TxDOTCONNECT Reference Guide

Engineer's Estimate

v 2.0.3

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1. Introduction

1.1. Purpose of this Document

TxDOTCONNECT is an information technology solution to automate the delivery of TxDOT's transportation programs, Projects, and right of way. It will replace the functionality from up to 40 Engineering Operations systems. It impacts both internal and external stakeholders to the agency. This includes individuals who use legacy systems to input data regarding TxDOT projects, as well as those individuals that rely on that information for decision-making purposes.

This document is a guide to navigating the Engineer's Estimate functionality within **TxDOTCONNECT** and performing tasks according to security roles.

1.2. Reference Guide Key

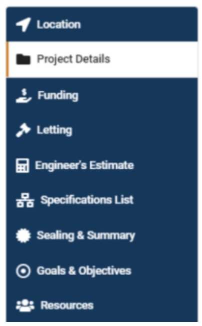
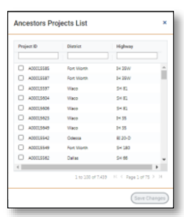
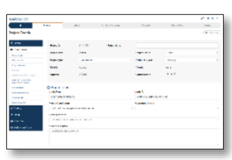
This reference guide uses symbols and color to emphasize certain points. These are described below.

Tips This symbol identifies tips and benefits.	**1. Ordered Lists** Processes are presented with blue numbers.
Important This symbol indicates an important note that should be read carefully.	• **Unordered Lists** Lists are presented with blue bullets.
* **Red Stars** Required fields are identified with a red star (*). These fields must be completed in a new project before saving a project.	**Bold Text** Where possible, buttons and fields are identified with images of the button or field. Otherwise, they're identified with bold text.

1.3. Feature Key

TxDOTCONNECT contains several types of buttons and fields. These are described below.

Feature	Example	Description
Button	Close	An interactive part of the screen that provides quick and basic functions. It is usually labeled with its purpose.
Add from List		A button that allows the user to select one or more options from a Pop-Up Window.
Check Box		A small box that, when selected, enables or selects a certain feature.
Date Picker	MM/DD/YYYY	A button that allows the user to select any date from any year.

Drop-Down Menu		A field that allows the user to select from predefined values. It also allows typing to skip to a specific value.
Expand/Collapse		A button that, when clicked, expands or collapses a section of a page.
Field		An interactive part of the screen where any value may be typed. Remember to follow the guidelines for the applicable business area.
Icon		An image, usually a clickable button, that represents a specific entity.
Left Navigation Menu		A menu that appears to the left of all project pages. Click an option to display that page. The menu also expands to show all available sections on the selected page.
Pop-Up Window		A small screen that displays information relevant to an area being edited or viewed. The popup window remains on the screen until an action has been completed.
Page		The full screen of detailed information displayed after a project or page option has been selected. These are often divided into multiple selections.
Radio Button		A small, interactive button that allows the user to select from one of a few options.
Section		A part of a page that contains information specific to a certain topic or area. These are clearly titled, with the ability to expand or collapse.

2. Login Screen

The login screen is the first screen that appears when accessing the TxDOTCONNECT web address.

2.1. Sign In

Internal users can sign in with their TxDOT credentials.

1. Navigate to TxDOTCONNECT in the internet browser.
2. Enter your TxDOT **User Name** in the Username field.
3. Enter your TxDOT **Password** in the Password field.
4. Click 

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TxDOTCONNECT works best in **Google Chrome** for most purposes but will also function in Internet Explorer 11 and FireFox.

2.2. Forgotten Passwords

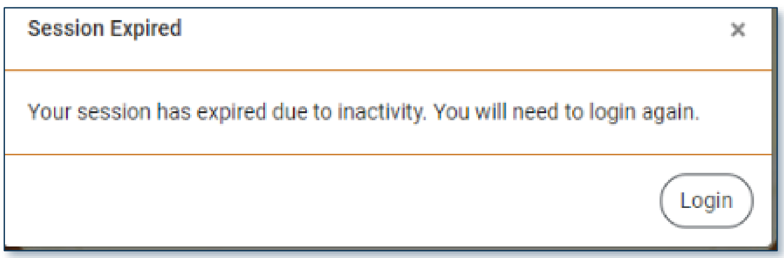
If you have issues logging in to TxDOTCONNECT, contact the help desk at **(512) 302-HELP (4357)** or open a **TxDOTNow ticket** using the link on the screen.

Requesting a password reset for the application resets the network password.

2.3. Idle Session Security Timeout

For security purposes, once a session in TxDOTCONNECT is idle for 20 minutes, the system logs you out.

The **Session Expired** message appears.



2.4. Extended Session Security Logout

For security purposes:

If a session in TxDOTCONNECT has lasted longer than four hours, TxDOTCONNECT will log the user out and require the user to log back into TxDOTCONNECT, before continuing to work.

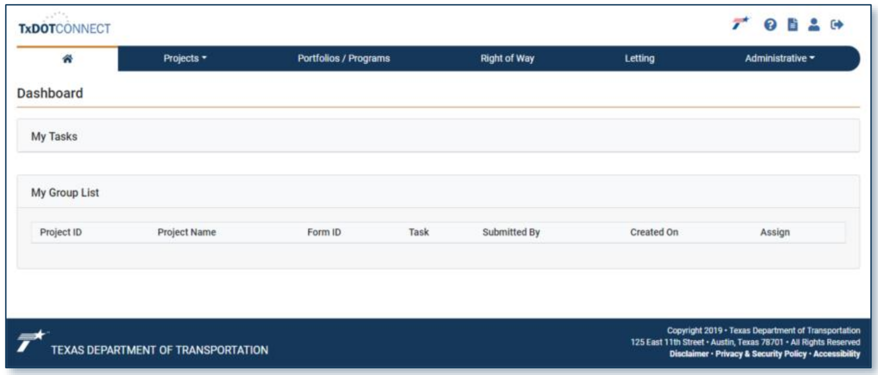
3. Home Page

The TxDOTCONNECT **Home Page** contains the **Top Menu Bar** and the **Dashboard**, which includes **My Tasks** and **My Group List**.

3.1. Top Menu Bar

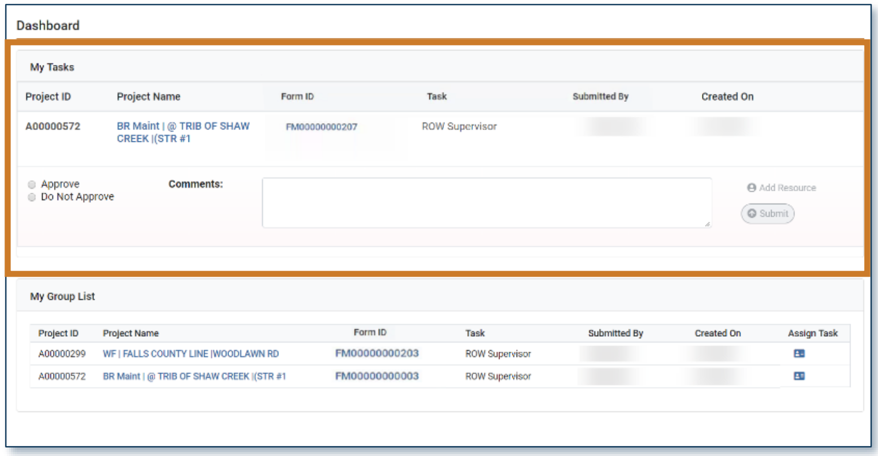
The **Top Menu Bar** appears at the top of every page, and includes these features:

- Click on any page to return to the **Home Page**.
- Click Projects to search for a project.
- Click Portfolios / Programs to review Planning Targets. For more information, refer to the **Project Development Reference Guide**.
- Click Letting to perform a Contract Inquiry.
- Click Administrative to manage bid item requests.



3.2. My Tasks

My Tasks contains information if a task is assigned in TxDOTCONNECT. Tasks include review and approval of decisions for workflow items, such as Bid Item Requests. You can review and respond to the request within My Tasks.

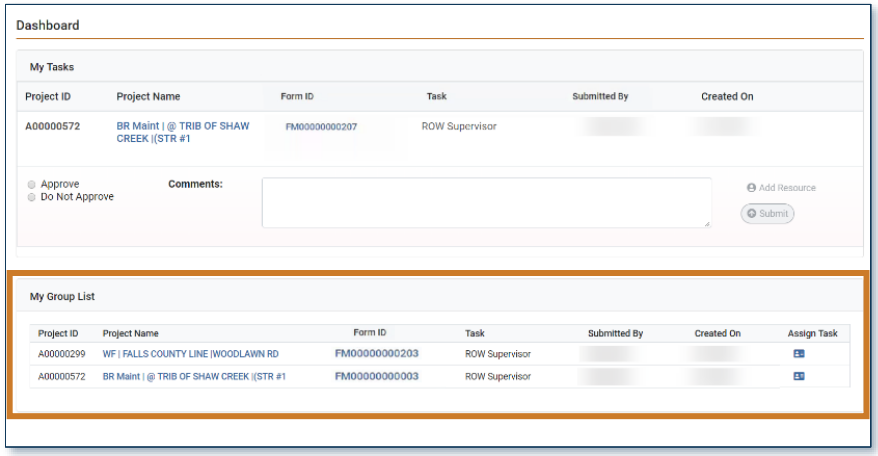


This section displays the following information:

Field	Description
Project ID	The project identifier for which the request was submitted.
Project Name	The project name for which the request was submitted. Click the project name to navigate to the project.
Form ID	The unique form identifier for the request.
Task	The name of the task (example: Resources – ROW) being requested.
Submitted By	The person who submitted the request.
Created On	The date the request was submitted.
Response Selection Approve Return Do Not Approve	Radio buttons for response selection. • **Approve** – the request will be approved and move forward in the workflow. • **Return** – the request will be returned to the submitter to make changes and resubmit. Note: Resource Requests do not include this option. • **Do Not Approve** – the request will be canceled and will not move forward in the workflow.
***Comments**	This field is intended for comments to clarify the response. This field is required if **Return** or **Do Not Approve** are selected.
Submit	Click Submit to submit the response and finalize the request.

3.3. My Group List

My Group List allows supervisors and coordinators to assign tasks to individuals within their workgroup. The individual to whom the task is assigned will then see the task in their My Tasks list.



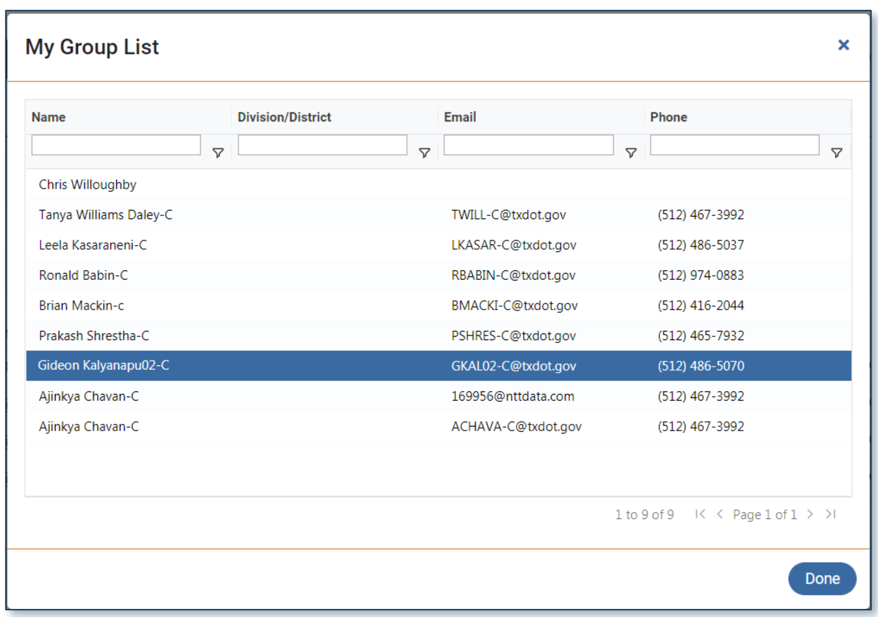
✔ If a workflow item is routed to a single individual, it will bypass the My Group list and go directly to the individual's My Tasks list.

This section displays the following information:

Field	Description
Project ID	The project identifier for which the request was submitted.
Project Name	The project name for which the request was submitted. Click the project name to navigate to the project.
Task	The name of the task being requested.
Submitted By	The person who submitted the request.
Created On	The date the request was submitted.
Assign Task	Click to select a team member to assign the request.

3.4. Task Assignment

Click on a task in My Group List to open the Task Assignment window.



1. Use the column headers to filter or sort the list of available resources.
2. Select an individual to whom to assign the task.
3. Click Done to complete the assignment.

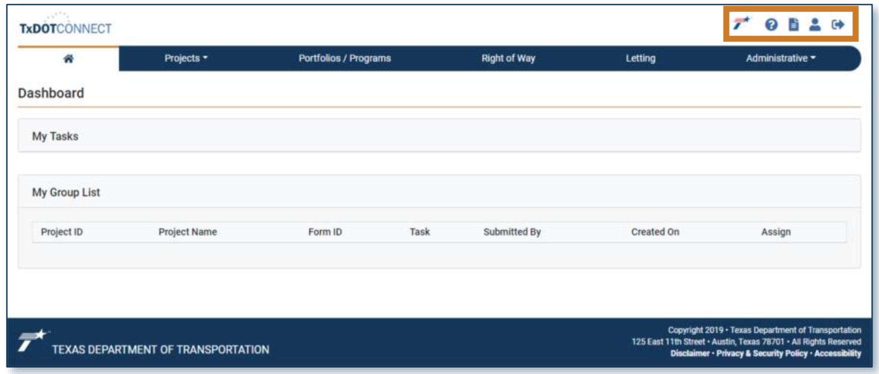
The task will disappear from the My Group List section of the Dashboard, and the selected individual will now see the task in My Tasks.

4. Tools Menu

The **Tools Menu** appears in the upper right corner of every page in TxDOTCONNECT.

The Tools Menu consists of the following features:

- Click to navigate to www.txdot.gov.
- Click to access **Help** for any page in TxDOTCONNECT.
- Click to access the **Reporting** feature.
- Click to access the **Bulk Upload** feature (available for certain roles only).
- Click to access the **Profile** page.
- Click to **Log Out** of TxDOTCONNECT.



Some roles have access to the Bulk Upload feature. For more information, see the **Project Development Reference Guide**.

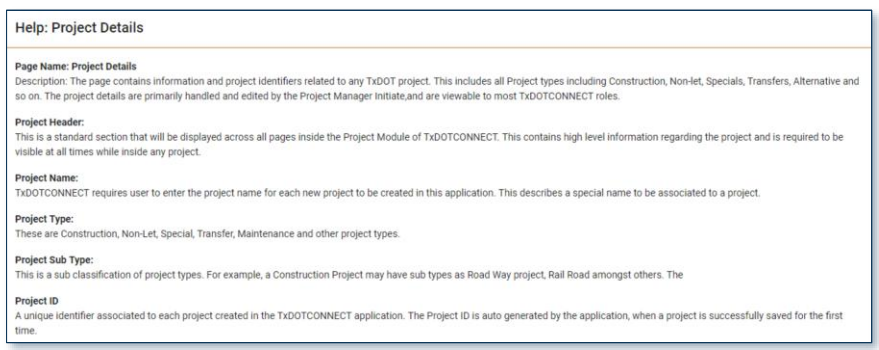
These and other buttons in TxDOTCONNECT have **Tool Tips** available. Hover over them to read a reminder of their function.

4.1. Help

The **Help Page** displays information about the sections and fields on the current page. Click to open the Help page.

Help opens in a separate browser window, to prevent replacing the current page.

Sections and fields are described in the order they appear on the page in question, not in alphabetical order.



Help: Project Details

Page Name: Project Details
Description: The page contains information and project identifiers related to any TxDOT project. This includes all Project types including Construction, Non-let, Specials, Transfers, Alternative and so on. The project details are primarily handled and edited by the Project Manager Initiate,and are viewable to most TxDOTCONNECT roles.

Project Header:
This is a standard section that will be displayed across all pages inside the Project Module of TxDOTCONNECT. This contains high level information regarding the project and is required to be visible at all times while inside any project.

Project Name:
TxDOTCONNECT requires user to enter the project name for each new project to be created in this application. This describes a special name to be associated to a project.

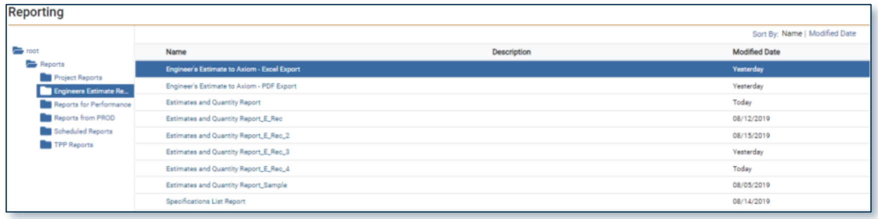
Project Type:
These are Construction, Non-Let, Special, Transfer, Maintenance and other project types.

Project Sub Type:
This is a sub classification of project types. For example, a Construction Project may have sub types as Road Way project, Rail Road amongst others. The

Project ID
A unique identifier associated to each project created in the TxDOTCONNECT application. The Project ID is auto generated by the application, when a project is successfully saved for the first time.

4.2. Reporting

The Reporting Page allows you to access and run automated reports.

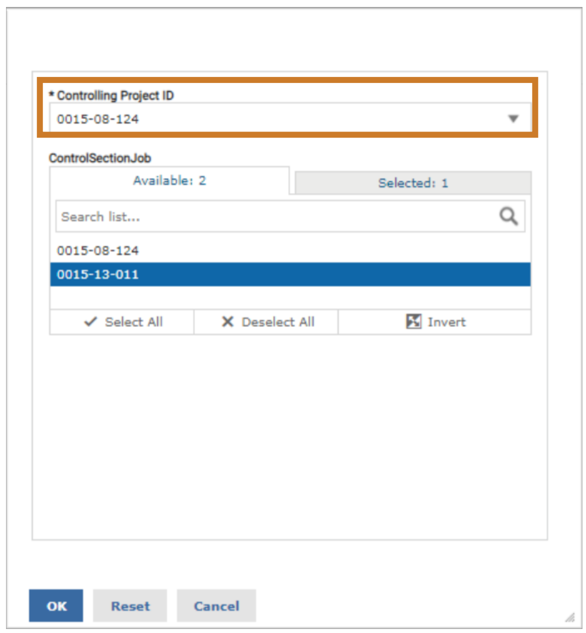


1. Click to open the Reporting Page.
2. Double-click the **root** folder (if it is not already open).
3. Double-click the **Reports** folder (if it is not already open) to display the Report Categories.
4. Select the desired **Report Category**.
5. Select the desired **Report Name**.

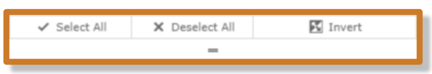
The **Report Options** window will open.

6. Select the search criteria.

   Depending on the report type, there may be multiple search criteria available.



There are several buttons on the **Report Options** window:

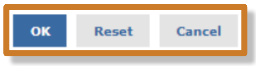


- Click Select All to select all values in the list.
- Click Deselect All to de-select all values in the list.
- Click Invert to select all values *except* the current selections.
- If the list of search criteria is too long to fit in the window, click the ═ symbol underneath these buttons, then drag to resize the list of criteria.

To select all but a few values, click Select All, then de-select the ones that are not needed.

There are multiple criteria depending on the Report type. Make sure you complete all criteria with an asterisk (*).

To review all the criteria you have selected, click the **Selected** tab in the Report Options window.

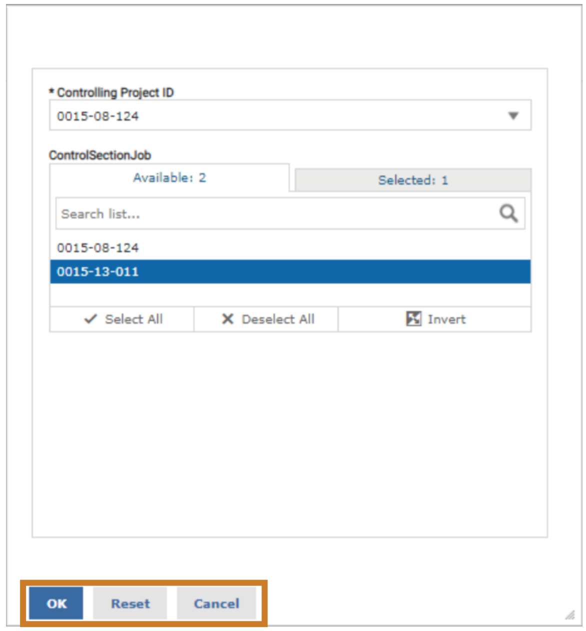


- Click OK to generate the report based on the current criteria.
- Click Reset to remove all criteria selections.
- Click Cancel to cancel the report selection.

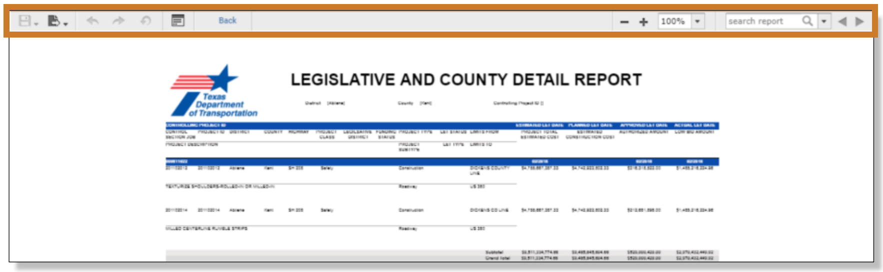
Once the selections are complete,

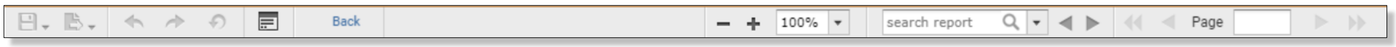
7. Click OK.

The report will display.

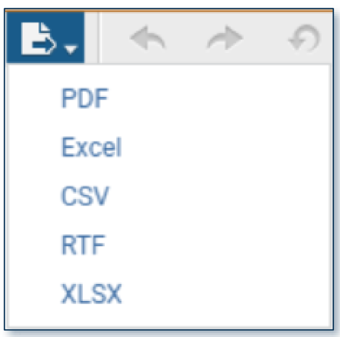


There are several options in the Reporting Toolbar.





- Click to export a report. We describe this in more detail below.
- Click to **undo**, **redo**, or **undo all actions**.
- Click to open the Report Options window and select criteria again.
- Click Back to return to the main **Reporting** page.
- Use to zoom in, zoom out, or select a zoom level.
- Use to search for terms within the report. The arrow keys navigate through the search results within the report.
- Use to navigate to the first, previous, next, or last page in the report.



In most cases, use **XLSX** for Excel reports.

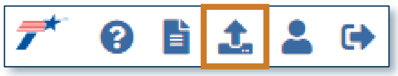
The following options are available to export the report

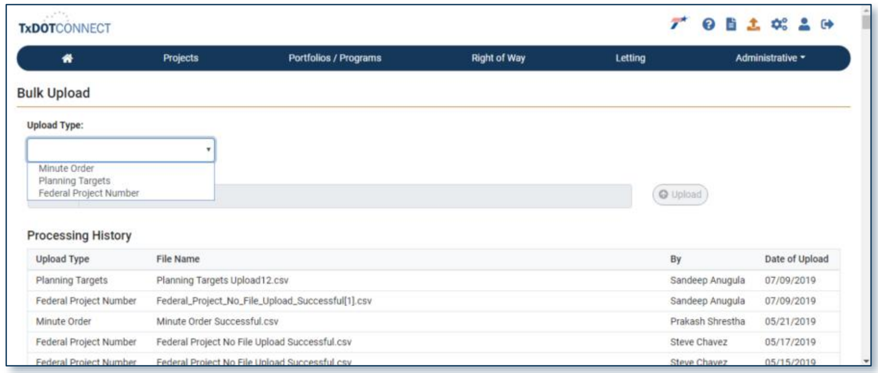
- **Portable Document Format (.pdf)**
  This produces a formatted document that cannot be edited.
- **Excel Spreadsheet (.xls)**
  This produces a spreadsheet that is compatible with versions of Excel prior to Excel 2007. **This is not common.**
- **Comma Separated (.csv)**
  This produces a spreadsheet without formatting, which can be useful for uploading into other software.
- **Rich Text Format (.rtf)**
  This produces a text file with minimal formatting, that can be edited further.
- **XLSX Excel Spreadsheet (.xlsx)**
  This produces a spreadsheet that is compatible with versions of Excel from Excel 2007 and after. **This is much more common than .xls.**

4.3. Bulk Upload

The **Bulk Upload** feature allows users with certain roles to update data on many projects at once by uploading a single spreadsheet.

Click **Bulk Upload** in the Tools Menu to navigate to the **Bulk Upload** Page.





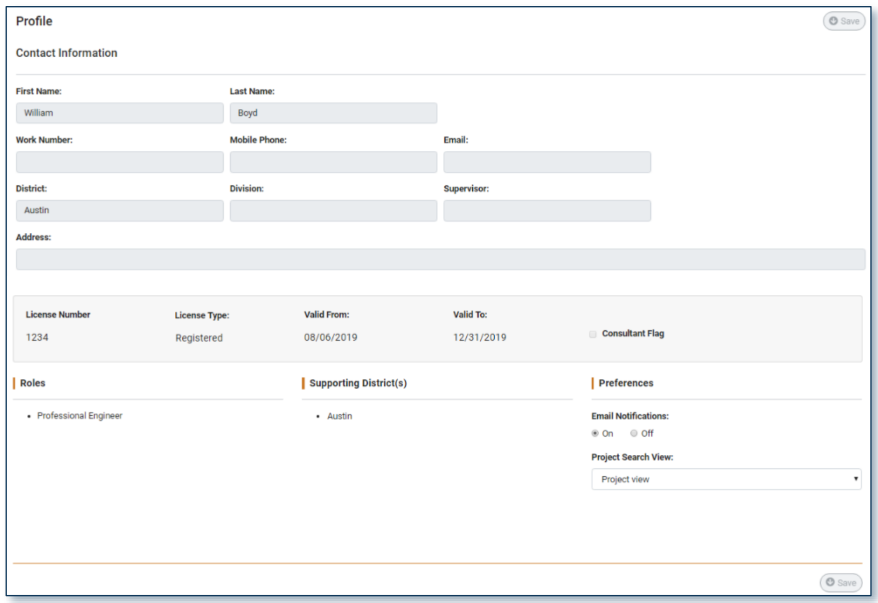
For more information on the Bulk Upload feature, see Bulk Upload in the **Project Development Reference Guide**.

4.4. Profile

The **Profile** page contains the following information:

- **Contact Information** – this information is populated from the TxDOT Active Directory.
- **Roles** – this lists the assigned security role (or roles).
- **Supporting District(s)** – the assigned district. Division staff may support multiple districts.
- **Preferences** – adjust settings for **Email Notifications** (on or off) and **Search View.**

Click Save to save changes to preferences.



To change or add a Security Role, contact **TxDOTNOW (512) 302-HELP (4357)** or open a **TxDOTNow ticket.**

Professional Engineers and **Professional Engineer-Consultants** must update their current license by contacting the help desk at **(512) 302-HELP (4357)** or opening a **TxDOTNow Ticket**.

5. Project Search

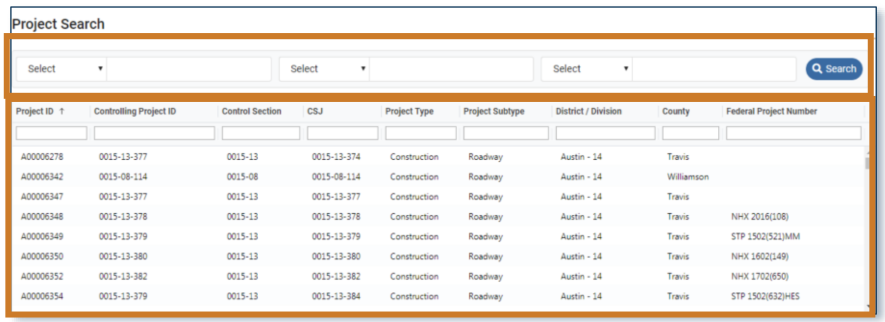
The **Project** tab in the Top Menu Bar leads to the **Project Search** page.

This page differs depending on whether the user is a district or a division employee.

- **District staff** will see *active* (not *all*) projects in their district by default.
- **Design Coordinators,** other **Division Staff, MPOs** and **FHWA** will see no projects until they perform a search.
- **External Consultants** will see no projects until they perform a search and will be able to find only those projects to which they have been invited.

There are two parts on this page:

- The **Search** feature
- The **Search Results**

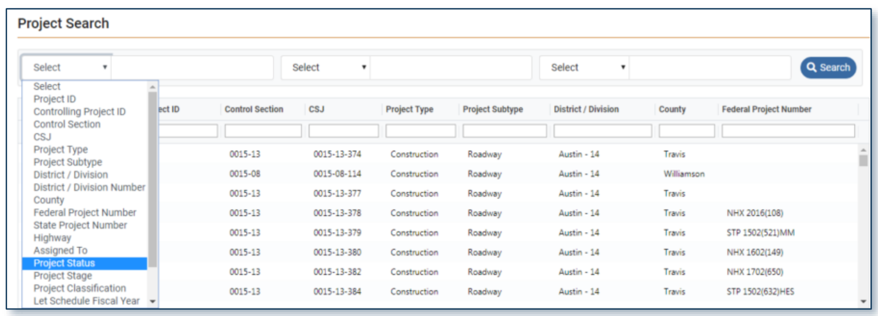


5.1. Search Feature

To search for a specific project,

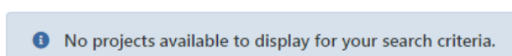
1. Use the **Select** drop-down menu to select search criteria.
2. Enter a search term.
3. Click **Search**.

The **Search Results** will appear.



Up to three search criteria can be selected, and up to three search terms entered.

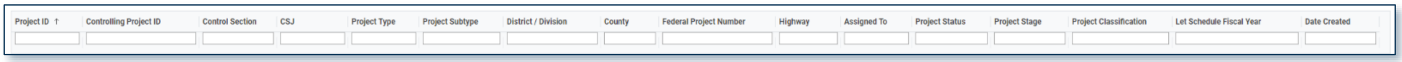
If no projects match the search criteria, the message below will display:



Not finding what you're looking for? Remember these tips:

- Is the project closed? Select **Project Status** in the Search Criteria and type "Closed."
- Was the project created in DCIS? Select **Project Subtype** in the Search Criteria and type "Legacy."
- Is the project in a different district? Select **District/Division** in the Search Criteria and type the district's name.
- **Remember**: You can search by partial information – there is no need for a "wildcard" character.

5.2. Search Results



- Click a column header to **sort** search results by the data in that column. Click again to reverse the order.
- Type into one or more of the column header fields to **filter** search results by the data in that column.

TxDOTCONNECT filters the results as you type to include only search results that contain matching data.

If no projects match the filter criteria, the message “No results found.” will display.

5.3. Search Results Column Headers

The current list of search column headers for **Project View** appears below.

- Project ID
- Controlling Project ID
- Control Section
- CSJ
- Project Type
- Project Subtype
- District/Division
- County
- Federal Project Number
- State Project Number
- Highway
- Assigned To
- Project Status
- Project Stage
- Project Classification
- Let Schedule Fiscal Year
- Date Created
- ROW CSJ

*Only if used to search:

- Limits To
- Limits From
- Estimated Let Date

5.4. Select Project

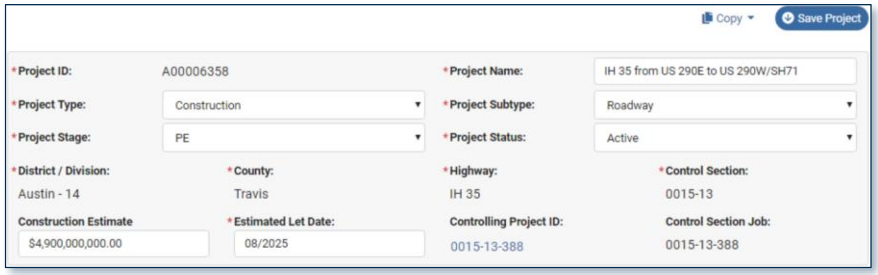
- Click a project once to highlight it.
- Double-click a project to open it.

5.5. Create Project

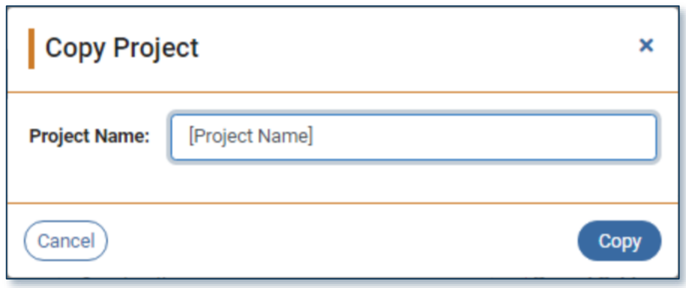
If your Security Role allows you to create a project, see Create Project in the **Project Development Reference Guide** for instructions.

6. Copy & Save Project

At the top of every page, above the Project Header, there are two buttons: **Copy** and **Save Project**.



6.1. Copy without Engineer's Estimate



This feature copies all project information to a new project.

To complete this process,

1. Click Copy .
2. Select **Copy without Engineer's Estimate**.
3. Type a unique Project Name.
4. Click Copy.

The new project will be created with:

- A unique **Project ID**
- A unique **Project Name**
- All **Funding lines** (but the status of all funding lines will be cleared)

The following information will **not** copy over:

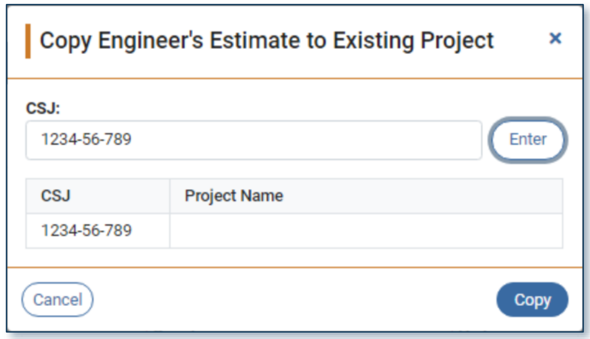
- Project Identifiers
  - The CSJ will populate once the new project is saved.
  - The CCSJ will be set as the new project's CSJ.
- Proposed Bridge Assets
- Statewide Transportation Improvement Programs
- Ancestors & Descendants
- All information on the Letting Page.
- All forms submitted to workflow.

6.2. Copy Engineer's Estimate to Existing Project

This feature copies the Engineer's Estimate to an **existing** project.

To complete this process,

1. Click Copy
2. Select **Copy Engineer's Estimate to Existing Project.**
3. Type a **known** CSJ.
4. Click Enter



The CSJ and Project Name will populate to validate the CSJ entered.

5. Click Copy

The engineer's estimate of the current project will be copied to the referenced existing project.

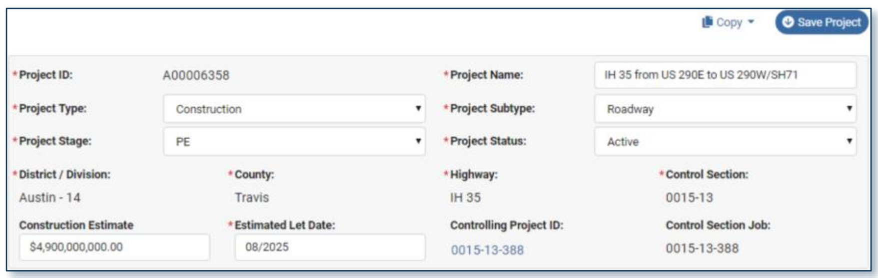
If an Engineer's Estimate has already been entered in the referenced project, it will be **replaced**.

Bridge items, Quantities, and Plan Set Location will not be copied.

6.3. Save Project

Anytime a project is created or updated in TxDOTCONNECT, Save Project must be clicked for changes to be saved in the system and retrieved later.

If any required fields have been left blank, or if there are any potential errors, TxDOTCONNECT will display a detailed error message describing the requirements.



7. Project Header

The **Project Header** appears at the top of every Project page. It contains critical, high-level project information.

The header contains the fields described below:

Field	Description	
7.1. *Project ID	The unique primary identifier. This field is populates the first time the project is saved.	
7.2. *Project Name	Each project requires a unique name. Recommended format: [Highway Number] [Limit From] [Limit To] or [Year Seal Coat] [Highway]	
7.3. *Project Stage	This indicates where the project is in its lifecycle. The possible values depend upon the **Project Type**.	
Construction Project Type	**Initiate**	Indicates a project is in the conceptual stage. No funding is assigned to the project.
	Planning	Indicates internal resources are working to develop the project scope. No external vendors are assigned to the project.
	Preliminary Engineering (PE)	Indicates preliminary studies for a project have begun, including environmental, surveys, geotechnical studies, hydrologic/ hydraulic analysis, traffic studies, etc.
	Plans, Specifications, & Estimates (PS&E)	Indicates resources are working on development and approval of engineering plans, specifications and estimates in preparation for letting.
	Ready to Let	Indicates the project meets agency criteria for letting process.
	Letting	Indicates the project has been advertised for letting and is progressing through the letting process.
	Construction	Indicates a project has been let, awarded and is ready for construction to begin.
	Closed	Indicates deliverables and final reconciliation processes are complete for project.
	Canceled	Indicates termination of a project prior to its completion.

All Other Project Types	**Initiate**	Indicates a project is in the conceptual stage. No funding is assigned to the project.
	Planning	Indicates internal resources are working to develop the project scope. No external vendors are assigned to the project.
	Executing	Indicates internal or external resources have been assigned to deliver the project scope.
	Closed	Indicates deliverables and final reconciliation processes are complete for project.
	Canceled	Indicates termination of a project prior to its completion.
7.4. *Project Status	This indicates whether the project is currently being worked to develop or execute.	
	Active	Indicates that the project is in progress.
	Inactive	Indicates the FHWA guidelines of Inactive projects.
	Paused	Indicates that TxDOT has temporarily stopped work on the projects.
	Closed	Indicates deliverables and final reconciliation processes are complete for project.
	Canceled	Indicates termination of a project prior to its completion.
	Reopened	Indicates a closed or cancelled project that has been reopened to allow for additional financial reconciliation to be performed.

- A Closed **Status** will automatically populate a Closed **Stage**.
- A Canceled **Status** will automatically populate a Canceled **Stage**.
- If a controlling project is canceled, all its subordinate projects will be canceled. To cancel a subordinate project, it must first be disassociated from the controlling project.
  For more information, see Associate/Disassociate Projects in the **Project Development Reference Guide.**

7.5. *Project Type	The Project Type determines the options for Project Subtype, Project Stage, Project Status, Left Navigation Menu, and sections of the Letting Page. • Construction • Non-Let • Alternative Delivery • Transfer • Feasibility Study

Be careful when changing the Project Type! If the Project Type is changed on a project that already has a completed Engineer's Estimate, the Engineer's Estimate **will be removed** when the project is saved. If the Project Type is later changed back to its original selection, the Engineer's Estimate **will not be restored**.

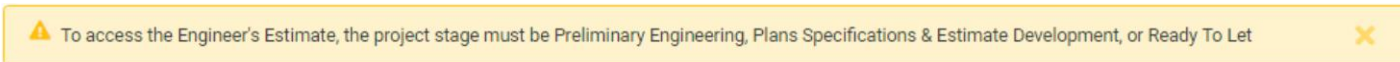
7.6. *Project Subtype	This value further defines the type of work that will be done or how the project will be delivered. The options for this field are dependent upon the Project Type, and include:
Construction	• Roadway • Rail • Rail–Safety • Ferry Boat • Public Transportation Network • Safety Rest Area • Bridge • Local Let
Non-Let	• Roadway • Rail • Rail–Safety • Non Roadway • Local • Bridge • Public Transportation Network • Change Order
Alternative Delivery	• Design Build • Design Build Maintain • Design Build Operate Maintain • Design Build Finance • Design Build Finance Operate Maintain
Transfer	• Transfer
Feasibility Study	• Roadway • Rail
7.7. *District	Name and district number of the District where the project is assigned based on funding. When the project is created, this value defaults to the District assigned to the project creator.
7.8. *County	Name of the County where the project is located.
7.9. *Highway	This represents the Highway designation and number requiring work within the project
7.10. *Control Section	This identifies a particular section of highway.
7.11. Construction Estimate	The most recent estimated cost of contruction on the project.
7.12. *Estimated Let Date	The District’s estimate for when the project will let. This may change over time.

8. Engineer's Estimate Page

The Engineer's Estimate page displays the detail information regarding the project's estimate. It can only be edited by individuals with the following security roles:

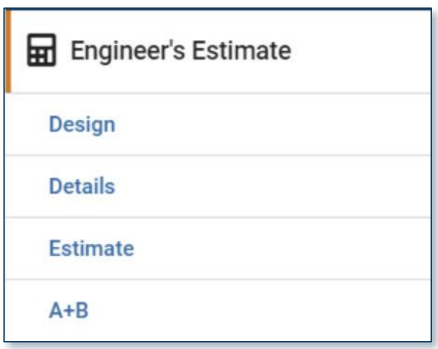
- Professional Engineer
- Professional Engineer-Consultant
- Engineer Estimate Coordinator
- Engineer Estimate Coordinator - Consultant
- Design Coordinator

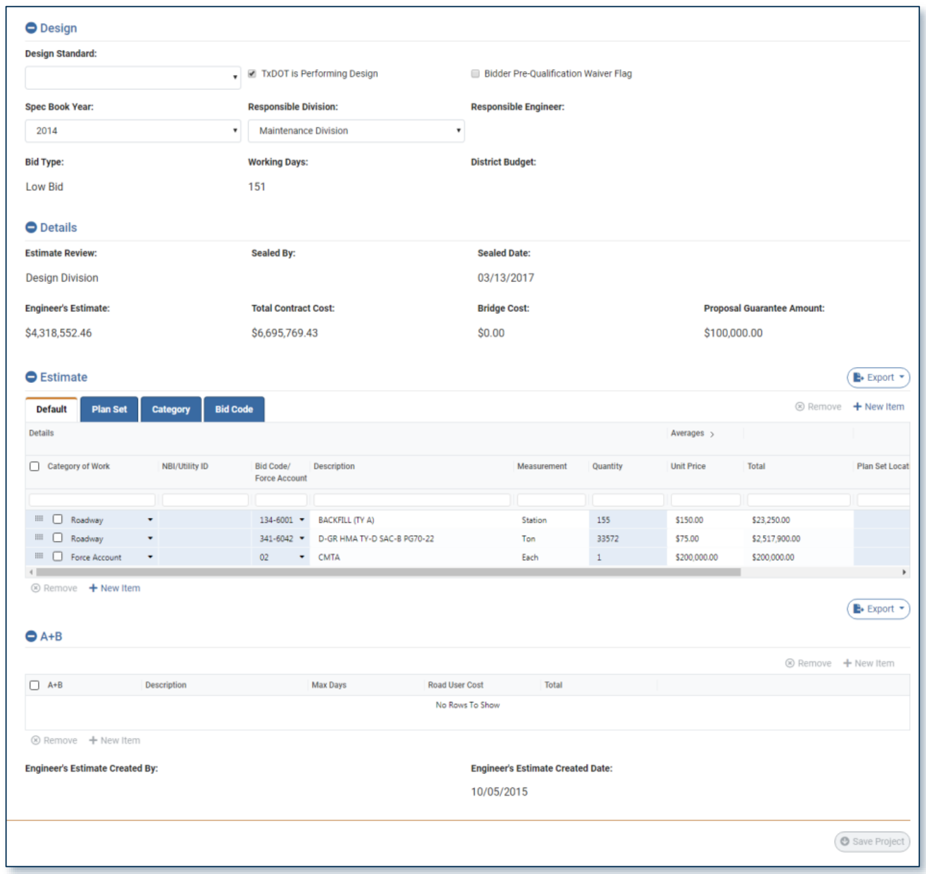
This page is always visible, but only editable when the project stage is **Preliminary Engineering**; **Plans, Specifications, & Estimates**; or **Ready to Let**. If not, this message will display at the top of the screen.



8.1. Engineer's Estimate Page Sections

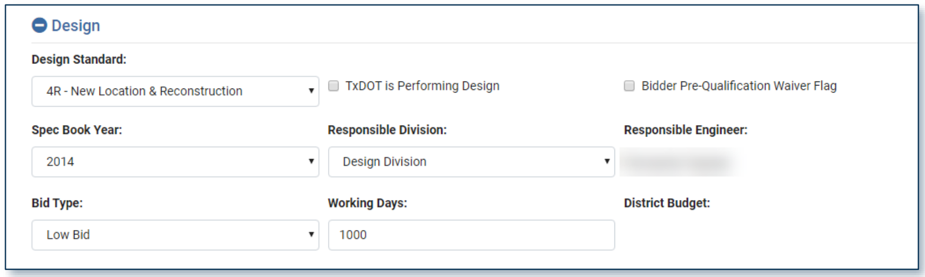
The **Engineer's Estimate** page is arranged in four sections.





8.2. Design

The **Design** section includes the following fields:

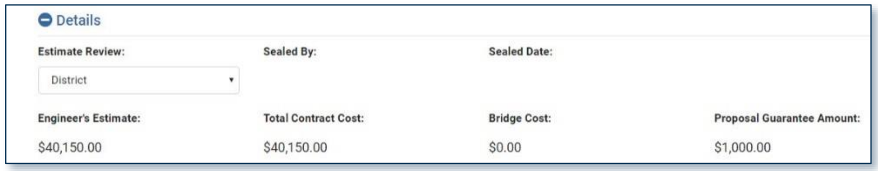


<table>
<tr><th>Field</th><th colspan="2">Description</th></tr>
<tr><td rowspan="8">Design Standard</td><td colspan="2">Identifies the design criteria associated with the project.</td></tr>
<tr><td>2R – Restoration</td><td>Used for non-freeway resurfacing restoration projects, that are not in the National Highway System, with ADT volume of 2500 per lane or less.</td></tr>
<tr><td>3R – Non-Freeway Rehabilitation</td><td>Used for projects that address pavement needs and/or deficiencies that substantially follow horizontal and vertical alignments.</td></tr>
<tr><td>4R – New Location & Reconstruction</td><td>Used for projects that are either new roadways or totally reconstructed roadway sections.</td></tr>
<tr><td>HE – Hazard Elimination Program</td><td>Used for projects (both on or off the state highway) that:
• Correct or improve high-hazard locations.
• Eliminate roadside obstacles and treat obstacles.
• Improve highway signing and pavement marking.
• Install traffic control or warning devices at locations with high number of accidents.</td></tr>
<tr><td>NA – Not Applicable</td><td>Used for projects when the Design Standard does not apply.</td></tr>
<tr><td>PM – Preventative Maintenance</td><td>Used for projects that do not have significant amounts of distress.</td></tr>
<tr><td>SA – Safety Appurtenances</td><td>Used for projects that incorporate division for a proposed project.</td></tr>
<tr><td>TxDOT is Performing Design</td><td colspan="2">Indicates, if checked, whether TxDOT is performing the design.</td></tr>
<tr><td>Bidder Pre-Qualification Waiver Flag</td><td colspan="2">This checkbox indicates whether vendor pre-qualification is waived.</td></tr>
<tr><td>Spec Book Year</td><td colspan="2">Indicates the four-digit spec book year being used to develop the project from the drop-down. This field defaults to 2014.</td></tr>
</table>

Responsible Division	The project engineer can choose the division that will be responsible for reviewing the Estimate. • Maintenance Division • Design Division • Traffic Operations Division • Bridge Division
Responsible Engineer	The TxDOT Engineer who serves as a point of contact related to this project and may or may not be the sealing Engineer. The Responsible Engineer field is populated when a Project Manager is assigned to the project. For instructions on assigning a Project Manager, see the **Resources** page for more information.
Bid Type	This is the type of bid used to award the contract. The selections vary by Project Type: ■ Construction: **Low Bid** or **A+B Bidding** ■ Alternative Delivery: **Best Value**
Working Days	This is the number of days required for the estimated work to be completed on the project.
District Budget	Indicates the District budget within which the project is conducted.

8.3. Details

The **Details** section includes the following fields:



<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Estimate Review</td><td>This indicates whether the District or the Design Division is currently working on this estimate.

When the District or Division is ready to switch control to the opposite party, ,

1. Set the Estimate Review.
2. Click Save Project.

TxDOTCONNECT validates whether the estimate has been sealed before control is granted to the Design Division; if not, TxDOTCONNECT will request confirmation.</td></tr>
<tr><td>Sealed By</td><td>Indicates the name of the Engineer who applied the Engineer’s Seal to the proposal.</td></tr>
<tr><td>Sealed Date</td><td>Indicates the date the Engineer’s estimate was sealed.</td></tr>
<tr><td>Engineer’s Estimate</td><td>Sum of line items in the Engineer’s Estimate not including Alternate Bid Items or Excluded Bid Items.</td></tr>
<tr><td>Total Contract Cost</td><td>Sum of the Engineer’s Estimates for all projects associated to the controlling project, including the controlling project’s Engineer’s Estimate.</td></tr>
<tr><td>Total Bridge Cost</td><td>Sum of all Bridge Costs within the Engineer’s Estimate, not including alternate bid items and excluded bid items.</td></tr>
<tr><td>Proposal Guarantee Amount</td><td>The Proposal Guarantee is a monetary amount furnished in the approved form by the bidder with the bid proposal for a project to discourage frivolous bids.

Proposal Guarantee Amount is calculated as follows:

<table>
<tr><th>Total Construction Cost (less Force Accounts)</th><th>Amount</th></tr>
<tr><td>$25,000 or less</td><td>$0</td></tr>
<tr><td>$25,001 up to $4,999</td><td>$1,000</td></tr>
<tr><td>$5,000 up to $4,999,999</td><td>2% rounded to the nearest $1,000</td></tr>
<tr><td>$5,000,000 or above</td><td>$100,000</td></tr>
</table>
</td></tr>
</table>

8.4. Estimate

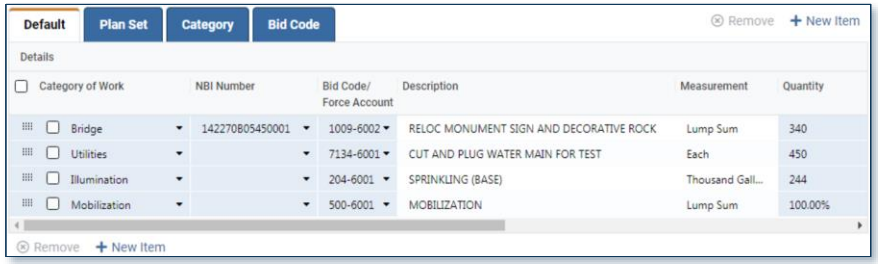
The Estimate section contains a series of grids where the bid items may be entered in the project estimate by Engineer roles (Professional Engineer, Professional Engineer-Consultant, Engineer Estimate Coordinator, Engineer Estimate Coordinator-Consultant, Design Coordinator).

This section allows the estimate to be viewed in four different ways: **Default**, **Plan Set**, **Category**, and **Bid Items**.

Default tab

The Default tab shows the bid items in the order they were entered.

It is arranged in the columns described below.



Those with Engineer roles can rearrange bid items in this view simply by clicking next to any bid item and dragging into the desired order.

<table>
<tr><th>Column</th><th colspan="2">Description</th></tr>
<tr><td rowspan="4">Category of Work
(required)</td><td colspan="2">This field indicates the category of work for the bid item.
The items described below have special requirements.</td></tr>
<tr><td>Bridge</td><td>• This Category of Work is only available if there are Proposed Bridges listed on the Location page.
• An NBI Number is required.
• Only bridges listed in the Proposed Bridge section of the Location page will be available for selection.</td></tr>
<tr><td>Utility</td><td>• This Category of Work is only available when Joint Bid has been selected on the Right of Way/Utilities page, meaning the utilities work will be let as part of the construction project.
• A Utility ID is required.</td></tr>
<tr><td>Barricades</td><td>• The only bid code for Barricade work, 502-6001, will populate automatically.
• Only one row for Barricade work is allowed per project.</td></tr>
</table>

<table>
<tr><td rowspan="2"></td><td>Mobilization</td><td>Only one bid code, 500-6001, is available for Mobilization work.
A percentage should be entered in the Quantity field.
The Unit Price (lump sum) for all associated projects will update to match that of the controlling project.
Only one row for Mobilization is allowed per project.</td></tr>
<tr><td>Force Account</td><td>Force Account values are selected in place of bid codes.</td></tr>
<tr><td>NBI Number/Utility ID</td><td colspan="2">The NBI is the National Bridge Inventory number for a specific bridge. This value is only required for bid items with the Category of Work “Bridge.”

The number must be listed in the Proposed Bridge Work grid on the Location page or you may select a placeholder value.

The Utility ID is the utility number (or U Number) for work on a utility. This value is only required for bid items with Categories of Work that begin with “Utility” (e.g., Utility – Bridge or Utility – Sewer).</td></tr>
<tr><td>Bid Code/Force Account</td><td colspan="2">This required field consists of all the Standard and Special Specification codes except when the Category of Work is set to Force Account.
This field uses type-ahead searching that requires 3 digits to be entered before returning matching results in the drop-down.
If the Category of Work is set to Force Account, the Force Account numbers will be returned instead of Bid Items.
To create a placeholder for a Special Specification, enter “XXXX-XXXX.”</td></tr>
<tr><td>Description</td><td colspan="2">The description of the selected Bid Code/Force Account. TxDOTCONNECT populates this value automatically based on the selected Bid Code/Force Account.</td></tr>
<tr><td>Measurement</td><td colspan="2">The unit of measurement used for the selected Bid Code/Force Account. TxDOTCONNECT populates this value populates automatically based on the selected Bid Code/Force Account.</td></tr>
<tr><td>Quantity</td><td colspan="2">This required field indicates the number of items to the nearest 0.001.</td></tr>
<tr><td>Unit Price</td><td colspan="2">This required field indicates the cost per unit of the bid item.
If the Unit Price is above the high range or below the low range in the Averages columns, TxDOTCONNECT highlights the value.
The estimate can still be saved if the Unit Price is out of range.</td></tr>
</table>

<table>
<tr><td>Averages</td><td>Expand the Averages columns to view the data described below.


There are no averages available for Force Accounts.
<table>
<tr><td>Low Range</td><td>The lowest value in the Averages columns.</td></tr>
<tr><td>High Range</td><td>The highest value in the Averages columns.</td></tr>
<tr><td>3mo Districtwide</td><td>The average unit price on low bid for projects let in last 3 months in the district.</td></tr>
<tr><td>3mo Statewide</td><td>The average unit price on low bid for projects let in last 3 months in the state.</td></tr>
<tr><td>12mo Districtwide</td><td>The average unit price on low bid for projects let in last 12 months in the district.</td></tr>
<tr><td>12mo Statewide</td><td>The average unit price on low bid for projects let in last 12 months in the state.</td></tr>
</table>
Once the Engineer’s Estimate is sealed, TxDOTCONNECT “freezes” the 3mo and 12mo districtwide and statewide so that they can be compared later.
If the Engineer’s Estimate is re-sealed later, these values will update to reflect current data.</td></tr>
<tr><td>Total</td><td>This field calculates the total price for each bid item by multiplying the Quantity by the Unit Price.</td></tr>
<tr><td>Plan Set Location</td><td>This optional field identifies where the bid item appears in the corresponding Plan Set. This is a free text field, and determines the order in which bid items are displayed on the Plan Set tab.</td></tr>
<tr><td>Alt Bid Group</td><td>This indicates whether the bid item is in an Alternate Bid Group.
The first Bid Item in an Alternative Bid Group should be labeled with a single number.
Alternates to that Bid Item should be labeled with that number and a letter to indicate they are alternates.</td></tr>
<tr><td>Federally Non-Participating</td><td>By default, bid items are assumed to be federally participating. When that is not the case, this box should be checked to indicate that the bid item is not Federally Participating.</td></tr>
<tr><td>Excluded Bid Item</td><td>If checked, this indicates that the bid item should be excluded from the Engineer’s Estimate total.
Excluded Bid Items will not appear on the printed proposal.</td></tr>
</table>

Plan Set tab

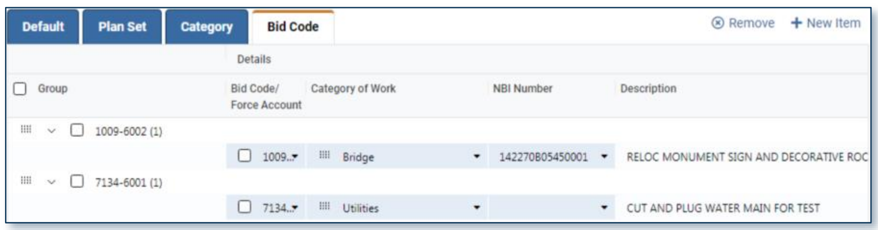
The Plan Set tab groups the bid items by plan set location.

Category tab

The Category tab groups the bid items by category of work.

Bid Items tab

The Bid Items tab sorts the bid items in numerical order.



Adding and Removing Bid Items

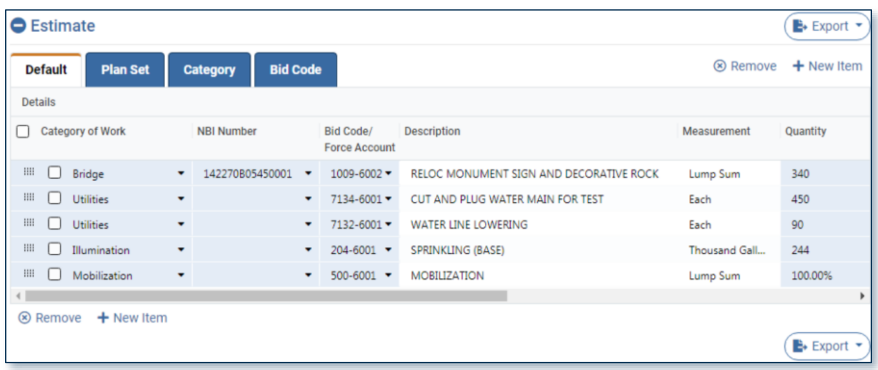
Bid Items may be added or removed from any tab in the Estimate by those with the appropriate security role.

+ New Item

To add a bid item, click **+ New Item**.

⊗ Remove

Select a bid item, check the box next to the item and click **Remove**.



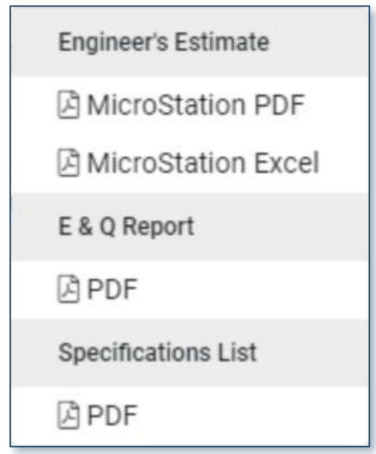
Export Reports

The Estimate section contains Export buttons above and below the bid item grid.

Click this button to:

- Export the Engineer's Estimate to MicroStation as a PDF.
- Export the Engineer's Estimate to MicroStation as an Excel spreadsheet.
- Export the Estimate & Quantity (E & Q) Report as a PDF.
- Export the Specifications List as a PDF.

The documents will open in the **[Reporting]** feature.



8.5. A+B

This section allows Engineer roles to enter milestones for projects where the **Bid Type** on the Letting Page is "A+B Bidding."


A+B

Remove New Item

A+B	Description	Max Days	Road User Cost	Total
800-6003	NO. OF DAYS MILESTONE 2	4	$44.00	$176.00
800-6004	NO. OF DAYS MILESTONE 3	3	$23.00	$69.00

Remove New Item

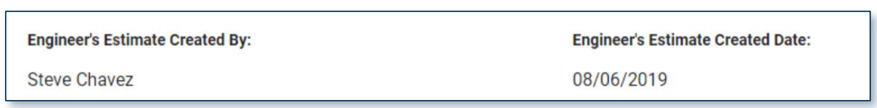
- **Part A** is the total amount bid for the total construction cost.
- **Part B** is the total number of days bid per project phase/ milestone (or substantial completion) multiplied by the Road User Cost liquidated damages per day calculated for the project.
- **A+B** = Total Construction Cost + (Max Days x Road User Cost)

If the Bid Type on the Letting Page is changed to "Low Bid," all A+B Milestones will be removed.

Column	Description
A+B	Bid codes from the 800 series that describe A+B provisions, as follows: • 800-6001: NO. OF WORKING DAYS • 800-6002: NO. OF DAYS MILESTONE 1 • 800-6003: NO. OF DAYS MILESTONE 2 • 800-6004: NO. OF DAYS MILESTONE 3
Description	This description is populated automatically by TxDOTCONNECT based on the bid code entered in the A+B column.
Max Days	The maximum number of days used to calculate Part B of the A+B provision.
Road User Cost	The Road User Cost used to calculate Part B of the A+B provision
Total	The maximum days multiplied by the Road User Cost.

8.6. Created By & Created Date

This section populates automatically when the Engineer's Estimate is created to show who created it and on what date.


Engineer's Estimate Created By: Steve Chavez

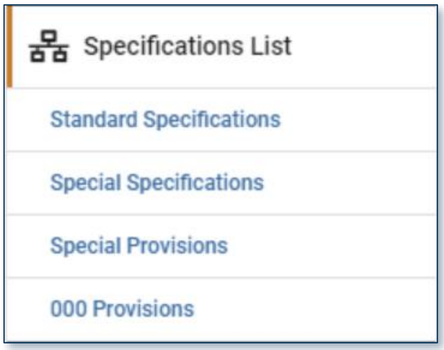
Engineer's Estimate Created Date: 08/06/2019

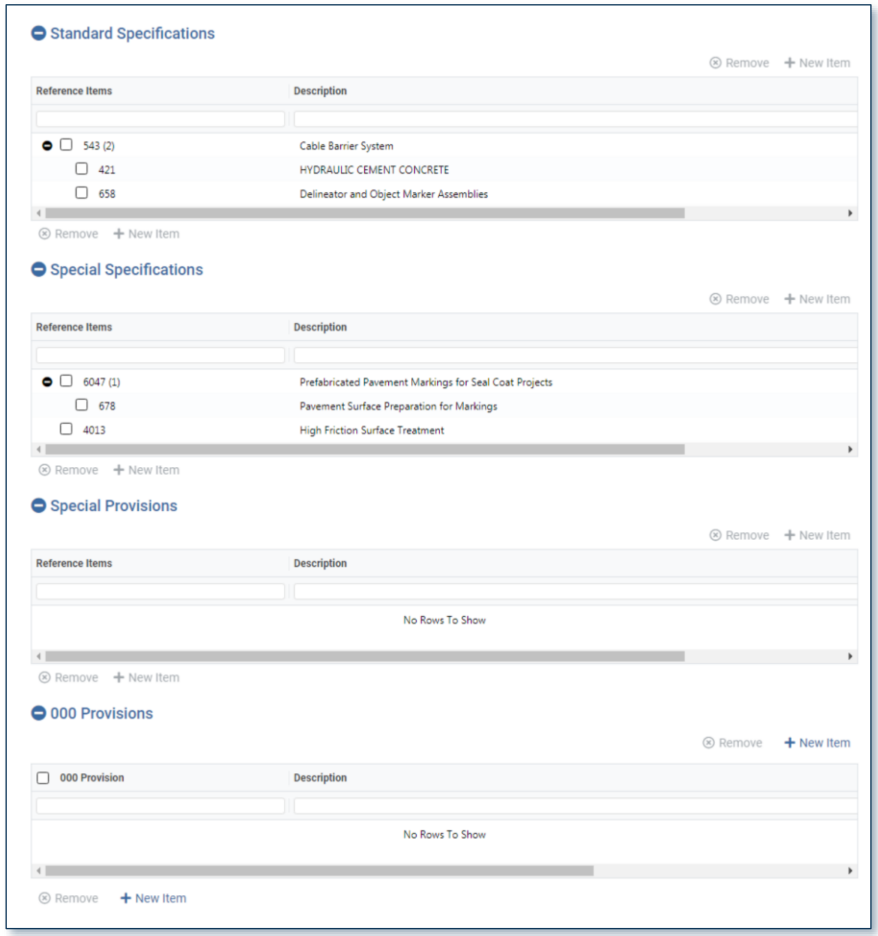
9. Specifications List

The Specifications List page is only available if there is at least one bid item row added to the Engineer's Estimate page. Some sections populate automatically based on the bid items entered in the Engineer's Estimate grid.

9.1. Specifications List Page Sections

The **Specifications List** page is arranged in the following sections:



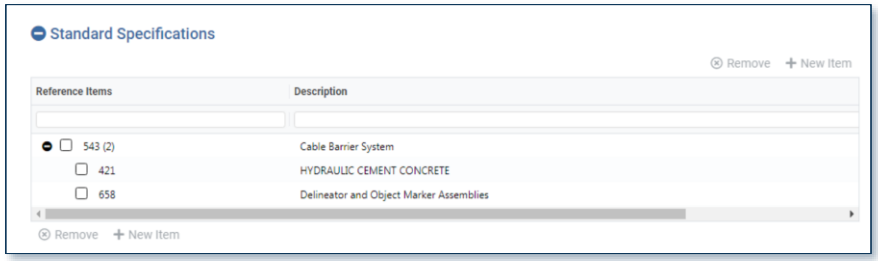


The following actions are available in each of the grids on the **Specifications List** page.

- Click to collapse the items (Standard Specifications, Special Specifications, Special Provisions, or 000 Provisions) under a Bid Item.
- Click to expand the items under a Bid Item.
- To filter by Reference Item number or description, type digits into the filter fields at the top of the grid.

9.2. Standard Specifications

The **Standard Specifications** section lists the Specifications under each of the Bid Items listed in the Engineer's Estimate grid.



Standard Specifications are those that are listed in the department's specifications book, *Standard Specifications for Construction and Maintenance of Highways, Streets, and Bridges*. Specifications for construction bid items or reference items usually address six areas: description, materials, equipment, construction methods, method of measurement, and method of payment.

- The number of Standard Specifications listed beneath a Bid Item is indicated in parentheses.
- A maximum of 30 Standard Specifications are allowed per Bid Item.

To **add** a Specification under a Bid Item,

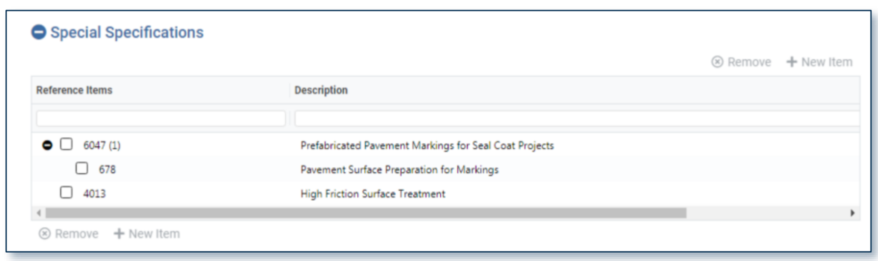
1. Check ☑ the box next to a Bid Item.
2. Click + New Item. A new row will appear just beneath the Bid Item.
3. Click the drop-down menu in the new row.
4. Type the desired Specification number in the field or scroll through the list to select a Specification.

To **remove** a Specification under a Bid Item,

1. Check ☑ the box next to the Specification.
2. Click ⊗ Remove. The row will disappear.

9.3. Special Specifications

The **Special Specifications** section lists the Special Specifications under each of the Bid Items listed in the Engineer's Estimate grid.



Special Specifications are methods and/or work items that are not covered by standard specifications. They may introduce a new description, materials, miscellaneous classification, construction methods, equipment, measurement, and/or payment articles.

The number of Special Specifications that are listed beneath a Bid Item is indicated in parentheses.

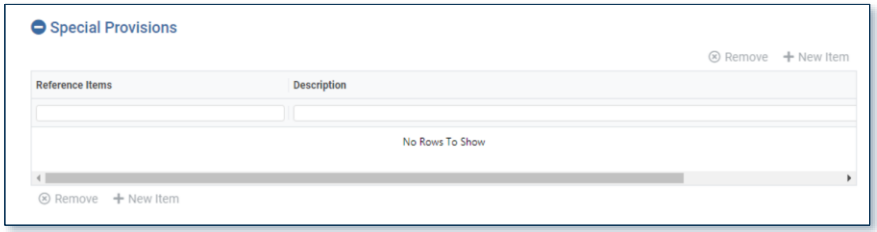
To **add** a Special Specification under a Bid Item,

1. Check ☑ the box next to a Bid Item.
2. Click + New Item. A new row will appear just beneath the Bid Item.
3. Click the drop-down menu in the new row.
4. Type the desired Specification number in the field or scroll through the list to select a Specification.

To **remove** a Specification under a Bid Item,

1. Check ☑ the box next to the Specification.
2. Click ⊗ Remove. The row will disappear.

9.4. Special Provisions



The **Special Provisions** section lists the Special Specifications under each of the Bid Items listed in the Engineer's Estimate grid.

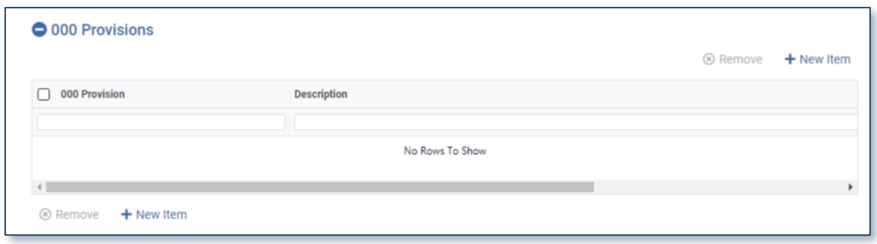
Special Provisions modify Standard Specifications or Special Specifications.

- The number of Special Specifications that are listed beneath a Bid Item is indicated in parentheses.
- A maximum of 10 Special Provisions are allowed per Bid Item.

The Special Provisions available for selection depends on:

- Whether the project has a Federal Project ID or State Project ID (the appropriate provisions populate automatically, but may be removed)
- The Bid Codes listed under Standard Specifications and Special Specifications.

9.5. 000 Provisions



The **000 Provisions** ("Triple Zero" Provisions) section lists the Triple Zero Specifications under each of the Bid Items listed in the Engineer's Estimate grid.

Triple Zero Provisions describe, in narrative form, conditions included in a contract which do not relate directly to a work item specification.

The number of Triple Zero Specifications that are listed beneath a Bid Item is indicated in parentheses.

10. Sealing & Summary Page

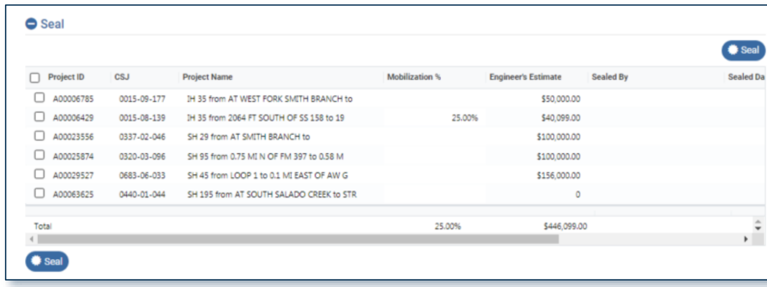
The Sealing & Summary page contains a list of all associated projects with a Seal button.

10.1. Seal Table

The **Seal Table** provides a summary of all the projects associated to the controlling project.

This grid is only editable from the **controlling project**.

The grid on this page contains the following columns.



Project ID	CSJ	Project Name	Mobilization %	Engineer's Estimate	Sealed By	Sealed Da
A00006785	0015-09-177	IH 35 from AT WEST FORK SMITH BRANCH to		$50,000.00		
A00006429	0015-08-139	IH 35 from 2064 FT SOUTH OF SS 158 to 19	25.00%	$40,099.00		
A00023556	0337-02-046	SH 29 from AT SMITH BRANCH to		$100,000.00		
A00025874	0320-03-096	SH 95 from 0.75 MI N OF FM 397 to 0.58 M		$100,000.00		
A00029527	0683-06-033	SH 45 from LOOP 1 to 0.1 MI EAST OF AW G		$156,000.00		
A00063625	0440-01-044	SH 195 from AT SOUTH SALADO CREEK to STR		0		
Total			25.00%	$446,099.00		

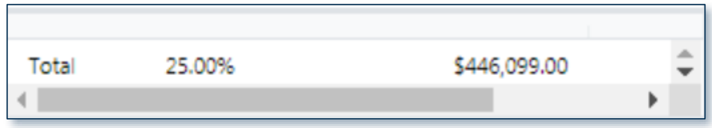
Projects are associated for letting purposes on the **Letting Page**, described in the **Project Development Reference Guide**.

Column	Description
Project ID	The Project Identifier for each associated project.
CSJ	The Control Section Job for each associated project.
Project Name	The Project Name for each associated project.
Mobilization %	The Mobilization percentage for each associated project. The following guidelines should be observed: • Mobilization % can only be edited from the **controlling project's** Sealing & Summary page. • The total Mobilization % for all associated projects must be equal to **100%, 0%, or blank** in order to seal the controlling project or to seal all projects. • The Mobilization unit price of all subordinate projects must match the controlling project's Mobilization unit price. When a new project with Mobilization is associated to a controlling project with Mobilization, the Mobilization unit price for the new project automatically updates to match the controlling project. If Mobilization is not being used as a category of work on any project's engineer's estimate, this field will be blank and disabled for that project.
Engineer's Estimate	The total Engineer's Estimate amount for each associated project.
Sealed By	The name of the engineer who has sealed the estimate for each associated project (if already sealed).
Sealed Date	The date the Engineer's Estimate was sealed.
Net Bridge Miles	This optional field allows for future reporting to determine the average estimated cost of each Net Bridge Mile.
Net Roadway Miles	This optional field allows for future reporting to determine the average estimated cost of each Net Roadway Mile.

Total

At the bottom of the Seal table is the Total row.

This row shows the total percentage for Mobilization and the total Engineer's Estimate for all combined associated projects.



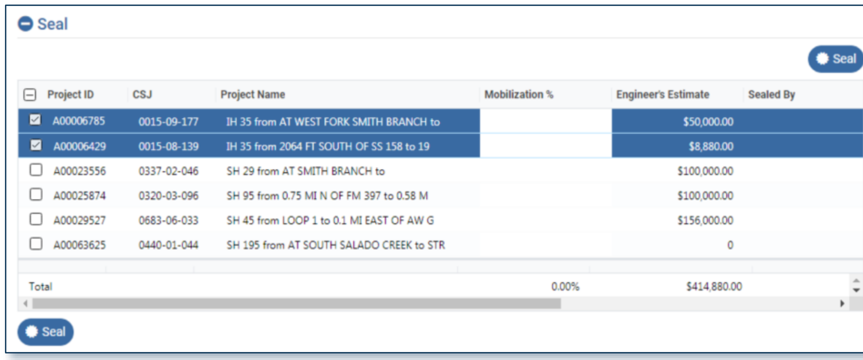
10.2. Seal Button

The Seal Button is only enabled for a Professional Engineer or Professional Engineer-Consultant.

The Seal function can only be performed from the **Controlling Project**.

To Seal (or Re-Seal) an Estimate:

1. Check ☑ the box (or boxes) next to the project(s) to seal.
2. Click Seal.



To select all projects, or unselect all projects, check ☑ the top box next to **Project ID**.

TxDOTCONNECT **validates** the following:

- wThere must be at least one bid item entered in the **Estimate** grid on the **Engineer's Estimate** page, and all bid items must have a unit price and quantity defined.
- The **Estimate Review** field on the **Engineer's Estimate** page must have "District" selected.
- No placeholder values (bid code placeholders or NBI placeholders) can remain in the **Engineer's Estimate** or **Specifications List**.
- All bid items with **Category of Work** "Bridge" must have an NBI selected.
- There must be a Responsible Engineer listed on the **Resources** page.
- There must be a current License number on file for the sealing engineer on the **Profile** page.
- To seal the *controlling* project or *all* projects, the Mobilization % for all associated projects must total 0%, 100%, or be blank.

TxDOTCONNECT **populates** the following:

- The **Sealed Date**.
- The engineer's name under **Sealed By**.

Once the Engineer's Estimate is sealed, TxDOTCONNECT "freezes" the 3mo and 12mo districtwide and statewide **Averages** data so that they can be reviewed later.

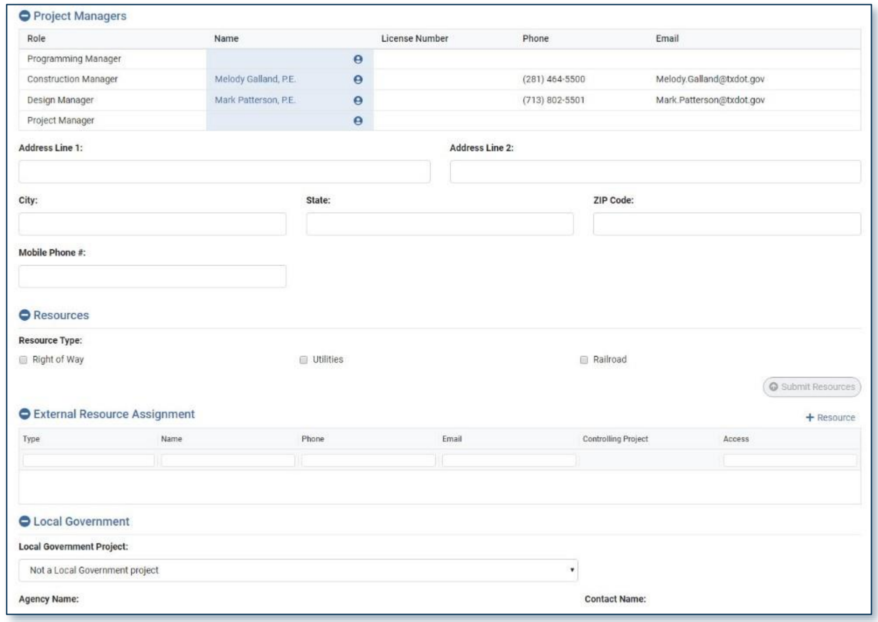
If the Engineer's Estimate is later re-sealed, the **Averages**, **Sealed Date**, and **Sealed By** will update to reflect current data.

11. Resources Page

The Resources page is where additional Resources can be assigned to the Project.

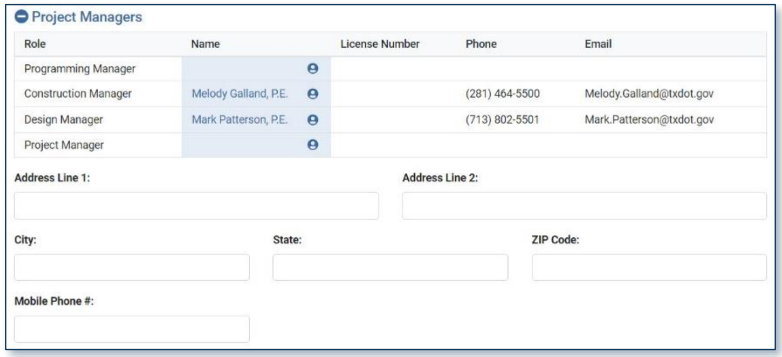
11.1. Resources Page Sections

The Resources page is arranged in three sections:



11.2. Project Managers

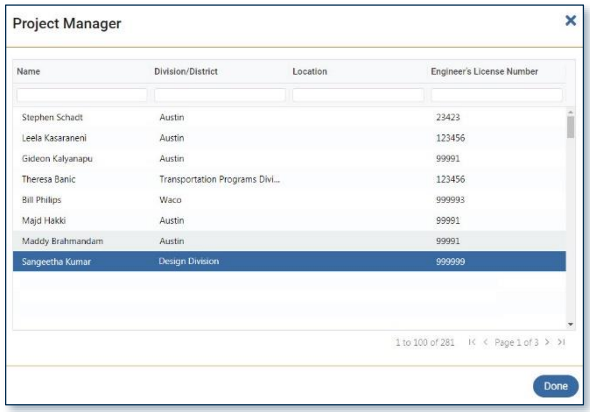
The **Project Managers** section of the Resources page lists the staff resources assigned to the project.



1. Click next to the desired role to assign a resource to it.

The selection window will appear.

2. Use the column headers to sort or filter by Name, District/ Division, Location, or Email.
3. Select the desired project manager.
4. Click **Done**.



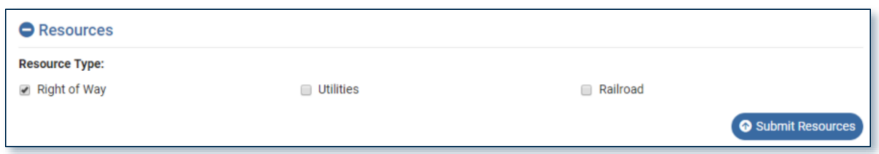
The employee's name and contact information will display.

An Engineer can be selected as Project Manager only if a current License is on file in TxDOTCONNECT.

A Project Manager is required before an Engineer's Estimate can be sealed.

11.3. Resources

The **Resources** section allows users with project manager security roles to request internal Right of Way (ROW), Utilities, or Rail Road resources.



1. Check the box next to the desired resource.
2. Click Submit Resources
3. The appropriate group will receive the request and choose to approve or not approve.

The status of this request can be tracked on the [Workflow, Forms, & Templates](#) page.

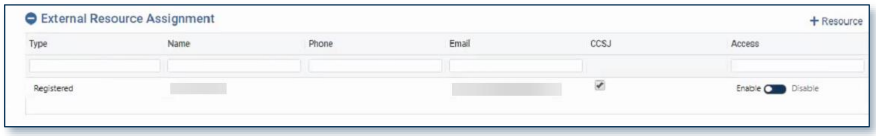
Only one pending resource request is allowed for each resource type.

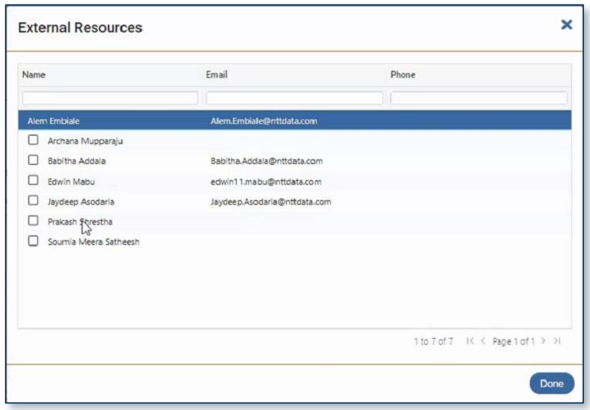
11.4. External Resources Assignment

The **External Resources Assignment** section allows the following roles to invite external engineers and coordinators to work on a project:

- Project Manager – Initiate
- Project Manager – Development
- Professional Engineer
- Professional Engineer – Consultant
- Engineer’s Estimate Coordinator
- Engineer’s Estimate Coordinator – Consultant

Follow the process below:





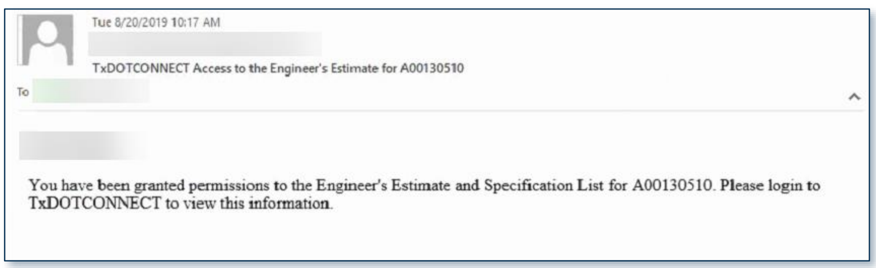
1. Click **+ Resource**.

The **External Resources** selection window will appear.

2. Use the column headers to sort or filter by Name, Email, or Phone.
3. Check ☑ the box next to the desired external resource.
4. Click **Done**.

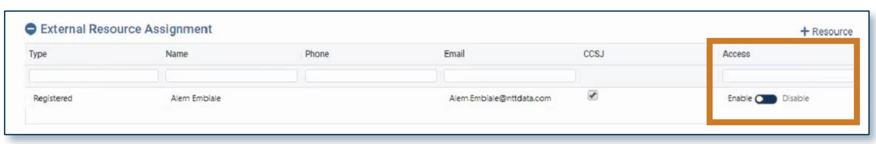
> **Remember**: Only external resources who already have access to TxDOTCONNECT with the following security roles will be available for assignment:
>
> - Professional Engineer-Consultant
> - Engineer’s Estimate Coordinator-Consultant

The invited resource will receive an email notifying them they have been granted permission to the **Engineer’s Estimate** and **Specifications List** for the project.



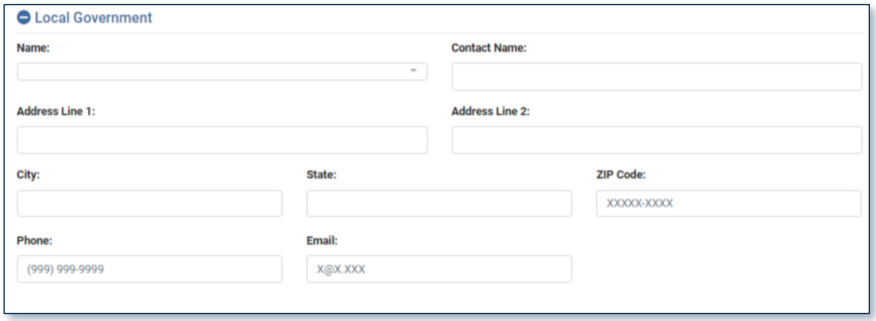
External resources may only view or edit projects to which they have been invited.

Those with appropriate security roles may **Enable** and **Disable** the access of external resources at any time using the **Access** switch.



11.5. Local Government

The **Local Government** section allows users with project manager security roles to add information about Local Government resources involved with the project.



12. Bid Item Request Management

There are six different kinds of requests that can be submitted in TxDOTCONNECT regarding Bid Items and Specifications. These requests replace the 1814 Form.

The following Bid Code requests are submitted from the **Workflow, Forms, & Templates** page of a project.

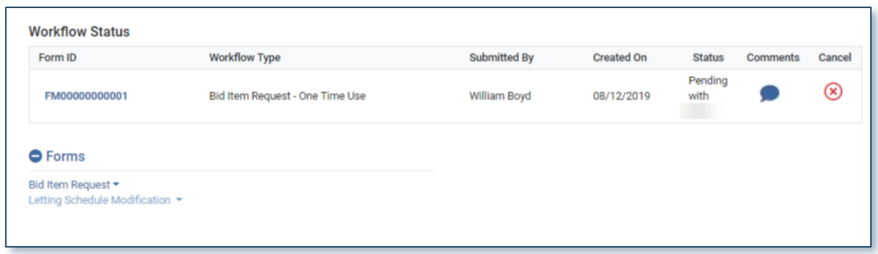
- **Bid Codes (Only)**
- **One Time Use**

The following Bid Code requests are submitted from the **Administrative** tab in the top menu bar.

- **Test Procedures**
- **Statewide**
- **Districtwide**
- **Departmental Materials Specifications (DMS)**

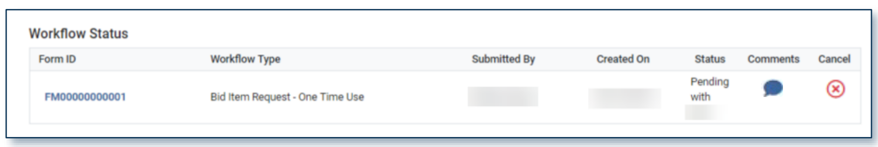
12.1. Workflow, Forms, & Templates

Workflow, Forms, & Templates is a page within a transportation project from which workflow requests may be submitted and monitored.



12.2. Workflow Status

This section allows the user to monitor the status of the requests in progress.

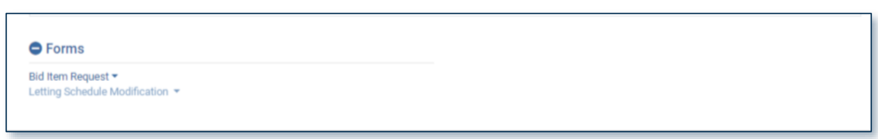


- Click the **Form ID** to open the form to review more detailed information.
- Click next to a request to display **reviewer comments**.
- Click next to a request to **cancel** the request. A comment is required.
- While a request is pending on a project, you cannot create a new one of the same type.

12.3. Forms

Forms allow information within the system and requests for approval to be routed automatically through a workflow.

The Bid Item Requests submitted from this section are described in more detail below.

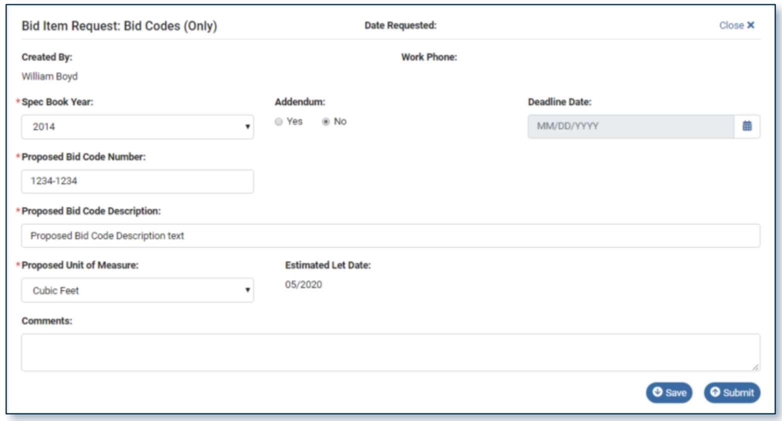


12.4. Bid Codes (Only) Request

The Bid Codes (Only) Request allows you to request only the first three digits of a Bid Code.

Fields with a * are required.

- To save your request and return to it later, click Submit.
- To submit your request into the workflow, click Save.



12.5. Bid Item Request: One Time Use

The One Time Use Request allows you to request a new Bid Item intended to be used only once.

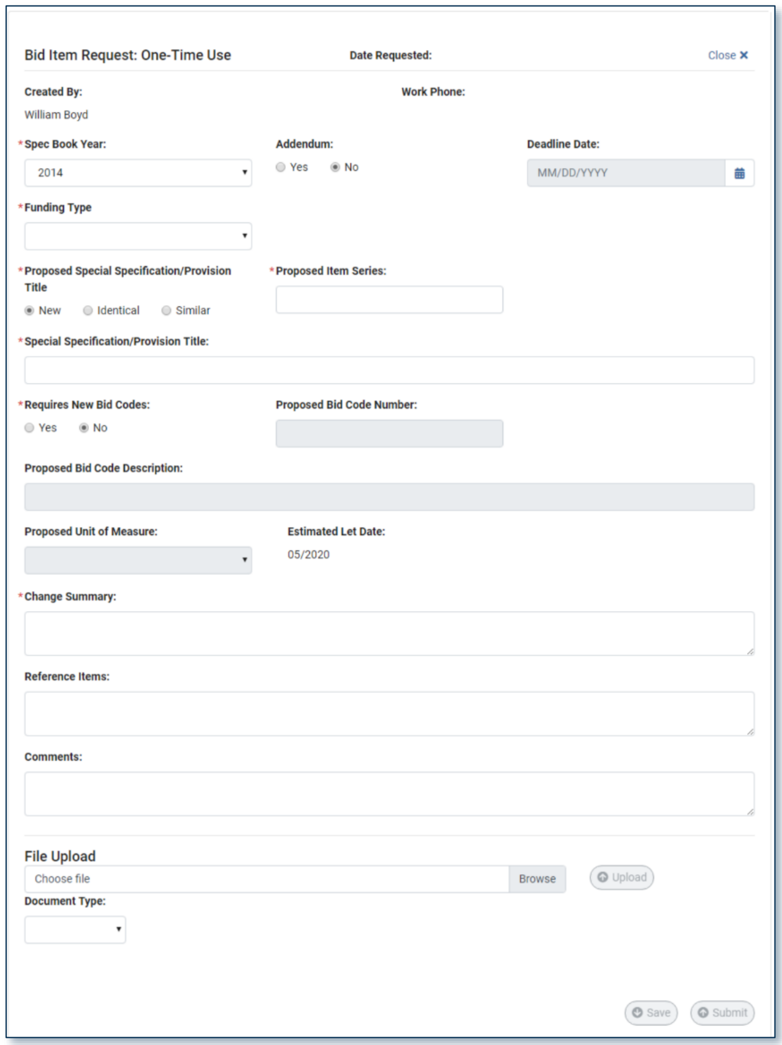
Fields with a * are required.

- To save your request and return to it later, click Submit.
- To submit your request into the workflow, click Save.

You can upload Proposed Item templates with your One Time Use request.

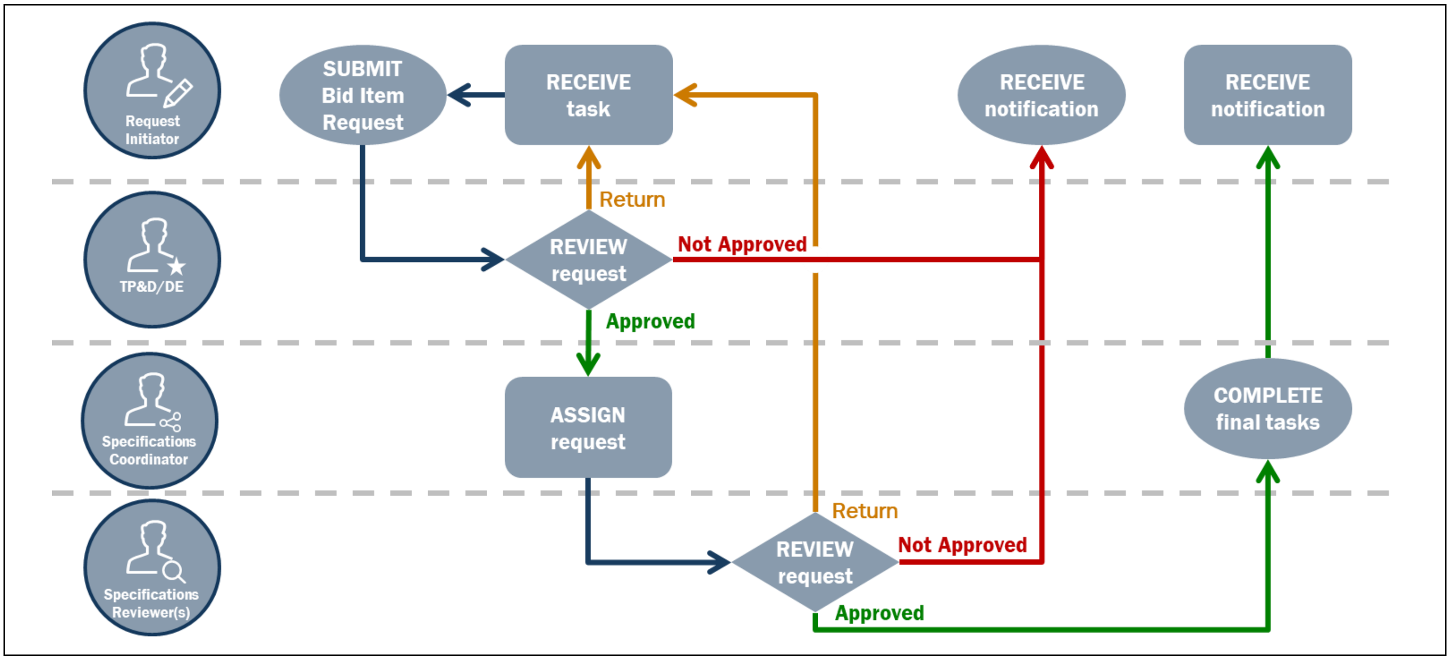
Files should be in Rich Text Format (.rtf) and be titled as follows, where [XXXX] is the Proposed Item Series:

- Special Specification to Item [XXX]
- Special Provision [XXXX]
- Special Provision to Special Specification [XXXX]
- Special Provision 000



12.6. Bid Item Request Workflow

Once submitted, the Bid Codes (Only) and One Time Use requests are routed through an automated workflow.



1. The Request Initiator submits the **Bid Item Request**.
2. The district's TP&D receives the request in **My Tasks** and selects from the following options:
   - **Approve** – the request continues to the next step in the workflow.
   - **Not Approve** – the Request Initiator receives a notification and the workflow **ends**.
   - **Return** – the Request Initiator recieves the request in **My Tasks** to make changes, save, and resubmit.
3. The Specifications Coordinator receives the request in **My Group List** and assigns to himself or herself.
4. The Specifications Coordinator reviews the request in **My Tasks** and selects **Approve**, **Not Approve**, or **Return**.

If **Approved**,

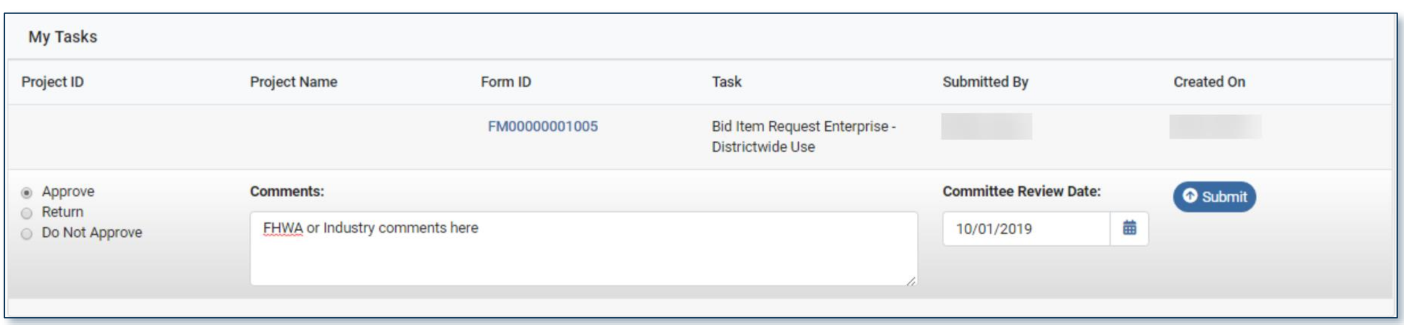
5. The Specifications Coordinator enters comments and a **Committee Review Date**, then clicks Submit.
6. The Request Initiator receives a notification that the request was approved. The workflow is **complete**.

If **Not Approved**,

5. The Specifications Coordinator enters comments, then clicks Submit.
6. The Request Initiator receives a notification that the request was not approved. The workflow **ends**.

If **Returned,**

5. the Specifications Coordinator enters comments, then clicks Submit.
6. The Request Initiator receives the request in **My Tasks**.
7. The Request Initiator may make changes to the form, save, and resubmit.


My Tasks

Project ID	Project Name	Form ID	Task	Submitted By	Created On
		FM00000001005	Bid Item Request Enterprise - Districtwide Use		

Approve
Return
Do Not Approve

Comments:
FHWA or Industry comments here

Committee Review Date:
10/01/2019

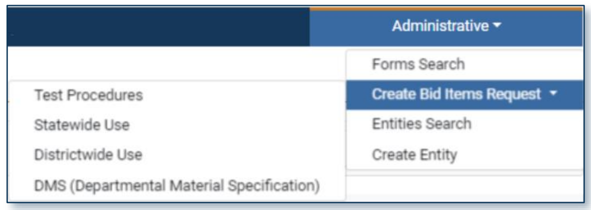
Submit

12.7. Administrative

The **Districtwide**, **Statewide**, **Departmental Materials Specifications (DMS)**, and **Test Procedures** requests are submitted from the **Administrative Module** in the top menu bar.

The **Administration** tab in the Top Menu Bar the offers the following options:

- Forms Search
- Create Bid Items Request
    - Test Procedures
    - Statewide Use
    - Districtwide Use
    - Departmental Materials Specifications (DMS)

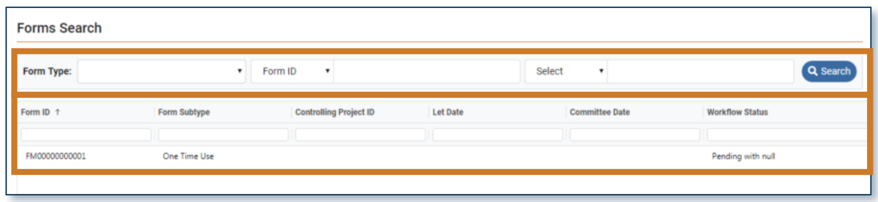


12.8. Forms Search

This page allows you to search for and monitor the status of any forms (requests) that have been submitted.

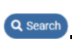
There are two parts on this page:

- The **Forms Search** feature
- The **Forms Search Results**

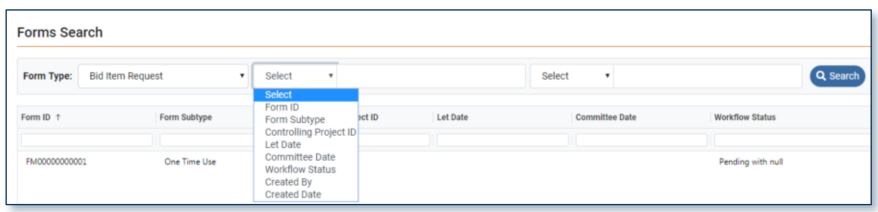


12.9. Forms Search Feature

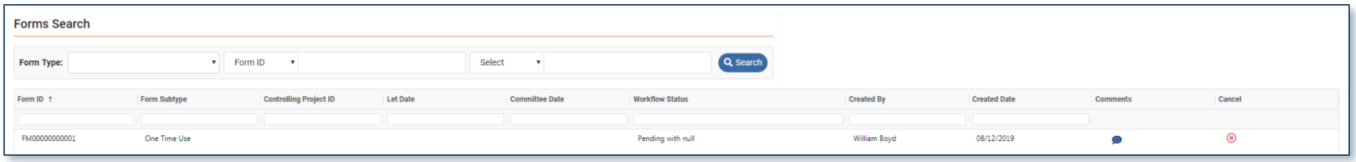
To search for a specific form,

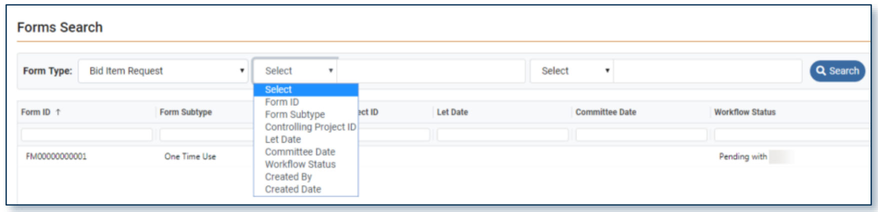
1. Use the **Form Type** drop-down menu to select the desired Form (request).
2. Use the **Select** drop-down menus to select up to two search criteria.
3. Enter up to two search terms (one in each **Search** field).
4. Click .

The **Search Results** will appear.

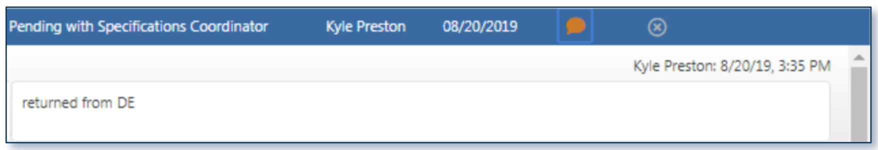


12.10. Forms Search Results





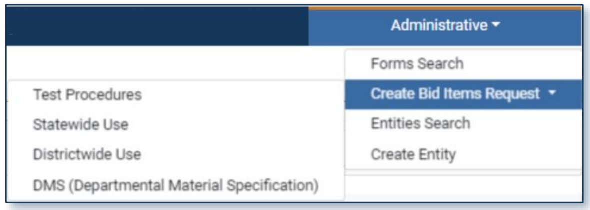
- Click a column header to **sort** search results by the data in that column. Click again to reverse the order.
- Type into one or more of the column header fields to **filter** search results by the data in that column.



- Click next to a form to display **reviewer comments**.
- Click next to a form to **cancel** it. A **comment** is required when canceling.

12.11. Create Bid Items Request

Select **Create Bid Items Request** from the Administrative Menu to create the following Bid Items Request types:



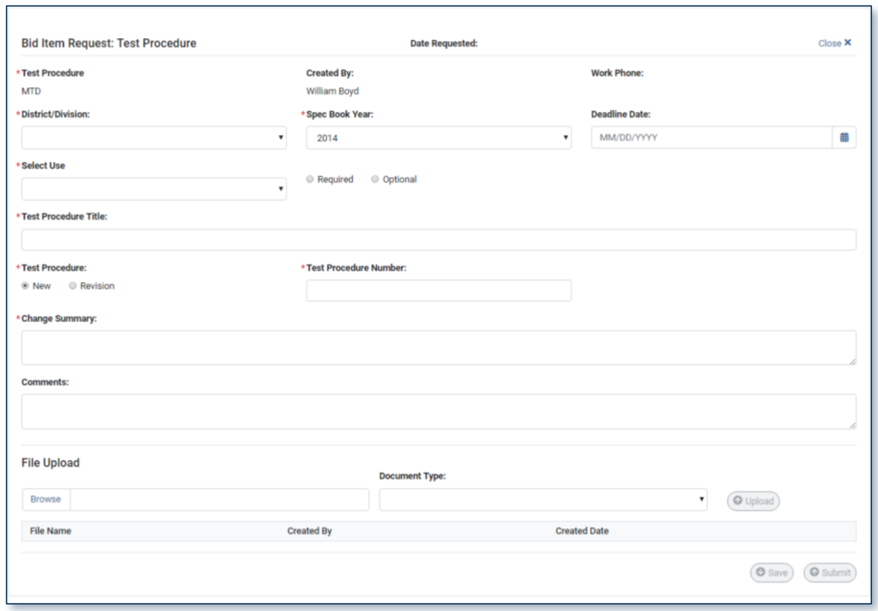
- Test Procedures
- Statewide Use
- Districtwide Use
- Departmental Materials Specifications (DMS)

12.12. Test Procedure

The Test Procedure allows you to create a new test procedure.

Fields with a * are required.

- To save your request and return to it later, click Submit.
- To submit your request into the workflow, click Save.



You can upload Proposed Item templates with your Statewide Use request.

Files should be in Rich Text Format (.rtf) and be titled as follows, where [XXXX] is the Proposed Item Series:

- Special Specification to Item [XXX]
- Special Provision [XXXX]
- Special Provision to Special Specification [XXXX]
- Special Provision 000

12.13. Bid Item Request: Statewide Use

The Statewide Use requests a new Bid Code intended to be used by all of TxDOT.

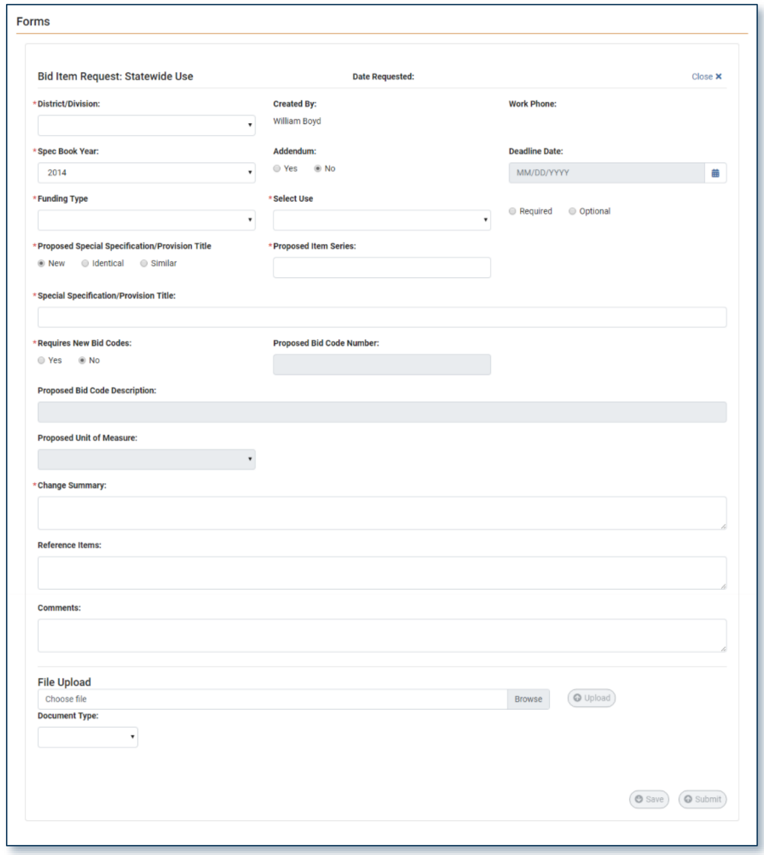
Fields with a * are required.

- To save your request and return to it later, click Submit.
- To submit your request into the workflow, click Save.

You can upload [Proposed Item templates] with your Statewide Use request.

Files should be in Rich Text Format (.rtf) and be titled as follows, where [XXXX] is the Proposed Item Series:

- [Special Specification to Item [XXX]]
- [Special Provision [XXXX]]
- [Special Provision to Special Specification [XXXX]]
- [Special Provision 000]



12.14. Bid Item Request: Districtwide Use

The Districtwide Use Request requests a new Bid Item intended to be used only by your district.

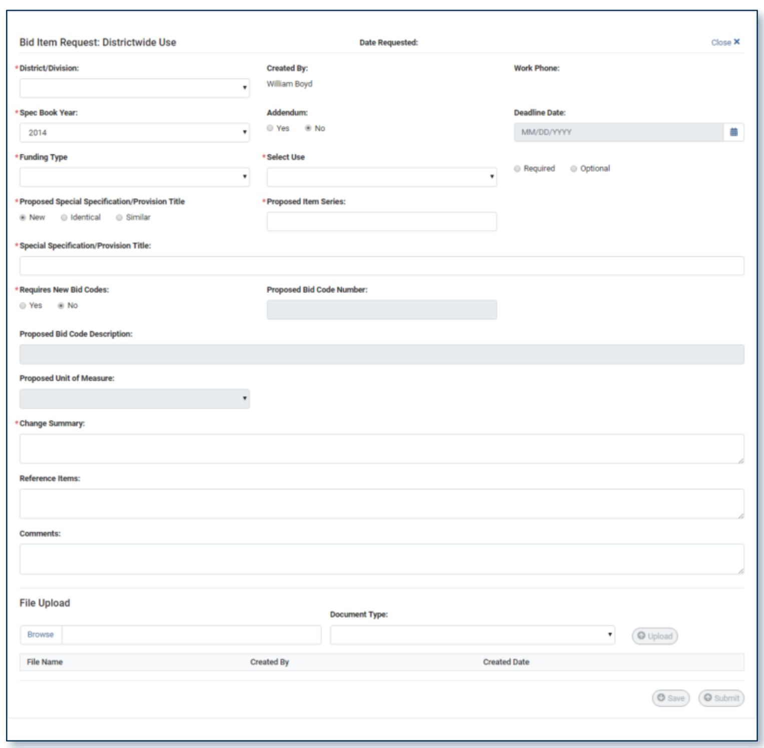
Fields with a * are required.

- To save your request and return to it later, click Submit.
- To submit your request into the workflow, click Save.

You can upload [Proposed Item templates] with your Districtwide Use request.

Files should be in Rich Text Format (.rtf) and be titled as follows, where [XXXX] is the Proposed Item Series:

- [Special Specification to Item [XXX]]
- [Special Provision [XXXX]]
- [Special Provision to Special Specification [XXXX]]
- [Special Provision 000]



12.15. Departmental Materials Specifications (DMS)

The Departmental Materials Specifications (DMS) Request requests new Departmental Materials Specifications.

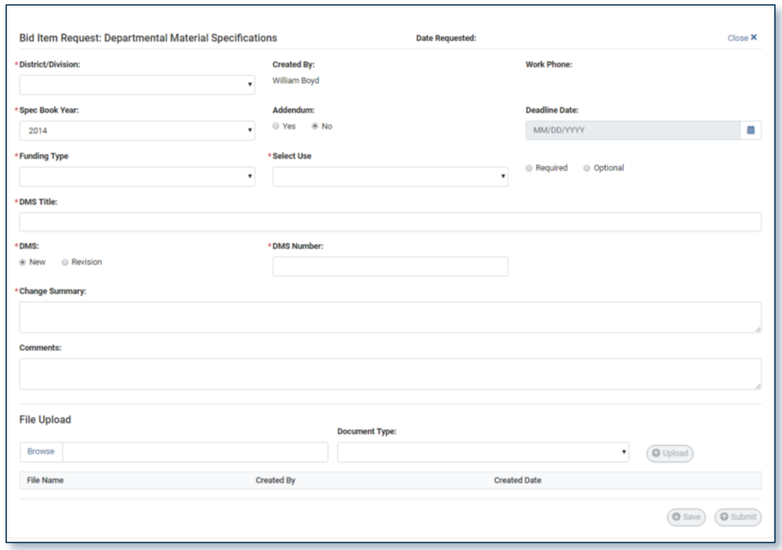
Fields with a * are required.

- To save your request and return to it later, click Submit.
- To submit your request into the workflow, click Save.

You can upload Proposed Item templates with your Statewide Use request.

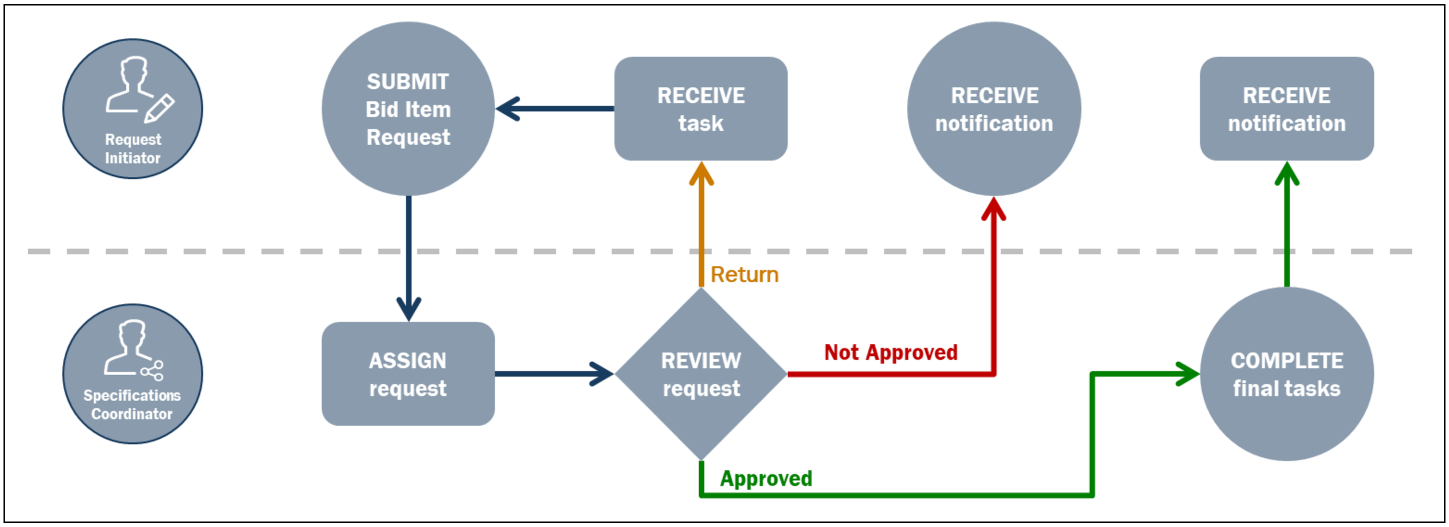
Files should be in Rich Text Format (.rtf) and be titled as follows, where [XXXX] is the Proposed Item Series:

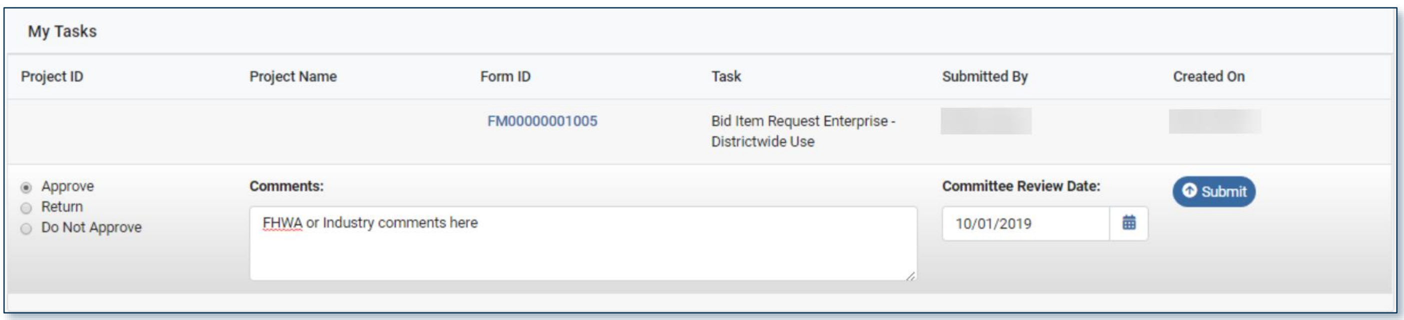
- Special Specification to Item [XXX]
- Special Provision [XXXX]
- Special Provision to Special Specification [XXXX]
- Special Provision 000



12.16. Bid Item Request Workflow

Once submitted, the four requests described above are routed through an automated workflow.





1. The Request Initiator submits the **Bid Item Request**.
2. The Specifications Coordinator receives the request in **My Group List** and assigns to himself or herself.
3. The Specifications Coordinator reviews the request in **My Tasks** and selects **Approve**, **Not Approve**, or **Return**.

If **Approved**,

4. The Specifications Coordinator enters comments and a **Committee Review Date**, then clicks Submit.
5. The Request Initiator receives a notification that the request was approved. The workflow is **complete**.

If **Not Approved**,

4. The Specifications Coordinator enters comments, then clicks Submit.
5. The Request Initiator receives a notification that the request was not approved. The workflow **ends**.

If **Returned,**

4. the Specifications Coordinator enters comments, then clicks Submit.
5. The Request Initiator receives the request in **My Tasks**.
6. The Request Initiator may make changes to the form, save, and resubmit.

13. Letting Module: Contract Inquiry Search

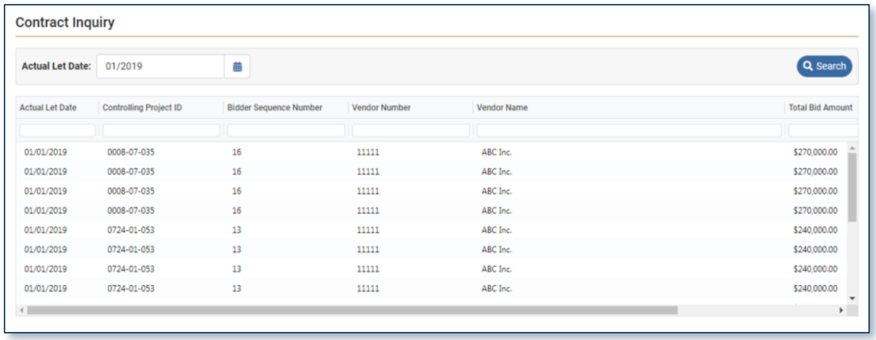
The Letting tab leads to the Contract Inquiry Search, which displays information about projects that have already let, the vendors who were awarded the contract.

When you select **Letting** from the Top Menu Bar, the menu offers the following options:

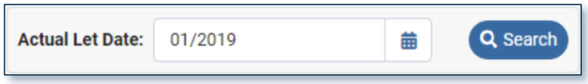
13.1. Contract Inquiry Search

There are two parts on this page:

- The **Actual Let Date** search
- The **Search Results**



13.2. Actual Let Date Search Feature



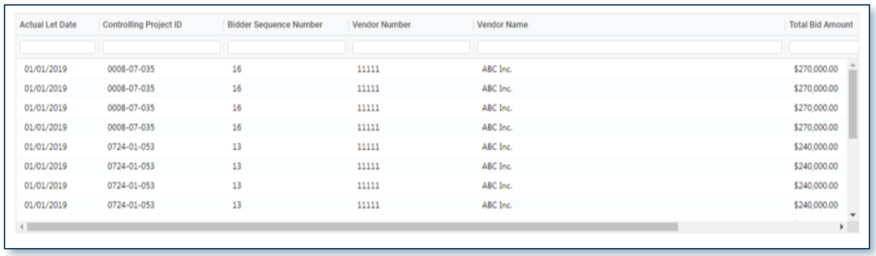
Enter a month in the **Actual Let Date** field, then click Search to find projects with that Actual Let Date.

You can also click to use the **calendar tool** to select the month.

13.3. Search Results

The search results display the projects that have an actual let date matching your search criteria.

These search results display information arranged in the following columns:



Actual Let Date	Controlling Project ID	Bidder Sequence Number	Vendor Number	Vendor Name	Total Bid Amount
01/01/2019	0008-07-035	16	11111	ABC Inc.	$270,000.00
01/01/2019	0008-07-035	16	11111	ABC Inc.	$270,000.00
01/01/2019	0008-07-035	16	11111	ABC Inc.	$270,000.00
01/01/2019	0008-07-035	16	11111	ABC Inc.	$270,000.00
01/01/2019	0724-01-053	13	11111	ABC Inc.	$240,000.00
01/01/2019	0724-01-053	13	11111	ABC Inc.	$240,000.00
01/01/2019	0724-01-053	13	11111	ABC Inc.	$240,000.00
01/01/2019	0724-01-053	13	11111	ABC Inc.	$240,000.00

Column	Description
Actual Let Date	The project's actual let date.
Controlling Project ID	The project's Controlling Project ID.
Bidder Sequence Number	The Bidder Sequence Number of the vendor who bid on the contract.
Vendor Number	The Vendor Number of the vendor who bid on the contract.
Vendor Name	The name of the vendor who bid on the contract.
Total Bid Amount	The total amount that was bid by the vendor.
Let Code	Indicates the status of the contract, with the following descriptions: • Before and During Letting Process • Bids Entered and Verified • Bidder Awarded on this Contract • Bids Rejected for this Contract

14. Revision History

Version	Date	Name	Change Description
2.0.0	6/17/19	Ernie Roth	Initial layout.
2.0.1	8/18/19	Will Boyd	First draft review and incorporate feedback.
2.0.2	8/21/19	Will Boyd	Updated based on Sprint 22 functionality.
2.0.3	12/02/19	Steve Chavez	Updated based on Sprint 25 and 26. Updated images for change removing "Milestones". "Responsible Engineer" label changed to "Project Manager". Engineer's Estimate description/calculation updated. "Total Construction Cost" updated to "Total Contract Cost". Added Proposal Guarantee Amount and calculation. Updated Force Account description. Updated text and images in the Project Managers section to reflect label changes to "Programming Manager" and "Project Manager".