



# Add Bid Items to an Engineer's Estimate

A TxDOTCONNECT Job Aid

## Roles Impacted

Professional Engineer  
Professional Engineer Consultant  
Engineer's Estimate Coordinator  
Engineer's Estimate Coordinator Consultant  
Landscape Architect  
Landscape Architect Consultant  
Design Coordinator

## Last Revised

December 10, 2025  
R9.5.0.0



## The Estimate Table

The Estimate table is found on the **Engineer's Estimate** page of the project in TxDOTCONNECT.

It consists of four tabs and twelve columns. This job aid focuses on the process to add bid items to the Estimate table.



**Remember:** to add or update the Estimate table, the **Project Stage** must be one of the following:

- Preliminary Engineering (PE)
- Plans, Specifications, & Estimates (PS&E)
- Ready to Let (RTL)

*Project ID:	A00004408	*Project Name:	WNF   FM 1365   1.05 MI E OF FM 1365 (MEX)
*Project Type:	Construction	*Project Subtype:	Roadway
<b>Project Stage:</b>	<b>PE</b>	*Project Status:	Active
*District / Division:	Waco - 09	*County:	Limestone
		*Highway:	US 84
		*Control Section:	0057-01
Combined Project Letting Estimate:	\$10,000,000.00	*Estimated Let Date:	12/01/2025
		Controlling Project ID:	0057-01-028
		Control Section Job:	0057-01-028

## Adding a Bid Item

To add bid items to the **Contract Value** page, follow the steps below.

1. Click **+ New Item** above or below the Contract Value table.

A new row will appear in the Contract Value table.



Category of Work	NBI/Utility ID	Bid Code/ Force Account	Description	Measurement	Quantity	Unit Price	Total	Plan Set Location	Alt Bid Group	Federally Non-Participating	Exc Bid
							\$0.00				

## 2. Select a **Category of Work**.



- A Category of Work is required before other values may be entered.
- Some Categories of Work have special rules, including **Bridge, Utilities, Barricades,** and **Mobilization**. These are discussed later in this job aid.



The **Category** tab groups bid items by Category of Work.

Category of Work	NBI/Utility ID	Bid Code/ Force Account	Description	Measurement	Quantity	Unit Price	Total	Plan Set Location	Alt Bid Group	Federally Non-Participating	Exc Bid
☑ Roadway		31									

- 6314-6001 Day TEMP CONSTRUCTION EQUIPMENT ALERT SYS
- 8031-6001 Ton CM TRT(P T MX)(CL M)(TY A)(GR1-2)(DEL)
- 7231-6001 Ton CAST IRON FITTINGS
- 3031-6001 Square Yards GEOGRID BASE REINFORCEMENT (TY II)
- 531-6001 Square Yards CONC SIDEWALKS (4")
- 431-6001 Square Feet PNEUMATICALLY PLACED CONC (ENCASEMENT)
- 6313-6001 Lump Sum HIGH WATER WARNING SYSTEM

The **NBI/Utility ID** is required only for Category of Work **Bridge** and **Utilities**, described later in this job aid.

## 3. Enter a **Bid Code** or (if Force Account was selected as the Category of Work) **Force Account** number.



- After two digits, a list of codes that match your entry appears. Select your code from the list.
- "XXXX-XXXX" can be entered as a placeholder for bid codes not yet approved.
- The **Description** and **Measurement** fields populate automatically based on the bid code.



**Estimate**

Default Plan Set Category Bid Code Alt Bid Group

Averages >

Measurement	Quantity	Unit Price	Total	Plan Set Location	Alt Bid Group	Federally Non-Participating	Exc Bid
Ton	2000	3.5	\$7,000.00			<input type="checkbox"/>	

4. Enter the bid item's **Quantity**.
5. Enter the bid item's **Unit Price**.

- ✔ **Unit Price** entries allow 3 numbers after the decimal in order to achieve a greater level of accuracy
- ✔ The **Total** field populates automatically by multiplying the **Quantity** by the **Unit Price**.
- ✔ When a bid code is used that exists previously either in the current project or one of the associated projects, the system will auto-populate the unit price field to match the established unit price.
- ⚠ Unit Pricing requirements also apply to any Alt Bid Code entries. The project cannot be sealed if the Alt Bid Groups are not within \$1 of each other and TxDOTCONNECT will generate an error message.


Averages <						
Unit Price	Low Range	High Range	3mo Districtwide	3mo Statewide	12mo Districtwide	12mo Statewide
\$250.00	\$355.74	\$376.20	\$373.88	\$366.27	\$355.74	\$376.20

- Click ">" to view **Averages**.
- ⚠ **Averages** are disabled for **Alternative Delivery** projects.
- The **Unit Price** is compared to the **Low Range** (least) and **High Range** (greatest) of the following **Averages**:
  - ✓ 3-month Districtwide
  - ✓ 3-month Statewide
  - ✓ 12-month Districtwide
  - ✓ 12-month Statewide
- If the Unit Price is lower than the Low Range or higher than the High Range, it is highlighted.
- Note: This does not prevent you from saving.



Default	Plan Set	Category	Bid Code	Alt Bid Group						Remove	+ New Item
Details											
<input type="checkbox"/>	Category of Work	NBI/Utility ID	Bid Code/ Force Account	Measurement	Quantity	Unit Price	Total	Plan Set Location	Alt Bid Group	Federally Non-Participating	Excluded Bid Item
<input type="checkbox"/>	Roadway		8031-6001	T MX (CL M) (TY A) (GR1-2) (DEL)	Ton	2000	\$3.50	\$7,000.00	page 17	<input type="checkbox"/>	<input type="checkbox"/>

6. If applicable, enter a **Plan Set Location** to indicate where in the Plan Set this bid item can be found (page number, section title, etc.).



 The Plan Set tab will group bid items by this value.

Default	Plan Set	Category	Bid Code	Alt Bid Group						Remove	+ New Item
Details											
<input type="checkbox"/>	Category of Work	NBI/Utility ID	Bid Code/ Force Account	Unit Price	Total	Plan Set Location	Alt Bid Group	Federally Non-Participating	Excluded Bid Item		
<input type="checkbox"/>	Roadway		8031-6001	T MX	\$3.50	\$7,000.00	page 17	1	<input type="checkbox"/>	<input type="checkbox"/>	

7. If applicable, enter an **Alternative Bid Group** identifier.

To indicate an alternative bid group, enter a number for the primary bid code and a combination of a number and letter for its alternates.

For example, items **1A** and **1B** would be alternates for item **1**.

-  You cannot enter an alternate code (for example, **1A**) without a corresponding primary code (for example, **1**).
-  You cannot enter multiple Alternate Bid Groups associated to a bid item. For example: Bid Code 400-6001 can be used in Alt Bid Group **1** and alt Bid Group **1A** but it cannot be added to Alternate bid group **2** or **2A** (or any others).

8. Ensure the Federally Non-Participating flag is populating correctly.

Default	Plan Set	Category	Bid Code	Alt Bid Group						Remove	+ New Item
Details											
<input type="checkbox"/>	Category of Work	NBI/Utility ID	Bid Code/ Force Account	Unit Price	Total	Plan Set Location	Alt Bid Group	Federally Non-Participating	Excluded Bid Item		
<input type="checkbox"/>	Roadway		8031-6001	T MX	\$3.50	\$7,000.00	page 17	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



Upon saving, TxDOTCONNECT will check for a **Federal** or **State Project Number** and default according to the following criteria:

- If the project has a Federal Project Number, the Federal Non-Participating flags in the Estimate will continue to match the Bid Item Library.
- If the project has a State Project Number, the Federal Non-Participating flags in the Estimate shall be checked.



For Construction Projects, when any **7000** series Bid Code (any 4 digit bid code that starts with a 7) that are non-federally participating (from the library) requires the category of work to be **Utility** or **Maintenance**. The message below will be listed until the category of work is changed but will not prevent the user from saving the project.

**Warning:** Bid Codes in the 7000 Series that are Federally Non-Participating must be in the Utilities or Maintenance Category of Work.

**Estimate**

Default | Plan Set | Category | Bid Code | Alt Bid Group

Details		Details	
<input type="checkbox"/> Category of Work	NBI/Utility ID	Bid Code/ Force Account	Description
<input type="checkbox"/> Roadway		7162-6001	MANH VENT Leela

### Removing a Bid Item

To remove a bid item, check the box at the beginning of the row, and click **Remove**.

Export

Remove + New Item

Measurement	Quantity	Alt Bid Group	Federally Non-Participating	Exc Bid
Ton	2000	1	<input checked="" type="checkbox"/>	



## Special Categories of Work

The four **Categories of Work** described below determine unique requirements.

### Bridge

Items with Category of Work: **Bridge** require an **NBI Number**. The values in the drop-down menu populate from the Proposed Bridge Work section of the Location page.

Category of Work	NBI Number	Bid Code/Force Account	Description	Measurement	Quantity	Unit Price
Bridge	142460001509258					

### Barricades

Items with Category of Work: **Barricade** populate the Barricades bid code automatically.

Category of Work	NBI Number	Bid Code/Force Account	Description	Measurement	Quantity	Unit Price
Barricades		502-6001	BARRICADES, SIGNS AND TRAFFIC HANDLING	Monthly		

### Mobilization

Items with Category of Work: **Mobilization** populate the Mobilization bid code automatically. The **Quantity** field must contain a percentage, and the **Unit Price** field must contain the total Mobilization Lump Sum.

Category of Work	NBI Number	Bid Code/Force Account	Description	Measurement	Quantity	Unit Price
Mobilization		500-6001	MOBILIZATION	Lump Sum		

### Force Accounts

Items with Category of Work: **Force Account** allow you to select Force Account numbers instead of Bid Codes.

Category of Work	NBI/Utility ID	Bid Code/ Force Account	Description	Measurement	Quantity	Unit Price
Force Account		01	CLEAN EXIST CULVERTS: STATE FORCE ACCOUN...			
		01	DITCH CLEANING AND RESHAPING: STATE FORC...			



## Five Views

The bid items in the Estimate table can be viewed in five different arrangements by selecting the tabs across the top of the table: Default, Plan Set, Category, Bid Code & Alt Bid Group.

### Default

Items are displayed in the order they are entered.

Default	Plan Set	Category	Bid Code	Alt Bid Group	⊗ Remove + New Item			
Details				Details				
<input type="checkbox"/>	Category of Work	NBI/Utility ID	Bid Code/ Force Account	Description	Measurement	Alt Bid Group	Federally Non-Participating	Exc Bid
<input type="checkbox"/>	Roadway		100-6002	PREPARING ROW	Station		<input type="checkbox"/>	
<input type="checkbox"/>	Roadway		110-6001	EXCAVATION (ROADWAY)	Cubic Yard		<input type="checkbox"/>	

### Plan Set

Items are grouped by their Plan Set Location value.

Default	Plan Set	Category	Bid Code	Alt Bid Group	⊗ Remove + New Item			
Details				Details			Averages >	
	Bid Code/ Force Account	Category of Work	NBI/Utility ID	<input type="checkbox"/> Group	Plan Set Location	Description	Unit Price	Total
	100-6002	Roadway		<input type="checkbox"/> 100-6002 (1)		PREPARING ROW	\$5,135.07	\$123,241.68
				<input type="checkbox"/> 110-6001 (1)				\$10,678.00

### Category

Items are grouped by their Category of Work value.

Default	Plan Set	Category	Bid Code	Alt Bid Group	⊗ Remove + New Item				
Details				Details			Averages >		
	Category of Work	NBI/Utility ID	Bid Code/ Force Account	<input type="checkbox"/> Group	Measurement	Quantity	Unit Price	Total	Plan Set Location
	Roadway		100-6002	<input type="checkbox"/> Roadway (92)		100794		\$821,884.45	
				<input type="checkbox"/> 100-6002 (1)		24		\$123,241.68	
	Roadway		100-6002	<input type="checkbox"/> Station	Station	24	\$5,135.07	\$123,241.68	
				<input type="checkbox"/> 110-6001 (1)		950		\$10,678.00	



## Bid Code

Items are grouped by Bid Code and displayed in numerical order.

Default	Plan Set	Category	Bid Code	Alt Bid Group						
Details				Averages >						
Bid Code/ Force Account	Category of Work	NBI/Utility ID	<input type="checkbox"/> Group	Measurement	Quantity	Unit Price	Total	Plan Set Location		
<input type="checkbox"/> 100-6002	Roadway		<input type="checkbox"/> 100-6002 (1)	Station	24	\$5,135.07	\$123,241.68			

## Alt Bid Group

Items are grouped by Category of Work and displayed in numerical order. Any bid items designed as part of an Alt Bid Group will be displayed together.

Default	Plan Set	Category	Bid Code	Alt Bid Group						
Details				Details						
Category of Work	NBI/Utility ID	Bid Code/ Force Account	<input type="checkbox"/> Group	Description						
<input type="checkbox"/> Roadway		400-6001	<input type="checkbox"/> 1 (2)	STRUCT EXCAV						
<input type="checkbox"/> Roadway		5009-6001	<input type="checkbox"/> 400-6001 (1)	STONE MASONRY (ROCK WALL)						
<input type="checkbox"/> Roadway		400-6002	<input type="checkbox"/> 5009-6001 (1)	STONE MASONRY (ROCK WALL)						
<input type="checkbox"/> Roadway		5009-6002	<input type="checkbox"/> 1A (2)	STRUCT EXCAV (BOX)						
<input type="checkbox"/> Roadway		5009-6002	<input type="checkbox"/> 400-6002 (1)	STONE MASONRY (ROCK WALL)						

## Rearrange Bid Items

To rearrange bid items in the Default or Category of Work tab, click and drag to the desired location.

<input type="checkbox"/> Category of Work	NBI Number	Bid Code/Force Account	Description	Measurement
<input type="checkbox"/> Roadway		310-6004	PRIME COAT (AC)	Gallon
<input type="checkbox"/> Roadway		6047-6311	PREFB PAV MK TY C (Y)4"(SLD)ALT 4X	Linear Feet
<input type="checkbox"/> Roadway		251-6001	REWORK BS MTL (TY A) (6") (ORD COMP)	Station



## Bulk Uploading an Engineer's Estimate

There is an alternative method to adding bid items to an estimate in **TxDOTCONNECT** other than manual entry: submitting an Excel spreadsheet using the **Bulk Upload** functionality. For more information on the **Bulk Upload** process, please see the **Bulk Upload Job Aid** [here](#) on Crossroads.

## Copying an Existing Engineer's Estimate

The following user roles may copy a previous Engineer's Estimate into a new project:

- Professional Engineer (and Consultant)
- Engineer's Estimate Coordinator (and Consultant)
- Landscape Architect (and Consultant)
- Design Coordinator

The following conditions must be present to copy an existing Engineer's Estimate to a new project:

- An existing project is available in the system to copy the estimate to
- Engineer's Estimate is saved
- The project being copied to is in one of the following three status:
  - PE
  - PS&E
  - RTL
- The person initiating the copy has permissions to edit the project receiving the copied Estimate  
The spec book year on both projects is the same

When the copied estimate is loaded into the new project:

- Project is copied without Federally Non-Participating Flags
- Federally Non-Participating Flags are populated from the library