

# Design Standards Letter

**Letter Number: G-1999-05**

**Letter Date: 03/26/1999**

**Effective Date: 07/01/1999**

**Section/Plan No.: None**

**Subject: Estimate Submittal to the Bidding and Contract Section**

## Body

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The Bidding and Contract Services Section of the Design Division in the Support Center will implement the Trns\*port modules, Proposal and Estimates System (PES) and the Letting and Awards System (LAS), with the June letting. These modules are compatible with the new Construction system, SiteManager, also a Trns\*port module, that was implemented March 15, 1999. This implementation will also coincide with the Financial Management System (FMS) which is also to be implemented July 1, 1999.

PES and LAS will replace the legacy Mainframe Letting System. For the transition, several changes were made to the structure of the estimating program used in the districts. This resulted in two versions: Estimate98, which is compatible with the legacy system and Estimate99, which is compatible with PES/LAS.

Cooperation between the Support Center and the districts will make this implementation and transition a success. For PES/LAS to be implemented with the June letting, any project that is to be let in June must be submitted using Estimate99. If an estimate has already been submitted, it must be re-submitted using Estimate99 and checked for accuracy. Consultant estimates are to be treated in the same manner.

The item list for each of the versions will contain the same items with the exception of the standard 99 numbers contained in Estimate99. The old procedure allowed the designer to arbitrarily assign 99 numbers to miscellaneous items. In the new PES system there is a standard 99 number for each unit of measure within a given series. The designer may **not** create an item number but is now required to select a 99 number from the master item list and assign a description to that item.

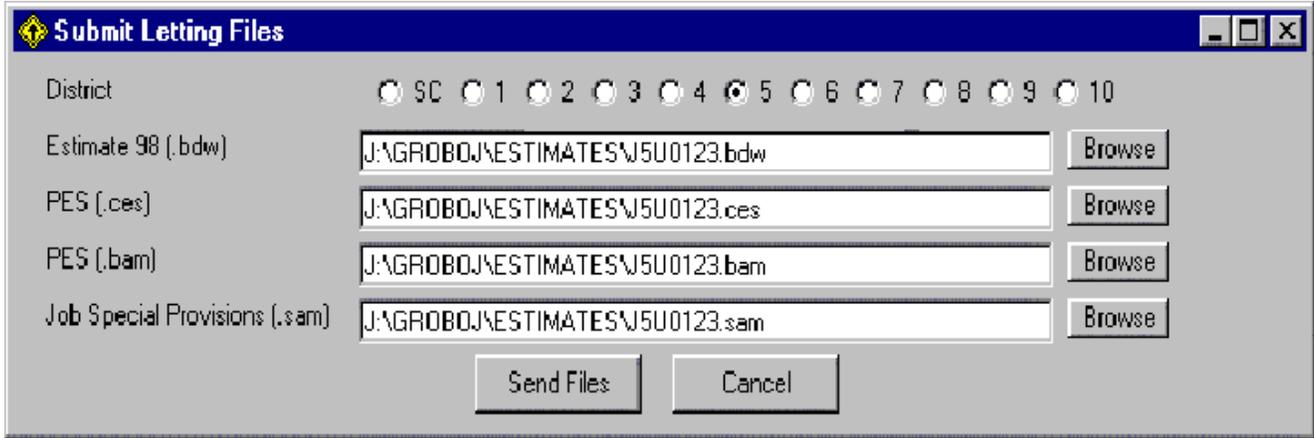
Once the estimate has been reviewed, save the file in the \*bdw format and select "Create a PES Import File" from the file menu. This will create a \*bam and \*ces file. All three of these files should be submitted to the Bidding and Contract Section using PESCopy.

### Estimates submitted to the Bidding and Contract Section using PESCopy:

The PESCopy program was developed to submit files to the Bidding and Contract section. To execute the program, double click on the PESCopy shortcut located in R:\Design Applications.

The program creates a directory based on the district selected and the filename. For instance the following input will create a folder entitled J5U0123 under the District 5 folder and copy the four

files to that location.



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\ . . \District5\J5U0123\J5U0123.bdw
\ . . \District5\J5U0123\J5U0123.ces
\ . . \District5\J5U0123\J5U0123.bam
\ . . \District5\J5U0123\J5U0123.sam

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Also, please make sure that you save your files based on the job number. If an estimate is received with a file name other than the job number, it must be renamed once it is imported into PES. Consultant estimates are also to be submitted using PES Copy.

Differences Between Estimate98 and Estimate99:

The designer will no longer be able to enter 99 numbers for non-standard items. For the new process, each series of numbers (200, 300, 400, etc.) there will be a unit of measure associated with a xxx-99.xx item number. The designer will select the item number from the master item list and enter a description for the item in the user item list. A list of standard 99 numbers is attached to this letter and posted in the Design Discussion Database. Updates will be posted to this database as needed.

Example:

201-99.01 (Misc.) 1.0 LS is for "Misc. Clearing/Grubbing by Lump Sum"  
 201-99.18 (Misc.) 1.0 Cycl is for "Misc. Mowing by Cycle"

The "Master Item List" will display:

- 201-99.01 [MISC.] 1.0 LS
- 201-99.18 [MISC.] 1.0 CYCL

Designers will see "MISC." in the description field, in the "User Item List" and need to add a description:

ID	Item	Description
1	x 201-99.01	MISC.
2	x 201-99.18	Designers enter a descrip.

To check the estimate file for accuracy, load the estimate file back into Estimate99 and check the second column of the user item list. A "?" will appear in the second column if the corresponding item is not contained in the current master item list. When this occurs a new item must be selected from the master item list to represent the unknown item number and the line with the "?" must be deleted.

There is a price basis column that depicts how the price was derived. The program automatically populates this column. There are three possibilities:

- 1) AH = Ad Hoc (prices that are input by the user)
- 2) BD = Bid Average
- 3) BR = Bid Regression

A cost sheet is tentatively scheduled to be added to the program, in which case a fourth label will be added: CS for cost sheet.

In conclusion all estimates for the June letting should be created using Estimate99. Any estimates in the June letting that have been previously created in Estimate98 must be opened in Estimate99 and saved in the new format. All estimates, including estimates received from consultants, scheduled for the June letting are required to be sent, using the PESCopy program, in three different file formats: \*.bdw, \*bam, and \*ces.

Please direct any questions regarding Estimate99 or the submittal process to John Groboski at (573) 751-5653 or Vicki Woods at (573) 526-2401.

jg

Attachment



Specno2.wk4