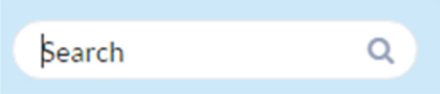



Cost Estimating System: How to invite Sub-consultant (Cost) Estimators to an Estimate [for Prime Consultant]

Inviting Sub-consultant (Cost) Estimators to an Estimate

1. Click on the **Estimate Center**  icon.

1.1. Type in the Design Number in the Search field  located in the upper-right hand corner of screen to find the Estimate that will be merged.

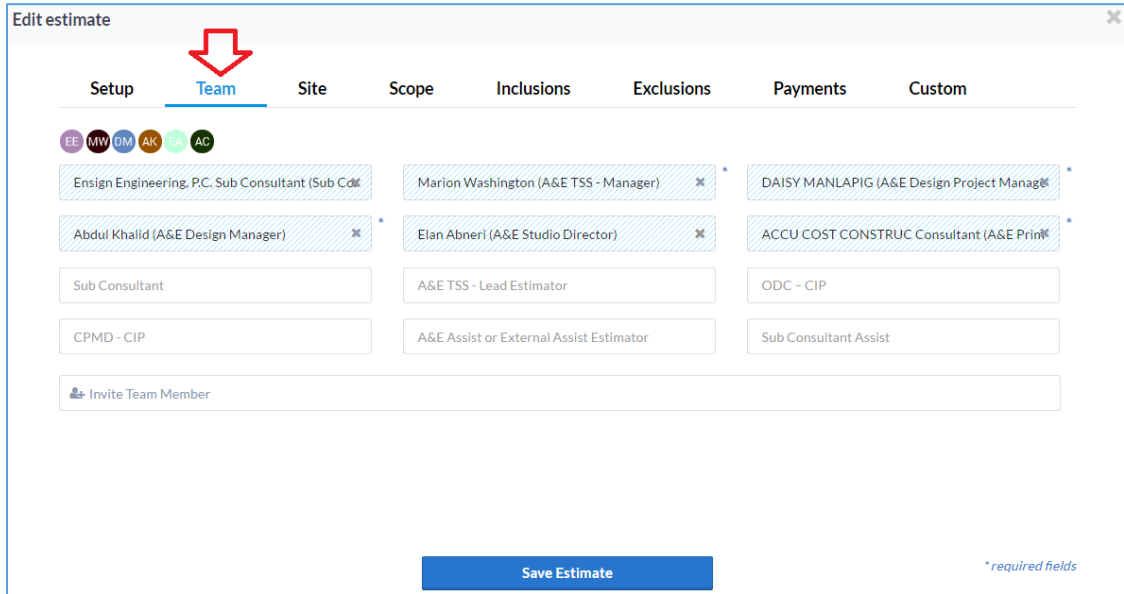
Note: Search can be used with the Design Number, LLW, School Code, Building ID, Estimate Description, etc.

1.2 Click on the pencil icon  located inside the Estimate Tile of the Estimate.



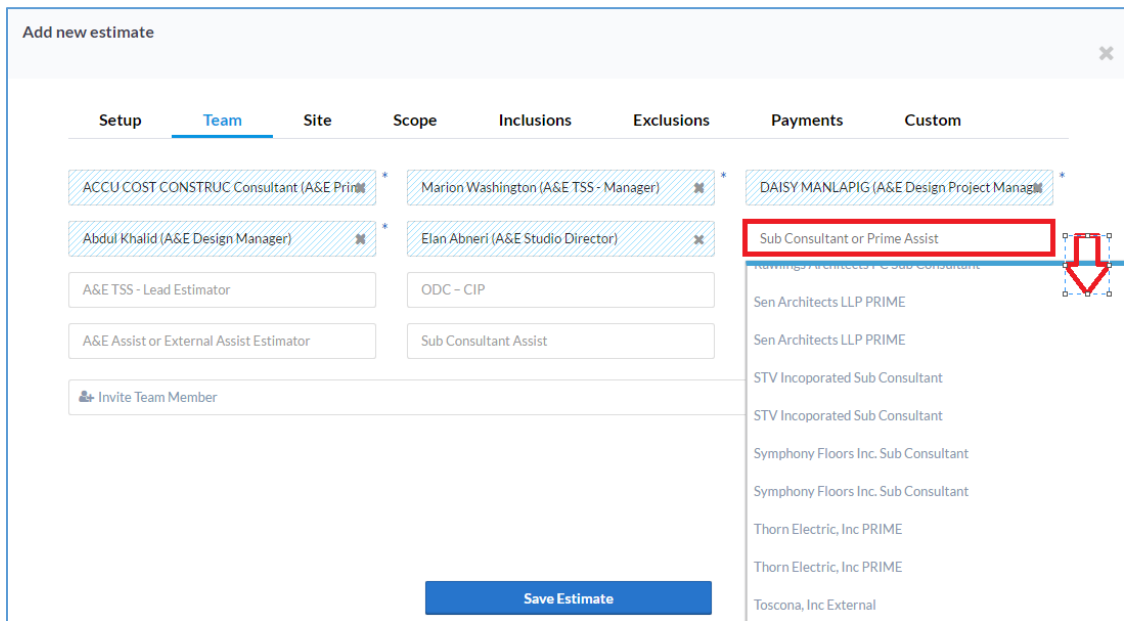
Cost Estimating System: How to invite Sub-consultant (Cost) Estimators to an Estimate [for Prime Consultant]

1.3 In the **Edit estimate** popup, click on the **Team** tab.



The screenshot shows the 'Edit estimate' popup with the 'Team' tab selected. A red arrow points to the 'Team' tab. The interface displays a grid of team member roles and names, with a 'Save Estimate' button at the bottom. The roles listed include 'Ensign Engineering, P.C. Sub Consultant (Sub Cdt)', 'Abdul Khalid (A&E Design Manager)', 'Sub Consultant', 'CPMD - CIP', 'Marion Washington (A&E TSS - Manager)', 'Elan Abneri (A&E Studio Director)', 'A&E TSS - Lead Estimator', 'A&E Assist or External Assist Estimator', 'DAISY MANLAPIG (A&E Design Project Manag)', 'ACCU COST CONSTRUC Consultant (A&E Prim', 'ODC - CIP', and 'Sub Consultant Assist'. There is also an 'Invite Team Member' button and a '* required fields' note.

1.4 Find the field labeled **Sub Consultant or Prime Assist** and double-click to get drop down.



The screenshot shows the 'Add new estimate' popup with the 'Team' tab selected. A red box highlights the 'Sub Consultant or Prime Assist' field, and a red arrow points to the dropdown menu that appears. The dropdown menu lists various roles and companies, including 'Sen Architects LLP PRIME', 'STV Incorporated Sub Consultant', 'Symphony Floors Inc. Sub Consultant', 'Thorn Electric, Inc PRIME', and 'Toscona, Inc External'. The 'Save Estimate' button is visible at the bottom.



Cost Estimating System: How to invite Sub-consultant (Cost) Estimators to an Estimate [for Prime Consultant]

1.5 Select the Sub Consultant that you want added to the Estimate. That person will now show as part of the Team.

The screenshot shows the 'Team' tab in the Cost Estimating System. The interface includes a navigation bar with tabs: Setup, Team, Contacts, Site, Scope, Inclusions, Exclusions, Payments, and Custom. There are 'Save' and 'Cancel' buttons in the top right. The team members are listed in a grid:

ACCU COST CONSTRUC Consultant (A&E Prime Consultant) *	Joseph Michelangelo (A&E TSS - Manager) *	DAISY MANLAPIG (A&E Design Project Manager) *
Abdul Khalid (A&E Design Manager) *	Aileen Del Prado (A&E Studio Director) *	Ensign Engineering Consultant (Sub Consultant or Prime Assist) *
A&E TSS - Lead Estimator	ODC - CIP	CPMD - CIP
A&E Assist or External Assist Estimator	Sub Consultant Assist	Sub Consultant or Prime Assist

At the bottom, there is an 'Invite Team Member' button.

1.6 Repeat steps 1.4 thru 1.5 to add any additional Sub Consultant Estimators to the Estimate.

The screenshot shows the 'Team' tab in the Cost Estimating System. The interface includes a navigation bar with tabs: Setup, Team, Contacts, Site, Scope, Inclusions, Exclusions, Payments, and Custom. There are 'Save' and 'Cancel' buttons in the top right. The team members are listed in a grid:

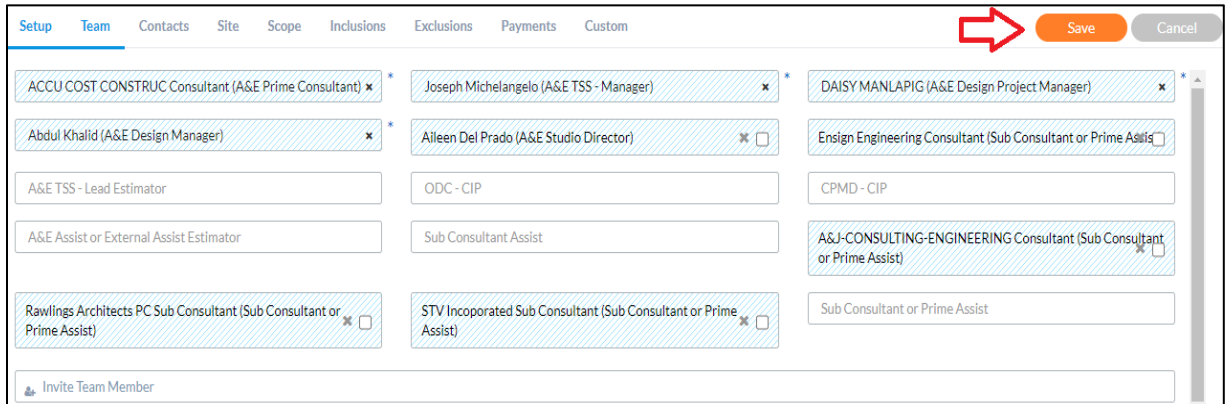
ACCU COST CONSTRUC Consultant (A&E Prime Consultant) *	Joseph Michelangelo (A&E TSS - Manager) *	DAISY MANLAPIG (A&E Design Project Manager) *
Abdul Khalid (A&E Design Manager) *	Aileen Del Prado (A&E Studio Director) *	Ensign Engineering Consultant (Sub Consultant or Prime Assist) *
A&E TSS - Lead Estimator	ODC - CIP	CPMD - CIP
A&E Assist or External Assist Estimator	Sub Consultant Assist	A&J-CONSULTING-ENGINEERING Consultant (Sub Consultant or Prime Assist) *

At the bottom, there is an 'Invite Team Member' button. A red arrow points to a dropdown menu showing a list of sub-consultants:

Rawlings Architects PC Sub Consultant (Sub Consultant or Prime Assist) *	STV Incorporated Sub Consultant	cesnyc.qa+subcon2@gmail.com
	Symphony Floors Inc. Sub Consultant	ces.nysca+subcon4@gmail.com
	Symphony Floors Inc. Sub Consultant	cesnyc.qa+subcon4@gmail.com
	Thorn Electric, Inc PRIME	ces.nysca+prime4@gmail.com

Cost Estimating System: How to invite Sub-consultant (Cost) Estimators to an Estimate [for Prime Consultant]

- 1.7 Once all the Assist Estimators have been added to the Team Tab, click on the **Save** button.



The screenshot shows the 'Team' tab in the Cost Estimating System. The interface includes a top navigation bar with tabs: Setup, Team, Contacts, Site, Scope, Inclusions, Exclusions, Payments, and Custom. The 'Team' tab is selected. Below the navigation bar, there is a list of team members and their roles. A red arrow points to the 'Save' button in the top right corner. The team members listed are:

- ACCU COST CONSTRUC Consultant (A&E Prime Consultant) *
- Abdul Khalid (A&E Design Manager) *
- A&E TSS - Lead Estimator
- A&E Assist or External Assist Estimator
- Rawlings Architects PC Sub Consultant (Sub Consultant or Prime Assist) *
- Joseph Michelangelo (A&E TSS - Manager) *
- Aileen Del Prado (A&E Studio Director) *
- ODC - CIP
- Sub Consultant Assist
- STV Incorporated Sub Consultant (Sub Consultant or Prime Assist) *
- DAISY MANLAPIG (A&E Design Project Manager) *
- Ensign Engineering Consultant (Sub Consultant or Prime Assist) *
- CPMD - CIP
- A&J-CONSULTING-ENGINEERING Consultant (Sub Consultant or Prime Assist) *
- Sub Consultant or Prime Assist

Assigning Sub-consultant (Cost) Estimators to line items in an Estimate

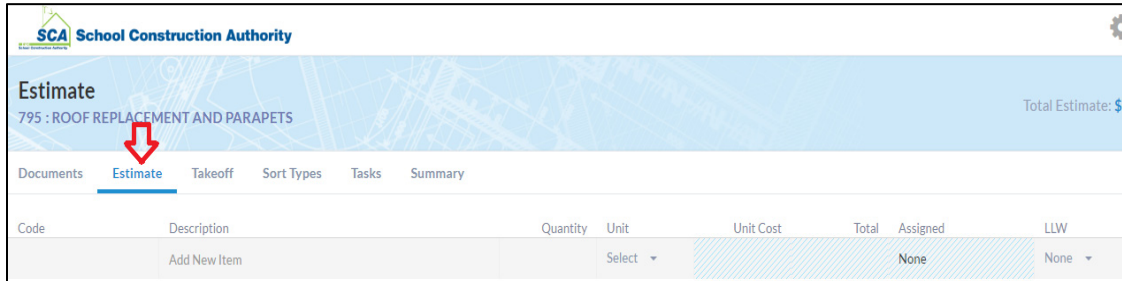
- 2.1 From the Estimate Center, locate the Estimate and click anywhere inside the Estimate Tile.





Cost Estimating System: How to invite Sub-consultant (Cost) Estimators to an Estimate [for Prime Consultant]

2.2 Click on the **Estimate** tab.



2.3 Click in Add New item to start adding line items to the Estimate.

Code	Description	Quantity	Unit	Material Cost	Material Total	Labor Cost	Labor Total	Equipment Co...	Equipment To...	Unit Cost	Total	As
	Add New Item		Select									No
15400.15410.01010	AE - 10" Steam/chilled water piping		LF	74.00		78.27				152.27		AC
15400.15410.00210	AE - 8" Steam/chilled water piping		LF	76.66		52.18				128.84		AC
15400.15410.00160	AE - Chilled water piping		LF	22.20		15.65				37.85		AC

2.4 In the Assigned column, click on the drop-down to see list of Assist Estimators.

Code	Description	Quantity	Unit	Labor Total	Equipment Co...	Equipment To...	Unit Cost	Total	Assigned	LLW
	Add New Item		Select						None	None
15400.15410.01010	AE - 10" Steam/chilled water piping		LF				152.27		ACCU COST CONS...	None
15400.15410.00210	AE - 8" Steam/chilled water piping		LF				128.84			
15400.15410.00160	AE - Chilled water piping		LF				37.85			

- None
- ACCU COST CONSTRUC Consultant
- Ensign Engineering Consultant
- A&J CONSULTING ENGINEERING Consultant
- Rawlings Architects PC Sub Consultant
- STV Incorporated Sub Consultant



Cost Estimating System: How to invite Sub-consultant (Cost) Estimators to an Estimate [for Prime Consultant]

2.5 Select a Sub Consultant (Cost) Estimator for each line item.

Code	Description	Quantity	Unit	Labor Total	Equipment Co...	Equipment To...	Unit Cost	Total	Assigned	LLW
	Add New Item		Select						None	None
15400.15410.01010	AE - 10" Steam/chilled water piping		LF				152.27		Ensign Engineering...	None
15400.15410.00210	AE - 8" Steam/chilled water piping		LF				128.84		A&J CONSULTING...	None
15400.15410.00160	AE - Chilled water piping		LF				37.85		Rawlings Architect...	None

2.6 Once finished, click on the Process Button and select Submit Items to Sub Consultant button.

Process Workflow | Status: Draft

Summary

Sub-Total (Direct Cost) \$0

Sub-Total (Indirect Cost) \$0

Total Estimate \$0

Notes

Enter Notes

✔ Submit Items to Subconsultant
Cancel