



U.S. Department of Transportation
Federal Highway Administration

Federal Highway Administration Contracting Alternatives Suitability Evaluator (CASE) Webtool **Getting Started Guide**

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Notice

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16. Abstract This document contains a Getting Started Guide that provides quick instructions for using the Federal Highway Administration Contracting Alternatives Suitability Evaluator (CASE) Webtool, which was designed to assist public agencies in the evaluation and selection of alternative contracting methods including short-term contracting (design-build, progressive design-build, construction manager/general contractor) and long-term contracting (design-build-operate-maintain, and design-build-finance-operate-maintain). The webtool incorporates and expands on current tools and processes developed by the Federal Highway Administration and State departments of transportation.			
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Background and Overview

The purpose of the **Federal Highway Administration Contracting Alternatives Suitability Evaluator (CASE) Webtool** is to assist public agencies in the evaluation of alternative contracting methods (ACMs). The agency enters information for a planned project and the webtool provides an evaluation of the different project delivery methods to assist the agency in determining the most appropriate method for the project.

This document provides a quick start to accessing and navigating the webtool. For detailed screen shots and explanations of all pages, fields, and processes, see the Federal Highway Administration *CASE Webtool User Guide*.

From the homepage, we can see the various options on how to proceed.

The screenshot shows the homepage of the CASE Webtool. The header includes the U.S. Department of Transportation logo and the text "U.S. Department of Transportation Federal Highway Administration". A navigation bar at the top right contains links: [Administration](#), [Home](#), [FAQs](#), and [Help](#). Below the header, there are two main buttons: "Start a New Analysis" (annotated with B) and "Archived Analyses" (annotated with C). A dropdown menu labeled "View projects by Agency/Organization" is set to "Maryland State Highway Administration" (annotated with D). Below this, there is a table of projects in progress. The table has columns for Project Name, Project Identifier, and Last Updated. The first three rows are highlighted with red boxes and labeled E, F, and G respectively. To the right of the table, there are several columns of status indicators, each with a red box and a label: "Long vs Short" (H1), "Short-Term ACM" (H2), "Short-Term Risk Mitigation" (I), "DBOW/DBFOM" (J1), "PS-PS Long-Term Analysis" (J2), and "PS-VALUE" (K). The labels A, B, C, D, E, F, G, H1, H2, I, J1, J2, and K are placed around the interface with arrows pointing to the corresponding elements.

Project Name	Project Identifier	Last Updated
sample Project for review - Cul	01A3A2FA5E049FGA54F	4/6/2020
sample Project for review - Chaplin	8F7EFABD1ECF4912BDA3	10/28/2019
sample Project for review - Campton	7CD18F950D5644BAA702	10/28/2019

- A)** The first callout covers the main menu options, which are listed as follows.
 - a. Administration:** This button is used for adding/removing user accounts and adjusting displays; and overriding scoring, statements, and values.
 - b. Home:** This button returns the user to the homepage whenever needed.
 - c. FAQs:** This button uses a dropdown menu to lead users to the frequently asked questions (FAQ) page.
 - d. Help:** This button uses a dropdown menu to lead users to the Help information dropdown.
- B) Start a New Analysis:** This button allows the user to enter preliminary data for a project to determine the recommended project delivery method. Once the button is used, the next screen will prompt the user to enter project information such as *Project Demographics, Project Locations, Project Description, Project Goals, Relative Cost Value, Relative Schedule Value, Relative Technical Value, Relative Context Value, Relative Financing Value, and Selection Committee/Workshops*.
- C) Archived Analyses:** This button will direct the user to view all archived projects. Clicking the button once again will return the user to the homepage.
- D) View Projects by Agency/Organization:** This button is a dropdown menu that allows the user to see projects under organizations that will be assigned to the user. This is populated based on what is applicable and designated by the system administrator.

The section titled “Projects in Progress,” with callouts **E–K** spread across the screen shows the status of each project analysis. The user can review the analysis detail by clicking the buttons.

- E)** The 3 icons can be used to delete a project analysis, copy a project analysis (which can be useful when entering a new project that is similar to the one that already exists), and to archive a project as needed, respectively.
- F)** Column **F** represents a list of projects under analysis. The user can click the project title to view and/or edit general information about a selected project.
- G)** The icon under column **G** can be used to attach or delete supporting documents from a project. Note that only administrators can delete project documents.

For the callouts **H–K**, the sections contain a box at the end of the project row. The boxes are colored green, yellow, or left blank. The green coloration signifies that the workflow step for the section has been completed; yellow signifies it is in progress; and blank signifies it has not yet been started.

The callouts **H1** and **H2** correspond to the ACM SCREEN section, which allows the user to choose between long-term or short-term contracting for a project or go directly to short-term contracting methods. Results from this component allow users to pick the best method for short-term delivery or allows users to decide if long-term contracting is recommended.

- H1)** The callout **H1** represents the subsection in which the user can determine whether a short-term contracting or long-term contracting method is suitable for a project. The user enters project information regarding *Legislation & Access to Private Capital, Agency Capabilities, Market Experience & Interest*, and *Project Considerations*.
- H2)** The callout **H2** represents the subsection in which the user can determine which short-term contracting method is suitable for a project. The user enters project information on *Technical Constraints, Schedule Constraints, Cost Constraints, Context*, and *Finance Constraints*. The ACM options are as follows:
- Design-Bid-Build [DBB]
 - Construction Manager/General Contractor [CM/GC]
 - Design-Build [DB]
 - Progressive Design-Build [PDB]
- I)** The callout **I** corresponds to the ACM Risk section. This section is used when the user is unsure about which short-term contracting method to select or if the project requires a more detailed delivery risk analysis. The user enters both qualitative and quantitative risk considerations for the project and is then provided with a Risk Mitigation Decision Matrix. Results from this matrix give the user with the most appropriate short-term delivery method.

The callouts **J1** and **J2** correspond to the P3-EFFECTS 2.0 section, which comes into play if users select long-term contracting for the project or if the project in question calls for long-term contracting.

- J1)** The callout **J1** is used to determine whether private financing is viable or public financing is preferred. The user enters information on *P3 Private Financing Legislation, Availability Payments vs. Revenue Risk, Budgetary Limitations on Availability Payments*, and *Benefits of Private Financing*. Either of the following two options will be recommended:
- Private Financing: Design-Build-Finance-Operate-Maintain [DBFOM]
 - Public Financing: Design-Build-Operate-Maintain [DBOM]
- J2)** The callout **J2** represents the subsection in which the component conducts a long-term contracting construction and financing analysis comparing a P3 to a public sector comparator (DBB or DB). The user enters information on *PSC Contracting Method, Project Timing, Project Capital Costs, Project Operational Costs*, and *Financing Conditions*. The component displays the range of values for inputs used in the P3-VALUE tool (callout **K**).
- K)** The callout **K** corresponds to the final section of the CASE Webtool, the P3 VALUE section. P3-VALUE is FHWA's stand-alone Excel-based tool designed to assist practitioners in the Value for Money analysis of P3 procurements. Clicking this callout will download an excel file for the user to perform a Value for Money analysis.