LA DOTD

Utility Relocation Electronic Management Data System
URTS - Utility Relocation Tracking System

• LA DOTD uses a database program to assist DOTD utility personnel in the tracking of all utility relocation agreements required. The current program is called URTS – Utility Relocation Tracking System.

• The program gives access to over 40 form letters and inserts project and company information into the text of the letter where specified.

• DOTD utility personnel are able to see the status of key information on a project. Some fields are auto populated while other fields require manual input from personnel.
LA DOTD’s means of tracking utility agreements on a project has transformed over the decades.

Going from a handwritten log:

<table>
<thead>
<tr>
<th>PROJECT NO.</th>
<th>NAME OF UTILITY</th>
<th>DATE</th>
<th>STATE</th>
<th>COMPANY</th>
<th>TOTAL</th>
<th>AGREEMENT</th>
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<td>GSU (GAS)</td>
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To a custom created database:
The department’s latest database system, URTS (Utility Relocation Tracking System), was designed so utility agreements and utility invoices could be tracked on any given project.

The current system was designed to be used by DOTD district and headquarters utility personnel.
The program allows all projects in the system to be viewed at any time.
Preset form letters are easily generated to send to individual utility companies for a selected project.
Letters for other sections within the department may be selected and the date of generation tracked.
URTS stores data such as:

- Project information
- Funding availability
- Contact information for current utility representative
- Status of the utility agreement and relocation
- Utility agreement type and date of execution
- Invoice and voucher status
- Change orders to the utility agreement
- Estimate of agreement and audit status
- Important notices DOTD requires on every project
- Summary of all agreements on a particular project
Project information:
Funding availability:
Status of the utility agreement and relocation:

![Image of utility tracking system]

- Plan-in-Hand Notice Date: 24/2/2003
- Engineering Authorization Agreement Date: 5/2/2003
- Date Plans Last Sent to Operator: 5/2/2003
- Notification of Preconstruction Conference Date: 12/19/2007
- Notice to Proceed Date:
- Substantial Completion Date:
- Final Invoice Date:
- Work Days: 190
- Date Completed & Closed: 5/4/2010

Status Remarks: Closed by SW.
Choices of utility agreements:
Utility agreement details:
Invoice status:
Change orders to the utility agreement:
Cost estimate of agreement and audit status:
Key notices DOTD requires on every project:
Summary of all agreements on a particular project:
A Utility Relocation Electronic Data Management System such as URTS is an efficient way to track utility agreements and invoice payments. It allows for a quicker execution of utility documents and subsequently a quicker project delivery for the department.

To learn more about LA DOTD’s Utility Relocation Electronic Document Management System, please contact the Utility Relocation Section at: (225) 379-1427.