
AASHTOWare Project Preconstruction User Guide

Table of Contents

PRECON – Preconstruction	3
Setting Up Your Browser	3
Using the Correct Browser	3
Setting the Browser Mode in Internet Explorer	3
Setting Internet Options in Internet Explorer	4
Navigating in Web-Based AASHTOWare Project	7
The Dashboard	7
Menu Bar	8
Quick Links	9
Hypertext Links	9
Icons	9
Alternate Paths	10
Using Bookmarks	10
Accessing the Help File	11
Entering Project into Precon	12
Modify the Project	12
Modify the Project Categories and Items	14
Setup Funding	15
Item Alternate Summary	16
Item Pricing	16
Item Worksheet	17
Create a Project Level Detail Estimate	17
Create the Proposal Header	17
Sections and Items	20
Create Proposal Level Detail Estimate	22
Running a Proposal Price Schedule	22
Release Control to HQ	24

AASHTOWare Project Preconstruction User Guide

Appendix A	25
Type of Terrain	25
Federal Work Type Category	26
County Codes	27
Resident and Maintenance Engineer Codes	28
Alternate Bids in PRECON & Estimator	28
Helpful Hints for Companion Projects in Estimator and PRECON	28
Renumbering Project Items	29
Example	29
Support	30

AASHTOWare Project

Preconstruction User Guide

PRECON – Preconstruction

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.

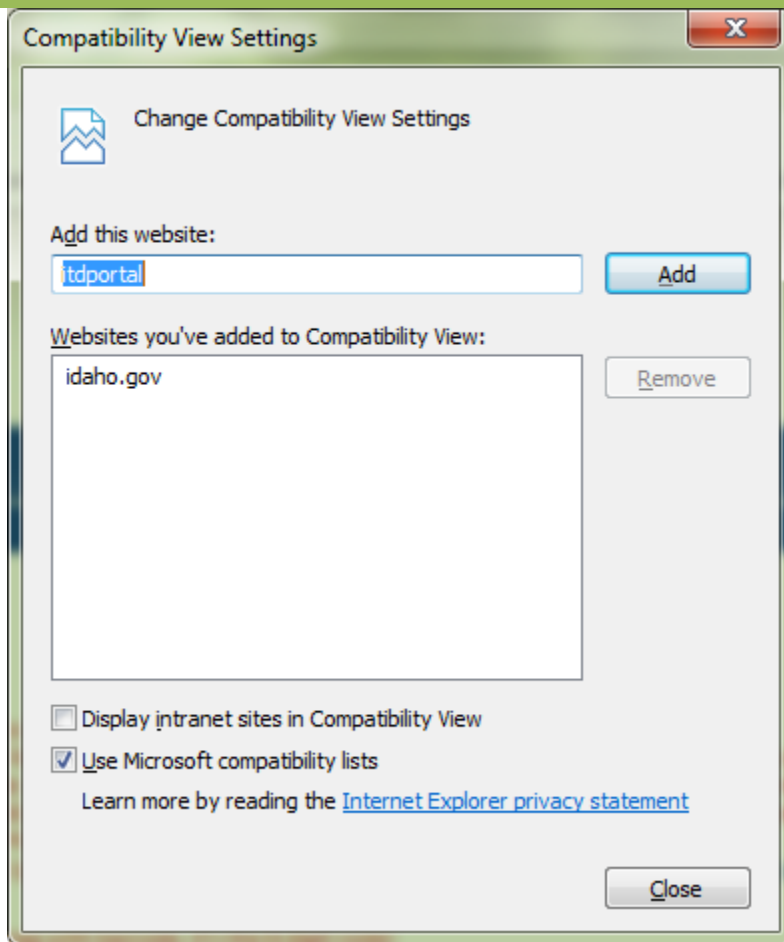
Setting the Browser Mode in Internet Explorer

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**.

AASHTOWare Project Preconstruction User Guide



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**.

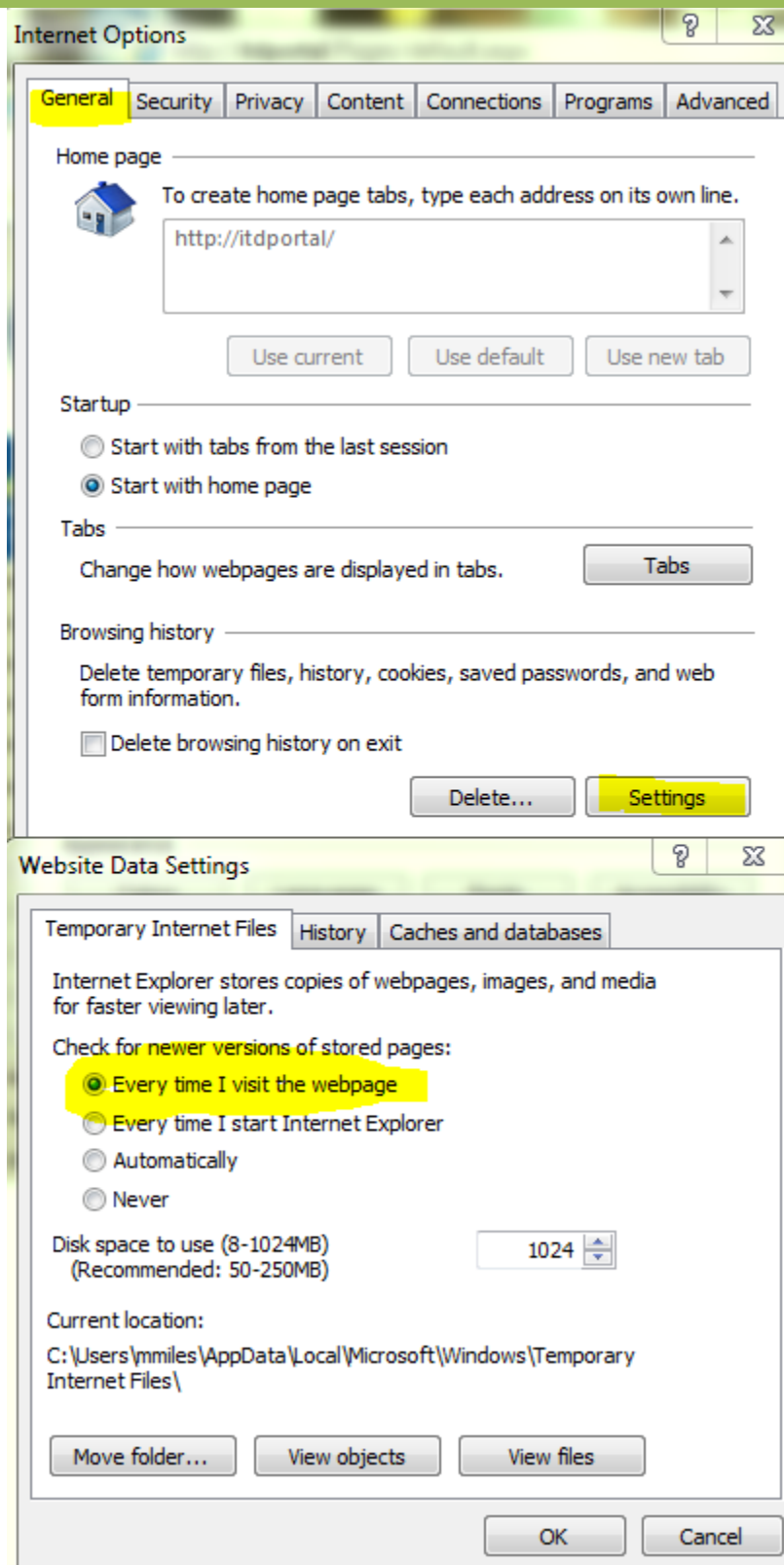
Setting Internet Options in Internet Explorer

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.

AASHTOWare Project Preconstruction User Guide



3.

AASHTOWare Project

Preconstruction User Guide

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.

AASHTOWare Project

Preconstruction User Guide

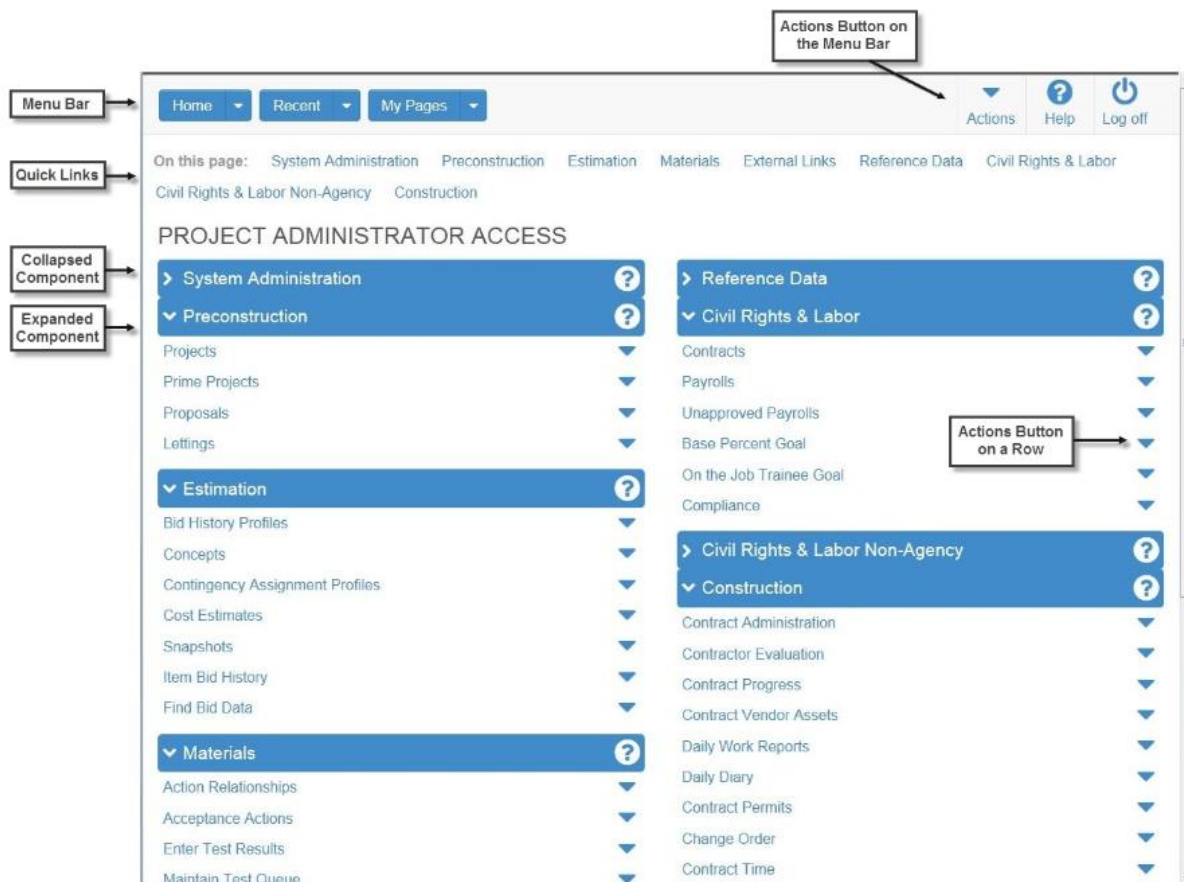
Navigating in Web-Based AASHTOWare Project

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.



AASHTOWare Project

Preconstruction User Guide

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.

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.

AASHTOWare Project

Preconstruction User Guide

- **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.

AASHTOWare Project

Preconstruction User Guide

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](#)

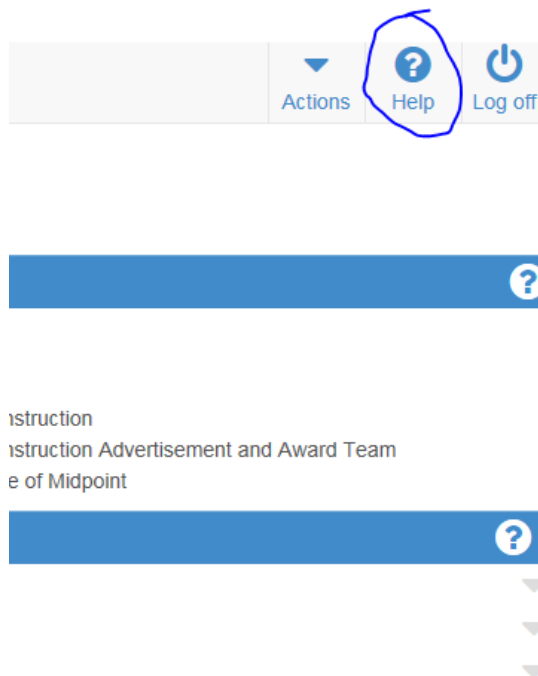
You can bookmark specific pages in the software just as you would for any other website. However, if you have not yet logged on to the system, clicking a bookmark will take you to the logon page rather than the bookmarked page.

AASHTOWare Project

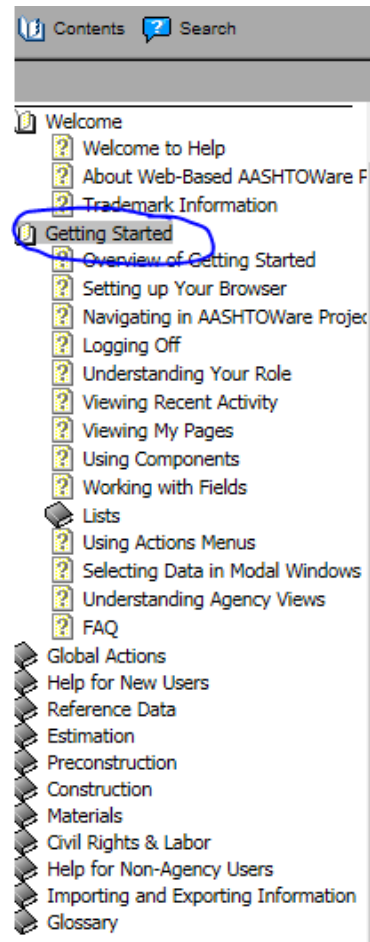
Preconstruction User Guide

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



AASHTOWare Project Preconstruction User Guide

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

Home Recent My Pages

Actions Help Log off

Project Overview

Project Overview Save ?

System Default Showing 10 of 10 0 changed

Project	Type	Descr
13100	FED - FEDERAL PROJECT	N MAIN ST BRIDGE ST TO WOOTON WAY, BINGHAM COUNTY
13101	FED - FEDERAL PROJECT	TREGO RD, LEFT TURN LANE EB
13102	FED - FEDERAL PROJECT	I-86, RAFT RIVER TO REGISTER ROCK, POWER COUNTY
13104	FED - FEDERAL PROJECT	MONTPELIER SCL TO DINGLE RD
13105	FED - FEDERAL PROJECT	SH 39, THOMAS RD, LEFT TURN LANE WB, BINGHAM COUNTY
13106	STA - STATE PROJECT	Fort Hall Bdry to Burns Rd O'Pass
13108	FED - FEDERAL PROJECT	FORT HALL BDRY TO S MAIN BRIDGE ST, BINGHAM COUNTY
13123	FED - FEDERAL PROJECT	FY 16 D6 BALLAST STABILIZATION, CLARK COUNTY
13132	FED - FEDERAL PROJECT	GRANDVIEW DRIVE; SKYLINE DRIVE TO SATURN AVE.
13133	FED - FEDERAL PROJECT	Citywide ADA and Concrete Sidewalk Improvements

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**

AASHTOWare Project

Preconstruction User Guide

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

AASHTOWare Project

Preconstruction User Guide

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 \$\$ amount for each partial lump sum is the total \$\$ 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.

AASHTOWare Project Preconstruction User Guide

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.

Fund Package	Description	Project Level	Funds
000	State/Non-Participating	<input type="checkbox"/>	1
003	Other - Special Funding	<input type="checkbox"/>	0

20. In the Funds in Packages section, Click **Select Funds...**

Fund Package Summary

Project: 20000TEST - TEST PROJECT

Fund Packages: 001 - Federal

Fund Package ID: 001

Fund Package Description: Federal

Project Level Funding Source: ☐

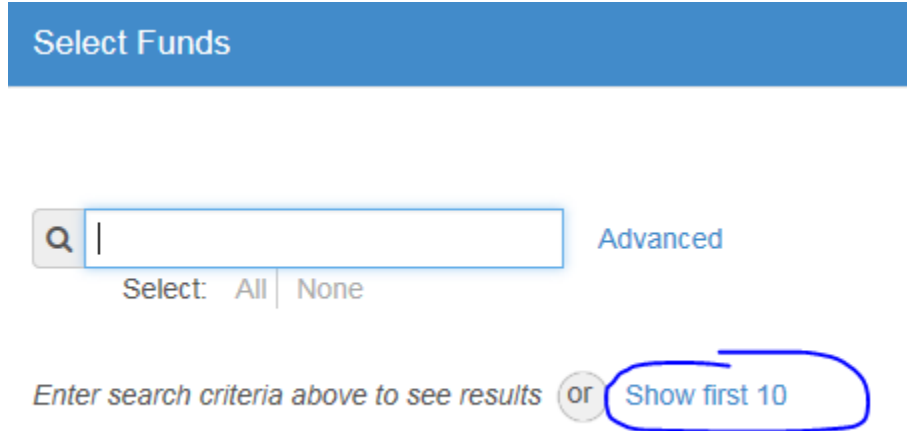
Funds in Package

Select Funds...

List has no rows.

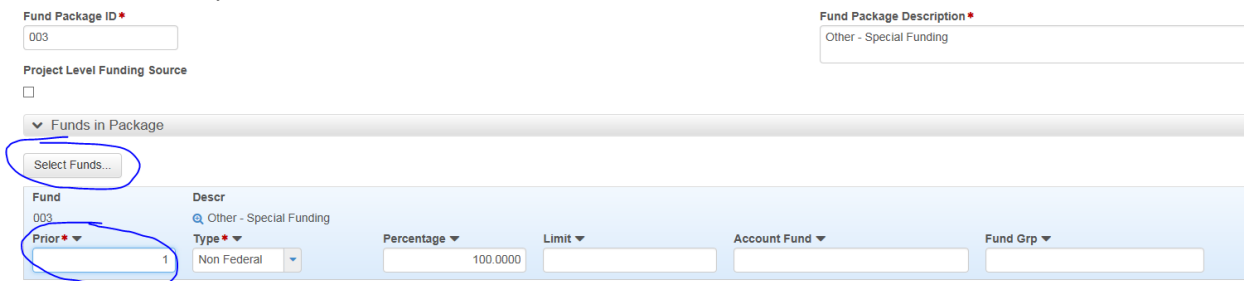
AASHTOWare Project Preconstruction User Guide

21. Click Show first 10



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

23. Enter a Priority of 1.



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

AASHTOWare Project Preconstruction User Guide

Item Worksheet

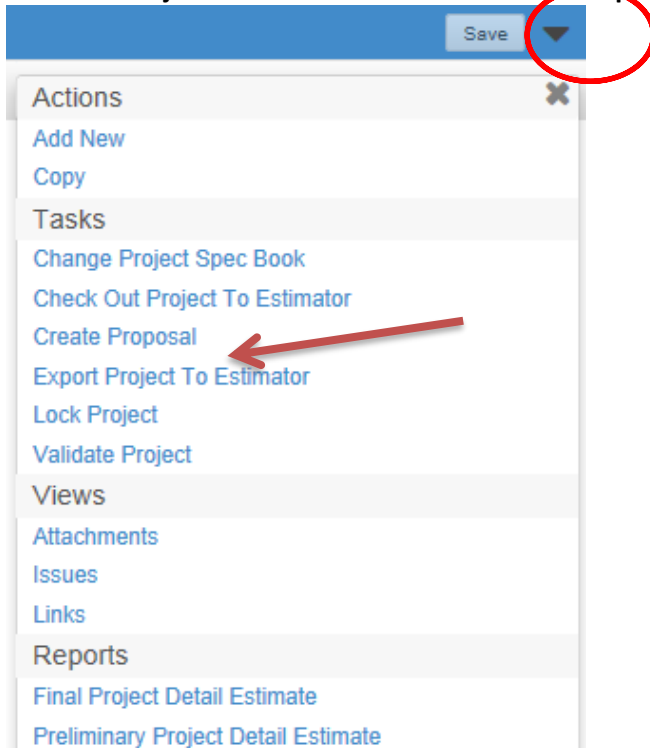
30. Click on the **Item Worksheet** menu
You may edit the **Project Item Price** per item

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 (**00000YYMMDD**) 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**)
3. Skip to Step 7.

Or to create a new proposal without a project continue to Step 4.

AASHTOWare Project Preconstruction User Guide

4. From the **Home** menu select **Proposals**
5. From the **Proposal Overview Actions** menu select **Add Proposal Overview**

▼ Proposal Overview Save

Q Type search criteria or press Enter System Default ▼

Enter search criteria above to see results Show first 10

Actions
Add
Change Proposal Phase
Tasks
Check-In
Set BAMS/DSS Pass Date...

6. From the **Add Proposal** screen

Overview

Add Proposal

▼ Add Proposal Save ?

Proposal ID *

Proposal Description *

Proposal Long Description

Federal Project Number

State Project Number

DBE Goal

DBE Goal Percent

WBE Goal Percent

Publication Date

Rejected

Reason for Non-Processing

Previous ID

Contract Type

Proposal Type

Contract Work Type

Type of Funding

Proposal Status

Proposal Cost

Complete Plan Cost

Plan Without Cross Section Cost

Per Plan Sheet Cost

Status Date

Contract Qualification Class 1

Contract Qualification Class 2

Contract Qualification Class 3

OJT Goal

OJT Goal Units

OJT Goal Comments

Primary County

Primary District

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

AASHTOWare Project

Preconstruction User Guide

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**

FED1 - Federal Fund 1

LOC - Non-Participating Local Funds

OTH - Other - Special Funding

ST1 - State Fund 1

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

AASHTOWare Project

Preconstruction User Guide

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

Original Contract Amount		Daily Liquidated Damage
From More Than	To and Including	
\$0	\$100,000	\$500
\$100,000	\$500,000	\$1,000
\$500,000	\$1,000,000	\$2,000
\$1,000,000	\$2,000,000	\$3,000
\$2,000,000	\$4,000,000	\$4,000
\$4,000,000	\$6,000,000	\$5,000
\$6,000,000	\$8,000,000	\$6,000
\$8,000,000	\$10,000,000	\$7,000
\$10,000,000	\$15,000,000	\$9,000
\$15,000,000	\$20,000,000	\$11,000
\$20,000,000		\$12,000

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))

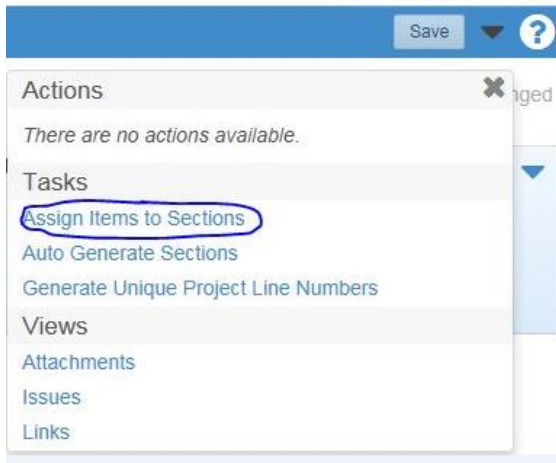
18. Verify that you only have 1 Section. Click Save.

19. Click on the Quick Action dropdown



AASHTOWare Project Preconstruction User Guide

20. Click Assign Items to Sections



21. Assign Items to Sections and then Click **Save**.



a. Click on **Section and Items** tab

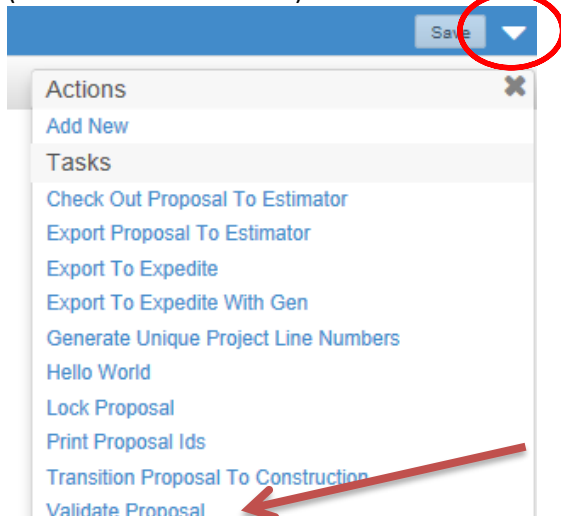
22. Click on **Proposal Items** tab (section and line numbers are generated automatically)

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



AASHTOWare Project Preconstruction User Guide

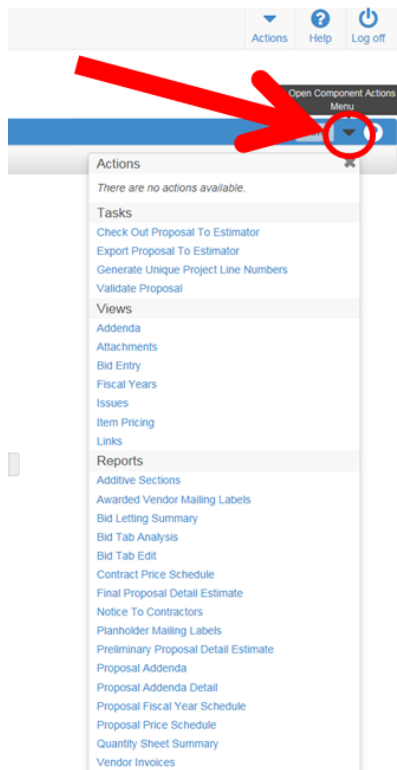
Create Proposal Level Detail Estimate

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.

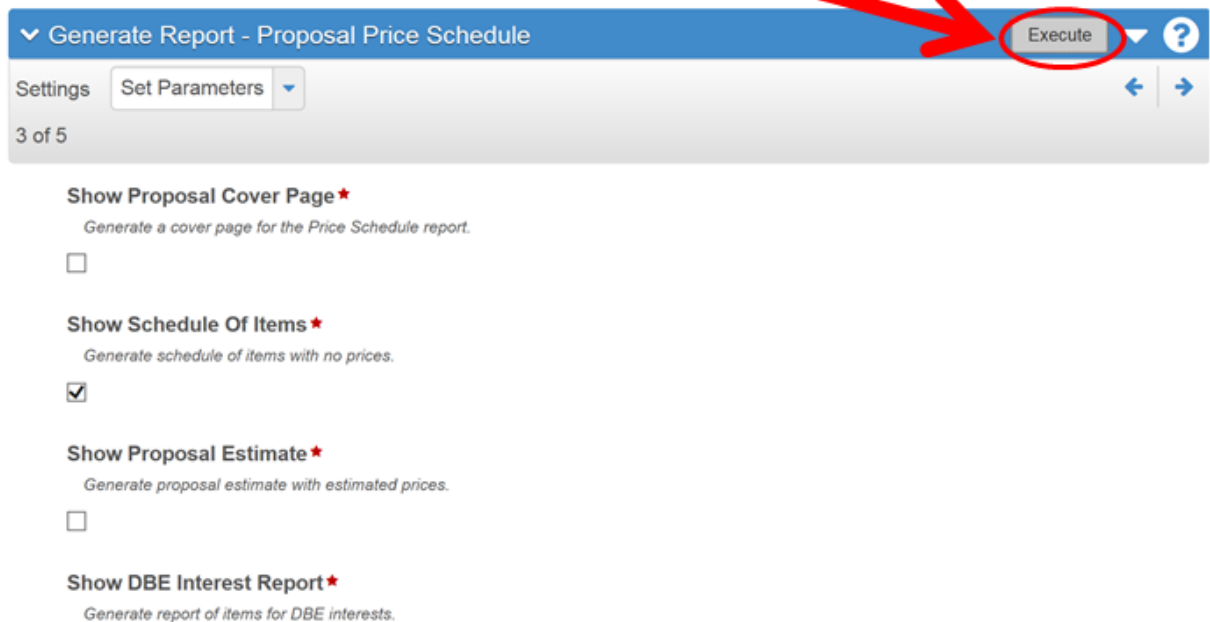
1. From the Proposal, Click on the “Actions” Drop Down in the blue ribbon of your proposal (shown by the red circle in the below image)



2. Select the Proposal Price Schedule Report from the list in the drop down.

AASHTOWare Project Preconstruction User Guide

3. Click the “Execute” Button (you may have to double click it). You do not need to change any settings.



▼ Generate Report - Proposal Price Schedule

Settings Set Parameters

3 of 5

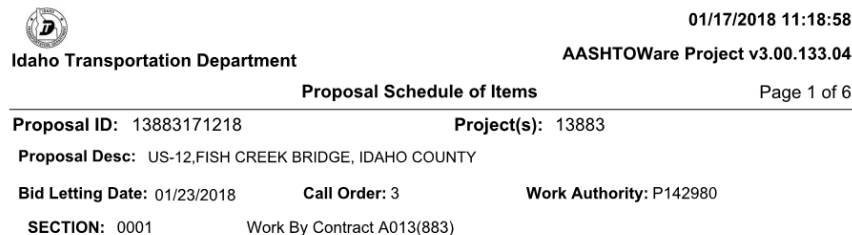
Show Proposal Cover Page ★
Generate a cover page for the Price Schedule report.
☐

Show Schedule Of Items ★
Generate schedule of items with no prices.
☒

Show Proposal Estimate ★
Generate proposal estimate with estimated prices.
☐

Show DBE Interest Report ★
Generate report of items for DBE interests.

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.



Idaho Transportation Department

01/17/2018 11:18:58

AASHTOWare Project v3.00.133.04

Proposal Schedule of Items Page 1 of 6

Proposal ID: 13883171218 Project(s): 13883

Proposal Desc: US-12,FISH CREEK BRIDGE, IDAHO COUNTY

Bid Letting Date: 01/23/2018 Call Order: 3 Work Authority: P142980

SECTION: 0001 Work By Contract A013(883)

Proposal Line Number	Item ID Description	Approximate Quantity and Units	Unit Price		Bid Amount	
			Dollars	Cents	Dollars	Cents
0005	201-010A CLEARING & GRUBBING	LUMP SUM	LUMP SUM			
0010	203-020A REM OF BRIDGE	1,000 EACH				
0015	203-080A REM OF GUARDRAIL/BARRIER	466.000 FT				
0020	203-130A OBLITERATION OF PAV MARKINGS	2,000.000 FT				
0025	205-005A EXCAVATION	2,126.000 CY				
0030	210-005A STR EXCAVATION SCH NO. 1 in Soil	216.800 CY				

Other than CA items you should not see any prices here!

AASHTOWare Project Preconstruction User Guide

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

AASHTOWare Project Preconstruction User Guide

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.

AASHTOWare Project

Preconstruction User Guide

Federal Work Type Category

WORK TYPE	CODE DESCRIPTION
01	New Construction
03	Reconstruction-Added Capacity
04	Reconstruction-No Added Capacity
05	4R Maintenance-Resurfacing
06	4R Maintenance-Restoration & Rehab
07	4R Maintenance-Relocation
08	Bridge-New Construction
10	Bridge Replacement-Added Capacity
11	Bridge Replacement-No Added Capacity
13	Bridge Rehabilitation-Added Capacity
14	Bridge Rehabilitation-No Added Capacity
15	Preliminary Engineering
16	Right of Way
17	Construction Engineering
18	Planning
19	Research
20	Environmental Only
21	Safety
22	Rail/Highway Crossing
23	Transit
24	Traffic Management Engineering-HOV
25	Vehicle Weight Enforcement Program
26	Ferry Boats
27	Administration
28	Facilities for Pedestrians & Bicycles
29	Acq of Scen Esmts & Scen or Hist Sites
30	Scenic or Historic Highway Programs
31	Landscaping & Other Scenic Beautificatio
32	Historic Preservation
33	Rehab & Oper of Hist Trans Bldg/Str/Fac
34	Preservation of Abandoned Railway Corr
35	Control & Removal of Outdoor Advertising
36	Archaeological Planning & Research
37	Mit of Water Pollution Due to Hwy Runoff
38	Safety & Education for Ped/Bicyclists
39	Establishment of Transportation Museums
40	Special Bridge
41	Youth Conservation Service
42	Training
43	Utilities
44	Other
45	Debt Service

AASHTOWare Project Preconstruction User Guide

County Codes

NUMBER	COUNTY NAME
C001	Ada
C002	Adams
C003	Bannock
C004	Bear Lake
C005	Benewah
C006	Bingham
C007	Blaine
C008	Boise
C009	Bonner
C010	Bonneville
C011	Boundary
C012	Butte
C013	Camas
C014	Canyon
C015	Caribou
C016	Cassia
C017	Clark
C018	Clearwater
C019	Custer
C020	Elmore
C021	Franklin
C022	Fremont

NUMBER	COUNTY NAME
C023	Gem
C024	Gooding
C025	Idaho
C026	Jefferson
C027	Jerome
C028	Kootenai
C029	Latah
C030	Lemhi
C031	Lewis
C032	Lincoln
C033	Madison
C034	Minidoka
C035	Nez Perce
C036	Oneida
C037	Owyhee
C038	Payette
C039	Power
C040	Shoshone
C041	Teton
C042	Twin Falls
C043	Valley
C044	Washington

AASHTOWare Project

Preconstruction User Guide

Resident and Maintenance Engineer Codes

Code	Residency
13105	D1 Traffic & Materials Ben Ward
13107	D1 Design Construction A Ryan Hawkins
13109	D1 Design Construction B Justin Wuest
13121	D1 Maintenance
24105	D2 Operations Manager Bob Schumacher
28111	D2 Design/Construction B Joe Schacher
28121	D2 Design/Construction A Curtis Arnzen
34101	Ada County Highway District Dale Kuperus
38131	D3 Design Construction A Daris Bruce
38132	D3 Design Construction B Jeff Ryan
38133	D3 Design Construction C Shawna King
38134	D3 Design Construction D Jayme Coonce
38135	D3 Local Roads Services
38136	Boise Maintenance
33409	D4 Design Construction B Walter Burnside
48141	D4 Design Construction A Doug Yearsley
48142	D4 Planning & Engineering Todd Hubbard
48143	D4 Design Construction C Scot Stacey
53511	D5 Design Construction C Eric Staats
54105	D5 Maintenance
58151	D5 Design Construction A Dan Harelson
58152	D5 Design Construction B James Orner
68161	D6 Design Construction A Drew Meppen
68162	D6 Design Construction B Jesse Barrus
78111	LHTAC Megan Kautz
78112	LHTAC Matt Koster
78113	LHTAC Kevin Kuther
93310	HQ Highways Operations & Safety
98111	HQ Design Materials Construction

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

AASHTOWare Project

Preconstruction User Guide

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.

AASHTOWare Project Preconstruction User Guide

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.