ACHD B2W User Guide

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1.0 External User Login

External users of the estimating software must first apply for network access. If the user does not already have access, please contact the ACHD estimator.

After network access has been granted, a password will be issued for network access through the Citrix Portal. A password will also be issued for the B2W estimating software at this time.

B2W will be accessed through https://ctx.achdidaho.org/vpn/index.html
When in the Citrix portal select the B2W icon and login

****Please note that we currently own 5 B2W licenses. This allows us to have 5 people using the software at any given time. Log out immediately when not using the software to ensure you are not holding a license and denying others access.****

1.1 Working Offline

If all B2W licenses are in use you can work off line using the Estimate Entry Spreadsheet. The old spreadsheet has been modified to allow you to work offline and be uploaded into B2W. For instructions on how to upload move to section 4.3.3
2.0 Home Page

- Takes you to Previous Page
- Takes you to Home Page
- Opens the most recent estimate.

ACHD Use

ACHD Use
3.0 Opening Your Estimate

Before beginning the estimate process you need to navigate to the estimate page. In order to do so you have two options. 1) If there is already an existing estimate in the database that you need to make changes to/add items to, then you simply need to open an existing estimate (3.1). If your estimate page is not located in the estimate database then you will need to create a new estimate (3.2).

3.1 Opening an Existing Estimate

Select open estimate
You should only have access to your specific folder. This will prevent other consultants from making any changes to/deleting your estimates.

Select the folder with your companies name e.g. “ACHD Design, Parametrix, Elite Engineers”. Within this folder you should be able view all projects in the responsibility of your company.

Select your project estimate specific folder.
3.2 Creating a New Estimate

After you have entered all of the needed information into this window, there aren’t any changes that need to be made to any of the 4 windows that follow. Just skip them to get to your newly created estimate.
3.3 Saving Estimates

Each submittal phase will have a corresponding estimate.
An individual estimate will be created for each project number within B2W. If needed the ACHD estimator will combine estimates into a unified bid schedule at the time bid documents are submitted to Contract Administration. Some ACHD projects will share a parent project number e.g. 8XXXX. Sub projects underneath the parent project are typically assigned a suffix e.g. 8XXXX.001, 8XXXX.002, 8XXX.003 An estimate will be created for each sub projects and stored within the parent project folder.

Estimates submitted from outside agencies will also be stored in the B2W database. These estimates can be stored within the folder of their parent project.
When projects do not share a parent project number but will be combined into a single contract a folder will be created for each project and estimate saved in the corresponding project folder.

Individual folders for estimates that do not share a Parent Project
4.0 Estimate Page

4.1 Estimate Information

In this screen you will enter your project information. In most instances this information will be provided.

Bid Number = GIS Numbers
Estimate Number= Contract Number
Job Number= Project Number
Select estimate type e.g. roadway, community program, intersection, bridge. If compromised of multiple choose the highest dollar value.
4.2 Adding Items to the Estimate (Item Listing)

Once you have entered all of the necessary estimate information in the first tab, click on the “Item Listing” tab to begin adding items to the estimate.

4.2.1 Blank Item Listing Page

This is your blank slate for adding items to the estimate.
4.2.2 Add Items Drop Down

To begin adding items to the Item Listing page, click on the “Costing” tab at the top of the screen.

Next, select “Add Items” in the drop down and it will take you to the Add Items Window.
4.2.3 Add Items Page

Select the box of items you want to add to your estimate. Multiple items can be selected at once then select add. If duplicate items are needed (same item in a difference phase/schedule) then this will have to be repeated for each phase/schedule.

4.2.4 Add Item Search

Items can be searched by item # or description here.
Items can also be filtered via work type and ISPWC. vs SP. vs SSP.

4.2.5 Item Listing Page with Items

Next we need to make sure all of the necessary columns are in place. Go to the “Saved Displays” section and select “Consultant Estimate View (Shared)” and it will automatically display the needed columns.
“Consultant Estimate View” will add the phase (Schedule), GIS #, project # and project name columns.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
<th>Bid Qty</th>
<th>Unit</th>
<th>Bid Price</th>
<th>Total Bid Price</th>
<th>CES #</th>
<th>Project #</th>
<th>Project Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>0202.1.1.1</td>
<td>Excavation</td>
<td>100.00 CY</td>
<td>CY</td>
<td>$1.00</td>
<td>$100.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0202.1.2.1.1</td>
<td>Rock Excaviation</td>
<td>100.00 CY</td>
<td>CY</td>
<td>$1.00</td>
<td>$100.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0202.1.2.1.1</td>
<td>Rock Excaviation</td>
<td>100.00 CY</td>
<td>CY</td>
<td>$1.00</td>
<td>$100.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0202.1.2.1.1</td>
<td>Excavation Schedule</td>
<td>100.00 CY</td>
<td>CY</td>
<td>$1.00</td>
<td>$100.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0202.1.2.1.1</td>
<td>Excavation Schedule</td>
<td>100.00 CY</td>
<td>CY</td>
<td>$1.00</td>
<td>$100.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0202.1.4.1.1</td>
<td>Controlled Blasting</td>
<td>100.00 CY</td>
<td>CY</td>
<td>$1.00</td>
<td>$100.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0206.4.1.1.1</td>
<td>Basalt Block</td>
<td>100.00 CY</td>
<td>CY</td>
<td>$1.00</td>
<td>$100.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0206.4.1.1.1</td>
<td>Basalt Block</td>
<td>100.00 CY</td>
<td>CY</td>
<td>$1.00</td>
<td>$100.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0206.4.1.1.1</td>
<td>Basalt Block</td>
<td>100.00 CY</td>
<td>CY</td>
<td>$1.00</td>
<td>$100.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0206.4.1.1.1</td>
<td>Basalt Block</td>
<td>100.00 CY</td>
<td>CY</td>
<td>$1.00</td>
<td>$100.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Begin to add quantities and estimated pricing.

FYI: All items, quantities, and values shown are totally random.

Do not change!

Fill in blanks where necessary. Limit modifications to description to ensure consistency.

Insert Quantities and Unit Prices.
4.3 GIS # and Project # (Columns and Tags)

4.3.1 GIS # and Project # (Columns and Tags)

Using the columns and tags feature in B2W we can assign project numbers and GIS numbers to bid items. Before these can be assigned the numbers must be created within the “Tag”. Select “Options” in the estimate “Edit & Tools” ribbon.

(If missing) Enter “GIS #” and “Project #” in the line that begins with the star (*) and select one of the tags then move over to values.

Enter the unique GIS #s for each project in the line that begins with the star (*). (Repeat for Project #s)
4.3.2 Labeling Items (Phase, GIS #, Project #)

As an alternate option to labeling each individual Phase, GIS #, and Project # for each individual item, one can also highlight multiple items, right click the items, and use the dropdown to label multiple tags and phases at once. (See below)
5.0 Uploading Estimates to PWA

ACHD will be running the new database (B2W) and estimating old database concurrently until it is determined our internal processes work without the use of the old system. Estimates will still need to be uploaded to PWA. A PDF version of the Engineers Estimate can be published through the B2W print function. This PDF version can be uploaded to PWA at time of the submittal. To produce the PDF of the engineers estimate follow the steps outlined below.

Select ‘File’ in the B2W ribbon then select ‘Print Report’.
When the ‘Print Report’ window appears select the ‘Adobe PDF’ option in the drop down menu of the printer name field. Then in the Print report selection area select ‘Item Price Summary’ report.

Select Ok and use this report to upload to PWA.

*By right clicking on the ‘Item Price Summary’ Report you may favorite this report and select the ‘Show Only Favorite Reports’ for improved convenience.*
6.0 New ISPWC Item Numbers

These new items will not affect the ISPWC specs. They are primarily for consistency in Bid Schedules as well as consistent data collection for Bid Average Reports. The old ISPWC structure in the B2W Database led to items with different sizes, specs, and designations being sorted together in the same report and skewing the weighted averages which we use in our cost estimation. By adding suffixes to the ISPWC numbers to designate the size, spec, and designation, it has increased the number of items to choose from. While daunting at first, this allows for more consistent sorting since the suffix is now predetermined instead of arbitrarily placing an A, B, or C at the end of items to differentiate them from one another. There is also the search function located in section (3.3.1) that can narrow the list down to exactly what you are looking for.

6.1 Old ISPWC Example

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0601.4.1.A.01</td>
<td>Storm Drain/Culvert/Gravity Irrigation</td>
</tr>
<tr>
<td>0601.4.1.A.03</td>
<td>Storm Drain/Culvert/Gravity Irrigation</td>
</tr>
<tr>
<td>0601.4.1.A.05</td>
<td>Storm Drain/Culvert/Gravity Irrigation</td>
</tr>
<tr>
<td>0601.4.1.A.07</td>
<td>Storm Drain/Culvert/Gravity Irrigation</td>
</tr>
<tr>
<td>0601.4.1.A.09</td>
<td>Storm Drain/Culvert/Gravity Irrigation</td>
</tr>
<tr>
<td>0601.4.1.A.11</td>
<td>Storm Drain/Culvert/Gravity Irrigation</td>
</tr>
<tr>
<td>0601.4.1.A.13</td>
<td>Storm Drain/Culvert/Gravity Irrigation</td>
</tr>
<tr>
<td>0601.4.1.A.15</td>
<td>Storm Drain/Culvert/Gravity Irrigation</td>
</tr>
<tr>
<td>0601.4.1.A.17</td>
<td>Storm Drain/Culvert/Gravity Irrigation</td>
</tr>
<tr>
<td>0601.4.1.A.19</td>
<td>X Pipe Arch, Class Corrugated</td>
</tr>
<tr>
<td>0601.4.1.A.21</td>
<td>X Pipe Arch, Class Corrugated</td>
</tr>
<tr>
<td>0601.4.1.A.24</td>
<td>Polypropylene Corrugated Pipe</td>
</tr>
</tbody>
</table>

6.2 New ISPWC Example

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0601.4.1.A.01.A.01</td>
<td>4&quot; Storm Drain/Culvert/Gravity Irrigation Pipe,</td>
</tr>
<tr>
<td>0601.4.1.A.01.A.03</td>
<td>6&quot; Storm Drain/Culvert/Gravity Irrigation Pipe,</td>
</tr>
<tr>
<td>0601.4.1.A.01.A.12</td>
<td>12” Storm Drain/Culvert/Gravity Irrigation Pipe,</td>
</tr>
<tr>
<td>0601.4.1.A.05.A.05</td>
<td>6” Storm Drain/Culvert/Gravity Irrigation Pipe,</td>
</tr>
<tr>
<td>0601.4.1.A.05.A.12</td>
<td>12” Storm Drain/Culvert/Gravity Irrigation Pipe,</td>
</tr>
<tr>
<td>0601.4.1.A.15.A.08</td>
<td>30” Storm Drain/Culvert/Gravity Irrigation Pipe,</td>
</tr>
<tr>
<td>0601.4.1.A.07.A.04C</td>
<td>4” Storm Drain/Culvert/Gravity Irrigation Pipe,</td>
</tr>
<tr>
<td>0601.4.1.A.07.A.08</td>
<td>8” Storm Drain/Culvert/Gravity Irrigation Pipe,</td>
</tr>
<tr>
<td>0601.4.1.A.07.A.125</td>
<td>12” Storm Drain/Culvert/Gravity Irrigation Pipe,</td>
</tr>
<tr>
<td>0601.4.1.A.07.A.20</td>
<td>30” Storm Drain/Culvert/Gravity Irrigation Pipe,</td>
</tr>
<tr>
<td>0601.4.1.A.13.A.08A</td>
<td>8” Storm Drain/Culvert/Gravity Irrigation Pipe,</td>
</tr>
<tr>
<td>0601.4.1.A.13.A.42A</td>
<td>42” Storm Drain/Culvert/Gravity Irrigation Pipe,</td>
</tr>
<tr>
<td>0601.4.1.A.11.05C</td>
<td>6” Storm Drain/Culvert/Gravity Irrigation Pipe,</td>
</tr>
<tr>
<td>0601.4.1.A.11.12B</td>
<td>12” Storm Drain/Culvert/Gravity Irrigation Pipe,</td>
</tr>
<tr>
<td>0601.4.1.A.11.24B</td>
<td>24” Storm Drain/Culvert/Gravity Irrigation Pipe,</td>
</tr>
<tr>
<td>0601.4.1.A.17.08B</td>
<td>8” Storm Drain/Culvert/Gravity Irrigation Pipe,</td>
</tr>
<tr>
<td>0601.4.1.A.17.15A</td>
<td>13” Storm Drain/Culvert/Gravity Irrigation Pipe,</td>
</tr>
<tr>
<td>0601.4.1.A.24.18</td>
<td>18” Polypropylene Corrugated Pipe</td>
</tr>
</tbody>
</table>

Notice how multiple items share the same beginning but are differentiated by the suffix.
7.0 Bid Average Report

Bid Averages will be accessed through the ACHD Bid Average Report.

This searchable PDF file will be updated every six months and will include the three previous Fiscal Year bid abstracts/averages.

If you have questions, comments or concern? Please contact:

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