AASHTOWare Project

Project Cost Estimate Creation User Guide

This guide provides the steps to properly create a project and cost estimate directly in AASHTOWare project. Additional information regarding the development of a project and cost estimate using the Project Enty Template can be found on our website. Please follow the steps and instructions below:
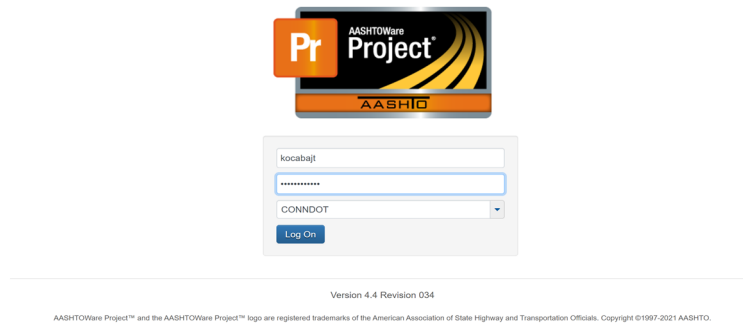
Steps

Log into AASHTOWare Project
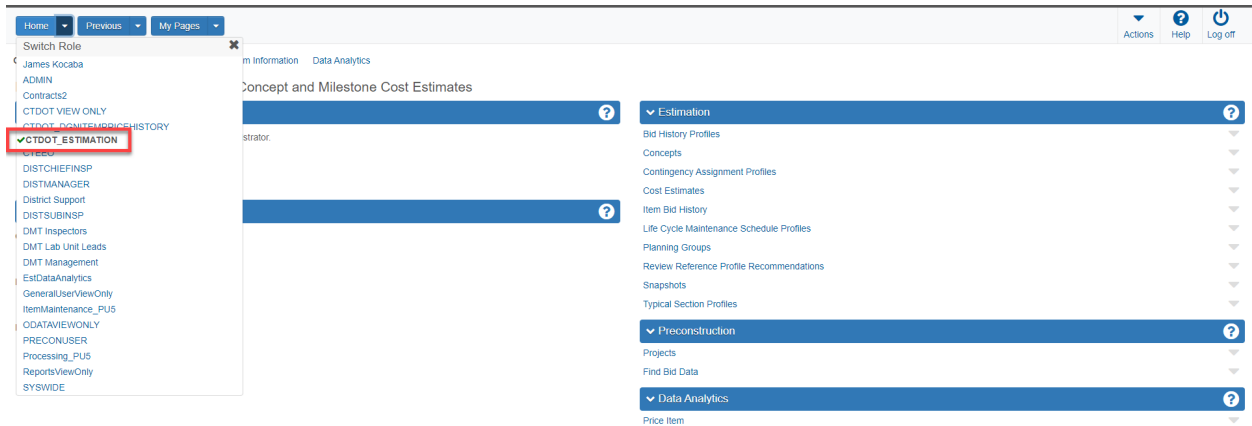
1. Ensure that the proper url is selected: https://ctdot-pr-prod.infotechinc.com/Account/LogOn

2. Enter User name and password

kocabajt

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CONNDOT

Log On

Version 4.4 Revision 034

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3. Select the role CT_DOT Estimation

Add New Project

1. Select the Projects under the heading Preconstruction

2. Select the action arrow drop down arrow to the right of the Save button. (1)
3. Select "Add" from the Actions arrow drop down menu

4. Select General from the Add Project Screen (1)
5. Add data to all fields. Ensure that Spec Book 11 and English units are selected (2)
6. If a field is unknown it can be entered at a later date.

7. Select Counties (1)
8. Enter proper county, percent of work in county and select primary (2)
9. If another county is required select "New" and repeat the process. Ensure the proper county is selected a primary

10. Select District (1)
11. Enter proper District ID, description, and select primary (2)
12. If another District is required select "New" and repeat the process. Ensure the proper county is selected a primary

13. Select Points (1)
14. Ener "MidPoint" into the Type and Description fields (2)
15. Enter Latitude and Longitude for project MidPoint (2)
16. Select "Save" (3)
17. Select Overview
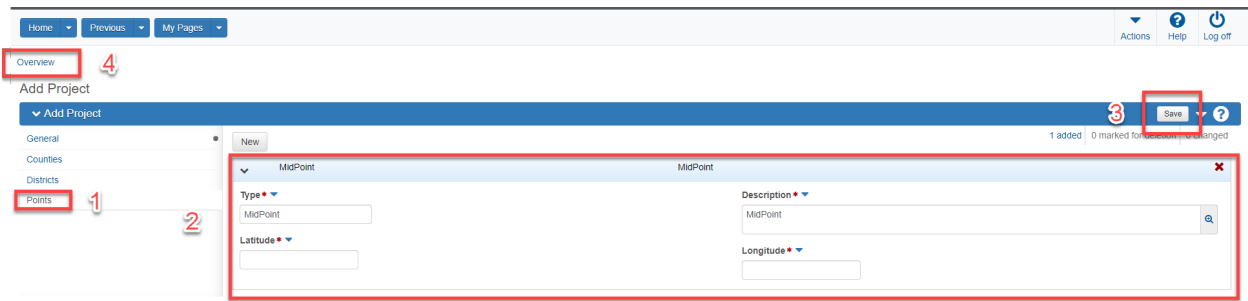
Update Project Summary Information

1. Select proper Project

2. Select "General"
3. Enter project information. The red boxes indicate the required data to be provided on this screen. If multiple projects are integrated into one contract, please select which project is the controlling project.

4. Counties, Districts and Points have already been entered previously. However, it is good practice to ensure that each tab contains accurate project data
5. Road Segments entries are not required yet
6. Select Bridge Segments (1) This data must be entered for each structure reconstructed or rehabilitated
7. Select New (2)
8. Enter the required Bridge Segment data (3)
9. If an additional Bridge Segment is necessary, select new to enter another segment.

10. Select Workflow (1)
11. Select Standard ConnDOT Workflow (2)
12. Select 10-Cost Estimate Phase (3)
13. Click "Save" (4)
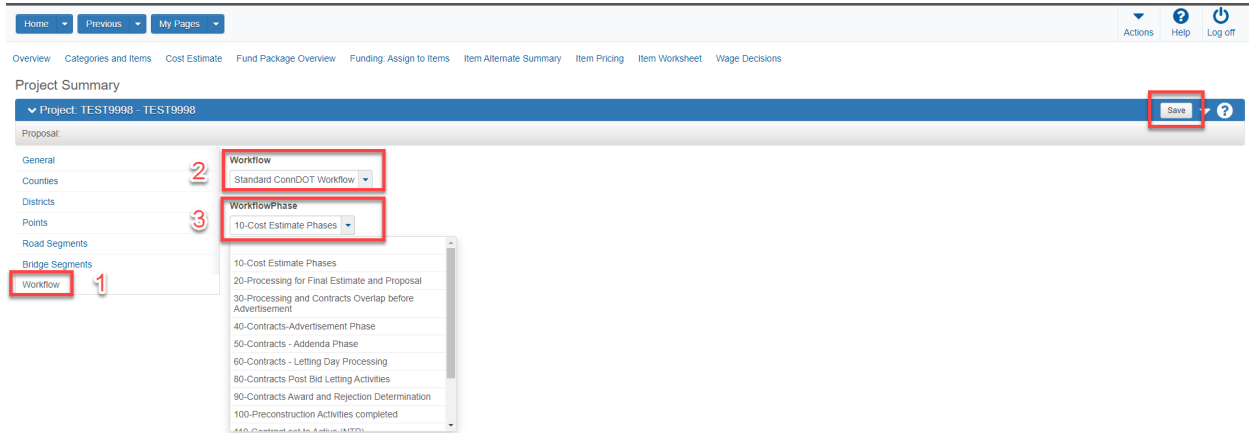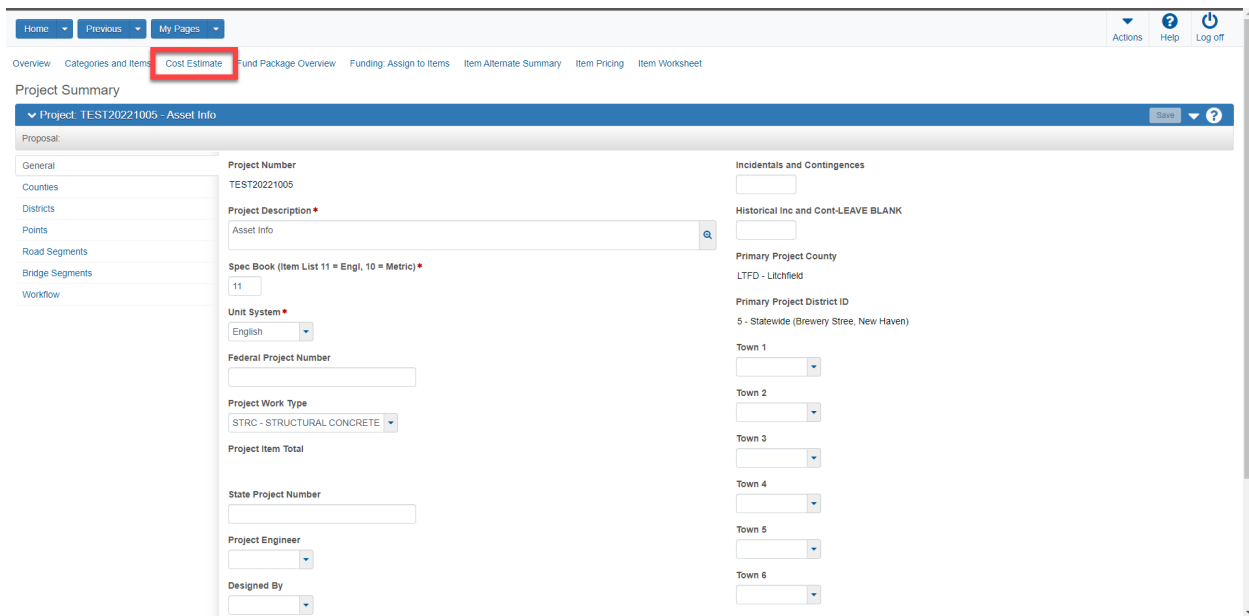

Create Project Cost Estimate

1. Select "Cost Estimate"

2. Enter all necessary cost estimate information
   a. Construction Year (1)
   b. Estimated Date (2)
   c. Letting Date (3)
   d. Highway Type (4)
   e. Season (5)
   f. Terrain (6)
3. Click "Save" (7)

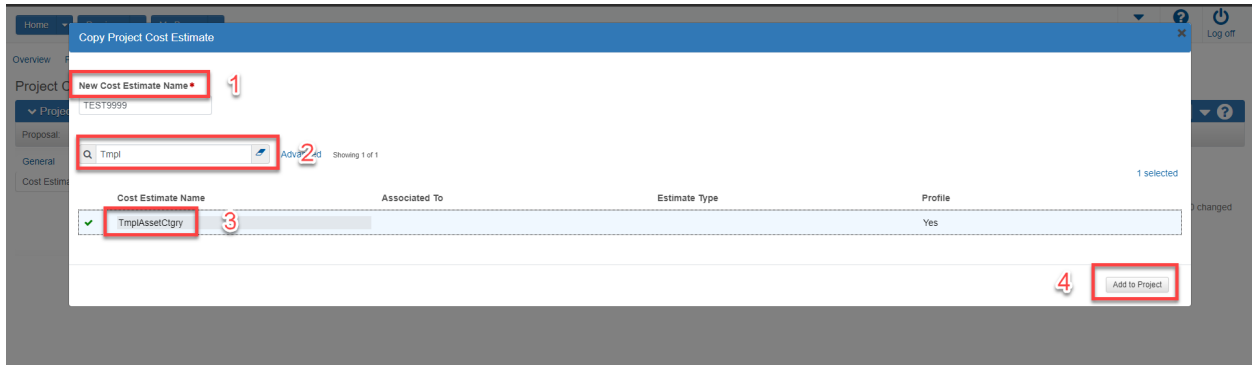4. Select "Cost Estimates" (1)
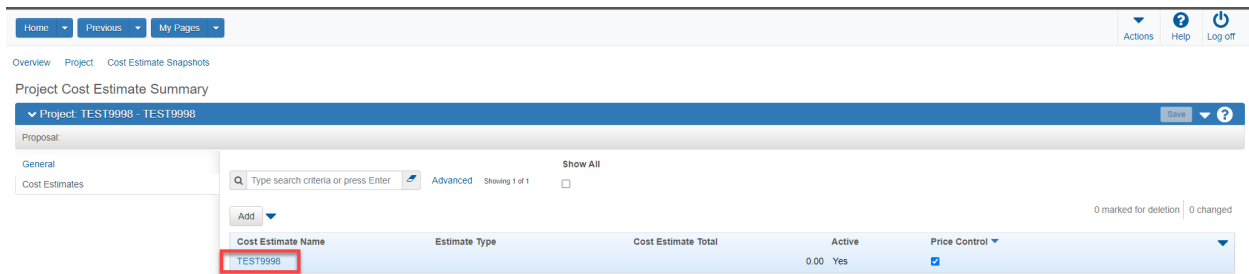5. Select the drop down arrow to the right of "Add" (2)
6. Select "Copy Cost Estimate"

7. Enter new estimate name. Estimate name should match the project name. (1)
8. Search for "tmpl" (2)
9. Select TmplAssetCtgry (3)
10. Select Add to Project (4)

Modify Project Cost Estimate Summary

1. Select newly created Cost Estimate

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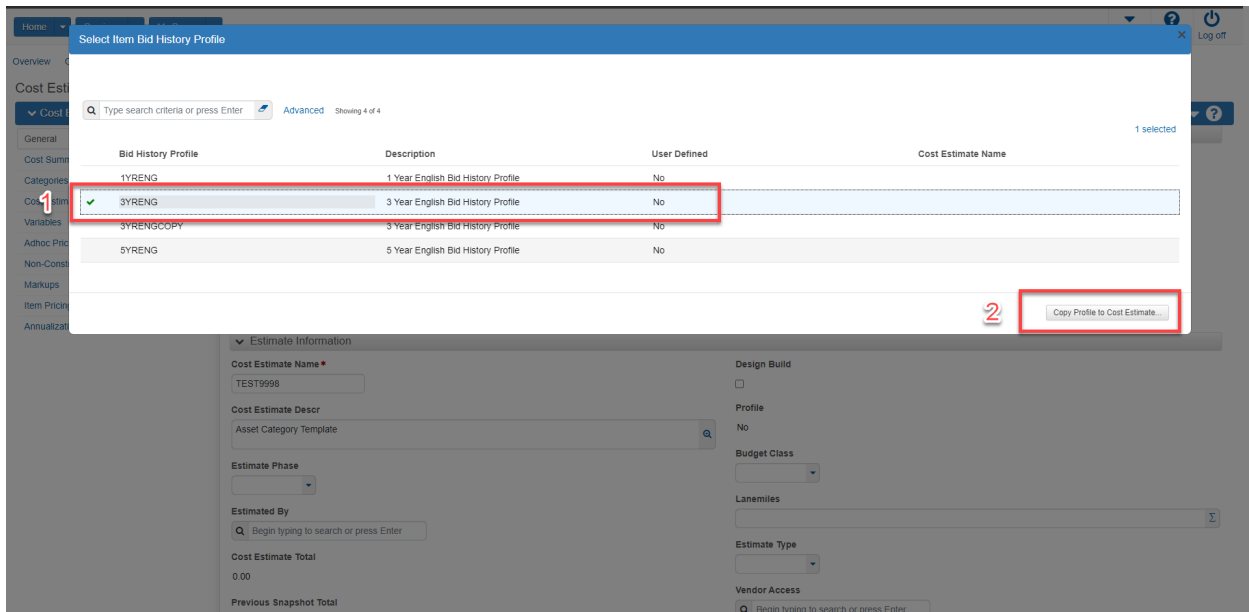6. Enter Estimate Type (5)
7. Select Save (6)

Add Bid History Profile to Cost Estimate

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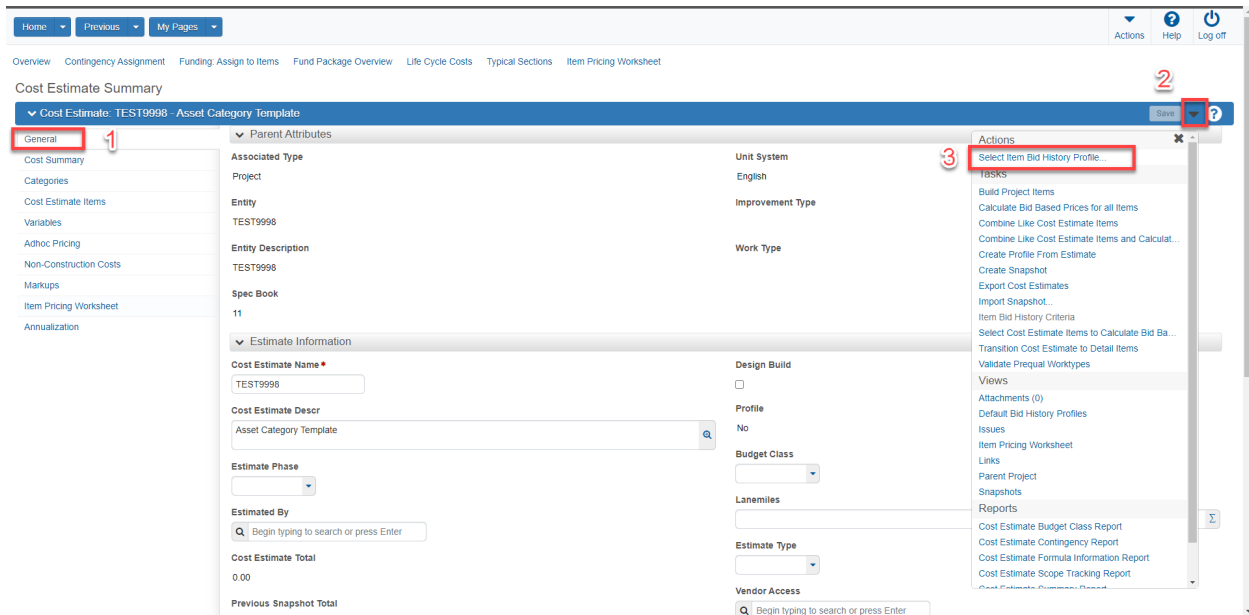
4. Select 3YRENG Bid History Profile (1)
5. Select "Copy Profile to Cost Estimate" (2)

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

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

Cost Estimate Summary

▼ Cost Estimate: TEST9998 - Asset Category Template   Save ▼ ❓

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

▼ Parent Attributes

Associated Type
Project

Entity
TEST9998

Entity Description
TEST9998

Spec Book
11

Unit System
English

Improvement Type

Work Type

▼ Estimate Information

Cost Estimate Name *
TEST9998

Cost Estimate Descr
Asset Category Template   🔍

Estimate Phase

Estimated By
🔍 Begin typing to search or press Enter

Cost Estimate Total
0.00

Previous Snapshot Total

Design Build
☐

Profile
No

Budget Class

Lanemiles   Σ

Estimate Type

Vendor Access
🔍 Begin typing to search or press Enter

Snapshot Tracking Percentage

Active
Yes

▼ Additional Information

▼ Bid Based

Bid History Profile
3YRENG

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

▼ Cost Based

Labor Rate Class

Equipment Rate Class

Material Rate Class

Davis/Bacon Indicator
☐

Modify Project Cost Estimate Categories

1. Select Category tab (1)

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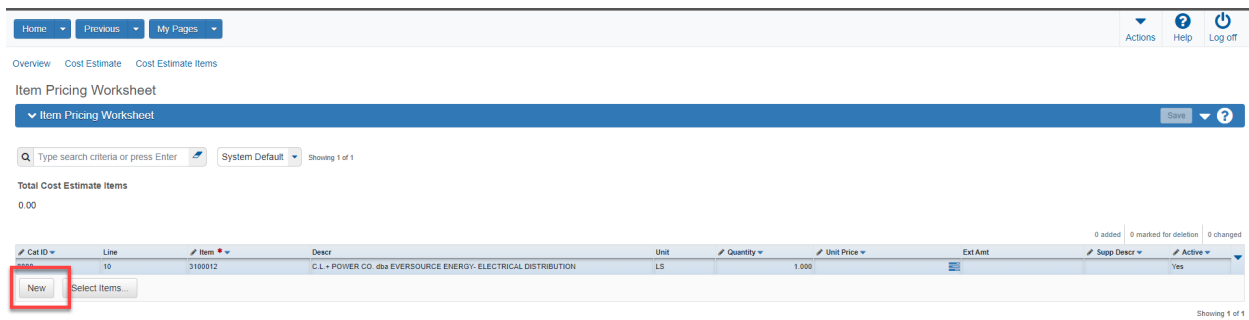3. Select action arrow to the right of each category to be deleted

Add Individual Cost Estimate Items

After the cost estimate has been generated the user can begin to add cost estimate items.

1. Select and navigate to Item Pricing Worksheet
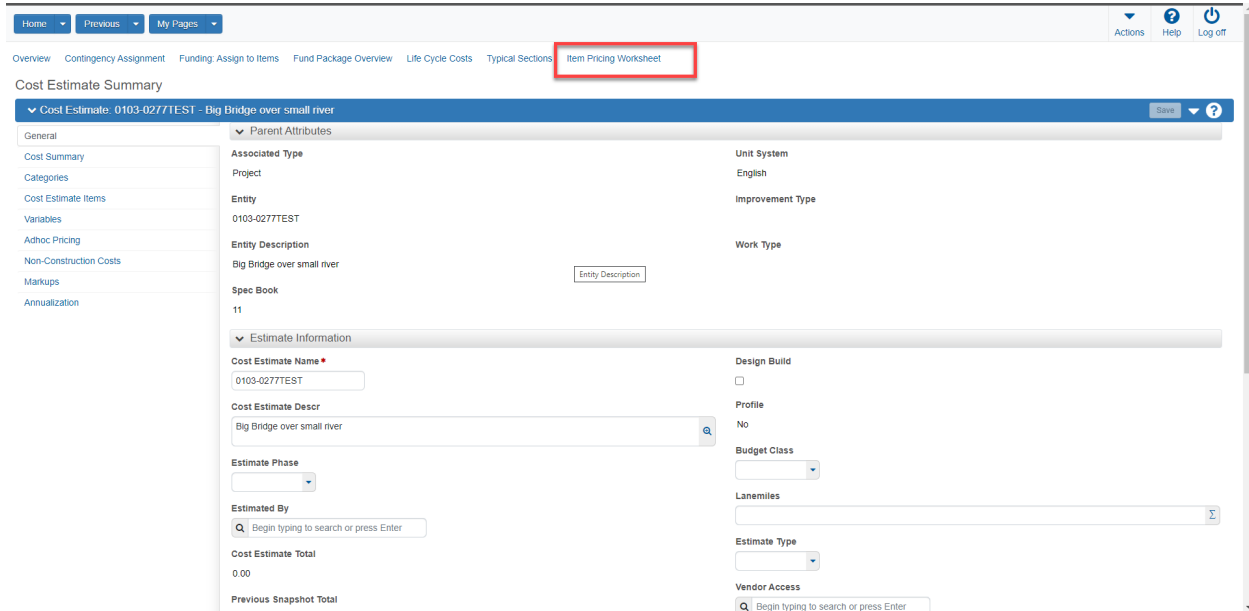
2. Select "New"

3. Select Category/Asset ID

4. Enter proper Item number or search for item description

5. Enter quantity

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

9. Select Save

Add Multiple Cost Estimate Items

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

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

3. Users can also search for groups of items using filter functions
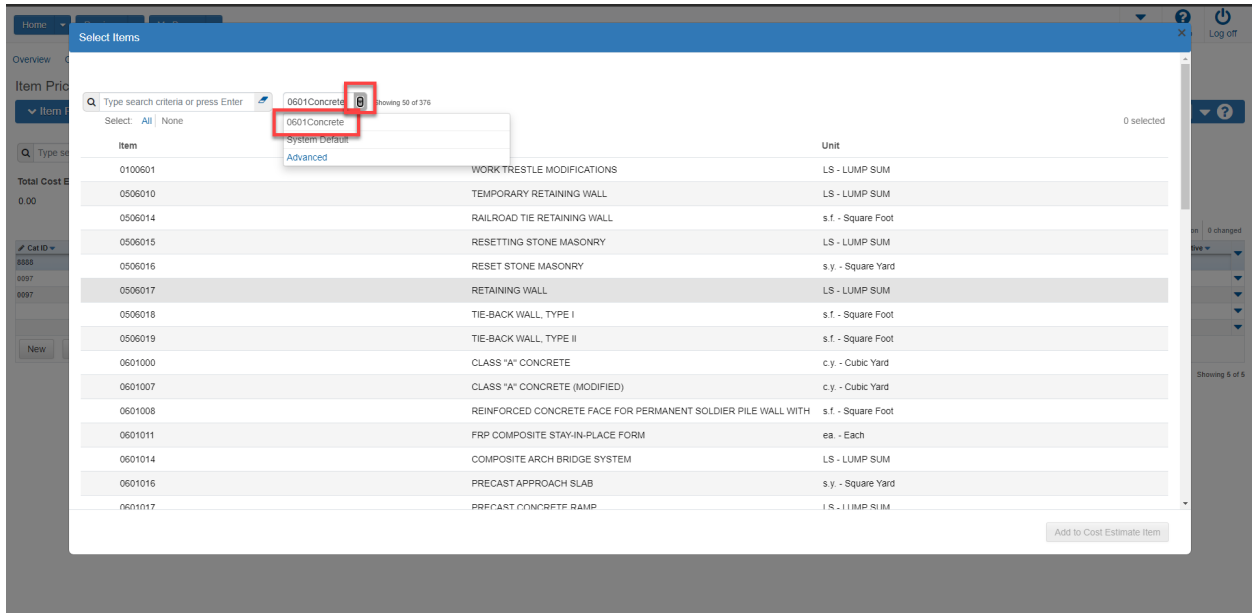
4. Select multiple items as needed
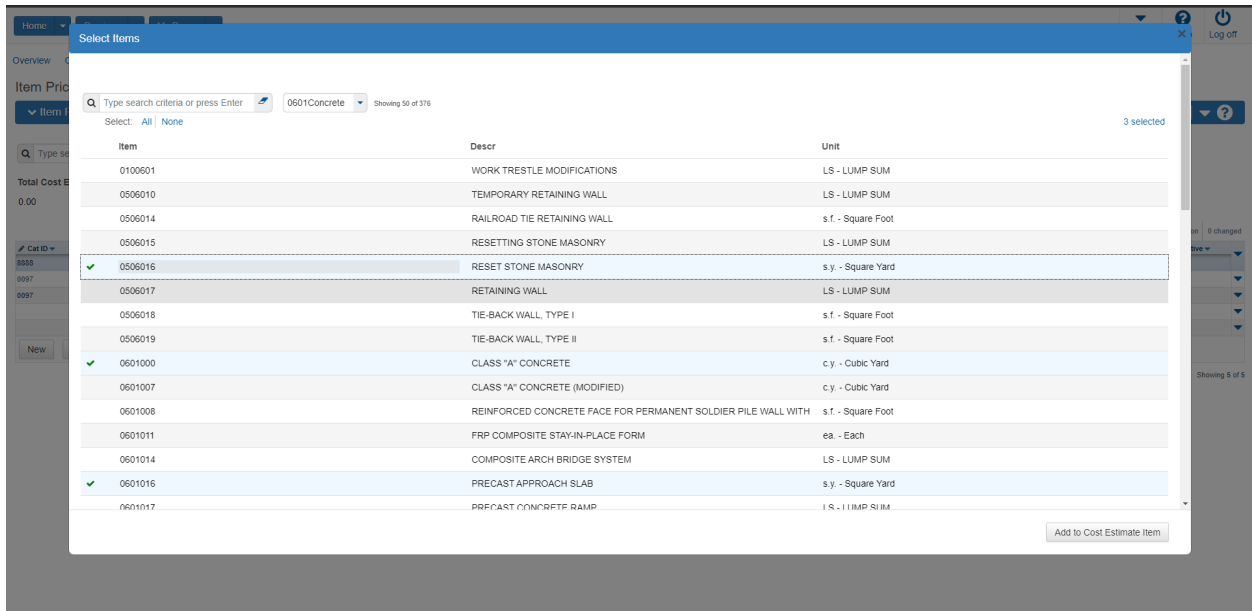
Non-Bid Items – Utilities, State Police and Work by State Forces

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

1. Select action arrow drop down to the left of item line number
2. Ensure that both blue checkmarks are removed
3. Select "Save"

Add Contingency Percentage

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

1. Select Non-Construction Costs (1)
2. Select New (2)
3. Enter "Contingency" for name (3)
4. Enter "Contingency" for description (4)

5. Enter Percentage (5)
6. Select "Active" (6)
7. Select "Save" (7)

Add Incidental Percentage

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

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

Add Inflation

The markup tab can be used to enter direct future inflation values. Except for contracts with durations of three years or more, the inflation adjustment factor is computed by determining the number of years between the estimate date (when estimate is prepared) and scheduled bid opening and multiplying this number by the annual inflation factor. For contracts with durations of three years or longer, compute the number of years from the estimate date to the mid-point of construction. See the following steps below:

1. Select Markups

2. Select New (1)
3. Select "Inflation" from the dropdown (2)

4. Enter Inflation Value (3)
5. Select Save (4)

6. View Inflation Markup value by selecting Cost Summary

Build Project Items

After the cost estimate has been finalized Project Items can be built.

1. Navigate to the Cost Estimate General tab

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

Update Project Fund Packages

1. Navigate to the General Tab on the Project Summary Screen (1)
2. Select "Fund Package Overview" along the main navigation header (2)
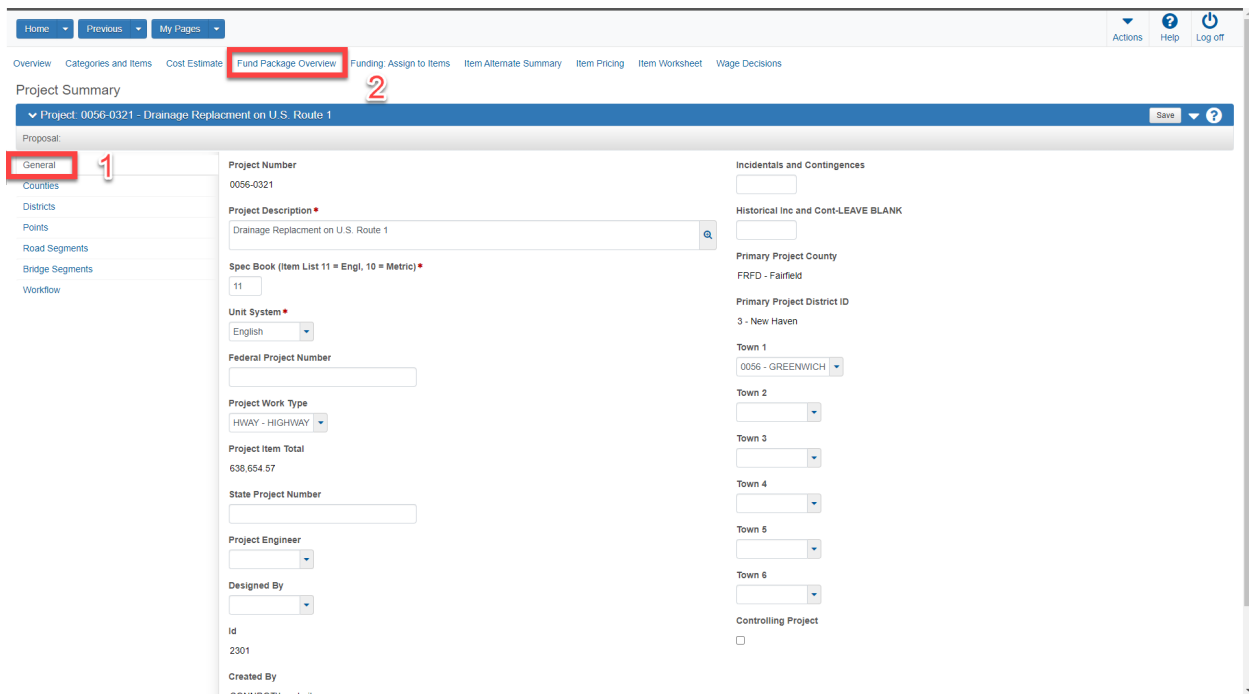
3. Click on "Select Fund Packages" button (1)
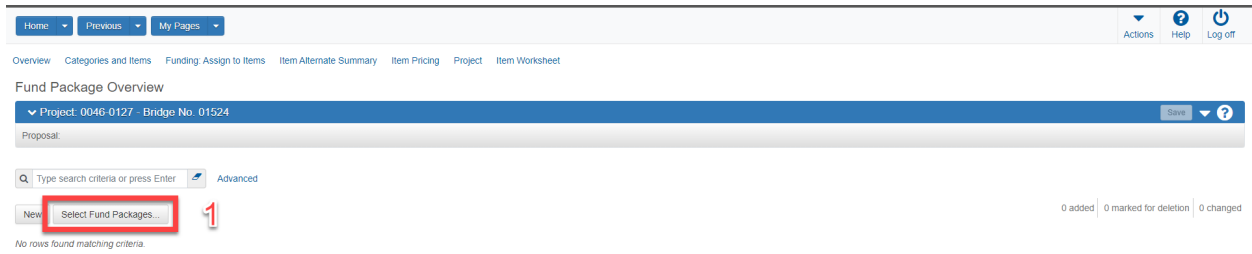
4. Type Fund Package ID into search bar or press enter for all fund packages (1)
5. Select individual fund packages for assignment to the project (2)
6. Select "Add Fund Package" (3)
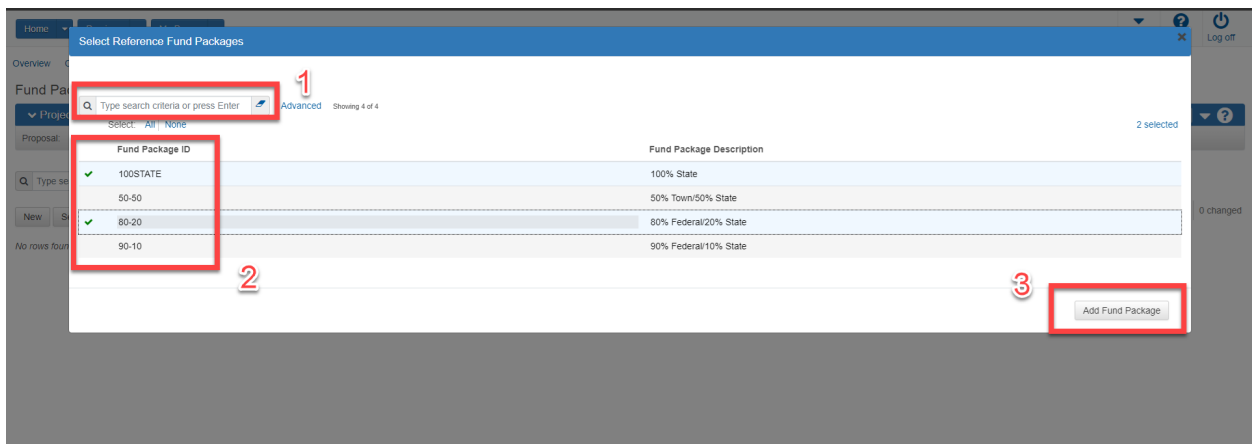
7. Select "Funding Assign to Items" (1)

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

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

Project Funding Assignment

▾ Project: 0046-0127 - Bridge No. 01524   **2** [Save] ▾ ❓

Proposal:

1

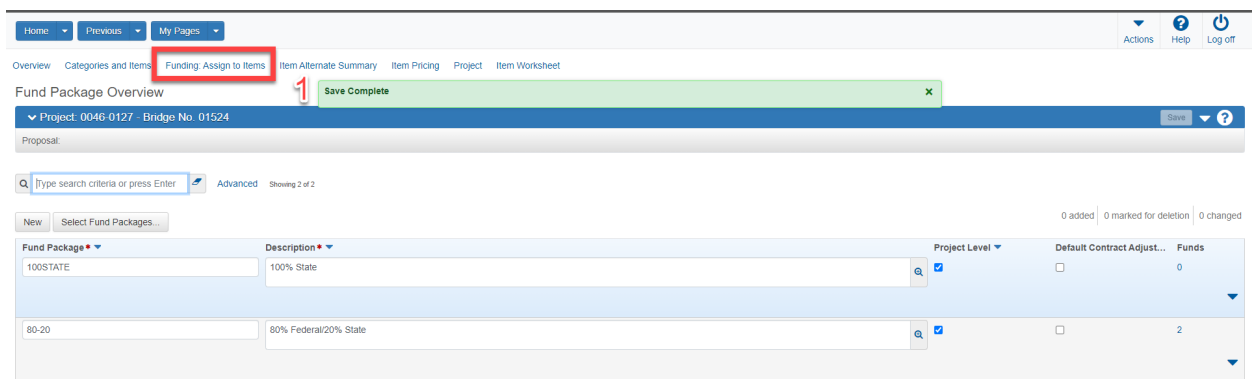| All Project Items		0 changed Expand All
	Mixed○ None○ A○ B○	
01-01524 - Route 191 over the Scantic River in East Windsor	Mixed○ None○ A● B○	
0010 0020903 LS LEAD COMPLIANCE FOR MISCELLANEOUS EXTERIOR TASKS	○ ● ○	
99-General - General	Mixed○ None○ A○ B●	
0020 0201001 LS CLEARING AND GRUBBING	○ ○ ●	
0030 0202000 c.y. EARTH EXCAVATION	○ ○ ●	
0040 0202452 ea. TEST PIT	○ ○ ●	

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