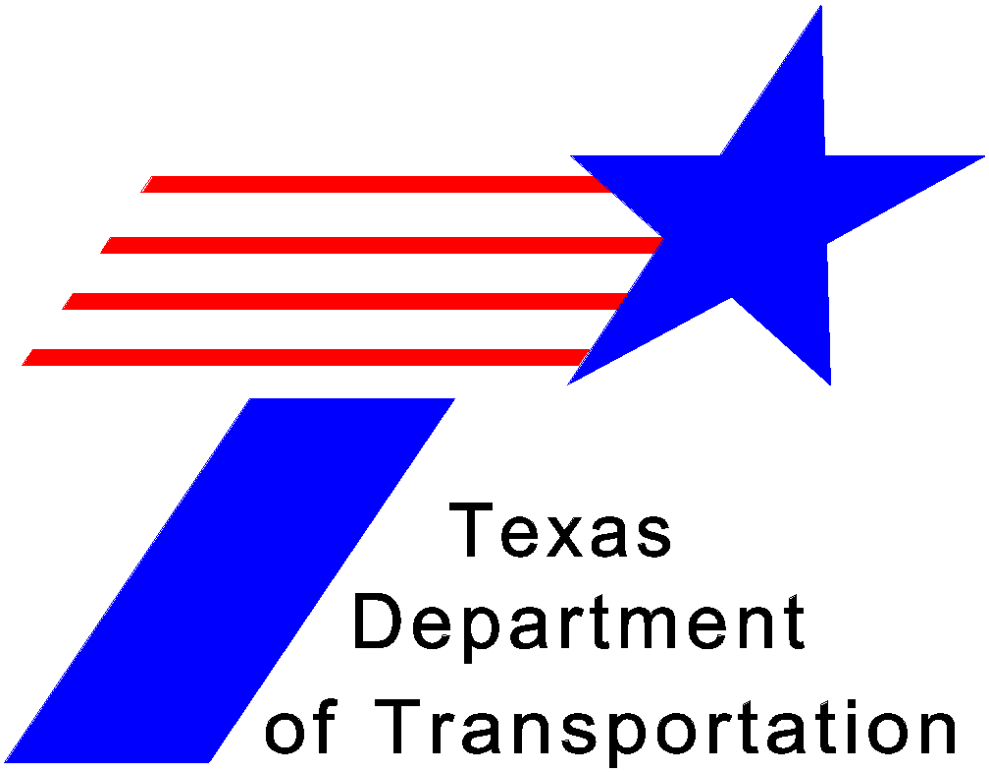
DCIS User Manual



Revised June 2006

Manual Notice 2006-2

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Manual: DCIS User Manual

Effective Date: June 01, 2006

Purpose

This manual revision is intended to update various screens and the appropriate instructions for the input and use of data.

Contents

Chapter 2 includes a new section. To assist in accurately tracking and reporting expenditures to the Legislature, two new fields have been added to the DCIS Project Finance (P2) screen, "Mobility Percent" and "Preservation Percent".

Chapter 4 has updated instructions for alternate bid items.

Contact

Address questions concerning information contained in this Manual Notice to the Letting Management Office, Design Division, at (512) 416-2591.

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Archives

Past manual notices are available in a pdf archive.

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Chapter 1
Introduction

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Section 1
About This Manual

Background

The Texas Department of Transportation (department) operates a statewide computer network that allows all districts and Austin headquarters to maintain project data in a common format. The Design and Construction Information System (DCIS) is one of the department's many automated information systems.

Purpose

This manual is designed to support a broad group of users in the districts and in the Austin headquarters office. It should help new and occasional users understand DCIS, while supporting the existing needs of engineers, technicians and others, who have worked with DCIS for many years.

The first four chapters of this user manual cover the various DCIS screens. Chapter 5, DCIS Reports Guide, lists all of the standard reports and batch programs that are available through the department's ROSCOE (and regional ROSCOE) system.

Definitions

Definitions of the following terms may be helpful, especially to new users, most of these definitions link to the *TxDOT Glossary*.

Austin Office – The Commission, TxDOT divisions and special offices

Bid proposal

BRG

Commission – Texas Transportation Commission

Construction projects – Construction projects other than routine maintenance projects

CSJ

DES

DES(LM) – Design Division, Letting Management

DES(FI), etc. – Design Division, Field Coordination (two sections: F-A, F-B)

DES(LD) – Design Division, Landscape Design (Landscape Programs & Environmental Enhancements)

Estimate

Field

LAR

Let or letting process

Metric– Projects using the department's 1995 Specifications will automatically receive metric screens.

MPO

PS&E

STIP and TIP

TPP

TPP(P) – Transportation Planning & Programming Division, Programming & Scheduling (programs and assignment of CSJs)

TPP(S) – Transportation Planning & Programming Division, Intermodal Planning Section (STIP)

TPP(D) – Transportation Planning & Programming Division, Data Management (for Reference Markers)

TRF

TRF(TE) – Traffic Operations, Traffic Engineering

TRF(R) – Traffic Operations, Railroads

Unified Transportation Fund

Improvements to this Manual

All manual users, new and experienced, are encouraged to submit any suggestions for improvements and/or changes. Please submit your suggestions to the **Design Division, Letting Management (DES(LM))**.

Section 2
Overview of Project Development in DCIS

Introduction

The Design and Construction Information System. The Design and Construction Information System (DCIS) is the Texas Department of Transportation's automated information system used for planning, programming, and developing projects. DCIS is an essential part of preparing construction projects for contract letting. Project information such as, work descriptions, funding requirements, and dates for proposed activities can be found in DCIS.

For more information click on ROSCOE.

DCIS Project Development Stages

The following list the stages of project development supported by DCIS:

1. Authorization and Programming
2. Advance Project Development
3. Plans, Specifications, and Estimate (PS&E) Development
4. Contract Bidding and Awarding
5. Post Letting

A summary of each stage is illustrated in the following subsections.

Authorization and Programming

In the authorization and programming stage, the Commission authorizes funds for programs of work and for specific projects. The Austin office and the districts do the following:

Austin Office:

- Establish guidelines for specific types of projects
- Identify work program numbers in DCIS for specific programs of work.

Districts:

- Identify needs.

Advance Project Development

In the advance project development stage, the Austin office and the districts complete the following:

Austin Office:

- Establish authorized CSJs in DCIS for funded projects
- Update, evaluate and monitor work programs and specific projects
- Review and approve studies

Districts:

- Plan projects according to guidelines
- Identify projects by planning CSJ in DCIS
- Estimate the project's cost and use appropriate work program number to indicate how project is to be funded
- Request authorized CSJ
- Update, evaluate and monitor work programs and projects
- Conduct studies

Plans, Specifications, and Estimate Development

In the PS&E development stage, the Austin office and districts complete the following:

Austin Office:

- Review and approve design and agreements
- Review and approve PS&E
- Finalize plans, general notes, plot estimate and quantity (E&Q) sets
- Prepare contract bid proposal documents.

Districts:

- Prepare plans
- Finalize agreements
- Prepare specifications lists and general notes.
- Complete bid items, estimates and summary:
    - Prepare and submit PS&E.

Contract Bidding and Awarding

In the Contract Bidding and Awarding stage, the Austin office and districts complete the following:

Austin Office:

- Receive bids, monitor and analyze bids
- Recommend bid acceptance to commission
- Commission award contracts

Districts:

- Monitor and analyze bids (over and under runs) and recommend bid acceptance

Post Letting

In the post letting stage, the Austin office and districts complete the following:

Austin Office:

- Review and approve field changes.

Districts:

- Supervise contract job until complete
- Recommend change orders as needed.

Overview of DCIS REPORTS GUIDE

The DCIS Reports Guide (Chapter 5 of this manual) describes the DCIS reports available through the ROSCOE system using the RJEJCL procedures.

Following are brief discussions of ROSCOE and RJEJCL. Refer to Chapter 5 for a more detailed discussion.

ROSCOE

The department's ROSCOE (and regional ROSCOE) system is the means to obtain reports from DCIS information and execute batch programs to update certain records in DCIS.

The name to use for ROSCOE depends on the geographic region of the user. ROSCOE regional names are listed in Chapter 5, Section 1.

For more information click on RJEJCL.

Section 3
Overview of Creating and Updating Project Information

Introduction

Creating and updating project information in DCIS is a joint effort between the district and Austin offices. Security access to DCIS is through a "sign-on" key and password. Contact the automation administrator about problems or questions concerning the sign-on key and level of authorization to update and/or view project records in DCIS. The automation administrator can also help with sign-on and sign-off procedures, obtaining reports, etc.

Security System

Security items are required to access the department's information systems. For DCIS, authorized users must have the following:

- A sign-on user ID/ACID
- A user password
- Approved access to DCIS.

At TxDOT offices using a local area network (LAN) of computers, additional security codes may be needed:

- LAN log-in name
- LAN password.

Key Descriptor Used in DCIS

The control-section-job (CSJ) number is the key descriptor for the record of each project in DCIS. Each project's CSJ is a nine-digit number consisting of four digits representing the control, two digits representing the section and a three digit job number. Enter the CSJ on the DCIS menu screen. Always enter zeros where they are part of the CSJ. Do not enter dashes. DCIS will display the CSJ with dashes for ease in reading.

CSJ Example and Definition of Parts

Following is an example of a CSJ and definitions of its parts:

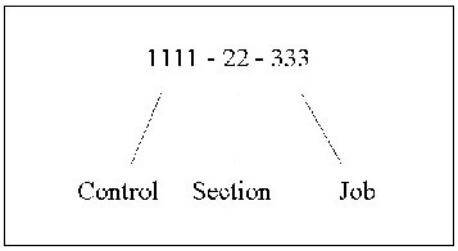


Figure 1-1. Example of CSJ number.

Control – A definite section of highway with well-defined geographic termini (usually 25 to 30 miles).

Section – Part of the control that is a shorter, logical, and practical length.

Job – The unique job number assigned in numerical order within the limits of each control-section.

Types of Control-Section Numbers

Following are the types of control-section numbers used to identify various kinds of projects.

Control-Section Maps – Highways that are permanently on the state highway system have been assigned unique control and section numbers. These can be found on department control-section maps.

Countywide – Projects that are temporarily designated on the state highway system during construction only, such as metropolitan highway (MH) or off system bridge projects, are assigned countywide control-section and job numbers.

Districtwide – Projects that consist of miscellaneous type work in several counties are assigned districtwide control-section and job numbers.

Types of CSJs

The two types of CSJs in DCIS are planning CSJs and authorized CSJs.

Planning CSJ – Based on a control-section number as discussed above with a 900-999 series job number (i.e., 1111-22-900 or 1111-22-901).

Planning CSJs:

- can be created and updated by any authorized user in district or Austin office
- do not have funds available
- can be used to create authorized CSJs.

Authorized CSJ – Based on a control-section number as discussed above with a 001-899 series job number (i.e., 1111-22-001 or 1111-22-002).

Authorized CSJs:

- can be created only by authorized users in TPP(P)
- must have funds available.

Authorized users in the district should update the authorized CSJ's unrestricted fields such as estimated construction and right of way costs, estimated district letting date, etc.

DCIS Files

DCIS is a very large database organized with files. Each CSJ record has information in the various files. The four files are:

- File 121 - DCIS project information
- File 122 - DCIS work program
- File 123 - DCIS project estimate
- File 124 - DCIS contract letting.

Data Dictionaries

Fields on the various DCIS screens are defined so that consistent information is entered and retrieved. Field definitions are in the data dictionaries for DCIS, Files 121, 122, 123 and 124. Copies of the data dictionaries are accessible through the department's system of ROSCOE (regional ROSCOE). Directions are found in Chapter 5, Category Selections of this manual, DCIS Reports Guide.

To correlate the names of the fields as shown on the screens with the actual names of the fields (and metric fields if the 1995 Metric Specifications Book was used) in the data dictionaries, refer to the charts (one for each screen) in Appendix A.

TACS Tables

Fields defined as codes are validated by a Tables and Characteristics System, called a TACS table in DCIS. A TACS table is a double listing of coded values and the corresponding names or descriptions. Copies of the various TACS tables are accessible through the department's system of ROSCOE (regional ROSCOE). Directions are found in Chapter 5, RJEJCL Category Selections of this manual, DCIS Reports Guide.

The following chart shows some fields in DCIS validated by TACS tables:

DCIS Field Names versus TACS Table Names

Field Name	TACS Table Name	TACS Description (and Notes)	ResponsibleDivision
Control Section	DCSCONTS	District, county, highway number NOTE: Do not print table. It is sustained in length.	TPP(P)
County Number	COUNTY-L	County name and district	FIN (Accounting)
Manager Number	TFIM070	Manager name	FIN (Accounting)
Project Class	DCSPRCLS	Project classification NOTE: A discussion of classifications starts in Appendix B.	DES (LM)
Work Program Number	DCSWPGMS	Work program name and number	TPP (P)
Apportionment Code	DCSAPORT	Apportionment codes and default percent for federal, and state participation	DES (LM)
Category	DCSCATA	Category name	TPP (P)
Function Code	DCSFUNCD	Function code ranges	DES (LM)
City Code	TFIM050	City name	FIN (Accounting)
(Various fields on the project evaluation screen)	DCSPREVA	Based on project classification, this TACS table requires certain screen data on project evaluation screen NOTE: Information such as number of lanes, facility type, length, etc., is required for reporting purposes [especially for the Legislative Appropriation Request (LAR) performance measure reporting process.]	DES (LM)
Special - account Numbers	DCSSPLAC	Special accounts, local participation, and miscellaneous cost.	DES (LM)
Fund Source	TFIM032	Fund source name	FIN (Accounting)
Field Name	TACS Table Name	TACS Description (and Notes)	Responsible Division
Provision Numbers	DCSPRONO	Used in the Spec List to initialize bid item provision numbers	DES (RDS)
Reference Numbers	DCSREFNO	Used in the Spec List to initialize reference numbers	DES (RDS)
Bid Item Legal Descriptions	DCSSLDES	Used in the Spec List for bid item legal descriptions	DES (RDS)
Bridge Types	DCSBRDGE	Bridge Types (Used in card type 12)	BRG (Bridge)

DCIS Field Names versus TACS Table Names

Field Name	TACS Table Name	TACS Description (and Notes)	ResponsibleDivision
Required Special Provisions FED/ STATE	SPECPROV	Used to maintain required Special Provisions for federal and state projects	DES(RDS)
State House	DCSHOUSE	State House District	GBE
Senate	DCSSENAT	State Senate District	GBE
Federal House	DCSFEDER	Federal House District	GBE

Section 4
DCIS Menu Screen

Introduction

DCIS is a database system through which data input, updates and inquiries are achieved primarily through online screens with defined fields.

Layout of DCIS Menu

The following is a copy of the DCIS menu screen showing the screens available from the menu.

```
DCS15013  PF-12 KEY FUNCTION WAS REQUESTED
                              DCIS MENU                                  DCIS.01A
   SELECT DESIRED SCREEN AND ENTER REQUIRED INFORMATION  -- ( __ )

 ADD/UPDATE PROJECT SCREENS     PF KEY            CSJ/CCSJ   _________
 (P1)  PROJECT IDENTIFICATION     PF1          LETTING DATE   0___
 (P2)  PROJECT FINANCE            PF2          WORK PROGRAM   ________
 (P3)  PROJECT EVALUATION         PF3           LINE NUMBER   0_____
 (P4)  PROJECT ESTIMATE           PF4         BIDDER SEQ NO   0__
 (P5)  PROJ EST/FUND SOURCES                   INQUIRY TYPE   0
 (P6)  UTP UPDATE SCREEN          PF6
 (P7)  STIP UPDATE SCREEN         PF7      MISCELLANEOUS SCREENS
 (P8)  COST ESTIMATE HIST SCREEN  PF8       (M1)  CROSS REFERENCE
                                            (M2)  DELETE SEGMENT
 ADD/UPDATE CONTRACT SCREENS                (M3)  WORK PROGRAM
 (C1)  CONTRACT SUMMARY           PF5
 (C2)  CONTRACT INQUIRY                   SEALING AND BAILING SCREENS
 (C3)  BUILD SPECIFICATIONS LIST            (S1)  RESPONSIBLE ENGINEER UPDATE
                                            (S2)  REVIEWING ENGINEER UPDATE
 (XX)  EXIT DCIS MENU                       (S3)  SEALING AND BAILING INQUIRY

       NOTE: PF12 KEY EXITS WITHOUT UPDATING IN ALL FUNCTIONS.
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     ID    FIN   EVAL  EST   SUM   UTP   STIP  COST                    MENU
```

Figure 1-2. Copy of the DCIS menu screen.

Six companion screens (not listed on the menu screen) are also available in DCIS. Refer to the menu guidelines for instructions how to access these companion screens.The six companion screens are:

- project finance-percent screen
- project evaluation-bridge data screen
- STIP view only screen
- pre-bid conference
- multiple county input
- legislative data (see P1B Screen).

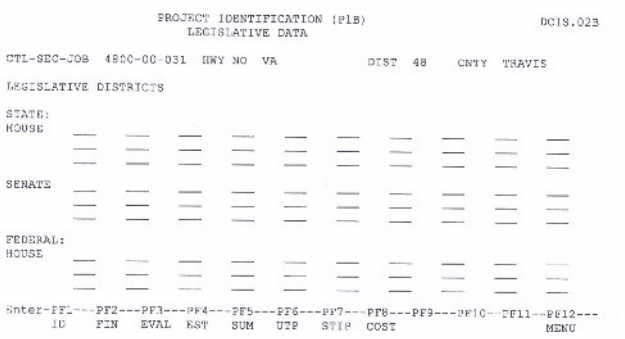


Figure 1-3. Copy of Legislative Data Screen.

Legislative District fields are automatically updated using TACS tables when there is one valid legislative district per CSJ. The current legislative district TACS tables are maintained by the Government Business Enterprises Office of TxDOT. When a CSJ involves multiple legislative districts, these fields must be manually updated by district personnel using current legislative maps maintained by the Texas Legislative Council, and can be found here: http://gis1.tlc.state.tx.us/

How to Use the DCIS Menu

On the DCIS Menu, each screen has a tag in parenthesis to the left of the screen name. Some screens also have a PF key shown to the right of the screen name. To access DCIS screens, enter the tag and key information (such as CSJ) and press ENTER; or enter the key information (such as CSJ) and press the PF key. If no PF key is shown, the tag must be used to reach that screen. Companion screens are reached by first accessing the appropriate screen from the menu and then following instructions.

Menu Guidelines

The following menu guidelines apply:

- Any screen with a PF key shown on the menu can be accessed directly from another screen by pressing the appropriate PF key.
- PF keys available for use are shown at the bottom of the DCIS menu screen and the other screens. Note that the menu bar at the bottom of each screen may be different from screen to screen. The menu bar on each screen shows which PF keys are available to assist in moving between screens, update, etc.
- The PF will take precedence if a screen tag is entered and a PF key is also pressed.
- Authorized users can update appropriate fields by entering the correct information and pressing either ENTER or a valid PF key (other than PF12) to get to another screen. The PF10 key is used to build, save and update specifications lists through the contract screens (C3).

- To access the companion screen showing **project finance-percent** information, display the project finance screen (P2), and then press the PF10 key.
- To access the companion screen showing **project evaluation-bridge data**, display the project evaluation screen (P3), and then press the ENTER key.
- To access the companion screen showing STIP - view only, display the STIP update screen (P7), and then press the ENTER key.
- To access the companion screen showing **pre-bid conference**, display the contract summary screen (C1), then press the PF11 key.
- To access the companion screen showing multiple counties, display the contract summary screen (C1), then press PF9.
- To access the Legislative Data screen, display the P1 screen, then press ENTER.
- To display screens with metric fields for English measure fields, first access the project identification screen, or the project evaluation screen, or the UTP update screen, and then press the PF11 key.
  Note: Projects using the **'95'** specifications will automatically receive **metric** screens. For metric projects, use the **PF11** key to alternately display an English measure screen.
- Press the PF12 key to return to the DCIS menu.
- System responses and error messages will appear in the upper left-hand corner of DCIS screens.

Chapter 2
Project Information Screens

Contents:

Section 1
Project Identification Screen

Introduction

The project identification screen is the first screen required to set up a project record (a CSJ) in DCIS. To add or update a project identification screen from the DCIS menu screen, either:

- Enter P1 in the upper right hand corner of the DCIS menu screen, enter the nine-digit control-section-job number (include leading zeros), and press ENTER; **or**
- Tab to the line for CSJ, enter the nine-digit control section job number (include leading zeros), and press PF1 key.

If the CSJ is new (to be added to the system), a project identification screen with blanks in the data fields is displayed by DCIS.

If the CSJ already exists, the project identification screen with the required data fields completed is displayed by DCIS.

Screen Layout

Following is a copy of a blank project identification screen (P1).

```
DCS2B233-CSJ WAS CHANGED; NO UPDATES MADE.
 ADD MODE       04/06/06      PROJECT ID (P1)     13:19:29      ENGLISH  DCIS.02A
 CTL-SEC-JOB 0000 - 00 - 001  HWY NO _______  DIST 17 CNTY MILAM          166
 BEG MILE POINT  _0.000  END MILE POINT  _0.000    PROJECT LENGTH MI  __0.000
 BEG REF MARKER NUM  ___0  SUFFIX    _ DISPLACEMENT     __0.000  DFO  ___0.000
 END REF MARKER NUM  ___0  SUFFIX    _ DISPLACEMENT     __0.000  DFO  ___0.000
 LIMITS FROM  ____________________________________        TRM UPDATE FLAG _
        TO    ____________________________________          PROJ CLASS ___
 TYPE OF WORK ____________________________________       SPEC BOOK YEAR  04
 LAYMANS DESC ____________________________________________________________
              ____________________________________________________________
 OVERSIGHT  S        PE MGR NBR  0__  PE DIST  0_         LET SCH FY  ____ __
 RESP. SECTION  ___       FUNCTIONAL CLASS       FED LETTER OF AUTH   __ _0 _0
                **CONST**   ***ROW***     STATE LETTER OF AUTH       _0 _0
 LATEST EST OF COST  0_________  0_________        UTP AUTHORITY      _
 DATE OF LATEST EST  0  0  0     0  0  0        PRES DIST EST LET DATE   _0 _0
 AUTHORIZED AMOUNT   0           TRUNK SYS  _      APPROVED LET DATE   _0 _0
 CONTRACT CSJ        _________   NHS            _    ACTUAL LET DATE   _0 _0
 OTHER PART          0           HURR EVAC RTE  _ PROJ NUM  _____________
 PROJECT ANCESTORS               ________ ________ ________ ________
 PROJECT DESCENDENTS ________ ________ ________ ________ ROW CSJ ________
 REMARKS  ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      ID    FIN   EVAL  EST   SUM   UTP   STIP  COST        CSJ   METR  MENU
```

Figure 2-1. Blank Project Identification screen

Fields

Brief descriptions of the fields on this screen follow in physical order (order of location on the screen). This information is also found in the DCIS Data Dictionary for File 121.

For more information click on CTL-SEC-JOB.

Hwy No – The highway number (name and number such as US 183, SH 199, BW 8, or FM 2222) is validated against the TACS table "DCSCONTS" for acceptable highway numbers for the control-section, (see Category Selections). Enter the appropriate highway number. If the project is not on the state highway system, other entries such as VA (various), or CS (city street) are used.

Dist – This field is the district number where the project is located. It is based on the TACS table "DCSCONTS" listing of control-sections.

Cnty – This field is the county number and name where the project is located. It is based on the TACS table "DCSCONTS" listing of control sections.

Beg Mile Point – This two-digit field with three decimal places corresponds to the beginning limits of this project as it relates to the control section. When the user inputs the reference marker infor mation, this field is automatically populated with mile point information from the Texas Reference Marker System maintained by TPP(D) based on a batch job submitted at the time of input.

End Mile Point – This two-digit field with three decimal places corresponds to the ending limits of this project as it relates to the control section. When the user inputs the reference marker information, this field is automatically populated with mile point information from the Texas Reference Marker System maintained by TPP(D) based on a batch job submitted at the time of input.

Project Length (Miles) – Required field. Enter the net project length in miles for the project developed under the English units of measure. This four-digit field with three decimal places must have a value greater than 0.000. For planning CSJs, this field is open to districts. For authorized CSJs, this field is restricted and can be updated only by TPP(P).

Beginning Reference Marker No. Suffix Displacement – These fields contain reference marker number and reference marker suffix of a starting point on a highway system, and the positive or negative displacement (distance) from the beginning reference marker. Reference marker numbers are assigned to a physical marker on the highway that identifies the location on a highway. A suffix is a character assigned to a reference marker number and physical post when it is physically moved in the field or its location changes. The character code to use for suffix is "A" for first location change, and "B" "C" etc. for further location changes. For assistance in reference markers, contact TPP(D).

DFO – Distance from origin (DFO) is the value of a distance from any point on a given route back to the beginning point of the route. This length includes lengths of all linked route segments with local roads and other signed highways occurring up to that point. When the user inputs the reference marker information, this

field is automatically populated with DFO information from the Texas Reference Marker System maintained by TPP(D) based on a batch job submitted at the time reference marker information is updated.

Ending Reference Marker No. Suffix Displacement – These fields contain reference marker number and reference marker suffix of an ending point on a highway system, and the positive or negative displacement (distance) from the ending reference marker. (Refer to description of Beginning Reference Marker.)

DFO - Distance from origin (DFO) is the value of a distance from any point on a given route back to the beginning point of the route. This length includes lengths of all linked route segments with local roads and other signed highways occurring up to that point. When the user inputs the reference marker information, this field is automatically populated with DFO information from the Texas Reference Marker System maintained by TPP(D) based on a batch job submitted at the time reference marker information is updated.

Limits (From And To) – Required fields. These fields should describe references to physical ties for the beginning and ending of the project CSJ. Projects limits should read from west to east, or from south to north. If there is no entry for the "TO" line, enter a period in order to proceed. For planning CSJs, these fields are open to districts. For authorized CSJs, these fields are restricted and can be updated only by TPP(P).

TRM Update Flag – This field displays the result of the batch job for the DCIS Texas Reference Marker (TRM) interface. "E" is displayed to identify an error when no match is found in the TRM file base on the reference marker information entered. "S" is displayed to identify a successful transaction.

Project Class – Required field. This field must show the classification of the project. This field is validated by the TACS table DCSPRCLS, (see Category Selections). Refer to Appendix B for explanations of the classification codes and descriptions. This field is used for evaluation and reporting purposes.

Type Of Work – Required field. This field is for a technical (engineering) description of the type of work to be performed. Abbreviations are acceptable to list all work. **Example: Base, Gr, Str, ACP, Wdn Shldr**. For planning CSJ's, this field is open to districts. For authorized CSJ's, this field is restricted and can be updated only by TPP(P).

Spec Book Year – Required field. This two-digit field represents the year of the department's specifications book that is being used to develop this project.

Laymans Desc – Two lines are available for a layman's description of the type of work to be performed under this project. The first line is a required field while the second line is optional (can be

left blank). (Example: Rehabilitation of existing roadway). For planning CSJs, this field is open to districts. For authorized CSJs, these fields are restricted and can be updated only by TPP(P).

Oversight – This single-character field indicates whether there is state (S) or federal (F) oversight of the federally funded project. Guidelines are provided in the oversight agreement with FHWA. This field defaults to 'S' and is updated as necessary to reflect 'F' by DES(LM).

PE Manager Number – Required field. This three-digit field is the manager number of the office responsible for the preliminary engineering and development of PS&E. The district must keep this field updated as project responsibilities change. The manager number is validated by the FIMS TACS table of manager numbers, TFIM070 (see Category Selections).

PE DIST – This field indicates the district responsible for the PS&E. This field will default to the district where the project is located. If the PS&E is prepared by a district other than where then project is located, the field should change accordingly. **Note:** Verify/update the PE MGR NBR field with a valid number.

Let Sch FY – This field is input by the districts (when this field is unlocked) to show the state fiscal year in which the project will be let. Districts are advised by DES(LM) when and how to update this field.

The second field is input by the districts (when this field is unlocked) to indicate if the project is to be: not charged (NC), transfer of funds (TR), let locally (LC), or will not go to statewide letting (XX).

Resp. Section – This three-character field is used by DES(LM) to reflect the area responsible for the review of the project PS&E. Abbreviations used are as follows:

- FA1
- FB1
- DL1
- TF1
- M47 Maintenance
- District Acronym.

Functional Class - This single-digit field represents the functional classification of the roadway. The district inputs this data based on the following chart. When an approved letting date is

on the P1 screen, the functional class can only be changed by DES(LM).

FUNCTIONAL CLASS Field -
RIS File Functional Classifications of Roadway Sections

1	Interstate
2	Other urban freeway or expressway
3	Rural principal arterial; urban connecting links of rural arterials; or other urban principal arterials
4	Minor arterial road or street
5	Rural major collector; or urban collector street
6	Rural minor collector
7	Local road or street

Fed Letter of Author – This is input by DES(LM) to indicate that a federal letter of authority (LA) has been received, using these codes:

- LA = Federal letter of authority received.
- AC = Federal letter of authority received. Advance construction provision used.
- PC = Federal letter of authority received. Partial conversion/advance construction provision used.
- QR = Federal letter of authority received. Obligated using the quarterly report (no longer in use).

And the Fed Letter or Auth date (month/year).

State Letter of Auth. Show the date (month/year) of the State Letter of Authority.

Latest Est Of Cost (Const) – Required field. This field (space for ten digits) must show the latest estimated construction amount for this project including miscellaneous cost and other participation without engineering and contingencies. The district must manually enter this estimated cost of construction and keep it current. When a valid estimate is in DCIS and a card type 9 is in the estimate, this field becomes a calculated field controlled by the estimate.

Latest Est Of Cost (ROW) – This field (space for ten digits) should show in whole dollars the estimated remaining state cost of right of way for this project. If no right of way is needed, this field should be zero.

UTP Authority – A single input field that shows the authority `authorization based on the current unified transportation program (UTP).`

P	Plan
D	Develop
C	Construct

Date Of Latest Est – These fields (one for construction and one for ROW) are updated automatically with the current date whenever the cost is updated.

Pres Dist Est Let Date – Required field. This four-digit field (format MMYY) shows the district's present estimated letting date for this project. The district must keep this field current and realistic.

Authorized Amount – This is a display field. Until this project is let to contract, the **Total Program Cost** amount from the project finance screen (P2) is displayed. After letting, the **Total Obg Amount** (low bid amount) from the project finance screen (P2) is displayed.

Trunk Sys – Required field. This single-character field must indicate if the highway is part of the Texas trunk system as established by the commission. The district should enter either a "Y" for yes or "N" for no.

Approved Let Date – This four-digit field (format MMYY) shows administrative approval for this project to be let to contract. This field is restricted and can be updated only by DES(LM).

Contract CSJ – This nine-digit field is required before the plans estimate can be added to DCIS. The contract summary screen (C1) is not created until this field, 'CONTRACT CSJ', is entered on the project identification screen. The contract CSJ should be entered by the district when it can be determined that this protect is to be let to contract by itself or with others. The contract CSJ should be the most representative project in the contract from a type of work standpoint. For contracts where most of the CSJ's are for similar type of work, the low CSJ should be selected as the contract CSJ. **If federal funds are involved, the contract CSJ must be a CSJ with federal funds.** When the project is included in the update of the 12-month letting schedule, the contract CSJ must be entered on the project identification screen (if not previously determined and entered).

NHS – Required field. This single-character field must indicate if the highway is on the approved National Highway System. The district enters either a "Y" for yes or "N" for no.

Actual Let Date – This four-digit field (format MMYY) shows the date the project was let to contract (contract awarded). This field is updated by a batch program run by DES(LM) after letting, or it can be updated by DES(LM).

Other Participation – This field (space for ten digits) must show the total estimated amount of funding participation from all sources other than state or FHWA in the project's cost of construc-

tion. This field should be the sum of local contribution and local match. This amount must be entered manually by the district as soon as possible. An amount in this field is an indicator to the Austin office (Office of General Council - Consultant Services Section (OGC-CSS)) that a funding escrow agreement is necessary. Other participation may come from a city, county, agency such as Corps of Engineers, businesses, etc. After letting, the district must update this field to reflect the actual low bid amount for other participation. If no other participation (other than state or FHWA) is anticipated, this field should be zero.

Hurr Evac RTE – This shows whether or not the project is on a designated Hurricane evacuation route or not. Enter "Y" is yes or "N" if no.

Project Number – This field will be input by TPP(P) to show the number assigned to this project for identification purposes. TPP(P) will assign a project number before the district submits the project's PS&E so that the project number can be on the plans, etc.

Project Ancestors – This is an array of five fields to show the project's ancestors. These fields can be updated manually by any authorized user at the district or Austin office. Project ancestor fields can also be updated by the batch program executed by TPP(P) to convert old CSJ to new CSJ.

Project Descendents – This is an array of five fields to show the project's descendants. These fields can be updated manually by any authorized user at the district or Austin office. Project descendant fields can also be updated by the batch program executed by TPP(P) to convert old CSJ to new CSJ.

Remarks – This 60-character field can be used by any authorized user in the district or the Austin office to note specific comments that relate to project development.

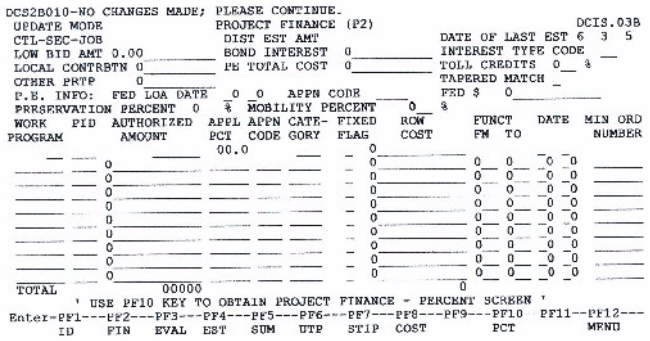
Section 2
Project Finance Screens

Introduction

The project finance screens are two DCIS screens containing financial information about the project. The project finance-percent screen is a companion screen available only from the project's finance screen. Both project finance screens are required to set up a project record (a CSJ) in DCIS. The project finance screen (P2) allows funds from different categories to be combined for the CSJ. **EXCEPTION: Maintenance funds must not be combined with construction funds.**

Project Finance Screen Layout

Following is a copy of a blank project finance screen (P2).



NOTE: The PF10 key is available from this screen.

Press the PF10 key to view the project finance-percent screen.

The project finance-percent screen is a companion screen created from information shown on the project finance screen. The district **must** verify the percent of federal, state and/or local participation, and change the percents on the screen if necessary.

Fields on Project Finance Screen

Brief descriptions of the fields on the project finance screen (P2) follow in physical order. This information is also found in the DCIS Data Dictionary for File 121.

CTL-SEC-JOB – This field is a display of the project's control-section job number.

District Estimated Amount – The amount displayed in this nine-digit field is the same as **Latest Est Of Cost (Const)** from the project identification screen (P1) when there is not a valid on-line

estimate in DCIS. When there is a valid on-line estimate in DCIS with a card type 9 (end of money card), this field is a calculated field based on the date in the on-line estimate. This field is locked when the district changes the EST-CODE from a "p" to an "8".

Low Bid Amount – Restricted field. No entry in this field until project is let or funds transferred. This nine-digit field with two decimal places represents the total obligated amount for this project (including all other participation, i.e., local contributions and local matching funds). The total obligated amount shown in this field is the low bid. This field is updated by a batch program after letting, after the letting code is changed to an "A" (indicating awarded contract). This field also can be updated manually by DES(LM).

Date Of Last Estimate – This field is a display of the date when the estimated construction cost was last changed. This date changes automatically when the estimated construction cost is changed.

Local Contribution – This field (space for nine digits) should show the estimated amount the district expects to receive from local entities toward the project's estimation construction cost. This does not include local matching funds. The amount of local contribution must be entered manually by the district. A note stating the amount of funds to be contributed and the source of the funds should also be included at the end of the estimate using a type 3 card. (Example: City of Georgetown to contribute $100,000 towards the funding of this project.) The amount in this field is used in funding calculations for the STIP screens, the work program status report and the project estimate.

Tapered Match – Input Y for yes or leave blank. Tapered Match is a Federal innovative financing tool which allows the federal share to apply to the total project costs, instead of applying to each contract payment, thus allowing TxDOT to receive the entire federal share of a project's cost before expending State funds. DES(LM) updates this field.

Preservation and % Mobility Fields

TxDOT is required to report expenditures to the Legislature per established definitions. In the past, we have reported "construction" expenditures and "maintenance" expenditures. Construction was defined as work in all categories of the UTP, with the exception of preventive maintenance (CPM). Maintenance was defined as preventive maintenance, contracted maintenance and routine maintenance.

To better identify the actual work being done, these definitions have changed to "mobility" and "preservation". In an effort to accurately track and report expenditures to the Legislature using these newly established definitions, we have added two new fields

to the DCIS Project Finance (P2) screen, "Mobility Percent" and "Preservation Percent".

Mobility Percent – Percentage (whole numbers) should be based on any costs directly associated with the construction of additional lanes for added capacity in this CSJ. This field is updated by the districts. The % is locked once an approved letting date is on the P1 screen and can be changed by Design and Traffic field area personnel.

Preservation Percent – Percentage (whole numbers) should be based on all other work and other costs not covered in the above Mobility Percent definition. This field is updated by the districts. The % is locked once an approved letting date is on the P1 screen and can be changed by Design and Traffic field area personnel.

The sum of mobility and preservation percentages should equal 100%. When one field is updated the other field will automatically be updated to equal 100%.

When prorating your estimate using the combined flags on the Contract Summary (C1) screen (AO, A1, BO, B1, etc.), Preservation and Mobility Percents must be consistent between primary and secondary CSJs.

Toll Credits – Input % of State match used on the project being replaced with a toll credits (example 20%). Toll credits are the amount of dollars spent to construct a highway system by private entities where no federal and/or state funds have been used. The amount spent is documented to the FHWA. Their approval results in "toll credits" which may be used in place of matching funds. Use of toll credits must be reflected in an approved federal project authorization and agreement (FPAA) form. DES(LM) updates this field.

Other Participation – This field (space for ten digits) must show the total estimated amount of funding participation from all sources other than state or FHWA in the project's cost of construction. This field should be the sum of local contribution and local match. This amount must be entered manually by the district as soon as possible. An amount in this field is an indicator to the Austin office (Office of General Council - Consultant Services Section (OGC-CSS)) that a funding escrow agreement is necessary. Other participation may come from a city, county, agency such as Corps of Engineers, businesses, etc. After letting, the district must update this field to reflect the actual low bid amount for other participation. If no other participation (other than state or FHWA) is anticipated, this field should be zero and is entered by the districts.

Work Program – Required field. This six-character field represents a project's commission authorization. A work program is an identifier assigned to each program of work authorized by the commission. The commission authorizes program amounts for activities which reflect the commission's intention to address a specific activity, in preventive maintenance or rehabilitation. Entries in this field are validated by the TACS table DCSWPGMS which contains the work program numbers and names, (see Category Selections). On the project finance screen (P2), up to ten entries of work program numbers are allowed in order to combine funds from various categories and/or work programs. The work program number applies to each of the other entries (fields) on the same line. The district should enter the work program number(s) from where funds for the project are anticipated, and the other fields on the same line. (**Note:** The fields of **Funct**, **Date**, and **Min Ord Number** are restricted fields not available to the district.) The district can update the information on a horizontal line up to the time a commission minute order number is entered on that line by TPP(P). After that time, only TPP(P) can update the information on that line. A minute order indicates that the work program funds are authorized for the function code ranges shown. A work program number should only be listed once per project. If additional funds are needed from a work program number with a minute order already entered, contact TPP(P).

PID – PID stands for project identifier and serves as an additional means (for district personnel) to track unique projects.

Authorized Amount – Required field. This field (space for eleven digits) represents in whole dollars the program cost identified for the work program number entered immediately to the left of this field. This program cost also applies to the apportionment code entered on this same horizontal line. Once funds are authorized by minute order, only TPP(P) can change the program cost field to account for additional authorized funds.

Appl Pct (Applied Percent) – Required field. This three-digit field with one decimal place is the percent of the construction cost that will be applied to the work program and apportionment code. For each listed work program number and apportionment code, the **Appl Pct** field must be input by the district. Once funds are authorized, only TPP(P) can change the applied percent field. The applied percent field for authorized funds must total 100%. **Note:** If the funds are a fixed amount, the applied percent field should be left blank. See **Fixed Flag** for further discussion.

Appn Code (Apportionment Code) – Required field. This three-character field contains the funding code for the program of work. Codes are described in the TACS table DCSAPORT, (see Category Selections). Code 999 is for state funded projects. All other apportionment codes are for federal participating funds. The district must enter an apportionment code for each work program entry on this screen. The apportionment code for each work program is determined by DES(LM) and TPP(P).

Category – Required field. This field (space for four characters) represents the 'general' funding category of work in the department's UTP. The district must enter a category for each work program entry on this screen. Entries in this field are validated by TACS table DCSCATA (see

Category Selections) which contains the category names and numbers. **Note: For a long-range project, the district must show which category the project will most likely be funded from when it is moved into the department's UTP.**

Fixed Flag – This field (space for one character) contains the flag that indicates whether the funds are a fixed amount to be applied toward the estimated construction cost of the project. An "X" in this field indicates the amount shown in the authorized amount field is a fixed amount that cannot be changed. If this field is blank (no entry) the applied percent field will be used. After the project is let, the fixed amount (if any) will be subtracted from the low bid amount minus local contribution before any of the other percentages are applied. **Note:** Fixed funds will not have an entry in the applied percent field. Contact TPP(P) for assistance in using the fixed flag to balance a bank balance work program.

Row Cost – This field (space for eleven digits) represents in whole dollars the state's remaining right-of-way (ROW) cost identified project. If no right-of-way funds are needed, this field should be zero. Where ROW cost is to be charged to a work program in categories 4B, 4C, or 5, include the ROW amount in the authorized amount field and leave the ROW field $0.

Funct (Function Code) **FM** and **TO** – Restricted fields. These two fields (three digits each) indicate the from and to function code range approved for this project in the work program. These fields are input and updated only by TPP(P). When projects are authorized and established in FIMS, the function code range represents the range of allowable charges until letting.

Date – Restricted field. This field is the date of the commission minute order that authorized this project. This field can be entered only by TPP(P). This field is entered and displayed in MMYY order.

Min Ord Number – Restricted field. This field is the number of the commission minute order approving the work program or project. Alpha characters can be used as interim indicators of administrative approval. Projects must have approval of the commission (number of a minute order) before the project can be let to contract or funds transferred or otherwise expended. TPP(P) is responsible for entering the restricted fields such as minute order numbers on the finance screen.

Total Authorized Amount – This is the calculated sum of authorized program costs for this project. Authorized amount(s) are authorized when the minute order number and date and function code fields are displayed on the same horizontal line as the program cost.

Max Fed Funds – This field is for Transportation Enhancement Projects only. Dollar amount for federal funds are authorized by the Commission. These funds cannot be increased without Commission action. The authorized amount will reflect the total amount for construction, federal dollars and local match.

Project Finance-Percent Screen Layout

Following is a copy of a blank project finance-percent screen showing the federal, state and local participation percent and amounts. Information from this screen is used to update the STIP - View Only Screen and is used in the funding calculations at the bottom of the project estimate.

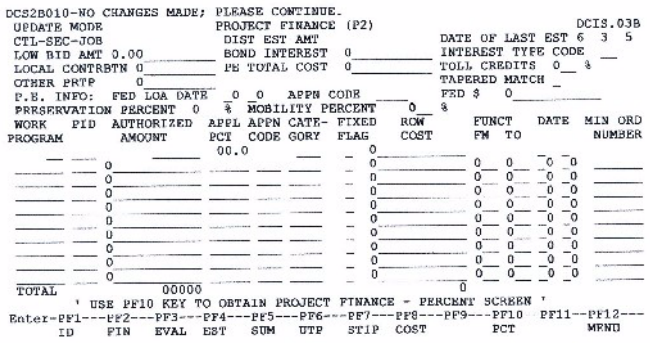


Figure 2-2. Blank Project Finance-Percent screen.

NOTE: The district must correct the federal, state, or local % (percents) shown on this screen so that the STIP information will be correct. For all projects, **press the ENTER key or press PF1, PF2, PF3, PF4, PF5, PF6, or PF7 key to update information**.

Fields on Project Finance-Percent Screen

Brief descriptions of the fields on the project finance-percent screen (P2C) follow in physical order (order of location on the screen). This information is also found in the DCIS Data Dictionary for File 121.

CTL-SEC-JOB – This field is a display of the project's control-section-job number.

Estimated Const Cost – This field is a display of the district's latest estimated construction amount for this project, including miscellaneous cost and other participation without engineering and contingencies from the P1 screen.

Part. Waived Project – This field is updated by district personnel (input Y for yes or N for no). Participation waived project is a project whose match requirement is filled by an equivalent match project performed by the county.

Local Contribution – This field is a display from the P2 screen of the estimated amount the district expects to receive from local entities toward the project's estimated construction cost, **not including local matching funds** (local cost). District input of local contribution must be done on the project finance screen (P2).

Econ. Dis. Co. Project – This field is updated by district personnel (input Y for yes or N for no). Economically disadvantaged county project is a project where the county has applied and the Commission has approved a lesser percentage of match than normally required.

Remaining Const Cost – This nine-digit field is a calculated field showing the remaining construction cost after any local contribution is subtracted from the project's estimated construction cost. After the project is let and the **Low Bid Amount** field is greater than zero, this field **Remaining Const Cost** is a calculated field showing the remaining construction cost after any local contribution is subtracted from the **Low Bid Amount**. Apportionment code(s) percentages will be applied to the amount shown in this field, after any fixed flag funds are first subtracted.

Appn Code (Apportionment Code) – This field is a display of all apportionment codes from the project finance screen (P2). Up to ten codes can be displayed. If an apportionment code is shown more than once on the project finance screen, it is shown the same number of times on the project finance-percent screen.

Applied % (Percent) – This field is a display of percent of the remaining construction cost to be applied to the apportionment code. This information is a display from the project finance screen (P2).

PGM Cost – This field is a display of the program cost for each apportionment code from the project finance screen (P2).

Federal Cost % (Percent) – This three-digit field with one decimal place is the percentage that will be applied to the program cost of the apportionment code to calculate the **Federal Cost** (federal participation). The percent field is a default value based on the apportionment code. If other percentages are applicable (other than the default values), the district must enter the correct percent manually. The display of **Federal Cost** is based on the percent.

NOTE: Federal is FHWA participation.

State Cost % (Percent) – This three-digit field with one decimal place is the percentage that will be applied to the program cost of the apportionment code to calculate the STATE COST (state matching or total cost). The percent field is a default value based on the apportionment code. If other percentages are applicable (other than the default values), the district must enter the correct percent manually. The display of STATE COST is based on the percent.

Local Cost % (Percent) – This three-digit field with one decimal place is the percentage that will be applied to the program cost of the apportionment code to calculate the **Local Cost** (local matching cost). The default percent for local is zero. If there is any local matching funds, the district must enter the correct percent manually.

Correct information is essential. **Districts are responsible for this information in DCIS**. The display of **Local Cost** is based on the percent.

NOTE: Local is any entity **other than FHWA or the state**. Local matching funds may come from a city, county, etc.

Total Federal Cost – This nine-digit field is the calculated sum of all federal participation in the project's estimated construction cost. All federal costs shown are added.

Total State Cost – This nine-digit field is the calculated sum of all state participation in the project's estimated construction cost. All state costs shown are added.

Total Local Cost – This nine-digit field is the calculated sum of local matching costs in the project's estimated construction cost. All local costs shown are added.

Section 3
Project Evaluation Screens

Introduction

The project evaluation screens are two DCIS screens containing information about the project that can be used to evaluate the project and for reporting purposes. There are many fields on these screens. Not all information is required for every project. Instructions regarding which fields the district needs to enter should be provided by Austin office program managers.

The Legislative Appropriation Request (LAR) performance measure reports.

The project evaluation screen (P3) is available from the menu screen or any other CSJ screen. The project evaluation - bridge screen is a companion screen available by pressing the ENTER key when the project evaluation screen is displayed.

Project Evaluation Screen Layout

Following is a copy of a blank project evaluation screen (P3).

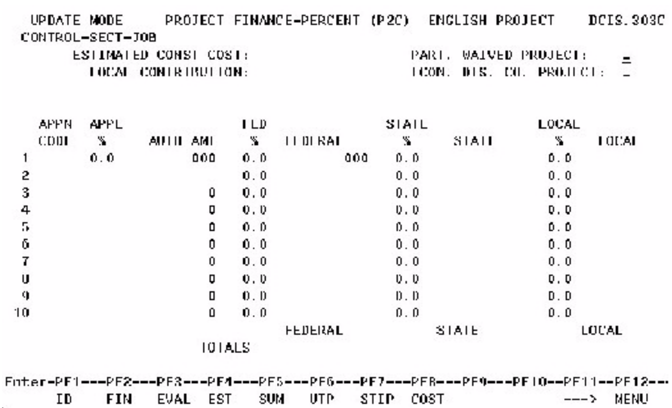


Figure 2-3. Blank Project Evaluation screen.

NOTE: Press ENTER key to display project evaluation - bridge screen.

The project evaluation - bridge screen is a companion screen for bridge information.

Fields on Project Evaluation Screen

Brief descriptions of the fields on the project evaluation screen (P3) follow in physical order (order of location on the screen). This information is also found in the DCIS Data Dictionary for File 121.

CTL-SEC-JOB – This field is a display of the project's control-section-job number.

District – This field is a display of the district number where the project is located.

Project Classification – This field is a display of the project's classification from the project identification screen.

Urban Rural Operation – This single-character field represents the traffic operation on the project. It should show "U" for urban traffic operation or "R" for rural traffic operation.

Proposed Design Speed (MPH) – This three-digit field indicates the proposed design speed in miles per hour for the proposed highway facility. This two-digit field represents the proposed design speed in miles per hour for the proposed highway facility.

Terrain – This single-character field represents the physical terrain condition that will impact the traffic operation if the proposed project is constructed. The codes to use for terrain are:

TERRAIN Field - Physical Terrain Condition Codes

L	Level terrain
R	Rolling terrain
M	Mountainous terrain

PSE % Complete – This three-digit field represents in whole percentage the portion of plans, specifications, and estimate (PS &E) work currently accomplished. Field not required.

ROW % Complete – This three-digit field represents in whole percentage the portion of right-of-way work effort currently accomplished toward purchase. Field not required.

ENV % Complete – "Y" if environmentally clear, "N" if not. "N*" if not currently cleared but anticipate clearance by the letting date.

Ext Fac: Main Lanes – This two-digit field represents the number of through travel lanes in both directions for the existing facility.

- Where **multiple lane transitions occur** within the limits of this project, use the predominate number of lanes over the project length to determine the entry for this field.
- Where only **frontage roads exist** or where the **proposed project is on new locatio**n, this field should be zero.
- Contents of this field are retrieved for (Legislative Appropriation Request) LAR reports.

Ext Fac: Main Lanes Type – This two-character field describes the type of existing main lanes for this project. The codes to use for types of main lanes are as follows:

EXT FAC: MAIN LANES TYPE Field – Existing Main Lanes Type Codes

CODE	DESCRIPTION
CR	rural undivided (conventional)
DR	rural divided
FR	rural freeway
*U	urban undivided
*D	urban divided
*F	urban freeway

Traffic design characteristics of the existing main lanes should be used to decide between rural and urban.

- Where only **frontage roads** exist, or where the **proposed project is on new location**, this field should be left blank.
- Contents of this field are retrieved for LAR reports.

Ext Fac: Frontage Lane – This two-digit field represents the number of through travel lanes on the frontage roads for both two-way and one-way operations on the existing facility of this project.

- Where **multiple lane transitions** occur within the limits of this project, use the predominate section over the project length to determine the entry for this field.
- Where the existing facility consists of **main lanes only**, or where the **proposed project is on new location**, this field will be zero.
- Contents of this field are retrieved for LAR reports.

Ext Fac: Fr Ln Type – This two-character field describes the type of existing frontage road facility for this project. The codes to use for types of frontage road are as follows:

EXT FAC: FR LN TYPE Field – Existing Frontage Road Codes

CODE	DESCRIPTION
/R	rural frontage road
/U	urban frontage road

Traffic operation characteristics of existing frontage roads should be used to decide between rural and urban. Where existing facility consists of main lanes only or where proposed project is on new location, this field should be left blank. Contents for this field are retrieved for LAR reports.

Ext Fac: Length (Miles) – This three-digit field with three decimal places represents the length of the existing facility in miles. This field is two digits with one decimal place representing the length of the existing facility in miles. The district is responsible for ensuring that the length shown on the P3 screen agrees with the length shown on the project identification screen (P1). If the proposed project is on new location, this field should be zero. Contents of this field are retrieved for LAR reports.

Pro Fac: Main Lanes – This two-digit field represents the number of through travel lanes in both directions for the proposed project.

- Where **multiple lane transitions** occur within the limits of this project, use the predominate number of lanes over the project length to determine the entry for this field.
- Where a new location project's ultimate design will be **main lanes and frontage roads**, but the current proposed project is to build the frontage roads first (usually as a divided facility leaving room in the middle for the main lanes later), this field will be zero.
- Frontage roads should be input as **frontage roads**.
- Contents of this field are retrieved for LAR reports.

Pro Fac: Main Lanes Type – This two-character field describes the type of proposed main lanes for this project. The codes to use for types of main lanes are as follows:

PRO FAC: MAIN LANES TYPE Field – Proposed Main Lanes Codes

CODE	DESCRIPTION
CR	rural undivided (conventional)
DR	rural divided
FR	rural freeway
*U	urban undivided
*D	urban divided
*F	urban freeway

Traffic operation characteristics of the proposed main lanes should be used to decide between rural and urban. Where only frontage roads are proposed on a new location project, this field should be left blank. Contents of this field are retrieved for LAR reports.

Pro Fac: Frontage Lane – This two-digit field represents the number of through travel lanes on the frontage roads for both two-way and one-way operations on the proposed facility for this project.

- Where **multiple lane transitions** occur within the limits of this project, use the predominate section over the project length to determine the entry for this field.

- Where **no frontage roads are proposed**, or exist, this field will be zero.
- Where a new location project's ultimate design will be **main lanes and frontage roads**, but the current proposed project is to build the frontage roads first (usually as a divided facility leaving room in the middle for the main lanes later), this field shows the number of through travel lanes on the frontage roads.
- Frontage roads should be input as **frontage roads**.
- Contents of this field are retrieved for LAR reports.

Pro Fac: Fr Ln Type – This two-character field describes the type of proposed frontage road facility for this project. The codes to use for types of frontage road are as follows:

PRO FAC: FR LN TYPE Field – Proposed Frontage Road Codes

CODE	DESCRIPTION
/R	rural frontage road
/U	urban frontage road

Traffic operation characteristics of the proposed frontage roads should be used to decide between rural and urban. Where no frontage roads are proposed, or exist, this field should be left blank. Contents of this field are retrieved for LAR reports.

Pro Fac: Length (Miles) – This three-digit field with three decimal places represents the length of the proposed project in miles. This field is two digits with one decimal place representing the length of the proposed project in miles. The district is responsible for ensuring that length shown on P3 screen agrees with length shown on project identification screen (P1). Contents of this field are retrieved for LAR reports.

Lane (Miles) – This four-digit field with three decimal places indicates the number of travel lane miles resulting from the project. This three-digit field with one decimal place indicates the number of travel lane miles resulting from the project. For example, for a seal coat or overlay project or a rehabilitation project that does not add any additional travel lanes, this field would be the project length (in miles) times the number of travel lanes. Where capacity is increased (more travel lanes added), this field would be the project length times the proposed number of travel lanes. Lanes on frontage roads are not considered travel lanes unless they serve as the main lanes in staged development.

SHOULDER (Miles) – This three-digit field with three decimal places indicates the shoulder length in miles to be paved as the result of this project. This three-digit field with one decimal place indicates the shoulder length in miles to be paved as the result of this project. This field should be computed by multiplying the number of shoulders to be paved times the length of the project (in miles). Shoulders on frontage roads are not considered in this computation of shoulder length unless the frontage road serves as the main lanes in staged development.

ADT: Present – This six-digit field represents the present average daily traffic (ADT) using the facility. For a new location project, the ADT represents the expected ADT if the facility were open today.

Projected Year – This two-digit field represents the future time increment in years for which projected traffic (PROJ-ADT) is provided.

ADT: Projected – This six-digit field represents the projected future estimate of the average daily traffic (ADT) using the facility.

Percent Trucks – This two-digit field with one decimal place indicates the percent of the average daily traffic (ADT) that are trucks.

District Priority – This three-digit field represents the district's priority of this project with others of the same kind.

Population – Identifies the population of the area associated with the CSJ. This information is critical when determining project funding. Select **one** of the following:

- < 5,0000 (Population less then 5,000)
- >= 5,000 and < 200,000 (Population greater than or equal to 5,000 but less than 200,000)
- >= 200,000 (Population greater than or equal to 200,000)

Project Evaluation - Bridge Screen Layout

Following is a copy of a blank project evaluation - bridge screen.

```
DCS4D010-NO CHANGES MADE; PLEASE CONTINUE.
                        PROJECT EVALUATION (P3)   ENGLISH PROJECT    DCIS.04
CTL-SEC-JOB                          DISTRICT
PROJECT CLASSIFICATION        INC    URBAN RURAL OPERATION       U
PROPOSED DES SPEED MPH        0_     TERRAIN                     R
PSE  0__ % COMPLETE          ROW  __ COMPLETE            ENV  __ COMPLETE
EXT FAC: MAIN LANE 00  TYPE __  FRONTAGE LANE 04  TYPE /U  LENGTH  MI
PRO FAC: MAIN LANE 04  TYPE __  FRONTAGE LANE 04  TYPE /U  LENGTH  MI

LANE MILES                    __0.0       SHOULDER MILES              __0.0
ADT: PRESENT                  0_____      PROJECTED  0_ YEAR          0_____
PERCENT TRUCKS                _0.0        DIST PRIORITY               0__
POPULATION:                                                           X
ROADWAY FUNCTIONAL CLASS                  DESIGN STANDARD  4R
CONSULTANT     N    DONATED     N

COMMENTS:                              DIST ADHOC    0__       0__
DIVISION ____________________________________________________________
         ____________________________________________________________
DISTRICT ____________________________________________________________
         ____________________________________________________________
continued...
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      ID    FIN   EVAL  EST   SUM   UTP   STIP  COST              MCTR  MENU
```

Figure 2-4. Blank Project Evaluation - Bridge screen.

If more than one of the above selections apply, select the highest population associated with the CSJ (input by district personnel.)

Functional Class – This single-digit field represents the functional classification of the roadway section for this project as found in the RIS File maintained by TPP(D). This field is used to determine whether this project is eligible for the funds requested. The district enters this field based on the following functional classification codes and descriptions:

	FUNCTIONAL CLASS Field - RIS File Functional Classifications of Roadway Sections
1	Interstate
2	Other urban freeway or expressway
3	Rural principal arterial; urban connecting links of rural arterials; or other urban principal arterials
4	Minor arterial road or street
5	Rural major collector; or urban collector street
6	Rural minor collector
7	Local road or street

Design Standard – Identifies the design criteria associated with the CSJ (input by district personnel).

Design Standards

Input	Facility Type
2R, 3R, 4R, PM, HE	Hazard Elimination Program
SA	Projects consisting of safety appurtenances
NA	Not Applicable (if none of the other design standards apply, for example Transportation Enhancement and Landscape Projects)

For additional information click on Design Criteria Guidelines.

FED LOA Date (P.E. Info) – This four digit field (MMYY) indicates the date the federal letter of authority for preliminary engineering is authorized (signed), (input by DES(LM)).

APPN Code – The federal apportionment code of funds obligated for preliminary engineering (input by DES(LM)).

FED $ – The amount of federal funds obligated for preliminary engineering (input by DES(LM)).

Consultant – This two-character field indicates whether the PS&E for the project is prepared by a consultant or TxDOT staff. The district enters "Y" if the PS&E was prepared by a consultant or "N" if the PS&E was prepared by TxDOT staff.

Donated – This two-character field indicates whether the PS&E for the project was donated by a local entity. The district enters "Y" for yes or "N" for no.

Comments – Two lines are provided for district use to enter additional miscellaneous information pertinent to the project. Two lines (the last two) are for authorized users in the Austin office.

PRO FAC: LENGTH MI – This field is a display/view of the PROJECT LENGTH MI field on the P1 screen.

District Ad Hoc Fields - These two fields are located on the P3 screen for use by the District. These three numeric character fields can be used for running Ad Hoc Reports.

Fields on Project Evaluation - Bridge Screen

Brief descriptions of the fields on the project evaluation - bridge screen follow in physical order (order of location on the screen). This information is also found in the DCIS Data Dictionary for File 121.

CTL-SEC-JOB – This field is a display of the project's control-section-job number.

District – This field is a display of the district number where the project is located.

Off System Route Number – The district enters this information for bridge projects. This six-character field contains the off state system route number (as listed in the road inventory file). To identify an off system bridge structure within the bridge inventory system, this field and the **Structure** field must be entered.

Bridge Sufficiency Rating – The district enters this information for bridge projects. This three-digit field with one decimal place is used to indicate the rating system used by the FHWA as a basis for establishing eligibility for replacement or rehabilitation of bridges. In general, the lower the ratings number, the higher the priority for the work needed.

Bridge Deficiency Class – The district enters this information for bridge projects. This two-character field indicates one of the following conditions:

BRIDGE DEFICIENCY CLASS Field – Bridge Deficiency Codes

FO	**Bridge with inadequate deck width, vertical clearance, or waterway. It cannot accommodate the traffic demand or the volume of water under the bridge.**
SD	Bridge is not able to carry the truck loads expected of the highway system of which the bridge is a part.
ND	Bridge is not presently classified as deficient (does not meet eligibility criteria), but the district wants it included.

Program Qual. Code – DES(BC) enters this information for bridge projects. This two-character field contains a code indicating the reason for the bridge work selection. The codes are:

PROGRAM QUAL. CODE Field – Bridge Work Selection Codes

TS	**Selected based on TEBSS score.**
CD	Selected based on critical deficiency.
PC	Selected based on previous commitment.

TEBSS Score – DES(BC) enters this information for bridge projects. This three-digit field with one decimal place contains the calculated score based on data contained in the BRINSAP (bridge inventory, inspection and appraisal) file. The calculated score shown in this field is the TEXAS ELIGIBLE BRIDGE SELECTION SYSTEM (TEBSS) score.

Historic Significance – Hist Sig: See Bridge Inspection Coding Guide item 37 – Historical Significance

Str Type – Structure indicates whether the structure type is a span or Culvert. "S" is for a span type structure and "C" is for a culvert type structure.

Critical Def Ind – Indicates whether the bridge is CD - Critical Deficient or NC - Not Critical Deficient. Critical deficiency rules:

- A minimum condition rating for the deck, superstructure or substructure (MinDSS) of "two or less".
- A cumulative total of the deck, superstructure and substructure condition ratings (CumDSS) of "10 or less".
- A bridge classified culvert condition rating (CC) of "three or less".
- A bridge that requires closure due to less than three-ton vehicle load capacity.
- FHWA sufficiency rating (SR) of "30 or less".
- FHWA sufficiency rating (SR) of less than 50 and the bridge is classified as structurally deficient (SD).

Section 4
UTP Update Screen

Introduction

The UTP update screen is for AD HOC reporting. This information is utilized by the Design Division (DES) and the Transportation Planning and Programming Division (TPP(P)).

Screen Layout

Following is a revised copy of the UTP update screen (P6).

```
DCS04010-NO CHANGES MADE; PLEASE CONTINUE
                        PROJECT EVALUATION (P3B)                    DC1S.04C
                              BRIDGE DATA
 NBI SELECTION  = CTL-SEC-JOB  ---------          BRIDGE DIV
 CTL-SEC-JOB:                CONTRACT LOCKED:   N     LAST UPDATE:  00/00/0000
 WORK TYPE:  RLMOVAL=V   RLPLACE=R   WIDEN/RLHAB=W   MAINT/RLPAIR=M
                              BRIDGE     BRIDGE    CRITICAL      PROGRAM ILOSS
      NBI        WORK  HIST. SUFFICIENCY DEFICIENCY   DET.   STR.  QUAL.  SCORE
     NUMBER      TYPE  SIG.    RATING     CLASS       IND.   TYPE  CODE    PCT
 --------------  -     0       ---.0       --         --     -     --       .0
 --------------  -     0       ---.0       --         --     -     --       .0
 --------------  -     0       ---.0       --         --     -     --       .0
 --------------  -     0       ---.0       --         --     -     --       .0
 --------------  -     0       ---.0       --         --     -     --       .0
 --------------  -     0       ---.0       --         --     -     --       .0
 --------------  -     0       ---.0       --         --     -     --       .0
 --------------  -     0       ---.0       --         --     -     --       .0
 --------------  -     0       ---.0       --         --     -     --       .0
 --------------  -     0       ---.0       --         --     -     --       .0
BRIDGE:    ------------------------------------------------------------------
COMMENTS:  ------------------------------------------------------------------
   NBI NO. = DISTRICT | COUNTY | 0 | (CONTROL - SECT./ROUTE NO.) | PERM. STRUCT
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      ID    FIN   EVAL  EST   SUM   UTP   STIP  COST  UP    DWN   BCI   MENU
```

Figure 2-5. Blank copy of the UTP Update screen.

Fields

Brief descriptions of the fields on the UTP update screen follow in physical order (order of location on the screen). This information is also found in the DCIS Data Dictionary for File 121.

CTL-SEC-JOB – This field is a display of the project's control-section-job number.

Highway Number – This field is a display of the highway number from the project identification screen.

If field is not applicable, leave the field blank (no entry).

Authorized User Fields

The following fields can be input only by TPP(P). The field descriptions follow.

Corridor Number – Shows the mobility corridor number for TPP(P) mapping purposes (GIS) (input by TPP(P)).

AD HOC Report Code Log – This is an array, maximum of ten occurrences, each five characters in length.

- Fields 1 through 10 = Design AD HOC Report Codes
- Fields 11 through 20 = TPP(P) AD HOC Report Codes.

Section 5
STIP Screens

Introduction

Two STIP screens provide project information regarding the Statewide Transportation Improvement Program (STIP). The STIP is a compilation of all district and MPO transportation improvement programs (TIPs) in the state, plus some statewide programs. The STIP is a financially constrained listing of projects scheduled to be let during the three years. All federally funded projects must be in an approved STIP to receive the federal funds.

The STIP update screen (P7) contains fields for the districts to update. The STIP update screen is available from the menu screen or any other CSJ screen. Information from the STIP update screen and other DCIS project screens is used to compile the state transportation improvement program (STIP). Information on the STIP update screen (P7) is always unlocked and may be updated at any time.

The STIP view only screen is a companion screen available by pressing the ENTER key when the STIP update screen (P7) is displayed. The information on the STIP view only screen is locked information. The STIP view only screen contains project information reflected in the STIP as approved by the commission.

Screen Controls

TPP(S) controls changes to the STIP view only screen. TPP(S) uses a batch program to update and lock the STIP view only screen after the districts determine their three year TIP. On a periodic basis, the districts can also submit TIP revisions to TPP(1).

The STIP update screen (and other project screens) can be updated at any time. However, those updates will not be reflected on the STIP view only screen until TPP(S) executes the batch program to update the screen.

EXAMPLE: The project's estimated construction cost is $1,111,111 when the district compiles their three year TIP. After the STIP is approved by the commission, the district revises their estimated construction cost to $5,000,000. The STIP view only screen will continue to show the estimated construction cost as $1,111,111. The STIP view only screen will not be updated until TPP(S) again uses the batch program to update the STIP.

STIP Update Screen Layout

Following is a copy of a blank STIP update screen (P7). District users update TIP information on this screen. The information on this screen (starting with the PROJECT ID field) is always unlocked and may be updated at any time by the district.

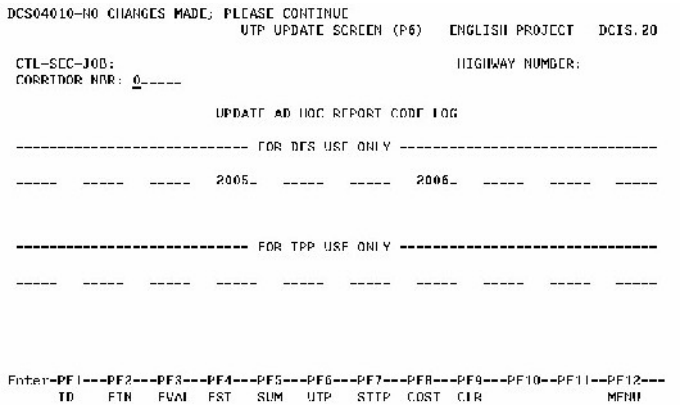


Figure 2-6. Blank STIP screen.

NOTE: Press ENTER key to display the STIP view only screen. The STIP view only screen is a companion screen for approved STIP information.

Fields on STIP Update Screen

Brief descriptions of the fields on the STIP update screen (P7) follow in physical order. This information is also found in the DCIS Data Dictionary for File 121.

CTL-SEC-JOB – This field is a display of the project's control-section-job number.

Highway No. – This field is a display of the highway number from the project identification screen.

District – This field is a display of the district number and city where district office is located.

Location (From And To) – These fields describe references to physical ties for the beginning and ending of the project. These location fields (from and to) are displays of the **Limits-From and Limits-To** fields on the project identification screen.

CNTY – This field is a display of the county number and name where the project is located.

Laymans Desc – This field with two lines is a layman's description of the type of work to be performed under this project. This field is a display of the **Laymans Desc** fields on the project identification screen.

Project ID – This ten-character field is the metropolitan planning organization (MPO) project identifier for this project. Each MPO has their own coding system. The district enters this field when the MPO provides the project identifier.

Implementing Agency – This field (up to 15 characters) is the name(s) of the responsible parties who initiated and will carry out the project. The district enters this field.

Phase – This field is the code(s) to indicate the project's phase(s) in the TIP/STIP. At least one code must be shown for each project. More than one code can be shown. The district must show phase by entering "X" after the appropriate letter(s) on the screen.

PHASE Field – TIP/STIP Project Phase Codes

'C'	**represents construction**
'PE'	represents preliminary engineering
'ROW'	represents right-of-way
'TR'	represents transfer of funds

MPO Code – This four-digit field represents the metropolitan planning organization in which the project is located. The district must enter this field if the project is located in a MPO. The MPO names and codes can be found in the data dictionary for File 121.

City Code – This five-digit field represents the local incorporation (city) where the project is located. The district must enter this field. The field entry is validated by the TACS table TFIM050 (see Category Selections).

TIP Year – This four-digit field indicates the fiscal year that the project is included in the TIP/STIP. Format of this field is YYYY (e.g., 1998). The district inputs and updates this field.

STIP Revision Date – On the STIP update screen (P7), this six digit field should be blank when the three year TIP is assembled by the district. If a project is to be added to the TIP/STIP or significant changes made to a project already in the current TIP/STIP, after coordination with TPP(S), the district should input the month and year that the project is to be added to or changed in the STIP. The format for the date entry is numeric MMYYYY.STIP REMARKS. This 60-character field is used to note specific comments that relate to project development. The district enters any STIP remarks in this field.

STIP View Only Screen Layout

Following is a copy of a blank STIP view only screen. The information on the STIP view only screen is locked information. The STIP view only screen is controlled by TPP(S).

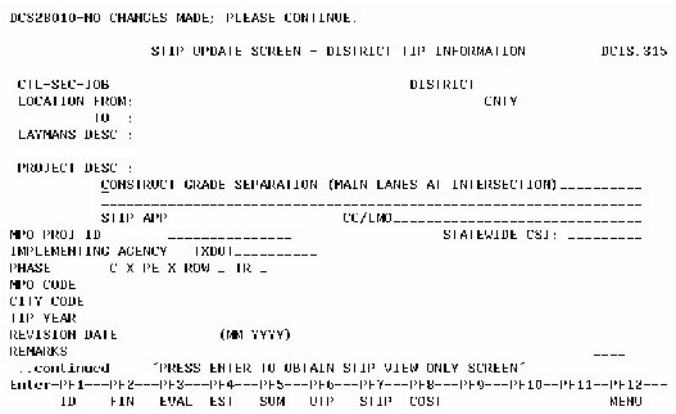


Figure 2-7. Blank STIP View Only screen

Fields on STIP View Only Screen

Brief descriptions of the fields on the STIP view only screen follow in physical order. The fields on the STIP view only screen are locked fields controlled by TPP(S). This information is also found in the DCIS Data Dictionary for File 122.

CTL-SEC-JOB – This field is a display of the project's control-section-job number.

Highway No. – This field is a display of the highway number from the project identification screen.

District – This field is a display of the district number and city where district office is located.

Location (From and To) – These fields describe references to physical ties for the beginning and ending of the project. These location fields (from and to) are updated by the LIMITS-FROM and LIMITS-TO fields on the project identification screen.

CNTY – This field is a display of the county number and name where the project is located.

ACT LET – This field is a display of the ACTUAL LET DATE field from the project identification screen.

Laymans Desc – This field with two lines (space for 60 characters each) is a layman's description of the type of work to be performed under this project as it was approved in the latest STIP. This field is updated by the LAYMANS DESC fields on the project identification screen.

Project ID – This ten-character field is for the metropolitan planning organization (MPO) project identifier for this project as it was approved in the latest STIP. This field is updated by the PROJECT ID field on the STIP update screen.

Fed Proj No – This field (up to 20 characters) represents the number assigned to this project for identification purposes. This field is updated by the PROJECT NUMBER field on the project identification screen.

Functional Class – This single-digit field represents the functional classification of the roadway section for this project as it was approved in the latest STIP. This field is updated by the FUNCTIONAL CLASS field on the project identification screen.

State Category – This field (space for four characters) represents the general funding category of work for this project as it was approved in the latest STIP. This field is updated by the CATEGORY field on the project finance screen. If the project is funded by more than one category, the category providing the largest percent of funds will be displayed.

Exist # of Lanes – This two-digit field represents the number of through travel lanes in both directions for the existing facility of this project as it was approved in the latest STIP. Where multiple lane transitions occur within the limits of this project, the predominate number of lanes over the project length is used. Where only frontage roads exist, or where the proposed project is on new location, this field will be zero. This field is updated by the EXST-MNLN-NUM field on the project evaluation screen.

Phase – This field is the code(s) to indicate the project's phase(s) as it was approved in the latest TIP/STIP. This field is updated by the PHASE field on the STIP update screen.

Prop # of Lanes – This two-digit field represents the number of through travel lanes in both directions for the proposed project as it was approved in the latest STIP. Where multiple lane transitions occur within the limits of this project, the proposed predominate number of lanes over the project length is used. Where this project is located on the frontage roads of a divided facility, this field will be zero. This field is updated by the PROP-MNLN-NM field on the project evaluation screen.

MPO Code – This four-digit field represents the metropolitan planning organization (MPO) in which the project is located as it was approved in the latest STIP. This field is updated by the MPO field on the STIP update screen.

Project Length (Miles) – This four-digit field with three decimal places represents the net project length in miles as it was approved in the latest STIP. This field is updated by the PROJECT LENGTH field on the project identification screen.

TIP Year – This four-digit field indicates the fiscal year that the project is included in the approved TIP/STIP. This field is updated by the TIP YEAR field on the STIP update screen.

Implementing Agency – This field contains the name(s) of responsible parties who initiated and will carry out project. This field is updated by the IMPLEMENTING AGENCY field on the STIP update screen.

STIP Revision Date – This six digit field is updated by the STIP REVISION DATE field on the STIP update screen.

FHWA Approval Date – This six digit field contains the date the FHWA approved the revised STIP information.

District Est Let Date – This four-digit field shows the district's estimated letting date for this project as it was approved in the latest STIP. This field is updated by the 'DIST LET DATE' field on the project identification screen.

Est Const Cost – This nine-digit field with two decimal places shows the district's estimated construction amount for this project, including miscellaneous cost and other participation without engineering and contingencies, as it was approved in the latest STIP. This field is updated by the EST-CONST-COST field on the project identification screen.

APPN Code – This three-character field (in an array of four) shows the apportionment code for project funds as approved in the latest STIP. The apportionment codes are updated by the apportionment codes shown on the project finance-percent screen. If the apportionment code is listed more than once on the project finance-percent screen, it is listed only once on the STIP screen.

Cost (program cost) – COST is a nine-digit field (in an array of four) displaying the program cost as approved in the latest STIP for the apportionment code indicated in the field immediately to the left. If the apportionment code is listed more than once on the project finance-percent screen, this field, COST, is the sum of the program costs for that apportionment code. The costs are updated by the costs shown on the project finance-percent screen.

Local Contribution – This nine-digit field shows the estimated amount that the district expects to receive from local entities towards the project's estimated construction cost, not including local matching funds (local cost). This field is updated by the LOCAL CONTRIBUTION field on the project finance screen.

NOTE: Local is any entity **other than FHWA or the state**.

Total State – This nine-digit field in the calculated sum of all state participation in the project's estimated construction cost as approved in the latest STIP. All state costs shown on the project finance-percent screen are added and used to update this field.

Total Local – This nine-digit field is the calculated sum of all local participation in the project's estimated construction cost (other than the lump sum amount shown in LOCAL CONTRIBUTION field). All local costs shown on the project finance-percent screen are added and used to update this field.

Total Fed – This nine-digit field is the calculated sum of all federal participation in the project's estimated construction cost as approved in the latest STIP. All federal costs shown on the project finance-percent screen are added and used to update this field.

Remarks – This 60-character field is used to note specific comments that relate to project development as it was approved in the latest STIP. This field is updated by the STIP REMARKS field on the STIP update screen.

Section 6
Cost Estimate History Screen

Introduction

The Cost Estimate History screen (P8) is used to track project construction and right of way cost history. This is a view only screen that will be updated yearly by TPP(P) immediately following Commission approval of the UTP. TPP(P) will run a program to populate these fields after UTP approval each year, until the project is let to contract. The construction and right-of-way cost estimates from the Project Identification (P1) screen, the scheduled UTP year, and current UTP date of approval will be captured. This information is utilized for AD HOC reporting by both TPP(P) and DES.

Screen Layout

Following is an example of the Cost Estimate History Screen (P8) with sample data.

```
DCS00315-NO CHANGES MADE; PLEASE CONTINUE
 ENGLISH   STATE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) VIEW ONLY  DCIS.315A
 CTL-SEC-JOB              HIGHWAY NO          DISTRICT
 LOCATION FROM:                                      CNTY
          TO  :                                      ACT LET
 LAYMANS DESC :
              :
            PROJECT INFORMATION                  PROJECT CODING
     MPO PROJECT ID                       FED PROJ NO     STIP    (   )
   FUNCTIONAL CLASS                       STATE CATEGORY  Y
   EXIST # OF LANES                       PHASE           C X PE X ROW   TR
   PROP  # OF LANES                       MPO CODE
     PROJECT LENGTH  MILES                TIP YEAR
 IMPLEMENTING AGENCY  TXDOT               STIP REVISION DATE
 DISTRICT EST LET DATE                    FHWA APPROVAL DATE
                              PROJECT FUNDING
                                          EST CONST COST:           0.00
 APPN CODE  1 Q23  COST:  1              LOCAL CONTRIBUTION:         0.00
            2             2          0       TOTAL FEDERAL:         0.00
            3             3          0         TOTAL STATE:         0.00
            4             4          0         TOTAL LOCAL:         0.00
 REMARKS:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
MENU  ID    FIN   EVAL  EST   SUM   UTP   STIP  COST              MENU  MENU
```

Figure 2-8. Cost Estimate History Screen

Fields

Brief descriptions of the fields on the COST ESTIMATE HISTORY SCREEN follow in physical order (order of location on the screen). This information is also found in the DCIS Data Dictionary for File 121.

CTL-SEC-JOB – This field is a display of the project's control-section-job number as shown on the Project Information (P1) Screen.

Highway No – This field is a display of the highway number from the project identification (P1) screen.

District – This field is a display of the district number and name where the project is located as shown on the Project Information (P1) Screen. It is based on the TACS table "DCSCONTS" listing of control-sections.

Cnty – This field is a display of the the county number and name where the project is located as shown on the Project Information (P1) Screen. It is based on the TACS table "DCSCONTS" listing of control-sections.

UTP Year – This field represents the scheduled UTP year at the time of the annual UTP update approval. It is updated by TPP(P).

Estimated Construction Cost Amount – This field represents the construction cost estimate at the time of each annual UTP update approval. It is updated by a job run by TPP(P) that captures the latest estimate of construction cost on the Project Identification (P1) screen, and saves it on this field. This field is then displayed on the Cost Estimate History Screen (P8) in DCIS.

Estimated ROW Cost Amount – This field represents the right of way (ROW) cost estimate as shown on the Project Identification (P1) screen, at the time of each annual UTP update approval. It is updated by a job run by TPP(P) that captures the latest estimate of ROW cost on the (P1) screen and saves it in this field. This field is then displayed on the Cost Estimate History Screen (P8) in DCIS.

Run Date – This field is the date the Construction Estimate, the ROW Estimate and the UTP year fields were populated in the Cost Estimate History Screen (P8) by a batch program that is run by TPP(P).

Chapter 3
Project Utility Screens

Contents:

Section 1
Cross Reference Screen

Introduction

The cross reference screen is on-line inquiry screen. Use this screen to retrieve information by specific criteria. DCIS will return online with all the records meeting the criteria.

Screen Layout

On the DCIS menu screen, enter the tag M1 and press ENTER. Following is a copy of the cross reference screen.

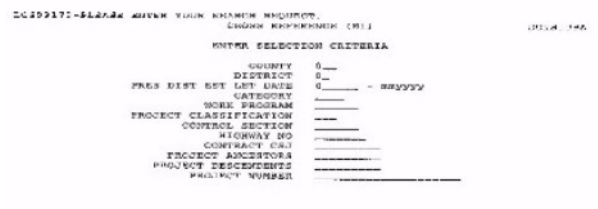


Figure 3-1. Cross-reference screen

Criteria

Enter one or more of the selection criteria. Use any combination of criteria to select project information; however, only projects meeting all the criteria will be displayed. (When entering digits, include leading zeros.)

Project Information Selection Criteria

For Selection	Enter:
County	Three-digit number
District	Two-digit number
Pres Dist Est Let Date	Four-digit number, MMYY in format
Category	Numeric/alpha (in DCSCATA TACS table (see Category Selections)
Work Program	Numeric/alpha (in DCSWPGMS TACS table) (see Category Selections)
Project Classification	Three-character code (in DCSPRCLS TACS table) (see Category Selections)
Control Section	Six-digit number

Project Information Selection Criteria

For Selection	Enter:
Highway No.	Two-characters, space, up to four-digit number
Contract CSJ	Nine-digit number
Project Ancestors	Nine-digit number
Project Descendants	Nine-digit number

Online Report

The online report shows county, district, highway, control-section-job number, project number, estimated letting date, limits, estimated construction cost, authorized amount, layman's description, and project classification.

Section 2
Delete Segment Screen

Introduction

The delete segment screen allows authorized users to delete online records which are no longer valid is DCIS. On the DCIS menu screen, enter the tag M2 and press ENTER.

Screen Layout

Following is a copy of the delete segment screen.

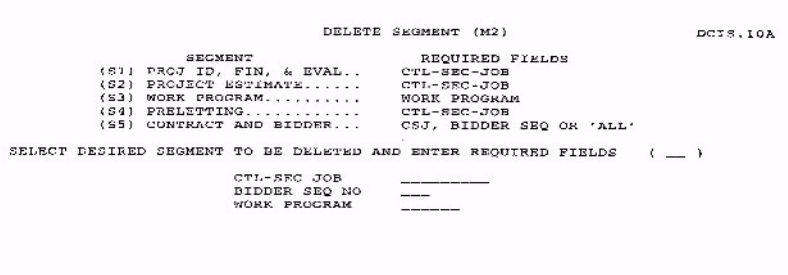


Figure 3-2. Delete segment screen.

NOTE: Enter segment to be deleted and required fields. Then press ENTER key. A system message will appear asking for confirmation that the delete information is correct. Enter "Y" for yes or "N" for no and press ENTER key.

Conditions

Following are conditions for segment deletions.

Segment Deletion Conditions

SEG.	Segment Name	Authorized Users	Conditions to Meet
S1	Project identification, finance & evaluation screens	District	If project is a planning CSJ (not authorized) and if no estimate segment exists
S1	Project identification, finance & evaluation screens	TPP(P)	Any project if no estimate segment exists
S2	Project estimate	District	If 'EST CODE' is 'P' and if no preletting segment on file

Segment Deletion Conditions

SEG.	Segment Name	Authorized Users	Conditions to Meet
S2	Project estimate	Austin Office (DES) field coordination	If 'EST CODE' is '8' and if no preletting segment on file
S3	Work program segment	TPP(P)	Total obligated amount must equal zero
S4	Preletting segment	Austin Office (DES) field coordination	Must have no contract and bidder segment
S5	Contract & bidder segment	Austin Office (CST)	Delete bid price (only CST has access)

Section 3
Work Program Screen

Introduction

The work program screen is a data screen to record work program information for district allocations. Only TPP(P) can enter information. TPP(P) first adds a new work program number to the TACS table DCSWPGMS using ROSCOE (see Category Selections). Next, TPP(P) adds the work program number to DCIS with the work program screen.

TPP(P) also completes the applicable fields on the work program screen such as the district allocations approved by the commission. The district allocation field is the amount shown for a district when a work program status report or work program submission report is obtained through ROSCOE (regional ROSCOE).

Screen Layout

The work program screen can be viewed by anyone. On the DCIS menu screen, enter the tag "M3" and the work program number, and press ENTER. Following is a copy of a blank work program screen.

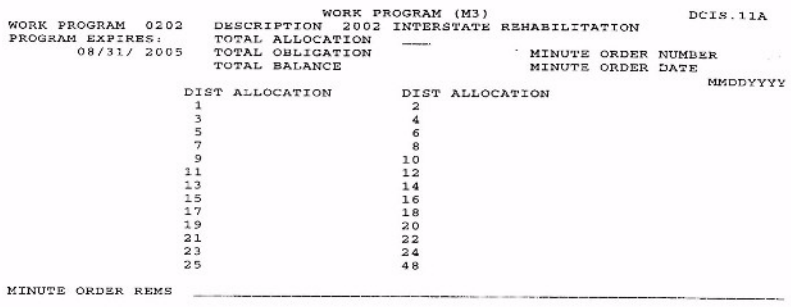


Figure 3-3. Blank Work Program screen.

Fields

Brief descriptions of the fields on the work program screen follow in physical order. This information is also found in the DCIS Data Dictionary for File 122.

Work Program — This six-character field on the work program screen (M3) is the work program number that TPP(P) has established for this work program. This field is validated against the TACS table DCSWPGMS (see Category Selections). The work program name is displayed next to the heading of **Description**.

Total Allocation — This-eleven-digit field on the work program screen (M3) represents the total amount allocated by the commission for this work program. This field is input only by TPP(P).

Dist Allocation — This eleven-digit field on the work program screen (M3) represents the funds allocated to each district by the commission for this work program. One field is provided for each district (25 occurrences) and the Austin office, for a total of 26 occurrences. This field is input only by TPP(P). The district allocation amounts shown on the work program screen are the amounts shown when the ROSCOE reports of Work Program Submission and Work Program Status are requested.

Chapter 4
Project Processing Screens

Contents:

Section 1
Project Estimate Screens

Introduction

The project estimate is a tabulation of a project's estimated construction cost. The project estimate is an itemized list of work-related construction line items (with unit bid price and quantities) grouped in major categories of work. Those categories of work are summed to give the project's total estimated construction cost.

The development of a project estimate is a constantly evolving process that begins when the plan preparation begins and continues throughout the course of the project. When the district user has enough information, the district should create the CSJ estimate in DCIS. Some important items to determine so a project estimate can be prepared include the following:

- Bid Items and Descriptive Codes

  Quantities – Quantities are calculated based on proposed units of work established in the plan details.

  Unit Bid Prices – A unit bid price is needed for each bid item. It is the price to be paid for each unit of work as outlined in the Special Specification under measurement and payment.

- Alternates to Bid Items

Special Accounts – Special accounts are identified by code numbers in the estimate so accounts can be set up to cover costs incurred by state maintenance forces, the contractor, or other agencies. A description of work to be performed and an estimated cost are included for each special account. The unit of measure is by the lump sum.

Most projects will involve some work to be done by state maintenance forces, or other agencies. Special accounts should be established so the state maintenance forces or other agencies can charge the project. These special accounts are not bid items, but they are accounts set up to cover costs incurred. Special accounts are identified in the project estimate by a code number. Section 2 is a list of special accounts, their code number, and if there is FHWA participation.

How to Customize Special Accounts

In order to customize any of the special account numbers, first identify which special account most closely fits the need. Then add fifty to the code number**.**

EXAMPLE: For participation by the city, 29 is the code number. 29 + 50 = 79. So the code number to enter on the DCIS estimate (P4 screen) is 79. Then use a card type 3 on the

estimate to describe the city (or insert any description needed). Refer to Project Estimate Screen in Chapter 4, Section 1 of this manual.

TACS Table DCSSPLAC Notes

The following table lists **code numbers** found in TACS Table DCSSPLAC Notes, including their corresponding special accounts. Also included is information on whether the account is a federal participating or a federal non-participating.

TACS TABLE DCSSPLAC NOTES

Code Numbers	Special Accounts	Federal Participating or Non-Participating
01	State Force Account Work (Non-part)	Non-participating
11	State Force Account Work (Part)	Participating
27	State Force Account Work	-
02	Railroad Force Account Work	-
12	Railroad Force Account Work (Part)	Participating
06	Material Furnished by State	-
16	Material Furnished by State (Part)	Participating
08	Contractor Force Account Work	-
18	Contractor Force Account Work (Part)	Participating
22	Contractor Force Act or Agr Unit Price	-
26	Contractor Force Act or Agr Unit Price (Part)	Participating
28	Stockpile Account Number	-
09	City or County Financing (N.P.)	Non-participating
10	City Financing (N.P.) Included Above	Non-participating
23	Part (Incl Above) by City of	Participating
24	Part (Incl Above) by County of	Participating
29	Part by City of	Participating
30	Part by County of	Participating

TACS TABLE DCSSPLAC NOTES

Code Numbers	Special Accounts	Federal Participating or Non-Participating
31	Materials Furnished by City – Participating	Participating
32	Materials Furnished by City - Non-Participating	Non-participating
39	City Force Account Work (Part)	Participating

Creating a Project Estimate in DCIS

In order to create an estimate in DCIS on the project estimate screen (P4), the project must be in DCIS as a CSJ with information on the screens for project identification (P1), project finance (P2), project finance - percent, and project evaluation (P3).

On the project identification screen, enter the CONTRACT CSJ field. The project estimate screen (P4) can then be obtained, and the project estimate created in DCIS by entering the estimate information online. An alternate way of creating an estimate in DCIS is to copy from a similar estimate by using the DCIS copy function.

The project estimate screen (P4) must be set up in DCIS by the district so it can be released to the Austin office for further processing and eventual letting.

Screen Layout

Following is a copy of a blank project estimate screen (P4).

```
 MORE                          PROJECT ESTIMATE (P4) ENGLISH PROJECT DCIS.0SA
CTL-SEC-JOB              LINE _____0  EST CODE B %&SC 22.2_ PF10 = BLANK PAGE
            ITEM DESC SP SPL ALT                      UNIT    BID
CHG  LINE  CARD NO  CODE NO ACT CP  ALT  QUANTITY      PRICE   ITEM
IND   NO   TYPE  *** CATEGORY OF WORK / UNIQUE DESC / COMMENT ***  UNIT   MI
 _  _____0  _0 ___0 ___0 __0 _0  __  0 ________0.000 ________0.000 _
 _  ___600  _3 PREPARED BY:                    DISTRICT ENGINEER_  ___ __0.000
 _  _____0  _0 ___0 ___0 __0 _0  __  0 ________0.000 ________0.000 _
 _  ___700  _2 ROADWAY-RURAL_____________________________________  ___ __0.057
 _  ___000  _4 _100 2002 __0 _0  __  0 ________      _____   0.000 Y
 _  ___000  _0 PREPARING ROW_____________________________________  STA __0.000
 _  ___900  _4 _110 2004 __0 _0  __  0 _______       _______ 0.000 Y
 _  ___900  _0 EXCAVATION (ROADWAY AND CHANNEL)_________________  CY_ __0.000
 _  __1000  _4 _132 2004 __0 _0  __  0 ______        _______   000 Y
 _  __1000  _0 EMBANKMENT (FINAL)(DENS CONT)(TY B)_____________  CY_ __0.000
 _  __1100  _4 _161 2000 __0 _0  __  0 _____         _______ 0.000 Y
 _  __1100  _0 EROSION CONTROL COMPOST     ____________________  SY_ __0.000
 _  __1200  _4 _164 2001 __0 _0  __  0 ______        ________  000 Y
 _  __1200  _0 BROADCAST SEED (PERM) (RURAL) (SANDY)___________  SY_ __0.000
 _  __1300  _4 _164 2009 __0 _0  __  0 ______    000 ________  000 Y
 _  __1300  _0 BROADCAST SEED (TEMP) (WARM)_____________________  SY_ __0.000
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      ID    FIN   EVAL  EST   SUM   UTP         COST                    MENU
```

Figure 4-1. Blank Project Estimate screen.

NOTE: The PF7 key is available for the DCIS estimate copy function from an existing estimate (see page 12-11 for instructions). The PF10 key is available to add (insert) a large number of records. Pressing the PF10 key will insert a blank screen.

General Guidelines for Estimate Screen

- The project estimate screen can be obtained from the DCIS menu screen by entering the tag of **P4** and the CSJ. Alternately, the PF4 key can be used to reach the project estimate screen for the CSJ.
- On the first line of the estimate screen, the estimate code field is displayed. The code of P indicates that the estimate is controlled by the district. The code of 8 indicates that the estimate is controlled by the responsible Austin office. The estimate code is changed on the contract summary screen (C1) by the district or the Austin office.
- The %E&C field represents the percentage of engineering and contingencies charged to a project. For the majority of federally funded projects, the indirect cost percentage is added to the E&C percentage and reflected in the %E&C field. The percentages to be used should be based on current department guideline.

When the contract has multiple CSJs, the percent E&C must be the same for all CSJs.

- Use the tab key to move from left to right along the eight line pairs on the estimate screen.
- Line numbers must be entered on the estimate screen for every card type used. Number the lines with ample numbers so that lines can be inserted later if necessary. (Suggestion: 5, 10, 15, 20, 25, 30, 35, etc., or 10, 20, 30, 40, 50, 60, etc.)
- Once an estimate is in DCIS, an authorized user can change, add or delete items. Any user can view an estimate after it is on DCIS. Press ENTER key to page through an estimate, or use the line number field at the top of the estimate screen.

Card Types

The online DCIS estimate program uses five different data forms. In DCIS, these data forms are called “card types.” In earlier stages of computer development, information was input by key punched cards via remote punch card readers.

Following are five card types used for the online DCIS estimate program.

DCIS Online Estimate Program and Card Types

Card Type	Description
2	Category of work
3	Description (Comment)

DCIS Online Estimate Program and Card Types

Card Type	Description
4	Item - Price – Quantity
5	Description of special account item or unique item
12	Bridge Project Header Data
9	End of Money (Item - Price - Quantity records)

Card Type 2: Work Category

Guidelines:

- The card type 2 is for entering the different categories of work to be done (required).
- Use only the bottom line of the line pair on the project estimate screen.
- Enter the work category heading (i.e., roadway), and the length of that work category to the nearest 0.001 of a mile. (If length is not applicable, 0.000 is acceptable for traffic signals, etc.) The work category lengths in a CSJ must equal the project identification screen (P1). After the exact length of the CSJ is calculated, contact TPP(P) if the length needs to be corrected on the project identification screen.
- One card type 2 must be provided for each different category of work in the estimate. Use as many as necessary.
- Use card type 2 to separate roadway and bridge items of work.
- The district can define additional work categories if needed.
- The estimate report will automatically tabulate each category of work.

Card Type 3: Description (Comment)

Guidelines:

- The card type 3 is for entering a comment note or descriptive information.
- Use only the bottom line of the line pair on the project estimate screen.
- Use card type 3 anywhere in the estimate except between a card type 4 that is a special account or unique item and its accompanying card type 5.
- Each card type 3 allows fifty spaces for comments. Comments are printed on the estimate report as they are shown on the estimate screen. (Example: City of Georgetown to contribute $100,000 towards the funding of the project.)

- Use of card type 3 is optional but desirable **unless** the comment is in reference to an outside funding source of the project, **then a type 3 card is required.** (Example: City of Georgetown to contribute $100,000 towards the funding of the project.)
- When a type 3 card is required to identify outside funding sources, the information would be entered as comment cards ("3" cards) placed after the "9" card on the last CSJ linked to the Contract CSJ (CCSJ). An example of this is when there is a fixed sum participation in the contract. Comment cards ("3" cards) would be placed after the "9" card on the last CSJ linked to the Contract CSJ to read "For CSJ XXXX-XX-XXX, City of (city name) to pay the fixed sum of $xxx,xxx." More than one "3" card may be used to identify all funding sources involved in the project if needed.

Card Type 4: Item-Quantity-Price

Guidelines:

- Use card type 4 to enter regular bid items, alternate bid items, special account items, and unique items. Card type 4 accounts for most online key entry.
- Use the top line of the line pair on the project estimate screen.
- Right justify bid item, descriptive code, special provision number.
- Respect displayed decimal point for quantity and unit bid price.
- Special account numbers are validated by TACS table >DCSSPLAC= (see Category Selections).
- Use at least one card type 4 (one line of data) for each item in each category of work (card type 2).

For regular bid item, enter:

- bid item number
- descriptive code for the bid item
- any applicable special provision number
- estimated quantity for this item
- estimated unit bid price for this bid item

NOTE: If this bid item is used elsewhere in the project or in the contract, the same price must be entered.

For regular bid item with an alternate, enter:

- bid item numbet
- descriptive code for the bid item

- any applicable special provision number
- alternate number

EXAMPLE: 1, 2, 3, 4, 5.

- estimated quantity for this item
- estimated unit bid price for this bid item

Alternate Bid Items

The purpose of alternate bids is to determine, from actual contractor's bids, which of two (or more) methods of construction is the least expensive. The Engineer has determined that two or more different methods of construction seem to estimate to be approximately equal in cost due to material costs, labor costs, time costs, etc. The Engineer will set up the estimate to allow Contractors to bid on their preferred method of construction. The Contractor with the low bid will receive the contract and lock in the method of construction. This means that all the alternatives that are not selected will disappear.

In any project that has alternates, there will be a set of items that will use the same bid codes and have the same quantity regardless of which alternate is chosen. There is another set of items that make up Alternate 1, which is sometimes referred to as the "base bid", because it is integrated into the main part of the estimate, and marked with a 1 in the "alt" column as shown in this DCIS P4 screen:

```
          ITEM DESC SP  SPL       ALT                           UNIT   BID
CHG  LINE CARD NO  CODE NO ACT GP  ALT  QUANTITY      PRICE  ITEM
IND   NO   TYPE  *** CATEGORY OF WORK / UNIQUE DESC / COMMENT ***  UNIT   MI
_ __2250 _4 _260 2037 __0 _0 __ 1 ____16585.000 _______80.000 Y
_ __2250 _0 LIME(HYD,COM OR QK)(SLRY)OR QK(DRY)   ___________ TON __0.000
_ __2280 _4 _305 2003 __0 _0 __ 0 ___320396.000 ________0.800 Y
_ __2280 _0 SALV, HAUL & STKPL RCL APH PV (2 TO 4")___________ SY_ __0.000
_ __2300 _4 _310 2001 __0 _0 __ 1 ___129779.000 ________1.800 Y
_ __2300 _0 PRIME COAT (MC-30)________________________________ GAL __0.000
_ __2320 _4 _316 2029 __0 _0 __ 0 ____68967.000 ________1.800 Y
_ __2320 _0 ASPH (AC-15P OR AC-20-5TR)________________________ GAL __0.000
_ __2325 _4 _316 2190 __0 _0 __ 1 _____3917.000 _______45.000 Y
_ __2325 _0 AGGR(TY-D GR-4 SAC-B)_____________________________ CY_ __0.000
_ __2360 _4 _316 2363 __0 _0 __ 0 _____1576.000 _______43.500 Y
_ __2360 _0 AGGR (TY-PD GR-4 OR TY-PL GR-4)(SAC-B)____________ CY_ __0.000
```

Figure 4-2. Alt.

Finally there is a set of items that constitute Alternate 1A, which is grouped separately in the estimate from the base bid, and marked 1A in the "alt" column:

(There may also be additional alternate group numbers 1B, 1C, etc., but for simplicity, we assume only alts 1 & 1A, also there may be Alternate 2, 3, 4, 5). The Alternate 1 set must be a complete package that can be substituted entirely for the Alternate 1A set, and vice versa, and these packages must be equal in estimated amount, with less than $1 in difference. Any item that is in one alternate but not in the other, will be deleted from the project if the other is the chosen alternate.

For instance, assume alt 1 is for hot mix pavement and alt 1A is mostly concrete pavement but with a small quantity of hot mix transition areas at each end of the project. Item 341 (Hot Mix) is marked as alt 1 in the base bid, Item 360 (Concrete Pavement) is listed in alt 1A. If you do not also put Item 341 into alt 1A, there will be no hot mix in the contract if alt 1A is chosen. Also, be aware that there may be different quantities of excavation, fill and base with the different pavement types, as well as different types of pavement markings, so these items may also need to be included in both alternates. If any required items are left out of an alternate, there will not be an accurate comparison of costs, and it can lead to the need for field changes (change orders), which are not considered cost effective.

If there is a second CSJ in this project, which has Item 341, (or any other item that is in either one of the alternates in the 1st CSJ) this item must be marked as alt 1 in the base bid and also listed in alt 1A in the 2nd CSJ, even though the quantities are the same. This has to do with how the estimated unit prices are determined so that the alternates are equivalent in estimated cost.

Use the regular bid codes, rather than requesting alternate bid codes. Otherwise, the bidders could bid different unit prices for the same items and that could skew the estimate in favor of the alternate the bidders prefer rather than giving an accurate cost comparison.

Once you have determined the bid items and quantities for each alternate, including alternates for the subordinate CSJs, the best way to determine unit prices that will make the alternates equal in estimated amounts is to put it all on a spreadsheet. List each item that is in either alternate, use one column for the unit price, one column each for the quantity & amount in alt 1, and for the quantity and amount in alt 1A. Sum the amount columns for each

alternate. It can be helpful to have these sums in a cell where they can be seen wherever you are in the spreadsheet, and to have a cell with the difference between them also. Start with average bid prices and then adjust them until the difference between the alternates is less than $1. These are the unit prices that will be used in the estimate.

Summary:

1. Primary base bid alternate estimated cost must equal each subsequent alternate group estimates within $1.
2. Watch for same bid codes in other CSJs that make up the CCSJ. The Engineer will have to place a primary base bid and alternate if using the same bid code as an alternate in another CSJ.
3. Do not ask for special alternate bid codes, use existing bid codes.
4. Alternate bid items are only to be used on methods that are equivalent in quality and performance and that one does not have an inherent advantage over the other.

Following is an example spreadsheet from an actual project:

		Alt 1			Alt 1A		
Item-Code	Description	unit price	quantity	amount	quantity	Amount	
				$3,099.99			
110-2001	Excavation Rowy	4	772497	8	726353	$2,905.412	
	Embankment(final)(dens con)(TY			$3,192.01			
132-2004	B)	6.5	491079	4	488278	$3,245,307	
	fl bs (crmp in plc)(ty a gr 4)(final			$2,123.47			
247-2044	pos)	15	141586	5	56909	$853,635	
260-2009	lime trt (exst matl)(10")	1	734911	$734,911	493876	$493,876	
	lime(hyc com or qk)(slry)or			$1,326.80			
260-2012	qk(dry)	80	16586	0	11113	$889,040	
310-2001	prime coat (mc-30)	1.8	131889	$237,400	31259	$56,266	
316-2190	aggr (ty-d gr-4 sac-B)	45	3981	$179,145	64	$2,880	Sum Alt 1
							$38,233.49
316-2006	asph (ac-15p or crs-2p)	2	174189	$348,330	2852	$5,664	2.15
				$5,692.80			
341-2011	d-gr hma(comp)(ty-b pg64-22	38	149813	4	108437	$4,006,808	
342-2002	pfc (asphalt) pg76-22	251	2005	$703,755		$0	Sum Alt 1A
				$1,697.44			$38,233.49
342-2006	pfc (aggregate)(pg76mix)sac-a	60	31624	0		$0	1.09
				$11,891.1			
344-2007	pf dsgn-mix sp-a pg70-22	84.45	214713	28		$0	
	stone-mtrx-asph sma-c sac-c			$3,354.26			
346-2010	pg76-22	42	79864	8		$0	Difference
	stone-mtrx-asph sma-d sac-b			$2,311.23			
346-2018	pg76-22	44	52528	2		$0	$0.26
						$24,674.15	
360-2007	conc pvmt (cont reinf-crcp)(14")	53	11378	$603,034	465550	0	
365-2001	Wide flange pavement terminals	748.62	256	$191,647	882	$660,263	
432-2002	riprap (conc)(5in)	300	947.7	$284,310	660	$198,000	
529-2029	conc curb & gutter (ty ii a)	16	7647	$122,352	590	$9,440	
529-2050	conc curb (mono)(ty ii a	14	1977	$27,678	7559	$105,826	529-2050
	refl pav mrk ty I (w)4"						
666-2003	(onl)(100mil)	0.23	85890	$19,755	13480	$3,100	666-2003
	refl pav mrk ty I (w) 4"						
666-2012	(sld)(100mil)	0.2	176079	$35,216	29900	$5,980	666-2012
	refl pav mrk ty I (w) 8"						
666-2036	(sld)(100mil)	0.5	31800	$15,900	2000	$1,000	666-2036
	refl pav mrk ty I (w)						
666-2042	12"(sld)(100mil)	1.816	2400	$4,358	300	5545	666-2042
	refl pav mrk ty I (y) 4"						
666-2111	(sld)(100mil)	0.22	113004	$24,861	15450	$3,399	666-2111
666-2063	prefab pav mrk TY b (w) (24" sld)	10	100	$1,000	220	$2,200	666-2063
666-2064	prefab pav mrk TY b (w) (arrow)	270		$0	9	$2,430	666-2064
666-2074	prefab pav mrk TY b (w) (word)	450		$0	7	$3,150	666-2074

Figure 4-3. Spreadsheet

For alternate bid item, enter:

- bid item number
- descriptive code for the bid item

- any applicable special provision number
- alternate group number

EXAMPLE: 1A, 2A, 3A.

- estimated quantity for this item
- estimated unit bid price for this bid item

For special account, enter:

- special account number
- 1 in the quantity field
- lump sum unit price

NOTE: Remember to use a card type 5 to enter description and unit (lump sum).

For unique item, enter:

- bid item number (if there is one) or
- 0000 in the bid item number or
- 0000 in descriptive code
- any applicable special provision number
- estimated quantity for this item
- estimated unit bid price for this bid item

NOTE: Remember to use a card type 5 to enter description and unit.

Card Type 5: Special Account or Unique Item

Guidelines

- The card type 5 is to describe a special account item or a unique item that does not have a bid item number or descriptive code.
- A card type 5 is **required** for all special account items.
- Use the bottom line of the line pair on the project estimate screen.
- Enter the desired description for the special account items or unique item.
- Enter the unit of measurement in the unit of measurement field (left justified).
- Enter **LS** for lump sum for special accounts. For unique items, the unit of measurement can be **EA, M3, M2, HA,** etc., or equivalent English unit of measure.

- When using more than one card type 5 consecutively, the unit of measurement must be on the last card type 5.
- Use no more than ten card type 5s with one special account item card type 4.
- Use only one card type 5 with a unique item card type 4.

Card Type 12: Bridge Project Header Data

Guidelines

- Use at least one card type 12 for each bridge. Additional card type 12s will be needed for each bridge that has more than one bridge type, such as a bridge consisting of spans of prestressed beams and steel girders.
- Use card type 12 to enter appropriate bridge data including bridge class box culverts.
  - Name of structure (bridge name)
  - Existing and new National Bridge Inventory (NBI) numbers
  - Existing and new bridge types
  - Existing and proposed structure lengths (or total span length of the same bridge type)
  - Existing and proposed overall deck width
  - Proposed clear roadway width
  - Proposed overall breakback width (for widening projects)
  - Type of bridge project (replacement, widen and rehab, rehab/railwork/maintenance only, and new)
  - Whether on or off-State system
- Use a card type 3 for any additional data not covered in the card type 12 data, such as the beginning and ending station numbers.

  For more information on Card Type 12, see the *Bridge Project Development Manual*, Chapter 6, Section 2, Estimates.

Card Type 9: End of Money

Guidelines

- The card type 9 is to indicate the estimate is complete.
- Enter the card type 9 at the end of the project estimate. Use the bottom line of the line pair.
- Use of the card type 9 automatically updates the LATEST ESTIMATED CONSTRUCTION COST field on the project identification screen (P1).
  Note: If the card type 9 is deleted from an estimate, the construction cost on the project identification screen (P1) does not change until the user manually changes that field. When the card

type 9 is reentered on the estimate screen, it will again automatically update the field on the project identification screen.

- When the district releases an estimate to the Austin office, the estimate **must** have a card type 9 correctly entered.

Updating Online DCIS Estimates

To change data:

1. Key in "—" in the CHG IND (change indicator) field,
2. Tab to field that needs to be changed and change it,
3. Press ENTER.

To add data:

4. Key in **A** in the CHG IND (change indicator) field, new line number,
5. Tab to any field and add information needed (Note: Bid items, comments, new category of work, etc., can be added directly over existing information by using a new line number and **A** in the CHG IND field. However, only card type 4 can be added over an existing card type 4. Card types 2, 3, or 5 can be added over existing card types 2, 3, or 5 by using a new line number and **A** in the CHG IND field.)
6. Press ENTER.

To copy a line:

7. Key in **A** in the CHG IND (change indicator) field,
8. Key in the line number to be copied,
9. Press ENTER. (All card data will be added to new line without deleting the old line. Change the information as indicated above.)

To add a large amount of records:

10. Press PF10 key to get a blank screen.
11. Enter additional lines. If lines are not used, press ENTER and extra lines will not be shown.

To delete data:

12. On the line to be deleted, key in **D** in the CHG IND (change indicator) field.
13. Press ENTER.

NOTE: Remember to delete all associated card type 5s when deleting card type 4.

Use Copy Function to Create an Estimate

1. Sign on to DCIS.
2. Select a CSJ (that has not been let) in DCIS that has a project estimate similar to the one to be prepared.
3. Retrieve the project estimate screen (P4) to be copied.
4. Over the CSJ field on that P4 screen, key in the CSJ of the estimate to be prepared. Press ENTER.
5. DCIS will prompt user to press the PF7 key to continue.
6. DCIS will copy the original estimate to the CSJ of the new estimate. All items are copied except that the quantity fields will contain zeros. User must retrieve new estimate and add in the new quantities (and if necessary, change unit prices). In addition, new items can be added and other items deleted.

How to Obtain a Printed Copy of Estimate

To obtain a printed copy of the estimate, use the RJEJCL procedures on ROSCOE (regional ROSCOE). Refer to the DCIS REPORTS GUIDE in Chapter 5 of this manual.

Section 2
Contract Summary Screen

Introduction

The contract summary screen (C1) is created when the nine-digit CONTRACT CSJ field is entered on the project identification screen (P1). This screen reflects whether a CSJ is to be let alone or with other CSJs in a contract. If a CSJ is to be let alone, this field should be input with itself. If several CSJs are to be combined, the CONTRACT CSJ must be entered on each P1 screen of all CSJs involved. Usually, the contract CSJ is the most representative from a type of work standpoint. For contracts involving CSJs for similar types of work, the low CSJ should be selected as the contract CSJ. An exception to this rule, however, involves the use of federal funds in a contract. If any federal funds are to be used in a contract, the contract CSJ should be the CSJ funded with federal funds.

As soon as a decision has been made regarding the combination of CSJs into a contract, the CONTRACT CSJ field should be entered. The CONTRACT CSJ should be entered prior to the input of the estimate into DCIS. It is also required input by Letting Management (DES(LM)) when a district performs their update of DCIS for their 12-Month Letting Schedule.

Contract Summary Screen Layout

Following is a copy of a blank contract summary screen (C1).

```
                          CONTRACT SUMMARY (C1)     ENGLISH PROJECT  DCIS.07A
 CONTRACT CSJ                 FST CODE      0     CST MANAGER NUMBER      _
 CONTRACT SEQ NO              LET CODE      T     NAME                 ______
 NUMBER WORK DAYS    ___      DTV RESP            ADDR                _________
 PROP GUARANTEE        ___    WAIVER FLAG   Y     CITY                 ________
 BIDS RECD UNTIL    _  _  _   DIST-RESP      _    ZIP
 CONTRACT LOCKED   Y TOT CONT COST                TEL
 PREBID CONF  0  0  0 LOCAL LET  N DBE-GOAL FLAG Y  USER COST AMT _________
 CONTRACT TYPE OF WORK REPLACE BRIDGE-CLASS CULVERT_____________________
 CONTRACT  FROM AT TRIBUTARY TO LONG BRANCH_______       INCLUDED PROJECTS
 LIMITS      TO ___________________________________       END OF CSJ LIST
             --              --              --              --              --
             --              --              --              --              --
             --              --              --              --              --
             --              --              --              --              --
             --              --              --              --              --
             --              --              --              --              --
             --              --              --              --              --
             --              --              --              --              --
             --              --              --              --              --
             --              --              --              --              --
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      TD    FTN   EVAL  FST   SUM   UTP   PGUP  PGDN  CNTY        P-BID EXIT
```

Figure 4-4. Blank Contract Summary screen (C1).

NOTE: Press the PF11 key to obtain a companion screen regarding the pre-bid conference. When more than (50) CSJs are linked together, use the PF8 key to page down and the PF7 key to page up. Press the PF9 key to obtain a companion screen regarding multiple counties for districtwide CSJs. These companion screens and detailed field information are included later in this section.

Fields on Contract Summary Screen

Brief descriptions of the fields on the contract summary screen (C1) follow in physical order. This information is also found in the DCIS Data Dictionary for File 124.

Contract CSJ – This nine-digit field is the control section job number that represents a contract for letting.

Contract Seq No – This four-digit field is a read only field of the sequence number assigned by DES(PS) to indicate the order in which contracts will be read and bid during letting. The CONTRACT SEQUENCE NUMBER will be entered through CMCS (and displayed in DCIS) by DES (LM).

No Work Days W/Flag – This five-digit field represents the number of working days for this contract. The single-character field next to the number of days is a flag to indicate A and B bidding. The default for this flag field is "W" for working days. An "*" is input to indicate A and B bidding. During post letting the field area inputs the actual working days for A+B bidding projects. These two fields represent the work day definition shown in the bidding proposal and ultimately in the contract. The district must enter this information before changing the EST CODE to 8.

Prop Guarantee – This seven-digit field represents in dollars the proposal guarantee amount for this contract. This field is calculated from the estimate after the 9 card has been entered. The amount of the guarantee is 2% of the estimated cost, rounded to the nearest thousand. The field can be updated manually by DES (LM).

Bids Recd Until – This six-digit field represents the date of the letting for this contract. (All received bid proposals are read on that day.) The format for this field is MMDDYY. This field is updated by DES(LM). This field is used in the notice to contractors report, and the month and year are used to create the contract number.

Contract Locked – This single character field indicates if the estimate file (P4) screen, specification list, and the PROP GUARANTEE, NO WORK DAYS, and flag fields on the Contract Summary (C1) screen have been locked. A "Y" indicates yes. An "N" indicates no and is the default.

For division-review projects, when the BPS proposal build file is run by DES(FA), the fields mentioned above will be locked. If an addendum is needed on a specific contract, the project reviewer will contact the DES(FA) to coordinate the addendum to unlock the fields in DCIS so that the necessary revisions can be made. When the addendum is run by DES(FA), these fields will be relocked.

For district-review projects, a new field has been added to the BPS build screen. When the district reviewer has run and examined the proposal for accuracy and is ready to turn the proposal over to DES, they will mark the lock/release flag in the BPS build screen. When this field is marked and the proposal is run, the DCIS estimate code will automatically change from “P” to “8” on the Contract Summary (C1) screen, and the estimate fields, along with the other fields mentioned above, will be locked. The unlock process will be handled the same as the design-review projects. If a district-review project requires an addendum, the district will contact the project reviewer in DES(FA), who will unlock the fields. When the addendum is run, the fields will be relocked.

Prebid Conference – This six-digit field represents the date of the first pre-bid conference, if any pre-bid conference is to be held. If a conference is to be held, the district must enter the date (or dates) in this field **and** also complete the pre-bid conference screen before releasing the estimate to the Austin office. If no pre-bid conference is planned, this field is to be left blank.

EST Code – This single-character field represents which office has access to perform updates on the plans estimate screen (P4) and the contract summary screen (C1). When the contract summary screen is added by the district, this field shows a default of "**P**" indicating that only the district can update the estimate screen, and the contract summary screen can only be updated by the district or DES(LM). When the estimate is complete and the district is ready to submit this project to the Austin office for control, the district must build the proposal and release the project to Design which will change the "P" to an "8". DES (LM) can over ride the "P". Field areas can unlock the project and release it back to the districts for changes, then the proposal must be re-run and the project released back to DES.

Let Code – This single-character field is a display from the contract award screen controlled by the Construction Division (CST). This field represents one of the following conditions:

LET CODE Field – Contract Award Screen Letting Codes	
CODE	CONDITION
T	before and during letting process.
Y	yes, bids entered and verified.
A	a bidder awarded the contract.
R	bids rejected for this contract.

Div Resp – This two-digit field represents the division that is responsible for this contract and most of its engineering review. This division is responsible for the recommendation of award, securing additional funding authority when necessary, etc.

DIV RESP Field – Responsible Division Codes	
CODE	DIVISION
48	DES – Design
58	TRF - Traffic Operations
47	MNT – Maintenance
86	TTA – Texas Turnpike Authority

Waiver Flag – This single-character field indicates if the bidders prequalifications are waived on this contract. This field is calculated based on the estimated cost of the project. The field becomes a "Y" for yes, to waive the bidder's prequalifications, if the estimated cost of the project is less than $300,000. For waived projects over $300,000, the field can be updated by DES(LM).

Dist - Resp – This two-digit field represents the number of the district that is responsible for developing the preliminary engineering and PS&E for this contract. The district updates this field.

DBE Goals Flag – This single-character field represents the status of disadvantaged business enterprise requirements. The default of this field is "Y" for yes. This field is updated by DES (field coordination), TRF or DES(FA). The field can be updated with "N" for no (if appropriate) after the EST CODE field has been changed by the district to an "**8**".

Local Let – This one-character field indicates whether the contract is to be let locally. The default for this field is "N" for no. If the contract is to be let locally, the district must change the field to "Y" for yes before the EST CODE field is changed to an **"8"** by the district.

CST Manager Number – This three-digit field represents the individual the district chooses to provide for the review of PS&E locally and/or who is responsible for the post letting activities concerning project development. The ENGINEER NUMBER is validated by the TACS table TFIM070. (See Category Selections). This field must be updated by the district before changing the EST CODE to **"8"**.

Name – This 25-character field represents the name that corresponds to ENGINEER NUMBER. It should be input as follows: "last name", "comma", "space", "first name" only. This field must be updated by the district before changing the EST CODE to "8". This name is used in the notice to contractors and the Texas Building and Procurement Com-

mission's Electronic State Business Daily's Texas Marketplace website.

ADDR – This 25-character field represents the address that corresponds to ENGINEER NUMBER. This field must be updated by the district before changing the EST CODE to **"8"**. This address is used in the notice to contractors.

City – This 25-character field represents the city that corresponds to ENGINEER NUMBER. This field must be updated by the district before changing the EST CODE to **"8"**. This field is used in the notice to contractors. (Do not include the state.)

Zip – This nine-digit field represents the zip code of the address that corresponds to ENGINEER NUMBER. This field must be updated by the district before changing the EST CODE to **"8"**. This field is used in the notice to contractors.

TEL – This ten-digit field represents the telephone number including the area code that corresponds to ENGINEER NUMBER. This field must be updated by the district before changing the EST CODE to **"8"**. This area code and telephone number is used in the notice to contractors.

User Cost Amt – This field (space for eleven digits) represents in whole dollars the road user amount where the contract includes incentive/disincentive provisions. This field (if applicable) is updated by the reviewer in Austin.

Contract Type Of Work – This 50-character field represents the Layman's Description for this contract and is printed on the proposal cover, advertisements and notice to contractors. The district should enter this field based on their summary of the Layman's Description for the CSJs combined in this contract. (For each CSJ in the contract, review the Layman's Description field found on the project identification screen.) This field can be updated by DES (field coordination), TRF or DES after the EST CODE has been changed to "8".

Contract Limits (From and To) – The limits are two 40-character fields that represent the contract limits. The district should enter the limits on the contract summary screen based on a summary of the limits of the CSJs combined in this contract. This field can be updated by DES (field coordination), TRF or after the EST CODE has been changed to **"8"**.

Included Projects – These nine-digit display fields (in an array of up to 191) represent the CSJs that are included in this contract. As the CONTRACT CSJ field on the project identification screen (P1) is added or updated by the district, projects are added to this array automatically in the order added.

Combined Flag – (Only applicable in contracts with more than one CSJ) – This two-character field identifies CSJ's where estimates will be combined in CIS (Construction Information Segment). When the combined flags are set for a group of CSJ's, estimate bid items are pro-rated for field construction operation purposes. FIMS (Financial Information Management Systems) also uses this

two-character field to determine how project estimates are combined. Combined flag format rules are as follows:

- Each flag is a two-character field.
- The first character of the field must be a letter of the alphabet.
- Each group of CSJs (those in a combined estimate) will have a different letter of the alphabet.
- The second character of the field must be a "0" if the CSJ is a group or lead CSJ, and the second character of the field must be "1" if the CSJ is a subordinate CSJ of a group or lead CSJ.
- If the project (CSJ) is to stand alone, the combined flag will be **XX**.

  The following is an example of how flags are used to show group and subordinate CSJ, etc.

Combined Flag Examples

1111-11-111	A0 (group or lead)
2222-22-222	A1 (subordinate)
3333-33-333	A1 (subordinate)
4444-44-444	B0 (group or lead)
5555-55-555	XX (stand alone)
6666-66-666	B1 (subordinate)

- Due to legislative reporting restrictions, maintenance funds (MC), preventative maintenance funds (CPM), and construction funds must be grouped separately. CSJs can be let together in one contract regardless of funding, however CSJ's can't be combined using flags. For example, a contract that has two MC CSJs, two CPM CSJs and one STP CSJ and one NHS CSJ would have combined flags as follows:

Maintenance Funds	◆ MC-A0 ◆ MC-A1
Preventative Maintenance Funds	◆ CPM-B0 ◆ CPM-B1
Construction Funds	◆ STP-C0 ◆ NHS-C1

- Once a project is let to contract, any change in these flags must be reported to FIN and CST.

Pre-bid Conference Screen Layout

To access the pre-bid conference screen, press the PF11 key. Following is a copy of a blank pre-bid conference screen. The pre-bid conference screen is a companion screen for the districts and DES(FA) to update information regarding pre-bid conference(s).

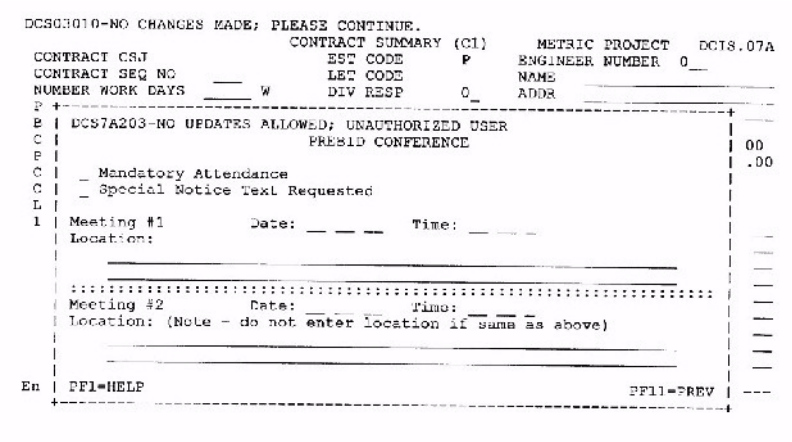


Figure 4-5. Pre-bid Conference screen

NOTE: After entering information on this screen, **press the ENTER key to update** this screen. Pressing the PF11 key to return to the contract summary screen. Pressing the PF9 key will clear the screen (delete all entries).

Fields on Pre-bid Conference Screen

Brief descriptions of the fields on the pre-bid conference screen follow in physical order. This information is also found in DCIS Data Dictionary for File 124.

Mandatory Attendance – This one-character field is available to authorized users in both the district and DES(FA). The district should enter an "**N**" for no if pre-bid conference is not mandatory. Enter a **"Y"** for yes if a pre-bid conference is mandatory.

Special Notice Text Requested – This one-character field is a restricted field available to only DES(LM). An **"X"** in this field indicates that a customized prebidders meeting notice is to be manually inserted into the Notice to Contractor's report. When the field is blank, the prebidders meeting notice is generated and inserted into the Notice to Contractor's report by the system.

Meeting #1 Date – The district should enter the six-digit number showing the date of the meeting in format of MM DD YY.

Meeting #1 Time – The district should enter a four-digit number showing the time of the meeting in format of HH MM, and a **"P"** for p.m. or an **"A"** for a.m.

Meeting #1 Location – The district should enter this field with two lines of text to describe the physical location of pre-bidders meeting. EXAMPLE Text: The prebid conference will be held at the Beaumont District Office at 9350 US 69 North in Beaumont, Texas.

Meeting #2 – The district should enter information as necessary.

Multiple County Screen Layout

To access the multiple county screen layout press the PF9 key. Following is a copy of blank multiple county screen. This is a companion screen for districtwide CSJs. It is the districts' responsibility to input all relevant county numbers. This information is used to ensure the legal advertisement requirements are met for projects where work is done in multiple counties.

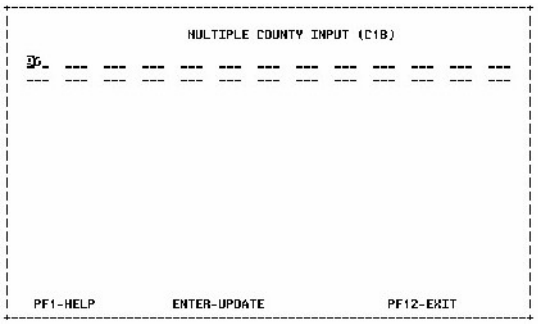


Figure 4-6. Multiple County Input screen (C1B)

Section 3
Contract Screen to Build Specifications List

Introduction

The contract screen to build the specifications list for a contract is the **C3** screen in DCIS. To prepare the specification list on DCIS, the project identification screen (P1) and the project estimate screen (P4) must be complete. The SPEC BOOK YEAR field on the P1 screen must have the correct year shown. To reach the screen, sign on to DCIS and on the menu screen, enter the tag of C3, enter the contract CSJ, and then press the ENTER key.

Each **district is responsible** for the creation of the specification list records in DCIS. The specification list (also known as the list of governing specifications and special provisions) is used in contract preparation. It also becomes part of the bidding proposal so that each standard specification item, special provision, and/or special specification proposed for the project(s) is listed and identified in the contract.

Screen Layout

Following is a copy of the specification list build menu.

```
                    SPECIFICATION LIST BUILD MENU                DCIS.21
                    SPECIFICATION BOOK YEAR  1993

   PROGRAM OPTION: _                    CONTROLLING CSJ:   0151 05 001

   A. VIEW  STANDARD SPECIFICATIONS                  (PF3)
   B. VIEW  SPECIAL SPECIFICATIONS                   (PF4)
   C. VIEW  SPECIAL PROVISIONS                       (PF5)
   D. VIEW  CCC'S PROVISIONS      (STATE OR FEDERAL) (PF6)
      CHANGE DEFAULTS FOR NON-BID ITEMS
      DELETE SPECIFICATIONS LIST
   E. CHANGE CCC'S (STATE 'S' OR FEDERAL 'F')
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12
      HELP        STND  SPCL  PROV  CCCS                                EXIT
```

Figure 4-4a. Specification List Build Menu

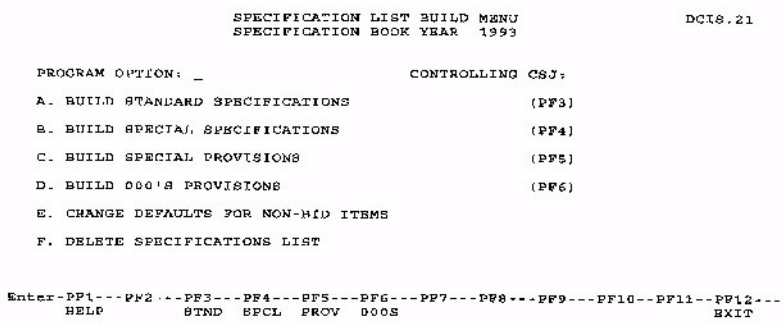


Figure 4-4b. Specification List Build Menu screen (English)

NOTE: The contract screen to build the specifications list has **PF** keys with different definitions than those used for other DCIS screens. The menu bar at the bottom of each screen shows which **PF** keys are available to assist in moving between screens.

How to Create Specification List

The following are step-by-step instructions to create a specification list:

1. On the specification list build menu, enter **"A"** in the program option field, and press the ENTER key.
2. Then press the PF10 key to build and save the standard specifications.
3. Press the PF2 key to return the above menu.
4. On the specification list build menu, enter **"B"** in the program option field, and press the ENTER key.
5. Then press the PF10 key to build and save the special specifications.
6. Press the PF2 key to return the above menu.
7. On the specification list build menu, enter **"C"** in the program option field, and press the ENTER key.
8. Then press the PF10 key to build and save the special provisions.
9. Press the PF2 key to return the above menu.
10. On the specification list build menu, enter **"D"** in the program option field, and press the ENTER key.
11. Then press the PF10 key to build and save the 000's provisions.
12. Press the PF2 key to return the above menu.

13. On the specification list build menu, enter **"E"** in the program option field, and press the ENTER key. The following shows the system response:

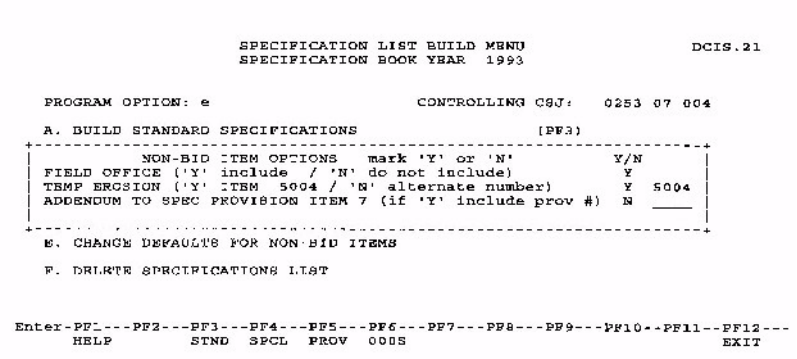


*Figure 4-7. Screen Response to Entering **"E"** in Create Specification List*

14. Make any necessary changes, and press PF10 key to update the changes.
15. Press the PF12 key to exit the program and return to the DCIS menu screen.

How to Edit a Specification List

To edit an existing specification list on DCIS, sign on to DCIS and on the menu screen, enter **"C3"**, enter the contract CSJ, and then press the ENTER key. The specification list build menu will then be displayed.

NOTE: The menu bar at the bottom of each screen shows which **PF** keys are available to assist in moving between screens.

1. On the specification list build menu, enter "A" in the program option field, and press the ENTER key (or press the PF3 key) to edit standard specifications.

NOTE: Only reference items can be changed on this screen. To add or delete a bid item, **edit the estimate on the project estimate screen (P4).**

2. Enter **"C"** in the **CHG IND** field, then tab to the reference item to be deleted or to a blank field to enter a new reference number. Press the ENTER key after all changes are made. Then press the PF10 key to update.
3. Press the PF2 key to return to the specification list build menu.
4. On the specification list build menu, enter **"B"** in the program option field, and press the ENTER key (or press the PF4 key) to edit special specifications. The highlighted items in the bid item column are reference items that must be listed under the special specifications, so that they can be included in the proposal. To edit (add or delete) these items (the highlighted items), **change the items to which they are referenced.**

NOTE: Only reference items can be changed on this screen. To add or delete a bid item, **edit the estimate on the project estimate screen (P4).**

5. Enter "C" in the **CHG IND** field, then tab to the reference item to be deleted or to a blank field to enter a new reference number. Press the ENTER key after all changes are made. Then press the PF10 key to update.

NOTE: Special specification reference items added or deleted will automatically be added or deleted to the special specifications item list.

6. Press the PF2 key to return to the specification list build menu.
7. On the specification list build menu, enter **"C"** in the program option field, and press the ENTER key (or press the PF5 key) to edit special provisions. The highlighted items can be changed or deleted.
8. To change the provision number, enter a **"C"** in the **CHG IND** field, then tab to the provision number to be changed or deleted, or tab to a blank field to enter a new number. Press the ENTER key after all changes are made.

NOTE: When using the **"C"** in the change indicator field, only one line can be changed (only the provision number can be edited.)

9. To delete **all** special provisions to an item, enter a **"D"** in the CHG IND field. Press the ENTER key.
10. To add a special provision, enter "A" in the **CHG IND** field, and press the ENTER key. Then enter the item number and provision number to be added, and press the ENTER key.
11. After all changes have been made to the special provisions, press the PF10 key to update the special provisions.
12. Press the PF2 key to return to the specification list build menu.
13. On the specification list build menu, enter **"D"** in the program option field, and press the ENTER key to change 000's provision.
14. To change 000's, enter "C" in the **CHG IND** field, and make the necessary changes. Then press the ENTER key.
15. To delete 000's, enter a **"D"** in the **CHG IND** field. Then press the ENTER key.
16. To add a 000's provision, enter an **"A"** in the **CHG IND** field, and press the ENTER key. Then enter the special provision title and number to be added, and press the ENTER key.
17. After all changes have been made to the 000's provisions, press the PF10 key to update and save the changes.
18. Press the PF2 key to return to the specifications list build menu.
19. On the specification list build menu, enter "G" in the program option field.

20. To change 000's from state to federal, or vice versa, select (State "S" or Federal "F") then press the ENTER key.
21. Verify that all applicable special provisions lists for your project have been updated.
22. After all changes have been made to the 000's provisions, press the F10 key to update and save the changes.
23. Press the PF2 key to return to the specifications list build menu.
24. Press the PF12 key to exit the program and return to the DCIS menu.

How to Delete a Specification List

When the specification list needs to be deleted, contact your field area representative in the Design Division for assistance.

How to Obtain a Printed Copy of Specification List

To obtain a printed copy of the specification list, use the RJEJCL procedures on ROSCOE (regional ROSCOE). Refer to the DCIS REPORTS GUIDE in Chapter 5 of this manual.

Section 4
Sealing and Dating Screens

Introduction

There are three screens on DCIS regarding the sealing and dating of a project (CSJ) for letting.

The responsible engineer update screen (S1) must be completed by the responsible engineer in the district. After the PS&E is submitted by the district to the Austin office of DES or TRF, revisions to the plans will be coordinated with the responsible engineer. Mutually agreeable changes or modifications will be covered by the responsible engineer's sealing.

New signing/sealing procedures are in place to allow for a Landscape Architect as well as an Engineer to release an electronic seal for Landscape Scenic Enhancement (LSE) projects.

The reviewing engineer update screen (S2) is available if a reviewing engineer needs to seal and date the project when changes to the plans cannot be agreed upon between the district and the responsible division (DES or TRF). By using the S2 screen, the reviewing engineer indicates his or her responsibility for any design relationship between the revised and original components of all other plan sheets.

The sealing and dating inquiry screen (S3) is available to all users since it is a view only screen.

Please contact Letting Management (DES (LM)) to remove an engineer's seal.

Screen Layouts

Following are copies of the three screens.

RESPONSIBLE ENGINEER UPDATE (S1)

CONTROL HIGHWAY
PROJECT COUNTY

RESPONSIBLE ENGINEER:
NUMBER: AUTHORIZATION DATE:
NAME:

Figure 4-8. Responsible Engineer Update screen (S1)

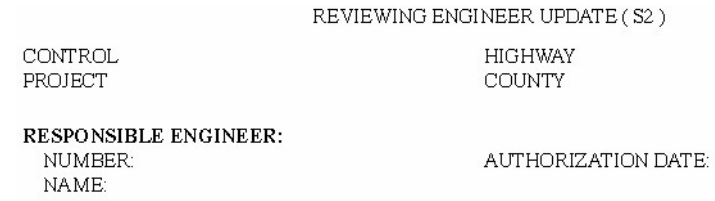


Figure 4-9. Reviewing Engineer Update screen (S2)

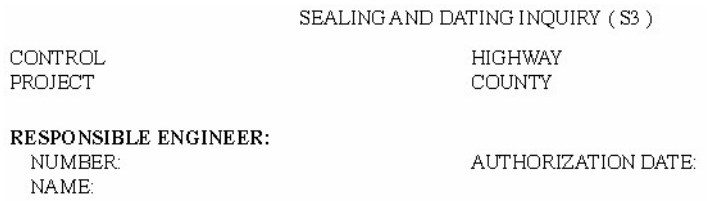


Figure 4-10. Sealing and Dating Inquiry screen (S3)

Fields

Brief descriptions of the fields on the sealing and dating screens follow in physical order. This information is also found in the DCIS Data Dictionary for File 121.

Engineer No – This six-digit field must contain the code number of the responsible professional engineer who seals the bid proposal. This field is input by the responsible engineer in the district before the district releases the PS&E to the Austin office. The field relates to the control-section-job. The authorization date must also be entered.

Authorization Date – This six-digit field is the date the project is sealed by the district for letting. This date must be input by the responsible engineer in the district before the district releases the PS&E to the Austin office. This date field is entered and displayed in MMDDYY order (internal format YYMMDD). This field relates to the control-section-job. The engineer number must also be entered.

Section 5
Instructions for E&Q Sheets

Estimate and Quantity (E&Q) Sheets

Estimate and quantity sheets are used to provide a list of all pay items and estimated quantities in a contract. The E&Q sheets are plotted plan tracing sheets that must be in the construction plans. In order to be plotted, three input card types (A, B, and C) must be prepared and saved in a ROSCOE file.

Use either a ROSCOE file that already exists and modify it for the current project; or create the input card types (A, B, and C) by using the RJEJCL batch program E&Q Plot (Data not prepared) to input the data needed.

Creating Input Card

The input cards can be created "from scratch" using the RJEJCL batch program E&Q Plot (Data not prepared), the ROSCOE screen where the information input is eighty (80) spaces wide. Use the space bar (not the arrow keys) to position the cursor in the correct screen column. Exact spacing is critical.

Type of Input Cards

Input Card Types are listed in the table Card Types and Card Names. A description of each card-type's function and a step-by-step instruction to enter each card type on the ROSCOE screen is presented in the next sections.

Card Types And Card Names	
Card Type	Name
A	Heading
B	Data Selection
C	Column Heading

How to Obtain Plot of E&Q Sheet

Follow the instructions on the screen for the RJEJCL batch program for E&Q Plot (A, B, C, Cards prepared), if a ROSCOE file for the E&Q plot already exists. However, when preparing the A, B, C cards through RJEJCL batch program **for E&Q Plot (data not prepared)**, follow the instructions on screen to request a plot.

Any time the estimate is changed, the E&Q sheets need to be re-plotted to account for any change.

Card Type A

Function of Card. Card type A indicates:

- the type of E&Q (regular or seal coat)
- size of sheet (plot scale)
- the printer device - ELEC or DRUM. Card type A also prints district number, county name, and project number in the header (located in the lower right hand corner of the sheet).

  How to Enter Card Type A on ROSCOE Screen. Following is an example of a card type A entered on the ROSCOE screen. Only one card type A is needed for each E&Q sheet. Only one line of information is needed.

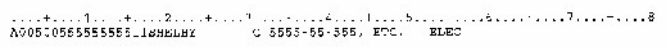


Figure 4-11. Card Type A on ROSCOE screen

How to Enter Card Type A

Screen Columns	Information to be Entered on Screen
1	**A** for card type
2	Plot number: **0** for regular, or **1** for seal coat
3 – 6	(Plot scale, a four digit number indicating size of plans tracings) Enter **1000** for full scale; **0500** for half scale; or **0330** for 8½ x 11 page size.
7 – 15	Contract CSJ, a nine digit number: zero filled where necessary
16 – 17	District number: right justified and zero filled
18 – 30	County name: left justified, use space bar to move across the screen to column 31
31 – 50	Project number: left justified, use space bar to move across the screen to column 53
51 – 52	Blanks (remember to use space bar)
53 – 56	Printer device: **ELEC** or **DRUM**
57 – 80	Blanks (Since this is the end of the line, it is not necessary to use space bar here.)

Card Type B

Function of Card. Card type B selects data from plan estimate and places it under correct column.

How to Enter Card Type B on ROSCOE Screen. Following is an example of several card types B entered on the ROSCOE screen. One card type B is needed for each CSJ and category of work

being let as part of the contract. Estimate information from each CSJ and category of work (with a card type B) will be summarized on the E&Q sheet. There must be an exact match of B cards to all of the category of work in a contract. These cards must be in the same order as the information appears on the estimate report.

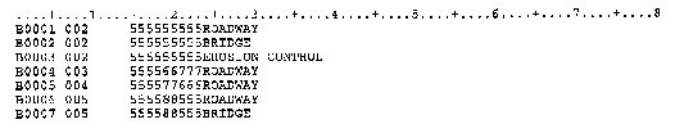


Figure 4-12. Several Card Types B on ROSCOE screen

How To Enter Card Type B	
Screen Columns	Information to be Entered on Screen
1	**B** for card type
2 – 5	Sequence number for the card: right justified and zero filled. They should be in ascending order as they appear in an estimate report.
6	Blank (Remember to use space bar.)
7 – 9	Group number (or project column number) where the selected data is to be summarized: right justified and zero filled.
10 – 11	Optional field since the program can fill in the information from the **A** card. If desired, enter district number, right justified and zero filled; or use space bar to move to column 12.
12 – 14	Optional field since the program can fill in the information from the **A** card. If desired, enter county number, right justified and zero filled; or use space bar to move to column 15.
15 – 18	Control number: right justified and zero filled
19 – 20	Section number: right justified and zero filled
21 – 23	Job number: right justified and zero filled
24 – 58	Category of work spelled just like it is on the estimate report
59 – 80	Blanks

Card Type C

Function of Card. Card type C prints column headings on the E&Q sheet using two type C cards.

- **Type C1** cards print column headings 1 and 2, and the first part of column heading 3.
- **Type C2** cards print the remainder of column heading 3, and column headings 4 and 4.

NOTE: If only one or two columns are needed, it is preferable to use the type C2 cards to print the column heading(s) adjacent to the summarized information.

How to Enter Card Type C on ROSCOE Screen. The following are examples of several card types C entered on a ROSCOE screen. Card type C information sets up column headings on the E&Q sheet. Card number 1 is for headings of the first two columns on left half of E&Q sheet (and half of middle column). Card number 2 is for headings of second half of middle column, and the fourth and fifth column on right half of E&Q sheet. On any E&Q sheet, only the cards which actually supply headings need to be coded. For example, if E&Q sheet does not have any heading in columns 1, 2 or 3, then entry of C card number 1 is not necessary.

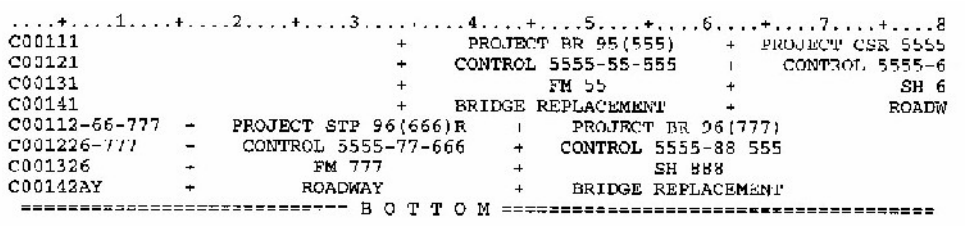


Figure 4-13. Card Type C on ROSCOE screen

Card Type C on ROSCOE Screen. This will produce the right half of E&Q.

C Card Number 1 (Left half of E&Q)

Screen Columns	Information to be Entered on Screen
1	**C** for card type
2 – 4	Page number of E&Q sheet: a three digit number, right justified and zero filled. Needs to change for each page (or block in seal coat projects) plotted.
5	A line number for the line on which the heading goes on: 1, 2, 3 or 4 (3 or 4 for blocks not at top of page on seal coat projects).
6	**1** for the card number
7 – 33	Heading for column 1 of E&Q sheet. Center the input, and using the space bar to move across the screen.
34	+ for vertical line, or blank
35 – 61	Heading for column 2 of E&Q sheet. Center the input, and using the space bar to move across the screen.
62	+ for vertical line, or blank
63 – 80	First part of heading for column 3 of E&Q sheet

CCard Number **2** (Right Half Of E&Q)	
Screen Columns	Information to be Entered on Screen
1	**C** for card type
2 – 4	Page number of E&Q sheet: a three digit number, right justified and zero filled. Needs to change for each page (or block in seal coat projects) plotted.

5	A line number for the line on which the heading goes on: 1, 2, 3 or 4 (3 or 4 for blocks not at top of page on seal coat projects).
6	**2** for the card number
7 – 15	Remainder of heading for column 3 of E&Q sheet
16	+ for vertical line, or blank
17 – 43	Heading for column 4 of E&Q sheet. Center the input, and using the space bar to move across the screen.
44	+ for vertical line, or blank
45 – 17	Heading for column 5 of E&Q sheet. Center the input, and using the space bar to move across the screen.
72 – 80	Blanks

C card number 1 and C card number 2 give the input for one line in the column headings. There are four lines of heading at the top of E&Q sheet (lines 1 through 4). Lines 1 and 2 have no breaks. If the heading for either one applies to all five columns, then leave the bar space on the appropriate input cards blank. If the heading in line 1 or 2 applies to selected columns, then input + in the bar space on the card between the column headings that the break should occur. This will extend the vertical lines between the columns through the specified line. (When entering a bar code on line 1 but none on line 2, there will be a break in the vertical line.)

Vertical Lines on E&Q Sheet

The vertical lines already extend through lines 3 and 4 so + on cards for these lines is not necessary. However, they can be entered for easier reading of the ROSCOE file.

On seal coat E&Q sheets, there are four blocks of lines for data, with the second, third and fourth blocks having two lines each for headings. These lines are numbered 3 and 4 for each block.

Chapter 5
DCIS Reports Guide

Contents:

Section 1
ROSCOE

Introduction

For more information click on ROSCOE

Security System

Several security items are required to access the department's information systems. The security system to retrieve DCIS reports through ROSCOE is usually the same as assigned for DCIS access.

Contact your automation administrator for problems or questions concerning the sign-on key and level of authorization. The automation administrator can also help with sign-on and sign-off procedures, obtaining reports, etc.

Regional ROSCOE

The name to use for ROSCOE depends on the geographic region of the user. ROSCOE regional names for the following area are:

ROSCOE – central/divisions (headquarters)

ROSCP – central/divisions (headquarters)

ROSA1 – Austin area

ROSD1 – Dallas area

ROSF1 – Fort Worth area

ROSH1 – Houston area

ROSO1 – Odessa area

ROSS1 – San Antonio area

Section 2
Remote Job Entry Job Control Language (RJEJCL)

Introduction

RJEJCL

Sign on to your regional ROSCOE. At the top of a blank active work space (aws), type **RJEJCL** and press ENTER.

Screen Layout

Following is a copy of the **RJEJCL** menu screen.

```
                    Select an RJEJCL Category                        RJEJCL

   ENGINEERING                          DESIGN AND CONSTRUCTION
 1 Traffic Applications                 10 General DCIS Applications
 2 Environmental Applications           11 CIS Applications
 3 Structures Applications              12 Subcontractor Monitoring Sys. (SMS)
 4 Roadway and Hydraulics Appl.         13 Consultant Cert. Info. Sys. (CCIS)
 5 General Applications                 14 Classified Advertising (CMCS)
 6 Planning Applications
                                        MISCELLANEOUS
 ACCOUNTING                             29 Material Control System (MCS)
20 FIMS/Payroll/SLD/VPS/FTE             30 Roadway Information System (RIS)
21 HRMS/Leave Accounting                31 Pavement Mgmt. Info. System (PMIS)
22 Budgeting and Reporting              32 General Miscellaneous App.
23 Uniform Statewide Pay. Sys. (USPS)   33 Business Opportunity Program
                                        34 Planning & Justification Syss (BSP)
 PURCHASING                                                      . (PJS)
24 Automated Purchasing Sys (APS)

 UTILITIES                              PROPERTY MANAGEMENT
40 Data Transfer                        35 Equipment Operations System (EOS)
41 General Utility Applications         36 Minor Equipment System (MES)
                                        38 Material & Supply Mgt. Sys. (MSMS)
--------------------------------------------------------------------------------
              PF1 for Help      PF3 to Exit      PF5 for Index
```

Figure 5-1. RJEJCL Menu screen.

Category Selections

The cursor is restricted to the two-digit field located on the top line following the command "Select an **RJEJCL** Category."

Category 10 is for general DCIS applications. Category 32 is for general miscellaneous applications, including TACS Tables and DCIS Data Dictionaries. Category 40 is for data transfer and category 41 is for general utility applications.

Enter the number of the category wanted and press the ENTER key. Select category 10 and the following screen will appear:

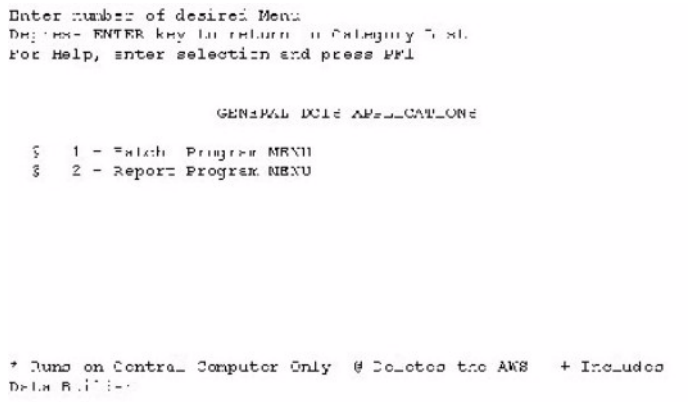


Figure 5-2. Category Selection screen

Batch Program Selections

Select the batch program menu and the following screen will appear:

```
P1001          D C I S  Batch Programs                          DCIS.00A

 Select Program desired  ▌

    1  -
    2  - 414420  CSJ Conversion Update
    3  - 414450  Batch Estimate Update
    4  - 414415  Automated Fund Authorization PE
    5  - 414416  Automated Fund Authorization Construction
    6  - 414430  DCIS Extract Program
    8  - 414412  E&Q Plot (A,B,C Card Prepared)
    9  - 414412  E&Q Plot (Data not prepared)
   10  - 414451  Preletting Update
   11  - 414447  Obligation Update
   12  - 414418  File Delete Maintance Program (EST Records)
   13  - 414419  File Delete Maintance Program (PROJ Records)
   14  - 414423  History File Replace Program
   15  - 414421A Let Schedule Lock/Unlock  (DES only)
   16  - 414421  Dataset Stip Download  (TPP only)
   17  - 414421B Batch Stip Upload  (TPP only)
   18  - 414421X Clear Stip Dataset (TPP only)
   19  - 414421C Revision Date Lock/Unlock (TPP only)

     Depress the ENTER key to continue     ANY PF key to abort
```

Figure 5-3. Batch Program Menu screen.

Select the program wanted by entering the number and pressing the ENTER key. Without authorization to submit a selected batch program, the following error message will appear at the top of the screen: “User authorized.”

- Program 2 is for the conversion or copy one CSJ to another.
- Programs 3 and 6 are for transferring project estimates using ROSCOE. Related to this is Estimator and the conversion program, for more information see: http://www.dot.state.tx.us/des/estimate/estimate.htm
- Programs 4 and 5 are restricted programs for the Budget and Finance Division to build project and contract funding information in FIMS from DCIS information.

- Programs 8 and 9 are programs for the estimate and quantity (E&Q) sheets. E&Q sheets are plotted plan tracing sheets that must be in the construction plans.

  The purpose of the E&Q sheet is to provide a list of all the pay items and estimated quantities under the contract. The E&Q sheet summarizes the projects, controls, and categories of work shown in the estimate. Item numbers, descriptive codes, special provision numbers, item descriptions, units of measure, and bid alternates are shown on the E&Q sheet.

  The summarized information comes from the DCIS estimate screen. However, the E&Q sheet also requires the preparation of three input card types (A, B, and C). These three input card types are prepared in ROSCOE (regional ROSCOE) and submitted as a batch program (program 9). If the three input card types (A, B, and C) have already been prepared, program 8 can be used for the plot of E&Q sheets.

- As an option, the districts can prepare an E&Q sheet to submit with their PS&E. All final E&Q sheets must be plotted by the responsible Austin office of DES (field coordination) or TRF.

NOTE: The E&Q sheets must reflect the latest estimate information.

- For preparation of E&Q sheets and the three input card types (A, B, and C), refer to Instructions for E&Q Sheets for instructions.
- Program 10 is the batch program that sets up the DCIS estimate screen data for bid entry by CST on letting day (when the bids are read). This program must be executed by the responsible Austin offices (DES - Field Coordination, or TRF) approximately two weeks prior to letting.
- Program 11 is the batch program run after letting by DES(LM) to show the accepted low bid amount in DCIS in the TOTAL OBG AMOUNT field on the project finance screen. This field is used to monitor work program allocations. The work program status report uses the TOTAL OBG AMOUNT.
- Programs 12 through 19 are restricted batch programs for DES(LM), TPP(P), and TPP(S).

Report Program Selections

Select the report program menu and the following screen will appear:

```
P1002                D C I S  Reports                  DCIS.REPORTS
    Select the RPT desired

     1  - 414424  DCIS Field Selection           **
     2  - 414496  Estimate Reports (Eng, Plans, Low Bid, Combined)
     3  - 414426  Work Program Status Report
     4  - 420672  General Notes and Spec Data Report
     5  - 414475  Project List Reports
     6  - 411507  USF Report
     7  - 414433A Proposal Insert Report (Via DOTS)
     8  - 414433  Proposal Insert Report
     9  - 414469  Preletting Report
    10  - GO THROUGH CMCS TO OBTAIN NOTICE TO CONTRACTORS REPORT.
    11  - 414473  Monthly Letting List Report
    13  - 414410  DCIS Work Sheet
    14  - 414403  District Estimate Report
    15  - 414425  Recommend Award Report
    16  - N/A
    17  - 414407  Engineer Sign, Seal and Date Report
    18  - 414494  Bridge Data Upload from BRINSAP (BRG only)
    19  - 414448  Automatic Specifications List
    20  - 414478  Legislative Districts Report
      **  Contact D-8 for information on these RPF's
      Depress the ENTER key to continue     ANY PF key to abort
```

Figure 5-4. Report Menu screen.

Select the report wanted by entering the number and pressing the ENTER key. Without authorization to submit a report, the following error message will appear at the top of the screen: "User authorized."

Report 1 produces a listing of the contents of select fields from the P1, P2, P3, and P6 screens. The screen will help indicate what information is needed. Use the data dictionaries to decipher the meanings of the field codes and what each field contains.

- Report 3 is for a work program status report. Several work program numbers can be requested at a time. Only CSJs with authorized funds in the work program will be listed. If a project has been let, the let amount will also be shown on the report.
- Reports 5 and 13 will retrieve DCIS project information. Menu screens help indicate what information is needed.
- Report 6 will retrieve the Universal Specifications File bid item list reports, and report 16 will retrieve the low bid unit price averages. Menu screens help indicate what information is needed. These can also be found on **TxDOT's website at**: http://www.dot.state.tx.us/business/specifications.htm.
- Report 2 is for copies of the estimate. Various kinds of estimate reports are available though report 2. A menu screen lists the report types available. Report 14 is for obtaining a report of an estimate saved in ROSCOE.
- Report 4 is for general notes and specification data sheets (print or plot full or half scale specification data sheets) using a member saved in ROSCOE. The purpose of general notes and specification data sheets are to provide, in one section of the plans, any information required to complete or clarify a standard specification item, special specification item or special provision proposed for a project.
    - The **district must prepare the general notes and specification data** prior to the districts' submission of PS&E to the Austin office. The district must set up general notes and spec-

ification data in ROSCOE (regional ROSCOE) so the data can be retrieved and made a part of the bid proposal.

- Report 19 is for a copy of the automated specifications list created through the contract screen to build specifications lists (C3 screen).
- Report 20 is for a copy of projects proposed or under construction for different legislative districts.
- Report 9 is for a copy of the preletting report that can be requested after the batch program for preletting update is executed.
- Reports 8 and 11 are specialized reports for DES to request prior to lettings.
- Report 17 is the engineer sign, seal, and date report.
- Report 15 is for the recommend award reports requested after letting.
- Report 7 Proposal Insert Report (Via DOTS).

How to Prepare Special Provisions/Specifications

See http://www.dot.state.tx.us/insdtdot/orgchart/cmd/cserve/chngmemo/chngmemo.htm for more information.

How to Request a Copy of TACS Table or Data Dictionary

Sign on to your regional ROSCOE. At the top of a blank active work space (aws), type **RJEJ-CL**and press the ENTER key. Category **32** is for general miscellaneous applications, including **TACS Tables** and **DCIS Data Dictionaries**

To obtain a copy of either a TACS table or a Data Dictionary, enter 32 and press the ENTER key. The following screen will appear:

```
Enter number of desired JCL
Depress ENTER key to return to Category List
For Help, enter selection and press PF1

                GENERAL MISCELLANEOUS APPLICATIONS

*     1 - 416101 MDC Front End
*     2 - 416101 MDC Test Front End Input
*@-   4 - 416188 MDC Batch Transaction Journal
*@-   5 - 416194 MDC Backend Spooled Reports
*     6 - 511084 TLMS Tapes Report
* +   7 - 111021 TACS Table Report
* + 10 - 7C8000 ADABAS Data Dictionary Report
*@+ 11 - International Registration Plan (I.R.P.) SubMenu
*    12 - 330593 Driver Record Checks
* + 16 - 512019 MARK IV GENPGM
* + 17 - 512019 MARK IV Gentape
  + 18 - 540111 MARK IV TAPE COPY
*@+ 22 - 586031 DOTS Processing
* + 25 - 430438 Dyed Diesel Vendor Report
* + 26 - 430439 Dyed Low Emission Vendor Report


 * Runs on Central Computer Only  @ Deletes the AWS   + Includes Data Builder
```

Figure 5-5. TACS or Data Dictionary screen.

The cursor is restricted to the field located on the top line following the command "Enter number of desired JCL."

Enter **7** and press the ENTER key, the following screen will appear. Enter the name(s) of TACS tables.

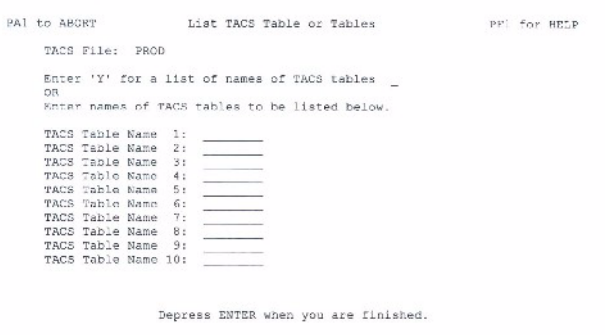


Figure 5-6. List TACS Table screen.

Enter 10 and press the ENTER key, the following screen will appear:

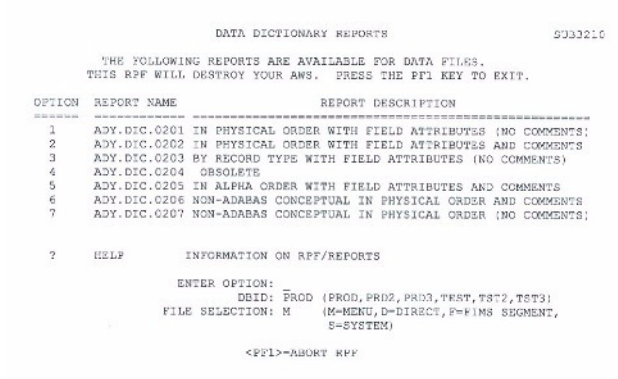


Figure 5-7. Data Dictionary Reports screen.

To receive an alphabetical listing of the fields, enter 5 in the option field. Press the ENTER key, to view several screens of menu. Find the DCIS files and enter X by the selected files, and continue to press the ENTER key and follow the instructions on the screen to submit the print request.

Change the file selection from M to D (for direct), and press the ENTER key, a screen will appear allowing a listing of desired files. Enter one or more of the following for DCIS data dictionaries:

- DCIS-PROJECT-INFORMATION
- DCIS-WORK-PROGRAM
- DCIS-PROJECT-ESTIMATE
- DCIS-CONTRACT-LETTING

- Follow the instructions on the screen to submit the print request.

Appendix A
DCIS Screens

Overview

Appendix A includes the DCIS screens organized into subsections. Each subsection lists the field names found on the screens, their corresponding names in the Data Dictionary, database code and its metric field name, if relevant. Entries are according to the DCIS field names. The subsections are:

- Project Identification Screen (P1)
- Project Finance Screen (P2)
- Project Finance-Percent Screen (P2C)
- Project Evaluation Screen (P3)
- Project Evaluation-Bridge Screen (P3B)
- UTP Update Screen (P6)
- STIP Update Screen-District TIP (P7)
- STIP View Only Screen
- Cost Estimate History Screen (P8)
- Project Estimate Screen (P4)
- Contract Summary Screen (C1)
- Prebid Conference Screen.

Project Identification Screen (P1)

General – The field names on this screen are found in the Data Dictionary for file 121.

(P1) Screen

Field Name on Screen	Corresponding Name in Data Dictionary	Data Base Code	Metric Field Name
CTL-SEC-JOB	Control-Sect-Job	AB	-
Hwy No	Highway Number	BC	-
Dist	District Number	AC	-
Cnty	County Number	BB	-

(P1) Screen

Field Name on Screen	Corresponding Name in Data Dictionary	Data Base Code	Metric Field Name
Beg Mile Point	Beg-Mile-Point	BQ	-
End Mile Point	end-mile-point	BR	-
Project Length Km	proj-length	BD	proj-length-met-ric-meas
Beginning Reference Marker No: Suffix	beg-ref-marker-nbr	MS	-
Beginning Reference Marker No: Displacement	beg-ref-marker-disp	MT	-
Ending Reference Marker No: Suffix	end-ref-marker-dnbr	MV	-
Ending Reference Marker No: Displacement	end-ref-marker-disp	MW	-
Limits From	limits-from	BM	-
Limits To	limits-to	BN	-
Project Class	proj-class	BG	-
Type Of Work	type-of-work	BL	-
Spec Book Year	spec-book-yr	DM	-
Layman's Desc	layman-description1 layman-description2	BO BP	-
Oversight	elig-fed-fund	BF	-
PE Manager Number	manager-number	BH	-
LET SCH FY	Let-sch-1	CT	-
	Let-sch-3	CV	-
Resp. Section	resp/sect	PV	-
Consultant	consultant/flag	PX	-
Donated	donated/flag	PY	-
Let Sch	-	-	-
Fed Letter of Auth	let-sch-2	-	-
	utp-let-date	-	-
State Letter of Auth	State LOA	RA	-
Latest Est Of Cost - Const	est-const-cost	BI	-
Latest Est Of Cost - ROW	est-row-cost	CJ	-

(P1) Screen

Field Name on Screen	Corresponding Name in Data Dictionary	Data Base Code	Metric Field Name
UTP Authority	Priority-code	CD	-
Date Of Latest Est Cost - Const	date-est-cost	BJ	-
Date Of Latest Est Cost - ROW	date-est-row	CK	-
Pres Dist Est Let Date	dist-let-date	CF	-

(P1) Screen continued

Field Name on Screen	Corresponding Name in Data Dictionary	Data Base Code
Authorized Amount	There is no corresponding name in Data Dictionary nor Database Code for this field name. This field is a display-only field.	
Trunk Sys	trunk-sys-flag	MQ
Approved Let Date	apprvd-let-date	CG
Contract CSJ	contract-csj	CB
Functional Class	rdwy-funct-cls	HB
NHS	nhs-flag	PW
Actual Let Date	actual-let-date	CH
Other Participation	other-part	CM
Hurr Evac RTE	evac-rte	HQ
Project Number	project-number	CN
Project Ancestors	ancestor-csj5	EA
Project Descendents	descendent-csj5	FA
Remarks	Remarks	CS
PE DIST	PE – DIST	RH
DFO	From-Distanc-From-Origin	RK
DFO	To-Distance-From-Origin	RJ
TRM Update Flag	TRM-Update-Flag	UA

Project Finance Screen (P2)

The field names on the project finance screen (P2) include:

General – The field names on this screen are found in the Data Dictionary for file 121.

(P2) Screen

Field Name on Screen	Corresponding Name in Data Dictionary	Data Base Code
CTL-SEC-JOB	Control-Sect-Job	AB
District Estimated Amount	dist-eng-est	DB
Low Bid Amount	tot-obg-amount	DF
Date Of Last Estimate	date-est-cost	BJ
Local Contribution	local-contributions-amt	PU
Tapered Match	tapered-match	QA
Toll Credits	toll-credits	QB
Other Participation	other-part	CM
Work Program	work-program	GB
PIP	pid	GS
Authorized Amount	proj-cost	GC
Appl Pct	applied-percent	GM
APPN Code	apportionment-code	GL
Category	category-p2	GO
Fixed Flag	fixed-flag	GN
ROW Cost	row-amount	GF
Funct FM To	func-code-from func-code-to	GH GI
Date	minute-order-date	GK
Min Ord Number	minute-order-number	GJ
Total Program Cost	There is no corresponding name in Data Dictionary nor Database Code for this field name. This field is a calculated field.	
Preservation Percent	preservation-percent	UB
Mobility Percent	mobility-percent	UC

Project Finance Percent Screen (P2C)

The project finance-percent screen (P2C) contains the following fields:

General – The field names on this screen are found in the Data Dictionary for file 121.

(P2C) Screen

Field Name on Screen	Corresponding Name in Data Dictionary	Data Base Code
CTL-SEC-JOB	Control-Sect-Job	AB
Local Contribution	Local-Contributions-Amt	PU
APPN CODE	Apportionment-Code	GL
Estimated Const Cost	est-const-cost	BI
Applied %	applied-percent	GM
Auth Amt	proj-cost	GC
Federal %	federal-cost-pct	GP
Federal Cost	There is no corresponding name in Data Dictionary nor Database Code for this field name. This field is a calculated field. This is calculated from the percent (federal %).	
State %	state-cost-pct	GQ
State Cost	There is no corresponding name in Data Dictionary nor Database Code for this field name. This field is a calculated field. This is calculated from the percent (state %).	
Local %	local-cost-pct	GR
Local Cost	There is no corresponding name in Data Dictionary nor Database Code for this field name. This field is a calculated field. This is calculated from the percent (local %).	
Totals Federal/State/ Local	There is no corresponding name in Data Dictionary nor Database Code for these field names. The TOTALS for FEDERAL, STATE, and LOCAL are calculated fields.	
Max Federal Funds	This field is for Transportation Enhancement Program Projects only. Dollar amount for federal funds are authorized by the Commission. These funds cannot be increased without Commission action. The authorized amount will reflect the total amount for construction, federal dollars and local match.	

Project Evaluation Screen (P3)

The project evaluation screen (P3) contains these fields:

General – The field names on this screen are found in the Data Dictionary for file 121.

(P3) Screen

Field Name on Screen	Corresponding Name in Data Dictionary	Data Base Code	Metric Field Name
CTL-SEC-JOB	Control-Sect-Job	AB	-

(P3) Screen

Field Name on Screen	Corresponding Name in Data Dictionary	Data Base Code	Metric Field Name
District	Dictrict-number	AC	-
Project Classification	proj-class	BG	-
Urban Rural Operation	urban-rural	HD	-
Proposed DES Speed MPH	prop-dsgn-spd	IC	prop-desgn-spd-metric-meas
Terrain	Terrain	IO	-
PSE % Complete	Pse-comp	CP	-
ROW % Complete	Row-comp	CQ	-
Env % Complete	Pes2-lanes	IJ	-
Ext Fac: Main Lanes	exst-mnln-num	HG	-
Ext Fac: Main Lanes Type	exst-mnln-type	HH	-
ExtFac: Frontage Lane	exst-ftg-num	HI	-
Ext Fac: Frontage Lane Type	exst-ftg-type	HJ	-
Ext Fac: Length Mi	exst-length	HK	exist-length-met-ric-meas
Pro Fac: Main Lane	prop-mnln-num	HL	-
Pro Fac: Main Lane Type	prop-mnln-type	HM	-
Pro Fac: Frontage Lane	prop-ftg-num	HN	-
Pro Fac: Frontage Lane Type	prop-ftg-type	HO	-
Pro Fac: Length Mi	prop-length	HP	prop-length-met-ric-meas
Lane Miles	lane-miles	HS	lane-length-met-ric-meas
Shoulder Miles	shldr-miles	HT	shldr-length-met-ric-meas
Adt: Present	pres-adt	HW	-
Projected Year	proj-adt-year	HX	-
Projected Adt	proj-adt	HY	-
Percent Trucks	Percent-trucks	HZ	-
Dist Priority	Dist-priority	IQ	-

(P3) Screen

Field Name on Screen	Corresponding Name in Data Dictionary	Data Base Code	Metric Field Name
Field Name on Screen	Corresponding Name in Data Dictionary	Data Base Code	Metric Field Name
Population	Population-area	RB	-
<5,000	-	-	-
>=5,000 and <200,000	-	-	-
>=200,000	-	-	-
Roadway Functional Class	Rdwy-funct-cls	HB	-
Design Standard	Design-standard	RC	-
P.E. INFO FED LOA Date	Pe-federal-loa	RD	-
APPN Code	Pe-appn-code	RE	-
FED $	Pe-federal-dollars	RF	-
Consultant	Consultant-flag	PX	-
Donated	Donated-flag	PY	-
-	pes1-score	II	-
-	pes2-score	IK	-
Comments - Division	Comments1	JA	-
-	Comments3	JC	-
Comments - District	Comments4	JF	-
-	Comments5	JG	-
PRO FAC: LENGTH MILE	PROP - LENGTH	HP	

Project Evaluation Screen (P3B)

The project evaluation-bridge screen (P3B) contains these fields:

General – The field names on this screen are found in the Data Dictionary for file 121.

(P3B) Screen

Field Names Found in Data Dictionary for File 121		
Field Name on Screen	Corresponding Name in Data Dictionary	Data Base Code
CTL-SEC-JOB	Control-Sect-Job	AB
DISTRICT	District-Number	AC
Off System Route Number	off-state-id	NG
Bridge Sufficiency Rating	bridge-sufficiency-rating	NK
Bridge Deficiency Class	bridge-deficiency-class	NJ
Program Qual. Code	program-qualification-code	NI
Tebss Score Pct	tebss-score-pct	NH
NBI Number	-	-
Historic Significance	Hist Sig	-
Structure Type	Str Type	-
Critical Deficiency Indicator	Critical Def Ind	-

UTP Update Screen (P6)

The UTP update screen (P6) contains these fields:

General – The field names on this screen are found in the Data Dictionary for file 121.

(P6) Screen

Field Name on Screen	Corresponding Name in Data Dictionary	Data Base Code
CTL-SEC-JOB	Control-Sect-Job	AB
HIGHWAY NUMBER	HIGHWAY-NUMBER	BC
Corridor Number	-	-
Ad Hoc Report Codes	adhoc-report-id	MU

STIP Update Screen-District TIP (P7)

The STIP update screen-district TIP (P7) contains these fields:

General – The field names on this screen are found in the Data Dictionary for file 121.

(P7) Screen

Field Name on Screen	Corresponding Name in Data Dictionary	Data Base Code
CTL-SEC-JOB	Control-Sect-Job	AB
Highway No.	Highway-Number	BC
District	District-Number	AC
Location From	Limits-From	BM
Location To	Limits-To	BN
Cnty	County-Number	BB
Laymans Desc	Layman-Description1	BO
-	Layman-Description2	BP
Project Id	stip-project-id	AH
Implementing Agency	stip-implementing-agency-cmnt	AK
Phase	stip-phase-code	AI
MPO Code	mpo-code	JD
City Code	city-code	IP
TIP Year	tip-fy	JE
STIP Revision Date	stip-revision-date	AJ
STIP Remarks	comments2	JB

STIP View Only Screen

The STIP View Only Screen contains these fields:

General – The field names on this screen are found in the Data Dictionary for file 122. Any field name from the different file will have the corresponding file number in parenthesis.

STIP View Only Screen

Field Name on Screen	Corresponding Name in Data Dictionary	Data Base Code	Metric Field Name
CTL-SEC-JOB	Control-Sect-Job	AF	-
Highway No (on File 121)	Highway-Number (from file 121)	BC	-
Cnty (on File 121)	County-Number (from file 121)	BB	-

STIP View Only Screen

Field Name on Screen	Corresponding Name in Data Dictionary	Data Base Code	Metric Field Name
Act Let (on File 121)	Actual-Let-Date (from file 121)	CH	-
District	district-number	AG	-
Location From	stip-location-from-desc	DR	-
Location To	stip-location-to-desc	DS	-
Laymans Desc	stip-laymans-desc	DT	-
Project Id	stip-project-id	DD	-
Fed Proj No	stip-project-nbr	DE	-
Functional Class	stip-functional-class-code	DL	-
State Category	stip-state-category-code	DM	-
Exist # Of Lanes	stip-existing-lane-amt	DO	-
Phase	stip-phase-code	DF	-
Prop # Of Lanes	stip-proposed-lane-amt	DP	--
MPO Code	stip-mpo-code	DB	-
Project Length	stip-project-length-meas	DQ	stip-proj-length-metric
TIP Year	STIP-FY	DC	-
Implementing Agency	STIP-implementing-agency-cmnt	DX	-
STIP Revision Date	STIP-revision-date	DV	-
FHWA Approval Date	STIP-FHWA-approval-date	FG	-
District Est Let Date	STIP-district-est-let-date	DN	-
Est Const Cost	STIP-est-construction-amt	DK	-
Appn Code	STIP-apportionment-code	FB	-
Appn Cost	STIP-program-cost	FA	-
Local Contribution	STIP-local contribution-amt	DI	-
Total State	STIP-state-cost-total	FD	-
Total Local	STIP-local-cost-total	FE	-
Total Federal	STIP-federal-cost-total	FC	-
STIP Remarks	STIP-project-cmnt	DU	-

Cost Estimate History Screen (P8)

The Cost Estimate History Screen (P8) contains these fields:

General – The field names on this screen are found in the Data Dictionary for file 121.

(P8) Screen

Field Name on Screen	Corresponding Name in Data Dictionary	Data Base Code
CTL-SEC-JOB	Control-Sect-Job	AB
Highway Number	Highway-Number	BC
District	District Number	AC
CNTY	County Number	BB
UTP Year	Annual-Utp-Year	RM
Estimated Construction Cost Amount	Annual-Const-Est	RN
Estimated Row Cost Amount	Annual-Row-Est	RO
Run Date	Annual-Cost-Date-Run	RP

Project Estimate Screen (P4)

The project estimate screen (P4) contains these screens:

General – Most of the field names on this screen are found in the Data Dictionary for file 123. Any field name from the different file will have the corresponding file number in parenthesis.

(P4) Screen

Field Name on Screen	Corresponding Name in Data Dictionary	Data Base Code
CTL-SEC-JOB	Control-Sect-Job	AB
Line	None	None
EST CODE (on File 124)	EST-CODE (on file 124)	-
% E & C (on File 121)	EC-percent	DG
Chg Ind	None	None
Line No	line-number	BB
Card Type	card-type	BC
Item No	biditem-no	BF

(P4) Screen

Field Name on Screen	Corresponding Name in Data Dictionary	Data Base Code
Desc Code	biditem-desc-code	BG
Sp No	special-prov-no	BH
Spl Act	special-acct-no	BI
Alt Gp	alternate-group-no	BD
Alt	(Part of alternate-group-no)	(Part of alternate-group-no)
Quantity	eng-quantity	BJ
Unit Price (Before Letting)	eng-estimate-price	BK
Unit Price (After Letting)	unit-price	BL
Bid Item	biditem-flag	BM
Category Of Work	catgwork-desc	BQ
Unique Desc	biditem-description	BN
Comment	Comment	BP
Unit	unit-work	BO
(No field name on screen)	catgwork-miles or catgwork-km	BR

Contract Summary Screen (C1)

The contract summary screen (C1) contains the following fields:

General – The field names on this screen are found in the Data Dictionary for file 124.

Contract Summary Screen (C1)

Field Name on Screen	Corresponding Name in Data Dictionary	Data Base Code
Contract CSJ	contract-csj	AB
Contract Seq No	There is no corresponding name in Data Dictionary nor Database Code for this field name. This field is a display-only field.	
No Work Days	working-days	BC
No Work Days And Flag	work-cal-flag	HR
Prop Guarantee	proposal-guaranty-amt	BU

Contract Summary Screen (C1)

Field Name on Screen	Corresponding Name in Data Dictionary	Data Base Code
Bids Recd Until	received-until-date	BH
Prebid Conference	pre-bidders-meeting-date	NB
Contract Locked	contract-lock-data	TA
Est Code	est-code	FB
Let Code	letting-status-code	BD
Div Resp	division-responsible	BW
Waiver Flag	waiver-flag	BV
Dist-Resp (only LMO can revise this field on locked contracts)	resp-dist	FC
DBE Goals Flag	mbe-wbe-flag	BQ
Local Let	local-let	FD
CST Manager Number	eng-no	BK
Name	eng-name	BL
Addr	eng-address	BM
City	eng-city	BN
Zip	eng-zipcode	BO
Tel	eng-phone	BP
User Cost Amt	user-cost-amt	HB
Contract Type Of Work	type-of-work	GA
Contract Limits	Limits	GB
Included Projects	included-projects191	BY
(combined flag)	combined-flag191	IA
Total Cont Cost	Total-Contract-Cost	WC

Prebid Conference Screen

The prebid conference screen contains these fields:

General – The field names on this screen are found in the Data Dictionary for file 124

Prebid Conference Screen

Field Name on Screen	Corresponding Name in Data Dictionary	Data Base Code
Mandatory Attendance	pre-bidders-mandatory-flag	NC
Special Notice Text Requested	pre-bidders-special-text-flag	NG
Meeting # 1/ Meeting #2 Date	pre-bidders-meeting-date	NB
Meeting # 1/ Meeting #2 Time	pre-bidders-meeting-time	NC
Meeting # 1/ Meeting #2 Location	pre-bidders-meeting-locn	NF

Appendix B
Project Classifications

Introduction

This section lists **project classifications** found in TACS table DCSPRCLS Notes, including their code and their primary function of CSJ.

TACS Table DCSPRCLS Notes

Code	Classification	Notes: Primary Function of CSJ will be:
PE	Preliminary Engineering	Preliminary engineering only
BR	Bridge Replacement	Replacement of structure on existing location
BWR	Bridge Widening Or Rehabilitation	Rehabilitation or widening of deck, sub or super structure of an existing bridge to upgrade bridge to loading standards or geometric standards or traffic capacity
HPR	Remove Hazardous Paint (Bridge Rehab Projects)	Removal of hazardous paint on bridge rehabilitation projects
CNF	Convert Non-Freeway To Freeway	Added capacity conversions of multilane highways with non-controlled access to controlled access freeway
WF	Widen Freeway	Added capacity widening of an existing freeway facility
WNF	Widen Non-Freeway	Added capacity widening on an existing non-freeway facility, and addition of travel lanes
NLF	New Location Freeway	A controlled access facility on new location
NNF	New Location Non-Freeway	A non-freeway facility on new location
INC	Interchange (New or Reconstructed)	A complete interchange facility (such as trumpet, diamond, three-level diamond, cloverleaf, partial cloverleaf, or directional) on new location or reconstruction of interchange on existing right of way
SC	Seal Coat	Surface treatment of one or more applications of asphalt covered with aggregate for sealing of existing pavements
OV	Overlay	Leveling up or surfacing a pavement course, or any combination composed of a compacted mixture of mineral aggregate and asphaltic material
RES	Restoration	Restoration of pavement structure to existing configuration to meet 2R standards as a minimum. This function may include some minor safety upgrading.

TACS Table DCSPRCLS Notes

Code	Classification	Notes: Primary Function of CSJ will be:
RER	Rehabilitation of Existing Road	Reshaping and/or addition of existing base courses, including resurfacing, within existing right of way to meet 3R Standards. This function includes (but not limited to) minor safety upgrading, such as widening culverts and guard fence.
UPG	Upgrade to Standards Freeway	Upgrading of a freeway facility to full current geometric standards including base or pavement support enhancements
UGN	Upgrade to Standards Non-Freeway	Upgrading of a non-freeway facility to current geometric standards including base or pavement support enhancements
Code	Classification	Notes: Primary Function of CSJ will be:
MSC	Miscellaneous Construction	Miscellaneous construction that provides for driver assistance in travel. For example: signing, pavement markings, illumination, adding turn lanes, adding or moving entrance or exit ramps (usually small projects)
LSE	Landscape and Scenic Enhancement	Improvements of overall aesthetics of right of way or enhancement of roadside view
TS	Traffic Signal	New traffic signal, or upgrade of signalized intersection
HES	Hazard Elimination & Safety	All projects of federal traffic safety program
CTM	Corridor Traffic Management	Corridor traffic management systems
GCP	Grade Crossing Protection	Signalization and/or controls for grade crossing protection
TPD	Traffic Protection Devices	Traffic protection devices
FS	Feasibility Studies	Preliminary investigations, data collection, study of alternatives, costs, benefits, etc., and recommendations
ROW	Right of Way	The purchase of right of way
UTL	Utility Adjustments	The adjustment of utilities
JC	Junkyard Control	Junkyard control measures
OAC	Outdoor Advertising Control	Outdoor advertising control measures
SRA	Safety Rest Area	Construction of safety rest area
FBO	Ferry Boat	The construction of landings, approaches, or appurtenances to ferry boat operations
TC	Tunnel Construction	Construction of tunnels
RR	Railroad Relocation	Relocation of railroads
SKP	SKIP (Exempt from sealing – Transportation Enhancement Project	Projects where the plans are exempt from sealing and dating requirements (no professional engineer's seal)
BCF	Border Crossing Facility	Construction of Border Crossing Facility

Project Classifications Used in the LAR

This section lists project classifications used in preparing the Legislative Appropriation Request (LAR). The performance measure reports of LAR retrieve information from the project evaluation screen (P3). Information regarding each project's existing and proposed facility must be complete in order to accurately report department activities to the Texas Legislature. **The following project classifications must have an existing and proposed facility information shown on the project evaluation screen.**

Project Classifications

Code	Description	Required Entry
BR	Bridge replacement	Existing facility
BWR	Bridge widening or rehabilitation	Existing and proposed facility
CNF	Convert non-freeway to freeway	Existing and proposed facility
WF	Widen freeway	Existing and proposed facility
WNF	Widen non-freeway	Existing and proposed facility
NLF	New location freeway (only proposed facility information)	Existing and proposed facility
INC	Interchange (new or reconstructed)	Existing and proposed facility
SC	Seal Coat	Existing and proposed facility
OV	Overlay	Existing facility
RES	Restoration of existing road	Existing facility
RER	Rehabilitation of existing road	Existing facility
UPG	Upgrade to standards freeway	Existing facility
UGN	Upgrade to standards non-freeway	Existing facility