STEP-BY-STEP

GUIDE

Web Precon

Engineer's Estimate Submission

- When a final estimate is received a snapshot should be taken. Refer to Chapter 8 in the Guidelines.
- To ensure that the estimate is updates recalculate the estimate (Section 6.9)
- Print the PS&E estimate prior to making any changes.
- Whenever you make a change to either a quantity or unit price the estimate **MUST** be recalculated.

PDS and / or FDS

EXPORT TO WEB-T PROCESS

I. Export Final CES Estimate to WebPrecon (Construction Management / M&O Engineer)

1. Export CES Job to WebT Project

- Highlight job.
- Right Click the mouse button.
- Select Run Process….
- Select Export Job to web Trns.port Project, click ok .
- Your web Trns.port User ID should be NJDOT\TPE*** .
- Your web Trns.port Password is what you log into WebT with.
- Ensure that your CES job is the one shown, then change the web Trns.port Project ID to the DP #.
- Leave the Update Behavior options as they are.
- Select Submit.

YOUR JOB HAS NOW BEEN MOVED INTO WEB-PRECON PROJECT.

2. Verify that all of the following fields have been correctly filled. Click Project and under Project Overview find your project. Click on your project, Under Project Summary:

The tabs contain information used for identifying the project on this page. To update a complete record, enter information in these fields:

General

UPC Number	Not required on Maintenance projects.
Federal/State Project Number	Maintenance and CPM should enter **STATE** if the project is 100 percent state funded. However, if there is federal funding and a Federal Project Number, it should be entered.
Spec Year	Select Spec year from drop-down menu.
Project Description	This description should match the name of the project as listed on the plans, key sheet, and advertising memo. Trns•port prints on most project reports. (maximum 120 characters).
Unit System	This field will default to E (English).
Road Name	The name of the primary road on which project work is being performed. If the work is being performed on various roads or Statewide enter Various or Statewide.
Project Work Type	Select the project type from the drop-down menu.
Project Item Total	This field will carry over from CES.
Reviewed By	Select reviewer or estimator's name from the drop-down menu.
Date of Estimate	Enter today's date. Date can be entered using the calendar or by manually entering it.
Revised by	If revisions have been made, enter the name of the person making the revisions
Controlling Project	This field should be unchecked.
Urban/Rural Class	Select Urban or Rural. This is a required field.

County

County or Cong. Dist. Code	A code value indicating that the project will perform work in that county. Choose a code from the search menu.
County Name	This will be automatically populated when you select the county code.
	The approximate percentage of the length of the project that lies

Pct

within this county. If the project is checked out to CES, the county with the highest percentage will be used for estimation. The latitude and longitude of the project midpoint should fall within the county with the highest percentage.

District

Select the District ID where a project or contract is located (maintenance/4 or construction/1) from the drop-down menu. (N1 – N4 / C1 – C4) this is what is used in the search filed. "Primary" should be set checked.

Points

Type and Description are "Midpoint"

Longitude of Midpoint

The longitude of the midpoint of construction. For Statewide projects use 0743842. For regional projects use the following: North, 0743758; South, 0750245; Central, 0741533; and HQ, 0744828. If the project is not Statewide or Regional use the actual midpoint longitude of construction. The coordinate entered **MUST** be within the first county selected in the COUNTY tab.

Latitude of Midpoint

The latitude of the midpoint of construction. For Statewide projects use 401101. For regional projects use the following: North, 405402; South, 395533; Central, 401423; and HQ, 401530. If the project is not Statewide or Regional use the actual midpoint latitude of construction. The coordinate entered **MUST** be within the first county selected in the COUNTY tab.

Road Segments

Beginning Station

Description must be "Primary"

This field lets you define more precisely where the work for this project is taking place. This data is passed to BAMS/DSS for pinpointing the projects on maps.

Ending Station

This field lets you define more precisely where the work for this project is taking place.

Click on "Categories and Items" You are now on the
PROJECT CATEGORY AND ITEM SUMMARY PAGE

Please check that all Category fields are correctly populated, especially those indicated in the chart below.

General	The information here is the same general information under "Project Summary".
Categories	
Category Number	A **four** digit unique identifier for a project category. Start with 0001 and number consecutively by ones.
Category Description	Roadway or Bridge, etc. This is a **required** field.
Combine with Like Categories	Make sure the box is **NOT** selected and save.

Once all the fields have been checked you can then notify Federal Aid for Federal or State funding. Once all this has been completed, click on the Action tab in the Project overview and under Task select "Validate Project". This will tell you if you are missing information.

Please refer to the "(?) Show Help" for further information on creating a Project.

****AT THIS POINT A REPORT CAN BE PRINTED TO SEND ALONG WITH YOUR ESBE AND TRAINEE REQUESTS** PLEASE USE THE CRYSTAL REPORTS ON BUSINESS OBJECTS AT:**
http://crysrptservertest.sa.state.nj.us/businessobjects/Enterprise115/admin/en/admin.cwr

After Federal Aid has been notified to apply funding to your project, and you have been notified that it has been done the following report MUST be printed and attached to your PS&E package:

- Open WebPrecon, click on Projects.
- Search for your project by DP#.
- Select the Actions button within the project description on the right.
- Under Reports, select Preliminary Project Detail Estimate.
- Check or uncheck what you need in your report and select Execute.

You must save or print your report. Once you have exited out of this report the system will not save it. You will need to re-run the report again if not saved. This is true for all reports. All reports are viewed as PDF files.

Create a Proposal

1. Click Project and under Project Overview find your project.
   - Select the Actions button within the project description on the right.
   - Under Tasks click Create Proposal from Project.
   - Ensure that the following fields are populated and are correct:
     - Proposal ID
     - Proposal Description
     - Proposal Long Description (What is on the Adv. Memo)
     - Federal and State Project Number
     - Primary County must be filled
     - Primary District must be filled
     - Save
     - After the save you will then be at Proposal Summary

General

The information here is the same general information as above.

Projects

The project should already be associated with the proposal.

Time

- Ensure that the following fields are populated and are correct:
  - Click New
  - Time ID: 00
  - Time Description: ENTIRE SITE
  - Time Type: DT
  - Check, Main Proposal Time
  - Completion Date: Fill in with the completion date from Adv. Memo.
  - Liquidated Damages Rate: 0
  - Liquidated Damages Unit of Time: Days
  - Save

Create Sections and Items

- Click the action button next to the save button.

  Under Tasks click Auto Generate Sections. The sections are now created.

Once this is done you can now validate the proposal.

- Click on Overview
- Type in the DP# for the project and click enter.
- Click on the action button in the project description to the right.
- Under Tasks click Validate Proposal, this will tell you if you the proposal is valid or if you are missing information needed to make the proposal valid.

Generate the Bid Tab Analysis Report

- Search for your proposal by DP# Under Proposal Overview.
- Select the Actions button within the project description on the right.
- Under Reports, select Bid Tab Analysis.
- Check or uncheck what you need in your report and select Execute.

You must save or print your report. Once you have exited out of this report the system will not save it. You will need to re-run the report again if not saved. This is true for all reports. All reports are viewed as PDF files.