# AASHTOWare Project

## Preconstruction User Guide

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Setting Up Your Browser

Because web-based AASHTOWare Project is a web application, correct browser settings are an important part of making sure the application performs as it should. The information in this topic will help you to set your web browser options correctly.

Using the Correct Browser

Web-based AASHTOWare Project is designed to run on Google Chrome or Internet Explorer, versions 10 and 11. If you are using Internet Explorer, make sure you update your browser to one of these versions.

Setting the Browser Mode in Internet Explorer

If you are using Internet Explorer, the browser mode should be set to its native mode at all times, not to a previous version view or a compatibility view. When you initially log on to AASHTOWare Project using Internet Explorer, the browser mode is automatically set to Compatibility View.

Follow these steps to change this default setting:

1. Open the Internet Explorer browser.
2. Press the Alt key to display the toolbar.
3. From the Tools menu, select Compatibility View Settings.
4. *The browser opens a Compatibility View Settings dialog window.*

5. In the Compatibility View Settings window, clear the **Display intranet sites in Compatibility View** check box.

6. Click **Close**.

**Setting Internet Options in Internet Explorer**

For components to be displayed properly in Internet Explorer, the browser must be set to refresh previously viewed pages, and the browser security must enable DOM storage. Follow these steps to verify these settings:

1. Open the Internet Explorer browser.
2. From the **Tools** menu, select **Internet Options**.

   *The browser displays the Internet Options dialog box.*
3.
4. Under Browsing History, click the **Settings** button.

_The browser displays the Temporary Internet Files and History Settings dialog box._

5. For the **Check for newer versions of stored pages** setting, click the **Every time I visit the webpage** option.

6. Click **OK**.

7. In the Internet Options dialog box, click the **Advanced** tab.

8. In the **Settings** box, scroll down to the **Security** section, and ensure the **Enable DOM Storage** option is selected.

9. Click **OK**.

10. **Note:** If the AASHTOWare Project website is hosted on a server outside of the agency’s local intranet, ensure that the Internet Explorer option for **Font Download** is set to **Enable** for the Internet security zone. If enabling font downloads is not desirable or prohibited by group policy settings for the domain, add the AASHTOWare Project website to the list of Trusted Sites. This enables the system to properly display icons.
Navigating in Web-Based AASHTOWare Project

The Dashboard

When you log on to the system, the software opens on the dashboard. You can also go to the dashboard at any time by clicking the **Home** button on the Menu Bar.

The dashboard contains one or more components. Each component is identified by a title set within a blue header bar. Each component provides access to the information and processes required for a specific area of your agency’s work. The components you see on your dashboard are those that match the specific areas of responsibility assigned to your active role. See Understanding Your Role and Using Components for more information.

The following example shows the dashboard as it might appear for a system administrator. Keep in mind that some of the components shown in the example might not be available for you depending on your active role and which business areas are included on your system.
The dashboard includes these standard features:

- **Menu Bar** — The system displays the Menu Bar at the top of every webpage in the system. The buttons and menus on this bar help you to move quickly through the system to visit the pages and components you use most often.

Your agency may choose to also display these features on your dashboard:

- **Home Page News** — This component provides important information from your agency.
- **External Links** — This component provides links to websites you use outside of the AASHTOWare Project application.

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### Menu Bar

The Menu Bar is a horizontal strip at the top of every application webpage.

The left side of the Menu Bar contains these buttons and menus:

- **Home** - This button is a link to the dashboard for your active role. Clicking the down arrow opens the Home menu, which contains an indicator for your active role (bold text with a green check mark) and lists all the roles assigned to you. This menu allows you to switch roles from any location in the system. When you switch roles, you remain in the component in which you were working unless the new role does not have appropriate security rights, in which case the system takes you to the dashboard.
- **Recent** - This button is a link to the Recent Activity Overview component, where you can manage a list of the most recent pages you have visited in your active role. Clicking the down arrow also displays the list, sorted by most to least recently visited. If you click on a page in the list, the system takes you to that location.
- **My Pages** - This button is a link to the My Page Overview component, where you can manage frequently used (or favorite) pages for your active role. You can add pages as favorites from any location in the system by clicking the down arrow and selecting **Remember this Page**.

The right side of the Menu Bar contains these buttons and menus:

- **Actions** - Clicking this button opens a menu of actions you can take within the system. The actions that are listed are limited to those that are relevant for your active role. When you select an action, the system automatically takes you to the component in the system where the action can be performed.
• **Help** - If your agency has recorded agency Help, clicking this button takes you to a separate browser window containing online help for your active role. If agency Help has not been recorded, clicking this button takes you to the Welcome page of the standard online Help.

• **Log off** - Clicking this button ends your session.

### Quick Links

Quick links are displayed in blue text below the Menu Bar and above the webpage title. These links allow you to quickly jump to application pages related to the current page.

If you are on a page that contains multiple components, quick links preceded by the label **On this page** are displayed for each component on the page. When you click one of these quick links, the system automatically scrolls the page to the location of the component.

### Hypertext Links

Hypertext links can be located anywhere on an application component or webpage and are identified by blue text. When clicked, a link takes you to another component or page, usually one containing more detailed information than what is available in the current component. After you have clicked a link, it changes from blue to purple to remind you that you have already visited that link.

### Icons

Icons are small images throughout the system that either convey information or can be clicked to perform an action. For example, a red asterisk icon indicates a required field. An eraser icon in a Quick Find search box can be clicked to reset search criteria. This table shows some of the common icons used in the system:

#### Icon Usage

- The eraser icon appears in Quick Find search boxes after criteria is entered. You can click the icon to reset the search criteria.
- This magnifying glass icon at the left side of a field indicates an auto-complete field. Auto-complete fields display a filtered list of field values based on the first few characters you type. You can press Enter to show all values.
- This magnifying glass is sometimes displayed on the right side of a text box. Clicking this button opens a text dialog panel that allows you to view and edit the text in a larger area.
- A red asterisk indicates a field where data entry is required.
The actions icon appears on **Actions** buttons that you can click to display an **Actions** menu. Actions menus provide access to commands and functions you can perform on data.

The red X icon appears on **Delete** buttons that you can click to remove newly added rows that have not been saved. Clicking a **Delete** button removes the row immediately.

The trash can icon appears on the **Mark for Deletion** button that you can click to remove saved rows. When you click the **Mark for Deletion** button, the button changes to an **Undo** button. The row is removed only when you save the changes.

The undo icon appears on **Undo** buttons that you can click to reverse an action, such as deleting a saved row.

The help icon appears on **Help** buttons that you can click to display the online Help system.

The calendar icon is displayed on the right side of a date field. You can click the calendar icon to display a calendar where you can pick a date as the field value.

### Alternate Paths

Keep in mind that all of the various navigational elements, such as hypertext links, quick links, recent pages, and **Actions** menus, can all provide different ways of accomplishing the same task. The same command might be accessible from an **Actions** menu or as a link. For example, to access the Project Overview component, you can click the **Projects** link on the Preconstruction component, or you can select **Open** from the **Actions** menu on the Projects row. Both methods of navigation achieve the same result. Feel free to explore the system and find the ways of navigation that are best for you.

### Using Bookmarks

You can bookmark specific pages in the software just as you would for any other website. However, if you have not yet logged on to the system, clicking a bookmark will take you to the logon page rather than the bookmarked page.
Accessing the Help File

For more information on Navigating in AASHTOWARE Project software, click the Global Help icon in the top right next to the Logoff button.

Expand the Getting Started section
Entering a Project into Precon

1. Click on Projects under the Preconstruction section to return to the Project Overview component.

2. From the Project Overview component type at least the first 3 characters of your project key number, select your project.

Modify the Project

3. * indicates a field is required by the system. ITD requires additional information as noted below.

4. Click on the General tab
   Fill in the missing information
   - **Project ID** - key number imported from Estimator
   - **Project Description** - project description imported from Estimator should match OTIS (Proj. Name)
   - **Spec Book** = Last 2 digits from spec book, transitioned over from Estimation
   - **Unit System** = **English**
   - **Federal Project Number** - project number imported from Estimator
   - **Controlling Project** – check this box if the project is the lead key
     Criteria for determining Lead Key:
     - Full Oversight projects are lead over Exempt projects
     - Project on FHWA Project of Interest
     - Largest Eng. Estimate (both Federal funded)
     - Federal Aid if companioned w/State
     - Largest Engineer’s Estimate (both State funded)
   - **Project Type** - select **Federal** or **State**
Status - Select 3 - Estimated
Project Work Type - (select from menu to match project data)
Project Item Total – calculated
Work Authority # - work authority number (Ex. E134410) This number is used by the SiteManager/AMS interface
Urban/Rural Class - Select type of Terrain (Refer to Type of Terrain in Appendix A)
E & C Percent – Engineering CA 10% (CE + CC), and CC 5%. For a total of 15%!
Primary Project County ID – entered on Counties tab
Primary Project District ID – entered on Districts tab
Estimate Date - enter the date prepared (Ex. 03/06/2014) or select from calendar icon
Revised by - N/A, leave Blank
Designer - select District group (Ex. D2RD)

Click - Save

5. Click on the Counties tab, verify all the project’s counties by percentage are listed and total to 100%
6. Click on the Districts tab, add the code for the Construction Residency from the menu, see Appendix A
7. Click on the Points tab, change the Latitude and Longitude for the midpoint of your project, include Description
   a. Change “Midpoint” to Project Name in OTIS

NOTE: Must be in DDMMSS format. Double check this as it defaults to Stanley, Idaho

8. Click on the Road Segments tab and click New
   Name - Project Description should match OTIS
   Number - (refer to the segment code from OTIS)
   Description – (Public Description in OTIS)
   Type - select type of road
   Route - Name of the Roadway (Ex. US-95, SH-55, or STC-3809)
   Lane Mile – (if applies)
   Length – Length of project (if applies)
   Width – Width of roadway (if applies)
   Depth – (if applies)
   Start Latitude –
   Start Longitude -
   End Latitude –
   End Longitude -
   Begin Termini - Beginning mile point
   End Termini - Ending mile point
   Begin Station - Beginning station (if applies)
   End Station - Ending station (if applies)
   Category ID – select category
   
   Click Save

9. Click on the Bridge Segments tab
   Bridge ID - Leave blank unless bridge items apply
   Description -
   Bridge Type - Leave blank unless bridge items apply
   Length - Leave blank unless bridge items apply
   Width - Leave blank unless bridge items apply
   Number of Spans - Leave blank unless bridge items apply
   Start Latitude – N/A
   Start Longitude - N/A
End Latitude – N/A
End Longitude - N/A
Category ID – select categories for Bridge work
Click Save

10. Click on the Workflow tab
Workflow – select Default Workflow
Workflow Phase – select Project Definition
Click Save

Modify the Project Categories and Items

11. Click on the Categories and Items menu to review and verify items.
12. Click on the General tab (information from the Project General tab)
13. Click on the Categories tab
Category ID - the ITD Standard is that the first Category is 0001 increment by 1. (ex. 0001 = Roadway, 0002 = Bridge, 0003 = Non-Bid Items)
Combine with Like Categories – Click on box for Yes
Bid Section Group – Enter 0001 as a default. There will always only be one bid section group and must match the Bid Section Group number of the Proposal exactly (1 is not the same as 0001)
E & C Percent – enter % for contingency and CE (may be different for each category) Use the contingency amount from Estimator
Low Cost Flag – Yes (system generated)
Unit Number - N/A, leave blank
Unit Description - N/A, leave blank
Category Description - Imported from Estimator
Category Work Class - Select class This code is used by the SiteManager/AMS interface
Category Alternate Set ID – N/A, leave blank
Category Alternate Member ID – N/A
Life Cycle Cost – N/A
Click Save

14. Click on the Category Alternate Sets tab - N/A
15. Click on the Item Alternate Sets tab - N/A
16. Click on the Items tab
Click on the arrow next to the line item number to display the item details
Cross check Item ID, Unit of Measure, Quantity and Extended Amount
Click on the arrow again to summarize the item details
Look for duplicate item numbers – check supplemental descriptions and price differences

Please read the below for common item configurations:

If you have companioned projects, all identical Lump Sum items should be split so the combined total of all the projects adds up to 1 Lump Sum and the price for each of the lump sum items should match the total amount. For Example, the $5 amount for each partial lump sum is the total $5 amount of all projects. (Ex. Project A Mob = $40,000, Project B Mob = $60,000. For the example, you must configure the lump sum items to be the following: Project A = 0.40 quantity and $100,000 unit price and Project B = 0.60 quantity and $100,000 unit price.)
For contingency items set the unit price to $1 and the quantity to the amount estimated.
Set the bid requirement to ‘fixed.’ This will cause the CA amount to show on the bid schedule. For non-bid items select the Non-Bid check box. These non-bid items should be in their own category with 0% E&C

**Repeat for all Categories if more than one Category**

Click Save

**Setup Funding (May of already been done in Estimation)**

17. Click on the *Funding Package Overview* menu
18. Click *New* to create a new Fund Package or choose *Select Fund Packages*.. Click on “Show first 10” to select from list

- **Funding Package** - select code
  - 000 = State/Non-Participating
  - 001 = Federal
  - 002 = Local
  - 003 = Other – Special Funding

- **Description** - Once Funding Code is selected, this field will update automatically.

*Please ensure that the codes are correct as these affect the task code of the AMS Financial Interface.*

19. After adding your Fund Package, you will need to supply the funds. Click on the 0 in the funds column.

20. In the Funds in Packages section, Click *Select Funds*...
21. Click Show first 10

```
Select Funds
```

```
| Advanced
| Select: All | None

Enter search criteria above to see results or Show first 10
```

22. Choose the correct Fund and click Add to Fund Package

23. Enter a Priority of 1.

```
Funding: Assign to Items
```

```
Only one fund per group/category, this is used by the SiteManager/AMS interface
```

24. Click Save.

25. Click on the Funding: Assign to Items menu Only one fund per group/category, this is used by the SiteManager/AMS interface

26. Click on the arrow to Expand/Collapse Group

27. Verify the items by category are associated with the correct Fund Package

   a. Select Fund Package (A)

   Click Save!!!

**Item Alternate Summary**

28. N/A

**Item Pricing**

29. N/A
Item Worksheet

30. Click on the **Item Worksheet** menu
You may edit the **Project Item Price** per item

Create a Project Level Detail Estimate (This is optional)

31. From the **Actions** menu select **Generate Report**
32. Select **Preliminary Project Detail Estimate**
33. Select your project
34. Click on **Execute**, the reports are displayed in an internet browser window
   a. If it takes a long time, click your browsers Refresh button
35. Check and verify Estimate matches Estimator Totals
36. Click the browser’s File menu to Print or Save as the report.

Create the Proposal Header (Click Home, then Project)

1. From the **Project General** tab select the **Create Proposal** from the Action menu

2. Add the date **(0000YYMMDD)** that the Estimate was created **(Ex. 12345140306)** to the key number in the **Proposal ID** field before saving the proposal **(You will not be able to change this field once you Save)**

   Or to create a new proposal without a project continue to Step 4.
4. From the **Home** menu select **Proposals**

5. From the **Proposal Overview Actions** menu select **Add**

6. From the **Add Proposal** screen

7. **Proposal ID** – Lead Key No and the date (**00000YYMMDD**) that the Estimate was created (**Ex. 12345140306**)

   **Proposal Description** - Description (**Ex. Palouse River Br.**)
Proposal Long Description - from PS&E Information Sheet from charter (Ex. for the work of constructing a turn bay on US-95, MP 163.13 to MP 163.55; New Meadows Turn Bay, known as Idaho Project No. A012(345), in Adams County, Key No. 12345) *PLEASE TRY TO KEEP WITHIN 256 CHARACTERS.

**Federal Project Number** - Project No (Ex. ST-4110(648))
**DBEGOAL** – Choose which option applies from the dropdown menu
**DBEGOAL (Pct)** - Put in your % for Federal projects, you do not need any DBE Goals for 100% State funded projects.
**WBEGOAL (Pct)** - N/A, Leave Blank
**Publication Date** – N/A, Leave Blank
**Rejected** - N/A, do not check
**Reason for Non-Processing** - N/A, do not check
**Previous ID** - N/A, do not check
**Contract Type** - Select **BID**
**Proposal Type** - Select Proposal Type (Ex. **CNST**)  
**Contract Work Type** - (Ex. **07**)  
**Type of Funding** - Select Funding Type **NOTE: Whichever fund has the larger percentage should be input in this field**

<table>
<thead>
<tr>
<th>Fund Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>FED1 - Federal Fund 1</td>
</tr>
<tr>
<td>LOC - Non-Participating Local Funds</td>
</tr>
<tr>
<td>OTH - Other - Special Funding</td>
</tr>
<tr>
<td>ST1 - State Fund 1</td>
</tr>
</tbody>
</table>

**Proposal Status** – N/A, leave blank
**Proposal Cost** – N/A, leave blank
**Complete Plan Cost** – N/A, leave blank (headquarters will input)
**Plan Without Cross Section Cost** – N/A, leave blank
**Per Plan Sheet Cost** – N/A, leave blank
**Status Date** - N/A, do not check

**Contract Qualification Class 1** – select from list (typically **COMM**)
**Contract Qualification Class 2** - N/A, do not check
**Contract Qualification Class 3** - N/A, do not check
**OJT Goal** - N/A, do not check
**OJT Goal Units** - N/A, do not check
**OJT Goal Comments** - N/A, do not check
**Primary County** - the County with the highest percent of work (Ex. **C038** Refer to Appendix A)  
**Primary District** - District (Ex. **28111, District 2 RES B**)  

8. Click **Save**
9. Click on the **Projects** tab  
   Verify project(s) or click on **Select Projects** and add selected project(s)  
   Choose all of the projects that will be added at once or you can repeat the process to add more companion projects as needed.  
   Verify the correct lead project has been selected by checking the **Controlling Proj** box
10. From the **Proposal Summary** window select the **Time** tab
11. Click on New
   Time ID - Enter 00
   Time Description - Enter the proposal description *(Ex. Palouse River Br.)*
   Time Type - Select AD, CD, or DT (AD-5 Days a Week, CD-7 Days a Week, DT-Completion)
   Number of Time Units - No. of days for the Contract to be completed if AD or CD was input
   Time Units – select Days
   Main Proposal Time – select check box
   Completion Date - Date the Contract is to be completed if DT was input
   Start Date - Date the Contract is to start if DT was input
   Liquidated Damages Rate - Refer to the Schedule of Liquidated Damages chart to the right
   Liquidated Damages Unit of Time – select Days
   Road User Cost Per Time Unit – (A+B or Lane Rental contracts only)
   Maximum Time - N/A
   Minimum Time - N/A

12. Click Save

13. Click on the Workflow tab
   Workflow – select Default Workflow
   Workflow Phase – select Proposal Definition

### Sections and Items

14. From the Proposal Summary window select the Sections and Items menu
15. Click on the Proposal Sections tab
16. Click the red “X” to delete existing section (top right of sheet)
17. Click Add New
   a. Bid Section Group: 0001 *(this number must match the Bid Section Group number on the Project Categories)*
   b. Description: *(Ex. WORK BY CONTRACT A019(613))*

18. Verify that you only have 1 Section. Click Save.
19. Click on the Quick Action dropdown
20. Click Assign Items to Sections

21. Assign Items to Sections and then Click Save.

   a. Click on Section and Items tab

22. Click on Proposal Items tab (section and line numbers are generated automatically)

23. Check and verify items against the Estimator report for single project proposals and assure like items have been combined in the Proposal

24. Click on the Proposal and Project Items tab to verify your items are correct

25. Click Save

   You can Validate Proposal from the Action menu to check for errors by clicking Proposal from the top. Go to Actions (next to the save button) and click Validate Proposal from the drop down
Create Proposal Level Detail Estimate

26. From the **Quick Action** dropdown
   a. Select **Preliminary Proposal Detail Estimate**

27. Click on **Execute**, the reports are displayed in an internet browser window

28. Check and verify Estimate matches Estimator Totals or combined amounts of multiple projects
   - Preliminary Estimate vs. the Estimator file
   - Cross check item number, unit, quantity and total
   - Also look for duplicate item numbers
   - If you have companioned project MOB should be split and add up to the total of 1 Lump Sum between the categories

29. Click the browser’s **File** menu to **Print** or **Save as** the report.

Running a Proposal Price Schedule/Bid Schedule Report

After your proposal is complete, you should run a proposal price schedule (Bid Schedule) report to verify that your items are configured correctly.

1. From the Proposal, Click on the “Actions” Drop Down in the blue ribbon of your proposal (shown by the red circle in the below image)

2. Select the Proposal Price Schedule Report from the list in the drop down.
3. Click the “Execute” Button (you may have to double click it). You do not need to change any settings.

4. When your report opens:
   - Double Check that the CA items are shown with a fixed bid amount
   - Make sure all lump sum (and other items) do not have a fixed bid amount
   - Double check that all items are listed.

<table>
<thead>
<tr>
<th>Proposal Line Number</th>
<th>Item ID Description</th>
<th>Approximate Quantity and Units</th>
<th>Unit Price</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0005</td>
<td>201-010A CLEARING &amp; GRUBBING</td>
<td>LUMP SUM</td>
<td>LUMP SUM</td>
<td></td>
</tr>
<tr>
<td>0010</td>
<td>203-020A REM OF BRIDGE</td>
<td>1.000 EACH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0015</td>
<td>203-080A REM OF GUARDRAIL/BARRIER</td>
<td>466.000 FT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0020</td>
<td>203-130A OBLITERATION OF PAV MARKINGS</td>
<td>2,000,000 FT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0025</td>
<td>205-005A EXCAVATION</td>
<td>2,126.000 CY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0030</td>
<td>210-005A STR EXCAVATION SCH NO. 1 in Soil</td>
<td>218.800 CY</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other than CA items you should not see any prices here!
Release Control to HQ

**NOTE: ONLY DO THIS ONCE YOU ARE READY TO SUBMIT TO HQ**

30. Go to Proposal Summary
   Select Workflow
   Workflow – select Default Workflow
   Workflow Phase – select Manage Revisions (This can be changed back to “Project Definition” to fix any needed changes)

31. Click Save

32. An automated email will be sent to the Advertise and Award group with the Project Name and Key Number
Appendix A

Type of Terrain

**Flat desert** terrain is that condition where highway sight distances, as governed by both horizontal and vertical restrictions, are generally long or could be so without construction difficulty or major expense.

**Rolling** terrain is that condition where the natural slopes consistently rise above and fall below the road or street grade and where occasional steep slopes offer some restriction to normal horizontal and vertical roadway alignment.

**Mountainous** terrain is that condition where longitudinal and transverse changes in the elevation of the ground with respect to the road or street are abrupt and where benching and side hill excavation are frequently required to obtain acceptable horizontal and vertical alignment.

**Urban** terrain is related to, characteristic of, or constituting a city.

**Irrigated** terrain is an area of land supplied with water by artificial means.
### Federal Work Type Category

<table>
<thead>
<tr>
<th>WORK TYPE</th>
<th>CODE DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>New Construction</td>
</tr>
<tr>
<td>03</td>
<td>Reconstruction-Added Capacity</td>
</tr>
<tr>
<td>04</td>
<td>Reconstruction-No Added Capacity</td>
</tr>
<tr>
<td>05</td>
<td>4R Maintenance-Resurfacing</td>
</tr>
<tr>
<td>06</td>
<td>4R Maintenance-Restoration &amp; Rehab</td>
</tr>
<tr>
<td>07</td>
<td>4R Maintenance-Relocation</td>
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<td>08</td>
<td>Bridge-New Construction</td>
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<td>Bridge Replacement-Added Capacity</td>
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<td>Bridge Replacement-No Added Capacity</td>
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<td>13</td>
<td>Bridge Rehabilitation-Added Capacity</td>
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<td>15</td>
<td>Preliminary Engineering</td>
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<td>Right of Way</td>
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<td>Construction Engineering</td>
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### County Codes

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Resident and Maintenance Engineer Codes

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<td>D3 Design Construction D Jayme Coonce</td>
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<td>LHTAC Matt Koster</td>
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<td>LHTAC Kevin Kuther</td>
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<td>HQ Highways Operations &amp; Safety</td>
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<tr>
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</table>

Alternate Bids in PRECON

1. In Estimator build completely different and separate estimates (One for each Alternate) that include all the items for each alternative as well as the common Items.
2. One Estimate, the most likely one to win, should be named using the Key Number (ex. 12345.est)
3. The Alternative Bid will be named with the Key Number modified by changing the FIRST numeric Number to an alpha character (ex. A12345.est)

Helpful Hints for Companion Projects in Estimator and PRECON

1. For Proposals with more than one project develop separate estimates in Estimator under each project Key Number, you will combine them in PRECON
   NOTE: Remember to use a percentage for items such as LS and CA so that after they are combined in PRECON they add up to 1
2. Create an Estimator file (12345.xml) for each estimate
3. In PRECON after you have completed each of the projects under Projects, you will need to create a single Proposal using one of the projects as the lead project. Select the lead project (Controlling Project) using the following criteria:
   - Full Oversight projects are lead over Exempt projects
   - Project on FHWA Project of Interest
   - Largest Eng. Estimate (both Federal funded)
   - Federal Aid if companioned w/State
   - Largest Engineer’s Estimate (both State funded)

4. Assign the Project(s) to the Proposal in the Proposals>Projects tab

Renumbering Project Items

If your agency has the Automatically Renumber Project Items agency option set to Off, you can change the order in which items are positioned in the project items list. The project items list is displayed on the Items tab of the Project Category and Item Summary component.

- Note: If your agency uses the option to set proposal item line numbers to match project item line numbers (Set Proposal Item Line Number Equal to Project Item Line Number), this feature is not available after the project enters the addenda workflow phase.

Follow these steps to renumber the items in a project:

1. Click the Projects link on the Preconstruction component.
2. On the Project Overview component, locate the project for which you want to renumber items.
3. From the Actions menu on the project row, select Items: Renumber.

   The system takes you to the Renumber Project Items component with all of the project items listed in line number order.

4. Click in the Line Num field for the item you want to reposition, and type a number representing the position in the list where you want to move the item.
5. Click the Save button.

Example

Your project has five items numbered 10, 20, 30, 40, and 50. The item numbered 50 needs to be moved so that it appears between the existing line numbers 10 and 20. To accomplish this, you would perform these steps:

1. Click in the Line Number field for Line 50.
2. Delete the number 50, and type the number 15 (or any number between 11 and 19).
3. Click the Save button.
Support
We will continue to refine these instructions. Please send your input to Ken Sereduk.

If you have any questions please ask your group’s Super-user first. If they are not available or don’t have an answer please contact Ken Sereduk.