

## **APPENDIX G - GLOSSARY**

<b><u>AASHTO:</u></b>	American Association of State Highway and Transportation Officials.
<b><u>Activity Code:</u></b>	A table consisting of the type of items and or work to be performed within a category classification. The Engineering divisions will almost always use 631 or 731.
<b><u>Alternate Estimate:</u></b>	When there are alternate designs to be used, alternate estimates are required.
<b><u>Bid Based Prices:</u></b>	Unit prices for work items that are derived from estimated historical bid prices. This process uses either regression or weighted averages that are based on data generated by the Trns-port BAMS/DSS PEMETH model.
<b><u>Bid Letting</u></b>	An event at which a VDOT staff person opens and reads all bids for specific proposals, determines the winning bidders, and award contracts.
<b><u>Bid Letting Package:</u></b>	A group of proposals that will be processed in a single bid letting, (after proposals are defined they can be assigned to a bid letting package).
<b><u>Categories:</u></b>	Projects are subdivided into categories of work; each category represents a collection of related work items. The following need separate categories: Utilities, State Forces, Demolition of Buildings, Betterment, Non-Bid and those with different funding.
<b><u>Category Number:</u></b>	A unique numeric identifier for a project category (0000 is used to set up default funding and 9999 cannot be used).
<b><u>Construction Engr. Pct.:</u></b>	The amount of construction engineering to be assigned on a project expressed as a percentage of the total category/project amount.
<b><u>Contingency Percent:</u></b>	Pre-established value that is always 10 percent of the total cost of the project (the only exception is the category for Field Office, which is 0.0).
<b><u>Contract ID:</u></b>	A unique identifier for a proposal or contract.

**Contract Requirements:** On some projects, Contractors are paid monetary incentives for work that is completed prior to the specified milestones established in the contract. To capture this potential cost, a Standard non-bid item has been added in TRNS\*PORT. The Project Manager will input the maximum allowable incentive amount to the estimate, based on the Special Provision Copied Note. This process ensures the potential cost is included in the budget.

The Contract Requirements amount will be reflected on the Fund Distribution Sheet.

**Control Group:** Each user and each project/contract can be assigned a TRNS·PORT Control Group code. A given user only has access to those project/contracts that have the same control group as the user.

**Controlling PCN:** Indicates which project is considered to be the controlling project in a multi-project contract.

**Cost Plus Time Bidding:** A bidding method that involves time with an associated cost in the low bid determination. This type of bidding consists of the traditional work items and represents the total contract amount. The Time component is a bid of the total number of calendar days the bidder will require to complete a milestone. Both the work items and The Cost Plus milestone components appear in the bid proposal and are used to determine the lowest bidder. The total number of calendar days bid by the low bidder for the contract site (Site 00) becomes the contract time and the work item bid component becomes the contract total for contractor payment.

**DBE:** Disadvantaged Owned Business Enterprise.

**DBE/MBE Goal:** A percentage goal set for DBEs or MBEs for a proposal.

**Delete:** The lowest level of deleting. Usually deletes one data record from one file, so you will only see one Delete Warning window. (See also Power Delete and Strong Delete.)

**Description (Non-Std.):** Additional project-specific descriptive information for a project item which uniquely identifies non-standard items.

**Dialog Box:** A box displayed on the screen that allows you to input information. It can contain text boxes, list boxes, command buttons, radio buttons, and check boxes.

<b><u>Dis Res:</u></b>	The area (District and Residency) where a project or contract is located.
<b><u>Federal Work Code:</u></b>	A coded value indicating the type of Federal work being performed in a category.
<b><u>FHWA Type Code:</u></b>	Specific federal work type code.
<b><u>Filter:</u></b>	A way to quickly locate records in Client/Server Trns.port list windows. You can specify search criteria to find a group of records.
<b><u>Funding Code:</u></b>	A unique identifier for a funding source; there will be a Scheduling and Contract Division contact who will be able to add funds (new) as needed.
<b><u>Funding Participation Percentage:</u></b>	The portion of work a particular fund will pay.
<b><u>Funding Priority Order:</u></b>	A sequence number used to indicate the order in which you should encumber funds when certain funds have limited participation.
<b><u>Icon:</u></b>	A symbol representing an application in the Microsoft Windows operating environment.
<b><u>Letting Call Order:</u></b>	The number assigned (three digits) to a specific proposal for a Bid Letting.
<b><u>List Window:</u></b>	A list window contains a list of records relating to a particular process (for example, Projects). From a list window, you can select a specific record and open a detail window that contains the fields and data associated with the record.
<b><u>Lump sum CEI</u></b>	On some projects, the standard 8%, 12%, or 15% established for Construction Engineering (CE) has not been sufficient to cover the actual engineering cost. On occasions, the Districts will be establishing a lump sum cost to be budgeted for CE. A Standard non-bid item has been added in TRNS*PORT to capture this cost. The item is to be added to the TRNS*PORT estimate when a CE cost has been developed and is independent of the traditional percentage calculation method.
<b><u>Margin Code:</u></b>	A value used to denote/flag major items, specialty items, plan quantity items.
<b><u>MBE:</u></b>	Minority Owned Business Enterprise.

<b><u>Median:</u></b>	Value used to indicate the type of design median used on a project.
	<b><u>Non-Bid Item:</u></b> An item, such as a state-supplied item, that will be included in the project but will not appear on any bid documents.
<b><u>PCN:</u></b>	Project Control Number, a unique number of alphanumeric combinations that identifies a project.
<b><u>Planholder:</u></b>	A vendor to whom you issue a proposal package that is valid to submit as a bid.
<b><u>Power Delete:</u></b>	The second level of deleting. Deletes multiple records from more than one file, so you will see two Delete Warning windows. For example, if you are deleting a bid letting package, Power Delete will delete the letting call, bids, planholders and proposal. (See also Delete and Strong Delete.)
<b><u>Primary Fund Type:</u></b>	Value indicating the major type of funding for a project (i.e.: federal funds, state funds, etc.)
<b><u>Prime Project:</u></b>	A Prime Project is created when more than one project (PCN) is to be advertised together. A Prime Project shall also be created for a single project.
<b><u>Proj. Type:</u></b>	Value indicating the type of estimate/contract being developed (i.e.: Construction SAAP, Construction RAAP, Emergency RAAP/SAAP or Maintenance SAAP/RAAP).
<b><u>Project Item Sequence Number:</u></b>	A unique sequential identifier for an item within a project.
<b><u>Proposals:</u></b>	The entities that are presented to a potential contractor for bidding. A proposal can consist of one or more projects. Proposal information generally includes contract time specifications, DBE/WBE goals, bonding information, a detailed description of the work the contractor will perform, and an identification of any necessary special provisions, supplemental specifications, or both.
<b><u>P, S &amp; E:</u></b>	Plans, specifications and estimates for a project.
<b><u>Radio Button:</u></b>	Part of a dialog box that allows you to select one option from a group of related options. Each choice has a circular button.
<b><u>Road System:</u></b>	A value indicating the road system of which the highway is a part, such as: arterial, interstate, primary, etc.

**Road User Cost Per Day:** A value used in determining the low bidder in a Cost Plus Time bid. A value can only be entered in this field if the value in the Type of Days field is CD. A non-blank value in this field indicates the Site is a Cost Plus Time Site. The value is the cost per day of the inconvenience of the construction.

**Site:** Proposal sites represent work locations for which time charges are accrued. The default situation is for a single site of time charges to accrue on the contract as a whole.

**Strong Delete:** The third level of deleting. Deletes multiple records from more than one file, so you should see three Delete Warning windows. For example, if you are deleting a bid letting package, Strong Delete will delete the letting call, bids, planholders, the proposal and the projects, items and funds (the whole tree of data). (See also Delete and Power Delete.)

**Surface Type:** A value for the highway classification (i.e.: Asphalt, Bituminous, Concrete etc.)

**Trns·port:** AASHTO's information system for managing transportation programs. A computerized system through what a state highway agency can manage construction projects. Modules include Estimator, Trns·port PES, Trns·port LAS, Trns·port CAS, and Trns·port BAMS/DSS.

**WBE:** Woman Owned Business Enterprise.

**WBE Goal:** The dollar amount the prime contractor has actually paid to date to WBE subcontractors and suppliers.