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Statewide Project Delivery Branch
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AASHTOWare Project – Estimation™ Module
Frequently Asked Questions

1. **What is Estimation™?**
   Estimation™ is a construction estimating module of AASHTOWare Project™ (AWProject). AWProject is a web-based software suite that enables transportation agencies to manage information throughout the entire contract and construction cycle from cost estimating to proposal preparation, letting bids, construction, material management, civil rights and labor. ODOT is replacing AASHTO Trns*port Estimator™ with Estimation™ as ODOT's construction estimating software. Estimation™ is now the required estimating software for the construction cost estimates for ODOT projects submitted to ODOT's Project Controls Office (PCO).

2. **When is the use of Estimation™ required?**
   Construction cost estimates for ODOT and ODOT-funded local agency projects are required to be prepared in Estimation™ at every project development phase milestone from draft Design Acceptance Phase (draft DAP) through Plans, Specifications, and Estimate (PS&E) phase, except, construction cost estimates for PS&E can still be submitted using AASHTO Trns*port Estimator™ prior to June 1, 2022. All PS&E construction cost estimates are required to be submitted using Estimation™ starting on June 1, 2022. Discipline-specific quantity estimating files are kept in ODOT's ProjectWise system.

3. **What's the protocol for managing the estimate in ProjectWise now that Estimation™ is active?**
   Milestone *overall* cost estimates are prepared using the Estimation™. There will no longer be a working project estimate in ProjectWise (such as a spreadsheet or Estimator file). Use Estimation™'s ability to generate a PDF report called "Cost Estimate Summary Report" and save this PDF report to the ProjectWise's *Estimates* folder as a milestone estimate (i.e. *K12345_AdvEst*). Each discipline should continue to have a working quantity estimating document (typically an XLSX file) and milestone estimate PDF for their items and stored in their respective discipline ProjectWise folder (i.e. *Signing, Traffic_Control, Roadway, Bridge, Structures* folder). The discipline specific estimates should focus on the estimated <u>quantity</u> for input into Estimation™ and assumed unit prices along with supporting estimating calculations. PCO is working on updating ODOT's ProjectWise naming conventions and providing an estimating workflow with the transition into Estimation™.

4. **Are Local Agencies required to use Estimation™?**
   Local agency projects delivered through the Project Controls Office are required to use Estimation™. All construction cost estimate deliverables must be in Estimation™. (See FAQ -*When is the use of Estimation™ required*?)

5. **Who is required to be certified in Estimation^{TM}?**
Anyone who prepares construction cost estimates for ODOT projects is required to get certified in Estimation^{TM}. PCO will grant access to Estimation^{TM} after users attend a training class and pass an exam. Transportation Project Managers (TPM)/Resident Engineers – Consultant Projects (RE-CP) are not required to be certified. PCO recommends they go through the training in order to understand how Estimation^{TM} works and be able to review any related deliverables.

6. **How do I get certified in Estimation^{TM}?**
Certification consists of a two-step process available for ODOT and consultant users.
   1. Complete the self-guided training curriculum in Workday. The curriculum consists of 6 modules that take 15-20 minutes each to complete. Course: ODOT – ENG – AWProject Estimation
   2. Attend the certification class taught by the PCO Estimators and pass the exam. Course: ODOT – ENG – AWProject Estimation – Estimation Certification – Virtual

7. **What do consultants need in order to use Estimation^{TM}?**
   a) Get certified in Estimation^{TM}.
      a. Note: Consultants must have a ProjectWise account and associated log-in credentials to login into Estimation^{TM}. For a ProjectWise account, follow instructions at ProjectWise page.
   b) Complete the AASHTOWare External User Access Agreement
   c) Receive a notice to proceed for a project under contract
   d) Ensure Estimation^{TM} exhibit is in the contract. Procurement added Estimation exhibit to all price agreements.
   e) Ask for permission to Estimation^{TM} by contacting AWPAdmin@odot.state.or.us.

8. **I have a consultant of a consultant, "Sub-Consultant," performing the estimating duties on the project, how do they get access to the project estimates?**
The prime consultant will have access to the "Project Level" of Estimation^{TM}. The prime consultant will have to create the construction cost estimate from the default profile and add the Sub-Consultant to the vendor access role at the cost estimate level.

9. **The consultant can't access the project in Estimation^{TM}. What is the issue?**
Consultants must be given vendor access in Estimation^{TM}. Contact the System Administrator for access.

10. **What resources are there for Estimation^{TM}?**
Along with the training in Workday Learning and the certification class (see FAQ - *How do I get certified in Estimation^{TM}?*), quick reference guides are provided on the ODOT's AASHTOWare Estimation web page. The quick reference guides are similar to the self-guided training modules in Workday Learning. Users may practice using AWProject Estimation in the test environment. There is a test environment for ODOT users and Non-ODOT users. Users of the test environment must login with their ProjectWise log-in credentials. Contact the PCO estimators for help by emailing the Cost Estimating Team.

11. **How does the PCO support the regions who use existing staff or new staff to perform project cost estimating work?**
The PCO leads a statewide estimating peer group including representatives from each region. Each peer group member is the point of contact for answering questions and providing region support. The PCO supports and supplements the peer group members' efforts.

12. **In Estimation^{TM}, why are we creating a new estimate from the _default template_? The _default template_ always has bid items that I don't need.**
Using a default template is much like using the skeleton file and catalogs that were previously used in Trns*port Estimator^{TM}. The default template does many things other than load default bid items, such as setting up your regression models. It is also important to look at all anticipated items that are listed in the default template to ensure the team is not missing any anticipated costs that could be associated with the project. Delete any unnecessary bid items.

13. **Does Estimation^{TM} need to have current catalogs and skeleton files like Trns*Port Estimator^{TM}?**
Estimation^{TM} is embedded within an actively managed database and does not need catalogs and/or skeleton files downloaded. If you build an estimate with an obsolete bid item, Estimation^{TM} will notify you of obsolete items via error messages at your next milestone.

14. **Is the regression model based off of Statewide bid item history like Trns*Port Estimator^{TM}?**
Trns*Port Estimator^{TM} used a straight linear regression based off of statewide bid item history. Estimation^{TM} uses the same data but it is actively updating as bids are received. Estimation^{TM} also refines the model based on the county and region attributes of the project's location. The user can further refine the default regression model with user filter tools to run models based on project type, highway type, and date ranges.

15. **ODOT used to provide average bid item prices on the PCO website. Is this information still being provided?**
Yes, see https://www.oregon.gov/odot/Business/Pages/average_bid_item_prices.aspx.

16. **Estimation^{TM} now has a section for inflation. How is inflation calculated and why is it in Estimation^{TM}?**
Inflation is currently being estimated outside of Estimation^{TM} and then entered into Estimation^{TM} as a lump sum non-bid cost. Inflation- Escalation parameters are key components to developing a robust construction cost estimate. ODOT is following the DAS recommendations on inflation rates as a standard. Region tech centers may choose to increase those rates to reflect current and localized market trends. We are capturing this data in Estimation^{TM} as a repository to ensure teams are considering market risk in conjunction with the project delivery schedule. Make sure that the contingency percentage being used is not accounting for inflation if the inflation factor is already assigned in the estimate.

17. **During Estimation^{TM} trainings, Preliminary Engineering was entered into estimates. Since PE is a separate phase from the construction phase why were we making this a part of the estimate?**
Initially, PCO hoped to demonstrate how projects could input their PE budget in Estimation^{TM} as a non-construction cost to keep as a repository of the PE value in a unified data source. This would occur when Estimation^{TM} would be used during project scoping. However this instruction caused some confusion and regions are not practicing inputting PE into their Estimation^{TM} estimates during project development because PE budget is not required to be put into construction cost estimates. The input of PE budget was removed from training instructions starting in April 2022. PCO expects that Estimation^{TM} will eventually be part of developing project estimates during scoping and that PE budgets will be evaluated using Estimation^{TM} and be entered into Estimation^{TM} at that time.

18. **We used to have to export MS Excel files from Trns*port Estimator^{TM} to process the FUEL STEEL COW SCHEDULE PROGRAM. Do we still need to export files?**
The Fuel, Steel, COW, Schedule program is still a required deliverable, however the program has changed to accept exported data from Estimation^{TM}. To do this, access the cost estimate in Estimation^{TM} and under _Reports_ on the row action menu, there is a report called "CE External Apps Spreadsheet – COW,Escal". This report exports the estimate data to MS Excel file for you to import into the Estimation version of the Fuel, Steel, COW, Schedule program link . Bid item attribute data such as fuel category, production rates, steel escalation qualifiers, and class of work will be exported with each bid item. This will ensure all bid item attributes are up to date.

19. **What if I need to make a change to the estimate after PS&E submittal?**

    Contact your PCO QA reviewer if a change is needed to the estimate after PS&E. They will coordinate the change.

20. **How are various totals calculated in the cost summary report?**

    There is an explanatory report in the row action menu in the *Cost Estimate Overview* tab that is called "Cost Estimate Summary Report Rosetta Stone.pdf"

21. **Can we make estimates in Estimation^{TM} without a key # such as a maintenance project?**

    Yes, a new "project" can be created in AWProject by a member of the PCO team in the PCO role. Many maintenance projects now use the ProjectWise database system for design and documentation and are assigned a specific number in ProjectWise (such as M22012). That maintenance project number should be used in AWProject when created a new project. Once the new project is created, cost estimates can be made using the Estimation^{TM} module. Those estimates can then be exported out in an excel format using the "CE External Apps Spreadsheet – COW,Escal" report, and used in developing bid schedules within the region procurement process.

Please contact ODOTCostEstimating@odot.oregon.gov with any additional questions.