

Maintenance Projects and Proposals

GETTING STARTED

This document deals specifically with Maintenance Projects and Proposals.

After logging in to “PrP” notice the content of the HOME page.

The **Preconstruction Component** shows access to Projects and Proposals within your District. The **System Administration Component** lists authority available. The **Web Transport News Component** provides news and information. The **External Links Component** provides specific help for the role and links for your use. The **Reference Data Component** provides access to specific data you may need.

To work with PROJECTS, click on the **Projects** link.

When the component opens, it defaults to a “Search” option or field like the one below:

There are eight standard filters and two search options available to help accomplish a basic search. Use them as you need to.

1. Insert some search criteria in the “Search” field such as the Financial Project Number you need **or**

2. Click the hyperlink to “Show first 10.”

Creating a new Project

If you are entering a project into the system, you have two options available. The first, and recommended, option is to use the **FM Interface**. This will load all available information on the project from Work Program data.

FM Interface

To do this

1. Click on the External Link “FM Interface” on the Dashboard or home page.
2. This will take you to the WebGate login. Enter your RACF userid and password as requested

The screenshot shows the login page for the AASHTOWare Project Webgate Reporting system. At the top is the FDOT logo and the text "Florida Department of TRANSPORTATION". There are links for "E-Updates | FL511 | Mobile | Site Map" and a "Search FDOT..." box. Below the navigation bar, the title "AASHTOWare Project Webgate Reporting Login" is centered. A disclaimer states: "By logging on to a FDOT system, you acknowledge your responsibility to comply with all laws, rules, directives, policies, and procedures related to the use and security of information technology resources. Unauthorized use is strictly prohibited. You are hereby on notice that you should have no expectation of privacy as to your use of Department information technology resources as all data is potentially subject to Florida's public records law." Below this, there are input fields for "RACF User ID" and "Password", followed by "Log In" and "Change Password" links.

3. At the next screen click on the Arrow to the left of “FM Project Interface”
4. Click on the new row “FM Project Interface”.

The screenshot shows the "WebGate Reporting Start Page". On the left is a navigation menu with various categories. The "FM Project Interface" category is expanded, showing sub-items: "FM Project Interface", "General Reports", "Landscape Reports", "Maintenance Sitemanager", and "Vendor Interface". A red arrow points to the "FM Project Interface" sub-item. The main content area on the right says "Select a Report from the menu on the left, c".

5. Enter the full 11 digit Financial Project Number (FPN) into the small rectangular box and Click the Enter box.

The screenshot shows the "FM Project Interface" page. It contains a "Select * Enter Parameter Information: Required fields marked with asterisk(*)" section. There is a text input field labeled "Project:" containing the value "43265017802". To the right of the input field are "Enter" and "Clear" buttons. Below this is a "Project Processing List" section with the text "Projects: (Up to 50 Maximum)" and "Number of Projects in the list: 0". A red arrow points to the "Enter" button.

6. Click Submit

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AASHTOWare Project Webgate Reporting

FM Project Interface

This process will add or update projects in Web Tmport based on data from the Work F project numbers listed in the Project Processing List displayed below. Click 'Job Output' Project numbers may be entered into processing list using this page or may be passed in button to the right of the project to add it to the Project Processing List. To remove project 'Remove Project From List' button. To process the project numbers in the list, click the 'Submit' button.

Select/Enter Parameter Information: Required fields marked with asterisk(*)

Project:

Project Processing List

* Projects: (Up to 50 Maximum) Number of Projects in the list: 1

43265017802

As seen below a BJS-Job Output Retrieval screen will appear. You may open it by clicking the left button or close the window with the right button. With either choice an email will appear in your Outlook mailbox that contains the same information as the job output screen.

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BJS - Job Output Retrieval

Job Number: 330031

Your job has been submitted. Click 'Job Output Retrieval' button to view your submitted jobs

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7. Click Close Window.

All of the available fields from Work Program data will be populated on the Preconstruction, (PrP) Project's screens. **Verify the accuracy of the data and have Work Program make corrections in their System as necessary.**

CREATING A PROJECT

The second method is to go to the actions button on the Project Overview page and click **Add**.

Project Overview

Save ?

Q Type search criteria or press Enter

District ID Pay Item List Designer Project Type Class Project Work Type Workflow ID

No Filter No Filter No Filter No Filter No Filter No Filter No Filter

Actions

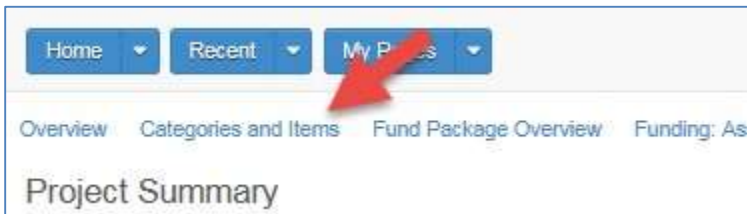
- Add
- Tasks
- Import
- Project Attachments and Links
- FDOT InfoNet

Then enter values in the blank Project page for all of the Fields marked with a red asterisk. * Overnight, FM will populate all available information into your new project record. To get the FM data immediately, use the FM interface.

See previous entry regarding having Work Program make corrections to their data as necessary.

The Next Steps are to Add Categories and Pay Items

These can be accessed by clicking the quick link "**Categories and Items**" at the Project Summary screen.



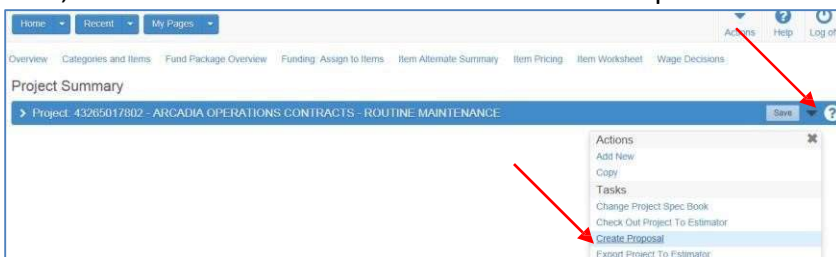
See the Role Help [“Adding and Maintaining Categories in Maintenance Projects”](#)

Adding and Maintaining Pay Items

See the Role Help [“Adding and Maintaining Pay Items”](#) for step by step instructions for the 4 methods available to you.

Creating the Proposal

As soon as you have entered appropriate Maintenance Activities, Pay Items and Quantities, you will be ready to associate the Proposal to the project. From either the project list window or the project banner as seen here, click the Action button and select Create Proposal



The Add Proposal component will open with several fields populated. The Proposal ID field will be prepopulated the FPN. Change this to the assigned **Proposal ID**.

Populate all fields containing a red asterisk.

- 1 For Proposal Type select **DIST - District Office Letting**
- 2 For Contract Type select the applicable Maintenance Contract type from the drop down.
- 3 For Contract Work Type select **I - Maintenance Other**

Note: Alternative Bidding **is not applicable** to Maintenance Proposals – Do not populate that field.

Click **SAVE**

Create Proposal from Project There are unsaved changes.

▼ Add Proposal

Proposal ID *
BED98

Proposal Description *
ARCADIA OPERATIONS CONTRACTS - ROUTINE MAINTENANCE

Primary District *
D1 - District 1

Primary County *
99 - DIST/ST-WIDE

Cost Center
Q Origin typing to search or press Enter

Proposal Type *
DIST - District Office Letting

Contract Type *
MMOA - Maint Memorandum of Agreement

Contract Work Type *
I - Maintenance Other

Federal Aid Number
N/A

Previous Proposal ID

Execution Days

Special Start Date

Acquis./Flexible Start Time

Cost of Proposal Package

Cost of Plans

Cost of Specs

Save

sections.

On the Proposal Summary page click the link for **“Sections and Items”**. Then Auto Generate Sections and Assign Items to

Home Recent My Pages

Actions Help Log off

Overview Addenda Item Pricing Locations Proposal Vendors Sections and Items Wage Decisions

Proposal Summary

▼ Proposal: BED98 - MOA with the City of Wauchula

Save

Actions

There are no actions available.

Tasks

Assign Items to Sections

Auto Generate Sections

Generate Unique Project Line Numbers

Views

Attachments

Issues

Links

After these processes are completed.

Validate the proposal and Project by Clicking the Action Button and then selecting **Validate Proposal**.

Proposal Summary

▼ Proposal: BE089 - MOA with the City of Wauchula

Save ?

Bid Letting: 01160103 - 001 - Letting Date: 01/03/2016

General

Projects

Time

Workflow

Proposal ID

BE089

Proposal Description *

MOA with the City of Wauchula

Proposal Long Description

Federal Aid Number

N/A

Proposal Letting Status

03 - Executed

Status Date

01/18/2016

Rejected

☐

Reason for Non-Pass

Execution Days

Actions

Add New

Tasks

Check Out Proposal To Estimator

Export Proposal To Estimator

Export To Expedite

Export To Expedite With Gen

Generate Unique Project Line Numbers

Hello World

Lock Proposal

Print Proposal Ids

Project Cost Distribution Report

Proposal Section and Line Numbers Report

Transition Proposal To Construction

Validate Proposal

Views

When the results show that both the Proposal and Project are valid, the Proposal is ready to be given to the District Contracts Office.

Proposal Validation Results
Proposal 'BE089' is valid
Project '43265017802' is valid