 - Click the **Save** button.

	Mixed	None	A
All Project Items	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
0001 - PAVING	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0002 - ROADWAY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0003 - DRAINAGE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0004 - BRIDGE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0005 - UTILITY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0006 - SEWER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0007 - SIGNING	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0009 - LIGHTING	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0012 - WATERLINE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0013 - LANDSCAPING	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0019 - DEMOBILIZATION & OR MOBILIZATION	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Validate project
 - Verify your data entry and funding assignment by running the **Validate Project** function.
 - Correct any issues and re-run the report.

When the project creation process is complete, proceed to create the associated proposal using the **WebPrecon PROPOSAL for PS & E Branch Manual**.

ADDENDUM 1

Table of Available Work Types

Please note that the work types in the drop-down menu within WebPrecon are not in alphabetical order by code or description. They are presented here in alphabetical order by the description to clearly present the choices available within similar types.

AIRPORT CONSTRUCTION	AIR
ASPHALT INITIAL TREATMENT	ASIT
ASPHALT PAVEMENT & ROADWAY REHAB	ARHR
ASPHALT PAVEMENT PATCHING	ASPP
ASPHALT REHAB INTERSTATE/PARKWAY	ASRH
ASPHALT REHAB WITH BRIDGE (S)	ARHB
ASPHALT REHAB WITH DIAMOND GRINDING	ARHD
ASPHALT REHAB WITH GRADE & DRAIN	ARHG
ASPHALT RESURFACING	ASRS
ASPHALT SHOULDERS	ASSH
ASPHALT SURFACE & JPC INLAY	ASJP
ASPHALT SURFACE WITH BRIDGE	ASBR
ASPHALT SURFACE WITH GRADE & DRAIN	ASGD
ASPHALT SURFACE WITH GUARDRAIL	ASGR
ASPHALT SURFACING NEW CONSTRUCTION	ASNW
ASPHALT SURFACING ULTRA THIN	ASUS
ASPHALT WATERPROOFING	ASWP
BRIDGE	BRID
BRIDGE BEARING REPAIR	BRBR
BRIDGE CLEANING	BRCL
BRIDGE CLEARANCE GUAGE PAINTING	BCGP
BRIDGE DECK OVERLAY	BROL
BRIDGE DECK RESTORATION & WATERPROOFING	BRRW
BRIDGE DEMOLITION	BRDM
BRIDGE PAINTING & CLEANING	BRPT
BRIDGE REPAIR MISCELLANEOUS WORK	BRMW
BRIDGE REPAIRS	BRRP
BRIDGE REPAIRS EXPANSION JOINTS	BRJT
BRIDGE REPLACEMENT	BRRL
BRIDGE SCOUR MITIGATION	BRSC
BRIDGE STEEL REPAIRS	BRSR
BRIDGE SUBSTRUCTURE REHAB	BRSB
BRIDGE SUPERSTRUCTURE REHAB	BRSU

BRIDGE TEMPORARY REPLACEMENT	BRRT
BRIDGE WITH GRADE & DRAIN	BRGR
BRIDGE WITH GRADE, DRAIN & SURFACE	BRGS
CONSTRUCTION IN A WEIGH STATION	CONW
CONSTRUCTION OF BUILDINGS IN REST AREAS	CONB
COVERED BRIDGE RESTORATION	BRCV
CRASH CUSHIONS	OPCC
CULVERT REPLACEMENT	OPCU
DITCHING	DTCH
DRAIN CLEANING	OPDC
DURABLE PAVEMENT STRIPING TAPE	TRDT
EMBANKMENT DAM MOWING	OPMD
EXPERIMENTAL	EXPR
FENCE	FENC
FERTILZIATION	OPFT
FINE TURF MOWING	OPMF
FLOOD REPAIR FOR FEMA	OPFL
GEOTECHNICAL	GEOT
GRADE & DRAIN	GRDR
GRADE & DRAIN AND PAVEMENT ALTERNATES	GRPA
GRADE & DRAIN LESS THAN MILLION CY	GRLT
GRADE & DRAIN WITH ASPHALT SURFACE	GRAS
GRADE & DRAIN WITH BRIDGE	GRBR
GRADE & DRAIN WITH INCIDENTAL SURF	GRIS
GRADE & DRAIN WITH PCC PAVEMENT	GRPC
GRADE HEAVY (OVER MILLION CY)	GRHV
GRADE, DRAIN & SURFACE WITH BRIDGE	GDSB
GUARDRAIL	GUAR
HERBICIDE APPLICATION	OPHS
HIGH FRICTION SURFACE	HFRS
HIGHWAY SWEEPING	OPSW
INC GRADE & DRAIN W/ PAVEMENT ALTERNATES	GDPA
INTELLIGENT TRANSPORTATION SYSTEMS	ITS
INTERSECTION MARKINGS- INSTALL-RETRACE	TRIN
JPC PAVEMENT	JPC
JPC PAVEMENT INLAY	JPCI
JPC PAVEMENT REPAIRS	JPCR
JPC PAVEMENT REPAIRS - DIAMOND GRINDING	JPCD
JPC PAVEMENT REPAIRS-GUARDRAIL INSTALL	JPGL
JPC PAVEMENT WITH GRADE & DRAIN	JPGR
LANDSCAPING	LAND

LIGHTING	LIGH
LITTER REMOVAL	OPLR
MAINTENANCE	OPER
MEDIAN	MEDN
MEDIAN REMOVAL	MEDR
MICROSURFACING	MICR
MILLED RUMBLE STRIPS	TRMR
MOWING BEHIND GUARDRAIL	OPMG
PAINTED PAVEMENT STRIPING	TRPT
PARKING LOT SEALING	SEAL
PAVEMENT (WITH ALTERNATIVES)	PALT
PAVEMENT MARKERS & REFLECTORS	PAVM
PAVEMENT REHAB WITH PAVING ALTERNATES	PRPA
PIPE REPLACEMENT	OPPI
REST AREA DEMOLITION	RADM
RETAINING WALL	BRWA
RIGHT OF WAY MOWING	OPMW
RIGHT OF WAY MOWING - LITTER REMOVAL	OPML
ROAD WEATHER INFORMATION SYSTEM	RWIS
ROCKFALL MITIGATION	ROCK
RUMBLE STRIPS & PAVEMENT STRIPING	TRPM
SIDEWALK CONSTRUCTION	SWCN
SIGN REFURBISH	SIRF
SIGNS	SIGN
SIGNS-LIGHTING-SIGNALS	SLS
SLIDE REPAIR	OPSR
SLOPE STABILIZATION	SLST
SOUND BARRIER WALL	OPSB
THERMOPLASTIC PAVEMENT INTERSECTION MAR	TRTM
THERMOPLASTIC PAVEMENT STRIPING	TRTS
TRAFFIC COUNTING INDUCTANCE LOOPS	TRCL
TRAFFIC SIGNAL LOOP DETECTORS	TRLO
TRAFFIC SIGNAL SYSTEMS	TRSG
TRIM & REMOVAL OF TREE & BRUSH	OPTR
UNKNOWN	UNKN
UTILITY ADJUSTMENT	UADJ
WATERBOURNE PAINT STRIPING	TRWB
WETLAND MITIGATION	WET
WIDENING	WIDN