![Iowa DOT logo]

Cost Estimating

Cost Estimating Tab

iPDWeb Cost Estimating Manual
Chapter 1
Intro to the Program
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The Cost Estimating Tab is where all estimate informaiton is displayed. All projects are organized into a tree structure that starts at the PIN Segment and follows all the way down to the estimate division level where the bid item pricing is evaluated. Each of these levels has specific information available and is described below.

Cost Estimating Tab Tree Structure: Explanation of the layout for the estimate structure

Project Level: Explanation of tabs from the Project Level screen.

Office Level: Explanation of how to create an Office Level and description.

Event Level: Explanation of the event level section of the estimate.

Division Level: Detail description of the Division Level screen.

Cost Estimating Tab Tree Structure

Selecting a project from the Estimating Dashboard screen will open up the Cost Estimating tab. This screen consists of the tree structure on the left portion of the screen and detailed project information on the right. The selected project will be highlighted in orange and can be found by scrolling through the tree structure on the left. Once the project is found any existing estimate data can be found by clicking on the "**+**" symbol next to the project name.
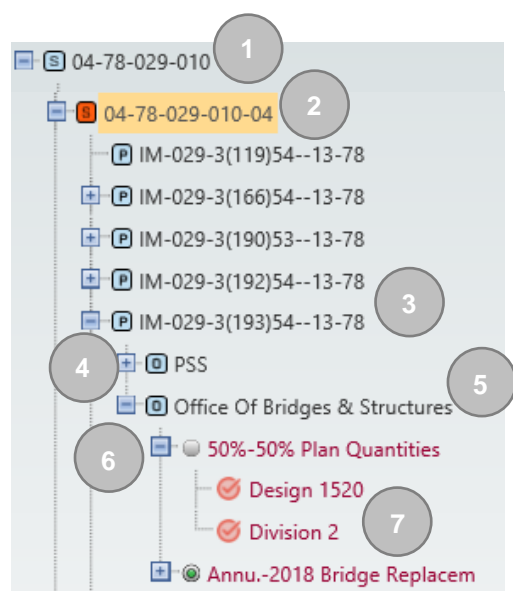
The tree structure consists of the following levels:

1: PIN Segment – This is the highest level of the structure and is identified with the letter "S".

2: PIN Section – These are identified by an orange square containing the letter "S".

3: Project Number – Is identified by the letter "P".

4: A PSS office item will automatically be created and will be shown in the tree structure if a project has had bid items entered into PSS or the Bid Item Application for that project. Refet to **Chapterters 2 and 3** for a more detailed explaination of divisions and the PSS relationship.

5: Office – Estimates can be broken out and assigned to different offices depending on the type work being completed on the project (i.e. roadway bid items go under the Office of Design, bridge bid items go under the Office of Bridges & Structures). This is identified with the letter "O".

6: Event – Estimates are normally created at designated event dates for each office. Some examples of events are B01, B03, Annual and 50% Complete for the Office of Bridges and Structures and D00, D02, S04 for the Office of Design. Naming best practices for the event level can be found in **Chapter 2B-1 Estimate Naming Convention.**

7: Division – This is the level at which bid items are added to an estimate. Multiple divisions can be created by the user and renamed from the default name "New Division". If bid items and quantities were entered into PSS, or the Bid Item Application, then a "PSSLive" divison will also be shown below the PSS event. The PSS live division can be copied over to an office division as explained in **Chapter 2C-1**. It is important to understand the relationship between the divisions in your estimate and the divisions in PSS.

Project Level

Clicking on a project will bring up the Project Screen. There are 3 tabs on this screen. The Project Details tab provides detailed information about the project and also displays who has access to the project.

The Project Review Tab shows the summary of the offices and office estimate totals for the project. For an estimate to be shown on this tab it must be marked "Selected" and "Complete" (**See Chapter 8H-1 Estimate Selection and Completion**).

The Project Parameters Tab contains the roadway or bridge parameters for the project. The parameters collected are used for the parametric bid items (**See Chapter 6B-1 Specialty Bid Items**) and to filter specific projects for cost estimating (**See Chapter 5A-1 Estimate Trend Filter**). It is important to fill out the parameters accurately because they will be used to calculate parametric values once the project has been let.

Office Level
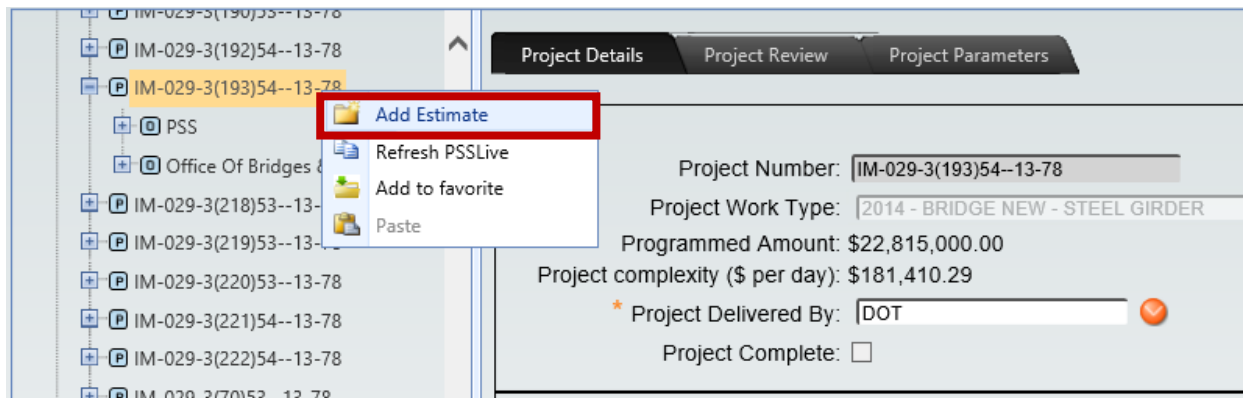
An office level folder must be set up in order for an estimate to be created. To do this select the project in the tree view, right click, and choose "Add Estimate".
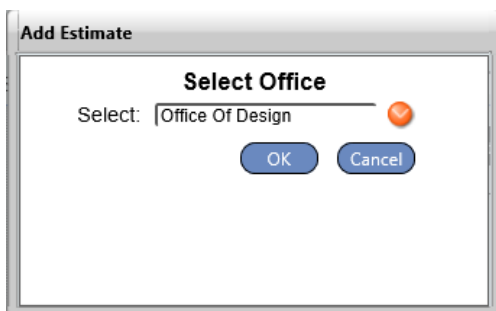
The "Add Estimate" pop up screen will appear. Select the appropriate office from the drop down menu then click "OK".

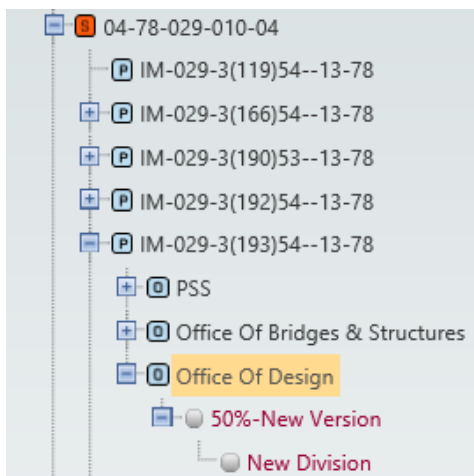This will create the named office level with a new event labeled with the default name "50%-New Version" and a division with the default name "New Division". Additional events and divisions can now be added to this Office.

NOTE: Only one instance of an office level can exist in a project. Attempting to add another Office of Design level, for example, will simply add another event level labeled 50%-New Version below the Office of Design level.

If you select the Office under the project you can see a summary of the office estimates and they current status of the various estimates along with the dates any estimates were submitted

Event	Name	Note	Complete	Selected	Submitted	Complete Date	Estimate Amount
Annu.	2017	Copy of 2016 D2	☐	☐	☐		$0.00
Annu.	2018	Copy of D5 2017 estimate	☐	☐	☐		$0.00
D02	Field Exam 2015	New Version	☐	☐	☐		$0.00
D02	Field Exam 2016	New Version	☐	☐	☐		$0.00
D05	Plans to ROW 2017	New Version	☐	☐	☐		$0.00
D09	Final Turn	New Version	☑	☑	☑	10/31/2017	$0.00
DM5	Design Methods 2018	New Version	☑	☐	☐	01/08/2019	$0.00

Estimate/Event Level

Multiple events will be assigned to the Office for specific estimate milestones during the life of an estimate. The event level screen contains the following information.

1: Name: – (**See Chapter 2B Estimate Naming Convention**).

2: Event – Select the estimate event. The options available are dependent upon the type of project and the events assigned in PSS. It is possible to have multiple estimates for the same event. An example would be if you are looking at two options for and event. It is very important that the notes explain the duplicate events.

3: Note – Allows for detailed description of event.

4: Make Private – Checking this box will make the event and all attached divisions only viewable to the current user.

5: Group by Level One & Two – Organizes the bid items according to breakdown by item type.

6: Report – Generate different reports based on estimate item data. (**See Chapter 9 for Reports and comparison tools**)

7: Office Type – Shows the current office where the event is located and allows for the event to be moved with all attached divisions to a new office.

8: Trend Filter – Assign filters to apply to all bid item cost data in the estimate. (**See Chapter 5A-1 Estimate Trend Filter**)

9: Estimate Summary – Displays the bid items for the division estimate below the event that has been marked selected and complete (**See Chapter 8H-1 Estimate Selection and Completion**)

Division Level

The Division Level is where the bid items are assigned to the estimate and the analysis of pricing occurs. The division level screen contains the following information.

1: Name – Set name for estimate using design number, division number, or owner participation (such as county).

2: Description – Allows for detailed description of division estimate.

3: Report – Generate report based on estimate percentage comparison. These reports are used to compare the percentage of item groups in your project to the average project of this work type. This is intended to help decided what percentage should be used in the unquantified item in this division (**See Chapter 9 for Reports and comparison tools**)

4: Design Number – If design number is available in PSS then it can be selected in the drop down menu. Design numbers should only be used by the Bridge group as they are intended to track structure costs.

5: Group by Level One & Two – Organizes the bid items according to breakdown by item type. This is determined by the location in the Master D Group hierarchy.

6: Use Suggestion – A global toggle that checks or unchecks all boxes in the bid item "Use Suggestion" column.

7: Update Suggested Price – Calculates price for all bid items that have the use suggestion box checked.

8: Current Total/Previous Total – Displays the amount of the current estimate total and previous estimate total. This data is not stored in the software and is only intended to provide the estimator with the change that the most recent change made to the division total.

9: Notes Symbol – Allows for estimator to insert detailed notes explaining pricing for line item.

10: Automated Symbol – Displays log of when, whom, and what made changes for each line item.

11: Documents Symbol – Allows for documents (.pdf, .xls, etc.) to be attached to each line item.

Chronology of Changes to iPDWeb Manual Section:

1D-1 Cost Estimating Tab

DATE   08-16-2019

New.

DATE   Revised

Description