

How to Add a Required Supplemental Description for Pay Items

Add the pay item.

Cost Estimate Summary

Cost Estimate: 987654321 -

General

Cost Summary

Categories

Cost Estimate Items

Variables

Adhoc Pricing

Non-Construction Costs

Markups

Annualization

Total Cost Estimate Items
0.00

Type search criteria or press Enter **Advanced**

The previously highlighted row is not in the current search results. Show previously highlighted row. ✖

New

No rows found matching criteria.

After selecting the item (either by name or number), the row below for Supplemental Description Required should be populated either Yes or No. If No, do not enter anything in the Supplemental Description box. If Yes, then enter the information into the Supplemental Description box. This information will be displayed in the project's cost estimate and in the proposals produced by CBA for contractors to bid on. Note, information entered in the Supplemental Description box will only be displayed in the Budge Class Report and GDOT 411 estimate for items marked as requiring Supplemental Description.

Cost Estimate Summary

There are unsaved changes.

Cost Estimate: 987654321 -

General

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Note: Enter Supplemental description only for items that have Supplemental Description Required field value as yes

Total Cost Estimate Items
0.00

Type search criteria or press Enter **System Default**

The previously highlighted row is not in the current search results. Show previously highlighted row. ✖

New

Line	Item	Unit	Price
Line	Item *		
	150-1000 TRAFFIC CONTROL -		

Supplemental Description Required
Yes

Supplemental Description
1234567

How to Add a Required Supplemental Description for Pay Items

If the Supplemental Description Required box is populated with Yes and the Supplemental Description box is left blank, an error message will appear when the save button is clicked. In general, if the item description ends with a dash (-), then a Supplemental Description is required.

Error: No rows saved; detected 1 row with errors. Please review messages below.

- Cost Estimate Name '987654321', Spec Book '21', Snapshot Sequence '', Line '', Item Alternate Set '', Item Alternate Member ': Cannot add '150-1000'. Supplemental Description is required when Item Supplemental Description Required flag is set to true.

[Show All](#) | [Show Errors](#)

Note: Enter Supplemental Description only for items that have Supplemental Description Required field value as yes

Total Cost Estimate Items
0.00

Search: Type search criteria or press Enter | System Default

The previously highlighted row is not in the current search results. [Show previously highlighted row.](#)

New

Line	Item	Type
Quantity	Unit	Price
Ext Amt		

Line:

Unit of Measure:

Item *
150-1000
TRAFFIC CONTROL -

Supplemental Description Required
Yes

Supplemental Description

Only provide the appropriate information in the Supplemental Description box, such as PI No., size, station, etc. depending on the pay item and what is prescribed by the current GDOT Standard Specifications. Any other information, such as how the quantity was derived or when and whom the unit price came from, should be placed in the Remarks box at the bottom of the page. Note, this information is not required though it is marked with an asterisk. When utilized, both Type and Remarks are required to be completed prior to saving.

Lump Sum
Yes

Bid as Lump Sum
Yes

Cost Estimate Category ID

Parent Parametric Item

Item Alternate Set

Item Alternate Member

Low Cost
true

Remarks

Type *	Remark *
Gen Estimate - General Remark	Unit Price provided by Engineering Services on 09/23/2021.
Gen Estimate - General Remark	<input type="text"/>

How to Add a Required Supplemental Description for Pay Items

It is encouraged that designers document the date and who gave them a unit price if a bid history unit price is not utilized. Doing so is beneficial for a couple of reasons. It allows the designer to recognize pay items that will not automatically update prices if the bid history is updated in AASHTOWare during the life of the project. It also allows a new designer who may pick up a project from a previous designer to discern how pay items and a unit prices were handled by the previous designer and where they got their information.

Supplemental Descriptions are required for general items that are unique to each project (Traffic Control, Grading Complete, Removal of Bridge, etc.) or that can be broken out further by specifications (such as measurements for size of bore, pipes, plants, etc.). In both instances, the unit price from the item history cannot be used. The unit prices in AASHTOWare are a weighted average of that pay item, regardless of the project or specifications. This can result in an overestimated or underestimated unit price. Therefore, the unit price must be manually entered along with the Supplemental Description. Contact an SME either in Engineering Services or other office for guidance in determining a unit price.