



**Cost Estimating System (CES)
Quick Reference Guide
User Role - Estimators**

Date: 10/06/17

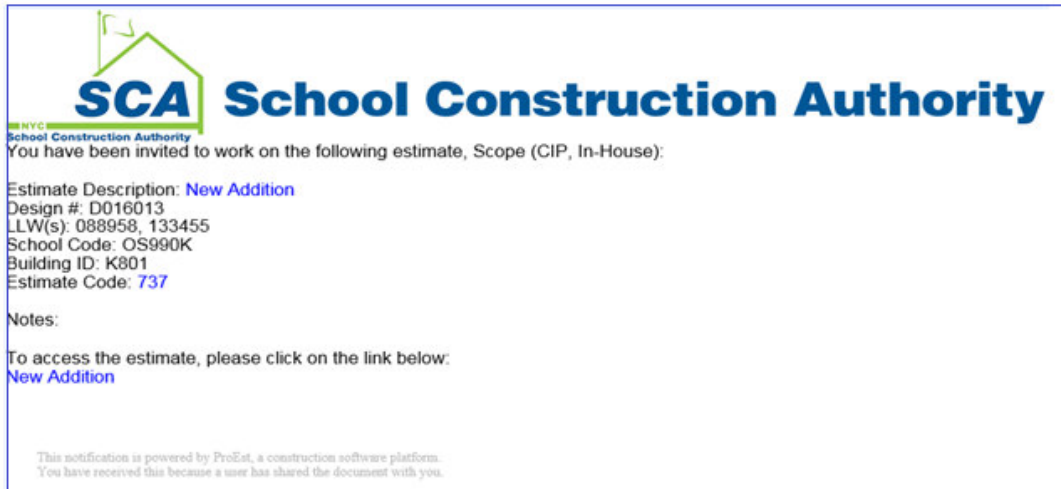


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1. EMAIL NOTIFICATION FROM TSS MANAGER ASSIGNING PROJECT TO ESTIMATOR



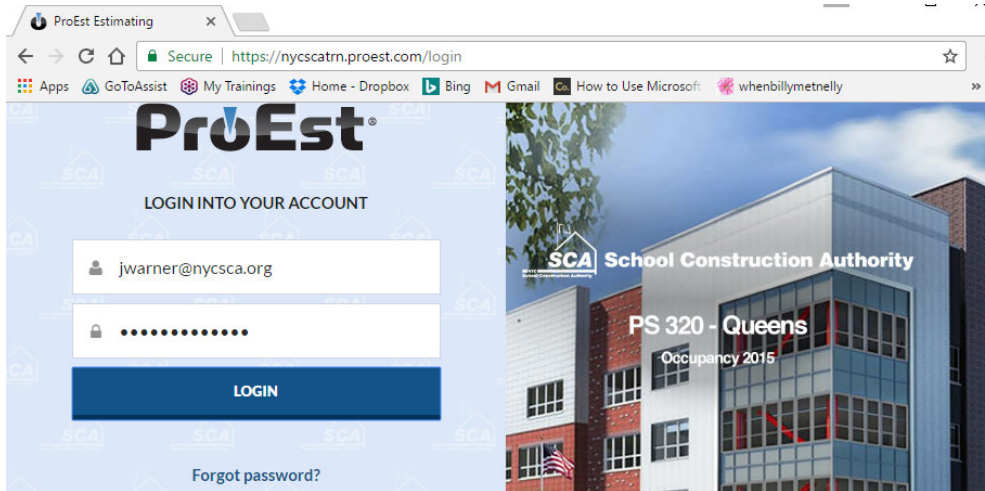
2. OPEN APPLICATION

- Log on to CES using Chrome Brower (Recommended)
- Click on the link on CES link to open the login window OR launch CES using this link <https://nycsca.proest.com>



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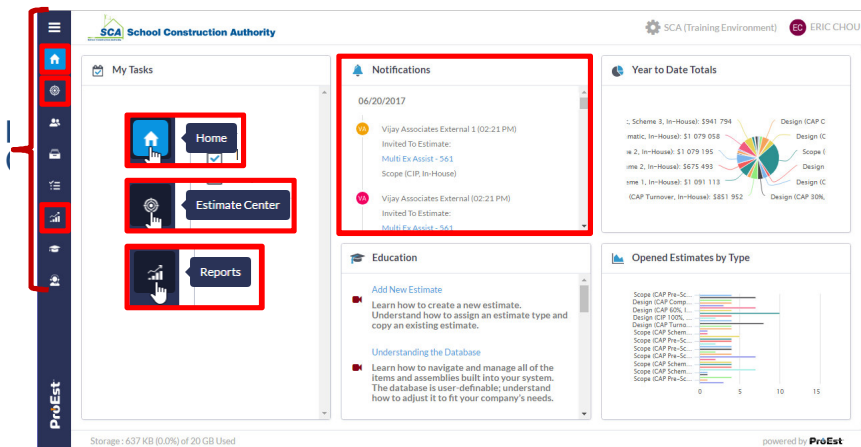
3. LOGIN WINDOW



- USERNAME → SCA Login ID
- PASSWORD → Use your password provided by SCA Help Desk

Note: This password cannot be changed. If you forgot password reach out to Help Desk & they will send you another one.

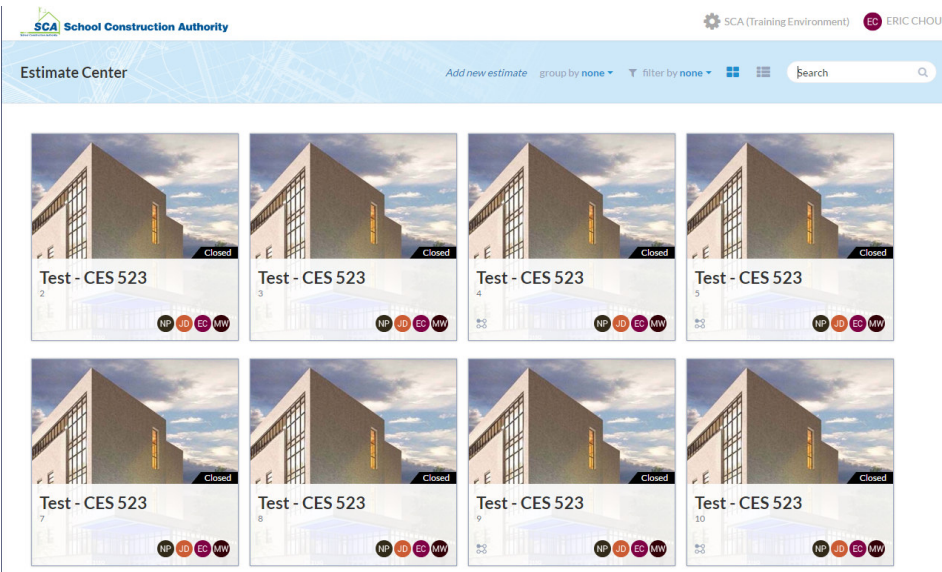
4. DASHBOARD



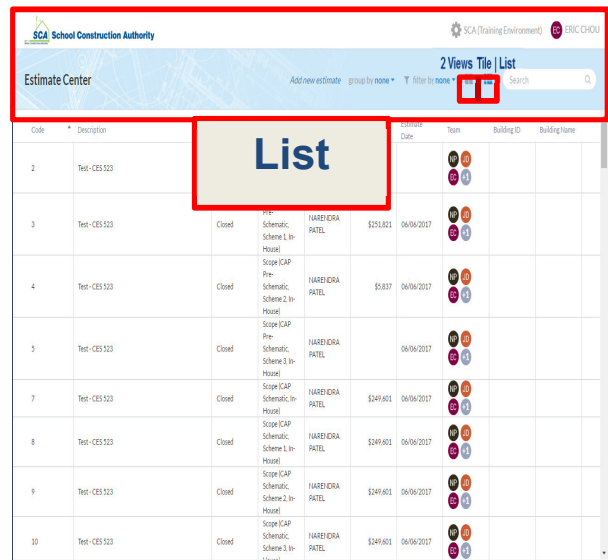
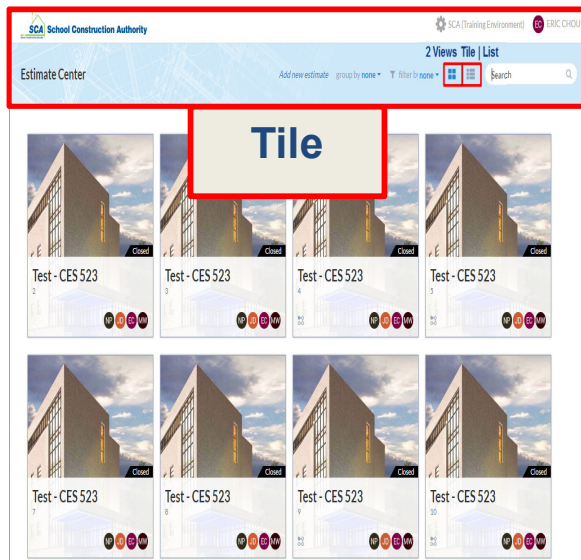
- Home → Dashboard
- Estimate Center → All the estimates will be displayed based on assignments
- Reports → Results of Estimate
- Notification → Displaying the recently added Estimate at the top

5. ESTIMATE CENTER

- Use the Search field to locate your Estimate
- Search by Design Number, LLW, Project Name, Description, School

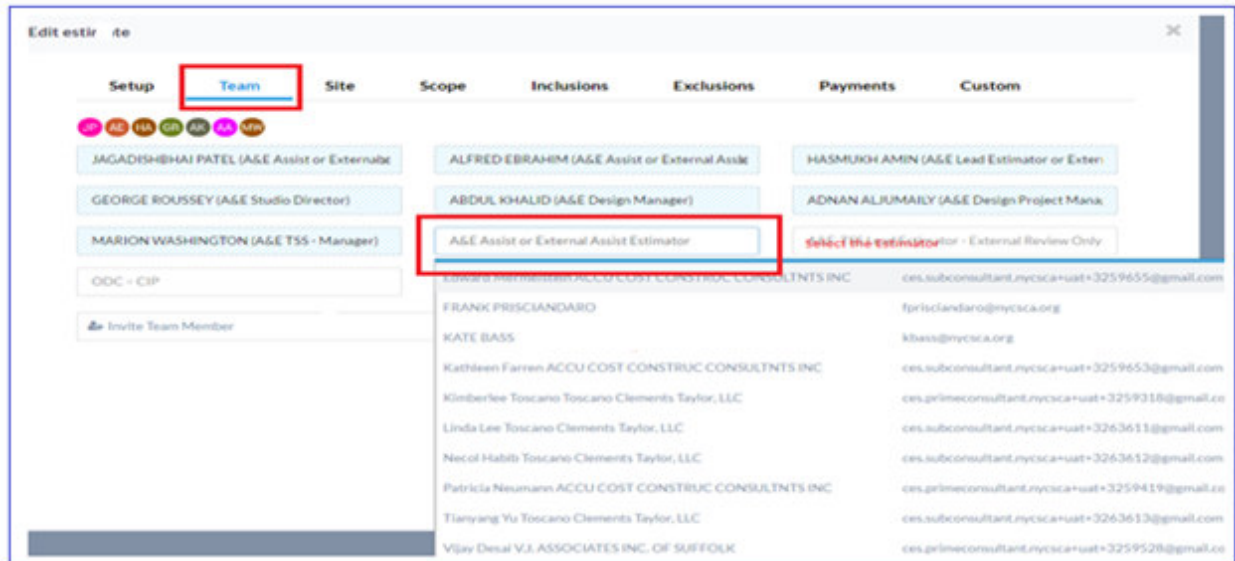


- Two views: Tile/List

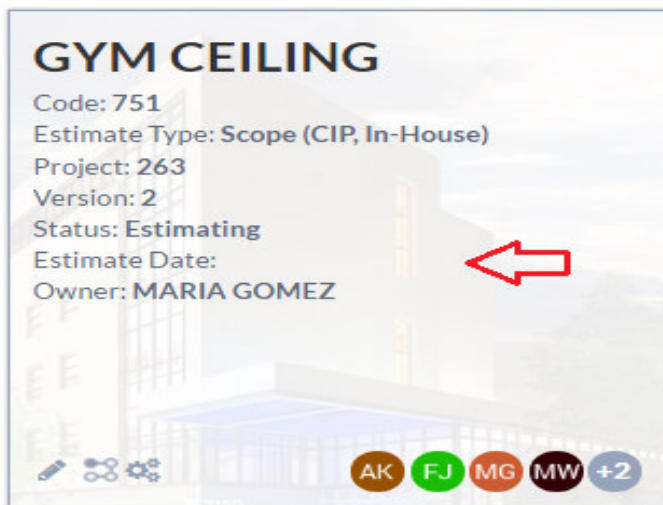


6. INVITE & ASSIGN ESTIMATE TO ASSIST ESTIMATOR

- Click on the PENCIL Icon (To invite another Estimator)
- Click on Team Tab → Select an Estimator in “A&E Assist or External Assist Estimator” field & then click “SAVE ESTIMATE” Button



- Click anywhere on the selected Estimate Tile → Opens Estimate page





Cost Estimating System (CES) Quick Reference Guide – User Role - Estimators

- **Assign the Estimate to selected Assist Estimator** → Add a line item according to your requirement (from Database or Manually) and press Enter → select the Estimator from the Assigned Column (Drop Down) and then click on the PROCESS BUTTON and click on **“SUBMIT ITEMS TO ASSIST ESTIMATOR”**

The screenshot shows the CES interface with a table of line items. A red box highlights the 'Assigned' column, which contains a dropdown menu with the name 'ALFRED EDRA'. A red box also highlights the 'PROCESS Button' in the top right corner. A red box highlights the 'Submit Items to Assist Estimator' button in the 'Process Workflow' dialog box. A red box highlights the 'Total Estimate' field in the 'Summary' section of the dialog box.

1. Add line item, save it and then assign assist from the Assigned Column drop down

2. Assigned

3. PROCESS Button

4. Submit Items to Assist Estimator

| Quantity | Unit | Labour Total | Equipment Co... | Equipment To... | Unit Cost | Total | Assigned | USER |
|----------|--------|--------------|-----------------|-----------------|-----------|--------|---------------|------|
| 10.00 | 100.00 | | | | 100.00 | 100.00 | HASHBERRY AIA | None |
| 10.00 | 100.00 | | | | 100.00 | 100.00 | HASHBERRY AIA | None |
| 10.00 | 100.00 | | | | 100.00 | 100.00 | HASHBERRY AIA | None |
| 10.00 | 100.00 | | | | 100.00 | 100.00 | HASHBERRY AIA | None |
| 10.00 | 100.00 | | | | 100.00 | 100.00 | HASHBERRY AIA | None |
| 10.00 | 100.00 | | | | 100.00 | 100.00 | HASHBERRY AIA | None |
| 10.00 | 100.00 | | | | 100.00 | 100.00 | ALFRED EDRA | None |

Summary

| | |
|---------------------------|-------------------|
| Sub-Total (Direct Cost) | \$4,205.16 |
| Sub-Total (Indirect Cost) | \$5,764.98 |
| Total Estimate | \$5,764.98 |

Notes

Enter Notes

4. Submit Items to Assist Estimator

Note: After assigning the Estimate to Assist, a Lead Estimator can work on his portion of Estimate

- **Lead Estimator Flags & Comments** → When Assist Estimator finishes and submit back to Lead, he can **FLAGS & COMMENTS** on each line item and **“Resubmit to Assist Estimator”**.

Step 1. Click Flag icon to flag the line item (Flagging highlights the line item)

Step 2. Click Comment icon (Open another page)

Step 3. Insert Comment

Step 4. Click X on upper right corner to close the page

Step 5. Click on Process Button to

✕ Resubmit to Assist Estimator



Cost Estimating System (CES) Quick Reference Guide – User Role - Estimators

Estimate
751 : GYM CEILING (Version: 2) Total Estimate: \$4,941,274 Status: Estimating Type: Scope (CIP, In-House) 5

Documents **Estimate** Takeoff Sort Types Tasks Summary group by none Search

| Code | Description | Quantity | Unit | Unit Cost | Total | Assigned | LLW |
|-------------------|---|----------|--------|------------|------------|-----------------------|---|
| 01000.01352.00000 | Additional Recommendations | 1.00 | Select | 411,050.00 | 411,050.00 | HASMUKH AMIN | Additional... |
| 16000.16130.00010 | AE - 1/2" EMT conduit | 10.00 | LF | 5.77 | 57.72 | HASMUKH AMIN | 123456 L... |
| 16000.16130.00060 | AE - 3/4" EMT conduit | 20.00 | LF | 7.84 | 156.83 | HASMUKH AMIN | 123456 L... |
| 14000.16130.00040 | AE - 3/4" EMT conduit | 101.00 | LF | 7.86 | 793.91 | HASMUKH AMIN | 123456 L... |
| 16000.16130.00110 | AE - 1" EMT conduit | 2.00 | LF | 9.14 | 18.27 | HASMUKH AMIN | 123456 L... |
| 16000.16130.00160 | AE - 1-1/4" EMT conduit | 20.00 | LF | 11.11 | 222.27 | HASMUKH AMIN | 123456 L... |
| 16000.16130.00210 | AE - 1-1/2" EMT conduit | 30.00 | LF | 15.43 | 462.80 | HASMUKH AMIN | 123456 L... |
| 16000.16130.00260 | AE - 2" EMT conduit | 10.00 | LF | 18.27 | 182.74 | HASMUKH AMIN | 123456 L... |
| 10000.10151.00010 | AE - Plastic-laminate-clad toilet compartments, floor and ceiling | 10.00 | EA | 1,194.49 | 11,944.88 | HASMUKH AMIN | 456789 L... |
| 10000.10151.00060 | AE - Plastic-laminate-clad toilet compartments, floor and ceiling | 23.00 | EA | 1,579.49 | 36,328.22 | HASMUKH AMIN | 456789 L... |
| 10000.10151.00110 | Ab - 18" x 42" Urinal privacy screens (CUM) E.C. Quote for mate | 200.00 | EA | 901.99 | 180,397.52 | HASMUKH AMIN | 456789 L... |
| 05000.05120.00010 | AE - Stand structural shapes average | 202.00 | LB | 175.29 | 35,408.58 | FRANK J. PRISCIANDARO | 123456 L... 1 2 |
| 05000.05120.00060 | AE - Channel beams 6" deep 8.2lb/lf | 6.00 | LB | 240.16 | 1,440.96 | FRANK J. PRISCIANDARO | 123456 L... 1 2 |
| 05000.05120.00110 | AE - I beams 6" deep 12.5lb/lf | 5.00 | LB | 43.86 | 219.30 | FRANK J. PRISCIANDARO | 123456 L... 1 2 |

Comments X

Code:

Description:

Note:

3. Insert Comments

4. Click X to close the page



7. BUILDING AN ESTIMATE ON ESTIMATE PAGE

a. Using database to add items

Step 1. Click on the Database Icon → Opens Database page

Step 2. Choose the DIV → Open DIV Folder

Step 3. Sub DIV Folder → Line Items will be displayed

Step 4. Add Line Items by clicking on + icon from the right most Column (+ Icons will be displayed when the cursor is on the line item)

Step 5. Click on the DESCRIPTION to go back to Estimate page. All items which you selected from the Database are displayed on the Estimate page. Insert Quantity, etc. all the relevant information pertaining to the Estimate

Note: When the line items is added to the Estimate, it will be highlighted in the database


The screenshot shows the SCA Database interface. On the left, a vertical navigation bar contains icons for Home, Database, and other functions. The Database icon is highlighted with a red box and labeled '1.'. The main area displays a tree view of items under 'Database 5. 751 GYM CEILING'. The tree structure is as follows:

- 01000 GENERAL AND SUPPLEMENTARY REQUIREMENTS
- 02000 SITE WORK
- 03000 CONCRETE (highlighted with a red box and labeled '2.')
 - 03005 CONCRETE WORK
 - 03100 CONCRETE FORMWORK
 - 03200 CONCRETE REINFORCEMENT (highlighted with a red box and labeled '3.')
 - 03000.03200.00010 AE - Reinforcing bars, grade 60, #4
 - 03000.03200.00011 COU - Reinforcing bars, grade 60, #4
 - 03000.03200.00060 AE - Epoxy coating, for reinforcing steel, A775, add
 - 03000.03200.00061 COU - Epoxy coating, for reinforcing steel, A775, add
 - 03000.03200.00110 AE - Reinforcing bars, grade 60, #4
 - 03000.03200.00111 COU - Reinforcing bars, grade 60, #4

Below the tree view is a table with columns: Code, Description, Unit, Unit Cost, and a '+' icon. The first row is highlighted in blue. The '+' icon in the Unit Cost column is highlighted with a red box and labeled '4.'. The table data is as follows:

| Code | Description | Unit | Unit Cost | |
|-------------------|---|------|-----------|---|
| 03000.03200.00010 | AE - Reinforcing bars, grade 60, #4 | LB | 1.34 | + |
| 03000.03200.00011 | COU - Reinforcing bars, grade 60, #4 | LB | | |
| 03000.03200.00060 | AE - Epoxy coating, for reinforcing steel, A775, add | LB | 2.04 | |
| 03000.03200.00061 | COU - Epoxy coating, for reinforcing steel, A775, add | LB | | |
| 03000.03200.00110 | AE - Reinforcing bars, grade 60, #4 | LB | 118.51 | |
| 03000.03200.00111 | COU - Reinforcing bars, grade 60, #4 | LB | | |

b. Adding new line item not part of SCA Database

Step1: You can insert any item if it's not part of Database by "Add New Item" in description column and press Enter or click on the floppy icon  on right most column to save the line item



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SCA School Construction Authority SCA (Training Environment) FRANK J. PRISCIANDARO

Estimate 9 : CES 521 Total Estimate: \$159,390 Status: Estimating Type: Design (CIP, In-House)

Documents **Estimate** Takeoff Sort Types Tasks Summary group by none Search

| Code | Description | Quantity | Unit | Equipment Co. | Equipment To. | Unit Cost | Total | Assigned | LLW |
|---------------|---|----------|--------|---------------|---------------|-----------|-----------|------------------|----------------|
| | Add New Item Insert item which is not part of Database | | Select | | | | | None | None |
| 4.04250.00010 | AE - 'Clintex' ties for coping stone | 10.00 | EA | | | 112.65 | 1,126.50 | FRANK J. PRIS... | 101101 W... |
| 4.04250.00060 | AE - Terra cotta coping stone 6" | 10.00 | LF | | | 31.93 | 319.30 | FRANK J. PRIS... | 101101 W... |
| 4.04250.00110 | AE - Terra cotta blocks | 1.00 | SF | | | 22.67 | 22.67 | FRANK J. PRIS... | 101101 W... |
| 4.04250.00160 | AE - Terra cotta window sills | 10.00 | SF | | | 40.71 | 407.10 | FRANK J. PRIS... | Edit Unit Cost |
| 4.04250.00210 | AE - Terra cotta coping stone 6" thick | 10.00 | SF | | | 195.89 | 1,958.35 | FRANK J. PRIS... | 101101 W... |
| 4.04250.00260 | AE - Terra cotta flat face panels w/anchors | 101.00 | SF | | | 280.36 | 28,316.56 | FRANK J. PRIS... | 101101 W... |
| 4.04270.00010 | AE - Glass block, plain 4" thick, under 1000 S.F., 5" x 6" | 10.00 | SF | | | 58.06 | 580.58 | FRANK J. PRIS... | 090909 R... |
| 4.04270.00060 | AE - Glass block, plain 4" thick, under 1000 S.F., 3" x 8" | 101.00 | SF | | | 37.67 | 3,804.67 | FRANK J. PRIS... | 090909 R... |
| 4.04270.00110 | AE - End block | 1.00 | SF | | | 84.13 | 84.13 | FRANK J. PRIS... | 090909 R... |

Step 2: Then must select the code from the “Code Column” (Choose Division & Sub Division)


Note: Code must be assigned to the newly added line item, for the Process Button to be enabled.

| | | | | | |
|-------------------|---------------------|--------|---------------|------|--|
| 00000.00000.00000 | Add Recommendations | Select | HASMU KH AMIN | None | |
|-------------------|---------------------|--------|---------------|------|--|

- 01000 GENERAL AND SUPPLEMENTARY REQUIREMENTS
 - 01352 SUSTAINABILITY REQUIREMENTS
 - 01400 QUALITY CONTROL
 - 01426 SAMPLE CLASSROOM
 - 01500 TEMPORARY FACILITIES AND CONTROLS
 - 01524 CONSTRUCTION WASTE MANAGEMENT
 - 01535 SAFETY PROGRAM
 - 01550 INDOOR AIR QUALITY (IAQ) REQUIREMENTS
 - 01560 INSTALLATION SEQUENCE OF FINISH MATERIALS
 - 01630 PRODUCT SUBSTITUTIONS
 - 01650 FACILITY START-UP, DEMONSTRATION AND TRAINING
 - 01660 SUPPLEMENTAL COMMISSIONING REQUIREMENTS

c. Adding line items using “keyword” to the estimate

Step1: Insert keyword to the Description Column and select

Step 2: Save it either by using Enter key or using the Floppy icon  by hovering on the line item, it will be displayed on the right column



Cost Estimating System (CES) Quick Reference Guide – User Role - Estimators

| Documents <u>Estimate</u> Takeoff Sort Types Tasks Summary group by none ▾ | | | | | | | | | |
|---|----------------|-------------------|--|------|-----------|-------|----------|-----------|----|
| Code | 1. Description | | Quantity | Unit | Unit Cost | Total | Assigned | LLW | 2. |
| 04000.04250.00010 | Type | Code | Description | | | | Unit | Unit cost | |
| 04000.04250.00060 | | 15400.15410.01010 | AE - 10" Steam/chilled <u>water</u> piping | | | | LF | 152.27 | |
| 04000.04250.00110 | | 07000.07147.00010 | AE - 1/8" Cementitious <u>water</u> proofing | | | | SF | 2.71 | |
| 04000.04250.00160 | | 15400.15410.00210 | AE - 8" Steam/chilled <u>water</u> piping | | | | LF | 128.84 | |
| 04000.04250.00210 | | 15400.15440.00360 | AE - Adult <u>water</u> closet, ADA compliant | | | | EA | 1,121.83 | |
| 04000.04250.00260 | | 07000.07110.00010 | AE - Bituthene membrane <u>water</u> proofing for interior mudset tile | | | | LS | | |
| | | 07000.07115.00060 | AE - Bituthene membrane <u>water</u> proofing on foundation wall | | | | SF | 3.50 | |
| | | 07000.07147.00060 | AE - Cement/acrylic <u>water</u> tight coating | | | | SF | 5.99 | |
| | | 07000.07150.00010 | AE - Chemical resin grout, preparation and injection of <u>water</u> proofing for crack walls | | | | LF | 265.00 | |
| | | 07000.07150.00060 | AE - Chemical resin grout, preparation and injection of <u>water</u> proofing for foundation walls | | | | SF | 128.75 | |
| | | 07000.07150.00110 | AE - Chemical resin grout, preparation and injection of <u>water</u> proofing for slab walls | | | | SF | | |
| | | 15400.15410.00160 | AE - Chilled <u>water</u> piping | | | | LF | 37.85 | |
| | | 04000.04510.00160 | AE - Cleaning masonry, high pressure wash, <u>water</u> | | | | SF | 2.93 | |
| | | 04000.04510.00210 | AE - Cleaning masonry, high pressure wash, <u>water</u> and chemical | | | | SF | 4.02 | |

Note: If Unit Cost is needed to be change for the line item then click Pencil to edit → opens another Screen → Edit (Unit Cost) → Close by clicking on X on upper right hand corner

| Documents <u>Estimate</u> Takeoff Sort Types Tasks Summary group by none ▾ | | | | | | | | | |
|---|---|----------|------|-----------|------------|---------------------|--------|-----------------------|--|
| Code | Description | Quantity | Unit | Unit Cost | Total | Assigned | LLW | | |
| 00010 | AE - 1/8" Cementitious water proofing | | SF ▾ | 2.71 | | None | None ▾ | | |
| 04000.04250.00010 | AE - 'Cintex' ties for coping stone | 100.00 | EA ▾ | 112.65 | 11,265.00 | FRANK J. PRISCIA... | None ▾ | Edit Unit Cost | |
| 04000.04250.00060 | AE - Terra cotta coping stone 6" | 20.00 | LF ▾ | 31.93 | 638.60 | FRANK J. PRISCIA... | None ▾ | | |
| 04000.04250.00110 | AE - Terra cotta blocks | 20.00 | SF ▾ | 24.56 | 491.16 | FRANK J. PRISCIA... | None ▾ | | |
| 04000.04250.00160 | AE - Terra cotta window sills | 20.00 | SF ▾ | 40.63 | 812.55 | FRANK J. PRISCIA... | None ▾ | | |
| 04000.04250.00210 | AE - Terra cotta coping stone 6" thick | 20.00 | SF ▾ | 195.88 | 3,917.69 | FRANK J. PRISCIA... | None ▾ | | |
| 04000.04250.00260 | AE - Terra cotta flat face panels w/anchors | 2,000.00 | SF ▾ | 280.35 | 560,701.17 | FRANK J. PRISCIA... | None ▾ | | |



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Documents **Estimate** Takeoff Sort Types Tasks Summary group by none Search

Edit Item 2.

Code: 04000.04250.00110

Description: AE - Terra cotta blocks

Quantity: 20.00 Unit: SF Formula:

Cost

| Description | Cost | Total | Unit Cost | Accounting | Factor | Waste % | Rounding | Mat Quantity | Part Number |
|---------------|-------------|--------|-----------|------------|--------|---------|----------|--------------|-------------|
| Material | Edit | 369.60 | 18.48 SF | None | / SF | | none | 20.00 SF | |
| Labor | 419.18 | 121.56 | 6.08 SF | None | | | | | |
| SubContractor | | | | None | | | | | |
| Equipment | | | | None | | | | | |
| Other | | | | None | | | | | |

d. Submit the Estimate to SCA

To send the completed Estimate to TSS Mgr. → Click on the “Process Button”  and then click

“Submit to A&E TSS Mgr.”






8. TABS ON ESTIMATE PAGE

a. DOCUMENTS TAB → User (DPM) uploads all the relevant documents in this Tab

Estimate
263 : GYM CEILING group by none Search Total Estimate: \$1,535,567 Status: Estimating

Documents Estimate Takeoff Sort Types Tasks Summary

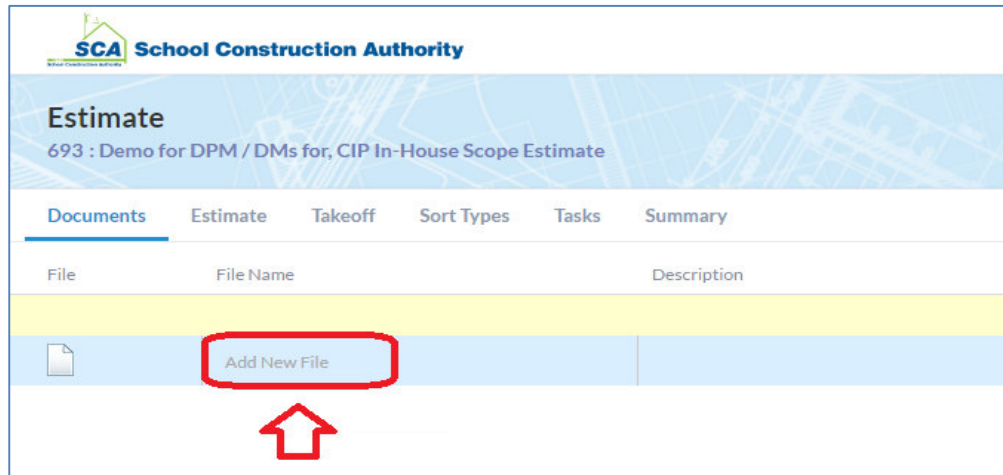
| File | File Name | Description | Type | File Size | Upload Date | Owner |
|---|--------------------|-------------|---------|-----------|--------------------|----------------|
|  | Add New File | | Drawing | | | |
|  | Sample_Drawing.pdf | Drawing | Other | 5.1 MB | 12:02pm 09.13.2017 | DAISY MANLAPIG |
|  | Specification.pdf | report | Other | 1.9 MB | 12:02pm 09.13.2017 | DAISY MANLAPIG |

Below are the steps to upload the Document:

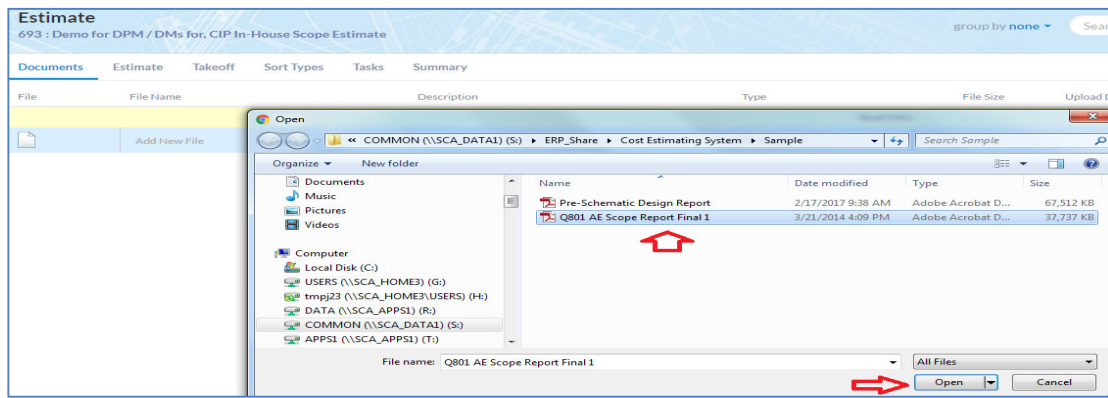
Step 1. Click on “Add New File” to attach documents



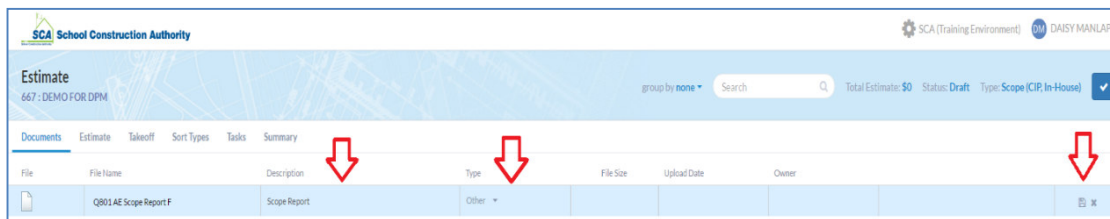
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Step 2. A popup appears, find folder and highlight the file that needs to be attached. Click **Open**.



Step 3. Enter Description, Type from the Drop down and click on the Save  icon.



b. SORT TYPES TAB → There are **multiple LLW's** and the association of line items to those LLW # in that Estimate

Step 1: Estimate Page click on **“Sort Types”** and add Description & Code

Estimate
263 : GYM CEILING

Documents Estimate Takeoff **Sort Types** Tasks Summary

| Assign | Description | Code | Quantity | Unit |
|--------------------------|---------------------------|-----------------------------------|----------------|----------|
| <input type="checkbox"/> | LLW | ADD Description & Code | | |
| <input type="checkbox"/> | LLW # | 123456 | Enter Quantity | Select ▾ |
| <input type="checkbox"/> | LLW # | 456789 | Enter Quantity | Select ▾ |
| <input type="checkbox"/> | Additional Recommendation | Enter Code | Enter Quantity | Select ▾ |
| <input type="checkbox"/> | New Sort Type Value | Enter Code | Enter Quantity | Select ▾ |

+ Add New Value

Step 2: On Estimate page, in LLW column dropdown will be displaying the LLW#(s), Additional Recommendation and then User has to assign them to specific line item

Documents Estimate Takeoff Sort Types Tasks Summary group by none ▾

| Code | Description | Quantity | Unit | Unit Cost | Total | Assigned | LLW |
|---------------------|----------------------------|----------|----------|------------|------------|----------------|--------|
| | Add New Item | | Select ▾ | | | None | None ▾ |
| 01000.01352.00000 ▾ | SCA Recommendations | 1.00 | Select ▾ | 236,224.00 | 236,224.00 | HASMUJH AMIN ▾ | None ▾ |
| 01000.01352.00000 ▾ | Additional Recommendations | 1.00 | Select ▾ | 411,050.00 | 411,050.00 | HASMUJH AMIN ▾ | None ▾ |

- None
- 123456 LLW #
- 456789 LLW #
- Additional Recommendation



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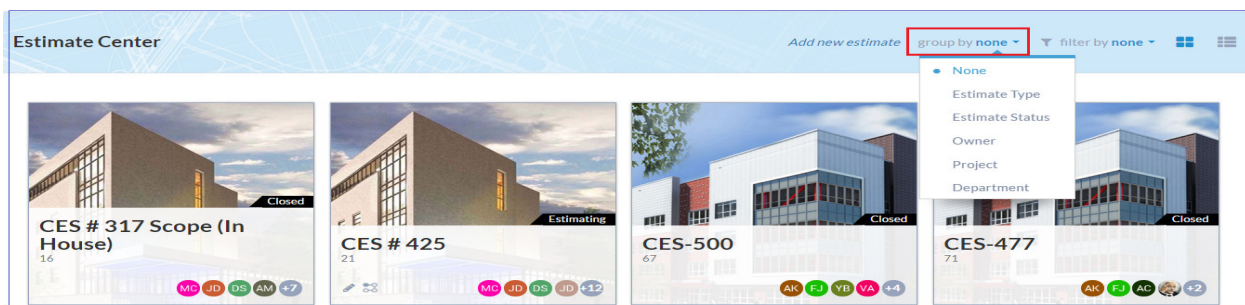
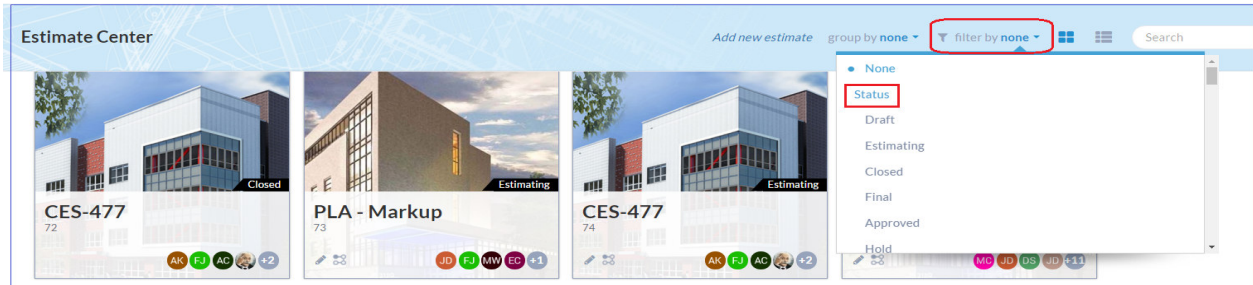
C. SUMMARY TAB → Markups applied to the Estimate → User has to insert PLA percentage, Custodial Services, Site Security & ACM Allowance (CIP – Design) manually

| Documents Estimate Takeoff Sort Types Tasks Summary | | | | | | | | |
|--|----------------|------------------------|-------------|----------------|--------|----------|---------------------|-------------------------------------|
| Description | Percentage | Amount | Markup Type | Cost Types | Levels | Filter | Total | Compound |
| LABOR | | | | | | | 388,424.00 | |
| Labor | | | | | | | | |
| SubContractor | | | | | | | | |
| Equipment | | | | | | | | |
| Other | | | | | | | | |
| Sub-Total (Direct Cost) | | | | | | | \$647,274.00 | |
| General Conditions | 10.00 | | Markup = | All selected = | | Select = | 64,727.40 | <input type="checkbox"/> |
| Overhead & Profit | 21.00 | | Markup = | All selected = | | Select = | 149,520.29 | <input checked="" type="checkbox"/> |
| Contingency | 10.00 | | Markup = | All selected = | | Select = | 84,152.17 | <input checked="" type="checkbox"/> |
| Escalation | 3.00 | | Markup = | All selected = | | Select = | 28,430.22 | <input checked="" type="checkbox"/> |
| + Add New Markup | | | | | | | | |
| Sub-Total (Indirect Cost) | | | | | | | \$976,104.08 | |
| ACM Allowance | 10.00 | | Markup = | All selected = | | Select = | 97,610.41 | <input checked="" type="checkbox"/> |
| PLA on Labor (5%-\$1M or 30%-\$1M) (Lab/O&P/PLAN) | Enter % | | Markup = | All selected = | | Select = | | <input checked="" type="checkbox"/> |
| Custodial Services | | Enter \$ Amount | Lump Sum = | All selected = | | | | <input checked="" type="checkbox"/> |
| Site Security | | Enter \$ Amount | Lump Sum = | All selected = | | | | <input checked="" type="checkbox"/> |
| + Add New Markup | | | | | | | | |



9. HELPFUL FEATURES PROVIDED IN CES

- a. **Filter By and Group By on Estimate Center** → User can filter and group an Estimate based on their preferences e.g. Estimate type, Estimate Status.



- b. **Group By on Estimate Page** → Estimate can be sorted based User preference on Estimate Page

- Division
- Sub-Division
- Assemblies
- Drawings
- LLW
- Capacity
- Assigned

Note: “Group By: Assigned” is not available for the Assist Estimator.



Cost Estimating System (CES) Quick Reference Guide – User Role - Estimators

Estimate
263 - GYM CEILING

Total Estimate: \$1,364,642 Status: Estimating Type: Scope (CIP, In-Ho)

Documents Estimate Takeoff Sort Types Tasks Summary

| Code | Description | Quantity | Unit | Unit Cost | Total | Assigned | LLW | |
|---------------------|---|----------|--------|------------|------------|---------------|-------------|------|
| Add New Item | | | | | | | Select | None |
| 01000 | GENERAL AND SUPPLEMENTARY REQUIREMENTS | | | | 647,274.00 | HASMU KH AMIN | None | |
| 01000.01352.0000... | SCA Recommendations | 1.00 | Select | 236,224.00 | 236,224.00 | HASMU KH AMIN | Additio | |
| 01000.01352.0000... | Additional Recommendations | 1.00 | Select | 411,050.00 | 411,050.00 | HASMU KH AMIN | Additio | |
| 05000 | METALS | | | | 24,816.72 | HASMU KH AMIN | 123456 | |
| 05000.05120.00010 | AE - Stand structural shapes average | 202.00 | LB | 43.29 | 8,744.58 | HASMU KH AMIN | 123456 L... | |
| 05000.05120.00040 | AE - Channel beams 6" deep 8.2lb/lf | 3.00 | LB | 42.16 | 126.48 | HASMU KH AMIN | 123456 L... | |
| 05000.05120.00110 | AE - I beams 6" deep 12.5lb/lf | 1.00 | LB | 43.86 | 43.86 | HASMU KH AMIN | 123456 L... | |
| 05000.05120.00140 | AE - Wide flange, 8" deep 31 lb/lf | 330.00 | LB | 43.86 | 14,473.80 | HASMU KH AMIN | 123456 L... | |
| 05000.05120.00210 | AE - Hot rolled carbon steel plate 12 gauge, 48" x10' | 30.00 | LB | 47.60 | 1,428.00 | HASMU KH AMIN | 123456 L... | |
| 10000 | SPECIALTIES | | | | 148,670.62 | HASMU KH AMIN | 456789 L... | |
| 10000.10151.00010 | AE - Plastic-laminate-clad toilet compartments, floor and ceiling | 10.00 | EA | 1,194.49 | 11,944.88 | HASMU KH AMIN | 456789 L... | |
| 10000.10151.00040 | AE - Plastic-laminate-clad toilet compartments, floor and ceiling | 23.00 | EA | 1,579.49 | 36,328.22 | HASMU KH AMIN | 456789 L... | |
| 10000.10151.00110 | AE - 18" x 42" Urinal privacy screens (COMTEC Quote for mate | 200.00 | EA | 501.99 | 100,397.52 | HASMU KH AMIN | 456789 L... | |
| 16000 | ELECTRICAL | | | | 1,894.54 | HASMU KH AMIN | 123456 L... | |

c. Template → Estimator can create a Template for their own utilization in the similar type of estimate.

Step 1. Click on “Add New Estimate”

Step 2. Enter in field “Description”

Step 3. Select from field “Estimate Type” drop down either Scope / Design Template

Step 4. Click “Save Estimate”

Step 5. Add line items based on your requirements for this estimate on Estimate Page

Note: Template type's estimates does not have any workflow attached to it.



Cost Estimating System (CES) Quick Reference Guide – User Role - Estimators

Estimate Center 1. Add new estimate group by none filter by estimating

Add new estimate

Setup | Team | Site | Scope | Inclusions | Exclusions | Payments | Custom

Code: *

Estimate Type: * Plans Date:

2. Description:

Project:

3. Scope Template Choose any template type
 Design Template

4. * required fields

d. Merge Estimate → This feature can be used for merging the line items from the old Estimate to the exiting one.

Note: In order to use MERGE feature; Estimators must assigned all merged line items or delete the unusable items BEFORE starting their Estimate.

1. Click on the Pencil

Edit estimate

Setup | Team | Site | Scope | Inclusions | Exclusions | Payments | Custom

Code: *

Estimate Type: *

Plans Date:

Description: *

Estimate Status: *

Estimate Date:

Project:

2. Merge Estimate:

Estimate Labor Source:

Update Estimate:

Relationship:

Contact:

3. * required fields



Cost Estimating System (CES) Quick Reference Guide – User Role - Estimators

e. Audit Trail → User has a capability to view his changes in an Estimate via Audit Trail


Step 1. Click on Pencil (Opens another screen: Edit Item)

Step 2. Click on arrow (Drop Down) to view Audit Trail


Step 3. Close the screen by clicking X on right hand corner.

Estimate
751 : GYM CEILING (Version: 2) Total Estimate: \$1,411,345 Status: Estimating Type: Scope (CIP, In-House)

Documents Estimate Takeoff Sort Types Tasks Summary group by none Search

| Code | Description | Quantity | Unit | Unit Cost | Total | Assigned | LLW | |
|-------------------|----------------------------|----------|--------|------------|------------|---------------|---------------|--|
| | Add New Item | | Select | | | None | None | |
| 01000.01352.00000 | SCA Recommendations | 1.00 | Select | 236,224.00 | 236,224.00 | HASMU KH AMIN | Additional... | 1.  |
| 01000.01352.00000 | Additional Recommendations | 1.00 | Select | 411,050.00 | 411,050.00 | HASMU KH AMIN | Additional... | |

Documents Estimate Takeoff Sort Types Tasks Summary group by none Search

Edit Item 3. 

Code: 01000.01352.00000

Description: SCA Recommendations

Quantity: 10.00 Unit: Formula:

Cost

Crew

Sort Types

Audit Trail 2. Click on Drop Down

| Date | User | Field | Old value | New value |
|--------------------|---------------|----------|-----------|-----------|
| 09/14/2017 10:54am | HASMU KH AMIN | Quantity | 1.00 | 10.00 |

Notes



10. REPORTS

User has the ability to View, Print, Convert into Excel, and Email the reports. Report types:

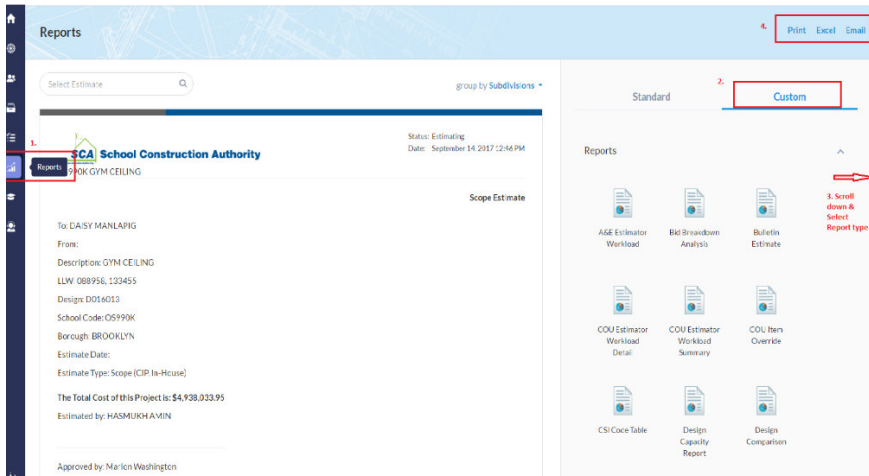
- Scope Estimate Report
- Design Estimate Report
- Design Capacity Report

Step 1. Click on Reports icon

Step 2. Open the Custom Tab

Step 3. Scroll down to select the report type

Step 4. Choose the option → Print, Excel, Email



(Print-sample)

Status: Estimating
 Date: September 08, 2017 11:28 AM
 PS078X WATER PENETRATION (STAGE 2 - PRIME SUBMITS TO DPM)

Design Estimate
CONFIDENTIAL
 not valid after 4 months

To: ERIC CHOU
 From: A & J CONSULTING
 Project Description: WATER PENETRATION (STAGE 2 - PRIME SUBMITS TO DPM)
 LLW: 105006
 Design: D017466
 School Code: PS078X
 Borough: Bronx
 Plans Date:
 Estimate Date:
 Assumed Bid Date:
 Construction Duration:
 Estimate Type: Scope (CIP Draft, Design Consultant)
 Estimate Status: Estimating
 The Total Cost of this Project is: **\$555,772.91**
 Estimated by: A&J CONSULTING ENGINEERING SERVICES, P.C. PRIME

Estimate Summary *CONFIDENTIAL*
 not valid after 4 months

| Code | Description | Unit | Quantity | Rate | Amount | Equipment | Total |
|-------|------------------------------------|------|-----------|------------|-----------|-----------|------------|
| 03000 | CONCRETE | | 82,896.12 | 185.19 | 15,245.22 | 0.00 | 167,887.22 |
| 11000 | EQUIPMENT | | 4,266.60 | 13,940.00 | 0.00 | 0.00 | 18,186.60 |
| 14000 | CONVEYING SYSTEMS | | 0.00 | 124,000.00 | 0.00 | 0.00 | 124,000.00 |
| 19400 | MECHANICAL - PLUMBING & ELECTRICAL | | 954.49 | 858.10 | 0.00 | 0.00 | 1,812.59 |

| Description | Total |
|---------------------------------|---------------------|
| Sub-Total (Base Cost) | \$331,818.51 |
| Sub-Total (Direct Cost) | \$331,818.51 |
| General Conditions | 10.0% |
| Overhead & Profit | 21.0% |
| Contingency | 10.0% |
| Escalation | 4.0% |
| Sub-Total (Estimated Cost) | \$500,248.10 |
| ACSI Allowance | 10.0% |
| FLA on Labor (7%-51M or 5%-11M) | 0.00 |
| Customized Services | 0.00 |
| Site Security | 0.00 |
| Total Estimate | \$555,772.91 |

| UNSUBTOTAL | Quantity | Unit | Rate | Amount | Subtotal | Subtotal | Subtotal | Subtotal |
|--|----------|------|--------|------------------|-----------|-------------------|-------------|---------------------|
| 03000 CONCRETE | | | | | | | | |
| 03000.03000 CONCRETE REINFORCEMENT | | | | | | | | |
| AE - Reinforcing bars, grade 60, #4 | 30.00 | LB | 21.12 | 633.60 | 20.40 | 432.00 | 0.00 | 41.52 |
| AE - Epoxy coating, for reinforcing steel, #775, #85 | 40.00 | LB | 0.00 | 0.00 | 81.60 | 0.00 | 0.00 | 81.60 |
| AE - Reinforcing bars, grade 60, #4 | 40.00 | LB | 3.307 | 132.28 | 7.218 | 288.72 | 0.00 | 1,389.00 |
| AE - Reinforcing bars, grade 60, #4 | 60.00 | TON | 79.368 | 4,760.88 | 62.841 | 5,011.56 | 0.00 | 142,209.60 |
| AE - Epoxy coating, for reinforcing steel, #775, #85 | 70.00 | LB | 0.00 | 0.00 | 1,861.10 | 0.00 | 0.00 | 1,861.10 |
| AL - Epoxy coating, for reinforcing steel, #775, #85 | 80.00 | TON | 0.00 | 0.00 | 37,968.00 | 0.00 | 0.00 | 37,968.00 |
| Totals | | | | 82,896.12 | | 155,191.20 | 0.00 | \$187,887.22 |



11. SUPPORT

User Support Page to Submit incidents to SCA

The screenshot shows the SCA School Construction Authority website's support page. On the left is a dark blue sidebar with various icons, including a person icon at the bottom which is highlighted with a red box. The main content area has a light blue header with the SCA logo and the word 'Support'. Below the header, there is a paragraph of text explaining the support team and a 'Submit Support Ticket' button, which is also highlighted with a red box. The text includes the phone number (718) 472-8871.

SCA School Construction Authority

Support

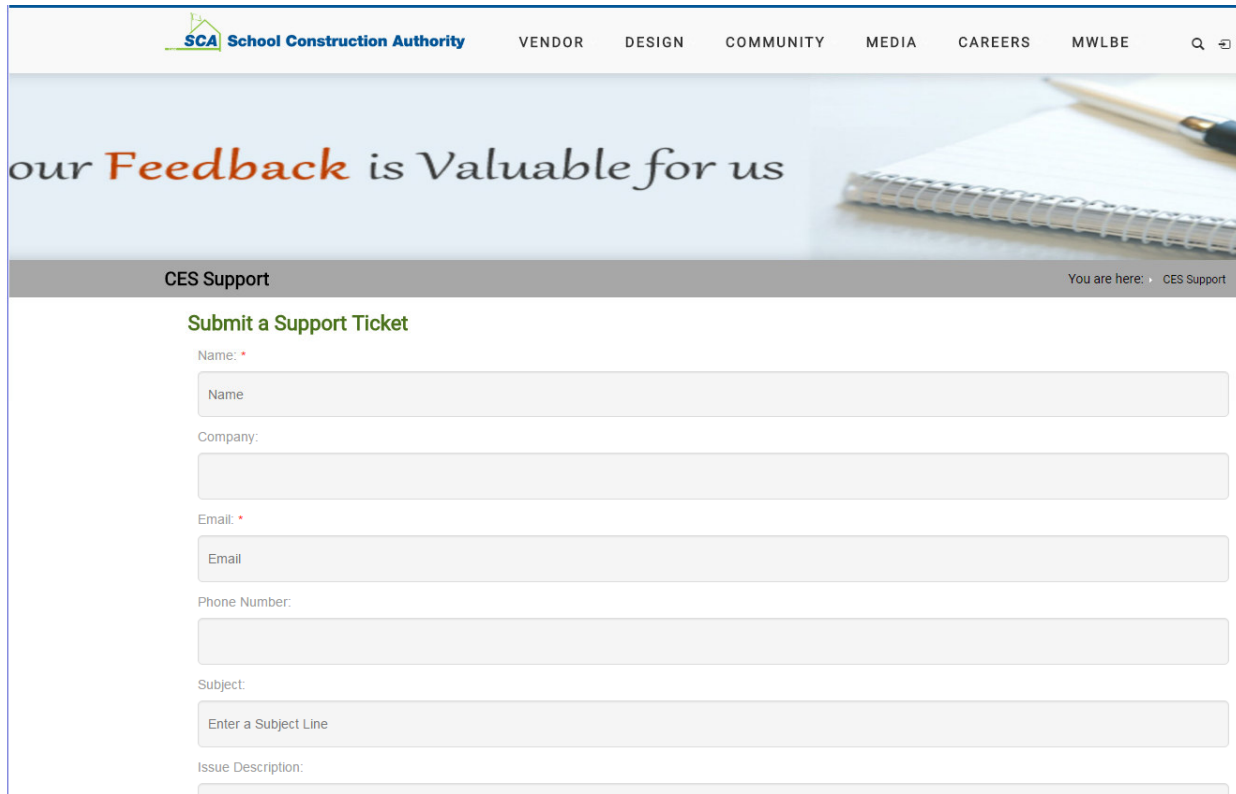
Our software is backed by a team of highly-trained professionals with both construction and software experience. If you have a question or just need assistance with our software simply click on the Submit Support Ticket Button below and this will re-direct you to a page where you can fill out of form (please be as descriptive as possible regarding issue).

If you need immediate assistance, please call the SCA Helpdesk at (718) 472-8871

[Submit Support Ticket](#)



Cost Estimating System (CES) Quick Reference Guide – User Role - Estimators



The screenshot shows the SCA School Construction Authority website. The navigation menu includes VENDOR, DESIGN, COMMUNITY, MEDIA, CAREERS, and MWLBE. A search icon is also present. The main banner features the text "our Feedback is Valuable for us" with a background image of a spiral notebook and a pen. Below the banner is a grey bar with "CES Support" on the left and "You are here: CES Support" on the right. The main content area is titled "Submit a Support Ticket" and contains a form with the following fields:

- Name: * (Required field)
- Company:
- Email: * (Required field)
- Phone Number:
- Subject: (Placeholder: Enter a Subject Line)
- Issue Description:

Link for all Supporting Documents:

<http://www.nycsca.org/Footer/Training-Calendar#Documentation-212>