Federal Highway Administration
EEBACS

Engineer's Estimating, Bidding, Award, and Construction System (EEBACS)

EEBACS
User Guide 1.0

EEBACS USER GUIDE 1.0

Preface

This Guide is intended for users granted access to the Federal Lands Highway's (FLH) Engineer Estimating, Bidding, Award and Construction System (EEBACS).

The program was developed through a cooperative effort of the men and women of Central Federal Lands, Eastern Federal Lands, and Western Federal Lands. Technical development of the program was accomplished by Symplicity Corporation of Arlington, Virginia.

Notice

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Structure

This user's guide is organized by chapter and appendices. Chapter 1 *System Overview* contains general information and is intended for ALL users. Chapter 2 *Design Module* is for users developing a project's Independent Government Estimates (IGEs), Summary of Quantities plan sheets, and Bid Schedule. Chapter 3 *Acquisition Module* is for users preparing documents for the solicitation and award of a project. Chapter 4 *Construction Module* is for users preparing documents while building and administering construction projects. Appendices contain information that may be used in more than one chapter or program or supplemental information to assist EEBACS users.

EEBACS USER GUIDE 1.0
Chapter 1 - System Overview

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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 https://highways.dot.gov/federal-lands/estimates/forms.

- **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@FLHEEBACS.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/

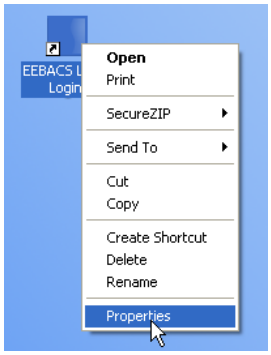
Warning: When creating shortcuts or bookmarks for the EEBACS URL, ensure that no extra characters are in the path. Extra characters will cause problems in the program.

https://eebacs.fhwa.dot.gov/~~index.php?token=0kthhOAIwpSpExsMBrum%2FSSvSz7Rlj8wQ~~

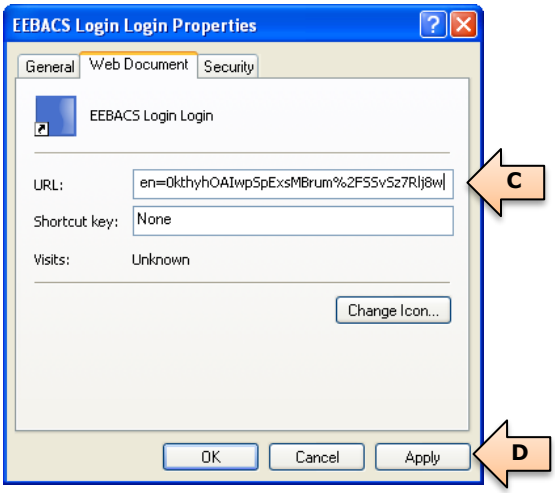
DELETE

1.3.1.1 Editing EEBACS URL in Shortcut

A. Hover over Shortcut to view URL



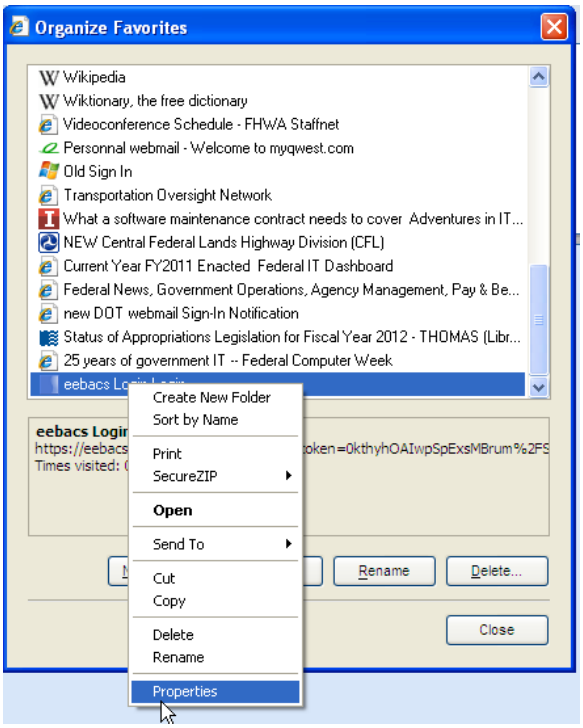
D. Select Apply



1.3.1.2 Editing EEBACS URL in Bookmark

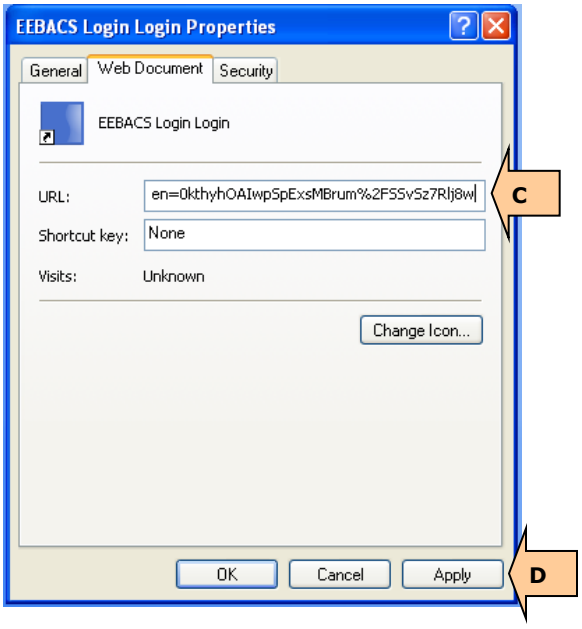
A. In Internet Explorer select "Organize Favorites" view EEBACS URL

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

All Government staff and On-site Contract staff (i.e. Local Service Desk Contract staff) are required to log into EEBACS via their Government issued PIV cards. Ninety-day PIV Card Exemptions for EEBACS will be allowed for those who have not yet been issued a card, forgot their card, their new PIV card doesn't work in EEBACS, etc., or are iPad EEBACS users.

A/E Design Consultants, Contract Inspectors, and Construction Contractors will log in with Username and Password - they will <u>not</u> be issued PIV cards.

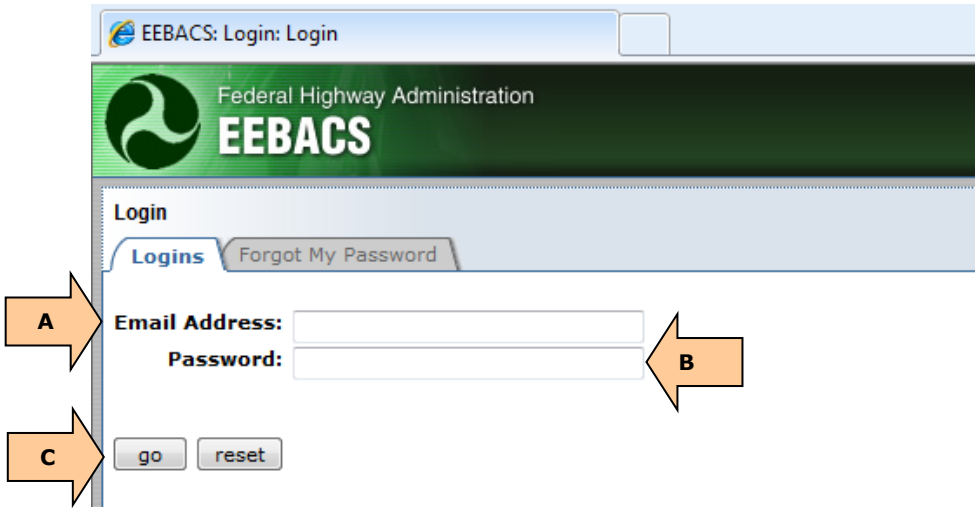
1.3.3.1 Login with Username and Password

Upon successfully navigating to the EEBACS Login page, input:

E. the Email address (provided);

F. your password; and

G. Select the "go" button.

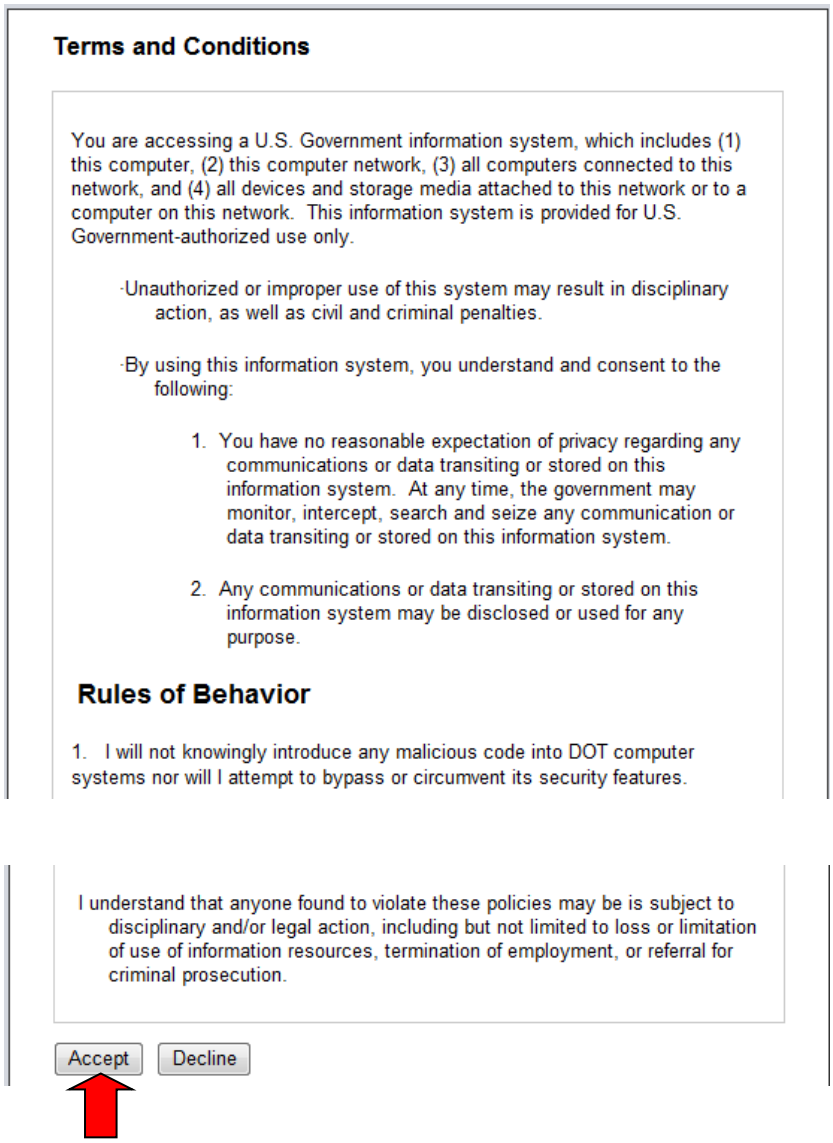


Upon entering a valid username and password, the EEBACS Terms and Conditions and Rules of Behavior will appear.

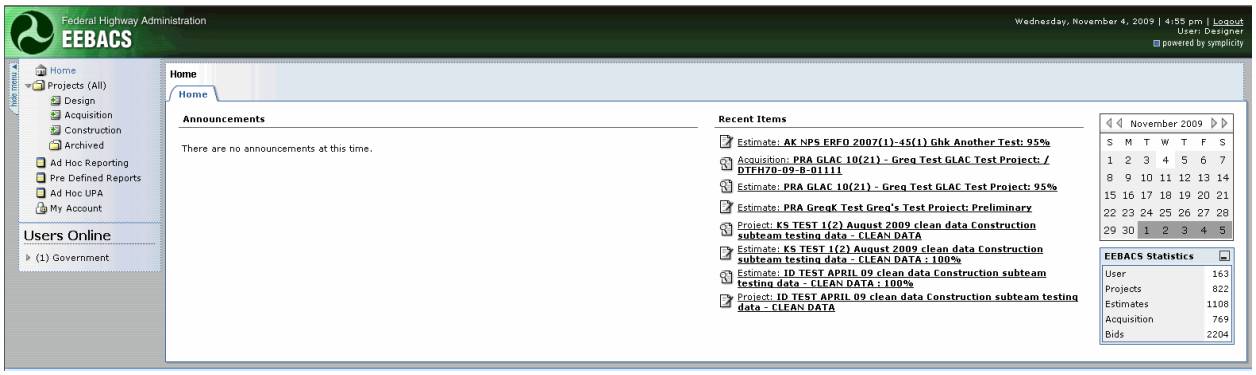
- Your account will be disabled after three unsuccessful login attempts since your last successful login. See Section 1.3.5 to re enable disabled accounts.

- 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).



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).



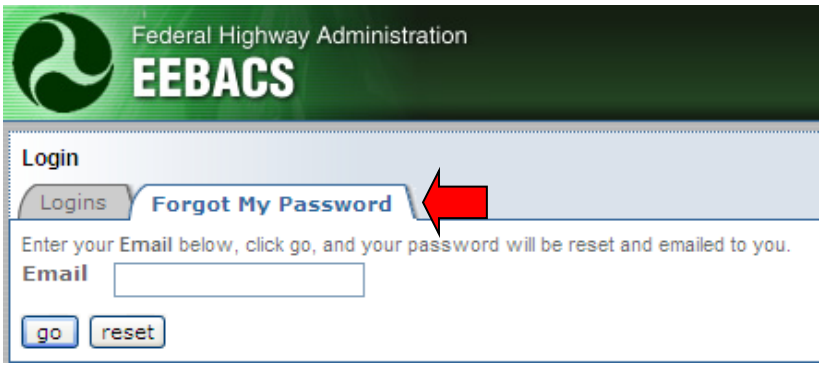
Depending on a user's "rights", various parts of the system can be viewed or manipulated. Rights are granted based upon the signed User Account form (EEBACS-001, EEBACS-002, and/or EEBACS-004), and entered into the system by your Local IT Service Desk when an account is first established. Rights may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

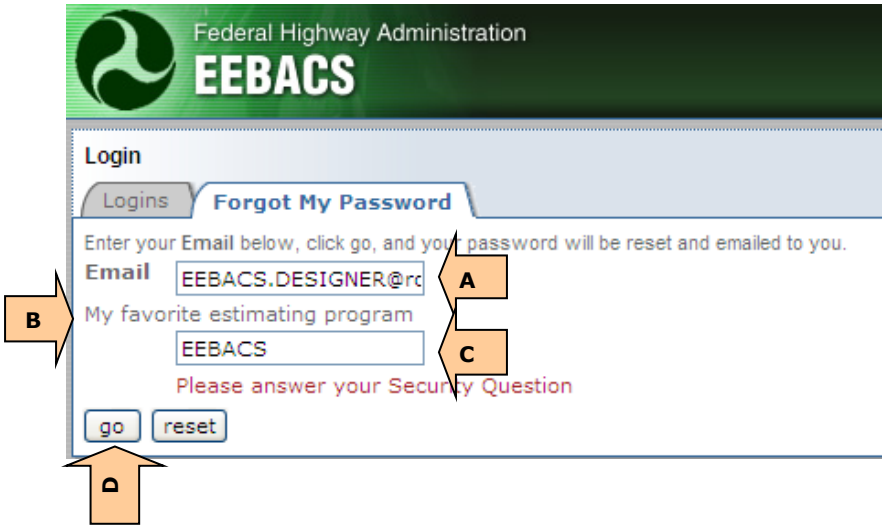


A. Enter the email address used for EEBACS

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).

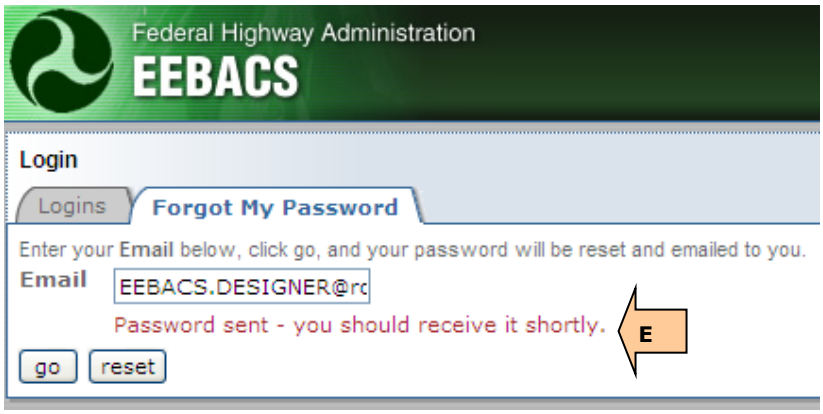
C. Enter the answer to your security question

D. Select "Go"



E. Confirming message appears.

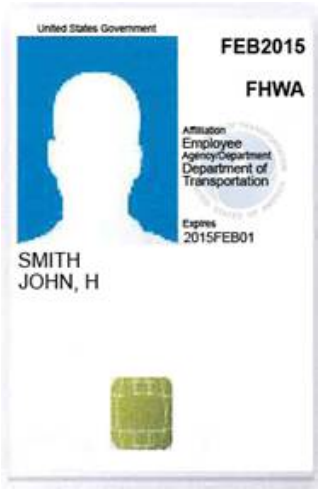
(The emailed password will come from noreply@FLHEEBACS.com. If you do not see this email, please check your email junk folder).



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



PIV login is mandatory and the primary method for Government Employees and in-house Contract staff to login to EEBACS (those who are issued @DOT.gov email addresses). Thirty-day PIV Exemptions will be allowed for those who have not yet been issued a card, forgot their card, or are iPad users.

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.

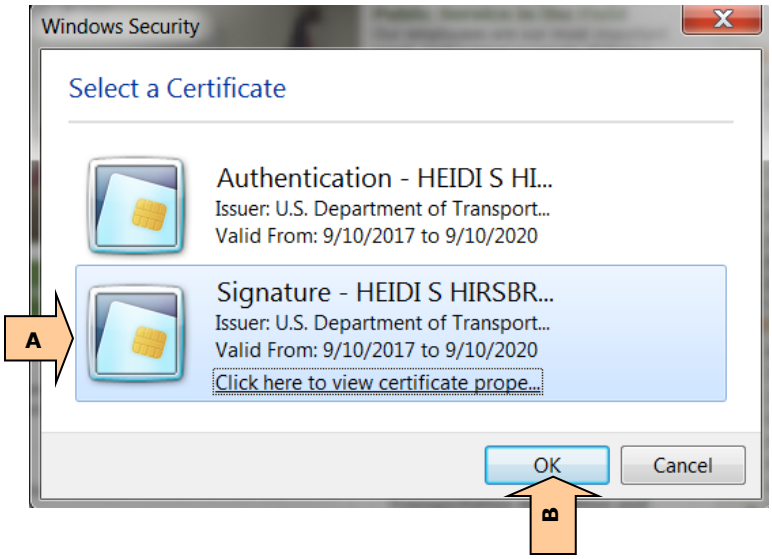
1.3.3.2.1 Setting up EEBACS for PIV Card Use

Users no longer need to set up their EEBACS account for PIV card use; this will be done by the Local Service Desk when User Accounts are initially set-up.

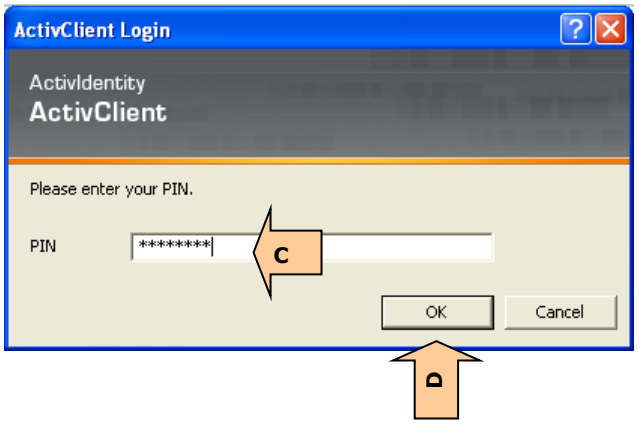
1.3.3.2.2 Login with your PIV Card

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

A. If your card has multiple certificates, select the "Signature" Certificate
B. Select OK

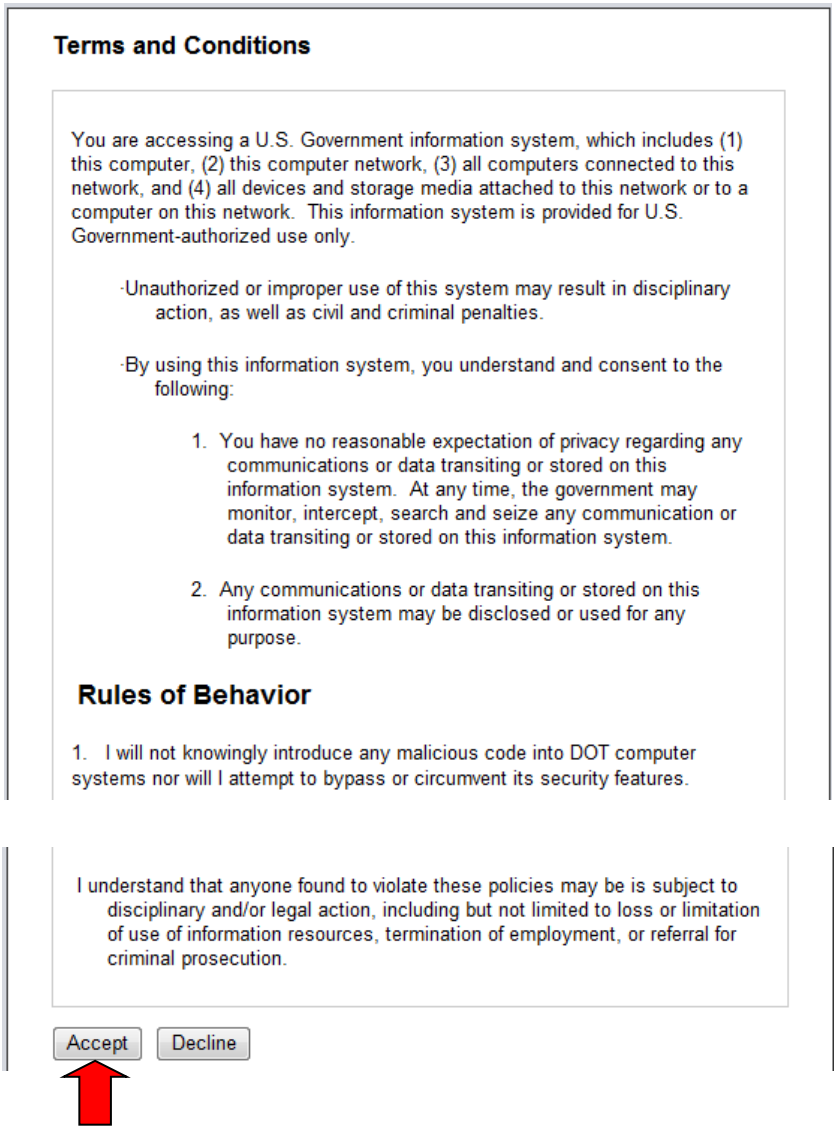


C. Enter your PIV card PIN
D. Select OK



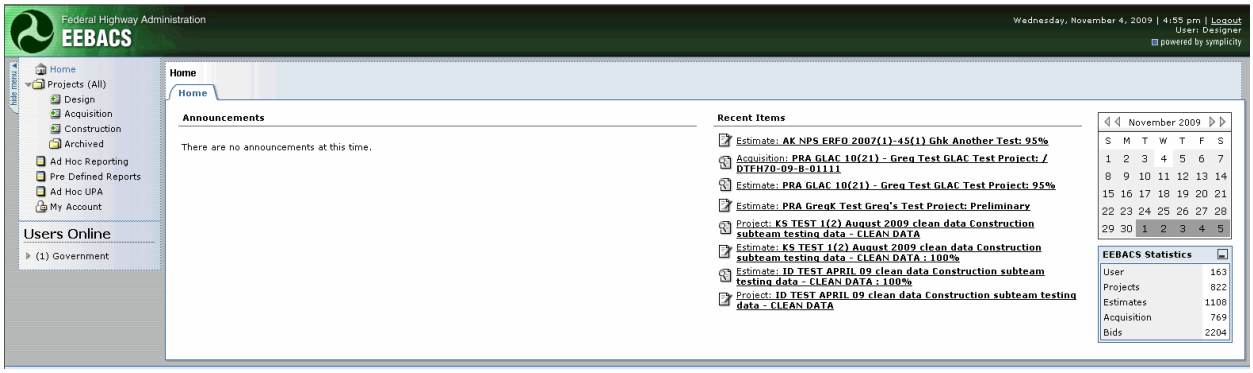
If the Terms and Conditions and Rules of Behavior screen appears, congratulations your PIV card EEBACS login is functioning as it should.

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).



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 requesting that your ticket be forwarded to Tier 2 for processing. (EEBACS is an FLH Tier 2 supported system).



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 assistant 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).

1.4 Home Page

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

A. Sidebar menu to navigate between the various modules, reporting types, Unit Price Analysis (UPA), and My Account (personal profile information);

B. Expandable menu showing the number of people currently using the system;

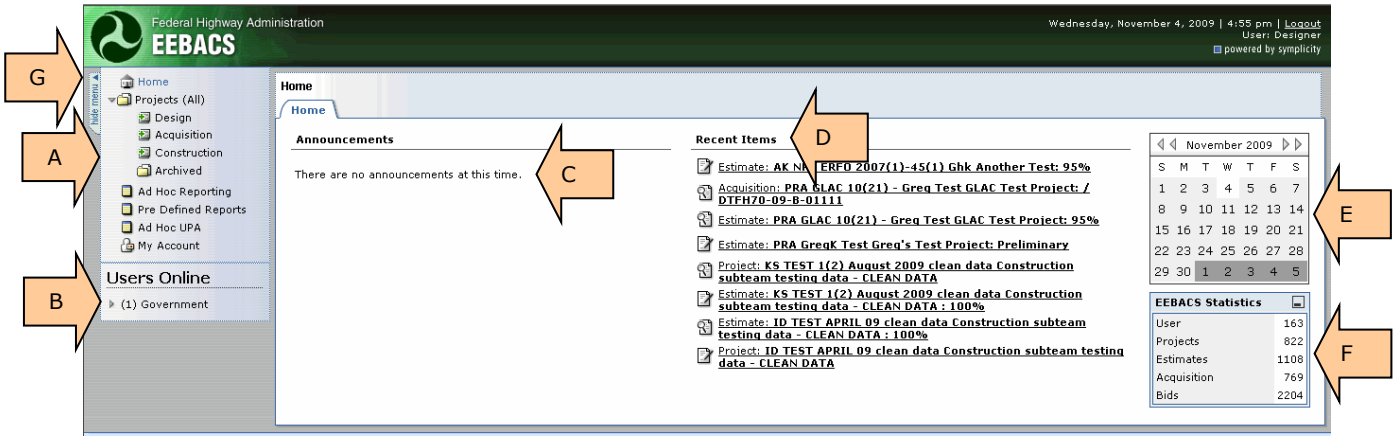
C. "Announcements" section that informs users of system events;

D. "Recent Items" section that hyperlinks the user to areas within the program that was last visited;

E. Calendar; and

F. "EEBACS Statistics" table that tracks specified items within the system.

G. Select the "hide menu" tab to collapse the sidebar for more viewing space.



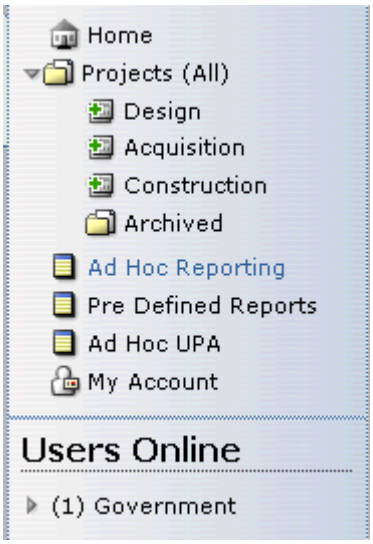
Sidebar links and sub-links, Announcements, and Recent Items listing will vary depending on the user's assigned program rights.

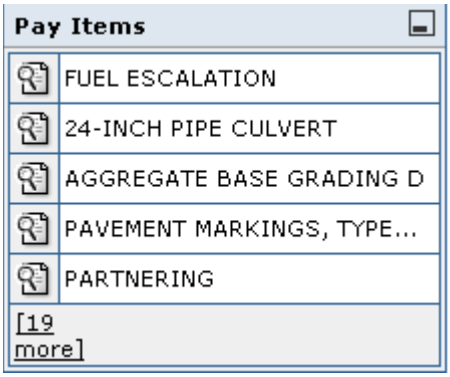
Navigation away from the home page is accomplished by selecting an item from either the sidebar menu or "Recent Items" list.

1.5 Navigation

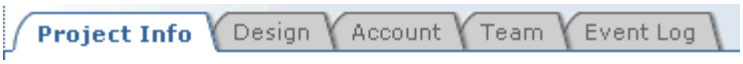
Navigation through the program can be accomplished using:

- menus; (sidebar or tables);

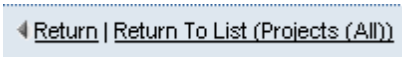


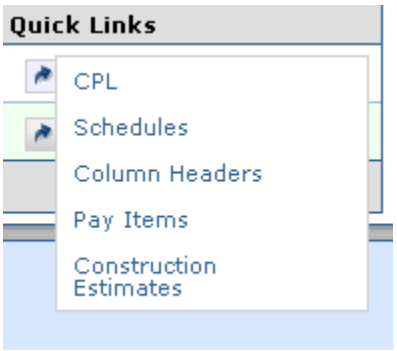


- bar tabs;



- hypertext links;

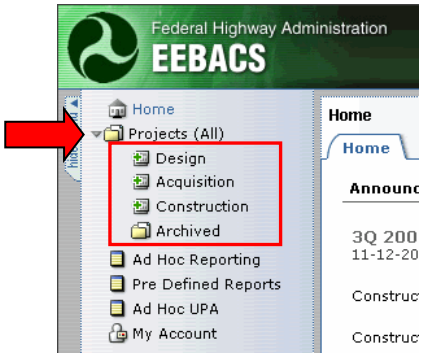




- icon buttons; and

(View/Edit/Copy/Delete)

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)

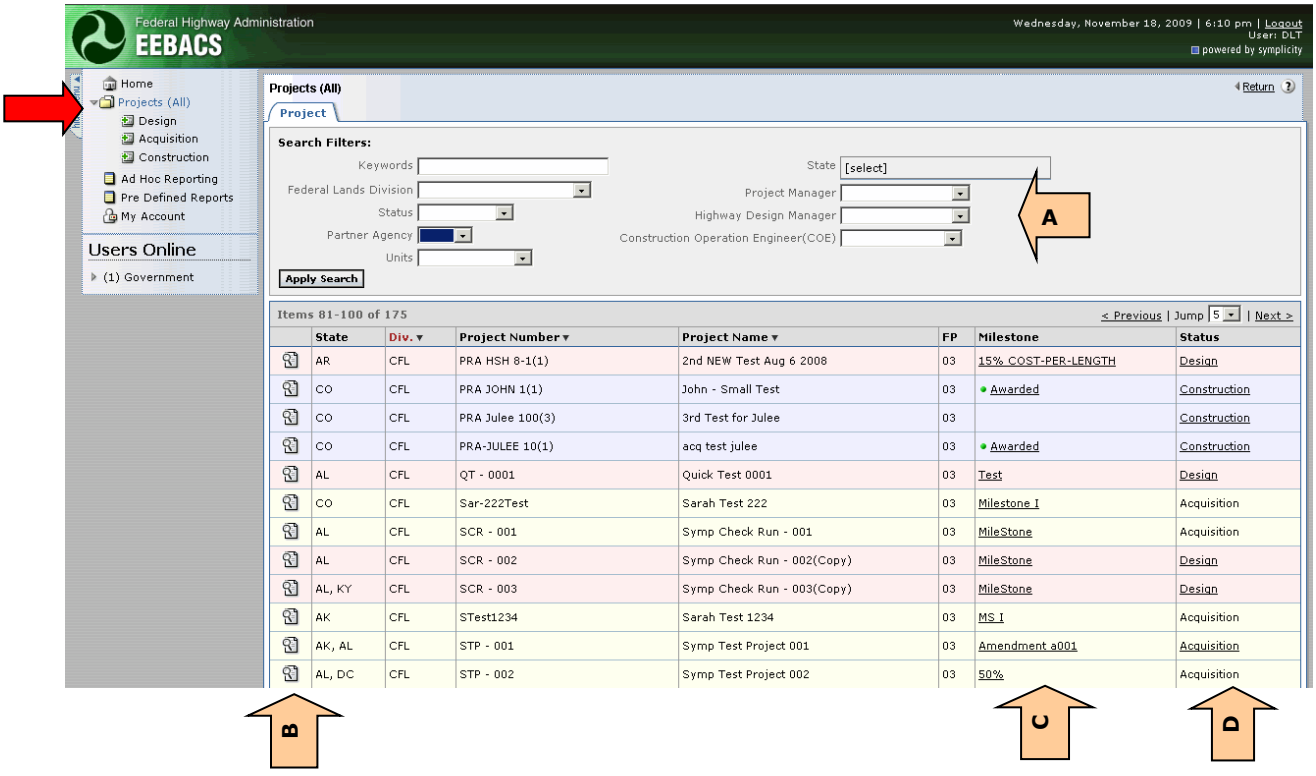
Selecting "Project (All)" will forward the user to the listing of projects. Before filtering of data takes place, the table will show all projects FLH wide that are currently active.

A. 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);

B. 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;

C. Milestones indicate the project's current point in the process; and

D. Status indicates in which module the project is located and which branch is in control of the data.



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.

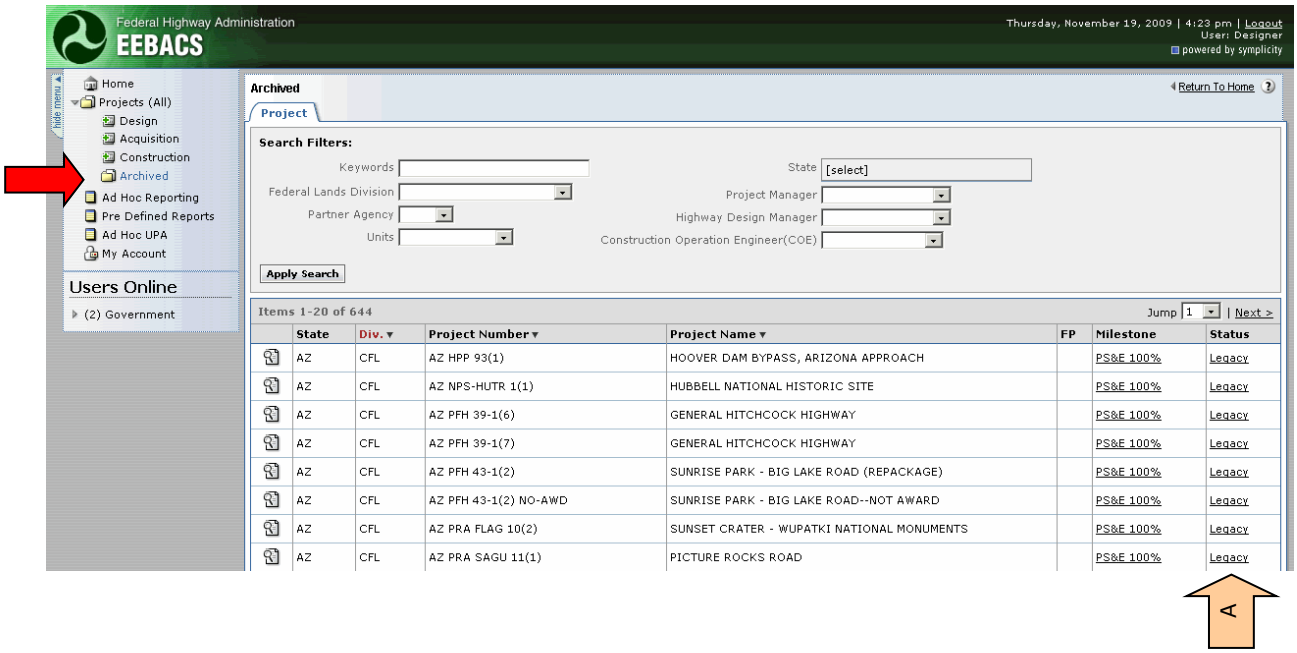
1.6.3 Archived

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:

A. The "Status" column will indicate whether a project is Legacy or Import. Legacy projects were transferred from FLH's previous Engineer's Estimate system and may be missing data compared to those projects developed in EEBACS. Import projects were transferred from the compiled FLH interim EE spreadsheets, including bid tabulations, and also may be missing data compared to those projects developed in EEBACS.

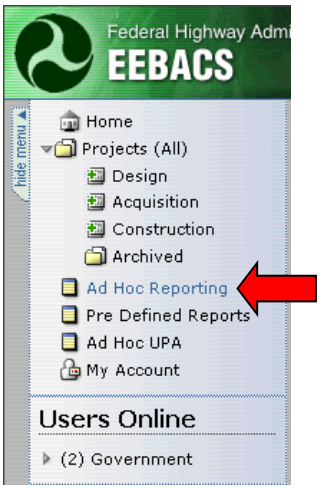


1.7 Ad Hoc Reporting

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.

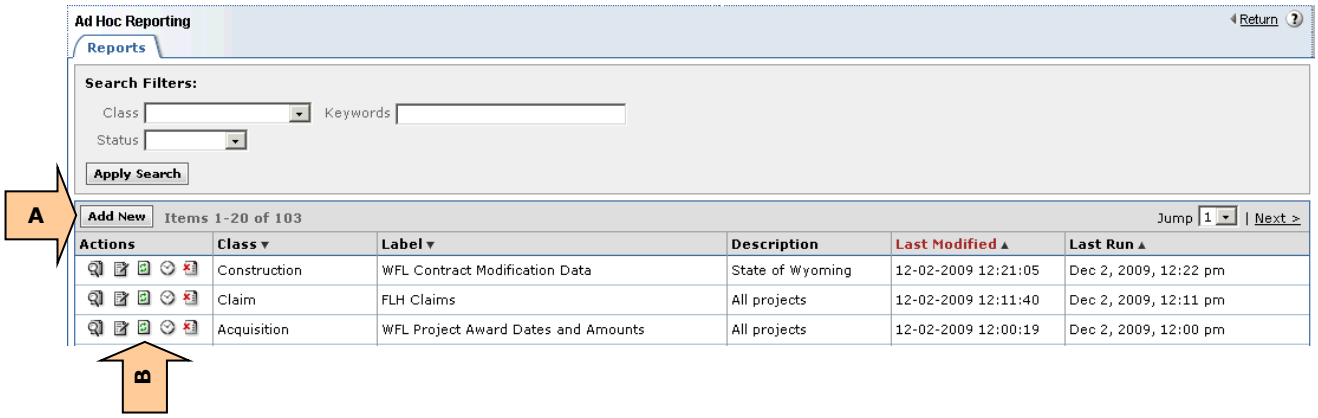
By selecting the "Ad Hoc Reporting" link the user is sent to the "Reports" tab.



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

A. Select the "Add New" button to generate a customized report or

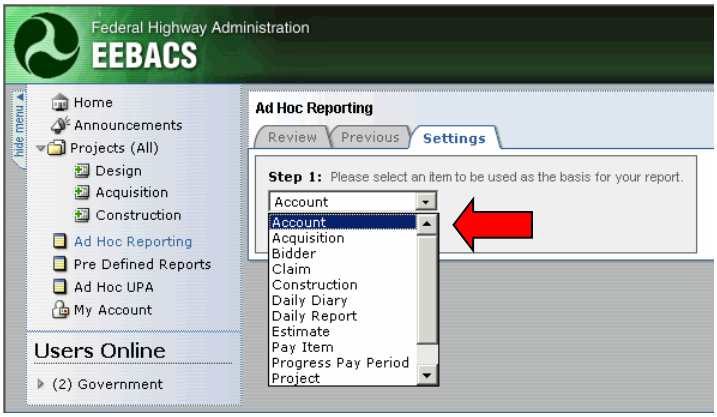
B. Select the any of the buttons in the "Actions" column to use previously generated reports. Previous created reports maybe viewed, settings edited, and reports updated.



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;

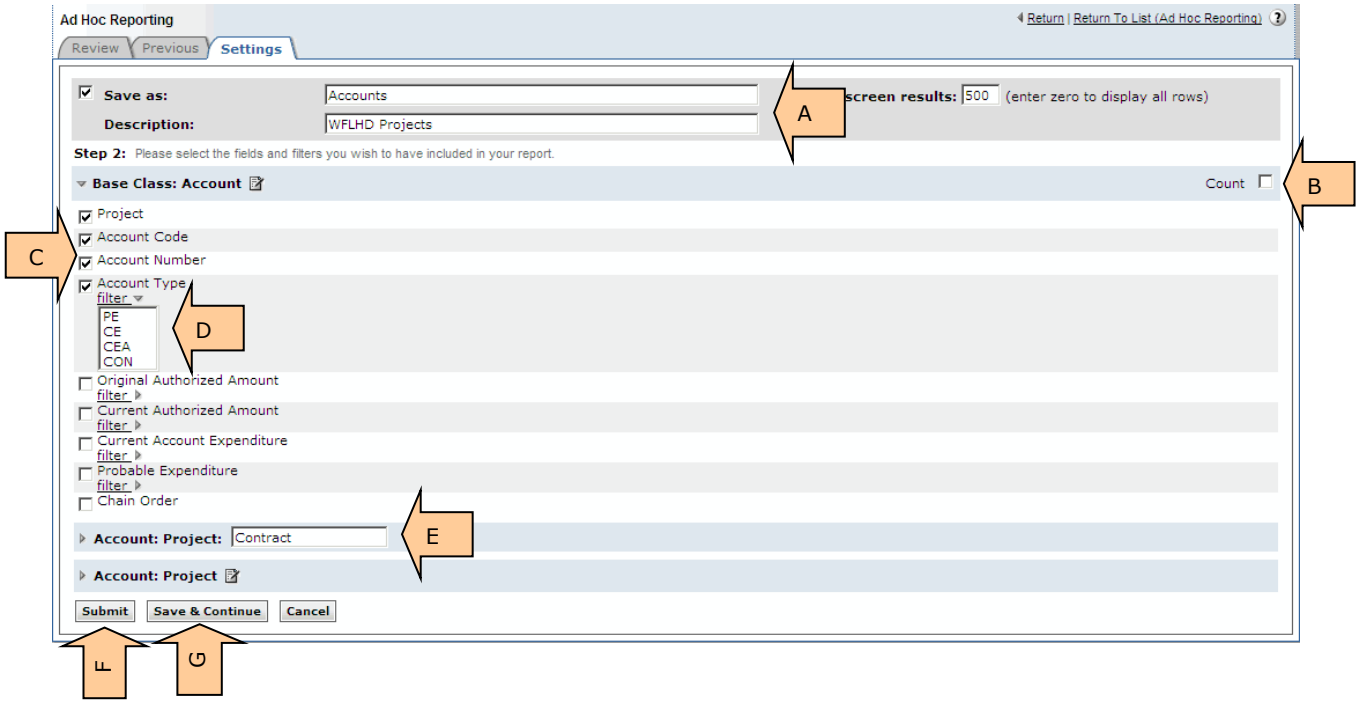
C. Select the desired fields for items to be included;

D. Additional items may be chosen when the related or subclasses are selected;

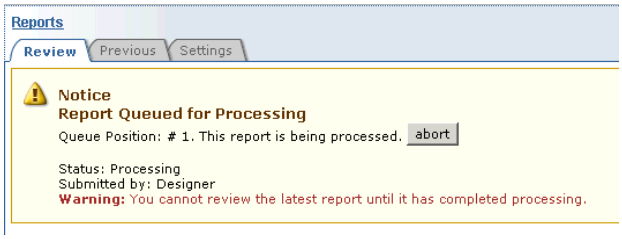
E. Subclass descriptions may be changed for those descriptions having an edit icon;

F. Select the "Submit" button to generate and save the report; or

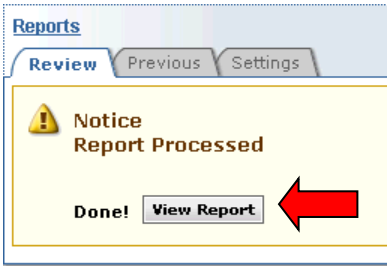
G. Select the "Save & Continue" button to save the report and return to the Ad Hoc Reporting list. Cancel returns the user to the report table screen.



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.



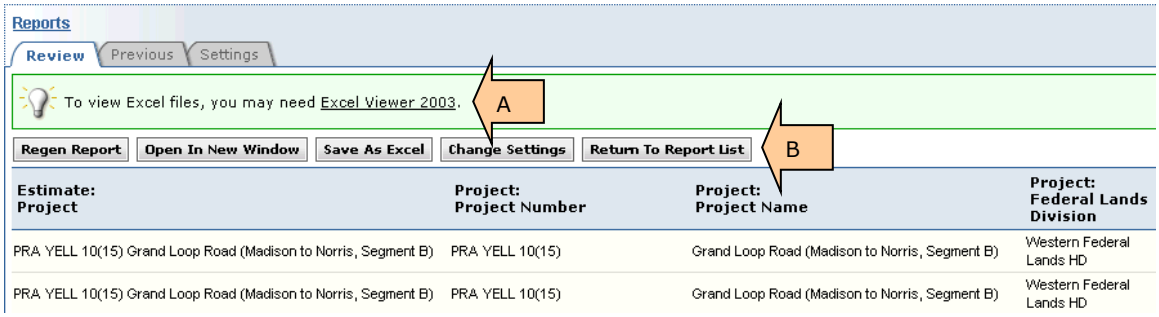
The program will notify the user when the report has been generated. Select the "View Report" button to see the results.



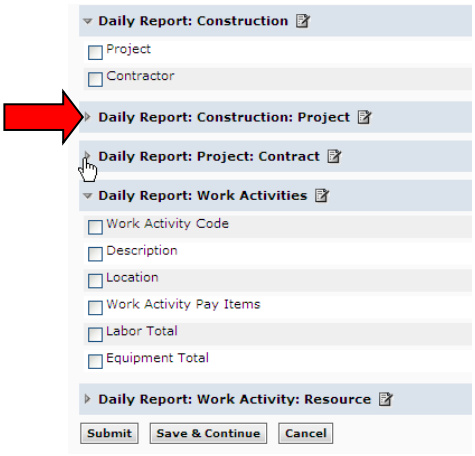
Once a report is generated, the data may be:

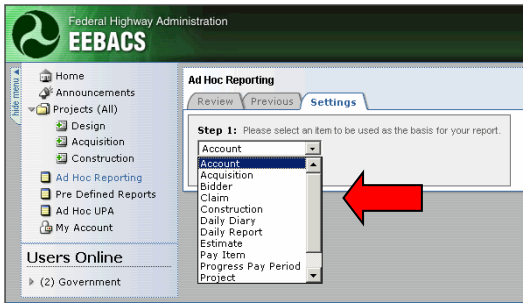
A. Viewed as an MS Excel spreadsheet;

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

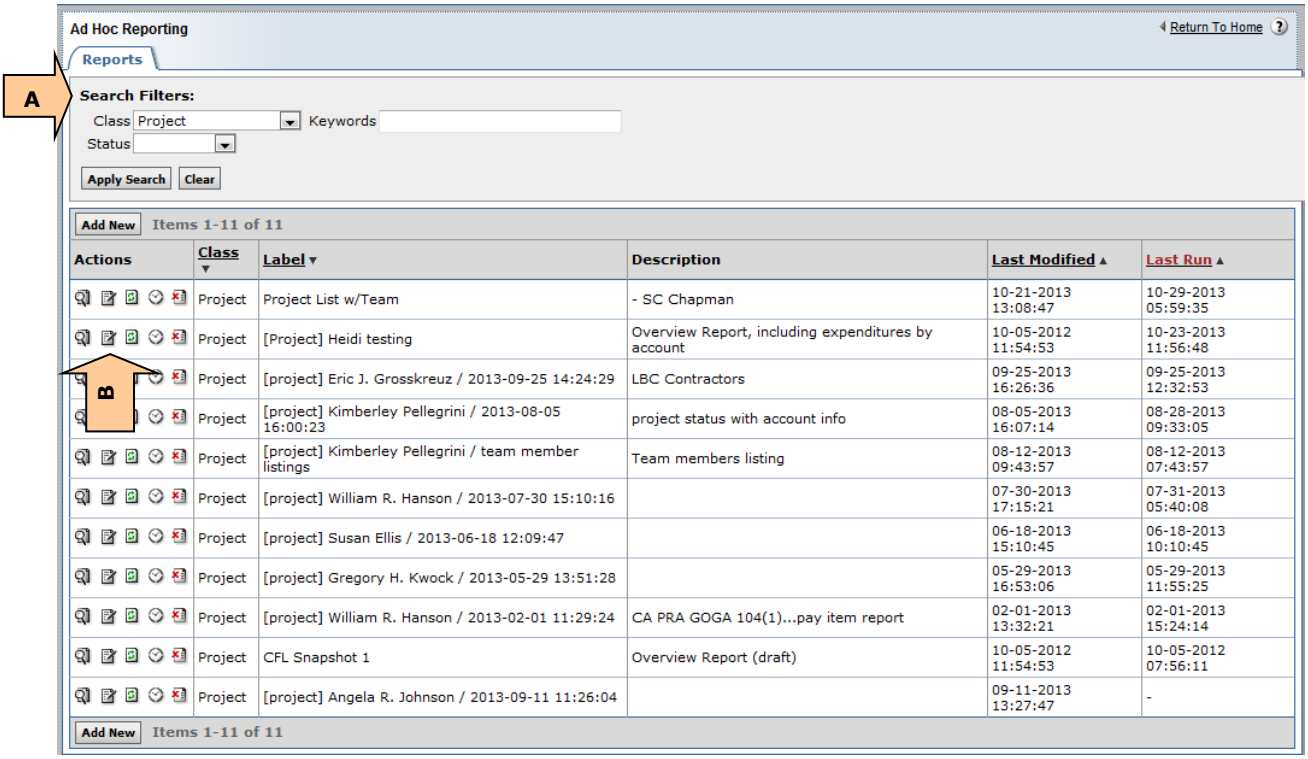




1.7.2 Copying an Existing Ad Hoc Report

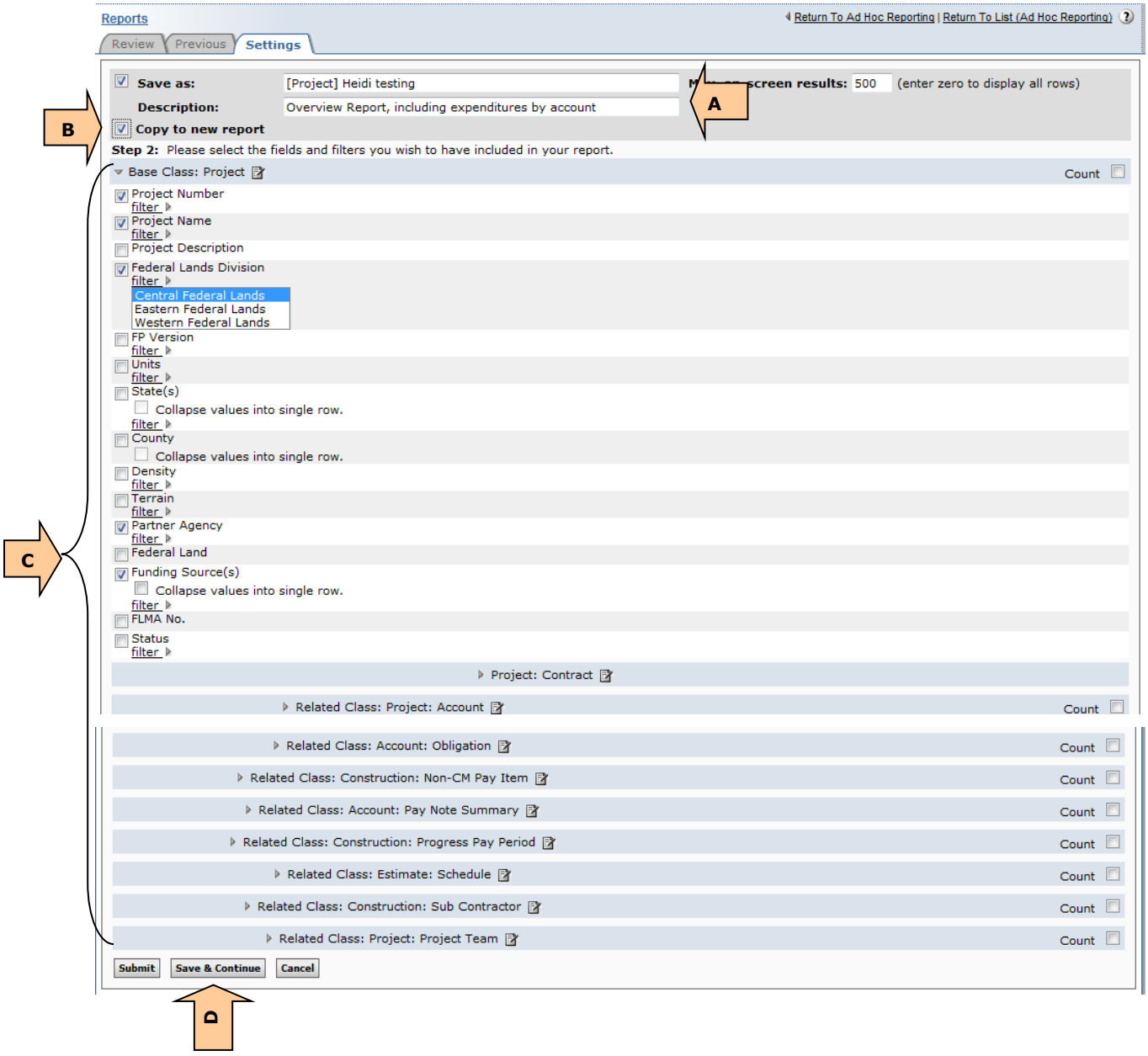
Do NOT edit other users' Ad Hoc Reports, copy the desired report and rename it for your own use.

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



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



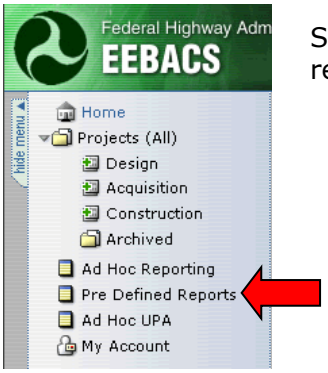
Edit, run new report as needed.

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.

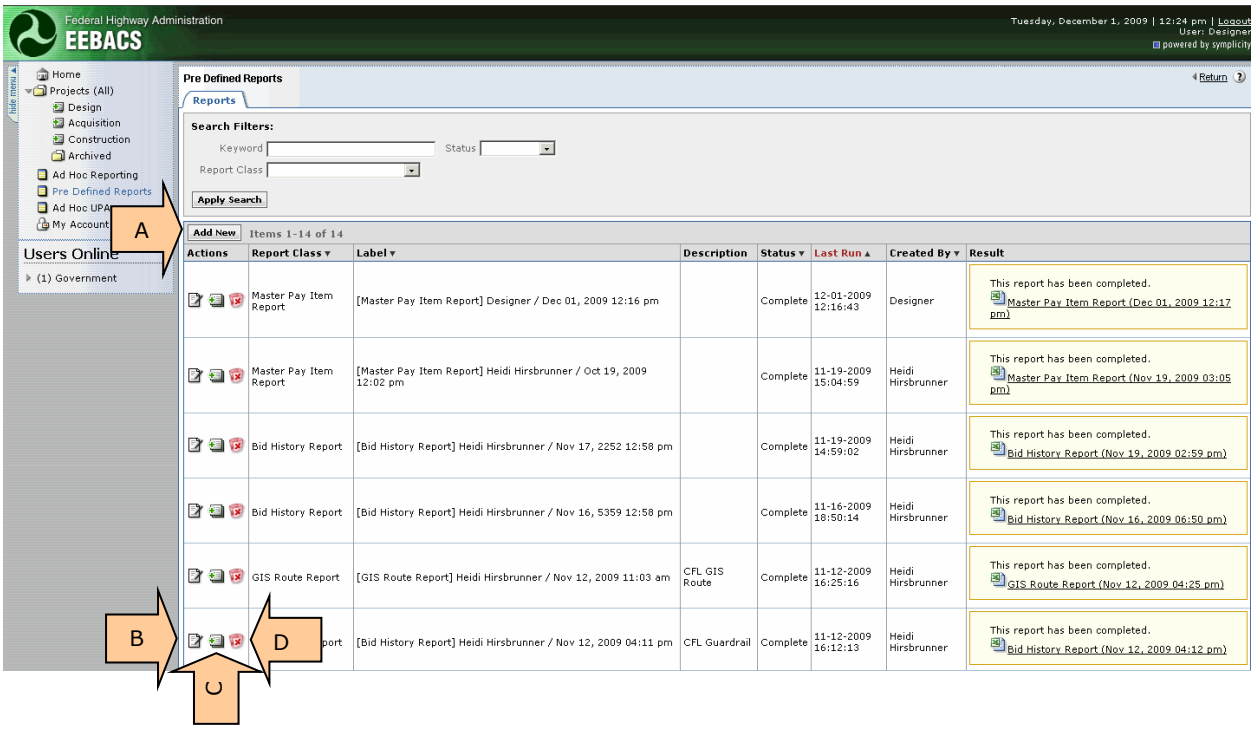
Selecting the Pre-Defined Reports link will access the "Reports" tab. Users may then:

A. Develop a new report;

B. Edit an existing report;

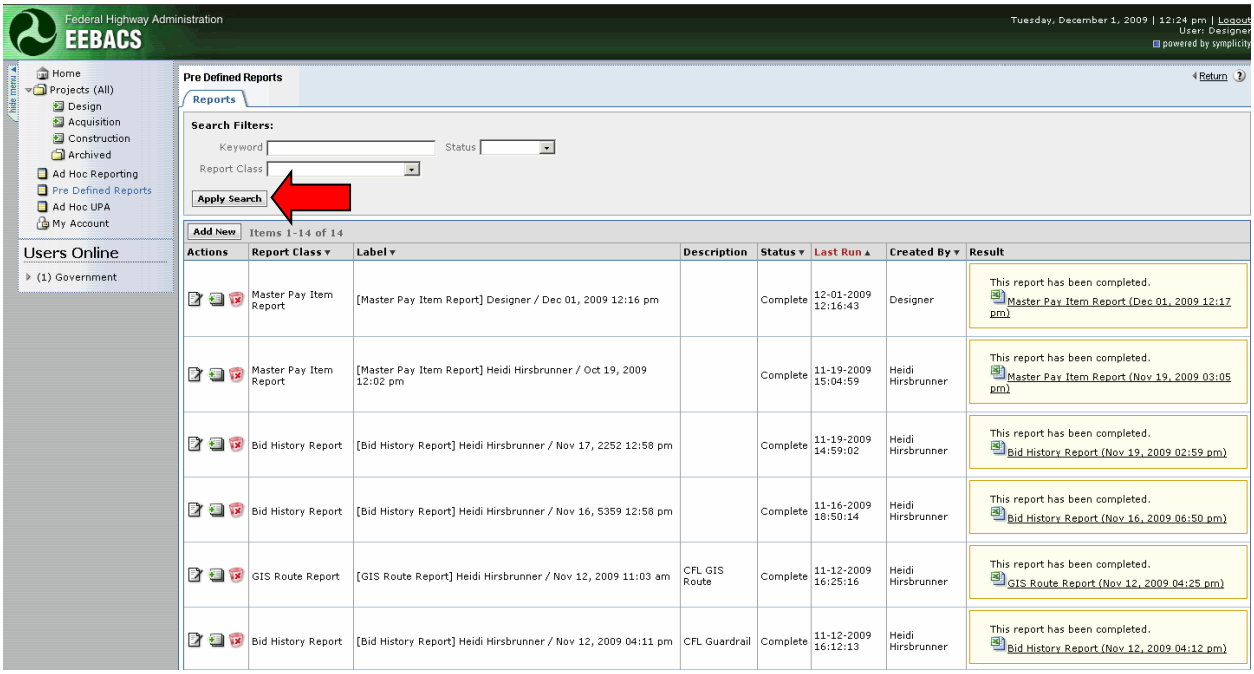
C. Refresh (re-generate) an existing report; or

D. Delete an existing report.

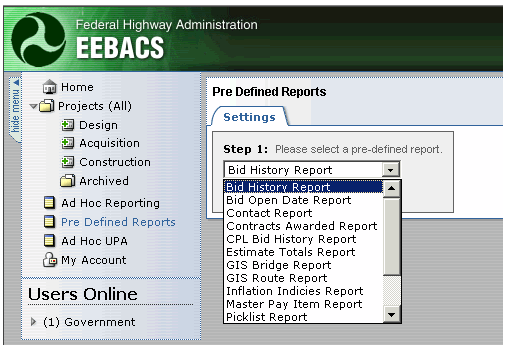


1.8.1 Creating a New Pre-Defined Report

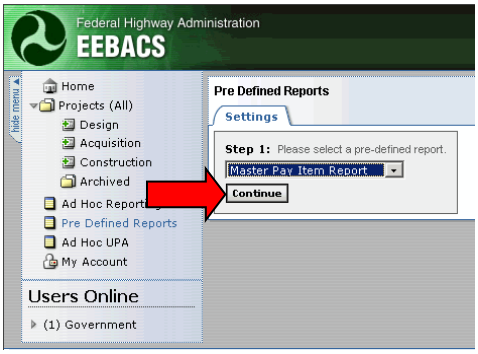
Select the "Add New" button to generate a new pre-defined report.



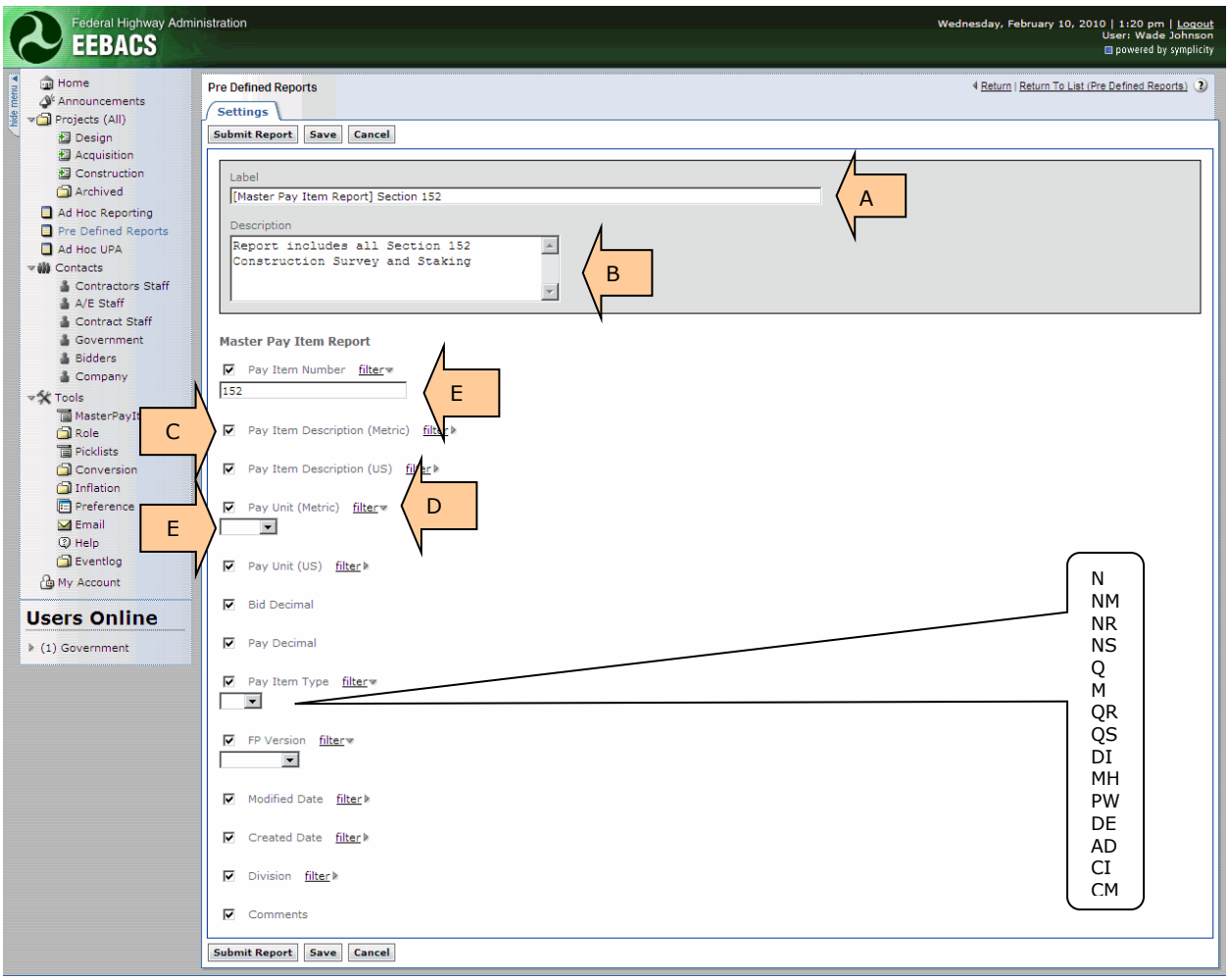
Use the pull-down menu to select the desired report.



Once a report has been chosen, select the "Continue" button

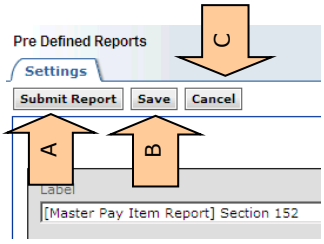


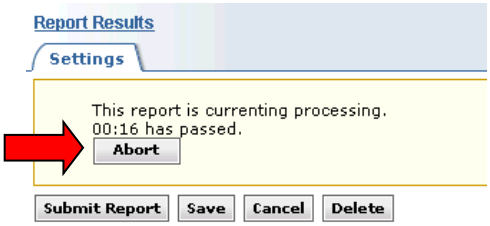
A. Replace the generic label with a report specific title;
B. If necessary, describe the report's content;
C. Toggle which features will comprise the report;
D. Select filters as required to further define data requirements; and
E. Input or pick filter constraints.



Once all data filter have been chosen:

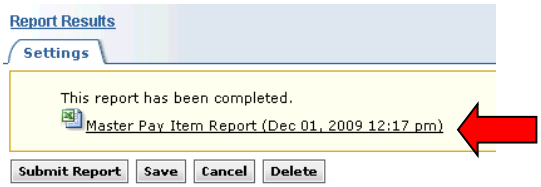
A. Select "Submit Report" to generate the requested report;
B. Select "Save" to retain the data and filters request, but no report generation; or
C. Select "Cancel" to return to the Pre-Defined Reports table without saving any data.





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

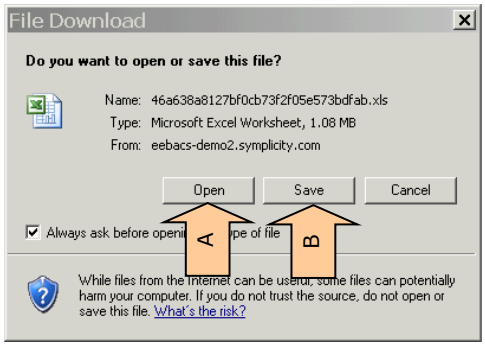
When the report is complete, a copy of the report is saved in the system and an MS Excel spreadsheet hyperlink will appear.



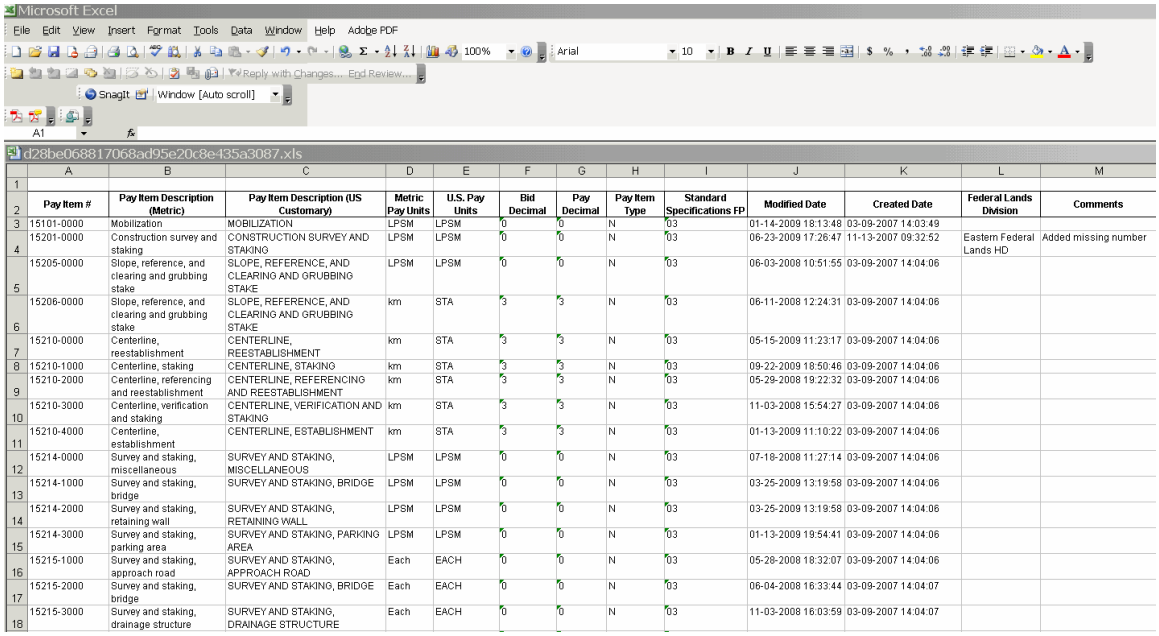
Select the link and a "File Download" palette will appear.

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.



d28be068817068ad95e20c8e435a3087.xls

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 FP	Modified Date	Created Date	Federal Lands Division	Comments
15101-0000	Mobilization	MOBILIZATION	LPSM	LPSM	0	0	N	03	01-14-2009 18:13:48	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	3	3	N	03	06-11-2008 12:24:31	03-09-2007 14:04:06		
15210-0000	Centerline, reestablishment	CENTERLINE, REESTABLISHMENT	km	STA	3	3	N	03	05-15-2009 11:23:17	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		
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 13:19:58	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 13:19:58	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 19:54:41	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 16:33:44	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.

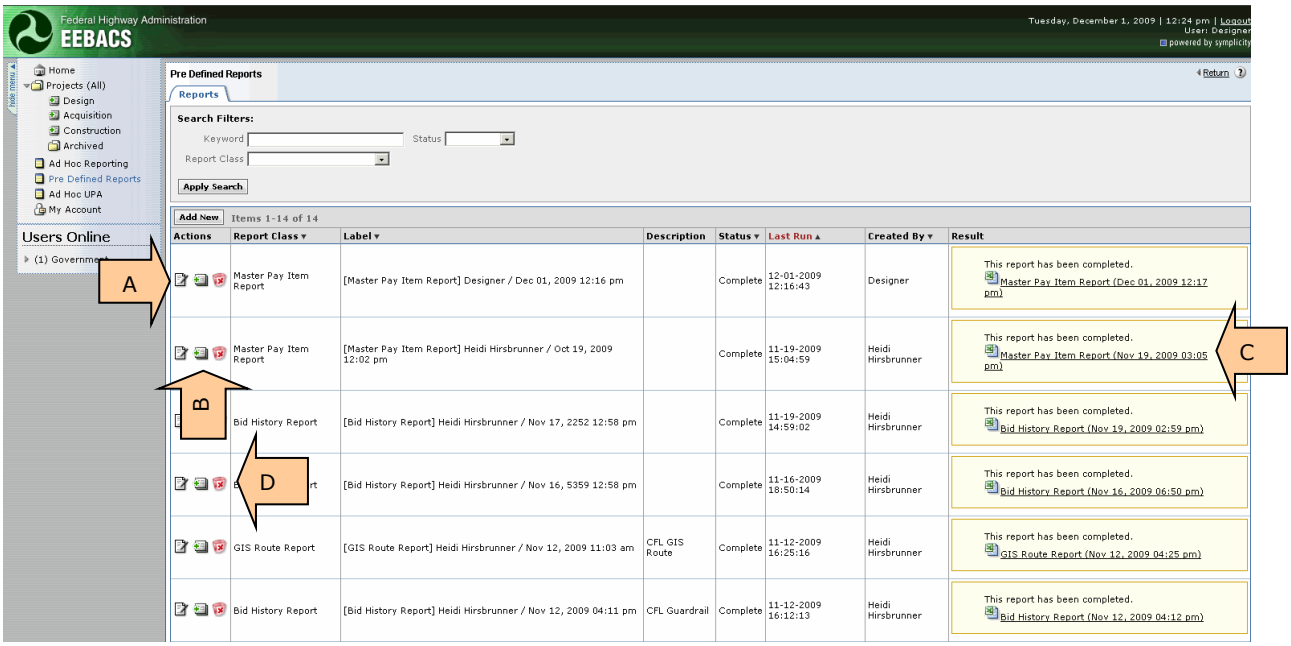
Please do NOT edit other user's Pre-Defined Reports. Add your own Pre-Defined Report according 1.8.1.

A. Select the "edit" icon to change reporting parameters. See Section 1.8.1 for editing details;

B. Select the "Refresh" icon to update an existing report with the latest data;

C. Select the "MS Excel" spreadsheet hyperlink to open or save the spreadsheet file. See Section 1.8.1 for editing details; and

D. Select the "Delete" icon to remove a report from the system.



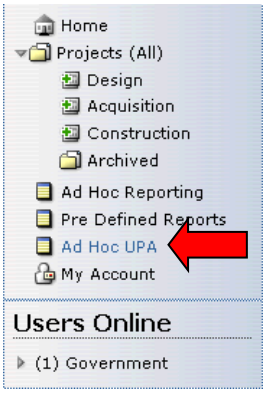
1.9 Ad Hoc UPA

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.

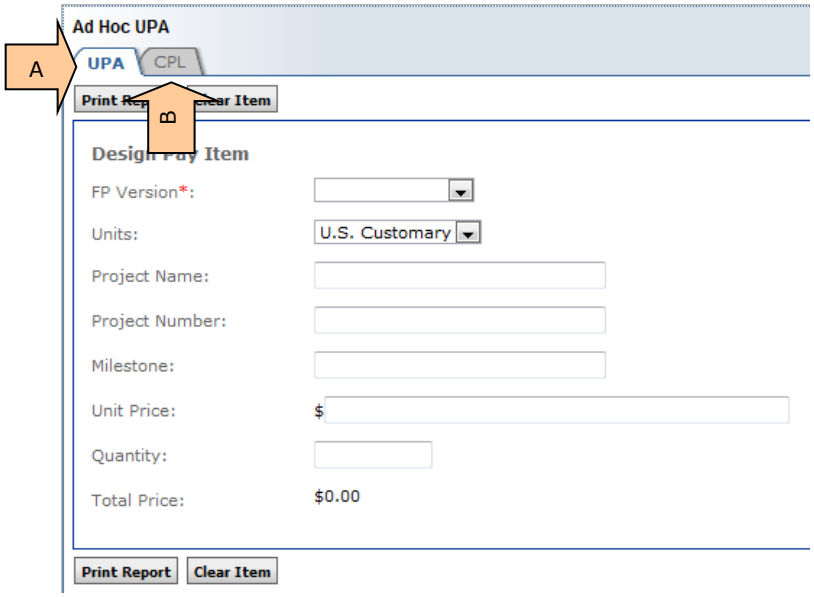
Reports generated through the Ad Hoc UPA tools are not saved within the system.

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.



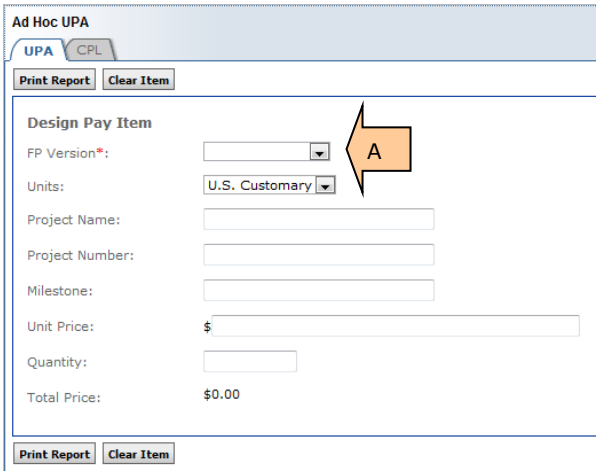
1.9.1 Unit Price Analysis (UPA)

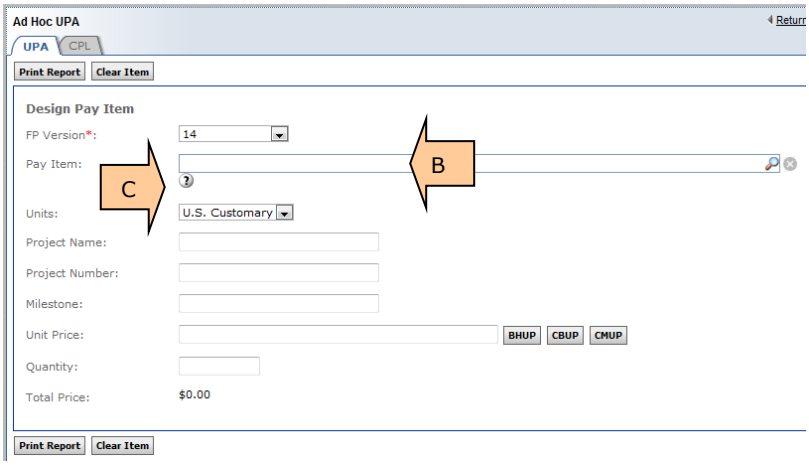
Input the pay item number to be analyzed. Pay item numbers must be in the master pay item table in order to appear. Users may:

A. Select FP Version

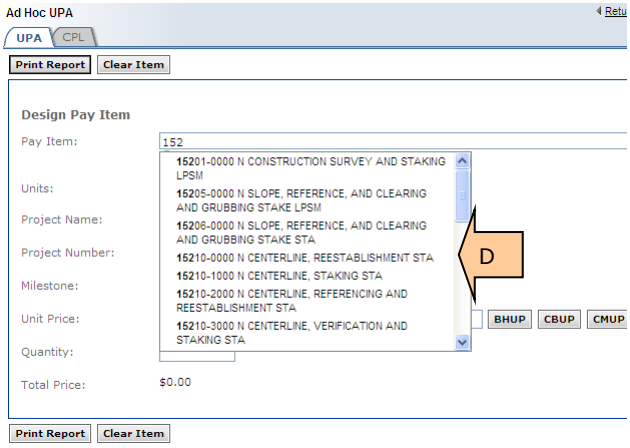
B. Input a pay item number or description (in whole or part) in the data fields or

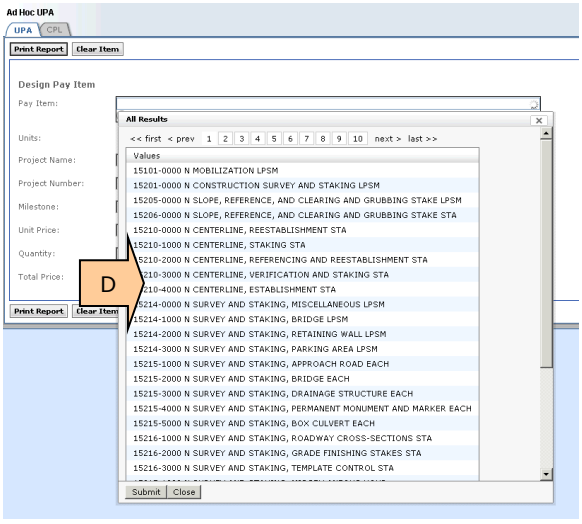
C. Select the "?" icon to view the master pay item list.





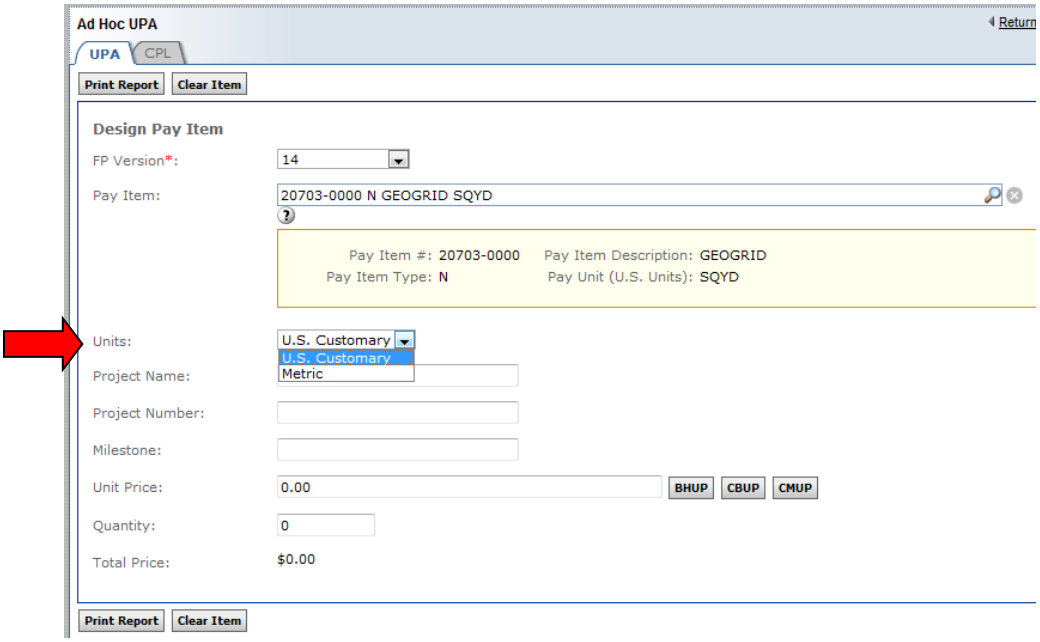
D. Select the appropriate item from the listing of pay items.





The "Pay Item" data field will populate.

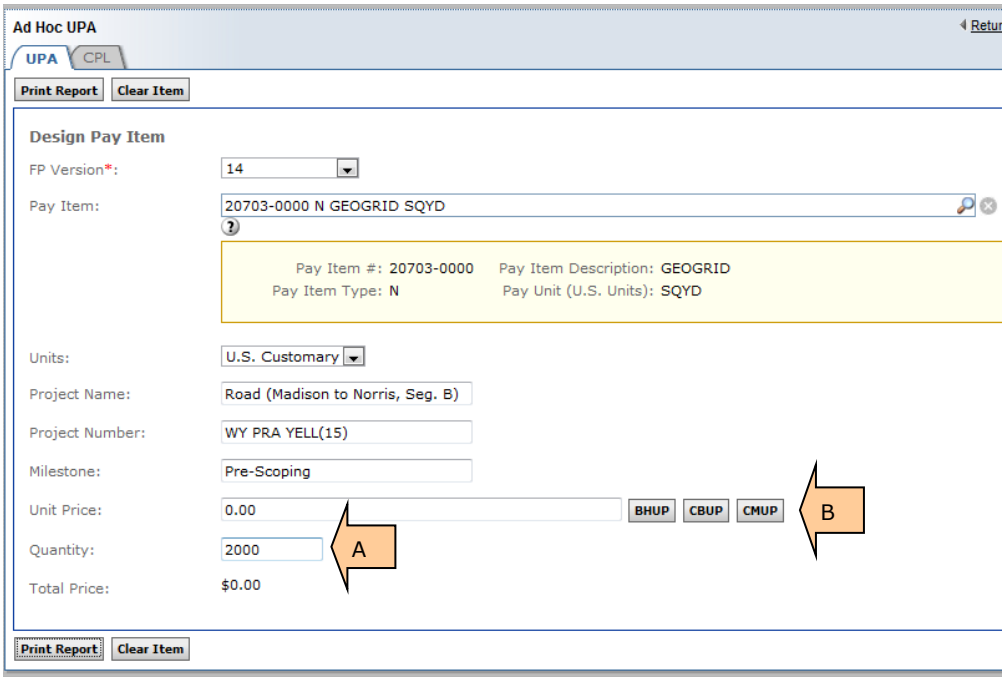
Select whether the costs will be developed using U.S. Customary or Metric units



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

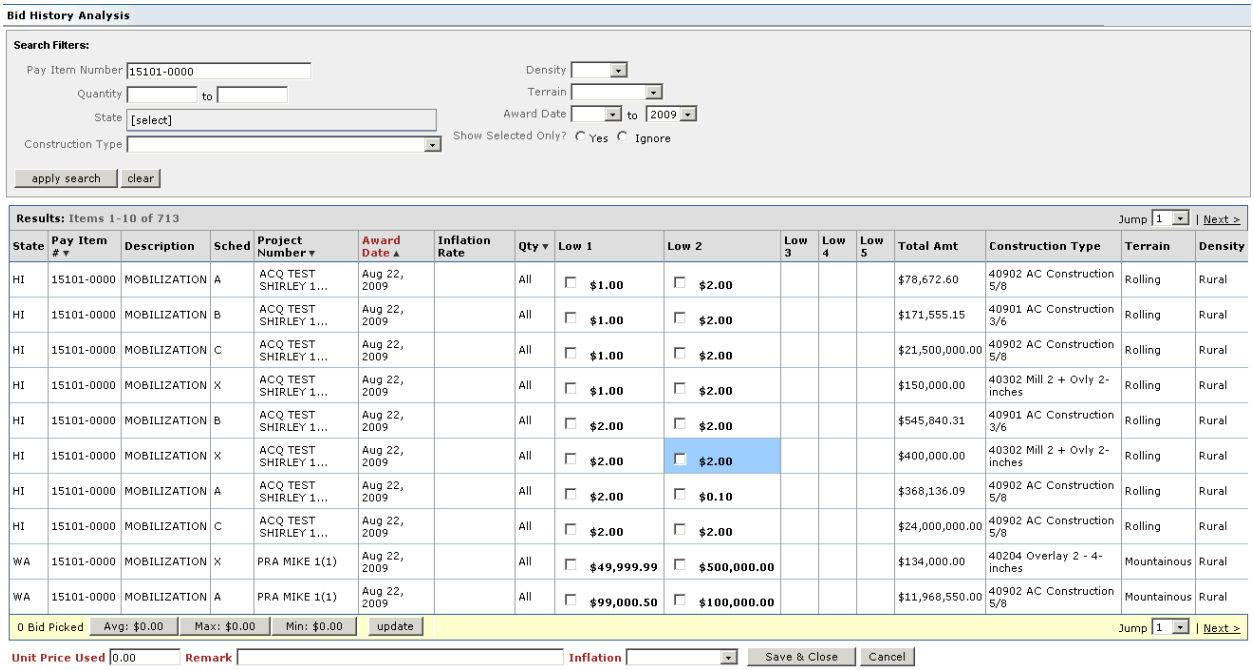
A. For pay items with pay units requiring a quantity, insert the quantity before selecting the BHUP, CBUP, or CMUP button; and

B. 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.



1.9.1.1 Bid History Unit Price (BHUP) Method

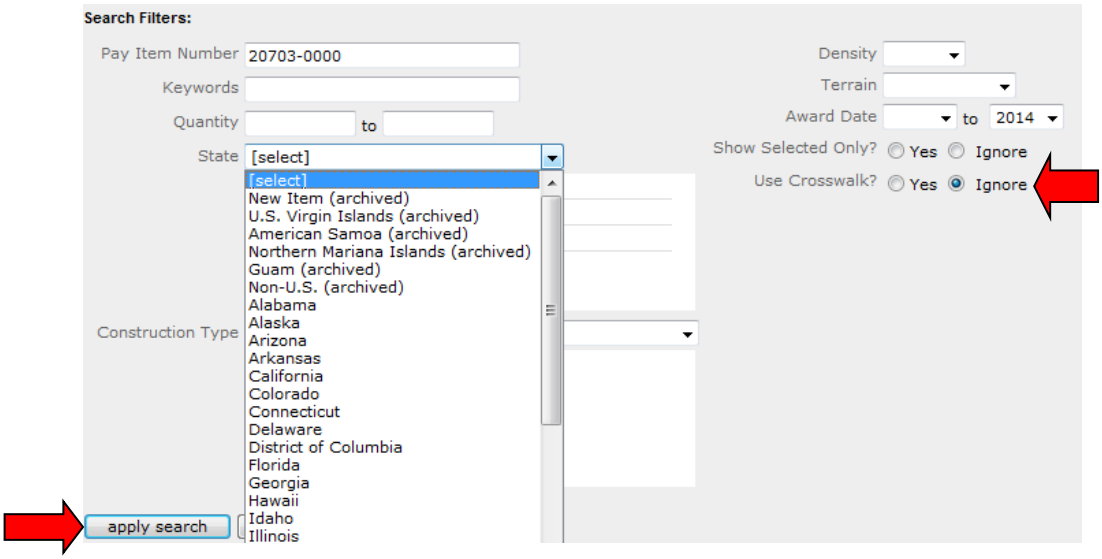
Upon selecting the BHUP button, a table will appear with all projects listed for the pay item and FP selected. Each project in the table includes information about the bid prices received and project information. Since all projects within FLH will be listed, filtering of data is required to ensure figures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



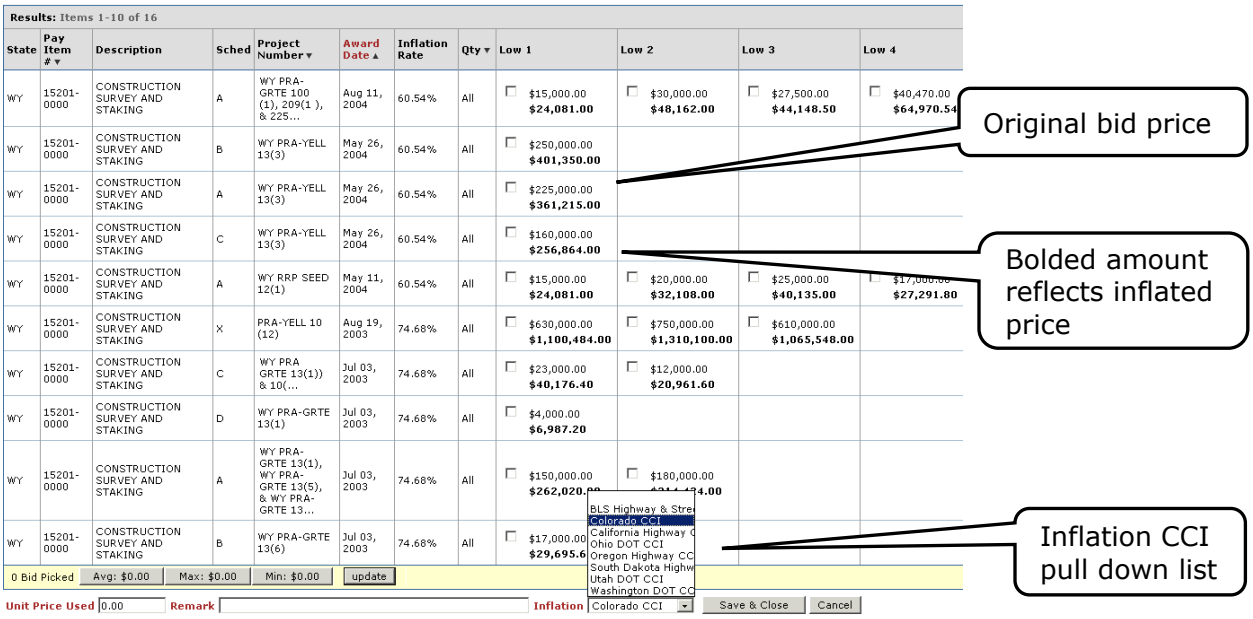
Secondary filtering may be necessary in order to obtain a manageable list of projects.

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.



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



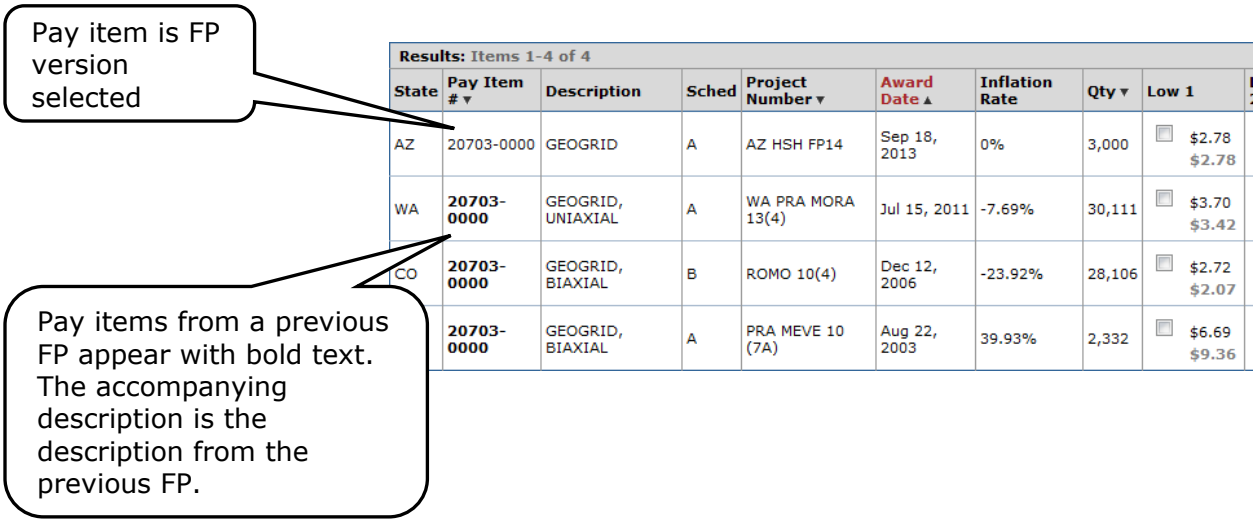
Results: Items 1-10 of 16

State	Pay Item #	Description	Sched	Project Number	Award Date	Inflation Rate	Qty	Low 1	Low 2	Low 3	Low 4
WY	15201-0000	CONSTRUCTION SURVEY AND STAKING	A	WY PRA-GRTE 100 (1), 209(1), & 225...	Aug 11, 2004	60.54%	All	$15,000.00 **$24,081.00**	$30,000.00 **$48,162.00**	$27,500.00 **$44,148.50**	$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	$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	$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	$160,000.00 **$256,864.00**			
WY	15201-0000	CONSTRUCTION SURVEY AND STAKING	A	WY RRP SEED 12(1)	May 11, 2004	60.54%	All	$15,000.00 **$24,081.00**	$20,000.00 **$32,108.00**	$25,000.00 **$40,135.00**	**$27,291.80**
WY	15201-0000	CONSTRUCTION SURVEY AND STAKING	X	PRA-YELL 10 (12)	Aug 19, 2003	74.68%	All	$630,000.00 **$1,100,484.00**	$750,000.00 **$1,310,100.00**	$610,000.00 **$1,065,548.00**	
WY	15201-0000	CONSTRUCTION SURVEY AND STAKING	C	WY PRA GRTE 13(1)) & 10(...	Jul 03, 2003	74.68%	All	$23,000.00 **$40,176.40**	$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	$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	$150,000.00 **$262,020.**	$180,000.00 **4.00**		
WY	15201-0000	CONSTRUCTION SURVEY AND STAKING	B	WY PRA-GRTE 13(6)	Jul 03, 2003	74.68%	All	$17,000.00 **$29,695.6**			

BLS Highway & Stre
Colorado CCI
California Highway C
Ohio DOT CCI
Oregon Highway CC
South Dakota Highw
Utah DOT CCI
Washington DOT CC

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

Unit Price Used 0.00 Remark Inflation Colorado CCI Save & Close Cancel



Results: Items 1-4 of 4

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	$2.78 $2.78
WA	**20703-0000**	GEOGRID, UNIAXIAL	A	WA PRA MORA 13(4)	Jul 15, 2011	-7.69%	30,111	$3.70 $3.42
CO	**20703-0000**	GEOGRID, BIAXIAL	B	ROMO 10(4)	Dec 12, 2006	-23.92%	28,106	$2.72 $2.07
	20703-0000	GEOGRID, BIAXIAL	A	PRA MEVE 10 (7A)	Aug 22, 2003	39.93%	2,332	$6.69 $9.36

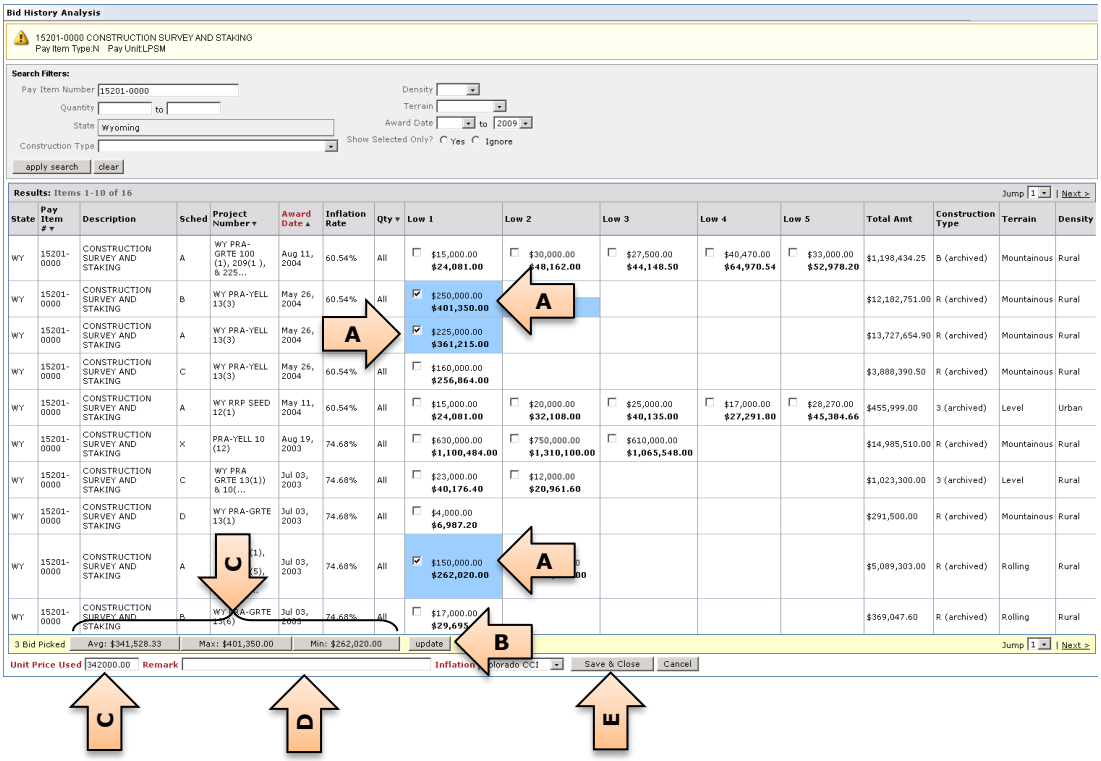
A. Select bid prices from projects that most represents the work to be performed. Check as many boxes as applicable (Note: Before viewing bid prices on another page, select the "Update" button to save selected bid prices);

B. Select the "Update" button to populate the minimum, maximum, and average unit price buttons;

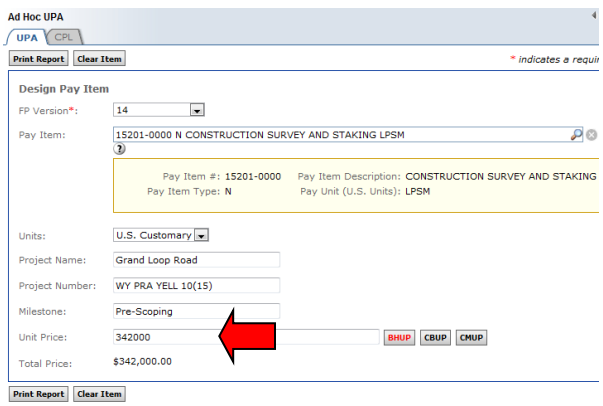
C. Select one of the auto-calculated unit price buttons or insert a value into the "Unit Price Used" data field to automatically carry-forward the unit price to be used;

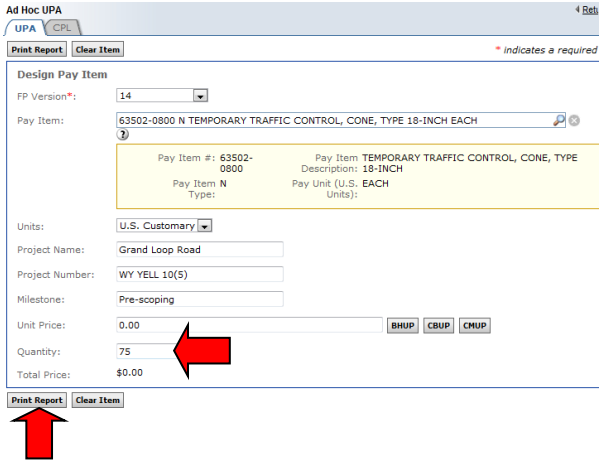
D. Use the "Remarks" data field to describe reasoning behind price selections or other pertinent information;

E. Select the "Save & Close" button to exit the table and return to the UPA tab.

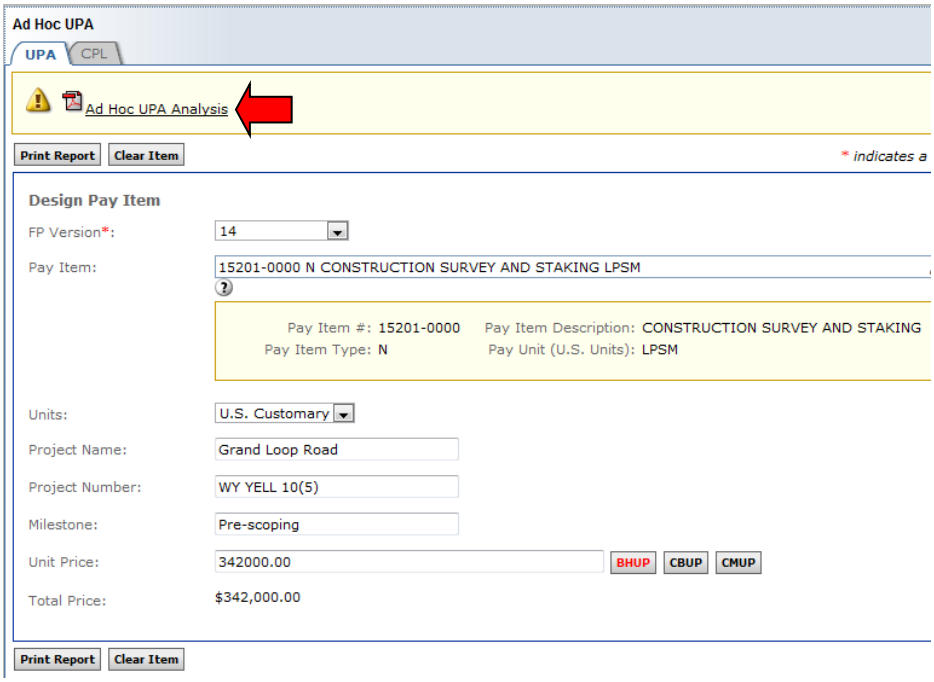


The "Unit Price" data field will automatically populate, and a total price is calculated. Pay items requiring quantities will require the user to input a quantity before selecting the CBUP method. Select the "Print Report" button to generate supporting data.





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(15)
Project Name: Grand Loop Road (Madison to Norris, Seg. B)
FLMA No:

Milestone: Pre - Scoping
Date Complete: In Progress

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:

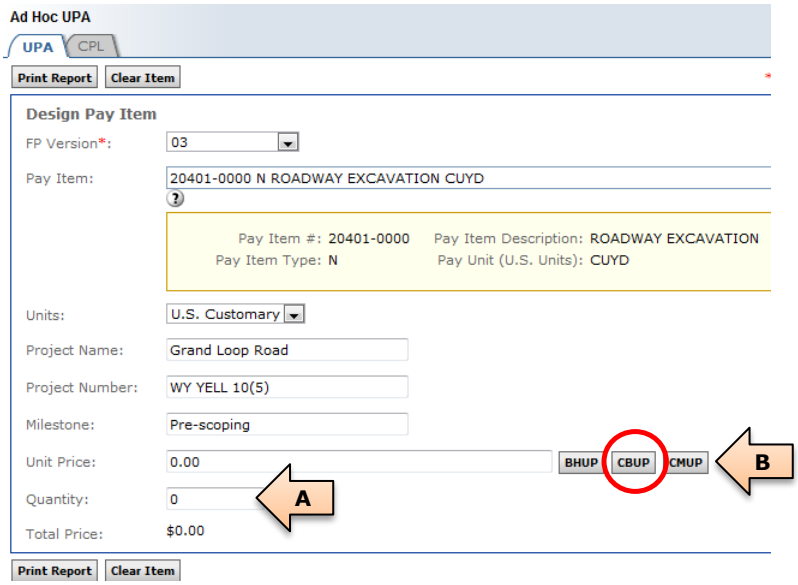
Award Date	States	Pay Item No. Schedule	Pay Item Description Project	Inflation	Quantity	Low 1	Low 2	Low 3	Low 4	Low 5	Total Amount	Schedule Construction Type	Terrain	Density
05/26/04	WY	15201-0000	CONSTRUCTION SURVEY AND STAKING	60.54%	ALL	$250,000.00					$12,182,751.00	R	M	Rural
		B	WY PRA-YELL 13(3)			$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(3)			$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

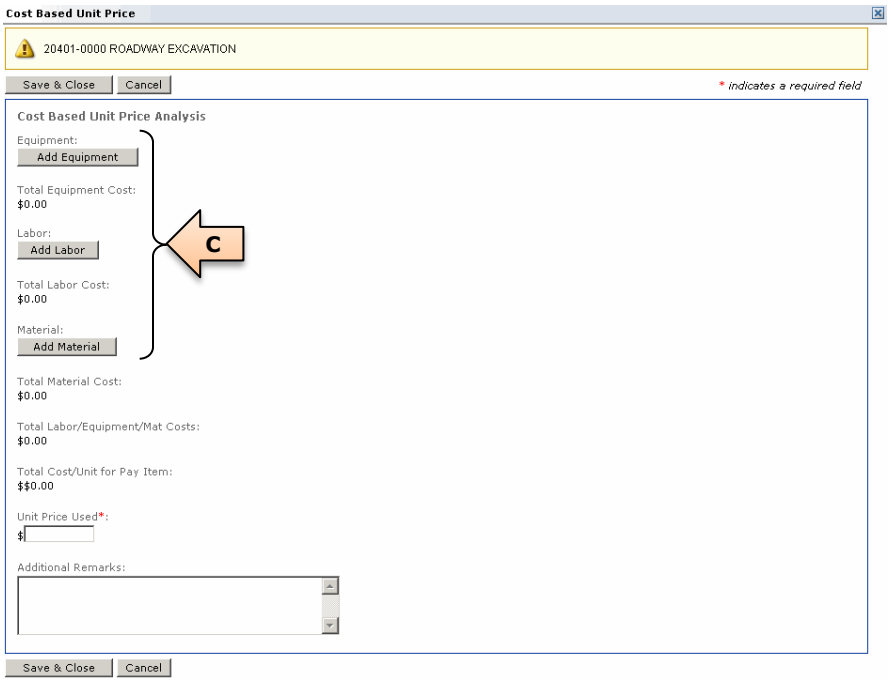
Cost-base unit price analysis develops a unit price by using the cost of labor, material, equipment, time it will take to perform the work, and associated costs (such as overhead and profit). This type of analysis often requires contacting local suppliers, referring to construction equipment ownership 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.



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



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*.

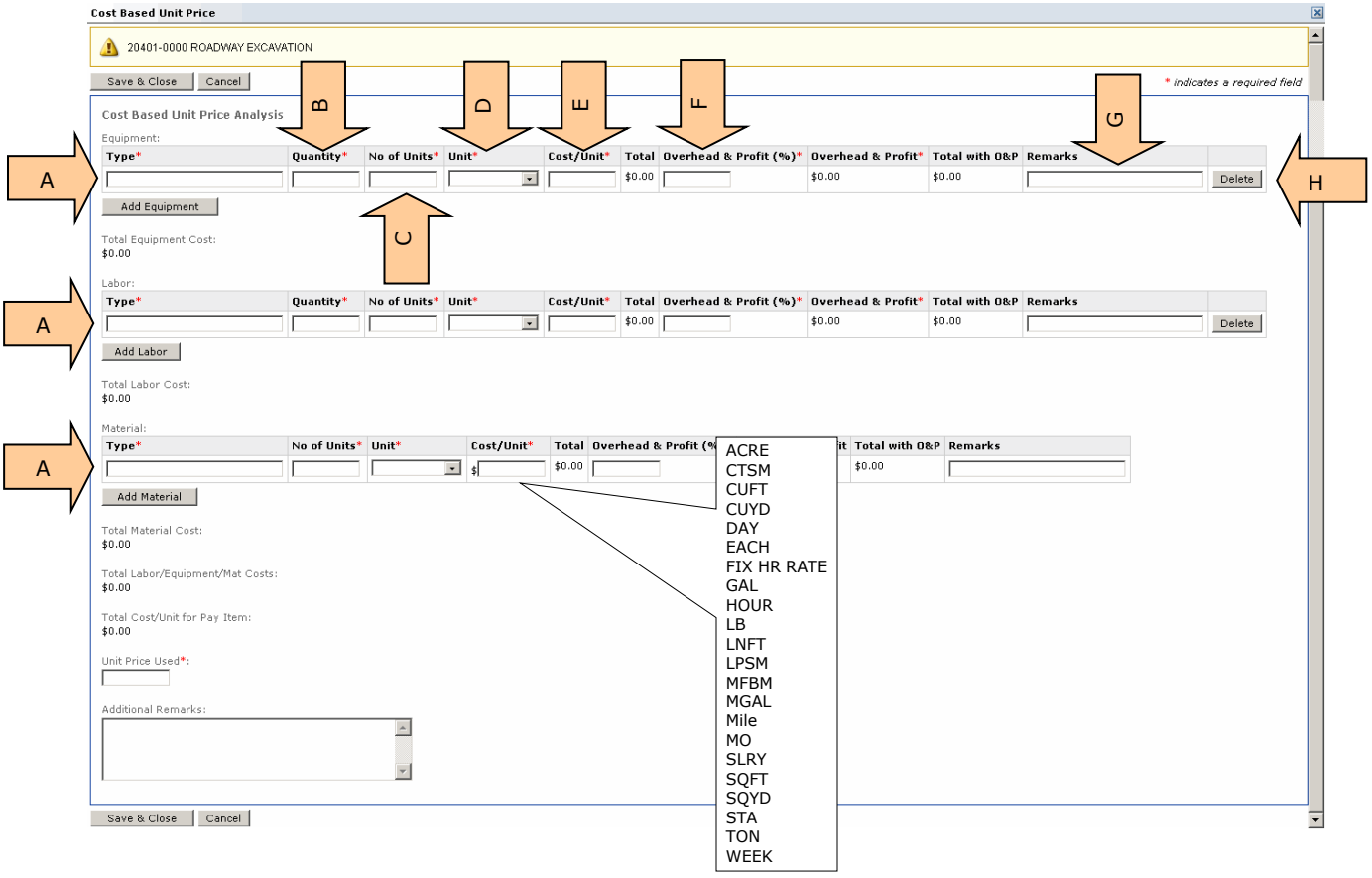
D. Unit. Select the appropriate unit from the pick-list (hour, day, ton, etc.).

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.



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.

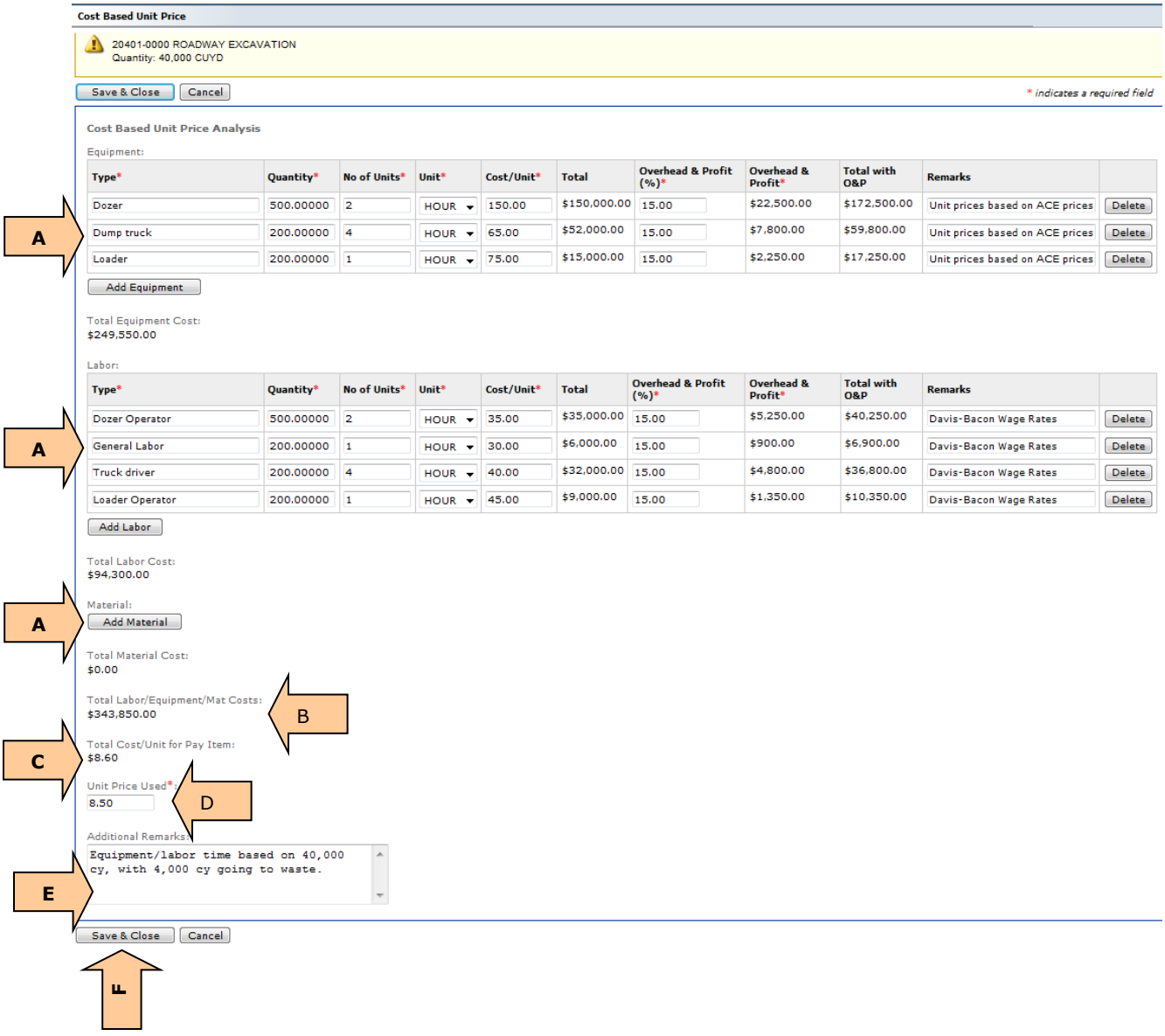
B. Total Cost of Equipment, Labor, and Material. Automatic summation of all components of work.

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.

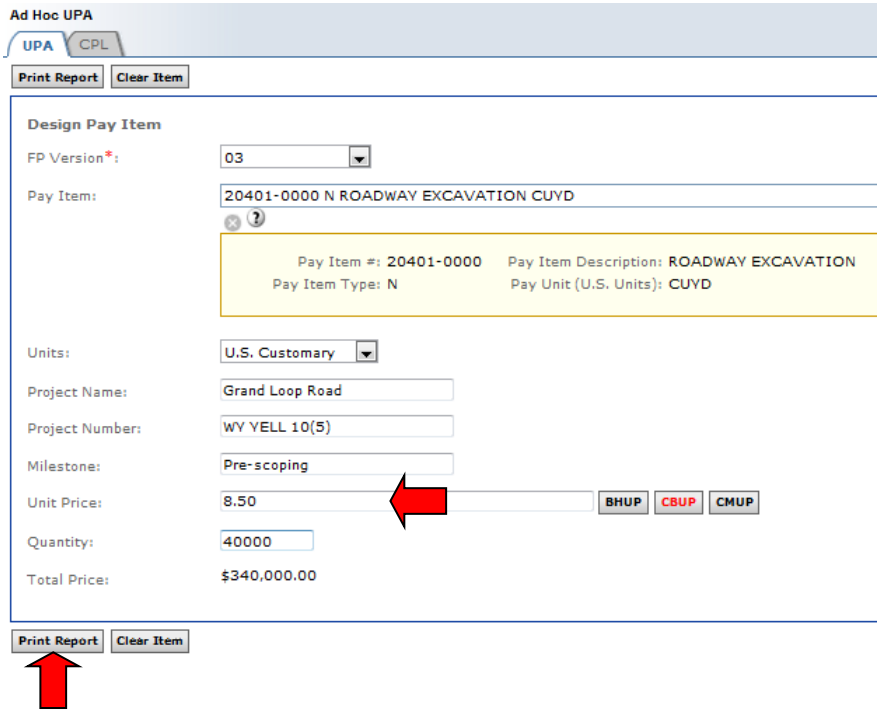
D. Unit Price Used. This allows the user to either enter the Total Cost per Unit for Pay item, calculated above, or enter a rounded, different unit price to be used.

E. Remarks. Describe how costs were determined (methods and sources) for the pay item.

F. Select a command to continue with the program.

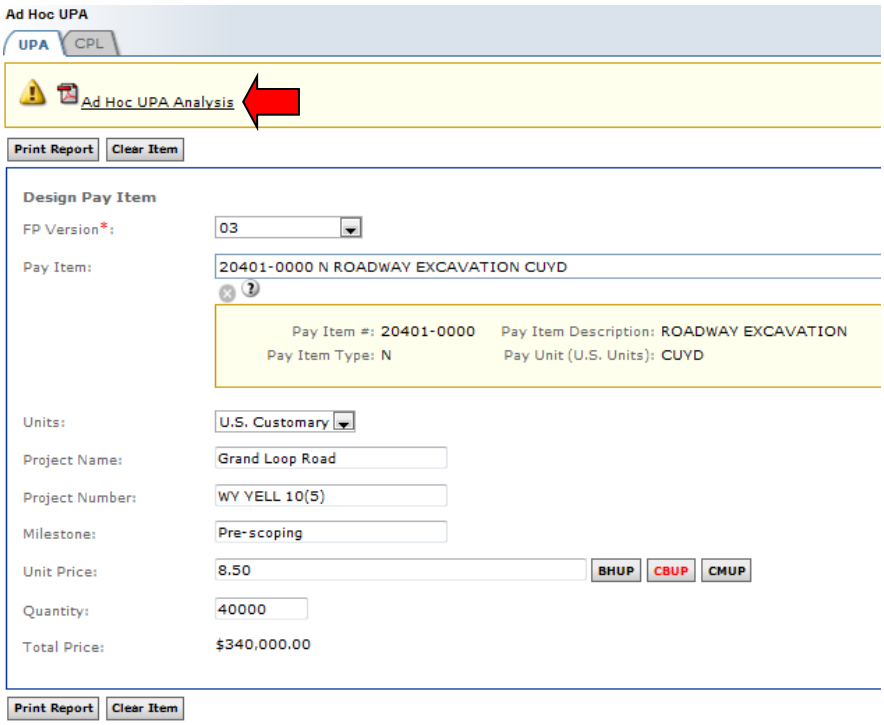


The "Unit Price" data field will automatically populate, and a total price will be calculated. Select the "Print Report" button to acquire supporting data.



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.

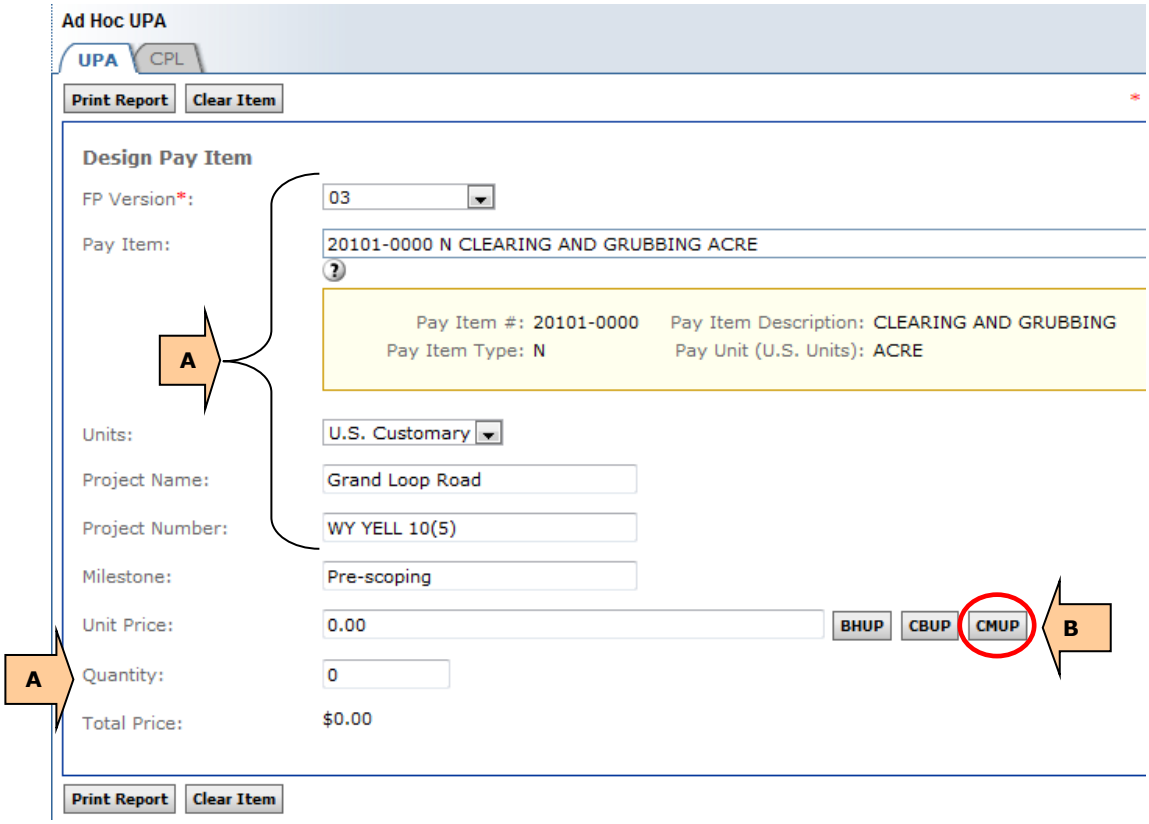
Warning: Data will not be saved if the "Clear Item" button is selected, or the user logs out. The "Ad Hoc UPA Analysis" PDF file must be saved to the user's computer.



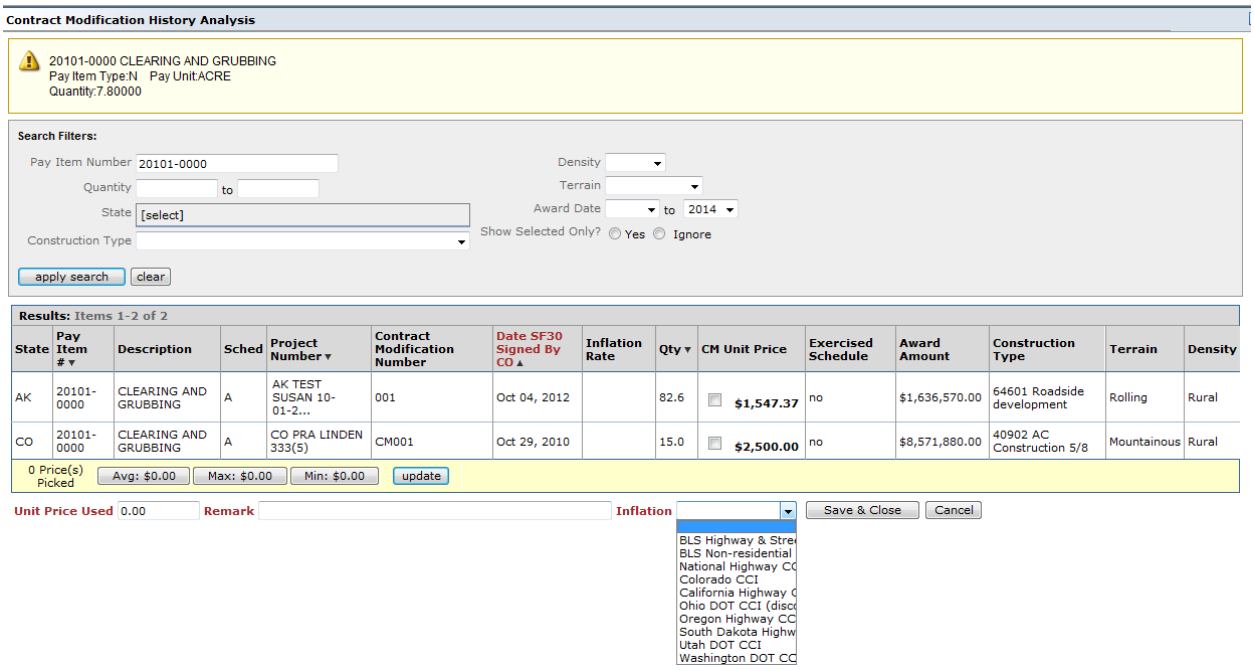
1.9.1.3 Construction Modification Unit Price (CMUP) Method

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

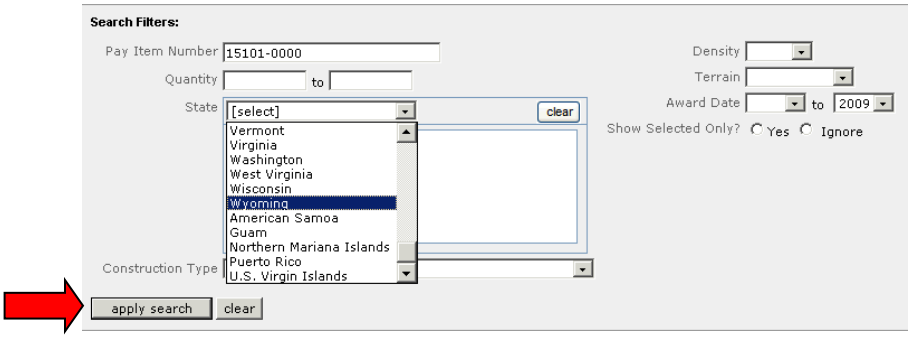


Upon selecting the CMUP button, a table will appear with all contract modifications that added the pay item selected. Each project in the table includes information about the contract modification negotiated price and project information.



- 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.



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

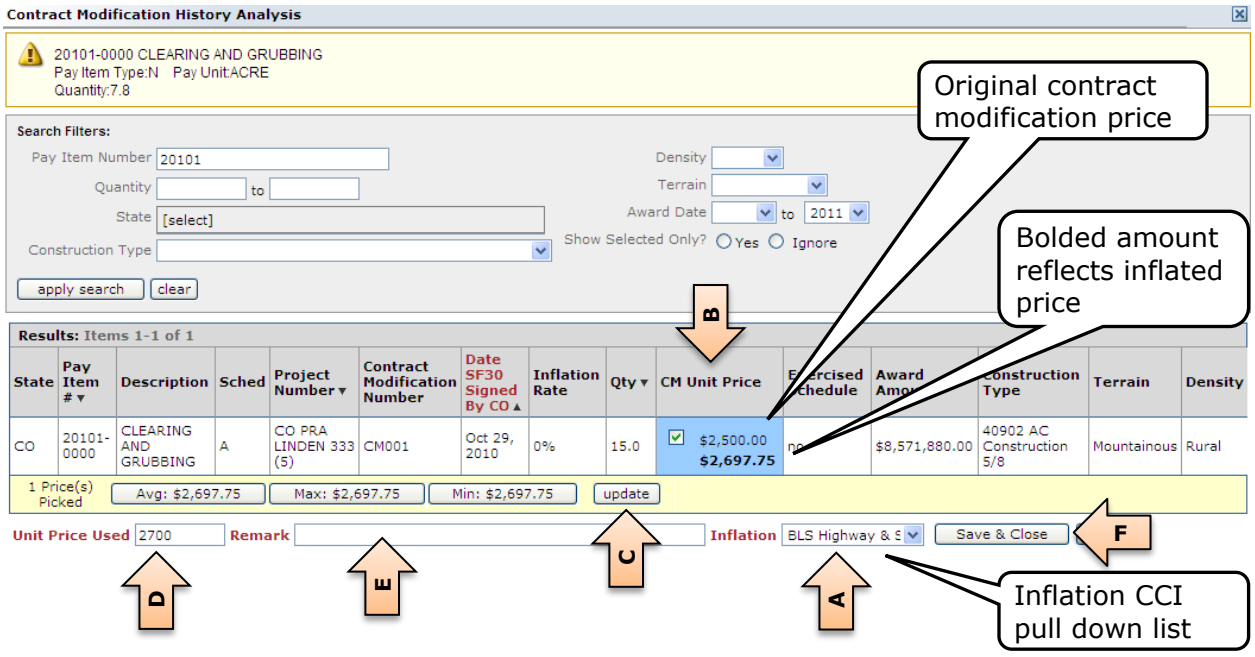
B. Select contract modification prices from projects that most represent the work to be performed. Check as many boxes as applicable (note this example only has one project).

C. Select the "Update" button to populate the minimum, maximum, and average unit price buttons

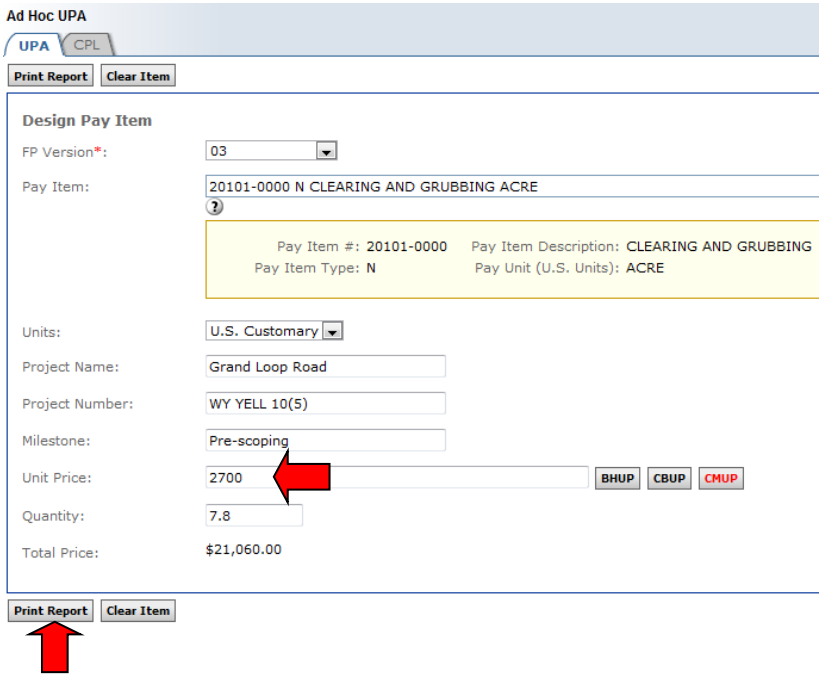
D. Select one of the auto-calculated unit price buttons or insert a value into the "Unit Price Used" data field to automatically carry-forward the unit price to be used

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.

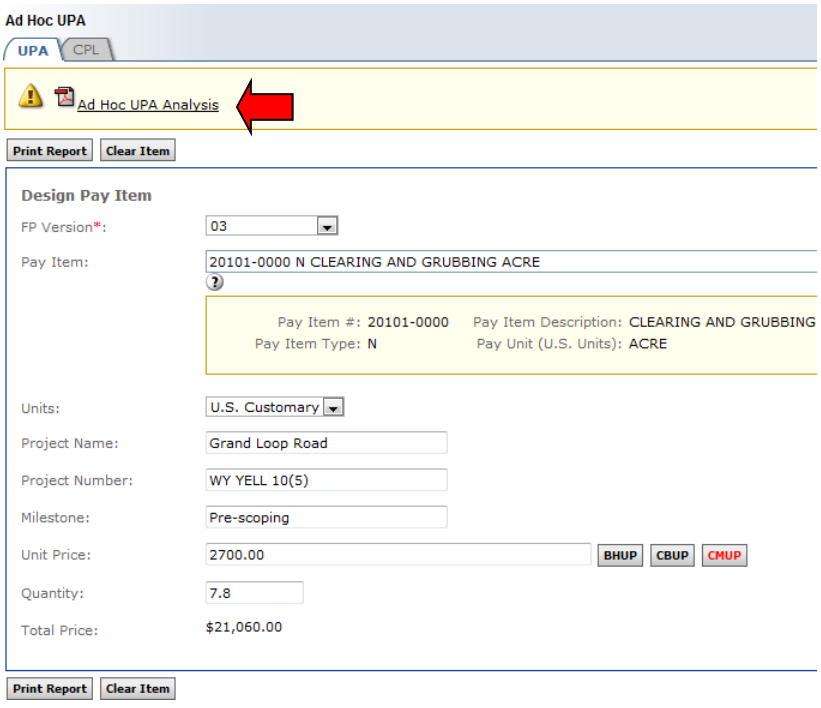


The "Unit Price" data field will automatically populate, and a total price is calculated. Pay items requiring quantities will require the user to input a quantity before selecting the CMUP method. Select the "Print Report" button to generate supporting data.



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.



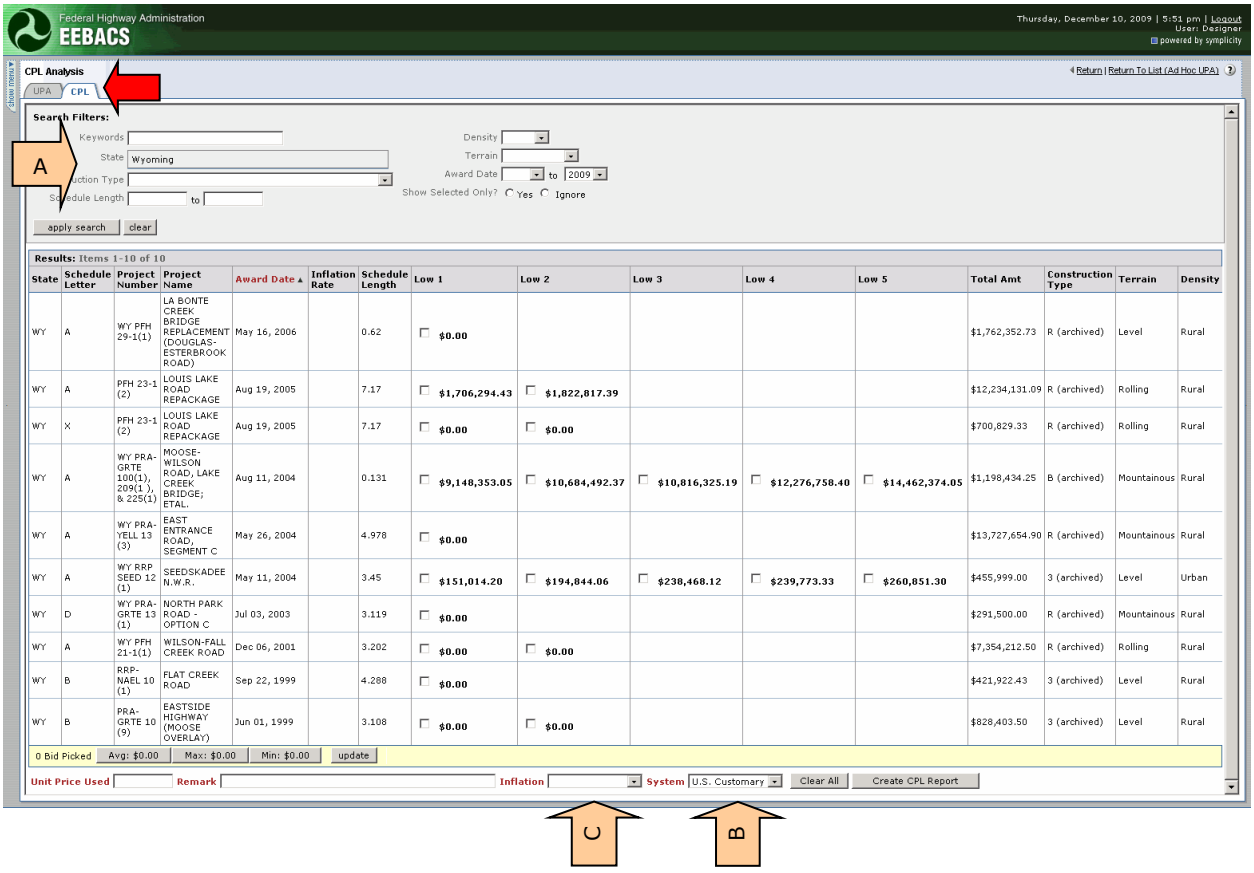
1.9.2 Cost per Length (CPL)

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.

A. Use the search filter to reflect projects of similar work.

B. Select from the pull down list U.S. Customary or Metric; and

C. Select from the pull down list an inflation index.



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).

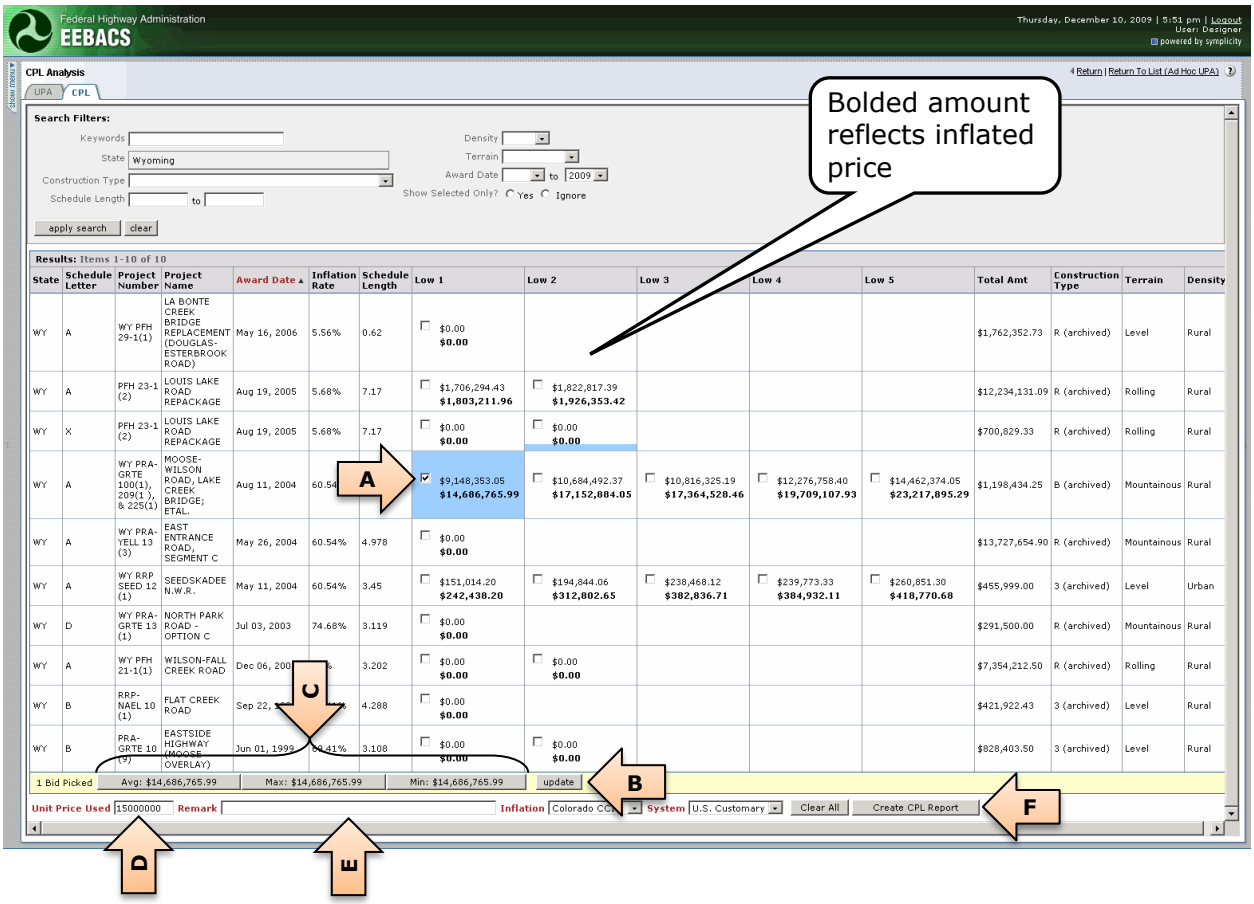
B. Select the "Update" button to populate the minimum, maximum, and average unit price buttons;

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;

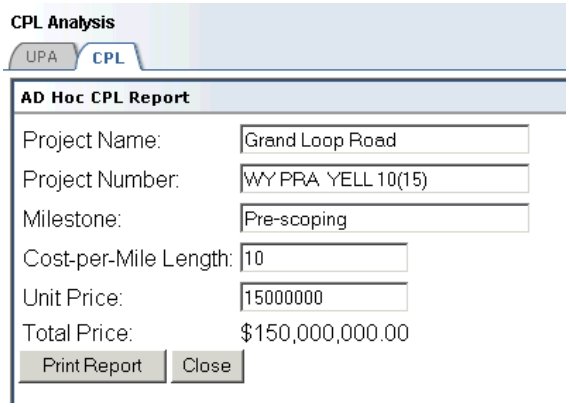
D. The "Unit Price Used" may be rounded or modified;

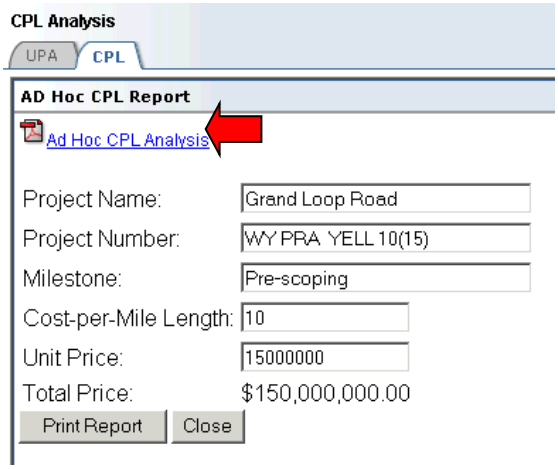
E. Use the "Remarks" data field to describe reasoning behind price selections or other pertinent information;

F. Select the "Create CPL Report" button.



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





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

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)
Project Name: Grand Loop Road
FLMA No:

Milestone: Pre-scoping
Date Complete: In Progress

Project Length	Unit	Unit Price Used	Amount
10	mile	$15,000,000.00	$150,000,000.00

Picked: 1 Average: $14,686,765.99 High: $14,686,765.99 Low: $14,686,765.99

Remarks:

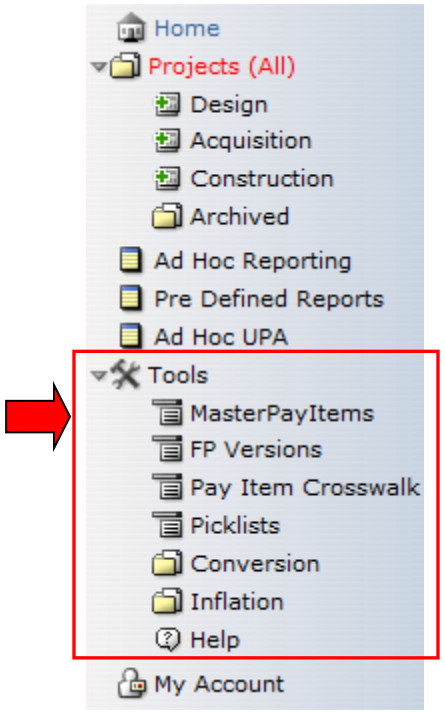
Bid History Filters:
Keywords:
Schedule Length: ALL
Award Dates: Before 2009
States: WY

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), 209(1), & 225(1)	60.54%	0.131	$9,148,353.05 $14,686,765.99	$10,684,492.37 $17,152,884.05	$10,816,325.19 $17,364,528.46	$12,276,758.40 $19,709,107.93	$14,462,374.05 $23,217,895.29	$1,198,434.25 $1,928,089.09	B	M	Rural
May 16, 2006	WY	A	WY PFH 29-1(1)	5.56%	0.62	$0.00 $0.00					$1,762,352.73 $1,747,402.60	R	L	Rural
Aug 19, 2005	WY	A	PFH 23-1(2)	5.68%	7.17	$1,706,294.43 $1,803,211.96	$1,822,817.39 $1,926,353.42				$12,234,131.09 $8,693,236.80	R	R	Rural
Aug 19, 2005	WY	X	PFH 23-1(2)	5.68%	7.17	$0.00 $0.00	$0.00 $0.00				$700,829.33 $616,114.40	R	R	Rural
May 26, 2004	WY	A	WY PRA-YELL 13(3)	60.54%	4.978	$0.00 $0.00					$13,727,654.90 $18,342,832.43	R	M	Rural
May 11, 2004	WY	A	WY RRP SEED 12(1)	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 $1,070,713.50	3	L	Urban
Jul 03, 2003	WY	D	WY PRA-GRTE 13(1)	74.68%	3.119	$0.00 $0.00					$291,500.00 $260,971.92	R	M	Rural
Dec 06, 2001	WY	A	WY PFH 21-1(1)	72%	3.202	$0.00 $0.00	$0.00 $0.00				$7,354,212.50 $13,339,919.41	R	R	Rural

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.

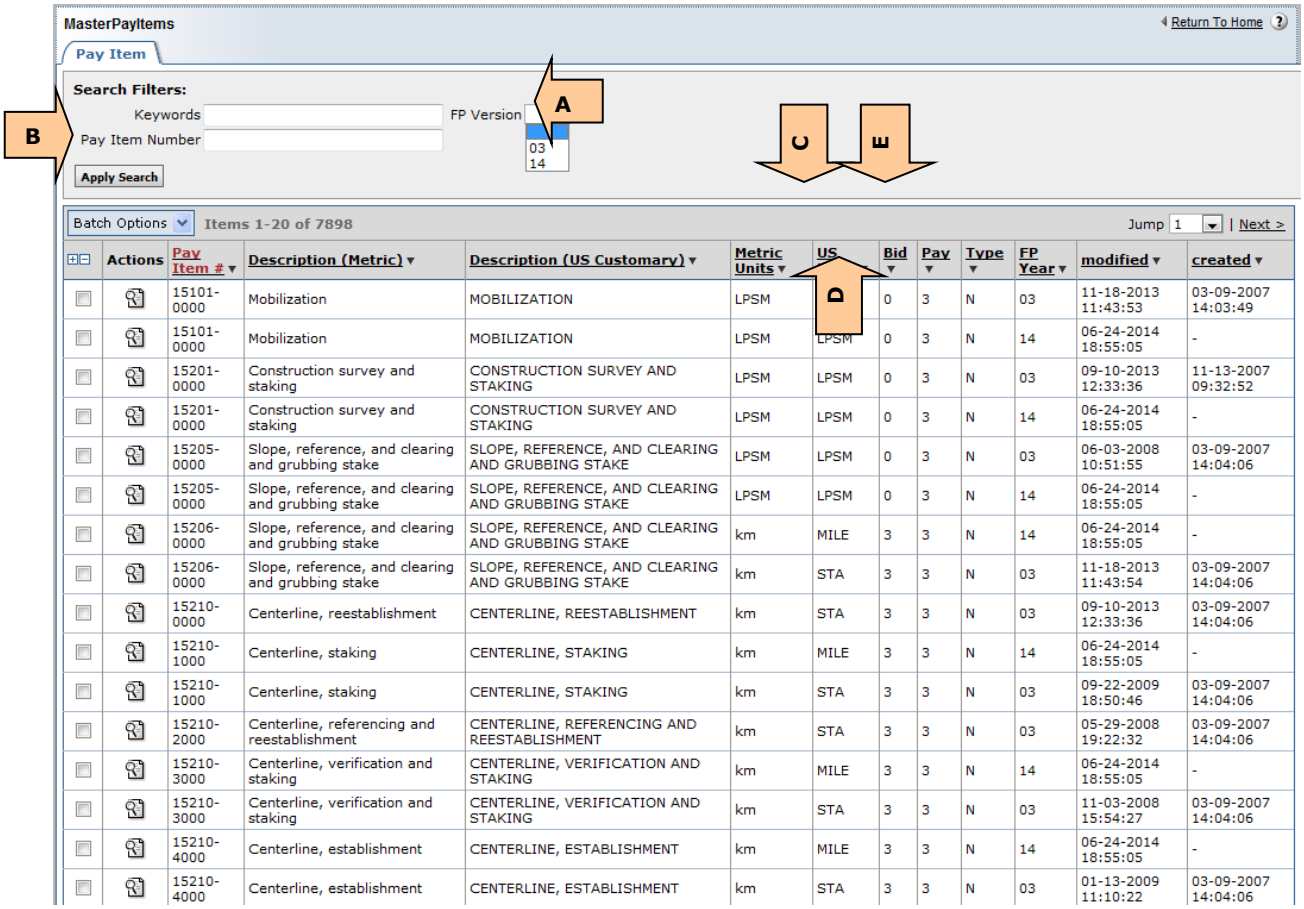
A. Select "FP Version" and input search filters as needed

B. Select "Apply"

C. Bid Decimal

D. Pay Decimal

E. Pay Item Type

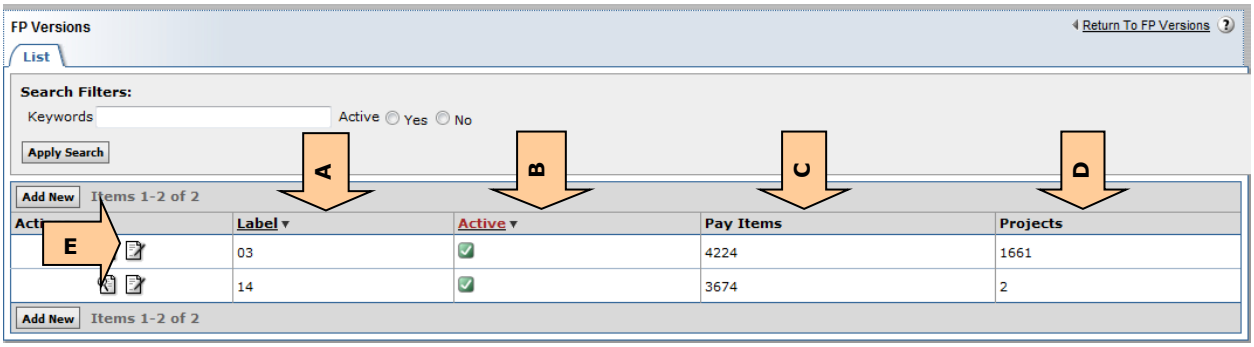


Actions	Pay Item #	Description (Metric)	Description (US Customary)	Metric Units	US	Bid	Pay	Type	FP Year	modified	created
	15101-0000	Mobilization	MOBILIZATION	LPSM		0	3	N	03	11-18-2013 11:43:53	03-09-2007 14:03:49
	15101-0000	Mobilization	MOBILIZATION	LPSM	LPSM	0	3	N	14	06-24-2014 18:55:05	-
	15201-0000	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

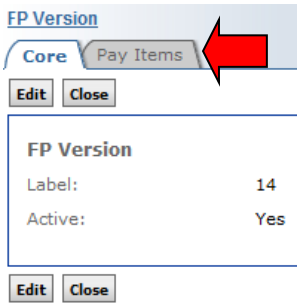
1.9A.2 FP Versions

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

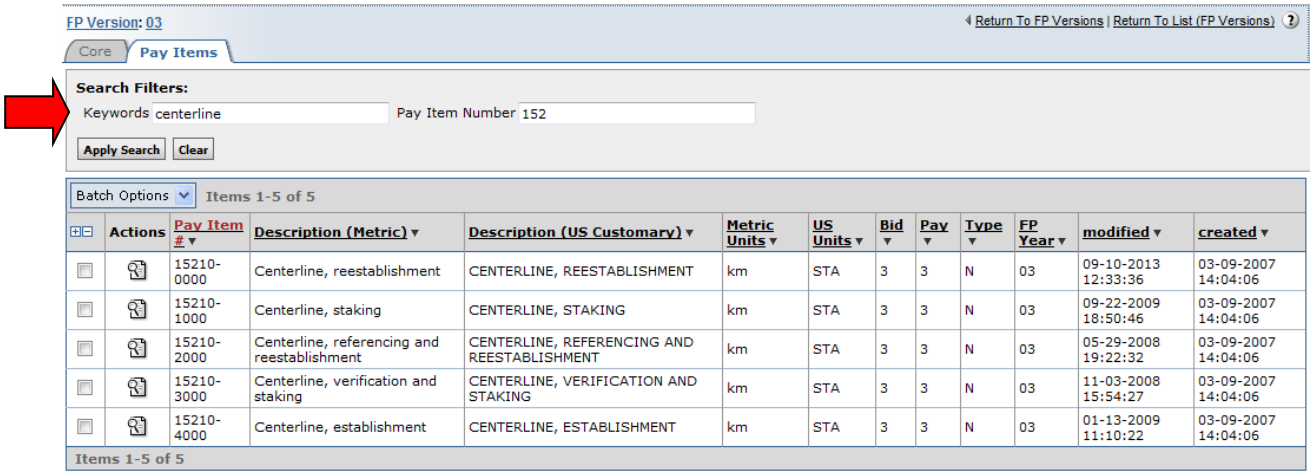
A. FP Version name
B. Icons provide quick check to see if FP Version is Active (i.e. available for use)
C. Number of Pay items
D. Number of projects
E. Select "view" icon



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

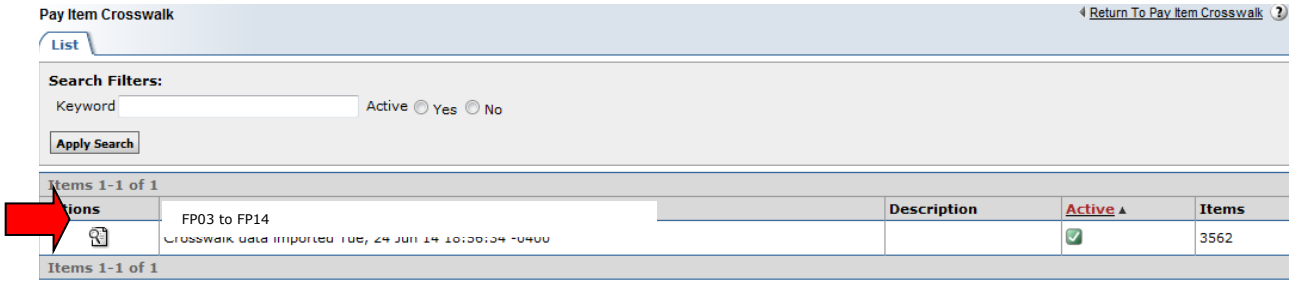


Filter as-needed

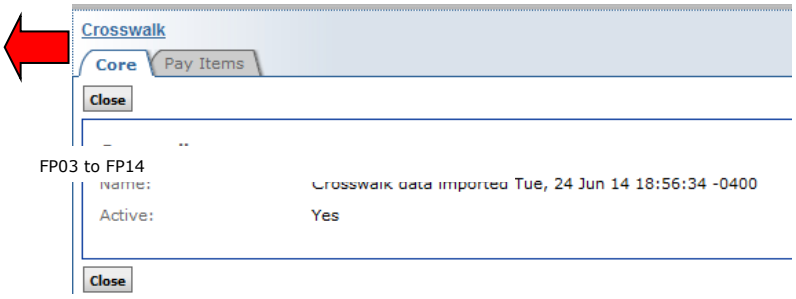


1.9A.3 Pay Item Crosswalk

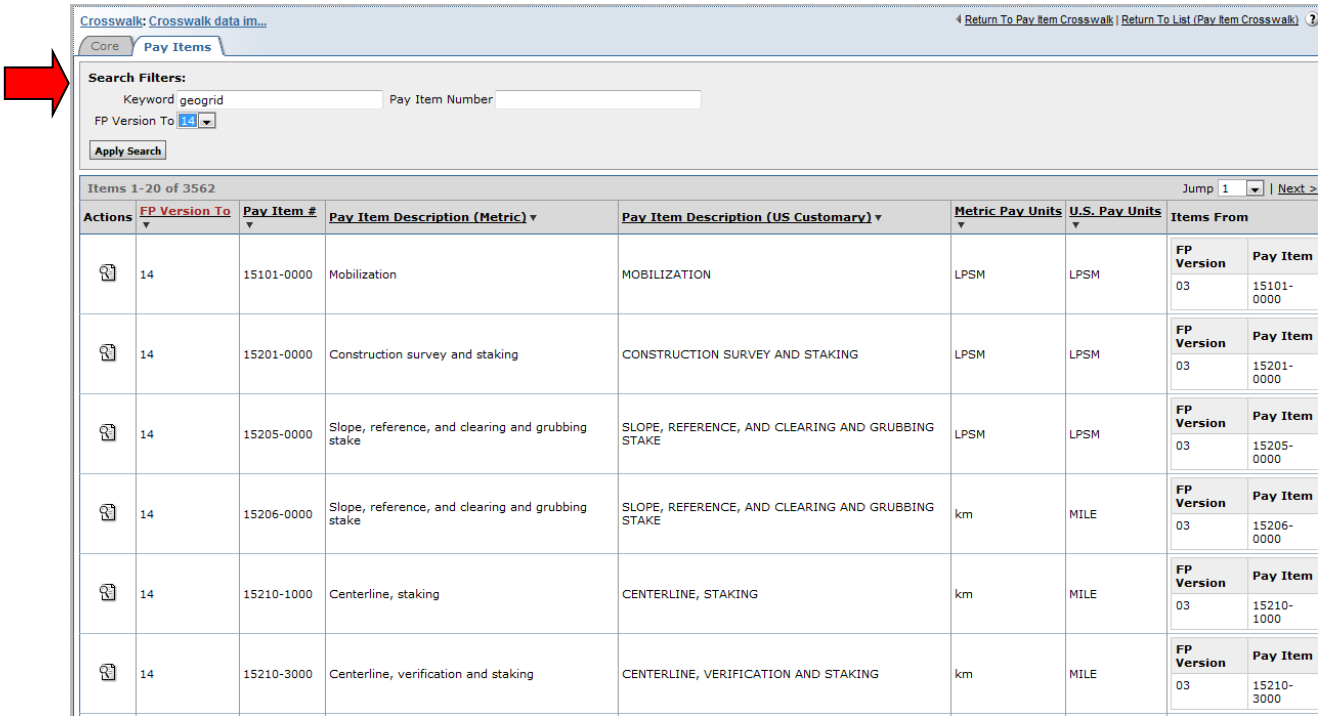
This section can be used to see which old FP version pay items tie to which new FP Version pay items. This is called the crosswalk.



Then select Pay items tab to view crosswalk



Filter as necessary, select "Apply"



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

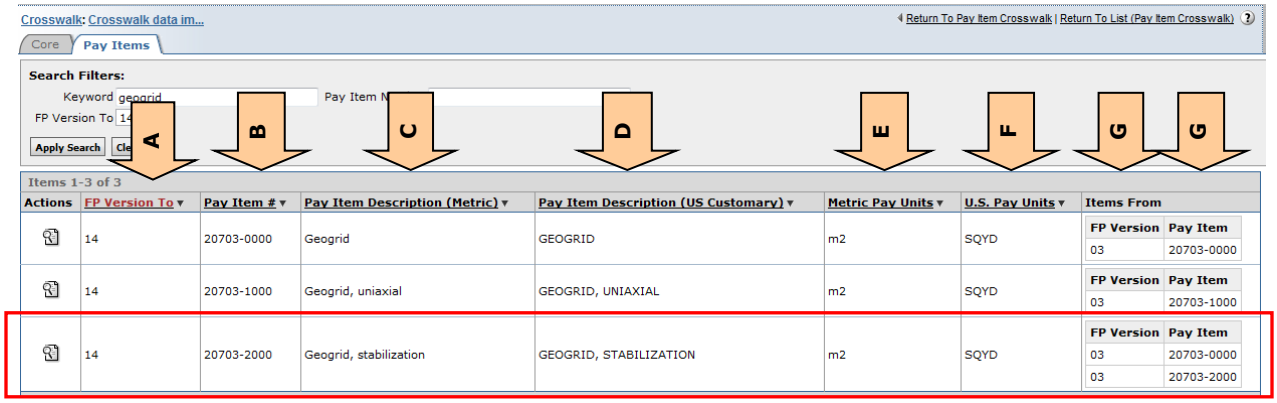
G. Item From

   a. FP Version: This is the old version of the FP for which bid history is being crosswalked to

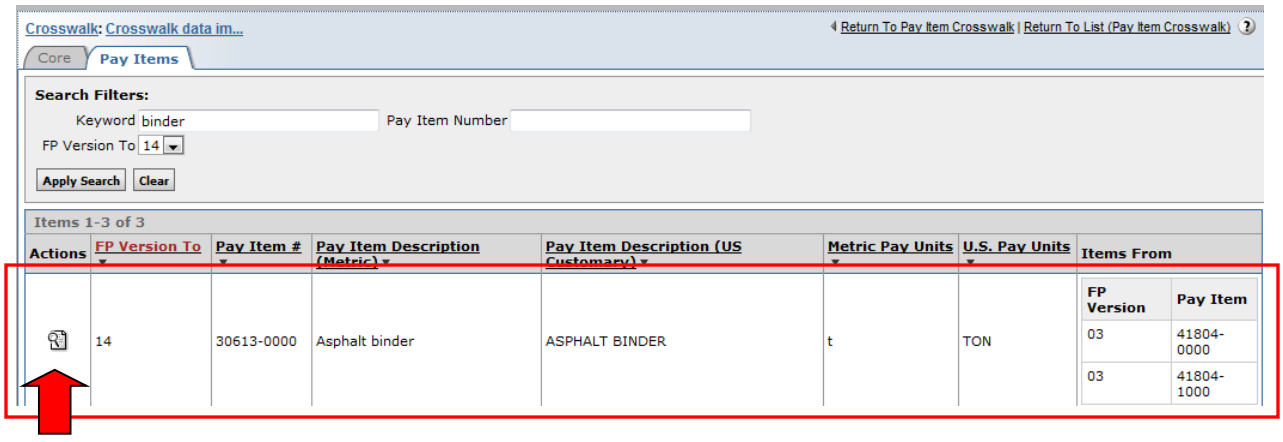
   b. Old FP Version pay items that will appear in new FP Versions Bid History when crosswalk is used (See subsection 1.9.1.1)

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)



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.

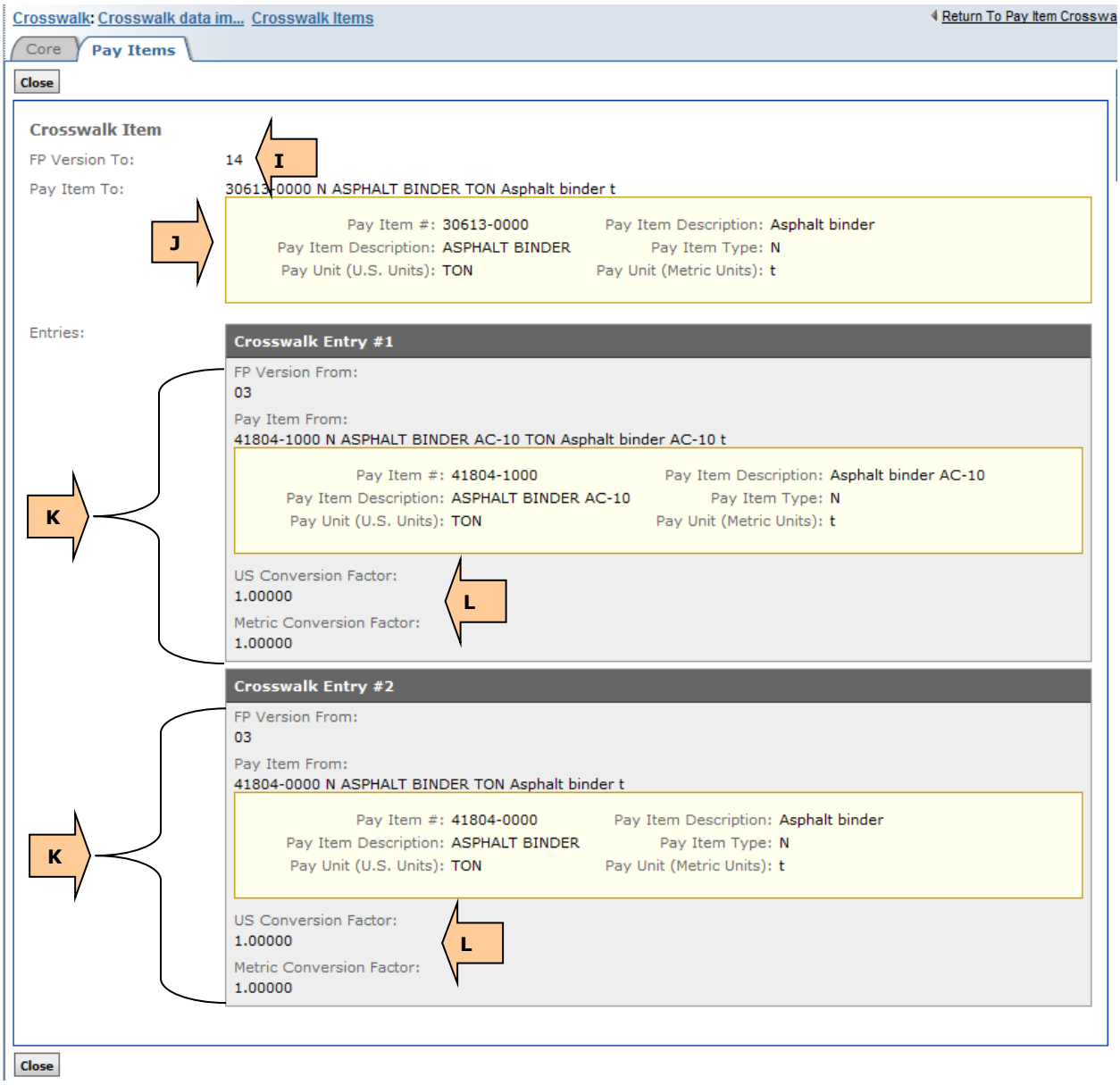


I. FP Version for pay items being shown (converted to)

J. Detailed pay item information for pay item being converted to

K. Detailed pay item information for pay item being converted from

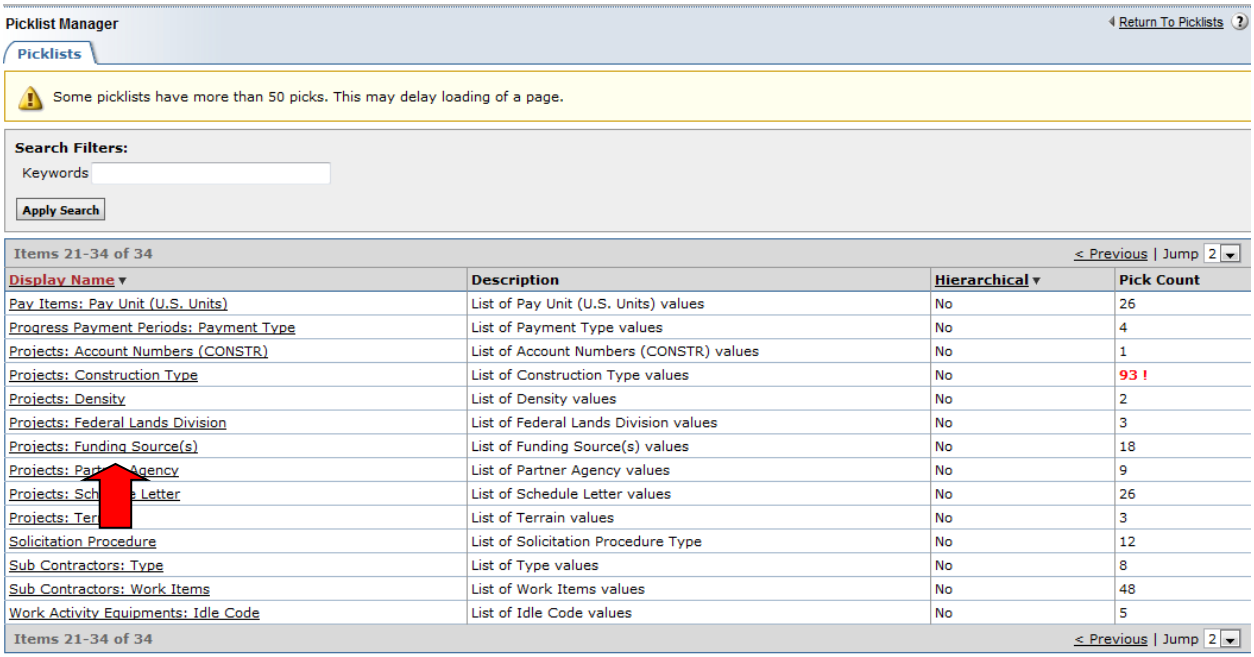
L. Conversion factors. In some cases, pay item units change between FPs (i.e. from STA to mile), the conversion factor is used to recalculate quantities and unit prices for bid history viewing purposes



1.9A.4 Picklists

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

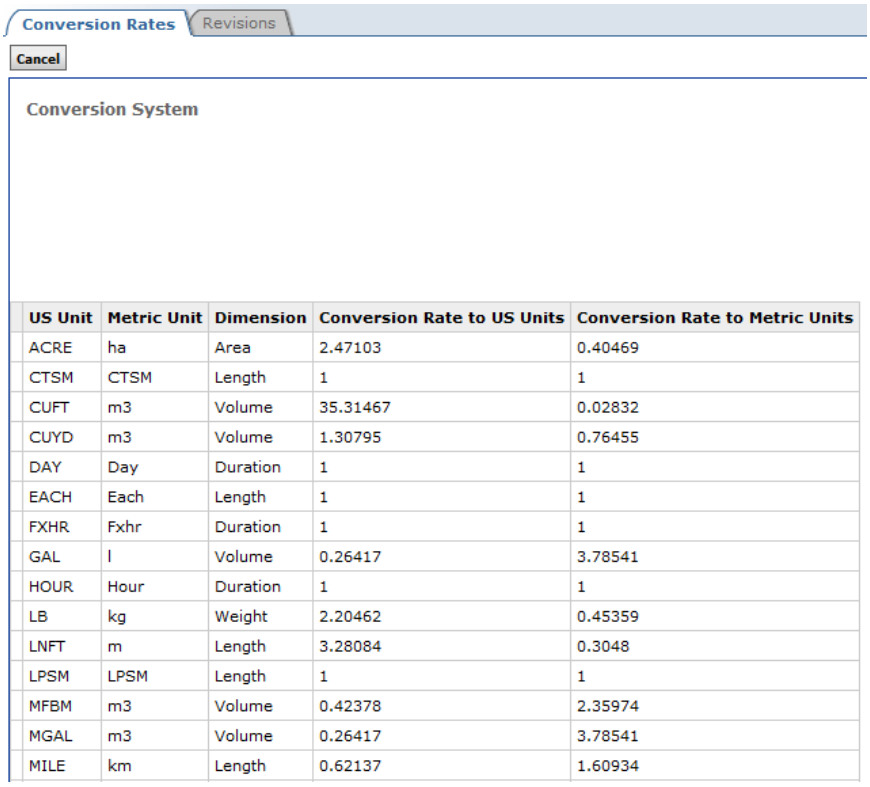
Select picklist to view:



Selections appear but cannot be edited.

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.



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

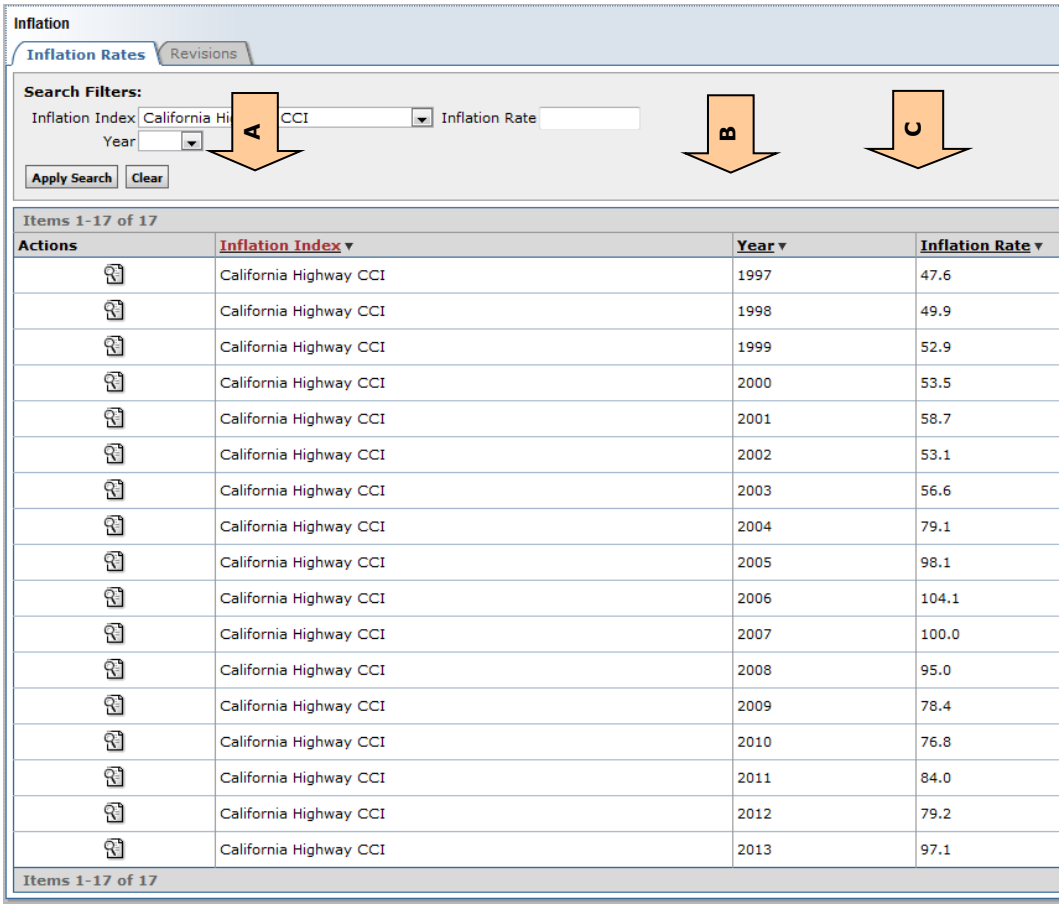
1.9A.6 Inflation

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)



1.9A.6 Help

This section is currently not being used.

Refer to the EEBACS User Guides https://highways.dot.gov/federal-lands/estimates/eebacs-guide

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 of 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.

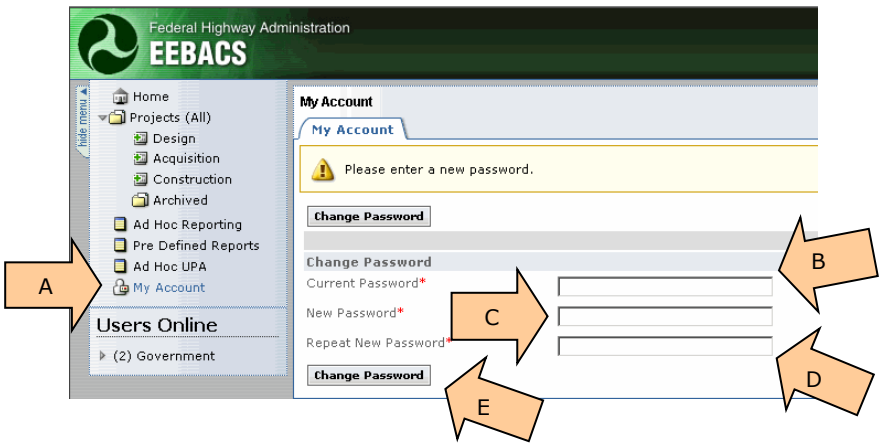
A. Select "My Account" in the sidebar menu;

B. Input the password sent (current);

C. Input a user generated (new) password;

D. Re-enter the (new) password; and

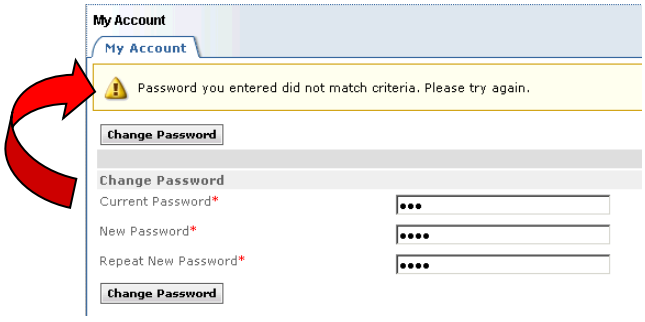
E. Select "Change password".



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:



1.10.2 Setting up a Security Question

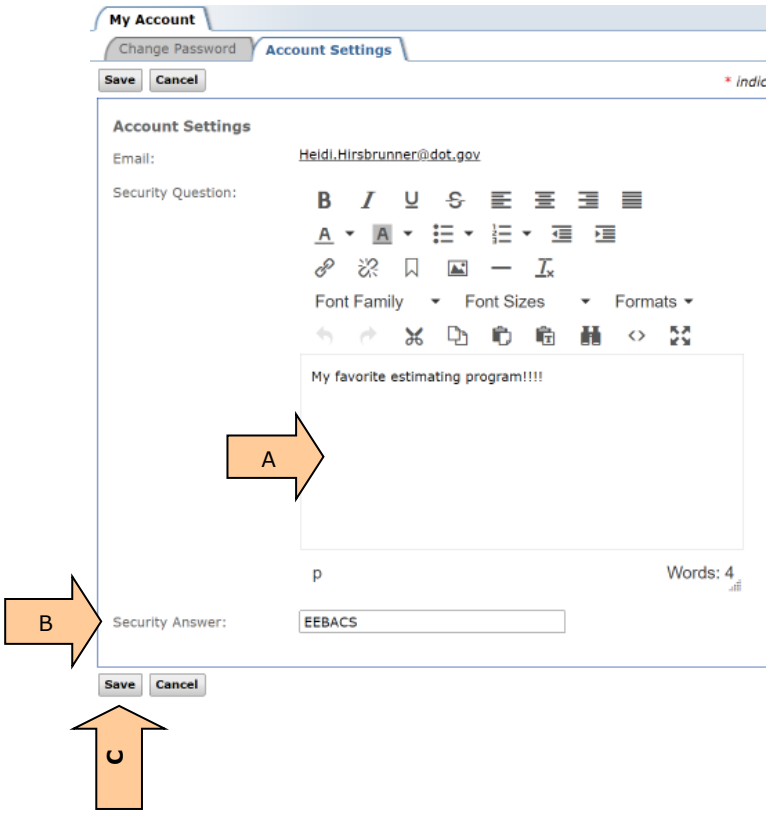
A security question is needed in case you forget your password and need the System to reset your password and send it to your email address.

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. Save



1.10.3 Reserved

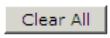
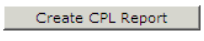
This Section has been deleted.

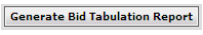
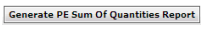
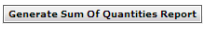
1.11 Terms, Icons, and Abbreviations

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	Add Account	Allows addition of another account when an estimated pay item quantity has different funding sources.
Add Bridge	Add Bridge	Expands screen to allow input of bridge data.
Add Column Heading	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	Add GIS Route	Expands screen to allow for GIS data to be inputted.
Add Master Pay Items	Add Master Pay Items	Opens master pay item table to allow selection of pay items.
Add New	Add New	Module dependent. Adds new Announcements to the system or new Pre-defined Report. Adds new Bid Summary.
Add New Account	Add New Account	Adds new account number to project.
Add New Bidder	Add New Bidder	Allows bidder information to be added.
Add New Estimate	Add New Estimate	Adds a new estimate to a project.
Add New Schedule	Add New Schedule	Adds a new schedule to the project.
Add Temporary Pay Item	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	Amendment Issued	Marks an amendment as being issued. Data cannot be modified unless "Undo Amendment Issued" is selected.
Apply Search	Apply Search	Finds all data within the selected parameters.
Asterisk (red)	*	Indicates a data required in a data field.

TERM	ICON	DESCRIPTION
	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.
	D	
Delete		Deletes the adjacent function, deletes most recent entry, or deletes a document.

TERM	ICON	DESCRIPTION
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.
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.

TERM	ICON	DESCRIPTION
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	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. In Construction the Milestones coincide with status: Awarded, Active, Completed, Disputed, Finaled, terminated
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.

TERM	ICON	DESCRIPTION
	P	
PDF		Adobe acrobat file.
Previous runs		Shows all previous runs of a report.
Print Report	Print Report	Prints report for selected or generated data.
Promote to Acquisition	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	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	Regen Report	Regenerates a previous report with the latest data in the system.
Remove Bridge	Remove Bridge	Removes previously inputted bridge data.
Remove GIS Route	Remove GIS Route	Removes previously inputted GIS route data.
Return to Report List	Return To Report List	Advances screen to previously generated Ad Hoc Report list.
Review latest run		Allows viewing of the last version of a report.
	S	
Save	Save	Saves inputted data.
Save & Close	Save & Close	Saves inputted data and closes window.
Save & Next	Save & Next	Saves data on current screen and advances to next pay item.
Save & Previous	Save & Previous	Saves data on current screen and advances to next pay item.
Save and go to list	save and go to list	Saves inputted data and goes to pay item list.
Save as Excel	Save As Excel	Save data (or place data and open file) into an MSWord Excel spreadsheet.

TERM	ICON	DESCRIPTION
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, renumbers 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.
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.
X		
Y		
Z		

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 m^2)

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

lnft – 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 requesting EEBACS assistance:

https://highways.dot.gov/federal-lands/estimates/eebacs-guide/assistance