



# Adding Bid Items Engineer's Estimate

## A TxDOTCONNECT Job Aid

### Who?

- Professional Engineer
- Professional Engineer – Consultant
- Engineer's Estimate Coordinator
- Engineer's Estimate Coordinator – Consultant
- Design Coordinator

### When?

September 2019

## The Estimate Grid

The Estimate grid is found on the Engineer's Estimate page in TxDOTCONNECT. It consists of four tabs and twelve columns. This job aid focuses on the process to add bid items to the Estimate grid.

Category of Work	NBI Number	Bid Code/Force Account	Description	Measurement	Quantity	Unit Price	Total	Plan Set Location	Alt Bid Group	Federally Non-Participating	Excluded Bid Item
Signals		647-6001	INSTALL LRSS (STRUCT STEEL)	Pound		\$5.50		1		<input type="checkbox"/>	<input type="checkbox"/>
Erosion	161-6023		EROSION CONTROL COMPOST (4")	Square Yards	50	\$100.00	\$5,000.00	1		<input type="checkbox"/>	<input type="checkbox"/>
Landscape	192-6015		LANDSCAPE EDGE	Linear Feet	22	\$50.00	\$1,100.00	5		<input type="checkbox"/>	<input type="checkbox"/>
Retaining Wall	420-6063		CL C CONC (RETAINING WALL)(SRC)	Cubic Yard	5	\$200.00	\$1,000.00	5		<input type="checkbox"/>	<input type="checkbox"/>
Barricades	502-6001		BARRICADES, SIGNS AND TRAFFIC HANDLING	Monthly	5	\$7,000.00	\$35,000.00	3		<input type="checkbox"/>	<input type="checkbox"/>
Removal	690-6001		REMOVAL OF CONDUIT	Linear Feet				5		<input type="checkbox"/>	<input type="checkbox"/>
Removal	690-6049		REPLACE OF RDSO FLSH BEACON ASSM	Each		\$200.00		4		<input type="checkbox"/>	<input type="checkbox"/>
Removal	690-6049		REPLACE OF RDSO FLSH BEACON ASSM	Each	1	\$200.00	\$200.00	8		<input type="checkbox"/>	<input type="checkbox"/>



**Remember:** to add or update the Estimate grid, the **Project Stage** must be one of the following:

- Preliminary Engineering (PE)
- Plans, Specifications, & Estimates (PS&E)
- Ready to Let (RTL)

<b>Project ID:</b>	A00006354	<b>Project Name:</b>	IH 35 from SLAUGHTER LANE <SL 275> to 0.
<b>Project Type:</b>	Construction	<b>Project Subtype:</b>	Roadway
<b>Project Stage:</b>	PE	<b>*Project Status:</b>	Active
<b>District / Division:</b>	Austin - 14	<b>County:</b>	Travis
<b>Construction Estimate</b>	\$1,913,349.45	<b>Highway:</b>	IH 35
<b>Estimated Let Date:</b>	11/2015	<b>Control Section:</b>	0015-13
		<b>Controlling Project ID:</b>	0015-13-379
		<b>Control Section Job:</b>	0015-13-384



## Adding a Bid Item

To add bid items to the Engineer's Estimate, follow the steps below.

The screenshot shows the 'Estimate' interface with a table grid. The grid has columns for 'Category of Work', 'NBI Number', 'Bid Code/Force Account', 'Description', 'Measurement', 'Quantity', and 'Unit Price'. The text 'No Rows To Show' is centered in the grid. A '+ New Item' button is highlighted with an orange box in the top right corner of the grid area. Another '+ New Item' button is highlighted with an orange box at the bottom left of the grid area. There are also 'Remove' and 'Export' buttons visible.

1. Click **+ New Item** above or below the Estimate grid.

A new row will appear in the Estimate grid.

The screenshot shows the 'Estimate' interface with a new row added to the grid. The 'Category of Work' column of this row is highlighted with an orange box, and a dropdown menu is open, listing various categories such as Bridge, Drainage, Erosion, Illumination, Landscape, Other/Miscellaneous, Pavemarking(s), Removal, Retaining Wall, Roadway, Signals, Signaling, Utilities, Work zone, Barricades, Mobilization, and Force Account.

2. Select a **Category of Work**.

- ⚠ A Category of Work is required before other values may be entered.
- ✅ The Category tab will group bid items by this value.
- ⚠ Some Categories of Work have special business rules. These are discussed later in this job aid.



Estimate

Default Plan Set Category Bid Code

Remove + New Item

Details

Category of Work	NBI Number	Bid Code/Force Account	Description	Measurement	Quantity	Unit Price
Roadway		31				

Enter 2 characters to refine your search

- 310-6001 Gallon PRIME COAT (MULTI OPTION)
- 7131-6001 Each INSTALL POLE (HARDWARE,ANCHOR,AND MISC)
- 9031-6001 Lump Sum RENOVATION OF AREA ENGINEER BUILDING
- 3031-6001 Square Yards GEOGRID BASE REINFORCEMENT (TY II)
- 731-6001 Lump Sum BROADCAST APPLICATION
- 6131-6001 Linear Feet MULTI DUCT CONDUIT (RM)(4")
- 7031-6001 Lump Sum BY-PASS PUMPING (SANITARY SEWER)

- Enter a **Bid Code** or (if Force Account was selected as the Category of Work) **Force Account** number.
  - After two digits, a list of codes that match your entry will appear. Select the desired code from the list.
  - “XXXX-XXXX” can be entered as a placeholder for bid codes not yet approved.
  - The **Description** and **Measurement** fields populate automatically based on the bid code.

4. Enter the bid item’s **Quantity**.

Estimate

Default Plan Set Category Bid Code

Remove + New Item

Details

Category of Work	NBI Number	Bid Code/Force Account	Description	Measurement	Quantity	Unit Price
Roadway		310-6001	PRIME COAT (MULTI OPTION)	Gallon	2000	

5. Enter the bid item’s **Unit Price**.

The Unit Price is compared to the **Averages** described below.

The Total field populates automatically by multiplying the **Quantity** by the **Unit Price**.

Estimate

Default Plan Set Category Bid Code

Remove + New Item

Averages >

Measurement	Quantity	Unit Price	Total	Plan Set Location	Alt Bid Group	Federally Non-Participating	Excluded Bid Items
Gallon	2000	3.50	\$7,000.00				

### Averages

Click “>” to view average price data at the district and state level over a period of 3 or 12 months.

If the Unit Price is below the **Low Range** or above the **High Range**, it is highlighted. This does not prevent you from saving.

Averages <

Unit Price	Low Range	High Range	3mo Districtwide	3mo Statewide	12mo Districtwide	12mo Statewide
\$250.00	\$355.74	\$376.20	\$373.88	\$366.27	\$355.74	\$376.20

6. If applicable, enter a **Plan Set Location** to indicate where in the Plan Set this bid item can be found (page number, section title, etc.).



The Plan Set tab will group bid items by this value.

Measurement	Quantity	Unit Price	Total	Plan Set Location	Alt Bid Group	Federally Non-Participating	Excluded Bid Item
Gallon	2000	\$3.50	\$7,000.00	page 17		<input type="checkbox"/>	<input type="checkbox"/>

7. If applicable, enter an Alternative Bid Group identifier.

To indicate an alternative bid group, enter a number for the primary bid code and a combination of a number and letter for its alternates.

For example, items **1A** and **1B** would be alternates for item **1**.



You cannot enter an alternate code (example, 1A) without a corresponding primary code (example, 1).

Measurement	Quantity	Unit Price	Total	Plan Set Location	Alt Bid Group	Federally Non-Participating	Excluded Bid Item
Gallon	2000	\$3.50	\$7,000.00	page 17	1	<input type="checkbox"/>	<input type="checkbox"/>

8. If applicable, indicate if the bid item is *not* paid for by federal dollars by checking the box under **Federally Non-Participating**.

By default, TxDOTCONNECT assumes the bid item is federally participating unless this box is checked.

Measurement	Quantity	Unit Price	Total	Plan Set Location	Alt Bid Group	Federally Non-Participating	Excluded Bid Item
Gallon	2000	\$3.50	\$7,000.00	page 17	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>

9. If applicable, check the box under **Excluded Bid Item**.

This means the bid item will not be calculated into project totals.

Measurement	Quantity	Unit Price	Total	Plan Set Location	Alt Bid Group	Federally Non-Participating	Excluded Bid Item
Gallon	2000	\$3.50	\$7,000.00	page 17	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### Removing a Bid Item

To remove a bid item, check the box at the beginning of the row, and click **Remove**.

Category of Work	NBI Number	Bid Code/Force Account	Description	Measurement	Quantity	Unit Price	Total
<input checked="" type="checkbox"/> Roadway		310-6004	PRIME COAT (AC)	Gallon	30	\$232.00	\$6,960



## Special Categories of Work

The four Categories of Work described below determine unique business requirements.

### Bridge

Items with Category of Work: Bridge require an **NBI Number**.

The values in the drop-down menu populate from the Proposed Bridge Work section of the Location page.

Estimate

Default Plan Set Category Bid Code

Details

Category of Work	NBI Number	Bid Code/Force Account	Description	Measurement	Quantity	Unit Price
Bridge	142460001509258					

### Barricades

Items with Category of Work: Barricade populate the Barricades bid code automatically.

Estimate

Default Plan Set Category Bid Code

Details

Category of Work	NBI Number	Bid Code/Force Account	Description	Measurement	Quantity	Unit Price
Barricades		502-6001	BARRICADES, SIGNS AND TRAFFIC HANDLING	Monthly		

### Mobilization

Items with Category of Work: Mobilization populate the Mobilization bid code automatically.

The Quantity field must contain a percentage, and the Unit Price field must contain the total Mobilization Lump Sum.

Estimate

Default Plan Set Category Bid Code

Details

Category of Work	NBI Number	Bid Code/Force Account	Description	Measurement	Quantity	Unit Price
Mobilization		500-6001	MOBILIZATION	Lump Sum		

### Force Accounts

Items with Category of Work: Force Account allow you to select Force Account numbers instead of Bid Codes.

Estimate

Default Plan Set Category Bid Code

Details

Force Account	Description	Measurement	Quantity	Unit Price	Total
01	State Force Account Work (Non-Participat...			\$20.00	\$1,000.00
02	Railroad Force Account Work			\$30.00	\$2,100.00
06	Material Furnished by The State				
08	Contractor Force Account Work				
09	City Or County Financing (Non-Participat...				
10	City Financing (Non-Participation) Inclu...				
11	State Force Account Work (Participating)				
11	Test9/10				



## Four Views

The bid items in the Estimate grid can be viewed in four different arrangements by selecting the tabs across the top of the grid: Default, Plan Set, Category, and Bid Code.

### Default

Items are displayed in the order they are entered.

Category of Work	NBI Number	Bid Code/Force Account	Description	Measurement	Quantity
Bridge	142270805450001	1009-6002	RELOC MONUMENT SIGN AND DECORATIVE ROCK	Lump Sum	340
Utilities		7134-6001	CUT AND PLUG WATER MAIN FOR TEST	Each	450
Utilities		7132-6001	WATER LINE LOWERING	Each	90
Illumination		204-6001	SPRINKLING (BASE)	Thousand Gall...	244

### Plan Set

Items are grouped by their Plan Set Location value.

Group	Plan Set Location	Bid Code/Force Account	Category of Work	NBI Number	Description
1 (3)					
1009-6002 (1)					
	1	1009-6002	Bridge	142270805450001	RELOC MONUME
7134-6001 (1)					
	1	7134-6001	Utilities		CUT AND PLUG W
204-6001 (1)					
	1	204-6001	Illumination		SPRINKLING (BAS)

### Category

Items are grouped by their Category of Work value.

Group	Category of Work	NBI Number	Bid Code/Force Account	Description
Utilities (2)				
7134-6001 (1)				
	Utilities		7134-6001	CUT AND PLUG WATER MAIN FOR TEST
	Utilities		7132-6001	WATER LINE LOWERING

### Bid Code

Items are grouped by Bid Code and displayed in numerical order.

Group	Bid Code/Force Account	Category of Work	NBI Number	Description
1009-6002 (1)				
	1009-6002	Bridge	142270805450001	RELOC MONUMENT SIGN AND DECORATIVE ROCK
7134-6001 (1)				
	7134-6001	Utilities		CUT AND PLUG WATER MAIN FOR TEST

### Rearrange Bid Items

To rearrange bid items in the Default or Category of Work tab, click the

Category of Work	NBI Number	Bid Code/Force Account	Description	Measurement
Roadway		310-6004	PRIME COAT (AC)	Gallon
Roadway		6047-6311	PREFB PAV MK TY C (Y)4"(SLD)ALT 4X	Linear Feet
Roadway		251-6001	REWORK BS MTL (TY A) (6") (ORD COMP)	Station