
Office Structure

iPDWeb Cost Estimating Manual
Chapter 2
Setting up a New Estimate
Originally Issued: 08-16-2019
Revised: xx-xx-xx

[Office Structure](#): Explanation of the Office Structure

[Adding Office Folder](#): Explanation of how to add an Office Folder to a project.

[Office Structure Example](#): Layout of an Office Folder with estimates.

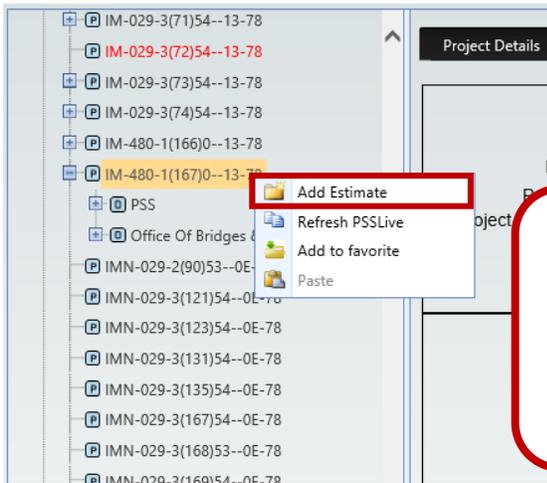
Office Structure

As described in Chapter 1D-1, estimates are broken out into a tree structure with multiple levels. The Offices available for selection are:

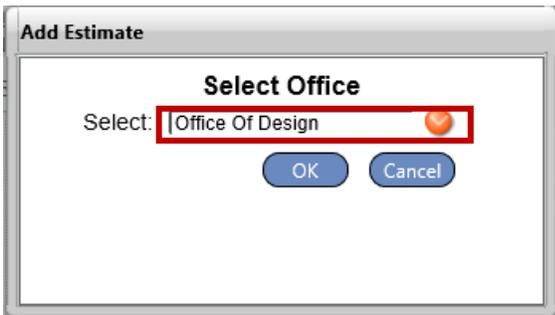
- Office of Design
- Office of Bridges & Structures
- Office of Traffic & Safety
- Office of Constr & Materials
- Office of Contracts
- Office of Location/Environment
- Office of Project Management
- District 1
- District 2
- District 3
- District 4
- District 5
- District 6

Estimates should be created and placed in the office where the estimate is being generated and based on the type of bid items (i.e. structure items should go under the Office of Bridges & Structures, roadway items should go under the Office of Design). Depending on the complexity of the estimate, this can result in multiple estimates being assigned to separate offices. The office separation is important as it makes the breakdown of cost clearer for a project. The system is designed to easily combine the estimates from the various groups for the overall project.

Adding an Office Folder

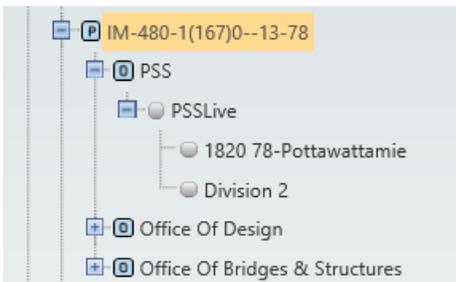


To add an Office Folder to a project, “right click” on the project number and then choose “Add Estimate”.

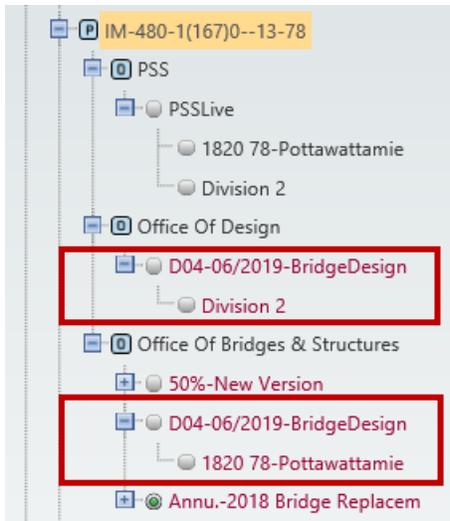


The Add Estimate pop up window will appear. Select the desired Office from the drop down menu and then click “OK”.

Office Structure Example



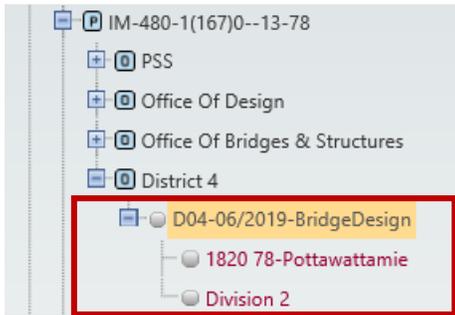
In this example, we are looking at updating an estimate at the D04-Bridge Design event for a Steel Girder bridge project. Currently under PSS live, it has two design divisions, the 1820 78-Pottawattamie item contains the structure items and the Division 2 contains the approach slab and grooving roadway items.



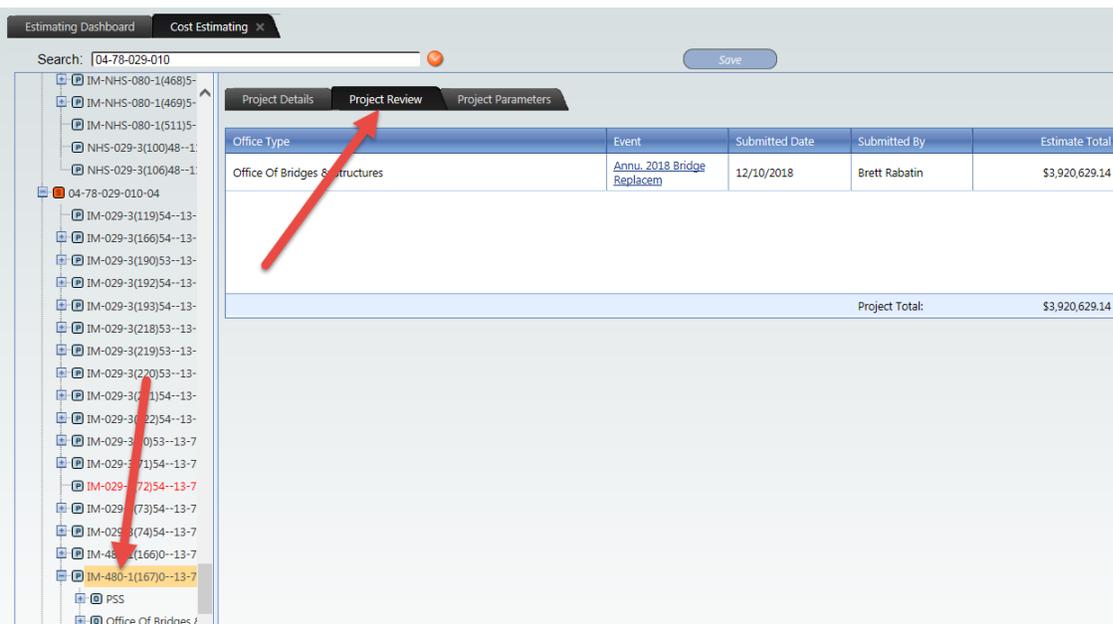
When creating the estimate for each of these scenarios a D04 event needs to be created under the Office of Design and the Office Of Bridges & Structures with the each of the estimates containing the bid items pertaining to each office as shown above.



NOTE: For Districts all divisions/bid items will be placed under the responsible District. (see example below)



To view the currently completed estimates from the various groups select the project then the Project Review tab.



Chronology of Changes to iPDWeb Manual Section:

2A-1 Office Structure

DATE 08-16-2019

New.

DATE Revised

Description