

AASHTOWare Project Estimation

Submitting a Project to Contracts

Printable Companion Handout



Double Checking Project Information

Before validating and submitting your project, complete the following steps and ensure the relevant information is filled:

1. Navigate to the Project Summary Screen
2. Ensure the following fields are filled and contain accurate information:
 - a. Estimated Date
 - b. Checked Date
 - c. Checked By
 - d. Designer
3. If the Des is the Lead Des or the only Des in the contract check the box called “Controlling Project”.
4. The field titled “Project Location Description” should be populated with the “**Work Type**” from SPMS (NOT THE PROJECT LOCATION).
5. Ensure that the “Road Segments” steps have been completed (see [111 – Building Project & Segment Items](#)).
6. Ensure that the “Bridge Segments” steps have been completed (see [111 – Building Project & Segment Items](#)).

The screenshot shows the "Project Summary" screen for a project titled "Project: 2300/752JD - BRIDGE REPLACEMENT". The left sidebar contains a navigation menu with options: General, Counties, Districts, Points, Road Segments, Bridge Segments, and Workflow. The main area displays a table with one row of project data. The row is highlighted in blue and contains the following information: "ON SR 931 NB OVER KOKOMO CREEK, 2.55 MILES NORTH OF SR 26" (Name), "931" (Number), "2 - Principal Arterial (Freeway/Expressway)" (Type), and "SR 931" (Route). The "Name" field is highlighted with a red box. To the right of the table, there are fields for "Begin Termini" (0150+0065), "End Termini" (0150+0065), and "Category ID". At the bottom, there is a "Comment" field.

7. In the “Bridge Segments” tab select “New” and enter the Structure Number as it appears in SPMS in the field titled “Bridge ID”. The “Bridge Type” drop-down menu also needs to be correctly populated.

Ensure that the bridge type label is populated with the actual bridge type, NOT left with State filled in.

Validating your Project

To ensure your project has the proper contents, use the Validate Project feature before submitting your cost estimate.

Before you begin this process ensure that the correct cost estimate is active in your project. This can be done by pressing the “Cost Estimates” quick link

1. Navigate to the Project Summary Screen
2. Click the Component Actions Menu

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

Project Summary

Project: 1900051_07 - BRIDGE REPLACEMENT Save ?

Proposal

General

Project ID (DES #)
1900051_07

Project Location Description
BRIDGE REPLACEMENT

Spec Book
10

Unit System
English

Federal Project Number
1900051

Controlling Project
☒

Work Type
E000 - BRIDGE REPLACEMENT

Work Type Group
E000 - BRIDGE REPLACEMENT

Functional Class
4 - Minor Arterial

Season
Spring - Spring

Terrain

Urban/Rural
R - RURAL

E & C Percent
0.50

Estimated Date
06/09/2026

Date Checked
mm/dd/yyyy

Checked By

3. Click “Validate Project”

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

Project Summary

Project: 1900051_07 - BRIDGE REPLACEMENT Save ?

Proposal

General

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Project Location Description
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Spec Book
10

Unit System
English

Federal Project Number
1900051

Functional Class
4 - Minor Arterial

Season
Spring - Spring

Terrain

Urban/Rural
R - RURAL

E & C Percent
0.50

Actions

- Copy Project Snapshot...
- Tasks
 - Check Out Project To Estimator
 - Export Project Cost Estimates
 - Export Project To Estimator
 - Validate Project**
- Views
- Attachments (0)
- Issues
- Links
- Reports
- Preliminary Project Detail Estimate

4. A pop-up screen showing any errors will appear. If it shows that certain items are missing, navigate those items' tabs and fill in the relevant information.

Information will be color coded in the following manner:

Red = Error

Yellow = Warning

Blue = Information

Passing Control to Contracts Division

1. Navigate to the Project Summary Screen
2. Click the “Workflow” Tab

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

Project Summary

Project: 1900051_07 - BRIDGE REPLACEMENT Save ?

Proposal:

General

Counties

Districts

Points

Road Segments

Bridge Segments

Workflow

Project ID (DES #)

1900051_07

Project Location Description *

BRIDGE REPLACEMENT

Spec Book *

10

Unit System *

English

Federal Project Number

1900051

Functional Class

4 - Minor Arterial

Season

Spring - Spring

Terrain

Urban/Rural

R - RURAL

E & C Percent

0.50

Actions

Copy Project Snapshot...

Tasks

Check Out Project To Estimator

Export Project Cost Estimates

Export Project To Estimator

Validate Project

Views

Attachments (0)

Issues

Links

Reports

Preliminary Project Detail Estimate

3. Set the “Workflow” drop-down to “Default Workflow”
4. Set the “WorkflowPhase” drop-down to “Transition to Contracts Division”
5. Click “Save”

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

Project Summary

Project: 1900051_07 - BRIDGE REPLACEMENT Save ?

There are unsaved changes.

Proposal:

General

Counties

Districts

Points

Road Segments

Bridge Segments

Workflow

Workflow

Default Workflow

WorkflowPhase

Scoping

Design

Transition to Contracts Division

Proposal Definition

Manage Revisions (preprint changes)

Advertise Letting

Manage Addenda (revisions)

Process Bids

Post Bid Evaluation

Alternate Analysis

Note that you will lose editing access to the project and cost estimate once this process is finished.