

AASHTOWare Project Estimation

Creating a New Cost Estimate

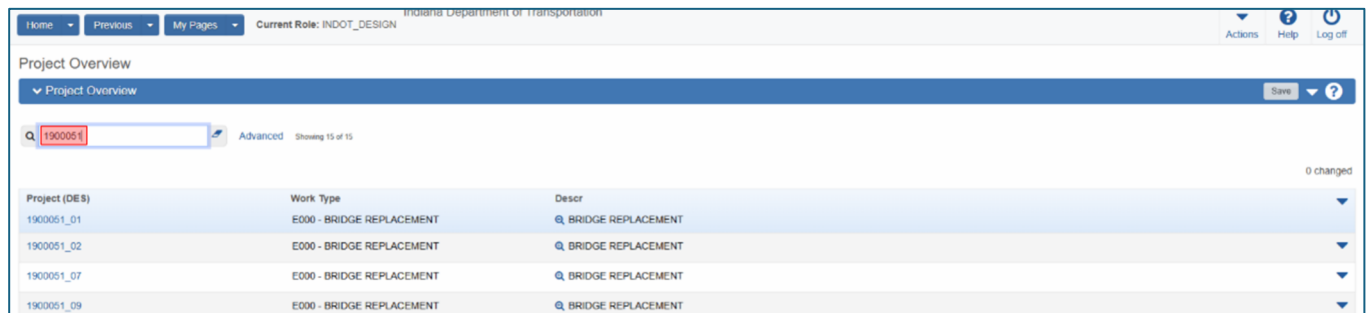
Printable Companion Handout



Navigating to Cost Estimates for a Project

To begin, navigate to the Cost Estimates menu. See Navigation Essentials for more information on navigation.

1. Start with the Home menu.
2. Look for the Preconstruction component. Under Preconstruction, click on “Projects” to navigate to the Project Overview page
3. There will be a search bar on the top left. Search for the DES number relevant to your project.

The screenshot shows the "Project Overview" page in the AASHTOWare Project Estimation system. At the top, there is a navigation bar with "Home", "Previous", and "My Pages" buttons. To the right, it says "Current Role: INDOT_DESIGN". Below the navigation bar, there is a search bar with the text "1900051" entered. To the right of the search bar, it says "Advanced" and "Showing 15 of 15". Below the search bar, there is a table with three columns: "Project (DES)", "Work Type", and "Descr". The table contains four rows of data, all showing "E000 - BRIDGE REPLACEMENT" for the Work Type and "BRIDGE REPLACEMENT" for the Descr. The first row has the Project (DES) number "1900051_01". The table is followed by a "0 changed" status indicator.

Project (DES)	Work Type	Descr
1900051_01	E000 - BRIDGE REPLACEMENT	BRIDGE REPLACEMENT
1900051_02	E000 - BRIDGE REPLACEMENT	BRIDGE REPLACEMENT
1900051_07	E000 - BRIDGE REPLACEMENT	BRIDGE REPLACEMENT
1900051_09	E000 - BRIDGE REPLACEMENT	BRIDGE REPLACEMENT

If you do not see your project in the system, ensure that you are in the right role (listed as “Current Role” to the right of the My Pages button).

If you are in the correct role, reach out to INDOTCostEstimationSupport@indot.in.gov to confirm that the proper DES number is in AWPe.

4. Click on the DES number to navigate to the Project Overview.
5. Navigate to the Quick Links portion at the top of your screen and click on “Cost Estimate”
6. Click on the “Cost Estimates” tab on the left side of the screen.

Afterwards, you may create or navigate to any cost estimates. For a visual guide, see the “Navigation Essentials” tutorial video.

Creating a new Cost Estimate

1. Click the “Add” button to create a new cost estimate under a project.

Indiana Department of Transportation

Current Role: INDOT_DESIGN

Overview Project Cost Estimate Snapshots

Project Cost Estimate Summary

Project: 1900051_07 - BRIDGE REPLACEMENT

Proposal:

General

Cost Estimates

Type search criteria or press Enter

Advanced Showing 1 of 1

Show previously highlighted row

Add

Cost Estimate Name	Estimate Type	Cost Estimate Total	Active	Control Cost Est
1900051_07	INDOT - INDOT Estimate	7,525,063.50	Yes	☒

0 marked for deletion 0 changed

2. Insert the proper estimate information

Add Cost Estimate

Project: 1900051_07 - BRIDGE REPLACEMENT

Parent Attributes

Entity: 1900051_07

Unit System: English

Entity Description: BRIDGE REPLACEMENT

Spec Book: 10

Improvement Type

Estimate Information

Cost Estimate Name *

Design Build

Cost Estimate Descr

Profile

Estimate Stage *

Budget Class

Estimated By

Lanemiles

Cost Estimate Total

Estimate Type

Vendor Access *

Begin typing to search or press Enter

Any fields which are noted with a **red asterisk** are required information. You will not be able to continue until all highlighted fields are complete.

NOTE: All estimates across the entire program including all project and vendor access codes needs to have a unique name. As such, each estimate should start with the specific des number of the project (i.e. 2600189_SteelEst).

When filling out the Vendor Access tab, ensure you are filling in the correct vendor relevant to your account. If you do not fill in the correct vendor access, you will not be able to access the cost estimate. You can either type the name of the vendor access or the number code.

To check your correct vendor access, complete the following:

Vendor Access *

Vendor Access *

a. Click the carrot on the Global Actions Menu

Home Previous My Pages Current Role: INDOT_DESIGN Indiana Department of Transportation

Overview

Add Cost Estimate

Project: 1900051_07 BRIDGE REPLACEMENT Save ?

Parent Attributes

Entity	Unit System
1900051_07	English
Entity Description	
BRIDGE REPLACEMENT	
Spec Book	Improvement Type
10	

b. Navigate to "Settings"

Home Previous My Pages Current Role: INDOT_DESIGN Indiana Department of Transportation

Overview

Add Cost Estimate

Project: 1900051_07 BRIDGE REPLACEMENT Save ?

Parent Attributes

Entity	Unit System
1900051_07	English
Entity Description	
BRIDGE REPLACEMENT	
Spec Book	Improvement Type
10	

Actions

- Open Process History
- Tracked Issues
- Cases
- Import File
- Generate Report
- Execute Process
- Global Attachments
- Global Links
- My Settings**
- My Outbox

c. See the highlighted section (below) for your Vendor Access.

Home Previous My Pages Current Role: INDOT_DESIGN Indiana Department of Transportation

The previous page has unsaved changes. Return to Project: 1900051_07 - BRIDGE REPLACEMENT

My Settings

JDonaruma - John Donaruma Save ?

User Information

First Name	Last Name
John	Donaruma
Person ID	New User Help
JDonaruma	☐

Vendor Access

UI Settings

Allow Multiple Expanded Collapsibles

☐

Also include your name under "Estimated By" and the Estimate Type.

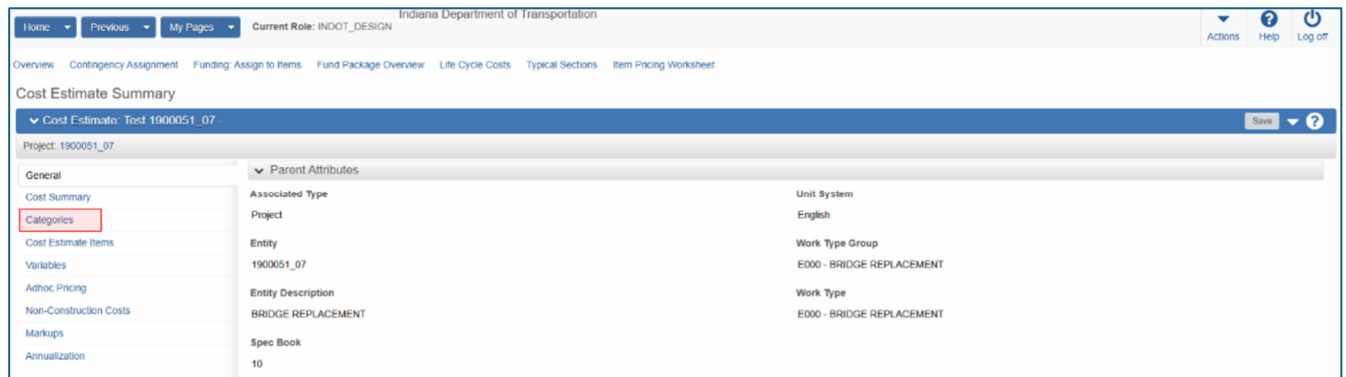
NOTE: Other fields not directly noted in the procedure (i.e. "Budget Class," "Lane Miles," etc.) are not required. These fields may be left blank.

- Click “Save” at the top-right corner of your screen to save the cost estimate. You should be navigated back to the Cost Estimate selection screen, where you can click on your cost estimate.

NOTE: Users should avoid deleting a cost estimate. The deleting process may not include all files associated with the estimate. For example, Snapshots may remain and create challenges if a new estimate is created with the same name as the previously deleted estimate.

Establishing Categories (As Needed)

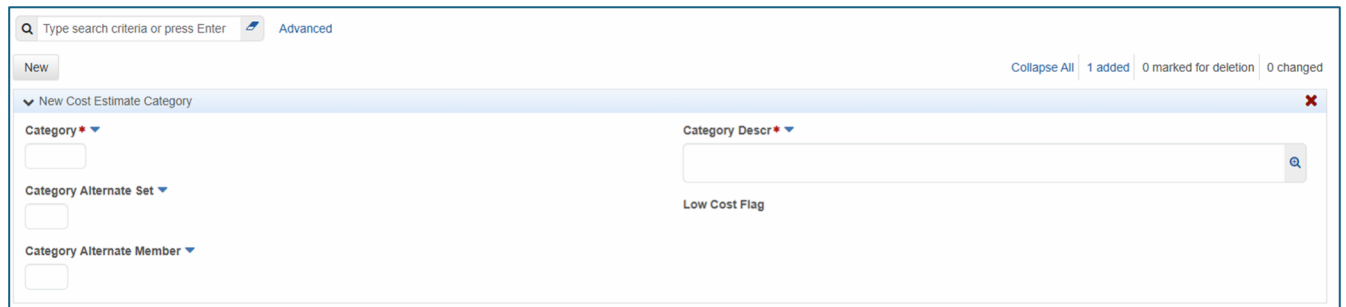
- Navigate to the Cost Estimate Summary component by clicking on the cost estimate name.
- Click on “Categories” to the left



The screenshot shows the 'Cost Estimate Summary' page for 'Project: 1900051_07'. The left sidebar contains a list of navigation links: General, Cost Summary, Categories (highlighted with a red box), Cost Estimate Items, Variables, Adhoc Pricing, Non-Construction Costs, Markups, and Annualization. The main content area displays the 'Parent Attributes' section with the following fields:

Field	Value
Associated Type	Unit System
Project	English
Entity	Work Type Group
Entity Description	E000 - BRIDGE REPLACEMENT
Spec Book	Work Type
	E000 - BRIDGE REPLACEMENT

- Click “New”



The screenshot shows the 'New Cost Estimate Category' form. The form has the following fields:

- Category**: A dropdown menu with a red arrow icon.
- Category Descr**: A text input field with a red arrow icon and a search icon.
- Category Alternate Set**: A dropdown menu with a red arrow icon.
- Category Alternate Member**: A dropdown menu with a red arrow icon.

- Assign a proper category number and description. Below are the INDOT design standard categories:

Category Number	Category Description
0001	[WORK TYPE]
0002	[WORK TYPE], NON-PARTICIPATING

Selecting a Standard Bid History Profile

- Navigate to the “Cost Estimate Summary” Page
- Click the Component Action Menu (white carrot on the top right)

Overview Contingency Assignment Funding: Assign to Items Fund Package Overview Life Cycle Costs Typical Sections Item Pricing Worksheet

Cost Estimate Summary

▼ Cost Estimate: 2300752JD_Est - SR 1031 NB Bridge over Kokomo Creek, 02.56 miles N SR 44

Project: 2300752JD

General

Cost Summary

Categories

Cost Estimate Items

Variables

Adhoc Pricing

Non-Construction Costs

Markups

▼ Parent Attributes

Associated Type

Project

Entity

2300752JD

Entity Description

BRIDGE REPLACEMENT

Spec Book

Unit System

English

Improvement Type

Work Type

E000 - BRIDGE REPLACEMENT

3. Click “Select Item Bid History Profile”
4. Select the Item Bid History Profile, then confirm the selection with “Copy Profile to Cost Estimate”

Select Item Bid History Profile

Q Type search criteria or press Enter User Defined = No Showing 16 of 16 1 selected

Select	Bid History Profile	Description	User Defined	Cost Estimate Name
	1 YEAR ALL	All contracts let in previous 12 months (Feb 2024 - Jan 2025 fo	No	
✓	2 YEAR ALL	All contracts let in previous 24 months	No	
	3 MONTH ALL	All contracts let in previous 3 months (Nov 2024 - Jan 2025 fo	No	
	3 YEAR ALL	All contracts let in previous 36 months	No	
	6 MONTH ALL	All contracts let in previous 6 months (Aug 2024 - Jan 2025 fo	No	
	BRIDGE (B) ONLY	Bridge (B) contracts only	No	
	DISTRICT 610 ONLY	District 610 Crawfordsville contracts let in the last 2 years.	No	
	DISTRICT 620 ONLY	District 620 Fort Wayne contracts let in the last 2 years.	No	
	DISTRICT 630 ONLY	District 630 Greenfield contracts let in the last 2 years.	No	
	DISTRICT 640 ONLY	District 640 LaPorte contracts let in the last 2 years.	No	
	DISTRICT 650 ONLY	District 650 Seymour contracts let in the last 2 years.	No	

Copy Profile to Cost Estimate...

To see User Bid History Profiles, ensure “User Defined = No” is switched to “System Default.”

NOTE: The above process is the only way to access and change the Bid History Profile. Clicking on the bid history note displayed in the Cost Estimate Summary screen (shown below) will navigate you to the User Bid History Profile screen. This is where the bid history profile would be modified.

User Bid History profiles are not recommended, except in particular estimation circumstances necessitate their use. Estimators are expected to use engineering judgement to determine if a User Bid History Profile is necessary based on the performance of INDOT-defined Bid History profiles.

▼ Additional Information

▼ Bid Based

Bid History Profile

1 YEAR ALL

Typical Section Bid History Profile

Q DISTRICT 640 ONLY

District 640 LaPorte contracts let in the last 2 years.

▼ Cost Based

Labor Rate Class

Equipment Rate Class

Material Rate Class

Deleting Project Categories (As Needed)

When projects are imported from outside databases such as SPMS, AASHTOWare Project Estimation can automatically create project categories for items. This will conflict with future cost estimations and thus should be deleted if you encounter this issue.

Project Items, Categories, or Fund Packages exist. Only pricing and quantity fields are editable.

If you see the warning above pop-up upon entering a cost estimate, then your project is likely to have Project Categories. Follow the steps below to delete Project Categories:

1. Navigate to the “Project Summary” Screen.

Note: This can be done by exiting your cost estimate, or by searching for the name of the project through the Project Overview Screen (See 101 - Navigation Essentials for more details).

2. Click the “Categories and Items” Quick Link

Indiana Department of Transportation

Current Role: INDOT_DESIGN

Overview **Categories and Items** Cost Estimate Fund Package Overview Funding: Assign to Items Item Alternate Summary Item Pricing Item Worksheet

Project Summary

Project: 2200655mils - EB over White River 03.47 miles E of SR 241

Proposal:

General

Counties

Districts

Points

Road Segments

Bridge Segments

Workflow

Project ID (DES #)

2200655mils

Project Location Description *

EB over White River 03.47 miles E of SR 241

Spec Book *

10

Unit System *

English

Functional Class

3 - Other Principal Arterial

Season

Terrain

Urban/Rural

R - RURAL

3. You will navigate to the “Project Category and Item Summary” screen. Click on the “Categories” tab on the left.

Indiana Department of Transportation

Current Role: INDOT_DESIGN

Overview Fund Package Overview Funding: Assign to Items Item Alternate Summary Item Pricing **Project** Item Worksheet

Project Category and Item Summary

Project: 2200655mils - EB over White River 03.47 miles E of SR 241

Proposal:

General

Categories

Category Alternate Sets

Item Alternate Sets

Items

Project ID (DES #)

2200655mils

Project Location Description *

EB over White River 03.47 miles E of SR 241

Spec Book *

10

Unit System *

English

Federal Project Number

2200655

Controlling Project

Functional Class

3 - Other Principal Arterial

Season

Terrain

Urban/Rural

R - RURAL

E & C Percent

Estimated Date

05/17/2026

4. You will see any Project Items that have been imported from the outside database. Click on the blue carrot on the right of the item.

Indiana Department of Transportation

Home Previous My Pages Current Role: INDOT_DESIGN Actions Help Log off

Overview Fund Package Overview Funding Assign to Items Item Alternate Summary Item Pricing Project Item Worksheet

Project Category and Item Summary

Project: 2200655mils - EB over White River 03.47 miles E of SR 241 Save ?

Proposal:

General

Categories

Category Alternate Sets

Item Alternate Sets

Items

Type search criteria or press Enter Advanced Showing 1 of 1

New

0001 - Bridge Painting

0 added | 0 marked for deletion | 0 changed

5. A pop-up menu will appear. Click “Delete.”

Indiana Department of Transportation

Home Previous My Pages Current Role: INDOT_DESIGN Actions Help Log off

Overview Fund Package Overview Funding Assign to Items Item Alternate Summary Item Pricing Project Item Worksheet

Project Category and Item Summary

Project: 2200655mils - EB over White River 03.47 miles E of SR 241 Save ?

Proposal:

General

Categories

Category Alternate Sets

Item Alternate Sets

Items

Type search criteria or press Enter Advanced Showing 1 of 1

New

0001 - Bridge Painting

0 added | 0 marked for deletion | 0 changed

Actions

Copy

Delete

Duplicate Row

Exclude from Search Results

Insert Row

Tasks

Delete Category And Associated Data

Views

Attachments (0)

Links

Tracked Issues

6. The item will be marked for deletion after clicking “Delete.” To confirm, click the “Save” button on the top right of the screen.

Indiana Department of Transportation

Home Previous My Pages Current Role: INDOT_DESIGN Actions Help Log off

Overview Fund Package Overview Funding Assign to Items Item Alternate Summary Item Pricing Project Item Worksheet

Project Category and Item Summary

There are unsaved changes.

Project: 2200655mils - EB over White River 03.47 miles E of SR 241 Save ?

Proposal:

General

Categories

Category Alternate Sets

Item Alternate Sets

Items

Type search criteria or press Enter Advanced Showing 1 of 1

New

0001 - Bridge Painting

0 added | 1 marked for deletion | 0 changed

7. The Project Item should be deleted. Once you navigate back to the cost estimate, the error message at the top should be gone.

Indiana Department of Transportation

Home Previous My Pages Current Role: INDOT_DESIGN Actions Help Log off

Overview Fund Package Overview Funding Assign to Items Item Alternate Summary Item Pricing Project Item Worksheet

Project Category and Item Summary

Save Complete

Project: 2200655mils - EB over White River 03.47 miles E of SR 241 Save ?

Proposal:

General

Categories

Category Alternate Sets

Item Alternate Sets

Items

Type search criteria or press Enter Advanced

New

No rows found matching criteria.

0 added | 0 marked for deletion | 0 changed