

EEBACS USER GUIDE 1.0

Chapter 1 - System Overview

UPDATED: 07.28.2014

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1.1 Introduction

The Engineer Estimating, Bidding, Award and Construction System (EEBACS) is an integrated system that provides for estimation, solicitation/award, and contract administration of FLH's construction projects. EEBACS is a Web-based system that is maintainable and scalable. EEBACS consists of a series of components that tracks costs from a project's inception through final acceptance.

The Design module begins the EEBACS process with the inputting of project data and development of cost estimates during project development. This module tracks the development of estimates and produces documents that are incorporated into a solicitation package. In the Design phase, EEBACS provides the capability to:

- Document project data;
- Develop a list of the pay items for a project;
- Record quantities, price pay items, and calculate incentives;
- Develop Summary of Quantities containing the pay items;
- Create an independent government estimate for the project (IGE); and
- Pass information needed for the bid package to the Acquisition staff.

The Acquisitions module allows for the solicitation and award of a project. In the Acquisition phase, EEBACS provides the capability to:

- Create and amends bid schedules;
- Enter and validate bid prices;
- Identify bidder ranking;
- Create the bid tabulation and obligation tabulation;
- Store bid data into bid history; and
- Pass information needed to administer the construction project to the Construction staff.

The Construction module tracks information as the project progresses through construction. It provides for the development, approval, and tracking of payments for contract items. The Construction module also allow for tracking and management of other contract administration information including contract modifications, equipment, personnel, subcontractors, and contract status. In the Construction phase EEBACS provides the capability to:

- Create, track and approve Inspector Daily Reports (IDR);
- Create, track and approve Contractor Daily Reports (CDR);
- Create and track the Project Engineer's Daily Dairy;
- Track onsite personnel and equipment;
- Track subcontractors and associated information;
- Create and track Contract Modifications;
- Document and track contract administration and status;
- Create, track and approve payments to the contractor; and

- Generate detailed reports of how the project was constructed, including cost, equipment, and personnel.

Each module allows for the creation of various reports and documents as well as the system capability for overall project and system level reports and tracking.

EEBACS is not an electronic bidding or payment system.

1.2 User Accounts

1.2.1 Required Information for User Account Requests

For all user account requests, download the appropriate form, EEBACS-001, EEBAC-002, and/or EEBACS-004 and fill out requested information. Forms can be downloaded from <http://flh.fhwa.dot.gov/resources/pse/estimate/accounts.htm>.

- **EEBACS-001-AE-Staff-Construction-Contractors-Request-Form.** For AE Staff and Construction Contractors user account requests, including: adding new, modifying, disabling, or deleting user accounts.
 - A user only needs to fill out this EEBACS-001 form to create a user account. Contact your COR to be added to be added to specific projects.
 - A user with an active account needs to submit another EEBACS-001 with the “Modify” selected to add access to another Division’s projects.
- **EEBACS-002-Government-InHouse-Contractors-Request-Form.** For Government staff and In-house Contractors (i.e. users with @dot.gov email addresses), including: adding new, modifying, disabling, or deleting user accounts.
- **EEBACS-004 User Special Rights request.** For requesting special, additional rights. This form will rarely be used. In most cases, rights granted via EEBACS-001 and EEBACS-002, along with any needed Project Roles, will be sufficient for most users. Special System Rights/Special Project Roles will only be considered for Government or In-House contract users (users with @dot.gov email addresses).

User accounts are based on the user’s business e-mail address given. *Provide a business e-mail address that is unique to the individual requesting the EEBACS account.*

Submit the form to your Contracting Officer’s Representative (COR), if applicable, or your Division’s Design, Acquisition, or Construction Component Lead for the required approvals. Requests will then be forwarded to the 5-HELP with “cc” Local Division’s IT Service Desk. (EEBACS is a FLH Tier 2 supported system).

To modify, disable, or delete a user account submit the appropriate user account form (EEBACS-001, EEBAC-002, and/or EEBACS-004). This same procedure should also be followed if your e-mail address changes.

1.2.1.1 New User Account Requests

Once the appropriate user request form has been approved, processed, and the new user account has been created, a randomly generated password will be sent to the e-mail account provided. The emailed password will come from noreply@symplicity.com. If you do not see this email, please check your email junk folder.

Login to the system, see Section 1.3.

Upon successful login, go to “My Account” to change the password and set up a security question. See Section 1.10.1 for Password requirements, including expiration of passwords and DOT password standards. See Section 1.10.2 for setting up a security question.

1.3 Accessing the System

Access to the EEBACS modules is via the Internet (all modules).

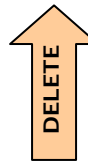
1.3.1 Access through the World Wide Web (www)

To access EEBACS through the “www” enter:

<https://eebacs.fhwa.dot.gov/>

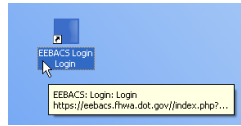
Warning: When creating shortcuts or bookmarks for the EEBACS URL, ensure that no extra characters are in the path. Extra characters will cause problems in the program.

<https://eebacs.fhwa.dot.gov/index.php?token=0kthhOAlwpSpExsMBrum%2FSSvSz7Rlj8wQ>

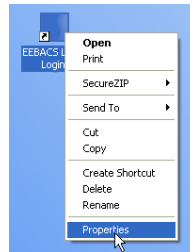


1.3.1.1 Editing EEBACS URL in Shortcut

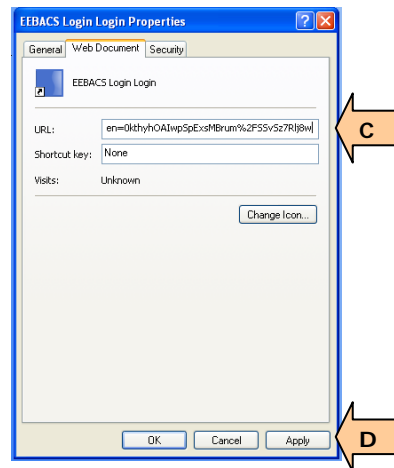
A. Hover over Shortcut to view URL



B. Right click to select properties

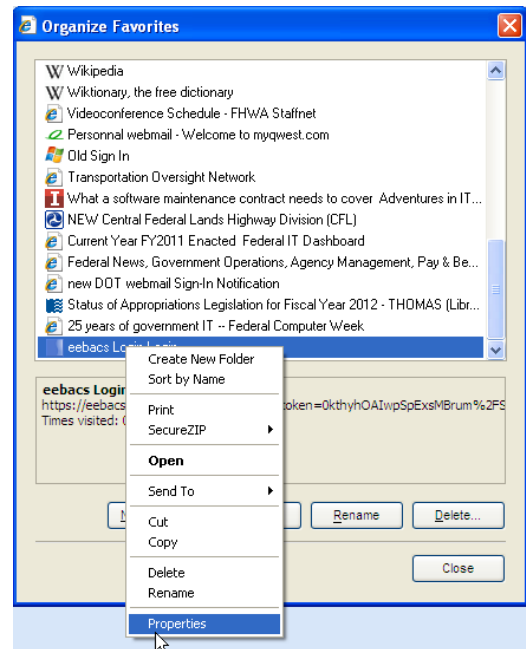


C. Delete the extra characters from the URL
D. Select Apply

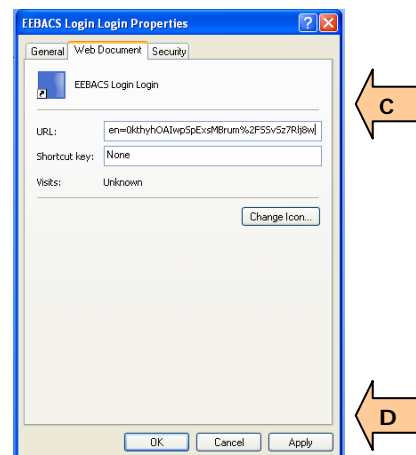


1.3.1.2 Editing EEBACS URL in Bookmark

- A. In Internet Explorer select "Organize Favorites" view EEBACS URL
- B. Right click on EEBACS to select properties



- C. Delete the extra characters from the URL
- D. Select Apply



1.3.2 Reserved

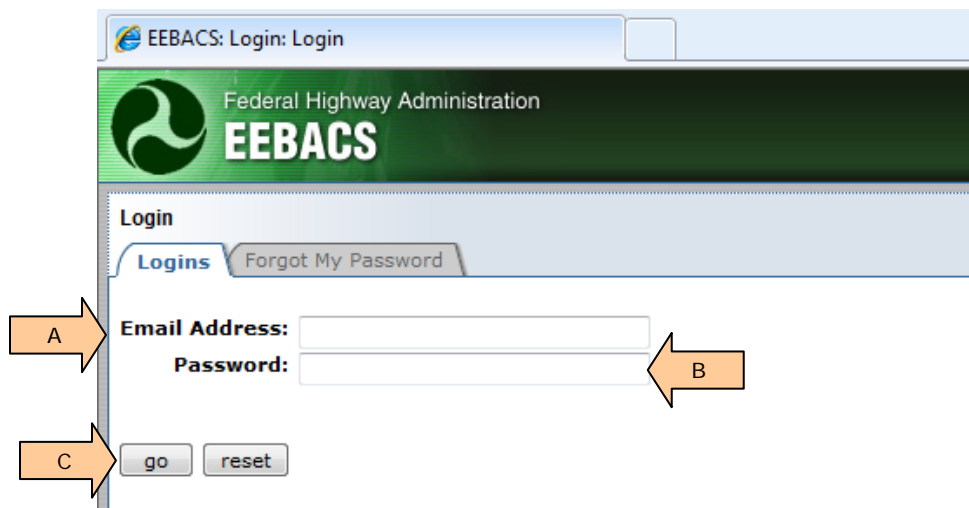
This Section has been deleted.

1.3.3 How to Login

1.3.3.1 Login with Username and Password

Upon successfully navigating to the EEBACS Login page, input:

- A. the Email address (provided);
- B. your password; and
- C. Select the "go" button.



The screenshot shows the EEBACS Login page. The browser title is "EEBACS: Login: Login". The page header features the Federal Highway Administration logo and the text "EEBACS". Below the header, there is a "Login" section with two tabs: "Logins" (selected) and "Forgot My Password". The "Logins" tab contains two input fields: "Email Address:" and "Password:". Below these fields are two buttons: "go" and "reset". Three orange arrows with labels A, B, and C point to the "Email Address:" field, the "Password:" field, and the "go" button, respectively.

Upon entering a valid username and password, the EEBACS Terms and Conditions and Rules of Behavior will appear.

- 💡 Your account will be disabled after three unsuccessful login attempts since your last successful login. See Section 1.3.5 to re enable disabled accounts.
- 💡 Forgot password? See Section 1.3.3.1.1.

Select "Accept" to enter EEBACS. (If you select "Decline" you will not be logged into EEBACS).

Terms and Conditions


You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
 1. You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may monitor, intercept, search and seize any communication or data transiting or stored on this information system.
 2. Any communications or data transiting or stored on this information system may be disclosed or used for any purpose.

Rules of Behavior

1. I will not knowingly introduce any malicious code into DOT computer systems nor will I attempt to bypass or circumvent its security features.

I understand that anyone found to violate these policies may be is subject to disciplinary and/or legal action, including but not limited to loss or limitation of use of information resources, termination of employment, or referral for criminal prosecution.



Successful access into the program will bring the user to the home page. If not successful, contact 5-HELP and “cc” your Local Division’s IT Service Desk (Government and internal contract employees) or your COR (Construction contractors, A/E firms, or external contract employees).

User	163
Projects	822
Estimates	1108
Acquisition	769
Bids	2204

Depending on a user’s “rights”, various parts of the system can be viewed or manipulated. Rights are granted based upon the signed User Account form (EEBACS-001, EEBACS-002, and/or EEBACS-004), and entered into the system by your Local IT Service Desk when an account is first established. Rights may be changed depending on assignments and duties.

- 💡 If you do not feel appropriate “rights” have been assigned, contact your COR, your local Component Lead, or the EEBACS Division Administrator. (In most cases additional, project specific user rights are granted when the user is added as a member of a Project Team. For Design users, see Section 2.2.3. For Construction users see Section 4.5).

1.3.3.1.1 Forgot Password

The Forgot Password function is only relevant when logging in with Username and Password method.

If you did not previously set up a security question, you will NOT be able to use the Forgot Password function.

Select Forgot My password

- A. Enter the email address used for EEBACS
- B. The user's security question will appear here. (If the user has not set up a security question, this area will be blank and the user will not be able to proceed with the Forgot Password feature).
- C. Enter the answer to your security question
- D. Select "Go"

The screenshot shows the 'Forgot My Password' form in the EEBACS system. The form is titled 'Login' and has two tabs: 'Logins' and 'Forgot My Password'. Below the tabs, there is a message: 'Enter your Email below, click go, and your password will be reset and emailed to you.' The form contains three input fields: 'Email' with the value 'EEBACS.DESIGNER@rc', 'My favorite estimating program' with the value 'EEBACS', and a security question field. Below the security question field, there is a red message: 'Please answer your Security Question'. At the bottom of the form, there are two buttons: 'go' and 'reset'. Callout 'A' points to the 'Email' field, callout 'B' points to the 'My favorite estimating program' field, and callout 'C' points to the security question field. A callout 'D' points to the 'go' button.

- E. Confirming message appears.

(The emailed password will come from noreply@symplicity.com. If you do not see this email, please check your email junk folder).

The screenshot shows the 'Forgot My Password' form in the EEBACS system. The form is titled 'Login' and has two tabs: 'Logins' and 'Forgot My Password'. Below the tabs, there is a message: 'Enter your Email below, click go, and your password will be reset and emailed to you.' The form contains one input field: 'Email' with the value 'EEBACS.DESIGNER@rc'. Below the email field, there is a red message: 'Password sent - you should receive it shortly.' At the bottom of the form, there are two buttons: 'go' and 'reset'. Callout 'E' points to the red message.

1.3.3.2 Login with PIV Card

A Personal Identity Verification card is “smart-card” identification badge that can be used to login to Government computers and/or to login to Government systems that you use to do your job. Only Government Employees and in-house Contract staff will be issued PIV cards (those who are issued @DOT.gov email addresses). **Construction Contractors and A/E Staff will not be issued PIV cards and must login according 1.3.3.1.**

Example of an FHWA PIV card



At this time PIV card login for EEBACS is optional. In the future PIV login will become mandatory and the only method for Government Employees and in-house Contract staff to login to EEBACS (those who are issued @DOT.gov email addresses).

Before navigating to the EEBACS login webpage, ensure your PIV card is correctly inserted into your computer. If your PIV card is recognized you will see the ActivClient Agent – Smart Card Inserted icon on the task bar. If you do not see this icon, your PIV card is not being read correctly - contact 5-Help.

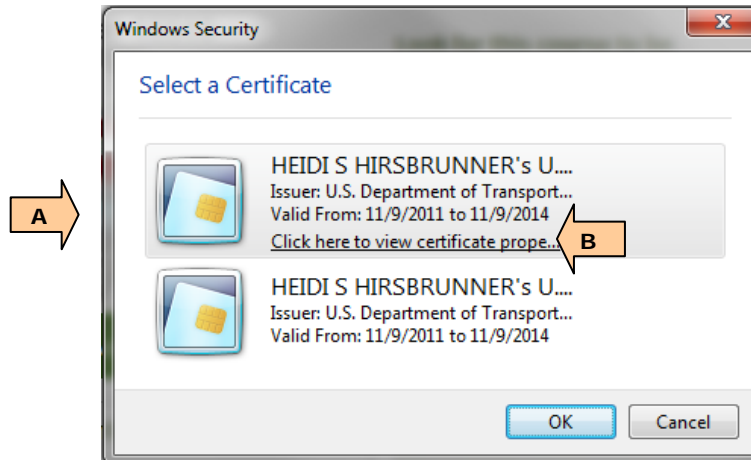


1.3.3.2.1 Setting up EEBACS for PIV Card Use

Navigate to the EEBACS login page: <https://eebacs.fhwa.dot.gov/>

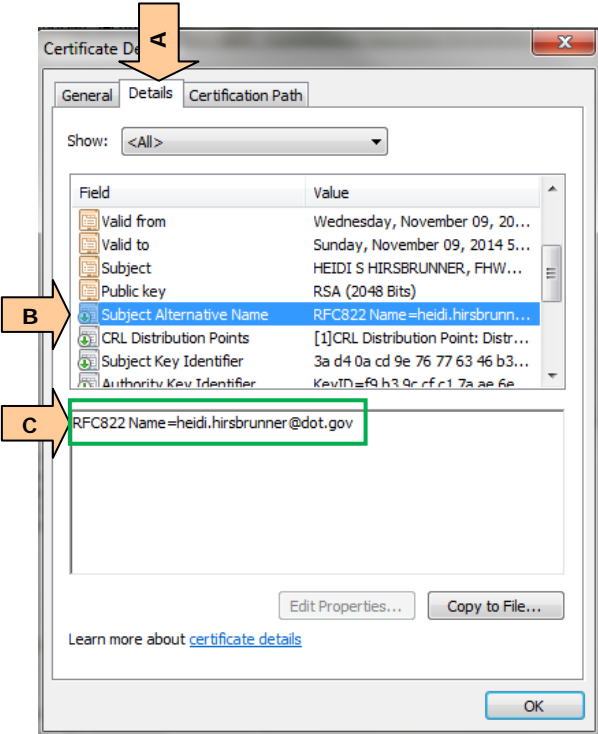
If the PIV card is being read correctly, the following should appear. Only one of the two certificates will log the user into EEBACS

- A. Select a certificate (*note which one you selected*)
- B. Select Click here to view certificate

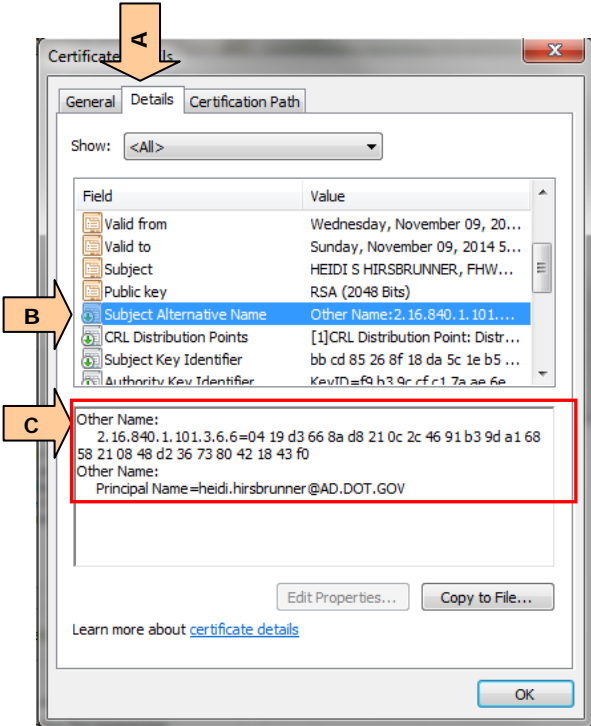


- A. Select Details tab
- B. Select Subject Alternative Name
- C. Look at the value displayed, if this is your government email address this is the correct certificate to use for EEBACS

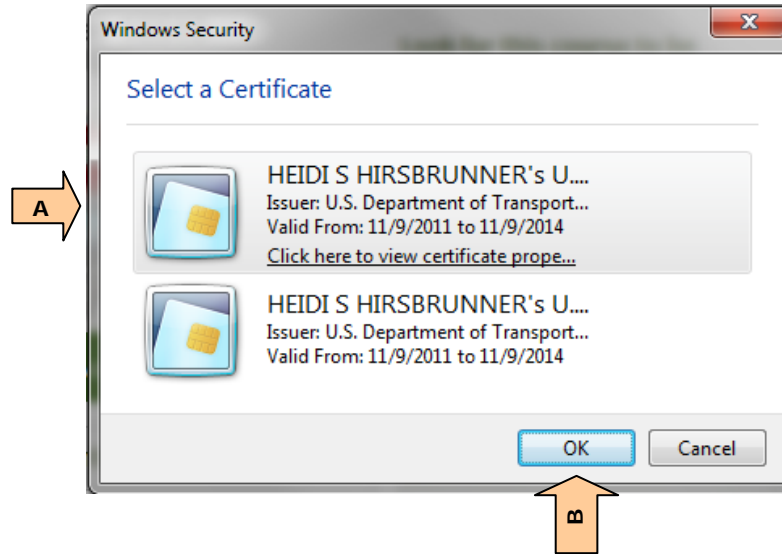
CORRECT CERTIFICATE FOR EEBACS



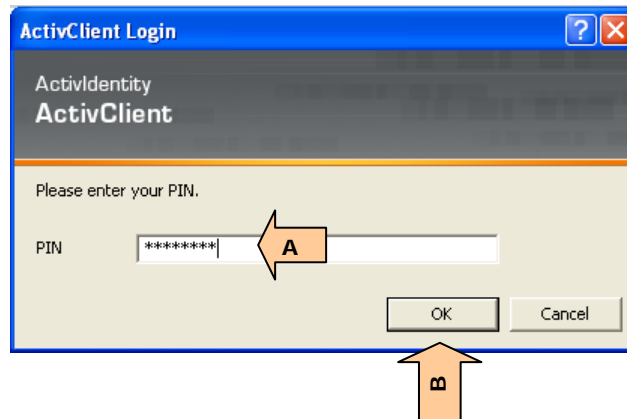
WRONG for EEBACS



- A. Select the correct certificate for EEBCS
- B. Select OK

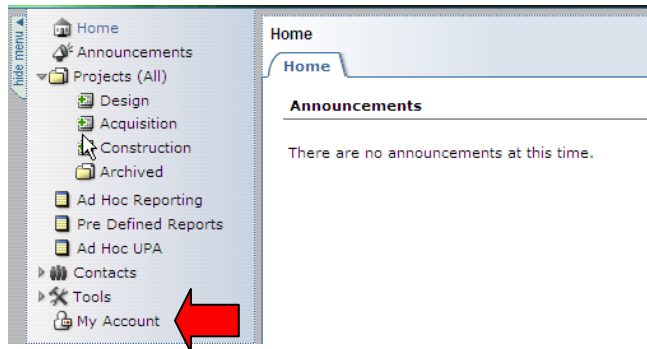


- A. Enter your PIV card PIN
- B. Select OK



Since your PIV card hasn't been set up in EEBACS, the normal login screen will still appear. Login as usual.

From the EEBACS home page, the go to My Account



Select Account tab

Toggle "Use PIV Authentication" to Yes.

The PIV Lookup Information will be blank, select the Copy Existing Certificate Information.

The screenshot shows the 'My Account' interface with the 'Account Settings' tab selected. The 'Use PIV Authentication' section has the 'Yes' radio button selected. Below it, the 'PIV Lookup Information*' field is empty, and the 'Copy Existing Certificate Information' button is highlighted with a red arrow. Another red arrow points to the 'Yes' radio button.

If the data automatically filled in is NOT your email address, you selected the **wrong** certificate.

The screenshot shows the 'PIV Lookup Information*' field with the text 'othername: <unsupported>, other' and a 'Copy Existing Certificate Information' button. A red arrow points from the text above to the text in the field.

Completely close your Internet Browser and repeat the above steps, selecting the certificate that you did NOT select the first time.

If the data automatically filled in is your email address, congratulations you have selected the correct certificate and should now be able to login using your PIV card.

The screenshot shows the 'PIV Lookup Information*' field with the text 'heidi.hirsbrunner@dot.gov' and a 'Copy Existing Certificate Information' button. A red arrow points from the text above to the text in the field.

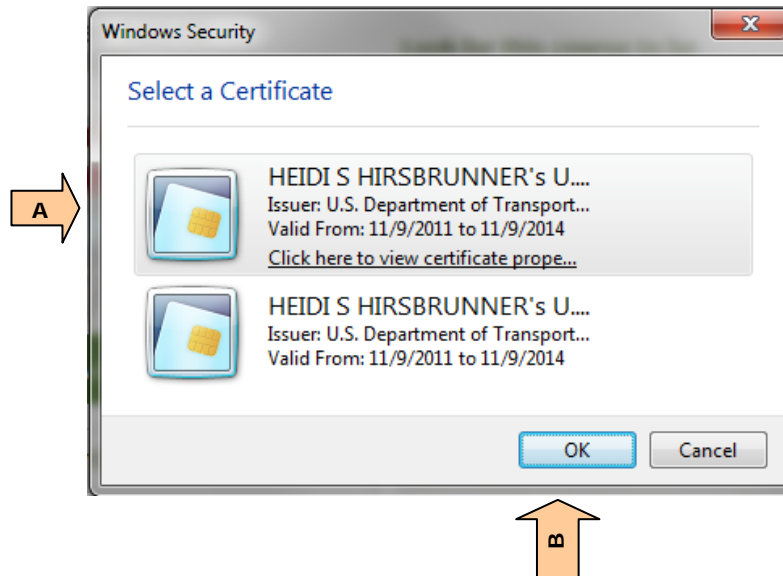
Then select Save.

1.3.3.2.2 After initial set-up, Login with your PIV Card

Navigate to the EEBACS login page: <https://eebacs.fhwa.dot.gov/>

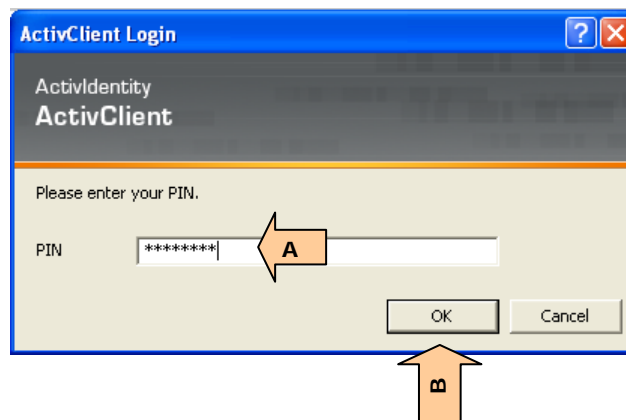
If the PIV card is being read correctly, the following should appear. Only one of the two certificates will log the user into EEBACS. Select the certificate that worked during your initial PIV card set up.

C. Select OK



D. Enter your PIV card PIN

E. Select OK



If the Terms and Conditions and Rules of Behavior screen appears, congratulations your PIV card EEBACS login is functioning as it should.

Once you have successfully reached the Terms and Conditions and Rules of Behavior screen:

Select "Accept" to enter EEBACS. (If you select "Decline" you will not be logged into EEBACS).

Terms and Conditions


You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
 1. You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may monitor, intercept, search and seize any communication or data transiting or stored on this information system.
 2. Any communications or data transiting or stored on this information system may be disclosed or used for any purpose.

Rules of Behavior

1. I will not knowingly introduce any malicious code into DOT computer systems nor will I attempt to bypass or circumvent its security features.

I understand that anyone found to violate these policies may be is subject to disciplinary and/or legal action, including but not limited to loss or limitation of use of information resources, termination of employment, or referral for criminal prosecution.



Successful access into the program will bring the user to the home page.

If not successful, contact 5-HELP and “cc” your Local IT Service Desk requesting that your ticket be forwarded to Tier 2 for processing. (EEBACS is a Tier 2 supported system).

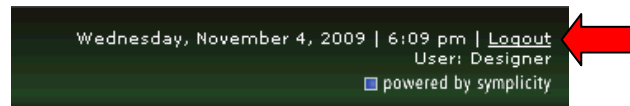
User	163
Projects	822
Estimates	1108
Acquisition	769
Bids	2204

Depending on a user’s “rights”, various parts of the system can be viewed or manipulated. Rights are granted based upon the signed User Account form (EEBACS-001, EEBACS-002, and/or EEBACS-004), and entered into the system by your Local IT Service Desk when an account is first established. Rights may be changed depending on assignments and duties.

- 💡 If you do not feel appropriate “rights” have been assigned, contact your COR, your local Component Lead, or the EEBACS Division Administrator. (In most cases additional, project specific user rights are granted when the user is added as a member of a Project Team. For Design users, see Section 2.2.3. For Construction users see Section 4.5).

1.3.4 How to Logout

When a session is finished select the “Logout” hyperlink in the upper right corner of the screen.



To assist in program security, close the browser window or lock your workstation.

1.3.5 Disabled User Accounts

EEBACS User Accounts will automatically be disabled if the User:

- Has not logged into EEBACS with the last 60 days, or
- Has three unsuccessful login attempts since the last successful login

If your EEBACS Account has been disabled:

- **For AE staff (including AE design staff, Contract Inspectors, and Contract Project Engineers) and Construction Contractor Users:** Contact you COTR, your COTR will need to contact the 5-HELP. (EEBACS users without the @dot.gov email address should not contact the 5-HELP. They will NOT be able to assist you).
- **For Government and in-house contract staff (users who have been issued PIV cards):**
 - PIV card users can re-enable their accounts just by using their PIV card to log into EEBACS (if their PIV card had been correctly set up in EEBACS),OR
 - Contact 5-HELP with "cc" Local Division's IT Service Desk. (EEBACS is a FLH Tier 2 supported system).

WARNING: If your account was automatically disabled due to inactivity, you must login the same day that your account gets re-enabled (and password is reset); otherwise your account will automatically be disabled again that night.

1.4 Home Page

Upon logging into the system the user first views the “Home” page. This page consists of a:

- Sidebar menu to navigate between the various modules, reporting types, Unit Price Analysis (UPA), and My Account (personal profile information);
- Expandable menu showing the number of people currently using the system;
- “Announcements” section that informs users of system events;
- “Recent Items” section that hyperlinks the user to areas within the program that was last visited;
- Calendar; and
- “EEBACS Statistics” table that tracks specified items within the system.

Select the “hide menu” tab to collapse the sidebar for more viewing space

The screenshot shows the EEBACS Home Page interface. Callout A points to the sidebar menu, B to the 'Users Online' section, C to the 'Announcements' section, D to the 'Recent Items' list, E to the calendar, and F to the 'EEBACS Statistics' table.

EEBACS Statistics Table:

Category	Count
User	163
Projects	622
Estimates	1108
Acquisition	769
Bids	2204

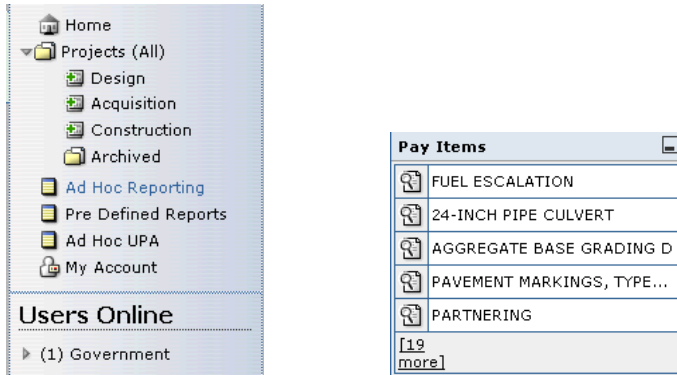
Sidebar links and sub-links, Announcements, and Recent Items listing will vary depending on the user’s assigned program rights.

Navigation away from the home page is accomplished by selecting an item from either the sidebar menu or “Recent Items” list.

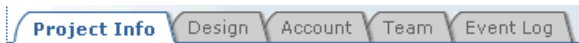
1.5 Navigation

Navigation through the program can be accomplished using:

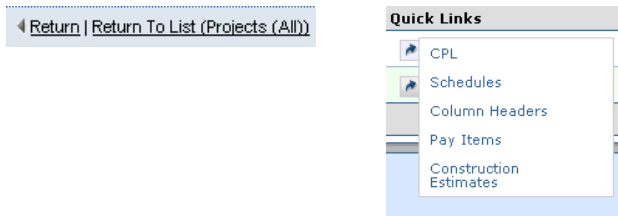
- menus; (sidebar or tables);



- bar tabs;



- hypertext links;



- icon buttons; and



(View/Edit/Copy/Delete)

- search filters.

The image shows a 'Search Filters' form with the following fields:

- Keywords:
- Highway Design Manager:
- Complete: yes no
- Designer:
- Project Manager:

There is an 'Apply Search' button at the bottom.

1.6 Projects (All) Directory



The Projects (All) link allows the user to navigate to “All” current projects within the system, projects currently residing in the Design/Acquisition/Construction modules or “Archived” projects.

Users with general inquiries will find the Projects (All) or Archived link most valuable when searching for project information; while Design, Acquisition, and Construction personnel will usually select their respective links to perform tasks for assigned projects.

1.6.1 Project (All)

Selecting “Project (All)” will forward the user to the listing of projects. Before filtering of data takes place, the table will show all projects FLH wide that are currently active.

- The “Search Filter” may be used to show projects by parameters selected. The most commonly used filter is the “Federal Lands Division” pull-down menu which limits viewing of projects to the Division selected (EFLHD, CFLHD, or WFLHD);
- The first column lists icons allowing access to project data. The “View” icon (as shown) allows a user to access the project information, but not make changes to the data;
- Milestones indicate the project’s current point in the process; and
- Status indicates in which module the project is located and which branch is in control of the data.

Wednesday, November 18, 2009 | 6:10 pm | Logout
Users: DLT
powered by symplify

Home
Projects (All)
Design
Acquisition
Construction
Ad Hoc Reporting
Pre Defined Reports
Ad Hoc UPA
My Account

Users Online
> (1) Government

Projects (All)

Project

Search Filters:

Keywords: State: [select]

Federal Lands Division: Project Manager:

Status: Highway Design Manager:

Partner Agency: Construction Operation Engineer(COE):

Units:

Apply Search

Items 81-100 of 175

State	Div.	Project Number	Project Name	FP	Milestone	Status
AR	CFL	PRA HSH 8-1(1)	2nd NEW Test Aug 6 2008	03	15% COST-PER-LENGTH	Design
CO	CFL	PRA JOHN 1(1)	John - Small Test	03	Awarded	Construction
CO	CFL	PRA Julee 100(3)	3rd Test for Julee	03		Construction
CO	CFL	PRA-JULEE 10(1)	acq test julee	03	Awarded	Construction
AL	CFL	QT - 0001	Quick Test 0001	03	Test	Design
CO	CFL	Sar-222Test	Sarah Test 222	03	Milestone 1	Acquisition
AL	CFL	SCR - 001	Symp Check Run - 001	03	MileStone	Acquisition
AL	CFL	SCR - 002	Symp Check Run - 002(Copy)	03	MileStone	Design
AL, KY	CFL	SCR - 003	Symp Check Run - 003(Copy)	03	MileStone	Design
AK	CFL	STest1234	Sarah Test 1234	03	MS 1	Acquisition
AK, AL	CFL	STP - 001	Symp Test Project 001	03	Amendment a001	Acquisition
AL, DC	CFL	STP - 002	Symp Test Project 002	03	50%	Acquisition

1.6.2 Design, Acquisition, & Construction

Selecting any of the links will navigate a user to that module. See Chapter 2 (Design), 3 (Acquisition) or 4 (Construction) for further instructions.

1.6.3 Archived

Once a project is no longer active it is placed in archive.

Users (with rights) may select "Archive" and can view a listing of archived projects and individual project information. Before filtering of data takes place, the table will show all projects FLH-wide that have been archived.

The Archived project listing functions are the same as the Project (All), except:

- The "Status" column will indicate a project is Archived or Legacy. Legacy projects are transferred from FLH's previous Engineer's Estimate system and may be missing data compared to those projects developed in EEBACS.

The screenshot displays the EEBACS web application interface. The top header includes the EEBACS logo, the text 'Federal Highway Administration', and the date 'Thursday, November 19, 2009 | 4:23 pm | Logout User: Designer'. The left navigation menu has a red arrow pointing to the 'Archived' link. The main content area is titled 'Archived' and contains search filters for Keywords, State, Federal Lands Division, Partner Agency, Units, Project Manager, Highway Design Manager, and Construction Operation Engineer (COE). Below the filters is a table of archived projects. An orange arrow points to the 'Legacy' status in the 'Status' column of the table.

State	Div.	Project Number	Project Name	FP	Milestone	Status
AZ	CFL	AZ HPP 93(1)	HOOVER DAM BYPASS, ARIZONA APPROACH		PS&E 100%	Legacy
AZ	CFL	AZ NPS-HUTR 1(1)	HUBBELL NATIONAL HISTORIC SITE		PS&E 100%	Legacy
AZ	CFL	AZ PFH 39-1(6)	GENERAL HITCHCOCK HIGHWAY		PS&E 100%	Legacy
AZ	CFL	AZ PFH 39-1(7)	GENERAL HITCHCOCK HIGHWAY		PS&E 100%	Legacy
AZ	CFL	AZ PFH 43-1(2)	SUNRISE PARK - BIG LAKE ROAD (REPACKAGE)		PS&E 100%	Legacy
AZ	CFL	AZ PFH 43-1(2) NO-AWD	SUNRISE PARK - BIG LAKE ROAD--NOT AWARD		PS&E 100%	Legacy
AZ	CFL	AZ PRA FLAG 10(2)	SUNSET CRATER - WUPATKI NATIONAL MONUMENTS		PS&E 100%	Legacy
AZ	CFL	AZ PRA SAGU 11(1)	PICTURE ROCKS ROAD		PS&E 100%	Legacy

1.7 Ad Hoc Reporting

Only Government staff has the ability to create, edit, and run Ad Hoc Reports.

Customized reports can be developed using data stored within the program. Users can filter data by selecting predetermined classes and items to produce reports tailored to their specific needs. The output is a MS Excel spreadsheet which can be formatted and printed.

By selecting the "Ad Hoc Reporting" link the user is sent to the "Reports" tab.



The table represents previously developed reports that may be of use.

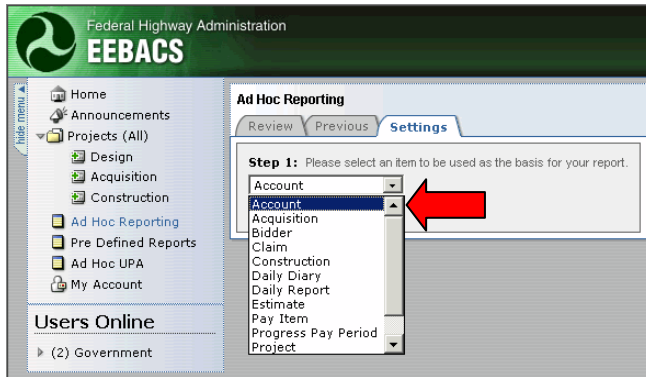
- A. Select the "Add New" button to generate a customized report or
- B. Select the any of the buttons in the "Actions" column to use previously generated reports. Previous created reports maybe viewed, settings edited, and reports updated.

Actions	Class	Label	Description	Last Modified	Last Run
	Construction	WFL Contract Modification Data	State of Wyoming	12-02-2009 12:21:05	Dec 2, 2009, 12:22 pm
	Claim	FLH Claims	All projects	12-02-2009 12:11:40	Dec 2, 2009, 12:11 pm
	Acquisition	WFL Project Award Dates and Amounts	All projects	12-02-2009 12:00:19	Dec 2, 2009, 12:00 pm

1.7.1 Creating an Ad Hoc Report

The Ad Hoc Reporting is a powerful tool used to query the database.

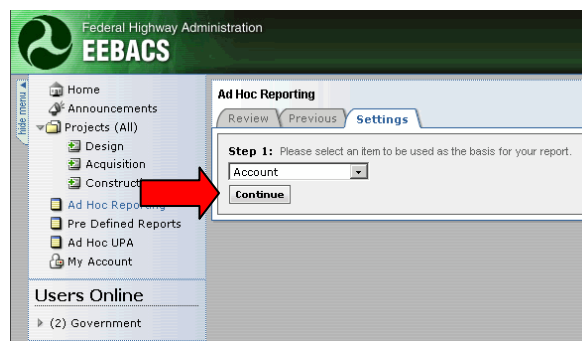
After selecting the “Add New” button from the previous screen, select from the pull-down menu the item that best reflects the basis of data for the report.



Items in the menu include:

Account	Acquisition
Bidder	Claim
Construction	Daily Diary
Daily Report	Estimate
Pay Item	Progress Pay Period
Project	Schedule
User (Administrators only)	

Select the “Continue” button to advance to the next step.



Build the report as follows:

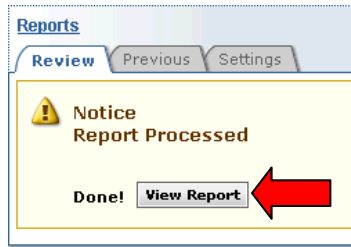
- A. Change the “Save As” and “Description” fields to represent what the report contains. It is good practice to add your name to either the report name or the description;
- B. Select the “Count” feature when a total number of occurrences for that item is selected;
- C. Select the desired fields for items to be included;
- D. Additional items may be chosen when the related or subclasses are selected;
- E. Subclass descriptions may be changed for those descriptions having an edit icon;
- F. Select the “Submit” button to generate and save the report; or
- G. Select the “Save & Continue” button to save the report and return to the Ad Hoc Reporting list. Cancel returns the user to the report table screen.

The screenshot shows the 'Ad Hoc Reporting' interface. At the top, there are tabs for 'Review', 'Previous', and 'Settings'. Below the tabs, there are input fields for 'Save as:' (containing 'Accounts') and 'Description:' (containing 'WFLHD Projects'). To the right of these fields is a 'Screen results:' field with the value '500' and a note '(enter zero to display all rows)'. Below this is a section titled 'Step 2: Please select the fields and filters you wish to have included in your report.' Underneath, there is a 'Base Class: Account' dropdown menu with a 'Count' checkbox to its right. A list of fields is shown with checkboxes: 'Project', 'Account Code', 'Account Number', and 'Account Type' (all checked). Under 'Account Type', there is a 'filter:' dropdown menu with options 'PE', 'CE', 'CEA', and 'CON'. Below this are several unchecked filter options: 'Original Authorized Amount', 'Current Authorized Amount', 'Current Account Expenditure', 'Probable Expenditure', and 'Chain Order'. At the bottom, there are two 'Account: Project' dropdown menus, one with the value 'Contract'. At the very bottom, there are three buttons: 'Submit', 'Save & Continue', and 'Cancel'. Callout letters A through G are placed around the interface: A points to the 'Save as:' and 'Description:' fields; B points to the 'Count' checkbox; C points to the 'Project' checkbox; D points to the 'Account Type' dropdown; E points to the 'Account: Project' dropdown with 'Contract'; and G points to the 'Submit' button.

Upon selecting the “Submit” button the program will begin processing the report. Depending on the amount of data requested, the process may take some time. Requesting fewer items or using additional filters will expedite generation of a report.

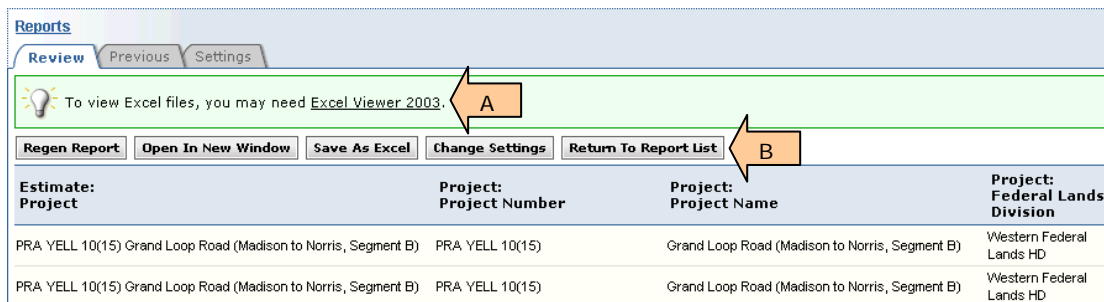
The screenshot shows the 'Reports' interface. At the top, there are tabs for 'Review', 'Previous', and 'Settings'. Below the tabs, there is a yellow notification box with a warning icon. The text in the box reads: 'Notice Report Queued for Processing. Queue Position: # 1. This report is being processed. abort'. Below the notification, it says 'Status: Processing' and 'Submitted by: Designer'. At the bottom of the notification box, there is a red warning: 'Warning: You cannot review the latest report until it has completed processing.'

The program will notify the user when the report has been generated. Select the "View Report" button to see the results.

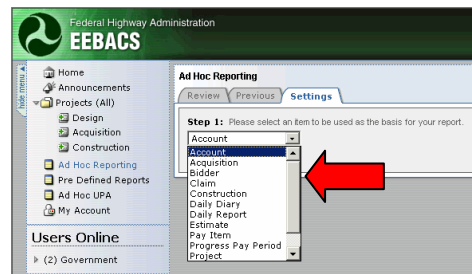
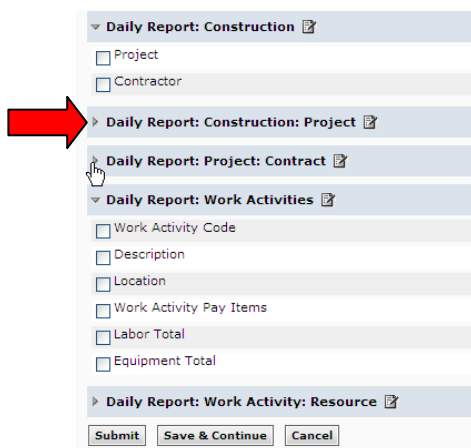


Once a report is generated, the data may be:

- A. Viewed as an MS Excel spreadsheet;
- B. Further manipulated, saved or regenerated.



- 💡 If you cannot find the data you wish to query, expand more categories to reveal more data filters and/or select a different query category



1.7.2 Copying an Existing Ad Hoc Report

Do NOT edit other users' Ad Hoc Reports, copy the desired report and rename it for your own use.

- A. Filter Ad Hoc Reports to find the existing report to copy
- B. Select the edit icon of the report to be copied

The screenshot shows the 'Ad Hoc Reporting' interface. At the top, there is a 'Return To Home' link. Below it is a 'Reports' tab. The 'Search Filters' section includes a 'Class' dropdown menu set to 'Project', a 'Keywords' text input field, and a 'Status' dropdown menu. There are 'Apply Search' and 'Clear' buttons. Below the search filters is a table with 11 items. The table has columns for 'Actions', 'Class', 'Label', 'Description', 'Last Modified', and 'Last Run'. An orange arrow labeled 'A' points to the search filters. Another orange arrow labeled 'B' points to the edit icon (a small square with a pencil) in the 'Actions' column of the second row of the table.

Actions	Class	Label	Description	Last Modified	Last Run
	Project	Project List w/Team	- SC Chapman	10-21-2013 13:08:47	10-29-2013 05:59:35
	Project	[Project] Heidi testing	Overview Report, including expenditures by account	10-05-2012 11:54:53	10-23-2013 11:56:48
	Project	[project] Eric J. Grosskreuz / 2013-09-25 14:24:29	LBC Contractors	09-25-2013 16:26:36	09-25-2013 12:32:53
	Project	[project] Kimberley Pellegrini / 2013-08-05 16:00:23	project status with account info	08-05-2013 16:07:14	08-28-2013 09:33:05
	Project	[project] Kimberley Pellegrini / team member listings	Team members listing	08-12-2013 09:43:57	08-12-2013 07:43:57
	Project	[project] William R. Hanson / 2013-07-30 15:10:16		07-30-2013 17:15:21	07-31-2013 05:40:08
	Project	[project] Susan Ellis / 2013-06-18 12:09:47		06-18-2013 15:10:45	06-18-2013 10:10:45
	Project	[project] Gregory H. Kwock / 2013-05-29 13:51:28		05-29-2013 16:53:06	05-29-2013 11:55:25
	Project	[project] William R. Hanson / 2013-02-01 11:29:24	CA PRA GOGA 104(1)...pay item report	02-01-2013 13:32:21	02-01-2013 15:24:14
	Project	CFL Snapshot 1	Overview Report (draft)	10-05-2012 11:54:53	10-05-2012 07:56:11
	Project	[project] Angela R. Johnson / 2013-09-11 11:26:04		09-11-2013 13:27:47	-

- A. Update Save as file and Description. It is very important to change the name and description. It is good practice to save your name in the report name or description.
- B. Check Copy to new report
- C. Modify filters as needed
- D. Select Save & Continue to copy the existing report and the revised filters

The screenshot shows the 'Reports' settings interface. At the top, there are navigation links: 'Return To Ad Hoc Reporting' and 'Return To List (Ad Hoc Reporting)'. Below this are tabs for 'Review', 'Previous', and 'Settings'. The main form contains the following elements:

- Save as:** A text field containing '[Project] Heidi testing'. An arrow labeled 'A' points to this field.
- Description:** A text field containing 'Overview Report, including expenditures by account'. An arrow labeled 'A' also points to this field.
- Copy to new report:** A checked checkbox. An arrow labeled 'B' points to this checkbox.
- Step 2:** A section titled 'Please select the fields and filters you wish to have included in your report.' containing a list of filters with checkboxes and 'filter' links. An arrow labeled 'C' points to this section.
- Max. on-screen results:** A field set to '500' with a note '(enter zero to display all rows)'.
- Base Class:** A dropdown menu set to 'Project'.
- Filters:** A list of filters including 'Project Number', 'Project Name', 'Project Description', 'Federal Lands Division' (with a sub-menu open showing 'Central Federal Lands', 'Eastern Federal Lands', and 'Western Federal Lands'), 'FP Version', 'Units', 'State(s)', 'County', 'Density', 'Terrain', 'Partner Agency', 'Federal Land', 'Funding Source(s)', and 'FLMA No.'. Each filter has a checkbox and a 'filter' link.
- Related Classes:** A list of related classes including 'Project: Contract', 'Project: Account', 'Account: Obligation', 'Construction: Non-CM Pay Item', 'Account: Pay Note Summary', 'Construction: Progress Pay Period', 'Estimate: Schedule', 'Construction: Sub Contractor', and 'Project: Project Team'. Each class has a 'Count' field.
- Buttons:** 'Submit', 'Save & Continue', and 'Cancel' buttons at the bottom. An arrow points to the 'Save & Continue' button.

Edit, run new report as needed.

1.8 Pre-Defined Reports

Only Government staff has the ability to create, edit, and run Ad Hoc UPA reports.

Pre-defined reports are a collection of frequently requested reports. Available reports are:

Bid History	Bid Opening
Contact	Contracts Awarded
CPL Bid History	Estimate Totals
GIS Bridge	GIS Route
Inflation Indices	Master Pay Item
Pick List	Project Role
Project List	System Role
User (Administrators only)	



Select the "Pre-Defined Reports" to access previously generated reports or create new reports.

Selecting the Pre-Defined Reports link will access the “Reports” tab. Users may then:

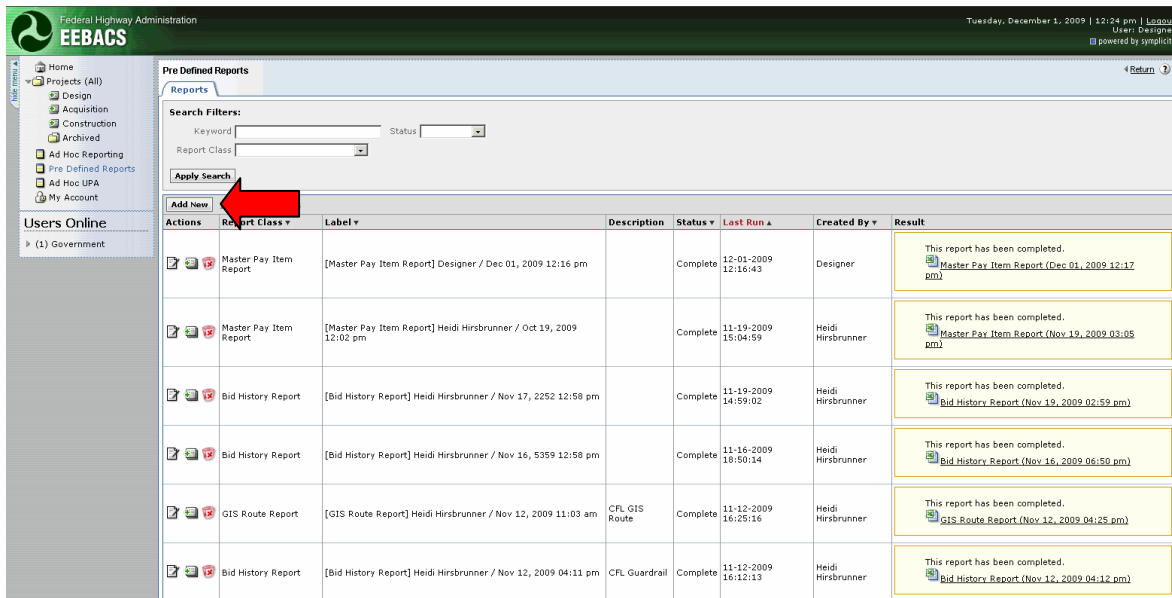
- A. Develop a new report;
- B. Edit an existing report;
- C. Refresh (re-generate) an existing report; or
- D. Delete an existing report.

The screenshot shows the EEBACS Pre-Defined Reports interface. The navigation menu on the left includes 'Home', 'Projects (All)', 'Design', 'Acquisition', 'Construction', 'Archived', 'Ad Hoc Reporting', 'Pre Defined Reports', 'Ad Hoc UPA', and 'My Account'. The 'Pre Defined Reports' section is active, showing a table of reports. The table has the following columns: Actions, Report Class, Label, Description, Status, Last Run, Created By, and Result. The table contains six rows of reports, all with a status of 'Complete'. Orange arrows labeled A, B, C, and D point to the 'Add New' button, the 'Actions' column icons, the 'Refresh' icon, and the 'Delete' icon respectively.

Actions	Report Class	Label	Description	Status	Last Run	Created By	Result
	Master Pay Item Report	[Master Pay Item Report] Designer / Dec 01, 2009 12:16 pm		Complete	12-01-2009 12:16:43	Designer	This report has been completed. Master Pay Item Report (Dec 01, 2009 12:17 pm)
	Master Pay Item Report	[Master Pay Item Report] Heidi Hirsbrunner / Oct 19, 2009 12:02 pm		Complete	11-19-2009 15:04:59	Heidi Hirsbrunner	This report has been completed. Master Pay Item Report (Nov 19, 2009 03:05 pm)
	Bid History Report	[Bid History Report] Heidi Hirsbrunner / Nov 17, 2252 12:58 pm		Complete	11-19-2009 14:59:02	Heidi Hirsbrunner	This report has been completed. Bid History Report (Nov 19, 2009 02:59 pm)
	Bid History Report	[Bid History Report] Heidi Hirsbrunner / Nov 16, 5359 12:58 pm		Complete	11-16-2009 18:50:14	Heidi Hirsbrunner	This report has been completed. Bid History Report (Nov 16, 2009 06:50 pm)
	GIS Route Report	[GIS Route Report] Heidi Hirsbrunner / Nov 12, 2009 11:03 am	CFL GIS Route	Complete	11-12-2009 16:25:16	Heidi Hirsbrunner	This report has been completed. GIS Route Report (Nov 12, 2009 04:25 pm)
	Bid History Report	[Bid History Report] Heidi Hirsbrunner / Nov 12, 2009 04:11 pm	CFL Guardrail	Complete	11-12-2009 16:12:13	Heidi Hirsbrunner	This report has been completed. Bid History Report (Nov 12, 2009 04:12 pm)

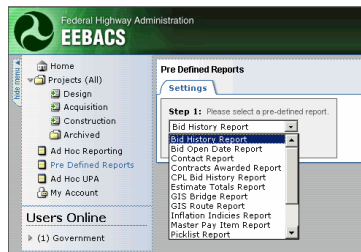
1.8.1 Creating a New Pre-Defined Report

Select the “Add New” button to generate a new pre-defined report.

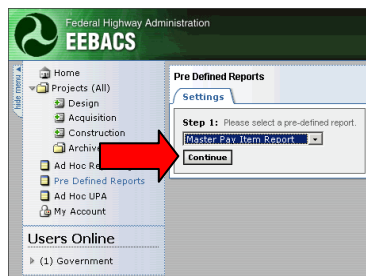


Actions	Report Class	Label	Description	Status	Last Run	Created By	Result
	Master Pay Item Report	[Master Pay Item Report] Designer / Dec 01, 2009 12:16 pm		Complete	12-01-2009 12:16:43	Designer	This report has been completed. Master Pay Item Report (Dec 01, 2009 12:17 pm)
	Master Pay Item Report	[Master Pay Item Report] Heidi Hirsbrunner / Oct 19, 2009 12:02 pm		Complete	11-19-2009 15:04:59	Heidi Hirsbrunner	This report has been completed. Master Pay Item Report (Nov 19, 2009 03:05 pm)
	Bid History Report	[Bid History Report] Heidi Hirsbrunner / Nov 17, 2252 12:58 pm		Complete	11-19-2009 14:59:02	Heidi Hirsbrunner	This report has been completed. Bid History Report (Nov 19, 2009 02:59 pm)
	Bid History Report	[Bid History Report] Heidi Hirsbrunner / Nov 16, 5359 12:58 pm		Complete	11-16-2009 16:50:14	Heidi Hirsbrunner	This report has been completed. Bid History Report (Nov 16, 2009 06:50 am)
	GIS Route Report	[GIS Route Report] Heidi Hirsbrunner / Nov 12, 2009 11:03 am	CFL GIS Route	Complete	11-12-2009 16:25:16	Heidi Hirsbrunner	This report has been completed. GIS Route Report (Nov 12, 2009 04:25 pm)
	Bid History Report	[Bid History Report] Heidi Hirsbrunner / Nov 12, 2009 04:11 pm	CFL Guardrail	Complete	11-12-2009 16:12:13	Heidi Hirsbrunner	This report has been completed. Bid History Report (Nov 12, 2009 04:12 pm)

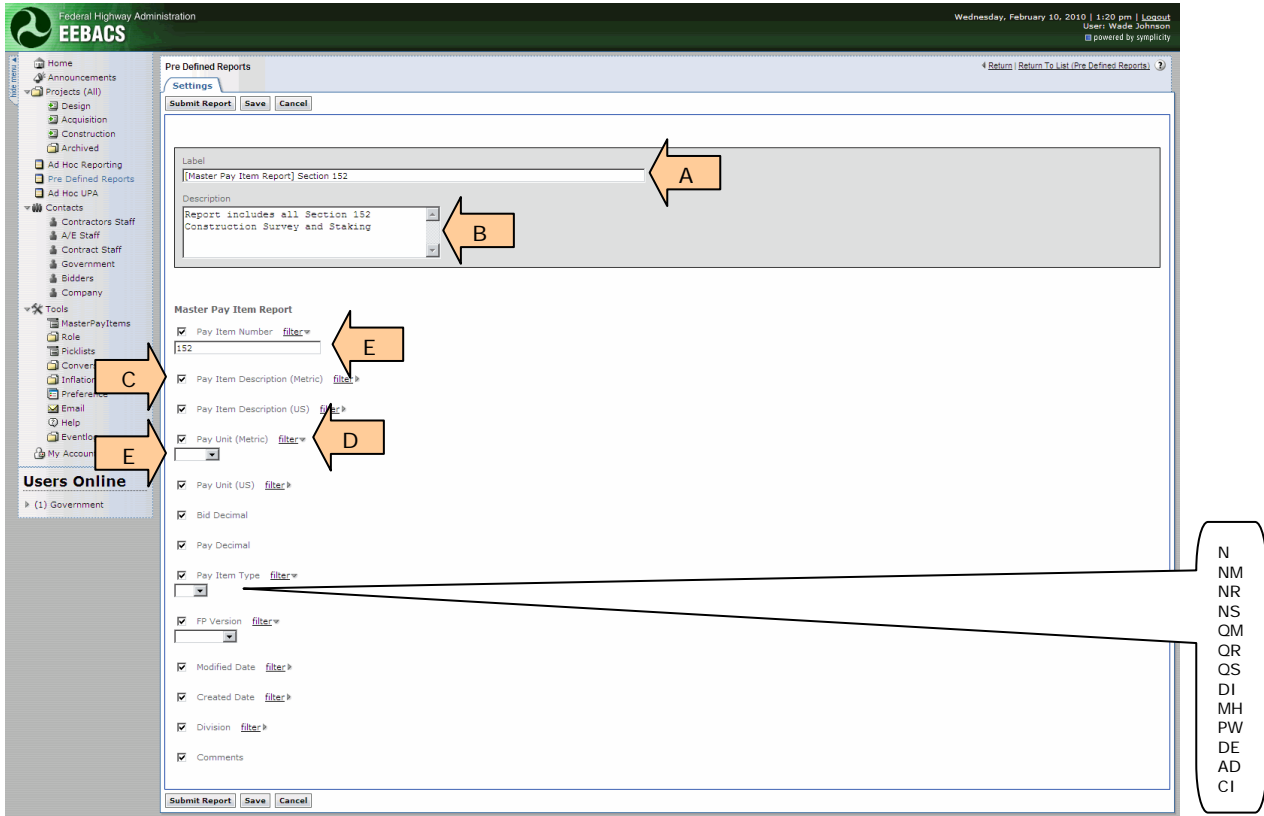
Use the pull-down menu to select the desired report.



Once a report has been chosen, select the “Continue” button

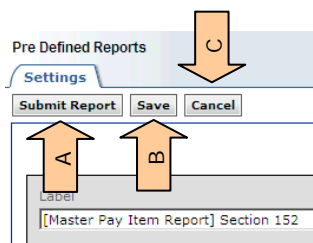


- A. Replace the generic label with a report specific title;
- B. If necessary, describe the report's content;
- C. Toggle which features will comprise the report;
- D. Select filters as required to further define data requirements; and
- E. Input or pick filter constraints.

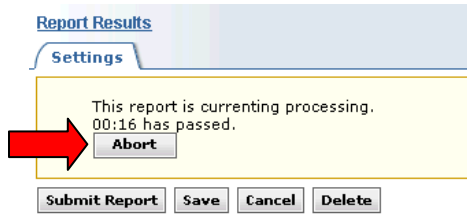


Once all data filter have been chosen:

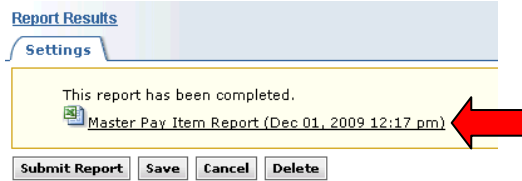
- A. Select "Submit Report" to generate the requested report;
- B. Select "Save" to retain the data and filters request, but no report generation; or
- C. Select "Cancel" to return to the Pre-Defined Reports table without saving any data.



The report will begin processing and may be stopped anytime using the "Abort" button.

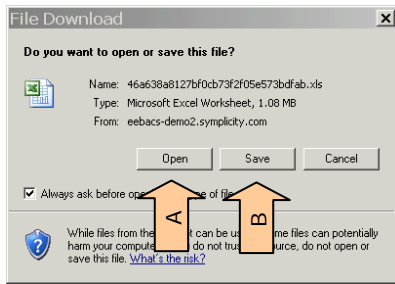


When the report is complete, a copy of the report is saved in the system and an MS Excel spreadsheet hyperlink will appear.



Select the link and a "File Download" palette will appear.

- A. Select the "Open" button to access the MS Excel spreadsheet; or
- B. Select the "Save" button to save the spreadsheet to your computer.



Some manipulation of the column widths maybe required to reveal all the text within a row.

Pay Item #	Pay Item Description (Metric)	Pay Item Description (US Customary)	Metric Pay Units	U.S. Pay Units	Bid Decimal	Pay Decimal	Pay Item Type	Standard Specifications TP	Modified Date	Created Date	Federal Lands Division	Comments
15101-0000	Mobilization	MOBILIZATION	LPSM	LPSM	0	0	N	03	01-14-2009 18:13:49	03-09-2007 14:03:49		
15201-0000	Construction survey and staking	CONSTRUCTION SURVEY AND STAKING	LPSM	LPSM	0	0	N	03	06-23-2009 17:26:47	11-13-2007 09:32:52	Eastern Federal Lands HD	Added missing number
15205-0000	Slope, reference, and clearing and grubbing stake	SLOPE, REFERENCE, AND CLEARING AND GRUBBING STAKE	LPSM	LPSM	0	0	N	03	06-03-2008 10:51:55	03-09-2007 14:04:06		
15206-0000	Slope, reference, and clearing and grubbing stake	SLOPE, REFERENCE, AND CLEARING AND GRUBBING STAKE	km	STA	0	0	N	03	06-11-2008 12:24:31	03-09-2007 14:04:06		
15210-0000	Centerline, reestablishment	CENTERLINE, REESTABLISHMENT	km	STA	0	0	N	03	05-15-2009 11:23:17	03-09-2007 14:04:06		
15210-1000	Centerline, staking	CENTERLINE, STAKING	km	STA	0	0	N	03	09-22-2008 18:50:48	03-09-2007 14:04:06		
15210-2000	Centerline, referencing and reestablishment	CENTERLINE, REFERENCING AND REESTABLISHMENT	km	STA	0	0	N	03	05-29-2008 19:22:32	03-09-2007 14:04:06		
15210-3000	Centerline, verification and staking	CENTERLINE, VERIFICATION AND STAKING	km	STA	0	0	N	03	11-03-2008 15:54:27	03-09-2007 14:04:06		
15210-4000	Centerline, establishment	CENTERLINE, ESTABLISHMENT	km	STA	0	0	N	03	01-13-2009 11:10:22	03-09-2007 14:04:06		
15214-0000	Survey and staking, miscellaneous	SURVEY AND STAKING, MISCELLANEOUS	LPSM	LPSM	0	0	N	03	07-18-2008 11:27:14	03-09-2007 14:04:06		
15214-1000	Survey and staking, bridge	SURVEY AND STAKING, BRIDGE	LPSM	LPSM	0	0	N	03	03-25-2009 13:19:59	03-09-2007 14:04:06		
15214-2000	Survey and staking, retaining wall	SURVEY AND STAKING, RETAINING WALL	LPSM	LPSM	0	0	N	03	03-25-2009 13:19:59	03-09-2007 14:04:06		
15214-3000	Survey and staking, parking area	SURVEY AND STAKING, PARKING AREA	LPSM	LPSM	0	0	N	03	01-13-2009 18:54:41	03-09-2007 14:04:06		
15215-1000	Survey and staking, approach road	SURVEY AND STAKING, APPROACH ROAD	Each	EACH	0	0	N	03	05-28-2008 18:32:07	03-09-2007 14:04:06		
15215-2000	Survey and staking, bridge	SURVEY AND STAKING, BRIDGE	Each	EACH	0	0	N	03	06-04-2008 18:33:44	03-09-2007 14:04:07		
15215-3000	Survey and staking, drainage structure	SURVEY AND STAKING, DRAINAGE STRUCTURE	Each	EACH	0	0	N	03	11-03-2008 16:03:59	03-09-2007 14:04:07		

To properly print a large Excel spreadsheet it is recommended the file be saved and the page(s) scaled to fit the desired paper stock.

1.8.2 Existing Pre-Defined Reports

Previously created reports may be used for other reporting periods or edited and the parameters of the report changed.

Please do NOT edit other user's Pre-Defined Reports. Add your own Pre-Defined Report according 1.8.1.

- Select the "edit" icon to change reporting parameters. See Section 1.8.1 for editing details;
- Select the "Refresh" icon to update an existing report with the latest data;
- Select the "MS Excel" spreadsheet hyperlink to open or save the spreadsheet file. See Section 1.8.1 for editing details; and
- Select the "Delete" icon to remove a report from the system.

The screenshot displays the EEBACS Pre-Defined Reports interface. The top navigation bar includes the EEBACS logo, the text 'Federal Highway Administration', and the date 'Tuesday, December 1, 2009 | 12:24 pm | Logout'. The left sidebar contains a navigation menu with items like Home, Projects (All), Design, Acquisition, Construction, Archived, Ad Hoc Reporting, Pre-Defined Reports, Ad Hoc UPA, and My Account. The main content area is titled 'Pre-Defined Reports' and features a search filter section with fields for Keyword, Status, and Report Class, along with an 'Apply Search' button. Below the search filters is a table listing 14 items. The table has columns for Actions, Report Class, Label, Description, Status, Last Run, Created By, and Result. Four orange arrows point to specific icons in the Actions column: Arrow A points to the 'edit' icon for the first report, Arrow B points to the 'refresh' icon for the second report, Arrow C points to the 'MS Excel' icon for the third report, and Arrow D points to the 'delete' icon for the fourth report. The 'Result' column for each report contains a message stating 'This report has been completed.' followed by a hyperlink to the report file.

Actions	Report Class	Label	Description	Status	Last Run	Created By	Result
[edit]	Master Pay Item Report	[Master Pay Item Report] Designer / Dec 01, 2009 12:16 pm		Complete	12-01-2009 12:16:43	Designer	This report has been completed. Master Pay Item Report (Dec 01, 2009 12:17 pm)
[refresh]	Master Pay Item Report	[Master Pay Item Report] Heidi Hirsbrunner / Oct 19, 2009 12:02 pm		Complete	11-19-2009 15:04:59	Heidi Hirsbrunner	This report has been completed. Master Pay Item Report (Nov 19, 2009 03:05 pm)
[MS Excel]	Bid History Report	[Bid History Report] Heidi Hirsbrunner / Nov 17, 2252 12:58 pm		Complete	11-19-2009 14:59:02	Heidi Hirsbrunner	This report has been completed. Bid History Report (Nov 19, 2009 02:59 pm)
[delete]	Bid History Report	[Bid History Report] Heidi Hirsbrunner / Nov 16, 5359 12:58 pm		Complete	11-16-2009 18:50:14	Heidi Hirsbrunner	This report has been completed. Bid History Report (Nov 16, 2009 06:50 pm)
	GIS Route Report	[GIS Route Report] Heidi Hirsbrunner / Nov 12, 2009 11:03 am	CFL GIS Route	Complete	11-12-2009 16:25:16	Heidi Hirsbrunner	This report has been completed. GIS Route Report (Nov 12, 2009 04:25 pm)
	Bid History Report	[Bid History Report] Heidi Hirsbrunner / Nov 12, 2009 04:11 pm	CFL Guardrail	Complete	11-12-2009 16:12:13	Heidi Hirsbrunner	This report has been completed. Bid History Report (Nov 12, 2009 04:12 pm)

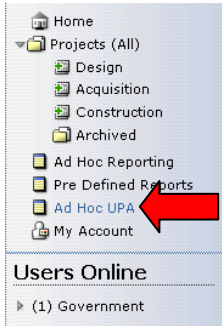
1.9 Ad Hoc UPA

Only Government staff and AE design staff have the ability to create, edit, and run Ad Hoc UPA reports.

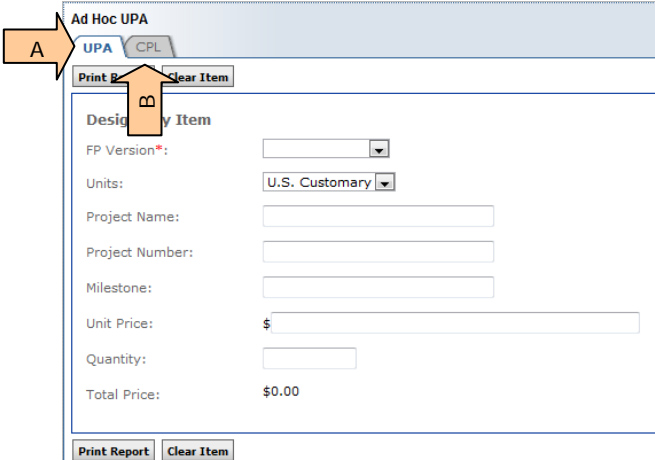
The Ad Hoc Unit Price Analysis (UPA) allows the user to develop unit price costs by item or a cost-per-length without having to establish a project within EEBACS. UPA analysis can be accomplished through Bid History Unit Price (BHUP), Cost Base Unit Price (CBUP), or Contract Modification Unit Price (CMUP) Analysis.

Reports generated through the Ad Hoc UPA tools are not saved within the system.

Select the "Ad Hoc UPA" link from the sidebar menu.



- A. Select the "UPA" tab for Unit Price Analysis; or
- B. Select the "CPL" tab for Cost-Per-Length analysis.



1.9.1 Unit Price Analysis (UPA)

Input the pay item number to be analyzed. Pay item numbers must be in the master pay item table in order to appear. Users may:

A. Select FP Version

The screenshot shows the 'Ad Hoc UPA' interface with the 'UPA' tab selected. In the 'Design Pay Item' section, the 'FP Version*' dropdown menu is highlighted with an orange arrow labeled 'A'. Other fields include 'Units' (U.S. Customary), 'Project Name', 'Project Number', 'Milestone', 'Unit Price', 'Quantity', and 'Total Price' (\$0.00). 'Print Report' and 'Clear Item' buttons are visible at the top and bottom.

B. Input a pay item number or description (in whole or part) in the data fields or

C. Select the "?" icon to view the master pay item list.

This screenshot shows the 'Ad Hoc UPA' form with the 'Pay Item' field highlighted by an orange arrow labeled 'C'. A '?' icon next to the field is highlighted by an orange arrow labeled 'B'. The 'FP Version*' is set to '14'. Other fields are empty. 'Print Report' and 'Clear Item' buttons are at the top. 'BHUP', 'CBUP', and 'CMUP' buttons are at the bottom right.

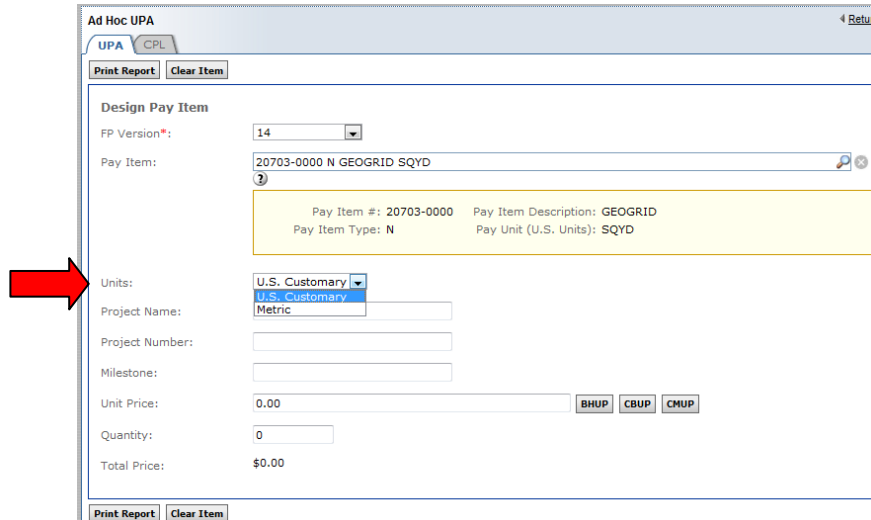
D. Select the appropriate item from the listing of pay items.

The screenshot shows the 'Ad Hoc UPA' form with a dropdown menu open for the 'Pay Item' field. An orange arrow labeled 'D' points to the list of pay items. The list includes items like '1521-0000 N CONSTRUCTION SURVEY AND STAKING LPSM' and '15205-0000 N SLOPE, REFERENCE, AND CLEARING AND GRUBBING STAKE LPSM'. 'Print Report' and 'Clear Item' buttons are at the top. 'BHUP', 'CBUP', and 'CMUP' buttons are at the bottom right.

This screenshot shows the 'Ad Hoc UPA' form with a modal window open displaying a detailed list of pay items. An orange arrow labeled 'D' points to the modal window. The modal window has a search bar and a list of items with columns for 'Values', 'Unit Price', and 'Quantity'. 'Print Report' and 'Clear Item' buttons are at the top of the modal. 'Submit' and 'Close' buttons are at the bottom.

The “Pay Item” data field will populate.

Select whether the costs will be developed using U.S. Customary or Metric units



Ad Hoc UPA

UPA CPL

Print Report Clear Item

Design Pay Item

FP Version*: 14

Pay Item: 20703-0000 N GEOGRID SQYD

Pay Item #: 20703-0000 Pay Item Description: GEOGRID
Pay Item Type: N Pay Unit (U.S. Units): SQYD

Units: U.S. Customary

Project Name: Metric

Project Number:

Milestone:

Unit Price: 0.00 BHUP CBUP CMUP

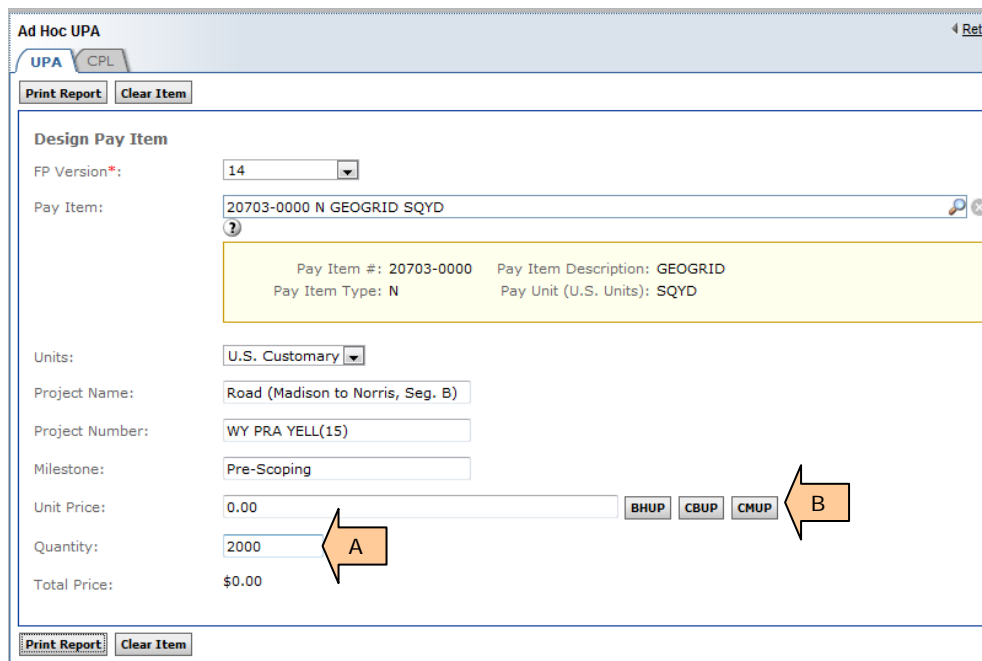
Quantity: 0

Total Price: \$0.00

Print Report Clear Item

Input the project name, project number, and milestone if necessary.

- For pay items with pay units requiring a quantity, insert the quantity before selecting the BHUP, CBUP, or CMUP button; and
- Select the “BHUP” (method to develop a price using bid history), “CBUP” (method to develop a price by detailing labor, equipment, and material costs), or “CMUP” (method to develop a price using contract modification price history) button.



Ad Hoc UPA

UPA CPL

Print Report Clear Item

Design Pay Item

FP Version*: 14

Pay Item: 20703-0000 N GEOGRID SQYD

Pay Item #: 20703-0000 Pay Item Description: GEOGRID
Pay Item Type: N Pay Unit (U.S. Units): SQYD

Units: U.S. Customary

Project Name: Road (Madison to Norris, Seg. B)

Project Number: WY PRA YELL(15)

Milestone: Pre-Scoping

Unit Price: 0.00 BHUP CBUP CMUP

Quantity: 2000

Total Price: \$0.00

Print Report Clear Item

1.9.1.1 Bid History Unit Price (BHUP) Method

Upon selecting the BHUP button, a table will appear with all projects listed for the pay item and FP selected. Each project in the table includes information about the bid prices received and project information. Since all projects within FLH will be listed, filtering of data is

Bid History Analysis

Search Filters:

Pay Item Number: 15101-0000 Density: [v]
 Quantity: [] to [] Terrain: [v]
 State: [select] Award Date: [v] to [2009] [v]
 Construction Type: [v] Show Selected Only? Yes Ignore

apply search clear

Results: Items 1 - 10 of 713 Jump [1] [v] Next >

State	Pay Item # v	Description	Sched	Project Number v	Award Date v	Inflation Rate	Qty v	Low 1	Low 2	Low 3	Low 4	Low 5	Total Amt	Construction Type	Terrain	Density
HI	15101-0000	MOBILIZATION	A	ACQ TEST SHIRLEY 1...	Aug 22, 2009		All	<input type="checkbox"/> \$1.00	<input type="checkbox"/> \$2.00				\$78,672.60	40902 AC Construction 5/8	Rolling	Rural
HI	15101-0000	MOBILIZATION	B	ACQ TEST SHIRLEY 1...	Aug 22, 2009		All	<input type="checkbox"/> \$1.00	<input type="checkbox"/> \$2.00				\$171,555.15	40901 AC Construction 3/8	Rolling	Rural
HI	15101-0000	MOBILIZATION	C	ACQ TEST SHIRLEY 1...	Aug 22, 2009		All	<input type="checkbox"/> \$1.00	<input type="checkbox"/> \$2.00				\$21,500,000.00	40902 AC Construction 5/8	Rolling	Rural
HI	15101-0000	MOBILIZATION	X	ACQ TEST SHIRLEY 1...	Aug 22, 2009		All	<input type="checkbox"/> \$1.00	<input type="checkbox"/> \$2.00				\$150,000.00	40302 Mill 2 + Ovlv 2-inches	Rolling	Rural
HI	15101-0000	MOBILIZATION	B	ACQ TEST SHIRLEY 1...	Aug 22, 2009		All	<input type="checkbox"/> \$2.00	<input type="checkbox"/> \$2.00				\$545,840.31	40901 AC Construction 3/8	Rolling	Rural
HI	15101-0000	MOBILIZATION	X	ACQ TEST SHIRLEY 1...	Aug 22, 2009		All	<input type="checkbox"/> \$2.00	<input type="checkbox"/> \$2.00				\$400,000.00	40302 Mill 2 + Ovlv 2-inches	Rolling	Rural
HI	15101-0000	MOBILIZATION	A	ACQ TEST SHIRLEY 1...	Aug 22, 2009		All	<input type="checkbox"/> \$2.00	<input type="checkbox"/> \$0.10				\$366,136.09	40902 AC Construction 5/8	Rolling	Rural
HI	15101-0000	MOBILIZATION	C	ACQ TEST SHIRLEY 1...	Aug 22, 2009		All	<input type="checkbox"/> \$2.00	<input type="checkbox"/> \$2.00				\$24,000,000.00	40902 AC Construction 5/8	Rolling	Rural
WA	15101-0000	MOBILIZATION	X	PRA MIKE 1(1)	Aug 22, 2009		All	<input type="checkbox"/> \$49,999.99	<input type="checkbox"/> \$500,000.00				\$134,000.00	40204 Overlay 2 - 4-inches	Mountainous	Rural
WA	15101-0000	MOBILIZATION	A	PRA MIKE 1(1)	Aug 22, 2009		All	<input type="checkbox"/> \$99,000.50	<input type="checkbox"/> \$100,000.00				\$11,968,550.00	40902 AC Construction 5/8	Mountainous	Rural

0 Bid Picked Avg: \$0.00 Max: \$0.00 Min: \$0.00 update

Unit Price Used [0.00] Remark Inflation [v] Save & Close Cancel Jump [1] [v] Next >

required to ensure figures are relevant to the user's project.

Secondary filtering may be necessary in order to obtain a manageable list of projects.

Select "Use Crosswalk" to include projects with previous FP pay items (appears as bold text in pay item column).

Once search parameters have been established, select the "Apply Search" button.

Search Filters:

Pay Item Number: 20703-0000 Density: [v]
 Keywords: [] Terrain: [v]
 Quantity: [] to [] Award Date: [v] to [2014] [v]
 State: [select] Show Selected Only? Yes Ignore
 [select] Use Crosswalk? Yes Ignore

Construction Type: [v]

apply search

Alabama
 Alaska
 Arizona
 Arkansas
 California
 Colorado
 Connecticut
 Delaware
 District of Columbia
 Florida
 Georgia
 Hawaii
 Idaho
 Illinois

New Item (archived)
 U.S. Virgin Islands (archived)
 American Samoa (archived)
 Northern Mariana Islands (archived)
 Guam (archived)
 Non-U.S. (archived)

Once data has been filtered, an inflation rate should be chosen to update bid prices from the past to reflect "today's" dollars.

Pay State	Pay Item #	Description	Sched	Project Number	Award Date	Inflation Rate	Qty	Low 1	Low 2	Low 3	Low 4
WY	15201-0000	CONSTRUCTION SURVEY AND STAKING	A	WY PRA-GRTE 100 (1), 209(1), & 225...	Aug 11, 2004	60.54%	All	<input type="checkbox"/> \$15,000.00 \$24,081.00	<input type="checkbox"/> \$30,000.00 \$48,162.00	<input type="checkbox"/> \$27,500.00 \$44,148.50	<input type="checkbox"/> \$40,470.00 \$64,970.54
WY	15201-0000	CONSTRUCTION SURVEY AND STAKING	B	WY PRA-YELL 13(3)	May 26, 2004	60.54%	All	<input type="checkbox"/> \$250,000.00 \$401,350.00			
WY	15201-0000	CONSTRUCTION SURVEY AND STAKING	A	WY PRA-YELL 13(3)	May 26, 2004	60.54%	All	<input type="checkbox"/> \$225,000.00 \$361,215.00			
WY	15201-0000	CONSTRUCTION SURVEY AND STAKING	C	WY PRA-YELL 13(3)	May 26, 2004	60.54%	All	<input type="checkbox"/> \$160,000.00 \$256,864.00			
WY	15201-0000	CONSTRUCTION SURVEY AND STAKING	A	WY PRA-SEED 12(1)	May 11, 2004	60.54%	All	<input type="checkbox"/> \$15,000.00 \$24,081.00	<input type="checkbox"/> \$20,000.00 \$32,108.00	<input type="checkbox"/> \$17,000.00 \$27,013.50	<input type="checkbox"/> \$17,000.00 \$27,013.50
WY	15201-0000	CONSTRUCTION SURVEY AND STAKING	X	PRA-YELL 10 (12)	Aug 19, 2003	74.68%	All	<input type="checkbox"/> \$630,000.00 \$1,100,484.00	<input type="checkbox"/> \$750,000.00 \$1,310,100.00	<input type="checkbox"/> \$610,000.00 \$1,065,548.00	
WY	15201-0000	CONSTRUCTION SURVEY AND STAKING	C	WY PRA-GRTE 13(11) & 10(100...)	Jul 03, 2003	74.68%	All	<input type="checkbox"/> \$23,000.00 \$40,176.40	<input type="checkbox"/> \$12,000.00 \$20,961.60		
WY	15201-0000	CONSTRUCTION SURVEY AND STAKING	D	WY PRA-GRTE 13(1)	Jul 03, 2003	74.68%	All	<input type="checkbox"/> \$4,000.00 \$6,987.20			
WY	15201-0000	CONSTRUCTION SURVEY AND STAKING	A	WY PRA-GRTE 13(1), WY PRA-GRTE 13(5), & WY PRA-GRTE 13...	Jul 03, 2003	74.68%	All	<input type="checkbox"/> \$150,000.00 \$262,020.00	<input type="checkbox"/> \$180,000.00 \$311,144.00		
WY	15201-0000	CONSTRUCTION SURVEY AND STAKING	B	WY PRA-GRTE 13(6)	Jul 03, 2003	74.68%	All	<input type="checkbox"/> \$17,000.00 \$29,695.40			

Original bid price

Bolded amount reflects inflated price

Inflation CCI pull down

Pay item is FP version selected

Pay items from a previous FP appear with bold text. The accompanying description is the description from the previous FP.

State	Pay Item #	Description	Sched	Project Number	Award Date	Inflation Rate	Qty	Low 1
AZ	20703-0000	GEOGRID	A	AZ HSH FP14	Sep 18, 2013	0%	3,000	<input type="checkbox"/> \$2.78 \$2.78
WA	20703-0000	GEOGRID, UNIAXIAL	A	WA PRA MORA 13(4)	Jul 15, 2011	-7.69%	30,111	<input type="checkbox"/> \$3.70 \$3.42
CO	20703-0000	GEOGRID, BIAXIAL	B	ROMO 10(4)	Dec 12, 2006	-23.92%	28,106	<input type="checkbox"/> \$2.72 \$2.07
CO	20703-0000	GEOGRID, BIAXIAL	A	PRA MEVE 10 (7A)	Aug 22, 2003	39.93%	2,332	<input type="checkbox"/> \$6.69 \$9.36

- Select bid prices from projects that most represents the work to be performed. Check as many boxes as applicable (Note: Before viewing bid prices on another page, select the "Update" button to save selected bid prices);
- Select the "Update" button to populate the minimum, maximum, and average unit price buttons;
- Select one of the auto-calculated unit price buttons or insert a value into the "Unit Price Used" data field to automatically carry-forward the unit price to be used;
- Use the "Remarks" data field to describe reasoning behind price selections or other pertinent information;
- Select the "Save & Close" button to exit the table and return to the UPA tab.

Bid History Analysis

15201-0000 CONSTRUCTION SURVEY AND STAKING
Pay Item Type: N Pay Unit: LPSM

Search Filters:
Pay Item Number: 15201-0000
Quantity: to
State: Wyoming
Construction Type: Award Date: to 2009

apply search clear

Results: Items 1-10 of 16

State	Pay Item #	Description	Sched	Project Number	Award Date	Inflation Rate	Qty	Low 1	Low 2	Low 3	Low 4	Low 5	Total Amt	Construction Type	Terrain	Density
WY	15201-0000	CONSTRUCTION SURVEY AND STAKING	A	WY PRA-GRTS 100 (1), 209(1), 8, 225...	Aug 11, 2004	60.54%	All	<input type="checkbox"/> \$15,000.00 <input type="checkbox"/> \$24,081.00	<input type="checkbox"/> \$30,000.00 <input type="checkbox"/> \$49,162.00	<input type="checkbox"/> \$27,500.00 <input type="checkbox"/> \$44,148.50	<input type="checkbox"/> \$40,470.00 <input type="checkbox"/> \$52,978.20	<input type="checkbox"/> \$53,000.00	\$1,198,434.25	0 (archived)	Mountainous	Rural
WY	15201-0000	CONSTRUCTION SURVEY AND STAKING	B	WY PRA-YELL 13(3)	May 26, 2004	60.54%		<input checked="" type="checkbox"/> \$250,000.00 <input checked="" type="checkbox"/> \$401,350.00					\$12,182,751.00	0 (archived)	Mountainous	Rural
WY	15201-0000	CONSTRUCTION SURVEY AND STAKING	A	WY PRA-YELL 13(3)	May 26, 2004	60.54%		<input checked="" type="checkbox"/> \$225,000.00 <input checked="" type="checkbox"/> \$361,215.00					\$13,727,654.00	0 (archived)	Mountainous	Rural
WY	15201-0000	CONSTRUCTION SURVEY AND STAKING	C	WY PRA-YELL 13(3)	May 26, 2004	60.54%		<input type="checkbox"/> \$350,000.00 <input type="checkbox"/> \$256,864.00					\$3,888,390.50	0 (archived)	Mountainous	Rural
WY	15201-0000	CONSTRUCTION SURVEY AND STAKING	A	WY B8P SEED 10(1)	May 11, 2004	60.54%	All	<input type="checkbox"/> \$15,000.00 <input type="checkbox"/> \$24,081.00	<input type="checkbox"/> \$30,000.00 <input type="checkbox"/> \$32,100.00	<input type="checkbox"/> \$25,000.00 <input type="checkbox"/> \$40,135.00	<input type="checkbox"/> \$17,000.00 <input type="checkbox"/> \$27,291.00	<input type="checkbox"/> \$20,270.00 <input type="checkbox"/> \$45,384.66	\$455,999.00	3 (archived)	Level	Urban
WY	15201-0000	CONSTRUCTION SURVEY AND STAKING	X	PRA-YELL 10 (12)	Aug 10, 2003	74.68%	All	<input type="checkbox"/> \$30,000.00 <input type="checkbox"/> \$1,100,484.00	<input type="checkbox"/> \$70,000.00 <input type="checkbox"/> \$1,210,100.00	<input type="checkbox"/> \$10,000.00 <input type="checkbox"/> \$1,065,540.00			\$14,985,510.00	0 (archived)	Mountainous	Rural
WY	15201-0000	CONSTRUCTION SURVEY AND STAKING	C	WY PRA-GRTS 13(1) 8, 101...	Jul 03, 2003	74.68%	All	<input type="checkbox"/> \$23,000.00 <input type="checkbox"/> \$40,176.40	<input type="checkbox"/> \$30,000.00 <input type="checkbox"/> \$20,961.60				\$1,023,300.00	3 (archived)	Level	Rural
WY	15201-0000	CONSTRUCTION SURVEY AND STAKING	D	WY PRA-GRTS 13(1) 8, 101...	Jul 03, 2003	74.68%	All	<input type="checkbox"/> \$4,000.00 <input type="checkbox"/> \$6,987.20					\$291,500.00	0 (archived)	Mountainous	Rural
WY	15201-0000	CONSTRUCTION SURVEY AND STAKING	A	WY PRA-GRTS 13(1) 8, 101...	Jul 03, 2003	74.68%	All	<input checked="" type="checkbox"/> \$150,000.00 <input checked="" type="checkbox"/> \$262,020.00					\$5,089,303.00	0 (archived)	Rolling	Rural
WY	15201-0000	CONSTRUCTION SURVEY AND STAKING	B	WY PRA-GRTS 13(1) 8, 101...	Jul 03, 2003	74.68%	All	<input type="checkbox"/> \$17,000.00 <input type="checkbox"/> \$29,470.00					\$369,047.60	0 (archived)	Rolling	Rural

3 Bid Picked Avg: \$341,528.33 Max: \$401,350.00 Min: \$262,020.00 Update

Unit Price Used: \$342000.00 Remark: Inflation: 60.54% Save & Close Cancel

The "Unit Price" data field will automatically populate and a total price is calculated. Pay items requiring quantities will require the user to input a quantity before selecting the CBUP method. Select the "Print Report" button to generate supporting data.

Ad Hoc UPA

UPA CPL

Print Report Clear Item

Design Pay Item

FP Version*: 14

Pay Item: 15201-0000 N CONSTRUCTION SURVEY AND STAKING LPSM

Pay Item #: 15201-0000 Pay Item Description: CONSTRUCTION SURVEY AND STAKING
Pay Item Type: N Pay Unit (U.S. Units): LPSM

Units: U.S. Customary

Project Name: Grand Loop Road

Project Number: WY PRA YELL 10(15)

Milestone: Pre-Scoping

Unit Price: 342000

Total Price: \$342,000.00

Print Report Clear Item

Ad Hoc UPA

UPA CPL

Print Report Clear Item

Design Pay Item

FP Version*: 14

Pay Item: 63502-0800 N TEMPORARY TRAFFIC CONTROL, CONE, TYPE 18-INCH EACH

Pay Item #: 63502-0800 Pay Item Description: TEMPORARY TRAFFIC CONTROL, CONE, TYPE 18-INCH
Pay Item N Type: EACH

Units: U.S. Customary

Project Name: Grand Loop Road

Project Number: WY YELL 10(5)

Milestone: Pre-scoping

Unit Price: 0.00

Quantity: 75

Total Price: \$0.00

Print Report Clear Item

Upon selecting the "Print Report" button, an "Ad Hoc UPA Analysis" Adobe Acrobat (PDF) file will be generated.

Open the file and print or save the report to the user's computer for future reference.

Warning: The report is overwritten by the next price analysis or when user logs out.

Bid History Unit Price Analysis Report Date: 12/10/09
1 out of 2

Project No: WY PRA YELL 10(5) Milestone: Pre - Scoping
 Project Name: Grand Loop Road (Madison to Norris, Seg. B) Date Complete: In Progress
 FLMA No:

Pay Item No.	Pay Item Type	Description	Quantity	Unit	Unit Price Used	Amount								
15201-0000	N	CONSTRUCTION SURVEY AND STAKING	ALL	LPSM	\$342,000.00	\$342,000.00								
Picked: 3 Average: \$341,528.33 High: \$401,350.00 Low: \$262,020.00														
Remarks:														
Bid History Filters: Pay Item Number: 15201-0000 Quantities: ALL Award Dates: Before 2009 States: WY				Inflation Index: Colorado CCI Schedule Construction Type: Terrain: Density:										
Award Date	States	Pay Item No. Schedule	Pay Item Description Project	Inflation	Quantity	Low 1	Low 2	Low 3	Low 4	Low 5	Total Amount	Schedule Construction Type	Terrain	Density
05/26/04	WY	15201-0000	CONSTRUCTION SURVEY AND STAKING	60.54%	ALL	\$250,000.00					\$12,182,751.00	R	M	Rural
		B	WY PRA-YELL 13(G)			\$401,350.00								
05/26/04	WY	15201-0000	CONSTRUCTION SURVEY AND STAKING	60.54%	ALL	\$225,000.00					\$13,727,654.90	R	M	Rural
		A	WY PRA-YELL 13(G)			\$361,215.00								
07/03/03	WY	15201-0000	CONSTRUCTION SURVEY AND STAKING	74.68%	ALL	\$150,000.00	\$180,000.00				\$5,089,303.00	R	R	Rural
		A	WY PRA-GRTE 13(1), WY PRA-GRTE 13(5), & WY PRA-GRTE 13(6)			\$262,020.00	\$314,424.00							
08/11/04	WY	15201-0000	CONSTRUCTION SURVEY AND STAKING	60.54%	ALL	\$15,000.00	\$30,000.00	\$27,500.00	\$40,470.00	\$33,000.00	\$1,198,434.25	B	M	Rural
		A	WY PRA-GRTE 100(1), 209(1), & 225(1)			\$24,081.00	\$48,162.00	\$44,148.50	\$64,970.54	\$52,978.20				

1.9.1.2 Cost Base Unit Price (CBUP) Method

Cost-base unit price analysis develops a unit price by using the cost of labor, material, equipment, time it will take to perform the work, and associated costs (such as overhead and profit). This type of analysis often requires contacting local suppliers, referring to construction equipment ownership and operating expense schedules (such as developed by the USACE), and determining wage rates using the Davis-Bacon Wage Rates for a particular area.

- A. Insert the quantity for a pay item first; then
- B. Select the CBUP icon to access the worksheet to develop labor, equipment, and material costs for the pay item.

Ad Hoc UPA

UPA CPL

Print Report Clear Item

Design Pay Item

FP Version*: 03

Pay Item: 20401-0000 N ROADWAY EXCAVATION CUYD

Pay Item #: 20401-0000 Pay Item Description: ROADWAY EXCAVATION
Pay Item Type: N Pay Unit (U.S. Units): CUYD

Units: U.S. Customary

Project Name: Grand Loop Road

Project Number: WY YELL 10(5)

Milestone: Pre-scoping

Unit Price: 0.00

Quantity: 0

Total Price: \$0.00

Print Report Clear Item

- C. Select an appropriate cost type (equipment, labor, or material) to begin developing a unit price.

Cost Based Unit Price

20401-0000 ROADWAY EXCAVATION

Save & Close Cancel

Cost Based Unit Price Analysis

Equipment:
Add Equipment

Total Equipment Cost:
\$0.00

Labor:
Add Labor

Total Labor Cost:
\$0.00

Material:
Add Material

Total Material Cost:
\$0.00

Total Labor/Equipment/Mat Costs:
\$0.00

Total Cost/Unit for Pay Item:
\$0.00

Unit Price Used*:
\$

Additional Remarks:

Save & Close Cancel

For each cost type, determine the following:

- A. Type. Input type of equipment (Bulldozer, 80HP minimum flywheel power, or Dump truck 10 cuyd minimum capacity, etc.), labor (General, or High scaler, or Bulldozer operator over 120,000 lbs, etc.) or material (crushed aggregate, or plantings, or riprap, etc.).
- B. Quantity. Input the number of a specific equipment or labor type (Loader – 1, Dump trucks – 4, General Labor – 2, Dump truck drivers – 4, Loader operator -1, etc.). For material type input the quantity to be used.
- C. Number of Units. Input the quantity for one unit of equipment. Example: 5 General laborers, each work 9 days would be inputted, "Type": *General laborer*; "Quantity": 5; "Number of Units": 9; "Unit": *days*.
- D. Unit. Select the appropriate unit from the pick-list (hour, day, ton, etc.).
- E. Cost/Unit. Input the cost per unit. Cost per unit is established by using the USACE construction equipment ownership and operating expense schedules for equipment, RS Means, Davis-Bacon Wage Rates for labor/equipment operators, or contacting suppliers for material costs. See your Division's procedures.
- F. Total Overhead & Profit. Is a percentage of the actual cost. Overhead includes those expenses not directly related to the item of work. They may include lighting and heating for the project and home office, upper management and office personnel salaries, cost of office equipment, and company vehicles. The percentage may vary depending on region and work.
- G. Remarks. Describe how costs were determined for that specific item.
- H. Select the Delete button if that line item is no longer relevant.

The screenshot shows the 'Cost Based Unit Price' window for project '20401-0000 ROADWAY EXCAVATION'. The interface is divided into sections for Equipment, Labor, and Material, each with a table for data entry. Annotations A through H point to specific fields: A points to the 'Type' column in all three tables; B points to the 'Quantity' column in the Equipment table; C points to the 'No of Units' column in the Equipment table; D points to the 'Unit' dropdown in the Equipment table; E points to the 'Cost/Unit' column in the Equipment table; F points to the 'Overhead & Profit (%)' column in the Equipment table; G points to the 'Remarks' column in the Equipment table; and H points to the 'Delete' button in the Equipment table. A unit selection dropdown is also shown with a list of units including ACRE, CTSM, CUFT, CUYD, DAY, EACH, FIX HR RA', GAL, HOUR, LB, LNFT, LPSM, MFBM, MGAL, MILE, MO, SURY, SOFT, SQYD, STA, TON, and WEEK.

Continue to add as many cost types as necessary to describe and estimate the work. The program will provide:

- A. Total Cost (Equipment, Labor, or Material). Automatic summation of all types for that component of work.
- B. Total Cost of Equipment, Labor, and Material. Automatic summation of all components of work.
- C. Total Cost per Unit for Pay Item. This is calculated by EEBACS by dividing the Total Labor/Equipment/Material Costs by the pay item quantity. Note: If the pay item quantity is not saved before entering the CBUP worksheet, this total will not calculate.
- D. Unit Price Used. This allows the user to either enter the Total Cost per Unit for Pay item, calculated above, or enter a rounded, different unit price to be used.
- E. Remarks. Describe how costs were determined (methods and sources) for the pay item.
- F. Select a command to continue with the program.

Cost Based Unit Price

20401-0000 ROADWAY EXCAVATION
Quantity: 40,000 CUYD

Save & Close Cancel * indicates a required field

Cost Based Unit Price Analysis

Equipment:

Type*	Quantity*	No of Units*	Unit*	Cost/Unit*	Total	Overhead & Profit (%)*	Overhead & Profit*	Total with O&P	Remarks	
Dozer	500.00000	2	HOUR	150.00	\$150,000.00	15.00	\$22,500.00	\$172,500.00	Unit prices based on ACE prices	Delete
Dump truck	200.00000	4	HOUR	65.00	\$52,000.00	15.00	\$7,800.00	\$59,800.00	Unit prices based on ACE prices	Delete
Loader	200.00000	1	HOUR	75.00	\$15,000.00	15.00	\$2,250.00	\$17,250.00	Unit prices based on ACE prices	Delete

Add Equipment

Total Equipment Cost:
\$249,550.00

Labor:

Type*	Quantity*	No of Units*	Unit*	Cost/Unit*	Total	Overhead & Profit (%)*	Overhead & Profit*	Total with O&P	Remarks	
Dozer Operator	500.00000	2	HOUR	35.00	\$35,000.00	15.00	\$5,250.00	\$40,250.00	Davis-Bacon Wage Rates	Delete
General Labor	200.00000	1	HOUR	30.00	\$6,000.00	15.00	\$900.00	\$6,900.00	Davis-Bacon Wage Rates	Delete
Truck driver	200.00000	4	HOUR	40.00	\$32,000.00	15.00	\$4,800.00	\$36,800.00	Davis-Bacon Wage Rates	Delete
Loader Operator	200.00000	1	HOUR	45.00	\$9,000.00	15.00	\$1,350.00	\$10,350.00	Davis-Bacon Wage Rates	Delete

Add Labor

Total Labor Cost:
\$94,300.00

Material:

Add Material

Total Material Cost:
\$0.00

Total Labor/Equipment/Mat Costs:
\$343,850.00

Total Cost/Unit for Pay Item:
\$8.60

Unit Price Used*:
8.50

Additional Remarks:
Equipment/Labor time based on 40,000 cy, with 4,000 cy going to waste.

Save & Close Cancel

The "Unit Price" data field will automatically populate and a total price will be calculated. Select the "Print Report" button to acquire supporting data.

Ad Hoc UPA

UPA CPL

Print Report Clear Item

Design Pay Item

FP Version*: 03

Pay Item: 20401-0000 N ROADWAY EXCAVATION CUVD

Pay Item #: 20401-0000 Pay Item Description: ROADWAY EXCAVATION
Pay Item Type: N Pay Unit (U.S. Units): CUVD

Units: U.S. Customary

Project Name: Grand Loop Road

Project Number: WY YELL 10(5)

Milestone: Pre-scoping

Unit Price: 8.50 **BHUP CBUP CMUP**

Quantity: 40000

Total Price: \$340,000.00

Print Report Clear Item

Upon selecting the "Print Report" button, an "Ad Hoc UPA Analysis" Adobe Acrobat (PDF) file will be generated. Save the PDF file to your computer.

Warning: Data will not be saved if the "Clear Item" button is selected or the user logs out. The "Ad Hoc UPA Analysis" PDF file must be saved to the user's computer.

Ad Hoc UPA

UPA CPL

Ad Hoc UPA Analysis

Print Report Clear Item

Design Pay Item

FP Version*: 03

Pay Item: 20401-0000 N ROADWAY EXCAVATION CUVD

Pay Item #: 20401-0000 Pay Item Description: ROADWAY EXCAVATION
Pay Item Type: N Pay Unit (U.S. Units): CUVD

Units: U.S. Customary

Project Name: Grand Loop Road

Project Number: WY YELL 10(5)

Milestone: Pre-scoping

Unit Price: 8.50 **BHUP CBUP CMUP**

Quantity: 40000

Total Price: \$340,000.00

Print Report Clear Item

1.9.1.3 Construction Modification Unit Price (CMUP) Method

- A. Select the FP, pay item, and units, input the units, project name, project number, milestone and quantity (if needed) according to Section 1.9.1 Unit Price Analysis.
- B. Select CMUP

Ad Hoc UPA

UPA CPL

Print Report Clear Item *

Design Pay Item

FP Version*: 03

Pay Item: 20101-0000 N CLEARING AND GRUBBING ACRE

Units: U.S. Customary

Project Name: Grand Loop Road

Project Number: WY YELL 10(5)

Milestone: Pre-scoping

Unit Price: 0.00 BHUP CBUP **CMUP**

Quantity: 0

Total Price: \$0.00

Print Report Clear Item

Pay Item #: 20101-0000 Pay Item Description: CLEARING AND GRUBBING
Pay Item Type: N Pay Unit (U.S. Units): ACRE

Upon selecting the CMUP button, a table will appear with all contract modifications that added the pay item selected. Each project in the table includes information about the contract modification negotiated price and project information.

Contract Modification History Analysis

20101-0000 CLEARING AND GRUBBING
 Pay Item Type:N Pay Unit:ACRE
 Quantity:7.80000

Search Filters:
 Pay Item Number: 20101-0000
 Quantity: [] to []
 State: [select]
 Construction Type: []
 Density: []
 Terrain: []
 Award Date: [] to 2014
 Show Selected Only? Yes Ignore

Results: Items 1-2 of 2

Pay State	Pay Item #	Description	Sched	Project Number	Contract Modification Number	Date SF30 Signed By	Inflation Rate	Qty	CM Unit Price	Exercised Schedule	Award Amount	Construction Type	Terrain	Density
AK	20101-0000	CLEARING AND GRUBBING	A	AK TEST SUSAN 10-01-2...	001	Oct 04, 2012		82.6	<input type="checkbox"/> \$1,547.37	no	\$1,636,570.00	64601 Roadside development	Rolling	Rural
CO	20101-0000	CLEARING AND GRUBBING	A	CO PRA LINDEN 333(S)	CM001	Oct 29, 2010		15.0	<input type="checkbox"/> \$2,500.00	no	\$8,571,880.00	40902 AC Construction 5/8	Mountainous	Rural

0 Price(s) Picked
 Avg: \$0.00 Max: \$0.00 Min: \$0.00


Unit Price Used 0.00 Remark Inflation

- BLS Highway & Street
- BLS Non-residential
- National Highway Construction
- Colorado CCI
- California Highway Construction
- Ohio DOT CCI (discontinued)
- Oregon Highway Construction
- South Dakota Highway Construction
- Utah DOT CCI
- Washington DOT CCI

💡 Not finding the specific pay item you need, try searching using the BHUP (Bid History Unit Price search). This CMUP (Contract Modification Unit Price search) only contains prices from contract modifications for projects that used EEBACS – no prices from the non-EEBACS contract modifications were added into EEACS.

Since all projects within FLH will be listed, filtering of data is required to ensure figures are relevant to the user’s project. Once search parameters have been established, select the “Apply Search” button.

Search Filters:
 Pay Item Number: 15101-0000
 Quantity: [] to []
 State: [select]
 Construction Type: []
 Density: []
 Terrain: []
 Award Date: [] to 2009
 Show Selected Only? Yes Ignore



- Vermont
- Virginia
- Washington
- West Virginia
- Wisconsin
- Wyoming
- American Samoa
- Guam
- Northern Mariana Islands
- Puerto Rico
- U.S. Virgin Islands

- A. Once data has been filtered, an inflation rate should be chosen to update bid prices from the past to reflect "today's" dollars.
- B. Select contract modification prices from projects that most represent the work to be performed. Check as many boxes as applicable (note this example only has one project).
- C. Select the "Update" button to populate the minimum, maximum, and average unit price buttons
- D. Select one of the auto-calculated unit price buttons or insert a value into the "Unit Price Used" data field to automatically carry-forward the unit price to be used
- E. Use the "Remarks" data field to describe reasoning behind price selections or other pertinent information
- F. Select the "Save & Close" button to exit the table and return to the UPA tab.

Contract Modification History Analysis

20101-0000 CLEARING AND GRUBBING
 Pay Item Type:N Pay Unit:ACRE
 Quantity:7.8

Search Filters:
 Pay Item Number: 20101
 Quantity: [] to []
 State: [select]
 Construction Type: []
 Density: []
 Terrain: []
 Award Date: [] to 2011
 Show Selected Only? Yes Ignore

Results: Items 1-1 of 1

State	Pay Item #	Description	Sched	Project Number	Contract Modification Number	Date SF30 Signed By CO	Inflation Rate	Qty	CM Unit Price	Excluded Schedule	Award Amount	Construction Type	Terrain	Density
CO	20101-0000	CLEARING AND GRUBBING	A	CO PRA LINDEN 333 (5)	CM001	Oct 29, 2010	0%	15.0	<input checked="" type="checkbox"/> \$2,500.00 \$2,697.75		\$8,571,880.00	40902 AC Construction 5/8	Mountainous	Rural

1 Price(s) Picked Avg: \$2,697.75 Max: \$2,697.75 Min: \$2,697.75

Unit Price Used: 2700 Remark: Inflation: BLS Highway & S

Annotations:
 - Arrow B points to the checkbox in the CM Unit Price column.
 - Arrow C points to the "update" button.
 - Arrow D points to the "Unit Price Used" field.
 - Arrow E points to the "Remark" field.
 - Arrow A points to the "Inflation" dropdown menu.
 - Arrow F points to the "Save & Close" button.
 - Callout boxes: "Original contract modification price" points to the \$2,500.00 value; "Bolted amount reflects inflated price" points to the bolded \$2,697.75 value; "Inflation CCI pull down list" points to the dropdown menu.

The “Unit Price” data field will automatically populate and a total price is calculated. Pay items requiring quantities will require the user to input a quantity before selecting the CMUP method. Select the “Print Report” button to generate supporting data.

Ad Hoc UPA

UPA CPL

Print Report Clear Item

Design Pay Item

FP Version*: 03

Pay Item: 20101-0000 N CLEARING AND GRUBBING ACRE


Pay Item #: 20101-0000 Pay Item Description: CLEARING AND GRUBBING
Pay Item Type: N Pay Unit (U.S. Units): ACRE

Units: U.S. Customary

Project Name: Grand Loop Road

Project Number: WY YELL 10(5)


Milestone: Pre-scoping

Unit Price: 2700  BHUP CBUP CMUP

Quantity: 7.8

Total Price: \$21,060.00

Print Report Clear Item





Upon selecting the “Print Report” button, an “Ad Hoc UPA Analysis” Adobe Acrobat (PDF) file will be generated. Save the PDF file to your computer.

Warning: Data will not be saved if the “Clear Item” button is selected or the user logs out. The “Ad Hoc UPA Analysis” PDF file must be saved to the user’s computer.

Ad Hoc UPA

UPA CPL

 Ad Hoc UPA Analysis 

Print Report Clear Item

Design Pay Item

FP Version*: 03

Pay Item: 20101-0000 N CLEARING AND GRUBBING ACRE

Pay Item #: 20101-0000 Pay Item Description: CLEARING AND GRUBBING
Pay Item Type: N Pay Unit (U.S. Units): ACRE

Units: U.S. Customary

Project Name: Grand Loop Road

Project Number: WY YELL 10(5)

Milestone: Pre-scoping

Unit Price: 2700.00 BHUP CBUP CMUP

Quantity: 7.8

Total Price: \$21,060.00

Print Report Clear Item

1.9.2 Cost per Length (CPL)

For a quick high level (Class C) estimate, select the Cost per Length tab. Select past projects with similar work items and length. Program computes the average cost per length of selected projects from bid history.

- Use the search filter to reflect projects of similar work.
- Select from the pull down list U.S. Customary or Metric; and
- Select from the pull down list an inflation index.

Search Filters:

Keywords:

State:

Construction Type:

Schedule Length: to

Apply search

Show Selected Only? Yes Ignore

Results: Items 1 - 10 of 10

State	Schedule Letter	Project Number	Project Name	Award Date	Inflation Rate	Schedule Length	Low 1	Low 2	Low 3	Low 4	Low 5	Total Amt	Construction Type	Terrain	Density
WY	A	WY PPH 29-1(1)	LA BONTE CREEK BRIDGE REPLACEMENT (DOUGLASS-ESTERBROOK ROAD)	May 16, 2006		0.62	<input type="checkbox"/> \$0.00					\$1,762,352.73	R (archived)	Level	Rural
WY	A	PPH 23-1 (2)	LOUIS LAKE ROAD REPACKAGE	Aug 19, 2005		7.17	<input type="checkbox"/> \$1,706,294.43	<input type="checkbox"/> \$1,822,817.39				\$12,234,131.09	R (archived)	Rolling	Rural
WY	X	PPH 23-1 (3)	LOUIS LAKE ROAD REPACKAGE	Aug 19, 2005		7.17	<input type="checkbox"/> \$0.00	<input type="checkbox"/> \$0.00				\$700,829.33	R (archived)	Rolling	Rural
WY	A	WY PRA-GRTE 100(1), 200(1), 6, 225(1)	MOOSE, WILSON ROAD, LAKE CREEK BRIDGE ETAL.	Aug 11, 2004		0.131	<input type="checkbox"/> \$9,148,353.05	<input type="checkbox"/> \$10,684,492.37	<input type="checkbox"/> \$10,816,325.19	<input type="checkbox"/> \$12,276,758.40	<input type="checkbox"/> \$14,462,374.05	\$1,199,434.25	B (archived)	Mountainous	Rural
WY	A	WY PRA-YELL 13 (3)	EAST ENTRANCE ROAD, SECMENT C	May 26, 2004		4.970	<input type="checkbox"/> \$0.00					\$13,727,654.90	R (archived)	Mountainous	Rural
WY	A	WY RRP SEED 12 (1)	SEEDSKADEE N.W.R.	May 11, 2004		3.45	<input type="checkbox"/> \$151,014.20	<input type="checkbox"/> \$194,844.06	<input type="checkbox"/> \$238,468.12	<input type="checkbox"/> \$239,773.33	<input type="checkbox"/> \$260,851.30	\$455,999.00	3 (archived)	Level	Urban
WY	D	WY PRA-GRTE 13 (1)	NORTH PARK ROAD - OPTION C	Jul 03, 2003		3.119	<input type="checkbox"/> \$0.00					\$291,500.00	R (archived)	Mountainous	Rural
WY	A	WY PPH 21-1(1)	WILSON-FALL CREEK ROAD	Dec 06, 2001		3.202	<input type="checkbox"/> \$0.00	<input type="checkbox"/> \$0.00				\$7,356,212.50	R (archived)	Rolling	Rural
WY	B	RRP-NAEL 10 (3)	FLAT CREEK ROAD	Sep 22, 1999		4.288	<input type="checkbox"/> \$0.00					\$421,922.43	3 (archived)	Level	Rural
WY	B	PRA-GRTE 10 (9)	EASTSIDE HIGHWAY (MOOSE OVERLA)	Jun 01, 1999		3.108	<input type="checkbox"/> \$0.00	<input type="checkbox"/> \$0.00				\$828,403.50	3 (archived)	Level	Rural

0 Bid Picked Avg: \$0.00 Max: \$0.00 Min: \$0.00

Unit Price Used Remark Inflation U.S. Customary

- A. Select cost per length (miles/kilometers) prices from projects that most represents the work to be performed. Prices initially shown are based on original bid prices for the project indicated. Bolded prices are inflated to current dollars. Check has many boxes as applicable (Note: Before viewing bid prices on another page, select the "Update" button to save selected bid prices).
- B. Select the "Update" button to populate the minimum, maximum, and average unit price buttons;
- C. Select one of the auto-calculated unit price buttons or insert a value into the "Unit Price Used" data field to automatically carry-forward the unit price to be used;
- D. The "Unit Price Used" may be rounded or modified;
- E. Use the "Remarks" data field to describe reasoning behind price selections or other pertinent information;
- F. Select the "Create CPL Report" button.

The screenshot shows the EEBACS CPL Analysis interface. At the top, there are search filters for Keywords, State (Wyoming), Construction Type, and Schedule Length. Below the filters is a table of results with columns for State, Schedule Letter, Project Number, Project Name, Award Date, Inflation Rate, Schedule Length, and four Low categories (Low 1 to Low 4). The table also includes Total Amt, Construction Type, Terrain, and Density. A callout box labeled 'A' points to a row where the 'Low 1' value is bolded (\$14,686,765.99). A callout box labeled 'B' points to the 'update' button at the bottom of the table. A callout box labeled 'C' points to the 'Unit Price Used' field, which is currently set to 15000000. A callout box labeled 'D' points to the 'Unit Price Used' field, and a callout box labeled 'E' points to the 'Remark' field. A callout box labeled 'F' points to the 'Create CPL Report' button. A callout box labeled 'B' (repeated) points to the bolded amount in the 'Low 1' column, stating 'Bolded amount reflects inflated price'.

State	Schedule Letter	Project Number	Project Name	Award Date	Inflation Rate	Schedule Length	Low 1	Low 2	Low 3	Low 4	Total Amt	Construction Type	Terrain	Density	
WY	A	WY PPH 29-1(1)	LA BOKTE CREEK BRIDGE REPLACEMENT (DOUGLAS-ESTERBROOK ROAD)	May 16, 2006	5.56%	0.62	\$0.00	\$0.00			\$1,762,352.73	R (archived)	Level	Rural	
WY	A	PPH 23-1 (2)	LOUIS LAKE ROAD REPAKAGE	Aug 19, 2005	5.68%	7.17	\$1,706,294.43 \$1,893,211.96	\$1,822,817.39 \$1,926,353.42			\$12,234,131.09	R (archived)	Rolling	Rural	
WY	X	PPH 23-1 (2)	LOUIS LAKE ROAD REPAKAGE	Aug 19, 2005	5.68%	7.17	\$0.00	\$0.00			\$700,829.33	R (archived)	Rolling	Rural	
WY	A	WY PRA-GRTE 100(1), 200(1), & 225(1)	MOOSE-WILSON ROAD, LAKE CREEK BRIDGE ETAL.	Aug 11, 2004	60.54%		\$9,149,353.05 \$14,686,765.99	\$11,684,492.37 \$17,152,884.05	\$10,816,325.19 \$17,364,528.46	\$12,276,759.40 \$19,709,107.93	\$14,462,374.05 \$23,217,895.29	\$1,198,434.25	B (archived)	Mountainous	Rural
WY	A	WY PRA-YELL 13 (3)	EAST ENTRANCE ROAD, SEGMENT C	May 26, 2004	60.54%	4.978	\$0.00	\$0.00			\$13,727,654.90	R (archived)	Mountainous	Rural	
WY	A	WY RRP SEED 12 (1)	SEEDSKADEE N.W.S.	May 11, 2004	60.54%	3.45	\$151,014.20 \$242,438.20	\$194,844.06 \$312,802.65	\$238,468.12 \$382,836.71	\$239,773.33 \$384,932.11	\$260,851.30 \$418,770.68	\$455,999.00	3 (archived)	Level	Urban
WY	D	WY PRA-GRTE 13 (1)	NORTH PARK ROAD, OPTION C	Jul 03, 2003	74.68%	3.119	\$0.00	\$0.00			\$291,500.00	R (archived)	Mountainous	Rural	
WY	A	WY PPH 21-1(1)	WILSON-FALL CREEK ROAD	Dec 06, 2003	74.68%	3.202	\$0.00	\$0.00			\$7,354,212.50	R (archived)	Rolling	Rural	
WY	B	RRP-NIEL 10 (1)	FLAT CREEK ROAD	Sep 22, 1999	6%	4.288	\$0.00	\$0.00			\$421,922.43	3 (archived)	Level	Rural	
WY	B	PRA-GRTE 10 (1)	EASTSIDE HIGHWAY OVERLAY	Jun 01, 1999	60.41%	3.108	\$0.00	\$0.00			\$828,403.50	3 (archived)	Level	Rural	

1 Bid Picked Avg: \$14,686,765.99 Max: \$14,686,765.99 Min: \$14,686,765.99 update

Unit Price Used: 15000000 Remark: Inflation: Colorado C1 System [U.S. Customary] Clear All Create CPL Report

Insert the Project Name, Project Number, Milestone, and Length. Unit price is automatically insert and the Total price calculated by the program.

CPL Analysis

UPA CPL

AD Hoc CPL Report

Project Name:

Project Number:

Milestone:

Cost-per-Mile Length:

Unit Price:



Total Price: \$150,000,000.00

Select the "Print Report" button and an Adobe Acrobat File (PDF) will be generated.

CPL Analysis

UPA CPL

AD Hoc CPL Report

 [Ad Hoc CPL Analysis](#) 

Project Name:

Project Number:

Milestone:

Cost-per-Mile Length:

Unit Price:

Total Price: \$150,000,000.00

Warning: Data will not be saved if the "Close" button is selected or the user logs out. The "Ad Hoc CPL Report" PDF file must be saved to the user's computer.

Cost per Length

Report Date: 12/10/09
1 out of 1

Project No: WY PRA YELL 10(15) Milestone: Pre-scoping
Project Name: Grand Loop Road Date Complete: In Progress
FLMA No:

Project Length	Unit mile	Unit Price Used	Amount
10		\$15,000,000.00	\$150,000,000.00
Picked: 1			
Remarks: Average: \$14,686,765.99 High: \$14,686,765.99 Low: \$14,686,765.99			

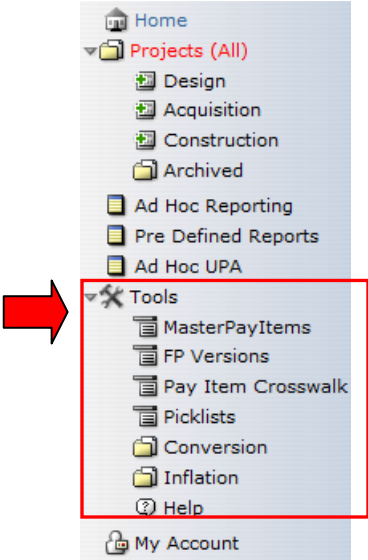
Bid History Filters:
Keywords:
Schedule Length: ALL
Award Dates: Before 2009
States: WY

Inflation Index: Colorado CCI
Schedule Construction Type:
Terrain:
Density:

Award Date	States	Schedule	Project	Inflation	Schedule Length	Low 1	Low 2	Low 3	Low 4	Low 5	Total Amount	Schedule Construction Type	Terrain	Density
Aug 11, 2004	WY	A	WY PRA-GRTE 100(1), 206(1), & 225(1)	60.54%	0.131	\$9,148,333.00	\$10,684,492.37	\$10,816,335.19	\$12,276,758.40	\$14,462,374.05	\$1,198,434.25	B	M	Rural
						\$14,686,765.99	\$17,152,884.05	\$17,364,528.46	\$19,709,107.93	\$33,217,895.29	\$1,928,089.09			
May 16, 2006	WY	A	WY PFH 29-1(C)	5.56%	0.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,762,352.73	R	L	Rural
						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,747,402.60			
Aug 19, 2005	WY	A	PFH 23-1(C)	5.68%	7.17	\$1,706,294.43	\$1,822,817.39	\$1,803,211.96	\$1,926,333.42	\$0.00	\$12,234,131.09	R	R	Rural
						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,693,236.80			
Aug 19, 2005	WY	X	PFH 23-1(C)	5.68%	7.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$700,829.33	R	R	Rural
						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$616,114.40			
May 26, 2004	WY	A	WY PRA-YELL 13(G)	60.54%	4.978	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,727,654.90	R	M	Rural
						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,342,832.43			
May 11, 2004	WY	A	WY PRP SEED 12(I)	60.54%	3.45	\$151,014.20	\$194,844.06	\$242,438.20	\$312,802.65	\$382,468.12	\$455,999.00	3	L	Urban
						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$260,851.30			
Jul 03, 2003	WY	D	WY PRA-YELL 13(I)	74.68%	3.119	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,070,713.30	R	M	Rural
						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$291,500.00			
Dec 06, 2001	WY	A	WY PFH 21-1(C)	72%	3.202	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$260,971.92	R	R	Rural
						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,354,212.50			
						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,339,919.41			

1.9A Tools

Depending on the assigned system roles, some users will have *view* access to one or more of the following tools:



1.9A.1 Master Pay Item list

The Master Pay Item list includes the pay items for the FPs that are being used in EEBACS.

- A. Select "FP Version" and input search filters as needed
- B. Select "Apply"
- C. Bid Decimal
- D. Pay Decimal
- E. Pay Item Type

The screenshot shows the 'MasterPayItems' application interface. At the top, there is a 'Pay Item' tab and a 'Return To Home' link. Below this is a 'Search Filters' section with input fields for 'Keywords', 'Pay Item Number', and 'FP Version'. A dropdown menu for 'FP Version' is open, showing options '03' and '14'. An arrow labeled 'A' points to the 'FP Version' dropdown. Below the search filters is an 'Apply Search' button, with an arrow labeled 'B' pointing to it. The main area is a table with columns: Actions, Pay Item #, Description (Metric), Description (US Customary), Metric Units, US Units, Bid, Pay, Type, FP Year, modified, and created. The table contains 20 rows of data. Callout 'C' points to the 'Bid' column, 'D' points to the 'Pay' column, and 'E' points to the 'Type' column. The table also includes a 'Batch Options' dropdown, 'Items 1-20 of 7898', and a 'Jump 1' dropdown with a 'Next >' link.

Actions	Pay Item #	Description (Metric)	Description (US Customary)	Metric Units	US Units	Bid	Pay	Type	FP Year	modified	created
	15101-0000	Mobilization	MOBILIZATION	LPSM	LPSM	0	3	N	03	11-18-2013 11:43:53	03-09-2007 14:03:49
	15101-0000	Mobilization	MOBILIZATION	LPSM	LPSM	0	3	N	14	06-24-2014 18:55:05	-
	15201-0000	Construction survey and staking	CONSTRUCTION SURVEY AND STAKING	LPSM	LPSM	0	3	N	03	09-10-2013 12:33:36	11-13-2007 09:32:52
	15201-0000	Construction survey and staking	CONSTRUCTION SURVEY AND STAKING	LPSM	LPSM	0	3	N	14	06-24-2014 18:55:05	-
	15205-0000	Slope, reference, and clearing and grubbing stake	SLOPE, REFERENCE, AND CLEARING AND GRUBBING STAKE	LPSM	LPSM	0	3	N	03	06-03-2008 10:51:55	03-09-2007 14:04:06
	15205-0000	Slope, reference, and clearing and grubbing stake	SLOPE, REFERENCE, AND CLEARING AND GRUBBING STAKE	LPSM	LPSM	0	3	N	14	06-24-2014 18:55:05	-
	15206-0000	Slope, reference, and clearing and grubbing stake	SLOPE, REFERENCE, AND CLEARING AND GRUBBING STAKE	km	MILE	3	3	N	14	06-24-2014 18:55:05	-
	15206-0000	Slope, reference, and clearing and grubbing stake	SLOPE, REFERENCE, AND CLEARING AND GRUBBING STAKE	km	STA	3	3	N	03	11-18-2013 11:43:54	03-09-2007 14:04:06
	15210-0000	Centerline, reestablishment	CENTERLINE, REESTABLISHMENT	km	STA	3	3	N	03	09-10-2013 12:33:36	03-09-2007 14:04:06
	15210-1000	Centerline, staking	CENTERLINE, STAKING	km	MILE	3	3	N	14	06-24-2014 18:55:05	-
	15210-1000	Centerline, staking	CENTERLINE, STAKING	km	STA	3	3	N	03	09-22-2009 18:50:46	03-09-2007 14:04:06
	15210-2000	Centerline, referencing and reestablishment	CENTERLINE, REFERENCING AND REESTABLISHMENT	km	STA	3	3	N	03	05-29-2008 19:22:32	03-09-2007 14:04:06
	15210-3000	Centerline, verification and staking	CENTERLINE, VERIFICATION AND STAKING	km	MILE	3	3	N	14	06-24-2014 18:55:05	-
	15210-3000	Centerline, verification and staking	CENTERLINE, VERIFICATION AND STAKING	km	STA	3	3	N	03	11-03-2008 15:54:27	03-09-2007 14:04:06
	15210-4000	Centerline, establishment	CENTERLINE, ESTABLISHMENT	km	MILE	3	3	N	14	06-24-2014 18:55:05	-
	15210-4000	Centerline, establishment	CENTERLINE, ESTABLISHMENT	km	STA	3	3	N	03	01-13-2009 11:10:22	03-09-2007 14:04:06

1.9A.2 FP Versions

List of FP Versions used in the system. Select the FP Version to view.

- A. FP Version name
- B. Icons provide quick check to see if FP Version is Active (i.e. available for use)
- C. Number of Pay Items
- D. Number of project
- E. Select "view" icon

Actions	Label	Active	Pay Items	Projects
	03	<input checked="" type="checkbox"/>	4224	1661
	14	<input checked="" type="checkbox"/>	3674	2

Then select Pay Items tab to see list of Pay Items assigned to the selected FP.

FP Version

Core Pay Items

Close

FP Version

Label: 14

Active: Yes

Close

Filter as-needed

FP Version: 03

Core Pay Items

Search Filters:

Keywords: centerline Pay Item Number: 152

Apply Search Clear

Actions	Pay Item	Description (Metric)	Description (US Customary)	Metric Units	US Units	Bid	Pay	Type	FP Year	modified	created
	15210-0000	Centerline, reestablishment	CENTERLINE, REESTABLISHMENT	km	STA	3	3	N	03	09-10-2013 12:33:36	03-09-2007 14:04:06
	15210-1000	Centerline, staking	CENTERLINE, STAKING	km	STA	3	3	N	03	09-22-2009 18:50:46	03-09-2007 14:04:06
	15210-2000	Centerline, referencing and reestablishment	CENTERLINE, REFERENCING AND REESTABLISHMENT	km	STA	3	3	N	03	05-29-2008 19:22:32	03-09-2007 14:04:06
	15210-3000	Centerline, verification and staking	CENTERLINE, VERIFICATION AND STAKING	km	STA	3	3	N	03	11-03-2008 15:54:27	03-09-2007 14:04:06
	15210-4000	Centerline, establishment	CENTERLINE, ESTABLISHMENT	km	STA	3	3	N	03	01-13-2009 11:10:22	03-09-2007 14:04:06

1.9A.3 Pay Item Crosswalk


This section can be used to see which old FP version pay items tie to which new FP Version pay items. This is called the crosswalk.

Pay Item Crosswalk [Return To Pay Item Crosswalk](#) ?

List

Search Filters:
Keyword Active Yes No

Items 1-1 of 1


Actions	Name	Description	Active	Items
	FP03 to FP14		<input checked="" type="checkbox"/>	3562

Items 1-1 of 1



Then select Pay items tab to view crosswalk

Crosswalk

Core **Pay Items** 

Crosswalk
Name: FP03 to FP14
Active: Yes







Filter as necessary, select "Apply"

Crosswalk: Crosswalk data im... [Return To Pay Item Crosswalk](#) | [Return To List \(Pay Item Crosswalk\)](#) ?

Core **Pay Items**

Search Filters:
Keyword geogrid Pay Item Number
FP Version To **14**

Items 1-20 of 3562 Jump 1 | Next >

Actions	FP Version To	Pay Item #	Pay Item Description (Metric)	Pay Item Description (US Customary)	Metric Pay Units	U.S. Pay Units	Items From				
	14	15101-0000	Mobilization	MOBILIZATION	LPSM	LPSM	<table border="1"><tr><th>FP Version</th><th>Pay Item</th></tr><tr><td>03</td><td>15101-0000</td></tr></table>	FP Version	Pay Item	03	15101-0000
FP Version	Pay Item										
03	15101-0000										
	14	15201-0000	Construction survey and staking	CONSTRUCTION SURVEY AND STAKING	LPSM	LPSM	<table border="1"><tr><th>FP Version</th><th>Pay Item</th></tr><tr><td>03</td><td>15201-0000</td></tr></table>	FP Version	Pay Item	03	15201-0000
FP Version	Pay Item										
03	15201-0000										
	14	15205-0000	Slope, reference, and clearing and grubbing stake	SLOPE, REFERENCE, AND CLEARING AND GRUBBING STAKE	LPSM	LPSM	<table border="1"><tr><th>FP Version</th><th>Pay Item</th></tr><tr><td>03</td><td>15205-0000</td></tr></table>	FP Version	Pay Item	03	15205-0000
FP Version	Pay Item										
03	15205-0000										
	14	15206-0000	Slope, reference, and clearing and grubbing stake	SLOPE, REFERENCE, AND CLEARING AND GRUBBING STAKE	km	MILE	<table border="1"><tr><th>FP Version</th><th>Pay Item</th></tr><tr><td>03</td><td>15206-0000</td></tr></table>	FP Version	Pay Item	03	15206-0000
FP Version	Pay Item										
03	15206-0000										
	14	15210-1000	Centerline, staking	CENTERLINE, STAKING	km	MILE	<table border="1"><tr><th>FP Version</th><th>Pay Item</th></tr><tr><td>03</td><td>15210-1000</td></tr></table>	FP Version	Pay Item	03	15210-1000
FP Version	Pay Item										
03	15210-1000										
	14	15210-3000	Centerline, verification and staking	CENTERLINE, VERIFICATION AND STAKING	km	MILE	<table border="1"><tr><th>FP Version</th><th>Pay Item</th></tr><tr><td>03</td><td>15210-3000</td></tr></table>	FP Version	Pay Item	03	15210-3000
FP Version	Pay Item										
03	15210-3000										



The filtered results appear:

- A. FP Version for pay items being shown (converted to)
- B. Pay Item Number
- C. Pay Item Description Metric
- D. Pay Item Description US Customary
- E. Metric Pay Units
- F. U.S. Pay Units
- G. Item From
 - a. FP Version: This is the old version of the FP for which bid history is being crosswalked to
 - b. Old FP Version pay items that will appear in new FP Versions Bid History when crosswalk is used (See subsection 1.9.1.1)
- H. Select "View" to for more detailed information such as pay unit conversion factor

In the example shown below: Both FP03 Pay Item 20703-0000 & 20303-2000 will appear in the FP14 Pay item 20703-2000 bid history search if the crosswalk is used. (See subsection 1.9.1.1)

Crosswalk: Crosswalk data im... Return To Pay Item Crosswalk | Return To List (Pay Item Crosswalk) ?

Core **Pay Items**

Search Filters:
 Keyword geogrid Pay Item Number
 FP Version To 14
 Apply Search Clear

Actions	FP Version To	Pay Item #	Pay Item Description (Metric)	Pay Item Description (US Customary)	Metric Pay Units	U.S. Pay Units	Items From						
	14	20703-0000	Geogrid	GEOGRID	m2	SQYD	<table border="1"> <tr><th>FP Version</th><th>Pay Item</th></tr> <tr><td>03</td><td>20703-0000</td></tr> </table>	FP Version	Pay Item	03	20703-0000		
FP Version	Pay Item												
03	20703-0000												
	14	20703-1000	Geogrid, uniaxial	GEOGRID, UNIAXIAL	m2	SQYD	<table border="1"> <tr><th>FP Version</th><th>Pay Item</th></tr> <tr><td>03</td><td>20703-1000</td></tr> </table>	FP Version	Pay Item	03	20703-1000		
FP Version	Pay Item												
03	20703-1000												
	14	20703-2000	Geogrid, stabilization	GEOGRID, STABILIZATION	m2	SQYD	<table border="1"> <tr><th>FP Version</th><th>Pay Item</th></tr> <tr><td>03</td><td>20703-0000</td></tr> <tr><td>03</td><td>20703-2000</td></tr> </table>	FP Version	Pay Item	03	20703-0000	03	20703-2000
FP Version	Pay Item												
03	20703-0000												
03	20703-2000												

In this different example below: Both FP03 Pay Item 41804-0000 & 41804-1000 will appear in the FP14 Pay item 30613-0000 bid history search if the crosswalk is used. (See subsection 1.9.1.1). Select the View icon for additional details.

Crosswalk: Crosswalk data im... Return To Pay Item Crosswalk | Return To List (Pay Item Crosswalk) ?

Core **Pay Items**

Search Filters:
 Keyword binder Pay Item Number
 FP Version To 14
 Apply Search Clear

Actions	FP Version To	Pay Item #	Pay Item Description (Metric)	Pay Item Description (US Customary)	Metric Pay Units	U.S. Pay Units	Items From						
	14	30613-0000	Asphalt binder	ASPHALT BINDER	t	TON	<table border="1"> <tr><th>FP Version</th><th>Pay Item</th></tr> <tr><td>03</td><td>41804-0000</td></tr> <tr><td>03</td><td>41804-1000</td></tr> </table>	FP Version	Pay Item	03	41804-0000	03	41804-1000
FP Version	Pay Item												
03	41804-0000												
03	41804-1000												

- I. FP Version for pay items being shown (converted to)
- J. Detailed pay item information for pay item being converted to
- K. Detailed pay item information for pay item being converted from
- L. Conversion factors. In some cases pay item units change between FPs (i.e. from STA to mile), the conversion factor is used to recalculate quantities and unit prices for bid history viewing purposes

Crosswalk: Crosswalk data im... Crosswalk Items Return To Pay Item Crosswa

Core Pay Items Close

Crosswalk Item

FP Version To: 14

Pay Item To: 30613-00 HALT BINDER TON Asphalt binder t

Pay Item #: 30613-0000 Pay Item Description: Asphalt binder
Pay Item Description: ASPHALT BINDER Pay Item Type: N
Pay Unit (U.S. Units): TON Pay Unit (Metric Units): t

Entries:

Crosswalk Entry #1

FP Version From: 03

Pay Item From: 41804-1000 N ASPHALT BINDER AC-10 TON Asphalt binder AC-10 t

Pay Item #: 41804-1000 Pay Item Description: Asphalt binder AC-10
Pay Item Description: ASPHALT BINDER AC-10 Pay Item Type: N
Pay Unit (U.S. Units): TON Pay Unit (Metric Units): t

US Conversion Factor: 1.00000
Metric Conversion Factor: 1.00000

Crosswalk Entry #2

FP Version From: 03

Pay Item From: 41804-0000 N ASPHALT BINDER TON Asphalt binder t

Pay Item #: 41804-0000 Pay Item Description: Asphalt binder
Pay Item Description: ASPHALT BINDER Pay Item Type: N
Pay Unit (U.S. Units): TON Pay Unit (Metric Units): t

US Conversion Factor: 1.00000
Metric Conversion Factor: 1.00000

Close

1.9A.4 Picklists

The Picklist Manager can be used to view the selections included in the system picklists. Select picklist to view:

Picklist Manager [Return To Picklists](#) ?

Picklists

Some picklists have more than 50 picks. This may delay loading of a page.

Search Filters:
 Keywords

Items 21-34 of 34 < Previous | Jump 2

Display Name	Description	Hierarchical	Pick Count
Pay Items: Pay Unit (U.S. Units)	List of Pay Unit (U.S. Units) values	No	26
Progress Payment Periods: Payment Type	List of Payment Type values	No	4
Projects: Account Numbers (CONSTR)	List of Account Numbers (CONSTR) values	No	1
Projects: Construction Type	List of Construction Type values	No	93 !
Projects: Density	List of Density values	No	2
Projects: Federal Lands Division	List of Federal Lands Division values	No	3
Projects: Funding Source(s)	List of Funding Source(s) values	No	18
Projects: Partner Agency	List of Partner Agency values	No	9
Projects: Schedule Letter	List of Schedule Letter values	No	26
Projects: Terrain	List of Terrain values	No	3
Solicitation Procedure	List of Solicitation Procedure Type	No	12
Sub Contractors: Type	List of Type values	No	8
Sub Contractors: Work Items	List of Work Items values	No	48
Work Activity Equipments: Idle Code	List of Idle Code values	No	5

Items 21-34 of 34 < Previous | Jump 2

Selections appear, but cannot be edited.

Picklist Manager / Projects: Funding Source(s)

Picklist Core

Projects: Funding Source(s)
You are unable to edit this picklist.

Pick Label
ARRA
BLM
BOR
ERFO
FS
FWS
HPP
IRR
NPS
OMAD
PFH
PLH
PRA
RRP
FLAP
FTBL
FTNP

1.9A.5 Conversion

This section shows the conversion factors used when projects or bid history is converted between U.S Customary and Metric units.

Conversion Rates		Revisions		
<input type="button" value="Cancel"/>				
Conversion System				
US Unit	Metric Unit	Dimension	Conversion Rate to US Units	Conversion Rate to Metric Units
ACRE	ha	Area	2.47103	0.40469
CTSM	CTSM	Length	1	1
CUFT	m3	Volume	35.31467	0.02832
CUYD	m3	Volume	1.30795	0.76455
DAY	Day	Duration	1	1
EACH	Each	Length	1	1
FXHR	Fxhr	Duration	1	1
GAL	l	Volume	0.26417	3.78541
HOUR	Hour	Duration	1	1
LB	kg	Weight	2.20462	0.45359
LNFT	m	Length	3.28084	0.3048
LPSM	LPSM	Length	1	1
MFBM	m3	Volume	0.42378	2.35974
MGAL	m3	Volume	0.26417	3.78541
MILE	km	Length	0.62137	1.60934

1.9A.6 Inflation

This section shows the inflation indices used in the system calculations for inflation (See Subsection 1.9). Filter as needed.

- A. Inflation Index Name
- B. Index Year
- C. Inflation Rate is actually the construction cost index (CCI) value or the producer price index value (PPI)

Inflation			
Inflation Rates Revisions			
Search Filters: Inflation Index: <input type="text" value="California Highway CCI"/> Inflation Rate: <input type="text"/> Year: <input type="text"/>			
<input type="button" value="Apply Search"/> <input type="button" value="Clear"/>			
Items 1-17 of 17			
Actions	Inflation Index ▼	Year ▼	Inflation Rate ▼
	California Highway CCI	1997	47.6
	California Highway CCI	1998	49.9
	California Highway CCI	1999	52.9
	California Highway CCI	2000	53.5
	California Highway CCI	2001	58.7
	California Highway CCI	2002	53.1
	California Highway CCI	2003	56.6
	California Highway CCI	2004	79.1
	California Highway CCI	2005	98.1
	California Highway CCI	2006	104.1
	California Highway CCI	2007	100.0
	California Highway CCI	2008	95.0
	California Highway CCI	2009	78.4
	California Highway CCI	2010	76.8
	California Highway CCI	2011	84.0
	California Highway CCI	2012	79.2
	California Highway CCI	2013	97.1

Items 1-17 of 17

1.9A.6 Help

This section is currently not being used.

Refer to the EEBACS User Guides <http://flh.fhwa.dot.gov/resources/pse/estimate/guide.htm>

To request assistance see subsection 1.12.

1.10 My Account

1.10.1 Changing a Password

A user's password must be changed every **60** days.

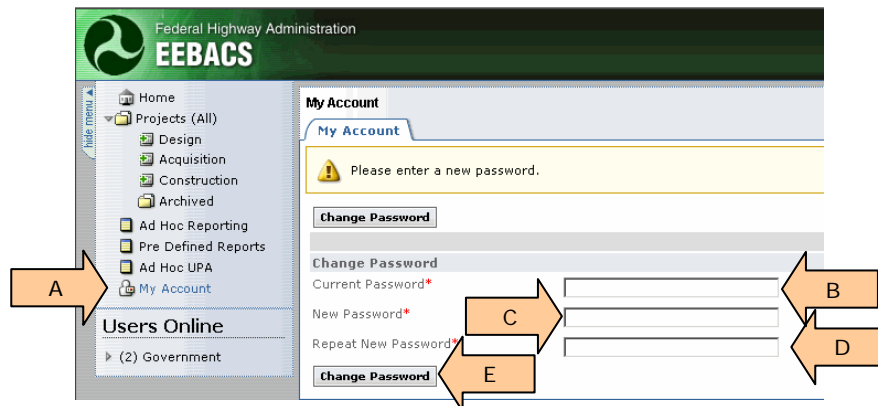
If a user's password has expired, the user will be prompted to reset their password.

The new password cannot be the same as any of the last twenty-four passwords.

WARNING: If you do not login once every 60 days your account will be automatically disabled. See Section 1.3.5 to re-enable your account. Once your account has been re-enabled, you will be prompted to change your password.

To change a password, if not prompted to, selecting the "My Account" link allows users to change their password.

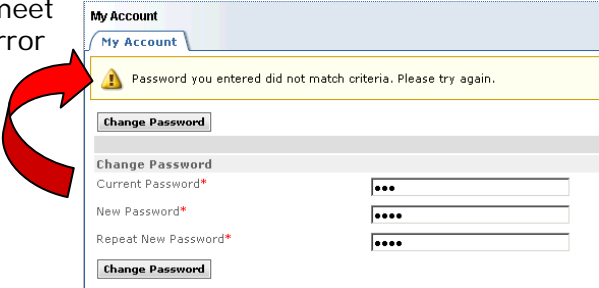
- F. Select "My Account" in the sidebar menu;
- G. Input the password sent (current);
- H. Input a user generated (new) password;
- I. Re-enter the (new) password; and
- J. Select "Change password".



All passwords must conform to the DOT password standards: 12 characters (minimum) length:

- UPPER CASE LETTERS (A through Z);
- Lower case letters (a through z);
- Numbers (0 through 9); and
- Special characters (e.g., !, \$, #, %).

Entering a new password that does not meet standards results in the following error statement:



The screenshot shows a web interface for 'My Account'. At the top, there is a blue header with 'My Account' and a sub-header 'My Account'. Below this is a yellow error message box with a warning icon and the text: 'Password you entered did not match criteria. Please try again.' A red arrow points from the text on the left to this error message. Below the error message is a 'Change Password' section. It contains the following fields and buttons:

- Change Password** (button)
- Change Password** (text)
- Current Password*** (text) with a password input field containing three dots.
- New Password*** (text) with a password input field containing four dots.
- Repeat New Password*** (text) with a password input field containing four dots.
- Change Password** (button)

1.10.2 Setting up a Security Question

A security question is needed in case you forget your password and need the System to reset your password and send it to your email address.

Go to the "My Account" link on the sidebar menu; select the "Account Settings" tab.

- A. Enter your security question.
- B. Enter the answer to your security question. The security answer is case-sensitive.
- C. Leave this field toggled to "Yes"
- D. If this field is blank, enter your email address. At this time the PIV card login is NOT mandatory in EEBACS; however, this field is a required field and must be filled in order to save your security question
- E. Select "Save"

The screenshot shows the 'My Account' page with the 'Account Settings' tab selected. The page includes a 'Save' and 'Cancel' button at the top left and a red asterisk indicating a required field. The 'Account Settings' section displays the user's email as 'Heidi.Hirsbrunner@dot.gov'. The 'Security Question' field contains the text 'My favorite estimating program'. The 'Security Answer' field contains 'EEBACS'. The 'Use PIV Authentication' field has the 'Yes' radio button selected. The 'PIV Lookup Information*' field is empty. Annotations A through E point to the Security Question text area, the Security Answer input field, the 'Yes' radio button, the empty PIV Lookup Information field, and the 'Save' button, respectively.

1.10.3 PIV Authentication Fields

Only Government Employees and in-house Contract staff will be issued PIV cards (those who are issued @DOT.gov email addresses). **Construction Contractors and A/E Staff will not be issued PIV cards.**

At this time the PIV card login is NOT mandatory in EEBACS; however, it can be used. See Section 1.3.3.2.

1.10.3.1 For Users issued PIV cards

- A. Toggle Use PIV Authentication to "Yes"
- B. *This data field may be pre-filled:* Changing data in this field may cause the PIV card login to no longer function.

If this required field is empty, see section 1.3.3.2.1

- C. Save

The local IT Service Desks will also use these fields to troubleshoot PIV card login.

The screenshot displays the 'My Account' interface, specifically the 'Account Settings' tab. At the top, there are 'Save' and 'Cancel' buttons. Below this, the 'Account Settings' section includes:

- Email:** Heidi.Hirsbrunner@dot.gov
- Security Question:** A rich text editor containing the text "My favorite estimating program".
- Path:** p
- Security Answer:** A text input field containing "EEBACS".
- Use PIV Authentication:** Radio buttons for "Yes" (selected) and "No". This area is highlighted with a red box and labeled 'A'.
- PIV Lookup Information*:** A text input field with a "Certificate Information" button next to it. This area is labeled 'B'.

At the bottom of the form, there are 'Save' and 'Cancel' buttons, with an arrow labeled 'C' pointing to the 'Save' button.

Once the PIV card login becomes mandatory in EEBACS for all Government Employees and in-house Contract staff (those who are issued @DOT.gov email addresses), these fields will only be available for EEBACS Administrators and the local IT Service Desks.

1.10.3.2 For Users NOT issued PIV cards

- A. Toggle Use PIV Authentication to "No"
- B. Enter your email address, this is currently a required field
- C. Save

The screenshot shows the 'My Account' page for Heidi Hirsbrunner, specifically the 'Account Settings' tab. The page includes a 'Save' and 'Cancel' button at the top left and bottom left. A note at the top right states '* indicates a required field'. The 'Account Settings' section contains the following fields:





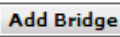




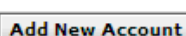
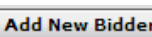



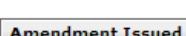
- Email: Heidi.Hirsbrunner@dot.gov
- Security Question: My favorite estimating program (with a rich text editor toolbar above it)
- Path: (empty text box)
- Security Answer: EEBACS
- Use PIV Authentication: Yes No (highlighted with a red box and arrow A)
- PIV Lookup Information*: (empty text box with an asterisk, highlighted with an arrow B)


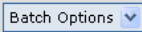






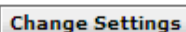

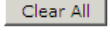
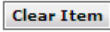


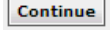


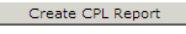

At the bottom of the form, there are 'Save' and 'Cancel' buttons, with an arrow C pointing to the 'Save' button.



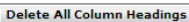





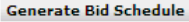
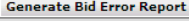
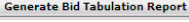
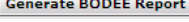
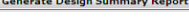
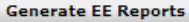
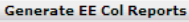
1.11 Terms, Icons, and Abbreviations

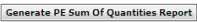
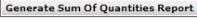
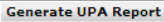

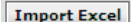
The following terms, icons, and abbreviations are for the entire program. Not all icons are available depending on a user's rights.













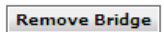
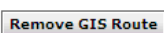
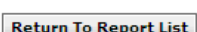
1.11.1 Term and Icon Definitions



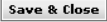
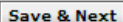
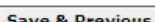



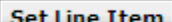

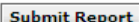
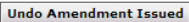


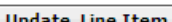


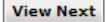
TERM	ICON	DESCRIPTION
A		
Add or Add Another		Adds another pay item, duplicate pay item, pay note, etc. Also symbol for "copy".
Add a pick		Adds additional data field boxes for input.
Add an item below		Adds a new data field
Add Account		Allows addition of another account when an estimated pay item quantity has different funding sources.
Add Bridge		Expands screen to allow input of bridge data.
Add Column Heading		Adds another data input box for quantities and account numbers when a pay item quantity is subdivided into more than one grouping (see Summary of Quantities report).
Add GIS Route		Expands screen to allow for GIS data to be inputted.
Add Master Pay Items		Opens master pay item table to allow selection of pay items.
Add New		Module dependent. Adds new Announcements to the system or new Pre-defined Report. Adds new Bid Summary.
Add New Account		Adds new account number to project.
Add New Bidder		Allows bidder information to be added.
Add New Estimate		Adds a new estimate to a project.
Add New Schedule		Adds a new schedule to the project.
Add Temporary Pay Item		Adds a temporary pay item. Can be used while waiting for a new pay item request to be approved. Projects cannot be forwarded to Acquisitions with temporary pay items included.
Amendment Issued		Marks an amendment as being issued. Data cannot be modified unless "Undo Amendment Issued" is selected.



TERM	ICON	DESCRIPTION
Apply Search		Finds all data within the selected parameters.
Asterisk (red)	*	Indicates a data required in a data field.
B		
Batch Option		Through a pull down list, allows printing of reports, or deletion of selected pay items.
BHUP		When selected allows the Bid History Unit Price screen to be accessed.
C		
Cancel		Closes screen without saving inputted data.
Cancel & Close		Closes a screen or function without saving inputted or calculated data.
Carat		Open/Closes sub-folders, re-orders lists, or items within a pick list.
CBUP		When selected allows the Cost Based Unit Price screen to be accessed.
Change Password		After current and new passwords are entered select this icon to change a user's password when in "My Accounts".
Change Settings		Allows search parameters to be changed.
Clear		When selected, clears all data from fields.
Clear All		Clears all selected data.
Clear Item		Clears all inputted data.
Close		Closes screen or function.
Completed		Project marked completed.
Continue		Advances user to the next screen.
Copy		Copy. Also the symbol for "refresh", "adds", and "adds another" item. Copies an estimate, adds another pay note, or duplicates a pay item. Also the symbol for refresh previously created reports.
Copy Estimate		Copies the estimate to create another estimate within the project.
Create CPL Report		Advances user to next screen for inputting project specific data.
Create Construction Estimate		Calculates the total cost of a schedule once mobilization has been included.

TERM	ICON	DESCRIPTION
D		
Delete		Deletes the adjacent function, deletes most recent entry, or deletes a document.
Delete		Deletes a project, estimate, or schedule. Once this button is selected, the deleted item cannot be restored.
Delete All Column Headings		Deletes all previously established column headings.
Delete report		Deletes a previously generated report.
De-select		De-selects all items visible on the screen.
E		
Edit		When selected, allows function to be edited.
Edit		When selected, opens function or page to be edited. Also see "Write".
F		
G		
Generate		Sends the user to a subroutine to calculate a value or report.
Generate Bid Schedule		Generates a Bid Schedule for the contract package in Adobe Acrobat and MS Word Excel format.
Generate Bid Error Report		Shows any error between inputted and computed bid prices.
Generate Bid Tabulation Report		A tabulation of all bid prices submitted.
Generate BODEE Report		Generates the Bid Opening Disclosure of Engineer's Estimate report for use at Bid Openings.
Generate Design Summary Report		Generates an Adobe Acrobat file summarizing project and schedule information.
Generate EE Reports		Generates an Adobe Acrobat file summarizing project, schedule, and individual item information.
Generate EE Column Reports		Generates an Adobe Acrobat file summarizing project, schedule, and individual item by column information.

TERM	ICON	DESCRIPTION
Generate PE Summary of Quantities Report		Generates a Project Engineer's "Summary of Quantities" in CVS, Excel, and PDF format.
Generate Summary of Quantities Report		Generates a "Summary of Quantities" (as seen in the plans) in CVS, Excel, and PDF format.
Generate UPA Report		Generates Unit Price Analysis Report for selected pay items.
H		
Help		Also is used to show entire list of items in a searchable pick list. Future on-line Frequently Asked Questions.
I		
Import Excel		Places bid data into a MS Excel spreadsheet.
J		
K		
L		
M		
Milestone	N/A	<p>A point in the evolution of a project at which a record of that instance is required. Milestones usually coincide with design reviews listed in the Project Development and Design Manual (PDDM) Section 9.6.4 Reviews when the project is in Design. Reviews are either descriptive or a percentage. For example: Preliminary Design Review (15% or 30%); Intermediate Design Review (50%); Plan-In-Hand Review (70%); Final PS&E Review (95%); and PS&E Approval & Authorization Review (100%); and Milestones coincide with current Estimate, including any Amendment Estimates in Acquisitions.</p> <p>In Construction the Milestones coincide with status: Awarded, Active, Completed, Disputed, Finalled, terminated</p>

TERM	ICON	DESCRIPTION
Move this item up/down arrows		Moves the item up or down in a listing. Also used to change the order of incentive and duplicate pay items.
N		
Not/No		As in "not" complete or checked "no".
O		
Open in New Window		Opens window with header and data.
P		
PDF		Adobe acrobat file.
Previous runs		Shows all previous runs of a report.
Print Report		Prints report for selected or generated data.
Promote to Acquisition		Sends all project data to Acquisitions upon completion of estimate. Data cannot be retrieved unless released by Acquisitions. Some data can be viewed.
Q		
Quick link		Allows quick access to various functions and pages.
QUP		Automatically adds a new quality incentive pay item and sends user to the Quality Unit Price subroutine.
R		
Refresh		Regenerate reports previously created. Also the symbol for copy, "adds", or "adds another" item. Copies an estimate, adds another pay note, or duplicates a pay item.
Regenerate report		Regenerates a previous report with the latest data in the system.
Regenerate Report		Regenerates a previous report with the latest data in the system.
Remove Bridge		Removes previously inputted bridge data.
Remove GIS Route		Removes previously inputted GIS route data.
Return to Report List		Advances screen to previously generated Ad Hoc Report list.

TERM	ICON	DESCRIPTION
Review latest run		Allows viewing of the last version of a report.
S		
Save		Saves inputted data.
Save & Close		Saves inputted data and closes window.
Save & Next		Saves data on current screen and advances to next pay item.
Save & Previous		Saves data on current screen and advances to next pay item.
Save and go to list		Saves inputted data and goes to pay item list.
Save as Excel		Save data (or place data and open file) into an MSWord Excel spreadsheet.
Select all		Selects all items in the screen.
Set Line Item		Assigns line item numbers to pay items for a given schedule.
Submit		Submits data to generate a report.
Submit Report		Submits selected data to generate a report.
T		
U		
Undo Amendment Issued		Allows an amendment previously issued to be unlocked for manipulation.
Update		Updates data fields.
Update All Line Numbers		When selected, rennumbers line item numbers in consecutive order after pay items have been added, deleted, or duplicate pay items reordered.
Update Line Item		Updates line item numbers previously assigned to pay items for a given schedule.
V		
View		Allows user to view the item or project, but does not allow writing or editing. Also icon for "Review latest run".
View all results		Allows entire list of items in a searchable pick list to be shown.
View Next		Allows advancement to next pay item.

TERM	ICON	DESCRIPTION
View Previous		Regresses to last pay item.
W		
Warning		Indicates missing information, information needing updating, or possible error. Also warns user a new report has been generated.

1.11.2 Abbreviations

A

A+B – Found on the bid schedule. In Part “A” the contractor shows their bid price for the bid items. In part “B”, the Contractor shows the number of days they propose for performing the work.

AL – State of Alabama

AK – State of Alaska

AR – State of Arkansas

Avg – Average

AZ – State of Arizona

B

BIA – Bureau of Indian Affairs

BHUP – Bid history unit price

BLM – Bureau of Land Management

BLS - Bureau of Labor Statistics

BODEE - Bid Opening Disclosure of Engineer’s Estimate

C

CA – State of California

CBUP – Cost-based unit price

CCI – Construction cost indexing

CE – Construction Engineering

CEA - CEA – Construction Engineering via A&E firm

CFL – Central Federal Lands Highway Division

CI – Construction only pay Item

CMUP – Construction modification-based unit price

CO – State of Colorado
COE – Construction Operations Engineer
COE – U.S. Army Corps of Engineers
Col - Column
Comp – Completed
CON - Construction
CPL – Cost Per Length
CPM – Critical Path Method
CT – State of Connecticut
CTSM – Contingent sum
cuft – cubic foot
Cur – Current (as in status of estimate)
cuyd – cubic yard

D

DC – District of Columbia
DE – State of Delaware
DI – Design Incentive
DOD – Department of Defense
DOT – Department of Transportation (Federal or State)

E

EE – Engineer's Estimate
EEBACS – Engineer's Estimate, Bidding, Award, and Construction system
EFL – Eastern Federal Lands Highway Division

F

FL – State of Florida
FLAP - Federal Lands Access Program
FLMA – Federal Land Management Agency
FM – Federated States of Micronesia
FP – Federal Project (as in FP-## or the Standard Specifications for Construction of Roads and Bridges of Federal Highway Projects)
FTCE - Federal Lands Transportation Program - COE
FTNP - Federal Lands Transportation Program - NPS
FTFS - Federal Lands Transportation Program – USFS
FTFW - Federal Lands Transportation Program - FWS

FTBL - Federal Lands Transportation Program – BLM

FWS – Fish & Wildlife Service

G

GA – State of Georgia

Gal - gallon

GIS – Geographic Information System

GU - Guam

H

ha – hectare (10,000 m²)

HI – State of Hawaii

HD – Highway Division (as in CFL, EFL, or WFL)

HDM – Highway Design Manager

hr - hour

I

IA – State of Iowa

ID – State of Idaho

IGE – Independent Government Estimate

IL – State of Illinois

IN – State of Indiana

J

K

kg - Kilogram

km – Kilometer (1,000 meters)

KS – State of Kansas

KY – State of Kentucky

L

l – Liter

L – Level, AASHTO terrain type

LA – State of Louisiana

Lat - Latitude

lb – pound

Inft – linear foot
Long - Longitude
LPSM – Lump sum

M

m – Meter
M – Mountainous, AASHTO terrain type
m2 – square meter
m3 – cubic meter
MA – State of Massachusetts
Mat - Material
Max - Maximum
MD – State of Maryland
ME – State of Maine
MFBM – thousand board feet (lumber)
MGAL – thousand gallons
Mgr - Manager
MH – Materials on Hand
MI – State of Michigan
Min - Minimum
MN – State of Minnesota
MP – North Mariana Islands
MO – State of Missouri, or
MO - Month
MS – State of Mississippi
MT – State of Montana

N

N – Normal pay item type
NC – State of North Carolina
ND – State of North Dakota
NE – State of Nebraska
ND – State of North Dakota
NH – State of New Hampshire
NJ – State of New Jersey
NM – State of New Mexico

NM – Normal pay item with materials incentive
No – Number
NPS – National Park Service
NR – Normal pay item with roughness incentive (IRI)
NS – Normal pay item with smoothness incentive (PRI)
NV – State of Nevada
NY – State of New York

O

O&P – Overhead & Profit
OH – State of Ohio
OK – State of Oklahoma
OR – State of Oregon

P

PA – State of Pennsylvania
PDF – Portable Document Format (Adobe Acrobat file)
PE – Project Engineer or Project Engineering
PFH – Public Forest Highway
PLH – Public Lands Highway
PM – Project Manager
PR – Puerto Rico
PRA – Public Roads Allocated
PW – Preparatory Work

Q

Q_ - Quality incentive (M = Materials, R = International Roughness Index (IRI),
S = Smoothness (PRI)
QUP – Quality unit price

R

R – Rolling, AASHTO terrain type
RI – State of Rhode Island
RRP – Refuge Road Program

S

SC – State of South Carolina
Sched – Bid Schedule

SD – State of South Dakota
SLRY – slurry unit
sqft – Square feet (foot)
sqyd – Square yard
STA – Station (100 feet)
Sum - Summary

T

t – metric ton (1000 kilograms)
TN – State of Tennessee
TTP - Tribal Transportation Program
TX – State of Texas

U

UPA – Unit Price Analysis
US – United States
USC – U.S. Customary
USFS – United States Forest Service
UT – State of Utah

V

VA – State of Virginia
VI – Virgin Islands
VT – State of Vermont

W

WA – State of Washington
WFL – Western Federal Lands Highway Division
WI – State of Wisconsin
WV – State of West Virginia
WY – State of Wyoming

X

Y

Z

1.12 Requesting Assistance

For Contract Employees working off-site or Construction Contractor:

Contact your Contracting Officer's Representative (COR) for all EEBACS issues. They will submit your request, question, or recommendation to the appropriate Service Desk, Component Lead, or EEBACS Division Administrator.

For Contract personnel working in the FLH Division offices and Government employees:

For User Account access issues: Contact 5-HELP for a ticket and request issue be forwarded to your Local Tier 2 Helpdesk. (EEBACS is a Tier 2 System). If emailing 5-HELP, "cc" your Local IT Service Desk.

- ServiceDesk@dot.gov
- EFLHD.Servicedesk@dot.gov,
- cfl.eebacs.helpdesk@dot.gov, or
- WFLHD.Servicedesk@dot.gov.
- 5-HELP - internal 54357, external 202.385.4357, toll-free 866.466.5221
- Eastern Federal Lands Highway Division – 703.404.6338
- Central Federal Lands Highway Division – 720-963-3600
- Western Federal Lands Highway Division – 360.619.7600

For all other EEBACS support (request help, report errors, recommend changes, etc.): Contact your local Component Lead or EEBACS Division Administrator.

Section	CFL	EFL	WFL
Construction	Bill Hanson ⁽¹⁾	Kim Pellegrini	Samantha Gould
Acquisitions	Jason Longshore	Shirley Anderson	Angy Liljedahl
Design/Project Managers/Technical Services	Angela Johnson	Spencer Beale	Steve Chapman
EEBACS Administrators	Heidi Hirsbrunner	Dan Van Gilder	Todd Brockmann

⁽¹⁾ For CFL Construction how-to questions, contact your project's Contract Administration Team Representative (either Eric Grosskreuz or Harvey Bostwick or Dan Sorensen).