Project Cost Estimate Basics

Additional Estimation Quick Reference Guides, training documents, and the Preconstruction User Guide are available from CDOT.

Background:

- Upon importing a file from the Systems, Applications, and Products (SAP) software used by CDOT, AASHTOWare Project Estimation will create a project header and cost estimate. The initially created cost estimate will include categories and a default bid history profile.
- A cost estimate enables you to estimate the anticipated costs of a project and includes all the settings, pricing information, and estimated costs of a planned improvement.
- You can add additional cost estimates to the project manually for estimating alternatives.
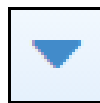
Key to Actions Buttons:

Global **Actions** menu
(At the top of the screen)

Component **Actions**
menu (On the heading)

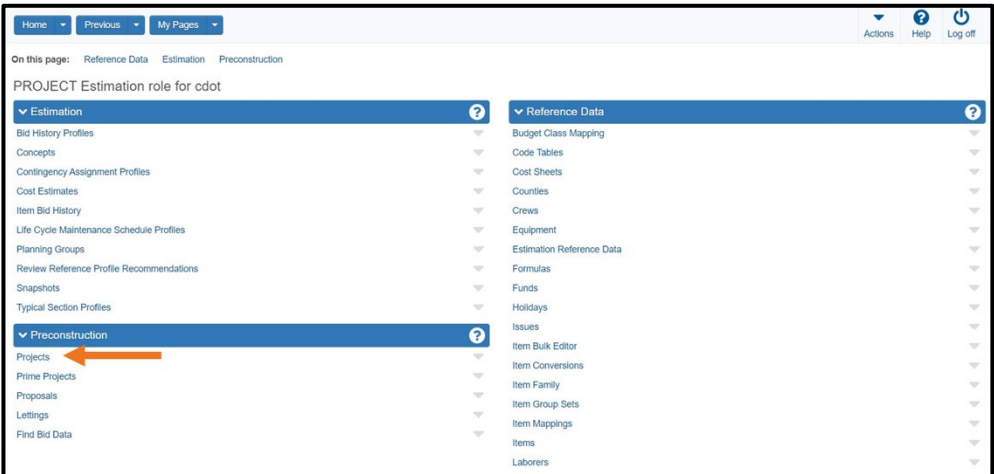Row **Actions** menu
(On the row)

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Access a Project Cost Estimate:

1. Log on to AASHTOWare Project Estimation.
2. Click the Expand Home button (drop-down arrow next to Home) and select **ESTIMATION-CDOT** to switch to the Estimation role.
3. In the **Preconstruction** component, click the **Projects** link.

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4. Search for and open your project.

5. Click the **Cost Estimate** quick link at the top of the Project Summary component.

6. Click the **Cost Estimate** tab on the left side to display the cost estimates associated with your project.
7. Click the **Cost Estimate** that you would like to review.
   o **Note**: You can also navigate to the Cost Estimate via the Estimation component by clicking the **Cost Estimates** link and then searching for and opening a cost estimate on the overview.

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Add Items via Cost Estimate Items Tab

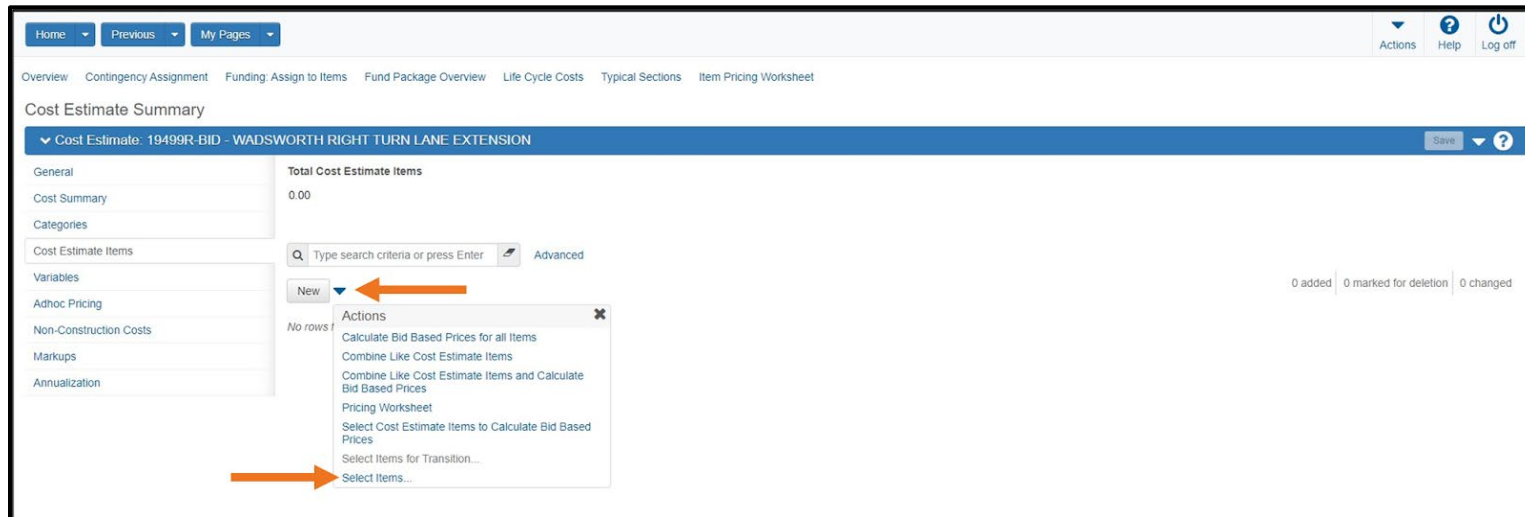1. On the Cost Estimate Summary, click the **Cost Estimate Items** tab.

2. To add a single item, select the **New** button. This adds a single item row to the list and allows you to search for the item using the autocomplete field. You can also add other item details like quantity and category.

3. To add one or more items using the item selectin modal window, click the **Actions** menu next to the **New** button and choose **Select Items**.

4. In the modal window that opens, you can use the **Quick Find** search box to search for an item using the item number or description.

5. Click the row or select multiple rows for the items you want to select. The system adds a check mark at the beginning of each row to indicate it is selected. You can click the row again to deselect it.

6. To filter your view to just the items currently included in your selection, click the **# selected** link in the upper right. Click this link again to return to your search results.

7. Once you have selected all the items you want to add, click **the Add to Cost Estimate Item** button.
8. Enter quantities and assign categories to your items.
9. If any of your chosen items requires a **Supplemental Description**, expand the item row, and add the description to the field as needed.
10. Click the **Save** button to finish adding the items to your cost estimate.

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Add Items via Item Pricing Worksheet

1. On the Cost Estimate Summary, click the **Item Pricing Worksheet** quick link at the top of the component.

2. To add a single item, select the **New** button. This adds a single item row to the list and allows you to search for the item using the autocomplete field. You can also add other item details such as quantity and category.

3. To add one or more items using the item selectin modal window, choose the **Select Items** button.

4. In the modal window that opens, you can use the **Quick Find** search box to search for an item using the item number or description.
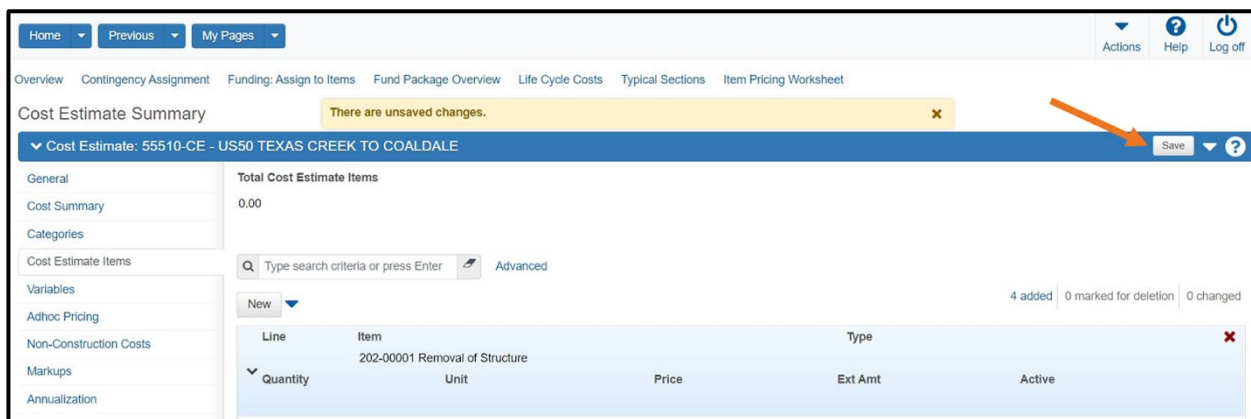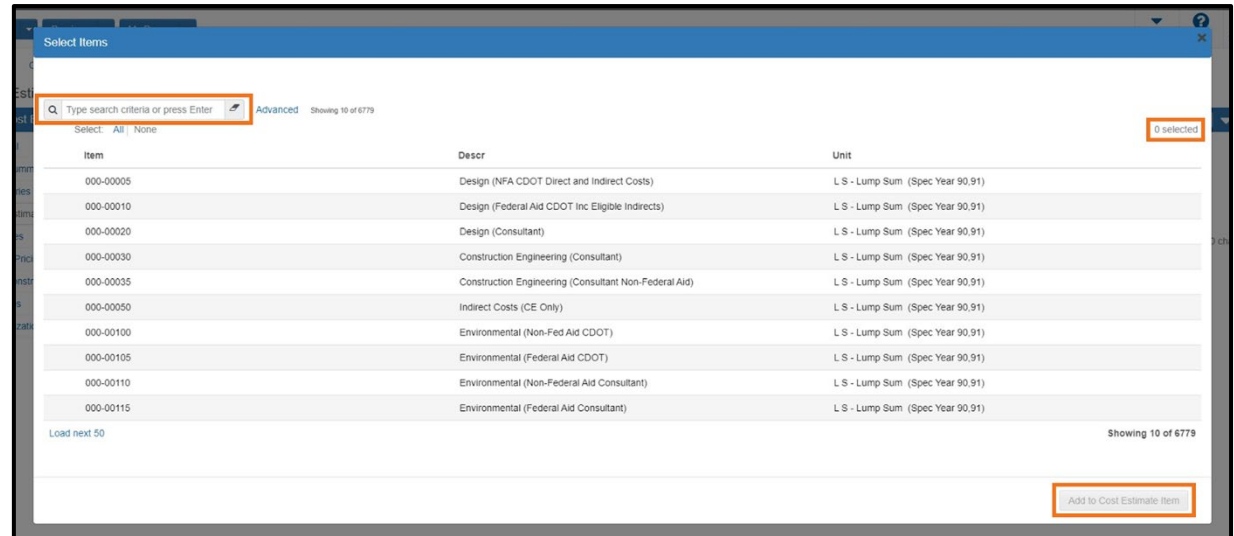5. Click the row or select multiple rows for the items you want to select. The system adds a check mark at the beginning of each row to indicate it is selected. You can click the row again to deselect it.
6. To filter your view to just the items currently included in your selection, click the **# selected** link in the upper right. Click this link again to return to your search results.
7. Once you have selected all the items you want to add, click the **Add to Cost Estimate Item** button.

8. Enter quantities and assign categories to your items.
9. If any of your chosen items requires a **Supplemental Description**, expand the item row, and add the description to the field as needed.
10. Click the **Save** button to finish adding the items to your cost estimate.
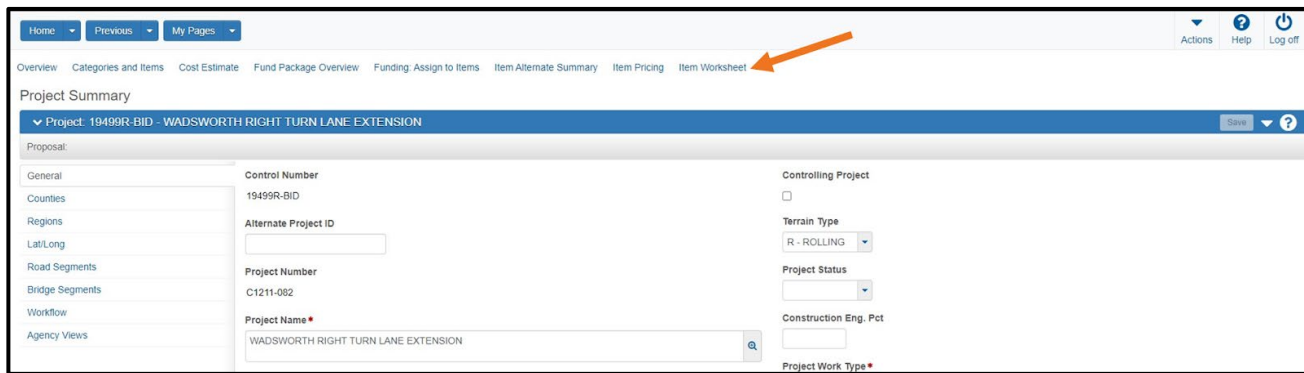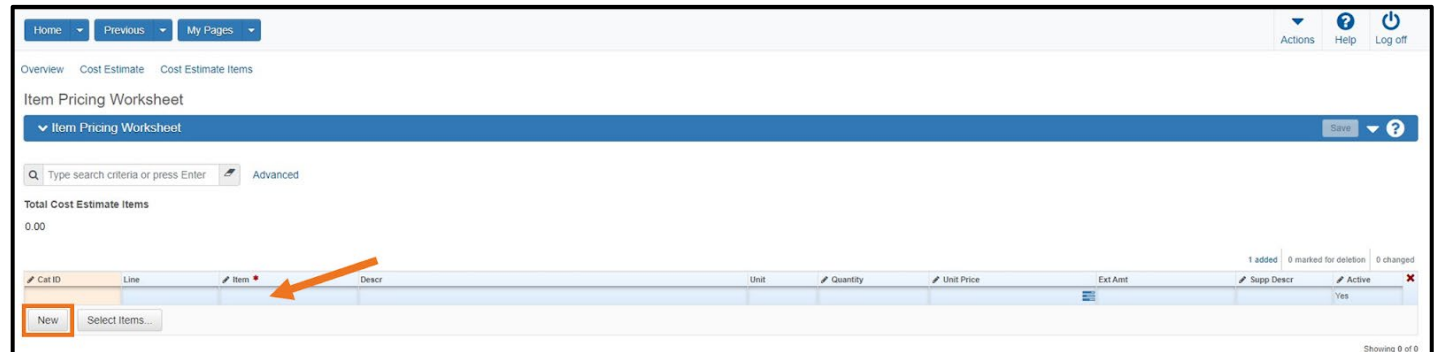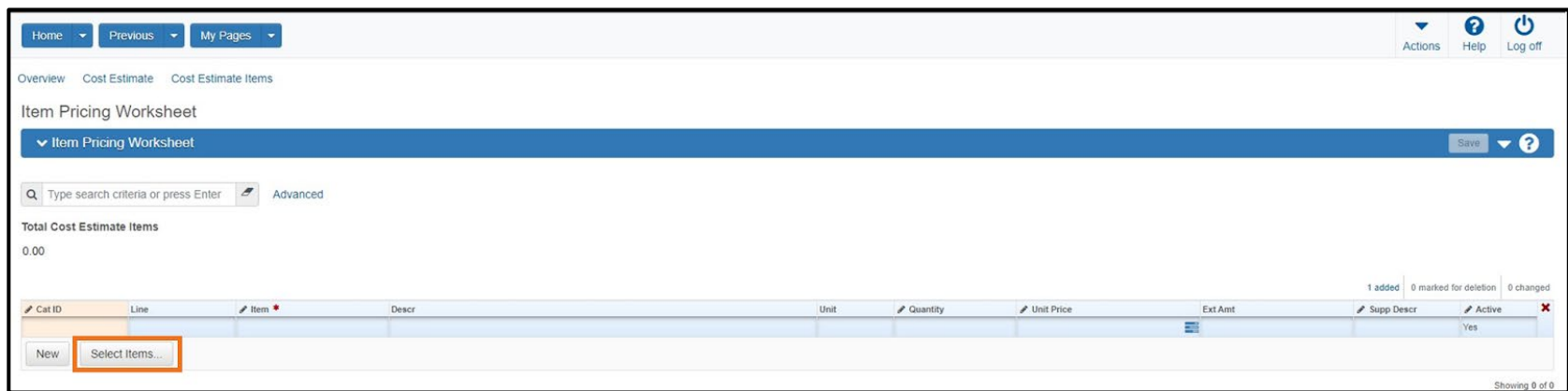
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Item Price Tasks:

Note: When you add items to the cost estimate, any pricing tasks that are associated to a reference item are automatically assigned to the cost estimate item.

1. To view the price tasks for a particular item on either the **Item Pricing Worksheet** or the **Cost Estimate Items** tab, locate the item row and click the **Details** button to open the details overlay. Active tasks are marked with a checkmark in the **Active** field.
2. Select a price task link (**Bid Based**, **Reference**, or **Cost Based**) to view, add, or modify the details for a specific price task.
   o **Note**: You can click the **Maintain Item Price Task** link on the details overlay to access all the price tasks associated with the item on one page rather than having to access each individually.

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Price Cost Estimate Items with Bid Based Tasks

1. Navigate to the desired cost estimate. (Estimation component → Cost Estimates link → search for and open a Cost Estimate)
2. Click the component **Actions** menu next to the **Save** button.
3. There are two processes that can be used to calculate bid-based prices:
   a. To calculate bid-based prices for all detail items in the cost estimate, choose **Calculate Bid Based Prices for All Items**. The system submits a process to sequentially calculate the bid-based price for each detail item in the cost estimate that has an active bid-based task.
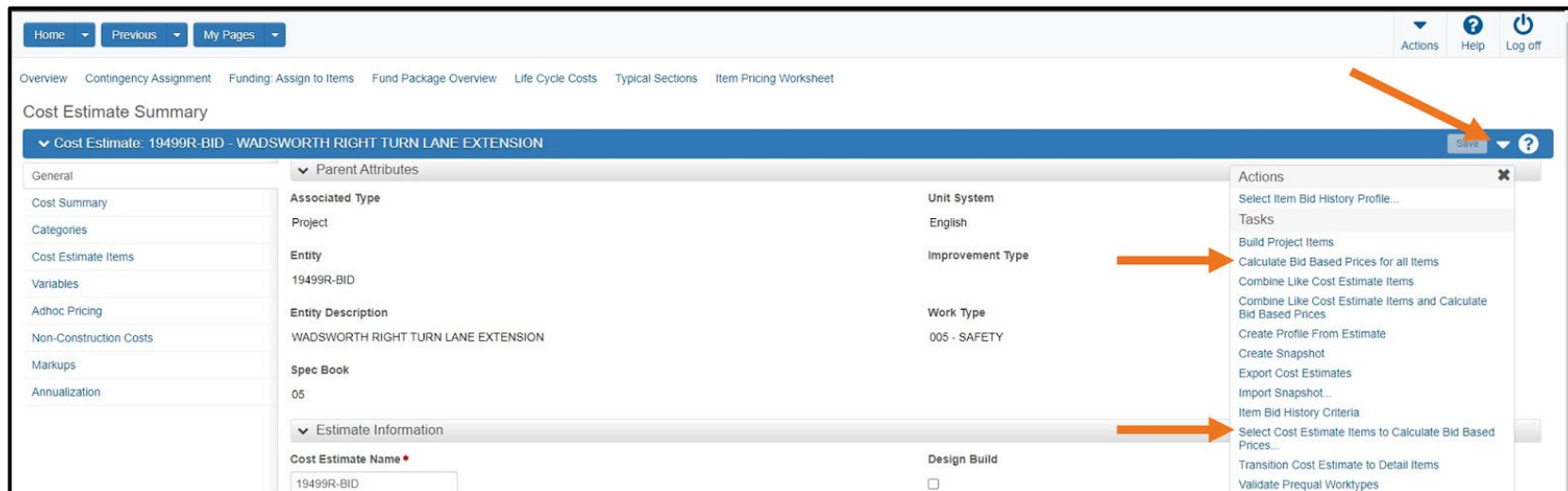
b. If you would prefer to only calculate bid-based prices for a selection of items, choose **Select Cost Estimate Items to Calculate Bid Based Prices**.

   i. The system displays a modal window that lists all the cost estimate items with an active bid-based price task. You can find a specific item by typing criteria in the Quick Find search box.

   ii. Click the row or select multiple rows for the items you want to select. The system adds a check mark at the beginning of each row to indicate it is selected. You can click the row again to deselect it.

   iii. Click the **Calculate Prices** button.

   iv. The system displays a message that prices are being calculated and closes the modal window.

Line	Item	Descr	Unit	Quantity	Price	Category
0005	202-00010	Removal of Tree	EACH - Each		25.000	
0010	202-05026	Sawing Asphalt Material (6 Inc	LF - Lin Foot		650.000	
0015	202-05030	Sawing Asphalt Material (10 In	LF - Lin Foot		1,257.000	
0020	202-00001	Removal of Structure	EACH - Each		30.000	

Select Cost Estimate Items to Calculate Bid Based Prices

Type search criteria or press Enter · Advanced · Showing 4 of 4

Select: All | None · 0 selected

Calculate Prices

c. **Note**: Depending on the number of items involved, this process will take some time to complete. To view the results of the calculation process, select **Open Process History** for the **Actions** menu on the Menu bar. Open the Error.log file for the Calculate Bid Based Prices for all Items process to view a list of error messages for items that failed to calculate a bid-based price. Navigate back to tor refresh the **Cost Estimate Items** tab to view the updated prices for the items.
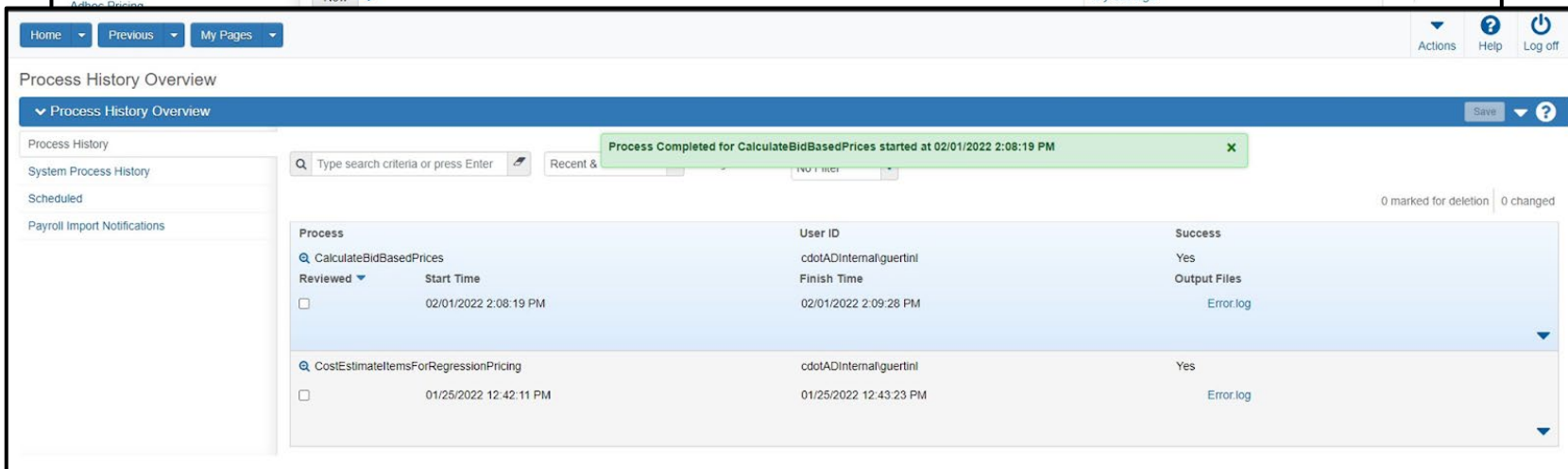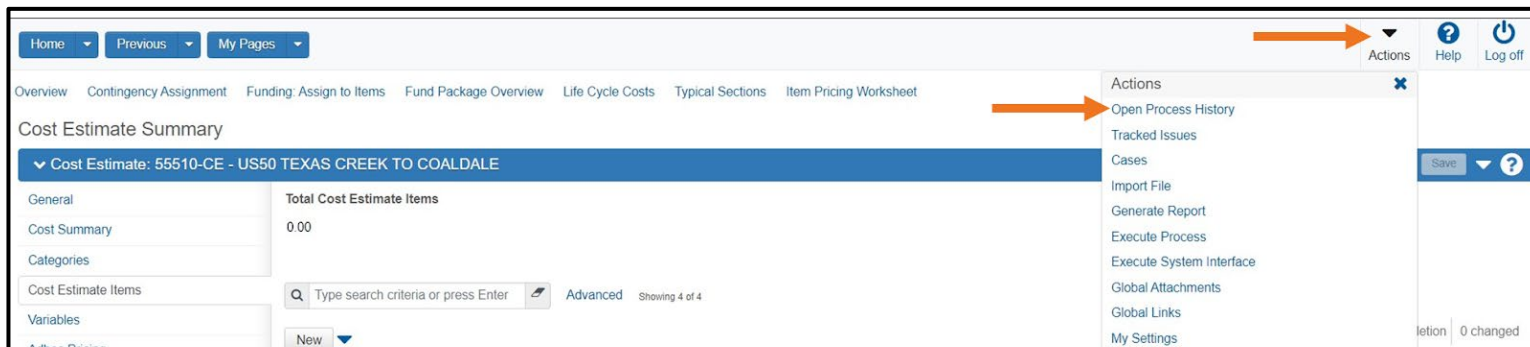
4. To calculate a bid-based price for an individual item on either the Item Pricing Worksheet or the **Cost Estimate Items tab**, choose **Calculate Price** on the details overlay for the item.
5. To further refine your prices, you can also access the **Price Versus Quantity Analysis** tool on the details overlay or the bid-based pricing task for the item, which you can access on either the Item Pricing Worksheet or the **Cost Estimate Items** tab. Refer to *CDOT Quick Reference Guide | Pricing Items and PVQ* for more information.

Next Steps:

○ Continue refining the cost estimate. Consider of using additional cost estimates to analyze alternatives would be appropriate.