Adding Bid Items to an Engineer’s Estimate

A TxDOTCONNECT Job Aid

Roles Impacted

Professional Engineer
Professional Engineer – Consultant
Engineer’s Estimate Coordinator
Engineer’s Estimate Coordinator – Consultant
Landscape Architect
Design Coordinator

Last Revised
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The Estimate Grid

The Estimate grid is found on the Engineer’s Estimate page of the project 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.

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)
Adding a Bid Item

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

1. Click + New Item above or below the Estimate grid.
2. Select a **Category of Work**.

- A Category of Work is required before other values may be entered.
- Some Categories of Work have special rules, including **Bridge**, **Utilities**, **Barricades**, and **Mobilization**. These are discussed later in this job aid.
- The **Category** tab groups bid items by Category of Work.

![Screen capture of bid item search](image)

- The **NBI/Utility ID** is required only for Category of Work **Bridge** and **Utilities**, described later in this job aid.

3. 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 appears. Select your 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**.
5. Enter the bid item’s **Unit Price**.

**Unit Price** entries allow 3 numbers after the decimal in order to achieve a greater level of accuracy.

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

When a bid code is used that exists previously either in the current project or one of the associated projects, the system will auto-populate the unit price field to match the established unit price.

If the user changes the auto-populated unit price, the system will update all instances of the unit price associated to the project or associated projects.

Unit Pricing requirements also apply to any Alt Bid Code entries. The project cannot be sealed if the Alt Bid Groups are not within $1 of each other and TxDOTCONNECT will generate an error message.

Click “>” to view **Averages**.

The **Unit Price** is compared to the **Low Range** (least) and **High Range** (greatest) of the following **Averages**:
- 3-month Districtwide
- 3-month Statewide
- 12-month Districtwide
- 12-month Statewide

If the Unit Price is lower than the Low Range or higher than the High Range, it is highlighted.

Note: This does not prevent you from saving.
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.

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 (for example, **1A**) without a corresponding primary code (for example, **1**).

8. If applicable, indicate if the bid item **is** or **is not** paid for by federal dollars by checking the box under:

- For **Construction** projects, TxDOTCONNECT assumes the bid item is federally participating unless this box is checked to indicate **Federally Non-Participating**.

- For **Maintenance** projects, TxDOTCONNECT assumes the bid item is not federally participating unless this box is checked to indicate **Federally Participating**.
9. If applicable, check the box under **Excluded Bid Item**. This means the bid item will not be calculated into project totals.

**Removing a Bid Item**

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

The four **Categories of Work** described below determine unique 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.

**Barricades**

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

**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.

**Force Accounts**

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

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

**Default**

Items are displayed in the order they are entered.

**Plan Set**

Items are grouped by their Plan Set Location value.

**Category**

Items are grouped by their Category of Work value.
Bid Code
Items are grouped by Bid Code and displayed in numerical order.

Alt Bid Group
Items are grouped by Category of Work and displayed in numerical order. Any bid items designed as part of an Alt Bid Group will be displayed together.

Rearrange Bid Items
To rearrange bid items in the Default or Category of Work tab, click and drag to the desired location.
Bulk Uploading an Engineer’s Estimate

There is an alternative method to adding bid items to an estimate in TxDOTCONNECT other than manual entry: submitting an Excel spreadsheet using the Bulk Upload functionality. For more information on the Bulk Upload process, please see the Bulk Upload Job Aid here on Crossroads.