

Estimate Naming Convention

iPDWeb Cost Estimating Manual Chapter 2

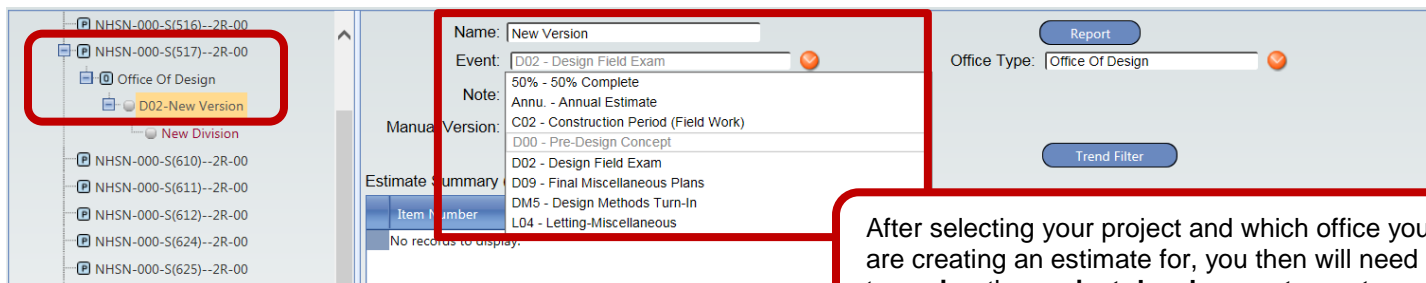
Setting up a new estimate

Originally Issued: 08-16-2019

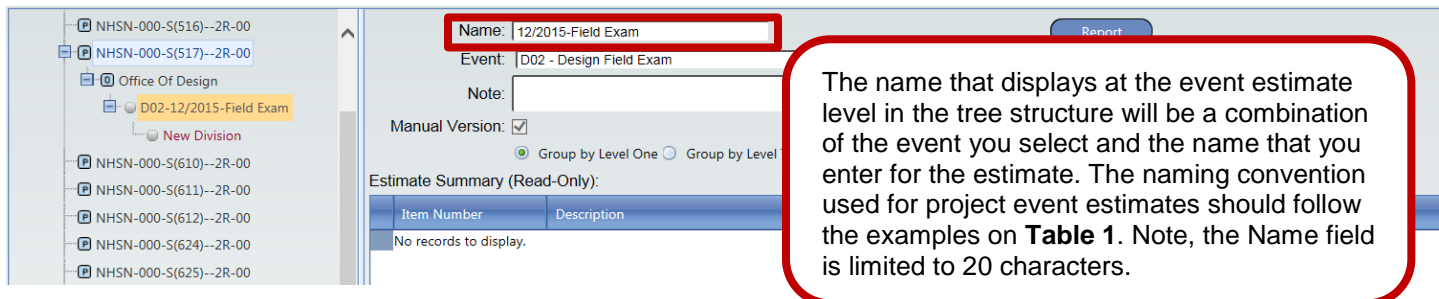
Revised: xx-xx-xx

This section discusses the process for naming estimates at the Event and Division level. The naming convention allows for estimates to easily be identified and tracked during project development.

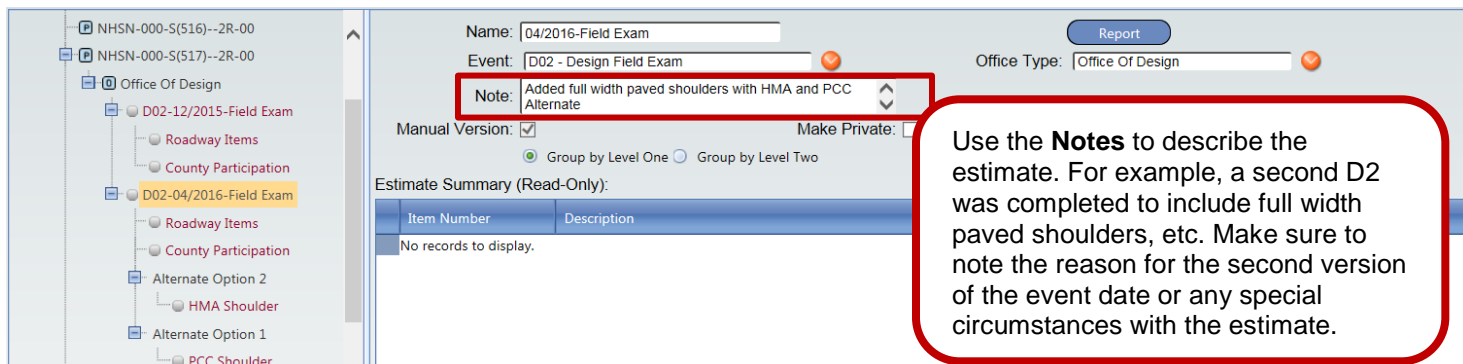
Standard Event Estimate Naming Convention



After selecting your project and which office you are creating an estimate for, you then will need to **assign** the project development event.



The name that displays at the event estimate level in the tree structure will be a combination of the event you select and the name that you enter for the estimate. The naming convention used for project event estimates should follow the examples on **Table 1**. Note, the Name field is limited to 20 characters.



Use the **Notes** to describe the estimate. For example, a second D2 was completed to include full width paved shoulders, etc. Make sure to note the reason for the second version of the event date or any special circumstances with the estimate.

Standard Division Estimate Naming Convention

The screenshot shows the 'Division Header' form. The 'Name' field is highlighted with a red box and contains the text 'Division 1'. The 'Description' field is empty. The 'Alternate' checkbox is unchecked. The 'Alternate Name' field is empty. The 'Report' button is visible. The left sidebar shows a tree structure with 'Division 1' highlighted.

The division level shows the funding breakdown for the estimate. Divisions are used to separate Road and Bridge costs, different structure costs, city versus state cost, various alternatives etc. When you first sync a Division with PSS, the name that displays at the division estimate level in the tree structure is a PSS generated name. For example the default division level name in the tree structure could be "Division 1" or a specific design number.

The screenshot shows the 'Division Header' form. The 'Name' field is highlighted with a red box and contains the text 'County Participation'. The 'Description' field is empty. The 'Alternate' checkbox is unchecked. The 'Design Number' field is empty. The 'Group by Level One' and 'Group by Level Two' checkboxes are unchecked. The 'Report' button is visible. The left sidebar shows a tree structure with 'County Participation' highlighted.

Rename the Division to better identify the type of work between each division. If only one division exists then the PSS division name can remain unchanged. The name is limited to 62 characters.

The screenshot shows the 'Division Header' form. The 'Name' field is highlighted with a red box and contains the text 'County Participation'. The 'Description' field contains the text 'PSS: Division 1' and 'Consists of trail and landscaping items'. The 'Alternate' checkbox is unchecked. The 'Design Number' field is empty. The 'Group by Level One' and 'Group by Level Two' checkboxes are unchecked. The 'Current Total' is \$0.00. The 'Report' button is visible. The left sidebar shows a tree structure with 'County Participation' highlighted.

Use the **Description** of the division to insert the PSS generated division name and give a detailed explanation of what is broken out in that division.

Table 1. Example of entry for Name field for Project Development Events

Event/Task Name	Entry for Name field	Example of name in tree structure
50% - 50% Complete	MM/YYYY-50% Complete	50% - 12/2018-50% Complete
Annu. - Annual Estimate	YYYY Annual Estimate	Annu. - 2018 Annual Estimate
Events Office of Bridges and Structures is responsible for		
B00 - Bridge Office Concept	MM/YYYY-OBS Concept	B00 - 12/2018-OBS Concept
B01 - Bridges and Structures Layout	MM/YYYY-Layout	B01 - 12/2018-Layout
B02 - Drainage Design and Miscellaneous Layout to Office of Design	MM/YYYY-Drn/Misc-OOD	B02 - 12/2018-Drn/Misc-OOD
B03 - Final Bridge Design	MM/YYYY-Final Design	B03 - 12/2018-Final Design
B04 - Structural Design Plans to Office of Design	MM/YYYY-Plans to OOD	B04 - 12/2018-Plans to OOD
B05 - Section 408 Review/Approval	MM/YYYY-Section408	B05 - 12/2018-Section408
Events Office of Contracts is responsible for		
C01 - Contract Packaging	MM/YYYY-ContractPkg	C01 - 12/2018-ContractPkg
C02 - Construction Period (Field Work)	MM/YYYY-Const Period	C02 - 12/2018-Const Period

Event/Task Name	Entry for Name field	Example of name in tree structure
L01/L02/L03 - Letting-Grade/Letting-Paving and Incidentals/Letting-Combo Grade & Pave	MM/YYYY-Letting	L0# - 12/2018-Letting
Events Office of Design is responsible for		
D00 - Pre-Design Concept	MM/YYYY-Pre-Design	D00 - 12/2018-Pre-Design
D02 - Design Field Exam	MM/YYYY-Field Exam	D02 - 12/2018-Field Exam
D03 - Plans for Preliminary Design	MM/YYYY-PrelimDesign	D03 - 12/2018-PrelimDesign
D04 - Design Plans for Bridge	MM/YYYY-BridgeDesign	D04 - 12/2018-BridgeDesign
D05 - Plans to Right of Way	MM/YYYY-Plans to ROW	D05 - 12/2018-Plans to ROW
DT2 - Field Survey for DTM	MM/YYYY-Field Survey	DT2 - 12/2018-Field Survey
S01 - Potential Borrow and Alignment Review	MM/YYYY-Brw/Algn Rev	S01 - 12/2018-Brw/Algn Rev
S02 - Identification of Soils Related ROW Issues	MM/YYYY-Soils Issue	S02 - 12/2018-Soils Issue
S03 - Soils Design Complete	MM/YYYY-Soils Design	S03 - 12/2018-Soils Design
S04 - Soils Submittal to Bridge	MM/YYYY-Soils to Bdg	S04 - 12/2018-Soils to Bdg
Events Office of Traffic and Safety is responsible for		
TD01 – Preliminary Traffic Engineering Layout	MM/YYYY-PrelimTrafLO	TD01 - 12/2018-PrelimTrafLO
TD03 – Traffic Engineering Info to Bridges	MM/YYYY-Traf to Brdg	TD03 - 12/2018-Traf to Brdg
TD05 – Plans for Other Offices	MM/YYYY-Plans to Oth	TD05 - 12/2018-Plans to Oth
U03 - 1st Plan Submittal to Utilities	MM/YYYY-1st Util Rev	U03 - 12/2018-1st Util Rev
U04 - 2nd Plan Submittal to Utilities	MM/YYYY-2nd Util Rev	U04 - 12/2018-2nd Util Rev
U06 - Notice to Proceed to Utility	MM/YYYY-Utility NTP	U06 - 12/2018-Utility NTP
U07 - Utility Bid Attachment	MM/YYYY-Util Bid Att	U07 - 12/2018-Util Bid Att
Events Office of Location and Environment is responsible for		
W03 - 404 Permit Submittal	MM/YYYY-404Submittal	W03 - 12/2018-404Submittal
W04 - 404 Permit Clearance	MM/YYYY-404Approval	W04 - 12/2018-404Approval
Events multiple offices are responsible for		
D08 - Final Grade and Pave Plans	MM/YYYY-FinalG/PPlan	D08 - 12/2018-FinalG/PPlan

Chronology of Changes to iPDWeb Manual Section:

2B-1 Estimate Naming Convention

TBD 08-16-2019

New.

DATE Revised

Description