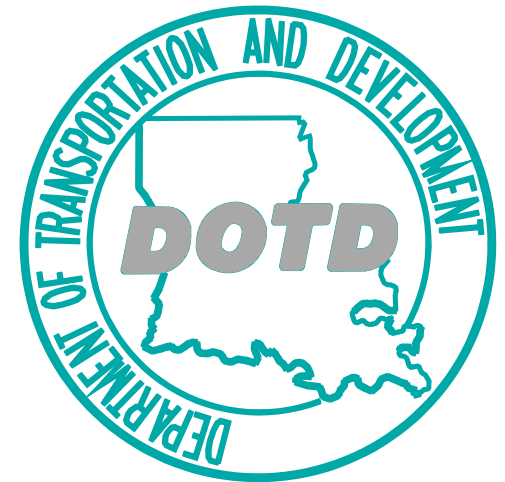


# LA DOTD

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:

UTILITY AGREEMENT RECORD

Page \_\_\_\_\_

PROJECT NO.		DIST.	FAP ?	NAME OF UTILITY	DATE	AMOUNT			AGREEMENT NUMBER
RIGHT-OF-WAY	CONSTRUCTION					STATE	COMPANY	TOTAL	
817-09-29	817-09-30	61	Yes	GSU (Gas)	02/21/04	19,792.01	9,429.92	29,221.93	08485
817-09-29	817-09-30	61	Yes	SCB	7/27/04	17,555	105401	122956	08486
817-09-29	817-09-30	61	Yes	GSU Elect	7/22/04	10203.62	94254.25	104457.87	08487
313-01-05	313-01-04	05	Yes	Claiborne Elec.	2-24-94	24,500.00	-0-	24,500.00	08488
139-04-005	139-04-0014	07	Yes	Cameron Tele. Co	2-25-94	Approved Draw			08489
	561-96-02	61	No	SCB	2-25-94	556367	556367	1,112,734	08490
817-40-03	817-40-01	61	Yes	BRWW	3-02-94	69,970.35	403,734.22	473,704.57	08491
024-02-0013	024-02-0014	07	Yes	Tennessee Gas PL	3-3-94	204,175.00	204,175.00	408,350.00	08492
390-02-09	390-02-08	03	Yes	SLEMCO	3-10-94	6,047.12	-0-	6,047.12	08493
34-05-22	34-05-20	08	Yes	Texas I/A	3-11-94	5,256.07	-0-	5,256.07	08494
835-10-10	835-10-12	08	Yes	SCB	3-22-94	APP Draw			08495
34-05-07	34-05-07	08	No	SCB	3-23-94	APP Draw			08496
815-14-0011	815-14-10	58	Yes	La. Gas S.	3-23-94	Approved Draw			08497
024-02-0013	024-02-0014	07	Yes	Dixie Pipelines	7-25-94	39,201.23	33,985.10	70,222.33	08498
024-02-0013	024-02-0014	07	Yes	Video Resign	7-25-94	21,047.70	49,111.30	70,159.00	08499

## To a custom created database:

Utility Operator - Search privilege

File Add Search Clear

Construction Number:  Operator:  Type:

Status Estimate/Audit **Agreement** Contacts Summary

Agreement

Agreement Number:

Date Executed:

Compensable Interest Documented:

Work Days:

**The Agreement number will be automatically entered when the agreement type is chosen. The number cannot be entered manually, or updated. The total agreement amount will be automatically calculated and entered by this program.**

Type Agreement

No Adjustments Required

Waived Drawings

Approved Drawings

Lump Sum

Actual Cost

URAF - Lump Sum

URAF - Actual Cost

**Clear Agreement Type**

**The revised state cost must be manually entered when the bid is approved. This number is used by other programs to calculate the estimate, change order totals, etc....**

Cost Distribution

State Liability: \$   %

Utility Liability: \$   %

Betterment: \$   %

Total: \$  100%

Work will be performed by:

Contractor (requires bid approval)

Direct Employees/Continuing Contract

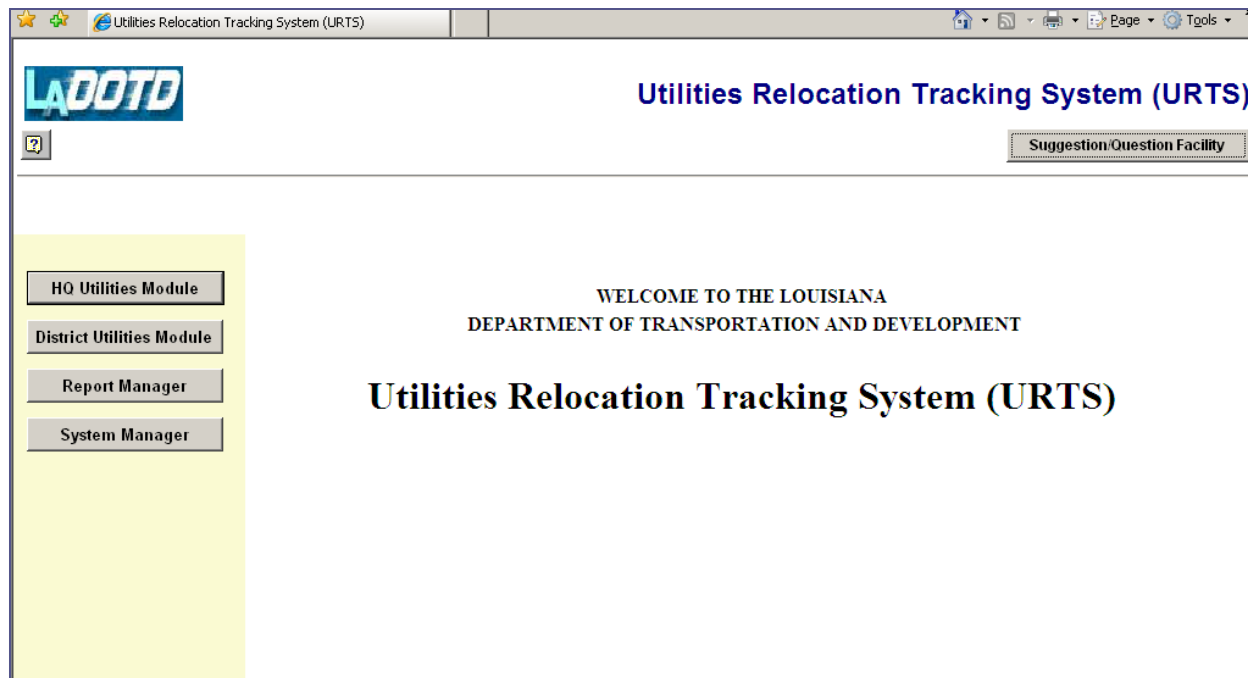
Bid Approved:

Revised State Cost with bid:

Database ready.

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.

The screenshot displays the 'HQ Utilities Module' interface within a Windows Internet Explorer browser. The page title is 'HQ Module - Utilities Relocation Tracking System (URTS) - Windows Internet Explorer'. The application logo 'LA DOTD' is visible in the top left, and the title 'HQ Utilities Module' is in the top right. Below the logo is a navigation bar with icons for Home, Print, Refresh, Stop, Back, Forward, and Help.

The main content area is titled 'URTS Projects Table'. It includes a search section with the following fields:
 

- Enter Lead Const, C & G, or R/W #: [Text Input]
- Agreement No: [Text Input]
- Associated R/W and Utility Number: [Dropdown Menu]
- Operator Type: [Text Input]
- Associated Operator: [Dropdown Menu]
- Buttons: +, -, [Pencil Icon], [Magnifying Glass Icon]
- Buttons: TOPS/LETS

The 'URTS Projects Table' contains a table with the following data:

Lead Const Nbr	Name	District	Parish
001-01-0027	Union Pacific RR Overpass	District 04	Caddo
001-01-0028	Cross Bayou and Relief Bridges on US 80	District 04	Caddo
001-02-0035	US 80 ADD CENTER TURN LANES	District 04	Caddo
001-06-0045	KCS Railroad Overpass Near Ada	District 04	Bienville
001-06-0048	Black Lake Bridge	District 04	Bienville
001-09-0068	Creek Bridge on US 80	District 05	Ouachita
001-09-0078	AT "OLE" HWY. 15	District 05	Ouachita
001-09-0084	Turn Lanes @ US 80 & Downing Pines Road	District 05	Ouachita
002-01-0041	Widening from Louisville - Gilbert	District 05	Ouachita
002-01-0047	Missouri Pacific RR Overpass	District 05	Ouachita

Below the table are two summary tables:

Alternate DOTD Construction project Numbers	Project Name

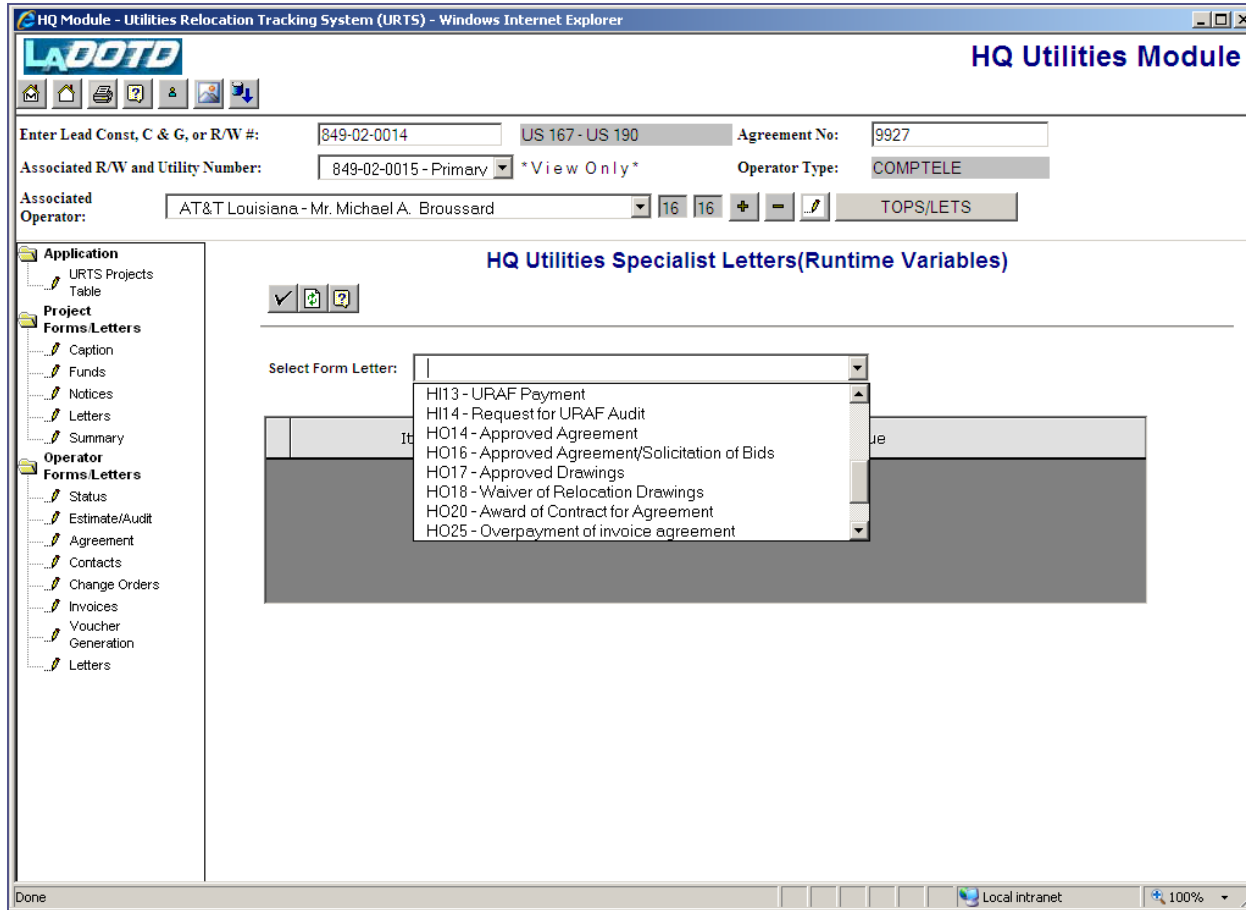
Associated DOTD R/W & Utility Project	Primary Project	FAP Number

The left sidebar contains a tree view with the following structure:
 

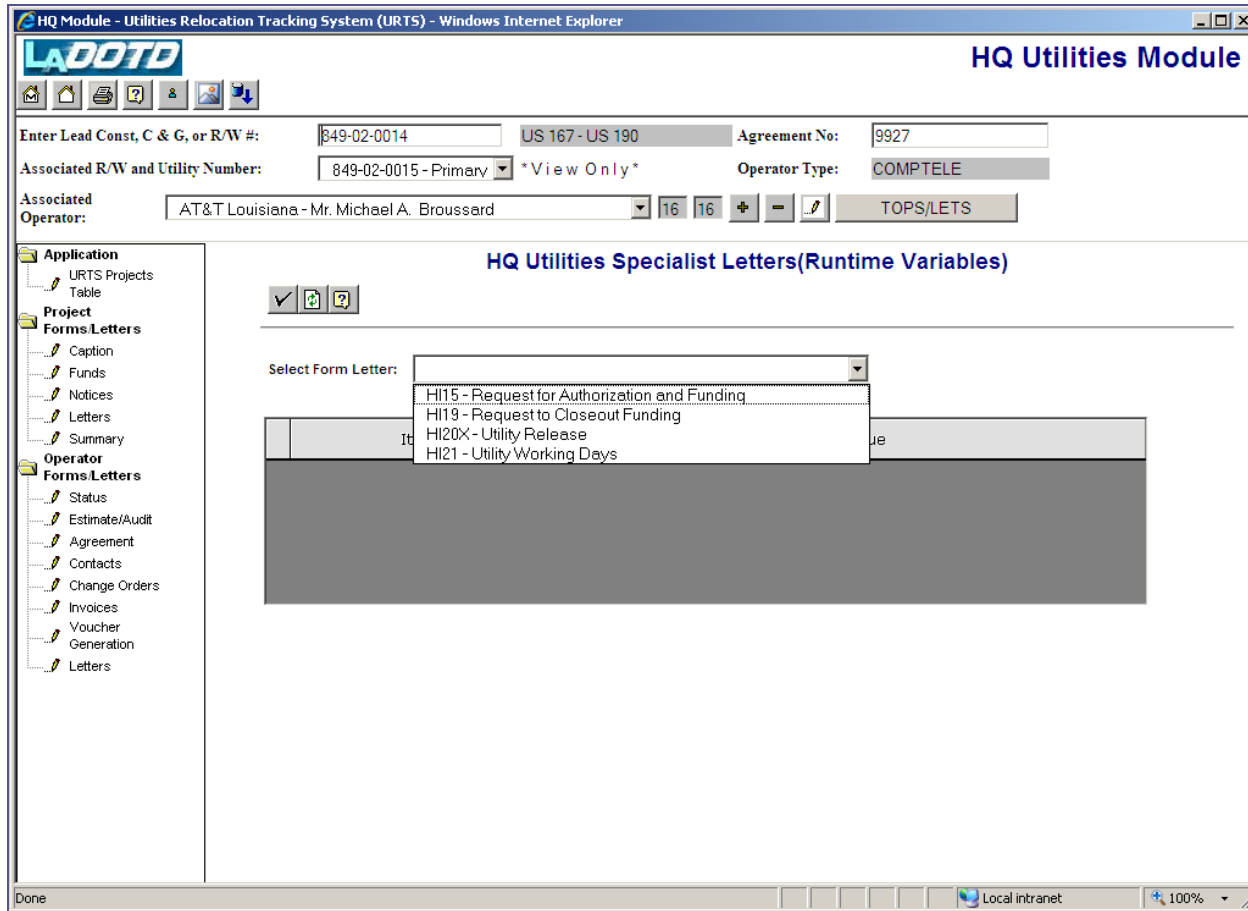
- Application
  - URTS Projects Table
- Project
  - Forms Letters
    - Caption
    - Funds
    - Notices
    - Letters
    - Summary
  - Operator
    - Forms Letters
      - Status
      - Estimate/Audit
      - Agreement
      - Contacts
      - Change Orders
      - Invoices
      - Voucher Generation
      - Letters

The status bar at the bottom shows 'Done', 'Local intranet', and '100%' zoom level.

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:

HQ Module - Utilities Relocation Tracking System (URTS) - Windows Internet Explorer

**LA DOTD** **HQ Utilities Module**

Enter Lead Const, C & G, or R/W #:   Agreement No:

Associated R/W and Utility Number:  \*View Only\* Operator Type:

Associated Operator:

**Application**

- URTS Projects Table
- Project**
  - Forms Letters**
    - Caption**
    - Funds
    - Notices
    - Letters
    - Summary
  - Operator**
    - Forms Letters**
      - Status
      - Estimate/Audit
      - Agreement
      - Contacts
      - Change Orders
      - Invoices
      - Voucher Generation
      - Letters

**Caption**

---

**Lead DOTD Construction Project Values:**

Project Description:

Route:

District:

Parish:

Plan Delivery Date:

Letting Date:

Project Engineer Code & Name:

Alternate DOTD Construction Project Numbers	Project Name
066-08-0012	

Done Local intranet 100%

# Funding availability:

HQ Module - Utilities Relocation Tracking System (URTS) - Windows Internet Explorer

**LA DOTD** **HQ Utilities Module**

Enter Lead Const, C & G, or R/W #: 849-02-0014 US 167 - US 190 Agreement No: 9927

Associated R/W and Utility Number: 849-02-0015 - Primary \*View Only\* Operator Type: COMPTELE

Associated Operator: AT&T Louisiana - Mr. Michael A. Broussard 16 16 + - TOPS/LETS

**Application**

- URTS Projects Table

**Project**

- Forms Letters
  - Caption
  - Funds**
  - Notices
  - Letters
  - Summary

**Operator**

- Forms Letters
  - Status
  - Estimate/Audit
  - Agreement
  - Contacts
  - Change Orders
  - Invoices
  - Voucher Generation
  - Letters

**Funds**

Codes:

Document 1107 Number: 050772 System Code: 4

Ident Code: 60

Alternate Procedures:

Requested Date: Approved Date: 2/22/2005

Funds:

Preliminary Estimate: [ ]

Preliminary Estimate Date: [ ]

Sum of Latest Revised State Liability \$: 474108.8

No State Cost:

Encumbered \$: 515000

Voucher Total \$: 444293.34

Requested \$: 0

Date Requested: [ ]

Date Released: [ ]

Balance \$: 70706.66

Funds Remarks:

Done Local intranet 100%

# Status of the utility agreement and relocation:

The screenshot shows a web browser window titled "HQ Module - Utilities Relocation Tracking System (URTS) - Windows Internet Explorer". The page header includes the LA DOTD logo and "HQ Utilities Module".

Form fields at the top include:  
Enter Lead Const, C & G, or R/W #: 849-02-0014 US 167 - US 190 Agreement No: 9927  
Associated R/W and Utility Number: 849-02-0015 - Primary \*View Only\* Operator Type: COMTELE  
Associated Operator: AT&T Louisiana - Mr. Michael A. Broussard 16 16 + - TOPS/LETS

The main content area is titled "Status" and contains the following data:

Plan-In-Hand Notice Date:	2/4/2003
Engineering Authorization/Agreement Package Date:	6/3/2003
Date Plans Last Sent to Operator:	6/3/2003
Notification of Preconstruction Conference Date:	12/18/2007
Notice to Proceed Date:	
Substantial Completion Date :	
Final Invoice Date :	
Work Days :	180
Date Completed & Closed:	5/6/2010

Status Remarks:  
Closed by SW.

The left sidebar shows a navigation tree with categories: Application (URTS Projects Table), Project (Forms, Letters), Operator (Forms, Letters), and Operator (Estimate/Audit, Agreement, Contacts, Change Orders, Invoices, Voucher Generation, Letters). The "Status" link under "Operator" is selected.

# Choices of utility agreements:

The screenshot displays the 'HQ Utilities Module' interface within a Windows Internet Explorer browser window. The title bar reads 'HQ Module - Utilities Relocation Tracking System (URTS) - Windows Internet Explorer'. The application header includes the 'LA DOTD' logo and the text 'HQ Utilities Module'. Below the header, there are several input fields for search criteria: 'Enter Lead Const, C & G, or R/W #' with the value '849-02-0014', 'US 167 - US 190', 'Agreement No:' with '9927', 'Associated R/W and Utility Number:' with '849-02-0015 - Primary' and '\*View Only\*', and 'Operator Type:' with 'COMTELE'. The 'Associated Operator:' field shows 'AT&T Louisiana - Mr. Michael A. Broussard' with '16 16' and a 'TOPS/LETS' button.

The main content area is titled 'Agreement' and contains several sections with radio button options and input fields:

- No Adjustments Required/Waived Drawings:**
  - No Adjustments Required
  - Waived Drawings
  - Date Executed: [input field]
- Approved Drawings:**
  - Approved Drawings
  - Agreement #: [input field]
  - Date Executed: [input field]
- Lump Sum/Actual Cost:**
  - Lump Sum
  - Actual Cost
  - Agreement #: 9927
  - Date Executed: 10/9/2006
- URAF Lump Sum/URAF Actual Cost:**
  - URAF Lump Sum
  - URAF Actual Cost
  - Agreement #: [input field]
  - Date Executed: [input field]

The left sidebar shows a navigation tree with categories: Application (URTS Projects Table), Project (Forms, Letters), Operator (Forms, Letters), and Operator (Status, Estimate/Audit, Agreement, Contacts, Change Orders, Invoices, Voucher Generation, Letters). The 'Agreement' item under the second 'Operator' category is highlighted. The status bar at the bottom shows 'Done', 'Local intranet', and '100%' zoom.

# Utility agreement details:

HQ Module - Utilities Relocation Tracking System (URTS) - Windows Internet Explorer

**LA DOTD** **HQ Utilities Module**

---

Enter Lead Const, C & G, or R/W #:   Agreement No:

Associated R/W and Utility Number:  \*View Only\* Operator Type:

Associated Operator:

---

**Application**

- URTS Projects Table

**Project**

- Forms Letters
- Caption
- Funds
- Notices
- Letters
- Summary

**Operator**

- Forms Letters
- Status
- Estimate/Audit
- Agreement
- Contacts
- Change Orders
- Invoices
- Voucher Generation
- Letters

### Agreement Details

Agreement Type:  Agreement #:  Date Executed:

Compensable Interest Date:  Work Days:

Cost Distribution:		
State Liability \$:	<input type="text" value="2574"/>	<input type="text" value="2.71"/> %
Utility Liability \$:	<input type="text" value="92509"/>	<input type="text" value="97.29"/> %
Betterment \$:	<input type="text" value="0"/>	<input type="text" value="0"/> %
<b>Total \$:</b>	<input type="text" value="95083"/>	100% <input type="button" value="Calculation"/>

Work Will be Performed By:

Contractor (requires bid approval)  Direct Employee/Continuing Contract

Bid Approved Date:

Approved Bid Amount:

Original Engineering:

Approved Bid Amount plus Original Engineering:

Latest Revised State Cost \$ Amount:

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Done Local intranet 100%

## Invoice status:

The screenshot displays the 'HQ Utilities Module' interface within a Windows Internet Explorer browser window. The page title is 'HQ Utilities Module'. The interface includes a navigation menu on the left and a main content area for 'Invoices'.

**Navigation Menu:**

- Application
  - URTS Projects
  - Table
- Project
  - Forms Letters
    - Caption
    - Funds
    - Notices
    - Letters
    - Summary
- Operator
  - Forms Letters
    - Status
    - Estimate/Audit
    - Agreement
    - Contacts
    - Change Orders
    - Invoices
    - Voucher Generation
    - Letters

**Main Content Area - Invoices:**

Enter Lead Const, C & G, or R/W #: 849-02-0014 US 167 - US 190 Agreement No: 9927  
Associated R/W and Utility Number: 849-02-0015 - Primary \*View Only\* Operator Type: COMTELE  
Associated Operator: AT&T Louisiana - Mr. Michael A. Broussard 16 16 TOPS/LETS

**Invoice Details:**

Agreement Type:	AC	Agreement #:	9927	Date Executed:	10/9/2006
Payment Number:	2				
Voucher Number:		Invoice Date:	4/29/2008		
Operator's Invoice Number:	RETAINAGE	Received By District:			
Invoice Amount \$:	0	To Project Engineer:			
Check Amount \$:	132.22	To Headquarters:			
Check Number:	626513	To Accounting:			
		Check to Operator:	4/30/2008		

**Invoice Remarks:**

Auto Generated for Retainage Payment

# Change orders to the utility agreement:

The screenshot displays the 'HQ Utilities Module' web application. The browser title bar reads 'HQ Module - Utilities Relocation Tracking System (URTS) - Windows Internet Explorer'. The application header features the LA DOTD logo and the text 'HQ Utilities Module'. Below the header, there are several input fields for identifying the project and agreement:

- Enter Lead Const, C & G, or R/W #:** 849-02-0014
- US 167 - US 190**
- Agreement No:** 9927
- Associated R/W and Utility Number:** 849-02-0015 - Primary \*View Only\*
- Operator Type:** COMPTLE
- Associated Operator:** AT&T Louisiana - Mr. Michael A. Broussard
- 16 16** (with +, -, and edit icons)
- TOPS/LETS** (button)

The main content area is titled 'Change Order' and contains the following sections:

- Agreement Type:** AC
- Agreement #:** 9927
- Date Executed:** 10/9/2006
- CO Number:** [Dropdown]
- Transmitted to Headquarters:** [Text]
- Approved:** [Text]
- Cost:**
  - Increase  Decrease
  - Amount(\$):** [Text]
  - Betterment (%):** [Text]
  - Revised State Cost(\$):** [Text]
  - State Liability (%):** [Text]
  - Revised Total Cost(\$):** [Text]
  - Utility Liability (%):** [Text]
- Work Days:**
  - Increase  Decrease
  - Amount:** [Text]
  - Revised Total Work Days:** [Text]
- Change Order Remarks:** [Text Area]

The left-hand navigation tree includes the following items:

- Application
  - URTS Projects Table
- Project
  - Forms Letters
    - Caption
    - Funds
    - Notices
    - Letters
    - Summary
- Operator
  - Forms Letters
    - Status
    - Estimate/Audit
    - Agreement
    - Contacts
    - Change Orders** (highlighted)
    - Invoices
    - Voucher Generation
    - Letters

The status bar at the bottom shows 'Done', 'Local intranet', and '100%' zoom level.



# Cost estimate of agreement and audit status:

The screenshot displays the 'HQ Utilities Module' interface within a Windows Internet Explorer browser. The page title is 'HQ Utilities Module'. The main content area is titled 'Estimate/Audit' and contains the following data:

Enter Lead Const, C & G, or R/W #: <input type="text" value="849-02-0014"/> US 167 - US 190		Agreement No: <input type="text" value="9927"/>
Associated R/W and Utility Number: <input type="text" value="849-02-0015 - Primary"/> *View Only*		Operator Type: <input type="text" value="COMPTLE"/>
Associated Operator: <input type="text" value="AT&amp;T Louisiana - Mr. Michael A. Broussard"/>		<input type="text" value="16"/> <input type="text" value="16"/> <input type="button" value="+"/> <input type="button" value="-"/> <input type="button" value="TOPS/LETS"/>

Estimate:			
Last Updated:	<input type="text" value="9/7/2004"/>	State Cost:	<input type="text" value="55000"/>
Work Days:	<input type="text" value="180"/>		
Invoice to Date \$:	<input type="text" value="2644.34"/>		
Paid to Date \$:	<input type="text" value="2644.34"/>		
Audit:			
To Audit Date:	<input type="text" value="1/17/2008"/>	Received Date:	<input type="text"/>
Claimed Amount:	<input type="text" value="2644.34"/>	Exceptions:	<input type="text"/>

The left sidebar shows a navigation tree with categories: Application (URTS Projects, Table), Project (Forms, Letters), Operator (Forms, Letters), and Operator (Status, Estimate/Audit, Agreement, Contacts, Change Orders, Invoices, Voucher Generation, Letters). The 'Estimate/Audit' item is currently selected.

## Key notices DOTD requires on every project:

The screenshot displays the 'HQ Utilities Module' web application interface. The browser title is 'HQ Module - Utilities Relocation Tracking System (URTS) - Windows Internet Explorer'. The application header includes the 'LA DOTD' logo and the text 'HQ Utilities Module'. Below the header, there are several input fields for project information:

- Enter Lead Const, C & G, or R/W #: 849-02-0014
- US 167 - US 190
- Agreement No: 9927
- Associated R/W and Utility Number: 849-02-0015 - Primary \*View Only\*
- Operator Type: COMTELE
- Associated Operator: AT&T Louisiana - Mr. Michael A. Broussard
- Buttons: 16, 16, +, -, and a save icon, followed by a 'TOPS/LETS' button.

The main content area is titled 'Notices & Remarks' and contains the following information:

- Utility Release Letter Date: 1/29/2007
- Work Days Letter Date: 1/29/2007
- Act 258 to Contractor Letter Date: 1/10/2008
- Project Remarks: Delivery Date: 06/01/2005

A left-hand navigation pane shows a tree structure with categories: Application (URTS Projects Table), Project (Forms, Letters), Operator (Forms, Letters), and various other project-related items like Status, Estimate/Audit, Agreement, Contacts, Change Orders, Invoices, Voucher Generation, and Letters.

The status bar at the bottom indicates 'Done' and 'Local intranet' with a zoom level of 100%.

# Summary of all agreements on a particular project:

HQ Module - Utilities Relocation Tracking System (URTS) - Windows Internet Explorer

**LA DOTD** HQ Utilities Module

Enter Lead Const, C & G, or R/W #: 849-02-0014 US 167 - US 190 Agreement No: 9927

Associated R/W and Utility Number: 849-02-0015 - Primary \*View Only\* Operator Type: COMPTELE

Associated Operator: AT&T Louisiana - Mr. Michael A. Broussard 16 16 + - TOPS/LETS

**Summary**

Lead DOTD Construction Project Values:

Project Description: Reconstruction

Route: La. 749

District: 03, District 03 C & G Number/Dates:

Parish: St. Landry N/A

Utility Clear Date: 11/1/2006

Plan Delivery Date: 6/30/2007

Letting Date: 7/1/2007

Project Engineer Code & Name: Mr. Jody Fontenot [FONTE]

Copy to Clipboard

Operator Name	Company Type	AgreeNo	AgreeType	AgrWkDay <sub>s</sub>	AgreeDate	StCost
AT&T Louisiana	Telephone	9927	AC	180	10/09/2006	20723
Southwest La. Electric	Electric Distribution	9986	AC	60	07/11/2005	20723
US Sprint	Telephone	N/A	NOADJUST	0	03/07/2005	
Spectra Energy	Gas Distributor	N/A	NOADJUST		11/22/2004	

Done Local intranet 100%

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.

