

Chapter 9

APPLICATIONS FOR DESIGNERS: WEBGATE, PROJECT PRECONSTRUCTION (PrP), AND DESIGNER WEB PAGES

9.1 General

Multiple applications are available to the designer to facilitate the data entry necessary for pay items and quantities. They include: FDOT's Design Quantities and Estimates (DQE), AASHTOWare's Project Preconstruction (PrP), and FDOT's Designer Interface and Webgate Reports. While DQE and PrP are restricted to FDOT Estimators, the systems work together to assist Designers with loading pay items and quantities.

2021 Projects: This chapter reflects application guidance current at the time of posting. For projects following the 2021 edition of the FDM and using the new CADD platforms, updates will be posted as more information becomes available.

9.1.1 AASHTOWARE Suite

AASHTOWare Project (Pr) is a suite of programs owned by AASHTO (American Association of State Highway Transportation Officials). Many states around the country use this suite of programs for their transportation contracts. Additional information is available at <http://www.aashtoware.org/> FDOT uses the Project Preconstruction (PrP) module. Details on the modules are available at <https://www.aashtoware.org/products/project/project-modules/>

9.1.3 Training

Training is available from the State Program Management Office, Estimating Systems Support section. Dates are scheduled upon request. Please contact your District Estimates Office to request training. Training is available in various formats: online recorded, classroom, and/or remote online meeting.

9.1.4 Security

Security within Webgate, PrP, and Designer Interface are coordinated through the FDOT Automated Access Request Form (AARF). Contact your District Security Coordinator (FDOT employees) and/or FDOT Project Manager (FDOT Design Consultants) to request access.

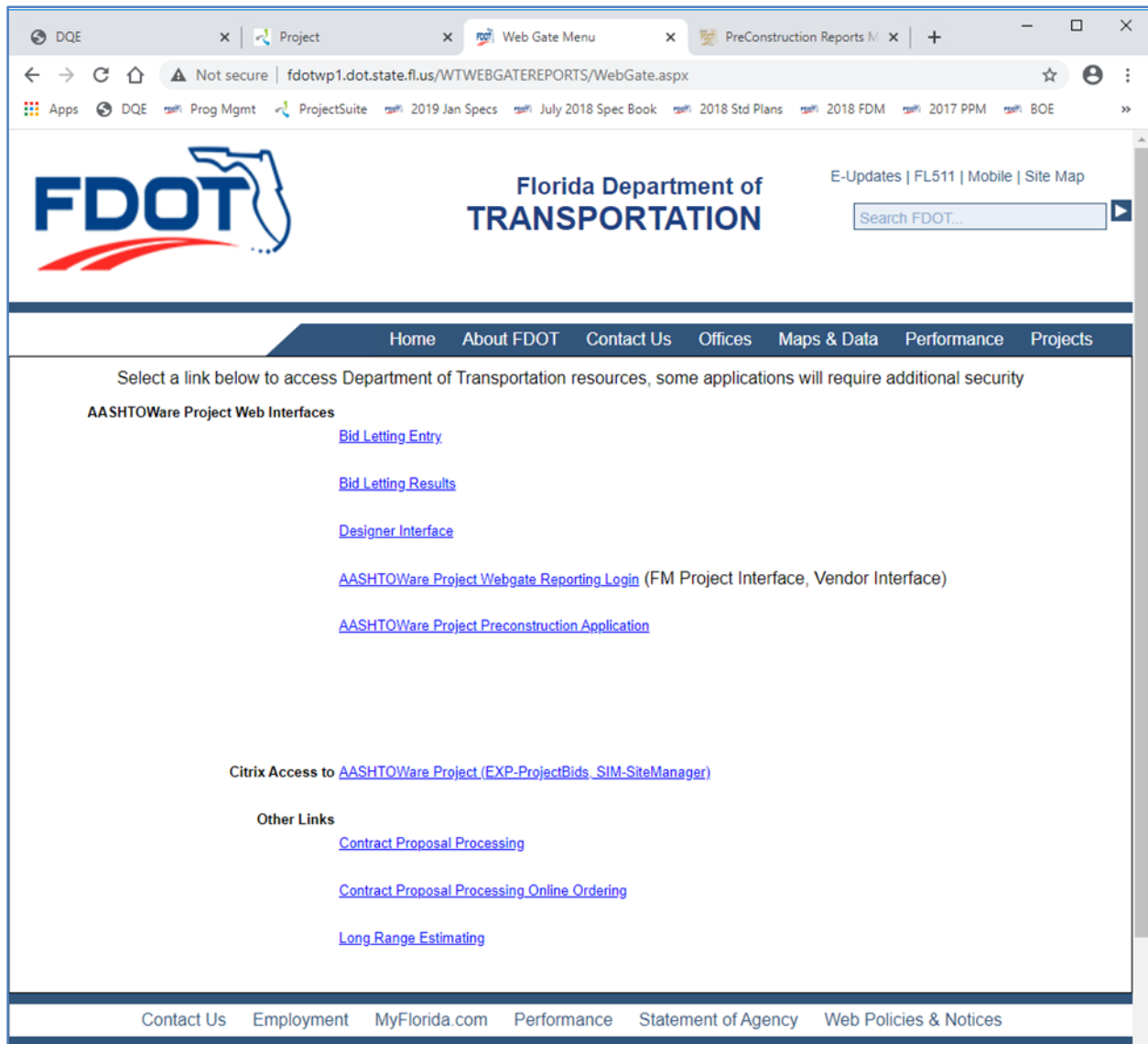
Webgate and Designer Interface are generally available to designers and FDOT staff working in FDOT projects. PrP is generally restricted to FDOT staff working in specific types projects (construction and/or maintenance).

9.2 Webgate

The Webgate is a FDOT application that serves as a doorway to the Designer Interface, Reports Menu, and other applications. It is accessed with the RACF userID and password.

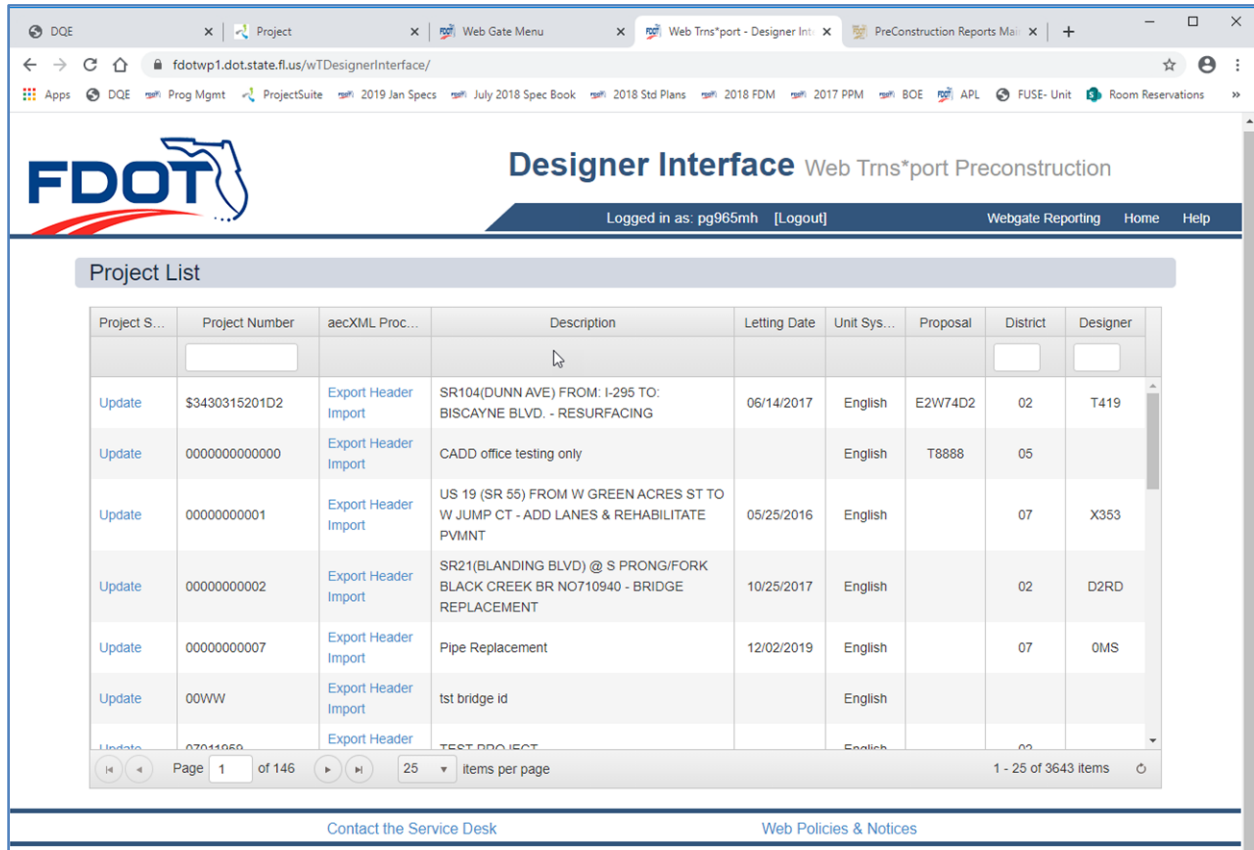
9.2.1 Menu

The screen below shows the options available on the Webgate menu at <https://fdotwp1.dot.state.fl.us/WTWEBGATEREPORTS/WebGate.aspx>.



9.2.2 Designer Interface

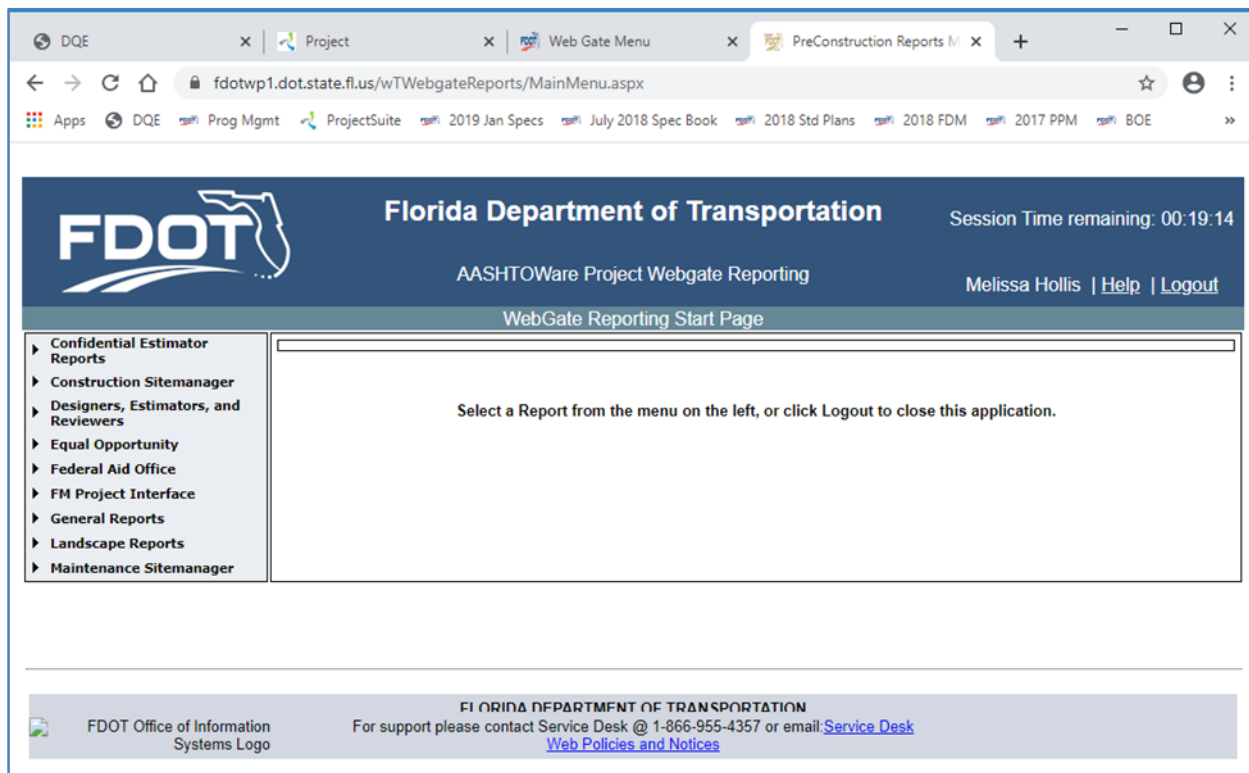
The Designer Interface is a tool used for loading project pay items into PrP. Details are included below in 9.3.



9.2.3 Reports

The Reports menu allows users to select and produce reports based on current “live” information. Some of the reports are based on historical (awarded) projects, while other reports are based on future (proposed) projects. Additional details are provided below for using the Reports.

Note: Report options may vary for designers, reviewers, estimators, and others.



9.2.4 Other Applications

Links to additional applications, including LRE (Long Range Estimates System), are available from the Webgate menu. Note that additional rights may be required to fully utilize these applications. Contact your District Estimates Office for information and/or to request access to these applications. Access will be based on the applications needed to complete the FDOT work assigned to a user and/or their employer.

9.3 Designer Interface

9.3.1 Project Access and Verification

Once assigned to a project, the designer should verify:

- a) that the project exists (or that proper control has been given)
- b) that all project header information is correct

If proper control is not given, the project will not appear on the designer's list of available projects. The designer should contact the District Estimates Office to request control. If the project appears on the Project List with a lock, another user may be accessing the project. If the lock remains, contact the District Estimates Office; the lock may be the result of closing a browser without closing the project from editing.

9.3.2 Headers

As described above, information is grouped at various levels:

- Proposal
- Project
- Category (aka Design Group)
- Pay Item

Each level includes information applicable to the levels above and/or below it.

Proposal Headers: The District Estimates Office creates the proposal prior to the letting. The proposal is used to “link” or “string” one or more projects, for letting purposes. All projects must be assigned a proposal number prior to advertisement.

Note: The State Program Management Office recommends that the proposal be created between 90-100% plans. Creating the proposal prior to 90% plans is possible, but may cause other issues, if created too early.

Project Headers: When first given access to the project, and at each design phase, the designer must verify the project header information. While much of this information is automatically transferred from FM to PrP, the designer should check the letting date, spec/pay item year, and other information. Any errors should be immediately reported to the FDOT project manager for correction.

If project header information is incorrect, DO NOT attempt change it; this information is refreshed nightly from FM. It **MUST BE CORRECTED IN FM**. The designer should contact the FDOT project manager prior to making any changes. The project manager will coordinate FM changes with the responsible office(s) in the district. See below for more information on Project Headers.

Category Headers: From the project level of the Designer Interface, the designer can select, copy, and/or delete categories. At a minimum, **each component set of plans (structures, roadway, lighting, etc.) must have a corresponding category.** In accordance with the Plans Preparation Manual (PPM)/ FDOT Design Manual (FDM), it is possible to have minor/incidental work from another design group included on the roadway plans, yet still have a separate category for pay items. Unused categories should be deleted.

Items are categorized by pay item range:

Item Numbers (Specification Sections)	SUBJECT/GROUP	Category / Design Group/ Plans
100-102	MOT	0200 Roadway
103	Temporary Structures	
104	Erosion Control Drainage Environmental	
106-108	Environmental Coordinator Water/Erosion Control Air Quality Decontamination/Hazardous Materials	
109	Field Office	
110-199	"Dirt" Earthwork Roadway Erosion Control Topsoil/Vegetation	
200-299	Base Courses	
300-399 except 346-347	Surface Courses, Concrete Pavement Concrete	0100 Structures or 0200 Roadway
400-499 except 425-449	Structures Drainage Structures	0100 Structures 0200 Roadway
500-515	Incidental Construction- Structures	0100 Structures
516-559	Incidental Construction- Roadway Items	0200 Roadway
560-569	Incidental Construction- Structural Paint	0100 Structures
570-599	Incidental Construction- Turf & Landscaping	0200 Roadway or 0600 Landscaping
600-699	Traffic Control Devices (Signals & ITS) Conduit and other "common use" items	0500 Signals Other categories, as needed
700-714	Traffic Control	0300 Signing
715	Traffic Control- Lighting	0400 Lighting
720-740	Incidental Construction- Other	0200 Roadway
741-749	Incidental Construction- Traffic Monitoring (TMS)	
750-770	Incidental Construction- Other	
800-899	Mass Transit (Railroad)	0900 Mass Transit
1000-1999	Utilities	0700 Utilities

NOTE: While pay item ranges are generally grouped by category, some items may be used in multiple categories. Refer to the specific items for details.

Bridge Category Header: The bridge header requires information specific to each structure. **Each bridge must be loaded into a separate structures category**, with details specific to that bridge. With each bridge category, the Designer Interface requires that the bridge category header information, specifically the bridge ID, be entered prior to loading/editing pay items. The following fields must be completed:

Alternate Code: leave blank unless using alternate structures. Contact your District Estimates Office for assistance when considering alternate structures.

Bridge Length (feet): Enter the total bridge length, not including approach slabs.

Bridge Width (feet): For new/replacement bridges or bridge repair, enter the total bridge deck width, from outside to outside of traffic railing. For bridges with variable width, divide the total bridge deck area, outside to outside, by the length to obtain the average width. For bridge widening, enter the widened width.

Number of Spans: Enter the correct number of spans.

Bridge Type (“Structure Type” on some reports): Select the appropriate type. Options include overpass, low level, medium level, high level, moveable bridge, pedestrian overpass, box culvert, miscellaneous, and ramp overpass.

- Box Culvert is ONLY for bridge culverts greater than 20'; box culverts not meeting bridge definition should be loaded in Roadway Category, regardless of where plan sheets are located.
- Retaining Walls are loaded in Roadway Category, regardless of where plan sheets are located.
- Pedestrian overpass must have bridge ID, due to “over roadway” condition. Pedestrian “trail” bridges may be loaded in roadway, if they are not designed for vehicular weights and do not need to be inspected. Coordinate with District or CO Bridge Maintenance to determine if “trail bridge” is assigned a bridge ID.

Bridge ID: Enter the valid bridge number. For bridge replacements, use the new bridge ID (replacement) number, not the “existing” or old number.

Note that the Structures Detailing Manual (also referenced by the PPM/FDM) recommends that the bridge ID be obtained in the early design phase. By phase 2 and phase 3 submittals, as defined in the PPM, this information must be known in order to correctly complete the bridge category information.

DO NOT ENTER invalid bridge ID numbers or alpha characters. Contact the District Maintenance Office to obtain a valid bridge number for any structure, including Pedestrian Bridges or other structures that may be subject to inspection.

Pedestrian bridges over travel lanes are subject to inspection. Other pedestrian bridges will be considered on a case-by-case basis, depending on the location and anticipated loading. Contact the Maintenance Office for guidance.

Bridge Designer: Select the applicable coder for the design firm.

Superstructure Type: Select the appropriate type; for box culverts, select “Concrete Box (Cast-in-Place)”.

Substructure Type: Select the appropriate type; for box culverts, select “Other”.

Foundation Type: Select the appropriate type; for box culverts, select “Special”.

Structure Location: Select the appropriate type.

Structure Work Type (“Type of Work” on some reports): Select the appropriate type: New Bridge Construction, Bridge Widening, Bridge Repair, Retaining Walls only (not used), Fender System Only, Rail Retrofit, Miscellaneous. For Pedestrian overpass or Box Culvert, select “Miscellaneous”.

Structure Work Class (“Actual Work” on some reports): Select the appropriate Structure Work Class from the following:

New Bridge Construction Structure Work Classes:

01A	Major Bridge – Bascule Spans
01B	Major Bridge – Curved Steel Girders
01C	Major Bridge – Multi-Level Roadways
01D	Major Bridge – Concrete Segmental Construction
01E	Major Bridge – Steel Truss Construction
01F	Major Bridge – Cable Stayed Construction
01G	Major Bridge – Over Water (Bridges of conventional construction which are over a water opening of 1,000 feet or more)
01H	Major Bridge – Cast in Place/Post-Tensioned/Super-Structure
02	Minor Bridges (have span lengths not exceeding 50 feet center to center of cap and total length not exceeding 300 feet) (includes Concrete Box Culverts with a span length 20 feet or greater)
07	Intermediate Bridges (contain none of the types of construction listed under Major Bridges and have span lengths exceeding 50 feet center to center of cap)

Bridge Repair and Rehabilitation Structure Work Classes:

08	Bascule Bridge Rehabilitation
30F	Bridge Painting
30L	R&R Minor Bridges (have span lengths not exceeding 50 feet center to center of cap and total length not exceeding 300 feet) (includes Concrete Box Culverts with a span length 20 feet or greater)
30M	R&R Intermediate Bridges (contain none of the types of construction listed under Major Bridges and have span lengths exceeding 50 feet center to center of cap)
30N	R&R Major Bridge – Multi-Level Roadways
30O	R&R Major Bridge – Concrete Segmental Construction
30P	R&R Major Bridge – Steel Truss Construction

30Q	R&R Major Bridge – Cable Stayed Construction
30R	R&R Major Bridge – Over Water (Bridges of conventional construction which are over a water opening of 1,000 feet or more)
30S	R&R Major Bridge – Curved Steel Girders
30U	Cathodic Protection
30Y	Bridge Deck Overlay

After loading all bridge header information through the Designer Interface, verify the project and category header information by running the Project Edit Report.

Box Culverts, LESS THAN 20’: Pay items and quantities for box culverts that do NOT meet the Bridge definition are to be **loaded in the Roadway Category**. Follow the FDM instructions for placement of the box culvert details and summary box in the structures plans.

Pay Item Header: Pay Item header information (description, unit of measure, etc.) is maintained by the State Program Management Office, Estimating Systems Support section. Any errors in the pay item header should immediately be brought to the attention of the BOE Coordinator in the State Estimates Office.

If the pay item description does meet the project needs, refer to Chapter 6 for Requesting a New Pay Item. Additional items can be created within 24 hours, pending approval of the specifications. See below for additional information regarding pay items.

Supplemental Description for Lump Sum Pay Items: Supplemental Descriptions are required to differentiate lump sum items on projects and proposals. For most lump sum pay items, designers must enter the project's FPID in the Supplemental Description through Designer Interface. For structures lump sum pay items, designers must enter the project's FPID and Bridge Number in the Supplemental Description through Designer Interface.

The Supplemental Description provides a reference for each lump sum pay item to the corresponding project and/or structure. Supplemental Descriptions are used for lump sum pay items having both lump sum as the secondary unit of measure, such as 101-1 Mobilization (LS/LS), and lump sum pay items having a secondary unit of measure, such as 110-1-1 Clearing and Grubbing (LS/ AC).

Do not add supplemental descriptions to other pay items, as this will prohibit the pay item from “rolling up” for bidding purposes.

9.3.3 Leading Zeros

Leading zeros for pay items are optional, except as required by the PrP system. Refer to Chapter 10 for additional guidance on pay item formatting in the plans and specifications.

Designer Web Pages / Summary of Pay Items: When entering pay items 50- through 999 into the system, a leading zero must be added before the first group of digits, i.e. 102- 1 becomes 0102- 1. (A leading zero replaces the leading space **only** in

the first group of digits.) Metric items and English Utility items are unaffected, as they already have four numbers in the first group of digits.

Other Documents: The plans, specifications, standards, and other documents, including the BOE, will continue to refer to the pay item numbers without the leading zero.

9.3.4 Alternates

If there is a need to consider alternate categories and/or alternate pay items, contact your District Estimates Office for assistance. Additional coordination may be needed with Contracts Administration for any innovative contracting.

9.3.5 Participating/Non-Participating Field

The column labeled “Non-Part” within the designer interface screens and reports is an indicator or “flag” for those items not participating in the major funding group. **Designers are no longer able to change this field.** Please consult with your District Estimates Engineer if unusual funding is anticipated.

9.3.6 Pay Items, Category, and Component Plans

Pay items within a category must correspond to the work shown in the component plans. For example, the signals items shown in the signals category/summary of pay items must correspond to the work shown in the signals plans.

Category totals are used for reporting purposes. Ensure that all work shown in a category uses the appropriate items for that category. Additional reminders are as follows:

For landscaping- all work must be detailed in the plans.

For structures- each bridge must be entered separately. All work associated with each structure must be entered accordingly.

For Signals- use signals pay items.

For lighting- use lighting pay items.

Note: Some pay items are valid in multiple categories, such as conduit or pull boxes. Some items are separated by category and specification, such as pavement markings. Select the pay item appropriate for the category and work to be completed. Refer to the specifications for materials and installation requirements.

When a project does not have a roadway component (structures only, signals only, landscape only, etc.), the “roadway” pay items are loaded into the category that corresponds with the primary component plans. For example, Mobilization and Maintenance of Traffic are included in the signalization component plans & category of a “signalization project” without roadway plans. The pay items within a category will continue to correspond to the work shown in each of the component plans.

Additional details may be included with specific pay items and/or summary boxes.

9.4 Reports

9.4.1 General

Many of the reports are available to any user with access to the Reports Menu. The reports listed below are generally used by the Designer, with the “Designer” role. Users may not have access to all of the reports listed below.

The following definitions are important:

Project: A single project, with appropriate Financial Project number, header information, funding, items, etc.

Proposal: One or more projects combined for the purpose of creating a contract for letting. Projects are “strung” only when combined to form a proposal. The District Estimates Office, according to district practices, will create proposals.

9.4.2 Project Edit Report

The **Project Edit Report is the single most important report.** It should be run at the project level after updating any items or quantities, after an update bulletin, or after a project has been idle or “shelved” for a period of time. In addition to listing the current items and quantities, this report will provide an item check based on the proposed letting date. For projects with a structures category, this report **MUST** be used to review structures header information.

9.4.3 Master Pay Item List

Designers are encouraged to use the Master Pay Item List from DQE. This report is generated from a “live” database and is the primary source of all pay items. The Webgate Master Pay Item List is a list of items currently available in PrP. It also includes valid (effective/obsolete) dates, a Spec flag, and a Reference Price. Additional items are opened upon request; refer to Chapter 6 for additional information.

Note: The Reference Price is for general information only. It is based on a weighted average, with extreme high/low values removed. It should **NOT** be used for project estimates, without consideration of other project conditions.

9.4.4 Summary of Pay Items

After the District Estimates Office has created a proposal, the Designer will be able to select a Proposal Summary of Quantities from the Reports menu. After entering the proposal number, a report (.txt format) will be sent to the CADD ftp site. The designer can download and import the file according to established CADD procedures.

For early phase reviews (up to Phase III, or until the proposal has been created), the Project Summary of Quantities Report must be used. (No proposal, no proposal report.) If multiple projects are anticipated to be let together, the Designer should be sure to print each project’s Summary of Quantities for review. These reports may be printed on standard 8.5” by 11” paper.

For later phase reviews Phase III, or after the proposal has been created), the Proposal Summary of Quantities Report should be used. After the Designer submits the

report from the interface menu, the output will be sent to the CADD ftp site in 5-10 minutes.

Note: While the user enters the project number, the system will provide the appropriate project/proposal report.

2021 FDM: For projects following the 2021 FDM, the Summary of Pay Items is no longer included in the plans. See **BOE Chapter 3** and the **FDM** for additional guidance on phase reviews.

9.4.5 Item Average Unit Cost, by Item

This report will provide historical project information for specific pay items. Note: The pay items must be entered individually, rather than as a group. This report is helpful when detailed project information is needed for a specific pay item.

9.4.6 Item Average Unit Cost, by range

This report provides a historical average for a pay item range, over a specified date range. This report is helpful when general price information is needed for selected pay item(s).

9.4.7 Custom Reports

The State Program Management Office has the ability to create and/or run custom reports for user specified criteria. Please contact your District Estimates Office if custom reports are needed.

Note: Pricing for individual projects does not require a custom report. Pricing (Authorization and Official Estimate) before the letting is completed by the District Estimates Office using DQE. Design estimates should be project specific- based on specifications, location, market area, materials, quantity, equipment, labor, and other related factors.

Chapter 9 Revision History

11-1-20: Updated header dates for 2021. Changed footer from “Webgate, PrP and Designer Interface” to “Applications for Designers”. Updated reports information, including 2021 FDM guidance. Updated screens/sample graphics.

1-9-20: Added Class 30U for Cathodic Protection to table of Structure Work Classes.

11-1-19: Updated header dates for 2020. Added text to 9.3.1 for locked project. Removed table of contents.

12-1-18: Updated header dates for 2019. Updated Bridge Type/Structure Type instructions.

2-19-18: Updated Bridge Header information in 9.3.2.

10-30-17: Updated header dates for 2018 edition. Added additional text for bridge ID number and pedestrian bridges. Added text for loading box culverts, less than 20'. Leading Zero reference in 9.3 updated to include reference to Chapter 10 for pay item

formatting.

9-6-17: Added Supplemental Description information, per Program Management Bulletin 16-02.

5-10-17: Added Structure Work Class to 9.2.2 Bridge Category Header; revised Category/Design Groups.

10-25-16: Updated header dates for 2017 edition. Updated web addresses and Program Management Office title. Removed TRANSPORT references; included PrP references, as needed.

12-30-14: Updated header dates for 2015 edition. Updated note in 9.1. Added last sentence to 9.3.6 to indicate that additional information may be specific to a pay item or summary box.

4-30-14: Updated header dates for 2014 edition. Updated hyperlink.

2-20-13: Updated header dates for 2013 edition. Added note to 9.1 General to indicate software development is ongoing.

11-23-11: Updated header dates for 2012 edition. Added note to 9.1.

11-23-10: Updated header dates for 2011 edition. Added note to 9.1 General about pending webTrnsport.

10-30-09: Updated header dates for 2010 edition. Updated formatting for section & subsection titles.

1-27-09: Expanded 9.3.6 to include instructions for projects without roadway component plans.

10-1-08: Updated header dates for 2009 edition.

10-1-08: Updated 9.3.6 Pay Items, TRNS*PORT Category, and Component Plans to include examples of items/category usage.