Chapter 5 – Proposal Creation

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5.1 Creating a Proposal

The Proposal User role has the ability to create or edit proposal information as necessary. A Proposal is one or more projects grouped together (into a PS&E package) for advertising. Any project items that were created to Roll Up into one item for bidding will do so at the Proposal level.

This chapter assumes you are already logged into AASHTOWare Project (AWP) Preconstruction as a Proposal User and the project(s) to be included in the proposal is complete and valid.

There are two ways to create a Proposal. The first is from a project or the primary (controlling) project (if there will be more than one project). This method automatically pulls the information from the project from which the proposal was created into the corresponding proposal fields. If there will be more than one project, the proposal data must then be modified to include the additional project information and the additional project(s) added to the proposal. The second method of creating a proposal is from scratch. When creating a proposal from scratch, the Proposal User then imports project data when adding the project(s) to the proposal.

To create a Proposal from a project (two options):

- 1. Option 1: From the Project Overview screen (*Figure 5.1* and *Figure 5.2*).
 - a. (A) Search for the project or the controlling project to be included in the proposal.
 - b. (B) Expand the project row action menu.

Project Overvi	ew		
✓ Project Overvie	ew		Save
Q Z631	A ad	Ivanced Showing 1 of 1	0 chan
Project	Туре	Name	В
Z631750000	03 - Aviation	Q Galena Airport Improvements	Actions
			Exclude from Search Results
			Open
			Tasks
			Create Proposal From Project
			Validate Project

c. (C) Select Create Proposal from Project.

Figure 5.1

- d. The Proposal Summary component opens up in the General tab.
- e. (C) Click **<Save>**.

Proposal Summary						
✓ Proposal: NF	▼ Proposal: NFHWY00149NFHWY00150 - University Avenue Rehabilitation					
Bid Letting:						
General	Proposal ID*	Contract Work Type				
Projects	NFHWY00149NFHWY00150	*				
Time Federal Project Number		Primary Borough ID				
Workflow	9862457	090 - Fairbanks North Star 🔻				

Figure 5.2

- 2. Option 2: From the Project Summary component (*Figure 5.3* and *Figure 5.4*).
 - a. From the Project Overview component on the dashboard, search for and select your project (or the controlling project if more than one project). You will be taken to the Project Summary component.
 - b. (A) Expand the Project Summary component **action menu** on the right side of the header.
 - c. (B) Select Create Proposal.

Project Sumr	nary				
✓ Project: Z631	✓ Project: Z631750000 - Galena Airport Improvements				
Proposal: Z6317500	000	Actions			
General	Project ID	Spe There are no actions available.			
Boroughs	Z631750000	AV Tasks			
Regions	Federal Project Number	Create Proposal			

- d. The Proposal Summary component opens up in the General tab with some Project Summary information already populated
- e. (C) Click **<Save>**.

Proposal Sum	Proposal Summary					
✓ Proposal: NFI	✓ Proposal: NFHWY00303 - Mitchell Expressway Rehabilitation					
Bid Letting:						
General	Proposal ID*	Contract Work Type				
Projects	NFHWY00303	•				
Time	Federal Project Number (if none, leave blank)	Primary Borough ID				
Workflow	06559874	090 - Fairbanks North Star 💌				



Figure 5.3

To create a Proposal from scratch (*Figure 5.5* and *Figure 5.6*):

- 1. In the Proposal Overview on the dashboard, (A) expand the Proposal component action menu.
- 2. (B) Select **<Add>**.

✓ Proposal Overview		
Q Type search criteria or press Enter Advanced	Actions B Add	×

Figure 5.5

- 3. Enter in the two required fields:
 - a. (A) **Proposal ID** the State/IRIS number of the project or controlling project (if more than one project) to be included in the proposal.
 - b. (B) **Proposal Description** The project description(s) of the project(s) to be included in the proposal.
- 4. (C) Click **<Save>**.



NOTE: Project Summary information can be imported from a project added to a proposal created from scratch. See segment entitled "To add a project to a proposal created from scratch" in the following section before entering data into Proposal Summary data fields.

rioposal. or ritt	Y00236 - HSIP: C ST. TUDOR AND DIMON	ID INTERSECTIONS		Save 🗸 ?
Letting:				
neral	Proposal ID •		Primary Borough ID	
	CFHWY00236		020 - Anchorage	
jects				
e	Federal Project Number (if none, leave b	plank)	Primary Region ID	
rkflow	0001581		CR - Central Region	
	State Project Number		Location	
	CFHWY00236		Q ANCHOR	
	Proposal Description •		Anchorage	
	HSIP: C ST: TUDOR AND DIMOND INTE	RSECTIONS	All Project IDs (In order of apperance for Bio	i Forms)
			CFHWY00236	Q
	Description of West			
	Description of Work	ht turn movemente. This will require wi	dening the intersections, Right of Way acquisition,	utility relocations and
	Contract Type		Project Agreement Estimate Prepared By	
	CSB - Competitive Sealed Bid		Q Begin typing to search or press Enter	
	Check If Electronic Bidding Permitted		Project Agreement Estimate Completion Dat	te
			m	
	Type of Funding		Project Agreement Estimate Revision Comm	nents
	FHWY - Federal Highways 💌			Q
	Available Funding		Davis Bacon?	
	Check to Include Bidder Preferences			
	Check to Include Bidder Preferences			
	✓ Costs		As Advertised Cost	
	➡ Costs Proposal Item Total		As Advertised Cost	
	✓ Costs		● 0 ○ 50 ○ 100	
	➡ Costs Proposal Item Total			
	➡ Costs Proposal Item Total		 ● 0 ○ 50 ○ 100 Conformed Cost 	
	Costs Proposal Item Total 6,255,091.00		 ● 0 ○ 50 ○ 100 Conformed Cost 	
	➡ Costs Proposal Item Total		 ● 0 ○ 50 ○ 100 Conformed Cost 	
	Costs Proposal Item Total 6,255,091.00 Proposal Process Notifications		 ● 0 ○ 50 ○ 100 Conformed Cost 	
	Costs Proposal Item Total 6,255,091.00 Proposal Process Notifications		 ● 0 ○ 50 ○ 100 Conformed Cost 	
	Costs Proposal Item Total 6,255,091.00 Proposal Process Notifications	DBE Goal Percent	 0 50 100 Conformed Cost 50 100 200 	IT Goal-Number of Trainees
	Contracts Compliance-DBE Contracts Compliance-DBE	DBE Goal Percent	 0 50 100 Conformed Cost 50 100 200 	IT Goal-Number of Trainees
	Contracts Compliance-DBE DBE Goal		O O S0 100 Conformed Cost S0 100 200 Contracts Compliance-OJT OJT Goal-Hours OJ	
	Contracts Compliance-DBE DBE Goal	DBE Goal Percent DBE Aspirational Goal Percent	 0 50 100 Conformed Cost 50 100 200 Contracts Compliance-OJT OJT Goal-Hours OJT Goal Approved By OJ	IT Goal Approved Date
	Contracts Compliance-DBE DBE Goal	DBE Aspirational Goal Percent	 © © 50 © 100 Conformed Cost © 50 © 100 © 200 Contracts Compliance-OJT OJT Goal-Hours OJT Goal Approved By OJ Q Begin typing to search or press 	
	Contracts Compliance-DBE DBE Goal Approved By	DBE Aspirational Goal Percent DBE Goal Approved Date	 0 50 100 Conformed Cost 50 100 200 Contracts Compliance-OJT OJT Goal-Hours OJT Goal Approved By OJ	IT Goal Approved Date
	Contracts Compliance-DBE DBE Goal	DBE Aspirational Goal Percent	 © © 50 © 100 Conformed Cost © 50 © 100 © 200 Contracts Compliance-OJT OJT Goal-Hours OJT Goal Approved By OJ Q Begin typing to search or press 	IT Goal Approved Date

5.2 Adding or Editing General Proposal Information

Figure 5.7

Once you've created your proposal, the proposal opens up in the **General** tab (*Figure 5.7*). If you created a Proposal from a Project, you'll notice that some of the Project Summary information transferred to the Proposal Summary. Complete the fields using the field tool tips of the Proposal Summary Data Fields table at the end of this chapter for guidance. Once you are finished, click **<Save>**. Keep in mind that fields may be filled out at different times as the proposal progresses through the PS&E phase.

Modifying Proposal Summary General information after a proposal has been created:

1. From the Proposal Overview component on the dashboard, (A) search for and (B) select the proposal you want to edit or modify (*Figure 5.8*).



- 2. Modify as needed using the field tool tips of the Proposal Summary Data Fields table at the end of this chapter for guidance.
- 3. Click **<Save>**.

5.3 Managing Projects on a Proposal

The Projects tab contains a list of all the projects currently associated to the proposal. Once a project is associated to a proposal, it cannot be associated to another proposal unless it is removed from the first proposal. If a proposal is created from scratch, the project(s) must be associated. If the proposal is created from a project, the project is already associated. A proposal can contain a single project or many projects. If you are creating a multiple project proposal, be sure to edit the proposal summary information to include information for all associated projects.

NOTE: If creating a Proposal with more than one Project, use only the controlling Project ID as the Proposal ID.

To add a project (or another project) to a proposal (*Figure 5.9 – Figure 5.11*):

- 1. (A) In the Proposal Summary, click the **Projects** tab.
- 2. (B) Click the **<Select Projects>** button.

Proposal Summary					
✓ Proposal: NFHWY00	149 - University A	venue Rehabilitation			Save 🔻 ?
Bid Letting:					
General	Select Projects	B			0 changed
Projects	Project	Name	Fed Proj Num	Control Proj	_
Time	NFHWY00149	Q University Avenue Rehabilitation	9862457	 ✓ 	•
Workflow	111111111111111111111111111111111111111		5002401	•	

- 3. (C) Search for the project. NOTE: A minimum of a three (3) character string is required for the system to search. You can search by Project ID (State/IRIS number) or the Project Name
- 4. (D) Select the project(s) to be added. Projects selected will be noted with a green checkmark.
- 5. (E) Click the **<Add to Proposal>** button on the lower right of the selection window.

Select Projects		
Q old C Select: All None	Advanced Showing 1 of 1	1 selecte
Project	Name	
CFHWY00896	Old Seward Highway Resurfacing - Stage 1	
D	E	Add to Proposal



Figure 5.9

- 6. The project(s) added will be displayed on the Projects tab under the Proposal Summary component.
- 7. (F) Designate the Controlling Project by checking the **Control Proj** box in the project row.

Proposal Summary					
✓ Proposal: NFHWY00149NFHWY00150 - University Avenue Rehabilitation Save				Save 🔻 ?	
Bid Letting:					
General	Select Projects				0 changed
Projects					
Time	Project	Name	Fed Proj Num	Control Proj 🔻	•
Workflow	NFHWY00149	Q University Avenue Rehabilitation	9862457		
	NFHWY00150	Q University Avenue Rehabilitation - Stage 2	6572457	I F	•

Figure 5.11

To add a project to a proposal started from scratch (*Figure 5.12 – Figure 5.15*):

- 1. (A) In the Proposal Summary, click the **Projects** tab.
- 2. (B) Click the **<Select Projects>** button.

Proposal Summary		
✓ Proposal: CFHWY008	196 - Old Seward Highway Resurfacing - Stage 1	Save 👻 🖓
Bid Letting:		
General	Select Projects	0 changed
Projects		
Time	No rows found matching criteria.	
Workflow		

Figure 5.12

- 3. (C) Search for the project. NOTE: A minimum of a three (3) character string is required for the system to search. You can search by Project ID (State/IRIS number) or the Project Name
- 4. (D) Select the project(s) to be added. Projects selected will be noted with a green checkmark.
- 5. (E) Click the **<Add to Proposal>** Button on the lower right of the selection window.

Select Projects		×
Q univ Select: All None	Advanced Showing 1 of 1	1 selected
Project	Name	
✓ NFHWY00150	University Avenue Rehabilitation - Stage 2	
D	E	Add to Proposal



- 6. (F) Designate the Controlling Project by checking the **Control Proj** box in the project row.
- 7. (G) Click **<Save>**.

Proposal Summa	ary				
✓ Proposal: CFHWY	00896 - Old Seward Hi	ighway Resurfacing - Stage 1		G	Save 🗸 ?
Bid Letting: CFHWY00896	6				
General	Select Projects				1 changed
Projects					
Time	Project	Name	Fed Proj Num	Control Proj	-
Workflow	CFHWY00896	Q Old Seward Highway Resurfacing - St			

Figure 5.14

- 8. (H) Expand the row **action menu** for the controlling project row.
- (I) Select <Import Project Data> to pull Project Summary information into the Proposal Summary component.

Proposal Summary								
✓ Proposal: CFHWY008	96 - Old Seward High	way Resurfacing - Stage 1					Save 🤝 🤝	?
Bid Letting:								
General	Select Projects					H	1 chang	ged
Projects								_
Time	Project	Name	Fed Proj Num		rol Proj 🔻			•
Workflow	CFHWY00896	Q Old Seward Highway Resurfacing - Stage 1			Actions Import Project Data	-		×
				_	Remove			

Figure 5.15

To remove a project from a Proposal (*Figure 5.16*):

- 1. (A) In the Proposal Summary, click the **Projects** tab.
- 2. (B) Expand the **action menu** on the project row for the project you want to remove.
- 3. (C) Select **Remove**. The system saves the changes automatically. NOTES:
 - If you are removing the controlling project, make sure to designate another project on the proposal as the controlling project.
 - If you remove a project from a proposal, remember to modify the Proposal Summary general tab information to reflect the change.
 - This process disassociates the project from the proposal. The project is not deleted from the system, but becomes available to be added to a different proposal.

Proposal Summary							
✓ Proposal: CFHWY00896	- Old Seward Highv	vay Resurfacing - Stage 1					Save 🔻 ?
Bid Letting:							
General A	Select Projects						0 changed
Time	Project	Name	Fed Proj Num	Cont	rol Proj 🔻	P	•
Workflow	CFHWY00896	Q Old Seward Highway Resurfacing - Stage 1		•	Actions		×
					Import Project Data Remove		



NOTE: Proposal Users can navigate to the Project to view project information or update Tentative Advertising info by clicking the Project link (*Figure 5.17*).



Figure 5.17

5.4 Adding or Editing Proposal Time

(Figure 5.18)

- 1. (A) In the Proposal Summary, click the **Time** tab.
- 2. (B) Click **<New>**.
- 3. (C) From the **Time Type** dropdown, select the appropriate time type (Completion Date, Calendar Days, or Working Days). The time type selection will make either the Completion Date Calendar field required or the Number of Days field required.
- 4. (D) In the **Liquidated Damages Rate** field, enter the correct liquidated damages rate per day for your proposal

NOTE: The possible LD rates for all the types and sizes of projects was too varied to be able to populate a set list for users to select from.

5. (E) Click the **Completion Date calendar icon** and select the appropriate date or in the **Number of Days** field, enter the number of calendar days in which the contractor has to complete the project.

NOTE: If your proposal time is calendar days which must be completed before a completion date, select Completion Date as your time type, but input the calendar days in the Number of Days field.

6. (F) Click **<Save>**.

NOTE: The Proposal Time fields (including the LD rate) are specifically for populating contract documents. Construction will have the ability to assess LDs (or not) as appropriate.

Proposal Summar	у	
✓ Proposal: CFHWY0	0896 - Old Seward Highway Resurfacing - Stage 1	Save 🗸 🤇
Bid Letting:		
General		
Projects	Q Type search criteries Enter Advanced Showing t of t	
Time	New	0 added 0 marked for deletion 0 changed
Workflow	V 00 - Contract Time	Row Action Menu To Delete
	Time Type (CD=Calendar Days, DT=Completion Date) * 🔻	Completion Date * 🔻
	T	10/31/2018
	Liquidated Damages Rate 💌	Number of Days 👻 🚬 📕
	5,000.00	

Figure 5.18

To modify a proposal Time record imported is not necessary to delete the existing Time record and create a new one. Simply modify the existing record:

- a. From the Proposal Summary you want to change, click the **Time** tab.
- b. Modify the time record data as necessary.
- c. Click **<Save>**.

To delete a proposal Time record:

- d. Locate the Time record you want to delete.
- e. Expand the **row actions menu** on the right side and select **Delete** (see *Figure 5.18*). The Time record is marked for deletion and users may "undo" (the action until the user clicks **<Save>**.

5.5 Managing Proposal Workflow

Chapter two (2) contains information on workflow and the eight (8) Alaska DOT&PF workflow phases.

Workflow is only discussed here due to its location within the Proposal Summary component. *Proposal Users* and *Letting Users* only have access to change the workflow phase. All other roles have no access to workflow. Individuals with Proposal User role will only change the workflow one time, to **Proj Design & Review**, when the project is ready to be actively designed. Directions on that specific workflow phase change are detailed in chapter three (3).

To update the proposal workflow (*Figure 5.19*):

- 1. (A) From the Proposal Summary component click the **Workflow** tab.
- 2. (B) From the **Workflow** dropdown, select **Alaska DOT&PF**.
- 3. (C) From the **Workflow Phase** dropdown, select the appropriate workflow phase.
- 4. (D) Click **<Save>**.



Figure 5.19

5.6 Generating Proposal Sections

The Proposal Sections and Items component allows you to organize the project items and categories into sections for bidding and to generate new proposal line numbers. In nearly every case, Proposal Users will have the system generate sections.

To auto generate proposal sections:

1. From the Proposal Summary component, click the **Sections and Items** quick link at the top of the Proposal component screen (*Figure 5.20*).



Figure 5.20

(Figure 5.21)

- 2. (A) Expand the Proposal Sections and Items component action menu.
- 3. (B) Select Auto Generate Sections.

Proposal Sections	and Items		
✓ Proposal: CFHWY0	00896 - Old Seward Hig	hway Resurfacing - Stage 1	A
Proposal Sections	New		Actions Red
Proposal Items			There are no actions available.
Proposal and Project	Section Total		Tasks
Items	Section ID * 🔻	Description * 🔻	Assign Items to Sections B
	Section ID + +	Description++	Auto Generate Sections
			Attachments
			Issues
			Links

Figure 5.21

NOTES:

- Auto generating proposal sections will pull each unique project category (that was not marked to combine with like categories) into matching proposal sections.
- Any time a project item is added or modified after the proposal has been created, you must Auto Generate Sections again.
- If you are advertising two projects with Basic Bid sections on your proposal, you must add the project IDs to the corresponding Basic Bid Descriptions to distinguish the sections on reports and for contractor's bidding (i.e. Basic Bid – SFHWY00878).

For proposals with additive alternates or multiple NTPs, uncheck the **Basic Bid** box for all but the actual Basic Bid section (or NTP 1 section for aviation projects) (*Figure 5.22* and *Figure 5.23*).

4. Click **<Save>**.



Figure 5.22

Proposal Sections	Proposal Sections and Items					
✓ Proposal: NFAPT0009 - Deadhorse Airport Improvements						
Proposal Sections	New		0 added 0 marked for deletion 0 changed			
Proposal Items	Section Total					
Proposal and Project Items	491,000	00	•			
	Section ID * 🔻	Description * 🔻	Basic Bid .			
	1	NTP 1	Q Ø			
	627,800	00	· ·			
	2	NTP 2				

Figure 5.23

To manually generate proposal sections (*Figure 5.24 - Figure 5.26*):

NOTE: This function will be used only in very rare cases.

- 1. From the Proposal Summary component, click the **Sections and Items** quick link at the top of the Proposal component screen (see *Figure 5.20*).
- 2. (A) Enter the section ID/name in the **Section ID** field.
- 3. (B) Enter the section description in the **Description** field.
- 4. (C) Click **<Save>**.

Proposal Sections	and Items			
✓ Proposal: SFHWY00)633 - Main St Pedestrian Upgra	ades		Save 🗸 ?
Proposal Sections	New		1 added	arked for deletion 0 changed
Proposal Items				·
Proposal and Project Items	Section Total	В		×
	Section ID *	Description *	Basic Bid .	
	Section 1	Description for Unique Section1	Q 🕑	

Figure 5.24

- 5. (D) Expand the Proposal Sections and Items component **actions menu**.
- 6. (E) Select Assign Items to Sections.

Proposal Sections and Items						
✓ Proposal: SFHWY00	0633 - Main St Pedestrian	Upgrades	()			
Proposal Sections	New		Actions × ed			
Proposal Items			There are no actions available.			
Proposal and Project	Section Total		Tasks			
Items			Assign Items to Sections			
	Section ID * 🔻	Description * 🔻	Auto Generate Sections			
	Section 1	Description for Unique Section1	Views			
			Attachments			
			Issues			
			Links			



- 7. (F) Mark the appropriate radio button to assign individual items to a section.
- 8. (G) Click **<Save>**.

Assign Items to Sections		
✓ Proposal: CFHWY00896 - Old Seward Highway Resurfacing - Stage 1		F Save
Projects CFHWY00896 - Old Seward Highway Resurfacing - Stage 1 💌	1 of 1 🗲 🔶	• O char
All Project Items	Mixed None A®	Section ID Description
 Basic Bid - Basic Bid 	Mixed None A®	 (A) Section 1 Description for unique
10 401.0001.002B TON HMA, Type II; Class B	0 8	0.
20 401.0004.5228 TON Asphalt Binder, Grade PG 52-28	0 6	•
30 401.0008.002B CSUM HMA Price Adjustment, Type II; Class B	0.6	
40 401.0010.0001 CSUM Pavement Smoothness Price Adjustment, Method 1	0 0	•
50 401.0015.0000 CSUM Asphalt Material Price Adjustment	0 .	
60 608.0001.0004 SY Concrete Sidewalk, 4 inches thick	0.6	•
70 608.0006.0000 EACH Curb Ramp	0 8	
80 609.0001.0001 LF Curb, Type 1	0 0	
90 609.0002.0001 LF Curb and Gutter, Type 1	0.6	



5.7 Proposal Items & Proposal and Project Items

The Proposal Items tab provides a read-only summary view of the bid schedule items in the proposal, except the Bid Schedule Supplemental Description and the DBE designation. Adding/deleting items or changes to items (quantity or unit price changes) must be made at the project item level (in the Project User role).

- 1. From the Proposal Summary component, click the **Sections and Items** quick link at the top of the Proposal component screen (see *Figure 5.20*).
- 2. Select the **Proposal Items** tab (*Figure 5.27*).



3. Review the Proposal Items for accuracy.

NOTES:

- > This is the bid schedule that contractors will see in Bids/Bid Express.
- This screen is where items are marked as DBE (and the DBE Work Category chosen) to be included in the DBE goal. The person assigned this task varies from region to region. See DBE/OJT Goal Creation chapter six (6).
- If you add new items to one or more of the projects on the proposal after you have generated sections, you must Auto Generate Sections again to make sure the new project items are transitioned to proposal items.

To view Proposal and Project Items:

1. Select the Proposal and Project Items tab (*Figure 5.28*).



Figure 5.28

2. Click the **Expand/Collapse** arrow for a proposal item to view the associated project items (*Figure 5.29*).

> Item Description	Bid Schedule Supp Description 🔻	Prop Line Num
2005.0000 Clean and Repair Pipe		150
Quantity Unit	Project	tems
10.900 EACH - Each	2	

Figure 5.29

Each proposal item contains its project item or items (*Figure 5.30*). Roll Up items will appear under their proposal item. The number of project items contained within a proposal item is listed.

✓ Item	Description	Bid Schedule Supp Description 🔻	Prop Line Num
603.2005.0000	Clean and Repair Pipe Proposal Item		150
Quantity	Unit	Project	Items
10.000	EACH - Each	2	
NFHWY00144	Dalton Hwy MP 209-222 Reconstruction		150
603.2005.0000	Clean and Repair Pipe Project Items	5.000 Roll Up Supp Descr	
NFHWY00144	Dalton 100 MP 209-222 Reconstruction		160
603.2005.0000	Clean and Repair Pipe Site 2	5.000	Project Line Numbers

Figure 5.30

5.8 Proposal Location Summary

The Proposal Location summary contains a read-only view of the information related to where the work will take place for all projects in the proposal. Proposal Users can view but not change the information. Changing location information must be done on the Project Summary (in the Project User role).

Proposal Location information is reached by clicking the **Locations** quick link on the top of the Proposal Summary component screen (*Figure 5.31*).



Proposal Location Summary				
✓ Proposal (Bid): CFHW [*]	✓ Proposal (Bid): CFHWY00896 - Old Sewar			
Boroughs				
Regions	Q Type search cri			
Points				
Road Segments	Borough			
Airports	Anchorage			
L				

Information is grouped on five tabs that correspond to the project tabs (*Figure 5.32*):

Figure 5.32

5.9 Proposal Validation

Proposals must be valid before they can be included in a Letting (advertised). Proposals have a validation process that generates a list of warnings about the state of the proposal. There are two validation processes that must be run: the system proposal validation and the Proposal Validation report – each validation checks different fields. Validations check for any missing or incomplete information in the proposal, but do not check if the value in each field is correct as the information may vary greatly based on the type of proposal. Running proposal validation also performs project validations for the associated projects. NOTE: Some validation errors relate to fields that don't have information ready to enter yet (i.e. the CENG% from Construction amount). The validations are meant to catch things that should be completed and a reminder of information yet to enter.

To validate a proposal:

- 1. From the Proposal Overview component on the Dashboard, search for and select the proposal you want to validate (see *Figure 5.8*). You will be taken to the Proposal Summary component.
- 2. System validation (*Figure 5.33*):
 - a. (A) Expand the proposal summary component **action menu** on the right side of the header.
 - b. (B) Select Validate Proposal.

Proposal Sumr	mary	
✓ Proposal: CFH	WY00896 - Old Seward Highway Resurfacing -	Stage 1
Bid Letting:		Actions
General	Proposal ID *	Contract W Tasks
Projects	CFHWY00896	REC - Rec Validate Proposal

Figure 5.33

c. A **Proposal Validation Results** window will open in a new tab and will notify you whether this is a valid proposal (*Figure 5.34*) or will list warnings for missing or invalid data (*Figure 5.35*).

NOTE: Zero quantity Contingent Sum items will show up as warnings. These are okay, just make sure they are actually your zero quantity CS items. Each item will show up in two errors, the project item error and the proposal item error. Fix any other validation errors.

Proposal Validation Results

Proposal '63293x' is valid. Project '63293x' is valid.



Proposal Validation Results



Figure 5.35

- 3. Report validation (*Figure 5.36*):
 - a. (A) Expand the Proposal Summary component **action menu** on the right side of the header.
 - b. (B) Select Proposal Validation Report.

✓ Proposal: N	FHWY00404 - Steese Highway MP 0 - 5 Rehabilitation			
Bid Letting: NFHW	/Y00404_1	Actions		
General	Proposal ID*	Add New Tasks		
Projects	NFHWY00404	Validate Proposal		
Time	Federal Project Number (if none, leave blank)	Views		
Workflow	05700032	Addenda Attachments		
	State Project Number	Bid Entry Issues Links Reports		
	NFHWY00404			
	Proposal Description *			
	Steese Highway MP 0 - 5 Rehabilitation	Addendum/Notice to Bidders Detail Bid Schedule		
	Description of Work	Proposal Engineer's Estimate		
	Rehabilitate the Steese Highway from Airport Way to the Che			
		Proposal Engineer's Estimate-XLS Proposal Review Proposal Validation B		



c. Click **<Execute>**.

Generate Report	
✓ Generate Report - Proposal Validation	Execute - ?
Settings Output Options 4 of 5	< >

Figure 5.37

- d. A new tab will open with the Proposal Validation Report and will notify you whether this proposal is valid or will list warnings for missing or invalid data (see *Figure 5.34* and *Figure 5.35*).
- 4. Correct any errors identified and validate the proposal again.

5.10 Proposal Engineer's Estimate Report

Generating the Proposal level Engineer's Estimate PDF report or XLS spreadsheet:

1. From the Proposal Overview component on the Dashboard, search for and select the proposal (see *Figure 5.8*). You will be taken to the Proposal Summary component.

(Figure 5.38)

- 2. (A) Expand the Proposal Summary component **action menu** on the right side of the header.
- 3. (B) Select Proposal Engineer's Estimate or Proposal Engineer's Estimate-XLS.

Proposal Su	mmary	
✓ Proposal: NI	FHWY00404 - Steese Highway MP 0 - 5 Rehabilitation	• • • • • • • • • • • • • • • • • • •
Bid Letting: NFHW	Y00404_1	Actions
Bid Letting: NFHW General Projects Time Workflow	Proposal ID * NFHWY00404 Federal Project Number (if none, leave blank) 05700032 State Project Number NFHWY00404 Proposal Description * Steese Highway MP 0 - 5 Rehabilitation Q Description of Work Rehabilitate the Steese Highway from Airport Way to the Comparison of Work	Add New Tasks Validate Proposal Views Addenda Attachments Bid Entry Issues Links Reports Addendum/Notice to Bidders Detail Bid Schedule Bid Tabulation-XLS Contract Status Detail
	Renabilitate the Steese highway from Aliport way to the C	Proposal Engineer's Estimate Proposal Engineer's Estimate-XLS Proposal Review Proposal Validation

Figure 5.38

4. (C) Click **<Execute>** (*Figure 5.39*).

Generate Report		
✓ Generate Report - Proposal Engineer's Estimate	Execute	- ?
Settings Output Options - 4 of 5		+ +

Figure 5.39

For a full list of reports, see chapter 10.

5.11 DBE Goal Item Selection

When the Proposal Engineer's Estimate is complete for FHWA projects, the RCCL (Regional Contracts Compliance Liaison) needs to be notified to create the goals and enter them into the Proposal Summary General tab for the proposal. Instructions for this process are in chapter six (6).

The DBE item selection process varies region to region. Those with the Proposal User role or the RCCL User role can designate proposal items as DBE items and select the work category for the item. If this is completed by Proposal Users in your region, follow the steps below (*Figure 5.40*):

- 1. From the Proposal Overview component on the Dashboard, search for and select the proposal you want to edit or modify (see *Figure 5.8*).
- 2. In the Proposal Summary component, click the **Sections and Items** quick link at the top of the Proposal component screen (see *Figure 5.20*).
- 3. (A) Select the **Proposal Items** tab.
- 4. (B) Check the **DBE** box for DBE items.
- 5. (C) In the **DBE Work Category** field, search for and select the appropriate work category for the item.
- 6. Repeat for all DBE items.
- 7. (D) Click **<Save>**.

Proposal Sections and Ite	ems					
✓ Proposal: NFHWY00144 - D	alton Hwy MP 209-222 Recons	truction				• • •
Proposal Sections			Section ID		D	
Proposal Items	Type search criteria or press El	Advanced Showing 38	No Filter	•		
Proposal and Project Items						0 changed
	10	8,000.00	0 SY - Square Yar	0	Q Begin typing to search or pr	
	203.0009.0000	Obliteration of Roadway	В			
	Prop Line Num	Quantity	Unh	DBE 🔻	DBE Work Category 💙	
	20	190.00	0 ACRE - Acre	2	Q 034 CLEARING (MANUAL)	
	Item	Description		Bid Sche	dule Supp Description 👻	
	201.0001.0000	Clearing				
	30	5,300.00	0 CY - Cubic Yard	8	Q. Begin typing to search or pri	
	203.0002.0000	Rock Excavation				
	40	1,218,840.00	0 TON - Ton	0	Q Begin typing to search or pri	
	203.0006.0000	Borrow				
	50	107,583.00	0 TON - Ton		Q Begin typing to search or pn	
	301.0003.00E1	Aggregate Surface Course, Grad	ing E-1			

Figure 5.40

Notify the RCCL (Regional Contracts Compliance Liaison) to complete the goal creation process once you are ready.

5.12 Proposal Summary Data Fields

Tab	Field	Req'd	Description		
General	Proposal ID	Yes	State/IRIS number(s) assigned to the proposal. Will be Project ID or co of Project IDs if multiple projects on proposal. Add additional numbers more projects added to proposal.		
	Federal Project Number	Yes	Federal number(s) assigned to the proposal. Will be Project Federal Number or combo of Project Federal Numbers if multiple projects on proposal. Add additional numbers if more projects added to proposal.		
	State Project Number	Yes	State number(s) assigned to the proposal. Will be Project ID or combo of Project IDs if multiple projects on proposal. Add additional Project IDs if more projects added to proposal.		
	Proposal Description	Yes	Name(s) of Project(s) included in the Proposal. If created proposal from project and then added additional project(s), make sure to edit proposal Description to include other project(s).		
	Description of Work	Yes	A description of the work to be completed on the contract and possibly location information as well. If creating a proposal with multiple projects, make sure to add additional project information to the proposal.		
	Primary Borough ID	Yes	Select the borough in which all or a majority of the proposal work will be done.		
	Primary Region ID	Yes	Select the region in which all or a majority of the proposal work will be done.		
	All Project IDs (In Order of Appearance for Bid Forms)	No	If Proposal has more than one project, add all Project IDs on the Proposal into this field in the order they should appear on the Bid Forms.		
	Location	Yes	Search for and select the location of or closest location to the work included in the proposal.		
	Contract Type	Yes	Select the Procurement method for the proposal from the dropdown list.		
	Check if Electronic Bidding Permitted	No	Check this box if bidders have the option to submit bids electronically for this proposal.		
	Type of Funding Available Funding	Yes No	Select the Funding Type for the proposal from the dropdown list. Ener the funding allocation or limit for the proposal. Used when selecting addititive sections.		
	Check to Include Bidder Preferences	No	Check this box when bidder preferences apply to the proposal. Marking this box will make the Bidder Preferences area appear for contractors to enter information when bidding.		
	PAE Prepared By	No	Search for and select the person who prepared the Final Project Agreement Estimate.		
	Proj Agr Est Comp Date	No	Select the date the Final Project Agreement Estimate was completed.		
	PAE Revision Comments	No	If the Final Project Agreement Estimate is revised, please explain when and why.		
	Davis Bacon?	No	Check this box if Davis Bacon applies. Marking this box is necessary for DOL to receive the automatic notification when the Letter of Award date is entered on the Letting.		

Proposal Item Total	N/A	The total estimated cost of all Proposal items. Does not include CENG or ICAP. This is a non-editable field that calculates from the items of the project(s) associated to the proposal.
As Advertised Cost	No	Select the cost to the contracting community of an As Advertised set of plans and specs.
Conformed Cost	No	Select the cost to the contracting community of a Conformed set of plans and specs.
Proposal Process Notifications	No	A list of steps in the Proposal process that coincide with email notifications. Select the appropriate step and click Save to trigger the associated notifications. You may select the same step more than once to trigger repeat notifications if necessary. Currently the only Proposal Process Notification is Notify Plan Holders when addenda or notices to bidders are issued. More may be added later.
DBE Goal	No	If there is a DBE Goal on the project, select the type of DBE goal from the dropdown list.
DBE Goal Percent	No	Enter the percent of the proposal item total that is eligible for DBE participation.
DBE Aspirational Goal Percent	No	The DBE goal participation amount AKDOT&PF strives to meet in order to stay race neutral.
DBE Goal Approved By	No	The name of the CRO peron who reviewed and approved the DBE Goal.
DBE Goal Approved Date	No	The date the CRO person approved the DBE Goal.
OJT Goal - Hours	No	Enter the number of hours calculated in the OJT goal spreadsheet.
OJT Goal - Number of Trainees	No	Enter the number of trainees that will be required to meet the OJT hour requirement.
OJT Goal Approved By	No	The name of the CRO person who reviewed and approved the OJT Goal.
OJT Goal Approved Date	No	The date the CRO person approved the OJT Goal.