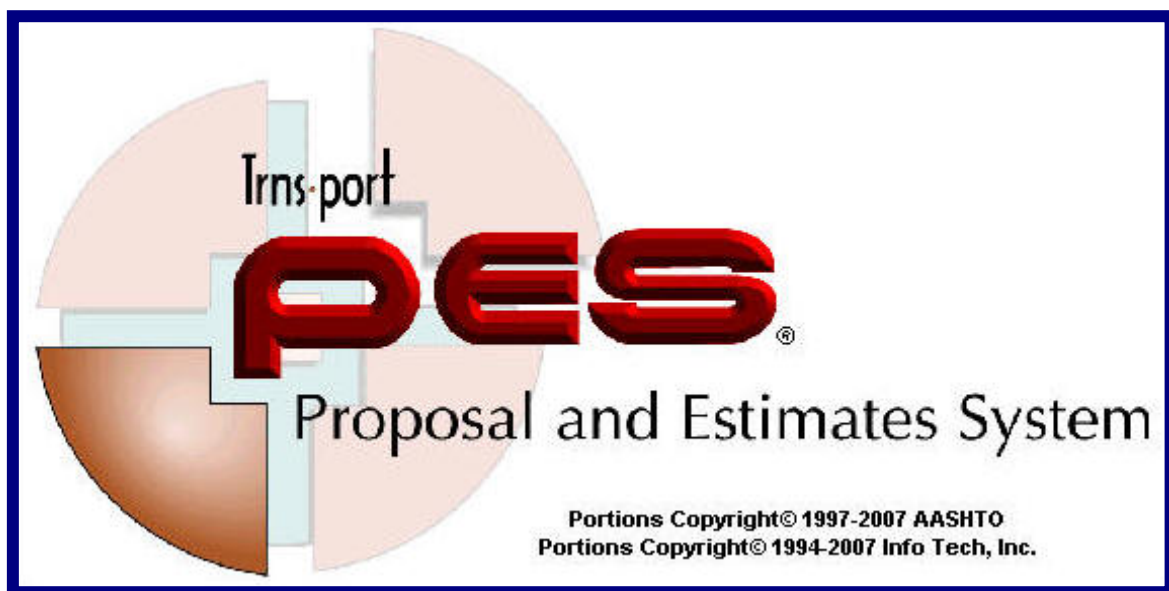


# **TRNS•PORT PES**

## **(PROPOSAL AND ESTIMATES SYSTEM)**

*Transportation Software  
Management Solution*



Virginia Department of Transportation

## **SUPPORT / HELP**

For support or help with Trns-port Proposal and Estimates System (PES), you may contact the helpdesk and copy the following Central Office personnel.

It is preferred that you start by calling the helpdesk.

<b>Division</b>	<b>Name</b>	<b>Phone Number (804)</b>
Location & Design Division	Local Number	786-1280
AES Help Desk		1-888-683-0345
Information Technology Applications	Help Desk	1-866-637-8482
	Sam Henderson	786-7134
	Marcita Wade	786-5757
Scheduling & Contract Division	Gil Falasco (pricing)	786-1096
	Frank Gbinije (schedule category)	786-2980

This User's Manual may be found electronically on the Scheduling and Contract Division Team Site at: <http://insidevdot/construction/default.aspx> under *Tool Kit* and on VDOT's external web site at: <http://www.virginiadot.org/business/const/default.asp> under *Manuals, Books, Guides and Forms*.

# VDOT TRNS-PORT PES USER'S MANUAL

## TABLE OF CONTENTS

### 1. INTRODUCTION TO TRNS-PORT PES

1.1 Overview of the Manual .....	1-1
1.2 Trns-port System Overview .....	1-2
1.3 Software Modules .....	1-2
1.4 Trns-port PES Work Flow.....	1-3

### 2. GETTING STARTED

2.1 Logging On .....	2-1
2.1.1 Accessing the Remote Desktop Web Connection .....	2-1
2.1.2 Connecting to the Server.....	2-2
2.1.2.1 Connecting to the Serve at 800 by 600 Option.....	2-2
2.1.2.2 Connecting to the Serve at Full-Screen OPTION .....	2-3
2.1.3 Logging on the Network.....	2-6
2.1.4 Logging on Trns•Port PES.....	2-7
2.2 Logging Off .....	2-8
2.3 Logging Off Trns•Port PES .....	2-9
2.3.1 Disconnecting from the Remote Desktop Web Connection .....	2-10
2.3.2 Closing the Internet .....	2-12
2.4 Screens in Trns•Port PES.....	2-13
2.4.1 Title Bar .....	2-13
2.4.2 Menu Bar .....	2-14
2.4.3 Button Bar.....	2-14
2.5 Case-Sensitive .....	2-15
2.6 List, Detail and Tabbed Folder Windows .....	2-15
2.6.1 List Windows.....	2-15
2.6.2 Detail Windows .....	2-16
2.6.3 Tabbed Folder Windows.....	2-16
2.6.4 Grid and Detail Areas .....	2-18
2.6.5 Split Horizontal Scrolling .....	2-19
2.7 Entering Dates.....	2-20
2.8 Working with Filters (Searching) .....	2-21
2.8.1 Working with Advanced Filter .....	2-23
2.8.2 Saving and Deleting Filters.....	2-27
2.8.3 Creating a Default Filter for Item Searches .....	2-27
2.8.4 Changing the Default Filter .....	2-29
2.8.5 Deleting the Default Filter .....	2-29
2.9 Sorting Information.....	2-30

2.10	Using Online Help .....	2-31
2.10.1	Help Contents Tab .....	2-31
2.10.2	Help Index Tab .....	2-32
2.10.3	Help Search Tab.....	2-33
2.10.4	Help on Active Window .....	2-33
2.10.5	About Trns•Port PES .....	2-33
2.10.6	Field Help.....	2-34

### **3. PROJECTS**

3.1	Responsibility .....	3-1
3.2	Adding a Project .....	3-1
3.3	Associating the County to a Project.....	3-9
3.4	Disassociating the County from a Project.....	3-10
3.5	Changing a Project.....	3-10
3.6	Deleting a Project.....	3-10
3.7	Copying a Project.....	3-12
3.8	Bid Options .....	3-12
3.8.1	Bid Options at the Category Level.....	3-12
3.8.2	Bid Options at the Generated Preliminary Detail Estimate .....	3-13
3.8.3	Bid Options at the Proposal Bid Sheet.....	3-13
3.8.4	Bid Options at the Proposal Level .....	3-13

### **4. MAINTENANCE-FUNDED (ASSET MANAGEMENT) PROJECTS**

4.1	Adding a Maintenance-funded Project .....	4-1
4.1.1	Schedule Work (at multiple locations with like asset).....	4-2
4.1.2	Maintenance-funded Project at a Single Location .....	4-9
4.2	Associating the County to a Project.....	4-15
4.3	Disassociating the County from a Project.....	4-16
4.4	Changing a Project.....	4-16
4.5	Deleting a Project.....	4-16
4.6	Copying a Project.....	4-18

### **5. PRIME PROJECTS**

5.1	Adding a Prime Project.....	5-1
5.2	Changing a Prime Project .....	5-3
5.3	Associating / Disassociating Projects to a Prime Project.....	5-4
5.4	Deleting a Prime Project .....	5-5

## 6. CATEGORIES

6.1 Adding a Category .....	6-1
6.2 Changing a Category.....	6-9
6.3 Copying a Category .....	6-9
6.4 Deleting a Category .....	6-10

## 7. MANAGING CATEGORY FUNDS

7.1 Adding Funds to Categories.....	7-1
7.2 Checking Fund Percentages.....	7-4
7.3 Changing Funding.....	7-5
7.4 Deleting Funding .....	7-5

## 8. MANAGING CATEGORY ITEMS

8.1 Customizing the Worksheet.....	8-1
8.1.1 Changing the Width of Columns in the Worksheet.....	8-1
8.1.2 Changing the Order of Columns in the Worksheet.....	8-1
8.1.3 Suggested Order for Columns in the Worksheet .....	8-2
8.1.4 Split Horizontal Scrolling in the Worksheet.....	8-2
8.2 Adding a Category Item.....	8-3
8.2.1 Entering Mobilization and Construction Surveying .....	8-9
8.2.2 Assigning Item Line Numbers .....	8-9
8.3 Changing an Item.....	8-10
8.4 Deleting an Item.....	8-11
8.5 Combining Projects.....	8-11

## 9. FINALIZING AND PRINTING THE ESTIMATE

9.1 Renumbering the Items .....	9-1
9.2 Generating Bid-Based Prices .....	9-2
9.3 Quantities and Prices.....	9-3
9.4 Generate Preliminary Detail Estimate .....	9-4
9.4.1 Generate Project Level Preliminary Detail Estimate.....	9-4
9.4.2 Generate Prime Level Preliminary Detail Estimate.....	9-7
9.5 Viewing the Process Reports .....	9-8
9.5.1 Viewing the OUTPUT.TXT Report .....	9-8
9.5.2 Viewing the PROCLOG.TXT Report.....	9-9
9.6 Construction Surveying, Mobilization, Construction Engineering.....	9-9
9.6.1 Construction Surveying .....	9-9
9.6.2 Mobilization.....	9-10
9.6.3 Construction Engineering .....	9-11
9.7 Printing the Estimate.....	9-11
9.8 Transferring the Project at First Submission .....	9-12
9.9 Mobilization Work Sheet.....	9-13

## **10. MANAGING PROPOSALS**

10.1	Adding a Proposal.....	10-1
10.2	Changing a Proposal .....	10-7
10.3	Associating / Disassociating Projects to a Proposal .....	10-7
10.3.1	Adding Projects to the Proposal.....	10-8
10.3.2	Deleting Projects from the Proposal .....	10-8
10.4	Assigning Site Locations .....	10-9
10.5	Specifying Section and Line Numbers .....	10-11
10.6	Entering or Modifying a Long Description of the Proposal .....	10-13
10.7	Copying the Proposal.....	10-13
10.8	Generating Bid-Based Prices for Proposal .....	10-14
10.9	Generating the Proposal Schedule Reports.....	10-14
10.10	Deleting the Contract Proposal .....	10-16
10.11	Proposal Addendums .....	10-17

## **11. MANAGING BID LETTINGS**

11.1	Add Bid Letting Package.....	11-1
11.2	Change Bid Letting Package.....	11-2
11.3	Assigning the Proposal to a Bid Letting .....	11-3
11.4	View Projects Associated to Bid Letting.....	11-5
11.5	Delete Bid Letting Package .....	11-5

## **APPENDIX A – PROJECT CONTROL NUMBER (PCN)**

## **APPENDIX B – ITEM CODE INDEX**

## **APPENDIX C – CONVERSION CHART (COUNTY)**

## **APPENDIX D – CONVERSION CHART (CITY)**

## **APPENDIX E – PROJECT WORK TYPES**

## **APPENDIX F – FEDERAL WORK TYPES**

## **APPENDIX G – GLOSSARY**