

KYTC

AASHTOWare Project Estimator Manual for Design

Based on AASHTOWare Project Estimator Version 2.15a



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Introduction

AASHTOWare Project Estimator is used by KYTC to create cost estimates, also known as field estimates, for projects. This manual is not a comprehensive manual of all potential uses for and aspects of Estimator nor does it contain keyboard commands or information about prices. The focus of this manual is on the instruction of design personnel to prepare and edit estimates for submission to Highway Design. Construction Procurement personnel will import the same Estimator file directly into AASHTOWare Project to initiate the process of creating projects and proposals. The basic contract information along with the bid items and their quantities and prices are quickly and accurately transferred, eliminating the need to manually key that information into AASHTOWare

Project which eliminates data entry keying errors in bid item codes and quantities. Therefore, it is very important to ensure that the information on the estimate is correct. The estimate bid item codes and quantities should be compared with the same information on the project plan sheets. All differences between the information on the plans and corresponding estimate must be resolved so that the data in the estimate and plans agree exactly and accurately represent what the project designer wants constructed in the field.

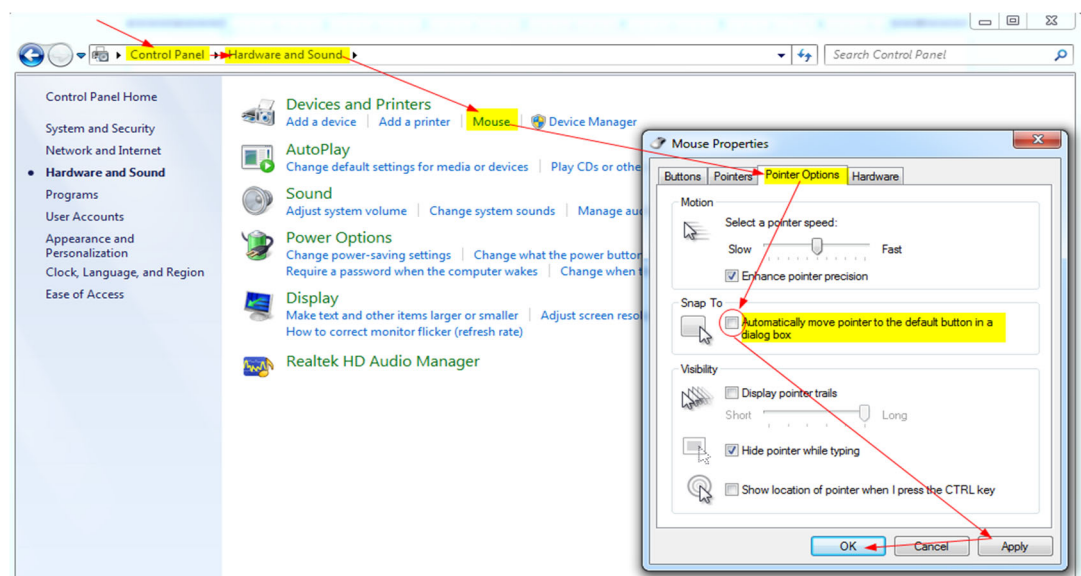
Mouse Setting

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

- Navigate to **Control Panel** on your computer.
- Select **Hardware and Sound**.
- Select **Mouse**.
- Click on the **Pointer Options** tab.
- *Uncheck* the **Snap To** box before **Automatically move pointer to default button in dialog box**.
- Click **Apply** button.
- Click **OK**.

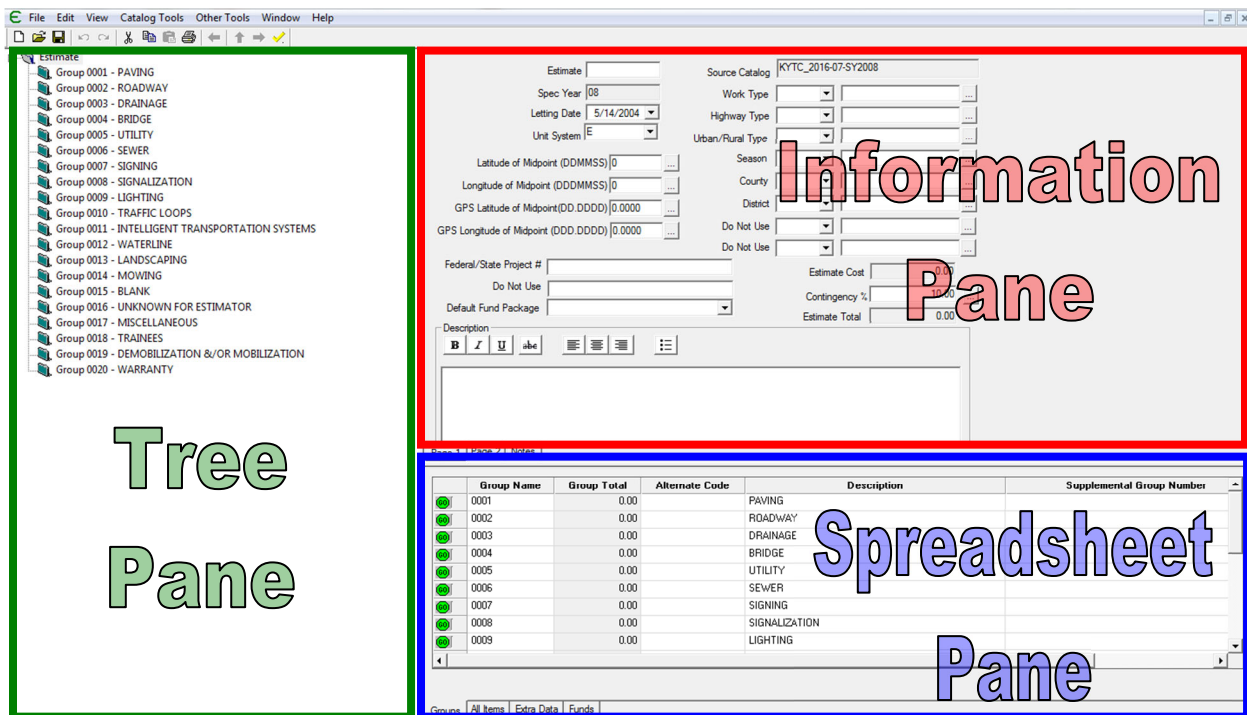
Depending on your computer and version of Windows, your screen may look different than this image and the steps may be

slightly different. However, the basic information is applicable to all systems and the **Snap To** function control switch is located somewhere in your computer's mouse properties.



The Estimator Interface


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




The **Tree Pane** on the left of the screen displays the structure of the various groups in the project. Contained within the group folders are the bid items along with their bid history. Each folder can be opened to reveal the bid items contained within the folder. When different selections are made in the Tree Pane, the corresponding data displayed in the Information and Spreadsheet Panes on the right side of the screen will change for each selected item.


The **Information Pane** on the upper right is a form-like window that allows you to enter data about the estimate, group, or bid item. The information displayed varies depending upon the selection that was made in the Tree Pane.

The **Spreadsheet Pane** on the lower right is a table 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 cells. This view is also dependent upon the selection 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 corresponding data in the Information and Spreadsheet Panes.

 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.

CATALOG UPDATES (KYTC Personnel)

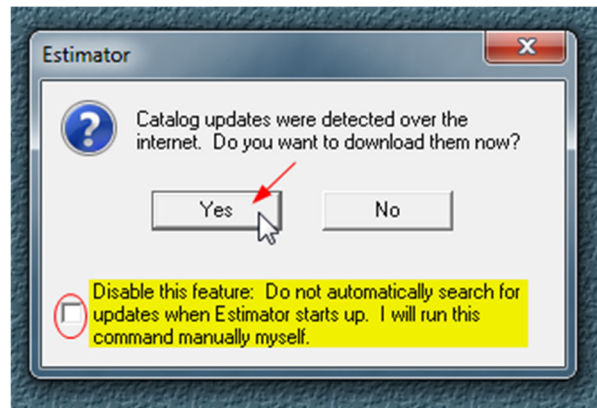
These instructions only apply to KYTC personnel. Instructions for consultant catalog updates follow in the next section.

Updated catalogs are made available approximately every quarter because new bid items are created and current ones revised or made obsolete on an ongoing basis. If you have never used Estimator and no catalog is associated with your version of Estimator, the process will begin automatically the first time you open Estimator. If the catalog search feature is set to look for catalogs, as it should be, this process will automatically take place every time you open Estimator. Instructions to ensure that this process is automatically taking place are next.

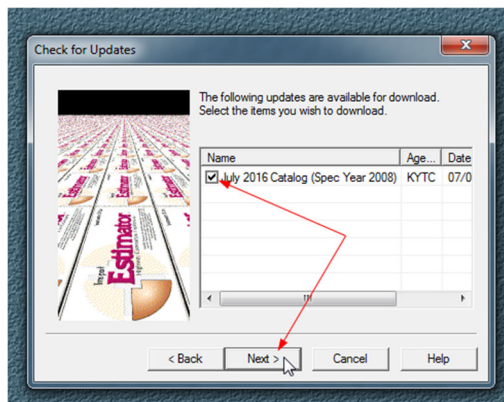
NOTE: For this process the Estimator *program* is open but no Estimator *file* can be open or there will be no access to catalog update menus.

AUTOMATIC CATALOG UPDATE SEARCH

Estimator will automatically check for new catalog updates each time you open it if the default setting is maintained. If Estimator finds a new available catalog you will get the following message.

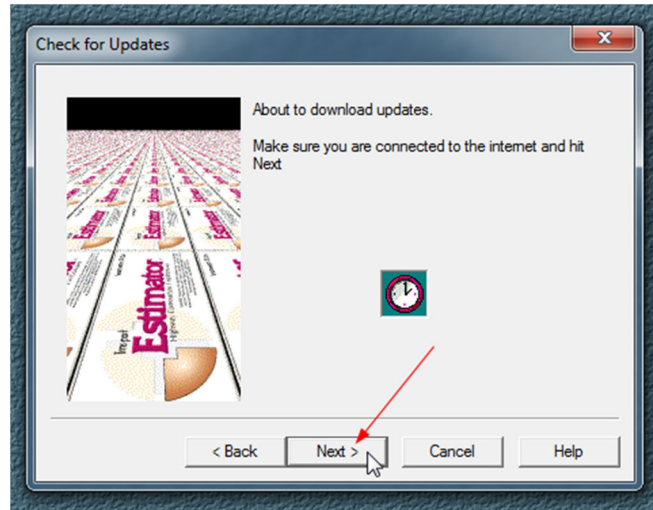


- Click **Yes**. Be sure you **do not** check the box beside **Disable this feature**. The next pop-up appears.

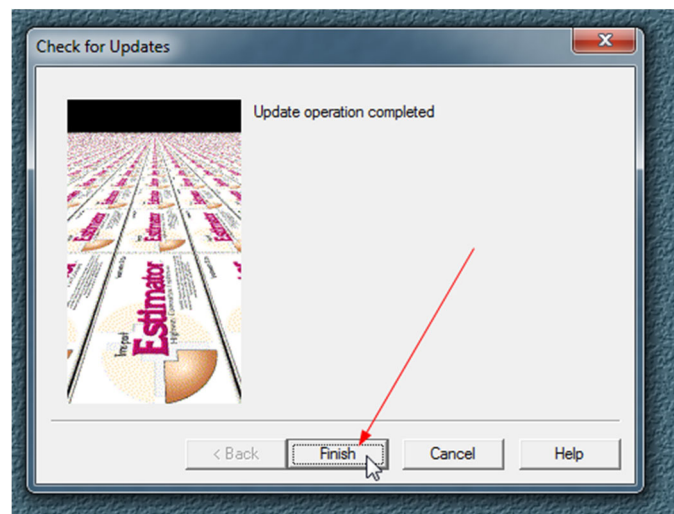


- Select the latest catalog and click **Next**.

The following pop-up appears.



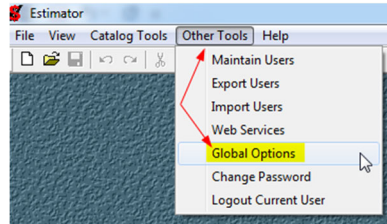
- Click **Next** and the following pop-up appears.



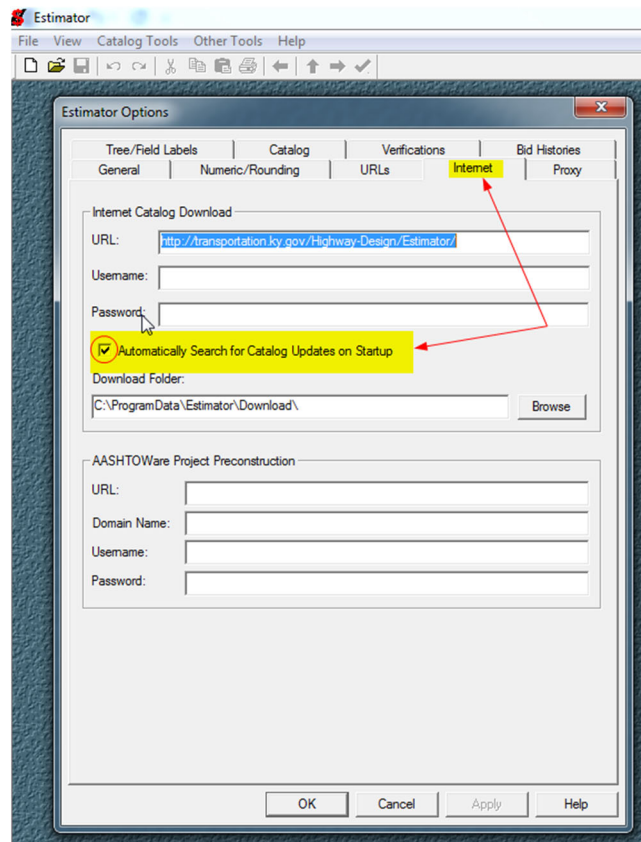
- Click **Finish**.

To ensure that Estimator is searching for new catalogs each time the program is opened, perform the following steps before opening any Estimator files.

- Select **Other Tools** on the tool bar.
- Select **Global Options**.



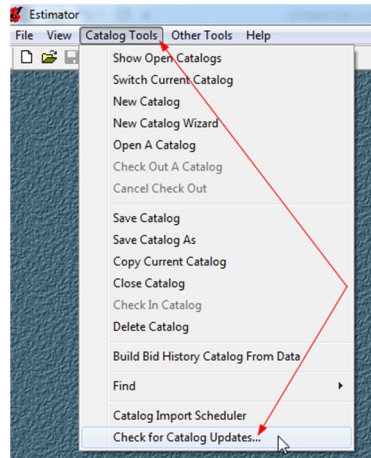
- Click on the **Internet** tab on the pop-up menu.
- Ensure that the box is checked beside **Automatically Search for Catalog Updates on Startup**.



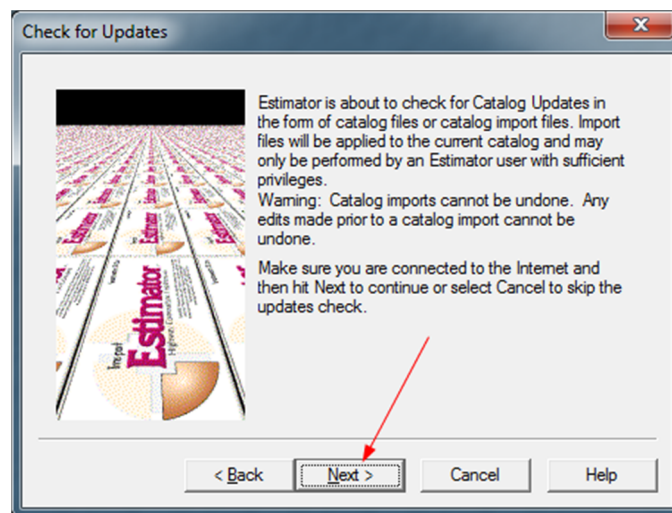
MANUAL CATALOG UPDATE SEARCH

You can manually search for catalog updates as well. Using the latest catalog will make the process easier with more accurate pricing because new bid items are added and existing ones made obsolete on an ongoing basis.

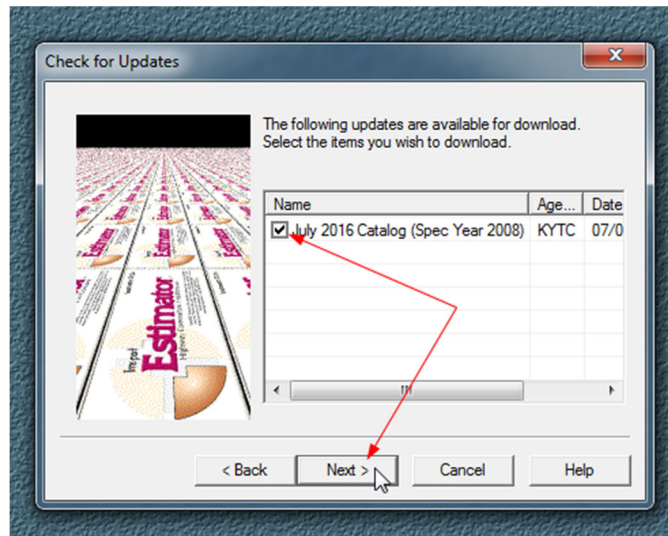
- Click on the **Catalog Tools** tab on the tool bar.
- Select **Check for Catalog Updates**.



- Click on the **Next** button.



- Check the box beside the most current catalog to import from the list and then click **Next** and follow the rest of the catalog wizard prompts, which are the same as those shown above in the section on automatic updates.



- Click **Next** on all of the prompts and finally **Finish**.

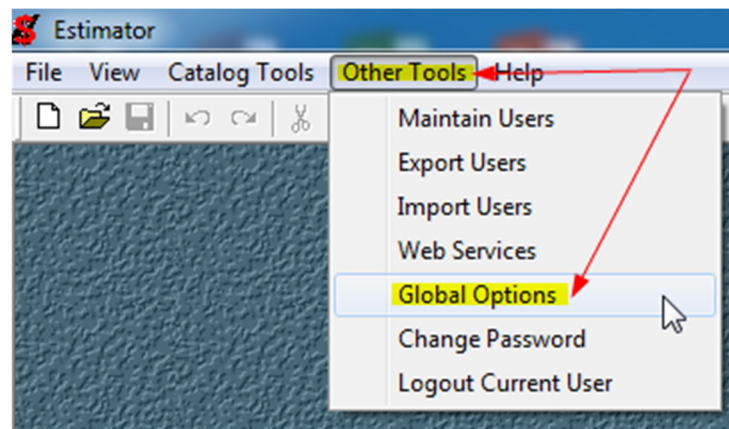
CATALOG UPDATES (CONSULTANTS)

These instructions apply only to consultants. KYTC personnel catalog update instructions are covered in a previous section.

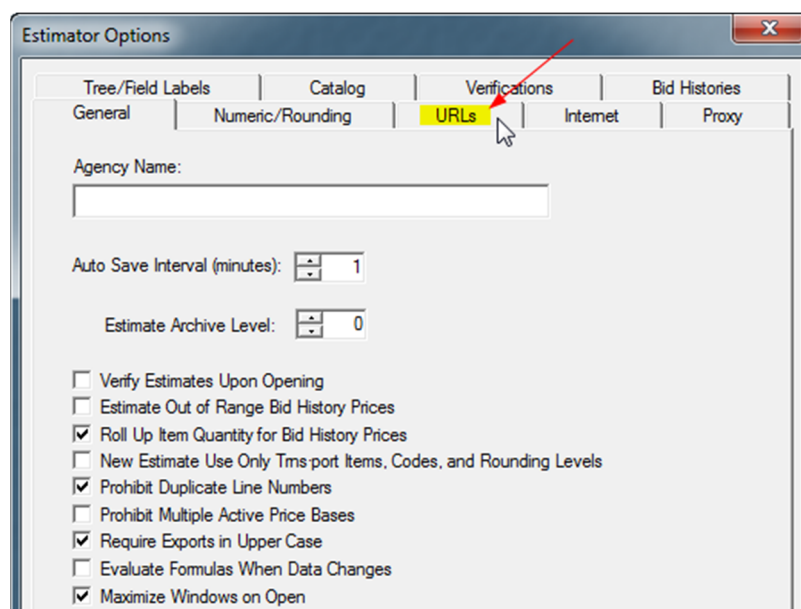
Consultants are not connected to the KYTC server so none of the catalog updates can take place automatically. Consultant catalog updates must be performed manually.

Find the catalog path in your Estimator program.

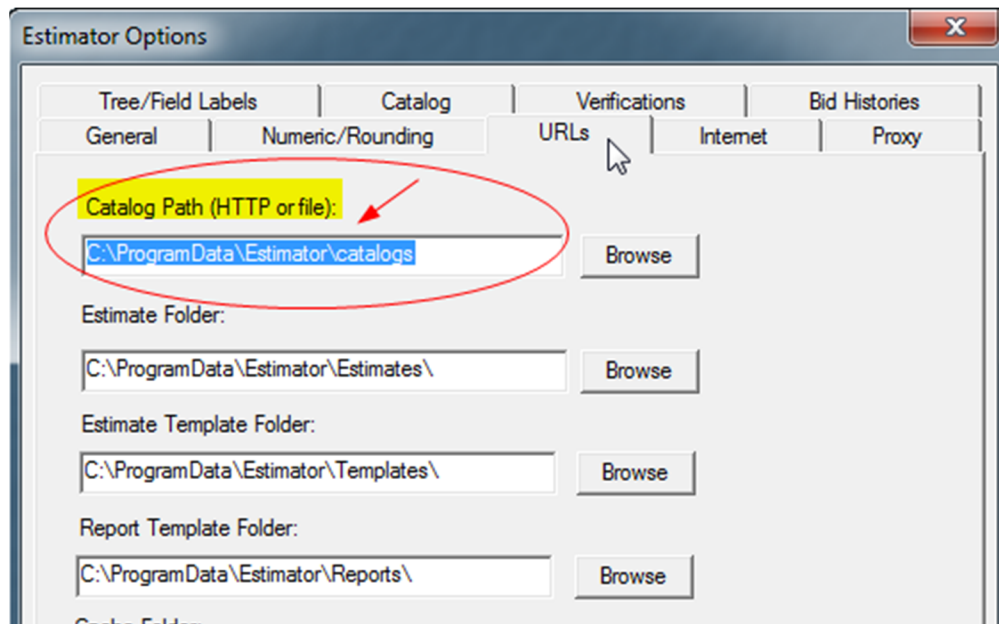
- Open Estimator but do not open an estimate.
- Click on the **Other Tools** on the tool bar.
- Select **Global Options** from the drop-down menu.



- Click on the **URLs** Tab.



- Take note of or copy the location of the Estimator catalogs in **Catalog Path (HTTP or file)**.



- Navigate to the Highway Design website:

<http://transportation.ky.gov/Highway-Design/Pages/Software-and-Support.aspx>

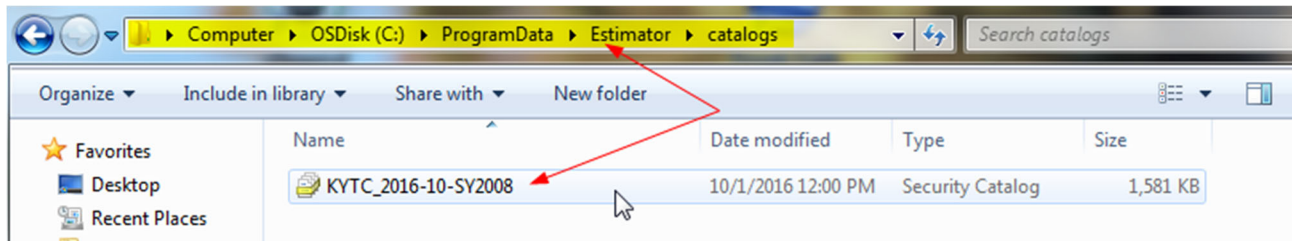
- Find the latest catalog posted.
- Click on the catalog and select Save As from the drop-down menu.



At this point, you will save the catalog to the catalog path you located earlier in the Estimator. See instructions elsewhere to [AUTOMATICALLY OPEN TEMPLATE WITH CURRENT CATALOG](#).

DELETE OBSOLETE CATALOGS

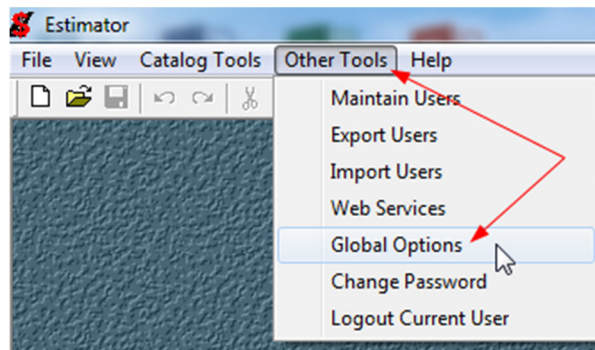
On your computer, navigate to **C-drive/Program Data/Estimator/catalogs**. Select any catalogs you wish to remove and delete them. Your Estimator program will no longer access those catalogs.



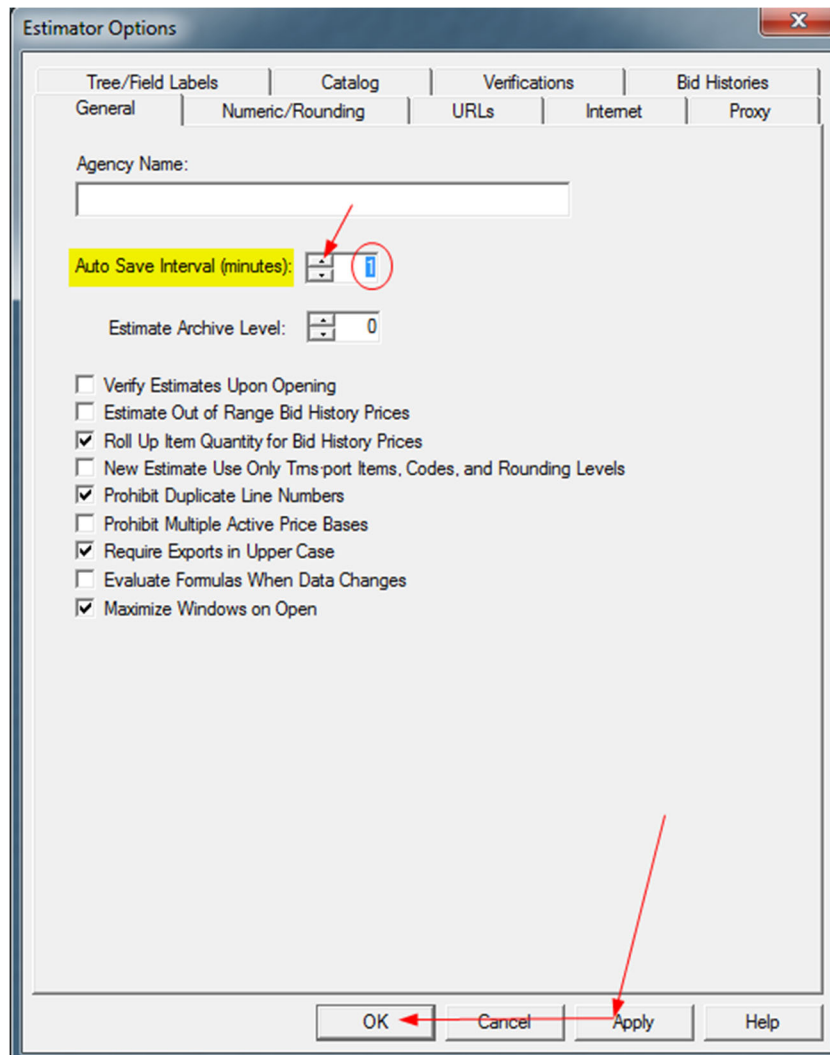
AutoSave Function

Estimator has a default setting to AutoSave the file as you are working on it. To change the amount of time between automatically saving your files, close any open documents.

- Select Other Tools on the toolbar at the top of the screen.
- Select Global Options.



The next pop-up appears:



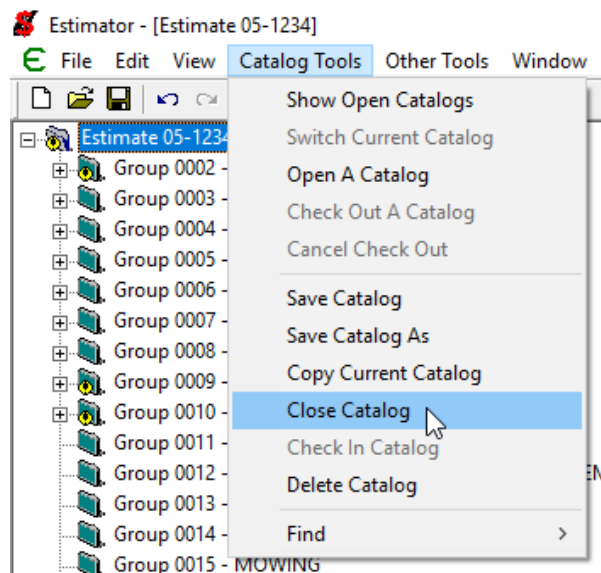
- Use the up or down arrows to change the minutes.
- Click **Apply**.
- Click **OK**.

UPDATE PRICE INFORMATION

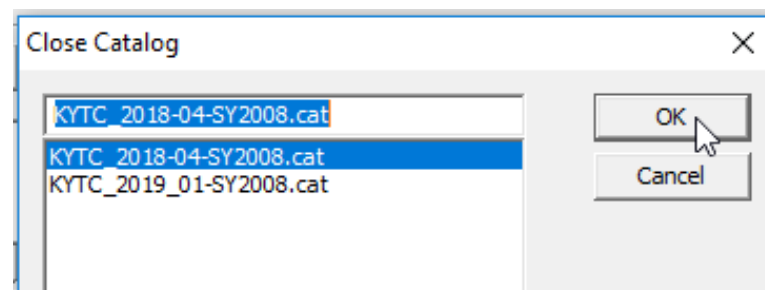
INTRODUCTION

Following the instructions in the catalog update sections of this manual will change the estimate *bid items* to the new catalog but not the *prices*. Therefore, when an existing estimate is updated to a new catalog, it is also necessary to ***manually update the prices*** already contained in an estimate with the prices contained in the newly associated catalog. Bid items already contained in the estimate prior to the catalog update will continue to use the previous catalog as the source catalog for the bid item prices ***unless the user follows these instructions to update price information*** to reference the newly attached catalog as the source catalog for all the bid item prices. After you have changed the source catalog of the estimate to the most current catalog file available, you need to make sure all catalogs are closed except for the source catalog.

- Click on **Catalog Tools**.
- Select **Close Catalog**.



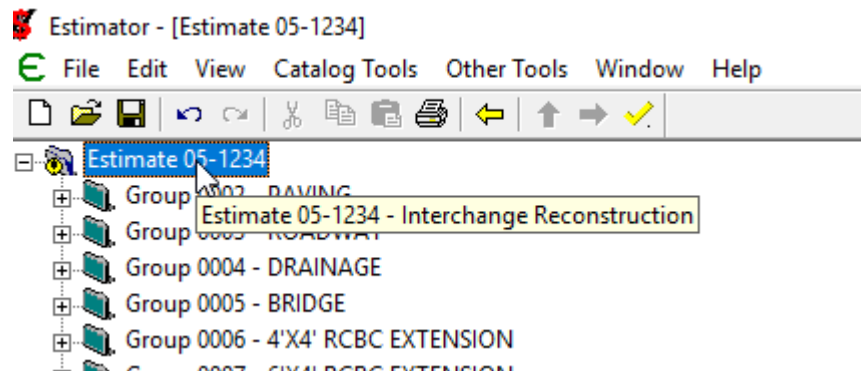
- On the **Close Catalog** dialog box, select the catalog that is not the current source catalog for the estimate.
- Click **OK**.



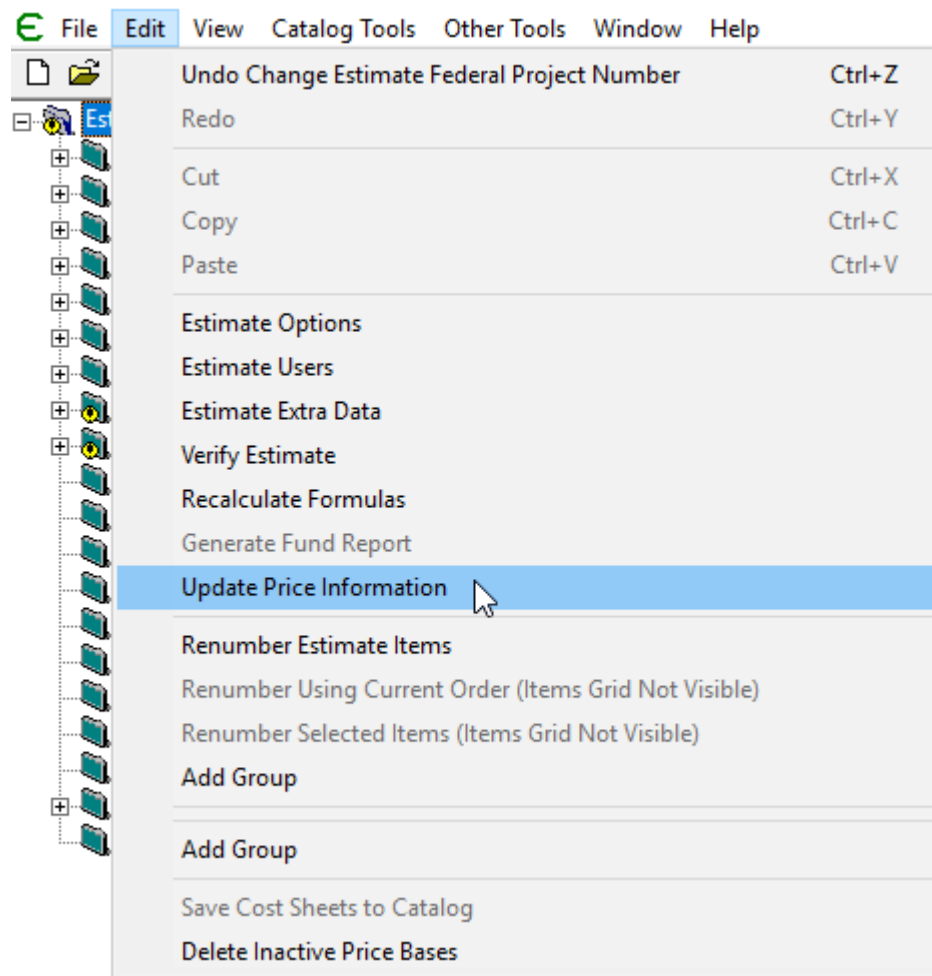
- Repeat the step above to close all open catalogs other than the current source catalog for the estimate. You can only highlight and close one catalog at a time.

You can choose to update the entire estimate by highlighting the estimate title, a selected group by highlighting the group or a selected item within a group by highlighting that item. In most cases, you will want to update the prices for the entire estimate.

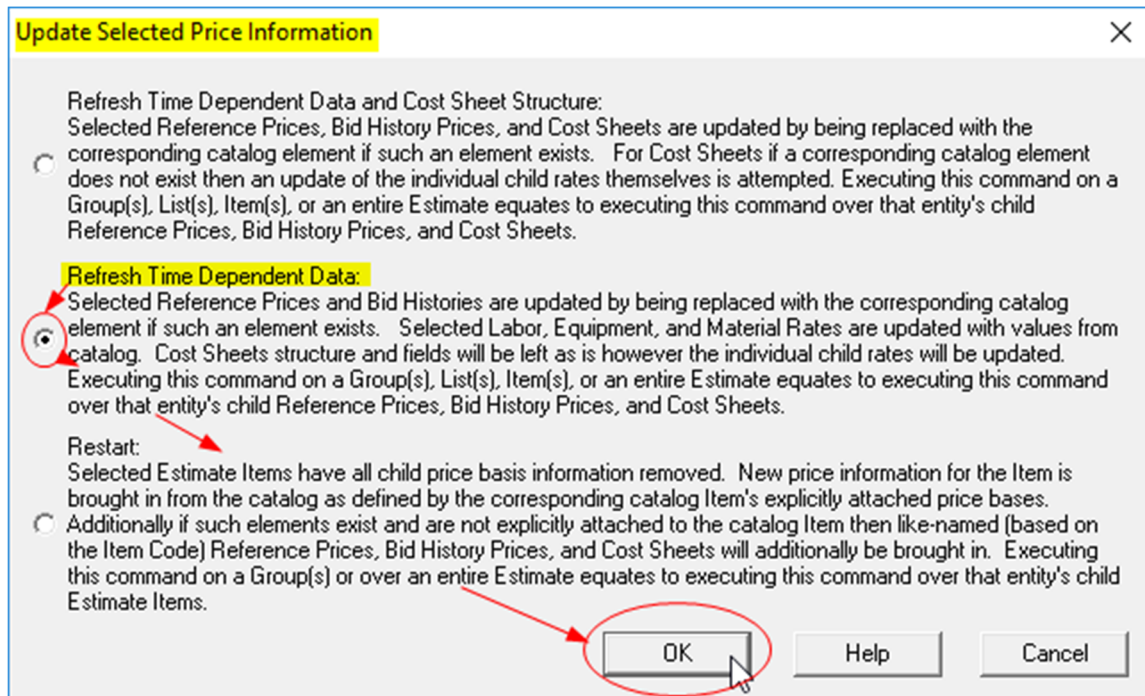
- Highlight the estimate name.



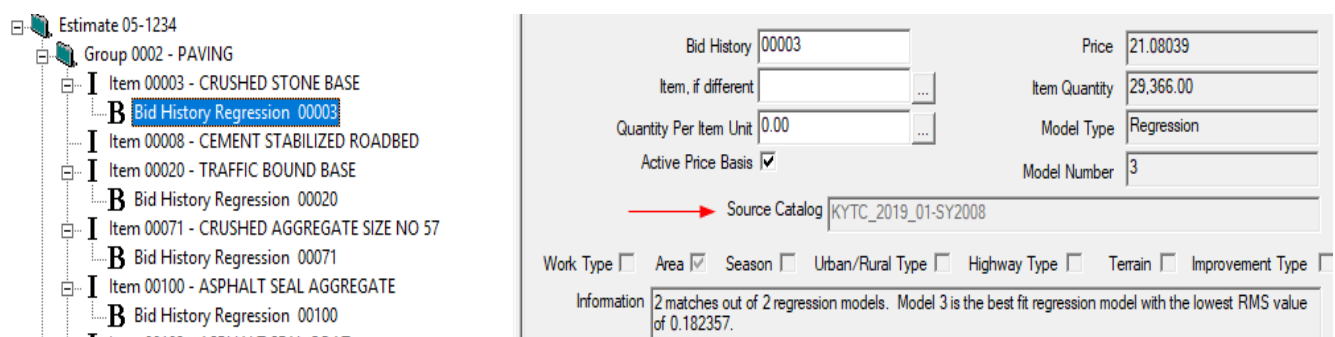
- Select **Edit**.
- Click on **Update Price Information**.



- On the Update Selected Price Information dialog box, select the second radio button for **Refresh Time Dependent Data**.
- Click OK.



All bid items with a bid item history in the new catalog will be updated. You can check the source catalog of a bid item by expanding the bid item in the tree pane, highlighting the Bid History Regression for the bid item and checking the source catalog in the information pane.

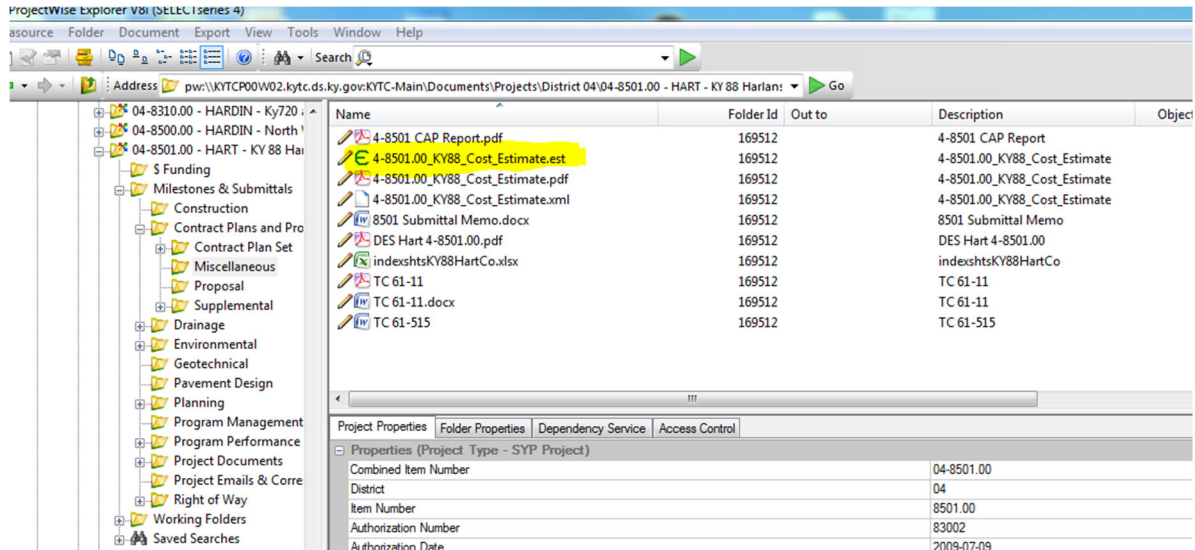


- Save your changes.

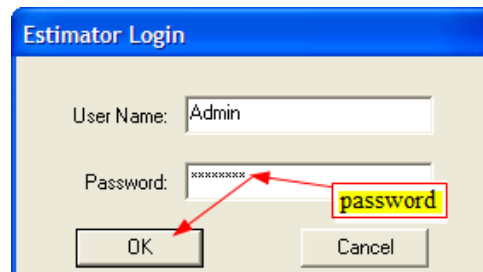
INSTRUCTIONS FOR WORKING WITH AN EXISTING ESTIMATOR FILE

For existing Estimator files, perform steps 1-3 below and then skip to step 5.

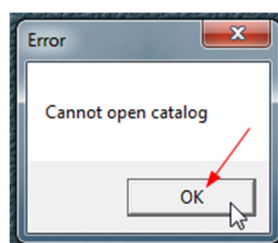
1. SAVE THE FILE



Save the **.est** file from the source to the location where you want to keep the version you will be modifying. If the file comes from ProjectWise or is attached to an email, click on the file to open it, and the Estimator program will start. Because you are not opening the file from the Estimator program, Estimator will require a password to open the file, which is always “**password**” in all lower case letters. If opening the file from ProjectWise, be sure you do not already have the Estimator program open or the file will not open. The **User Name** field will be automatically populated **Admin**.

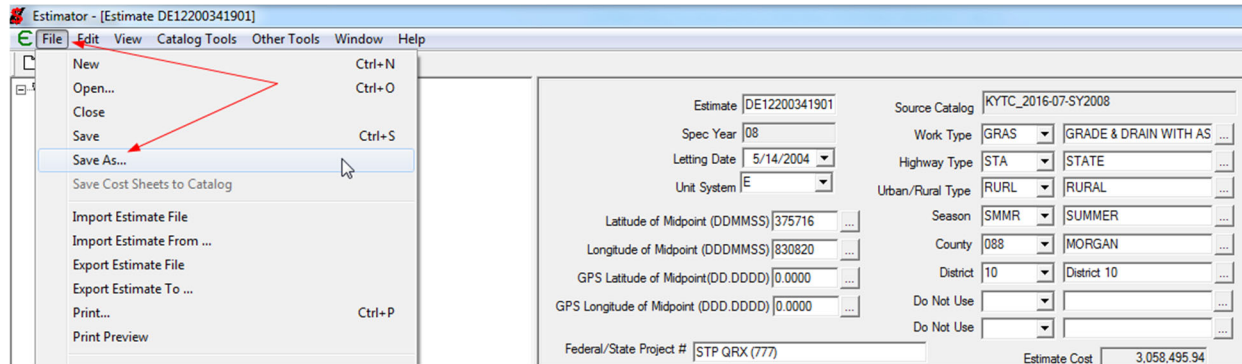


You will get the message **Cannot open catalog** if the Estimator program is not using the same catalog as the one the estimator file was created with. Click **OK** and keep going. The file will be a **Read-Only** document, but that will not affect your work, because you will save the document for your own use and add the current catalog which will make the file active and you will be able to edit it.



- Under the **File** tab, select **Save As**.

Save the file with the name and in the location on your computer you want.



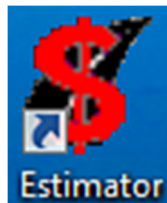
- Close the file and the Estimator program.

NOTE: The **Save** function only saves the current version of the Estimator file in the current location. **Save As** saves a new version and gives you the option to change the name of the file in a new location.

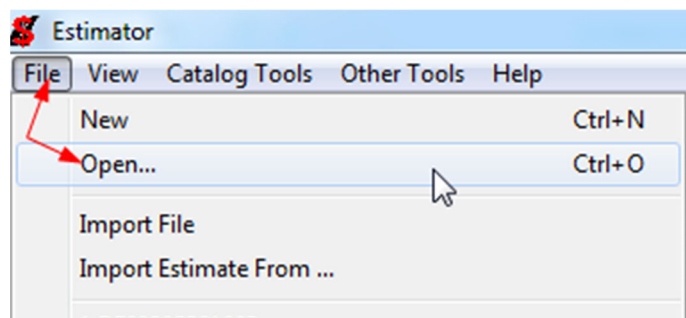
2. OPEN THE FILE

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.

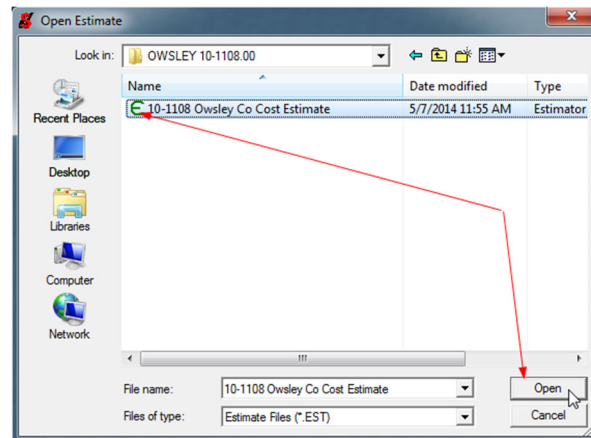


- Under the **File** tab, select **Open** and find the file you saved. Be sure you *do not* select **Import File**. This function is for importing Excel files and is covered later in an [addendum](#).



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

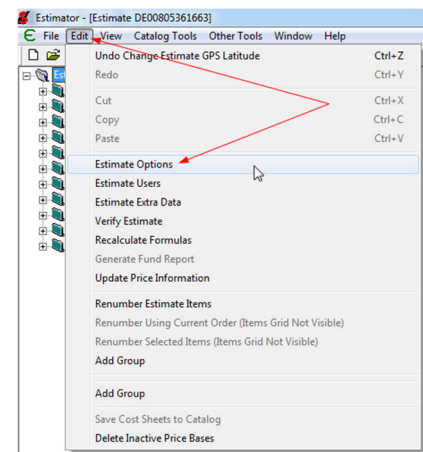
NOTE: PDF's of an Estimator file cannot be opened by Estimator.



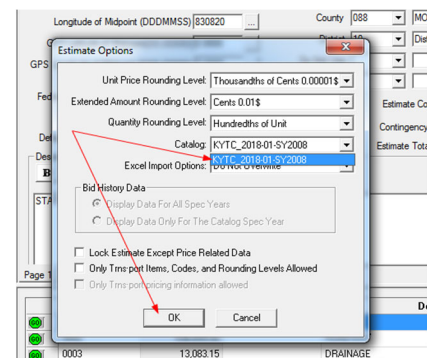
3. SELECT THE MOST CURRENT CATALOG

Verify that the most currently available catalog is being applied to the estimate regardless of which catalog was used to build 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_2018-01-SY2008.
- Click **OK**.



NOTE: You can open multiple Estimator files at the same time. However, when you open two or more Estimator files at the same time, all of them must have the same catalog associated with them. If all of the open Estimator files do not have the same catalog before they are opened, they will all 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 one you want to use and save it. Close the file and make sure perform the same function for all of them you want to work on. Finally, open all of the files from Estimator and proceed to work.

INSTRUCTIONS FOR CREATING A NEW ESTIMATE FILE

Perform step 4 and proceed through the rest of the steps.

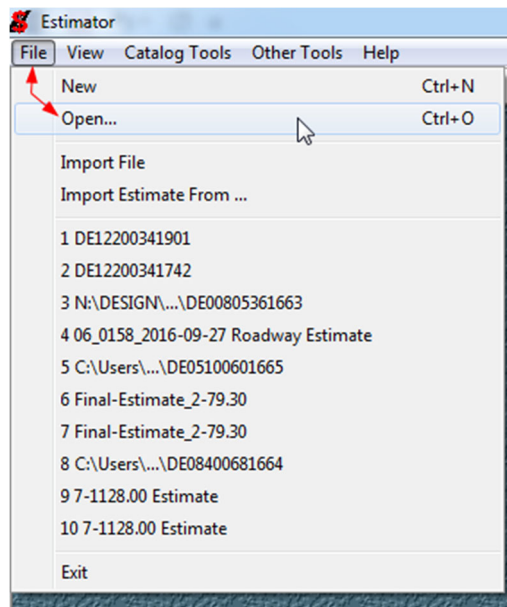
If working with an existing Estimator file, skip step 4 and proceed to step 5.

4. CREATE A NEW ESTIMATE

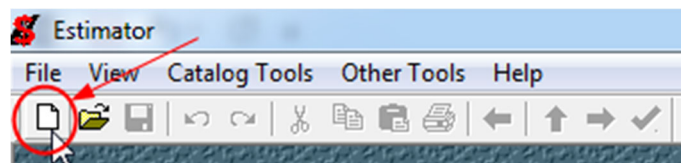
- Open the Estimator program.

You can start to create a new estimate in one of two ways:

- Click on the **File** in the upper left corner of the tool bar and choose **New**, *or*

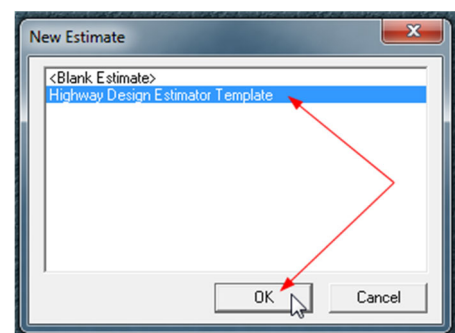


- Click on the **NEW** icon .

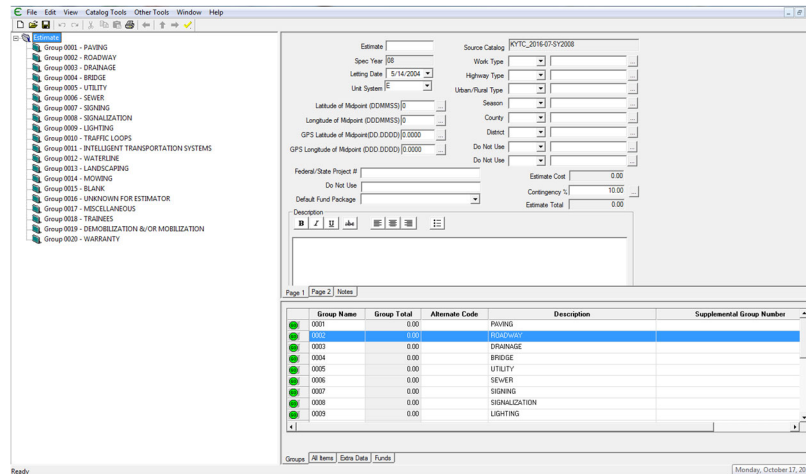


- A dialogue box appears with two choices, **<Blank Estimate>** and **Highway Design Estimator Template**. Select **Highway Design Estimator Template** and click **OK**.

NOTE: DO NOT EVER USE **<Blank Estimate>**.



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

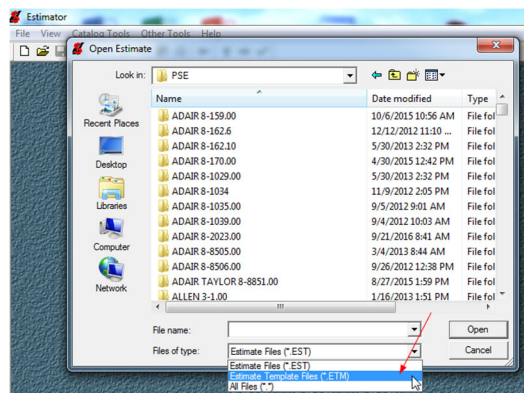
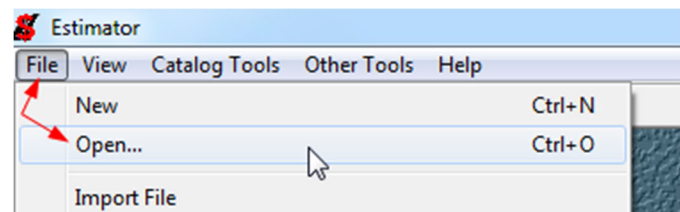


Even though you may have updated the catalog to the most current version, the **Highway Design Estimator Template** will point to the last catalog that was associated with it until it is modified. If you have deleted that old catalog, you will get the **Cannot open catalog** message immediately after you select the **Highway Design Estimator Template** because the template is looking for the previous catalog that is no longer available for the template to use.

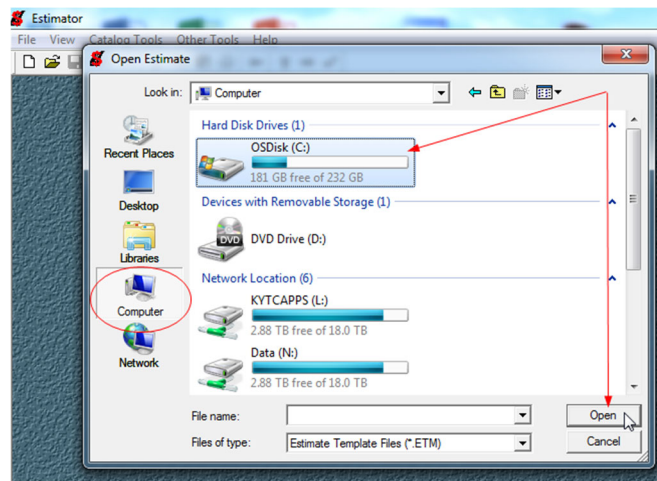
AUTOMATICALLY OPEN TEMPLATE WITH CURRENT CATALOG

To make the **Highway Design Estimator Template** open automatically with the current catalog after a new catalog has been made available:

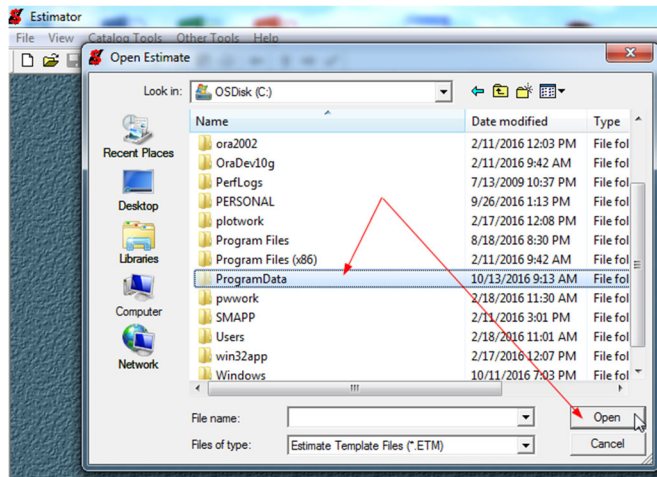
- Open the Estimator program but do not open any Estimator files.
- Click on **File** and select **Open**.
- Select file type **Estimate Template Files (*.ETM)** but do NOT click **Open**.



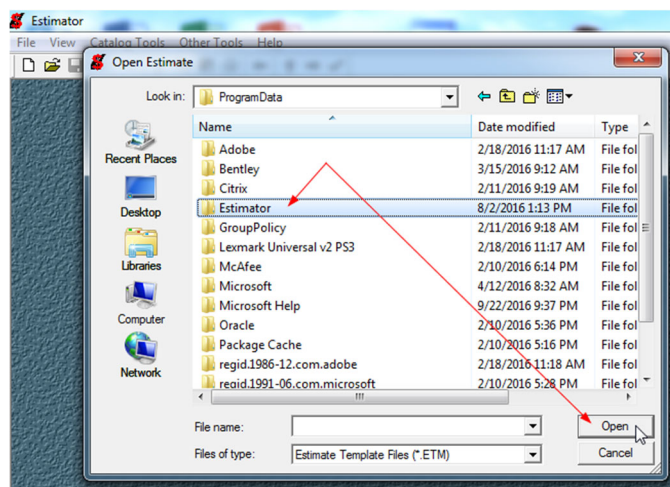
- Click on the **Computer** icon on the left.
- Select the **OS Disk (C)** drive.
- Click **Open**.



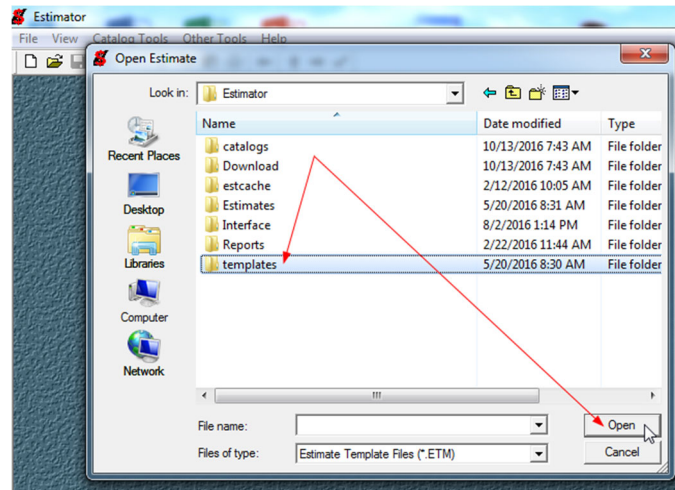
- Select **Program Data** and click **Open**.



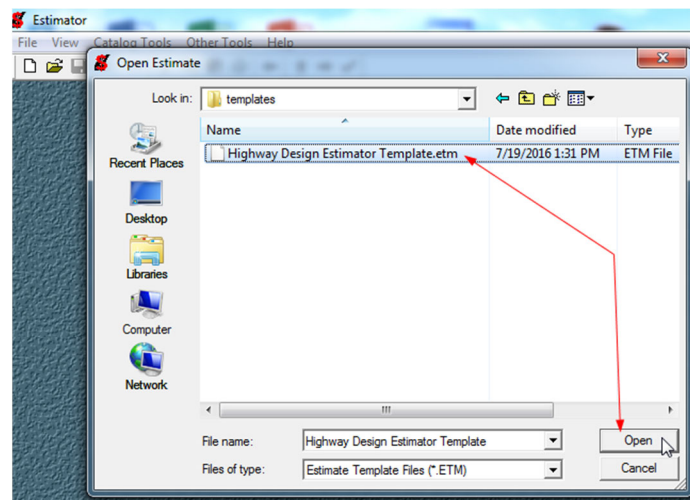
- Select **Estimator** and click **Open**.



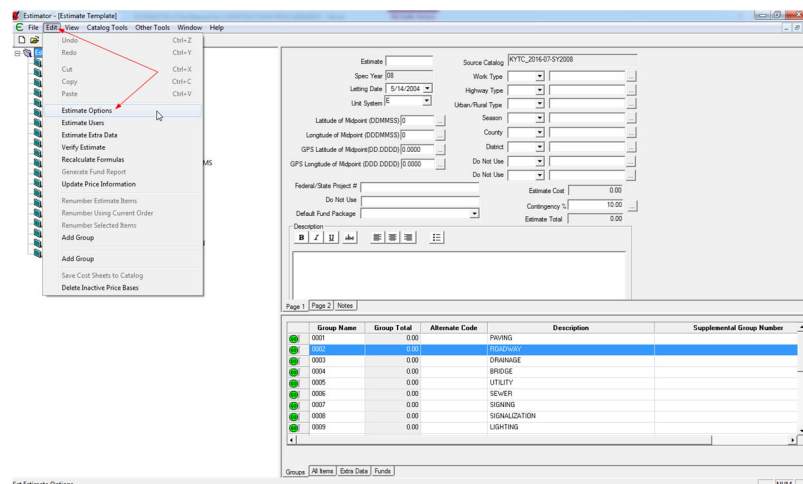
- Select **templates** and click **Open**.



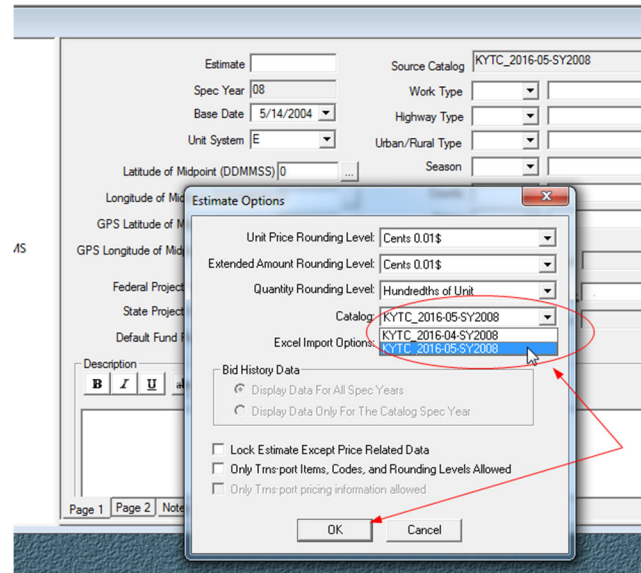
- Select **Highway Design Estimator Template.etm** and click **Open**.



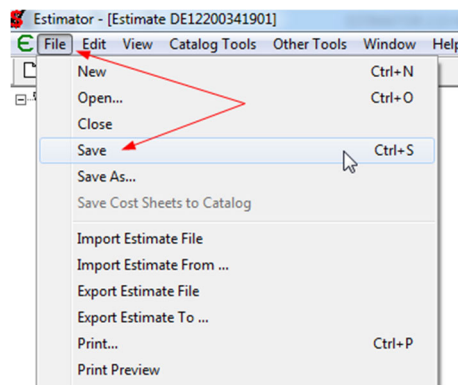
- A new estimate template appears on the screen. Click the **Edit** button and select **Estimate Options**.



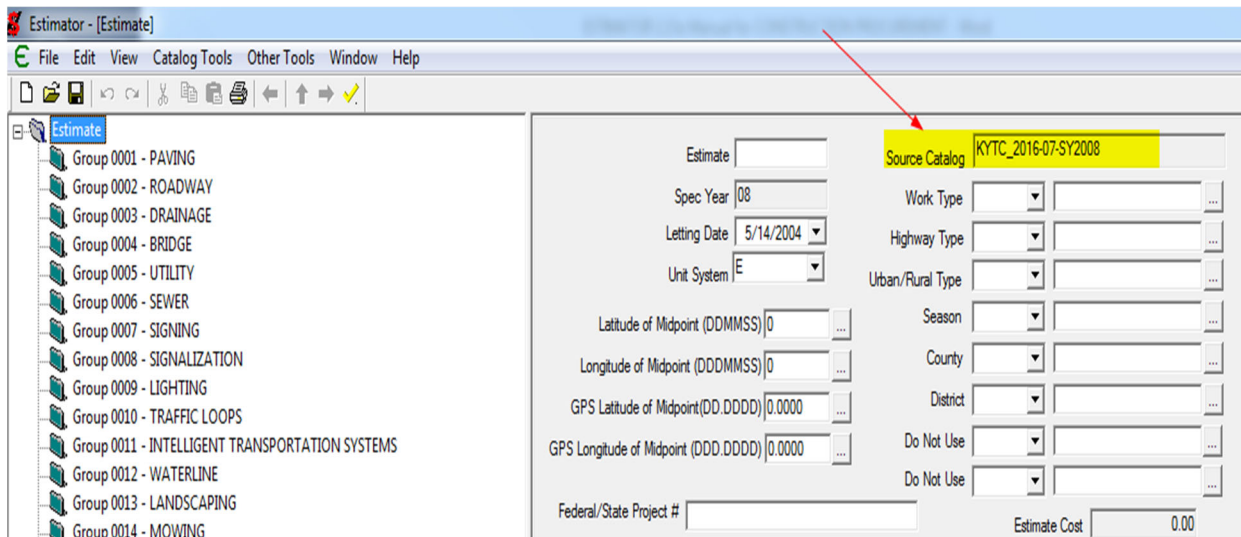
- Select the catalog you want and click **OK**.



- Click **File** and then **Save**.



- Close **Highway Design Estimator Template.etm**.
- Each time a new template is opened it will have the catalog you associated with it.



5. 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 are in Bold
ESTIMATE	Typically, the Six-Year Plan (SYP) number is utilized at this point for the name of the estimate file. The screen images uses throughout the rest of this manual show the naming protocol utilized by Construction Procurement.
SPEC YEAR	Auto-populated 08 even though this is not the actual current spec year.
LETTING DATE	Use the drop-down calendar menu to the select letting date for which the project is scheduled. Do not use a date more than one year from the current date as this will affect the bid item prices.
UNIT SYSTEM	E = English (default) or M = Metric
LATITUDE OF MIDPOINT	From plan sheets or use Google Earth to find approximate project midpoint: (ddmmss) 372204
LONGITUDE OF MIDPOINT	From plan sheets or use Google Earth to find approximate project midpoint: (dddmmss) 0863622
GPS LATITUDE OF MIDPOINT	Leave blank. It will auto-populate if you delete and re-enter data into the LATITUDE OF MIDPOINT field above. This field is not required in AASHTOWare Project.
GPS LONGITUDE OF MIDPOINT	Leave blank. It will auto-populate if you delete and re-enter data into the LONGITUDE OF MIDPOINT field above. This field is not required in AASHTOWare Project.
FEDERAL/STATE PROJECT #	Funding number from plan cover sheet. It may have changed from a design number. federal: STP BRZ 0124 ; state: FD04 083 0036 124-125
DO NOT USE	This is a field that is used by other states but not by KYTC at this time.
DEFAULT FUND PACKAGE	Leave blank.
DESCRIPTION	Route name and number, left align, all caps. Limited to 60 characters including spaces. If printing an estimate, temporarily change the setting to center align. HINKEY ROAD (US 36)
SOURCE CATALOG	Automatically displays the current catalog in use on the estimate.
WORK TYPE	Choose from drop-down menu. If the required selection is not available in Estimator, it can be modified after the file has been imported into AASHTOWare Project. Many of the descriptions appear to be duplicated but with the words in a different order such as Bridge with Grade & Drain or Grade & Drain with Bridge . The section or group with the most money should come first in the

	description. So that if the estimate cost for the Roadway group is higher than the Bridge group, the correct description is Grade & Drain with Bridge .
HIGHWAY TYPE	Choose from drop-down menu.
URBAN/RURAL	Choose from drop-down menu.
SEASON	Choose from drop-down menu.
COUNTY	Choose # from drop-down menu. Do not type in entry or the file will not import.
DISTRICT	Choose # from drop-down menu. Do not type in entry or the file will not import.
DO NOT USE	This is a field that is used by other states but not by KYTC at this time.
DO NOT USE	This is a field that is used by other states but not by KYTC at this time.
ESTIMATE COST	Auto-populated from bid item prices in file.
CONTINGENCY %	Auto-populates 10 or enter 15 if the construction estimate is less than \$1 million.
ESTIMATE TOTAL	Auto-populated based on bid item cost and the contingency percent.

6. EDIT GROUPS

In Estimator, the term *Groups* is the same as *Categories* and *Sections* in AASHTOWare Project. 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 AASHTOWare Project. 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 sheets
0004	BRIDGE	Items from the Structures plan sheet Each bridge on a project requires a separate group. Each bridge bid item must be specified. There is not a lump sum bid item for bridges. The bridge description should be extended to include location information and drawing number: BRIDGE – CLINTON CREEK – DWG. 16945 NOTE: This category is also used for culverts.
0005	UTILITY	Items from the Gas line relocation or Electrical or Communication Utility plan sheets. A supplemental description should be added: UTILITY – GAS LINE RELOCATION.
0006	SEWER	Items from the Sewer line plan sheet
0007	SIGNING	Items from the Signing plan sheet (Bid item 02562 Temporary Signs goes in ROADWAY)
0008	SIGNALIZATION	Items from Traffic Signal plan sheets
0009	LIGHTING	Items from Lighting plan sheets

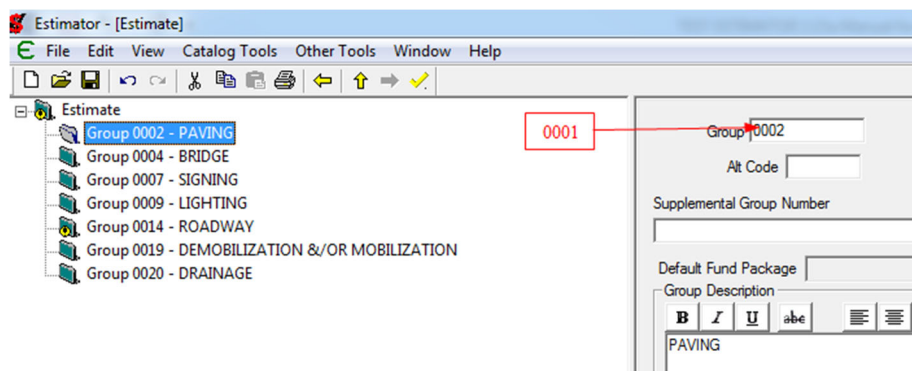
0010	TRAFFIC LOOPS	Items involving traffic loop wire installed in road
0011	INTELLIGENT TRANSPORTATION SYSTEMS	Items for ITS systems
0012	WATERLINE	Items from Waterline Relocation plan sheet
0013	LANDSCAPING	Items from Landscaping plan sheet
0014	MOWING	*
0015	BLANK	*
0016	UNKNOWN FOR ESTIMATOR	*
0017	MISCELLANEOUS	*
0018	TRAINEES	*
0019	DEMOBILIZATION &/OR MOBILIZATION	Only 02569 DEMOBILIZATION and 02568 MOBILIZATION go in this group
0020	WARRANTY	*

***TYPICALLY NOT APPROPRIATE FOR USE.** In particular, the **MISCELLANEOUS** group tends to be used by estimate designers unfamiliar with the process, but this category is seldom required as there is usually an applicable group choice. **TRAINEES** and **WARRANTY** groups may be added to the project/proposal in AASHTOWare Project by Construction Procurement advertisement personnel, but they should not be included at this level of estimate design.

NOTE: The Estimator program utilizes familiar Windows-type Cut, Copy, Paste, and Click-and-Drag functions.

Re-number and rename the groups

- Click on the left side of the screen on the group to be edited, for example, *Group 0001 PAVING*. On the right screen, make any edits to the number or description. Group numbers are always four digits but are not automatically associated with a specific description. For example, DEMOBILIZATION &/OR MOBILIZATION 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 depending on the total number of groups. Be sure to use the *exact* group description name correctly spelled and in all capital letters or the file will not import into AASHTOWare Project.

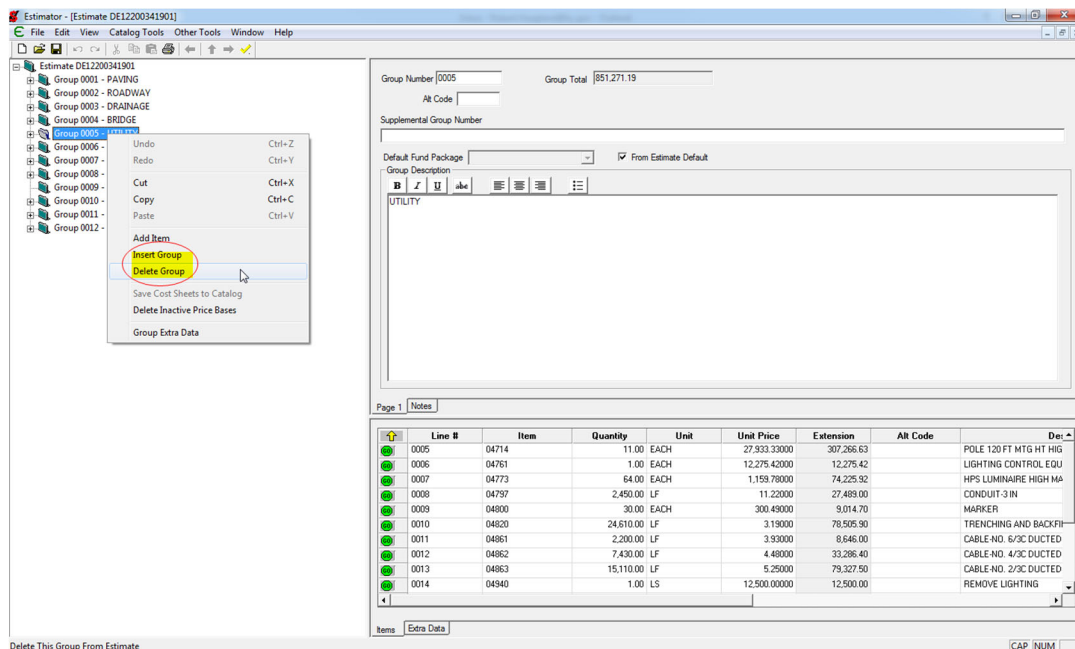


After the file has been exported as an “xml” file, another program, “Fix Estimator XML”, is run on the .xml file to add the required section codes. The Fix Estimator XML program will not recognize

non-standard descriptions and, therefore, will not be able to assign the required section code. Without the correct section code, the file will not upload into AASHTOWare Project, so it is very important that the group names are accurate. Fix Estimator XML does not flag errors so the issue will not be apparent until Construction Procurement staff try to import the file into AASHTOWare Project.

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 AASHTOWare Project when they arrive.

- Right click on the group name in the left side of the screen. From the drop-down menu select **Delete Group**.

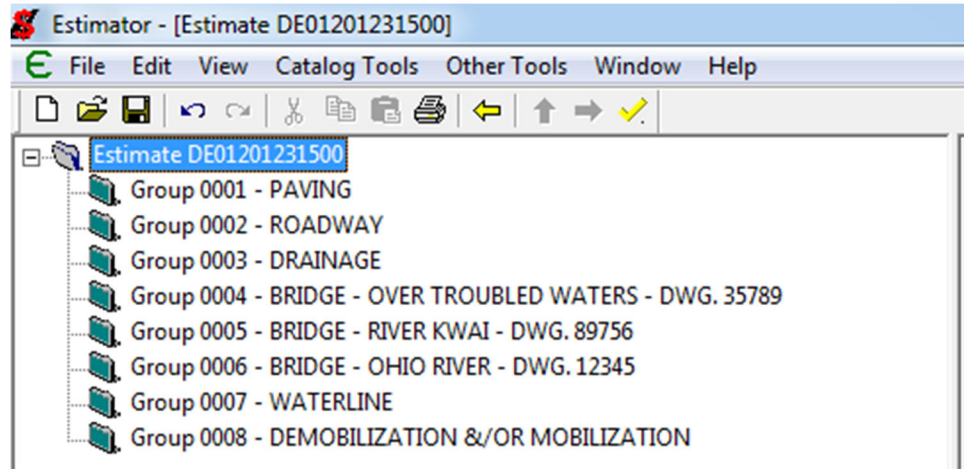


Add missing groups for example, when there are multiple bridges, culverts or paving alternates.

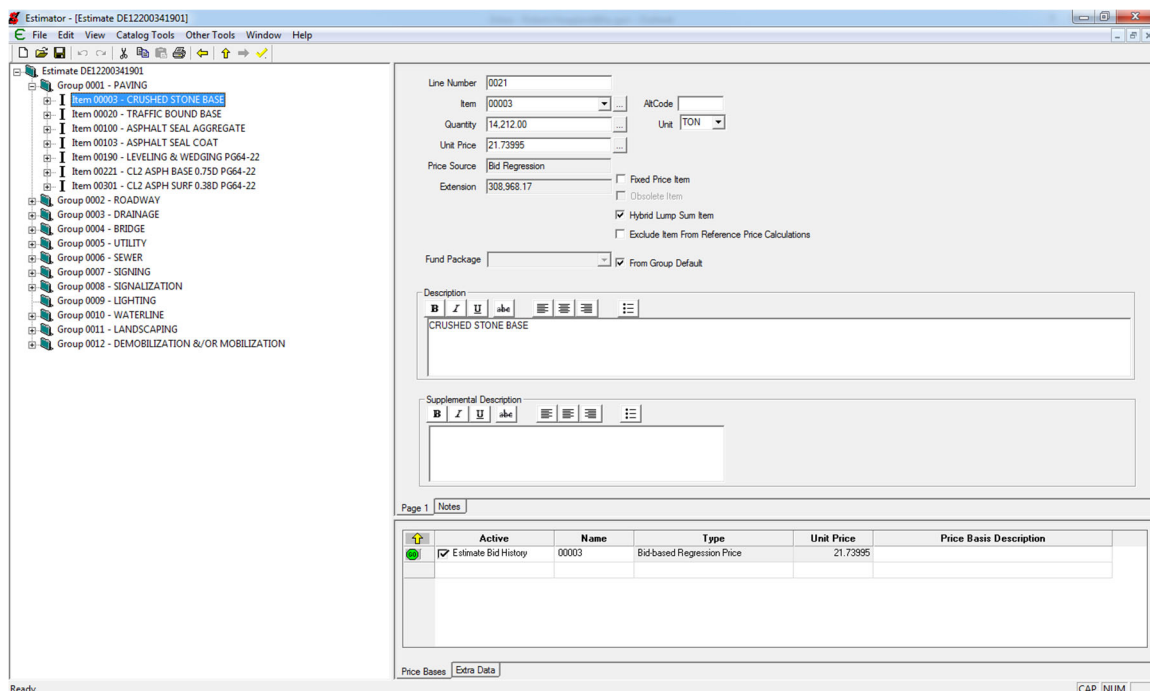
- Right click on the group name in the left side of the screen. From the drop-down menu select **Insert Group**. A group that is added will automatically be populated at the bottom of all the existing groups with the last group number. Put it in sequence with the order of the table above.

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

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



7. EDIT BID ITEMS



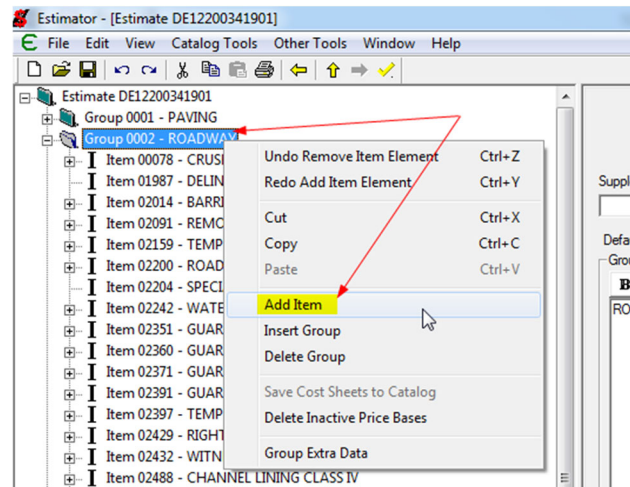
Bid items may be in the wrong group, in the wrong order, or missing.

Adding Bid Items

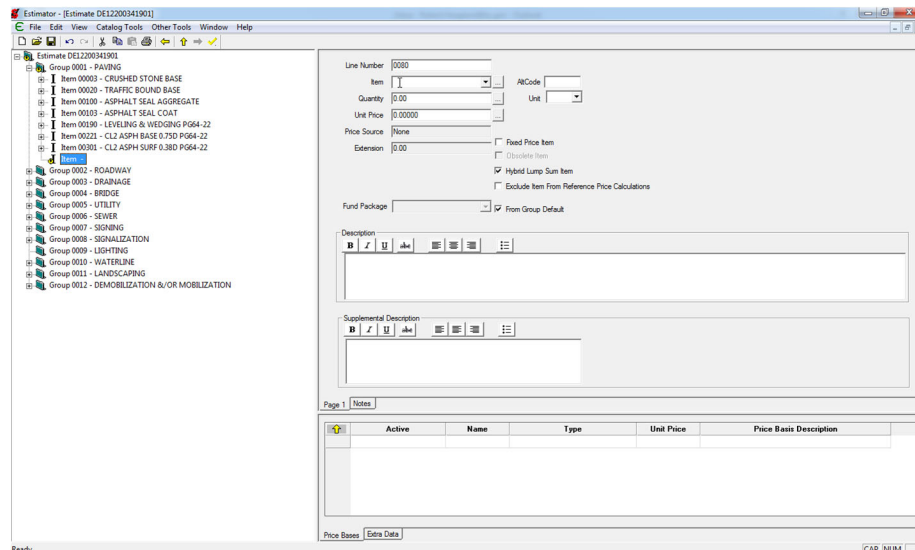
There are two ways to add new bid items to an estimate, using the **Add Item** function or entering the item in the group items view of the Spreadsheet Pane.

Add Item Function:


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




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



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

FIELD NAME	INSTRUCTIONS / EXAMPLES
LINE NUMBER	Auto-populated with an incremental number when Add Item function is used
ITEM	<p>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.</p> <p>Item numbers can be selected from the drop-down menu using the arrow button: .</p>

	Item numbers or descriptions can also be searched for using the find item button:  . Wildcard search can be performed. Use “*” for multiple characters and “?” for a single character.
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.
DESCRIPTION	Auto-populated by the bid items code if the item exists in the current catalog. DO NOT MODIFY this description. Modifications will not import into AASHTOWare Project and that information will be lost. Any special information should be entered into the Supplemental Description field. If the bid item does not exist, see directions below to enter bid items not found in the catalog .
SUPPLEMENTAL DESCRIPTION	Use if needed. See Supplemental Description below.
NOTES TAB	Do not use. See Notes Tab below .
ALTCODE	Ensure this field is blank. See ALTCODE below .
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.
HYBRID LUMP SUM ITEM	Auto-populated.
EXCLUDE FROM REFERENCE PRICE CALCULATIONS	Leave blank. Delete the check mark if there is one. This function very seldom used.
FROM GROUP DEFAULT	Ignore.

Enter a Bid Item Code Not Found in Catalog but is an active code in AASHTOWare Project you may need to change the setting shown below to allow the unrecognized bid item to be entered:

- 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_2016-07-SY2008

Excel Import Options: Do Not Overwrite

Bid History Data

☒ Display Data For All Spec Years

☐ Display Data Only For The Catalog Spec Year

☐ Lock Estimate Except Price Related Data

☒ Only Transport Items, Codes, and Rounding Levels Allowed

☐ Only Transport pricing information allowed

OK Cancel

- Uncheck the box before **Only Transport Items, Codes and Rounding Levels Allowed** if it has been checked.
- Click **OK**.

Add a Supplemental Description

Some items require a supplemental description in AASHTOWare Project, and others need additional information to further clarify the item's intended use or for more detail. Bid item **02545 Clearing and Grubbing**, for example, is required to have the acreage involved included in the description as shown in the image below. Sometimes there are duplicate items needed for different uses which should not be combined. Also, utility bid items typically have specific 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. See the [Addenda](#) for a complete list of bid items that require a supplemental description. Again, use all capital letters in the supplemental description.

Fund Package: [] From Group Default

Description: CLEARING AND GRUBBING

Supplemental Description: (Required)

APPROXIMATELY 33 ACRES

Page 1 Notes

- Make sure that the **ALTCODE** field is blank. Any data in this field will prevent the file from importing into AASHTOWare Project.

Estimator - [Estimate DE12200341901]

File Edit View Catalog Tools Other Tools Window Help

Estimate DE12200341901

Group 0001 - PAVING

- Item 00003 - CRUSHED STONE BASE
- Item 00020 - TRAFFIC BOUND BASE
- Item 00100 - ASPHALT SEAL AGGREGATE
- Item 00103 - ASPHALT SEAL COAT
- Item 00190 - LEVELING & WEDGING PG64-22
- Item 00221 - CL2 ASPH BASE 0.75D PG64-22
- Item 00301 - CL2 ASPH SURF 0.38D PG64-22

Line Number: 0007

Item: 00301

Quantity: 2,224.00

Unit Price: 79.08981

Price Source: Bid Regression

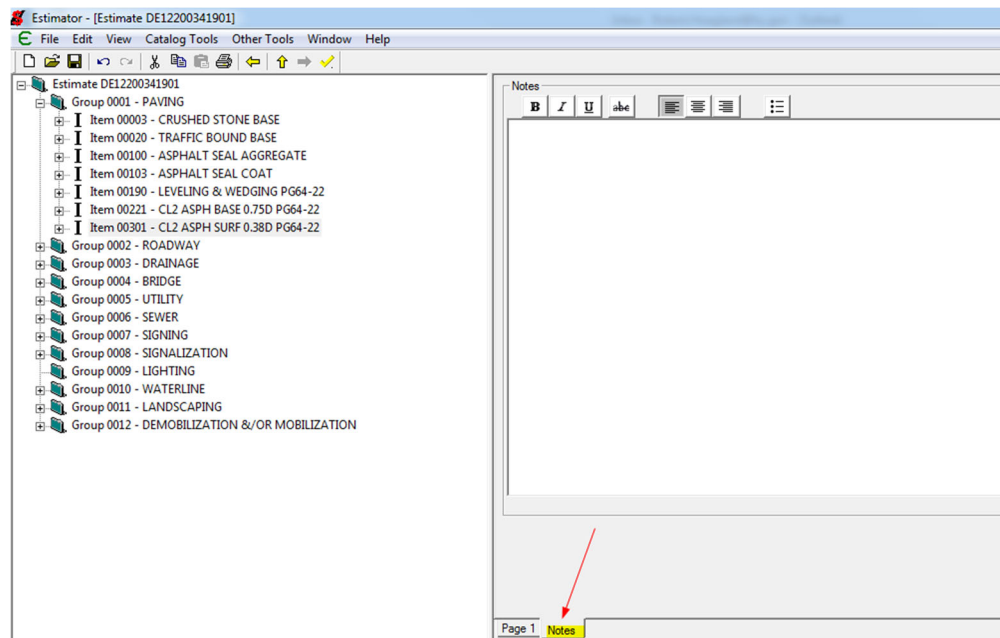
Extension: 175,895.74

ALTCODE: []

Unit: TON

Fixed Price Item

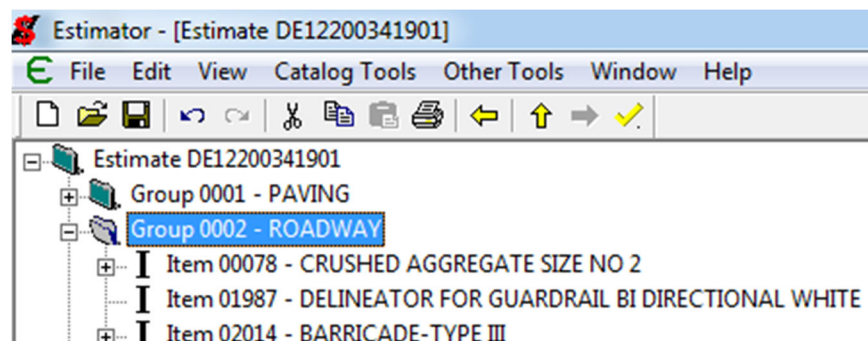
NOTE: Do not enter any bid item information in the field under the **Notes** tab. Any information in this field will prevent the Estimator file from importing into AASHTOWare Project.



To Add Bid Item using the Spreadsheet Pane

Another method for adding new bid items is to add them to the list of bid items within a group folder by entering them after the last bid item in the list on the Spreadsheet Pane on the lower right.

- Highlight the group on the Tree Pane where you want to add a new bid item.



- Use the scroll bar tool on the right of the Spreadsheet Pane to scroll down to the last bid item. There will be one additional bid item row below the last bid item entered.

Page 1 Notes

	Line #	Item	Quantity	Unit	Unit Price	Extension	Alt Code	De: ▲
0070	02701		10,282.00	LF	1.78676	18,371.47		TEMP SILT FENCE
0071	02703		47.00	EACH	176.79027	8,309.14		SILT TRAP TYPE A
0072	02704		47.00	EACH	170.29773	8,003.99		SILT TRAP TYPE B
0073	02705		47.00	EACH	177.71932	8,352.81		SILT TRAP TYPE C
0074	02706		141.00	EACH	23.47407	3,309.84		CLEAN SILT TRAP TYPE A
0075	02707		141.00	EACH	16.74297	2,360.76		CLEAN SILT TRAP TYPE E
0076	02708		141.00	EACH	9.50002	1,339.50		CLEAN SILT TRAP TYPE C
0078	02726		1.00	LS	30,000.00000	30,000.00		STAKING
0079	05950		11,423.00	SQYD	1.18509	13,537.28		EROSION CONTROL BLAN

- The **Line #** will auto-populate when entries are made in the following fields.
- Entering the bid item code across the same row under **Item** and the **Quantity** across the row.
- Use the right arrow button to access the other column fields if you need to enter a **Supplemental Description**.

Page 1 Notes

	Line #	Item	Quantity	Unit	Unit Price	Extension	Alt Code	De: ▲
0070	02701		10,282.00	LF	1.78676	18,371.47		TEMP SILT FENCE
0071	02703		47.00	EACH	176.79027	8,309.14		SILT TRAP TYPE A
0072	02704		47.00	EACH	170.29773	8,003.99		SILT TRAP TYPE B
0073	02705		47.00	EACH	177.71932	8,352.81		SILT TRAP TYPE C
0074	02706		141.00	EACH	23.47407	3,309.84		CLEAN SILT TRAP TYPE A
0075	02707		141.00	EACH	16.74297	2,360.76		CLEAN SILT TRAP TYPE E
0076	02708		141.00	EACH	9.50002	1,339.50		CLEAN SILT TRAP TYPE C
0078	02726		1.00	LS	30,000.00000	30,000.00		STAKING
0079	05950		11,423.00	SQYD	1.18509	13,537.28		EROSION CONTROL BLAN
0080			0.00		0.00000	0.00		

Items Extra Data

After entering the **Item** code, **Quantity** and **Price** the rest of the column fields will auto populate as they do when entering the data in the Information Pane using the **Add Item** function.

Line #	Item	Quantity	Unit	Unit Price	Extension	Alt Code	Description
0070	02701	10,282.00	LF	1.78676	18,371.47		TEMP SILT FENCE
0071	02703	47.00	EACH	176.79027	8,309.14		SILT TRAP TYPE A
0072	02704	47.00	EACH	170.29773	8,003.99		SILT TRAP TYPE B
0073	02705	47.00	EACH	177.71932	8,352.81		SILT TRAP TYPE C
0074	02706	141.00	EACH	23.47407	3,309.84		CLEAN SILT TRAP TYPE A
0075	02707	141.00	EACH	16.74297	2,360.76		CLEAN SILT TRAP TYPE E
0076	02708	141.00	EACH	9.50002	1,339.50		CLEAN SILT TRAP TYPE C
0078	02726	1.00	LS	30,000.00000	30,000.00		STAKING
0079	05950	11,423.00	SQYD	1.18509	13,537.28		EROSION CONTROL BLANK
0080	00003	5,000.00	TON	14.95691	74,784.55		CRUSHED STONE BASE

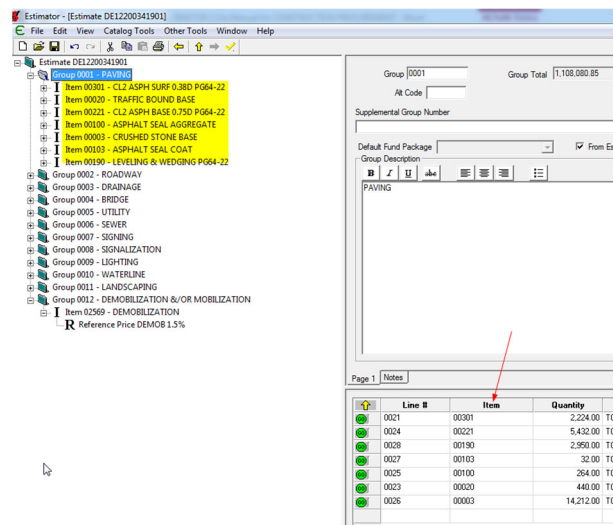
Move a bid item to the appropriate group:

- Click the + beside the group folder 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 beside the folder icon.
- 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 bid items in that group.

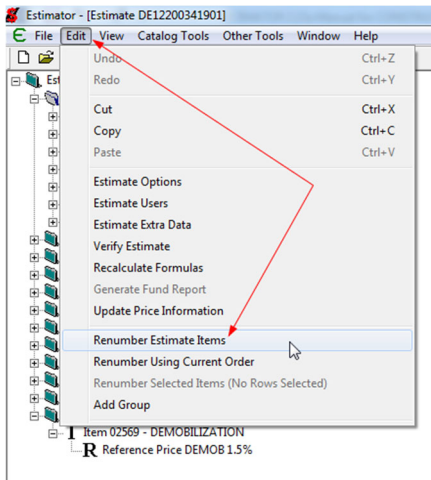
Re-order the bid items

Bid items do not have to be in numerical order for importing the estimate file into AASHTOWare Project to work properly because AASHTOWare Project 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.

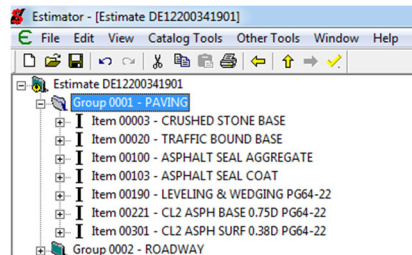
- Click and drag each individual bid item into the desired order, *or*
- Click on one of the group folders in the Tree Pane.
- Click on the **Item** header button in the lower right Spreadsheet Pane until the items are in the desired order (smallest number to largest). At this point, the change will only appear in this pane.



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

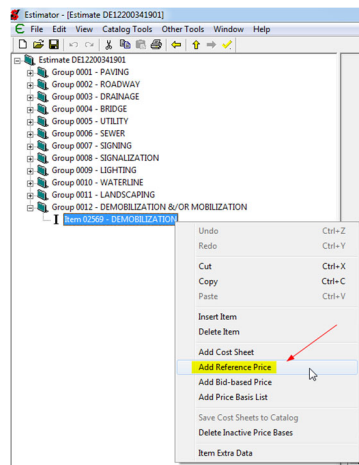


- All of the bid items on the estimate are now in numerical order by bid item code within each group.



Add a Reference Price to Mobilization and Demobilization

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



In the Information Pane:

- Enter a **Reference Price** description, either **DEMOB 1.5%** or **MOB 5%**
- 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** description.

Check box for **Percent of Estimate**.

Enter the percentage amount.

Reference Price: DEMOB 1.5%

Unit Price: 45,199.44735

Percent of Estimate: ☒ 1.50

Active Price Basis: ☒

Description:

B *I* U abc [List Icon] [List Icon] [List Icon] [List Icon]

- **Save** this change.

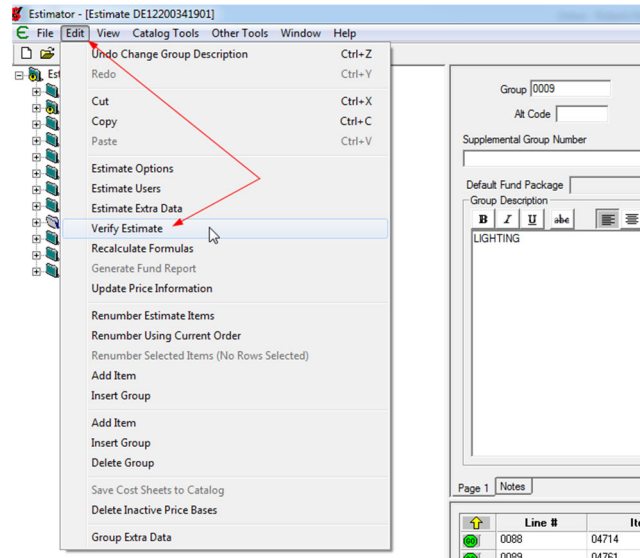
Final Checklist

1. Ensure that you are using the most recent catalog.
2. When creating a new estimate always use the **Highway Design Estimator Template**. NEVER use the <**Blank Estimate**>.
3. 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 AASHTOWare Project.
4. The contingency is either 10% for project estimates over \$1 million or 15% for projects under \$1 million.
5. The Project Description must be in ALL CAPS, left aligned and no more than 60 characters and spaces in length.
6. Group descriptions must be in ALL CAPS and named *exactly* as they appear in the template and spelled correctly. DO NOT create new group descriptions that are not on the template. There is no STRIPING or MOT group. Striping and bid items for MOT belong in the ROADWAY group. Also, groups should remain in the same order as the template.
7. Group descriptions can be repeated as needed for multiple bridges and/or culverts on a project. After the standard group name add a space and hyphen and then proceed with unique identifying information. See the example above at the end of step #7.
8. Delete all groups that do not contain any bid items. Re-number the remaining groups so they are in correct numerical order and there are no gaps in the number sequence.

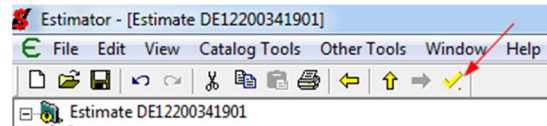
9. Do not modify the bid item description. Use the supplemental field for additional bid item information. Supplemental descriptions must be in ALL CAPS.
10. Ensure that all bid items have quantities, units and prices.
11. Remember that for all bid items with a unit of **Lump Sum** the quantity can only be **one** even if there are more than one of the same item. Any lump sum bid items with multiple quantities, for example 02651 DIVERSIONS (BY-PASS DETOURS) or 02731 REMOVE STRUCTURE, must have those items broken out into individual bid items. If there are four Diversions on a project there will be four individual Diversion bid items with Supplemental Descriptions to uniquely identify each.
12. Never use the **Notes** tab or the **AltCode** field on individual bid items as this will prevent import success.
13. Ensure that the unit price for 02600 FABRIC GEOTEXTILE TY IV FOR PIPE is exactly \$2.00.
14. Ensure the box checked for **Fixed Price Item** on 02600 FABRIC GEOTEXTILE TY IV FOR PIPE, 10020NS FUEL ADJUSTMENT, 10030NS ASPHALT ADJUSTMENT and all 10203ND PAVEMENT ADJUSTMENT bid items.
15. Bid Item Code 10020NS FUEL ADJUSTMENT and 10030NS ASPHALT ADJUSTMENT should only be in the ROADWAY group. The unit price is always \$1 for both items. Sometimes the price and the quantity get placed in the opposite fields.
16. Bid Item codes 02568 MOBILIZATION and 02569 DEMOBILIZATION should only be in the DEMOBILIZATION &/OR MOBILIZATION group and NEVER in the ROADWAY group. These are the ONLY two bid codes that go into the DEMOBILIZATION &/OR MOBILIZATION group.
17. MOBILIZATION is only used on contracts over \$2,000,000.
18. MOBILIZATION is always 5% and DEMOBILIZATION is always 1.5% of the estimate.

8. VERIFY THE ESTIMATE

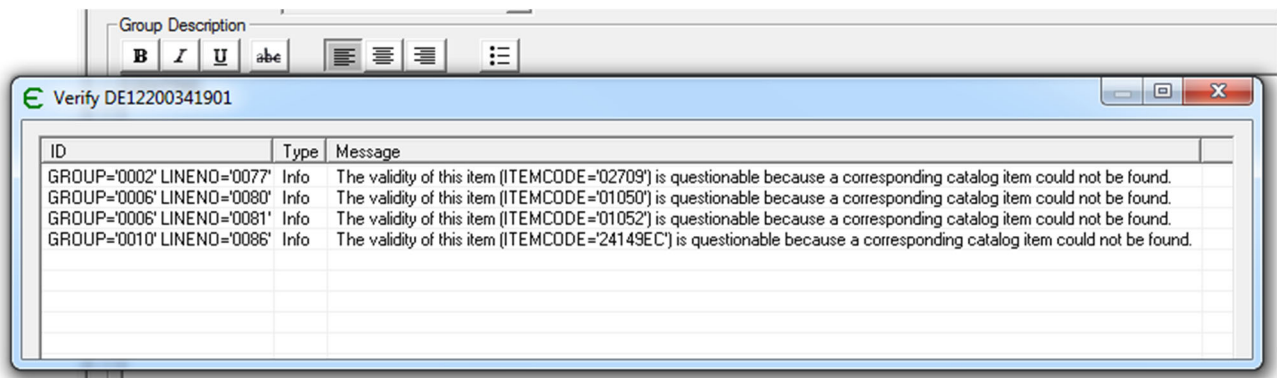
The final step before exporting the file is to verify the estimate.




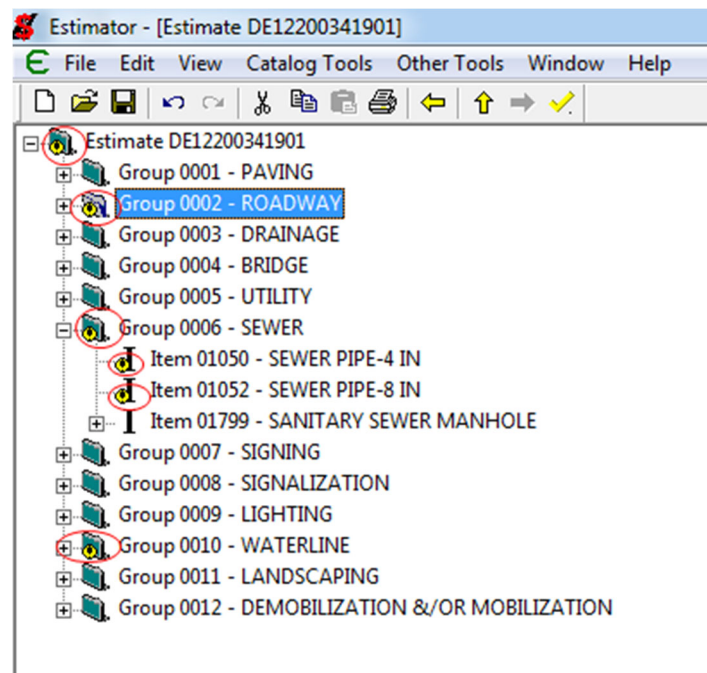
- Click on the **Edit** tab and choose **Verify Estimate** (above), *or*
- Use the **Verify** button on the toolbar at the top of the screen (below).



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



After running the Verify Estimate function, the Tree Pane has tiny warning symbols () beside each category with a bid item containing potential issues as well as the individual bid items with issues. You can go directly to an individual error by double-clicking on the error row in the Verify Estimate log.



Common Error Messages

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

“The Estimate Contingency is non-zero ...” The default percentage is 10%. This percentage has to be manually entered into AASHTOWare Project so this error will not prevent the file from importing. However, there should still be a number in this field in the estimate file. This error message is not a problem that requires any correction.

“The validity of this item [ITEM CODE #####] 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 AASHTOWare Project, the estimate will still upload because AASHTOWare Project will recognize the item. This warning is may be caused by bid items that have been added but have not been used enough, are brand new or you have not added the most recent catalog to your Estimator program. However, if this is an obsolete bid item in AASHTOWare Project, the file will not upload correctly.

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

“The required Item Supplemental Description is blank.” Enter a supplemental description as covered elsewhere in this manual.

Although it will not show up as an error in the Verify Log report, AASHTOWare Project will not upload the file if the **Description** of the route field is blank. Also, 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 AASHTOWare Project.

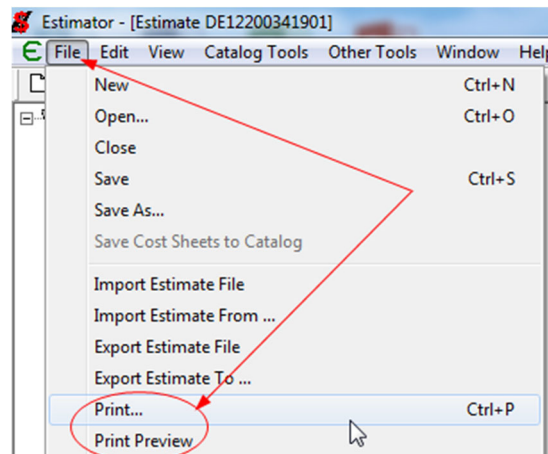
After addressing all of the issues, re-run **Verify Estimate** and use the **Save As** function under the Edit tab to retain the changes.

9. PRINT

If needed, you can either preview the Estimator file print job in Crystal Reports or print a hard copy.

Print Preview

- Click **File**.
- Select **Print Preview**.



On the next pop-up make sure **Show Item Descriptions**, **Show Inactive Price Bases**, **Portrait** and **Print using Crystal Reports** are selected as shown below.

➤ Click **OK**.

Estimate Print Options

☒ Show Item Descriptions ☒ Show Inactive Price Bases

☐ Hide Prices ☐ Show Bid-based Price Details

☐ Show Notes for Groups ☐ No Page Breaks Within Items

☐ Show Notes for Items

☐ Total Item Quantities Across Groups

☐ Summary of Quantities by Item and Group

Show Price Bases Details: None

Report Alignment:

☒ Portrait ☐ Align Left ☐ Align Center ☐ Align Right

☐ Landscape

☐ Print using HTML/CSS

☒ Print using Crystal Reports

Select Customized Report:

None

OK **Cancel**

A Crystal Reports viewer will show what the printed copy will look like.

Estimate DE12200341901

Estimate Created: 05/24/04 04
Comptroller: 10.00%
Estimated Total: \$3,364,345.53

Base Date: 05/24/04
Base Year: 04
Unit System: E
Highway Type: STATE
Location of Milepost: 375716
Longitude of Milepost: 830020
Latitude of Milepost: 830020
Project Number: STP-GWA (777)
State Project Number:

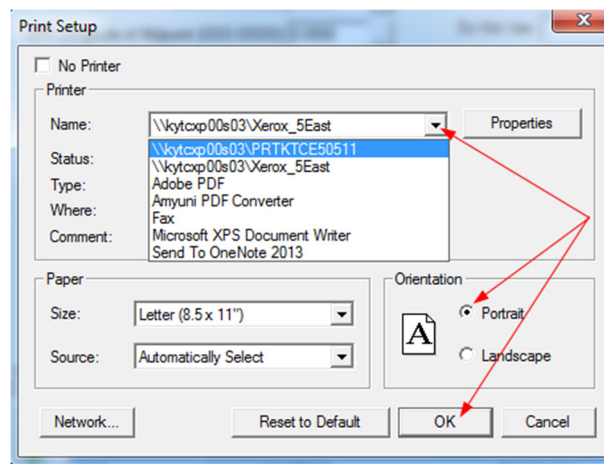
You can view each page in the document using the arrow buttons.

Line#	Item Number	Description	Quantity	Units	Unit Price	Extension
Group 0001 - PAVING						
0001	00000	CRUSHED STONE BASE	14,212.00	TON	\$21.73885	\$308,968.17
0002	00020	FRAPING SOUND BASE	440.00	TON	\$20.19017	\$8,883.67
0003	00000	ASPHALT SEAL AGGREGATE	264.00	TON	\$86.00075	\$22,704.30
0004	00100	ASPHALT SEAL COAT	32.00	TON	\$791.21088	\$25,318.75
0005	00180	CRUSHED AGGREGATE PG64-22	3,940.00	TON	\$79.98012	\$314,780.85
0006	00221	CLP ASPH BASE 0.75D PG64-22	5,432.00	TON	\$61.03080	\$331,519.47
0007	00081	CLP ASPH SURF 0.38D PG64-22	7,234.00	TON	\$79.08881	\$572,885.74
Total for Group 0001: \$1,108,080.85						
Group 0002 - ROADWAY						
0008	00070	CRUSHED AGGREGATE SIZE NO 2	830.00	TON	\$24.23926	\$20,103.29
0009	00090	SEPARATOR FOR GUARDRAIL BI DIRECTIONAL WHITE	28.00	EACH	\$6.90207	\$193.75
0010	00110	BARRELS TYPE III	8.00	EACH	\$215.41401	\$1,723.31
0011	00081	REMOVE PAVEMENT	5,874.00	FOYD	\$4.69860	\$27,588.72
0012	00110	REMOVE PAVEMENT	10,282.00	L.F	\$0.76428	\$7,857.89

You can review and then go back to make any needed corrections to the Estimator file before printing a hard copy of the file.

Print Hard Copy

- Click **Edit** and then select **Print** as shown above.
- Ensure the Estimator Print Options pop-up is correctly selected as shown above.
- Choose the printer you want to use from the drop-down menu.
- Ensure **Portrait** is selected.
- Click **OK**.



ADDENDUM: Import Excel file

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 is very helpful for Design/Build projects if an Excel file estimate has been provided instead of an Estimator file. Ensure that the group number is correct for each bid item on the spreadsheet to be imported with multiple groups.

Edit the Excel file

The Excel file, regardless of its original configuration, will need to be modified for import so that the format is exactly like the example below. (Due to limitations of space it is not possible to show all of the column headers in a single screen capture so the image below has been divided in two and stacked.) It is advisable to keep the original spreadsheet unchanged and create a copy to edit and import. There should be **no additional rows** or extraneous information beyond what is 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:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Group	Line Number	Item	Unit	Item Description	Supplemental Description	Quantity	Unit Price	Extension	Group Supplemental Number	Fixed Price Flag	Group Description	Group Fund Package
2	0009		04714	EACH	POLE 120' MTG HT HIGH MAST		11	27933.33	307266.63		N		
3	0009		04761	EACH	LIGHTING CONTROL EQUIPMENT		1	12275.42	12275.42		N		
4	0009		04773	EACH	HPS LUMINAIRE HIGH MAST		64	159.76	10224.64		N		
5	0009		04797	LF	CONDUIT-3 IN		2450	11.22	27489		N		
6	0009		04800	EACH	MARKER		30	300.49	9014.7		N		
7	0009		04820	LF	TRENCHING AND BACKFILLING		24610	3.19	78505.9		N		
8	0009		04861	LF	CABLE-NO. 6/3C DUCTED		2200	3.93	8646		N		

N	O	P	Q	R	S	T
Item Fund Package	Item Alt Code	Obsolete Item Flag	Hybrid Lump Sum Flag	Item Notes	Group Notes	Group Alt Code
		N				
		N				
		N				
		N				
		N				
		N				
		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

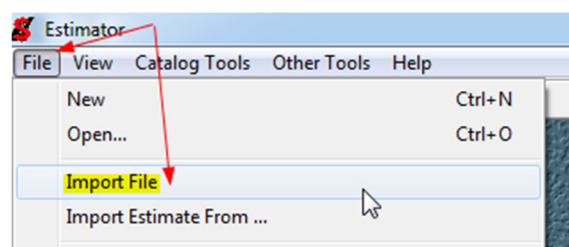
Item Description	Enter exactly as it is used in AASHTOWare Project.
Supplemental Description	Enter if needed.
Quantity	Quantity of material to be used
Unit Price	Do not change price from spreadsheet. If blank, use most recent year's average unit bid price
Extension	Use the Excel formula function to calculate the total price for the quantity.
Group Supplemental Number	Leave blank.
Fixed Price Flag	Enter Y for the following. Otherwise enter N : 02600 Fabric Geotextile TY IV for Pipe 10020NS Fuel Adjustment 10030NS Asphalt Adjustment 10203ND Pavement Adjustment
Group Description	Leave Blank.
Group Fund Package	Leave blank.
Item Fund Package	Leave blank.
Obsolete Item Flag	Enter N
Hybrid Lump Sum Flag	Leave blank.
Item Notes	Leave blank.
Group Notes	Leave blank.
Group Alternate Code	Leave blank.

Remember to use ALL CAPS in the bid item and supplemental descriptions. 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.

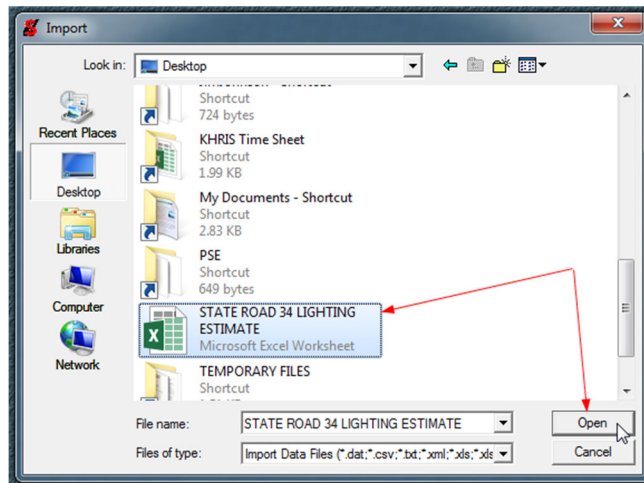
Ensure that you do not have an existing group number in the estimate with the same number as the group to be imported.

Import Excel File into Estimator

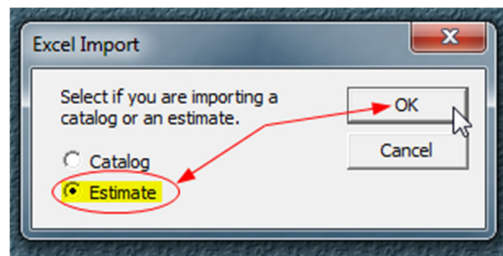
- Close all open Estimate files including the one into which you are importing the new file.
- Under the **File** tab, select **Import**.



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

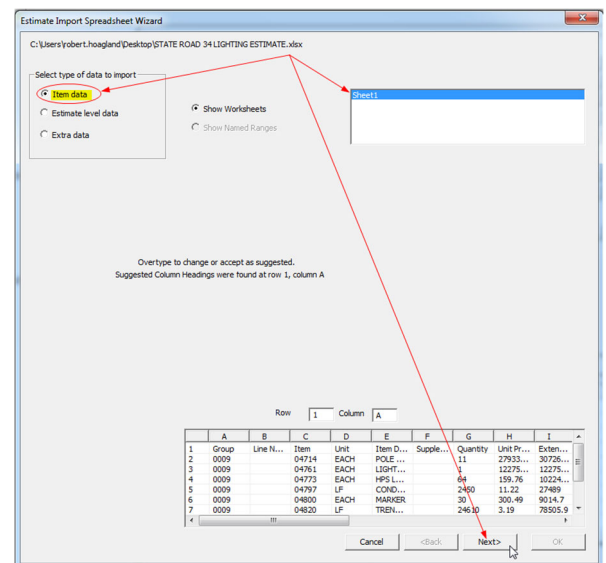


A dialog box appears to ask whether it is a catalog or an estimate that is to be imported. Click the **Estimate** radio button and then **OK**.



The *Estimate Import Spreadsheet Wizard* dialogue box appears.

- Click the radio button beside **Item Data**.
- Select **Sheet 1** regardless of the number of sheets are available for selection.
- Click **Next**.



The following screen appears:

	A	B	C	D	E	F	G	H	I
1	GROUP	LINE N...	ITEM	UNIT	ITEM ...	SUPPL...	QUAN...	UNIT ...	EXTEN...
2	0009	04714	EACH	POLE ...			11	27933...	
3	0009	04761	EACH	LIGHT...			1	12275...	
4	0009	04773	EACH	HPS L...			64	159.76	
5	0009	04797	LF	COND...			2450	11.22	
6	0009	04800	EACH	MARKER			30	300.49	
7	0009	04820	LF	TREN...			24610	3.19	

- Click **OK**.

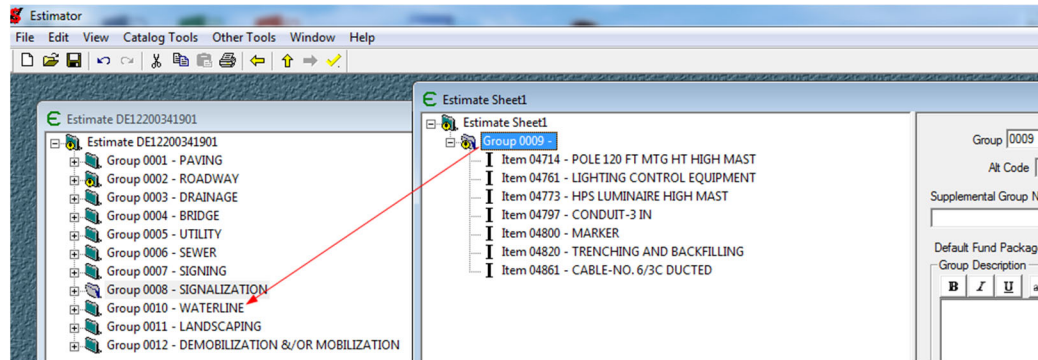
The new group appears as an estimate.

Line #	Item	Quantity	Unit	Unit Price	Extension	Alt Code	Description
0001	04714	11.00	EACH	27,933.33	307,266.63		POLE 120 FT MTG HT HIGH MA
0002	04761	1.00	EACH	12,275.42	12,275.42		LIGHTING CONTROL EQUIPM
0003	04773	64.00	EACH	159.76	10,224.64		HPS LUMINAIRE HIGH MA
0004	04797	2,450.00	LF	11.22	27,489.00		CONDUIT-3 IN
0005	04800	30.00	EACH	300.49	9,014.70		MARKER
0006	04820	24,610.00	LF	3.19	78,505.90		TRENCHING AND BACKFILL
0007	04861	2,200.00	LF	3.93	8,646.00		CABLE-NO. 6/3C DUCTED

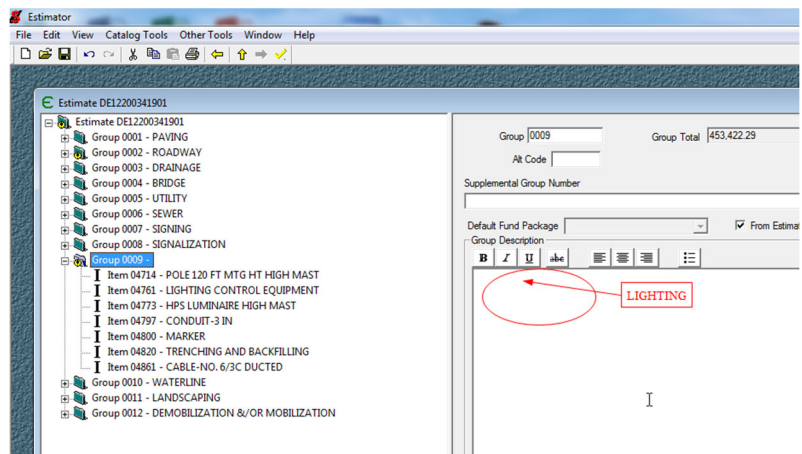
- Click on the + beside *Estimate Sheet 1*. The estimate opens with the new group, in this case *Group 0009*, containing the Excel spreadsheet information in the Estimator format.
- Open the Estimator file into which you want to add this new group and items. Have both estimates open in the “restore down” size so they are both in the tile mode and visible side by side onscreen. Remember that both Estimator files must have the same catalog associated with each of them or they will both lock up as *Read-Only* files.
- Click and drag the new group into the estimate above the group where it belongs. Alternatively, if you drop the group into the “Estimate DE#####” line at the very top of the Tree Pane, the group will be added at the bottom of all the groups and you will have to

move it or renumber it. Remember that the final group should always be DEMOBILIZATION &/OR MOBILIZATION.

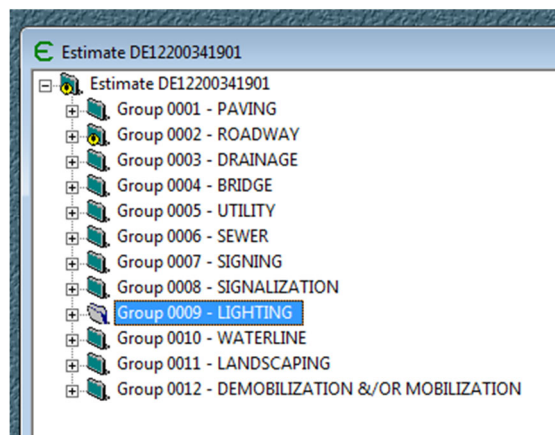
If you are creating an entire project estimate from a spreadsheet for a Design/Build project, you can work from the newly imported estimate as there is no need to click and drag.



- Renumber the newly imported group so that it is in the correct order and type in the appropriate group **Description** in the Information Pane in the area circled in red in the image below (upper right side of the screen), in this example **LIGHTING**.



After adding the description, click into the left Tree Pane and the name you entered appears.



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

ADDENDUM: BID ITEMS REQUIRING A SUPPLEMENTAL DESCRIPTION

BID ITEM CODE	DESCRIPTION	UNIT
02545	CLEARING AND GRUBBING	LS
02742	TRAINEE PAYMENT REIMBURSEMENT	HOURL
03000	PRECAST CONC BOX SECT	LF
08160	STRUCTURAL STEEL	LS
10070NS	NON-SPEC MATERIAL	DOLL
10299N	REIMBURSEMENT	DOLL
21354ND	CUT CAP AND BLOCK FORCE MAIN	EACH
21526ND	ANCHOR TEE AND BLOCK	EACH
21661ES706	BORE AND JACK PIPE	LF
21679EN	FIBERGLASS DRAIN PIPE	LF
21787ED	OPEN CUT W/ PVC ENCASEMENT	LF
21788ED	OPEN CUT W/ STEEL ENCASEMENT	LF
22012NN	CUT AND CAP WATERLINE	EACH
22139NN	CONNECT TO SEWER MAIN	EACH
23055N	REMOVE	LS
23279EC	RETROFIT	EACH
23280EC	RETROFIT	LS
23281EC	RETROFIT	SQFT
23282EC	RETROFIT	LF
23283EC	RETROFIT	SQYD
23286EC	RETROFIT	CUFT
23294EC	TIE	LS
23310EC	VALVE BOX	EACH
23532EC	INSTALL MANHOLE	EACH
23696EC	BARRIER WALL	LF
24020EC	PVC TEE	EACH
24295EC	CONNECTOR	LS
24451EC	CONCRETE	CUYD
24456EC	EXPAN JOINT REPLACE 5 ½ IN	LF
24478EC	TEMP BLOW OFF	EACH
24481ED	PVC CASING PIPE	LF
24485ED	CUT AND BLOCK	EACH
24486ED	TEE	EACH
24492EC	CLEAN	LS
24518EC	CAP AND ABANDON	EACH
24521EC	REPAIR	EACH
24522EC	REPAIR	LS
24542EC	REPAIR	LF
24543EC	CLEAN	LF
24544EC	REMOVE	LF
24564EN	PVC PIPE	LF
24575ES610	HEADWALL	EACH
24580EC	CHAIN LINK FENCE	LF
24583EC	HDPE PIPE LINER	LF
24595EN	ELASTICIZED EPS	SQYD

24601EC	INSTALL	EACH
24605ED	RELOCATE	EACH
24617EC	INSTALL	LF
24632EC	WATER MAIN	LF
24633EC	CAP AND PLUG	EACH
24634EC	BEND	EACH
24644EC	SERVICE TAPPING TEE	EACH
24645EC	MDPE PIPELINE	LF
24646EC	STEEL PIPELINE	LF
24647EC	RESILIENT SEAT GATE VALVE	EACH
24648EC	FOSTER ADAPTER	EACH
24662EC	CLEAN	EACH
24668EC	STEEL ENCASEMENT PIPE	LF
24688EC	REMOVE AND REINSTALL	LS
24714EC	SANITARY SEWER PIPE	LF
24731EC	REMOVE AND RESET	EACH
24746EC	STUB OUT	EACH
24751ED	REMOVE STORE & REINSTALL	EACH
24753ED	CAMERA POLE LOWERING DEVICE	EACH
24770EC	METER VAULT AND BYPASS ASSEMBLY	LS
24771EC	SEWER LATERAL REPLACEMENT W/CLEANOUT	EACH
24772EC	SEWER LATERAL REHABILITATION W/CLEANOUT	EACH
24773EC	METER SETTING	EACH
24774EC	MJ OFFSET FITTING	EACH
24775EC	CLEAR BRIDGE	EACH
24776EC	REPOINT STONE MASONRY	SQFT
24777EC	SQUARE HINGED LIGHT POLE REPLACEMENT	EACH
24778EC	BRIDGE DRAMATIC LIGHTING REPLACEMENT	EACH
24786EN	HDPE PIPE	LF
24810ED	SIDEWALK FLUME	EACH
30063	ADDITIVE ALTERNATE	LS
30077	ROCK DOWELS	EACH