

NC Department of Transportation



Contract Standards & Development

Division Letting Administration



User Guide

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Chapter 1 Applications

This User Guide will cover all steps in the Letting process and the applications/tools you will need to complete them. This first chapter will briefly explain each so that you will have a clearer understanding of what you need.

These are:

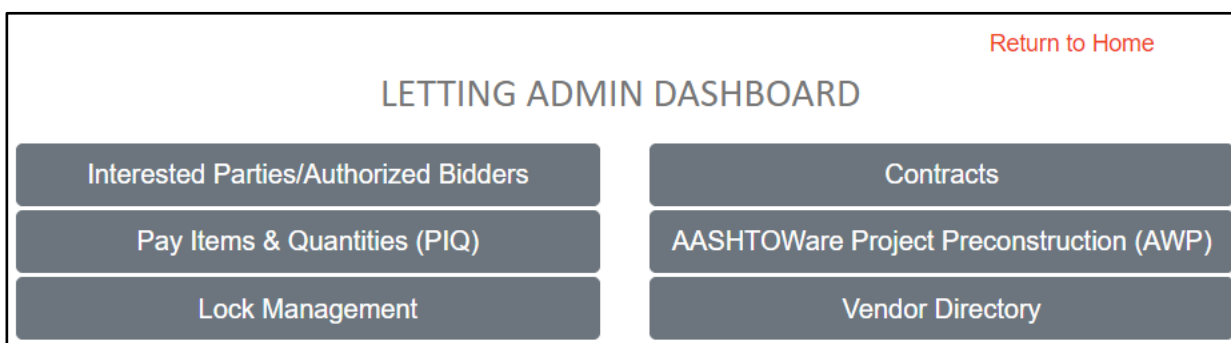
- The Letting Admin Dashboard
- AASHTOWare Project Preconstruction (AWP)
- AASHTOWare Project Bids Entry
- Bid Express (BIDX)

The Letting Admin Dashboard

The **Letting Admin Dashboard** provides a central location to access all systems required in the Letting Process.

The dashboard can be found on the NCDOT Preconstruction Projects Home page.

Step	Action	Result
1	In the address bar of your web browser, type HTTPS://CONNECT.NCDOT.GOV/SITE/PR ECONSTRUCTION/PAGES/LADM.ASPX# and press Enter .	The Letting Admin Dashboard page will appear.



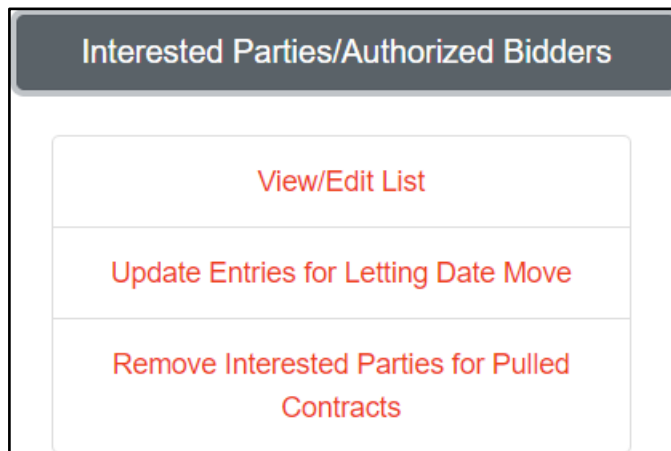
(Letting Admin Dashboard Page)

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The Letting Admin Dashboard

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You will have the same access that you have been assigned in **AASHTOWare Project Bids Entry**. Based on your level of access, some buttons may not be visible to you.

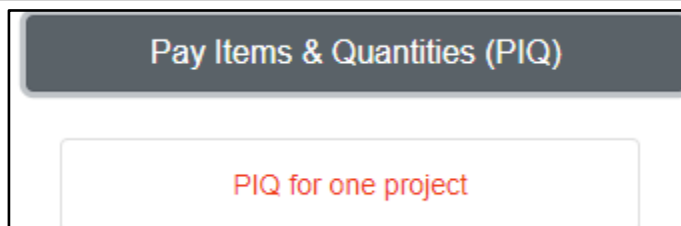


Interested Parties / Authorized Bidders

From the *View/Edit List* link, you can add firms to the list of Interested Parties. You will also be able to Export this form to Excel or Generate the BIDX file here.

The *Update Entries for Letting Date Move* link is provided because if you move a contract to a different letting (in AWP), you will need to update the interested parties registered for that contract to connect them to the correct letting.

When the advertisement for a contract is pulled/withdrawn in AASHTOWare Project Preconstruction, the interested parties & authorized bidders list entries for that contract need to be deleted. The *Remove Interested Parties for Pulled Contracts* link will allow you to remove the Interested Parties from the contract(s).



Pay Items & Quantities (PIQ)

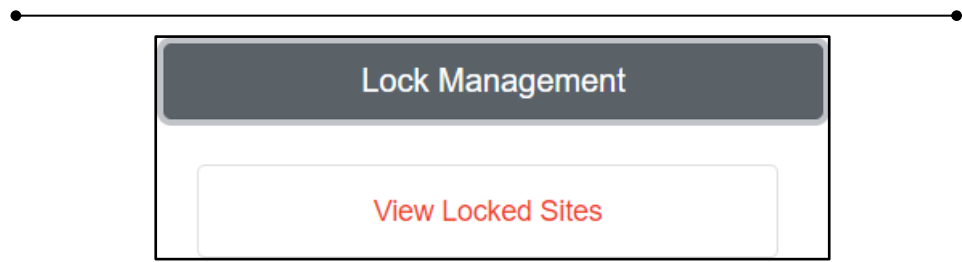
This provides a quick link to the **Pay Items and Quantities** tool once you select a project from the list.

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The Letting Admin Dashboard

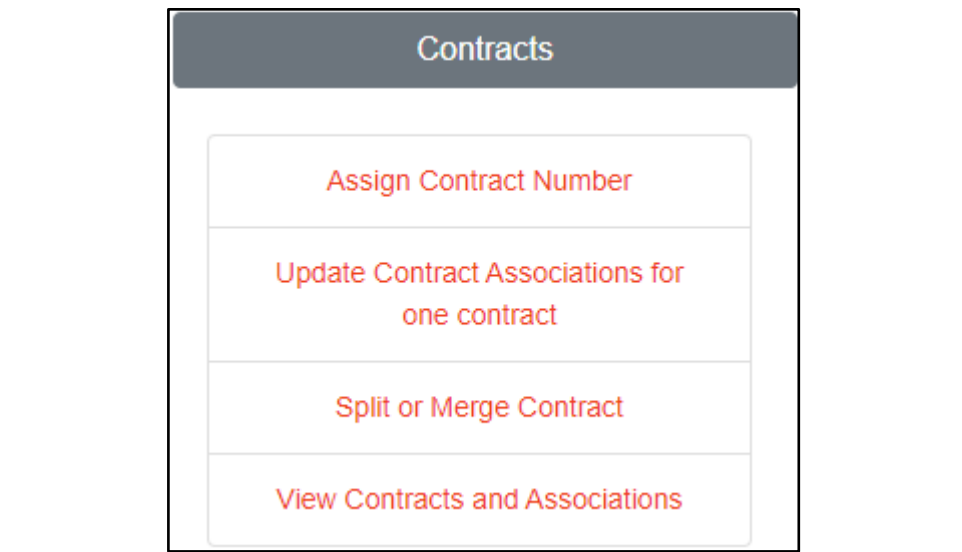
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Lock Management



This feature will allow you to submit a request to unlock a locked Preconstruction project site. You will be able to search for a project site by Project ID, TIP, WBS or Project Description.

Contracts



This is where you will set up your contracts. You will be able to assign a contract number from the *Assign Contract Number* link.

From the *Update Contract Associations for one contract* link, you can update the projects or WBS values are associated with a contract.

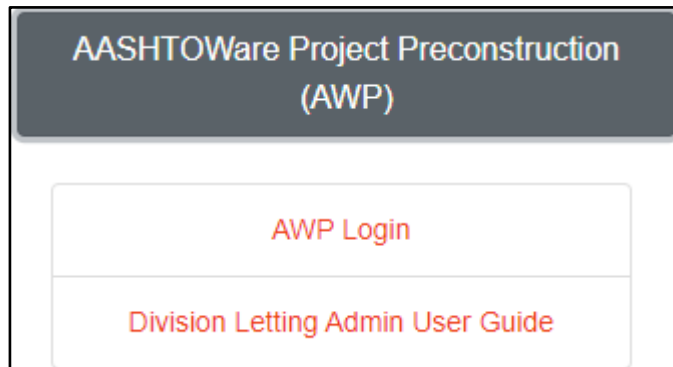
The *Split or Merge Contract* link is provided so that you can move projects between two contracts if necessary.

The *View Contracts and Associations* link is provided so that you can view contracts and the WBS values associated with them. You will be able to add additional WBS numbers here.

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The Letting Admin Dashboard

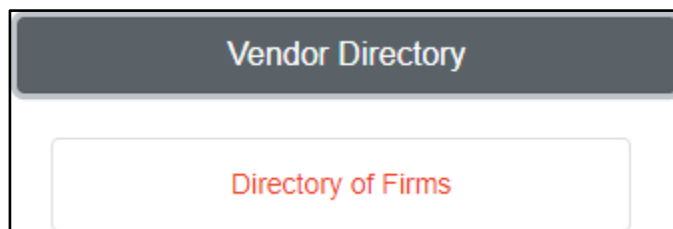
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AASHTOWare Project Preconstruction (AWP)

This is a direct link to the login page for **AASHTOWare Project Preconstruction (AWP)**.

You will also be able to download a copy of this **User Guide** from here.



Vendor Directory

From here you can search the complete listing of certified and prequalified firms on the **Directory of Firms** web page.

AASHTOWare Project Preconstruction (AWP)

Logging In

Step	Action	Result
1	In the address bar of your web browser, type HTTPS://SPECS.SERVICES.NCDOT.GOV and press Enter .	The AASHTOWare Project Login window will appear.



(AASHTOWare Project Login Window)

NOTE: You will use the same Username / Password combination that you use to log into the NCDOT Domain.

2	Type the User ID you use to log on to your computer in the USERNAME field.	N/A
3	Type the Password you use to log on to your computer in the PASSWORD field.	N/A
4	Click the Log On button.	The AASHTOWare Project Dashboard window will appear.

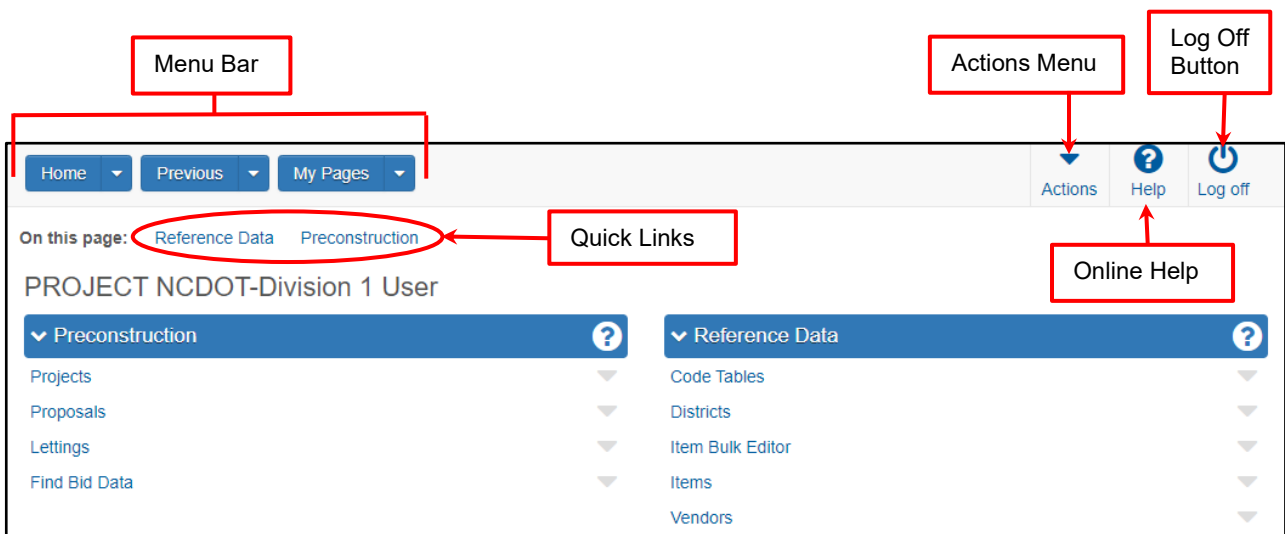
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AASHTOWare Project Preconstruction (AWP)

(continued)

NOTE: If you have changed your password and are experiencing issues, try rebooting your machine to make sure your new password is synced across all systems.

This is the first window you'll see when you log into the AASHTOWare application.



(AASHTOWare Project Dashboard)

AASHTOWare Project Preconstruction (AWP)

(continued)

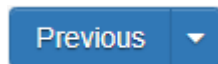


(Menu Bar)

The Menu Bar



Clicking this button will take you back to the *AASHTOWare Project Dashboard*.



If you need to revisit any area that you have visited in your current session, click the down-arrow on the Previous Activity button to view your activity history. You'll be able to navigate directly to a page by clicking on its name in the list.

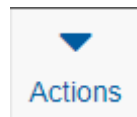


This button allows you to bookmark pages that you visit frequently.

To bookmark a page, see **Bookmarking a Page (My Pages)** on **Page 1-9**.

To remove a bookmarked page, see **Removing a Bookmark (My Pages)** on **Page 1-10**.

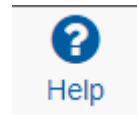
Actions Menu



The **Actions** menu is a list of shortcuts to functions that can be performed regardless of where you currently are in the system.

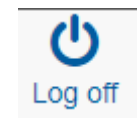
The options on this menu change depending on where you are in the system.

Online Help



Click this button to open **Online Help** for the application in a new browser window.

Log Off Button



Clicking this button will end the active session.

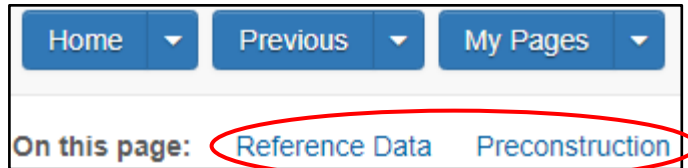
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AASHTOWare Project Preconstruction (AWP)

(continued)

Just beneath the Menu Bar are the **Quick Links**.


These are like breadcrumbs and map out where you are in the system.



(Quick Links)

NOTE: Reference Data is available only on the Dashboard.
This data is read only.

On the **Heading Bar** of each section, there is an arrow.

When the heading is expanded to reveal the contents beneath, the arrow points downward . This is the default.



(Preconstruction Menu Expanded)

If you click anywhere on the **Heading Bar**, the section will be collapsed, the arrow will be pointing to the right , and the contents will be hidden.



(Preconstruction Menu Collapsed)

This is a toggle. Click anywhere on the **Heading Bar** once again to expand the list.

Bookmarking a Page (My Pages)

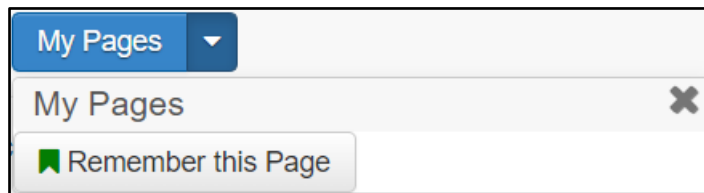
In AASHTOWare Project Entry, when you are on a page that you need to revisit frequently, you will be able to bookmark it.

After a page is bookmarked, you will be able to access it from the My Pages button at the top of the page.

This can be done no matter where you are in the system.

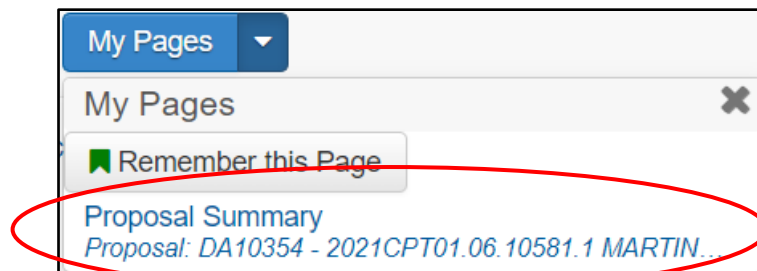
When you are on the page you wish to bookmark:

Step	Action	Result
1	Click <i>the down arrow</i> on the right side of the MY PAGES button.	The REMEMBER THIS PAGE button will appear in the menu.



(My Pages button Drop-Down Menu)

2	Click the REMEMBER THIS PAGE button.	The <i>name of the page you are on</i> will appear in the list below the REMEMBER THIS PAGE button.
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(My Pages button Drop-Down Menu with bookmarked page)

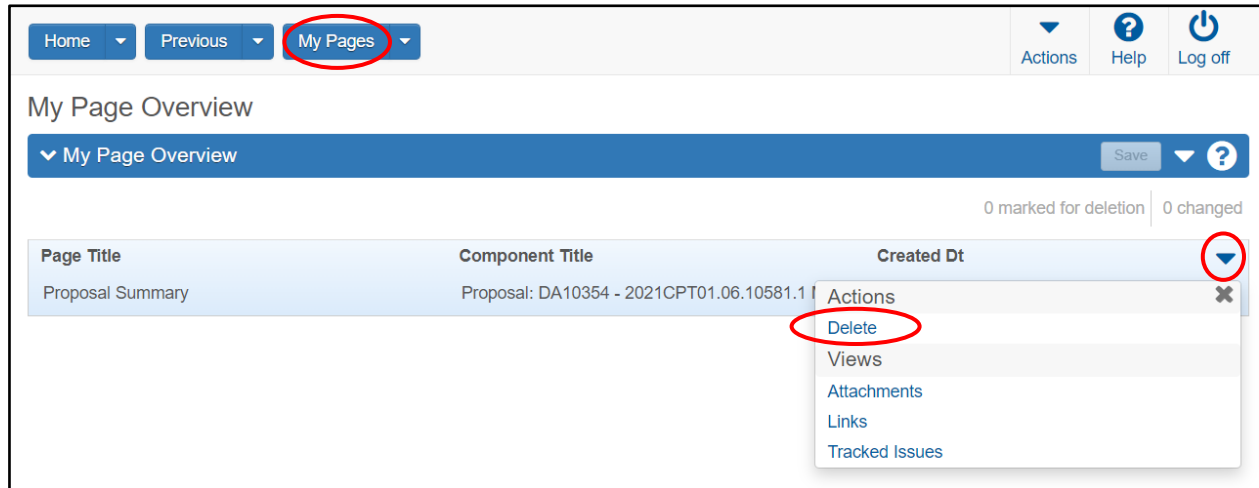
To go to this page again from anywhere in the system, you will be able to go here and click this link.

Removing a Bookmark (My Pages)


When you have bookmarked a page, but no longer need it, you will be able to remove it from the list of bookmarks.

This can be done no matter where you are in the system.

Step	Action	Result
1	Click the MY PAGES button. (Not the down arrow. The button itself)	The MY PAGE OVERVIEW page will appear. All bookmarked pages will appear.



(My Page Overview Page)

2	Click the drop-down arrow at the right side of the <i>page you wish to remove the bookmark from</i> .	A drop-down menu will appear.
3	Select DELETE from the menu.	The drop-down arrow will change to an undo arrow  . A <i>There are unsaved changes</i> message will appear above the Header Bar.

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Removing a Bookmark (My Pages)

(continued)

4	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .
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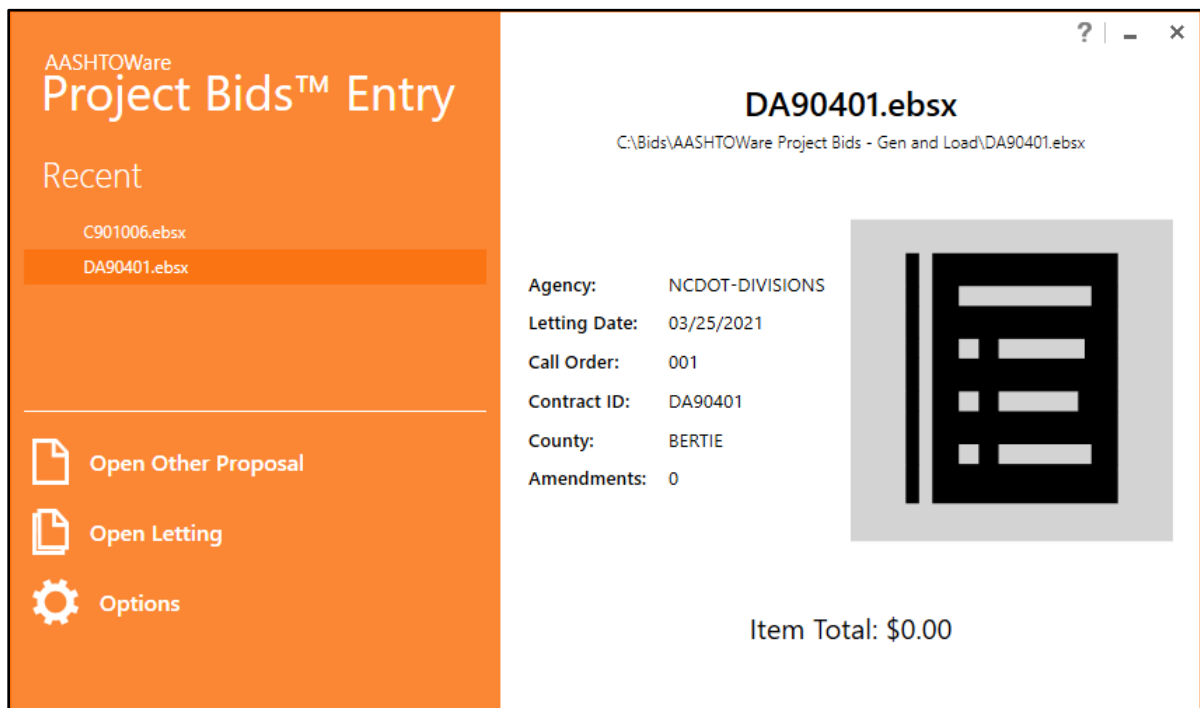
The bookmark has been successfully removed.

AASHTOWare Project Bids Entry

The **Project Bids Entry** application is designed for use by the highway agency for entering paper-based bid data into the proper LOAD files.

Project Bids Entry automatically reads electronic proposal files (and amendments), then allows you to enter a bidder identification code and bid data for that bidder.

The results are stored directly in the Flat Bid File rather than in a Project Bid file.



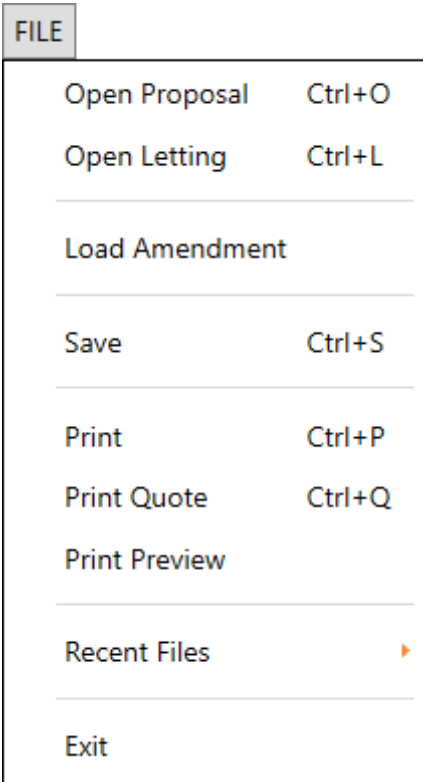
(Project Bids Entry Main Window)

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AASHTOWare Project Bids Entry

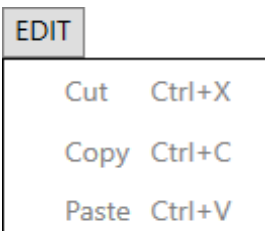
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The Menu Bar



The **File Drop-Down Menu** contains general file actions such as *Open Proposal*, *Open Letting*, *Save*, *Print Quote* and *Print*.

It also contains options to *Load Amendment* (Addendum) files, view one of several *Recent Files*, and customize printing with *Print Preview*. It also gives users an additional way to *Exit* the application.

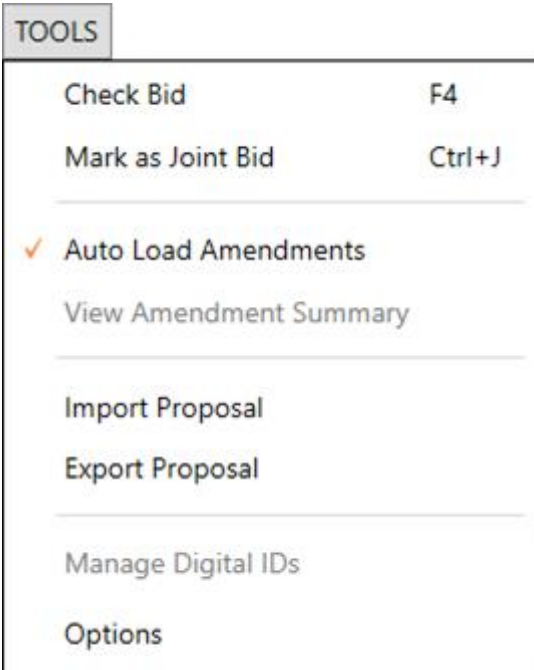


The **Edit Drop-Down Menu** contains the general text-edit options *Cut*, *Copy* and *Paste*.

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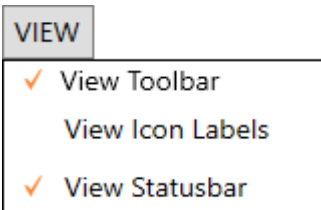
AASHTOWare Project Bids Entry

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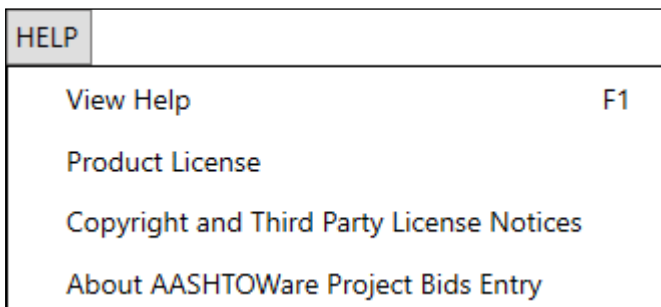


The **Tools Drop-Down Menu** contains options for bid functions such as *Check Bid*, *Mark as Joint Bid*, *Auto Load Amendments*, and *View Amendment Summary*.

It also allows users to *Import* and *Export Proposal* files and contains *Options* for customization.



The **View Drop-Down Menu** allows you to choose if you would like to view the *Toolbar*, *Icon Labels*, or the *Status Bar*.




The **Help Drop-Down Menu** allows you to access an *Online Help* file. You will also be able to view a popup with general information about the application such as the current version number.

Continued on Following Page

AASHTOWare Project Bids Entry

(continued)

Toolbar Buttons

 **NOTE:** The buttons shown on the toolbar will change according to the function you are performing at the time.



Open Button: This button opens a proposal file.



Load Amendment Button: This button opens a proposal amendment file.



Save: This button saves the proposal/bid.



Print: This button prints the active document.



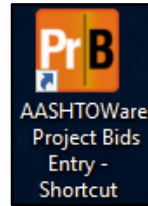
Check Bid: This button checks the current bid.



Clear Bid: This button clears the current bid.

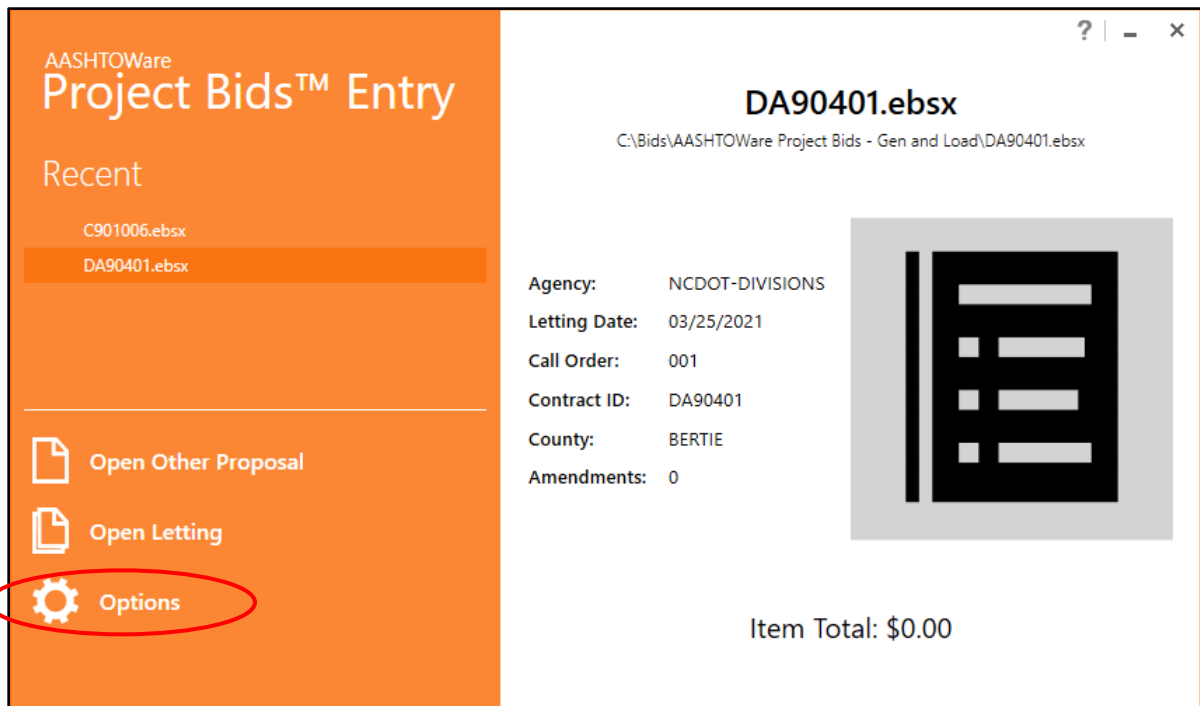
Setting Up AASHTOWare Project Bids Entry

The first time you open AASHTOWare Project Bids Entry on your machine, you will need to specify the Output Path.



From *your Desktop*:

Step	Action	Result
1	Double-click the AASHTOWare Project Bids Entry icon.	The Project Bids Entry application will appear.



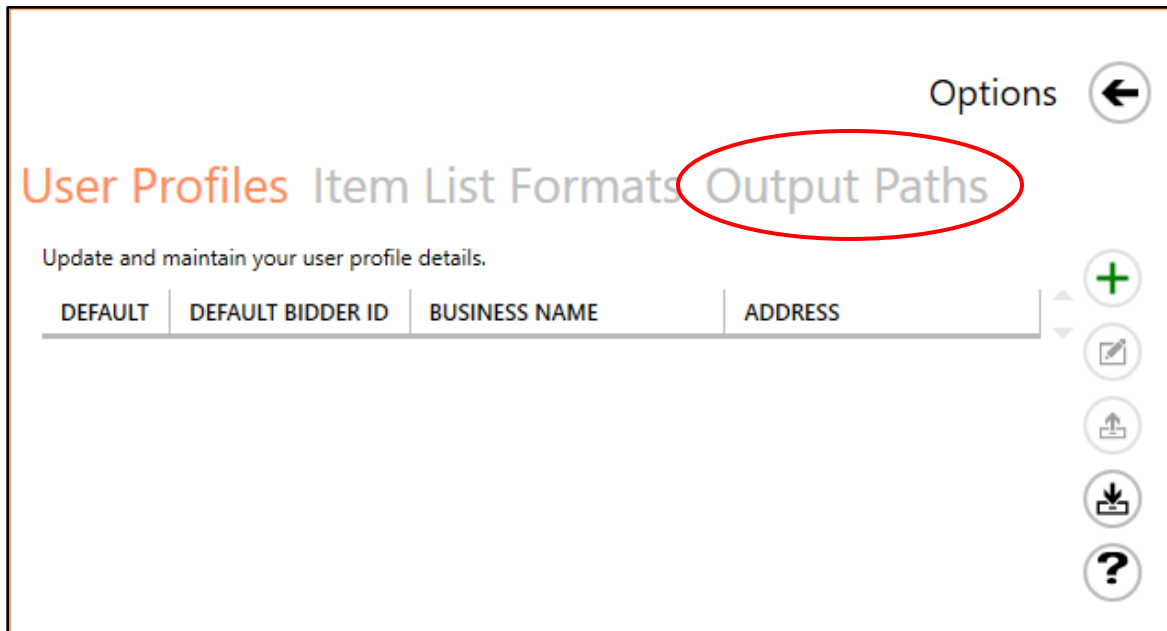
(Project Bids Entry Main Window)

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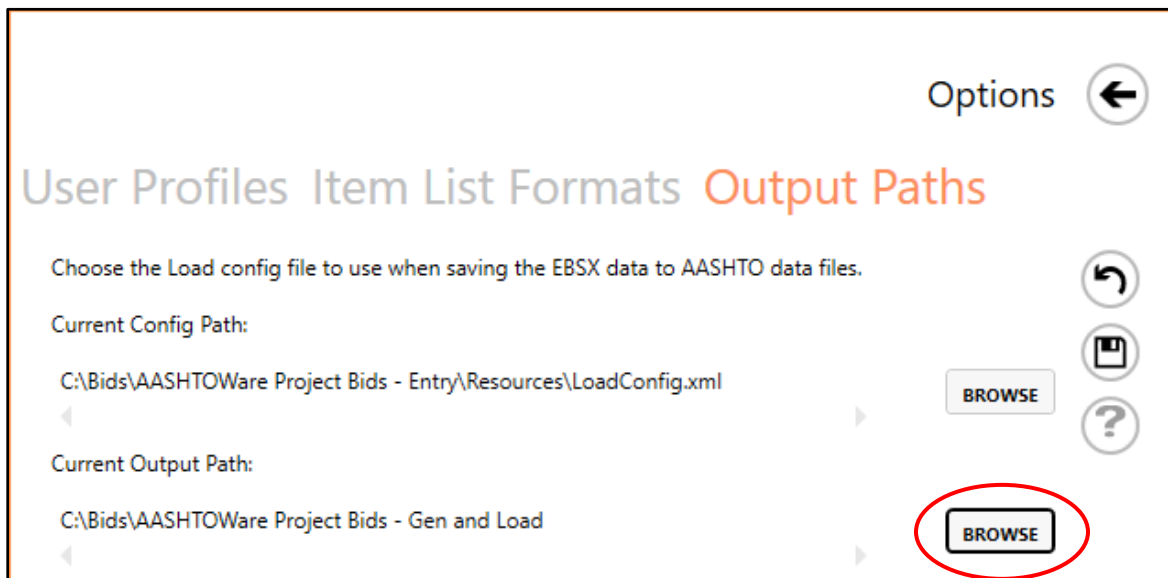
Setting Up AASHTOWare Project Bids Entry

(continued)

2	Click OPTIONS .	The Options panel will appear.
---	------------------------	---------------------------------------



3	Click OUTPUT PATHS .	The Output Paths panel will appear.
---	-----------------------------	--

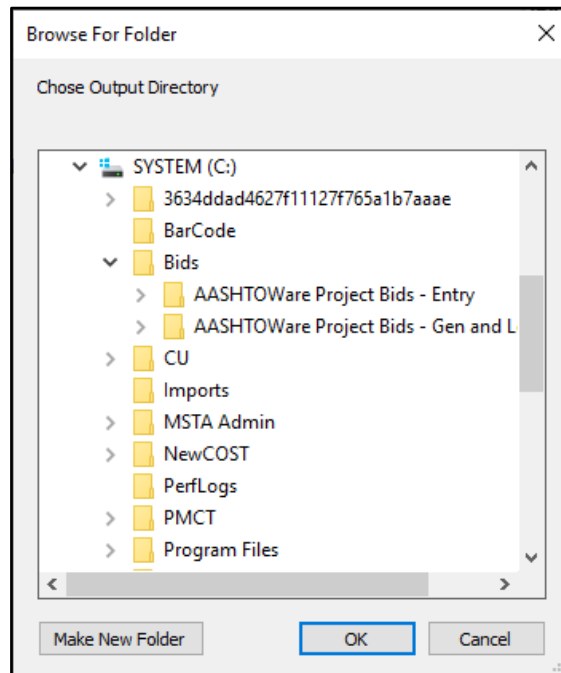




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Setting Up AASHTOWare Project Bids Entry

(continued)

4	Click the BROWSE button.	The following dialog will appear.
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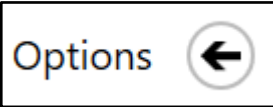


5	Navigate to C:\Bids\AASHTOWare Project Bids – Gen and Load .  NOTE: A shared network drive and directory may also be selected based on division preference.	N/A
6	Click the OK button.	The specified path will appear in the CURRENT OUTPUT PATH field.
7	Click the  SAVE EXPORT SETTINGS button.	The export directory has been saved successfully.

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Setting Up AASHTOWare Project Bids Entry

(continued)



8	Click OPTIONS arrow to hide the panel.	An empty AASHTOWare Project Bids Entry window will remain.
---	---	---

At this point you will be able to:

- Close the window.
- Open a Proposal.
- Open a Letting.

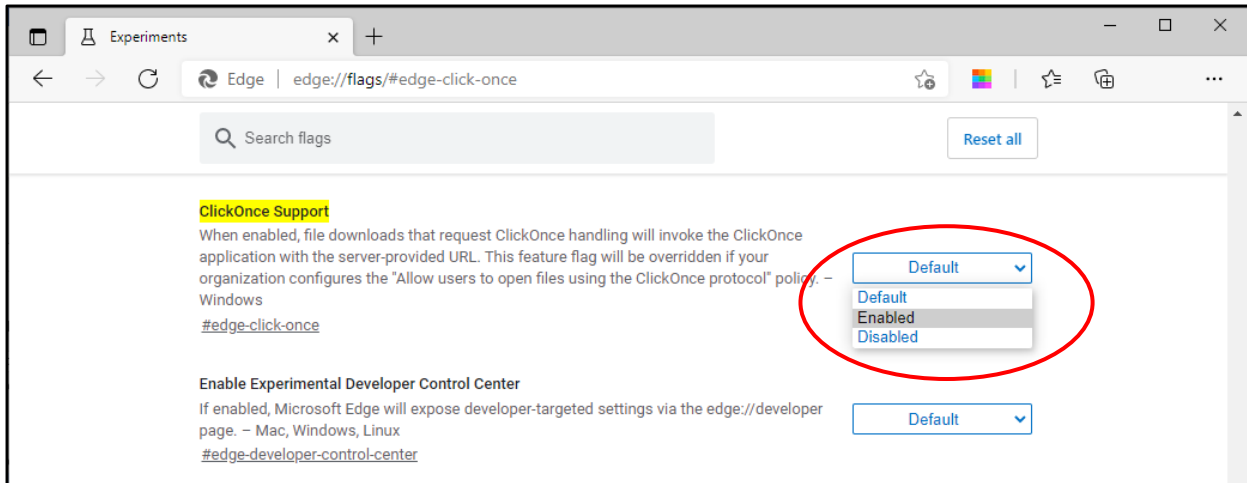
Bid Express

Setting Up Bid Express

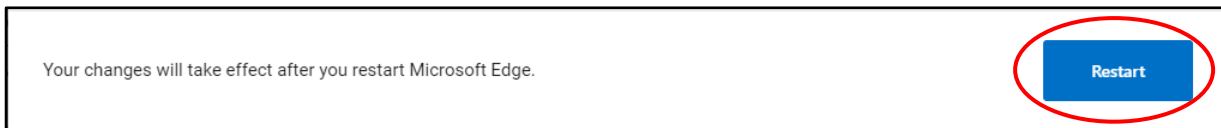
Please ensure you have installed the latest **Microsoft Edge** browser before you enable click-once settings within the web browser.

From *your Desktop*:

Step	Action	Result
1	In the address bar of your web browser, type EDGE://FLAGS/#EDGE-CLICK-ONCE and press Enter .	The following page will appear.



2	Select Enabled from the drop-down list to the right of CLICKONCE SUPPORT .	This message will appear at the bottom of the page.
---	--	---



3	Click the RESTART button at the bottom of the page.	The Edge browser should close and reopen.
---	--	--

Continued on Following Page

Setting Up Bid Express

(continued)

You will return to the same page. Your settings have been saved.

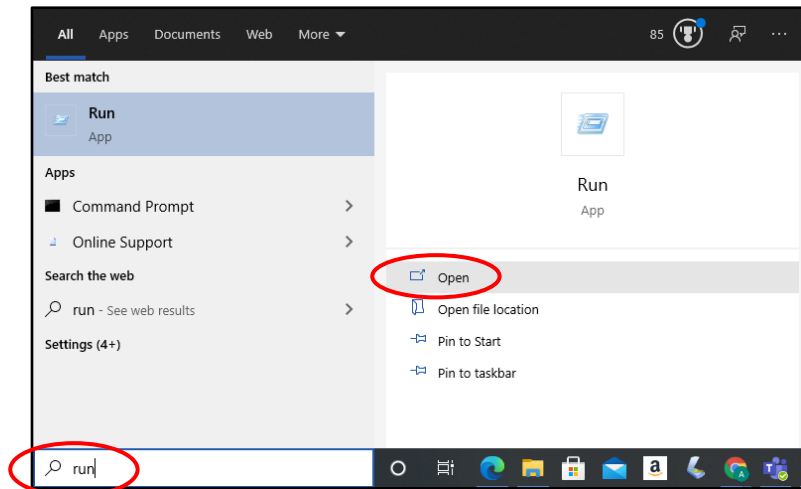
You have enabled **ClickOnce Support**.

To test: try downloading bids on WWW.BIDX.COM for a letting within the last 90 days.

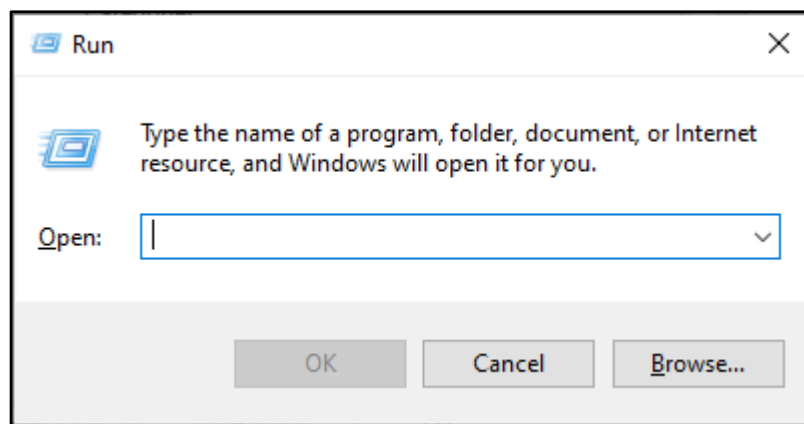
If you experience a Contact Application Vendor Error (BIDX)

From *your Desktop*:

Step	Action	Result
1	Type Run in the search bar and press Enter .	The Run application will appear.



2	Click Open .	The Run dialog will open.
---	---------------------	----------------------------------

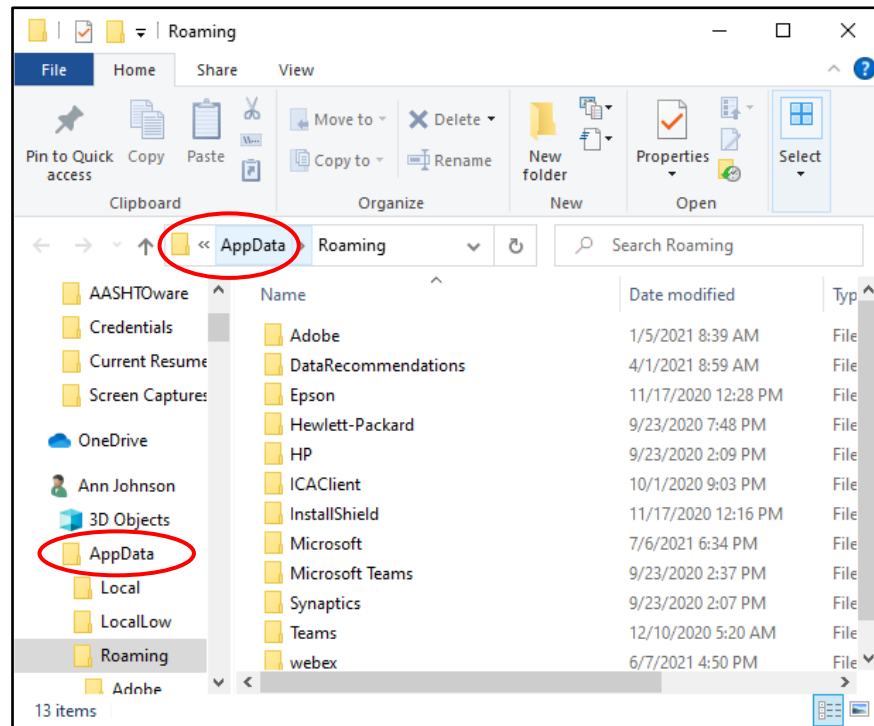


3	Type %appdata% in the OPEN field.	N/A
4	Click the OK button.	The following window will appear.

Continued on Following Page

If you experience a Contact Application Vendor Error (BIDX)

(continued)



5	Click on the <i>AppData</i> folder.	N/A
6	Double-click on the <i>Local</i> or <i>Local Settings</i> folder. NOTE: This is a hidden folder.	N/A
7	Double-click on the <i>Apps</i> folder.	N/A
8	Delete the 2.0 folder.	The 2.0 folder will be deleted.


Once you have completed these steps, re-open Bids and retry.

Things to Know Before You Begin

Although the letting process will be relatively the same, the software that you are using has changed.

If you need assistance in AWP, please contact awphelp@ncdot.gov. This email has been set up specifically for your use.

While performing any procedure in this user guide, it is important to always leave your **CapsLock** key on. This way all information you type into the applications will have the same format and will be easier to search for.

 **NOTE:** All applications are case-sensitive.

Access to the different options available in an application will be based on **User ID**.

Based on your specific job function, you may see some windows and not others that are shown in this User Guide.

Chapter 2 Project Setup

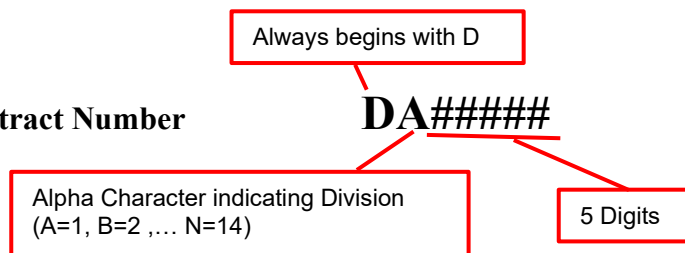
Assigning a Contract Number

Here you will generate (or provide) a contract number for a contract you plan to let.

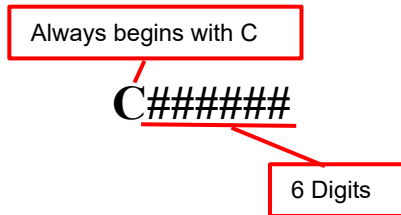
Contract Number Format

Contract numbering reflects the organization who will let the contract plus a sequential number.

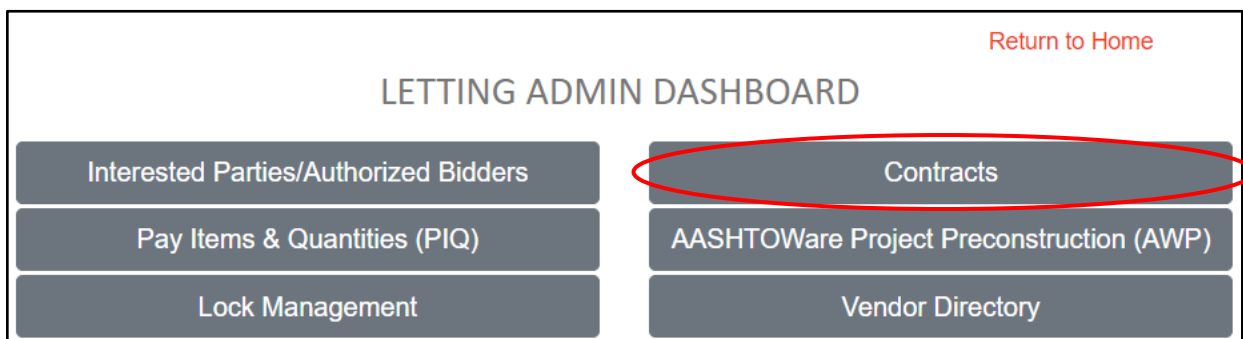
Division Contract Number



Central Contract Number



Step	Action	Result
1	In the address bar of your web browser, type HTTPS://CONNECT.NCDOT.GOV/SITE/PR/ECONSTRUCTION/PAGES/LADM.ASPX# and press Enter .	The Letting Admin Dashboard page will appear.



Continued on Following Page

Assigning a Contract Number

(continued)

2	Click the CONTRACTS button.	The list of options will appear.
3	Click the <i>Assign Contract Number</i> link.	The Assign Contract Number page will appear.

4	Select <i>the organization</i> from the drop-down list in the LET BY field.	N/A
---	--	-----

NOTE: If a contract number has been created previously with another application, click the **USE EXISTING CONTRACT NUMBER CREATED WITH PRIOR TOOL** toggle. **A CONTRACT # field will appear. Type the contract number in this field.**

5	Click the GENERATE CONTRACT button. NOTE: If you used a previously generated contract number, click the USE EXISTING button.	A pop-up message will display indicating the new (or existing) number has been added.
---	--	---

Please make a note of this number. You will need it.

The number has now been saved in the master list, but it is not yet associated with any projects.

Continued on Following Page

Assigning a Contract Number

(continued)

6	Click the OK button.	The Identify Contract Associations page will appear.
---	-----------------------------	---

After you have assigned a Contract Number, you need to identify one or more projects that will be let using this contract number.

[Return to Home](#)

LETTING ADMIN DASHBOARD

Identify Contract Associations

Identify the Precon site and WBS information to be associated with this contract. The WBS information will be stored in the Precon site for use with the Pay Items and Quantities tool later.

Let By: **Division 01**

☐ No Preconstruction Site for project

New Contract Number: **DA10002**

Precon Site Name: Associate Project

Enter project until recognized, then press Associate

Division: County: TIP:

Actions	Construction WBS	Project ID
There are no records to show		

Cancel
Save and Exit


7	Type <i>the preconstruction project number you wish to associate with the new contract</i> in the PRECON SITE NAME field.	N/A
8	Click the ASSOCIATE PROJECT button.	The associated preconstruction project will appear at the bottom of the page.

Repeat **steps 7 & 8** for any additional preconstruction projects you wish to associate with the contract.

Continued on Following Page

Assigning a Contract Number

(continued)

If you wish to remove a preconstruction project from the contract, click the  **DELETE** icon under the preconstruction project record.

9	To add <i>a WBS number</i> to a preconstruction project, click the +ADD WBS button.	The New WBS dialog will appear.
---	--	--

New WBS
×

Construction WBS:

Enter ONLY ONE Construction WBS

Funding source for this project

NOTE: This field would not accept any special character except dot (.) and space

Submit
Reset

10	Type <i>the WBS number</i> in the CONSTRUCTION WBS field.	N/A
11	Select <i>the preconstruction project you wish to associate this WBS with</i> from the drop-down list in the PROJECT field.	N/A
12	Click the SUBMIT button.	The WBS and associated preconstruction project ID will appear in ascending alphanumeric order.

Repeat **steps 9-12** to add additional WBS numbers.

Continued on Following Page

Assigning a Contract Number

(continued)

The WBS numbers you provide here will be stored in the Preconstruction project sites on SharePoint and made available for the **Pay Items and Quantities (PIQ)** tool so that they can be selected when pay items are added.

13	When you are finished, click the SAVE AND EXIT button.	The <i>Contract Associations saved</i> message will appear.
14	Click the OK button.	You will return to the Letting Admin Dashboard .

Updating Contract Associations for One Contract

If you want to update information for one contract, use this option. It will allow you to add or update the projects or WBS values that are associated with this contract.

From the **Letting Admin Dashboard**:

Step	Action	Result
1	Click the CONTRACTS button.	The list of options will appear.
2	Click the <i>Update Contract Associations for one contract</i> link.	The Update Contract Associations for one contract page will appear.

[Return to Home](#)

LETTING ADMIN DASHBOARD

Update Contract Associations for one contract

Enter contract number (not TIP or WBS) until recognized.

Contract:

Cancel
Confirm Details

3	Type <i>the Contract Number</i> in the CONTRACT field.	N/A
4	Click the CONFIRM DETAILS button.	The Confirm Contract Associations page will appear.

Continued on Following Page

Updating Contract Associations for One Contract

(continued)

[Return to Home](#)

LETTING ADMIN DASHBOARD

Confirm Contract Associations

Identify the Precon site and WBS information to be associated with this contract. The WBS information will be stored in the Precon site for use with the Pay Items and Quantities tool later.

Let By: **Division 01**

Contract Number: **DA10001**

Precon Site Name: Associate Project

Enter project until recognized, then press Associate

Division: County: TIP:

Actions	Construction WBS	Project ID
	39392.3.1	B-2500

+Add WBS

Precon Projects Associated with this contract

Project ID: B-2500

TIP: B-2500

Division: 01

County: Dare

Cancel
Save and Exit

To add additional projects to the contract:

5	Type <i>the Preconstruction site name (usually the TIP)</i> in the PRECON SITE NAME field.	N/A
6	Click the ASSOCIATE PROJECT button.	The associated project will appear at the bottom of the page.

Continued on Following Page

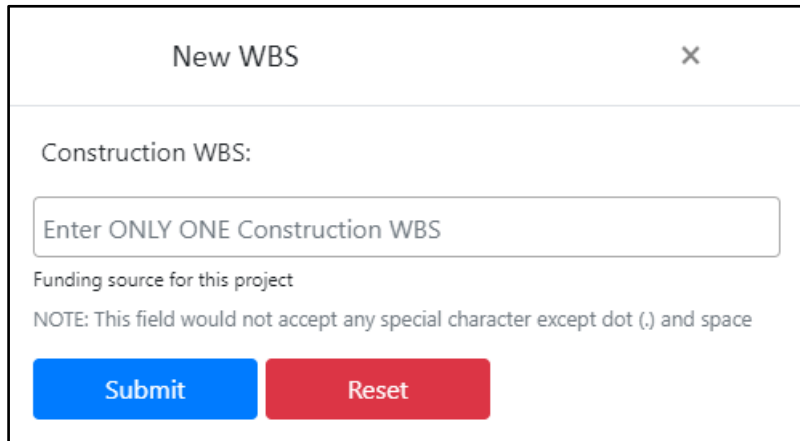
Updating Contract Associations for One Contract

(continued)

Repeat **steps 5 & 6** for each additional project.

To add additional WBS numbers to this project:

7	Click the +ADD WBS button.	The New WBS dialog will appear.
---	----------------------------	--



8	Type <i>the WBS number</i> in the CONSTRUCTION WBS field.	N/A
9	Click the SUBMIT button.	The WBS numbers will appear in ascending alphanumeric order.

Repeat **steps 7-9** for each additional WBS.

10	When you are finished adding projects and WBS numbers, click the SAVE AND EXIT button.	Your information has been saved.
----	---	----------------------------------

If **Pay Items and Quantities** have already been stored in a project and a change is made to the WBS values, an error message will appear.

For assistance in correcting the existing items to point to the corrected WBS values, contact Preconstructionhelp@ncdot.gov.

Spitting or Merging a Contract

This option allows you to move projects between two contracts. If you had previously defined a contract as containing multiple projects and now you need to split one or more of those off into another contract, or if you wish to combine projects in multiple contracts into one contract, this is the tool to use.

Existing Contracts

From the **Letting Admin Dashboard**:

Step	Action	Result
1	Click the CONTRACTS button.	The list of options will appear.
2	Click the <i>Split or Merge Contract</i> link.	The Split/Merge Contract page will appear.

3	Select <i>the organization</i> from the drop-down list in the LET BY field.	The list of existing contracts will appear in the left column.
4	You will be selecting 2 contracts. Click on <i>the first contract number</i> to select it.	N/A

Continued on Following Page


Spitting or Merging a Contract

(continued)

5	Click the ADD button.	The selected contract will be moved to the right column.
6	Click on <i>the second contract number</i> to select it.	N/A
7	Click the ADD button.	The selected contract will be moved to the right column.

New Contract

If you are adding a **new** contract as the second contract:

6	Click the GENERATE CONTRACT button.  NOTE: This is the new number that you intend to move the existing projects into.	The following message will appear, and the new contract will appear in the right column.
---	---	--

connectqc.ncdot.gov says

New contract: DA10003 added!

OK

Both contracts and the associated projects will appear at the bottom of the page.

DA10003

DA10002

Remove Associations

R-5844

Remove project(s) from contract.

Cancel


Next

Continued on Following Page

Spitting or Merging a Contract

(continued)

8	Drag and drop the projects to move them from one contract to another.	N/A
---	---	-----


 **NOTE:** If you wish to remove the project associations completely, drag the projects under **REMOVE ASSOCIATIONS**.

9	When you are satisfied with your changes, click the NEXT button.	The Handle Contract Split/Merge page will appear.
---	---	--


Each Contract will appear with the Projects listed beneath it. Underneath these, the associated WBS values will be listed, including their current alphabet letter assigned to correspond to the letters assigned in AASHTOWare Project Preconstruction (AWP).

Two toggles will appear beneath and slightly to the right.

1. Reorder/Relabel the WBS values.

 **NOTE:** If you already had the previous letter order set up in AWP, you may not want these WBS values reordered and relabeled. If you **DO** want the WBS values to be reordered & renamed, beginning from A, use this toggle. The letters will be left as they are unless this toggle is selected.

2. Use the previous contract number for export.


 **NOTE:** If you already have Projects set up in AWP using the previous contract number in the name, you may want to ensure that the Pay Items and Quantities tool continues to export the pay items using the old name, so they will import into AWP correctly. If you use this toggle, it will continue to use the other contract number for export, even though for reference purposes, the new contract number will be used. *If you have multiple projects involved and there are multiple answers for a given contract, contact PreconstructionHelp@ncdot.gov to specify exactly which contract # you would like used for the export for each of the projects.*

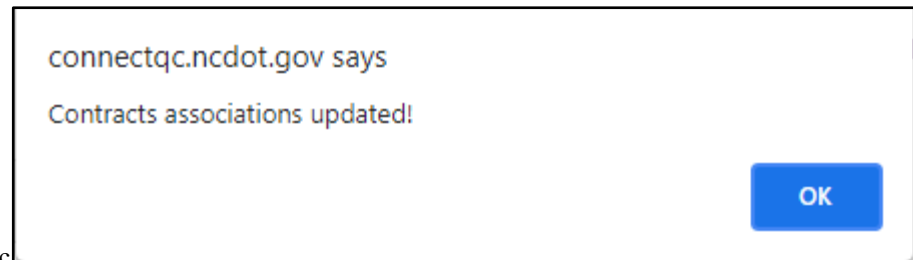
Continued on Following Page

Spitting or Merging a Contract

(continued)

10	After validating the results & making your selections, click the SAVE AND EXIT button.	The following message will appear.
----	---	------------------------------------

 **NOTE:** The Contract and WBS information used by the PIQ tool in each of the listed projects will also be updated.




11	Click the OK button.	You will return to the Letting Admin Dashboard page.
----	-----------------------------	---

Setting Up a Contract Cluster

A contract cluster is a way of offering different options to the bidders. For example, we could offer them project A and project B to bid on as separate projects, or they could choose to bid on them both combined into a new project (Project C). Project C would be what is referred to as a project cluster.

After the letting, you will know which contract numbers are needed.

1. To create a new contract, see **Assigning a Contract Number** on **Page 2-1**.
2. To combine contracts (2 contracts at a time), see **Spitting or Merging a Contract** on **Page 2-9**.

 **NOTE:** At this time, the original numbering of the WBS values in each project should stay the same, so that they don't get numbered as if they are all in one project.

Finding a Project

From the *AASHTOWare Project Dashboard*:

Step	Action	Result
1	In the Preconstruction section, click PROJECTS .	The Project Overview page will appear.

The screenshot shows the 'Project Overview' page. At the top, there are navigation buttons: 'Home', 'Previous', and 'My Pages'. To the right are 'Actions', 'Help', and 'Log off' buttons. Below these is a 'Project Overview' section with a dropdown menu showing 'Project Overview' and a 'Save' button. A search bar is present with the placeholder text 'Type search criteria or press Enter' and a magnifying glass icon. To the right of the search bar is a link for 'Advanced'. Below the search bar, it says '0 changed' and 'Enter search criteria above to see results'. There is also a link for 'Show first 10'.

2	The search filter requires 3 characters and will continue auto filtering the list as you type.
---	--

Criteria	Result
Project Number	The project
Partial Project Number	A list of projects that contain the criteria
WBS Number	The project(s) associated with the WBS Number
Partial WBS Number	List of projects that associated with a WBS that contains the criteria
TIP Number	The project(s) associated with the TIP Number
Partial TIP Number	List of projects that are associated with a TIP that contains the criteria
"State"	List of all state-funded projects
County / Partial County	List of projects associated with the county


3	Click on the PROJECT NUMBER you wish to open.	The project will open.
---	--	------------------------

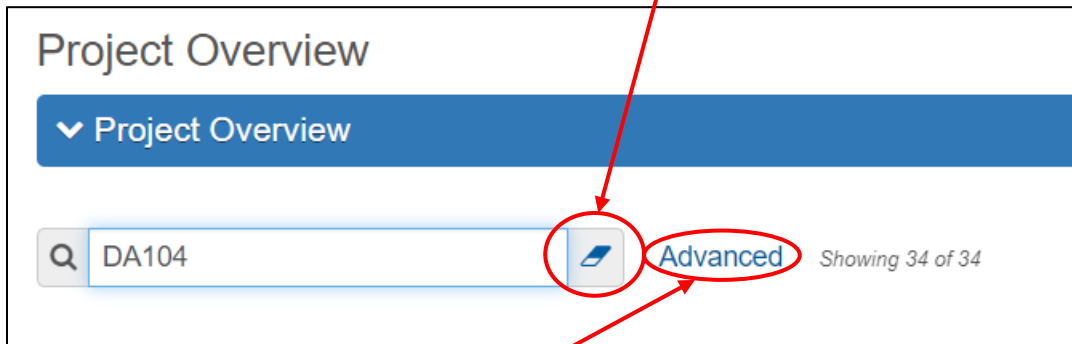
Continued on Following Page

Finding a Project

(continued)

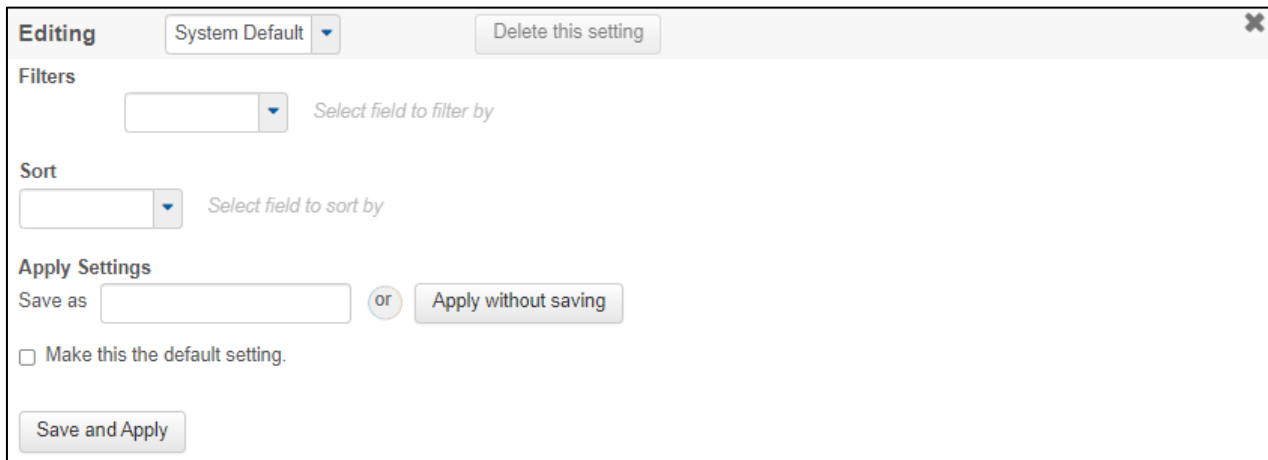
Clearing the Search & Filter Criteria

To clear the contents of the **SEARCH** box (and any other filter selections you have chosen), click the  **CLEAR** button to the right of the **SEARCH** box.



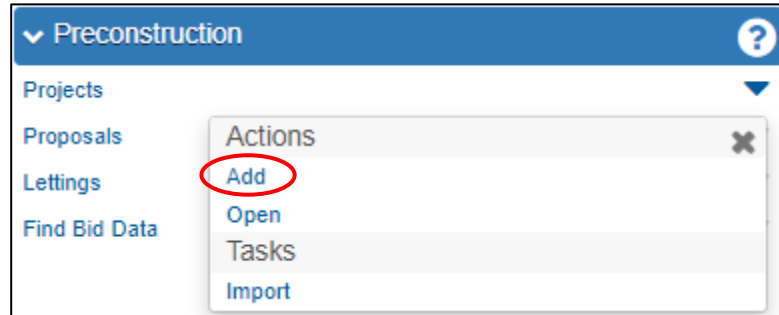
Advanced Search Options

Clicking the **ADVANCED** link provides more advanced search options.



Adding a Project

From the *AASHTOWare Project Dashboard*:



(Preconstruction Menu)

Step	Action	Result
1	In the Preconstruction section, click the drop-down arrow to the right of PROJECTS . 📁 NOTE: You can also perform this step from the Project Overview Page shown on Page 2-14 .	A menu will appear.
2	Click ADD .	The Add Project page will appear.

Continued on Following Page

Adding a Project

(continued)

(Add Project Page – General Tab)

General Tab

NOTE: Fields marked with a red asterisk (*) are required to save the project.


Continued on Following Page

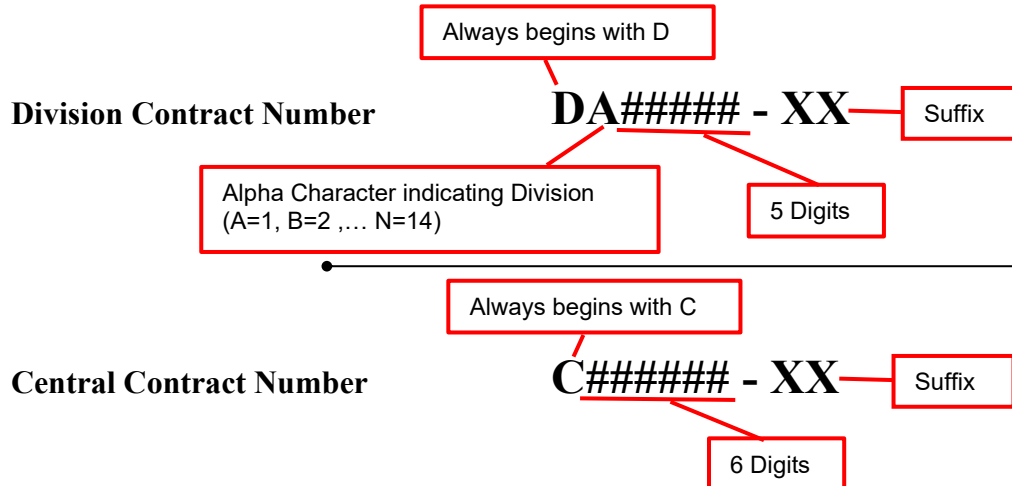
Adding a Project

(continued)

Project Number Format



The estimator is responsible for setting up projects for each section of the proposal. The projects will have the following naming convention:

 **NOTE:** The contract number assigned in the **Letting Admin Dashboard** is used as the project number. This procedure is on **Page 2-1**.



The **Suffix** identifies the section of the project:

ST Structure projects
RW Roadway projects

3	Turn on CAPS LOCK by pressing the  key. All information entered into the system must be in ALL CAPS .	N/A
4	Type <i>the project number</i> in the PROJECT ID field.  NOTE: Attach the following suffix if applicable: -ST (for Structure projects) -RW (for Roadway projects) This field will not be able to be changed after you save the project.	N/A


Continued on Following Page

Adding a Project

(continued)

5	Type <i>the county name and TIP number</i> in the PROJECT DESCRIPTION (COUNTY/TIP) field.	N/A
---	--	-----

Helpful Hint

 **NOTE:** No punctuation is needed in this field.
Example: **JOHNSTON WAYNE B-4321**

6	Type <i>a brief description</i> in the SHORT TYPE OF WORK field.	N/A
---	---	-----

Helpful Hint


Example: **GRADING, DRAINAGE, PAVING & CULVERT**

7	Type <i>the project location</i> in the LOCATION field.	N/A
---	--	-----

Helpful Hint

 **NOTE:** This is a **TO/FROM** type of description.
Example: **I-40 FROM US-70 TO I-440**

The **LOCATION** field can accommodate 120 characters.

8	Select the <i>specification year</i> from the drop-down list in the SPEC YEAR field.	N/A
9	Select <i>English</i> or <i>Metric</i> from the drop-down list in the UNIT SYSTEM field.	N/A
10	Type the <i>WBS number</i> in the WBS NUMBER field.	N/A
11	If applicable, type the <i>TIP Number</i> in the TIP 1 field. If there are additional TIP Numbers, type them in the remaining 3 TIP fields (TIP 2 , TIP 3 and TIP 4)	N/A
12	Type the <i>federal aid number</i> in the FEDERAL/STATE PROJECT NUMBER field.  NOTE: If the project is state-funded, type STATE FUNDED in this field.	N/A

Continued on Following Page

Adding a Project


(continued)


13	Leave the CONTROLLING PROJECT check box unchecked.	N/A
14	If applicable, select <i>the federal aid prefix</i> from the drop-down list in the FEDERAL AID PREFIX field.	N/A

The **PRIMARY PROJECT COUNTY** and **PRIMARY PROJECT DIVISION** information will be added on the **COUNTIES** and **DIVISIONS** tabs.

The **PROJECT ITEM TOTAL** will be updated after items are added to the project.

15	Type <i>the name of the Quantity Estimator</i> in the QUANTITY ESTIMATOR field. (Format: First Initial Last Name without spaces i.e., JSMITH)	N/A
16	Type <i>the name of the Cost Estimator</i> in the COST ESTIMATOR field. (Format: First Initial Last Name without spaces i.e., JSMITH)	N/A

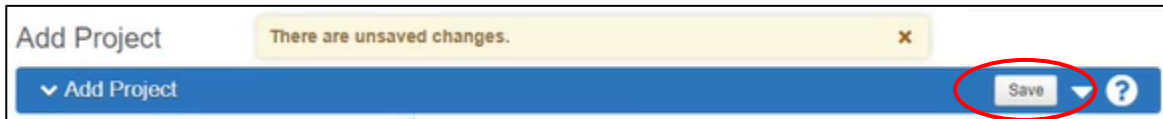
 **NOTE:** If you don't know who the *Quantity* or *Cost Estimators* are at this time, you will be able to edit these fields later.

17	Select <i>U (Urban)</i> , <i>R (Rural)</i> or <i>None</i> from the drop-down list in the URBAN/RURAL field.  NOTE: Leaving this field blank is equal to selecting <i>None</i> .	N/A
18	Type <i>the route number</i> in the ROUTE NUMBER field.	N/A
19	Select the <i>type of road</i> from the drop-down list in the TYPE OF ROAD field.	N/A

Continued on Following Page

Adding a Project

(continued)



20	Click the SAVE button in the Header Bar .	The project will be saved. The Project Number and Description will now appear in the Header Bar .
----	---	---

Helpful Hint

It is important that you save each time before going to another tab to prevent losing any entered data.

21	On the left side of the page, click on the Counties tab.	The Counties tab will appear.
----	---	--------------------------------------



(Add Project Page – Counties Tab)

Counties Tab

22	Click the NEW button.	A row will appear for the County.
23	Start typing <i>the County</i> in the COUNTY ID field	The county will appear in the result list.
24	Click on <i>the county in the result list</i> to select it.	The selected County will appear in the COUNTY ID field.

Continued on Following Page

Adding a Project

(continued)

25	Type <i>the percentage of the project that will be executed in the selected county</i> in the PCT field.	N/A
----	---	-----

If you have multiple counties, the sum of the percentages in the **PCT** fields should equal 100%

Repeat steps **22-25** for each county in which the project will be executed.

If you have more than one county, check the **PRIMARY** check box to indicate the primary county the project will be executed in.

26	Click the SAVE button in the Header Bar .	A Save Complete message will appear above the Header Bar .
----	---	--

Divisions Tab

27	On the left side of the page, click on the Divisions tab.	The Divisions tab will appear.
----	--	---------------------------------------

The screenshot shows the 'Add Project' page with the 'Divisions' tab selected. The interface includes a sidebar with navigation options: General, Counties, Divisions (selected), and Workflow. The main content area features a 'New' button, a 'Division ID' dropdown menu, a 'Supplemental Description' text field with a search icon, and a 'Primary' checkbox. A status bar at the top right indicates '1 added', '0 marked for deletion', and '0 changed'. The page title 'Add Project' is visible at the top left of the main area.

(Add Project Page – Divisions Tab)

28	Click the NEW button.	A row will appear for the Division .
----	------------------------------	---

Continued on Following Page

Adding a Project

(continued)

29	Click in the DIVISION ID field and press Enter . You can also start typing in this field and the results will auto filter in the drop-down.	A drop-down list of divisions will appear.
30	Select <i>the division</i> from the list.	The selected Division will appear in the DIVISION ID field.
31	Leave the SUPPLEMENTAL DESCRIPTION field blank. No additional description is needed.	N/A

Repeat steps **28-31** for each division in which the project will be executed.

If you have more than one division, check the **PRIMARY** check box to indicate the division that will be managing the construction of the project.

32	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .
----	---	--

Workflow Tab

33	On the left side of the page, click on the <i>Workflow</i> tab.	The Workflow tab will appear.
----	---	--------------------------------------

The screenshot shows the 'Add Project' page with the 'Workflow' tab selected. The sidebar on the left lists 'Overview', 'Add Project', 'General', 'Counties', 'Divisions', and 'Workflow'. The 'Workflow' tab is active. The main content area has a 'Workflow' dropdown menu and a 'WorkflowPhase' dropdown menu. A 'Save' button is located in the top right corner of the main area.

(Add Project Page – Workflow Tab)

Continued on Following Page

Adding a Project

(continued)

34	Select <i>NCDOT – Division Workflow</i> from the drop-down list in the WORKFLOW field.	Your selection will appear in the WORKFLOW field.
35	Select <i>DLADM</i> from the drop-down list in the WORKFLOW PHASE field.	Your selection will appear in the WORKFLOW PHASE field.
36	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .

Copying a Project

When you have created one project (Roadway) for a proposal you will be able to copy the project and change the applicable information for the other sections (Structure/etc.).

You will also be able to copy any project if you are creating one that is similar in the future.

NOTE: If you have a culvert, wall, or bridge on your project, you must create a **RW** and a **ST** project.

From within a project, on the **Project Summary** page:

The screenshot shows the 'Project Summary' page for Project DA10457-RW - MARTIN TIP-011521. The 'Actions' menu is open, and the 'Copy' option is highlighted with a red circle. The menu includes options like 'Add New', 'Copy', 'Tasks', 'Change Project Spec Book', 'Create Proposal', 'Export Project To Estimator', 'Validate Project', 'Views', 'Attachments', 'Issues', 'Links', 'Reports', 'Project Cost Estimate Report', 'Project Quantity Estimate', 'Structure Cost Estimate Report', and 'Structure Quantity Estimate'.

(Project Summary Page)

Step	Action	Result
1	From the drop-down arrow at the right side of the Header Bar select COPY .	The Copy Project window will appear.

Continued on Following Page

Copying a Project

(continued)

Overview

Copy Project

▼ Copy Project: DA10457-RW

Copy ▼ ?

New Project ID *	Spec Year
DA10457-RW	18 - ITEM SPEC YEAR 18
Project Description (County/TIP)	Unit System
MARTIN TIP-011521	English
Federal/State Project Number	Project Type
STATE FUNDED	
State Project Number	Urban/Rural
	R - RURAL

(Copy Project Window)

2	The number of the project you have just copied will appear in the NEW PROJECT ID field. Overwrite this number with <i>the number of the project you are creating</i> from this project.	N/A
3	Click anywhere on the page to set focus outside of the NEW PROJECT ID field.	The COPY button on the right side of the Header Bar will become enabled.
4	Click the COPY button on the right side of the Header Bar .	The new project will be saved. The new Project Number and Description will now appear in the Header Bar .

Continued on Following Page

Copying a Project

(continued)

You will now be able to edit information on all tabs of the project.

The information on the **Workflow** tab will be reset.

5	Click on the Workflow tab.	The Workflow tab will appear.
---	-----------------------------------	--------------------------------------

Overview Categories and Items Item Alternate Summary Item Pricing Item Worksheet

Project Summary

▼ Project: DA10457-ST - MARTIN TIP-011521 Save ?

Proposal:

General Counties Divisions Workflow

Workflow

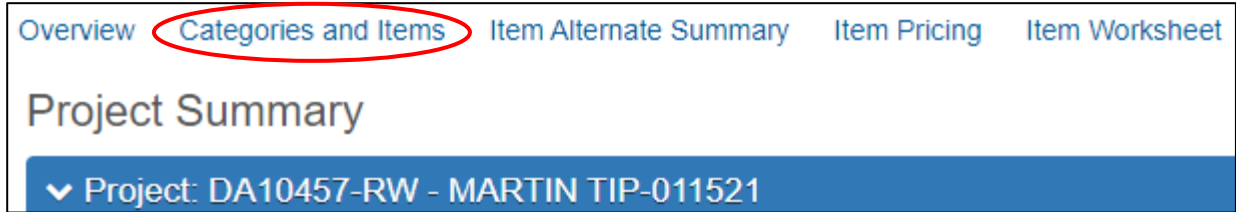
WorkflowPhase

(Copy Project Window – Workflow Tab)

6	Select NCDOT – Division Workflow from the drop-down list in the WORKFLOW field.	Your selection will appear in the WORKFLOW field.
7	Select DLADM from the drop-down list in the WORKFLOW PHASE field.	Your selection will appear in the WORKFLOW PHASE field.
8	Click the SAVE button in the Header Bar .	A Save Complete message will appear above the Header Bar .

Categories

From within a project, on the **Project Summary** page:



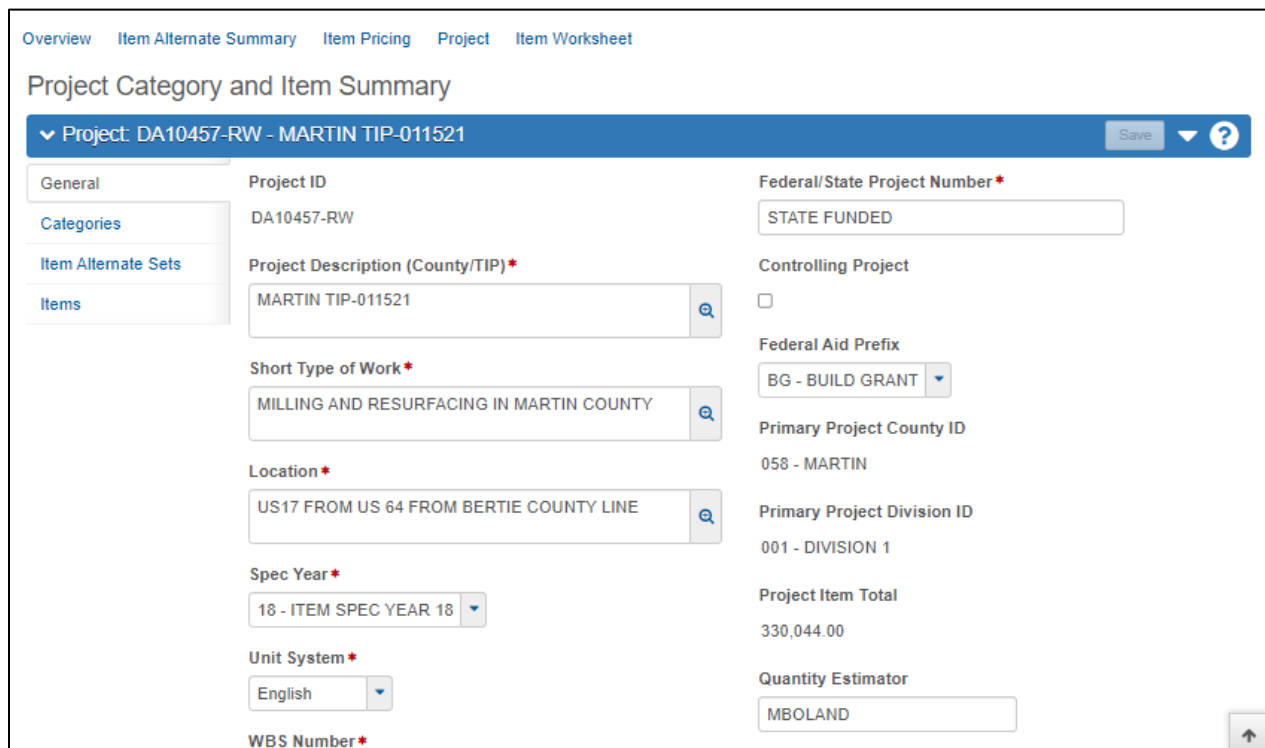
Overview **Categories and Items** Item Alternate Summary Item Pricing Item Worksheet

Project Summary

▼ Project: DA10457-RW - MARTIN TIP-011521

Adding Categories

Step	Action	Result
1	Click the CATEGORIES AND ITEMS quick link.	The Project Category and Item Summary page will appear.



Overview Item Alternate Summary Item Pricing **Project** Item Worksheet

Project Category and Item Summary

▼ Project: DA10457-RW - MARTIN TIP-011521 Save ?

General Categories Item Alternate Sets Items

Project ID
DA10457-RW

Federal/State Project Number*
STATE FUNDED

Project Description (County/TIP)*
MARTIN TIP-011521

Controlling Project
☐

Short Type of Work*
MILLING AND RESURFACING IN MARTIN COUNTY

Federal Aid Prefix
BG - BUILD GRANT

Location*
US17 FROM US 64 FROM BERTIE COUNTY LINE

Primary Project County ID
058 - MARTIN

Spec Year*
18 - ITEM SPEC YEAR 18

Primary Project Division ID
001 - DIVISION 1

Unit System*
English

Project Item Total
330,044.00

WBS Number*

Quantity Estimator
MBOLAND

(Project Category and Item Summary Page – General Tab)

2	Click the Categories tab.	The Categories tab will appear.
---	----------------------------------	--

Continued on Following Page

Categories

(continued)

Overview Item Alternate Summary Item Pricing Project Item Worksheet

Project Category and Item Summary

Project: DA10457-RW - MARTIN TIP-011521 Save ?

General Categories Item Alternate Sets Items

Q Type search criteria or press Enter Advanced Showing 3 of 3

0 added | 0 marked for deletion | 0 changed

0001 - ROADWAY ITEMS

Category ID * 0001 Primary County Code 058 - MARTIN

Category Description * ROADWAY ITEMS Cross Section Code R000 - RESURF - EXISTING (ANY NUMBER OF L...

Proposal Section Number 0001 - ROADWAY ITEMS Length Along the Project (Miles/Kilometers) 5.5000

Federal Construction Class RW - ROADWAY DESIGN Number of Lanes 2

Roadway/Structure ID

(Project Category and Item Summary Page – Categories Tab)

Adding a Roadway Category

3	Click the NEW button.	Category input fields will appear.
4	Type a 4-digit number in the CATEGORY ID field. Begin at 0001.	N/A
5	Type ROADWAY ITEMS in the CATEGORY DESCRIPTION field.	N/A
6	Select 0001 from the drop-down list in the PROPOSAL SECTION NUMBER field.	N/A

The value in the **PROPOSAL SECTION NUMBER** field, controls which fields will appear on the right side of the page.

7	Select RW from the drop-down list in the FEDERAL CONSTRUCTION CLASS field.	N/A
---	--	-----

Continued on Following Page

Categories

(continued)

8	Select <i>RWI</i> from the drop-down list in the ROADWAY STRUCTURE ID field.	N/A
9	If applicable, select <i>the Major Federal Work Code</i> from the drop-down list in the MAJOR FEDERAL WORK CODE field.	N/A

 **NOTE:** The **MAJOR FEDERAL WORK CODE** field is used only for federally funded projects.

10	Leave the COMBINE LIKE CATEGORIES check box checked.	N/A
11	If applicable, select <i>Y</i> or <i>N</i> from the drop-down list in the CONSULTANT INDICATOR field.	N/A
12	Select <i>the Primary County</i> from the drop-down list in the PRIMARY COUNTY CODE field.	N/A

Helpful Hint


The following 3 fields (**steps 13-15**) are required for correct reporting of construction lane miles.

13	Select <i>the cross-section code</i> from the drop-down list in the CROSS SECTION CODE field.	N/A
14	Type <i>the roadway length in miles or km (not including length of structure)</i> in the LENGTH ALONG THE PROJECT (MILES/KILOMETERS) field.	N/A
15	Type the number of lanes in the NUMBER OF LANES field.	N/A
16	Once you have entered all information for this category, click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .

Continued on Following Page

Categories

(continued)


 **NOTE:** If there is more than one structure on the project, a category will need to be set up for each structure.


Adding a Structure Category

From within a project, on the **Project Category and Item Summary** page, **Categories** tab:

Step	Action	Result
3	Click the NEW button.	Category input fields will appear.
4	Type a 4-digit number in the CATEGORY ID field. Begin at 0001.	N/A
5	Type STRUCTURE ITEMS in the CATEGORY DESCRIPTION field.	N/A
6	Select 0004 from the drop-down list in the PROPOSAL SECTION NUMBER field.	N/A

The value in the **PROPOSAL SECTION NUMBER** field, controls which fields will appear on the right side of the page.

7	Select ST from the drop-down list in the FEDERAL CONSTRUCTION CLASS field.	N/A
8	Select BR01 from the drop-down list in the ROADWAY STRUCTURE ID field.  NOTE: Multiple bridges in the same project should be numbered sequentially. (BR01, BR02, BR03...)	N/A

 **NOTE:** If part of the structure contains non-participating items, you will need to create a second Structure category.

In this category, the value in the **MAJOR FEDERAL WORK TYPE CODE** field should be **NPAP**.

The value in the **ROADWAY/STRUCTURE ID** field should remain the same as the original.

Continued on Following Page


Categories

(continued)

9	If applicable, select <i>the Major Federal Work Code</i> from the drop-down list in the MAJOR FEDERAL WORK CODE field.	N/A
---	---	-----

 **NOTE:** The **MAJOR FEDERAL WORK CODE** field is used only for federally funded projects.

10	Leave the COMBINE LIKE CATEGORIES check box checked.	N/A
11	If applicable, select <i>Y</i> or <i>N</i> from the drop-down list in the CONSULTANT INDICATOR field.	N/A
12	Select <i>the Primary County</i> from the drop-down list in the PRIMARY COUNTY CODE field.	N/A
13	Select <i>the over/under code</i> from the drop-down list in the OVER/UNDER CODE field.	N/A
14	Type <i>the station ID</i> in the STATION ID field.	N/A
15	Type <i>the bridge number</i> in the BRIDGE NUMBER field.	N/A
16	Type <i>the length along the project</i> in the LENGTH ALONG THE PROJECT (MILES/KILOMETERS) field.	N/A

 **NOTE:** The mileage should be calculated based on fill face to fill face length. For dual structures, only the longest structure mileage is used. This does not apply to rehab or preservation projects. Mileage is shown for all structures.

17	Type <i>the out-to-out superstructure width measurement</i> in the OUT TO OUT SUPERSTRUCTURE WIDTH (FEET/METERS) field.	N/A
----	--	-----

Continued on Following Page

Categories

(continued)

18	Type <i>the curb to curb superstructure width measurement</i> in the CURB TO CURB SUPERSTRUCTURE WIDTH (FEET/METERS) field.	N/A
19	Type <i>the length of the bridge</i> in the BRIDGE LENGTH (FEET/METERS) field.	N/A
20	Type <i>the number of spans</i> in the BRIDGE NUMBER OF SPANS field.	N/A
21	Once you have entered all information for this category, click the SAVE button in the Header Bar .	A Save Complete message will appear above the Header Bar .

Adding a Category for Non-Participating Items

If you have non-participating items, you must create additional categories for each municipality/utility company/developer/railroad/etc.

From within a project, on the **Project Category and Item Summary** page, **Categories** tab:


Step	Action	Result
3	Click the NEW button.	Category input fields will appear.
4	Type a sequential 4-digit number in the CATEGORY ID field. Begin at 0001.	N/A
5	Type ROADWAY/STRUCTURE ITEMS – NPAR (NAME) in the CATEGORY DESCRIPTION field.	N/A
6	Select <i>the applicable section number</i> from the drop-down list in the PROPOSAL SECTION NUMBER field.	N/A

The value in the **PROPOSAL SECTION NUMBER** field, controls which fields will appear on the right side of the page.

Continued on Following Page

Categories

(continued)

7	Select <i>the Federal Construction Class</i> from the drop-down list in the FEDERAL CONSTRUCTION CLASS field.	N/A
8	Select <i>the 4-character structure ID</i> from the drop-down list in the ROADWAY/STRUCTURE ID field.  NOTE: The value in this field should remain the same as the original.	N/A
9	Select NPAR from the drop-down list in the MAJOR FEDERAL WORK CODE field.	N/A
10	Leave the COMBINE LIKE CATEGORIES check box checked.	N/A
11	If applicable, select <i>Y</i> or <i>N</i> from the drop-down list in the CONSULTANT INDICATOR field.	N/A
12	Select <i>the Primary County</i> from the drop-down list in the PRIMARY COUNTY CODE field.	N/A


Leave the **LENGTH ALONG THE PROJECT** field blank.

13	Complete any other applicable fields that remain.	N/A
14	Once you have entered all information for this category, click the SAVE button in the Header Bar .	A Save Complete message will appear above the Header Bar .

Continued on Following Page

Categories

(continued)

 **NOTE:** If there is more than one culvert on the project, a category will need to be set up for each culvert.

Adding a Culvert Category

From within a project, on the **Project Category and Item Summary** page, **Categories** tab:

Step	Action	Result
3	Click the NEW button.	Category input fields will appear.
4	Type a 4-digit number in the CATEGORY ID field. Begin at 0001.	N/A
5	Type CULVERT ITEMS in the CATEGORY DESCRIPTION field.	N/A
6	Select 0002 from the drop-down list in the PROPOSAL SECTION NUMBER field.	N/A

The value in the **PROPOSAL SECTION NUMBER** field, controls which fields will appear on the right side of the page.

7	Select CV from the drop-down list in the FEDERAL CONSTRUCTION CLASS field.	N/A
8	Select CV01 from the drop-down list in the ROADWAY STRUCTURE ID field.	N/A
9	If applicable, select the Major Federal Work Code from the drop-down list in the MAJOR FEDERAL WORK CODE field.	N/A

 **NOTE:** The **MAJOR FEDERAL WORK CODE** field is used only for federally funded projects.

10	Leave the COMBINE LIKE CATEGORIES check box checked.	N/A
11	If applicable, select Y or N from the drop-down list in the CONSULTANT INDICATOR field.	N/A

Continued on Following Page

Categories


(continued)

12	Select <i>the Primary County</i> from the drop-down list in the PRIMARY COUNTY CODE field.	N/A
13	Select <i>the culvert code</i> from the drop-down list in the CULVERT CODE field.	N/A
14	Type <i>the station ID</i> in the STATION ID field.	N/A
15	Type <i>the culvert number</i> in the CULVERT NUMBER field.	N/A
16	Type <i>the barrel width measurement</i> in the SKEWED BARREL WIDTH IF OVER 20 FT (MILES/KILOMETERS) field.	N/A
17	Type <i>the height of the barrel</i> in the BARREL HEIGHT (FEET/METERS) field.	N/A
18	Type <i>the barrel span measurement</i> in the BARREL SPAN (FEET/METERS) field.	N/A
19	Type <i>the box length</i> in the BOX LENGTH (FEET/METERS) field.	N/A
20	Type <i>the fill depth</i> in the FILL DEPTH (FEET/METERS) field.	N/A
21	Once you have entered all information for this category, click the SAVE button in the Header Bar .	A Save Complete message will appear above the Header Bar .

Continued on Following Page

Categories

(continued)


 **NOTE:** If there is more than one wall on the project, a new category will need to be set up for each wall.

Adding a Wall Category

From within a project, on the **Project Category and Item Summary** page, **Categories** tab:

Step	Action	Result
3	Click the NEW button.	Category input fields will appear.
4	Type a 4-digit number in the CATEGORY ID field. Begin at 0001.	N/A
5	Type WALL ITEMS in the CATEGORY DESCRIPTION field.	N/A
6	Select 0003 from the drop-down list in the PROPOSAL SECTION NUMBER field.	N/A

The value in the **PROPOSAL SECTION NUMBER** field, controls which fields will appear on the right side of the page.

7	Select WL from the drop-down list in the FEDERAL CONSTRUCTION CLASS field.	N/A
8	Select WL1 from the drop-down list in the ROADWAY STRUCTURE ID field.  NOTE: Multiple retaining walls in the same project should be numbered sequentially. (WL1, WL2, WL3...)	N/A
9	If applicable, select the Major Federal Work Code from the drop-down list in the MAJOR FEDERAL WORK CODE field.	N/A

 **NOTE:** The **MAJOR FEDERAL WORK CODE** field is used only for federally funded projects.

Continued on Following Page

Categories

(continued)

10	Leave the COMBINE LIKE CATEGORIES check box checked.	N/A
11	If applicable, select <i>Y</i> or <i>N</i> from the drop-down list in the CONSULTANT INDICATOR field.	N/A
12	Select <i>the Primary County</i> from the drop-down list in the PRIMARY COUNTY CODE field.	N/A
13	Select <i>the type of retaining wall</i> from the drop-down list in the RETAINING WALL TYPE field.	N/A
14	Type <i>the station ID</i> in the STATION ID field.	N/A
15	Select <i>length of the wall</i> from the drop-down list in the WALL LENGTH (FEET/METERS) field.	N/A
16	Type <i>the average height measurement</i> in the AVERAGE HEIGHT (FEET/METERS) field.	N/A
17	Once you have entered all information for this category, click the SAVE button in the Header Bar .	A Save Complete message will appear above the Header Bar .

Continued on Following Page

Categories

(continued)

Copying a Category

The following procedure is useful if you need to create multiple structure, wall, or culvert categories.

The screenshot shows the 'Project Category and Item Summary' page for project 'DA10457-RW - MARTIN TIP-011521'. On the left is a sidebar with tabs: General, Categories, Item Alternate Sets, and Items. The 'Categories' tab is active, displaying a search bar with the text 'Type search criteria or press Enter', a 'New' button, and a list of categories. The list shows two categories: '0001 - ROADWAY ITEMS' and '0002 - ROADWAY ITEMS - NPAR (MARTI'. A context menu is open for the second category, with the 'Duplicate Row' option circled in red. Other options in the menu include 'Copy', 'Delete', 'Exclude from Search Results', 'Insert Row', 'Tasks', 'Delete Category And Associated Data', 'Views', 'Attachments', 'Links', and 'Tracked Issues'. At the top right of the main area, there are status indicators: '0 added', '0 marked for deletion', and '0 changed'.

Step	Action	Result
1	Minimize the categories. (Click the arrow to the left of each category until all categories are displayed as one line.)	N/A
2	From the drop-down arrow at the right side of the row containing the Category you wish to copy select <i>Duplicate Row</i> .	A new row will appear beneath the selected row.

Continued on Following Page

Categories

(continued)

Overview Item Alternate Summary Item Pricing Project Item Worksheet

Project Category and Item There are unsaved changes. ✕

▼ Project: DA10457-RW - MARTIN TIP-011521 Save ▼ ?

General

Categories Advanced Showing 2 of 2

Item Alternate Sets

Items

New 1 added | 0 marked for deletion | 0 changed

> 0001 - ROADWAY ITEMS ▼

▼ 0001 - ROADWAY ITEMS ✕

Category ID* ▼

Primary County Code ▼

Category Description* ▼ 🔍

Cross Section Code ▼

Proposal Section Number ▼

Length Along the Project (Miles/Kilometers) ▼

Federal Construction Class ▼

Number of Lanes ▼

Roadway/Structure ID ▼

3	Overwrite the number in the CATEGORY ID field with a <i>new 4-digit sequential number</i> .	N/A
4	Change the remainder of the fields in the newly created category.	N/A
5	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .

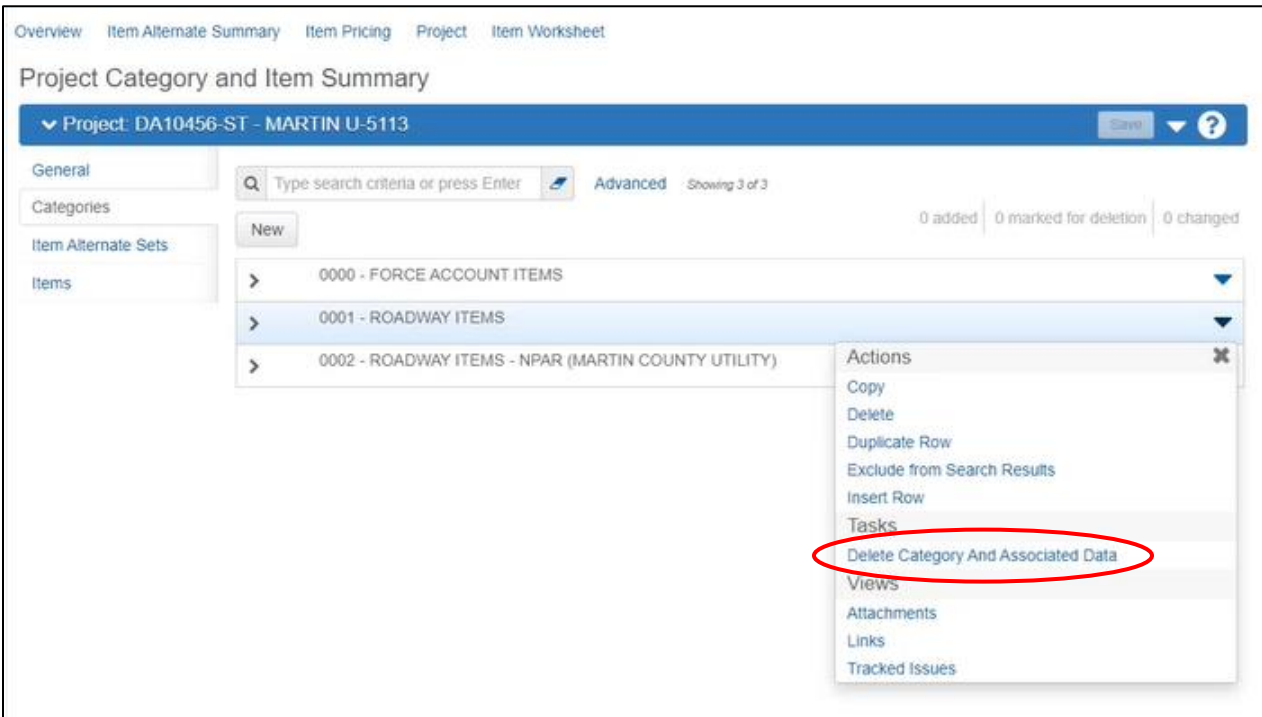
Continued on Following Page

Categories

(continued)

Deleting Categories

The following procedure is useful if you've copied a project and are changing its type. (i.e., Roadway to Structure)




Step	Action	Result
1	Minimize the categories. (Click the arrow to the left of each category until all categories are displayed as one line.)	N/A

Continued on Following Page

Categories

(continued)

2	<p>From the drop-down arrow at the right side of the row containing the Category you wish to delete select Delete.</p> <p>If you have items associated with this category, select DELETE CATEGORY AND ASSOCIATED DATA.</p> <p> NOTE: This will delete any items associated with the category.</p>	<p>The drop-down arrow for this category will change to an undo arrow.</p> <p>This indicates that the category is flagged for removal by the system.</p>
3	<p>Click the SAVE button in the Header Bar.</p>	<p>A Save Complete message will appear above the Header Bar.</p>

Deleting a Project

From the **Project Overview** page:


The screenshot shows the 'Project Overview' page. At the top, there's a search bar with 'da10457' and a 'Save' button. Below the search bar, there's a table with columns: Project, Fed/State Project N..., WBS Number, and Project Description (County/TIP). The table contains one row for project DA10457-ST. A context menu is open for this project, listing various actions. The 'Delete' option is highlighted with a red circle.

Project	Fed/State Project N...	WBS Number	Project Description (County/TIP)
DA10457-ST	STATE FUNDED	2021CPT01.06.10581.1	MARTIN TIP-011521

Actions:

- Copy
- Delete**
- Exclude from Search Results
- Open
- Tasks
- Change Project Spec Book
- Create Proposal From Project
- Export Project To Estimator
- Validate Project
- Views
- Attachments
- Categories and Items
- Item Pricing
- Item Worksheet
- Items and Alternates

(Project Overview Page)

Step	Action	Result
1	From the drop-down arrow at the right side of the <i>project you wish to delete</i> select DELETE .	<p>The drop-down arrow for this project will change to an  undo arrow.</p> <p>This indicates that the project is flagged for removal by the system.</p>

The screenshot shows the 'Project Overview' page with the project DA10457-ST. The drop-down arrow for this project now shows an undo arrow icon, indicating that the project has been flagged for removal.

Project	Fed/State Project Nu...	WBS Number	Project Description (County/TIP)
DA10457-ST	STATE FUNDED	2021CPT01.06.10581.1	MARTIN TIP-011521

Continued on Following Page

Deleting a Project

(continued)

If you wish to **Undo** a deletion, you can click the **undo arrow** at the end of the deleted row. **You must do this before you save changes.**

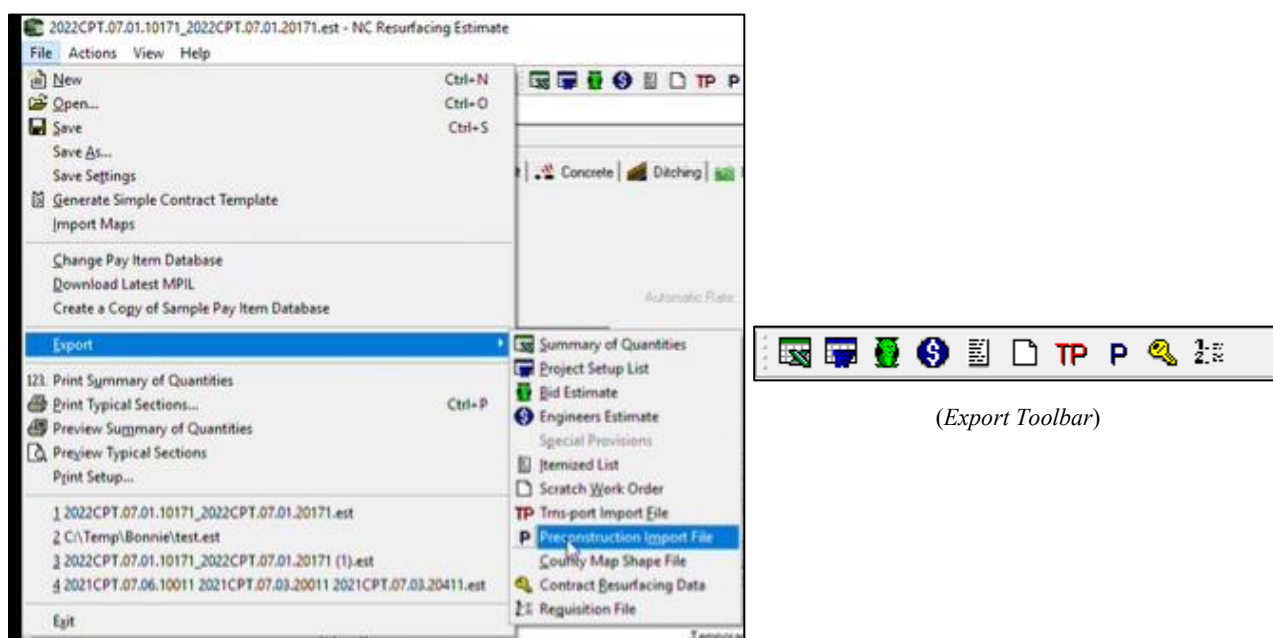
2	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .
---	---	--

Chapter 3 Quantity Estimation

Exporting the Preconstruction File (from NC Resurfacing Estimate)


After creating an estimate file in **NC Resurfacing Estimate**, you will be able to export this file so that it can be imported into AASHTOWare.

From **NC Resurfacing Estimate**:



(File Menu)

You will be able to begin this procedure either from the **File Menu** or from the **Export Toolbar**:

Step	Action	Result
1	<p>From the File Menu, click EXPORT, then click PRECONSTRUCTION IMPORT FILE.</p> <p>OR</p> <p>From the Export Toolbar, click the  EXPORT PRECONSTRUCTION FILE button.</p>	The following dialog will appear.

Continued on Following Page

Exporting the Preconstruction File (from NC Resurfacing Estimate)

(continued)

Generate Preconstruction Import Files

Preconstruction Contract #: DA10456 Fill List

WBS #	Preconstruction Project #
2022CPT.07.01.10171	DA10456A-RW
2022CPT.07.01.20171	DA10456B-RW

WBS Numbers

2022CPT.07.01.10171 DA10456A-RW

Generate Import File Close

2	Type <i>the contract number</i> in the PRECONSTRUCTION CONTRACT # field.	N/A
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Continued on Following Page

Exporting the Preconstruction File (from NC Resurfacing Estimate)

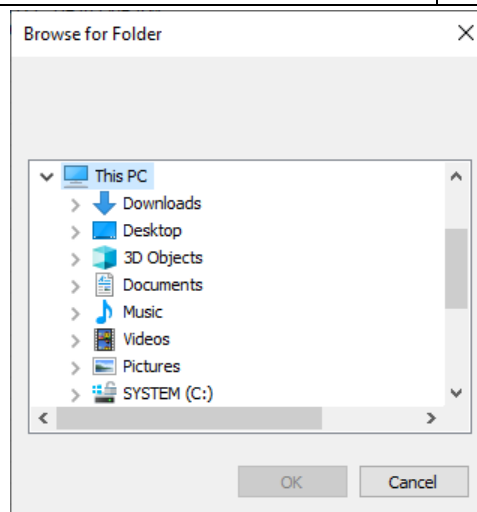
(continued)

3	Click the FILL LIST button.	The project number will appear in the list next to each WBS number.
---	------------------------------------	---

For projects with multiple WBS numbers, an ordinal letter suffix (beginning with A and ending with Z) will appear after the numeric portion of the project number.

If the contract has more than 26 WBS numbers, the last digit of the contract number will increment by one and the ordinal letter suffix starts over with A.

4	If you need to edit the project number, select the project from the list. The project information will appear in the fields at the bottom of the popup where it can be edited.	N/A
5	To generate the Import File, click the GENERATE IMPORT FILE button at the bottom of the popup.	A dialog will appear that will prompt you to save the file in a specific location.

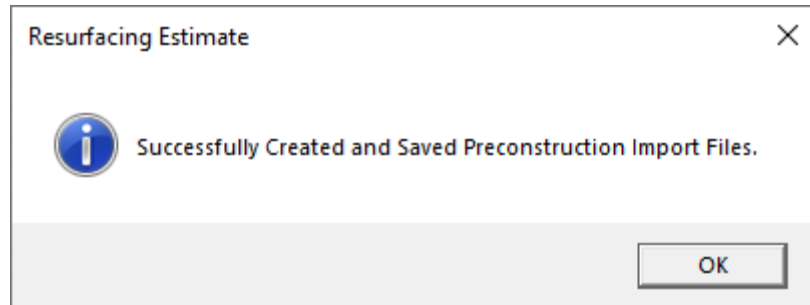


6	Select <i>the directory where you want to save the file</i> , then click the OK button.	The following message will appear.
---	--	------------------------------------

Continued on Following Page


Exporting the Preconstruction File (from NC Resurfacing Estimate)

(continued)



A separate file will be created for each project in the estimate.

The files will be named **[Estimate File Name]_[WBS].xml**

 **NOTE:** Because many types of payitems are combined, it is important to put extra emphasis on labeling all Generic Payitems with **Generic** clearly visible in the item description.

Exporting the Preconstruction File (from the PIQ Tool)

The Private Engineering Firms enter quantities and items using the **Pay Items and Quantities (PIQ)** tool.

You will be able to use this tool to export the preconstruction file for any projects that exist there.

To access the **PIQ** tool:

Step	Action	Result
1	In the address bar of your web browser, type CONNECT.NCDOT.GOV/SITE/PRECONSTRUCTION/PAGES/DEFAULT.ASPX and press Enter .	The following page will appear.

The screenshot shows the 'Preconstruction Projects Home' page. At the top, there's a navigation bar with links: Home, Help, Team Sites, Site Map. Below this is a search bar. The main content area has a header 'Preconstruction Projects Home' with a sub-header 'Preconstruction information for NCDOT Highway and Bridge projects. Send any problems or concerns to preconstructionhelp@ncdot.gov. Send ProjectWise issues to dot.pwsupport@ncdot.gov.' Below this is a 'Find a Site' section with a search input field and a list of projects categorized by Division (01, 02, 03, 04). To the right, there's a 'Precon Announcements' section with a title 'Preconstruction User Group Meeting' and a paragraph of text about the meeting scheduled for Thursday, June 24, 2021.

(Preconstruction Projects Home Page)

2	In the FIND A SITE field, type the TIP or WBS number. As soon as you start typing in this field the results will auto filter in the drop-down.	N/A
---	--	-----

Continued on Following Page

Exporting the Preconstruction File (from the PIQ Tool)

(continued)

3	Select <i>the project number</i> by clicking on it when it appears in the filtered list.	The project page will appear.
---	--	-------------------------------

15BPR.131.3 - Previously 17BP.11.R.196 ▶ 15BPR.131.3 - Previously 17BP.11.R.196
 Three EDB Bridge Replacements in Currituck and Dare Counties
 Currituck; Dare

Division 01 Preconstruction ▶ 15BPR.131.3 - Previously 17BP.11.R.196

Preconstruction Home

Precon Dashboard

Project Site

- Change Report
- Recently Modified
- Key Documents
- Project Contacts
- Email Project Contacts
- Project Info
- 17BP.11.R.196
- Project Structures

Project Management

- Project Data
- Project Schedule

Precon Tools

- **Pay Items & Quantities**
- Project Commitments
- Risk Assessment

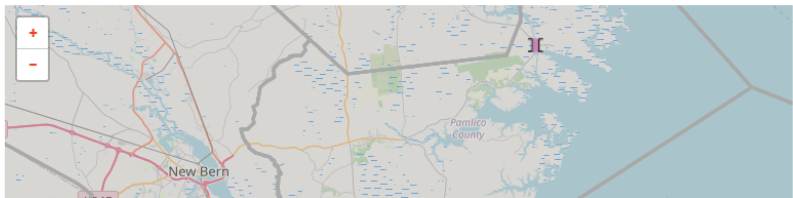
Disciplines & Team Collaboration

- ▶ General
- ▶ Disciplines
- ▶ Collaboration
- ▶ LET Preparation
- ▶ Ready for Construction
- ▶ ATLAS Tools
- ▶ Consulting Firm Access Summary

Preconstruction Announcements

No Announcements

Precon Project Map



(Preconstruction Project Page)

4	Scroll to the bottom of the page and click PAY ITEMS AND QUANTITIES in the list on the left.	The Pay Items and Quantities Tool will appear.
---	---	---

Continued on Following Page

Exporting the Preconstruction File (from the PIQ Tool)

(continued)

PIQ HELP RETURN TO 17BP.11.R.196

Pay Items and Quantities for 15BPR.131.3 - Previously 17BP.11.R.196

View All (default) or select specific Discipline, WBS, and Pay Item Category.

Discipline: All

WBS: All

Pay Item Category: All

Check Item Export Pay Items Add Pay Item

Pay Item#	Description	Supplemental Description	Discipline
1884000000-N	GENERIC PAVING ITEM	TEST	Roadway (RW)
3215000000-N	GUARDRAIL ANCHOR UNITS, TYPE III		Roadway (RW)
5245000000-N	ELECTRICAL CIRCUIT MARKERS		Utilities (UT)
4048000000-E	REINFORCED CONCRETE SIGN FOUNDATIONS		Structures (ST)

Records per page: 25 1-4 of 4

Structures List NPAR List WBS List Excel Export Cost Estimate Builder

If you would like to export a copy that you can view in Excel, click this button.

(Pay Items and Quantities (PIQ Tool) Page)

5	To create the export file, click the EXPORT PAY ITEMS button.	The following popup will appear.
---	--	----------------------------------

Continued on Following Page

Exporting the Preconstruction File (from the PIQ Tool)

(continued)

Export Pay Items and Quantities for 15BPR.131.3 - Previously 17BP.11.R.196

IMPORTANT: The letting administrator may choose to lock "all but structures" or "structures" when exporting the XML files to transition the work to AWP. Once locked in Preconstruction, any future updates to pay items & quantities for those disciplines must be handled in AWP.

Future Contract#:

Project Description:

County:

Division:

Discipline: All but Structures ▼

☐ Export all non-Structures items as Roadway

☐ If multiple WBS values will be associated with this contract, even if some are coming from another Preconstruction project site or a Resurfacing project, check here to ensure the output files are named correctly.

☐ Check here, if you wish to override the WBS Suffix at the time of XML Export.

Generate XML Export
Save and Exit
Cancel

Questions or concerns about using this tool or the output files it generates. Contact Preconstructionhelp@ncdot.gov for assistance.

(Export Pay Items and Quantities Page)

6	In the FUTURE CONTRACT# field, type <i>the contract number the items need to be exported to</i> .	N/A
7	In the DISCIPLINE field, you will be able to select <i>All but Structures</i> or <i>Structures</i> .	N/A

Continued on Following Page

Exporting the Preconstruction File (from the PIQ Tool)

(continued)

8	If you want all items not in the Structures category to be exported as Roadway items, make sure the EXPORT ALL NON-STRUCTURES ITEMS AS ROADWAY check box is checked. 📁 NOTE: Division projects should only be using Roadway and Structure Items.	N/A
9	If the project contains multiple WBS numbers, make sure the IF MULTIPLE WBS VALUES WILL BE ASSOCIATED WITH THIS CONTRACT, EVEN IF SOME ARE COMING FROM ANOTHER PRECONSTRUCTION PROJECT SITE OR A RESURFACING PROJECT, CHECK HERE TO ENSURE THE OUTPUT FILES ARE NAMED CORRECTLY. check box is checked.	N/A
10	Click the GENERATE XML EXPORT button.	The following dialog will appear.

Please Confirm lock for pay items and quantities

Are you ready to lock the pay items and quantities for All but Structures after the XMLs are generated?

NO-DON'T LOCK
YES-LOCK

Once the files are imported into AASHTOWare Project, it becomes the system of record, and all updates should be handled there.

Locking prevents having updates in 2 different systems.

11	Click the YES-LOCK button.	The file(s) will be created in your download folder.
----	-----------------------------------	--

Continued on Following Page

Exporting the Preconstruction File (from the PIQ Tool)

(continued)

If everything has been entered correctly, if there are multiple WBS numbers, multiple export files with the correct A, B, C... suffix should be created. They will be saved to your **DOWNLOADS** folder.

The file(s) will be in the format that AWP needs for the import. They won't need to be opened.


File Export Troubleshooting (PIQ Tool)

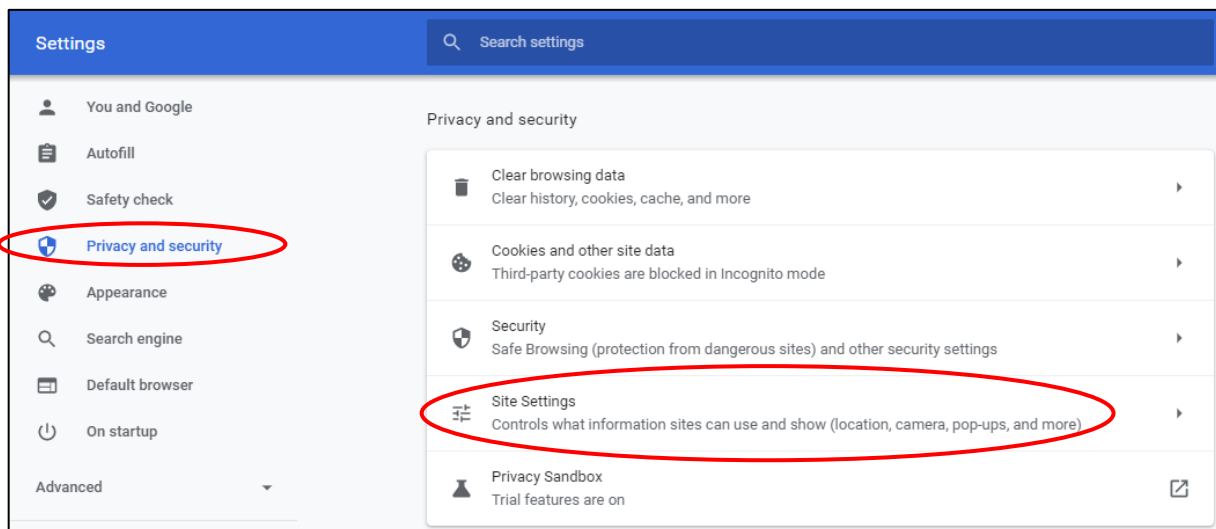
What if only one XML export file downloads?

If only one file downloads when multiple were expected, you will have to make a one-time setting change in your browser to permit multiple downloads without prompting in between.

You will need to tell your browser to trust the site: **connect.ncdot.gov** to download files to your computer.

In the Chrome browser, follow these steps:

Step	Action	Result
1	In the top, right corner of the browser, click the three vertical dots. 	The list of options will appear.
2	Select Settings from the list.	The Chrome Settings page will appear.
3	From the list of options on the left side of the page, select PRIVACY AND SECURITY .	N/A



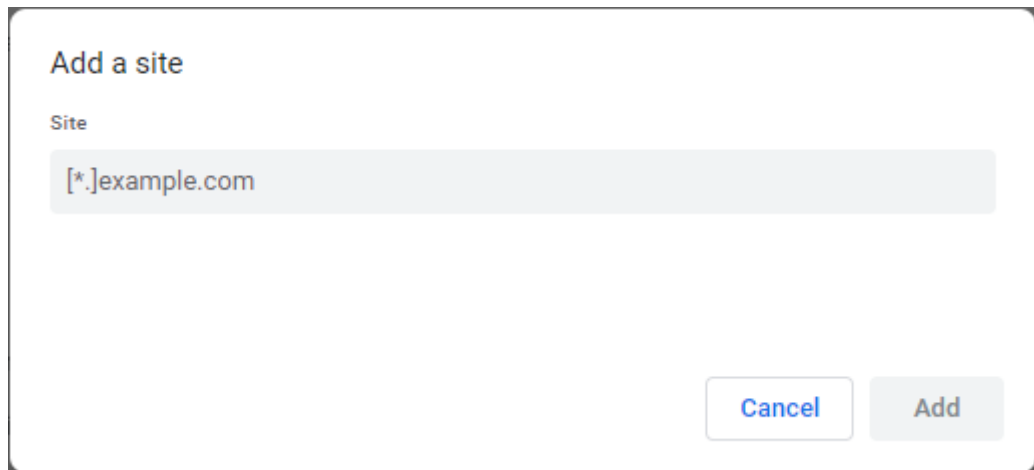
4	From the list of options that appears, select SITE SETTINGS .	N/A
---	--	-----

Continued on Following Page

File Export Troubleshooting (PIQ Tool)

(continued)

5	Scroll to PERMISSIONS and click the drop-down arrow to the right of ADDITIONAL PERMISSIONS .	The list will expand.
6	Click AUTOMATIC DOWNLOADS .	Automatic Download Options will appear.
7	Click the ADD button to the right of ALLOWED TO AUTOMATICALLY DOWNLOAD MULTIPLE FILES .	The Add a site dialog will appear.



Add a site

Site

[*].example.com

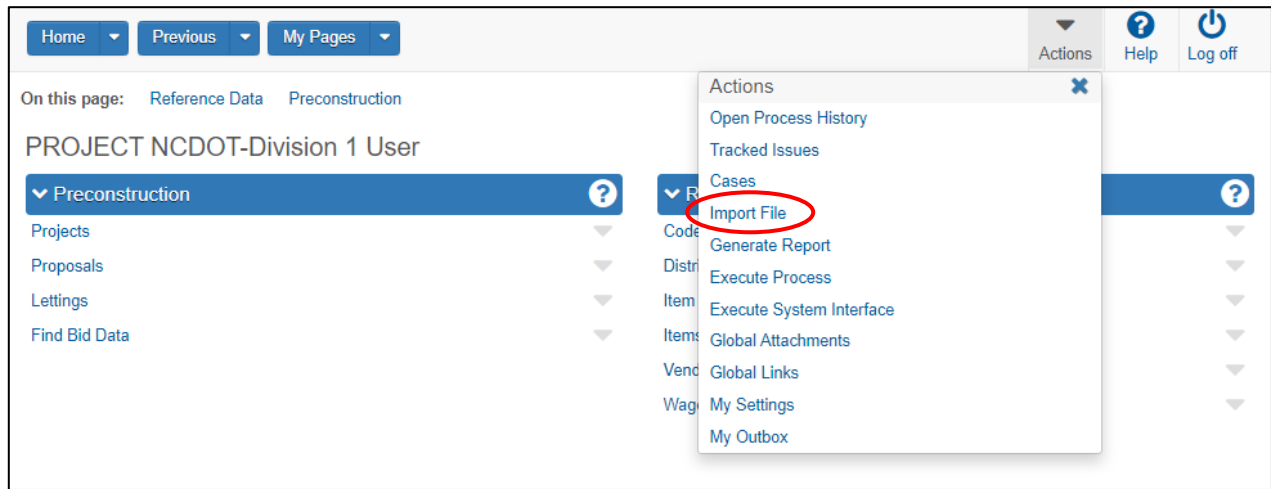
Cancel Add

8	Type <i>connect.ncdot.gov</i> in the SITE field.	N/A
9	Click the ADD button.	Connect.ncdot.gov will appear beneath ALLOWED TO AUTOMATICALLY DOWNLOAD MULTIPLE FILES .

Importing the Preconstruction File into AWP

Regardless of whether you've exported the preconstruction file from NC **Resurfacing Estimate** or the **Pay Items and Quantities (PIQ) Tool**, the files will be in the same format (XML). It doesn't matter which application generates them; the loading process is the same.

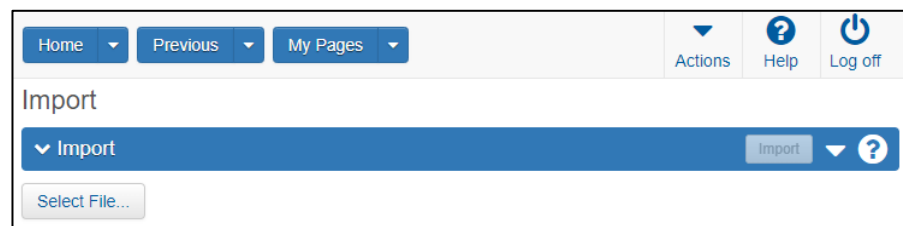
From the *AASHTOWare Project Dashboard*:



(AASHTOWare Project Dashboard – Actions Menu)

Step	Action	Result
1	<p>From the ACTIONS menu at the top of the window, select Import File.</p> <p>📁 NOTE: The ACTIONS menu appears wherever you are in the system, so you will be able to perform this procedure from any page.</p>	The Import page will appear.

This load is based on the project information within file you choose, not the project you have open in AWP.



(Import Page)

Continued on Following Page

Importing the Preconstruction File into AWP

(continued)

2	Click the SELECT FILE button.	A dialog will appear that will prompt you to select the file from the location where you saved it.
3	Select the file and click the OPEN button.	Information about the file will appear.

Import

There are unsaved changes.

Estimator Import

Select File...

2022CPT.07.01.10171_2022CPT.07.01.20171_2022CPT.07.01.10171.xml 2659 bytes

Action

- ☒ Import Project
- ☐ Checkin Project
- ☐ Checkin Proposal
- ☐ Estimation Reference Data
- ☐ Import Contract Progress Schedule Projection using xml file
- ☐ Import Item Mapping csv file

Name

DA10456A-RW

Description

ROADWAY ITEMS

Options

- ☒ Delete all existing items before loading

(Import Information Page)

4	Review the information on this page to make sure you've selected the correct project.	N/A
5	Click the IMPORT button in the Header Bar .	An Import Succeeded message will appear above the Header Bar .

Continued on Following Page

Importing the Preconstruction File into AWP

(continued)

Home Previous My Pages

Import Import succeeded.

▼ Import

Select File...

MARTIN RE_2021CPT01.06.10581.1.xml 1200 bytes [Open Project](#)

(Import Page)

Once the file has been successfully imported, a link will be provided that will take you directly to the associated project.

6	Click the OPEN PROJECT link.	The Project Summary page will appear.
---	-------------------------------------	--

Overview Categories and Items Item Alternate Summary Item Pricing **Item Worksheet** Wage Decisions

Project Summary

▼ Project: DA10457-RW - MARTIN TIP-011521 Save ?

Proposal: DA10457

General Counties Divisions Workflow

Project ID: DA10457-RW

Project Description (County/TIP) *: MARTIN TIP-011521

Short Type of Work *: MILLING AND RESURFACING IN MARTIN COUNTY

Location *: US17 FROM US 64 FROM BERTIE COUNTY LINE

Federal/State Project Number *: STATE FUNDED

Controlling Project: ☐

Federal Aid Prefix: BG - BUILD GRANT

Primary Project County ID: 058 - MARTIN

Primary Project Division ID: 001 - DIVISION 1

(Project Summary Page)

7	Click the ITEM WORKSHEET Quick Link.	The Project Item Worksheet page will appear.
---	---	---

Continued on Following Page

Importing the Preconstruction File into AWP

(continued)

OverviewCategories and ItemsItem Alternate SummaryItem PricingProject

Project Item Worksheet

▼ Project: DA10457-RW - MARTIN TIP-011521

Save▼?

Project Item Total

330,044.00

Q Type search criteria or press Enter

AdvancedShowing 8 of 8

0 added0 marked for deletion0 changed

Item	U...	L...	Qua...	Price	Ext Amt	Su...	Suppl Descr				
0001 0084...	WICK DRAINS	LF	N	200.000	30.00000	6,000.00	No				
0001 0108...	BORROW EXCAVATION	CY	N	200.000	40.78000	8,152.00	No				
0001 1220...	INCIDENTAL STONE BASE	T...	N	200.000	37.82000	7,564.00	No				
0001 1245...	SHOULDER RECONSTRUCTION	S...	N	200.000	1,421.64...	284,32...	No				
0001 1383...	ASPHALT TREATED BASE COURSE	T...	N	200.000	30.00000	6,000.00	No				
0001 1385...	SAND ASPHALT BASE COURSE, TYPE F-1	T...	N	200.000	30.00000	6,000.00	No				
0001 1396...	SAND ASPHALT SURFACE COURSE, TYPE...	T...	N	200.000	30.00000	6,000.00	No				
0001 1407...	SAND ASPHALT SURFACE COURSE, TYPE...	T...	N	200.000	30.00000	6,000.00	No				

New

Select Items...

Showing 8 of 8

(Project Item Worksheet Page)

You will be able to add/edit items from this page.

Adding Items to a Project Manually

From within a project, on the **Project Summary** page:

Overview Categories and Items Item Alternate Summary Item Pricing **Item Worksheet** Wage Decisions

Project Summary

▼ Project: DA10457-RW - MARTIN TIP-011521 Save ?

Proposal: DA10457

General Counties Divisions Workflow

Project ID: DA10457-RW

Project Description (County/TIP) *: MARTIN TIP-011521

Short Type of Work *: MILLING AND RESURFACING IN MARTIN COUNTY

Location *: US17 FROM US 64 FROM BERTIE COUNTY LINE

Spec Year *: 18 - ITEM SPEC YEAR 18

Federal/State Project Number *: STATE FUNDED

Controlling Project: ☐

Federal Aid Prefix: BG - BUILD GRANT

Primary Project County ID: 058 - MARTIN

Primary Project Division ID: 001 - DIVISION 1

Project Item Total: 330,044.00

(Project Summary Page)

Step	Action	Result
1	Click the ITEM WORKSHEET Quick Link.	The Project Item Worksheet page will appear.

Continued on Following Page

Adding Items to a Project Manually

(continued)

The screenshot shows the 'Project Item Worksheet' for Project DA10456-RW - MARTIN U-5113. It displays a table with columns: Cat ID, Item, Descr, Units, LS, Quantity, Price, Ext Amt, Sup RQ, Suppl Descr, St Ex, Alt Set, and Alt Mtr. The table contains five rows of items. Below the table are two buttons: 'New' and 'Select Items...'. A red box labeled 'Method A' points to the 'New' button. A red box labeled 'Method B' points to the 'Select Items...' button. A red box labeled 'Method C' points to a dropdown arrow on the right side of the table row for 'INCIDENTAL MILLING'.

(Project Item Worksheet Page)

At this point there are three ways you can add items. (Steps 2-7)

- A. Clicking the **NEW** button at the bottom of the list.
- B. Clicking the **SELECT ITEMS** button. (from filtered list)
- C. Adding a row and populating information for a single line item.

Use **A & C** for a few items. Use **B** if you are adding many items.

Method A

2

Click the **NEW** button at the bottom of the page.

A blank row will appear.

The screenshot shows the 'Project Item Worksheet' with a new blank row added at the bottom of the table. The 'New' and 'Select Items...' buttons are visible at the bottom of the page.

3

Double-click in the **CAT ID** field.
Press the **Enter** key.

The **SEARCH** box will appear.
A list of categories will appear.

Continued on Following Page

Adding Items to a Project Manually

(continued)

4	Click on the <i>category</i> to select it.	The selected category will appear in the CATEGORY ID field.
5	Double-click in the ITEM field.	The SEARCH box will appear.
6	Type <i>all or part of the item name or number</i> in the SEARCH box.	The list of items will auto filter from the criteria typed in the SEARCH box.

📁 **NOTE:** For generic items, include **generic** before your criteria.

📁 **NOTE:** All **Force Account Items** begin with 9.

7	Click on <i>the row containing the item you wish to select</i> .	The item information will be populated into the remaining fields.
---	--	---

Method B

Use this method if you have several items to add.

2	Click the SELECT ITEMS button at the bottom of the page.	The Select Items dialog will appear.
---	---	---

Select Items

Category ID ▼

0001
ROADWAY ITEMS

Item Search Field

Type search criteria or press Enter

Select All None

Item	Descr	Unit
0000100000-N	MOBILIZATION	LS - LUMP SUM
0000400000-N	CONSTRUCTION SURVEYING	LS - LUMP SUM
0000500000-N	SUPPLEMENTAL FIELD SURVEYING	HR - HOUR(S)
0000600000-N	SUPPLEMENTAL SURVEYING OFFICE CALCULATIONS	HR - HOUR(S)
0000700000-N	FIELD OFFICE	LS - LUMP SUM
0000720000-N	FIELD OFFICE	MO - MONTH
0000800000-N	GENERIC MISCELLANEOUS ITEM	MO - MONTH

Showing 50 of 1551

0 selected

(Select Items Dialog)

Continued on Following Page

Adding Items to a Project Manually

(continued)

3	Click in the CATEGORY ID field.	A list of categories will appear.
4	Click on the <i>category</i> to select it.	The selected category will appear in the CATEGORY ID field.
5	Type <i>all or part of the item name or number</i> in the ITEM SEARCH field.	The list of items will auto filter from the criteria typed in the ITEM SEARCH field.

📁 **NOTE:** For generic items, include **generic** before your criteria.

📁 **NOTE:** All **Force Account Items** begin with 9.

6	Click on the row containing the item you wish to select to the left of the item number.	A green check will appear to the left of the selected item.
---	---	---

📁 **NOTE:** You may select as many items as are applicable before proceeding.

7	Click the ADD TO PROJECT button.	The item(s) will be added to the project. The QUANTITY field will appear highlighted.
---	---	---

You will have to complete entry for all added items before you can save.

This means that if you have added a large quantity of items at once, you will have to enter all the quantities and supplemental descriptions (if applicable) before saving.

Continued on Following Page

Adding Items to a Project Manually

(continued)

Project Item Worksheet

Project: DA10456-RW - MARTIN U-5113

Project Item Total

Q Type search criteria or press Enter System Default Showing 5 of 5

Cat ID	Item	Descr	Units	LS	Quantity	Price	Ext Amt	Sup RQ	Suppl Descr	St Ex	Alt Set	Alt Mix
0001	8106000000-E	BORROW EXCAVATION	CY	No	2,550.000			No				
0001	1220000000-E	INCIDENTAL STONE BASE	TON	No	700.000			No				
0001	1245000000-E	SHOULDER RECONSTRUCTION	SM	No	53.640			No				
0001	1297000000-E	MILL ASP PVTMT ***** DTH	SY	No	51.952.000			Yes	1.5" MILLING			
0001	1330000000-E	INCIDENTAL MILLING	SY	No	2.660.000			No				
0001	1363000000-E	ASPH TREATED BASE CO	TON	No				No				
0001	1385000000-E	SAND ASPH BASE CO, F1	TON	No				No				
0001	1396000000-E	SAND ASPH SURF CO, F1 LEV	TON	No				No				
0001	1407000000-E	SAND ASPH SURF CO, F1	TON	No				No				

New Select Items...

Showing 5 of 5

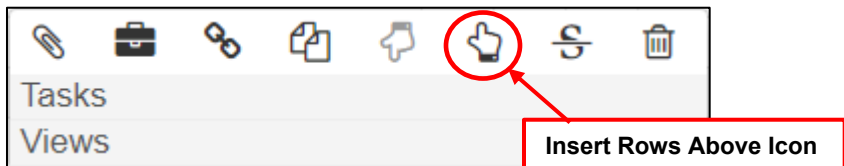
(Project Item Worksheet Page with New Items)

Method C

2

Click the **drop-down arrow** at the end of the first row.

The following menu will appear.



3

Click the **Insert Rows Above** icon.

A blank row will be added at the top of the worksheet.

Continued on Following Page

Adding Items to a Project Manually

(continued)

4	Double-click in the CAT ID field. Press the Enter key.	The SEARCH box will appear. A list of categories will appear.
5	Click on the <i>category</i> to select it.	The selected category will appear in the CATEGORY ID field.
6	Double-click in the ITEM field.	The SEARCH box will appear.
7	Type <i>all or part of the item name or number</i> in the SEARCH box. 📁 NOTE: For generic items, include generic before your criteria. 📁 NOTE: All Force Account Items begin with 9. Click on the row containing the item you wish to select.	The list of items will auto filter from the criteria typed in the SEARCH box. The item information will be populated into the remaining fields.
8	Double click in the QUANTITY field or press Enter .	The following popup will appear.



9	Type the <i>quantity of the item</i> in the field provided and press Enter .	The popup will close, and the quantity will appear in the QUANTITY field.
---	---	--

Continued on Following Page

Adding Items to a Project Manually

(continued)

Generic, Skeleton (Fill in the Blank), & Force Account Items

If you are adding a generic or force account item, you will also need to fill the **SUPPLEMENTAL DESCRIPTION (SUPPL DESCR)** field.

This is indicated by a **YES** in the **SUP RQ** field.

10	If you are adding a generic item, double-click in the SUPPL DESCR field.	The following popup will appear.
----	---	----------------------------------

11	Type <i>the supplemental description of the item</i> in the field. (80 characters)	N/A
----	--	-----

Force Account Items

For force account items, this should be in the following format:

MAT \$XX, LAB \$XX, EQUIP \$XX or

XXSF AT \$XX.XX PER SF (or XXM2 AT \$XX.XX PER M2)

i.e., **MAT \$2,500, LAB \$500, EQUIP \$500**


or **12.5M2 AT \$125.27 PER M2.**

Continued on Following Page


Adding Items to a Project Manually

(continued)

12	Click the APPLY button.	The supplemental description will appear in the SUPPL DESCR field.
13	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .

 **NOTE:** If you are working on a project with a lot of items, save your edits before loading the next 50 items. With so many items, the system may not be able to keep up with your edits unless you save frequently.

The items will be sorted based on item number.

 **NOTE:** For like items with supplemental descriptions to combine in the proposal and reports, the supplemental descriptions must match exactly. (This includes spaces and punctuation.)

Repeat this procedure to add additional items.

Copying an Item

This procedure is useful when you have Generic or Skeleton items.

You will be able to copy an existing item and change the Supplemental Description.

From within a project, on the **Project Summary** page:

Overview Categories and Items Item Alternate Summary Item Pricing **Item Worksheet**

Project Summary

▼ Project: DA10457-RW - MARTIN TIP-011521 Save ?

Proposal: DA10457

General
Counties
Divisions
Workflow

Project ID

DA10457-RW

Project Description (County/TIP) *

MARTIN TIP-011521 🔍

Short Type of Work *

MILLING AND RESURFACING IN MARTIN COUNTY 🔍

Location *

US17 FROM US 64 FROM BERTIE COUNTY LINE 🔍

Spec Year *

18 - ITEM SPEC YEAR 18 ▼

Unit System *

English ▼

WBS Number *

Federal/State Project Number *

STATE FUNDED

Controlling Project

☐

Federal Aid Prefix

BG - BUILD GRANT ▼

Primary Project County ID

058 - MARTIN

Primary Project Division ID

001 - DIVISION 1

Project Item Total

330,044.00

Quantity Estimator

MBOLAND

(Project Summary Page)

Step	Action	Result
1	Click the ITEM WORKSHEET Quick Link.	The Project Item Worksheet page will appear.

Continued on Following Page

Copying an Item

(continued)

Overview Categories and Items Item Alternate Summary Item Pricing Project

Project Item Worksheet

▼ Project: DA10457-RW - MARTIN TIP-011521 Save ?

Project Item Total
330,044.00

Type search criteria or press Enter Advanced Showing 8 of 8

0 added 0 marked for deletion 0 changed

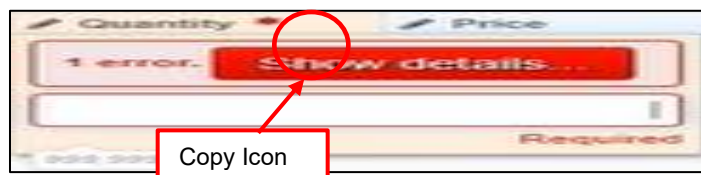
...	It...	Descr	U...	L...	Qu...	Price	Ext Amt	Su...	Suppl Descr
0001	0084...	WICK DRAINS	LF	N	200.000	30.00000	6,000.00	No					
0001	0106...	BORROW EXCAVATION	CY	N	200.000	40.76000	8,152.00	No					
0001	1220...	INCIDENTAL STONE BASE	T...	N	200.000	37.82000	7,564.00	No					
0001	1245...	SHOULDER RECONSTRUCTION	S...	N	200.000	1,421.64...	284,32...	No					
0001	1363...	ASPHALT TREATED BASE COURSE	T...	N	200.000	30.00000	6,000.00	No					
0001	1385...	SAND ASPHALT BASE COURSE, TYPE F-1	T...	N	200.000	30.00000	6,000.00	No					
0001	1396...	SAND ASPHALT SURFACE COURSE, TYP...	T...	N	200.000	30.00000	6,000.00	No					
0001	1407...	SAND ASPHALT SURFACE COURSE, TYP...	T...	N	200.000	30.00000	6,000.00	No					

New Select Items...

Showing 8 of 8

(Project Item Worksheet Page)

2	Click the drop-down arrow at the end of the row containing the item you wish to copy.	The following menu will appear.
---	--	---------------------------------

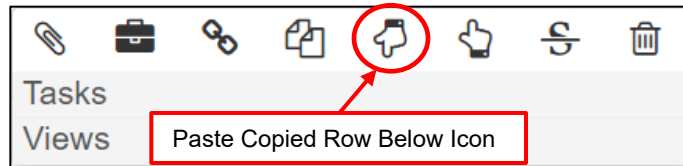


3	Click the COPY icon.	The row will be copied to the clipboard.
4	Click the drop-down arrow at the end of the row you would like to paste the copied record beneath.	The following menu will appear.

Continued on Following Page

Copying an Item

(continued)



5	Click the PASTE COPIED ROW BELOW icon.	The row will be pasted beneath the designated row.
6	You will be able to double click to edit any fields that need to be changed.	N/A
7	After you've made all necessary changes, click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .

Deleting Items

From within a project, on the **Project Summary** page:

Overview Categories and Items Item Alternate Summary Item Pricing **Item Worksheet** Wage Decisions

Project Summary

▼ Project: DA10457-RW - MARTIN TIP-011521 Save ?

Proposal: DA10457

General Counties Divisions Workflow

Project ID: DA10457-RW

Federal/State Project Number *: STATE FUNDED

Project Description (County/TIP) *: MARTIN TIP-011521

Controlling Project: ☐

Short Type of Work *: MILLING AND RESURFACING IN MARTIN COUNTY

Federal Aid Prefix: BG - BUILD GRANT

(Project Summary Page)

Step	Action	Result
1	Click the ITEM WORKSHEET Quick Link.	The Project Item Worksheet page will appear.

Overview Categories and Items Item Alternate Summary Item Pricing Project

Project Item Worksheet

▼ Project: DA10457-RW - MARTIN TIP-011521 Save ?

Project Item Total: 330,044.00

Q Type search criteria or press Enter Advanced Showing 8 of 8

...	Item...	Descr	U...	L	Qua...	Price	Ext Amt	Su...	Suppl Descr
0001	0084...	WICK DRAINS	LF	N	200.000	30.00000	6,000.00	No					
0001	0106...	BORROW EXCAVATION	CY	N	200.000	40.76000	8,152.00	No					
0001	1220...	INCIDENTAL STONE BASE	T...	N	200.000	37.82000	7,564.00	No					
0001	1245...	SHOULDER RECONSTRUCTION	S...	N	200.000	1,421.640...	284.32...	No					
0001	1363...	ASPHALT TREATED BASE COURSE	T...	N	200.000	30.00000	6,000.00	No					
0001	1385...	SAND ASPHALT BASE COURSE, TYPE F-1	T...	N	200.000	30.00000	6,000.00	No					
0001	1396...	SAND ASPHALT SURFACE COURSE, TYPE F...	T...	N	200.000	30.00000	6,000.00	No					
0001	1407...	SAND ASPHALT SURFACE COURSE, TYPE F-1	T...	N	200.000	30.00000	6,000.00	No					

New Select Items...

Showing 8 of 8

(Project Item Worksheet Page)

Continued on Following Page

Deleting Items


(continued)

2	Click the drop-down arrow at the end of the row containing the item you wish to delete.	The following menu will appear.
---	--	---------------------------------



3	Click the Delete icon.	The row will be marked for deletion.
---	-------------------------------	--------------------------------------

Repeat this procedure for any additional items you wish to delete.

If you wish to **Undo** a deletion, you can click the  icon at the end of the deleted row. **You must do this before you save changes.**

4	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .
---	---	---

Editing Item Information

If you do not want to delete an item, you only need to edit it, you will be able to double-click the field you wish to edit and change the value in the field.

Be sure to save your changes before continuing.

Alternate Items

In certain situations, contractors are given the option of selecting between multiple items to bid. The way to indicate this is with the **ALTERNATE CODE** field.

The **Alternate Code** is used to differentiate between groups of alternates and alternates within a group. The first two characters identify the **alternate group**, and the third character identifies the **alternate number**.

For example, to define two items as alternates for one another, the user would enter **AA1** in the **ALT CODE** field for the first item and **AA2** in the **ALT CODE** field for the second item. The fact that both codes begin with **AA** indicates that a bidder should choose among them.



If a contractor is allowed to choose between 3 different items, for each **ITEM NUMBER**, the **ALTERNATE CODE** fields need to be filled with codes **XX1**, **XX2**, and **XX3**.

Item Number Example (Single)	Alternate Code Example
0312000000-E	AA1
0315000000-E	AA2
Item Number Example (Group)	Alternate Code Example
0315000000-E	AB1
0316000000-E	AB1
0376000000-E	AB2
0377000000-E	AB2

If the project contains **Alternate Items**, they will need to be set up.

From within a project, on the **Project Summary** page:

Overview **Categories and Items** Item Alternate Summary Item Pricing Item Worksheet Wage Decisions

Project Summary

▼ Project: DA10457-RW - MARTIN TIP-011521

Proposal: DA10457

Continued on Following Page

Alternate Items

(continued)

Step	Action	Result
1	Click the CATEGORIES AND ITEMS quick link.	The Project Category and Item Summary page will appear.

Overview Item Alternate Summary Item Pricing Project Item Worksheet

Project Category and Item Summary

▼ Project: DA10457-RW - MARTIN TIP-011521 Save ?

General
Categories
Item Alternate Sets
Items

Project ID
DA10457-RW

Project Description (County/TIP) *
MARTIN TIP-011521 🔍

Short Type of Work *
MILLING AND RESURFACING IN MARTIN COUNTY 🔍

Location *
US17 FROM US 64 FROM BERTIE COUNTY LINE 🔍

Spec Year *
18 - ITEM SPEC YEAR 18 ▼

Unit System *
English ▼

WBS Number *

Federal/State Project Number *
STATE FUNDED

Controlling Project
☐

Federal Aid Prefix
BG - BUILD GRANT ▼

Primary Project County ID
058 - MARTIN

Primary Project Division ID
001 - DIVISION 1

Project Item Total
330,044.00

Quantity Estimator
MBOLAND

(Project Category and Item Summary Page – General Tab)

2	Click the Item Alternate Sets tab.	The Item Alternate Sets tab will appear.
---	---	---

Continued on Following Page

Alternate Items

(continued)

3	Type the 2-letter alternate set in the ALT SET ID field.	N/A
4	Type a brief description in the DESCRIPTION field.	N/A



Helpful Hint

It is recommended to repeat the value from the **ALT SET ID** field in the **DESCRIPTION** field.

Repeat **steps 3 and 4** for each **Alternate Set**.

NOTE: To create more than one **Alternate Set**, you will need to click the **NEW** button to generate a new row.

5	Click the SAVE button in the Header Bar .	A Save Complete message will appear above the Header Bar .
---	---	--

Flagging Items As Alternate

Once this procedure has been completed, you will be able to flag items as alternates of each other. There are two ways to do this:

- A. From the **Project Item WorkSheet**.
- B. From the **Project Item Alternate Summary** page.

Continued on Following Page

Alternate Items

(continued)

Method A

Step	Action	Result
1	Enter Item information normally. (See Adding Items to a Project Manually on Page 3-17.)	N/A
2	For an alternate item, double-click the ALT SET field.	The SEARCH box will appear.
3	Press the Enter key.	The list of Alternate Sets will appear. These are the values you entered in the previous procedure.
4	Select an <i>Alternate Set</i> from the list.	The Alternate Set selected will appear in the ALT SET field.
5	Double-click the ALT MBR field.	The SEARCH box will appear.
6	Type the <i>1-digit Alternate Member</i> in the SEARCH box and press the Enter key.	The Alternate Member will appear in the ALT MBR field.

Repeat these steps for each **Alternate Item**.

7	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .
---	---	--

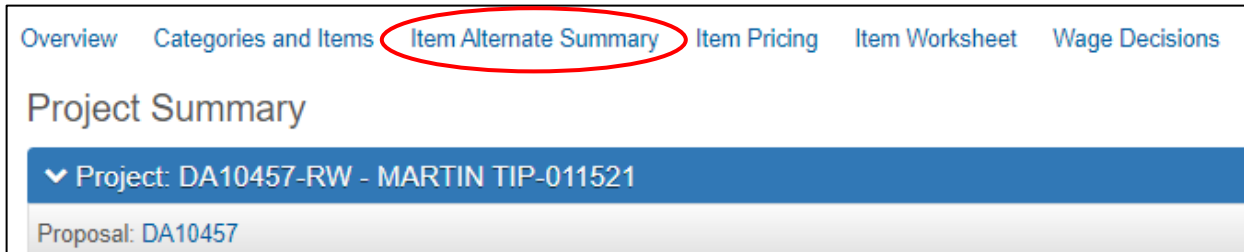
Continued on Following Page

Alternate Items

(continued)

Method B

From the **Project Summary** page:



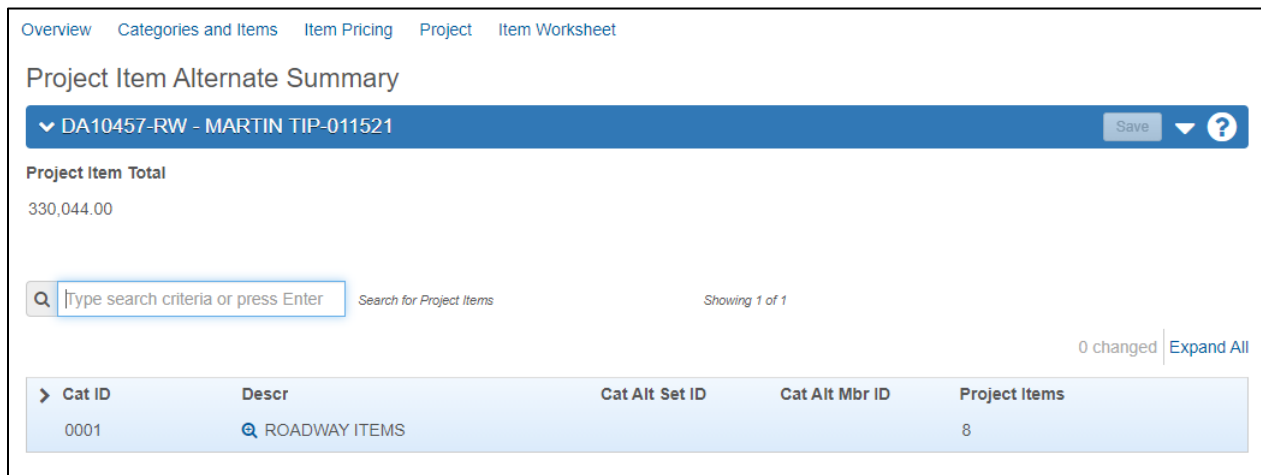
Overview Categories and Items **Item Alternate Summary** Item Pricing Item Worksheet Wage Decisions

Project Summary

▼ Project: DA10457-RW - MARTIN TIP-011521

Proposal: DA10457

Step	Action	Result
1	Click the ITEM ALTERNATE SUMMARY Quick Link.	The Project Item Alternate Summary page will appear.



Overview Categories and Items Item Pricing **Project** Item Worksheet

Project Item Alternate Summary

▼ DA10457-RW - MARTIN TIP-011521 Save ?

Project Item Total
330,044.00

Q [Type search criteria or press Enter] Search for Project Items Showing 1 of 1

0 changed Expand All

> Cat ID	Descr	Cat Alt Set ID	Cat Alt Mbr ID	Project Items
0001	ROADWAY ITEMS			8

2	Expand the category that contains the Alternate Items .	The category will expand to reveal all items.
---	--	---

Continued on Following Page

Alternate Items

(continued)

Overview Categories and Items Item Pricing Project Item Worksheet

Project Item Alternate Summary

▼ DA10457-RW - MARTIN TIP-011521 Save ?

Project Item Total
330,044.00

Type search criteria or press Enter Search for Project Items Showing 1 of 1 0 changed | Expand All

▼ Cat ID	Descr	Cat Alt Set ID	Cat Alt Mbr ID	Project Items
0001	ROADWAY ITEMS			8
Proj Line Num	Item	Descr	Unit	Suppl Descr
0005	0084000000-E	WICK DRAINS	LF - LINEAR	
Quantity	Price	Ext Amt	Alt Set ID ▼	Alt Mbr ID ▼
200.000	30.00000	6,000.00	<input type="text"/>	<input type="text"/>
0010	0106000000-E	BORROW EXCAVATION	CY - CUBIC Y	
200.000	40.76000	8,152.00	<input type="text"/>	<input type="text"/>
0015	1220000000-E	INCIDENTAL STONE BASE	TON - TON(S)	
200.000	37.82000	7,564.00	<input type="text"/>	<input type="text"/>

3	For an alternate item, select the 2-letter <i>alternative set</i> from the drop-down list in the ALT SET ID field.	The Alternate Set selected will appear in the ALT SET field.
4	For an alternate item, type the 1-digit <i>sequential Alternate Member</i> in the ALT MBR ID field.	N/A

Repeat these steps for each **Alternate Item**.

5	Click the SAVE button in the Header Bar .	A Save Complete message will appear above the Header Bar .
---	---	--

Helpful Hint

On reports, **Alternate Items** will appear at the **end** of the associated proposal section. (**Roadway, Culvert, Wall, or Structure**)

Validating a Project

From within a project, on the **Project Summary** page:

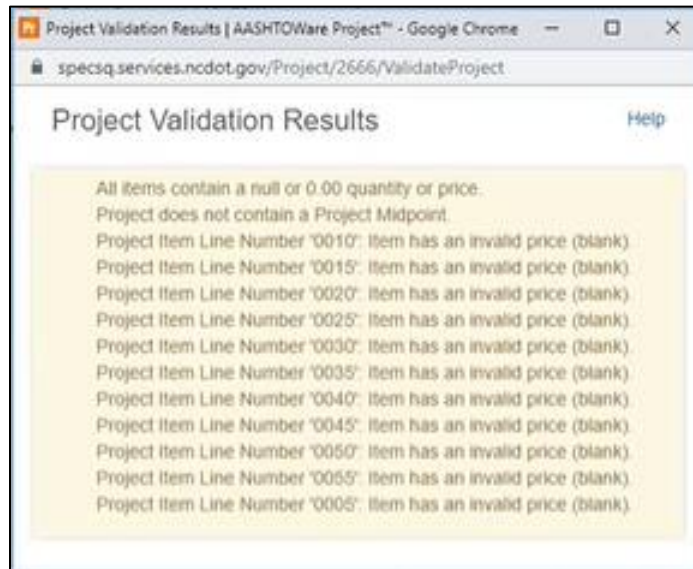
The screenshot displays the 'Project Summary' page for Project DA10457-RW - MARTIN TIP-011521. The page includes a navigation bar with tabs: Overview, Categories and Items, Item Alternate Summary, Item Pricing, Item Worksheet, and Wage Decisions. The left sidebar contains a menu with General, Counties, Divisions, Points, and Workflow. The main form area contains fields for Project ID (DA10457-RW), Project Description (County/TIP) (MARTIN TIP-011521), Short Type of Work (MILLING AND RESURFACING IN MARTIN COUNTY), Location (US17 FROM US 64 FROM BERTIE COUNTY LINE), Spec Year (18 - ITEM SPEC YEAR 18), Unit System (English), and WBS Number. On the right side, there is a 'Validate Project' button. A dropdown menu is open, showing various actions: Add New, Copy, Tasks, Change Project Spec Book, Create Proposal, Export Project To Estimator, **Validate Project** (highlighted with a red circle), Views, Attachments, Issues, Links, Reports, Project Cost Estimate Report, Project Quantity Estimate, Structure Cost Estimate Report, and Structure Quantity Estimate.

Step	Action	Result
1	From the drop-down arrow at the right side of the Header Bar select <i>Validate Project</i> .	The Project Validation Results popup will appear.

Continued on Following Page

Validating a Project

(continued)



(Project Validation Results Popup)

Project Validation has run, and the project has been checked for errors. Any errors that are found will be displayed in this popup.

The following types of messages can be ignored:

- Project Midpoint
- Invalid Price (blank) – You have only entered quantities.
- Fund Packages – We use WBS numbers.

Chapter 4 Proposal Setup

Finding a Proposal

From the *AASHTOWare Project Dashboard*:

Step	Action	Result
1	In the Preconstruction section, click PROPOSALS .	The Proposal Overview page will appear.

Proposal Overview

▼ Proposal Overview Save ?

Q DA1045 Advanced Showing 9 of 9 0 changed

Proposal	WBS	WBS,County,TIP
DA10450	2021CPT01.06.10581.1	2021CPT01.06.10581.1 MARTIN TIP-011521
DA10450C	2021CPT01.06.10581.1	2021CPT01.06.10581.1 MARTIN TIP-011521
DA10451	2021CPT.01.06.10581.1	2021CPT.01.01.10581.1 MARTIN TIP-011521

2 The search filter requires 3 characters and will continue auto filtering the list as you type.

Criteria	Result
Proposal Number	The proposal. (This is the actual contract number.)
Partial Proposal Number	A list of proposals that contain the criteria
WBS Number	The proposal(s) associated with the WBS Number
Partial WBS Number	List of proposals that associated with a WBS that contains the criteria
TIP Number	The proposal(s) associated with the TIP Number
Partial TIP Number	List of proposals that are associated with a TIP that contains the criteria
County / Partial County	List of proposals associated with the county

3 Click on the **PROPOSAL NUMBER** you wish to open. The proposal will open.

Creating a Proposal From a Project

⚠ IMPORTANT

We only recommend doing this process only if you have one WBS number.

Follow the procedure for **Finding a Project** on **Page 2-14**.

From the **Project Overview** page:

The screenshot shows the 'Project Overview' page. At the top, there's a search bar with 'DA10457' and a filter set to 'Advanced'. Below this is a table with columns: Project, Fed/State Project Nu..., WBS Number, and Project Description (County/TIP). The first row shows 'DA10457-RW', 'STATE FUNDED', '2021CPT01.06.10581.1', and 'MARTIN TIP-011521'. To the right of the table, an 'Actions' menu is open, listing options like Copy, Delete, Exclude from Search Results, Open, Tasks, Change Project Spec Book, and 'Create Proposal From Project', which is circled in red.

Step	Action	Result
1	From the drop-down arrow at the right side of the project you are creating the proposal from select CREATE PROPOSAL FROM PROJECT .	The Create Proposal From Project page will appear.

📖 Helpful Hint

Instead of selecting **CREATE PROPOSAL FROM PROJECT**, right-click on it and select **OPEN LINK IN NEW TAB**. This way, you will be able to copy and paste information from one tab to the other.

This is a close-up of the 'Actions' menu from the previous screenshot. The 'Create Proposal From Project' option is highlighted, and a right-click context menu is visible over it, with 'Open link in new tab' circled in red.

Continued on Following Page

Creating a Proposal From a Project

(continued)

Create Proposal from Project

There are unsaved changes.

▼ Add Proposal

Save

?

Proposal ID *

WBS Number *

WBS,County,TIP *

Q

Type of Work *

Q

Location *

Q

Goal Type

Goal Percent

Advertisement Date

📅

Rejected

☐

Previous ID

Proposal Type

Proposal Status

Status Date

📅

Primary County *

Primary Division *

Cluster Indicator

Resident Engineer

Q Begin typing to search or press Enter

Route Type

Route Number

(Create Proposal From Project Page)

2	<p>The number of the project you have just copied will appear in the PROPOSAL ID field.</p> <p>Overwrite all or part of this number with <i>the number of the proposal you are creating</i> from this project.</p>	N/A
---	---	-----

📁 **NOTE:** Remember to remove the -ST or -RW suffix.

Continued on Following Page

Creating a Proposal From a Project

(continued)

On the **General** tab, information from the project will be carried over into the following fields. You will be able to change them.

COUNTY, TIP

PRIMARY COUNTY

PRIMARY DIVISION

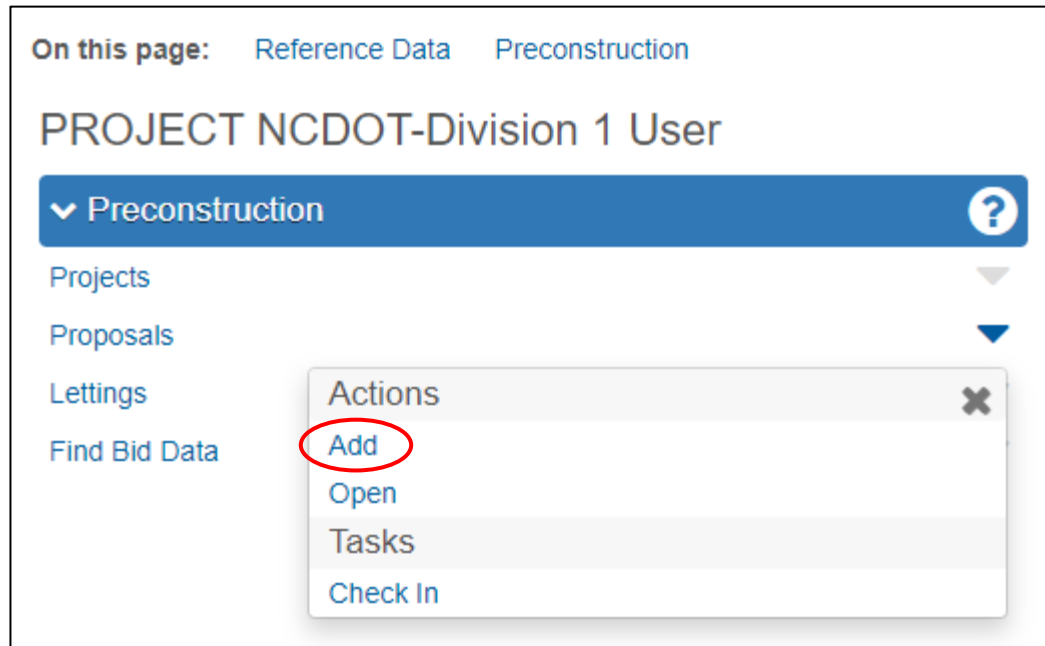
For instructions on completing all fields beginning with the **General** tab, consult the procedure beginning on **Page 4-6**.

3	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .
----------	---	---

Adding a Proposal

Once all line items and quantities have been completely entered, you must create a proposal. Once a proposal is built, it will be ready for final check, final cost estimation, and entering of contract times.

From the *AASHTOWare Project Dashboard*:



(Preconstruction Menu)

Step	Action	Result
1	In the Preconstruction section, click the drop-down arrow to the right of PROPOSALS . 📁 NOTE: You can also perform this step from the Proposal Overview Page shown on Page 4-1 .	A menu will appear.
2	Click ADD .	The Add Proposal page will appear.

Continued on Following Page

Adding a Proposal

(continued)

Overview

Add Proposal

▼ Add Proposal Save ?

<p>Proposal ID *</p> <input type="text"/>	<p>Primary County *</p> <input type="text"/>
<p>WBS Number *</p> <input type="text"/>	<p>Primary Division *</p> <input type="text"/>
<p>WBS,County,TIP *</p> <input type="text"/>	<p>Cluster Indicator</p> <input type="text"/>
<p>Type of Work *</p> <input type="text"/>	<p>Resident Engineer</p> <input type="text"/>
<p>Location *</p> <input type="text"/>	<p>Route Type</p> <input type="text"/>
<p>Goal Type</p> <input type="text"/>	<p>Route Number</p> <input type="text"/>
<p>Goal Percent</p> <input type="text"/>	<p>Proposal Type</p> <input type="text"/>
<p>Rejected</p> <input type="checkbox"/>	
<p>Previous ID</p> <input type="text"/>	

(Add Proposal Page – General Tab)


General Tab

NOTE: Fields marked with a red asterisk (*) are required to save the proposal.

Continued on Following Page

Adding a Proposal

(continued)

3	Turn on CAPS LOCK by pressing the  key. All information entered into the system must be in ALL CAPS .	N/A
4	Type <i>the proposal number</i> in the PROPOSAL ID field. Proposal Numbers will have the following format: Central Office: C##### Division: D##### This field will not be able to be changed after you save the proposal.	N/A
5	Type the <i>WBS number</i> in the WBS NUMBER field.	N/A
6	Type <i>the WBS number, County Name, and TIP number</i> in the WBS,COUNTY.TIP field.	N/A
7	Type <i>the type of work</i> in the TYPE OF WORK field.	N/A

Helpful Hint

Example: GRADING, DRAINAGE, PAVING & CULVERT


8	Type <i>the location</i> in the LOCATION field.	N/A
---	--	-----

Helpful Hint

 **NOTE:** This is **TO/FROM** type of description.

Example: I-40 FROM US-70 TO I-440

The **LOCATION** field can accommodate 120 characters.

9	Select <i>DBE</i> or <i>None</i> from the drop-down list in the GOAL TYPE field.  NOTE: If no goals have been set, select <i>None</i> .	N/A
10	If applicable, type the <i>goal percentage</i> in the GOAL PERCENT field.	N/A

Continued on Following Page

Adding a Proposal

(continued)

11	Leave the REJECTED check box unchecked.	N/A
12	If applicable, type the <i>previous contract number</i> in the PREVIOUS ID field.	N/A
13	Select the <i>primary county</i> from the drop-down list in the PRIMARY COUNTY field.	N/A
14	Select the <i>primary division</i> from the drop-down list in the PRIMARY DIVISION field.	N/A

Cluster Indicator

Whenever proposals are clustered for bidding, the projects involved will be copied and the additional suffix “C” appended to the project number (e.g., D00001-RWC).


The cluster indicator is four characters long. The first two characters will identify the cluster group. The last two characters identify the entire cluster sequence (00) or indicate the individual proposals sequentially (beginning with 01).

Cluster Indicator for entire cluster sequence:

XX00

Cluster Indicator for individual proposal within cluster:

XX01



 **NOTE:** Once a clustered proposal has been created, any changes to the information in individual projects will also have to be made in the corresponding projects that make up the clustered proposal.

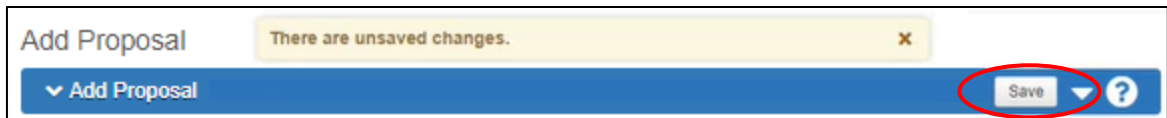
15	If the proposal is part of a cluster, type <i>the cluster indicator</i> in the CLUSTER INDICATOR field.	N/A
-----------	--	-----

Continued on Following Page

Adding a Proposal

(continued)

16	To assign a Resident Engineer to this proposal, start typing the name of the Resident Engineer in the RESIDENT ENGINEER field. When the name of the Resident Engineer appears, select it from the list.	N/A
17	Select the route type from the drop-down list in the ROUTE TYPE field.  NOTE: If you select a Route Type , a Route Number is required.	N/A
18	Type the route number in the ROUTE NUMBER field.  NOTE: If you have entered a Route Number , a Route Type is required.	N/A
19	Select the type of proposal from the drop-down list in the PROPOSAL TYPE field.	N/A



20	Click the SAVE button in the Header Bar .	The proposal will be saved. The Proposal Number and Description will now appear in the Header Bar .
----	---	---

Continued on Following Page

Adding a Proposal

(continued)

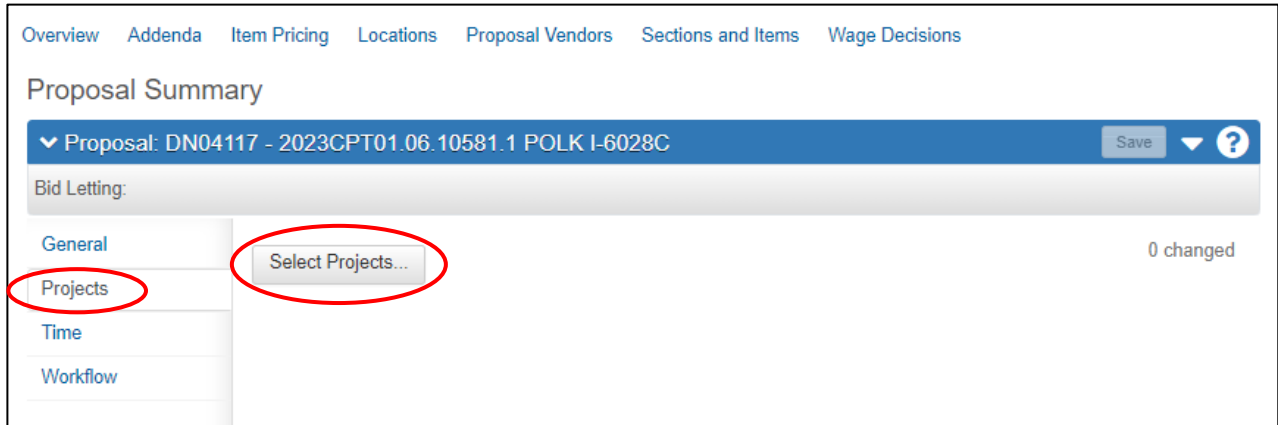
Projects Tab

21

On the left side of the page, click on the **Projects** tab.

The **Projects** tab will appear.

This tab is where projects are linked to the proposal.



(Proposal Summary Page – Projects Tab)

22

Click the **SELECT PROJECTS** button.

A **Search** dialog will appear.

Continued on Following Page

Adding a Proposal

(continued)

The screenshot shows a 'Select Projects' window. At the top, there's a blue header bar with the title 'Select Projects' and a close button. Below the header, there's a search bar labeled 'Search Filter' containing the text 'dn04'. To the right of the search bar, it says 'Advanced' and 'Showing 3 of 3'. Below the search bar, there's a 'Select:' dropdown with 'All' and 'None' options. To the right of the dropdown, it says '3 selected'. Below the search bar, there's a table with two columns: 'Project' and 'Project Description (County/TIP)'. The table contains three rows, each with a green checkmark in the 'Project' column and the project details in the 'Project Description (County/TIP)' column. The projects are DN04117A-RW, DN04117A-ST, and DN04117B-ST, all associated with POLK I-6028C. At the bottom right of the window, there's a button labeled 'Add to Proposal' which is circled in red.

23

Type the *criteria used to find the project* in the **SEARCH FILTER**.
The **SEARCH FILTER** requires 3 characters and will continue auto filtering the list as you type.

Criteria	Result
Project Number	The project
Partial Project Number	A list of projects that contain the criteria
TIP Number	The project(s) associated with the TIP Number
Partial TIP Number	List of projects that associated with a TIP that contains the criteria
County / Partial County	List of projects associated with the county

24

Click on *the Project(s)* you wish to add.

A check mark will appear to the left of the selected project(s).

Continued on Following Page

Adding a Proposal

(continued)

25	Click the ADD TO PROPOSAL button.	The selected project(s) will appear on the Projects tab.
-----------	--	---

Overview Addenda Item Pricing Locations Proposal Vendors Sections and Items Wage Decisions

Proposal Summary

▼ Proposal: DN04117 - 2023CPT01.06.10581.1 POLK I-6028C Save ?

Bid Letting:

General Projects Time Workflow

Select Projects... 0 changed

Project	Project Description (County/TIP)	Fed/State Project N...	WBS Number	Control Proj
DN04117A-RW	POLK I-6028C	STATE FUNDED	2023CPT01.06.10581.1	<input type="checkbox"/>
DN04117A-ST	POLK I-6028C	STATE FUNDED	2023CPT01.06.10581.1	<input type="checkbox"/>
DN04117B-ST	POLK I-6028C	STATE FUNDED	2023CPT01.06.10581.1	<input type="checkbox"/>

NOTE: DO NOT check the **CONTROL PROJ** check box.

26	Click the SAVE button in the Header Bar .	A Save Complete message will appear above the Header Bar .
-----------	---	--

Repeat **Steps 22-26** if you need to add additional projects to the proposal.

If you have added a project to the proposal by mistake, see **Removing a Project from a Proposal on Page 4-30**.

Continued on Following Page

Adding a Proposal

(continued)

The screenshot shows the 'Proposal Summary' page for proposal DN04117. The 'Actions' menu is open, and the 'Auto Generate Sections' option is highlighted with a red circle. The menu also includes options like 'Add New', 'Tasks', 'Export Proposal To Estimator', 'Export To Bids', 'Generate Unique Project Line Numbers', 'Send files to HiCAMS', 'Validate Proposal', 'Wage Decision Assignment Processing', 'Views', 'Addenda', and 'Attachments (0)'.

Generating Sections & Assigning Items

27

From the drop-down arrow at the right side of the **Header Bar** select **AUTO GENERATE SECTIONS**

The **Execute Process** window will appear.

The screenshot shows the 'Execute Process' window for 'Auto Generate Sections'. The 'Execute' button is highlighted with a red circle. The window also shows a 'Settings' section with '3 of 4' items and a 'Set Parameters' dropdown menu.

28

Click the **EXECUTE** button.

The process status will appear in a new tab.

```
12/15/2023 2:14:47 PM: Info - Starting Proposal Sections Update...
12/15/2023 2:15:13 PM: Info - Start - Processing Proposal ID: DN04117
12/15/2023 2:15:13 PM: Info - Start - Processing Proposal Section: 0001
12/15/2023 2:15:13 PM: Info - Start - Processing Proposal Section: 0003
12/15/2023 2:15:13 PM: Info - Start - Processing Proposal Section: 0004
12/15/2023 2:15:13 PM: Info - Start - Processing Proposal Section: 0002
12/15/2023 2:15:14 PM: Info - Proposal Sections Update Completed.
12/15/2023 2:15:14 PM: Info - Attaching to Process History. To this logged User DOT\apjohnson2
12/15/2023 2:15:16 PM: Info - There were no errors.
12/15/2023 2:15:16 PM: Info - End log for ProposalSectionUpdateProcessing
```

Continued on Following Page

Adding a Proposal

(continued)

The main things to look for in this window are the sections, and that there were no errors.

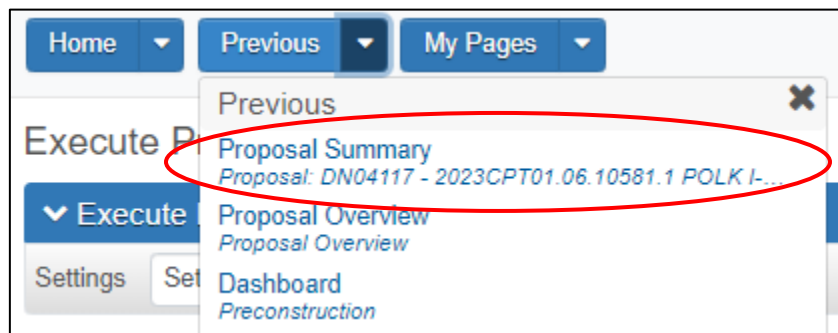
This process will also appear in the **Process History** list.

You will not need it and will not need to refer to it later, so if you wish to delete it, see **Deleting a Process** on **Page 13-1**.

29

When you are finished with this window, close the tab, and return to the proposal.

NOTE: When you close the tab, you will be on the **Execute Process** page, so you will need to select the Proposal Summary from the Previous drop-down.



30

From the **Proposal Summary** page, click on **SECTIONS AND ITEMS** at the top of the window.

The **Proposal Sections and Items** window will appear.



The section descriptions will appear based on how you entered them in the project categories.

The ID numbers will auto-generate sequentially. These are:

- 0001 Roadway Items
- 0002 Culvert Items
- 0003 Wall Items
- 0004 Structure Items

Continued on Following Page

Adding a Proposal

(continued)

Overview Addenda Item Pricing Locations Proposal Proposal Vendors Wage Decisions

Proposal Sections and Items

▼ Proposal: DN04117 - 2023CPT01.06.10581.1 POLK I-6028C Save ?

Bid Letting:

Proposal Sections Proposal Items Proposal and Project Items

New

Actions

There are no actions available.

Tasks

Assign Items to Sections

Generate Unique Project Line Numbers

Views

Attachments (0)

Issues

Links

Cat Alt Set ID	Cat Alt Member ID	Total	Life
0001	ROADWAY ITEMS	12,317,855.50	
0002	CULVERT ITEMS	73,600.00	73,600.00
0003	WALL ITEMS	925,812.50	925,812.50
0004	STRUCTURE ITEMS	3,571,666.29	3,571,666.29

31

From the drop-down arrow at the right side of the **Header Bar** select **ASSIGN ITEMS TO SECTIONS**.

The **Assign Items to Sections** page will appear.

Overview Item Pricing Locations Proposal Proposal Vendors Sections and Items Wage Decisions

Assign Items to Sections

▼ Proposal: DN04117 - 2023CPT01.06.10581.1 POLK I-6028C Save ?

Projects DN04117A-RW - POLK I-6028C 1 of 3 0 changed

All Project Items

001 - ROADWAY ITEMS

Mixed None A B C D

Mixed None A B C D


ID	Description	Cat Alt Set ID	Cat Alt Member ID
(A) 0001	ROADWAY ITEMS		
(B) 0002	CULVERT ITEMS		
(C) 0003	WALL ITEMS		
(D) 0004	STRUCTURE ITEM		

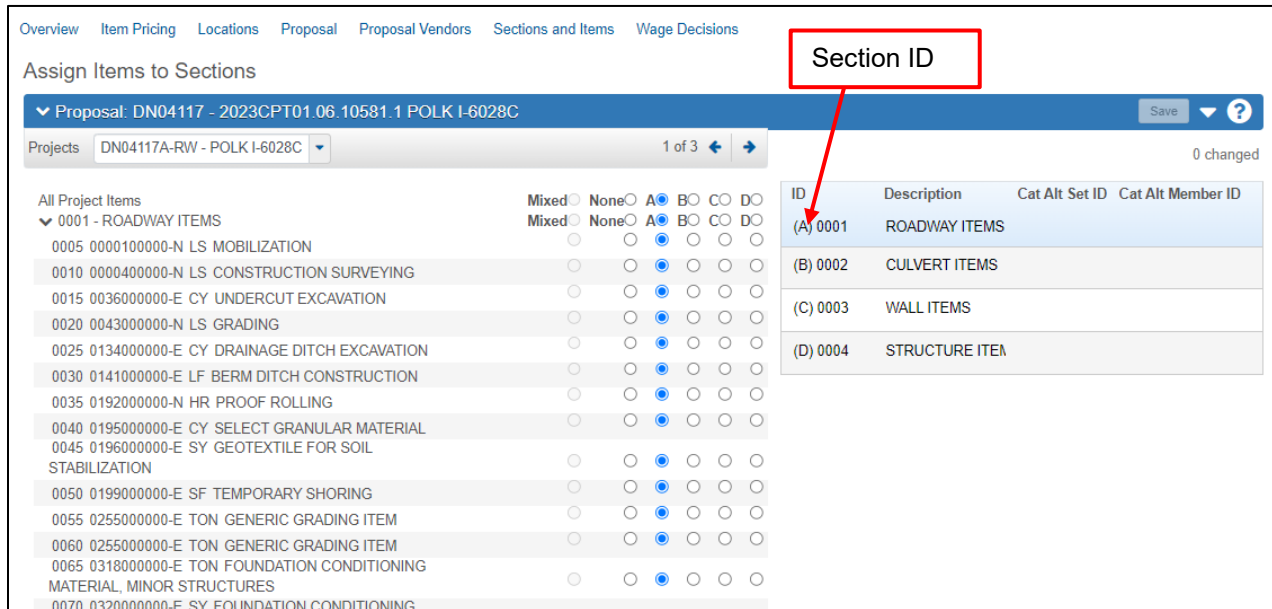
Click the arrow to the left of each section to expand the list of items within it.

Continued on Following Page

Adding a Proposal

(continued)

 **NOTE:** There may only be one section.



Overview Item Pricing Locations Proposal Proposal Vendors Sections and Items Wage Decisions

Assign Items to Sections

▼ Proposal: DN04117 - 2023CPT01.06.10581.1 POLK I-6028C Save ?

Projects DN04117A-RW - POLK I-6028C 1 of 3 0 changed

All Project Items		Mixed	None	A	B	C	D
▼ 0001 - ROADWAY ITEMS		Mixed	None	A	B	C	D
0005 0000100000-N LS MOBILIZATION		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0010 0000400000-N LS CONSTRUCTION SURVEYING		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0015 0036000000-E CY UNDERCUT EXCAVATION		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0020 0043000000-N LS GRADING		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0025 0134000000-E CY DRAINAGE DITCH EXCAVATION		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0030 0141000000-E LF BERM DITCH CONSTRUCTION		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0035 0192000000-N HR PROOF ROLLING		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0040 0195000000-E CY SELECT GRANULAR MATERIAL		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0045 0196000000-E SY GEOTEXTILE FOR SOIL STABILIZATION		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0050 0199000000-E SF TEMPORARY SHORING		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0055 0255000000-E TON GENERIC GRADING ITEM		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0060 0255000000-E TON GENERIC GRADING ITEM		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0065 0318000000-E TON FOUNDATION CONDITIONING MATERIAL, MINOR STRUCTURES		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0070 0320000000-E SY FOUNDATION CONDITIONING		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

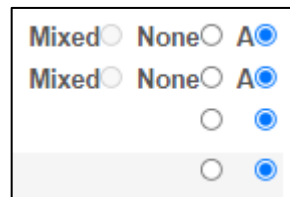
ID	Description	Cat Alt Set ID	Cat Alt Member ID
(A) 0001	ROADWAY ITEMS		
(B) 0002	CULVERT ITEMS		
(C) 0003	WALL ITEMS		
(D) 0004	STRUCTURE ITEM		

On the right side of the window is a list of sections and their corresponding letter ID.

ID	Description	Cat Alt Set ID	Cat Alt Member ID
(A) 0001	ROADWAY ITEMS		

On the left side of the window is the list of items.
There are 3 columns of radio buttons:

- **Mixed:** This indicates that the items are in multiple sections
- **None:** The item isn't assigned to a section
- **Section ID:** The item is assigned to the section



Continued on Following Page

Adding a Proposal

(continued)

32	Make sure every item is assigned to a section by clicking the appropriate SECTION ID radio button to the right of each item. 📁 NOTE: Make sure no items have the NONE radio button selected.	N/A
33	Once you have completed all changes, click the SAVE button in the Header Bar .	A Save Complete message will appear above the Header Bar .

Overview Item Pricing Locations Proposal Proposal Vendors Sections and Items Wage Decisions

Assign Items to Sections

Proposal: DN04117 - 2023CPT01.06.10581.1 POLK I-6028C Save ?

Projects: DN04117A-RW - POLK I-6028C 1 of 3

All Projects: 0001

Mixed: None A B C D

ID	Description	Cat Alt Set ID	Cat Alt Member ID
(A) 0001	ROADWAY ITEMS		
(B) 0002	CULVERT ITEMS		
(C) 0003	WALL ITEMS		
(D) 0004	STRUCTURE ITEM		

34	If there is more than one project, you will be able to switch between projects by selecting each project from the drop-down list under the Header Bar . Repeat Steps 33-35 for each project.	N/A
----	---	-----

If items are added to a project that has been linked to a proposal, you can check them here to make sure they have been assigned to the correct section.

Continued on Following Page

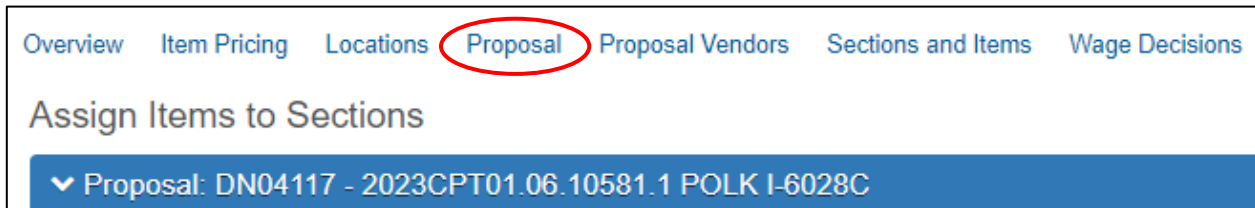
Adding a Proposal

(continued)

Helpful Hint

Once this section is complete, it is helpful to go to **Pricing Items** on **Page 4-31** to check for the following:

- Make sure no items are listed outside of a section.
- Check all **LS** items to make sure they rolled up together, so quantity equals 1.00.
- Check all generic and skeleton (fill in the blank) items to make sure they combined properly. (If not, correct the supplemental descriptions to match exactly.)



Contract Times

35	Click the PROPOSAL Quick Link at the top of the window.	The Proposal Summary window will appear.
36	On the left side of the page, click on the Time tab.	The Time tab will appear.

Helpful Hint

Refer to **Appendix A - Contract Times** on **Page A-1** for a list of contract times.

37	Click the NEW button.	A set of fields will appear.
----	------------------------------	------------------------------

Continued on Following Page

Adding a Proposal

(continued)

Overview Addenda Item Pricing Locations Proposal Vendors Sections and Items Wage Decisions

Proposal Summary

▼ Proposal: DN04117 - 2023CPT01.06.10581.1 POLK I-6028C Save ?

Bid Letting:

General Projects Time Workflow

Q Type search criteria or press Enter Advanced Showing 11 of 11

New 0 added | 0 marked for deletion | 0 changed

00 - OVERALL CONTRACT TIME Yes

Time ID * 00 Availability Date * 10/29/2018

Time Description * OVERALL CONTRACT TIME End of Availability Date *

Time Type * FCD - (FINAL) AVAILABILITY & COMPLETION DATE Liquidated Damages Rate * 200

Number of Time Units * Liquidated Damages Units of Time * 1 - DOLLARS PER DAY

Time Unit * Days Substantial Liquidated Damages Amount *

Main Proposal Time * ☒ Bonus *

Specified Completion Date * 02/28/2022

(Add Proposal Page – Time Tab)

38	<p>Type a Time ID in the TIME ID field. (This field is equivalent to the site number field used previously.)</p> <p>📁 NOTE: The first Time ID will be 00 for Overall Contract Time. Intermediate items are sequential (01, 02, etc.)</p>	N/A
----	--	-----


Helpful Hint

The **Time IDs** should be in the same order as listed in the actual proposal and the numbers should match.

Continued on Following Page



Adding a Proposal

(continued)

39	<p>Start typing <i>the description of the contract time</i> in the TIME DESCRIPTION field.</p> <p> NOTE: There are codes for final and intermediate contract times. Choose the appropriate code for your situation.</p>	As you type, items that closely match your selection will appear.
----	--	---

- If the **TIME ID** is **00**, the description will be **Overall Contract Time**.
- Intermediate items are sequential. (01, 02, etc.)
(These should be in the same order as listed in the actual proposal and numbers should match.)
- **Time and Lane Restrictions** should always be last.

40	Select <i>the contract time type</i> from the drop-down list in the TIME TYPE field.	N/A
41	Type the maximum site time in the NUMBER OF TIME UNITS field.	N/A
42	Select <i>Days</i> or <i>Hours</i> from the drop-down list in the TIME UNIT field.	N/A
43	Check the MAIN PROPOSAL TIME check box if this is the main contract time.	N/A

 **NOTE:** The next fields are date fields. If you click the **CALENDAR**  button, a popup calendar will allow you to select the date so that it appears in the field.

44	Type <i>the completion date</i> in the SPECIFIED COMPLETION DATE field.	N/A
45	Type <i>the availability date</i> in the AVAILABILITY DATE field.	N/A

Continued on Following Page

Adding a Proposal

(continued)

46	If the availability date is a range, type the <i>ending availability date for the contract</i> in the END OF AVAILABILITY DATE field.	N/A
47	Type the <i>liquidated damages rate</i> in the LIQUIDATED DAMAGES RATE field.	N/A
48	Select the <i>unit of time</i> from the drop-down list in the LIQUIDATED DAMAGES UNITS OF TIME field.	N/A
49	Type the <i>liquidated damages amount</i> in the SUBSTANTIAL LIQUIDATED DAMAGES AMOUNT field.	N/A
50	If applicable, type the amount of the bonus in the BONUS field.	N/A

Repeat steps **37-50** for each contract time.

51	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .
52	On the left side of the page, click on the Workflow tab.	The Workflow tab will appear.

Continued on Following Page

Adding a Proposal

(continued)

(Add Proposal Page – Workflow Tab)

Workflow Tab


53	Select <i>NCDOT – Division Workflow</i> from the drop-down list in the WORKFLOW field.	Your selection will appear in the WORKFLOW field.
54	Select <i>DLAM</i> from the drop-down list in the WORKFLOW PHASE field.	Your selection will appear in the WORKFLOW PHASE field.
55	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .

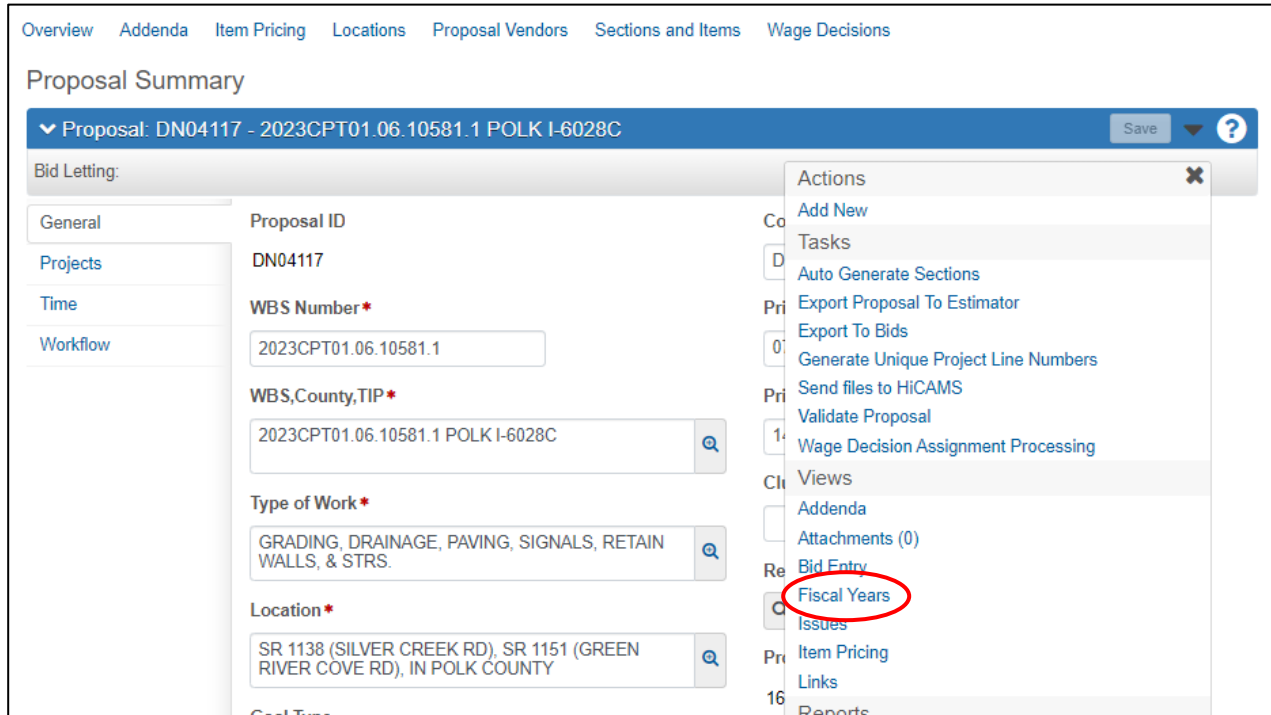
Continued on Following Page

Adding a Proposal

(continued)

Fiscal Years

56	Click the General tab, to return to the Proposal Summary – General tab.	The GENERAL tab will appear.
57	Click the RELOAD button  on your browser. 📁 NOTE: This button is located in the header bar of your web browser.	N/A
58	On the Proposal Summary page, from the Header Bar , click the drop-down arrow.	A menu will appear.



The screenshot shows the 'Proposal Summary' page for proposal DN04117. The 'General' tab is selected. The 'Header Bar' at the top right contains a dropdown menu with the following options: Actions, Add New, Tasks, Auto Generate Sections, Export Proposal To Estimator, Export To Bids, Generate Unique Project Line Numbers, Send files to HiCAMS, Validate Proposal, Wage Decision Assignment Processing, Views, Addenda, Attachments (0), Bid Entry, **Fiscal Years** (circled in red), Issues, Item Pricing, Links, and Reports.

59	Select FISCAL YEARS from the menu.	The Fiscal Year Summary page will appear.
-----------	---	--

Continued on Following Page

Adding a Proposal

(continued)

Overview

Fiscal Year Summary

▼ Proposal: DN04117 - 2023CPT01.06.10581.1 POLK I-6028C Save ?

Type search criteria or press Enter Advanced

New 0 added 0 marked for deletion 0 changed

No rows found matching criteria.

60	Click the NEW button.	A new row of fields will appear.
61	Type <i>the current fiscal year</i> in the FISCAL YEAR field.	N/A
62	If applicable, type <i>the percentage of time elapsed in the current fiscal year</i> in the PERCENT TIME ELAPSED field.	N/A
63	Type <i>the percentage of funding allocated to this fiscal year</i> in the PERCENT FUNDING ALLOCATED field.	N/A

Overview

Fiscal Year Summary

▼ Proposal: DN04117 - 2023CPT01.06.10581.1 POLK I-6028C Save ?

Type search criteria or press Enter Advanced Showing 2 of 2

New 0 added 0 marked for deletion 0 changed

Fiscal Year*	Percent Time Elapsed	Percent Funding Allocated
2023	80.00	80.00
2024	20.00	20.00

= 100%

Continued on Following Page

Adding a Proposal

(continued)

Make sure the sum of the percentages in both **PERCENT TIME ELAPSED** and **PERCENT FUNDING ALLOCATED** fields equal 100% each.

64	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .
-----------	---	---

Repeat steps **61 – 65** for each fiscal year.

Copying A Proposal

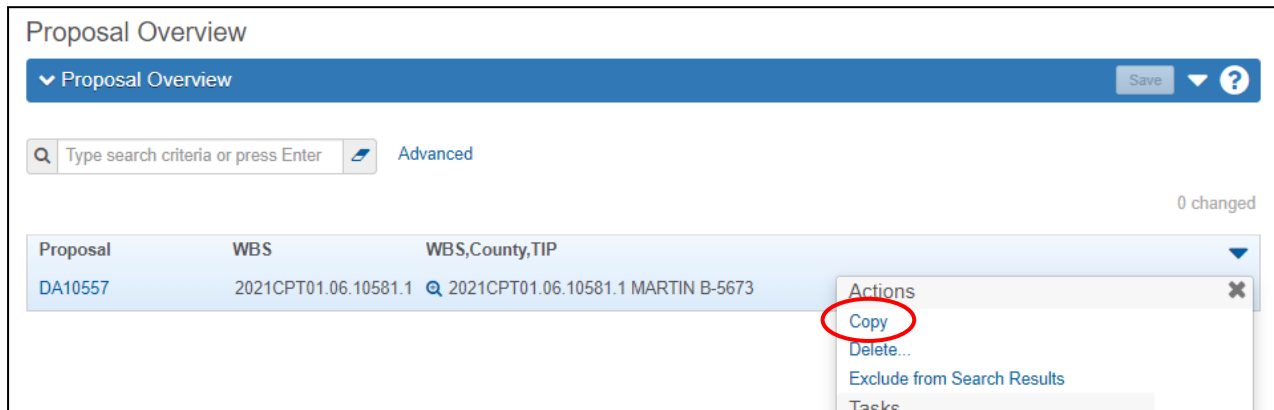
Use this procedure only when re-letting a proposal.

You will need to remember to add the copied proposal number in the **PREVIOUS ID** field on the **General tab** of the new Proposal.

Follow the procedure for **Finding a Proposal** on **Page 4-1**.

From the *Proposal Overview* page:

Step	Action	Result
1	Click the drop-down arrow on the right side of the project.	A drop-down menu will appear.



2	Select <i>Copy</i> from the menu.	The Copy Proposal page will appear.
---	-----------------------------------	--

Continued on Following Page

Copying a Proposal

(continued)

Overview

Copy Proposal

▼ Copy Proposal: DA10557 - 2021CPT01.06.10581.1 MARTIN B-5673

New Proposal ID *

DA10558

WBS, County, TIP

2021CPT01.06.10581.1 MARTIN B-5673

WBS Number

2021CPT01.06.10581.1

3	Overwrite <i>the Proposal Number</i> in the PROPOSAL ID field with the <i>new Proposal Number</i> .	The COPY button will become enabled.
4	Click the COPY button.	The new Proposal will appear on the Proposal Summary Page.

Continued on Following Page

Copying a Proposal

(continued)

Overview Addenda Item Pricing Locations Proposal Vendors Sections and Items Wage Decisions

Proposal Summary

Proposal DA10777 - 2021CPT01.06.10581.1 MARTIN B-5673 Successfully Saved

▼ Proposal: DA10777 - 2021CPT01.06.10581.1 MARTIN B-5673 Save ?

Bid Letting:

General Projects Time Workflow

Proposal ID
DA10777

Contract ID
DA10777

WBS Number *
2021CPT01.06.10581.1

Primary County *
058 - MARTIN

WBS, County, TIP *
2021CPT01.06.10581.1 MARTIN B-5673

Primary Division *
1 - DIVISION 1

Type of Work *
MILLING AND RESURFACING IN MARTIN COUNTY

Cluster Indicator

Resident Engineer
Begin typing to search or press Enter

Location *
US 17 FROM US 64 FROM BERTIE COUNTY LINE

Proposal Item Total

Goal Type
DBE - DISADVANTAGED BUSINESS ENTERPRISE

Route Type *
USR - US ROUTE

You will be able to change any of the information on the **General** tab except the **PROPOSAL ID** that you have just entered.

If, for any reason you need to change the **PROPOSAL ID**, send an email to awphelp@ncdot.gov.

If you need assistance, see **Adding a Proposal - General Tab** on **Page 4-6**.

*On **Step 12** remember to add the **previous proposal number**.

5	When you have finished entering information on the General tab, click the PROJECTS tab.	The Projects tab will appear.
---	---	--------------------------------------

Continued on Following Page

Copying a Proposal

(continued)

The projects from the copied proposal have not been copied.

You will be able to add projects here.

From here, check and correct proposal data by following the steps in **Adding a Proposal on Page 4-5**.

If you wish to copy a proposal that is linked to a **Letting**, you must first unlink it from the **Letting** before it can be copied.

The procedures for **Unlinking a Proposal From a Letting** are on **Page 5-8**.

After that you will be able to re-link the correct proposal to the letting (**Linking Proposals to the Letting on Page 5-4**) and if necessary, delete the extraneous proposal (**Deleting a Proposal on Page 4-36**).

Removing a Project from a Proposal

If a project has been added by mistake, you can disconnect it from the proposal by doing the following:

Follow the procedure for **Finding a Proposal** on **Page 4-1**.

From the *Proposal Summary* page:

The screenshot shows the 'Proposal Summary' page for proposal DA10777 - 2021CPT01.06.10581.1 MARTIN B-5673. The 'Projects' tab is selected. A table lists projects, with the first row highlighted: Project DA10408-ST, Project Description (County/TIP) MARTIN TIP-011521, and Fed/State Proj... STATE FUNDE... An 'Actions' menu is open for this project, and the 'Remove' option is circled in red. Other options in the menu include Import Project Data, Tasks, Export Project To Estimator, Views, Attachments, Links, Tracked Issues, Reports, Project Cost Estimate Report, Project Quantity Estimate, Structure Cost Estimate Report, and Structure Quantity Estimate.

Step	Action	Result
1	Click the drop-down arrow on the right side of the project.	A drop-down menu will appear.
2	Select, REMOVE .	A Save Complete message will appear above the Header Bar .

This will disassociate the selected project from the proposal.

Pricing Items

From the *AASHTOWare Project Dashboard*:

Step	Action	Result
1	In the Preconstruction section, click PROPOSALS .	The Proposal Overview page will appear.

Proposal Overview

▼ Proposal Overview Save ?

Q DA1045 Advanced Showing 3 of 9 0 changed

Proposal	WBS	WBS,County,TIP
DA10450	2021CPT01.06.10581.1	2021CPT01.06.10581.1 MARTIN TIP-011521
DA10450C	2021CPT01.06.10581.1	2021CPT01.06.10581.1 MARTIN TIP-011521
DA10451	2021CPT.01.06.10581.1	2021CPT.01.01.10581.1 MARTIN TIP-011521

2	Find the proposal using the procedure on Page 4-1 .
---	--

From the *Proposal Summary* page:

Overview Addenda **Item Pricing** Locations Proposal Vendors Sections and Items Wage Decisions

3	Click the ITEM PRICING quick link.	The Price Proposal Items page will appear.
---	---	---

Continued on Following Page

Pricing Items

(continued)

Bid-Based Pricing

This process assigns each pay item in the proposal an estimated unit price based on historical information in the system.

By running the process, you will overwrite any previous pricing on all items, unless the **PRICE** field is locked.

Overview Addenda Locations Proposal Proposal Vendors Sections And Items Wage Decisions

Price Proposal Items

▼ Proposal: DA10557 - 2021CPT01.06.10581.1 MARTIN B-5673 Save ?

Proposal Item Total
330,044.00

Search for Proposal Items

Showing 1 of 1

ID	Description	Total	Proposal Items
0001	ROADWAY ITEMS	330,044.00	8

Actions

There are no actions available.

Tasks

Save and Price All Items

Views

Attachments

Issues

Links

4

Select **SAVE AND PRICE ALL ITEMS** from the drop-down list in the **Header Bar**.

A **Pricing Complete** message will appear above the **Header Bar**.

Overview Addenda Locations Proposal Proposal Vendors Sections And Items Wage Decisions

Price Proposal Items

Pricing complete.

▼ Proposal: DA10557 - 2021CPT01.06.10581.1 MARTIN B-5673 Save ?

Proposal Item Total
330,044.00


NOTE: Prices are populated to the associated projects and proposals in the system. This can be viewed from the **Item Worksheet** quick link on projects linked to the proposal.

Continued on Following Page

Pricing Items

(continued)

Manual Pricing

5	Expand the first proposal section by clicking the  arrow to the left of the ID field.	The list of items in the section will appear.
6	If there are empty price fields, type <i>the price for the item</i> in the PRICE field. Repeat for each remaining item.	The EXT AMT field will be calculated.

If the proposal contains multiple sections, repeat steps 5 and 6 for each section.

7	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .
---	---	--

Validating a Proposal

From within a proposal, on the **Proposal Summary** page:

The screenshot shows the 'Proposal Summary' page for proposal DA10557. The 'WBS Number' is 2021CPT01.06.10581.1 and the 'Type of Work' is MILLING AND RESURFACING IN MARTIN COUNTY. An 'Actions' menu is open on the right, with 'Validate Proposal' circled in red. Other options in the menu include Add New, Tasks, Export Proposal To Estimator, Export To Bids, Generate Unique Project Line Numbers, Views, Addenda, Attachments, Bid Entry, Fiscal Years, Issues, Item Pricing, and Links.

(Proposal Summary Page)

Step	Action	Result
1	From the drop-down arrow at the right side of the Header Bar select Validate Proposal .	The Proposal Validation Results popup will appear.

The 'Proposal Validation Results' popup displays two yellow error messages: 'Project 'DA10457-RW': Project does not contain Fund Packages.' and 'Project does not contain a Project Midpoint.' Below these is a blue success message: 'Proposal 'DA10457' is valid.' A 'Help' link is visible in the top right corner.

(Proposal Validation Results Popup)

Continued on Following Page

Validating a Proposal

(continued)

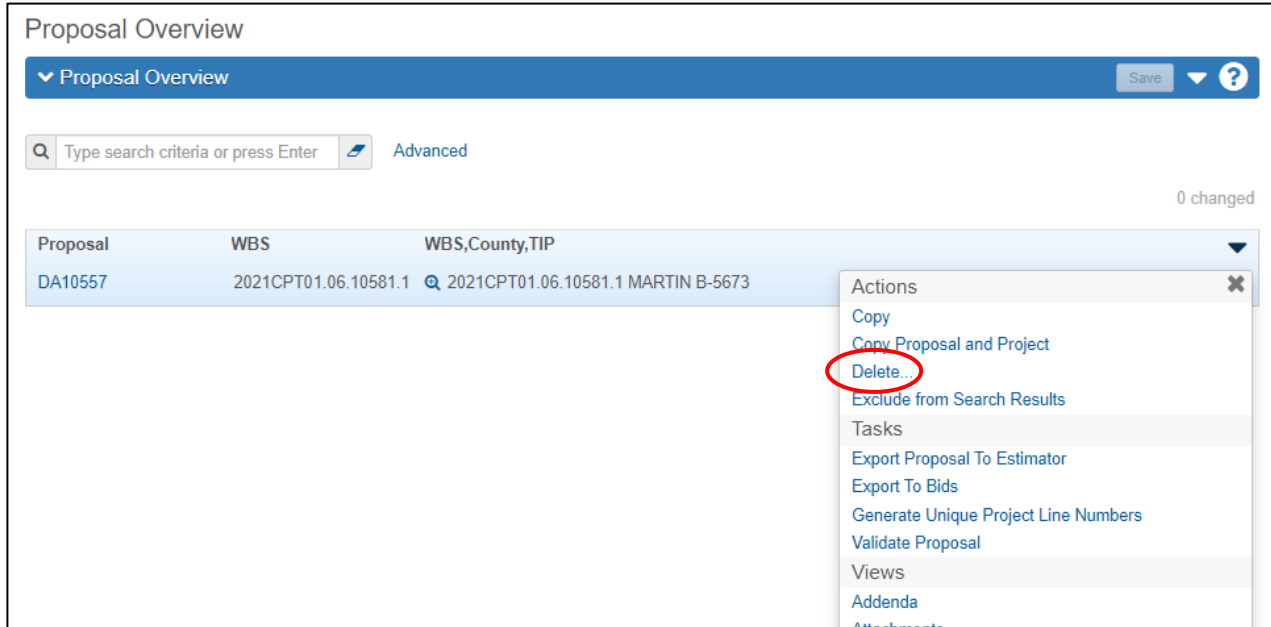
Proposal Validation has run, and the proposal has been checked for errors. Any errors that are found will be displayed in this popup.

The following types of messages can be ignored:

- Project Midpoint
 - Fund Packages – We use WBS numbers.
-

Deleting a Proposal

From the **Proposal Overview** page:



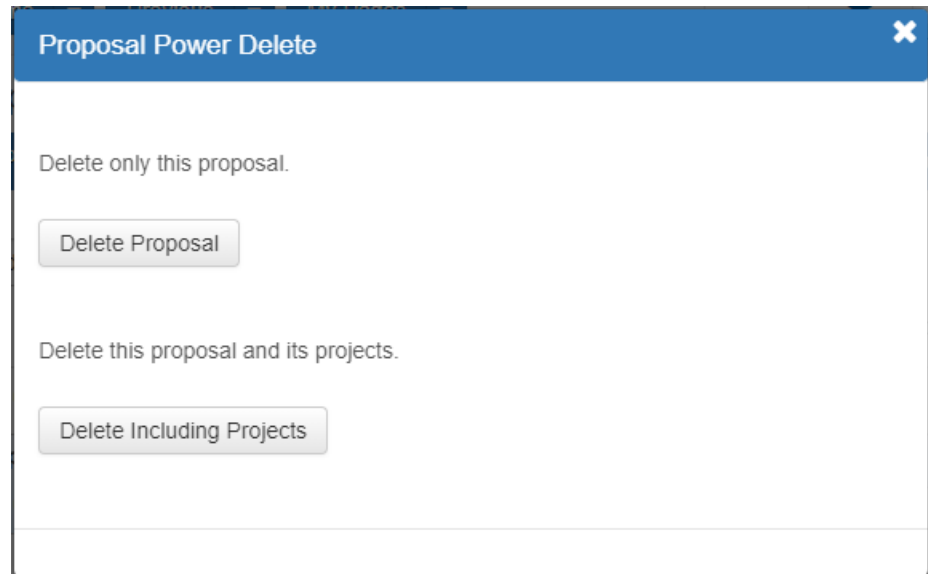
(Proposal Overview Page)

Step	Action	Result
1	From the drop-down arrow at the right side of the <i>proposal you wish to delete</i> select DELETE .	The Proposal Power Delete dialog will appear.

Continued on Following Page

Deleting a Proposal

(continued)



Proposal Power Delete

Delete only this proposal.

Delete Proposal

Delete this proposal and its projects.

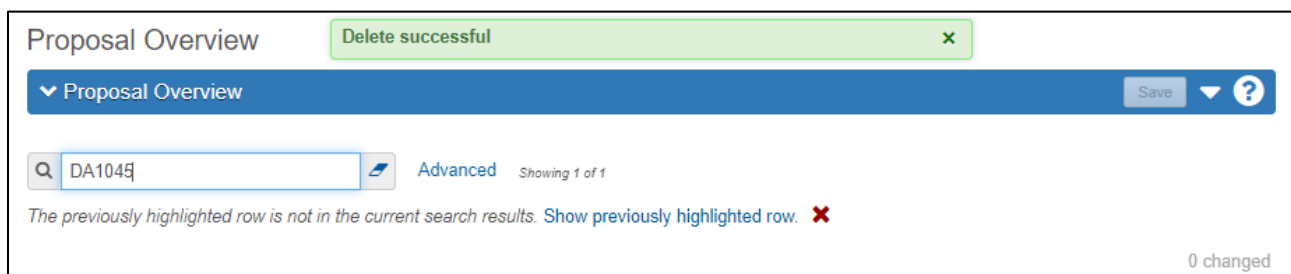
Delete Including Projects

2

If you wish to delete only the proposal, click the **DELETE PROPOSAL** button.

If you wish to delete the proposal and all projects associated with it, click the **DELETE INCLUDING PROJECTS** button.

The proposal will be removed from the list and a ***Delete Successful*** message will appear above the **Header Bar**.



Proposal Overview

Delete successful

▼ Proposal Overview Save ?

Q DA1045 Advanced Showing 1 of 1

The previously highlighted row is not in the current search results. Show previously highlighted row. ✖

0 changed

Chapter 5 Letting Setup

Finding a Letting

From the *AASHTOWare Project Dashboard*:

Step	Action	Result
1	In the Preconstruction section, click LETTINGS .	The Bid Letting Overview page will appear.

Bid Letting Overview

▼ Bid Letting Overview Save ?

Q |21050 Advanced Showing 1 of 1 0 changed

Bid Let	Letting Date	Letting Time	Bidders List Cutoff Date	Letting Status
L210505A	05/05/2021	2:00 PM	05/04/2021	SCHD - SCHEDULE

2	Type <i>the letting number</i> in the search filter. The results will auto filter as you type.	The letting will appear in the results.
---	---	---

Letting Number Format

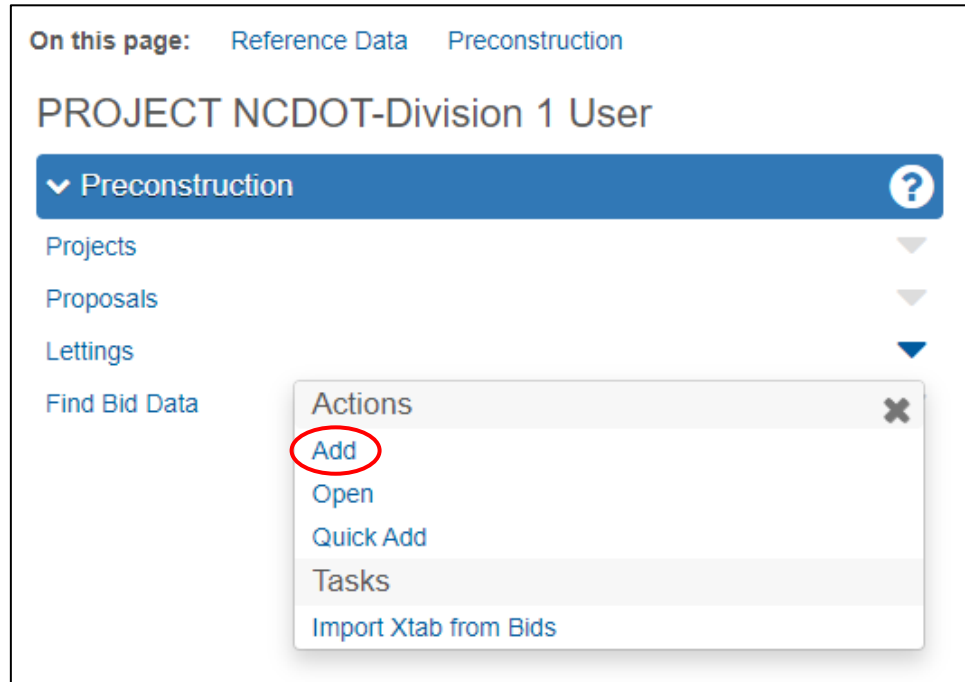
Letting Number format is as follows:



3	Click on the LETTING NUMBER you wish to open.	The letting will open.
---	--	------------------------

Creating a Letting

From the *AASHTOWare Project Dashboard*:



(Preconstruction Menu)

Step	Action	Result
1	In the Preconstruction section, click the drop-down arrow to the right of LETTINGS . 📁 NOTE: You can also perform this step from the Bid Letting Overview Page shown on Page 5-1 .	A menu will appear.
2	Click ADD .	The Add Bid Letting page will appear.

Continued on Following Page

Creating a Letting

(continued)


Overview

Add Bid Letting


▼ Add Bid Letting Save ?

Bid Letting ID *

Letting Time *


Letting Date * 


Letting Status * ▼

Bidders List Cutoff Date * 

(Add Bid Letting Page)

General Tab



 **NOTE:** Fields marked with a red asterisk (*) are required to save the Letting.

3	Turn on CAPS LOCK by pressing the  key. All information entered into the system must be in ALL CAPS.	N/A
4	Type <i>the bid letting ID</i> in the BID LETTING ID field.	N/A

Letting Number Format

Letting Number format is as follows:






5	Type <i>the letting date</i> in the LETTING DATE field.  NOTE: If you click the CALENDAR  button, a popup calendar will allow you to select the date so that it appears in the field.	N/A
---	---	-----

Continued on Following Page

Creating a Letting

(continued)

6	Type <i>the date one business day before the letting date</i> in the BIDDERS LIST CUTOFF DATE field. <div>  NOTE: If you click the CALENDAR button, a popup calendar will allow you to select the date so that it appears in the field. </div>	N/A
7	Type <i>the letting time</i> in the LETTING TIME field. <div>  NOTE: Use the format H:MM PM For example: 10:00 AM 2:00 PM 1:45 PM </div>	N/A

 **NOTE:** Do not include any extraneous punctuation in the letting time. (NO PERIODS)

8	Select <i>SCHD (Scheduled)</i> from the drop-down list in the LETTING STATUS field.	N/A
9	Click the SAVE button in the Header Bar .	The project will be saved. The Bid Letting Number will now appear in the Header Bar .

Linking Proposals to the Letting

You will select the proposals that will be linked to the letting on this tab.

10	Click on the Proposals tab.	The Proposals tab will appear.
----	------------------------------------	---------------------------------------

Continued on Following Page

Creating a Letting

(continued)

(Letting Proposals Tab)

11

Click the **SELECT PROPOSALS** button.

The **Select Proposals** dialog will appear.

12

The search filter requires 3 characters and will continue auto filtering the list as you type.
(See **Finding a Proposal** on **Page 4-1.**)

13

Click on the **PROPOSAL NUMBER(S)** you wish to add to the letting.

A green check mark will appear to the right of the selected proposal(s).

Continued on Following Page

Creating a Letting

(continued)

14	Click the ADD TO LETTING button.	The proposal(s) will be added to the letting.
----	---	---

Repeat steps **11 – 14** until all proposals have been added.

15	Type <i>the call number</i> in the CALL NUMBER field. 📁 NOTE: These numbers will be sequential and will begin at 001 . i.e., 001, 002, 003 , etc.	N/A
----	--	-----

At this point you will skip the **PUBLISH AUTH. BIDDERS** and **PROPOSAL STATUS** fields.

You will be editing this field later in the Letting process. The instructions for this are found in **Setting the Publish Authorized Bidders Field** on **Page 9-1**.

Only type a date in the **ADVERTISEMENT DATE** field when the proposal is ready for advertisement. You can also do this from the proposal itself.

16	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .
----	---	--

If you need to remove a proposal from the letting, follow the procedure for **Unlinking a Proposal From a Letting** on **Page 5-8**.

If you wish to copy a proposal that is linked to a **Letting**, you must first unlink it from the **Letting** before it can be copied.

The procedures for **Copying A Proposal** are on **Page 4-26**.

After that you will be able to re-link the correct proposal to the letting (**Linking Proposals to the Letting** on **Page 5-4**) and if necessary, delete the extraneous proposal (**Deleting a Proposal** on **Page 4-36**).

Continued on Following Page

Creating a Letting

(continued)

Workflow Tab

17	Click on the Workflow tab.	The Workflow tab will appear.
----	-----------------------------------	--------------------------------------

The screenshot shows the 'Bid Letting Summary' page for 'Bid Letting: L210505A'. At the top, there are tabs for 'Overview', 'Purchases', and 'Status'. Below these, the 'Workflow' tab is selected. On the left, there is a sidebar with 'General', 'Proposals', and 'Workflow' tabs. The 'Workflow' tab is active. In the main content area, there are two dropdown menus: 'Workflow' and 'WorkflowPhase'. The 'Workflow' dropdown is currently empty, and the 'WorkflowPhase' dropdown is also empty. A 'Save' button and a help icon (?) are visible in the top right corner of the main content area.

(Letting Workflow Tab)

18	Select <i>NCDOT – Division Workflow</i> from the drop-down list in the WORKFLOW field.	Your selection will appear in the WORKFLOW field.
19	Select <i>Process Bids</i> from the drop-down list in the WORKFLOW PHASE field.	Your selection will appear in the WORKFLOW PHASE field.
20	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .

Unlinking a Proposal From a Letting

There may be an occasion when a proposal is pulled to be advertised at a later date. Under these circumstances, you will need to unlink the proposal after it has already been set up and linked to a letting.

To unlink a proposal, do the following:

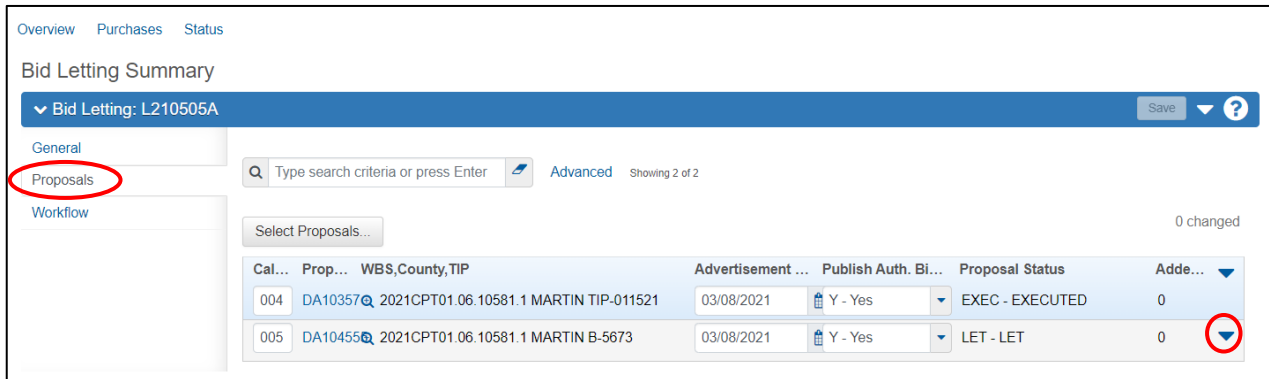
IMPORTANT!

Please **DO NOT** perform this procedure unless you are certain you wish to unlink a proposal from a letting.

Follow the procedure for **Finding a Letting** on **Page 5-1**.

From the **Bid Letting Summary** page:

Step	Action	Result
1	Click on the Proposals tab.	The Proposals tab will appear.



Overview Purchases Status

Bid Letting Summary

▼ Bid Letting: L210505A Save ?

General

Proposals

Workflow

Q Type search criteria or press Enter Advanced Showing 2 of 2

Select Proposals... 0 changed

Cal...	Prop...	WBS,County,TIP	Advertisement ...	Publish Auth. Bi...	Proposal Status	Adde...
004	DA10357Q	2021CPT01.06.10581.1 MARTIN TIP-011521	03/08/2021	Y - Yes	EXEC - EXECUTED	0
005	DA10455Q	2021CPT01.06.10581.1 MARTIN B-5673	03/08/2021	Y - Yes	LET - LET	0

(Bid Letting Summary – Proposals Tab)

2	Click the drop-down arrow to the right of the proposal you wish to unlink.	A menu will appear.
---	--	---------------------

Continued on Following Page

Unlinking a Proposal From a Letting

(continued)

The screenshot shows the 'Bid Letting Summary' page for 'Bid Letting: L210505A'. The interface includes tabs for 'General', 'Proposals', and 'Workflow'. A search bar is present with the text 'Type search criteria or press Enter'. Below the search bar, there is a table with columns: 'C...', 'Pro...', 'WBS,County,TIP', 'Advertisem...', 'Publish Auth...', 'Proposal Status', and 'Ad...'. Two rows are visible in the table. The first row has a call order number '00' and a call order 'DA10350'. The second row has a call order number '00' and a call order 'DA10456'. An 'Actions' menu is open for the second row, showing options: 'Exclude from Search Results', 'Tasks', 'Export Proposal To Estimator', 'Export To Bids', 'Postpone...', 'Remove', 'Validate Proposal', 'Views', 'Attachments', 'Bid Entry', 'Links', 'Open', 'Proposal Vendors', 'Tracked Issues', 'Reports', and 'Bid Tab'. The 'Remove' option is circled in red.

3

Verify that this is the correct proposal, (check the call order number), then select **REMOVE** from the menu.

The proposal will be removed and placed back in the list of available proposals.

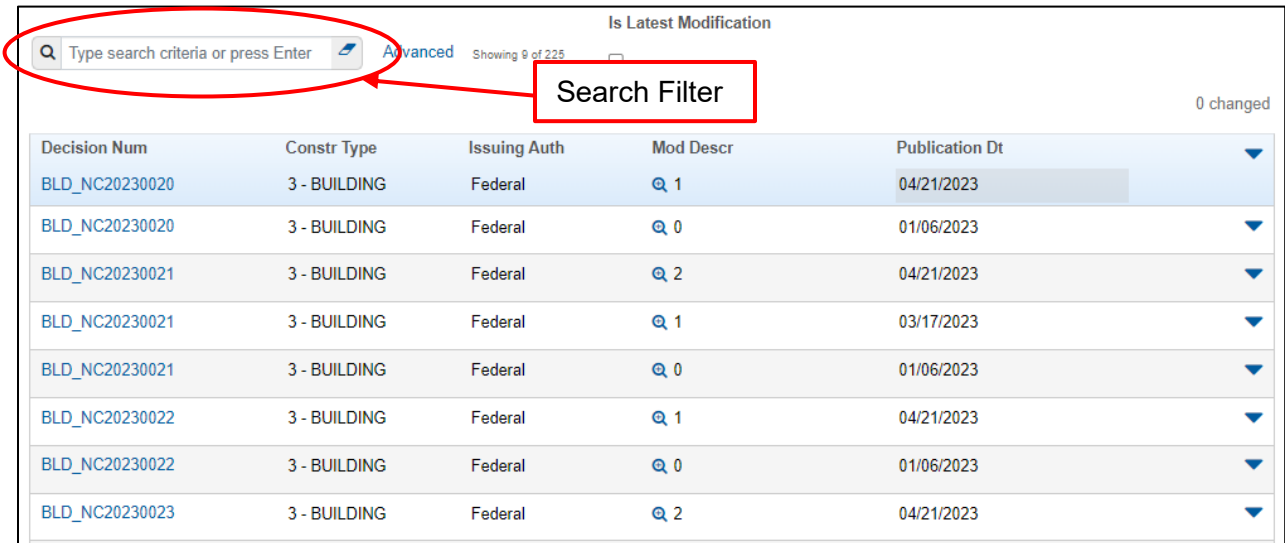
This process will not actually **delete** the proposal. It will simply remove the selected proposal from the letting list. You will still be able to access the proposal after you run this process.

Chapter 6 Wage Decisions

Finding a Reference Wage Decision

From the *AASHTOWare Project Dashboard*:

Step	Action	Result
1	In the REFERENCE DATA section, click on WAGE DECISIONS .	The Wage Decision Overview page will appear.



Is Latest Modification				
Q	Type search criteria or press Enter	Advanced	Showing 9 of 225	0 changed
Decision Num	Constr Type	Issuing Auth	Mod Descr	Publication Dt
BLD_NC20230020	3 - BUILDING	Federal	Q 1	04/21/2023
BLD_NC20230020	3 - BUILDING	Federal	Q 0	01/06/2023
BLD_NC20230021	3 - BUILDING	Federal	Q 2	04/21/2023
BLD_NC20230021	3 - BUILDING	Federal	Q 1	03/17/2023
BLD_NC20230021	3 - BUILDING	Federal	Q 0	01/06/2023
BLD_NC20230022	3 - BUILDING	Federal	Q 1	04/21/2023
BLD_NC20230022	3 - BUILDING	Federal	Q 0	01/06/2023
BLD_NC20230023	3 - BUILDING	Federal	Q 2	04/21/2023

2	The search filter requires 3 characters and will continue auto filtering the list as you type.
---	--

Criteria	Result
Decision Number	The unique identifier of the Reference Wage Decision Decision Numbers will contain a prefix denoting what construction type they are: HWY Highway BLD Building HVY Heavy
Partial Decision Number	A list of Reference Wage Decisions that contain the criteria
Publication Date	The date the associated record is published or scheduled to be published

Continued on Following Page

Finding a Reference Wage Decision

(continued)

3	Click on the DECISION NUMBER you wish to open.	The Wage Decision Modification Summary page will appear.
---	---	---

Overview Simple **Basic** Full

Wage Decision Modification Summary

▼ Wage Decision: BLD_NC20230021 - County: Anson County in North Carolina. ▼ ?


General Decision Number	Wage Decision Description
BLD_NC20230021	County: Anson County in North Carolina. 🔍
Decision Date	Exclusion Area
01/06/2023	🔍
Superseded General Decision Number	Issuing Authority
NC20220021	Federal
State/Province	
NC - North Carolina	
Wage Construction Type	
3 - BUILDING	
Modification Description	Comments
1	🔍
Publication Date *	
03/17/2023	

4	Click the BASIC link at the top of the window.	The Wage Decision Basic View window will appear
5	Scroll to the bottom of the page.	N/A

▼ Wage Decision Basic ▼ ?

0 changed | Expand All

Identifier	Date	Zone Areas
N/A	01/06/2023	9

6	In the Wage Decision Basic section, click the  arrow next to IDENTIFIER .	The list of Craft Codes will expand.
---	--	---

Continued on Following Page

Finding a Reference Wage Decision

(continued)

Wage Decision Basic

0 changed | Expand All

Identifier	Date	Zone Areas
N/A	01/06/2023	9
Craft Code		
400 - ELECTRICIANS		
600 - IRONWORKERS		
100 - PIPEFITTER/PLUMBERS		
1000 - CARPENTERS		
700 - LABORERS-SEMI SKILLED		
1100 - CEMENT MASONS		

Actions

- Open
- Views
- Attachments (0)
- Links
- Tracked Issues

7	Click the down arrow on the right side of the craft code you wish to view.	A menu will appear.
8	Select OPEN from the menu.	The Wage Decision Classifications Basic window will appear.

At the bottom of the page, in the **Wage Decision Basic Details** section, all details for the selected craft code will appear.

Wage Decision Basic Details

Union Identifier * N/A Union Identification Date * 01/06/2023

Wage Craft Code * 400 - ELECTRICIANS

☒ Wage Zone Counties 0 changed

County ID ANSON

Wage Decision Classifications 0 changed

Decision Class	Rate	Fringe	Mod Effecti...	ModRate	ModFringe
401 ELECTRICIAN	29.230	12.830	03/17/2023	30.280	13.040

Comments

Viewing a Wage Decision in a Proposal

Follow the procedure for **Finding a Proposal** on **Page 4-1**.

From the *Proposal Summary* page:

The screenshot shows the 'Proposal Summary' page. At the top, a navigation bar contains links: Overview, Addenda, Item Pricing, Locations, Proposal Vendors, Sections and Items, and **Wage Decisions** (which is circled in red). Below the navigation bar, the page title is 'Proposal Summary'. A blue header bar displays '▼ Proposal: DA10557 - 2021CPT01.06.10581.1 MARTIN B-5673' with 'Save' and '?' icons. Below this, a 'Bid Letting:' section is visible. The main content area is divided into two columns. The left column has a sidebar with 'General' (selected), 'Projects', 'Time', and 'Workflow'. The right column contains various form fields: 'Proposal ID' (DA10557), 'Contract ID' (DA10557), 'WBS Number*' (2021CPT01.06.10581.1), 'Primary County*' (058 - MARTIN), 'WBS, County, TIP*' (2021CPT01.06.10581.1 MARTIN B-5673), 'Primary Division*' (1 - DIVISION 1), 'Type of Work*' (MILLING AND RESURFACING IN MARTIN COUNTY), 'Cluster Indicator' (empty), 'Location*' (US 17 FROM US 64 FROM BERTIE COUNTY LINE), 'Resident Engineer' (Begin typing to search or press Enter), 'Goal Type' (DBE - DISADVANTAGED BUSINESS ENTERPRISE), 'Proposal Item Total' (330,044.00), 'Route Type*' (USR - US ROUTE), and 'Goal Percent' (empty). The 'Route Number*' field is partially visible at the bottom.

Step	Action	Result
1	Click the WAGE DECISIONS link at the top of the window.	The Proposal Wage Decision Overview page will appear.

Continued on Following Page

Viewing a Wage Decision in a Proposal

(continued)

Overview Addenda Locations Proposal Proposal Vendors Sections and Items

Proposal Wage Decision Overview

▼ Proposal: DA10557 - 2021CPT01.06.10581.1 MARTIN B-5673 Save ?

Bid Letting:

Projects DA10450-ST - MARTIN TIP-011521 0 1 of 6

Name	Description	Percent	Primary
058	MARTIN	100.00	Yes

Select Wage Decisions... 0 marked for deletion | 0 changed

Decision Num	Mod Descr	Publication Dt	Constr Type	Issuing Auth	Description
HWY_NC20230091	0	01/06/2023	1 - Highway	Federal	Counties: Beaufort, E

The wage decisions have been added to every project in the proposal.

You will be able to view each project from the **PROJECTS** drop-down list or by clicking the navigation arrows.

Overview Addenda Locations Proposal Proposal Vendors Sections and Items

Proposal Wage Decision Overview

▼ Proposal: DA10557 - 2021CPT01.06.10581.1 MARTIN B-5673 Save ?

Bid Letting:

Projects DA10450-ST - MARTIN TIP-011521 0 1 of 6

▼ Name

- DA10450-ST - MARTIN TIP-011521
- DA10451-ST - MARTIN TIP-011521
- DA10452-ST - MARTIN TIP-011521
- DA10453-ST - MARTIN TIP-011521
- DA10455-ST - MARTIN TIP-011521
- DA10557-RW - MARTIN TIP-011521

Select W

Name	Description	Percent	Primary
058	MARTIN	100.00	Yes

0 marked for deletion | 0 changed

Decision Num	Mod Descr	Publication Dt	Constr Type	Issuing Auth	Description
HWY_NC20230091	0	01/06/2023	1 - Highway	Federal	Counties: Beaufort, E

Assigning a Wage Decision to a Proposal/Project from the Proposal

In order to assign a wage decision to a proposal:

- The proposal must have at least one project with at least one County assigned to it.
- The Letting Date must be later than the Wage Decision Date.

Follow the procedure for **Finding a Proposal** on **Page 4-1**.

From the *Proposal Summary* page:

The screenshot shows the 'Proposal Summary' page for Proposal ID DA10557. The 'Actions' menu is open, and 'Wage Decision Assignment Processing' is highlighted. The menu options include: Add New, Tasks, Export Proposal To Estimator, Export To Bids, Generate Unique Project Line Numbers, Send files to HiCAMS, Validate Proposal, Wage Decision Assignment Processing, Views, Addenda, Attachments (0), Bid Entry, Fiscal Years, Issues, Item Pricing, and Links. The 'Wage Decision Assignment Processing' option is circled in red.

Step	Action	Result
1	Click the down arrow on the right side of the Title Bar.	A drop-down menu will appear.
2	Select WAGE DECISION ASSIGNMENT PROCESSING from the menu.	The Execute Process page will appear.

Continued on Following Page

Assigning a Wage Decision to a Proposal/Project from the Proposal

(continued)

Execute Process

▼ Execute Process - Wage Decision Assignment Processing Execute ?

Settings Set Parameters 3 of 4

Letting Date *
Enter the Letting Date for this proposal - MM/DD/YYYY

Include Highway Wage Decisions
This will include Wage Decisions with construction type of Highway

☒

Include Heavy Wage Decisions
This will include Wage Decisions with construction type of Heavy

☐

Include Building Wage Decisions
This will include Wage Decisions with construction type of Building

☐

3	Type <i>the Letting Date</i> in the LETTING DATE field. (or select it from the calendar)	N/A
---	--	-----

NOTE: By default, the **INCLUDE HIGHWAY WAGE DECISIONS** check box is checked. This will add the appropriate *Highway Wage Decisions* to all projects in the proposal

4	If applicable, check the INCLUDE HEAVY WAGE DECISIONS check box.	N/A
5	If applicable, check the INCLUDE BUILDING WAGE DECISIONS check box.	N/A
6	Click the EXECUTE button.	The results of the process will appear in a new browser tab.


Continued on Following Page

Assigning a Wage Decision to a Proposal/Project from the Proposal

(continued)

```
5/17/2023 10:13:59 AM: Info - Start of WageDecisionAssignmentProcessing. Version: 2023.4.28.1
5/17/2023 10:14:05 AM: Info - Processing proposal Id: DA10557
5/17/2023 10:14:05 AM: Info - Project Counts: 6
5/17/2023 10:14:05 AM: Info - Deleted Wage Decisions: HWY_NC20230091 for Project Name: DA10451-ST
5/17/2023 10:14:09 AM: Info - Deleted Wage Decisions: HWY_NC20230091 for Project Name: DA10452-ST
5/17/2023 10:14:10 AM: Info - Deleted Wage Decisions: HWY_NC20230091 for Project Name: DA10450-ST
5/17/2023 10:14:10 AM: Info - Deleted Wage Decisions: HWY_NC20230091 for Project Name: DA10453-ST
5/17/2023 10:14:11 AM: Info - Deleted Wage Decisions: HWY_NC20230091 for Project Name: DA10455-ST
5/17/2023 10:14:11 AM: Info - Deleted Wage Decisions: HWY_NC20230091 for Project Name: DA10557-RW
5/17/2023 10:14:12 AM: Info - Added Wage Decisions: NC20220091 for Project Name: DA10451-ST
5/17/2023 10:14:12 AM: Info - Added Wage Decisions: NC20220091 for Project Name: DA10452-ST
5/17/2023 10:14:12 AM: Info - Added Wage Decisions: NC20220091 for Project Name: DA10450-ST
5/17/2023 10:14:12 AM: Info - Added Wage Decisions: NC20220091 for Project Name: DA10453-ST
5/17/2023 10:14:12 AM: Info - Added Wage Decisions: NC20220091 for Project Name: DA10455-ST
5/17/2023 10:14:12 AM: Info - Added Wage Decisions: NC20220091 for Project Name: DA10557-RW
5/17/2023 10:14:14 AM: Info - Completed Processing proposal Id: DA10557
5/17/2023 10:14:14 AM: Info - End of WageDecisionAssignmentProcessing
```

The wage decisions will be added to every project in the proposal.

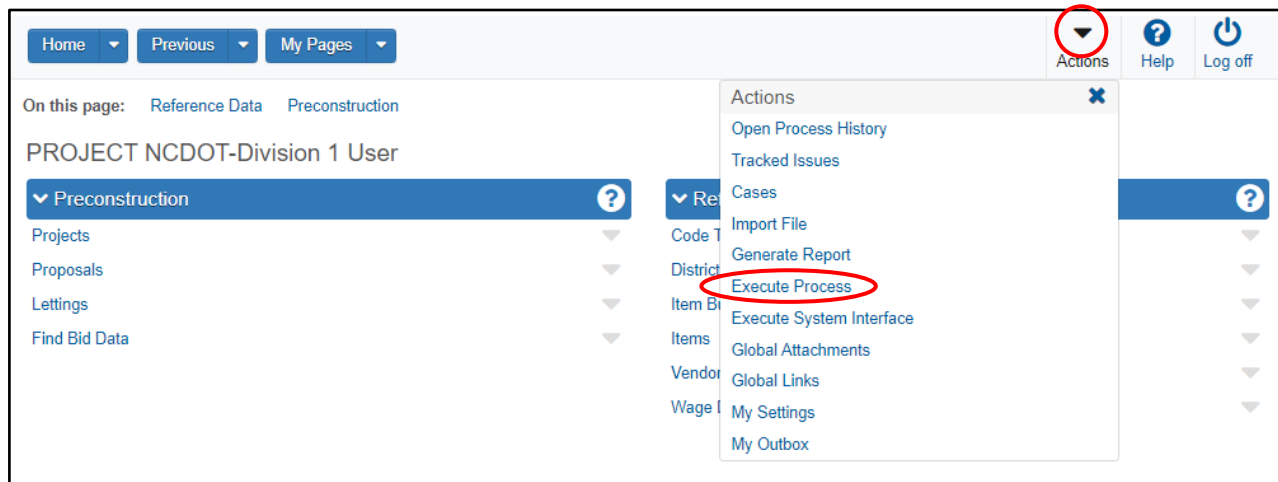
 **NOTE:** Each time this process is run, the previous results will be deleted and replaced by the results of the new process.

Assigning a Wage Decision to Multiple Proposals/Projects from the AWP Dashboard

In order to assign a wage decision to a proposal:

- The proposal must have at least one project with at least one County assigned to it.
- The Letting Date must be later than the Wage Decision Date.

From the *AASHTOWARE Project Dashboard* page:




Step	Action	Result
1	From the ACTIONS menu at the top of the window, select <i>Execute Process</i> .	The Execute Process page will appear.
2	Select WAGE DECISION ASSIGNMENT PROCESSING .	The Select Data page will appear.
3	Type <i>the proposal number</i> in the SEARCH box.	The list of proposals will be filtered by the value in the SEARCH box.

Continued on Following Page

Assigning a Wage Decision to Multiple Proposals/Projects from the AWP Dashboard

(continued)


4	Click on <i>the Proposal</i> to select it.	A green check mark will appear next to the selected proposal.
---	--	---

 **NOTE:** You will be able to select multiple proposals here.

Execute Process

Execute Process - Wage Decision Assignment Processing Execute ?


Settings Select Data 2 of 4 ← →

Q Enter search criteria or hit enter 

Advanced Showing 10 of 72

Select: All None 2 selected

Proposal	WBS,County,TIP	Advertisement Date	Letting Date
DA00496	2021CPT.01.05.100281.1, ETC DARE,	04/21/2021	05/19/2021
✓ DA10350	2021CPT01.06.10581.1 MARTIN TIP-0	03/08/2021	03/25/2021
DA10351	2021CPT01.06.10581.1 MARTIN TIP-0	03/08/2021	03/08/2021
✓ DA10352	2021CPT01.06.10581.1 MARTIN TIP-0	03/08/2021	03/30/2021
DA10353	2021CPT01.06.10581.1 MARTIN TIP-0	03/08/2021	03/11/2021

5	Click the RIGHT ARROW  button.	The Execute Process Parameters page will appear.
---	--	---

Continued on Following Page

Assigning a Wage Decision to Multiple Proposals/Projects from the AWP Dashboard

(continued)

Execute Process

▼ Execute Process - Wage Decision Assignment Processing Execute ?

Settings Set Parameters 3 of 4 ← →

Letting Date *
Enter the Letting Date for this proposal MM/DD/YYYY

Include Highway Wage Decisions
This will include Wage Decisions with construction type of Highway
☒

Include Heavy Wage Decisions
This will include Wage Decisions with construction type of Heavy
☐

Include Building Wage Decisions
This will include Wage Decisions with construction type of Building
☐

6	Type <i>the Letting Date</i> in the LETTING DATE field. (or select it from the calendar)	N/A
---	--	-----

NOTE: By default, the **INCLUDE HIGHWAY WAGE DECISIONS** check box is checked. This will add the appropriate *Highway Wage Decisions* to all projects in the proposal

7	If applicable, check the INCLUDE HEAVY WAGE DECISIONS check box.	N/A
8	If applicable, check the INCLUDE BUILDING WAGE DECISIONS check box.	N/A
9	Click the EXECUTE button.	The results of the process will appear in a new browser tab.


Continued on Following Page

Assigning a Wage Decision to Multiple Proposals/Projects from the AWP Dashboard

(continued)

```
5/17/2023 5:00:17 PM: Info - Start of WageDecisionAssignmentProcessing. Version: 2023.4.28.1
5/17/2023 5:00:34 PM: Info - Processing proposal Id: DA10350
5/17/2023 5:00:34 PM: Info - Project Counts: 1
5/17/2023 5:00:34 PM: Info - Deleted Wage Decisions: HWY_NC20230091 for Project Name: DA10350-RW
5/17/2023 5:00:38 PM: Info - Deleted Wage Decisions: HWY_NC20230069 for Project Name: DA10350-RW
5/17/2023 5:00:39 PM: Info - Added Wage Decisions: HWY_NC20230091 for Project Name: DA10350-RW
5/17/2023 5:00:41 PM: Info - Completed Processing proposal Id: DA10350
5/17/2023 5:00:41 PM: Info - Processing proposal Id: DA10352
5/17/2023 5:00:41 PM: Info - Project Counts: 1
5/17/2023 5:00:41 PM: Info - Added Wage Decisions: HWY_NC20230091 for Project Name: DA10352-RW
5/17/2023 5:00:42 PM: Info - Completed Processing proposal Id: DA10352
5/17/2023 5:00:42 PM: Info - End of WageDecisionAssignmentProcessing
```

The wage decisions will be added to every project in the proposal.

 **NOTE:** Each time this process is run, the previous results will be deleted and replaced by the results of the new process.

Chapter 7 Advertisement

Before an advertisement for a letting can be generated, you must confirm the following:

- A. The bid letting you wish to advertise has been set up in AWP.
- B. You have created a letting proposal for each proposal that will be advertised.
- C. All **Workflow Phases** have been changed to **Process Bids**.
(First in the **Letting**, then in the associated **Proposals** that will be advertised.)

Changing the Workflow Phase

Follow the procedure for **Finding a Letting** on **Page 5-1**.

From the ***Bid Letting Summary*** page:

The screenshot shows the 'Bid Letting Summary' page for 'Bid Letting: L210505A'. On the left, there are tabs for 'General', 'Proposals', and 'Workflow'. The 'Workflow' tab is selected and circled in red. The main content area displays the following information:

- Bid Letting ID:** L210505A
- Letting Time:** 2:00 PM
- Letting Date:** 05/05/2021
- Letting Status:** SCHD - SCHEDULED
- Bidders List Cutoff Date:** 05/04/2021

In the Letting

Step	Action	Result
1	On the left side of the page, click on the Workflow tab.	The Workflow tab will appear.
2	Select NCDOT – Division Workflow from the drop-down list in the WORKFLOW field.	Your selection will appear in the WORKFLOW field.

Continued on Following Page

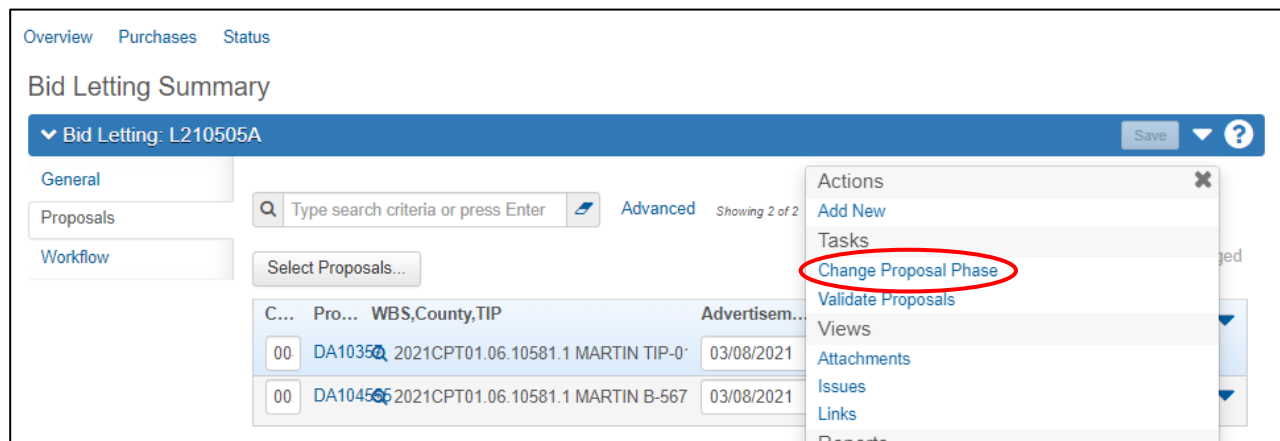
Changing the Workflow Phase

(continued)

3	Select Process Bids from the drop-down list in the WORKFLOW PHASE field.	Your selection will appear in the WORKFLOW PHASE field.
4	Click the SAVE button in the Header Bar .	A Save Complete message will appear above the Header Bar .

In the Proposals

5	On the left side of the page, click on the Proposals tab.	The Proposals tab will appear.
---	--	---------------------------------------



(Bid Letting Summary Page – Proposals Tab)


6	Click the drop-down arrow at the right side of the Header Bar .	A list of options will appear.
7	Select Change Proposal Phase from the list.	The Change Workflow Phase page will appear.
8	Select NCDOT – Division Workflow from the drop-down list in the WORKFLOW field.	Your selection will appear in the Workflow field.

Continued on Following Page

Changing the Workflow Phase


(continued)

9

Click the **Arrow**  at the bottom of the page to go to the next page.

The next page will appear.


Change Workflow Phase

▼ Change Proposal Phase 


Progress:



Select Workflow **Select Proposals** Select Phase

2 Select Proposals:

Q Type search criteria or press Enter  **Advanced** Showing 2 of 2 From Phase No Filter


Select: **All** None 1 selected

Proposal	WBS,County,TIP	Proposal Status	Phase
DA10357	2021CPT01.06.10581.1 MARTIN TIP-011521	AWD - AWARDED	
 DA104555	2021CPT01.06.10581.1 MARTIN B-5673	LET - LET	


10

Click to the left of each proposal you wish to advertise to select the proposal.

 **NOTE:** If you wish to select all the proposals, click **ALL**.


Once selected, a green check mark will appear to the left of the proposals.

11

Click the Arrow  at the bottom of the page to go to the next page.

The next page will appear.

Change Workflow Phase

▼ Change Proposal Phase 


Progress:



Select Workflow Select Proposals **Select Phase**

3 Select Phase:

New Workflow *
NCDOT-Division Workflow

New Phase *
Process Bids



Continued on Following Page

Changing the Workflow Phase

(continued)

12	Select <i>Process Bids</i> from the drop-down list in the NEW PHASE field.	Your selection will appear in the NEW PHASE field.
13	Click the CHANGE PROPOSAL PHASE button.	The following message will appear above the Header Bar .

Letting Summary

Change Workflow Phase

Proposal Phase changed for selected proposals. x

▼ Change Proposal Phase ?

You will return to the first page of the **Change Workflow Phase** process.

Click **LETTING SUMMARY** at the top of the page to return to the **Letting Summary** page.

Uploading Bid Data Files to NCDOT.gov

This procedure populates the library of files that the Interested Parties/Authorized Bidders need to see for the proposals they are bidding on.

If a document set hasn't been created for the letting, you will need to create one.

To access the **Bidding and Letting** page:

Step	Action	Result
1	In the address bar of your web browser, type HTTPS://INSIDE.NCDOT.GOV/STAGE/CONNECT/LETTING/ LAYOUTS/15/VIEWLST.S.ASPX and press Enter .	The following page will appear.

The screenshot shows the 'Connect NCDOT BUSINESS PARTNER RESOURCES' website. The user is logged in as 'Johnson, Ann P'. The navigation bar includes 'Home', 'Help', 'Team Sites', and 'Site Map'. The main menu has 'Doing Business', 'Bidding & Letting' (highlighted), 'Projects', 'Resources', and 'Local Governments'. A search bar is present on the right.

The 'Bidding & Letting' section is titled 'Site contents'. On the left, there is a sidebar with links: 'Tentative Letting Lists', 'Central', 'Division', 'Design-Build', 'Roadside Environmental', 'Consultants', 'Aviation', and 'Aggregate Bids'.

The main content area is titled 'Lists, Libraries, and other Apps'. It displays a grid of 15 items, each with an icon, title, item count, and modification date:





- 12 Month Archives**: 149 items, Modified 3 weeks ago
- 12 Month Division Letting List**: 177 items, Modified 16 months ago
- 12 Month Let List Resources**: 5 items, Modified 16 months ago
- 12 Month Let List**: 166 items, Modified 18 months ago
- 12 Month Letting Archive**: 64 items, Modified 18 months ago
- 12 Month Letting Text**: 2 items, Modified 12 months ago
- 12 Month Tentative Lets**: 168 items, Modified 2 years ago
- 12 Month Tentative Letting Library**: 9 items, Modified 3 weeks ago
- Aggregate Bid Submissions Content**: 2 items, Modified 16 months ago
- Aggregate-Bidding-Documents**: 300 items, Modified 27 hours ago
- AggregateBiddingHowTo**: 2 items, Modified 16 months ago
- Aviation Content**: 3 items, Modified 16 months ago
- Aviation Documents**: 11 items, Modified 16 months ago
- Bicycle Pedestrian**: 31 items, Modified 16 months ago
- Bridge Letting**: 878 items, Modified 16 months ago

At the bottom of the grid, there are three partially visible items: 'Cash/Electronic Disclaimers For A...', 'Central Let Resources', and 'Central Letting Link List'.

Continued on Following Page

Uploading Bid Data Files to NCDOT.gov

(continued)

 Design Build Program 3258 items Modified 5 days ago	 Design Build Resources 20 items Modified 6 months ago	 Division 1 Letting 3860 items Modified 49 minutes ago
 Division 10 Letting 4060 items Modified 6 days ago	 Division 11 Letting 2774 items Modified 2 weeks ago	 Division 12 Letting 3103 items Modified 26 hours ago
 Division 13 Letting 2857 items Modified 33 hours ago	 Division 14 Letting Archive (2012 - 2015) 2998 items Modified 16 months ago	 Division 14 Letting 3921 items Modified 51 minutes ago
 Division 2 Letting 4671 items Modified 26 minutes ago	 Division 3 Letting 3769 items Modified 24 hours ago	 Division 4 Letting 3002 items Modified 30 hours ago
 Division 5 Letting 2897 items Modified 4 days ago	 Division 6 Letting 3575 items Modified 2 hours ago	 Division 7 Letting 4564 items Modified 2 hours ago
 Division 8 Letting 3006 items Modified 24 hours ago	 Division 9 Letting 2275 items Modified 6 days ago	 Division Content - Hurricane-Response 2 items Modified 3 months ago

2

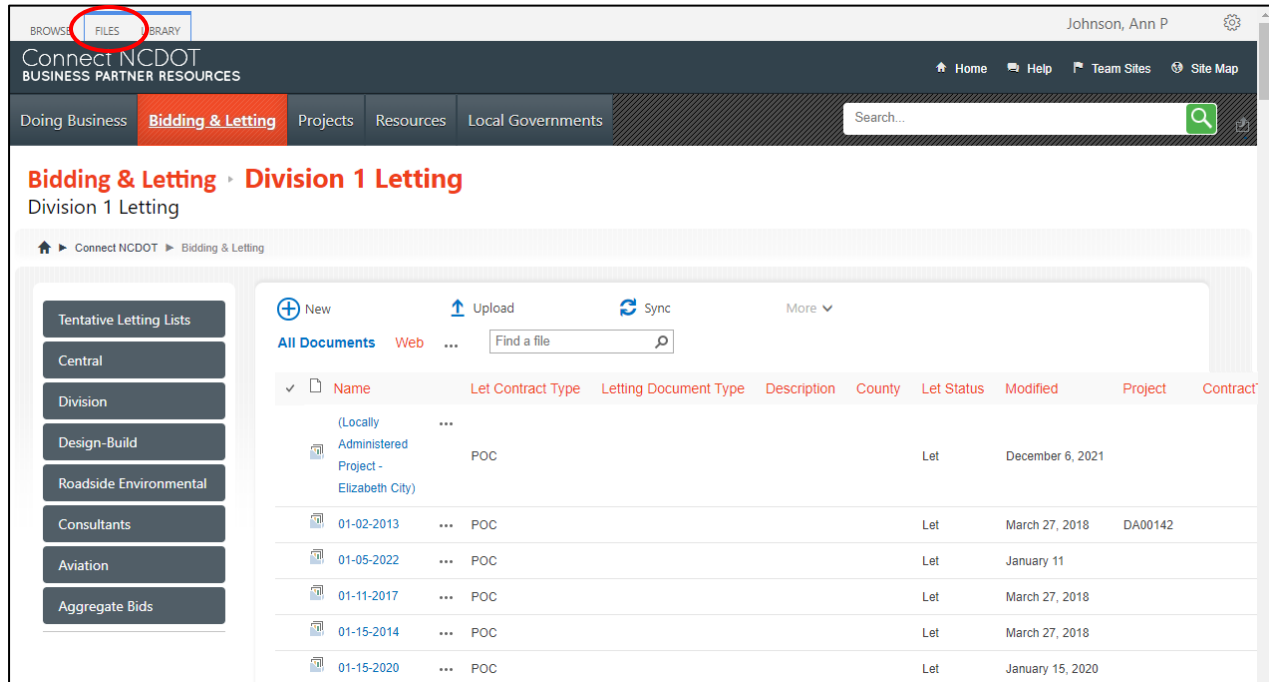
Click on the **letting folder for your Division**.

The list of lettings will appear.

Continued on Following Page

Uploading Bid Data Files to NCDOT.gov

(continued)



Creating a Letting Document Set

If you need to create a new document set for the letting, follow these steps, otherwise skip to **Step 15**.

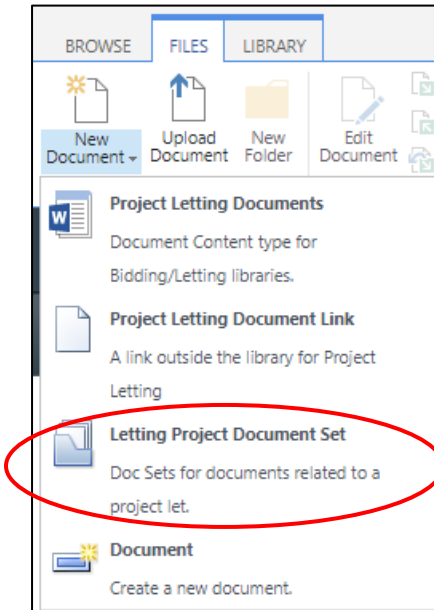
A new Document Set will need to be created for each new Letting.

3	In the top left corner of the window, click the FILES tab.	The SharePoint toolbar will expand.
4	Click the drop-down under the NEW button.	A drop-down menu will appear.

Continued on Following Page

Uploading Bid Data Files to NCDOT.gov

(continued)



5	Select LETTING PROJECT DOCUMENT SET from the menu.	The following popup will appear.
---	---	----------------------------------

Continued on Following Page

Uploading Bid Data Files to NCDOT.gov

(continued)

NEW DOCUMENT SET: LETTING PROJECT DOCUMENT SET

Name *

Let Date

Project letting date

Let Status

Division

The fourteen NCDOT Divisions

Let Doc Set

Yes

Is this a letting document set?

Description

A description of the Document Set

Project

Either a project number or short description. Must be the same for all documents that are part of this project.

Let Contract Type

POC

ContractType

Used for Division Letting Contracts. Either POC or SBE.

Save

Cancel

6	Type <i>the Letting Date</i> in MM-DD-YYYY format in the NAME field.	N/A
7	Type <i>the Letting Date</i> in the LET DATE field or select it from the calendar.	N/A
8	Select <i>the status of the Letting</i> from the drop-down in the LET STATUS field.	N/A
9	Select <i>the Division</i> from the drop-down in the DIVISION field.	N/A

Continued on Following Page

Uploading Bid Data Files to NCDOT.gov

(continued)

10	If necessary, type <i>a brief description</i> in the DESCRIPTION field.	N/A
11	Type <i>the Projects contained in the Letting or a brief description</i> in the PROJECT field. 📁 NOTE: What you type in this field must be the same for all documents that are part of this project.	N/A
12	Select <i>POC or SBE</i> from the drop-down in the LET CONTRACT TYPE field.	N/A
13	Type <i>the contract type</i> in the CONTRACTTYPE field.	N/A
14	Click the SAVE button.	The new Letting Document Set will be created.

Continued on Following Page

Uploading Bid Data Files to NCDOT.gov

(continued)


Uploading Files

15

Click on *the Letting Document Set*.

The document set for the selected **Letting** will appear.

Content types that are available to this Document Set have been added or removed. [Update the Document Set](#).




05-17-2022


Division1


Let Date5/17/2022

Let StatusAdvertised


[View All Properties](#)
[Edit Properties](#)


 New

 Upload

 Sync

More ▾

Find a file 

✓  Name

Let Contract Type

Letting Document Type

Description

County

Let Status

Modified

Project

ContractType

Division

Drag files here to upload

16

Click **UPLOAD**.

The following dialog will appear.

ADD A DOCUMENT

Choose a file

Choose File

No file chosen

☒ Add as a new version to existing files

Destination Folder

/05-17-2022/

Choose Folder...

Version Comments

OK

Cancel

Continued on Following Page

Uploading Bid Data Files to NCDOT.gov

(continued)

17	Click the CHOOSE FILE button.	The Open dialog will appear.
18	Select <i>the file you wish to upload</i> and click the OPEN button.	The name of the file will appear in the CHOOSE A FILE field.

The **DESTINATION FOLDER** field will default to *the current Letting Folder*.

19	If you wish to type any <i>comments about this file</i> , type them in the VERSION COMMENTS field.	N/A
20	Click the OK button.	The following popup will appear.

ADD A DOCUMENT

EDIT

Check In Cancel Paste Cut Copy Delete Item

Commit Clipboard Actions

The document was uploaded successfully and is checked out to you. Check that the fields below are correct and that all required fields are filled out. The file will not be accessible to other users until you check in.

Content Type: Project Letting Documents
Document Content type for Bidding/Letting libraries.

Name *: Test Document .pdf

Description: Description of the Document

Letting Document Type: Plan Holder List
For Project Letting - what kind of document is this?

Let Date: 5/17/2022
Project letting date

Division: 1
The fourteen NCDOT Divisions

Contract *: [Dropdown]

County:

- ☐ Alamance
- ☐ Ashe
- ☐ Bladen
- ☐ Cabarrus
- ☐ Caswell
- ☐ Chowan
- ☐ Craven
- ☐ Davidson
- ☐ Edgecombe
- ☐ Gates
- ☐ DA10355
- ☐ Alexander
- ☐ Beaufort
- ☐ Buncombe
- ☐ Caldwell
- ☐ Catawba
- ☐ Clay
- ☐ Cumberland
- ☐ Davie
- ☐ Forsyth
- ☐ Graham
- ☐ Alleghany
- ☐ Anson
- ☐ Bertie
- ☐ Burke
- ☐ Carteret
- ☐ Cherokee
- ☐ Columbus
- ☐ Dare
- ☐ Durham
- ☐ Gaston
- ☐ Greene

Continued on Following Page

Uploading Bid Data Files to NCDOT.gov

(continued)

21	Select <i>Project Letting Documents, Project Letting Document Link, or Document</i> from the drop-down list in the CONTENT TYPE field.	N/A
----	---	-----

The name of the uploaded document will appear in the **NAME** field.

22	If needed, type <i>a brief description of the file</i> in the Description field.	N/A
23	Select <i>the type of file</i> from the drop-down list in the LETTING DOCUMENT TYPE field.	N/A

The Letting Date will default in the **LET DATE** field.

The Division will default in the **DIVISION** field.

24	From the drop-down in the CONTRACT field, select either <i>ALL</i> or a <i>specific contract number</i> .	N/A
25	Click the check box beside each COUNTY that the file pertains to.	N/A

Continued on Following Page

Uploading Bid Data Files to NCDOT.gov

(continued)

ADD A DOCUMENT

☐

 Henderson

☐

 Iredell

☐

 Lee

☐

 Madison

☐

 Mitchell

☐

 New Hanover

☐

 Pamlico

☐

 Person

☐

 Richmond

☐

 Rutherford

☐

 Stokes

☐

 Tyrrell

☐

 Warren

☐

 Wilkes

☐

 Hertford

☐

 Jackson

☐

 Lenoir

☐

 Martin

☐

 Montgomery

☐

 Northampton

☐

 Pasquotank

☐

 Pitt

☐

 Robeson

☐

 Sampson

☐

 Surry

☐

 Union

☐

 Washington

☐

 Wilson

☐

 Hoke

☐

 Johnston

☐

 Lincoln

☐

 McDowell

☐

 Moore

☐

 Onslow

☐

 Pender

☐

 Polk

☐

 Rockingham

☐

 Scotland

☐

 Swain

☐

 Vance

☐

 Watauga

☐

 Yadkin

☐

 Hyde

☐

 Jones

☐

 Macon

☐

 Mecklenburg

☐

 Nash

☐

 Orange

☐

 Perquimans

☐

 Randolph

☐

 Rowan

☐

 Stanly

☐

 Transylvania

☐

 Wake

☐

 Wayne

☐

 Yancey

Full List of NC Counties

Let Status

Advertised

File Category

☐ Featured
 ☐ Manual
 ☐ Application
 ☐ Spanish

For downloadable files and documents. Used by Content Query Web Part.

Project

Either a project number or short description. Must be the same for all documents that are part of this project.

Let Contract Type

POC

ContractType

Used for Division Letting Contracts. Either POC or SBE.

Version: 1.0

Created at 6/9/2022 2:01 PM by ☐

Johnson, Ann P

Last modified at 6/9/2022 2:01 PM by ☐

Johnson, Ann P

Check In

Cancel

The status of the letting will default in the **LET STATUS** field.

26	Click <i>the applicable checkbox</i> in the FILE CATEGORY section.	N/A
27	In the PROJECT field, type the project number or short description. 📁 NOTE: What you type in this field must be the same for all documents that are part of this project.	N/A
28	Select <i>SBE</i> or <i>POC</i> from the drop-down list in the LET CONTRACT TYPE field.	N/A

Continued on Following Page

Uploading Bid Data Files to NCDOT.gov

(continued)

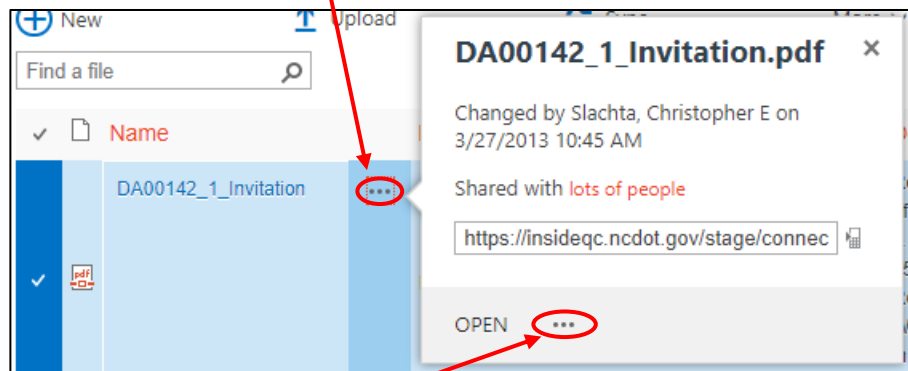
29	If applicable, type a brief description in the CONTRACTTYPE field.	N/A
30	Click the CHECK IN button,	Within a few seconds, the file will appear in the list. It will have a green asterisk * next to it. This indicates that the file is new.

Editing Bid Data File Information

If you need to edit the information you provided about the file,

From the document set containing the file:

Step	Action	Result
1	Click on the 3 dots next to the name of the file.	The following dialog will appear.

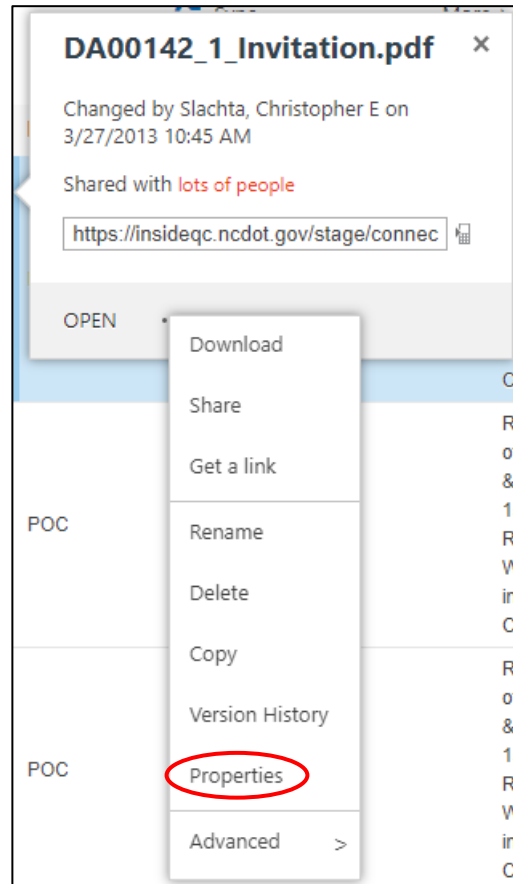


2	Click on the 3 dots next to the word OPEN .	The following dialog will appear.
---	--	-----------------------------------

Continued on Following Page

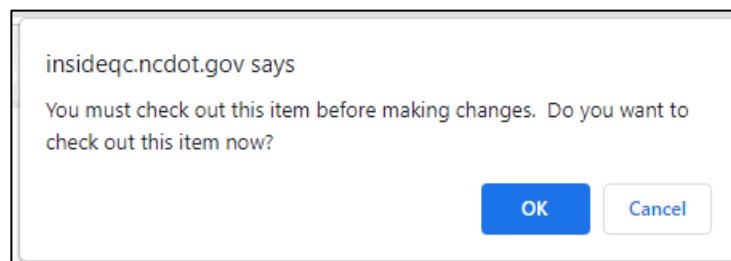
Editing Bid Data File Information

(continued)



3 Click on **PROPERTIES**.

The following message will appear.



4 Click **OK**.

The dialog you populated when you uploaded the file will appear.

Continued on Following Page

Editing Bid Data File Information

(continued)

DIVISION 1 LETTING - DA00142_1_INVITATION.PDF

EDIT

Save Cancel Paste Cut Copy Delete Item

Commit Clipboard Actions

Content Type: Project Letting Documents
Document Content type for Bidding/Letting libraries.

Name *: DA00142_1_Invitation.pdf

Description: Replacement of Bridges #54 & #55 on SR 1511 (Sutton Rd) ov

Letting Document Type: Invitation to Bid
For Project Letting - what kind of document is this?

Let Date: 1/2/2013
Project letting date

Division: 1
The fourteen NCDOT Divisions

Contract *:
Prior to advertisement, choose ALL for content being uploaded. After advertisement, select individual contract applicable for a specific upload or ALL if the upload applies to the entire contract.

County:

<input type="checkbox"/> Alamance	<input type="checkbox"/> Alexander	<input type="checkbox"/> Alleghany	<input type="checkbox"/> Anson
<input type="checkbox"/> Ashe	<input type="checkbox"/> Avery	<input type="checkbox"/> Beaufort	<input checked="" type="checkbox"/> Bertie
<input type="checkbox"/> Bladen	<input type="checkbox"/> Brunswick	<input type="checkbox"/> Buncombe	<input type="checkbox"/> Burke
<input type="checkbox"/> Cabarrus	<input type="checkbox"/> Caldwell	<input type="checkbox"/> Camden	<input type="checkbox"/> Carteret
<input type="checkbox"/> Caswell	<input type="checkbox"/> Catawba	<input type="checkbox"/> Chatham	<input type="checkbox"/> Cherokee
<input type="checkbox"/> Chowan	<input type="checkbox"/> Clay	<input type="checkbox"/> Cleveland	<input type="checkbox"/> Columbus
<input type="checkbox"/> Craven	<input type="checkbox"/> Cumberland	<input type="checkbox"/> Currituck	<input type="checkbox"/> Dare
<input type="checkbox"/> Davidson	<input type="checkbox"/> Davie	<input type="checkbox"/> Duplin	<input type="checkbox"/> Durham
<input type="checkbox"/> Edgecombe	<input type="checkbox"/> Forsyth	<input type="checkbox"/> Franklin	<input type="checkbox"/> Gaston
<input type="checkbox"/> Gates	<input type="checkbox"/> Graham	<input type="checkbox"/> Granville	<input type="checkbox"/> Greene
<input type="checkbox"/> Guilford	<input type="checkbox"/> Halifax	<input type="checkbox"/> Harnett	<input type="checkbox"/> Haywood
<input type="checkbox"/> Henderson	<input type="checkbox"/> Hertford	<input type="checkbox"/> Hoke	<input type="checkbox"/> Hyde
<input type="checkbox"/> Iredell	<input type="checkbox"/> Jackson	<input type="checkbox"/> Johnston	<input type="checkbox"/> Jones

5

Make your edits and click the **SAVE** button.

You will return to the list. The file will now be marked with a green arrow.



This means that the file is checked out to you, and you must check it back in.

Continued on Following Page

Editing Bid Data File Information

(continued)

Checking in a File

6

To check the file back in, click on the three dots next to the name of the file.

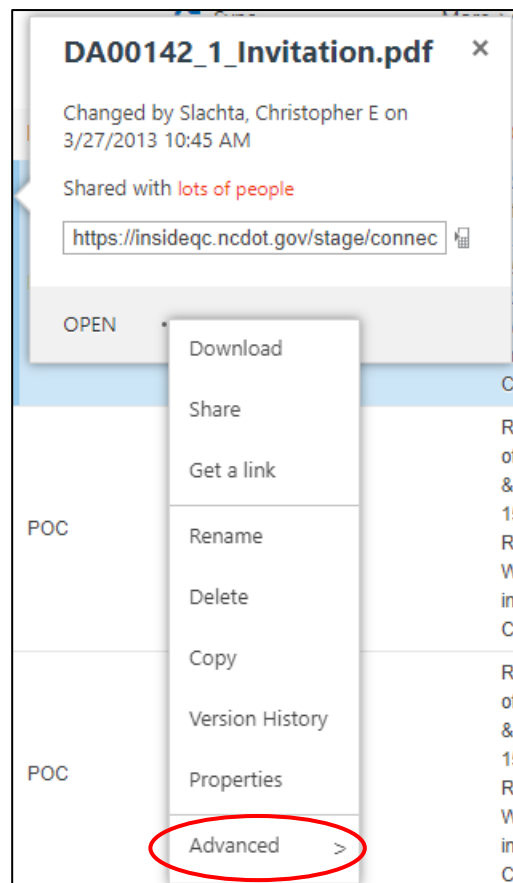
The following dialog will appear.



7

Click on the 3 dots next to the word **OPEN**.

The following dialog will appear.

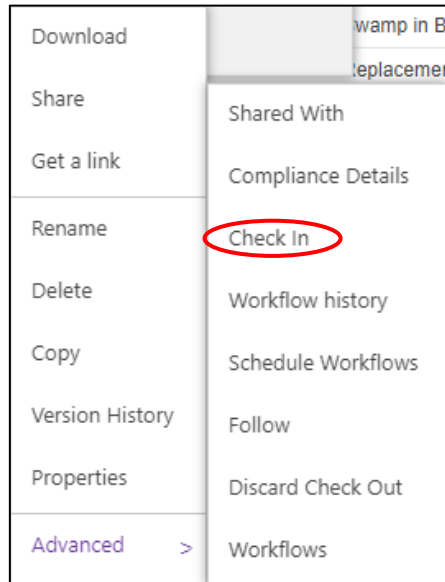


Continued on Following Page

Editing Bid Data File Information

(continued)

8	Click on ADVANCED .	The following dialog will appear.
---	----------------------------	-----------------------------------



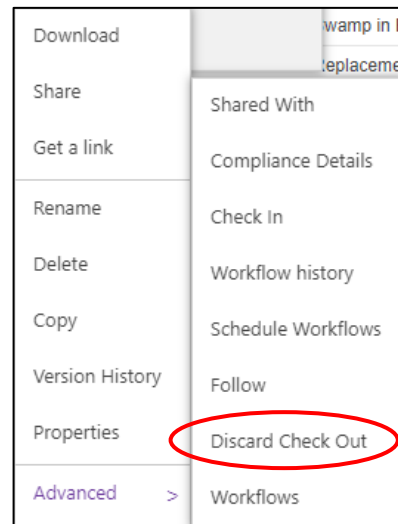
9	Click on CHECK IN .	The file is checked in and your changes are saved.
---	----------------------------	--

Continued on Following Page

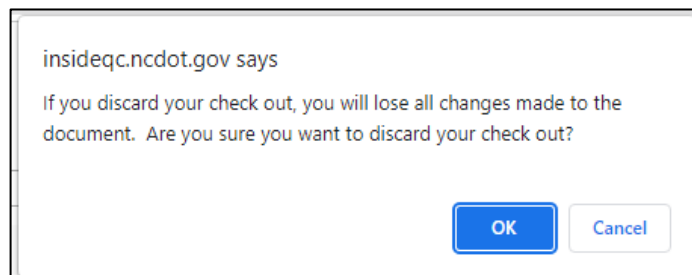
Editing Bid Data File Information

(continued)

If you have checked out the wrong file, don't make any changes, or don't want to save your changes, you may select, **DISCARD CHECK OUT** from the menu instead.



The following error message will appear.



Click **OK** and your checkout will be discarded.

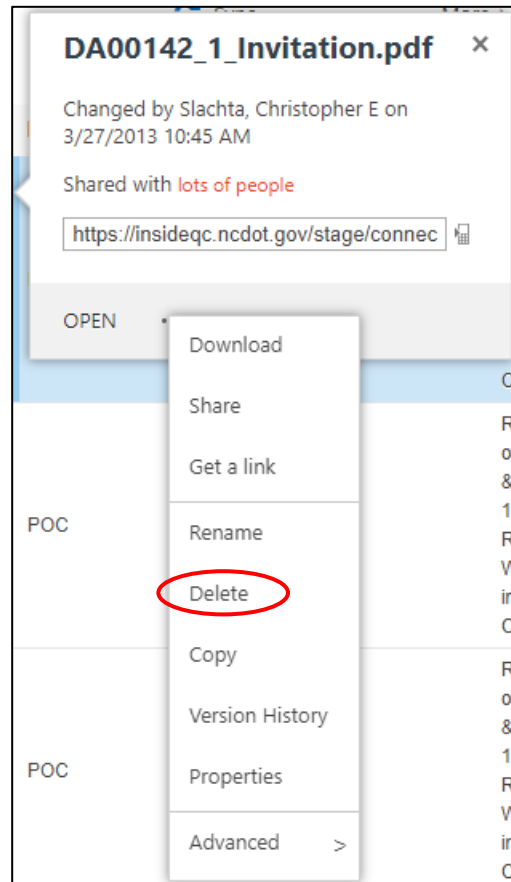
Continued on Following Page

Editing Bid Data File Information

(continued)

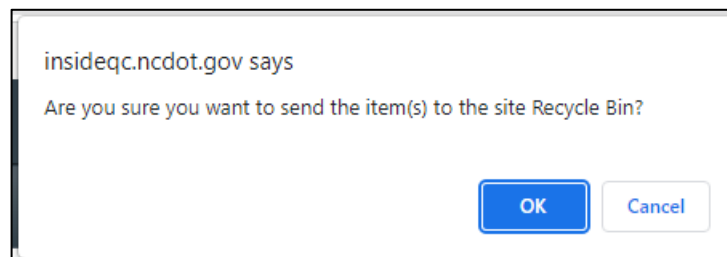
Deleting a File

If you upload a file by mistake or if you want to delete the file in order to replace it with a different version, you can delete it.



Select **DELETE** from the menu that appears when you click the three dots next to the word **OPEN**.

The following error message will appear.



Click **OK** and the file will be deleted.

Adjusting Estimate Prices After Advertisement & Before Letting

Follow the procedure for **Finding a Proposal** on **Page 4-1**.

From the *Proposal Summary* page:

Step	Action	Result
1	Click the <i>Item Pricing</i> Quick Link.	The Price Proposal Items window will appear.

Overview Addenda Locations Proposal Proposal Vendors Sections And Items Wage Decisions

Price Proposal Items


▼ Proposal: DA10457 - 2021CPT01.06.10581.1 MARTIN B-5673 Save ?

Proposal Item Total
330,044.00

Search for Proposal Items Showing 1 of 1 0 changed [Expand All](#)

ID	Description	Total	Proposal Items
0001	ROADWAY ITEMS	330,044.00	8

(Price Proposal Items Page)

2	Expand the section containing the item by clicking the  arrow.	N/A
3	Navigate to the item and change the amount in the PRICE field.	N/A
4	Press the Tab key to move the cursor from the edited field.	The SAVE button will become enabled.
5	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .

Chapter 8 Bid Preparation

Creating the EBSX File for One Proposal

The EBSX file is used by contractors to enter their bids using the **Project Bids Bid** application. It allows them to electronically submit bids and DBE/MBE/WBE information.

Division personnel also use the EBSX file to enter paper bids into the **Project Bids Entry** application.

Beginning with Advertisements on or after November 1, 2024, EBSX files will need to be posted to the Connect letting site like CSDU posts their EBSX files with each letting. You will still load them to Bid Express. This gives bidding contractors one method for downloading bid files for all NCDOT lettings. It also allows us to support bidding contractors more quickly on Division lettings.

Follow the procedure for **Finding a Proposal on Page 4-1**.

From the *Proposal Summary* page:

The screenshot displays the 'Proposal Summary' page for a specific proposal. The top navigation bar includes links for Overview, Addenda, Item Pricing, Locations, Proposal Vendors, Sections and Items, and Wage Decisions. The main header shows the proposal details: 'Proposal: DA10457 - 2021CPT01.06.10581.1 MARTIN B-5673'. Below this, the 'Bid Letting' is identified as 'L230418A'. The left sidebar contains tabs for General, Projects, Time, and Workflow. The main content area shows fields for Proposal ID, WBS Number, WBS, County, TIP, Type of Work, Location, Goal Type, and Goal Percent. A dropdown menu is open on the right side, listing various actions. The 'Export To Bids' option is highlighted with a red circle.

Section	Field	Value
General	Proposal ID	DA10457
General	WBS Number *	2021CPT01.06.10581.1
General	WBS, County, TIP *	2021CPT01.06.10581.1 MARTIN B-5673
General	Type of Work *	MILLING AND RESURFACING IN MARTIN COUNTY
General	Location *	US 17 FROM US 64 FROM BERTIE COUNTY LINE
General	Goal Type	DBE - DISADVANTAGED BUSINESS ENTERPRISE
General	Goal Percent	

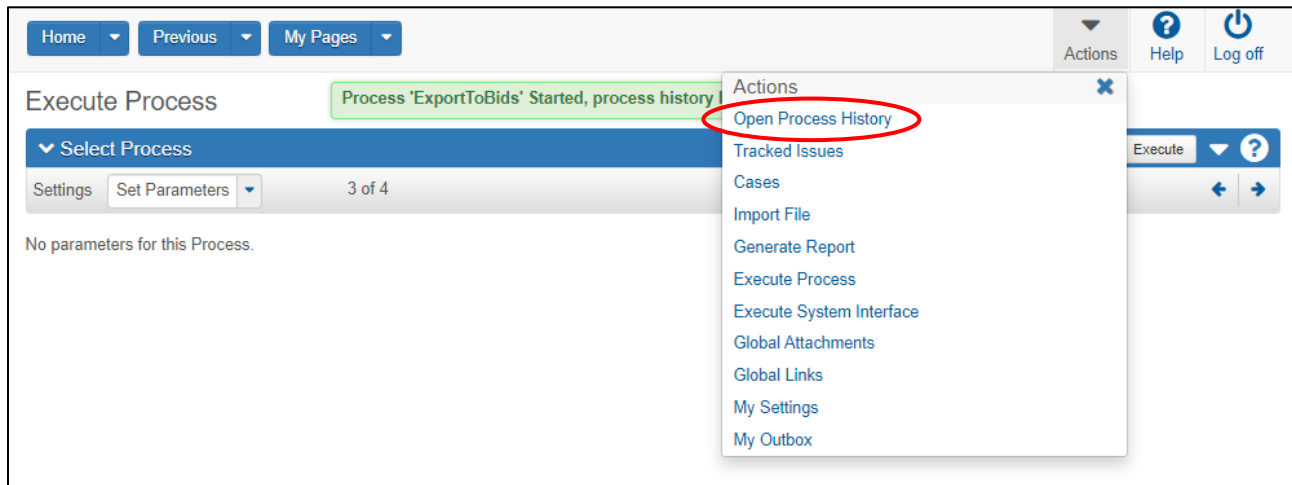
Continued on Following Page

Creating the EBSX File for One Proposal

(continued)

Step	Action	Result
1	From the drop-down arrow at the right side of the Header Bar select <i>Export to Bids</i> .	The Execute Process page will appear.
2	Click the EXECUTE button.	This will launch the process.

Now you'll need to go to the **Process History** page to see if the process was successful.



Checking the Status of the EBSX File

3	From the ACTIONS menu at the top of the window, select <i>Open Process History</i> .	The Process History Overview page will appear.
4	Locate the process you have just executed. 📁 NOTE: Processes will be displayed with the most recent at the top of the page. Currently running processes will appear at the bottom until they have finished running.	

Continued on Following Page

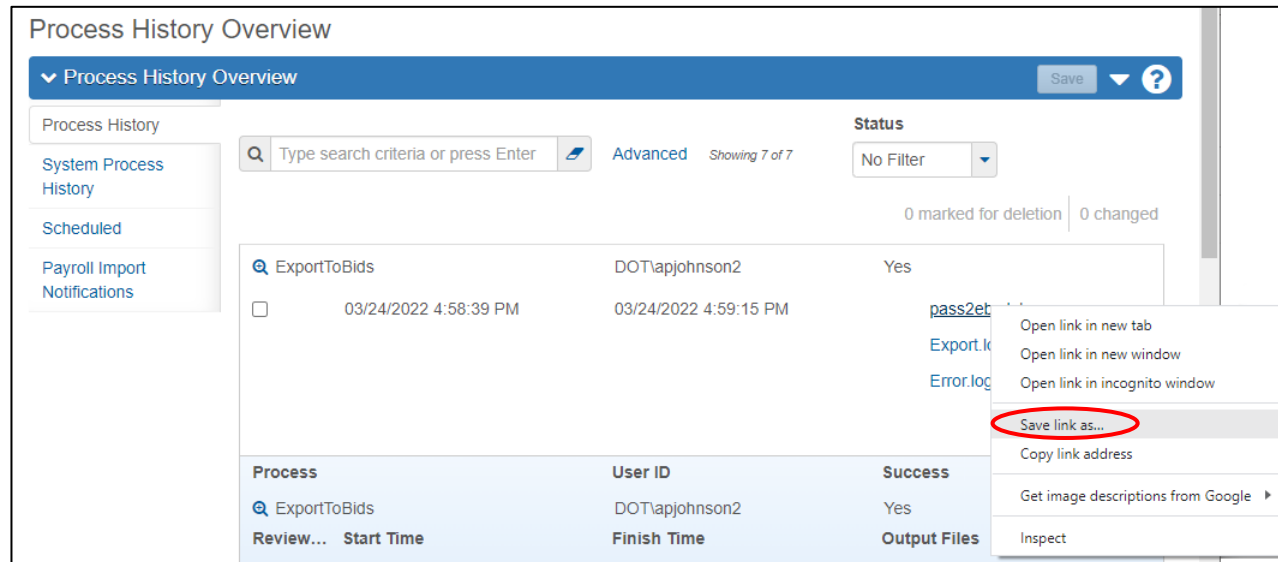
Creating the EBSX File for One Proposal

(continued)

There are 3 files that will be generated. These are:

Pass2ebs.txt	This is the file needed to generate the EBSX file.
Export.log	The only purpose of this file is to let you know if the export has completed successfully.
Error.log	This file will list any errors found during the export process.

 **NOTE:** The **Export.log** and **Error.log** files are for information only.

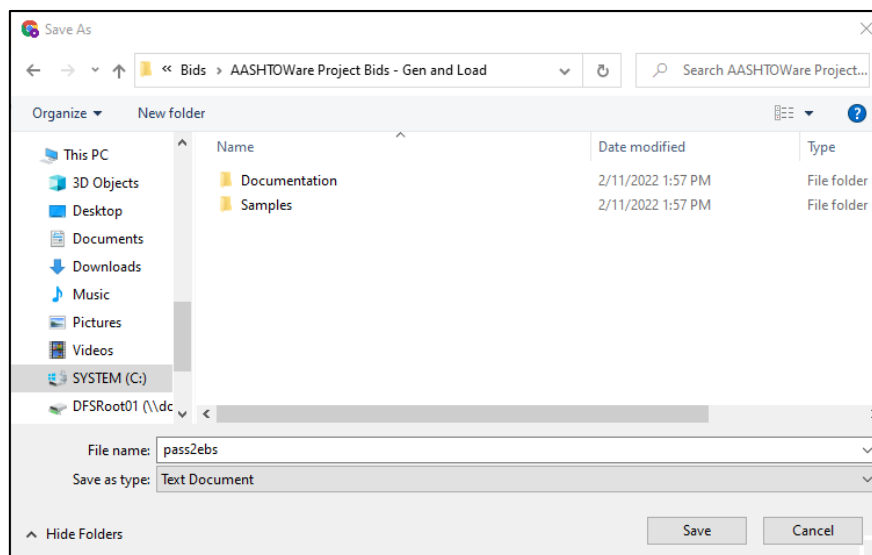


5	In the OUTPUT FILES section, right-click on the pass2ebs.txt file.	A right-click menu will appear.
6	Select Save link as... from the drop-down menu.	The Save As dialog will appear.

Continued on Following Page

Creating the EBSX File for One Proposal

(continued)



7	<p>In the Save As dialog, navigate to C:\Bids\AASHTOWare Project Bids – Gen and Load.</p> <p>📁 NOTE: If you have Project Bid Entry installed on our computer, you will have this directory by default.</p>	N/A
8	<p>Click the SAVE button.</p> <p>📁 NOTE: Do not change the file name.</p>	<p>The pass2ebs.txt file will be saved to your C:\Bids\AASHTOWare Project Bids – Gen and Load directory.</p>

If the **C:\Bids\AASHTOWare Project Bids – Gen and Load** directory already contains a **Pass2ebs.txt** file, either delete it or overwrite it.



When you are finished working with the files on the **Process History Overview** page, you can delete them by following the procedure for **Deleting a Process** on **Page 13-1**.

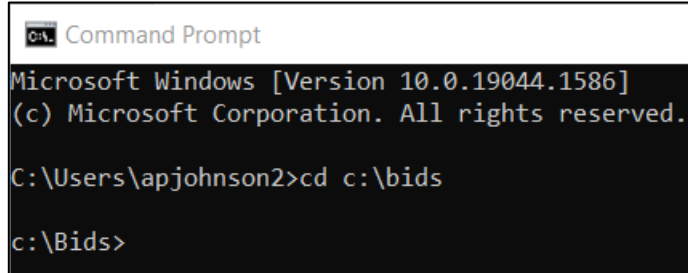
Continued on Following Page

Creating the EBSX File for One Proposal

(continued)




Command Prompt

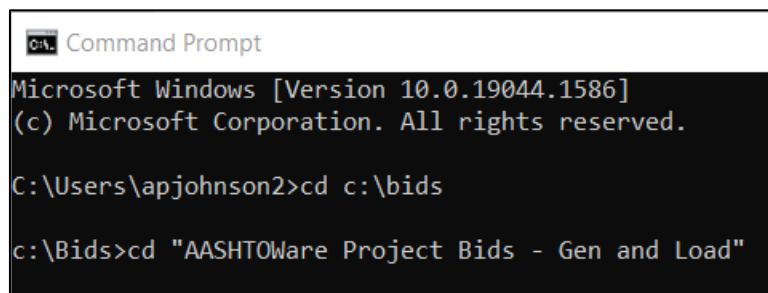
9	At this point you will open the command prompt window.  NOTE: If it is not listed in a menu or a shortcut, type command in the Windows search box in your taskbar . It should appear first.	The Command Prompt window will appear.
10	Type cd c:\bids and press the  key.	You've changed the current directory to c:\Bids\ .



```

C:\Users\apjohnson2>cd c:\bids
c:\Bids>
  
```

11	Type cd a and press  . (Not )	The first directory beginning with A will be displayed
12	Continue to press  until the AASHTOWare Project Bids – Gen and Load directory is displayed in the command prompt.	



```

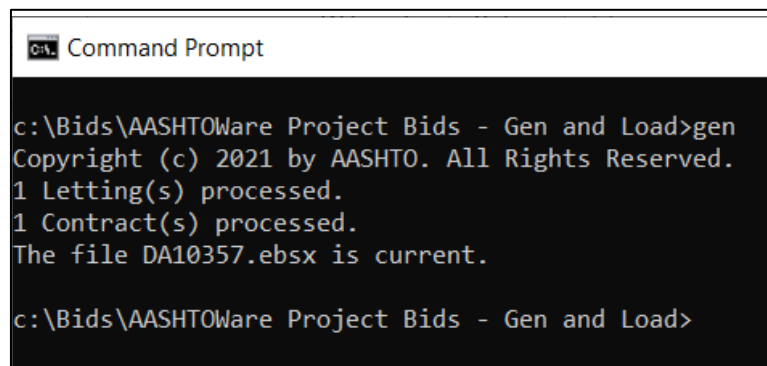
C:\Users\apjohnson2>cd c:\bids
c:\Bids>cd "AASHTOWare Project Bids - Gen and Load"
  
```

Continued on Following Page

Creating the EBSX File for One Proposal

(continued)

13	Press Enter . The directory will change to c:\Bids\AASHTOWare Project Bids – Gen and Load .	You’ve changed the current directory to c:\Bids\AASHTOWare Project Bids – Gen and Load .
14	Type gen and press Enter .	The generate process will run.



```

C:\> Command Prompt

c:\Bids\AASHTOWare Project Bids - Gen and Load>gen
Copyright (c) 2021 by AASHTO. All Rights Reserved.
1 Letting(s) processed.
1 Contract(s) processed.
The file DA10357.ebsx is current.

c:\Bids\AASHTOWare Project Bids - Gen and Load>
  
```

The file created by this process will have the following format:

DE00268.EBSX


↑
Proposal Number

15	Close the Command Prompt window.	You have successfully created an *.EBSX file.
----	---	--

Creating the EBSX File for Multiple Proposals

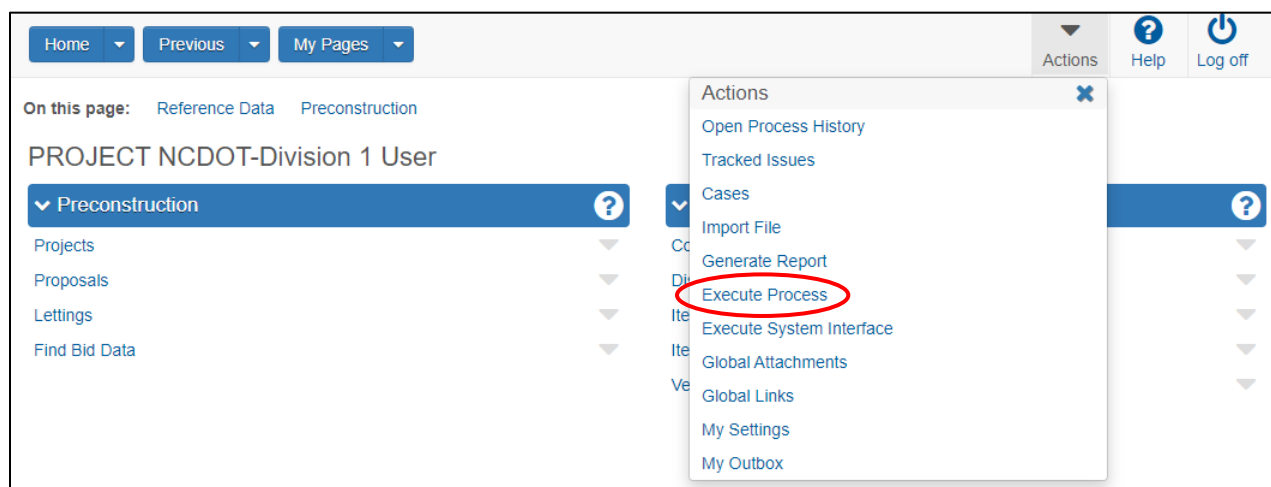
The EBSX file is used by contractors to enter their bids using the **Project Bids Bid** application. It allows them to electronically submit bids and DBE/MBE/WBE information.

Division personnel also use the EBSX file to enter paper bids into the **Project Bids Entry** application.

 **NOTE:** Use this procedure if you are selecting multiple proposals not in the same letting.

Beginning with Advertisements on or after November 1, 2024, EBSX files will need to be posted to the Connect letting site like CSDU posts their EBSX files with each letting. You will still load them to Bid Express. This gives bidding contractors one method for downloading bid files for all NCDOT lettings. It also allows us to support bidding contractors more quickly on Division lettings.

From the *AASHTOWare Project Dashboard*:



(AASHTOWare Project Dashboard – Actions Menu)

Step	Action	Result
1	From the ACTIONS menu at the top of the window, select Execute Process .	The Select Process page will appear.
2	Click EXPORT TO BIDS .	The Execute Process – Export to Bids page will appear.

Continued on Following Page

Creating the EBSX File for Multiple Proposals

(continued)

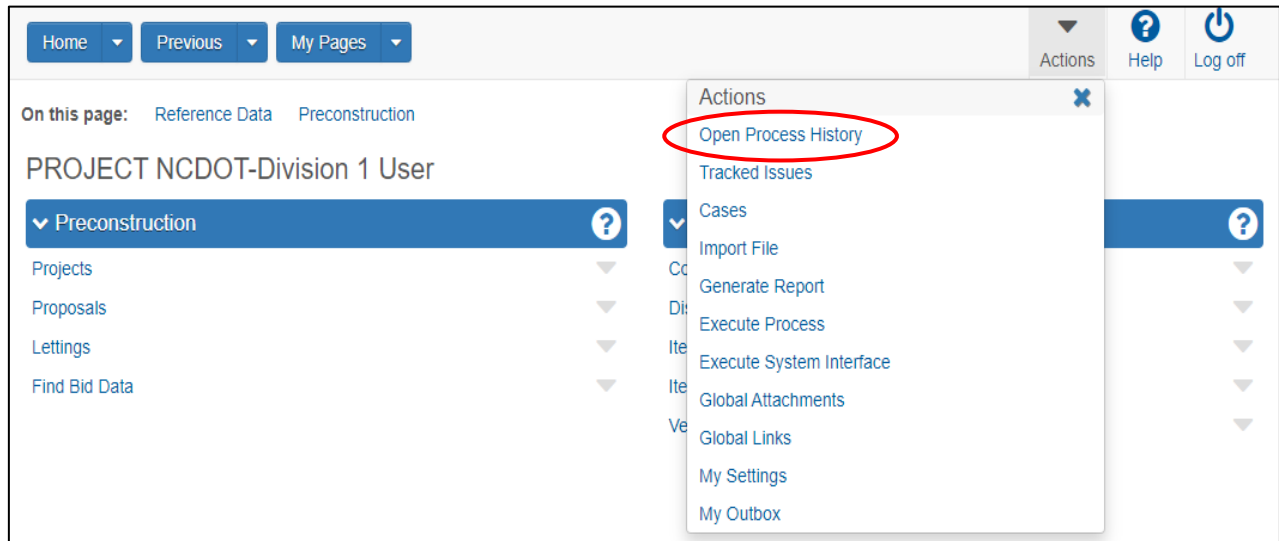
3	In the SEARCH box, type <i>the proposal number or any other searchable information</i> . See Proposal Search Criteria on Page 4-1 .	N/A
4	When the proposals appear, select them.	The proposals will be marked with a green check mark.

Repeat **Steps 3 & 4** for each proposal with different search criteria you wish to create the EBSX file for.

 **NOTE:** Proposals **MUST** be linked to a letting.

5	Click the EXECUTE button.	This will launch the process.
---	----------------------------------	-------------------------------

Now you'll need to go to the **Process History** page to see if the process was successful.




Checking the Status of the EBSX File

6	From the ACTIONS menu at the top of the window, select <i>Open Process History</i> .	The Process History Overview page will appear.
---	---	---

Continued on Following Page

Creating the EBSX File for Multiple Proposals

(continued)

7	<p>Locate the process you have just executed.</p> <p> NOTE: Processes will be displayed with the most recent at the top of the page. Currently running processes will appear at the bottom until they have finished running.</p>
---	--

There are 3 files that will be generated. These are:

Pass2ebs.txt	This is the file needed to generate the EBSX file.
Export.log	The only purpose of this file is to let you know if the export has completed successfully.
Error.log	This file will list any errors found during the export process.

 **NOTE:** The **Export.log** and **Error.log** files are for information only.

Process	User ID	Success	Output Files
ExportToBids Reviewe... Start Time <input type="checkbox"/> 02/06/2023 5:24:31 PM	DOT\apjohnson2 Finish Time 02/06/2023 5:25:07 PM	Yes	pass2ebs.b Export.log Error.log
ImportXtabFromBids <input type="checkbox"/> 01/31/2023 12:12:55 PM	DOT\apjohnson2 01/31/2023 12:13:29 PM	No	BIDS_XTAE Error.log

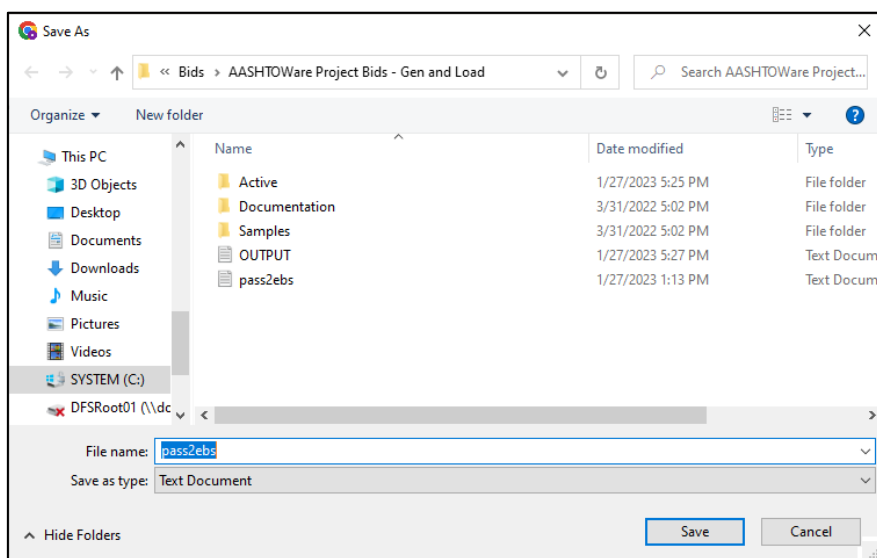
- Open link in new tab
- Open link in new window
- Open link in incognito window
- Save link as...**
- Copy link address
- Get image descriptions from Google ▶
- Inspect

8	In the OUTPUT FILES section, right-click on the pass2ebs.txt file.	A right-click menu will appear.
9	Select Save link as... from the drop-down menu.	The Save As dialog will appear.

Continued on Following Page

Creating the EBSX File for Multiple Proposals

(continued)



10	<p>In the Save As dialog, navigate to C:\Bids\AASHTOWare Project Bids – Gen and Load.</p> <p>📁 NOTE: If you have Project Bid Entry installed on our computer, you will have this directory by default.</p>	N/A
11	<p>Click the SAVE button.</p> <p>📁 NOTE: Do not change the file name.</p>	<p>The pass2eb.txt file will be saved to your C:\Bids\AASHTOWare Project Bids – Gen and Load directory.</p>

If the **C:\Bids\AASHTOWare Project Bids – Gen and Load** directory already contains a **Pass2eb.txt** file, either delete it or overwrite it.


When you are finished working with the files on the **Process History Overview** page, you can delete them by following the procedure for **Deleting a Process** on **Page 13-1**.

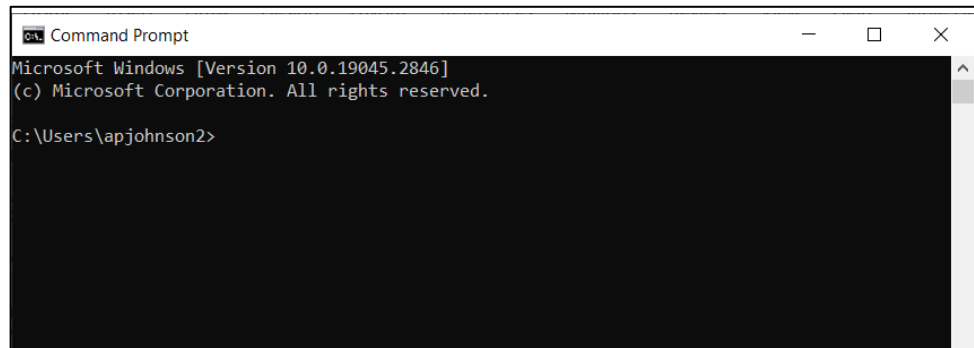
Continued on Following Page





Creating the EBSX File for Multiple Proposals

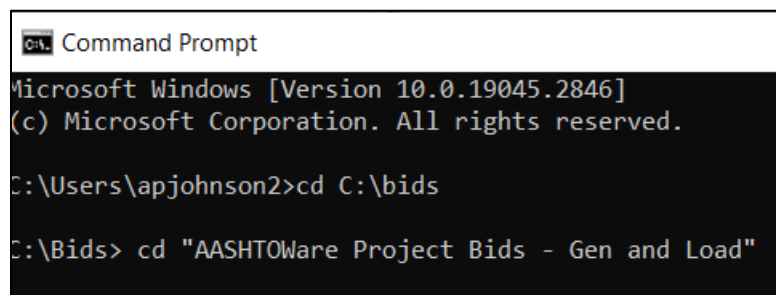
(continued)

Command Prompt

12	At this point you will open the command prompt window.  NOTE: If it is not listed in a menu or a shortcut, type command in the Windows search box in your taskbar . It should appear first.	The Command Prompt window will appear.
----	---	---



13	Type cd c:\bids and press the  key.	You've changed the current directory to c:\Bids\ .
14	Type cd a and press  . (Not )	The first directory beginning with A will be displayed
15	Continue to press  until the AASHTOWare Project Bids – Gen and Load directory is displayed in the command prompt.	



Continued on Following Page

Creating the EBSX File for Multiple Proposals

(continued)

16	Press Enter . The directory will change to c:\Bids\AASHTOWare Project Bids – Gen and Load .	You’ve changed the current directory to c:\Bids\AASHTOWare Project Bids – Gen and Load .
17	Type gen and press Enter .	The generate process will run.

```

c:\Bids\AASHTOWare Project Bids - Gen and Load>gen
Copyright (c) 2021 by AASHTO. All Rights Reserved.
1 Letting(s) processed.
2 Contract(s) processed.
Writing Proposal File : DA104555.ebsx
Writing Proposal File : DA10357.ebsx
c:\Bids\AASHTOWare Project Bids - Gen and Load>
  
```

Each file created by this process will have the following format:

DE00268.EBSX

Proposal Number


A file will be generated for each proposal.

18	Close the Command Prompt window.	You have successfully created *.EBSX Files.
----	---	--

Creating the EBSX File for the Letting

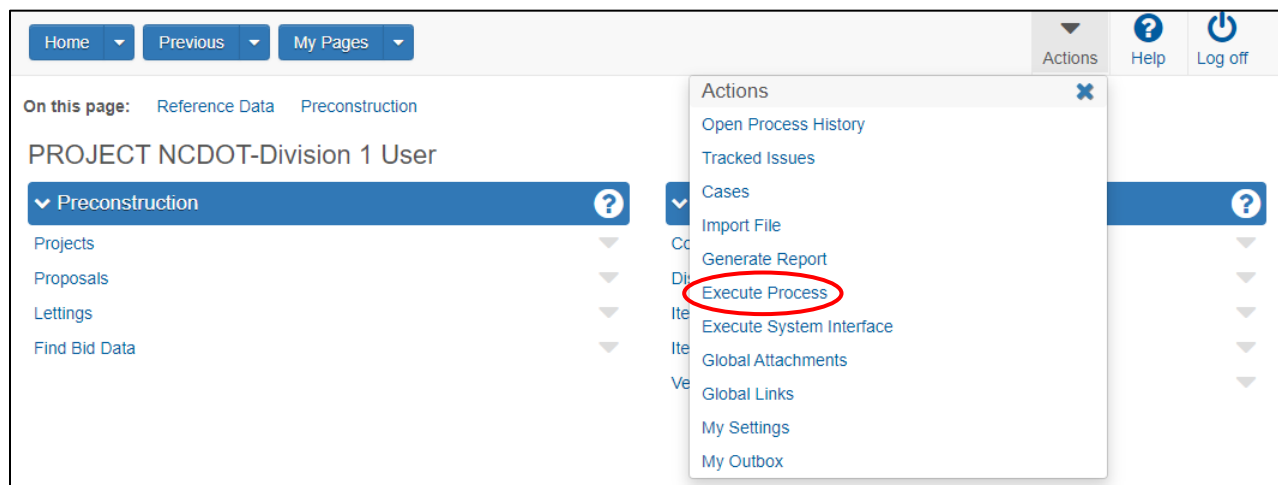
The EBSX file is used by contractors to enter their bids using the **Project Bids Bid** application. It allows them to electronically submit bids and DBE/MBE/WBE information.

Division personnel also use the EBSX file to enter paper bids into the **Project Bids Entry** application.

 **NOTE:** Use this procedure if you are selecting all proposals or a subset of the proposals in the same letting.

Beginning with Advertisements on or after November 1, 2024, EBSX files will need to be posted to the Connect letting site like CSDU posts their EBSX files with each letting. You will still load them to Bid Express. This gives bidding contractors one method for downloading bid files for all NCDOT lettings. It also allows us to support bidding contractors more quickly on Division lettings.

From the *AASHTOWare Project Dashboard*:



(AASHTOWare Project Dashboard – Actions Menu)


Step	Action	Result
1	From the ACTIONS menu at the top of the window, select Execute Process .	The Select Process page will appear.
2	Click EXPORT TO BIDS .	The Execute Process – Export to Bids page will appear.

Continued on Following Page

Creating the EBSX File for the Letting

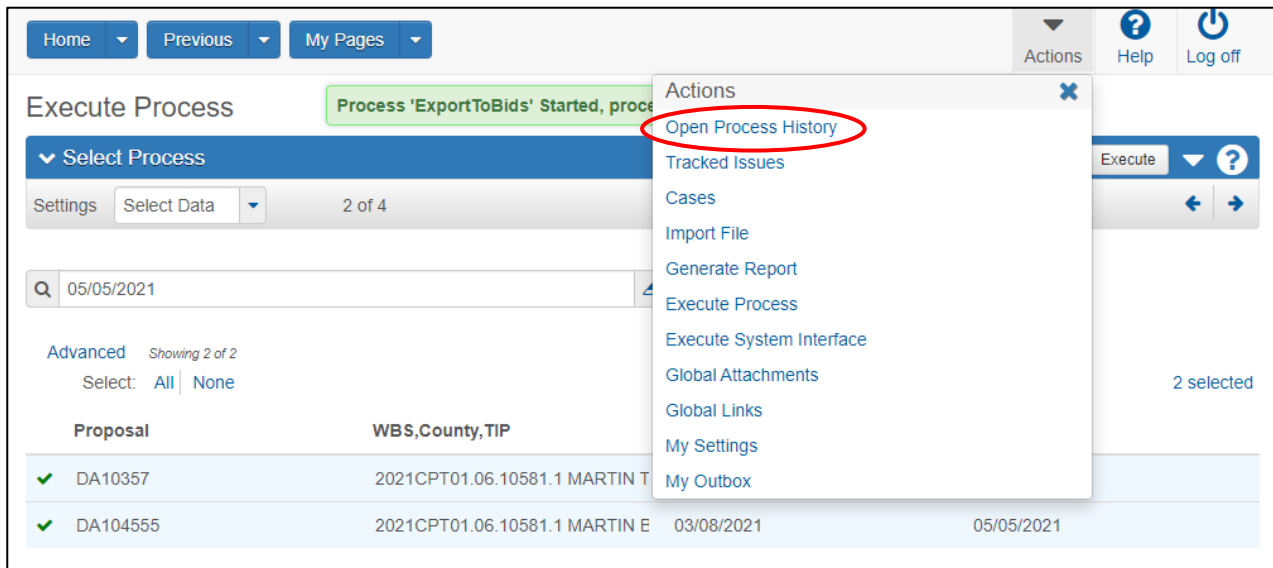
(continued)

3	In the SEARCH box, type <i>the letting date</i> or the <i>advertisement date</i> in mm/dd/yyyy format.	N/A
---	--	-----

 **NOTE:** If you choose to search by **advertisement date**, you will see the proposals you are advertising that day only. This will make selecting them easier as the proposal list gets longer and longer.

4	When the proposals in the letting appear, select them.	The proposals will be marked with a green check mark.
5	Click the EXECUTE button.	This will launch the process.

Now you'll need to go to the **Process History** page to see if the process was successful.




The screenshot shows the 'Execute Process' page. At the top, there are navigation buttons: 'Home', 'Previous', and 'My Pages'. On the right, there are 'Actions', 'Help', and 'Log off' links. A green status message at the top says 'Process 'ExportToBids' Started, process'. Below this is a 'Select Process' section with a 'Settings' button and a 'Select Data' dropdown. A search bar contains '05/05/2021'. Under 'Advanced', it says 'Showing 2 of 2' and 'Select: All | None'. A table lists proposals with columns 'Proposal' and 'WBS, County, TIP'. Two proposals are shown, both with green checkmarks. An 'Actions' dropdown menu is open, with 'Open Process History' circled in red. Other options in the menu include 'Tracked Issues', 'Cases', 'Import File', 'Generate Report', 'Execute Process', 'Execute System Interface', 'Global Attachments', 'Global Links', 'My Settings', and 'My Outbox'. On the right side of the table, it says '2 selected'.

Continued on Following Page

Creating the EBSX File for the Letting

(continued)

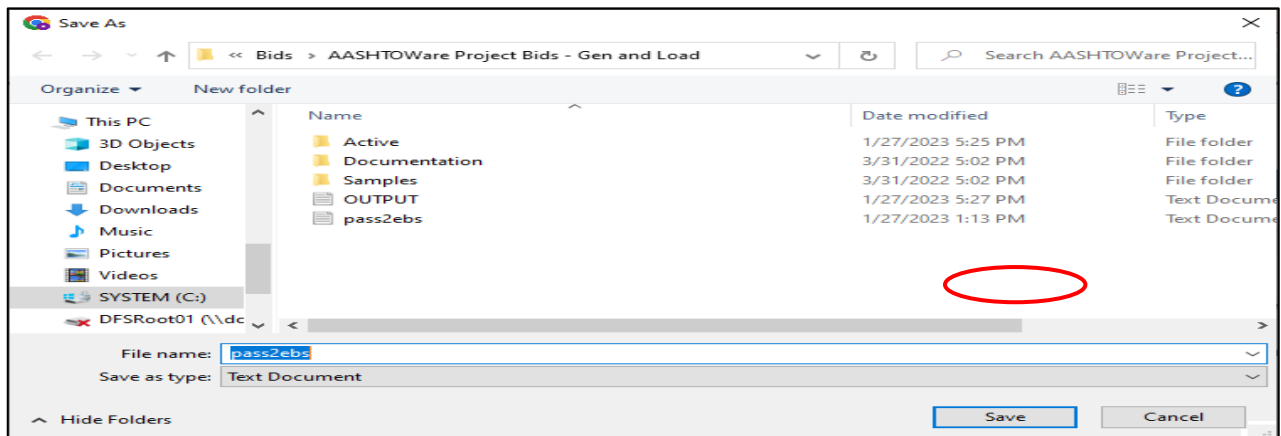
Checking the Status of the EBSX File

6	From the ACTIONS menu at the top of the window, select Open Process History .	The Process History Overview page will appear.
7	Locate the process you have just executed.  NOTE: Processes will be displayed with the most recent at the top of the page. Currently running processes will appear at the bottom until they have finished running.	

There are 3 files that will be generated. These are:

Pass2ebs.txt	This is the file needed to generate the EBSX file.
Export.log	The only purpose of this file is to let you know if the export has completed successfully.
Error.log	This file will list any errors found during the export process.

 **NOTE:** The **Export.log** and **Error.log** files are for information only.

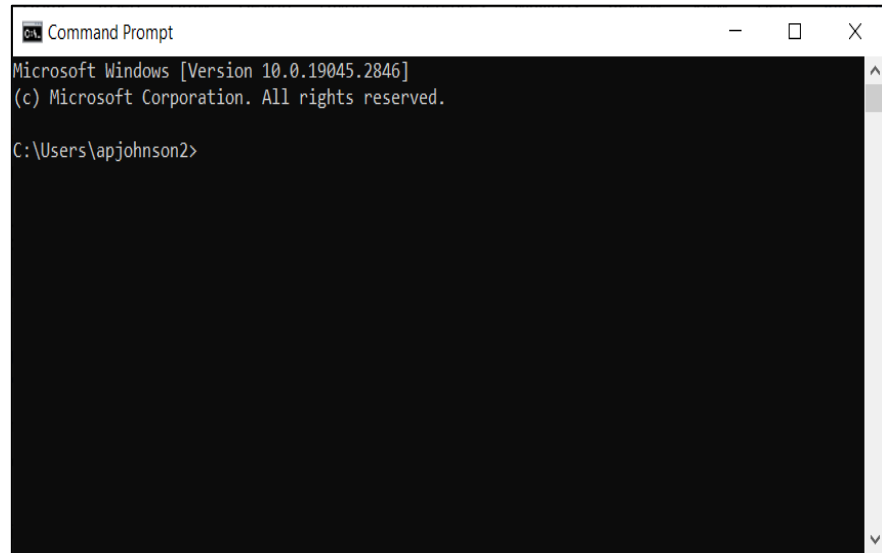


8	In the OUTPUT FILES section, right-click on the pass2ebs.txt file.	A right-click menu will appear.
9	Select Save link as... from the drop-down menu.	The Save As dialog will appear.

Continued on Following Page

Creating the EBSX File for the Letting

(continued)



10	<p>In the Save As dialog, navigate to C:\Bids\AASHTOWare Project Bids – Gen and Load.</p> <p>📁 NOTE: If you have Project Bid Entry installed on our computer, you will have this directory by default.</p>	N/A
11	<p>Click the SAVE button.</p> <p>📁 NOTE: Do not change the file name.</p>	<p>The pass2ebs.txt file will be saved to your C:\Bids\AASHTOWare Project Bids – Gen and Load directory.</p>

Continued on Following Page

Creating the EBSX File for the Letting

(continued)


If the **C:\Bids\AASHTOWare Project Bids – Gen and Load** directory already contains a **Pass2ebs.txt** file, either delete it or overwrite it.

When you are finished working with the files on the **Process History Overview** page, you can delete them by following the procedure for **Deleting a Process** on **Page 13-1**.

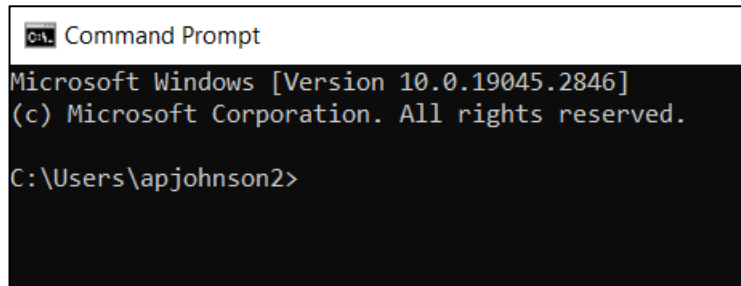
Command Prompt

12


At this point you will open the **command prompt** window.

 **NOTE:** If it is not listed in a menu or a shortcut, type command in the **Windows search box** in your **taskbar**. It should appear first.

The **Command Prompt** window will appear.





13

Type **cd c:\bids** and press the  key.

You've changed the current directory to **c:\Bids**.

14

Type **cd a** and press . (**Not** )

The first directory beginning with **A** will be displayed

Continued on Following Page

Creating the EBSX File for the Letting

(continued)

15	Continue to press Tab until the AASHTOWare Project Bids – Gen and Load directory is displayed in the command prompt.
----	--

```

C:\> Command Prompt
Microsoft Windows [Version 10.0.19045.2846]
(c) Microsoft Corporation. All rights reserved.

C:\Users\apjohnson2>cd C:\bids

C:\Bids> cd "AASHTOWare Project Bids - Gen and Load"
    
```

16	Press Enter . The directory will change to c:\Bids\AASHTOWare Project Bids – Gen and Load .	You’ve changed the current directory to c:\Bids\AASHTOWare Project Bids – Gen and Load .
17	Type gen and press Enter .	The generate process will run.

```

c:\Bids\AASHTOWare Project Bids - Gen and Load>gen
Copyright (c) 2021 by AASHTO. All Rights Reserved.
1 Letting(s) processed.
2 Contract(s) processed.
Writing Proposal File : DA104555.ebsx
Writing Proposal File : DA10357.ebsx

c:\Bids\AASHTOWare Project Bids - Gen and Load>
    
```

Each file created by this process will have the following format:

DE00268.EBSX

Proposal Number

A file will be generated for each proposal in the letting.

Continued on Following Page

Creating the EBSX File for the Letting

(continued)

18	Close the Command Prompt window.	You have successfully created an *.EBSX file for each proposal in the letting.
----	---	---

The DBE_NC.BIN File

The **DBE_NC.BIN** file contains a listing of DBE/MBE/WBE firms. It is used with the **EBSX** file in **Project Bids Bid** and must be placed in the same folder as the **EBSX** file.

The Central Letting Admins/CSDU Staff will be creating and posting the DBE_NC.BIN files here weekly.

https://connect.ncdot.gov/letting/DBE%20Files/DBE_NC.bin

You will need to post this link as an Alert on your Bid Express Letting Page.

Chapter 9 Interested Parties / Authorized Bidders

Setting the Publish Authorized Bidders Field

The **PUBLISH AUTHORIZED BIDDERS** field will allow contractors to sign themselves up so that they are able to bid on a proposal.

Yes = Public.

No = Internal only.

Follow the procedure for **Finding a Letting** on **Page 5-1**.

From the **Bid Letting Summary** page:

Step	Action	Result
1	Click on the Proposals tab.	The Proposals tab will appear.

The screenshot shows the 'Bid Letting Summary' page for 'Bid Letting: L210505A'. The 'Proposals' tab is selected in the left sidebar. The main table lists two proposals. The 'Publish Auth. Bi...' column for both proposals has a dropdown menu set to 'Y - Yes'. A red circle highlights this dropdown menu.

Cal...	Prop...	WBS,County,TIP	Advertisement	Publish Auth. Bi...	Proposal Status	Adde...
004	DA10357Q	2021CPT01.06.10581.1 MARTIN TIP-011521	03/08/2021	Y - Yes	EXEC - EXECUTED	0
005	DA10455Q	2021CPT01.06.10581.1 MARTIN B-5673	03/08/2021	Y - Yes	LET - LET	0

2	Select Yes or No from the drop-down list in the PUBLISH AUTH. BIDDERS field for each proposal.	N/A
---	---	-----

Yes will publish the list to the Public site & Letting Admin Dashboard. **No** will keep it internal, publishing it only to the Letting Admin Dashboard. If this field is left blank, it will not appear on either site.

Setting the Publish Authorized Bidders Field

(continued)

3	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .
---	---	---

Adding a Firm

Usually, firms will add themselves through a link on **the Bidding & Letting** pages. You can do this on the firm's behalf if needed.

If you have any questions concerning Interested Parties/Authorized Bidders, contact interestedpartieshelp@ncdot.gov.

To add a firm to the list, perform the following steps:

From the Letting Admin Dashboard

Step	Action	Result
1	In the address bar of your web browser, type HTTPS://CONNECT.NCDOT.GOV/SITE/PRERECONSTRUCTION/PAGES/LADM.ASPX# and press Enter .	The Letting Admin Dashboard page will appear.

Return to Home

LETTING ADMIN DASHBOARD

Interested Parties/Authorized Bidders	Contracts
Pay Items & Quantities (PIQ)	AASHTOWare Project Preconstruction (AWP)
Lock Management	Vendor Directory

2	Click the INTERESTED PARTIES / AUTHORIZED BIDDERS button.	The list of options will appear.
3	Click the <i>View/Edit List</i> link.	The Interested Parties (Admin) page will appear.

Continued on Following Page

Adding a Firm

(continued)

Interested Parties (Admin)										
<div> <div>Add firm</div> <div>Export to Excel</div> <div>Generate BIDX file</div> </div> <div> <div>Contract ▾</div> <div>Search...</div> <div><input checked="" type="checkbox"/> Show only upcoming lets</div> <div><input type="checkbox"/> Show only authorized bidders</div> </div>										
Contract ▾	Letting ▾	Call Order ▾	Let Date ▾	Firm Name ▾	Firm City / State ▾	HiCAMS ▾	Contact Name ▾	Contact Email ▾	Business Type ▾	
C903444	L210817	001	2021-08-17	KWB GRADING, LLC	PINNACLE, NC	18679	Eh Dickson	ehdickson@ncdot.gov	DBE HUB WBE	
C903444	L210817	001	2021-08-17	GRANITE CONSTRUCTION COMPANY	WATSONVILLE, CA	3432	Granite bidder	ehdickson@ncdot.gov		
C903444	L210817	001	2021-08-17	MORETZ HAULING INC	VALE, NC	4221	Moretz int party only	ehdickson@ncdot.gov	DBE WBE	
C903444	L210817	001	2021-08-17	BLYTHE CONSTRUCTION INC	CHARLOTTE, NC	3655	X Blythe	ehdickson@ncdot.gov		
C903444	L210817	001	2021-08-17	BOST GRADING & LANDSCAPING LLC	CONCORD, NC	15442	Ellen	ellenhdickson@gmail.com		
C903444	L210817	001	2021-08-17	SMITHS DEMOLITION & CLEAN UP LLC	COLUMBIA, NC	10881	ellen	ehdickson@ncdot.gov	SBE	

The list will display only the bidders for upcoming lettings by default.

Before adding a firm, search the list to make sure they haven't already been entered.

4	Click the ADD FIRM button.	The Firm Submission dialog will appear.
---	-----------------------------------	--

Firm Submission

Close

Business Information

Enter a portion of your firm's name without punctuation in the search box below then scroll until you find your firm, ensuring the correct HiCAMS# is shown. Click on the business name to select it from the Vendor Directory dropdown. If your firm is not in the Vendor Directory, choose Business Not Found to enter it manually.

NOTE: In order to be authorized to bid on the selected contract(s), your firm **MUST** be selected from the Vendor Directory dropdown. **Manually entered firm names will not be authorized to bid.** If you have problems finding your firm in the dropdown, email InterestedPartiesHelp@ncdot.gov for assistance.


Search

☐ Business not found

Continued on Following Page

Adding a Firm

(continued)

5	Type <i>the beginning of the firm name</i> in the SEARCH FOR BUSINESS field.	N/A
6	Click the SEARCH button.  NOTE: This will search the master vendor list in SAP.	A list of firms will appear.

Name: **ANNE MORRIS AND ASSOCIATES, LLC**
 Business Type: DBE WBE SPSF
 Address: 425 HOLLY STREET COLUMBIA
 HICAMS Number: 17984

Name: **MORRIS & LEE INCORPORATED**
 Alternate Name: DBA WILDLIFE SUPPLY COMPANY
 Address: 95 BOTSFORD PLACE BUFFALO
 HICAMS Number: NaN

Name: **MORRISON ENGINEERS, PLLC**
 Address: 7701 CHAPEL HILL ROAD CARY
 HICAMS Number: 7694

Name: **MORRISON ENGINEERS, PLLC**
 Address: 7701 CHAPEL HILL ROAD CARY
 HICAMS Number: NaN

Name: **ROBERTS & MORRIS INC**
 Address: PO Box 16004 GREENSBORO
 HICAMS Number: 15734

☐ [Business not found](#)

7	Click on <i>the firm name</i> .	Information about the selected firm will appear.
8	If this is the correct firm, click the NEXT button.	N/A

Continued on Following Page

Adding a Firm

(continued)

Firm Submission

Close

Contact Information

Note that the contact information entered below will be displayed on the public web site. To register with NCDOT as a bidder or as an interested party for one or more upcoming contracts, provide your contact information below, then press Next.

Contractor may register as an interested party only; additional prequalifications are required to register as a bidder.

Business or Organization Name:
HENDRIX-BARNHILL CO INC

HiCAMS Vendor #: 3681

Contact Name *

Email *

Cc

If adding multiple cc addresses please separate with a semicolon

Phone Number (optional)

Prev
Next

9	Type <i>the name of the contact at the firm who wishes to be notified of any changes in the selected upcoming lettings</i> in the CONTACT NAME field.	N/A
10	Type <i>their email</i> in the EMAIL field.	N/A
11	If applicable, type <i>their phone number</i> in the PHONE NUMBER field.	N/A

Continued on Following Page

Adding a Firm

(continued)

12	Click the NEXT button.	All upcoming lettings & the list of contracts within each letting will be displayed.
----	------------------------	--

Firm Submission Close

Contracts

Use the list of upcoming lettings to select the contracts you are interested in.

Please note: the cutoff date to sign up for any contract is one business day before the let date.

Division 1 Letting 7/1/2022

☒ DA10355 2021CPT01.06.10581.1 MARTIN TIP-011521

Division 5 Letting 9/8/2022

☐ DE10351 2021CPT01.06.10581.1 MARTIN TIP-011521

☐ DE10551 2021CPT01.06.10581.1 MARTIN B-5673

Prev Next

13	Check the box to the left of <i>all contracts this firm has an interest in</i> to select them.	N/A
14	Click the NEXT button.	The Confirm page will be displayed.

Continued on Following Page

Adding a Firm

(continued)

Firm Submission

Close

Confirm

Confirm the information below or go back through the form and edit the information as necessary.

Business or Organization name:
HENDRIX-BARNHILL CO INC

HiCAMS id: 3681


Point of contact: Joe

Email: email@email.com

Contracts:
Contract: DA10457 Letting: L230418A
Contract: DE10470 Letting: L230321E

Prev

Submit

15	<p>If everything is correct, click the SUBMIT button.</p> <p> NOTE: If any corrections need to be made, click the PREV button, and repeat Steps 13-14.</p>	The entries will be added to the list & a confirmation email will be sent to the supplied contact email.
----	---	--

If they are eligible, the firm will be registered as a bidder.

If not, they will be registered as an interested party only.

See **Uploading Bid Data Files to NCDOT.gov** on **Page 7-5**.

This procedure ensures that all files needed for a proposal can be viewed by the **Interested Parties/Authorized Bidders**.

The next pages will show you how to access this function from the **Bidding and Letting Pages** instead of the **Letting Admin Dashboard**.

Continued on Following Page

Adding a Firm

(continued)

From the Bidding & Letting Page

The following steps will show how firms can add themselves.

If you have any questions concerning Interested Parties/Authorized Bidders, contact interestedpartieshelp@ncdot.gov.

Step	Action	Result
1	In the address bar of your web browser, type HTTPS://CONNECT.NCDOT.GOV/LETTING/PAGES/DEFAULT.ASPX and press Enter .	The Bidding & Letting page will appear.

The screenshot displays the 'Connect NCDOT BUSINESS PARTNER RESOURCES' website. The 'Bidding & Letting' tab is selected in the top navigation bar. Below the navigation bar, there is a search bar and a list of categories including 'Tentative Letting Lists', 'Central', 'Division', 'Design-Build', 'Roadside Environmental', 'Consultants', 'Aviation', and 'Aggregate Bids'. The main content area features a large banner for 'Bidding & Letting' with the text 'Current and recently advertised Lets, Let results, and bidding information for NCDOT Business Partners.' Below this, there is a section titled 'Interested Parties List & Notifications' with links to 'Quick Start Guide' and 'Step-By-Step Instructions'. A note states: 'Please note: Use of the Interested Parties list only applies to lettings scheduled for 6/1/22 or later'. The main content area is divided into five columns, each with an icon and a title: 'Letting List' (The Tentative Letting Lists.), 'Central' (Raleigh Highway Letting.), 'Division' (Projects under \$5 million dollars.), 'Design-Build' (Expedited special projects.), and 'Roadside' (Projects specific to Roadside Environmental functions.). At the bottom, there is a section titled 'Advertised & Anticipated Lets' with a brief description of the work types. Two buttons are visible: 'View Advertised Lets' (highlighted with a red circle) and 'View Anticipated Lets'.

Continued on Following Page

Adding a Firm

(continued)

2	Click the VIEW ADVERTISED LETS button.	The list of Advertised and Anticipated Lets will appear.
---	---	---

Advertised and Anticipated Lets
Central, Division, Design Build, and Roadside Environmental Lets

🏠 ▶ Connect NCDOT ▶ Bidding & Letting ▶ Advertised and Anticipated Lets

Filter Let Type Showing all Advertised or Anticipated Lets.

	Date	Let By	Status	Overview	Details
☆	07/22/22 *	Division 8	Advertised	DH00505_44854.3.4_W-5708D_US401Bus_SR... DH00504_R-5788GC_GD_ADA_Ramps_Chart...	Open Let
☆	-- *	Design Build	Anticipated	Multimodal Connected Vehicle Pilot Project Syn...	Open Let
☆	07/12/22 *	Division 4	Advertised	D4POC0089_Signal_Advertisement DD00395 SBE Advertisement	Open Let
☆	07/26/22 *	Division 4	Advertised	DD00393 Advertisement with PreBid	Open Let
☆	07/13/22 *	Division 1	Advertised	12035494_Invitation_to_Bid 12034933_Invitation to Bid	Open Let
☆	07/07/22 *	Division 11	Advertised	DK00333 Invitation to Bid	Open Let

3	Click the Open Let link or the arrow button on the right side of the letting you wish to view.	<p>If you click the link, the Letting page will open in a new browser tab.</p> <p>If you click the arrow button, the Letting page will open in a popup window.</p>
---	--	---

Continued on Following Page

Adding a Firm

(continued)

July 22, 2022 Division 8 Letting Details

Document L Choose Project View All

Interested Parties for this Letting

44854.3.4

POC Construct Turn Lanes and Signal @ US 401 & SR 1406

DH00505_44854.3.4_W-5708D_US401Bus_SR1406_Plan Holders.pdf PDF
Doc. Type: Plan Holder List

DH00505_44854.3.4_W-5708D_US401Bus_SR1406_Plans-STD.pdf PDF
Doc. Type: Plans

DH00505_44854.3.4_W-5708D_US401Bus_SR1406_POC.pdf PDF
Doc. Type: Proposals

4

Click the **INTERESTED PARTIES FOR THIS LETTING** button.

The **Interested Parties List** will appear filtered by this Letting.

Interested Parties

Press Add Firm to tell NCDOT about your firm's interest in one or more upcoming contracts to be let and to be informed of changes in the advertisement prior to letting. If the firm has the required qualifications it will be added as an authorized bidder for those contracts as well. You will receive a confirmation email after the firm is added to the list. The public version of this list is updated at least daily with interested firms, and BIDX is updated at least weekly to allow authorized bidders to submit their bids.

Add firm

Contract Search... ☐ Show only authorized bidders

Click to show only authorized bidders.

Contract	Letting	Firm Name	HiCAMS	Contact Name	Contact Email	Contact Phone	Business Type	Contractor Type	Authorized Bidder
DN00680	L220621N	DELTA CONTRACTING INC	2434	Jayme Jordan	jayme@deltacontractinginc.com	3362601710		Po Prime	true
DN00680	L220621N	WNC PAVING INC	3507	Alex Keith	alex.keith@wncpaving.com	8287121909		Prequalified	true
DN00680	L220621N	NHM CONSTRUCTORS LLC	11870	Adam Rice	arice@nhmconstructors.com	8287770609		Prequalified	true
DN00680	L220621N	SITE DEVELOPMENT CORPORATION	5912	Andy Southards	asouthards@sitedevelopmentcorp.com	8286576905		Prequalified	true
DN00769	L220621N	DANE CONSTRUCTION INC	3377	Peter B Weber	pete@daneconstruction.com	7046143493		Prequalified	true

Continued on Following Page

Adding a Firm

(continued)

5	Click the ADD FIRM button to add a new firm to the letting.	The Firm Submission dialog will appear.
---	--	--

Firm Submission

Close

Business Information

Enter a portion of your firm's name without punctuation in the search box below then scroll until you find your firm, ensuring the correct HiCAMS# is shown. Click on the business name to select it from the Vendor Directory dropdown. If your firm is not in the Vendor Directory, choose Business Not Found to enter it manually.

NOTE: In order to be authorized to bid on the selected contract(s), your firm **MUST** be selected from the Vendor Directory dropdown. **Manually entered firm names will not be authorized to bid.** If you have problems finding your firm in the dropdown, email InterestedPartiesHelp@ncdot.gov for assistance.

☐ [Business not found](#)

Filtering & Sorting

To **filter** the Interested Parties list to show only entries relative to a given letting, contract, firm, let date, etc., select the relevant filter from the drop-down list in the field beneath the **ADD FIRM** button, then type the value to filter on in the **SEARCH** field.

To **sort** the list by a given column, click on the up and down arrows next to that column name to order the list by those values in ascending or descending order.

Add interested parties/authorized bidders directly using **Add firm**. Use checkboxes and column headers to filter and sort the view as desired.

Important! Generate a BIDX file for each upcoming letting and upload it into BIDX to enable authorized bidders to upload their bids. Do this at least weekly for each upcoming letting for that specific letting.

Add firm
Export to Excel
Generate BIDX file

Contract ▼
Se Filter
☒ Show only upcoming lets
☐ Show only authorized bidders
Sort

Contract	Letting	Call Order	Let Date	Firm Name	HiCAMS	Contact Name	Contact Email	Contact Phone	Business Type	Contractor Type	Aut Bid
C204700	L230523	001	2023-05-23	A & B PAVING CORPORATION	9659	SB	ext-sbasu@ncdot.gov			N	false

To see entries from past lettings, unselect the **SHOW ONLY UPCOMING LETS** checkbox.

This checkbox will not appear if you are accessing this page from the **Advertised and Anticipated Lets** list.

To limit the list shown to authorized bidders only, select the **SHOW ONLY AUTHORIZED BIDDERS** checkbox.

Exporting to Excel

To print off a portion of the list, or to combine it with other information for some custom reporting, download a portion of the list to an Excel file.

From the **Letting Admin Dashboard**:

Step	Action	Result
1	Click the INTERESTED PARTIES / AUTHORIZED BIDDERS button.	The list of options will appear.
2	Click the <i>View/Edit List</i> link.	The Interested Parties (Admin) page will appear.

Return to Letting Admin Dashboard

Interested Parties (Admin)

Add interested parties/authorized bidders directly using **Add firm**. Use checkboxes and column headers to filter and sort the view as desired.

Important! Generate a BIDX file for each upcoming letting and upload it into BIDX to enable authorized bidders to upload their bids. Do this at least weekly for each upcoming letting & the morning of each letting day for that specific letting.

Add firm
Export to Excel
Generate BIDX file

Contract ▼

Search...

☐ Show only upcoming lets

☒ Show only authorized bidders

Contract	Letting	Call Order	Let Date	Firm Name	HiCAMS	Contact Name	Contact Email
C104355	L210426	004	2021-04-26	BROWE CONSTRUCTION COMPANY	2653	Tyus Durant mod 1659	todurant@ncdot.gov
C204000	L230223	001	2023-02-23	A R CHESSON CONSTRUCTION CO INC	3423	Prequal firm Chesson	ehdickson@ncdot.gov

The list will display only the bidders for upcoming lettings by default.

Before adding a firm, search the list to make sure they haven't already been entered.

3	Filter / sort the list to narrow and order the results as desired. See Filtering & Sorting on Page 9-13 .	N/A
---	---	-----

Continued on Following Page

Exporting to Excel

(continued)

4	Click the EXPORT TO EXCEL button.	The selected entries will be downloaded in a spreadsheet and saved in your Downloads folder.
---	--	---

You will be able to edit, save and print the downloaded Excel file as you choose.

Generating the BIDX Control File

Firms interested in bidding can add themselves to the Interested Parties / Authorized Bidders list. To tell **Bid Express** to accept bids from these firms, the letting administrator needs to generate a control file for each letting & upload it into **Bid Express**. This file tells **Bid Express** which firms to accept bids from.

From the **Letting Admin Dashboard**:

Step	Action	Result
1	Click the INTERESTED PARTIES / AUTHORIZED BIDDERS button.	The list of options will appear.
2	Click the <i>View/Edit List</i> link.	The Interested Parties (Admin) page will appear.

Return to Letting Admin Dashboard

Interested Parties (Admin)

Add interested parties/authorized bidders directly using **Add firm**. Use checkboxes and column headers to filter and sort the view as desired.

Important! Generate a BIDX file for each upcoming letting and upload it into BIDX to enable authorized bidders to upload their bids. Do this at least weekly for each upcoming letting & the morning of each letting day for that specific letting.

Add firm
Export to Excel
Generate BIDX file

Contract ▾

Search...

☐ Show only upcoming lets

☒ Show only authorized bidders

Contract ▾	Letting ▾	Call Order ▾	Let Date ▾	Firm Name ▾	HiCAMS ▾	Contact Name ▾	Contact Email ▾
C104355	L210426	004	2021-04-26	BROWE CONSTRUCTION COMPANY	2653	Tyus Durant mod 1659	todurant@ncdot.gov
C204000	L230223	001	2023-02-23	A R CHESSON CONSTRUCTION CO INC	3423	Prequal firm Chesson	ehdickson@ncdot.gov
C204000	L230223	001	2023-02-23	APAC ATLANTIC INC SMITH ROWE LLC JV	16131	TEST	ehdickson@ncdot.gov

3	Click the GENERATE BIDX FILE button.	The following page will appear.
---	---	---------------------------------

Continued on Following Page

Generating the BIDX Control File

(continued)

[Return to Home](#)

LETTING ADMIN DASHBOARD

Generate BIDX Authorized Bidders Control File


Contracts for which bidders are present in the Interested Parties list are shown below. Mark contracts to exclude from the control file for this letting, then press Generate BIDX File. (Exclude contracts that will not be bid electronically through BIDX, such as Ferry, Design Build, and some emergency contracts.)

Letting ID: -- Select one letting ID -- Let Date:

Return
Generate BIDX File

NOTE: After downloading the file, you will need to upload it to Bid Express (bidx.com) to allow registered contractors to bid.

4	Select <i>the Letting Number</i> from the drop-down list in the LETTING ID field.	A list of contracts associated with the Letting will appear.
5	If there are any contracts you wish to exclude from the BIDX file , click the check box to the right of the contract number.	The selected contracts will be excluded from the BIDX Control File .

 **NOTE:** If the contract is not going to receive electronic bids in BIDX, then you should not generate & then upload the list of authorized bidders for it.

6	Click the GENERATE BIDX FILE button.	The BIDX Control File will be downloaded to your Downloads folder.
----------	---	--

This is the file needed to upload into BID Express to authorize the specified bidders to submit bids on contracts in that letting.

Continued on Following Page

Generating the BIDX Control File

(continued)

How Often Does This Need to Happen?

To enable new bidders to upload their bids to Bid Express, Letting Admins need to generate the BIDX control file for each upcoming letting at least once a week AND upload it into Bid Express to authorize specific bidders to submit their bids. It is also recommended that you do this on the day of the letting to ensure that last minute bidders are able to upload their bids.

Since prequalifications expire at the end of the month, completing this process at the beginning of each month ensures that disqualified bidders are removed.

Prequalification Changes

At the time the bidders added themselves to the list, a check was made of their prequalification status in SAP. If they were qualified to bid on the selected contracts, they were entered into the list as authorized bidders for those contracts. When the BIDX file is generated, the system will re-check that prequalification status.

In the time between the initial sign up and BIDX file generation, if a firm has lost its prequalification status and are no longer qualified to bid on that contract, the entry in the Interested Parties list will be changed to show that firm is not an authorized bidder.

An email will be sent to the contact specified in the Interested parties list for this firm for this letting, indicating for which contract(s) their bidder status has changed.

The public display of the interested parties/authorized bidders for this letting on the Bidding & Letting pages will be updated to show this firm as an interested party but no longer an authorized bidder.

Updating Entries for Letting Date Move

If a contract advertisement is extended, or if a contract is put on hold & reinstated later in a different letting, the Letting Administrator needs to ensure that firms who previously expressed an interest in, or an intent to bid on that contract, are reconnected. The **Interested Parties** list entries will need to have the let date updated for these contracts.

After the changes are made in AWP, do the following:

From the **Letting Admin Dashboard**:

Step	Action	Result
1	Click the INTERESTED PARTIES / AUTHORIZED BIDDERS button.	The list of options will appear.
2	Click the <i>Update Entries for Letting Date Move</i> link.	The Update Entries for Letting Date Move page will appear.

[Return to Home](#)

LETTING ADMIN DASHBOARD

Update Entries for Letting Date Move

When the advertisement for a contract is extended in AASHTOWare Project Preconstruction, the interested parties & authorized bidders list entries for that contract need to be updated to the correct letting to keep them in synch.

Select the contract that has been extended, then choose **Update & Exit** to update the entries to the current information that is in AWP for the contract (proposal).

Note: If a contract has been withdrawn, no updates are needed.

Contract:

New Letting ID:

New Let Date:

New Call Order:

Update & Exit


Cancel

Continued on Following Page

Updating Entries for Letting Date Move

(continued)

3	Select <i>the contract you wish to move</i> from the drop-down list in the CONTRACT field.	The NEW LETTING ID and NEW LET DATE fields will populate.
---	---	---

 **NOTE:** Once you have selected the contract, the system retrieves the new letting id, let date, and call order number from AWP.

4	Click the UPDATE & EXIT button.	The Interested Parties list entries for the contract will be updated with the new letting and let date information.
---	--	--

This change will be reflected on the public **Bidding & Letting** web pages.

The firms who previously expressed an interest will show up as **Interested Parties**.

See **Uploading Bid Data Files to NCDOT.gov** on **Page 7-5**.

This procedure ensures that all files needed for a proposal can be viewed by the **Interested Parties/Authorized Bidders**.

Removing Interested Parties for Pulled Contracts

When the advertisement for a contract is pulled/withdrawn in AWP, the interested parties & authorized bidders list entries for that contract will need to be deleted.

Select the Letting ID to display the contract that has been pulled from, then choose Delete & Exit to delete the entries from the Interested Parties list for pulled contract(s).

From the **Letting Admin Dashboard**:

Step	Action	Result
1	Click the INTERESTED PARTIES / AUTHORIZED BIDDERS button.	The list of options will appear.
2	Click the <i>Remove Interested Parties for Pulled Contracts</i> link.	The Update Entries for Letting Date Move page will appear.

[Return to Home](#)

LETTING ADMIN DASHBOARD

Remove Interested Parties for Pulled Contracts

When the advertisement for a contract is pulled/withdrawn in AASHTOWare Project Preconstruction, the interested parties & authorized bidders list entries for that contract need to be deleted.

Select the Letting ID to display the contract that has been pulled from, then choose **Delete & Exit** to delete the entries from the Interested Parties list for pulled contract(s).

Note: If a contract has been extended - go to **Update Entries for Letting Date Move**.

Letting ID: -- Select one letting ID --

Pulled Contracts:

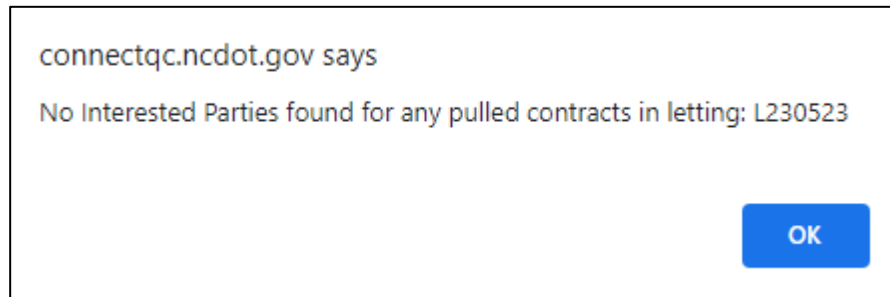
Delete & Exit
Cancel

Continued on Following Page

Removing Interested Parties for Pulled Contracts

(continued)

3	Select <i>the Letting ID</i> from the drop-down list in the LETTING ID field.	The list of PULLED CONTRACTS will populate.
---	--	--

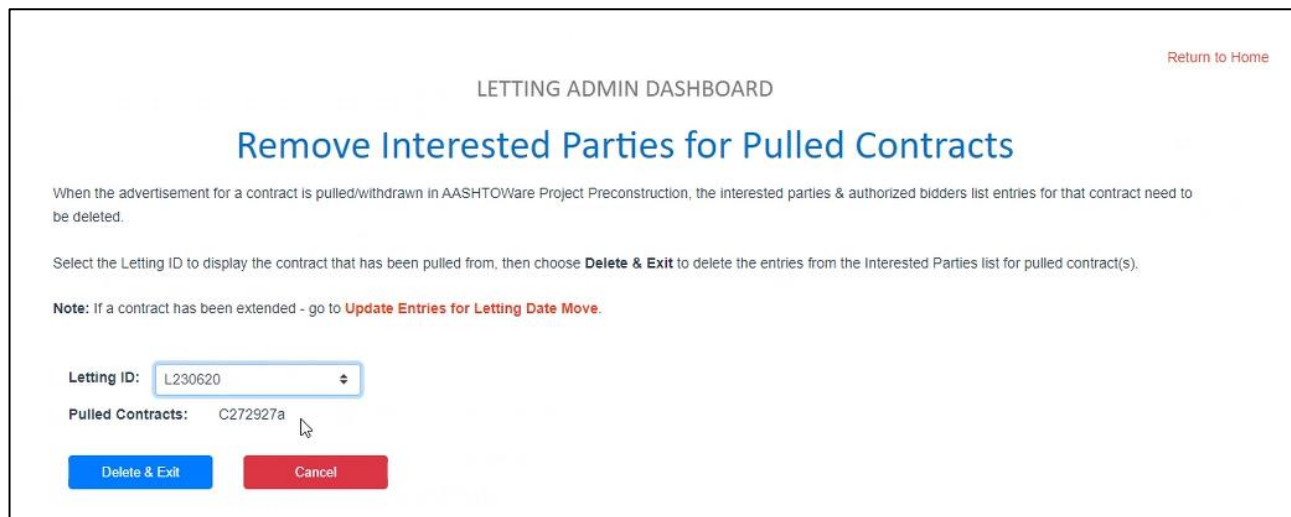


connectqc.ncdot.gov says

No Interested Parties found for any pulled contracts in letting: L230523

OK

If the selected Letting ID doesn't have any Interested Parties associated with it, this message will appear.



Return to Home

LETTING ADMIN DASHBOARD

Remove Interested Parties for Pulled Contracts

When the advertisement for a contract is pulled/withdrawn in AASHTOWare Project Preconstruction, the interested parties & authorized bidders list entries for that contract need to be deleted.

Select the Letting ID to display the contract that has been pulled from, then choose **Delete & Exit** to delete the entries from the Interested Parties list for pulled contract(s).

Note: If a contract has been extended - go to **Update Entries for Letting Date Move**.

Letting ID:

Pulled Contracts:

Delete & Exit **Cancel**

4	Click the DELETE & EXIT button.	The following message will appear.
---	--	------------------------------------

Continued on Following Page

Removing Interested Parties for Pulled Contracts

(continued)

connectqc.ncdot.gov says

Please confirm that the following contract(s) have been pulled from the letting that the addendum indicating the withdrawal has **ALREADY** been uploaded to the letting document set, and that any interested parties for the contract(s) should now be deleted.

OK

Cancel

5

Click the **OK** button.

The following message will appear.

connectqc.ncdot.gov says

Deleted entries with pulled contracts in Interested Parties list

OK

The Interested Parties will be deleted from the contract.

This change will be reflected on the public **Bidding & Letting – Interested Parties** web page.

Chapter 10 Addenda

Occasionally, after a proposal has been advertised and the files are in the contractor's hands to enter bids, changes may need to be made to the status of an item, quantity, or any information that was originally sent out. To facilitate these changes, NCDOT uses an addendum process to amend the information that was distributed to the contractors.

Creating an Addendum for Adding a New Item

Follow the procedure for **Finding a Proposal** on **Page 4-1**.

From the *Proposal Summary* page:

The screenshot shows the 'Proposal Summary' page with the following elements:

- Navigation tabs: Overview, Addenda, Item Pricing, Locations, Proposal Vendors, Sections and Items, Wage Decisions.
- Section: Proposal Summary
- Proposal ID: DA10457 - 2021CPT01.06.10581.1 MARTIN B-5673 (with Save and ? buttons)
- Bid Letting: L230418A
- Left sidebar tabs: General, Projects, Time, Workflow (selected).
- Main content area:
 - Workflow dropdown menu: NCDOT-Division Workflow
 - WorkflowPhase dropdown menu: Manage Addenda

(Proposal Summary – Workflow Tab)

Step	Action	Result
1	On the left side of the page, click on the Workflow tab.	The Workflow tab will appear.
2	Select NCDOT – Division Workflow from the drop-down list in the WORKFLOW field.	Your selection will appear in the WORKFLOW field.
3	Select Manage Addenda from the drop-down list in the WORKFLOW PHASE field.	Your selection will appear in the WORKFLOW PHASE field.

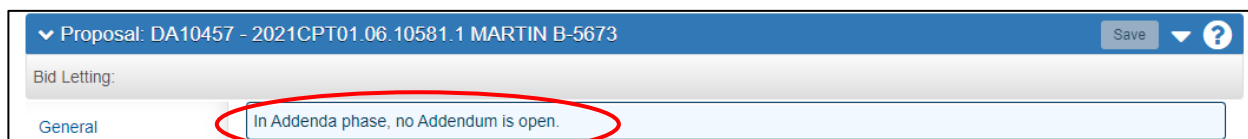
Continued on Following Page

Creating an Addendum for Adding a New Item

(continued)

4	Click the SAVE button in the Header Bar .	A Save Complete message will appear above the Header Bar .
---	---	--

An additional message will appear in blue just beneath the Header bar.



▼ Proposal: DA10457 - 2021CPT01.06.10581.1 MARTIN B-5673 Save ?



Bid Letting:

General In Addenda phase, no Addendum is open.

5	Click the Addenda quick link.	The Addendum Summary page will appear.
---	--------------------------------------	---

An empty record will appear on the page.

Press the **NEW** button to add additional records.

6	Type ADD ITEM in the DESCRIPTION field.  NOTE: The contractors will be able to see this information.	N/A
7	Type any comments about the addendum in the COMMENTS field.  NOTE: This information is hidden from contractors.	N/A
8	Click the SAVE button in the Header Bar .	A Save Complete message will appear above the Header Bar .

Once the addendum is saved, it will be automatically numbered.

9	Click the Proposal Quick Link at the top of the page.	The Proposal Summary page will appear.
---	--	---

Continued on Following Page

Creating an Addendum for Adding a New Item

(continued)

To view items in the proposal, click the **SECTIONS AND ITEMS** Quick Link, then select the **Proposal Items** tab.

When you are adding an item, you will be able to see which number is last so that you can assign the next line number to the new item.

10	Click on the Projects tab.	The Projects tab will appear.
11	Click on <i>the project to which you wish to add items.</i>	The Project Summary page will appear.
12	Click the <i>Categories and Items</i> Quick Link.	The Project Category and Item Summary page will appear.
13	Click the Items tab.	The Items tab will appear.

Continued on Following Page

Creating an Addendum for Adding a New Item

(continued)

Overview Item Alternate Summary Item Pricing Project Item Worksheet

Project Category and Item Summary

▼ Project: DA10457-RW - MARTIN TIP-011521 Save ?

General In Addenda phase, for Addendum 1.

Categories

Item Alternate Sets

Items

Q Type search criteria or press Enter Advanced Showing 8 of 8

Category ID No Filter

0 added 0 marked for deletion 0 changed

New

Actions

Quick Add Items

Select Items...

>	0010	0106000000-E - BORROW EXCAVATION	200.000	CY	▼
>	0015	1220000000-E - INCIDENTAL STONE BAS	200.000	TON	▼
>	0020	1245000000-E - SHOULDER RECONSTR	200.000	SMI	▼
>	0025	1363000000-E - ASPHALT TREATED BAS	200.000	TON	▼
>	0030		200.000		▼

(Project Category and Item Summary Page)

14	Click the drop-down arrow to the right of the NEW button.	A drop-down menu will appear.
15	Select Quick Add Items from the menu.	The Add Project Items page will appear.

Overview Categories and Items Item Alternate Summary Item Pricing Project

Add Project Items

▼ Project: DA10457-RW - MARTIN TIP-011521 Save ?

In Addenda phase, for Addendum 1.

New

1 added 0 marked for deletion 0 changed

Cat ID *	Item *	Prop Line ...	Quantity *	Suppl Descr
	Q Begin typing to search or press E			


(Add Project Items Page)

Continued on Following Page


Creating an Addendum for Adding a New Item

(continued)

16	Select <i>the category ID</i> from the drop-down list in the CAT ID field.	N/A
----	--	-----

 **NOTE:** Since some projects may have multiple structures or Non-Participating work, select the appropriate category for the funding source to which the addendum refers.

17	Start typing <i>the item name or number</i> in the ITEM field. The drop-down list will auto-filter as you type. Select <i>the item</i> from the list that appears.	N/A
18	Type <i>the proposal line number</i> in the PROPOSAL LINE NUM field.	N/A

 **NOTE:** This should be the next proposal line number in sequence. (By adding this number to the end of the other line numbers, all previous references to line numbers do not need to be revisited.)
Always add items to the end of the items list, never to the middle.

19	Type <i>the quantity of the item</i> in the QUANTITY field.	N/A
----	---	-----

If the item requires a supplemental description, a red asterisk * will appear to the left of the field name.

20	If a supplemental description is required for this item, type it in the SUPPL DESCR field., otherwise leave it blank.	N/A
----	---	-----

To add additional items, click the **NEW** button and repeat **Steps 16-20**.

The **PROPOSAL LINE NUMBER** will increase by one with each new item.

Continued on Following Page

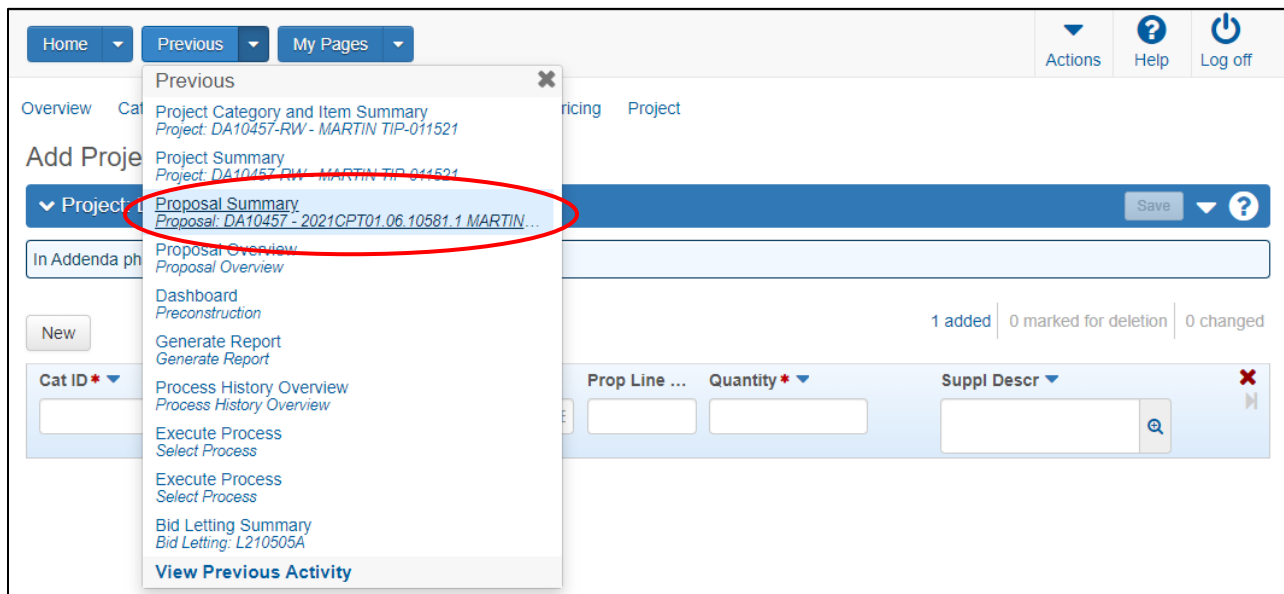
Creating an Addendum for Adding a New Item

(continued)

21	Click the SAVE button in the Header Bar .	A Save Complete message will appear above the Header Bar .
----	---	--

NOTE: Previously entered information will disappear after it has been saved to the item worksheet.

At this point, you will assign the new item(s) to the correct section(s).



22	Return to the Proposal Summary page by selecting it from the PREVIOUS drop-down menu	You will return to the Proposal Summary page.
23	Click the SECTIONS AND ITEMS Quick Link.	The Proposal Sections and Items page will appear.

Continued on Following Page

Creating an Addendum for Adding a New Item

(continued)

Overview Addenda Item Pricing Locations Proposal Proposal Vendors Wage Decisions

Proposal Sections and Items

▼ Proposal: DA10457 - 2021CPT01.06.10581.1 MARTIN B-5673 Save ?

Proposal Sections In Addenda phase, for Addendum 1.

Proposal Items

Proposal and Project Items

New

Cat Alt Set ID	Cat Alt Member ID	Total	Life C
ID * ▼	Description * ▼	330,044.00	
0001	ROADWAY ITEMS		

Actions

There are no actions available.

Tasks

Assign Items to Sections

Auto Generate Sections

Generate Unique Project Line Numbers

Views

Attachments

Issues

Links

(Proposal Sections and Items Page)

24

From the drop-down arrow at the right side of the **Header Bar** select **Assign Items to Sections**.

The **Assign Items to Sections** page will appear.

Overview Item Pricing Locations Proposal Proposal Vendors Sections and Items Wage Decisions

Assign Items to Sections

▼ Proposal: DA10457 - 2021CPT01.06.10581.1 MARTIN B-5673 Save ?

In Addenda phase, for Addendum 1.

Projects DA10457-RW - MARTIN TIP-011521 1 of 1 ← → 0 changed

ID	Description	Cat Alt S...	Cat Alt Memb...
(A) 0001	ROADWAY ITE		

All Project Items

▼ 0001 - ROADWAY ITEMS

0005 0084000000-E LF WICK DRAINS Mixed None AO

0010 0106000000-E CY BORROW EXCAVATION Mixed None AO

0015 1220000000-E TON INCIDENTAL STONE BASE Mixed None AO

0020 1245000000-E SMI SHOULDER RECONSTRUCTION Mixed None AO

0025 1363000000-E TON ASPHALT TREATED BASE COURSE Mixed None AO

0030 1385000000-E TON SAND ASPHALT BASE COURSE, TYPE F-1 Mixed None AO

0035 1396000000-E TON SAND ASPHALT SURFACE COURSE, TYPE F-1 (LEVELING COURSE) Mixed None AO

0040 1407000000-E TON SAND ASPHALT SURFACE COURSE, TYPE F-1 Mixed None AO

Continued on Following Page

Creating an Addendum for Adding a New Item

(continued)

25	Expand the list of items.	N/A
-----------	---------------------------	-----

The newly added item(s) will not be assigned to a category. They will be marked *None*.

26	Assign the item(s) to the appropriate category by clicking the corresponding radio button.	N/A
27	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .
28	Click the ITEM PRICING Quick Link.	The Price Proposal Items page will appear.

Overview Addenda Locations Proposal Proposal Vendors Sections And Items Wage Decisions

Price Proposal Items

▼ Proposal: DA10457 - 2021CPT01.06.10581.1 MARTIN B-5673 Save ?

In Addenda phase, for Addendum 1.

Proposal Item Total
330,044.00

Type search criteria or press Enter Search for Proposal Items Showing 1 of 1 0 changed Expand All



▼ ID	Description	Total	Proposal Items				
0001	ROADWAY ITEMS	330,044.00	8				
Prop L...	Item	Descr	Unit	Quantity	Price	Ext Amt	Alt ...
0001	008400	WICK DRAINS	LF - LINE	200.000	30.00000	6,000.00	
Alt ...		Suppl Descr					
0002	010600	BORROW EXCAVATION	CY - CUI	200.000	40.76000	8,152.00	
0003	122000	INCIDENTAL STONE BASE	TON - TC	200.000	37.82000	7,564.00	

(Price Proposal Items Page)

Continued on Following Page

Creating an Addendum for Adding a New Item

(continued)

29	Expand the proposal section by clicking the  arrow.	The list of items in the section will appear.
30	Navigate to the newly added item.	N/A
31	Type <i>the price of the item</i> in the PRICE field and  out of that field.	N/A
32	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .

Creating an Addendum for Item Modification

If an item in the proposal has been distributed to contractors and needs to be modified, an addendum for item modification should be created and distributed to all proposal/planholders. It will modify the previous addendum item for that proposal line number.

Follow the procedure for **Finding a Proposal** on **Page 4-1**.

From the ***Proposal Summary*** page:

(Proposal Summary – Workflow Tab)

Step	Action	Result
1	On the left side of the page, click on the Workflow tab.	The Workflow tab will appear.
2	Select <i>NCDOT – Division Workflow</i> from the drop-down list in the WORKFLOW field.	Your selection will appear in the WORKFLOW field.
3	Select <i>Manage Addenda</i> from the drop-down list in the WORKFLOW PHASE field.	Your selection will appear in the WORKFLOW PHASE field.
4	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .

An additional message will appear in blue just beneath the **Header Bar**.

Continued on Following Page

Creating an Addendum for Item Modification

(continued)

5	Click the <i>Addenda</i> quick link.	The Addendum Summary page will appear.
---	--------------------------------------	---

An empty record will appear on the page.

Press the **NEW** button to add additional records.

6	Type MODIFY ITEM in the DESCRIPTION field. NOTE: The contractors will be able to see this information.	N/A
7	Type <i>any comments about the addendum</i> in the COMMENTS field. NOTE: This information is hidden from contractors.	N/A
8	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .

Once the addendum is saved, it will be automatically numbered.

To view items in the proposal, click the **Proposal Items** tab.

Since you are changing an existing item, you will be able to get the line number here.

Continued on Following Page

Creating an Addendum for Item Modification

(continued)

From the **Proposal Summary** page:

9	Click on the Projects tab.	The Projects tab will appear.
10	Click on <i>the project containing the items you wish to modify</i> .	The Project Summary page will appear.
11	Click the <i>Item Worksheet</i> Quick Link	The Project Item Worksheet page will appear.
12	On the row containing the item, double-click in the field that needs to be modified.	N/A
13	Edit the contents of the field.	N/A

Repeat steps **12 & 13** for each additional field that requires modification.

14	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .
----	---	--

Creating an Addendum for Item Removal

If an item in the proposal has been distributed to contractors and needs to be removed, an addendum for item removal should be created and distributed to all proposal planholders. It will remove the previous addendum item for that proposal line number.

Follow the procedure for **Finding a Proposal** on **Page 4-1**.

From the ***Proposal Summary*** page:

Overview Addenda Item Pricing Locations Proposal Vendors Sections and Items Wage Decisions

Proposal Summary

▼ Proposal: DA10457 - 2021CPT01.06.10581.1 MARTIN B-5673 Save ?

Bid Letting: L230418A

General Projects Time Workflow

Workflow

NCDOT-Division Workflow

WorkflowPhase

Manage Addenda

(Proposal Summary – Workflow Tab)

Step	Action	Result
1	On the left side of the page, click on the Workflow tab.	The Workflow tab will appear.
2	Select <i>NCDOT – Division Workflow</i> from the drop-down list in the WORKFLOW field.	Your selection will appear in the WORKFLOW field.
3	Select <i>Manage Addenda</i> from the drop-down list in the WORKFLOW PHASE field.	Your selection will appear in the WORKFLOW PHASE field.
4	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .

Continued on Following Page

Creating an Addendum for Item Removal

(continued)

An additional message will appear in blue just beneath the Header bar.

The screenshot shows the 'Proposal Summary' page. At the top, there is a green 'Save Complete' button with a close icon. Below it is a blue header bar with the text '▼ Proposal: DA10357 - 2021CPT01.06.10581.1 MARTIN TIP-011521'. Underneath the header bar is a grey bar with 'Bid Letting: L210505A'. At the bottom, there is a blue message bar with the text 'In Addenda phase, no Addendum is open.' which is circled in red. The 'General' tab is selected on the left.

5	Click the <i>Addenda</i> quick link.	The Addendum Summary page will appear.
---	--------------------------------------	---

An empty record will appear on the page.

Press the NEW button to add additional records.

6	Type REMOVE ITEM in the DESCRIPTION field. NOTE: The contractors will be able to see this information.	N/A
7	Type <i>any comments about the addendum</i> in the COMMENTS field. NOTE: This information is hidden from contractors.	N/A
8	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .

Once the addendum is saved, it will be automatically numbered.

Continued on Following Page

Creating an Addendum for Item Removal

(continued)

9	Click the <i>Proposal</i> Quick Link.	The Proposal Summary page will appear.
10	Click on the Projects tab.	The Projects tab will appear.
11	Click on <i>the project containing item(s) you wish to remove.</i>	The Project Summary page will appear.
12	Click the <i>Item Worksheet</i> Quick Link.	The Project Item Worksheet page will appear.
13	At the right side of the row containing the item you wish to delete, click the drop-down arrow.	A menu will appear.



14	Click the trash can icon (<i>Delete</i>) on the drop-down menu.	The row will appear greyed out.
15	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar and the item will be deleted.

Deleting an Addendum

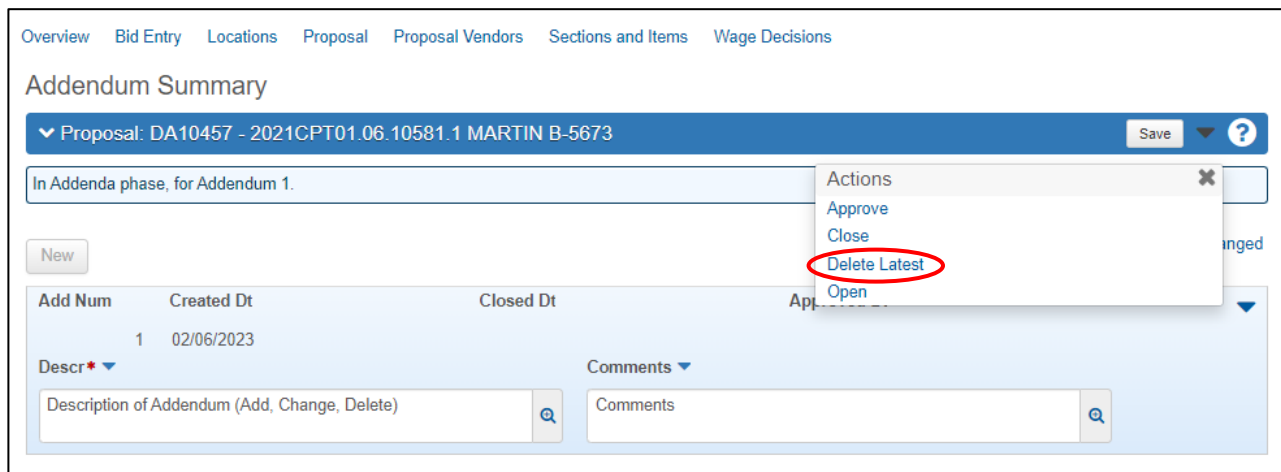
Follow the procedure for **Finding a Proposal** on **Page 4-1**.

From the *Proposal Summary* page:



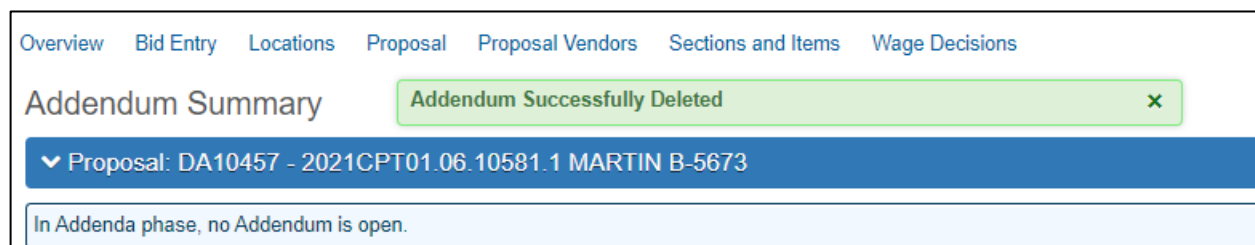
(Proposal Summary – Quick Links)

Step	Action	Result
1	Click the <i>Addenda</i> Quick Link at the top of the page.	The Addendum Summary page will appear.



(Addendum Summary Page)

2	From the drop-down arrow at the right side of the Header Bar select <i>Delete Latest</i> .	An Addendum Successfully Deleted message will appear above the Header Bar .
---	---	---



Continued on Following Page

Deleting an Addendum

(continued)

Deleting an Addendum will automatically switch into the Addenda Workflow Phase.

3	Click the <i>Proposal</i> Quick Link at the top of the page.	The Proposal Summary page will appear.
4	On the left side of the page, click on the Workflow tab.	The Workflow tab will appear.
5	Select <i>NCDOT – Division Workflow</i> from the drop-down list in the WORKFLOW field.	Your selection will appear in the WORKFLOW field.
6	Select <i>Process Bids</i> from the drop-down list in the WORKFLOW PHASE field.	Your selection will appear in the WORKFLOW PHASE field.
7	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .

Closing & Approving an Addendum

Once you have made all the changes you are submitting in the addendum, you need to close it.

Follow the procedure for **Finding a Proposal** on **Page 4-1**.

From the *Proposal Summary* page:

Step	Action	Result
1	Click the <i>Addenda</i> Quick Link at the top of the page.	The Addendum Summary page will appear.
2	From the drop-down arrow at the right side of the Header Bar select <i>Approve</i> .	The addenda will be closed and approved. The current date will appear in the CLOSED DT and APPROVED DT fields.

Once the addendum has been closed, you will need to go back and reset the Workflow to get out of the Addenda Phase.

3	Click the <i>Proposal</i> Quick Link at the top of the page.	The Proposal Summary page will appear.
4	On the left side of the page, click on the Workflow tab.	The Workflow tab will appear.
5	Select <i>NCDOT – Division Workflow</i> from the drop-down list in the WORKFLOW field.	Your selection will appear in the WORKFLOW field.
6	Select <i>Process Bids</i> from the drop-down list in the WORKFLOW PHASE field.	Your selection will appear in the WORKFLOW PHASE field.

Continued on Following Page

Closing & Approving an Addendum

(continued)

7	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .
---	---	---

The blue Addenda message just beneath the **Header bar** will disappear because you are no longer in Addenda Phase.

Completing the Addenda Process

After the addenda have been prepared, you are ready to distribute these changes to the contractors. This process will be the same as creating the EBSX file. The only difference is that the files created will have the addendum number as their extension.

From the *AASHTOWare Project Dashboard*:

Step	Action	Result
1	Click on <i>Lettings</i> .	The Bid Letting Overview page will appear.

Bid Letting Overview

▼ Bid Letting Overview Save ?

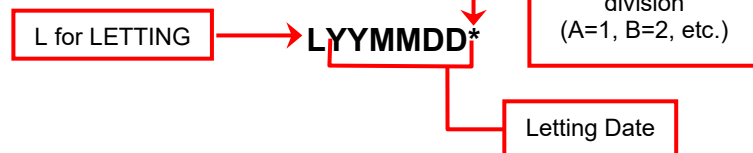
Advanced Showing 1 of 1 0 changed

Bid Let	Letting Date	Letting Time	Bidders List Cutoff Date	Letting Status
L210505A	05/05/2021	2:00 PM	05/04/2021	SCHD - SCHEDULE

2	Type <i>the letting number</i> in the search filter. The results will auto filter as you type.	The letting will appear in the results.
---	---	---

Letting Number Format

Letting Number format is as follows:



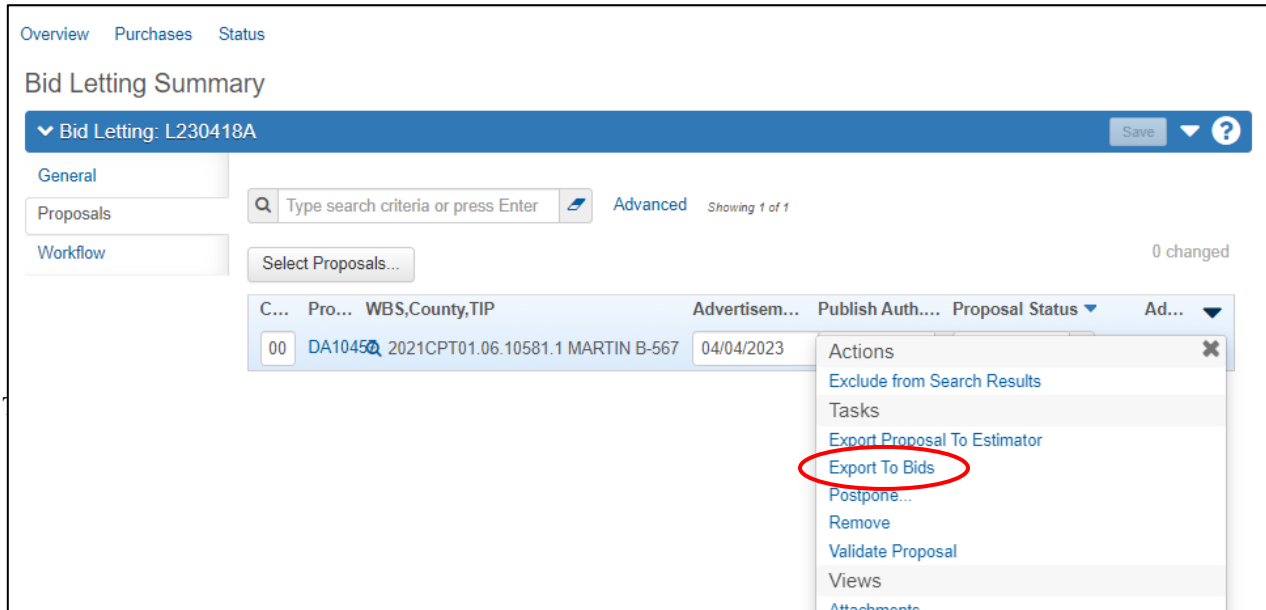
3	Click on the LETTING NUMBER you wish to open.	The Bid Letting Summary page will appear.
---	--	--

Continued on Following Page

Completing the Addenda Process

(continued)

4	Click on the Proposals tab.	The Proposals tab will appear.
---	------------------------------------	---------------------------------------



(Letting Proposals Tab)

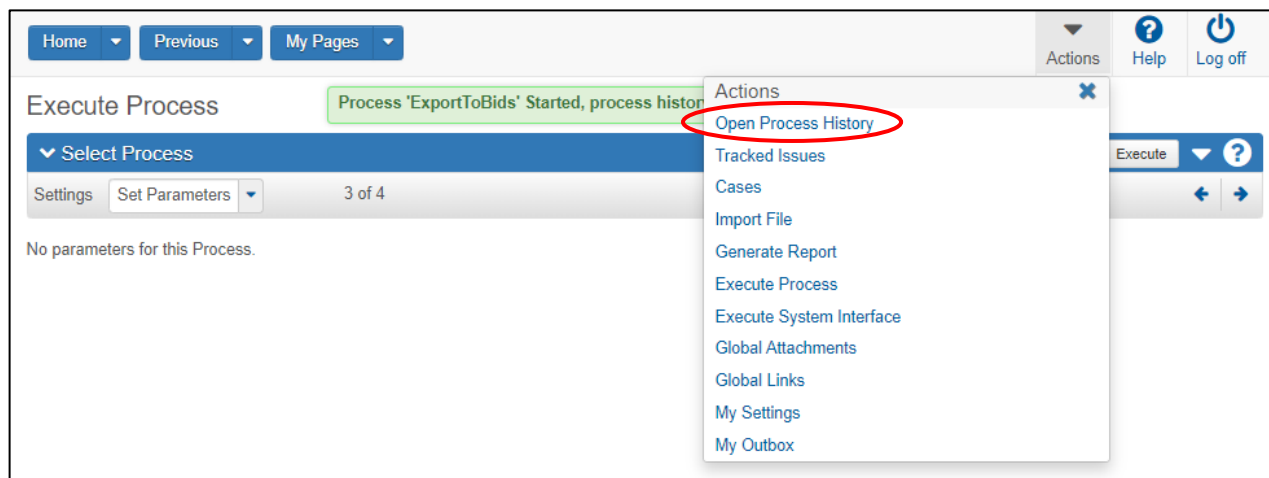
5	From the drop-down arrow at the right side of the row containing the Proposal which contains the addenda select Export To Bids .	The Execute Process page will appear.
6	Click the EXECUTE button.	This will launch the process.

Continued on Following Page

Completing the Addenda Process

(continued)

Now you'll need to go to the **Process History** page to see if the process was successful.



Checking the Status of the EBSX File

7	From the ACTIONS menu at the top of the window, select <i>Open Process History</i> .	The Process History Overview page will appear.
8	Locate the process you have just executed. <div> NOTE: Processes will be displayed with the most recent at the top of the page. Currently running processes will appear at the bottom until they have finished running. </div>	

There are 3 files that will be generated. These are:

Pass2ebs.txt	This is the file needed to generate the EBSX file.
Export.log	The only purpose of this file is to let you know if the export has completed successfully.
Error.log	This file will list any errors found during the export process.

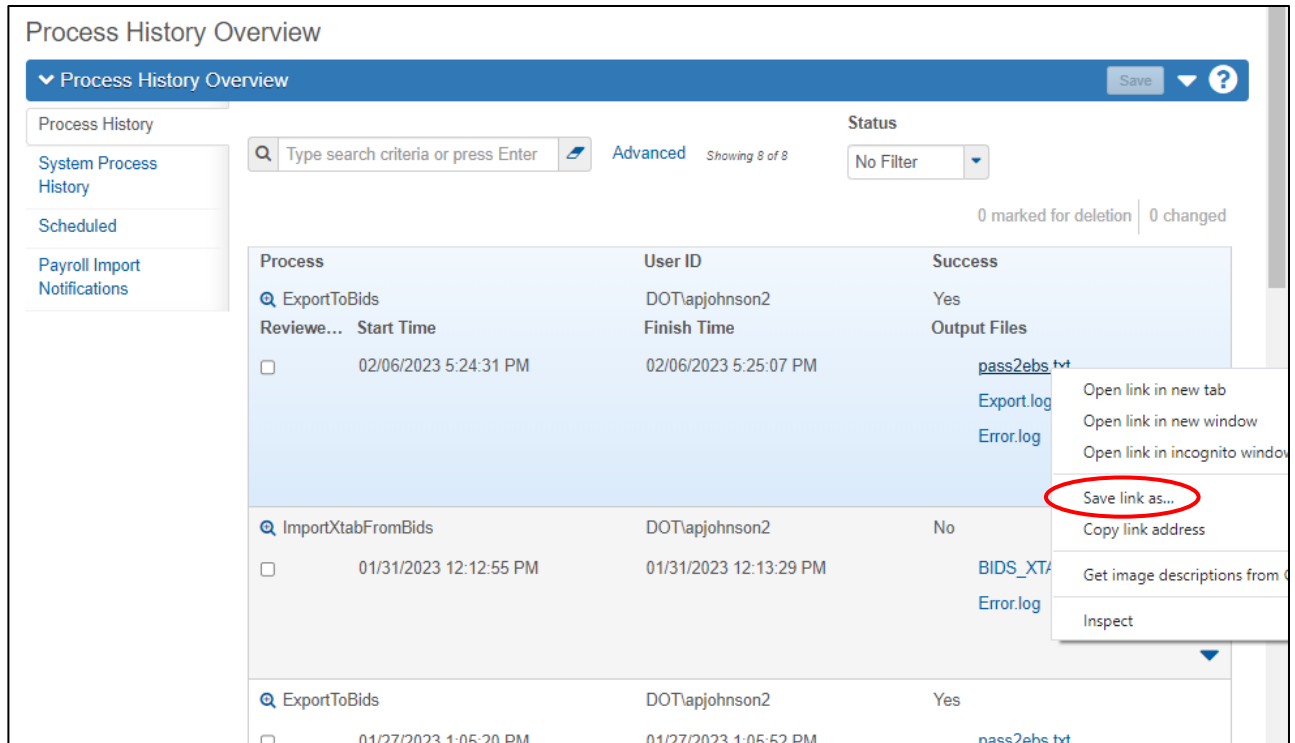
NOTE:

 The **Export.log** and **Error.log** files are for information only.

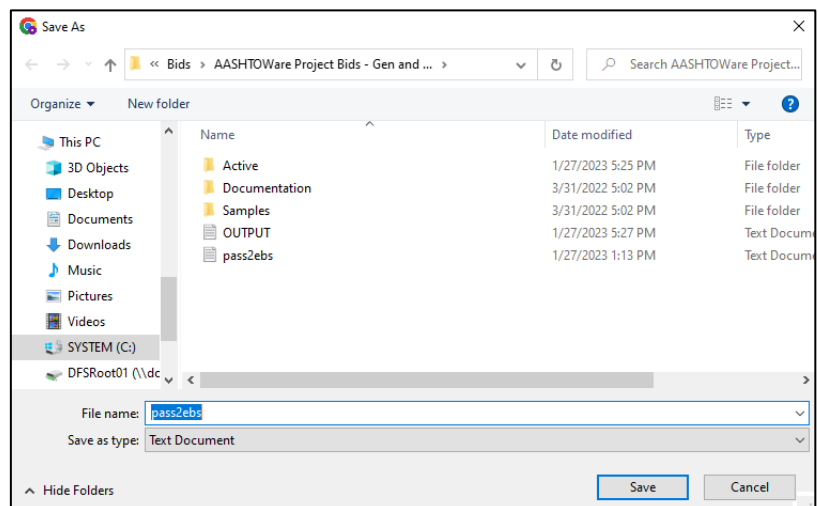
Continued on Following Page

Completing the Addenda Process

(continued)





9	In the OUTPUT FILES section, right-click on the pass2ebbs.txt file.	A right-click menu will appear.
10	Select Save link as... from the drop-down menu.	The Save As dialog will appear.



Continued on Following Page

Completing the Addenda Process

(continued)

11	In the Save As dialog, navigate to C:\Bids\AASHTOWare Project Bids – Gen and Load .  NOTE: If you have Project Bid Entry installed on our computer, you will have this directory by default.	N/A
12	Click the SAVE button.  NOTE: Do not change the file name.	The pass2ebs.txt file will be saved to your C:\Bids\AASHTOWare Project Bids – Gen and Load directory.

If the **C:\Bids\AASHTOWare Project Bids – Gen and Load** directory already contains a **Pass2ebs.txt** file, either delete it or overwrite it.


When you are finished working with the files on the **Process History Overview** page, you can delete them by following the procedure for **Deleting a Process** on **Page 13-1**.

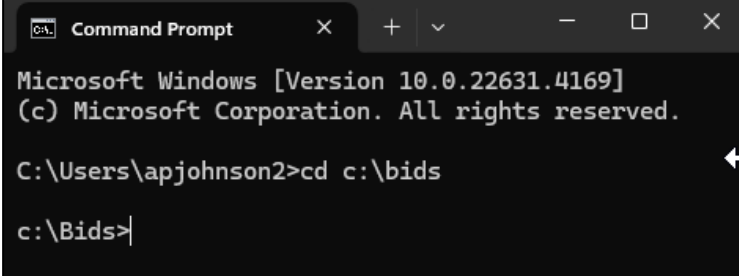
Continued on Following Page

Completing the Addenda Process

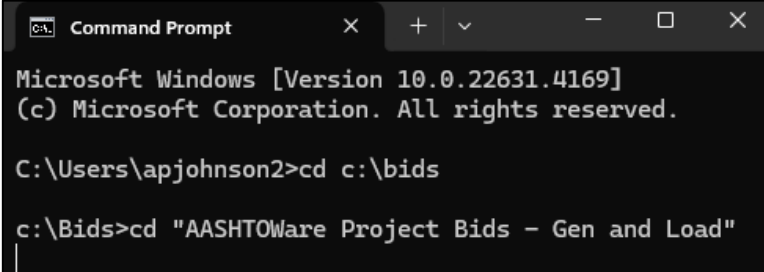
(continued)

Command Prompt

13	<p>At this point you will open the command prompt window.</p> <p> NOTE: If it is not listed in a menu or a shortcut, type command in the Windows search box in your taskbar. It should appear first.</p>	<p>The Command Prompt window will appear.</p>
----	---	--



14	<p>Type cd c:\bids and press the Enter key.</p>	<p>You've changed the current directory to c:\Bids\.</p>
15	<p>Type cd a and press Tab. (Not Enter)</p>	<p>The first directory beginning with A will be displayed</p>
16	<p>Continue to press Tab until the AASHTOWare Project Bids – Gen and Load directory is displayed in the command prompt.</p>	




17	<p>Press Enter.</p> <p>The directory will change to c:\Bids\AASHTOWare Project Bids – Gen and Load.</p>	<p>You've changed the current directory to c:\Bids\AASHTOWare Project Bids – Gen and Load.</p>
----	---	---



Continued on Following Page

Completing the Addenda Process


(continued)

18	Type gen and press  .	The generate process will run.
----	---	---------------------------------------

The file created by this process will have the following format:

Addendum Number

DE00268.001X

Proposal Number


19	Close the Command Prompt window.	You have successfully created the addendum *.EBSX File.
----	---	--

 **NOTE:** The original .ebsx file created at advertisement along with any previous addendum files must be in your current working directory **C:\Bids\AASHTOWare Project Bids – Gen and Load**.

 **IMPORTANT!**

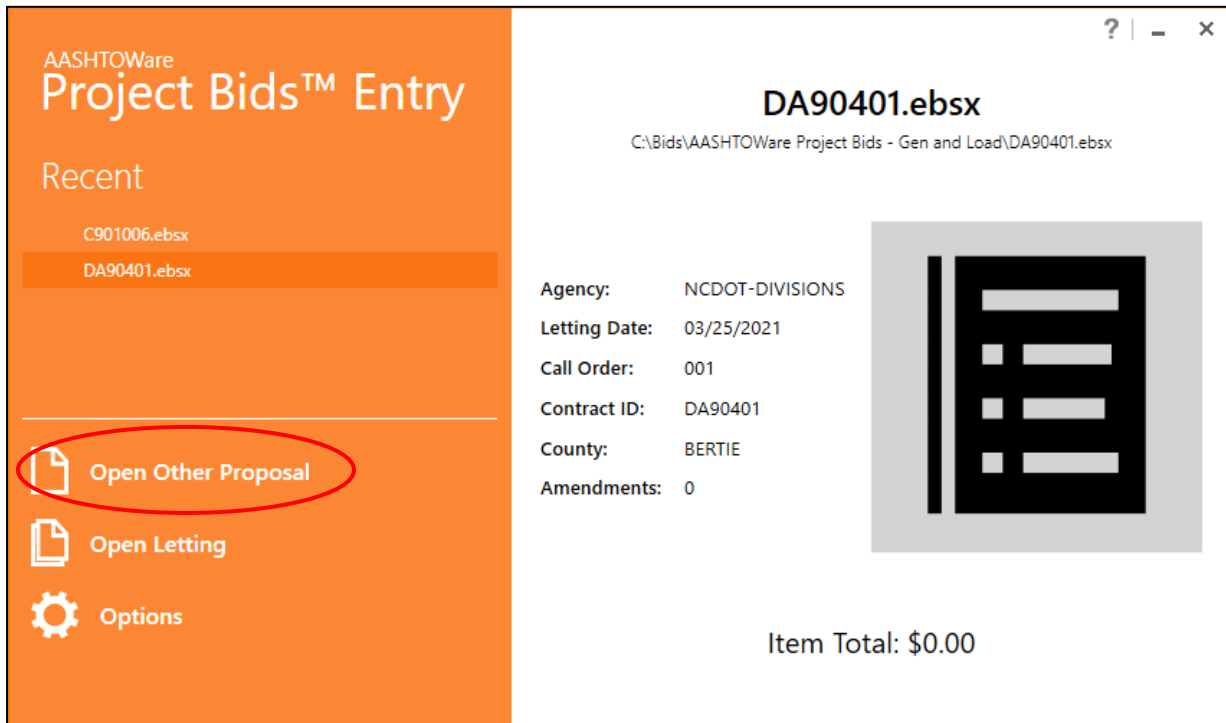
DO NOT move any ***.EBSX** files until after your letting date.

Once the letting is complete, copies should be archived.

20	Copy this Addendum file and upload it for the contractors.  NOTE: Do NOT give them the complete .EBSX file again.	
21	To apply the new file, the contractors must be instructed to load their copy of the original .EBSX file into the Project Bids Bid application.	N/A

Applying an Addendum in Project Bids Entry

Step	Action	Result
1	Launch the Project Bids Entry Application.	The Project Bids Entry window will appear.



(Project Bids Entry Window)

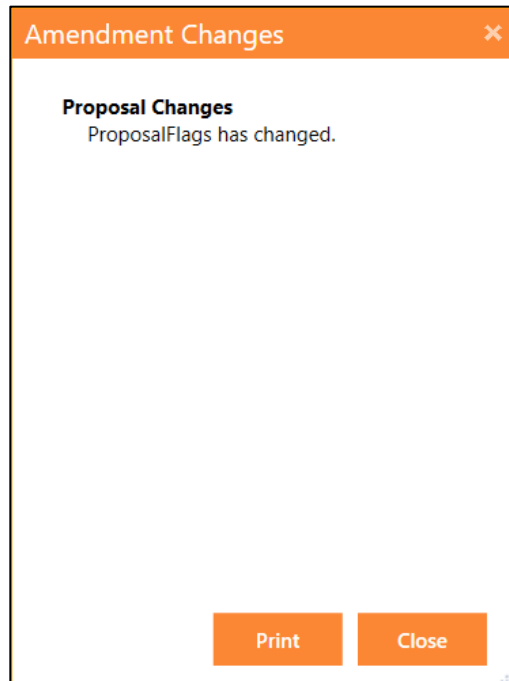
2	From the home page, select OPEN OTHER PROPOSAL .	A dialog will appear that will prompt you to open an .EBSX file.
3	Navigate to the C:\Bids\AASHTOWare Project Bids – Gen and Load directory.	N/A
4	Click on the .EBSX file you would like to open.	N/A

Continued on Following Page

Applying an Addendum in Project Bids Entry

(continued)

5	Click the OPEN button.	If the addendum file is in the same folder as the .EBSX file, the Amendment Changes panel will appear.
---	-------------------------------	---



If the addendum file is in the same folder as the .EBSX file, it will be applied automatically when the .EBSX file is opened.

If this is the case, you **will not** need to perform **steps 13-16**.

6	Click the CLOSE button.	The Amendment Changes dialog will close, and the Options panel will appear.
---	--------------------------------	--

Continued on Following Page

Applying an Addendum in Project Bids Entry

(continued)

7

Click the  button.

The **User Profile Entry** dialog will appear.

Continued on Following Page

Applying an Addendum in Project Bids Entry

(continued)

8	Type <i>the bidder ID number of the contractor</i> in the BIDDER ID field.	N/A
9	Click Add New Bidder ID .	The bidder will appear in the list

BIDDER ID	DEFAULT?	DELETE
3760	<input checked="" type="checkbox"/>	

Save
Cancel

10	Click the SAVE button.	N/A
----	-------------------------------	-----



11	Click the OPTIONS arrow to hide the panel.	The proposal information will appear.
----	---	---------------------------------------

IMPORTANT!

When an **.EBSX** file is re-opened, the DBE information will not be visible.

Do not re-enter this information.

Although it cannot be seen, it has been saved with the bid.

12	Save your information by clicking the save button.
----	---

The contractors will need to make changes to their bids accordingly.

Continued on Following Page

Applying an Addendum in Project Bids Entry

(continued)

The screenshot shows the 'AASHTOWare Project Bids™ Entry - DA90401.ebsx (0 Amendments) DA90401' window. The 'Miscellaneous Data' tab is selected, indicated by a green checkmark. The form contains the following fields:

Agency:	NCDOT-DIVISIONS	Bidder ID:	3760
Letting Date:	03/25/2021	Project ID:	STATE FUNDED
Call Order:	001	County:	BERTIE
Contract ID:	DA90401	Amendments:	0
Date Generated:	03/25/2021	Joint Bid:	No
Date Revised:		DBE List:	7.00%
Checksum:	D86E52E083		
Description:	MILLING		

The bottom status bar displays 'Bid Total: \$0.00'.

The addenda items will be made available to the contractors via the Internet. In addition, **new hardcopy proposal sheets will be printed and sent to each contractor.**

NOTE: Whenever you create an addendum file, open it in Project Bids Bid to make sure it will work properly when the contractor receives it.

NOTE: Don't move files from the **Gen** directory until a letting is complete. Make copies if you need them to be portable, but the original should remain until the letting is over. Once the letting is complete, copies should be archived.

If the addendum file is **NOT** in the same folder as the .EBSX file, you **will** need to perform **steps 13-16**.

Continued on Following Page

Applying an Addendum in Project Bids Entry

(continued)

If the Addendum resides in a different location

13	From the FILE menu, select LOAD AMENDMENT .	The Open Amendment dialog will appear.
14	Navigate to the directory containing the addendum file.	N/A
15	Select <i>the Addendum file</i> from the list.	N/A
16	Click the OPEN button.	The Addendum will be applied.

The contractors will need to make changes to their bids accordingly.

Chapter 11 Letting Day Activities

On letting day, a lot of activities come together simultaneously. Many tasks are required, and they are all included here for informational purposes. The purpose of this chapter is to make sure all steps have been taken to ensure a successful letting.

Processing Hand-Entered Bids with Project Bids Entry

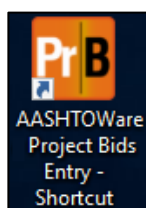
Some contractors prefer to submit their bids in paper form only. These paper bids must be converted into an electronic format that can be combined with the other electronic bids submitted to NCDOT for comparison. The application used for this is called **Project Bids Entry**.

Before any bids can be entered through Project Bids Entry, you *must* place all **.EBSX** bid files for the letting on the network so that the person entering this information can access them.

Paper bids entered via the Project Bids Entry application will create a bid file named **XtabDat.DAT** in the **C:\Bids\AASHTOWare Project Bids – Gen and Load** directory of each bid entry operator's PC. Bid files may also be saved to a shared network drive based on division preference. This program allows the entry of bid data from several bidders by differentiating them with different bidder IDs.

IMPORTANT!

Make sure to delete the **XtabDat.dat** and **xdbedat.dat** files from the previous letting **BEFORE** entering bids for a new letting.



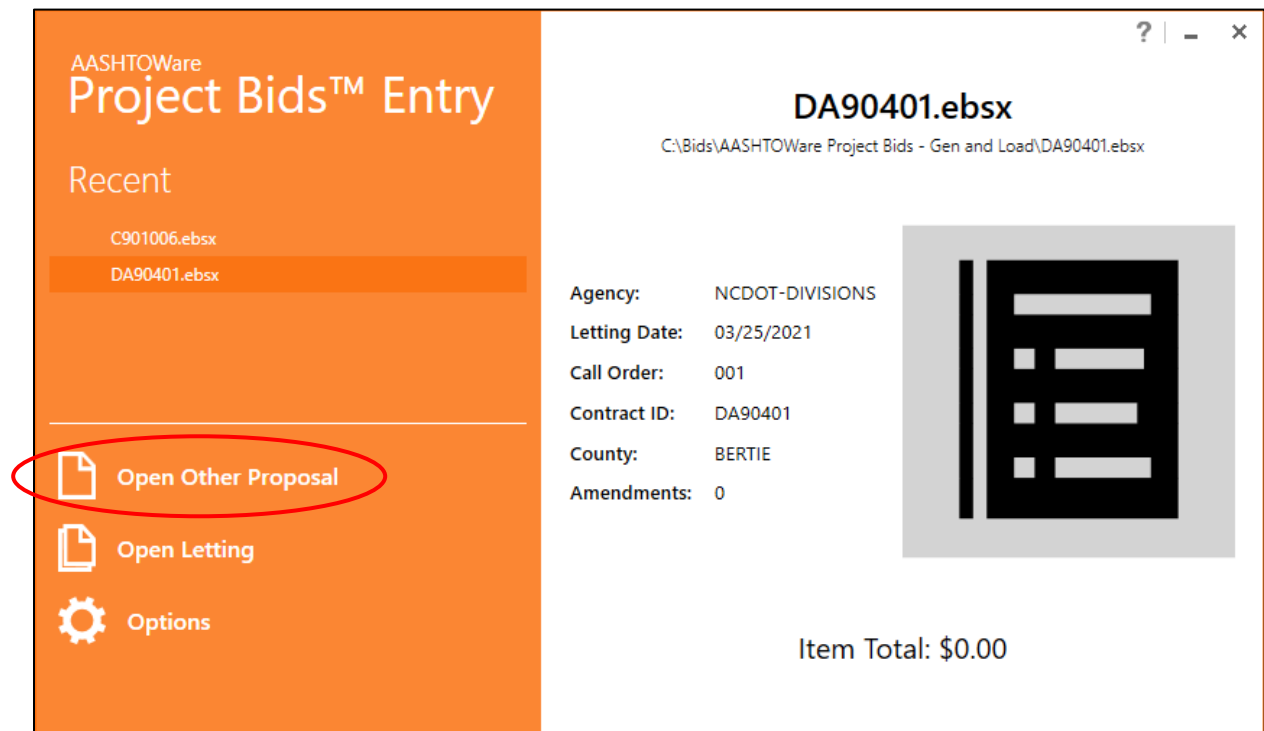
From *your Desktop*:

Step	Action	Result
1	Double-click the AASHTOWare Project Bids Entry icon.	The Project Bids Entry application will appear.

Continued on Following Page

Processing Hand-Entered Bids with Project Bids Entry

(continued)



(Project Bids Entry Main Window)


2	Click OPEN OTHER PROPOSAL .	The Open Proposal dialog will appear.
3	Navigate to the C:\Bids\AASHTOWare Project Bids – Gen and Load directory.	N/A

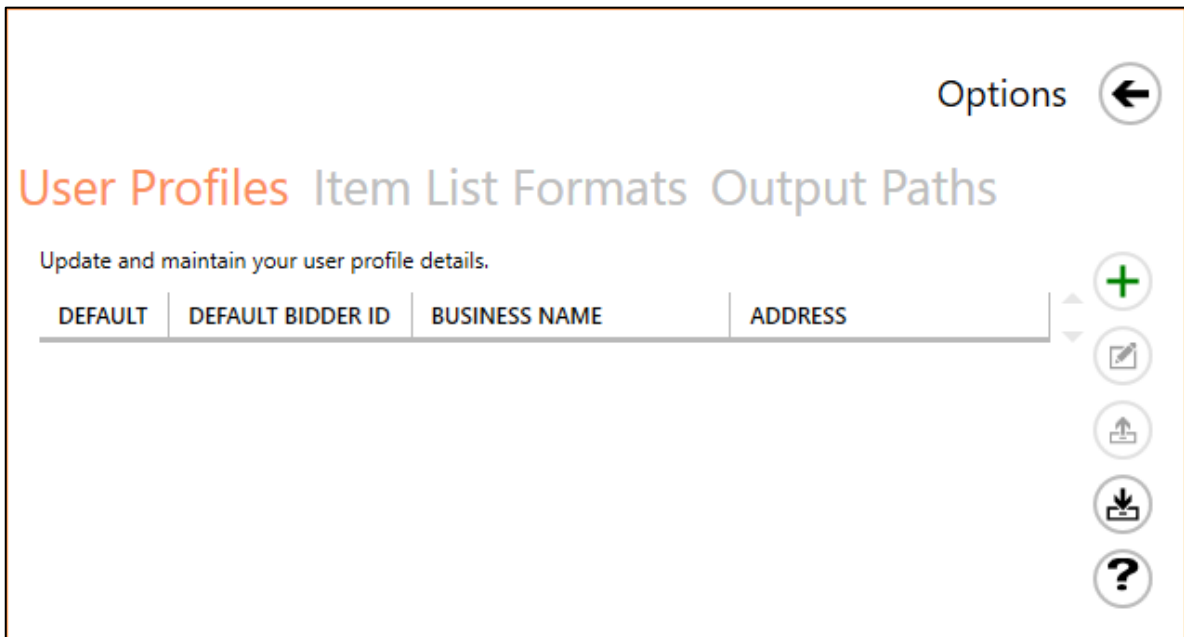
Continued on Following Page


Processing Hand-Entered Bids with Project Bids Entry

(continued)

4	Select the .EBSX file for the letting.	N/A
5	Click the OPEN button.	The Options panel will appear.

 **NOTE:** The **Bidder ID** is the **HiCAMS Vendor ID**. This can be found in the **VENDOR OVERVIEW** (in the **REFERENCE DATA** section of **AWP**) or in the **INTERESTED PARTIES/AUTHORIZED BIDDERS LIST** (from the **LETTING ADMIN DASHBOARD**).



6	Click the  button.	The User Profile Entry dialog will appear.
---	---	---

Continued on Following Page

Processing Hand-Entered Bids with Project Bids Entry

(continued)

7	Type <i>the bidder ID number of the contractor</i> in the BIDDER ID field.	N/A
8	Click Add New Bidder ID .	The bidder will appear in the list

9	Click the SAVE button.	N/A
---	-------------------------------	-----

IMPORTANT!

When an **.EBSX** file is re-opened, the DBE information will not be visible.

Do not re-enter this information.

Although it cannot be seen, it has been saved with the bid.

Continued on Following Page

Processing Hand-Entered Bids with Project Bids Entry

(continued)

Options



10

Click the **OPTIONS ARROW** to hide the panel.

The proposal information will appear.

IMPORTANT!

Check the **Title Bar** to make sure it indicates that all the amendments (addendum) to the contract are included.

11

Click the **Schedule of Items** tab.

The **Schedule of Items** window will appear.

AASHTOWare Project Bids™ Entry - DA90401.ebsx (0 Amendments) DA90401

FILE EDIT TOOLS VIEW HELP

General Schedule Of Items DBE List Miscellaneous Data Bid Bond

LINE NUMBER	ITEM NUI	QUANTITY	UNIT	UNIT PRICE	EXTENSION PRICE
Section 0001					
ROADWAY ITEMS					
0001	0000100000-	1.000	LS		
MOBILIZATION					
0002	0264000000-	2.220	SMI		
GENERIC GRADING ITEM SHOULDER GRADINGSHOULDER GRADINGSHOULDER GRADINGSHOULDER					
0003	0350000000-	10.000	LF		
**** RC PIPE CULVERTS, CON- TRACTOR DESIGN some kind of pipe					
0004	1220000000-	56.000	TON		
INCIDENTAL STONE BASE					
0005	1260000000-	205.000	TON		
AGGREGATE SHOULDER BORROW					
0006	1297000000-	17,925.000	SY		
MILLING ASPHALT PAVEMENT, ****DEPTH (1-1/2")					
Item Total: \$0.00				Bid Total: \$0.00	

12

From the paper copy of the bid, type *the unit price for each line item* in the **UNIT PRICE** field.


N/A



Continued on Following Page

Processing Hand-Entered Bids with Project Bids Entry

(continued)

13	After all individual unit prices have been entered, make sure the online bid total matches the total of the paper bid.	N/A
----	--	-----

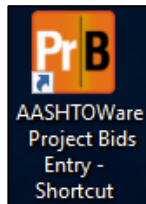
 **NOTE:** If you find an error in the contractor's bid, consult *Section 103: Award and Execution of Contract* in the **Standard Specification for Roads and Structures** (Spec Book).

14	Click the SAVE  button.  NOTE: You will be able to save at any time. You don't need to wait until the end. This will ensure that you don't lose any work to system outages, etc.	The bid has been saved electronically.
----	---	--

The **Xtabdat.dat** file has been created. This file is in the **C:\Bids\AASHTOWare Project Bids – Gen and Load** directory based the directory set in the **Output Paths** page. (See procedure on page 1-16 for **Setting Up AASHTOWare Project Bids Entry**)
 Bid files may also be saved to a shared network drive based on division preference.

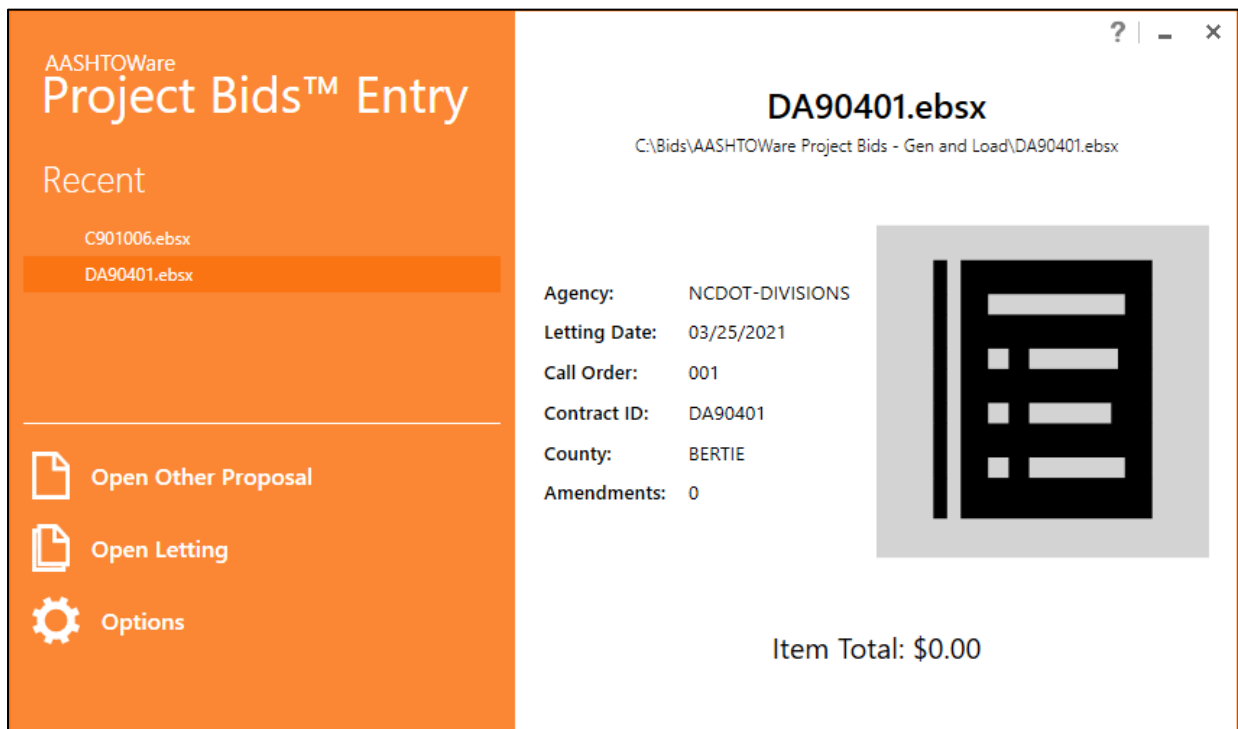
Repeat this procedure if you have more bids to enter.

Adding DBE/MBE/WBE Entries In Project Bids Entry



From *your Desktop*:

Step	Action	Result
1	Double-click the AASHTOWare Project Bids Entry icon.	The Project Bids Entry application will appear.



(Project Bids Entry Main Window)


2	Click OPEN OTHER PROPOSAL .	The Open File dialog will appear.
3	Navigate to the directory containing your .EBSX files.	N/A


Continued on Following Page

Adding DBE/MBE/WBE Entries In Project Bids Entry

(continued)

4	Select the proposal .EBSX file.	N/A
5	Click the OPEN button.	The Options panel will appear.

6	Click the  button.	N/A
7	Type <i>the bidder ID number of the contractor</i> in the BIDDER ID field.	N/A

 **NOTE:** The **Bidder ID** is the **HiCAMS Vendor ID**. This can be found in the **VENDOR OVERVIEW** (in the **REFERENCE DATA** section of **AWP**) or in the **INTERESTED PARTIES/AUTHORIZED BIDDERS LIST** (from the **LETTING ADMIN DASHBOARD**).

8	Click the ADD NEW BIDDER ID button.	The bidder information will appear at the bottom of the Options panel.
---	--	---

Continued on Following Page

Processing Hand-Entered Bids with Project Bids Entry

(continued)

BIDDER ID	DEFAULT?	DELETE
16995	<input checked="" type="checkbox"/>	<input type="checkbox"/>

9

Click the **SAVE** button.

You will return to the **Options** panel. The bidder will be listed at the top.

Options



10

Click the **Options Arrow** to hide the panel.

The proposal will be displayed.

AASHTOWare Project Bids™ Entry - DA90401.ebsx (0 Amendments) DA90401

FILE EDIT TOOLS VIEW HELP

General

Schedule Of Items

DBE List

Miscellaneous Data

Bid Bond

Agency: NCDOT-DIVISIONS Bidder ID: 3760

Letting Date: 03/25/2021 Project ID: STATE FUNDED

Call Order: 001 County: BERTIE

Contract ID: DA90401 Amendments: 0

Date Generated: 03/25/2021 Joint Bid: No

Date Revised: DBE List: 7.00%

Checksum: D86E52E083

Description: MILLING

Bid Total: \$0.00

Continued on Following Page

Processing Hand-Entered Bids with Project Bids Entry

(continued)

11	Click the DBE LIST , or MBE LIST , or WBE LIST tab on the left side of the window. 📁 NOTE: All of these selections will not be available.	The DBE List , MBE List , or WBE List page will appear.
----	--	--

📁 **NOTE:** If you haven't saved the **DBE_NC.BIN** file in the **C:\Bids\AASHTOWare Project Bids – Gen and Load** directory, the vendor list will not contain any information.
The procedure for **Creating the EBSX File for the Letting** is on **Page 8-13**. This is the file you should use.

AASHTOWare Project Bids™ Entry - DA90401.ebsx (0 Amendments) DA90401

FILE EDIT TOOLS VIEW HELP

General
Schedule Of Items
DBE List
Miscellaneous Data
Bid Bond

DBE List

NAME	SUPPLIER?	AMOUNT ENTERED	AMOUNT TOTAL	COMPLETE?
Delete Entry Clear Selection				

Item Total: \$0.00

Total Entered: 0.00 % or \$0.00

Goal: 7.00 % or \$0.00

Goal Not Met

Name: ID: Address: Used As: DBE Items Total: Calculated from DBI

Show Items Add Entry Clear

Bid Total: \$0.00

(DBE Entry Panel)

Continued on Following Page

Adding DBE/MBE/WBE Entries In Project Bids Entry

(continued)

12	Select <i>the vendor name</i> from the drop-down list in the NAME field.	The ID and CITY/STATE fields will default automatically.
13	Select Manufacturer, Subcontractor, or Supplier from the drop-down list in the USED AS field.	N/A
14	Click the ADD ENTRY button.	The vendor will be added to the proposal.

Repeat **steps 12-14** to add additional vendors of the same type (DBE, MBE, or WBE).

To add additional vendors of a different type, click on the applicable tab and repeat **steps 11-14**.

Continued on Following Page

Adding DBE/MBE/WBE Entries In Project Bids Entry

(continued)

To add **DBE**, **MBE**, or **WBE** items:

15

Select a **vendor** from the list of vendors at the top of the window.

The applicable vendor will appear highlighted.

16

Click the **SHOW ITEMS** button at the bottom of the window.

The list of items in the proposal will appear.

Continued on Following Page

Adding DBE/MBE/WBE Entries In Project Bids Entry

(continued)

AASHTOWare Project Bids™ Entry - DA90401.ebsx (0 Amendments) DA90401

FILE EDIT TOOLS VIEW HELP

General Schedule Of Items DBE List Miscellaneous Data Bid Bond

Back

DBE List Items

Items Total: \$0.00

MCCAIN STRIPING SERVICE INC

USE ITEM	LINE NUMBER	ITEM NUM	QUANTITY	UNIT	UNIT PRICE	EXTENSION PRICE
<input type="checkbox"/>	0012	4457000000-N	1.000	LS		
	TEMPORARY TRAFFIC CONTROL					
<input checked="" type="checkbox"/>	0013	4685000000-E	12,140.000	LF		
	THERMOPLASTIC PAVEMENT MARKING LINES (4", 90 MILS)					
<input checked="" type="checkbox"/>	0014	4686000000-E	8,603.000	LF		
	THERMOPLASTIC PAVEMENT MARKING LINES (4", 120 MILS)					

Line Number: 0016 Item Number: 4905000000-N

Description: SNOWPLOWABLE PAVEMENT MARKING LINES Multiple Participants: ☐

Quantity: 74.000 Unit: EA

Unit Price: Extension Price:

Note:


Bid Total: \$0.00

17	Select any items associated with the selected vendor by clicking the checkbox to the left of the item.	N/A
18	Type <i>the price of the item</i> in the UNIT PRICE field.	The EXTENSION PRICE field will default automatically.
19	If applicable, <i>type a note</i> in the NOTE field.	N/A

Continued on Following Page

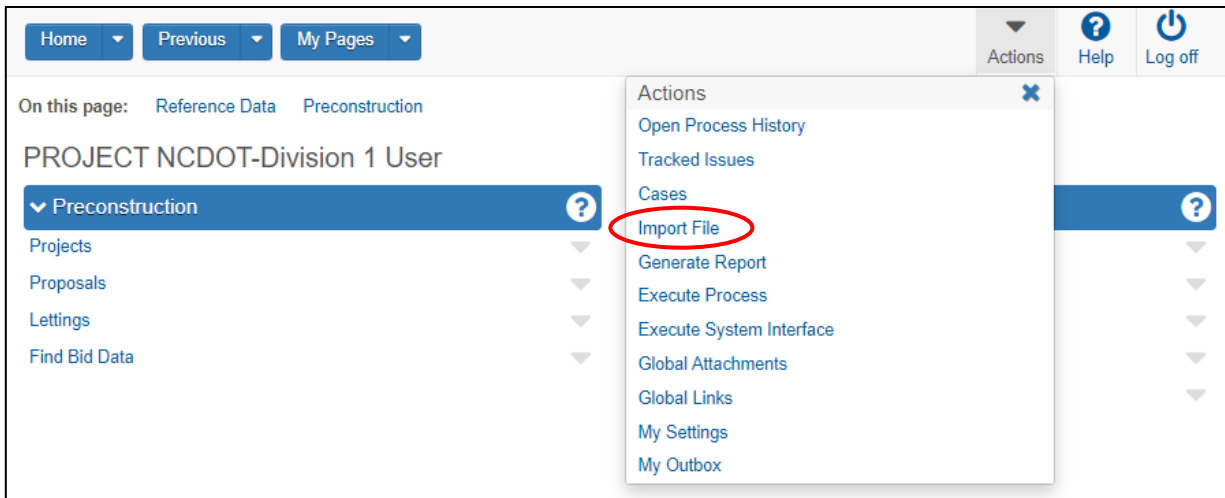
Adding DBE/MBE/WBE Entries In Project Bids Entry

(continued)

20	Click the SAVE  button.	The new DBE , MBE or WBE records and Items will be saved.
21	Click the BACK button.	N/A
22	Click the UPDATE ENTRY button.	Item and vendor information for the selected vendor has been updated.

Repeat **steps 15 - 22** for additional items.

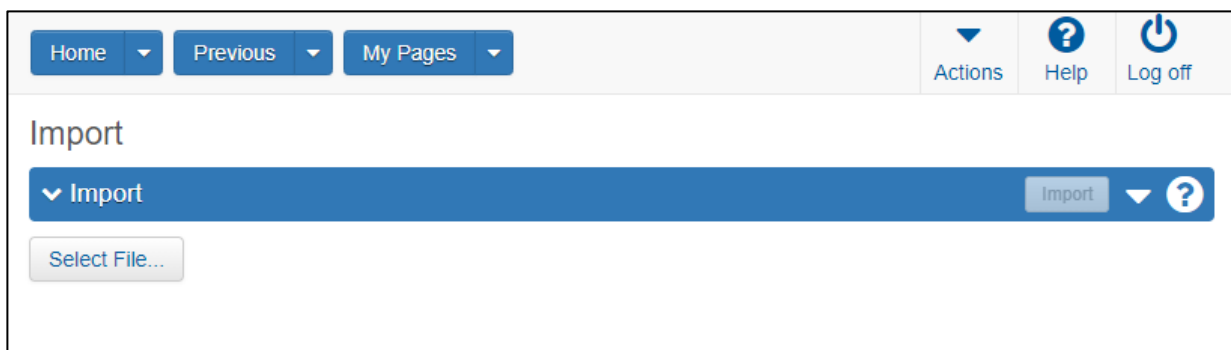
Loading Electronically Submitted Bids



(AASHTOWare Project Dashboard – Actions Menu)

From the *AASHTOWare Project Dashboard*:

Step	Action	Result
1	From the ACTIONS menu at the top of the window, select Import File .	The Import page will appear.



2	Click the SELECT FILE button.	A dialog will appear that will prompt you to select the file from the location where you saved it.
---	--------------------------------------	--

Continued on Following Page

Loading Electronically Submitted Bids

(continued)

3	Navigate to the C:\Bids\AASHTOWare Project Bids – Gen and Load directory.	N/A
4	Select the XtabDat.DAT file and click the OPEN button.	The XtabDat.DAT file will be imported.

The screenshot shows the 'Import' section of the software interface. At the top, there are navigation buttons: 'Home', 'Previous', and 'My Pages'. To the right are 'Actions', 'Help', and 'Log off' buttons. Below the navigation bar, the 'Import' section is active. A yellow warning box says 'There are unsaved changes.' Below this, the 'Import XTAB From Bids' button is highlighted in blue. To the right of this button is an 'Import' button and a help icon. Below the blue button is a 'Select File...' button. Underneath, the file 'xtabdat_DA10357.dat 1160 bytes' is listed. The 'Select DBE File...' button is circled in red.

5	Click the SELECT DBE FILE button.	A dialog will appear that will prompt you to select the file from the location where you saved it.
6	Select the XdbeDat.DAT file and click the OPEN button.	The XdbeDat.DAT file will be imported.
7	Click the IMPORT button.	A message that the import has been submitted will appear above the Header Bar .

Continued on Following Page

Loading Electronically Submitted Bids

(continued)

The screenshot shows the 'Import' section of a web application. At the top, a green message box states: 'Xtab from bids import successfully submitted.Process history ID: 10651'. Below this is a blue header with a dropdown menu set to 'Import'. A 'Select File...' button is visible. At the bottom, the text 'xtabdat_DA10357.dat 1160 bytes' is followed by a blue link labeled 'Process History', which is circled in red.

8

Click the *Process History* link.

The **Process History Overview** page will appear.

The screenshot shows the 'Process History Overview' page. It features a sidebar with links for 'Process History', 'System Process History', 'Scheduled', 'Payroll Import', and 'Notifications'. The main area has a search bar, a status filter set to 'No Filter', and a table of processes. The table has columns for 'Process', 'User ID', 'Success', 'Review...', 'Start Time', 'Finish Time', and 'Output Files'. One process is listed: 'ImportXtabFromBids' by user 'DOTlapjohnson2', which was successful. The output files listed are 'BIDS_XTAB_IMPORT.LOG' and 'Error.log'.

9

In the **OUTPUT FILES** section, download **BIDS_XTAB_IMPORT.LOG**, and **Error.log** by clicking on the file name.

Clicking a file will download it to the **Downloads** folder on your computer.

BIDS_XTAB_IMPORT.LOG	<p>This file will list any errors or warnings encountered during the import process.</p> <p>If a step has failed, it will appear in red.</p> <p>Warnings will appear in yellow.</p>
Error.log	<p>This file only lets you know whether the process has failed or completed successfully.</p>


If the **BIDS_XTAB_IMPORT.log** file contains errors, fix them, and repeat this procedure.

Continued on Following Page

Loading Electronically Submitted Bids

(continued)

When you are finished working with the files on the **Process History Overview** page, you can delete them by following the procedure for **Deleting a Process** on **Page 13-1**.

 **NOTE:** If, for any reason you need to re-import bids, do not re-import the DBE file (Step 5 & 6).

Deleting a Proposal Vendor

If you need to delete a proposal vendor:

From the *AASHTOWare Project Dashboard*:

Step	Action	Result
1	In the Preconstruction section, click LETTINGS .	The Bid Letting Overview page will appear.

Bid Letting Overview

▼ Bid Letting Overview

Save ▼ ?

Q L2105

Advanced Showing 2 of 2

0 changed

Bid Let	Letting Date	Letting Time	Bidders List Cutoff Date	Letting Status
L210505A	05/05/2021	2:00 PM	05/04/2021	SCHD - SCHEDULE
L210519A	05/19/2021	2:00PM		SCHD - SCHEDULE

2	Type <i>the letting number</i> in the search filter. The results will auto filter as you type.	The letting will appear in the results.
3	Click on the LETTING NUMBER you wish to open.	The Bid Letting Summary page will appear.
4	Click the Proposals tab.	The list of proposals in the letting will appear.
5	Click on <i>the proposal you wish to delete a vendor from</i> .	The Proposal Summary page will appear.

Continued on Following Page


Deleting a Proposal Vendor

(continued)


6	Click the <i>Proposal Vendors</i> Quick Link.	The Proposal Vendor Summary page will appear.
---	---	--

The screenshot shows the 'Proposal Vendor Summary' page for Proposal DA10357 - 2021CPT01.06.10581.1 MARTIN TIP-011521. It displays a list of vendors with search and filter options. The 'Bidders Only' filter is active. Two vendors are listed: 3760 - S T WOOTEN CORPORATION and 3516 - BARNHILL CONTRACTING COMPANY. The 'Delete' option in the Actions menu for the first vendor is highlighted with a red circle.

Proposal Vendor Summary	
▼ Proposal: DA10357 - 2021CPT01.06.10581.1 MARTIN TIP-011521	
Q Type search criteria or press Enter	Advanced Showing 2 of 2
Bidders Only	
No Filter	
0 marked for deletion 0 changed	
Select Vendors...	
> 3760 - S T WOOTEN CORPORATION 1 - 436,500.00	Valid Bid: Yes
> 3516 - BARNHILL CONTRACTING COMPANY 2 - 445,000.00	Valid Bid: Yes

7	From the drop-down arrow at the right side of the row containing the vendor you wish to Delete select DELETE .	The drop-down arrow for this vendor will change to an  undo arrow . This indicates that the vendor is flagged for removal by the system.
---	--	---

The screenshot shows the vendor 3760 - S T WOOTEN CORPORATION with an undo arrow icon at the right end of the row.

3760 - S T WOOTEN CORPORATION 1 - 436,500.00	Valid Bid: Yes	
---	----------------	---

Continued on Following Page

Deleting a Proposal Vendor

(continued)

If you wish to **Undo** a deletion, you can click the **undo arrow** at the end of the deleted row. **You must do this before you save changes.**

8	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .
---	---	--

Reconciling Bids

From the *AASHTOWare Project Dashboard*:

Step	Action	Result
1	In the Preconstruction section, click LETTINGS .	The Bid Letting Overview page will appear.

Bid Letting Overview

▼ Bid Letting Overview

Save ▼ ?

Q L2105

Advanced Showing 2 of 2

0 changed

Bid Let	Letting Date	Letting Time	Bidders List Cutoff Date	Letting Status
L210505A	05/05/2021	2:00 PM	05/04/2021	SCHD - SCHEDULE
L210519A	05/19/2021	2:00PM		SCHD - SCHEDULE

2	Type <i>the letting number</i> in the search filter. The results will auto filter as you type.	The letting will appear in the results.
3	Click on the LETTING NUMBER you wish to open.	The Bid Letting Summary page will appear.
4	Click the Proposals tab.	The list of proposals in the letting will appear.
5	Click on <i>the proposal you have imported bids for</i> .	The Proposal Summary page will appear.
6	Click the <i>Proposal Vendors</i> Quick Link.	The Proposal Vendor Summary page will appear.

Continued on Following Page

Reconciling Bids

(continued)

The lowest bidder will appear first.

The screenshot displays the 'Proposal Vendor Summary' interface. At the top, there are navigation tabs: Overview, Addenda, Bid Entry, Locations, Proposal, Sections and Items, and Wage Decisions. Below these, the proposal identifier 'DA10457 - 2021CPT01.06.10581.1 MARTIN B-5673' is shown. A search bar and a 'Bidders Only' filter are present. The vendor list shows two entries: '3516 - BARNHILL CONTRACTING CO' and '3760 - S T WOOTEN CORPORATION'. The second vendor is highlighted, and a context menu is open with the 'Bid Summary' option circled in red.

7

From the drop-down arrow at the right side of the row containing the vendor you wish to reconcile the bid of select ***Bid Summary***.

The **Review Bid Summary** page will appear.

Continued on Following Page

Reconciling Bids

(continued)

Overview Addenda Locations Proposal Proposal Vendors Sections and Items Wage Decisions

Review Bid Summary

▼ Proposal: DA10457 - 2021CPT01.06.10581.1 MARTIN B-5673 Save ?

Proposal Vendor 3760 - S T WOOTEN CORPORATION

General	Vendor ID	Valid Bid
Proposal Bid Total	3760	No
Section Bid Totals	Vendor Short Name	Awarded
Items	S T WOOTEN CORPORATION	<input type="checkbox"/>
Bids Not On Proposal	Surety Company	
Times	<input type="text" value="Begin typing to search or press Enter"/>	
Bid Notes	Surety Agent	
Bid Class	<input type="text" value="Begin typing to search or press Enter"/>	

If the bid is valid, the value in the **VALID BID** field will be **Yes**.

If this value is **No**, click on the value to view the errors.

Proposal Vendor - Validation Messages ✕

0 changed

Message Text
Proposal Item Line Number '0003': Incorrect Bid Item - calculated extended amount of '20000.00' does not equal entered extended amount of '16000.00' for i
Proposal Item Line Number '0002': Incorrect Bid Item - calculated extended amount of '3000.00' does not equal entered extended amount of '2500.00' for i
Proposal bid total has not been validated due to previous bid errors.
Section ID '0001': Incorrect Section Bid Total - calculated section total of '441000.00' does not equal entered amount of '436500.00' for Section Bid Total.

Follow the message prompts to correct the errors.

If you are unable to fix the errors, send an email to awphelp@ncdot.gov for assistance.

Continued on Following Page

Reconciling Bids

(continued)

8	Click the Proposal Bid Total tab. On this tab you will be able to reconcile the bid totals. They should match.	The Proposal Bid Total page will appear.
---	--	---

Overview Addenda Locations Proposal Proposal Vendors Sections and Items Wage Decisions

Review Bid Summary

▼ Proposal: DA10457 - 2021CPT01.06.10581.1 MARTIN B-5673 Save ?

Proposal Vendor 3760 - S T WOOTEN CORPORATION

General	Proposal Item Bid Total	Calculated Vendor Time Total
Proposal Bid Total	436,500.00	
Section Bid Totals	Calculated Vendor Bid Item Total	
Items		
Bids Not On Proposal		
Times		
Bid Notes		
Bid Class		

If they do not match, the **CALCULATED VENDOR BID ITEM TOTAL** will be missing.

9	Click the Section Bid Totals tab. This tab will list the total for each section. The SECTION TOTAL and CALC TOTAL fields should be equal and No should appear in the MISMATCH field.	The Section Bid Totals page will appear.
---	--	---

Continued on Following Page

Reconciling Bids

(continued)

Overview Addenda Locations Proposal Proposal Vendors Sections and Items Wage Decisions

Review Bid Summary

▼ Proposal: DA10457 - 2021CPT01.06.10581.1 MARTIN B-5673 Save ?

Proposal Vendor 3760 - S T WOOTEN CORPORATION

General 0 changed

Proposal Bid Total

Section Bid Totals

Items

Bids Not On Proposal

Times

Bid Notes

Bid Class

ID	Description	Cat Alt Set ID	Cat Alt Mem...
0001	ROADWAY ITEMS		
Section Total ▼	Calc Total	Mismatch	Low Cost
436,500.00	438,000.00	Yes	Yes

If the **SECTION TOTAL** and **CALC TOTAL** fields are not equal, there will be a **Yes** in the **MISMATCH** field.

10	<p>Click the Items tab.</p> <p>You will be able to expand each item to see bid pricing and item information.</p>	<p>The Items page will appear.</p>
-----------	---	---

Continued on Following Page

Reconciling Bids

(continued)

Overview Addenda Locations Proposal Proposal Vendors Sections and Items Wage Decisions

Review Bid Summary

▼ Proposal: DA10457 - 2021CPT01.06.10581.1 MARTIN B-5673 Save ?

Proposal Vendor 3760 - S T WOOTEN CORPORATION

General
 Proposal Bid Total
 Section Bid Totals
Items
 Bids Not On Proposal
 Times
 Bid Notes
 Bid Class

Q Type search criteria or press Enter Advanced Showing 8 of 8 0 changed

>	Section:0001 - Prop Item Ln Num:0001	0106000000-E - BORROW EXCAVATION - CY - C	▼
	Quantity:600.000 - Price:275.38333	Ext Amt:165,230.00 - Calc Ext Amt:165,230.00	
>	Section:0001 - Prop Item Ln Num:0002	0177000000-E - BREAKING OF EXISTING ASPH	▼
	Quantity:300.000 - Price:200.00000	Ext Amt:60,000.00 - Calc Ext Amt:60,000.00	
>	Section:0001 - Prop Item Ln Num:0003	1220000000-E - INCIDENTAL STONE BASE - TC	▼
	Quantity:1,200.000 - Price:40.00000	Ext Amt:48,000.00 - Calc Ext Amt:48,000.00	
>	Section:0001 - Prop Item Ln Num:0005	1363000000-E - ASPHALT TREATED BASE COU	▼
	Quantity:300.000 - Price:75.00000	Ext Amt:21,000.00 - Calc Ext Amt:22,500.00	
>	Section:0001 - Prop Item Ln Num:0006	1385000000-E - SAND ASPHALT BASE COURSE	▼
	Quantity:600.000 - Price:4.78333	Ext Amt:2,870.00 - Calc Ext Amt:2,870.00	
>	Section:0001 - Prop Item Ln Num:0007	1396000000-E - SAND ASPHALT SURFACE COL	▼
	Quantity:600.000 - Price:75.00000	Ext Amt:45,000.00 - Calc Ext Amt:45,000.00	

On the **Items** tab, check to make sure the **EXT AMT** and **CALC EXT AMT** fields match.

If they don't, click the  arrow to expand the Item.

Continued on Following Page

Reconciling Bids

(continued)

Section:0001 - Prop Item Ln Num:0002		0177000000-E - BREAKING OF EXISTING ASPHALT PAVEMENT -	
Quantity:100.000 - Price:30.00000		Ext Amt:2,500.00 - Calc Ext Amt:3,000.00	
Section ID	Calculated Extended Amount		
0001	3,000.00		
Section Description	Extended Amount Mismatch		
ROADWAY ITEMS	Yes		
Alt Set	Low Cost Contributor		
	Yes		
Alt Mbr	Bid Requirement Code		
Proposal Item Line Number	Bid Item Unit Price Comparison		
0002			
Item ID	Failed Bid Item Requirement		
0177000000-E	No		
Item Description	Valid Bid		
BREAKING OF EXISTING ASPHALT PAVEMENT	No		
Supplemental Description	Bid as Lump Sum		
	No		
Unit of Measure	Lump Sum		
SY - SQUARE YARD(S)	No		
Quantity			
100.000			
Bid Price ▼			
	30.00000		
Extended Amount ▼			
	2,500.00		

Once the item is expanded, scroll to the bottom of the item record and you will be able to change the incorrect value.

If any changes are made at the item level, you will need to re-check all totals (**Proposal Bid Total** tab and **Section Bid Totals** tab) to make sure everything is correct before proceeding.

Continued on Following Page

Reconciling Bids

(continued)

11	If applicable, click the Bids Not On Proposal tab. This tab will show any bids that are not linked to a specific proposal item.	The Bids Not On Proposal page will appear.
----	---	---

Each proposal that is received must conform to NCDOT Specifications. If any of the rules are not met, you will have to make a note of them to explain their inconsistencies.

Bid Irregularities

If the bid **DOES NOT** contain irregularities, **skip steps 12 – 16**.

If the bid contains irregularities:

12	Click the Bid Class tab.	The Bid Class page will appear.
13	Select the applicable code (rule that was not followed) from the drop-down list in the BID CLASS CODE field. 📁 NOTE: This is a list of the rules that contractors should observe when submitting bids.	N/A
14	Click the Bid Notes tab.	The Bid Notes page will appear.
15	Type an <i>explanation of any irregularities associated with the bid</i> in the NOTES field. Describe the rule not followed in detail.	N/A
16	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .

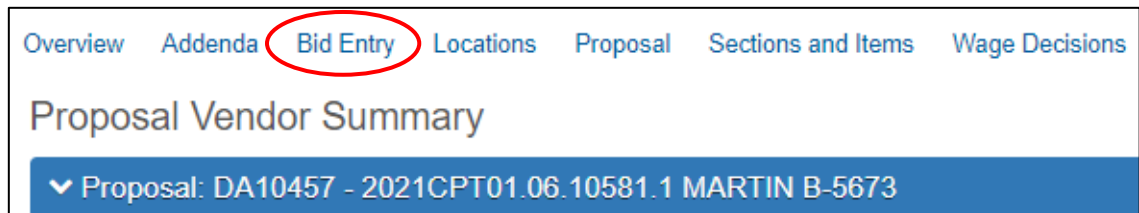
Continued on Following Page

Reconciling Bids

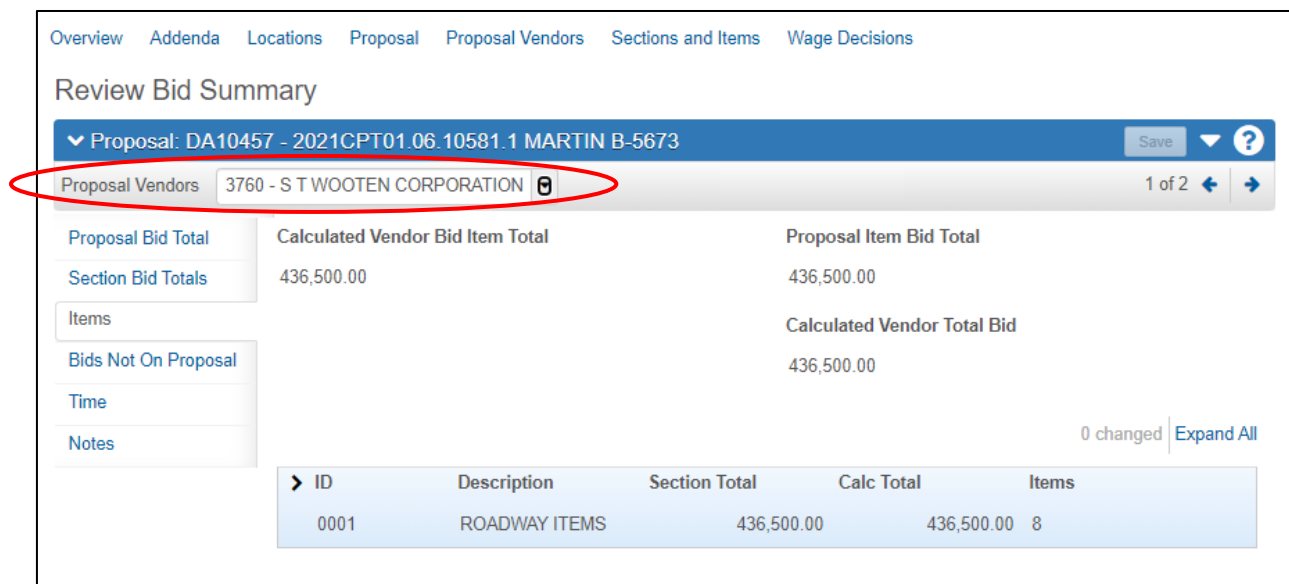
(continued)

Alternatively, you can view Bid Item information by clicking the **Bid Entry** link at the top of the previous page.

This provides a more concise way to view the item list.



Once you are on the **Bid Entry Summary Page**, click the **Items** tab.



You'll be able to view the items for each vendor by selecting the vendor from the **PROPOSAL VENDORS** drop-down list.

Continued on Following Page

Reconciling Bids

(continued)

Changing Proposal Status to LET

17

Using the **PREVIOUS** button drop-down list, navigate back to the **Bid Letting Summary** page for the letting.

The **Bid Letting Summary** page will appear.

Overview Purchases **Status**

Bid Letting Summary

▼ Bid Letting: L230418A Save ?

General Bid Letting ID Letting Time *

L230418A 2:00 PM

Proposals Letting Date *

04/18/2023

Workflow Letting Status *

SCHD - SCHEDULED

Bidders List Cutoff Date *

04/17/2023

18

Click the **Status** Quick Link.

The **Bid Letting Status Summary** page will appear.

19


Expand the proposal by clicking the arrow.

The proposal will appear.

Continued on Following Page

Reconciling Bids

(continued)

20	Select <i>LET</i> from the drop-down list in the PROPOSAL STATUS field.	N/A
21	Type <i>the current date</i> in the STATUS DATE field. 📅 NOTE: If you click the CALENDAR  button, a popup calendar will allow you to select the date so that it appears in the field.	N/A
22	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .

Adding DBE Commitments

From the *AASHTOWare Project Dashboard*:

Step	Action	Result
1	In the Preconstruction section, click LETTINGS .	The Bid Letting Overview page will appear.

Bid Letting Overview

▼ Bid Letting Overview

Save ▼ ?

Q |21050

Advanced Showing 1 of 1

0 changed

Bid Let	Letting Date	Letting Time	Bidders List Cutoff Date	Letting Status
L210505A	05/05/2021	2:00 PM	05/04/2021	SCHD - SCHEDULE

2	Type <i>the letting number</i> in the search filter. The results will auto filter as you type.	The letting will appear in the results.
3	Click on the LETTING NUMBER you wish to open.	The Bid Letting Summary page will appear.
4	Click the Proposals tab.	The list of proposals in the letting will appear.
5	Click on <i>the proposal you have imported bids for</i> .	The Proposal Summary page will appear.

Continued on Following Page

Adding DBE Commitments

(continued)

6	Click the <i>Proposal Vendors</i> Quick Link.	The Proposal Vendor Summary page will appear.
---	---	--

The screenshot shows the 'Proposal Vendor Summary' page for proposal DA10457 - 2021CPT01.06.10581.1 MARTIN B-5673. It displays a table of vendors with two entries: '3760 - S T WOOTEN CORPORATION' (Valid Bid: Yes) and '3516 - BARNHILL CONTRACTING CO' (Valid Bid: No). An actions menu is open for the second vendor, listing options like Delete, Exclude from Search Results, Tasks, Add DBE Commitments (circled in red), Views, Attachments, Bid Classifications, Bid Summary, Links, Open DBE Commitments, Purchases, and Tracked Issues.

7	From the drop-down arrow at the right side of the row containing the vendor select <i>Add DBE Commitments</i> .	The Add DBE Commitment page will appear.
---	--	---

Continued on Following Page

Adding DBE Commitments

(continued)

Bid Class DBE Commitments Review Bid

Add DBE Commitment

▼ Proposal Vendor: 3760 - S T WOOTEN CORPORATION Save ?

General

Vendor ID*

Q Begin typing to search or press Enter

Commitment Amount*

Race Conscious Amount*

Race Neutral Amount*

Comments

8	Begin typing the <i>Vendor ID number</i> or <i>Vendor Name</i> in the VENDOR ID field	A drop-down list of vendors that match the text you're typing will appear.
9	Select <i>the Vendor</i> from the drop-down list.	The <i>Vendor information</i> will appear in the VENDOR ID field.
10	Type <i>the commitment amount</i> in the COMMITMENT AMOUNT field.	N/A
11	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .

Editing DBE Commitments

If you need to re-import bids, do not re import the XDBE file.

If this happens, the DBE commitments will double.

You will be able to edit them by following this procedure.

From the *AASHTOWare Project Dashboard*:

Step	Action	Result
1	In the Preconstruction section, click LETTINGS .	The Bid Letting Overview page will appear.

Bid Letting Overview

▼ Bid Letting Overview

Save ▼ ?

Q I21050

Advanced Showing 1 of 1

0 changed

Bid Let	Letting Date	Letting Time	Bidders List Cutoff Date	Letting Status
L210505A	05/05/2021	2:00 PM	05/04/2021	SCHD - SCHEDULE

2	Type <i>the letting number</i> in the search filter. The results will auto filter as you type.	The letting will appear in the results.
3	Click on the LETTING NUMBER you wish to open.	The Bid Letting Summary page will appear.
4	Click the Proposals tab.	The list of proposals in the letting will appear.
5	Click on <i>the proposal you have imported bids for</i> .	The Proposal Summary page will appear.

Continued on Following Page

Editing DBE Commitments

(continued)

6	Click the <i>Proposal Vendors</i> Quick Link.	The Proposal Vendor Summary page will appear.
---	---	--

The screenshot shows the 'Proposal Vendor Summary' page for proposal DA10357 - 2021CPT01.06.10581.1 MARTIN TIP-011521. The page displays a list of vendors under the 'Bidders Only' filter. Two vendors are listed: 3760 - S T WOOTEN CORPORATION and 3516 - BARNHILL CONTRACTING CO. A context menu is open for the first vendor, showing options like 'Delete', 'Exclude from Search Results', 'Add DBE Commitments', and 'Open DBE Commitments'. The 'Open DBE Commitments' option is circled in red. A red circle also highlights the drop-down arrow on the right side of the first vendor's row.

7	From the drop-down arrow at the right side of the row containing the vendor select <i>Open DBE Commitments</i> .	The Proposal Vendor DBE Commitment Summary page will appear.
8	Scroll to the bottom of the page.	N/A

Continued on Following Page

Editing DBE Commitments

(continued)

▼ Proposal Vendor: 3760 - S.T. WOOTEN CORPORATION Save ?

DBE Vendor 3304 - FULFORD AND JONES ASPHALT INC 1 of 2

General Reference Vendor ID Reference Vendor Name

Work Types 3304 FULFORD AND JONES ASPHALT INC

Work Items

Materials Commitment Amount* 18,500.00 Primary DBE WBE

Trucking WBE - WOMEN BUSINESS ENTERPRISE

Revised Commitment Race Conscious Amount* 0.00 Ethnic Group

Review Race Neutral Amount* 0.00 DBE Proposal Vendor

Revised Commitment Date No

Comments

9	Select <i>the DBE</i> from the drop-down list in the DBE VENDOR field to edit information for them.	N/A
10	Type <i>the commitment amount</i> in the COMMITMENT AMOUNT field.	N/A
11	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .

Repeat **Steps 9-11** for each **DBE Vendor** you wish to edit the **DBE Commitments** of.

You will notice that once you have changed the Commitment Amount, the amount and percent will change when you scroll back up the page.

Deleting DBE Commitments

From the *AASHTOWare Project Dashboard*:

Step	Action	Result
1	In the Preconstruction section, click LETTINGS .	The Bid Letting Overview page will appear.

Bid Letting Overview

▼ Bid Letting Overview

Save ▼ ?

Q |21050

Advanced Showing 1 of 1

0 changed

Bid Let	Letting Date	Letting Time	Bidders List Cutoff Date	Letting Status
L210505A	05/05/2021	2:00 PM	05/04/2021	SCHD - SCHEDULE

2	Type <i>the letting number</i> in the search filter. The results will auto filter as you type.	The letting will appear in the results.
3	Click on the LETTING NUMBER you wish to open.	The Bid Letting Summary page will appear.
4	Click the Proposals tab.	The list of proposals in the letting will appear.
5	Click on <i>the proposal you have imported bids for</i> .	The Proposal Summary page will appear.

Continued on Following Page

Deleting DBE Commitments

(continued)

6	Click the <i>Proposal Vendors</i> Quick Link.	The Proposal Vendor Summary page will appear.
---	---	--

The screenshot shows the 'Proposal Vendor Summary' page. At the top, there are navigation tabs: Overview, Addenda, Bid Entry, Locations, Proposal, Sections and Items, and Wage Decisions. Below the tabs, the page title is 'Proposal Vendor Summary'. A blue header bar contains the proposal ID 'DA10357 - 2021CPT01.06.10581.1 MARTIN TIP-011521' and a 'Save' button. Below the header, there is a search bar with the text 'Type search criteria or press Enter' and a 'Bidders Only' filter set to 'No Filter'. A table lists two vendors: '3760 - S T WOOTEN CORPORATION' with a bid of '1 - 436,500.00' and 'Valid Bid: Yes', and '3516 - BARNHILL CONTRACTING CO' with a bid of '2 - 445,000.00' and 'Valid Bid: Yes'. An 'Actions' dropdown menu is open for the first vendor, showing options like 'Delete', 'Exclude from Search Results', 'Tasks', 'Add DBE Commitments', 'Views', 'Attachments (0)', 'Bid Classifications', 'Bid Summary', 'Links', 'Open DBE Commitments' (highlighted with a red circle), 'Purchases', and 'Tracked Issues'.

7	From the drop-down arrow at the right side of the row containing the vendor select <i>Open DBE Commitments</i> .	The Proposal Vendor DBE Commitment Summary page will appear.
8	Scroll to the list of DBE Commitments .	N/A

Continued on Following Page

Deleting DBE Commitments

(continued)


The screenshot displays the DBE Commitments section of a software interface. At the top, there are summary statistics for commitment amounts and percentages. Below this is a table of DBE Commitments. The first row is highlighted in blue, and a context menu is open over it, with the 'Delete' option circled in red. The second row is in a lighter grey shade.

DBE Vendor ID	Ethnic Group	DBE Vendor Name	Actions	Views	Attachments (0)	Links	Tracked Issues
3304	-	FULFORD AND JONES ASPHALT INC	Delete				
9210	-	AUSTIN TRUCKING LLC	No		10,000.00		

At the bottom of the interface, there is a blue bar indicating the 'Proposal Vendor: 3760 - S T WOOTEN CORPORATION' and a 'DBE Vendor' dropdown menu currently set to '3304 - FULFORD AND JONES ASPHALT INC'.

9

From the drop-down arrow at the right side of the **row containing the DBE Commitment** select **Delete**



The drop-down arrow for this DBE Commitment will change to an  **undo arrow**.

This indicates that this record is flagged for removal by the system.

Continued on Following Page

Deleting DBE Commitments

(continued)

 **NOTE:** If you wish to undo the deletion, you may click the  undo arrow at any point before the record is saved.

10	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .
-----------	---	---

Reviewing and Approving the DBE Commitment

From within a proposal, on the **Proposal Summary** page:

Overview Addenda Item Pricing Locations **Proposal Vendors** Sections and Items Wage Decisions

Proposal Summary

▼ Proposal: DA10357 - 2021CPT01.06.10581.1 MARTIN TIP-011521 Save ?

Bid Letting: L210505A

General Projects Time Workflow

Proposal ID
DA10357

WBS Number *
2021CPT01.06.10581.1

WBS, County, TIP *
2021CPT01.06.10581.1 MARTIN TIP-011521

Type of Work *
MILLING AND RESURFACING IN MARTIN COUNTY

Location *
US 17 FROM US 64 FROM BERTIE COUNTY LINE

Goal Type
DBE - DISADVANTAGED BUSINESS ENTERPRISE

Goal Percent
5.00

Rejected
☐

Contract ID
DA10357

Primary County *
058 - MARTIN

Primary Division *
1 - DIVISION 1

Cluster Indicator

Resident Engineer
Begin typing to search or press Enter

Proposal Item Total
456,162.00

Route Type *
USR - US ROUTE

Route Number *
17

Previous ID

(Proposal Summary Page)

Step	Action	Result
1	Click the Proposal Vendors Quick Link.	The Proposal Vendor Summary page will appear.

Continued on Following Page

Reviewing and Approving the DBE Commitment

(continued)

The screenshot shows the 'Proposal Vendor Summary' page for proposal DA10357 - 2021CPT01.06.10581.1 MARTIN TIP-011521. It displays a table of vendors with two entries: 3760 - S T WOOTEN CORPORATION and 3516 - BARNHILL CONTRACTING CO. An actions menu is open for the first vendor, with 'Open DBE Commitments' circled in red.

Proposal Vendor Summary	
▼ Proposal: DA10357 - 2021CPT01.06.10581.1 MARTIN TIP-011521	
Bidders Only	
Search: Type search criteria or press Enter	Advanced Showing 2 of 2 No Filter
Select Vendors... 0 marked for deletion 0 changed	
> 3760 - S T WOOTEN CORPORATION 1 - 436,500.00	Valid Bid: Yes
> 3516 - BARNHILL CONTRACTING CO 2 - 445,000.00	Valid Bid: Yes

- Actions
 - Delete
 - Exclude from Search Results
 - Tasks
 - Add DBE Commitments
 - Views
 - Attachments
 - Bid Classifications
 - Bid Summary
 - Links
 - Open DBE Commitments**
 - Purchases
 - Tracked Issues

2

From the drop-down arrow at the right side of the **row containing the vendor** select *Open DBE Commitments*.

The **Proposal Vendor DBE Commitment Summary** page will appear.

Continued on Following Page

Reviewing and Approving the DBE Commitment

(continued)

[Overview](#)
[Addenda](#)
[Bid Entry](#)
[Locations](#)
[Proposal](#)
[Proposal Vendors](#)
[Sections and Items](#)
[Wage Decisions](#)

On this page:
[Proposal Vendor](#)
[Proposal Vendor](#)

Proposal Vendor DBE Commitment Summary

▼ Proposal Vendor: 3760 - S T WOOTEN CORPORATION
Save
?

General
Revised Goals
Good Faith Effort
Revised Commitment
Approval

Prime Vendor Id	3760	Prime Vendor Name	S T WOOTEN CORPORATION
Calculated Vendor Bid Item Total		Total Race Conscious Amount	0.00
436,500.00		Total Race Conscious Percent	0.00
Total Commitment Amount		Total Race Neutral Amount	0.00
28,500.00		Total Race Neutral Percent	0.00
Total Commitment Percent		Revised Commitment	No
6.53			
DBE Sub Commitment Amount			
28,500.00			
DBE Sub Commitment Percent			
6.53			
Goal Percent			
5.00			
Comments <div></div>			

▼ DBE Commitments

0 marked for deletion | 0 changed

NOTE: You may have to scroll down to the bottom of this page to enter DBE Commitment information.

3	If applicable, type any comments in the COMMENTS field.	N/A
---	--	-----

Continued on Following Page

Reviewing and Approving the DBE Commitment

(continued)

0 marked for deletion | 0 changed

DBE Vendor ID	Ethnic Group	DBE Prop Ve...	Commit Amt
3304	-	No	18,500.00
DBE Vendor Name FULFORD AND JONES ASPHALT INC			
9210	-	No	10,000.00
AUSTIN TRUCKING LLC			

▼ Proposal Vendor: 3760 - S.T. WOOTEN CORPORATION Save ?

DBE Vendor 3304 - FULFORD AND JONES ASPHALT INC 1 of 2

General Reference Vendor ID 3304 Reference Vendor Name FULFORD AND JONES ASPHALT INC

Work Types

Work Items

Materials

Trucking

Revised Commitment

Review

Commitment Amount * 18,500.00

Race Conscious Amount * 0.00

Race Neutral Amount * 0.00

Revised Commitment Date

Primary DBE WBE WBE - WOMEN BUSINESS ENTERPRISE

Ethnic Group -

DBE Proposal Vendor No

Comments

DBEs will be listed in this drop-down field.
To switch between DBEs, select the DBE from the list.

4

Click the **REVIEW** tab for the selected DBE.

The **Review** tab will appear.

Continued on Following Page

Reviewing and Approving the DBE Commitment

(continued)

Proposal Vendor: 3760 - S T WOOTEN CORPORATION

DBE Vendor: 3304 - FULFORD AND JONES ASPHALT INC

1 of 2

General

Work Types

Work Items

Materials

Trucking

Revised Commitment

Review

Reviewed

☐

Reviewed By

Q Begin typing to search or press Enter

Review Date

Revision Date

Save

?

5	Check the REVIEWED check box.	N/A
6	Select <i>the individual who reviewed this information</i> from the drop-down list in the REVIEWED BY field.	N/A
7	Type <i>the current date</i> in the REVIEW DATE field. <div> NOTE: If you click the CALENDAR button, a popup calendar will allow you to select the date so that it appears in the field. </div>	N/A
8	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .

Repeat **steps 3-8** for each DBE in the **DBE VENDOR** drop-down list.

Continued on Following Page

Reviewing and Approving the DBE Commitment

(continued)

Processing an Approval

9	Scroll back up to the top of the page.	N/A
10	Click the Approval tab.	The Approval tab will appear.

Overview Addenda Bid Entry Locations Proposal Proposal Vendors Sections and Items Wage Decisions

On this page: Proposal Vendor Proposal Vendor

Proposal Vendor DBE Commitment Summary

▼ Proposal Vendor: 3760 - S T WOOTEN CORPORATION Save ?

General DBE Commitment Approval Good Faith Effort

Revised Goals ☐ No GFE Required - Goal is met for this proposal

Good Faith Effort

Revised Commitment

Approval

Approved By

Revised Commitment Approved By

Approval Date

Revised Commitment Approved Date

▼ Proposal Vendor: 3760 - S T WOOTEN CORPORATION Save ?

DBE Vendor 3304 - FULFORD AND JONES ASPHALT INC 1 of 2

General Reviewed Review Date

Work Types ☒ 02/09/2022

Work Items

Materials

Trucking

Revised Commitment

Review

Reviewed By JACI KINCAID


Revision Date

11	Check the DBE COMMITMENT APPROVAL check box.	N/A
12	Select the <i>individual who is approving this information</i> from the drop-down list in the APPROVED BY field.	N/A

Continued on Following Page

Reviewing and Approving the DBE Commitment

(continued)

13	Type <i>the current date</i> in the APPROVAL DATE field. <div data-bbox="618 443 1125 600">  NOTE: If you click the CALENDAR button, a popup calendar will allow you to select the date so that it appears in the field. </div>	N/A
----	--	-----

Good Faith Effort

Bank Credit Used - Credit used for State Funded Proposal

GFE Approved - GFE approved for this bidder

GFE Not Approved - GFE not approved for this bidder

GFE Under Review - Goal was not met and GFE is required

No GFE Required - Goal is met for this proposal

No Goal - No goal for this proposal

OEPP - Open-Ended Performance Plan

14	Select <i>the type of good faith effort utilized</i> from the drop-down list in the GOOD FAITH EFFORT field. <div data-bbox="618 1241 1104 1373"> NOTE: For Design Build projects, select OEPP – Open-Ended Performance Plan from the list. </div>	N/A
15	Click the SAVE button in the Header Bar .	A <i>Save Complete message</i> will appear above the Header Bar .

If you receive a warning message stating that the sum of the **Total Race Conscious Amount** and the **Total Race Neutral Amount** don't equal the **Total Commitment Amount** ignore it.

Assigning the Resident Engineer

When a project/proposal was originally set up, a name had to be selected for the **RESIDENT ENGINEER** field for the system to accept all the other information. At that time, it may not have been known who would be assigned. Before the Contract can be passed to HiCams, this must be corrected.

NOTE: If this information was known at proposal setup, this procedure can be skipped.

From within a proposal, on the **Proposal Summary** page:

The screenshot displays the 'Proposal Summary' page for proposal DA10357. The 'Resident Engineer' field is circled in red, indicating it is the focus of the procedure. The field is currently empty and shows a search prompt: 'Begin typing to search or press Enter'.

(Proposal Summary Page)

Step	Action	Result
1	<p>Select <i>the resident engineer</i> from the drop-down list in the RESIDENT ENGINEER field.</p> <p>NOTE: You will be able to parse the list by typing the name, city, or division number (div1, div2, etc.) of the resident engineer.</p>	N/A

Continued on Following Page

Assigning the Resident Engineer

(continued)

2	Click the SAVE button in the Header Bar .	A <i>Save Complete message</i> will appear above the Header Bar .
---	---	---

Awarding a Contract

After the Department of Transportation accepts the bid for a proposal, it must be **AWARDED** to the contracting company that submitted the bid and an Award Letter must be mailed to them.

From the *AASHTOWare Project Dashboard*:

Step	Action	Result
1	In the Preconstruction section, click LETTINGS .	The Bid Letting Overview page will appear.

Bid Letting Overview

▼ Bid Letting Overview

Save ▼ ?

Q 121050

Advanced Showing 1 of 1

0 changed

Bid Let	Letting Date	Letting Time	Bidders List Cutoff Date	Letting Status
L210505A	05/05/2021	2:00 PM	05/04/2021	SCHD - SCHEDULE

2	Type <i>the letting number</i> in the search filter. The results will auto filter as you type.	The letting will appear in the results.
3	Click on the LETTING NUMBER you wish to open.	The Bid Letting Summary page will appear.
4	Click the Status Quick Link.	The Bid Letting Status Summary page will appear.

Continued on Following Page

Awarding a Contract

(continued)

Overview Letting Purchases

Bid Letting Status Summary

▼ Bid Letting: L210505A Save ?


Bid Letting ID	Letting Time
L210505A	2:00 PM
Letting Date	Letting Status*
05/05/2021	SCHD - SCHEDULED ▼

▼ Proposals

🔍 Type search criteria or press Enter Advanced Showing 2 of 2 0 changed

>	004 3760 - S T WOOTEN CORPORATION AWD - AWARDED	DA10357 - 2021CPT01.06.10581.1 MARTIN TIP-01152	▼
>	005 3516 - BARNHILL CONTRACTING CO LET - LET	DA104555 - 2021CPT01.06.10581.1 MARTIN B-5673	▼


5

Expand the proposal by clicking the  arrow.

The proposal will appear.

▼ 004
-
AWD - AWARDED

DA10357 - 2021CPT01.06.10581.1 MARTIN TIP-01152

Call Order	Rejected ▼
004	<input type="checkbox"/>
Proposal ID	Passed to HiCAMS
DA10357	04/16/2021 11:55:11
WBS,County,TIP	Passed To BAMS/D
2021CPT01.06.10581.1 MARTIN TIP-011521	Transition to Civil E
Proposal Status ▼	Pass to CAS and B
AWD - AWARDED ▼	<input type="text"/>
Status Date ▼	Contract ID ▼
07/14/2021 	
Awarded Vendor ID	

Actions ×

- Exclude from Search Results
- Tasks
- Additive Analysis
- Award Proposal to Lowest Bidder...
- Award...**
- Export Proposal To Estimator
- Export To Bids
- Reject...
- Re-let...
- Views
- Alternate Section Analysis
- Attachments
- Links
- Tracked Issues
- Reports
- Bid Tab
- Bid tabs for awarded and executed projec

Continued on Following Page

Awarding a Contract

(continued)

6	From the drop-down arrow at the right side of the <i>proposal</i> select AWARD	The Award Proposal dialog will appear.
---	--	---

Award Proposal

Proposal Status
AWD - AWARDED

Status Date
02/09/2023

Search: Type search criteria or press Enter **Advanced** Showing 2 of 2 0 selected

Vendor	Name	Vendor Bid Ranking	Calc Total Bid
3760	S T WOOTEN CORPORATION	1	436,500.00
3516	BARNHILL CONTRACTING CC	2	445,000.00

Award...

7	Select AWD (Awarded) from the drop-down list in the PROPOSAL STATUS field.	N/A
---	--	-----

NOTE: For a cluster, projects on one side are set to award and projects on the other side are set to **NCA** (Not Considered For Award).

8	Type <i>the current date</i> in the STATUS DATE field. NOTE: If you click the CALENDAR button, a popup calendar will allow you to select the date so that it appears in the field.	N/A
9	Click to the left of <i>the vendor you are awarding the contract</i> from the list of vendors to select it.	A green check will appear to the left of the selected vendor.

Continued on Following Page

Awarding a Contract

(continued)


10	Click the AWARD button.	You will return to the Bid Letting Status Summary page. A <i>Save Complete</i> message will appear above the Header Bar .
----	--------------------------------	--

Repeat this process for all Contracts that are to be awarded.

 **NOTE:** Contracts are passed to HiCAMS after the **Letting Status** has been set to **EXEC** (Execute).

Rejecting a Contract

Occasionally, the Department of Transportation will reject a bid. When this occurs, the system must be updated to show that the low bid for a proposal has been rejected.

 **NOTE:** Within the system, we do not have the functionality to print Rejection Letters. This will continue to be a manual task.

From the *AASHTOWare Project Dashboard*:

Step	Action	Result
1	In the Preconstruction section, click LETTINGS .	The Bid Letting Overview page will appear.

Bid Letting Overview

▼ Bid Letting Overview

Save ▼ ?

Q

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Advanced Showing 1 of 1

0 changed

Bid Let	Letting Date	Letting Time	Bidders List Cutoff Date	Letting Status
L210505A	05/05/2021	2:00 PM	05/04/2021	SCHD - SCHEDULE

2	Type <i>the letting number</i> in the search filter. The results will auto filter as you type.	The letting will appear in the results.
3	Click on the LETTING NUMBER you wish to open.	The Bid Letting Summary page will appear.
4	Click the Status Quick Link.	The Bid Letting Status Summary page will appear.

Continued on Following Page

Rejecting a Contract

(continued)

Overview Letting Purchases

Bid Letting Status Summary

▼ Bid Letting: L210505A Save ?


Bid Letting ID: L210505A Letting Time: 2:00 PM

Letting Date: 05/05/2021 Letting Status*: SCHD - SCHEDULED

▼ Proposals

🔍 Type search criteria or press Enter Advanced Showing 2 of 2 0 changed


>	004 3760 - S T WOOTEN CORPORATION AWD - AWARDED	DA10357 - 2021CPT01.06.10581.1 MARTIN TIP-0115...	<div> <div>Actions</div> <div> Exclude from Search Results </div> <div>Tasks</div> <div> Additive Analysis Award Proposal to Lowest Bidder... Award... Export Proposal To Estimator Export To Bids Reject... Re-let... </div> <div>Views</div> <div> Alternate Section Analysis </div> </div>
>	005 3516 - BARNHILL CONTRACTING CO LET - LET	DA104555 - 2021CPT01.06...	

5	If you need to view the proposal, expand it by clicking the  arrow.	The proposal will appear.
6	From the drop-down arrow at the right side of the <i>proposal</i> select REJECT....	The Reject Proposal dialog will appear.

Continued on Following Page

Rejecting a Contract

(continued)

7	Select REJ (Rejected) from the drop-down list in the PROPOSAL STATUS field.	N/A
8	Type <i>the current date</i> in the STATUS DATE field. <div>  NOTE: If you click the CALENDAR button, a popup calendar will allow you to select the date so that it appears in the field. </div>	N/A
9	Click the REJECT PROPOSAL button.	You will return to the Bid Letting Status Summary page. A Save Complete message will appear above the Header Bar .

Repeat this process for all Contracts that are to be rejected.

Executing a Contract

After a contract has been **Awarded**, the contracting company that submitted the winning bid must submit proper bonding company information back to NCDOT. When this information is received, the contract must then be **Executed**. This requires a change in the status of the contract to **Executed**.

Upon completion, information on the contract will be passed overnight to HiCAMS.

From the *AASHTOWare Project Dashboard*:

Entering the Bond Company

Step	Action	Result
1	In the Preconstruction section, click LETTINGS .	The Bid Letting Overview page will appear.

Bid Letting Overview

▼ Bid Letting Overview

Save ▼ ?

Q |21050

Advanced Showing 1 of 1

0 changed

Bid Let	Letting Date	Letting Time	Bidders List Cutoff Date	Letting Status
L210505A	05/05/2021	2:00 PM	05/04/2021	SCHD - SCHEDULE

2	Type <i>the letting number</i> in the search filter. The results will auto filter as you type.	The letting will appear in the results.
3	Click on the LETTING NUMBER you wish to open.	The Bid Letting Summary page will appear.
4	Click the Proposals tab.	The list of proposals in the letting will appear.


Continued on Following Page

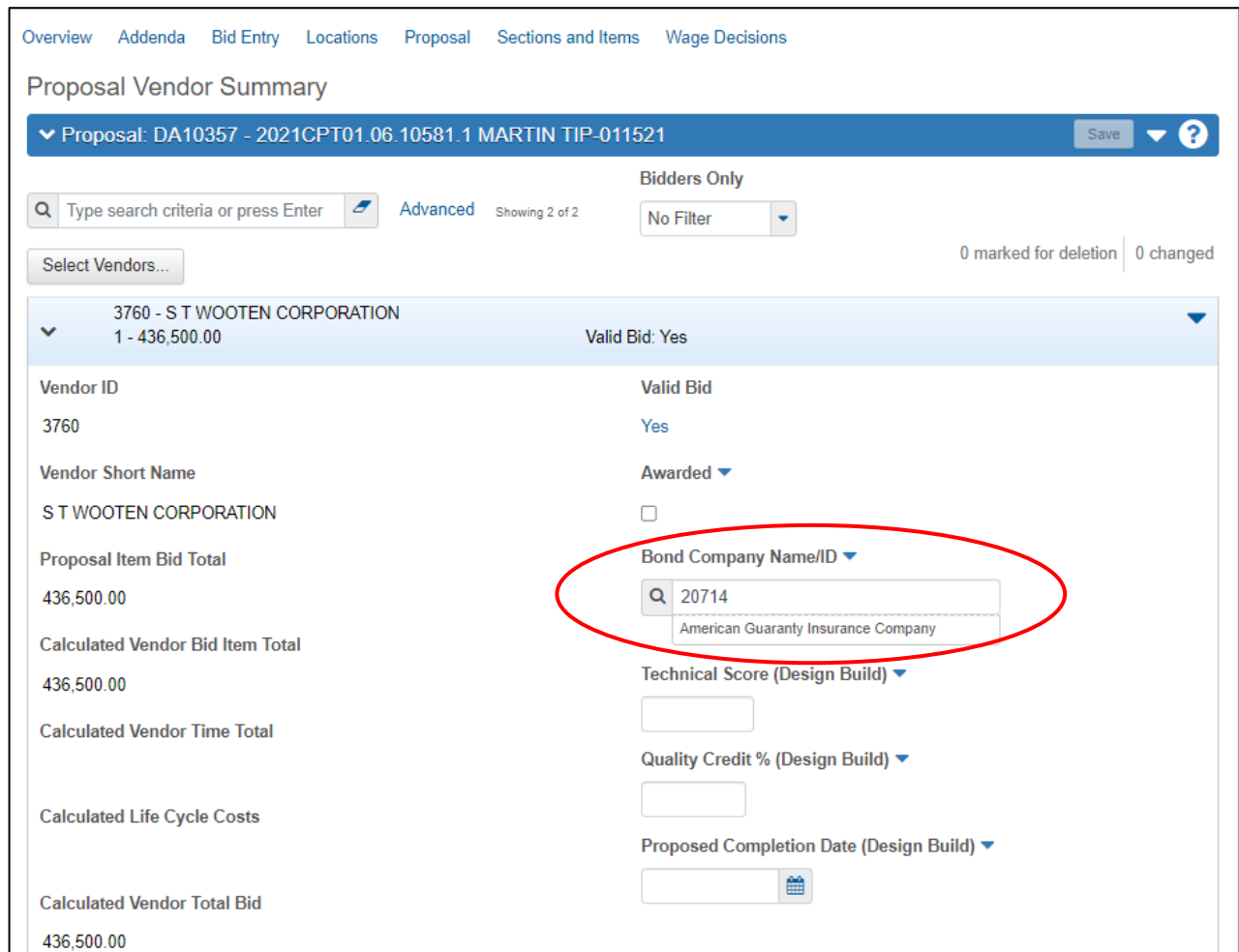
Executing a Contract

(continued)

5	Click on <i>the proposal you have imported bids for</i> .	The Proposal Summary page will appear.
6	Click the Proposal Vendors Quick Link.	The Proposal Vendor Summary page will appear.

If a vendor record is expanded, collapse it to view the entire list.

7	Expand the awarded vendor record by clicking the  arrow.	The vendor record will appear.
---	---	--------------------------------




Overview Addenda Bid Entry Locations Proposal Sections and Items Wage Decisions

Proposal Vendor Summary

▼ Proposal: DA10357 - 2021CPT01.06.10581.1 MARTIN TIP-011521 Save ?

Type search criteria or press Enter Advanced Showing 2 of 2 Bidders Only No Filter

Select Vendors... 0 marked for deletion 0 changed

3760 - S T WOOTEN CORPORATION	
1 - 436,500.00	Valid Bid: Yes
Vendor ID	Valid Bid
3760	Yes
Vendor Short Name	Awarded ▼
S T WOOTEN CORPORATION	<input type="checkbox"/>
Proposal Item Bid Total	Bond Company Name/ID ▼
436,500.00	<input type="text"/> 20714
	American Guaranty Insurance Company
Calculated Vendor Bid Item Total	Technical Score (Design Build) ▼
436,500.00	<input type="text"/>
Calculated Vendor Time Total	Quality Credit % (Design Build) ▼
	<input type="text"/>
Calculated Life Cycle Costs	Proposed Completion Date (Design Build) ▼
	<input type="text"/> 
Calculated Vendor Total Bid	
436,500.00	

Continued on Following Page

Executing a Contract

(continued)

8	Select <i>the bond company</i> from the drop-down list in the BOND COMPANY NAME/ID field. 📁 NOTE: You will be able to parse the list by typing the company name or ID number.	N/A
---	--	-----


⚠️ IMPORTANT

If there is no bond company, select company **23697**.

9	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .
---	---	--

Executing the Contract

From the *Bid Letting Summary* page:


Step	Action	Result
1	Click the Status Quick Link.	The Bid Letting Status Summary page will appear.
2	Expand the proposal by clicking the  .	The proposal will appear.

004 3516 - BARNHILL CONTRACTING CO EXEC - EXECUTED	DA10357 - 2021CPT01.06.10581.1 MARTIN TIP-0115; 445,000.00
Call Order	Rejected ▼
004	<input type="checkbox"/>
Proposal ID	Passed to HiCAMS Date
DA10357	02/10/2023 8:40:09 PM
WBS,County,TIP	Passed To BAMS/DSS Date
2021CPT01.06.10581.1 MARTIN TIP-011521	Transition to Civil Rights & Labor Construction Date
Proposal Status ▼	
EXEC - EXECUTED ▼	
Status Date ▼	Pass to CAS and BAMS/DSS Flag ▼
02/10/2023 	<input type="text"/>

Continued on Following Page

Executing a Contract

(continued)

3	Select EXEC from the drop-down list in the PROPOSAL STATUS field.	N/A
4	Type <i>the current date</i> in the STATUS DATE field. <div>  NOTE: If you click the CALENDAR button, a popup calendar will allow you to select the date so that it appears in the field. </div>	N/A
5	Click the SAVE button in the Header Bar .	A <i>Save Complete message</i> will appear above the Header Bar .

Contract Re-Execution

To re-execute, you must change the value in the **PROPOSAL STATUS** field back to **AWD**, then back to **EXEC**.

This has been implemented to reduce duplicates being sent to HiCAMS.

To re-execute:

1. Change the status from **EXEC** to **AWD** and **SAVE**.
2. Change the **STATUS DATE** to *the current date* and **SAVE**.
3. Change the status back to **EXEC**.
4. Change the **STATUS DATE** to *the current date* and **SAVE**.

Chapter 12 Reports

Generating Reports from a Page

Depending on where you are in the system, you will be able to run reports. To generate a report based on the information on the current page, select a report from the **Reports** section of the drop-down list in the **Header Bar**.

The screenshot displays the 'Proposal Summary' page for proposal DA10357. The page includes a navigation bar with tabs: Overview, Addenda, Item Pricing, Locations, Proposal Vendors, Sections and Items, and Wage Decisions. The 'Proposal Summary' section is active, showing details for 'Proposal: DA10357 - 2021CPT01.06.10581.1 MARTIN TIP-011521'. The 'Bid Letting: L210505A' is also noted. The left sidebar contains a list of tabs: General, Projects, Time, Workflow, Agency Views, Small Business, and Program Goals. The main content area shows fields for Proposal ID, WBS Number, WBS, County, TIP, Type of Work, Location, Goal Type, Goal Percent, Rejected, and Previous ID. On the right, an 'Actions' dropdown menu is open, listing various options. The 'Reports' section is highlighted with a red box, containing the following items: Bid Tab, Bid tabs for awarded and executed projec, Contract Cover Sheet, Contract Item Sheet Report, DBE Interest Report, Engineers Estimate Report, Estimate Versus Low Bidder Report, Federal Agreement Pre-Letting, Federal-Agreement-Post-Letting, Invitation to Bid, Percent Run, and Proposal Cover Sheet.

Continued on Following Page

Generating Reports from a Page

(continued)

When you select a report, a page like this will appear.
It will allow you to customize the report.

The screenshot shows a web interface titled "Generate Report". At the top, there is a blue header bar with the text "Generate Report - DBE Interest Report" and an "Execute" button circled in red. Below the header, there are tabs for "Settings" and "Output Options", with "Output Options" being the active tab. The page is labeled "4 of 5". The main content area is divided into two columns. The left column is titled "Output Type" and contains three radio button options: "Generate as PDF" (selected), "Download PDF", and "Generate as HTML". The right column is titled "Report Layout Source" and contains three radio button options: "Base", "Custom" (selected), and "Test". At the bottom of the interface, there is a section titled "Generate Available Data Output" with an unchecked checkbox.

You can deselect anything you don't want to appear on the report.

Click the **EXECUTE** button to run the report.

The report will be displayed in a new web browser tab.

Continued on Following Page

Generating Reports from a Page

(continued)

Generate

2 / 3

100%

Feb 15, 2023 1:46 PM

North Carolina Department of Transportation

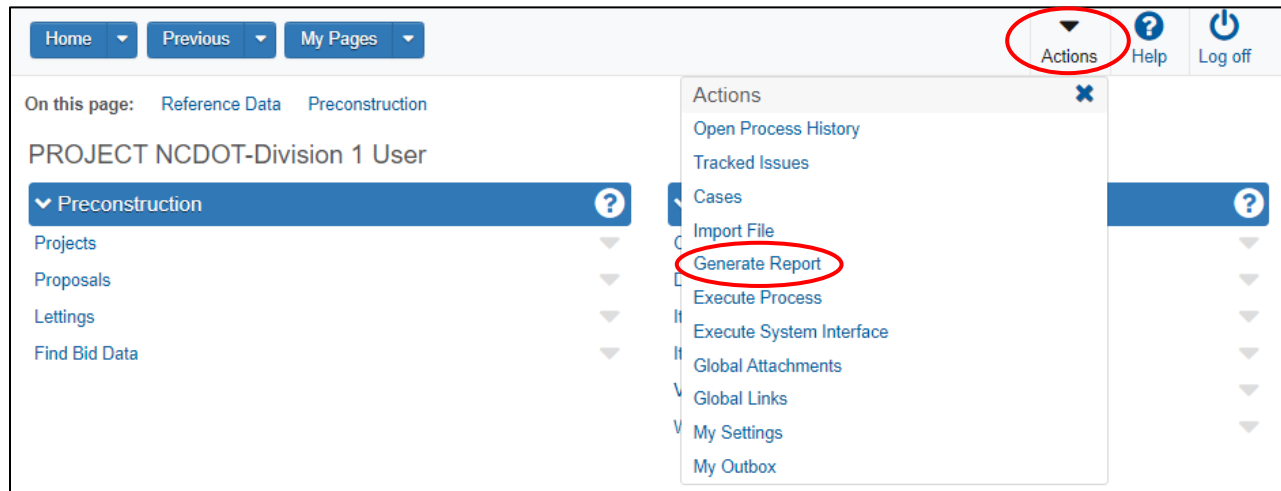
MBE/WBE Interest Report

Page 2 of 3

Line #	Item Number	Sec #	Description	Quantity	PERCENT
HAULING AND TRUCKING					
0001	0106000000-E	230	BORROW EXCAVATION	200 CY	1.97
0005	1363000000-E	SP	ASPHALT TREATED BASE COURSE	100 TON	0.66
0006	1385000000-E	SP	SAND ASPHALT BASE COURSE, TYPE F-1	200 TON	0.88
0007	1396000000-E	SP	SAND ASPHALT SURFACE COURSE, TYPE F-1 (LEVELING COURSE)	200 TON	0.88
0008	1407000000-E	SP	SAND ASPHALT SURFACE COURSE, TYPE F-1	200 TON	0.88
HAULING AND TRUCKING				Sub Total	5.27

Generating Global Reports

If you want to generate reports based on multiple projects, proposals, or lettings, you can launch them directly from the **Actions Menu**.



From anywhere in *AASHTOWare Project*:

Step	Action	Result
1	Click the ACTIONS MENU button at the top of the page.	The actions menu will expand into a drop-down list.
2	Select Generate Report from the drop-down list.	The Generate Report page will appear. This page lists all the reports you can generate.

Continued on Following Page

Generating Global Reports

(continued)

Generate Report

▼ Generate Report

Execute ▼ ?

Settings

Select Report ▼

1 of 5

← →

Q

Type search criteria or press Enter

Advanced

Showing 28 of 28

0 selected

Report	Data
Bid Tab	Proposal
Bid tabs for awarded and executed projec	Proposal
BidX_Expdbe_DQ(*)	RefVendor
Contract Cover Sheet	Proposal
Contract Item Sheet Report	Proposal
DBE Interest Report	Proposal
Engineers Estimate Report	Proposal
Estimate Versus Low Bidder Report	Proposal
Federal Agreement Pre-Letting	Proposal
Federal-Agreement-Post-Letting	Proposal
Invitation to Bid	Proposal
Item C - Monthly	Letting
Item C Report	Letting

3

Click on *the report you wish to generate*.

A page will appear that will allow you to select options for the report.

Continued on Following Page

Generating Global Reports

(continued)

Generate Report

Generate Report - Bid tabs for awarded and executed projec

Execute

?

Settings
Select Data
2 of 5

Q
Enter search criteria or hit enter


Advanced
Showing 10 of 69


Select: All | None
6 selected

Proposal	WBS,County,TIP	Type
DA00496	2021CPT01.05.100281.1, ETC DARE, SS-6001I	RWY - ROADWAY
DA10350	2021CPT01.06.10581.1 MARTIN TIP-011521	RWY - ROADWAY
✓ DA10351	2021CPT01.06.10581.1 MARTIN TIP-011521	RWY - ROADWAY
✓ DA10352	2021CPT01.06.10581.1 MARTIN TIP-011521	RWY - ROADWAY
✓ DA10353	2021CPT01.06.10581.1 MARTIN TIP-011521	RWY - ROADWAY
✓ DA10354	2021CPT01.06.10581.1 MARTIN TIP-011521	RWY - ROADWAY
✓ DA10355	2021CPT01.06.10581.1 MARTIN TIP-011521	RWY - ROADWAY
DA10356	2022CPT01.06.10581.1 MARTIN I-6028C	RWY - ROADWAY
✓ DA10357	2021CPT01.06.10581.1 MARTIN TIP-011521	RWY - ROADWAY
DA10358	2021CPT01.06.10581.1 MARTIN TIP-011521	RWY - ROADWAY

Load next 50
Showing 10 of 69

You will be able to search for specific Projects, Proposals, or Lettings or Vendors, depending on the report you selected from the previous page.

4	Type <i>the criteria you wish to search by</i> in the SEARCH field. (Project, Proposal, Letting)	The list will filter as you type.
5	Select the row(s) that contain the Project(s), Proposal(s) or Letting(s) you wish to include in your report.	A green check mark  will appear next to your selections.

 **NOTE:** Once you have selected a record, you will still be able to go back and select additional records without losing that selection.

Continued on Following Page

Generating Global Reports

(continued)

6

Click the **EXECUTE** button in the **Header Bar**.

The report will be displayed in a new web browser tab.

The screenshot shows a web application interface for generating reports. The header bar includes a menu icon, the word 'Generate', a progress indicator '1 / 3', a zoom level '100%', and icons for download, print, and settings. The report content is organized into several sections:

- Project Information:**
 - Date/Time: Feb 15, 2023 1:53 PM
 - Project ID: 2021CPT01.06.10581.1
 - Location: MARTIN
 - Duration: 2:00 PM Mar 08, 2021
 - Distance: 11.000 MILES
 - TIP NO: TIP-011521
 - FED AID NO: STATE FUNDED
 - Description: MILLING AND RESURFACING IN MARTIN COUNTY
 - Location Detail: US 17 FROM US 64 FROM BERTIE COUNTY LINE
- Contractors:**
 - S T WOOTEN CORPORATION, WILSON, NC
 - BARNHILL CONTRACTING CO, ROCKY MOUNT, NC
- ROADWAY ITEMS:**

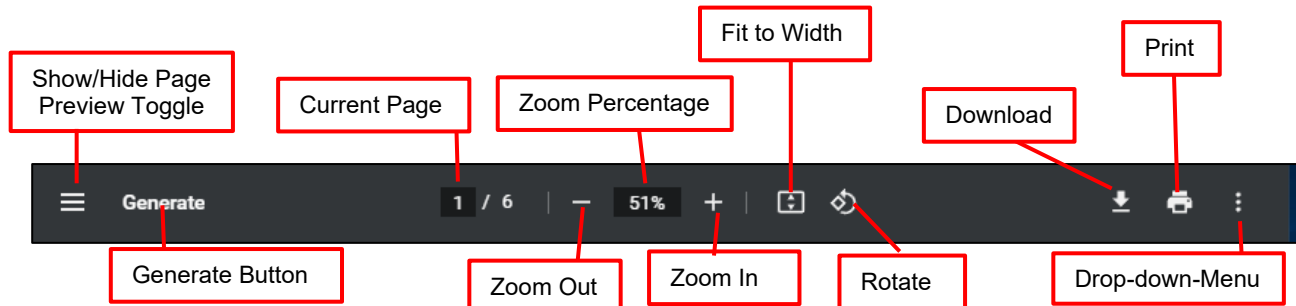
Item ID	Description	Quantity	Unit	Price	Amount	Contractor	Amount
0001	BORROW EXCAVATION	200	CY	35.00	7,000.00	S T WOOTEN CORPORATION	8,000.00
0002	BREAKING OF EXT ASPH PVMIT	100	SY	25.00	2,500.00	BARNHILL CONTRACTING CO	2,000.00
0003	INCIDENTAL STONE BASE	400	TON	40.00	16,000.00	BARNHILL CONTRACTING CO	20,000.00
0004	SHOULDER RECONSTRUCTION	200	SMI	2,000.00	400,000.00	BARNHILL CONTRACTING CO	400,000.00
0005	ASPH TREATED BASE CO	100	TON	20.00	2,000.00	BARNHILL CONTRACTING CO	3,000.00
0006	SAND ASPH BASE CO, F1	200	TON	15.00	3,000.00	BARNHILL CONTRACTING CO	4,000.00
0007	SAND ASPH SURF CO, F1 LEV	200	TON	15.00	3,000.00	BARNHILL CONTRACTING CO	4,000.00
0008	SAND ASPH SURF CO, F1	200	TON	15.00	3,000.00	BARNHILL CONTRACTING CO	4,000.00
CONTRACT TOTAL				TOTAL	436,500.00	TOTAL	445,000.00
ROADWAY ITEMS				SUB-TOTAL	436,500.00	SUB-TOTAL	445,000.00
- BIDDERS IN ORDER:**

Bidder	Rank	Amount
S T WOOTEN CORPORATION	1	436,500.00
BARNHILL CONTRACTING CO	2	445,000.00

If you selected multiple projects/proposals/lettings, they will appear one after another in the same report window.

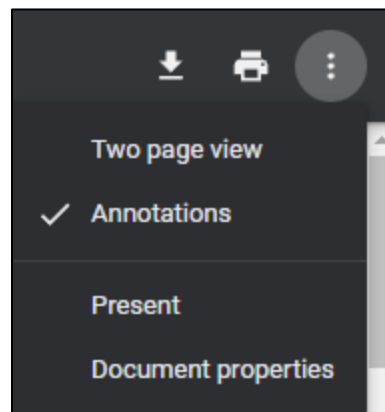
The Report Toolbar

This toolbar is at the top of all reports.



At the right side of the Toolbar is a drop-down menu.

The three vertical dots can be clicked to reveal the following menu which contains these options.

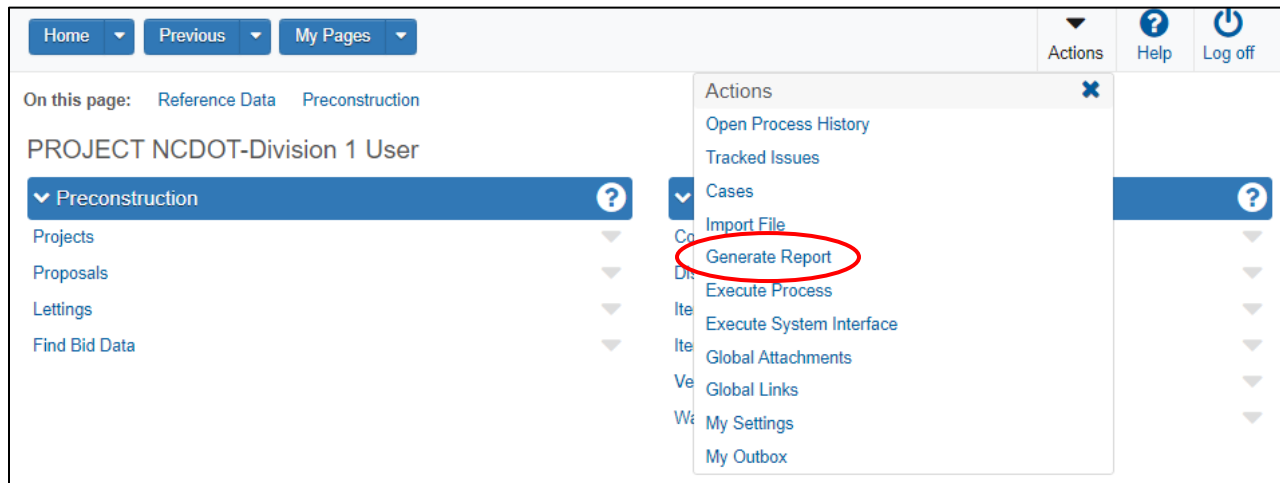


Creating the Master Pay Item List Report

This procedure will show you how to generate the **Master Pay Item List Report**. Once created, this file can be posted to the Connect NCDOT website to be accessed by internal and external users.

From the *AASHTOWare Project Dashboard*:

Step	Action	Result
1	Click the ACTIONS MENU button at the top of the page.	The actions menu will expand into a drop-down list.
2	Select Generate Report from the drop-down list.	The Generate Report page will appear. This page lists all the reports you can generate.



Continued on Following Page

Creating the Master Pay Item List Report

(continued)

Generate Report

▼ Generate Report

Execute

?

Settings

Select Report

1 of 5

←

→

Q

Type search criteria or press Enter

Advanced

Showing 28 of 28

0 selected

Report	Data
Bid Tab	Proposal
Bid tabs for awarded and executed projec	Proposal
BidX_Expdbe_DQ(*)	RefVendor
Contract Cover Sheet	Proposal
Contract Item Sheet Report	Proposal
DBE Interest Report	Proposal
Engineers Estimate Report	Proposal
Estimate Versus Low Bidder Report	Proposal
Federal Agreement Pre-Letting	Proposal
Federal-Agreement-Post-Letting	Proposal
Invitation to Bid	Proposal
Item C - Monthly	Letting
Item C Report	Letting
Landscape Tabs	Letting
Master Pay Item List	RefItem
Percent Run	Proposal
Project Cost Estimate Report	Project

3

Select *Master Pay Item List*.

The **Generate Report – Master Pay Item List** page will appear.

Continued on Following Page

Creating the Master Pay Item List Report

(continued)

Generate Report

▼ Generate Report - Master Pay Item List Execute ?

Settings Select Data 2 of 5 ← →

Q Enter search criteria or hit enter 🔍

Advanced
Select: All | None 0 selected

Enter search criteria above to see results or Show first 10

4

In order for the report to run, one item must be selected.

Click the **SHOW FIRST 10** link.

The first 10 items will appear.

Generate Report

▼ Generate Report - Master Pay Item List Execute ?

Settings Select Data 2 of 5 ← →

Q Enter search criteria or hit enter 🔍

Advanced Showing 10 of 23824
Select: All | None 1 selected

Item	Descr	Unit Sys	Spec Yr
✓ 0000100000-N	MOBILIZATION	Neutral	02
0000400000-N	CONSTRUCTION SURVEYING	Neutral	02
0000500000-N	SUPPLEMENTAL FIELD SURVEY	Neutral	02
0000600000-N	SUPPLEMENTAL SURVEYING OI	Neutral	02
0000700000-N	FIELD OFFICE	Neutral	02
0000720000-N	FIELD OFFICE	Neutral	02
0000800000-N	GENERIC MISCELLANEOUS ITE	Neutral	02

5

Select the first item.

A green check mark will appear next to the item.

6

Click the **NEXT** → arrow.

The **Set Parameters** page will appear.

Continued on Following Page

Creating the Master Pay Item List Report

(continued)

Generate Report

▼ Generate Report - Master Pay Item List

Settings Set Parameters 3 of 5

Spec Year★
The spec year for the report.

24

24

18

12

06

02

95

98

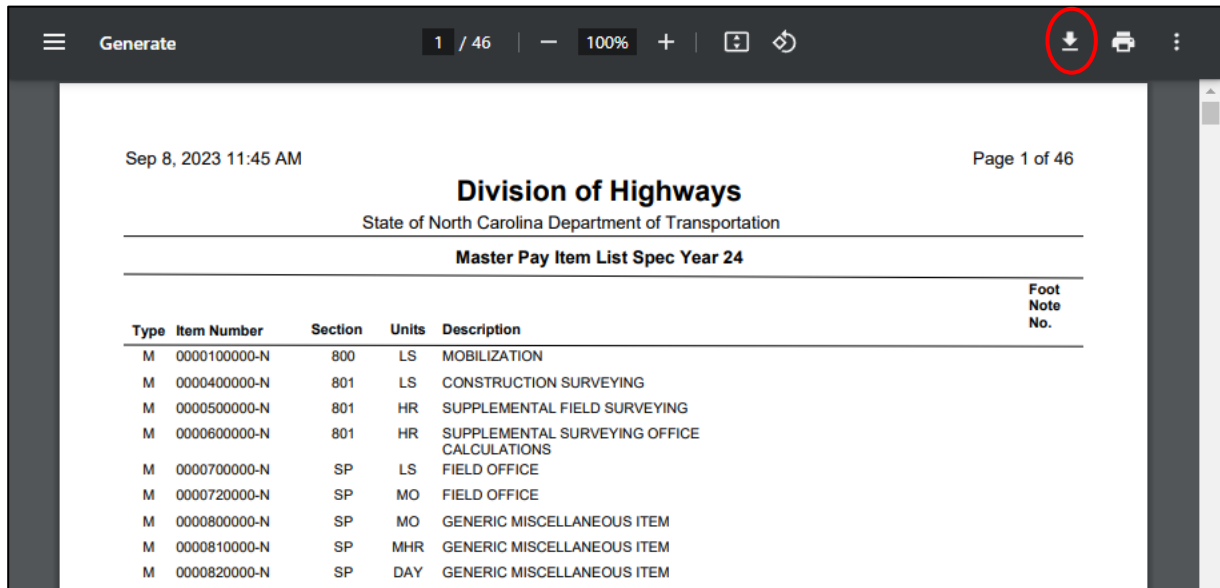
Execute

7	Select the <i>Spec Year</i> from the drop-down list in the SPEC YEAR field.	N/A
8	Click the EXECUTE button.	The report will open in a new browser tab.

Continued on Following Page

Creating the Master Pay Item List Report

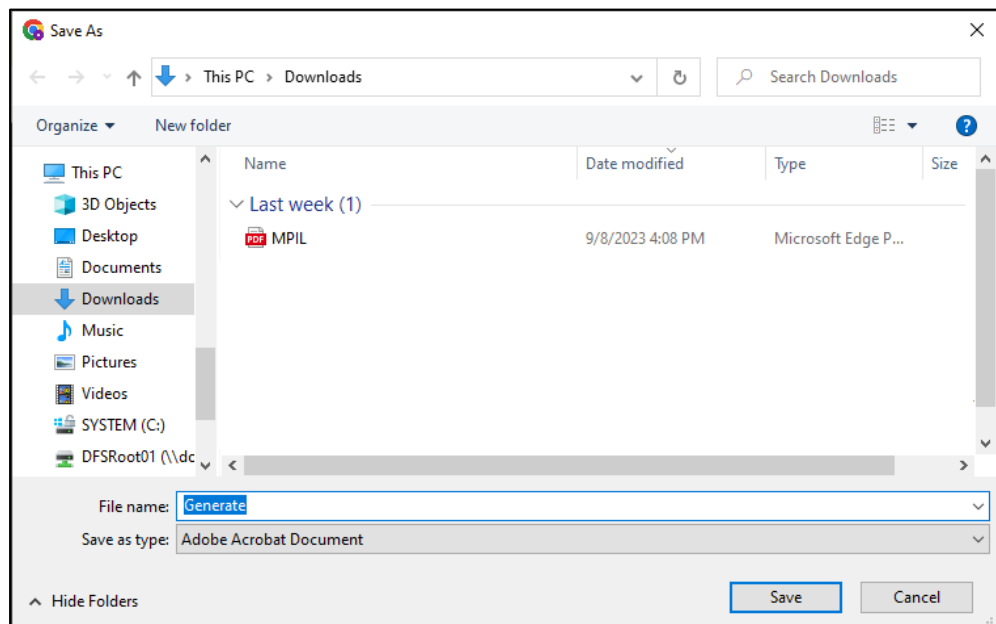
(continued)



9

To download the report, click the download button in the top, right corner of the window.


The report will be saved to your **Downloads** folder as **Generate**. You can change this filename.



Continued on Following Page

Creating the Master Pay Item List Report


(continued)

You will also be able to click the **PRINT**  button to save the report as a PDF. The following window will appear.

Print

46 pages

Destination

 Save as PDF ▼

Pages

All ▼

Pages per sheet

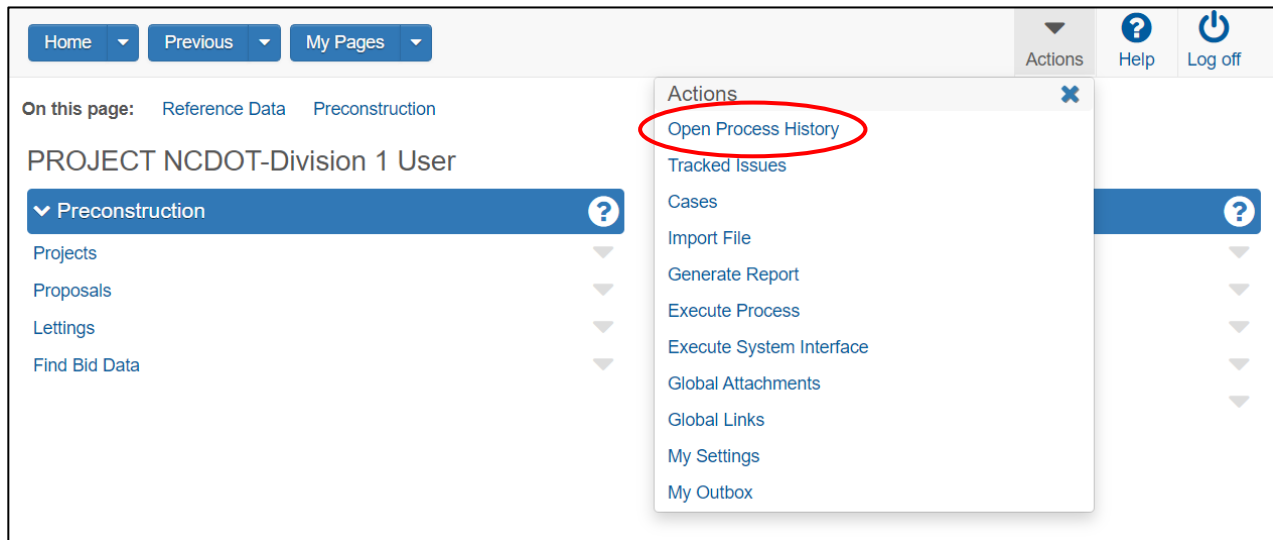
1 ▼


After you have saved the report as a PDF, you can post it to the Connect NCDOT website.

Chapter 13 System Maintenance

Deleting a Process

When you run a process, historical records of that process will be kept in the system until you delete them. In order to keep the process page clean, so that process records aren't easily confused, you can delete the records you no longer need.



Step	Action	Result
1	From the ACTIONS menu at the top of the page, select <i>Open Process History</i> .	The Process History Overview page will appear.
2	Locate the process you want to delete.  NOTE: Processes will be displayed with the most recent at the top of the page. Currently running processes will appear at the bottom until they have finished running.	


Continued on Following Page

Deleting a Process

(continued)

The screenshot shows the 'Process History Overview' interface. It includes a sidebar with navigation links, a search bar, and a table of process history. The table has columns for Process, User ID, Success, Review..., Start Time, Finish Time, and Output Files. The process 'ImportXtabFromBids' is highlighted, and a context menu is open at its end, with the 'Delete' option circled in red.

Process	User ID	Success
ExportToBids	DOTlapjohnson2	Yes
ImportXtabFromBids	DOTlapjohnson2	
ExportToBids	DOTlapjohnson2	

3	Click the down arrow at the end of the row containing the process you wish to delete.	A drop-down menu will appear.
4	Select Delete from the menu.	The drop-down arrow will change to an undo arrow  . A There are unsaved changes message will appear above the Header Bar .

 **NOTE:** To reverse the delete, click the **undo arrow**.

5	Click the SAVE button in the Header Bar .	A Save Complete message will appear above the Header Bar .
---	---	--

Pulling a Project from a Letting

You will need to wait for the following to happen before performing this procedure:

- The official letter distribution
- The letter to be posted to the **Connect NCDOT** Letting site

Step	Action
1	Remove the EBSX file from Bid Express and add an Alert on the letting page there.
2	The EBSX on the Connect NCDOT site should be removed. If this has not happened, ask for it to be removed.

In AWP, from the **Bid Letting Summary** Page, **Proposals** tab:

The screenshot shows the 'Bid Letting Summary' page with the 'Proposals' tab selected. A table lists two proposals. The second proposal (ID 003) is highlighted, and its 'ADVERTISEMENT DATE' field is circled in red, indicating it should be cleared. The 'Proposal Status' for this entry is 'NO BIDS RECEIVED'.

3	Clear the ADVERTISEMENT DATE field for the pulled proposal.	
4	Click the SAVE button in the Header Bar .	A Save Complete message will appear above the Header Bar .

Continued on Following Page

Pulling a Project from a Letting

(continued)

5	Clear the PUBLISH AUTH BIDDERS field for the pulled proposal.	
6	Click the SAVE button in the Header Bar .	A <i>Save Complete</i> message will appear above the Header Bar .

The screenshot shows the 'Bid Letting Summary' page for 'Bid Letting: L210308A'. It features a sidebar with 'General', 'Proposals', and 'Workflow' tabs. The main area displays a table of proposals. The second proposal, '003 DA10350 2021CPT01.06.10581.1 MARTIN TIP-011521', is selected. An 'Actions' menu is open for this proposal, with the 'Remove' option circled in red. Other options in the menu include 'Exclude from Search Results', 'Tasks', 'Auto Generate Sections', 'Export Proposal To Estimator', 'Export To Bids', 'Postpone...', 'Send files to HiCAMS', 'Validate Proposal', and 'Wage Decision Assignment Processing'.

7	Click the down arrow on the right of that proposal.	A drop-down menu will appear.
8	Select REMOVE from the menu.	A <i>Save Complete</i> message will appear above the Header Bar .

Continued on Following Page

Pulling a Project from a Letting

(continued)

From the **Preconstruction Letting Admin Dashboard**:

The screenshot shows the 'LETTING ADMIN DASHBOARD' with a 'Return to Home' link in the top right. The dashboard contains several buttons and links. Two buttons are circled in red: 'Interested Parties/Authorized Bidders' and 'Remove Interested Parties for Pulled Contracts'. Other buttons include 'Contracts', 'AASHTOWare Project Preconstruction (AWP)', 'Vendor Directory', 'Pay Items & Quantities (PIQ)', 'Lock Management', 'View/Edit List', and 'Update Entries for Letting Date Move'.

9	Click the INTERESTED PARTIES/AUTHORIZED BIDDERS button.	
10	Click on REMOVE INTERESTED PARTIES FOR PULLED CONTRACTS .	The Remove Interested Parties for Pulled Contracts page will appear.

Continued on Following Page

Pulling a Project from a Letting

(continued)

[Return to Home](#)

LETTING ADMIN DASHBOARD

Remove Interested Parties for Pulled Contracts

When the advertisement for a contract is pulled/withdrawn in AASHTOWare Project Preconstruction, the interested parties & authorized bidders list entries for that contract need to be deleted.

Select the Letting ID to display the contract that has been pulled from, then choose **Delete & Exit** to delete the entries from the Interested Parties list for pulled contract(s).

Note: If a contract has been extended - go to **Update Entries for Letting Date Move**.

Letting ID: -- Select one letting ID --

Pulled Contracts:

Delete & Exit
Cancel

11	In the drop-down list in the LETTING ID field, select the Letting that the pulled project was a part of.	The contract number of the pulled project should appear in the PULLED CONTRACTS field.
12	If everything is correct, click the DELETE & EXIT button.	A confirmation message will appear.
12	Click the OK button.	An additional deletion confirmation message will appear.
13	Click the OK button.	The Project has been pulled from the Letting.

Appendix A Contract Times


Contract Times Clause Type

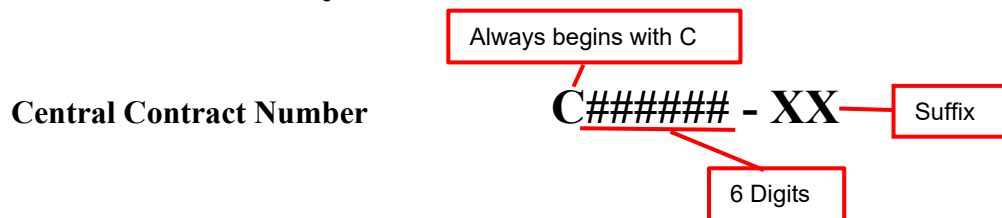
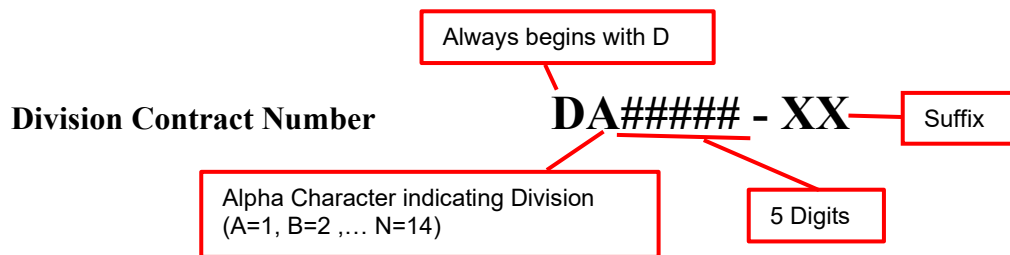
AD	Not Used
ADCD	[Intermediate] Availability Date & Calendar Days
CD	Not Used
DS	[Intermediate] Daily Suspension
DT	Not Used
FACD	[Final] Availability & Calendar Days
FCD	[Final] Availability & Completion Date
FRAD	[Final] Range Availability & Completion Date
ICD	[Intermediate] Availability & Completion Date
IDCD	[Intermediate] Range of Dates & Calendar Days
IRAD	[Intermediate] Range Availability & Completion Date
RDCD	[Final] Range of Dates & Calendar Days
TR	[Intermediate] Time Restriction

Appendix B Naming Conventions

Project Number Format

The estimator is responsible for setting up projects for each section of the proposal. The projects will have the following naming convention:

 **NOTE:** The contract number assigned in the **Letting Admin Dashboard** is used as the project number.

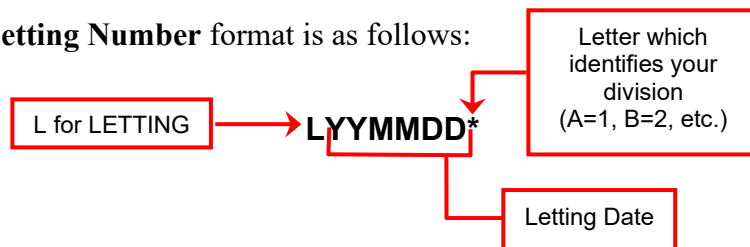


The **Suffix** identifies the section of the project:

ST	Structure projects
RW	Roadway projects

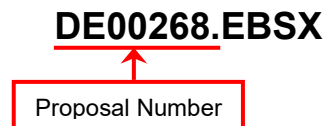
Letting Number Format

Letting Number format is as follows:



EBSX File Format

The file created by this process will have the following format:



Appendix C Division Identifiers

A	Division 1
B	Division 2
C	Division 3
D	Division 4
E	Division 5
F	Division 6
G	Division 7
H	Division 8
I	Division 9
J	Division 10
K	Division 11
L	Division 12
M	Division 13
N	Division 14
O	Bridge Management

Appendix D Default Workflow Phases

Projects	NCDOT Division Workflow	DLADM – Division Letting Admin
Proposals	NCDOT Division Workflow	DLADM – Division Letting Admin
Lettings	NCDOT Division Workflow	Process Bids

Appendix E Glossary

Alternate Line Items	Multiple line items specified in proposal items sheets that require the contractors to make a choice of materials.
Contractor	Any business entity who may receive proposals and plans for projects advertised by the contracts office.
Engineer's Estimate	A summary report showing estimated cost for each project in a letting.
Federal Aid Number	An identifier used by Federal Aid Administration to track federal funding associated with a specific project.
Force Account Items	Force account items represent costs of items in a project that will be performed by a third party, such as a railroad contractor of state forces on Federal Aid Projects. These items are not included in the contract and any associated costs are directly reimbursed to the third party by the state.
Generic Items	Non-standard items that provide flexibility in identifying an item selected by type of work and unit of measure.
Line Items	Pay items associated with a project.
Lump Sum Quantity Items	Pay items that have been classified as lump sum items for bidding in the master pay item list, but for which quantities estimators may specify quantities to assist in the cost estimation process.
Master Pay Item List	A listing of all standard pay items, specifying a description code for each item.
Non-Participating Agency	Any entity excluding NCDOT sharing in the total cost of a project.
Non-Participating Costs	Portion of line item cost assigned to a non-participating agency.

Continued on Following Page

Glossary

(continued)

Pay Item	A master pay item is a single, identifiable unit that includes all materials and services necessary to install that item. Synonymous with "contract item."
Division Project	The specific section of the highway together with all appurtenances and construction to be performed thereon under the contract.
Division Proposal	The form provided by the Department of Transportation on which the offer of the bidder to perform the work at designated bid prices is submitted.
Project	Represents costs associated with all or part of a construction project.
Proposal	The entities presented to potential contractors for bidding. You construct a proposal from projects. Typically, you combine multiple projects into a single proposal. Proposal information generally includes contract time specifications, DBE/WBE goals, bonding information, a detailed description of the work the contractor will perform, and an identification of any necessary special provisions, supplemental specifications, or both.
WBS Number	Identifier used by the fiscal section of the Department of Transportation to track funds.

Appendix F Supplemental Descriptions

Below is the format for entering supplemental descriptions. This is to be used as a consistency reference for entering supplemental descriptions.

PAY ITEM DESCRIPTION	SUPPLEMENTAL DESCRIPTION EXAMPLE
REINFORCED BRIDGE APPROACH FILL, STATION *****	(327+38.34)
*** PLAIN CONC PIPE CULVERTS	(15")
***MM PLAIN CONC PIPE CULVERTS	(350MM)
" RC PIPE CULVERTS, CLASS **	(15", IV)
***MM RC PIPE CULVERTS, CLASS ***	(350MM, IV)
*** X *** X *** RC PIPE TEES, CLASS III	(12" X 12" X 12")
*** X *** X ***MM RC PIPE TEES CLASS III	(350MM X 350MM X 350MM)
X ***X *** CS PIPE TEES, ** THICK	(12" X 12" X 12", 0.064")
*** X *** X ***MM CS PIPE TEES *****MM THICK	(350MM X 350MM X 350MM, 1.63MM)
MILLING ASPHALT PAVEMENT, *****DEPTH	(1-1/2")
MILLING ASPHALT PAVEMENT, ***MMDEPTH	(55MM)
MILLING ASPHALT PAVEMENT, *****TO *****" DEPTH	(0" TO 1-1/2")
MILLING ASPHALT PAVEMENT, *** TO ***MM DEPTH	(0MM TO 55MM)
FRAME WITH GRATE, DETAIL 840.*****	(840.29)
FRAME WITH GRATE & HOOD, STD 840.03, TYPE **	(E)
***X *** CONCRETE CURB	(8" X 12")
*** X ***MM CONCRETE CURB	(200MM X 450MM)
GENERIC PAVING ITEM	ULTRATHIN HOT MIX ASPHALT
GUARDRAIL ANCHOR UNITS, TYPE *****	(M-350)
OVERHEAD SIGN ASSEMBLY **	(A)
FOUNDATION CONDITIONING MATERIAL, UTILITIES CLASS *****	(III)
" DI WATER PIPE, CLASS **	(12", IV)
XX*** PERFORATED CS PIPETEE RISER, 0.064"THICK	(18" X 18" X 18")
XX***MM PERFORATED CS PIPE TEE RISER, 1.63MM THICK	(450MM X 450MM X 450MM)
PEDESTRIAN SIGNAL HEAD (**", ** SECTION)	(12", 3)

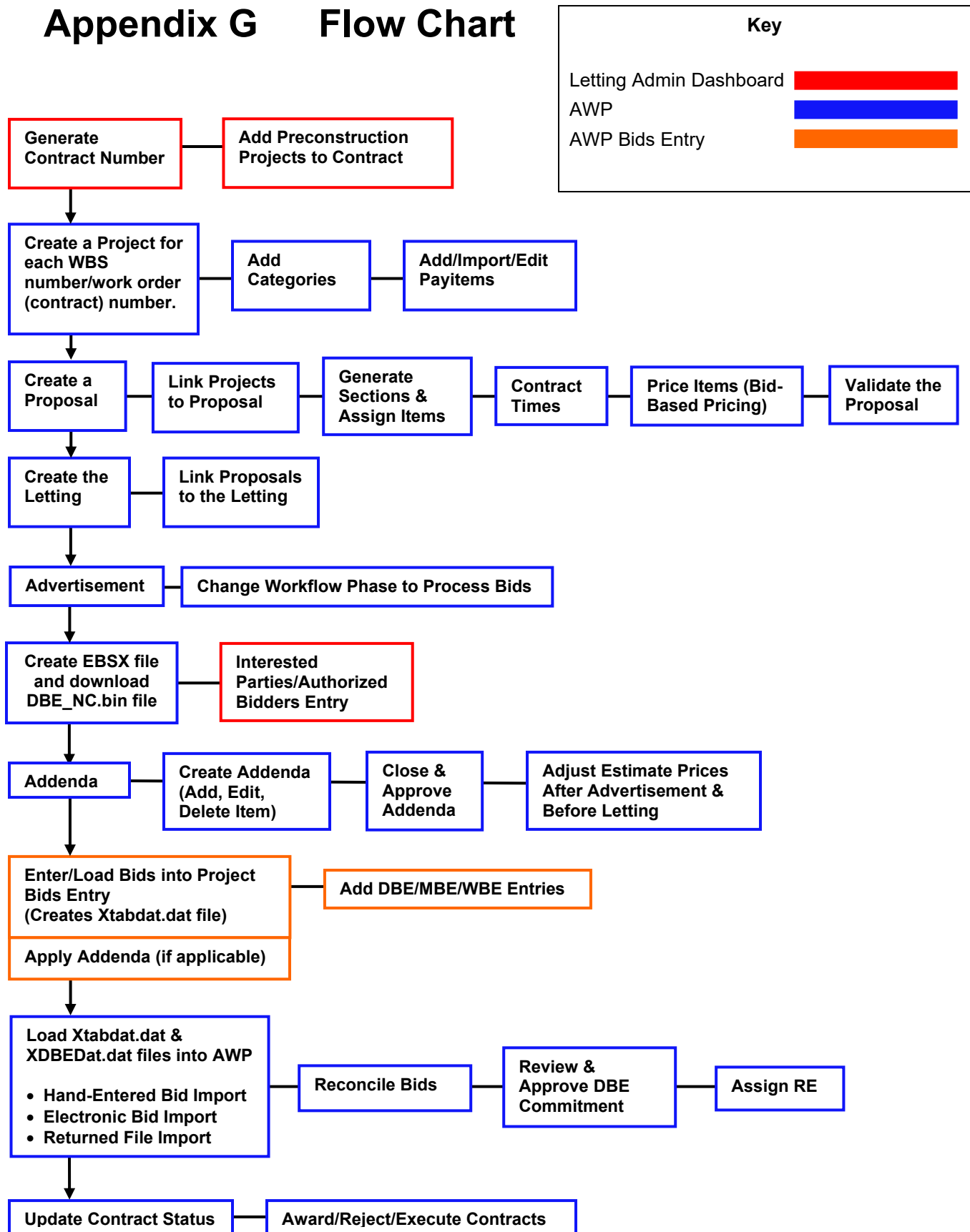
Continued on Following Page

Supplemental Descriptions

(continued)

PEDESTRIAN SIGNAL HEAD (**MM,** SECTION)	(450MM, 3)
PREFORMED INDUCTIVE LOOP (**'X**') WITH *'TAIL SECTION	(6' X 30', 5')
PREFORMED LOOP (**M X **M) WITH **M TAIL SECTION	(15M X 7.5M, 12M)
COMMUNICATIONS CABLE (**FIBER)	(3)
REMOVAL OF EXISTING STRUCTURE AT STATION *****	(27+38.234-L-)
FOUNDATION EXCAVATION FOR END BENT ** AT STATION *****	(2, 27+38.234-L-)

Appendix G Flow Chart



Appendix H Re-Letting a Proposal

If a Proposal is No bids Received, Rejected, or Rescinded, you will be able to re-let it by following this procedure.


Step	Action
1	Unlink the Proposal from the Letting. See Unlinking a Proposal From a Letting on Page 5-8.


If the Letting Date has passed, you will receive the following error:

Error: No rows saved; detected 1 row with errors. Please review messages below.

- Cannot remove Proposal from a past Bid Letting.


[Show All](#) | [Show Errors](#)

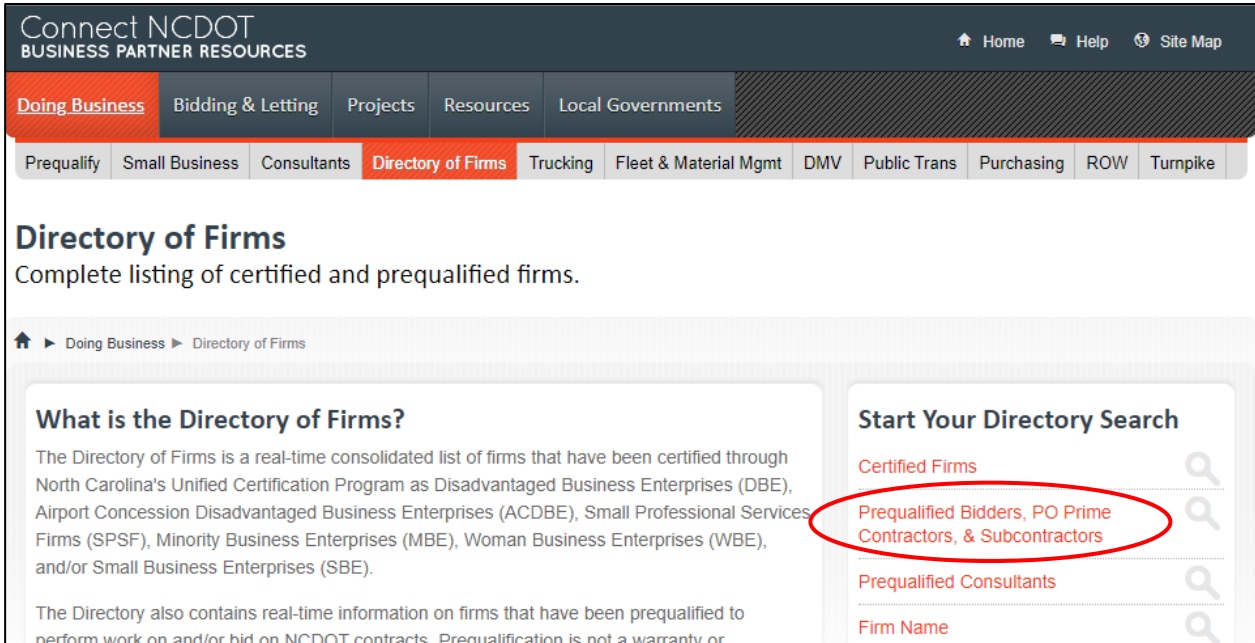
 **NOTE:** If this happens, contact awphelp@ncdot.gov to unlink.

2	Remove the Projects from the Proposal. See Removing a Project from a Proposal on Page 4-30.
3	Copy the Proposal. See Copying A Proposal on Page 4-26.
4	Re-link the Projects.  NOTE: If any of your Projects have Addenda, the Addenda will not get copied, Instead the changes will merge. See Linking Projects to a Proposal on Page 4-10.
5	Delete old Proposal number. See Deleting a Proposal on Page 4-36.
6	When a new Letting becomes available, link to it. See Linking Proposals to the Letting on Page 5-4.

Appendix I Parsing the Directory of Firms

At times a Project will not receive any bidders, so you may want to send an email blast to all eligible Contractors in order to call attention to the Project and its consequent Let Date.

Step	Action	Result
1	In the address bar of your web browser, type HTTPS://WWW.EBS.NC.GOV/VENDORDIRECTORY/DEFAULT.HTML and press  .	The Directory of Firms Overview page will appear.



Connect NCDOT
BUSINESS PARTNER RESOURCES

Home Help Site Map

Doing Business Bidding & Letting Projects Resources Local Governments

Prequalify Small Business Consultants **Directory of Firms** Trucking Fleet & Material Mgmt DMV Public Trans Purchasing ROW Turnpike

Directory of Firms

Complete listing of certified and prequalified firms.

Home > Doing Business > Directory of Firms

What is the Directory of Firms?

The Directory of Firms is a real-time consolidated list of firms that have been certified through North Carolina's Unified Certification Program as Disadvantaged Business Enterprises (DBE), Airport Concession Disadvantaged Business Enterprises (ACDBE), Small Professional Services Firms (SPSF), Minority Business Enterprises (MBE), Woman Business Enterprises (WBE), and/or Small Business Enterprises (SBE).

The Directory also contains real-time information on firms that have been prequalified to perform work on and/or bid on NCDOT contracts. Prequalification is not a warranty or

Start Your Directory Search

Certified Firms

Prequalified Bidders, PO Prime Contractors, & Subcontractors

Prequalified Consultants

Firm Name

2	On the right side of the page, click PREQUALIFIED BIDDERS, PO PRIME CONTRACTORS, & SUBCONTRACTORS .	The following page will appear.
---	--	---------------------------------

Continued on Following Page

Parsing the Directory of Firms

(continued)

For A, *All Bidders, PO Prime Contractors, and Subcontractors* will be selected.

Leave B blank.

3	Click the arrow to show additional search options.	Additional search options will appear.
---	--	--

Continued on Following Page

Parsing the Directory of Firms

(continued)

C.

Construction Work Code

	Sort By Code	Sort By Name
<input type="checkbox"/>	000050	HAULING (EXCEPT ASPHALT)
<input type="checkbox"/>	000055	HAULING (ASPHALT)
<input type="checkbox"/>	000060	ASPHALT/CONCRETE SAW CUTTING
<input type="checkbox"/>	000075	ROCK SLOPE STABILIZATION

D.

Certification

<input type="checkbox"/>	Disadvantaged Business Enterprise (DBE)
<input type="checkbox"/>	Minority Business Enterprise (MBE)
<input type="checkbox"/>	Woman Business Enterprise (WBE)
<input type="checkbox"/>	Small Business Enterprise (SBE)

E.

Desired Work Location

Select Counties by NC Division

☐ 01
 ☐ 02
 ☐ 03
 ☐ 04
 ☐ 05
 ☐ 06
 ☐ 07
 ☐ 08
 ☐ 09
 ☐ 10
 ☐ 11
 ☐ 12
 ☐ 13
 ☐ 14

4	You will be able to parse the list by: C Construction Work Code D Certification E Desired Work Location F Address Location	
---	--	--

Continued on Following Page

Parsing the Directory of Firms

(continued)

View My Selections

View All Options

Reset

Submit Search

5

At the bottom of the page are the following buttons, click the **SUBMIT SEARCH** button.

The filters you chose will appear at the top of the page and the parsed list will display underneath.

Results - Prequalified Bidders, PO Prime Contractors, & Subcontractors

Your Search Criteria

Filter Results by	All Bidders, PO Prime Contractors, and Subcontractors	Name:	
Work Codes:	000060 ASPHALT/CONCRETE SAW CUTTING	Certification:	Any
Desired Work Location:	WAKE	Address Location:	States: Any NC Counties: Any

Number of Matches: 197

[Print Results](#) 

[Download Results](#) 

<< < 1 2 3 4 5 6 7 > >>

Firm	Address	Contact	Certifications	Prequal Status
1 STOP LIGHTING, INC.	PO Box 2228 GAFFNEY, SC 29342	VERONICA GEORGE 864-649-1338 866-518- 5813(FAX) Email		Subcontractor
360 SERVICES AND DEMOLITION,	2224 DOWNING RAOD FAYETTEVILLE,	MARTIN L ZAHND 910-797-2520		Subcontractor

Continued on Following Page

Parsing the Directory of Firms

(continued)

6

Click the **DOWNLOAD RESULTS** link.

A file named download.csv will download to your downloads folder.

This file is the list you just produced. You will be able to open it in Excel.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	197 matches found																	
2	Company / Mailing Ad	Mailing Cit	Mailing St	Mailing Zip	Physical Ad	Physical Cit	Physical St	Physical Zip	Home Contact N	Phone	Fax	Email	Reporting	Firm Type	Certificat	Pr		
3	1 STOP LI	PO Box 22	GAFFNEY	SC	29342	400 LITTLE	GAFFNEY	SC	29342	VERONICA	864-649-1	866-518-5	VERONICA	73921	Road & Street Constr	Bi		
4	360 SERVI	2224 DOW	FAYETTEVI	NC	28312					CUMBERL	MARTIN L	910-797-2520	360SERVIC	114727	Road & Street Constr	Bi		
5	A-TEAM N	1498 US H	STATE RO	NC	28676					SURRY DI	SHAUN AD	336-244-9737	ATEAMMA	112045	Road & Str DBE, MBE, Su			
6	A1 CONSL	117 INTER	MORRISVI	NC	27560					WAKE DIV	VINOD K.	(919-469-4800	VGOEL@A	25499	Architectu DBE, MBE, Su			
7	ABE UTILI	PO Box 33	RALEIGH	NC	27636	3804 BERY	RALEIGH	NC	27607	WAKE DIV	JUSTUS E	919-834-3	919-834-9	OM2021@	2643	Road & Street Constr	Bi	
8	ADVANCE	4500 WAT	GARNER	NC	27529					WAKE DIV	STACEY M	919-747-9	919-803-0	S.MCLEAN	53870	Road & Street Constr	Bi	
9	AGGREGA	10700 TOV	HOUSTON	TX	77070					DEENA RO	281-579-7	281-579-8	DEENA@A	108111	Road & Street Constr	Bi		
10	AJAX PAVI	1957 CRO	TROY	MI	48084					REBECCA /	248-244-3	248-244-3	BTCHORZ	51179	Road & Street Constr	Bi		
11	ANDALE C	3170 NOR	WICHITA	KS	67219					MATT MU	864-434-3	316-440-8	MATT@AN	103111	Road & Street Constr	Bi		
12	ANDERSO	PO Box 12	TARBORO	NC	27886	197 THORI	TARBORO	NC	27886	EDGECON	DAWN E.	/ 252-823-8	252-823-8	DAWN@A	45123	Road & Str HUB	Bi	
13	ANDERSO	PO Box 18	LAKE CITY	FL	32056	871 NW G	LAKE CITY	FL	32056	JOHN GOE	386-623-4	386-755-5	JOHN.GOE	49459	Road & Street Constr	Bi		
14	ANNSEAL	674 STATE	LITTLE ME	PA	18830					NANCY OE	5.71E+09	8.67E+09	NOBRIEN	57902	Road & Str SBE	Bi		
15	ANSON C	(PO Box 79	WADESBO	NC	28170	1135 AVER	POLKTON	NC	28135	ANSON DI	DEVIN B.	S 704-694-6	704-694-7	AVRGROU	53642	Road & Street Constr	Bi	
16	ANTHONY	4501 WILL	CUYAHOG	OH	44125					JEFF WALL	216-867-1	216-447-5	JWALLIS@	63396	Road & Street Constr	Bi		
17	APPALACH	76 RILEY R	WAYNESV	NC	28785					HAYWOO	JASON BAI	828-712-2049	JASON@A	119616	Road & Street Constr	Bi		
18	001605 - TEMPORARY SILT FENCE																	
19	001660 - SEEDING AND MULCHING"				STATEWIDE													
20	APPLE TU	(PO Box 90	RUTHERFC	NC	28139	200 US 22	RUTHERFC	NC	28139-09C	RUTHERFC	CHARLES F	828-287-3	828-287-2	APPLETUC	4186	Road & Street Constr	Bi	
21	APPLIED F	PO Box 60	MOUNT A	NC	27030	131 ST JAN	MOUNT A	NC	27030-60C	SURRY DI	KYNDAL D	336-789-6	336-789-5	KDRAUGH	31740	Road & Street Constr	PC	
22	ARCHER V	929 WEST	CHICAGO	IL	60607					DIVISION	ANDREW I	919-463-6	919-463-6	ADOUGLA	80505	Road & Street Constr	Bi	
23	ARCHER V	929 WEST	CHICAGO	IL	60607					ANDY DOU	919-463-6	919-463-6	ADOUGLA	113431	Road & Street Constr	Bi		
24	ARMEN C	(PO Box 38	CHARLOTT	NC	28278	7212 MON	CHARLOTT	NC	28212	MECKLEN	VICTOR M	980-819-9	980-237-7	VICTOR@/	77427	Road & Str DBE, MBE, PC		
<div><div>download</div><div>⊕</div><div>⋮</div><div>⏪</div><div>⏩</div></div>																		

You will be able to sort and filter the data (remove subcontractors who can't bid) in the Excel file to get the list(s) you need.