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16. Abstract Project 0-5475 performed a comprehensive analysis of utility conflict data/information flows between utility accommodation stakeholders in the Texas Department of Transportation project development process, developed data models to accommodate work and data flows between such stakeholders, developed a prototype system for the management of utility conflict data, and developed a tool for the visualization and analysis of utility conflicts within the prototype. This report provides a guideline for users of the prototype system called Utility Accommodation and Conflict Tracker (UACT). The report details how users can access UACT, how UACT displays information, and how users can navigate the interface. The report further provides an overview of UACT's business areas and the actions that are available to users in those business areas. Specifically, the report provides detailed guidance on how to import project data, import utility facility data, add stakeholders to projects, manage UACT users and permissions, upload and convert documents to PDF, create utility conflicts, create a utility agreement assembly, and create reports based on UACT data.					
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UTILITY ACCOMMODATION AND CONFLICT TRACKER (UACT) USER MANUAL

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DISCLAIMER

The contents of this document reflect the views of the authors, who are responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the official view or policies of the Federal Highway Administration (FHWA) or the Texas Department of Transportation (TxDOT). This document does not constitute a standard, specification, or regulation, nor is it intended for construction, bidding, or permit purposes. The engineer in charge of the project was Edgar Kraus, P.E. (Texas Registration #96727).

The United States Government and the State of Texas do not endorse products or manufacturers. Trade or manufacturers' names appear herein solely because they are considered essential to the object of this report.

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LIST OF ACRONYMS, ABBREVIATIONS, AND TERMS

AASHTO	American Association of State Highway and Transportation Officials
CAD	Computer Aided Design
CSJ	Control Section Job
DCIS	Design and Construction Information System
DOT	Department of Transportation
FHWA	Federal Highway Administration
FileNet	FileNet Electronic Document Management System
GIS	Geographic Information System
IE	Internet Explorer®
Interstate System	National System of Interstate and Defense Highways
JPEG	Joint Photographic Experts Group
LPA	Local Public Agency
PDF	Portable Document Format
PNG	Portable Network Graphic
PS&E	Plans, Specifications, and Estimate
RAM	Random Access Memory
ROW	Right of Way
SP	Service Pack
SUE	Subsurface Utility Engineering
TPP	Transportation Planning and Programming Division
TSD	Technology Systems Division
TTI	Texas Transportation Institute
TxDOT	Texas Department of Transportation
UAR	Utility Accommodation Rules
UIR	Utility Installation Review
UACT	Utility Accommodation and Conflict Tracker

ABOUT UACT

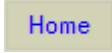
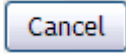
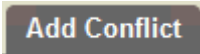

INTRODUCTION

The Utility Accommodation and Conflict Tracker (UACT) system is a web-based prototype for management and tracking of utility conflicts. Key functionalities of UACT include:

- **Utility Conflict Tracking.** Department of transportation (DOT) officials can enter utility conflict data based on existing utility facility data and create visual representations of utility conflicts that are displayed on a mapping component. The prototype also provides an overview of the status of utility conflicts for each project.
- **Utility Agreement Development and Tracking.** A utility company can complete the required forms of a utility agreement online and file the document electronically for review by the appropriate district and division personnel. The system guides the user through the completion process and selects appropriate forms based on the specific circumstances of the utility conflict.
- **Document Upload and Conversion to PDF.** The prototype allows users to upload documents that are accessible to other users based on roles and privileges. The prototype converts all documents automatically to PDF to allow easy access to all privileged users.
- **DCIS Project Data Access.** The research team designed the prototype to connect to the design and construction information system (DCIS) and display project data that are collected in a DCIS data warehouse.
- **Utility Facility Database Access.** The research team designed the prototype to integrate with a database of utility facility features based on a geographic information system (GIS).
- **Sophisticated User Access Model.** UACT provides a sophisticated and flexible access system based on capabilities, roles, and privileges. UACT administrators can further customize access to UACT by providing individual users access to specific projects.

This manual uses the following special text style conventions to distinguish among elements of the UACT interface (Table 1):

Table 1. UACT Text Styles for Interface Elements.

Text Style	Interface Element	Interface Example
Blue Text	UACT user interface hyperlink	
Bold Text	UACT button	
[Text in Brackets]	UACT tab (or subtab)	
Orange Text	UACT subsection header	

UTILITY CONFLICT MANAGEMENT FUNCTIONALITY

The UACT prototype is based on a business process model that describes utility-focused right of way activities in the project development process. The UACT data architecture is designed to perform several activities which are included in the research report and cannot all be listed here (1). Users can perform the following primary activities using the UACT prototype:

- Import and view project data from DCIS (using DCIS connection).
- Create and edit new UACT projects.
- Add and edit documents for projects and utility conflicts.
- Create and edit utility conflicts based on existing utility facility data.
- Create and edit utility agreement documentation for utility conflicts.
- Create reports and utility conflict matrices based on utility conflict data.

The UACT prototype supports the activities of various stakeholders in the utility coordination process. At the core of the prototype is a listing of projects with associated inventory of utility conflicts that provides web-based access to utility conflict data and current status to eligible users. In the case of utility conflicts that are eligible for cost reimbursement, the prototype allows the creation of documents required for utility agreements between the Texas Department of Transportation (TxDOT) and utility owners.

ADDITIONAL INFORMATION

The Utility Accommodation Rules (UAR) and the Texas Department of Transportation (TxDOT) Utility Manual govern the accommodation of utility facilities on the state highway right of way (ROW) (2, 3). The rules and guidelines are the result of a federal mandate that requires states to submit a statement to the Federal Highway Administration (FHWA) documenting the following information:

- authority of utilities to use and occupy the state highway right of way,
- power of the state DOT to regulate such use, and
- policies the state DOT uses for accommodating utilities within the right of way of federal aid highways under its jurisdiction (4).

The rules, which can be traced to utility accommodation policies and guides of the American Association of State Highway and Transportation Officials (AASHTO), prescribe minimums relative to the accommodation, location, installation, adjustment, and maintenance of utility facilities within the state right of way (5, 6). However, the rules also establish that where industry standards or governmental codes, orders, or laws require utilities to provide a higher degree of protection than provided in the UAR, such regulations and laws take precedence (2). At TxDOT, a number of documents provide additional information regarding specific requirements that might affect utility installations on the right of way, including standard and special construction specifications, special provisions, and survey standards (7, 8).

ACCESSING UACT

CLIENT SYSTEM REQUIREMENTS

To use UACT, use a desktop or laptop computer with an internet connection and at least the following specifications:

- Windows® XP with Service Pack 2 (SP2),
- 256 MB of RAM,
- Microsoft® Internet Explorer® (IE) 6.0 with SP2, and
- PDF reader such as Adobe Acrobat Reader® 6.0.

To access UACT, a web-browser such as Microsoft Internet Explorer along with a valid and active UACT account is required. No other client-side software is necessary. Other web-browsers such as Mozilla Firefox may be used but UACT does not officially support them. In this manual, the term “browser” or “web-browser” refers exclusively to Microsoft Internet Explorer.

LOG IN TO UACT

To access UACT, point the web-browser to the following address: <http://impdev.tamu.edu/uact>. The address is not case sensitive and is acceptable in any combination of small and capital letters. The above address takes the user to a user login page as shown in [Figure 1](#). At this page, enter your UACT username and password and click on **Sign in**. If you do not have a UACT account, click on [Create a new account](#) and refer to the section [New User Registration](#) of this user manual.



Figure 1. UACT Login Screen.


NEW USER REGISTRATION

UACT assumes the following business structure for system users:

- A company seeking access to UACT may be composed of multiple offices, which do not necessarily coincide with TxDOT district boundaries. Examples of offices include regional divisions, marketing areas, service centers, city departments, and utility district offices.
- For each office, there may be one or more administrators, users, consultants, and guests. By default, the first user who creates an office account in UACT is an administrator for that office. Before that user can use his/her account, a TxDOT official must validate the account and approve it.
- Office administrators have the responsibility to manage the office account, including adding and/or deleting user accounts, consultant accounts, and guest accounts.
- Administrators and users can use the online interface to submit conflict data and supporting documentation to TxDOT.

To create a new office account (and create the first administrator account) use the following procedure:

- At the UACT user login page and at the bottom of the login box, click on [Create a new account](#) (Figure 2).



Sign in with your account

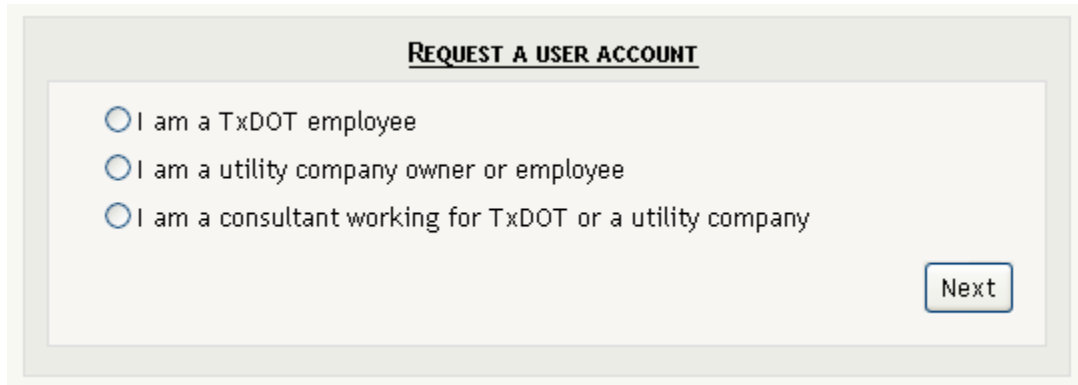
Username:

Password:

[Create a new account](#)

Figure 2. UACT Login Box.

- On the following screen, complete the short questionnaire and click Next (Figure 3).



REQUEST A USER ACCOUNT

I am a TxDOT employee

I am a utility company owner or employee

I am a consultant working for TxDOT or a utility company

Next

Figure 3. UACT Request User Account Screen.

- Depending on the answers provided in the questionnaire, appropriate fields in the following “Request account” form will become available. Note: If your office already exists in the UACT database, *do not* use this procedure. Instead, ask your designated UACT office administrator to create an account for you.

- At the “Request a User Account” screen, provide installation owner, your “home” TxDOT district, office, contact, security information, and click Next (Figure 4).
 - Verify the pre-listing of the installation owner name in the database. If a record already exists, *do not* create a new one. Instead, select the installation owner name from the drop-down menu.
 - The “home” TxDOT district is the district where you will register the new office account.

Request account

REQUEST A USER ACCOUNT

Select or add an installation owner

Installation Owner Name	<input type="text" value="--- Select an owner ---"/> <small>Or click here if NOT on the list</small>
Installation Owner Acronym	<input type="text"/>

Select TxDOT district (user's "home" district)

TxDOT District name	<input type="text" value="--- Select a district ---"/>
---------------------	--------------------------------------------------------

Select or add an office

Office Name	<input type="text" value="--- Select an office ---"/>
Office Type	<input type="text" value="--- Select an office type ---"/>

Contact Information

Name	First <input type="text"/>
	Last <input type="text"/>
Title [Optional]	<input type="text"/>
Telephone	<input type="text"/> - <input type="text"/> - <input type="text"/>
Fax Number	<input type="text"/> - <input type="text"/> - <input type="text"/>
Email Address	<input type="text"/>
Confirm Email	<input type="text"/>
Address	Street <input type="text"/>
	City <input type="text"/> Alabama <input type="text"/>
	Zip <input type="text"/>

Security Information

Login ID	<input type="text"/>	4-15 characters, letters or numbers only!
Password	<input type="text"/>	6-15 characters, case sensitive!
Confirm Password	<input type="text"/>	

Figure 4. Request User Account Screen.

- Review the assigned role and permissions to the new user account and click Next (Figure 5).

Request account

REQUEST A USER ACCOUNT

Account Status

User Account Status: Pending

User Privilege Level: Administrator

Role

User Role: Utility Owner

	Add	Delete	Edit	Import	Upload	View
Conflict	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Conflict Document	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conflict Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Contact	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Other Resources						
Project		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Project Document	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Project Stakeholders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>
Project Status						<input type="checkbox"/>
Report						<input type="checkbox"/>
User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Utility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Utility Agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>

Previous Next

Figure 5. User Account Role Overview.

- All information on this screen is read-only, which means that it is not modifiable. By default, the account status is “Pending” until approved by a UACT System Administrator, the privilege is “Administrator,” and the role is “Utility Owner.” The second half of this form displays available permissions to the user (see glossary for more information on permissions). If this user account requires additional permissions, contact a UACT System Administrator.

- Verify the information and click **Finish** to submit the account request to a TxDOT administrator of the selected district, or click **Previous** to make changes (Figure 6).

The screenshot shows a web interface titled "Request account" with a sub-header "REQUEST A USER ACCOUNT". Below this is a "Confirmation" table with the following data:

District	San Antonio
Office Name	Corporate Office
Office Acnm	
Office Type	Area Office
Name	First William
	Last Robinson
Title	CEO
Telephone	210-700-2812
Fax	210-700-2823
Email Address	w.robinson@tts.att.com
Address	Street 100 ATT Blvd
	City San Antonio, Texas
	Zip 78240
Login ID	w-robinson
Password	*****
Role	Utility Owner
Privilege	Administrator
Account Status	Pending

At the bottom right of the form are two buttons: "Previous" and "Finish".

Figure 6. User Account.

- After submitting the request, TxDOT will review the information and will contact you by e-mail (Figure 7). Upon approval, you will be able to log in to UACT.

The screenshot shows a web interface titled "Request account" with a message box containing the following text:

Your account information is being forwarded to an Account administrator of the **Amarillo** district.
The review process can take up to 24 hours. Please check your e-mail to obtain account information.

Figure 7. Account Request Submission Note.

PASSWORD AND LOGIN ID RETRIEVAL

A forgotten password is retrievable using one of the following methods:

- Ask your designated UACT office administrator to generate a new temporary password for your account under [User Management](#).

- If your designated UACT office administrator is not available, contact the TxDOT right of way office and request a temporary password. TxDOT can generate a new temporary password for your account under [User Management](#).

In all cases, UACT will send the new temporary password to the e-mail address associated with the login ID. The next time you login, UACT will ask you to change that temporary password.

A forgotten username is retrievable as follows:

- Ask a designated UACT office administrator to login and look up the username under [User Management](#).
- If a designated UACT office administrator is not available, contact the TxDOT right of way office. TxDOT can look up your login ID under [User Management](#).

COOKIES AND PRINTING WITH INTERNET EXPLORER

UACT uses session objects as a way to “link” pages opened by the user within the same session. The server automatically generates a session object (“cookie”) in response to a user request to start a session. Before you can log in, make sure your browser is set to enable cookies. After you close the browser or when the session expires (after 60 minutes of inactivity), the server will automatically delete the session object. To enable cookies in Internet Explorer, go to Tools > Internet Options > Privacy and move the slider to Medium.

If you use Microsoft Internet Explorer, make sure the browser is set to print background colors and images. In Internet Explorer, go to Tools > Internet Options > Advanced and, under “Printing,” check the “Print background colors and images” option.

HOW UACT DISPLAYS INFORMATION

LISTING OF INFORMATION

In many areas of the system, UACT displays information in tabular format. UACT displays at most 10 rows of information at once. If more information exists, UACT creates a new page that becomes available through a link at the bottom of the first page, to allow the user to navigate to additional records without a need for vertical scrolling (Figure 8).











Highway Number	ROW CSJ	Construction CSJ	Project Name	District	Edit
	1234-12-133	1234-12-132	Colorado County Reconstruction Project	Yoakum	
Sw 87th	1235-69-857	1235-69-856	Callaghan Reconstruction Project	Abilene	
Fm 5	2325-25-413	2325-25-412	Comanche Reconstruction Project	Brownwood	
Hw 90	2365-89-636	2365-89-635	Old Highway 90 overpass replacement	Atlanta	
Us 1	3658-96-588	3658-96-587	Collin Restruction Project	Dallas	
Hw 281	3695-85-255	3695-85-254	HW 281-I410 Airport Web Interchange	Lubbock	
Sw 112	3698-54-786	3698-54-785	Highway 130 Project	Childress	
I 410	4568-25-699	4568-25-698	Sw 112th Ave./Allapattah Road Roadway Improvement	Waco	
Ih 10	6541-23-885	6541-23-875	Katy Freeway Section A	Houston	
Ih 10	6541-23-886	6541-23-876	Katy Freeway Section B	Houston	
1 2					

Figure 8. Tabular Listing of Information in UACT.

By default, the current page cannot be selected and is grayed out. Additional pages appear in bold and are clickable. In UACT, almost all information provided in tabular list format follows this consistent structure.

Information in tabular list format can be sorted by clicking on the white colored text of the header of any column of interest. The first click sorts the table in ascending order, the second click in descending order. Sortable columns have white colored text as compared to orange text, which identifies columns that cannot be sorted. Note: The coloring of text depends on the color scheme (theme) chosen for the website and may change if a different theme is applied to the website. If a different color scheme is chosen for the website, items that perform actions such as sorting should remain identifiable by a different text color.

UPLOADING FILES TO UACT

All files uploaded to UACT become available in two formats, the format of the uploaded original file and a PDF version. The PDF version enables users to view files uploaded to UACT if they cannot view the file in its native format (e.g., AutoCAD). Note: The time required for the generation of a PDF file increases with the size of the file.

NAVIGATING UACT

SCREEN STRUCTURE AND MENU OPTIONS

All UACT screens use the following page structure (Figure 9):

- **Navigation Area.** This area at the top of the user interface includes links to major sections of the application.
- **Main Information Area.** The content displayed here depends on the main menu item the user selects.

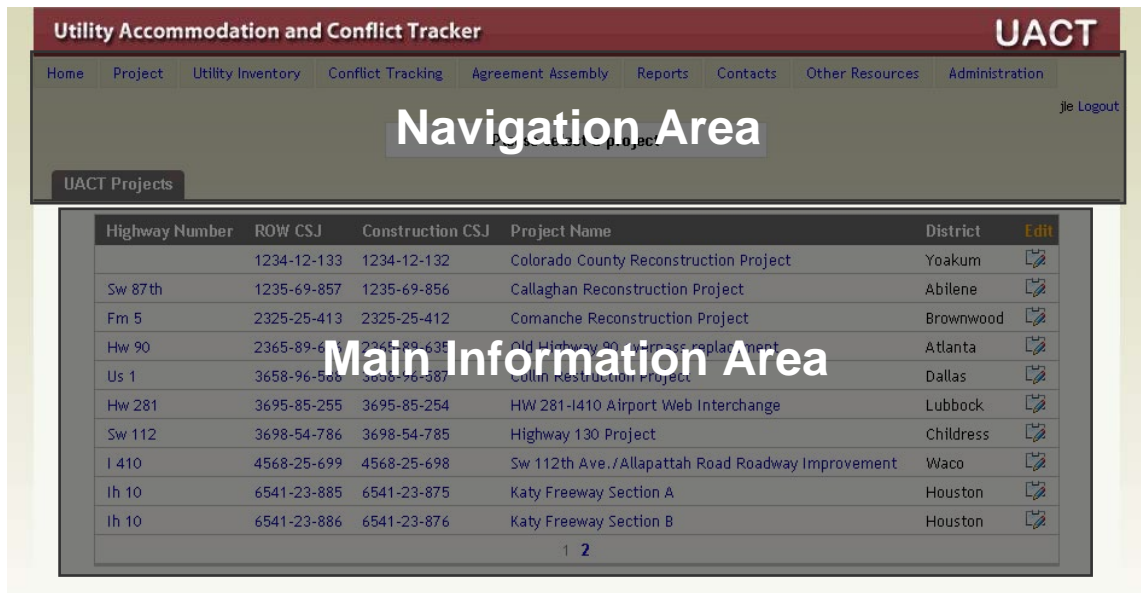


Figure 9. UACT Navigation and Main Information Area.

The Navigation Area consists of the following navigation elements (Figure 10):

- **Main Menu.** The main menu items are [Home](#), [Project](#), [Utility Inventory](#), [Conflict Tracking](#), [Agreement Assembly](#), [Reports](#), [Contacts](#), [Other Resources](#), and [Administration](#). These main menu items correspond to the business areas of the prototype. For the most part, these items change little during the use of UACT. If a user hovers the mouse over a main menu item, additional submenu items may become available.
- **UACT System Path.** This main menu item provides a quick view of the user's current location in the UACT system. Blue text in the system path indicates links that are alternative navigation elements to components in UACT.
- **Project Information.** This main menu item provides the current right of way control section job (CSJ) and Construction CSJ of the currently active project.
- **Tab and Subtab Navigation.** This main menu item consists of tabs (and occasionally subtabs) to provide further navigation options within a business area section.

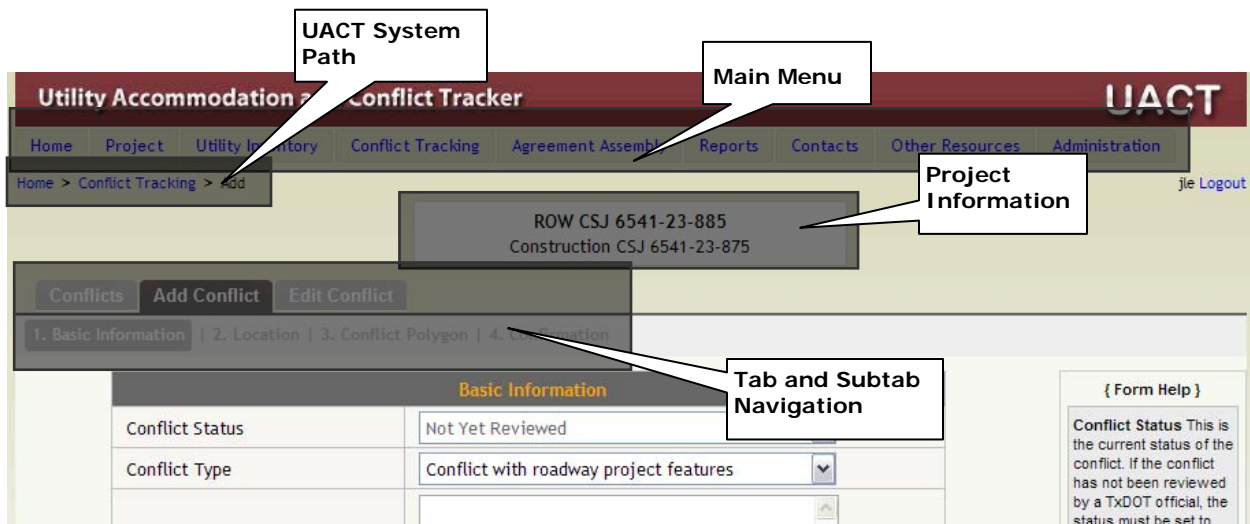


Figure 10. UACT Navigation Area.

The specific contents of the main menu, submenu, tab, and subtab navigation may differ according to the role and permissions assigned to the current user. A brief description of the main menu items follows:

Home

- [Home](#) provides a listing of projects currently on the UACT system, which is accessible to users according to their role and privilege. For access to a project, the user must first select a project by clicking on a blue link (either highway number, right of way CSJ, construction CSJ, or project name).

Project

- [Project](#) outlines details of a project selected by the user under the home page.
- [Import](#) allows a user with sufficient permissions to import a project from a central TxDOT database called DCIS.

Utility Inventory

- [Utility Inventory](#) allows viewing a list of imported utilities and its details.
- [Utility Import](#) allows a user with sufficient permissions to import a utility from an external database into UACT. The imported utilities come into play when creating conflicts and agreement assemblies.

Conflict Tracking

- [Conflict Tracking](#) allows viewing of conflicts and their details (conflict location and type, map of the conflict, and documents associated with the conflict) created by the current user or users of current user's company. TxDOT users can view all conflicts without any restrictions.
- [Add Conflict](#) allows creating a new conflict as identified by TxDOT or a utility company.
- [Edit Conflict](#) enables the user to edit a previously created conflict and its details. Some details are only modifiable by TxDOT users.

Agreement Assembly

- [Agreements](#) shows the user a list of agreements created by him or his company for submission to TxDOT along with actions available in the current context such as completing the agreement, editing its details, viewing its details, and deleting an agreement.
- [New Agreement](#) allows a utility company user to create a new agreement for submission to TxDOT.
- [Continue Agreement](#) enables a utility company user to continue a previously created agreement and finally submit it to TxDOT.

Reports

- [Reports](#) provides a mechanism for users to generate a list of certifications and other queries by using a general-purpose query engine.

Contacts

- [Contacts](#) provides a listing of users and their contact information on the UACT system.

Other Resources

- [Other Resources](#) provides external sources of information made accessible by TxDOT to UACT users.

Administration

- [Users](#) allows administrators (TxDOT and others) to add new users and manage currently registered users.
- [Access Control](#) enables a System Administrator to set up capabilities (add, edit, delete, etc.) that will be available in the UACT system as well as specify default permissions (add document, edit conflict) for the different roles (utility owner, utility consultant, TxDOT surveyor) available in UACT.

The Main Information Area consists of the following elements (Figure 11):

- **Information Display and Input Area.** This area either displays data (mostly tabular list format) or provides a user interface to input new data.
- **Help Area.** This area provides context specific help to users in certain areas of the prototype.

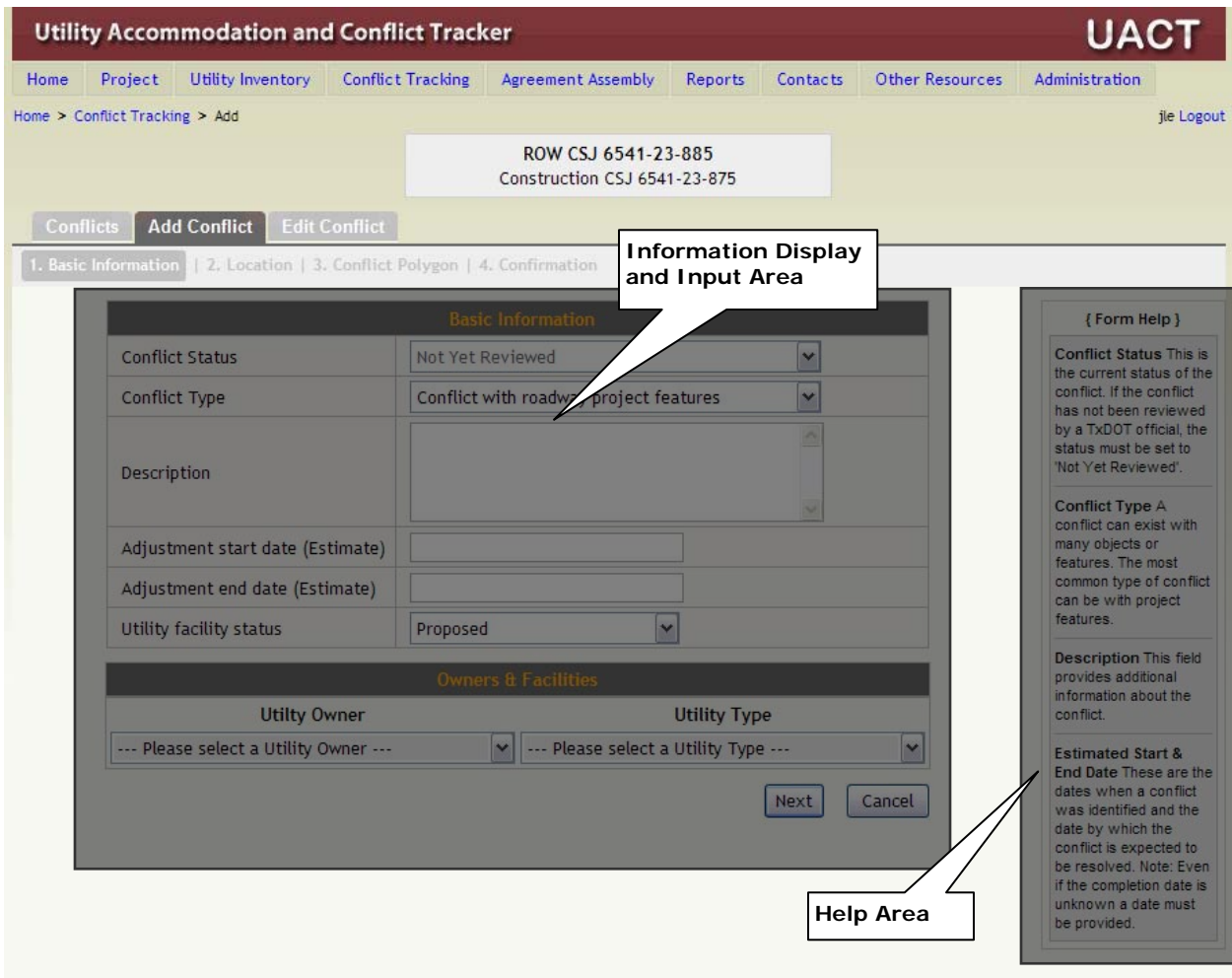


Figure 11. Main Information Area.

UACT PERMISSION AND BUSINESS AREA STRUCTURE

UACT ACCESS PERMISSIONS

UACT Capabilities

UACT provides several basic actions that users can perform in certain areas of the system that are called capabilities. In the current version, UACT provides six basic capabilities:

- **View.** Allows a user to view an object (such as details about a conflict, a list of users in UACT).
- **Add.** Gives a user the capability to add an object (such as a project, a conflict, etc.).
- **Edit.** Allows a user to edit an object (such as a user profile or information about a utility facility).
- **Delete.** Allows a user to delete an object (such as a document or a conflict, etc.).
- **Import.** Allows a user to import an object (such as a utility facility from an external database).
- **Upload.** Allows a user to upload an object (such as a document, an image file, etc.).

UACT Business Areas

UACT consists of several business areas that have subdivisions called business area sections. [Table 2](#) provides an overview of UACT business areas and business area sections. Currently, UACT has 9 business areas and 28 business area sections. The combinations of business area sections with capabilities define access permissions to areas of the prototype. The current version of the prototype has 68 permissions that can be assigned to different user types, or roles. For example, the “Conflict Details” business area section has the assigned capabilities “view,” “edit,” and “delete,” which allows users to view, edit, and delete utility conflict details. Once a permission has been defined, it can be assigned to a user role. As a result, all user accounts with a certain role start out with the same set of permissions. The Appendix provides a matrix that shows UACT permissions for each role.

Note that the current number of 68 permissions is much smaller than the maximum possible number of 168 ($28 \cdot 6$) permissions, because not all possible combinations are currently valid combinations that produce valid permissions. For example, the combination of “delete” capability with the “Project Status” business area section is not valid because the UACT interface does not currently support the deletion of a status in that business area section. If the UACT prototype is expanded in the future, this may become a valid permission, which then would have to be created by a system administrator.

Table 2. UACT Business Areas and Business Area Sections.

Business Area	Business Area Section
Project	Project Listing
	New UACT Project
	Project Details
	Project Status
	Project Stakeholders
	Project Documents
Utility Inventory	Project Utility Listing
	Enterprise Utility Listing
	Utility Details
	New Utility
Conflict Tracking	Conflict Listing
	Conflict Details
	Conflict Documents
	Conflict Notes
	New Conflict
Agreement Assembly	Agreement Listing
	Agreement Details
	New Agreement
Reports	Reports
Contacts	Contacts Listing
Other Resources	Other Resources
	New Resource
Users	User Listing
	User Details
	New User
Access Control	System Permissions
	Role Permissions
	Privilege Permissions

Although the permissions of a UACT user are limited by the role of the user’s company, they can be further restricted by the company administrator using a *privilege*. For example, a utility owner may want to set up three different types of accounts for his employees: “Administrator,” which includes all permissions of the utility owner role, “User,” which includes most of the

utility owner permissions, and “Guest,” which includes only the view permissions of a utility owner role. Figure 12 shows how the utility owner role encompasses a subset of all UACT permissions, some of which are shared with the roles “Subsurface Utility Engineering (SUE) Provider” and “Utility Consultant” (overlapping areas), and the privileges Administrator, User, and Guest as subsets of permissions within the utility owner role.

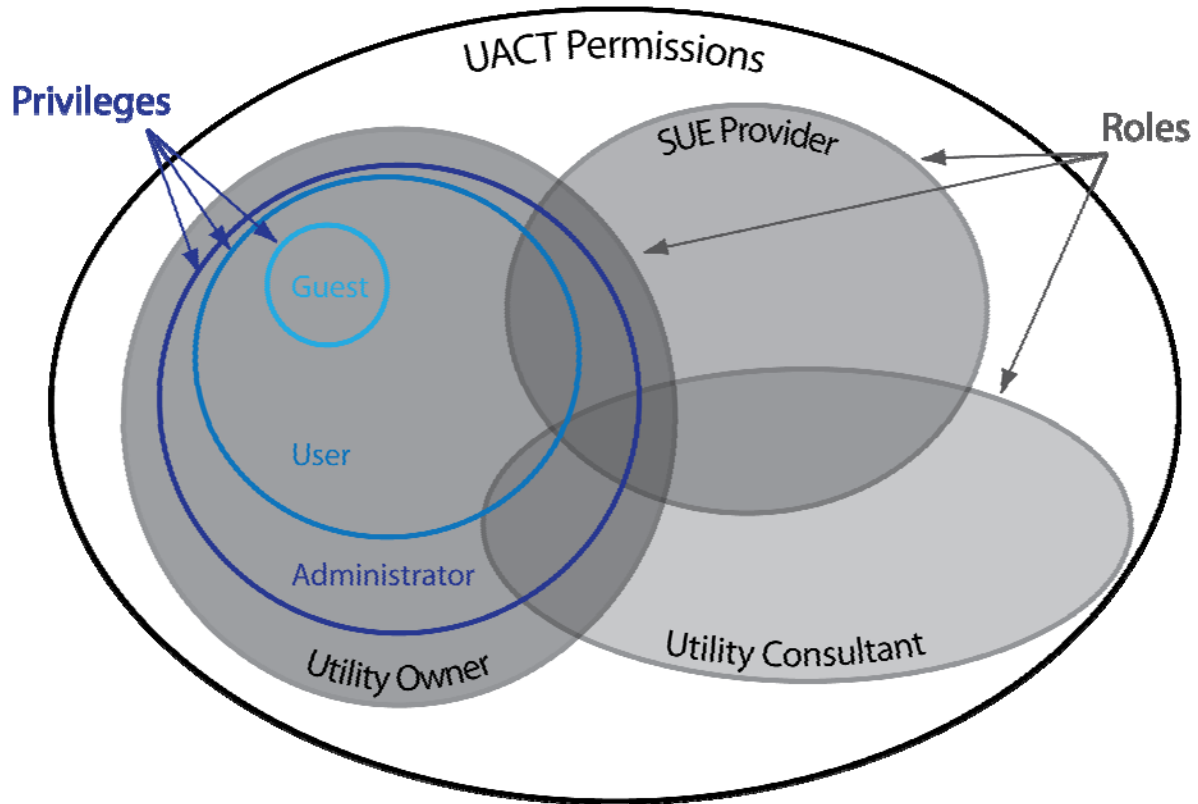


Figure 12. Relationship of Permissions, Roles, and Privileges in UACT.

UACT BUSINESS AREA DESCRIPTIONS

Home

Home is not an actual business area but rather displays the project listing business area section of the Project business area, as described below. Click on [Home](#) to display a list of all projects the user has access to in the UACT system. The list displays all projects if the current user is a TxDOT user or only a subset of projects in which the current user's company is a stakeholder or whose company's utility exists in the list of imported utilities that are part of the project (Figure 13).

The screenshot shows the UACT Home Page. At the top, there is a navigation bar with the title "Utility Accommodation and Conflict Tracker" and the UACT logo. Below the navigation bar, there are several menu items: Home, Project, Utility Inventory, Conflict Tracking, Agreement Assembly, Reports, Contacts, Other Resources, and Administration. A user profile "jie Logout" is visible in the top right corner. In the center, a summary box displays "ROW CSJ 6541-23-885" and "Construction CSJ 6541-23-875". Below this, a table titled "UACT Projects" lists various projects with columns for Highway Number, ROW CSJ, Construction CSJ, Project Name, District, and Edit. The Edit column contains edit icons for each row.

Highway Number	ROW CSJ	Construction CSJ	Project Name	District	Edit
	1234-12-133	1234-12-132	Colorado County Reconstruction Project	Yoakum	
SW 87th	1235-69-857	1235-69-856	Callaghan Reconstruction Project	Abilene	
FM 5	2325-25-413	2325-25-412	Comanche Reconstruction Project	Brownwood	
HW 90	2365-89-636	2365-89-635	Old Highway 90 overpass replacement	Atlanta	
HW 281	3695-85-255	3695-85-254	HW 281-1410 Airport Web Interchange	Lubbock	
IH 10	6541-23-885	6541-23-875	Katy Freeway Section A	Houston	
IH 10	6541-23-886	6541-23-876	Katy Freeway Section B	Houston	
IH 10	6541-23-887	6541-23-877	Katy Freeway Section C	Houston	
HW 1604	6985-65-479	6985-65-478	Loop 1604-Hays County Line Construction	Childress	
Blanco Rd	8578-95-897	8578-95-896	Concho County Reconstruction Project	San Angelo	

Figure 13. UACT Home Page.

The information displayed here provides a quick overview of the various projects. Additional information available about the project becomes accessible by clicking on the project name or any of the CSJ numbers. Depending on the user's permissions, the **Edit** column may be visible, which allows the user to edit UACT project information by clicking on the edit icon in the appropriate row. Currently, only the project name is editable in UACT (see Figure 18 for more information).

Selecting an Active Project

In order to perform any action in UACT (such as adding conflicts or creating agreement assemblies), the user must select a project from this list of projects displayed on the home page. To select a project, click on any blue text of a project. This will select the project as the currently active project and display the project's detail information. The construction and right of way CSJ numbers of a selected project become visible in the project information area as

shown in [Figure 13](#). To make a different project the active project, click on [Home](#) again and then click on the project that should become the active project.

Project Business Area

Project Import

[DCIS Project Import] lists DCIS project data and allows a user with granted permissions to import the project data into UACT.

- Click on [Import](#) under the main menu item [Project](#) ([Figure 14](#)).

Utility Accommodation and Conflict Tracker UACT

Home Project Utility Inventory Conflict Tracking Agreement Assembly Reports Contacts Other Resources Administration

Home > Project > Import jle Logout

ROW CSJ 6541-23-885
Construction CSJ 6541-23-875

DCIS Project Import

Update from source to display the latest projects

Search the DCIS Project List by:

Project CSJ

Project Number

Tip Fiscal Year

County Name

Refresh Source Search

<input type="checkbox"/>	CSJ Number	Project Number	County	Tip Fiscal Year
<input type="checkbox"/>	2541-23-654	Vbv 5858158	Cochran	2008
<input type="checkbox"/>	1258-96-547	Fds 5858158	Culberson	2011
<input type="checkbox"/>	2547-85-874	Fgh 5858158	Coleman	2005
<input type="checkbox"/>	4758-58-582	Gfh 4568158	Concho	1999
<input type="checkbox"/>	3698-56-987	Rty 5858158	Concho	2004
<input type="checkbox"/>	2545-65-458	lyu 5858158	Comal	2000
<input type="checkbox"/>	1234-56-789	Fkj 4568145	Colorado	2010
<input type="checkbox"/>	6987-74-123	Vbg 5858158	Colorado	2010
<input type="checkbox"/>	5874-52-365	Sdf 5858158	Colorado	2010
<input type="checkbox"/>	2563-14-789	Mnb 5858158	Colorado	2009

Import Selected Projects

Figure 14. Project Import.

- The import page appears divided into two sections; a project search panel and the DCIS project list:
 - **Project Search Panel.** Allows a user to search through the list of available DCIS projects using the following parameters:
 - Project CSJ: A TxDOT identifier for projects divided into various sections.

- **Project Number:** A number assigned to a project by authorized users within the Transportation Planning and Programming (TPP) division at TxDOT.
- **County:** The county where the project limits exists.
- **TIP Fiscal Year:** The year of inclusion of the project in the Transportation Improvement Program (TIP).
- **DCIS Project List.** Displays a list of available projects from DCIS that match the selection criteria of the user's entries in the project search panel. Note: The projects listed here are current as of the last DCIS data query. The list is updatable by clicking on **Refresh Source**.

- To view the details of a particular project, click on the blue text of a project (CSJ Number, County, or TIP Fiscal Year).
 - The details view displays information obtained from the DCIS database. This information is read-only (not modifiable in UACT).
 - To return to the DCIS project list click on [Return...](#) (Figure 15).

DCIS Project Import

Search the DCIS Project List by:

Project CSJ	<input type="text"/>	<input type="text"/>	<input type="text"/>
Project Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tip Fiscal Year	<input type="text"/>	<input type="text"/>	<input type="text"/>
County Name	<input type="text"/>	<input type="text"/>	<input type="text"/>

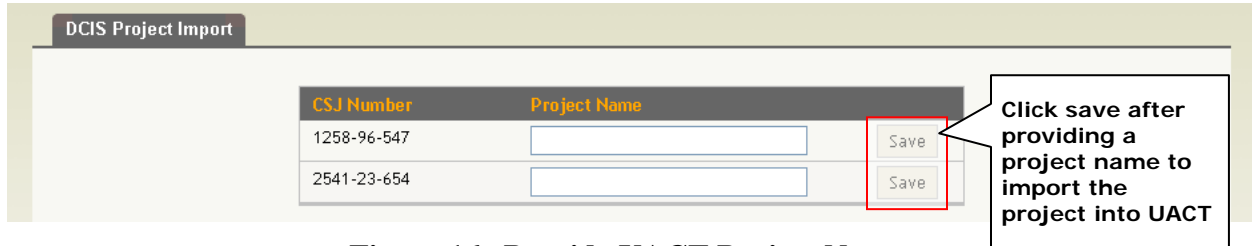
<input checked="" type="checkbox"/>	CSJ Number	Project Number	County	Tip Fiscal Year
	Return..			
<input checked="" type="checkbox"/>	1258-96-547	Fds 5858158	Culberson	2011

DCIS Project Details

Highway Number	Att Pkwy
ROW CSJ	1258-96-548
Construction CSJ	1258-96-547
Limits From	Att Pkwy
Limits To	Att Pkwy
County	Culberson
District	El Paso
Contract CSJ	--
Federal Project Number	Fds 5858158
Project Description	Att Center Pkwy Overpass Construction
Estimated District Letting Date	809
Tip Fiscal Year	2011
Fiscal Year	2014
Actual Letting Date	
Eligible Federal Funding	5
Additional Row Required	90
Local Contributions Amount	\$1,500,000.00
Roadway Functional Class	5
Engineer Number	254415

Figure 15. DCIS Project Details.

- To import a project into UACT, check the checkbox next to the CSJ Number (Figure 14). Note: It is possible to import multiple projects at a time by checking more than one checkbox.
 - At the import screen, provide a name for the project that will be used internally by UACT for tracking purposes (Figure 16).
 - Click Save to complete the process of importing. Note: A saved project appears immediately in the UACT project list.



The screenshot shows a web interface titled "DCIS Project Import". It features a table with two columns: "CSJ Number" and "Project Name". The first row contains the CSJ Number "1258-96-547" and an empty text input field. The second row contains the CSJ Number "2541-23-654" and another empty text input field. To the right of each input field is a "Save" button. A red box highlights the "Save" button for the first row, with a callout box pointing to it that says "Click save after providing a project name to import the project into UACT".

CSJ Number	Project Name	Save
1258-96-547	<input type="text"/>	Save
2541-23-654	<input type="text"/>	Save

Figure 16. Provide UACT Project Name.

Project

This section gives users access to detailed information about existing UACT projects, including DCIS data, project status, project stakeholders, and documents associated with the project. The following is a description of the information provided by the Details, Status, Stakeholders, and Documents tabs.

Details Tab

[Details] provides detail information pertaining to the selected project.

- In the navigation area, click [Details] to view additional project information (Figure 17).

Utility Accommodation and Conflict Tracker **UACT**

Home Project Utility Inventory Conflict Tracking Agreement Assembly Reports Contacts Other Resources Administration

Home > Project jle Logout

ROW CSJ 6985-65-479
Construction CSJ 6985-65-478

Details Status Stakeholders Documents

DCIS Project Details	
Highway Number	Hw 1604
ROW CSJ	6985-65-479
Construction CSJ	6985-65-478
Limits From	Hw1604
Limits To	Hays County
County	Collingsworth
District	Childress
Contract CSJ	--
Federal Project Number	Feg 5858158
Project Description	Loop 1604hays County Line Construction
Estimated District Letting Date	700
Tip Fiscal Year	1998
Fiscal Year	2012
Actual Letting Date	
Eligible Federal Funding	5
Additional Row Required	30
Local Contributions Amount	\$1,500,000.00
Roadway Functional Class	4
Engineer Number	586522

Project Details	
Project Name	Loop 1604-Hays County Line Construction
Edit	

Figure 17. Project Details Page.

- Two tables labeled **DCIS Project Details** and **Project Details** provide information obtained from the TxDOT DCIS database and the UACT database, respectively. The DCIS data are read-only and no modification is possible in UACT. The UACT data, however, are modifiable depending on the user's permissions.

- Click on [Edit](#) to change the name of the selected project (Figure 17).
- A textbox appears in place of the text to edit the project name (Figure 18). Once the change(s) are complete click on [Update](#) to save them or [Cancel](#) to discard them. Any changes to the project name appear immediately on the screen.



Figure 18. Update Project Name.

Status Tab

[Status] shows a list of conflicts for the selected project along with important dates (Figure 19).

- In the navigation area, click [Status] for a list of conflicts associated with the current project and their status.

The screenshot shows the 'Utility Accommodation and Conflict Tracker' (UACT) interface. The 'Status' tab is selected, and a table titled 'Status of Conflicts' is displayed. The table has columns for Conflict ID, Conflict Created, Plans Sufficient, Agreement Execution, Adjustment Starts, Adjustment Ends, and Conflict Status. The 'Status' tab in the navigation area is circled in red.

Conflict ID	Conflict Created	Plans Sufficient	Agreement Execution	Adjustment Starts	Adjustment Ends	Conflict Status
20080727205952809	7/27/2008			7/28/2008	8/30/2008	Not Yet Reviewed
2008080414455240	8/4/2008			8/20/2008	8/28/2008	Not Yet Reviewed
20080805102107178	8/5/2008			8/12/2008	8/27/2008	Not Yet Reviewed
20080811030620479	8/11/2008			8/20/2008	8/23/2008	Possible Conflict
20080727205753746	7/27/2008			7/28/2008	7/31/2008	Possible Conflict
20080811131439568	8/11/2008			8/19/2008	8/20/2008	Not Yet Reviewed
20080811124956968	8/11/2008			8/21/2008	8/30/2008	Not Yet Reviewed
20080805101914418	8/5/2008			8/22/2008	8/29/2008	Not Yet Reviewed
20080811141152108	8/11/2008			8/21/2008	8/28/2008	Confirmed Conflict
8726212280	7/26/2008			7/27/2008	7/31/2008	Possible Conflict
2008081110421423	8/11/2008			8/27/2008	8/30/2008	Confirmed Conflict
2008081112121276	8/11/2008			8/14/2008	8/28/2008	Possible Conflict
20080811122911820	8/11/2008			8/13/2008	8/30/2008	Possible Conflict

Figure 19. Project Status.

- The details include the conflict ID, date of creation of conflict, date on which the utility owner received plans sufficient to begin the design of the adjustment, agreement execution date, adjustment start and end dates, and the UACT conflict status.

Stakeholders Tab

[Stakeholders] lists utility companies that are associated with the project. For example, UACT adds utility companies to a project’s list of stakeholders if a utility facility of that company is imported to the project. Project managers can also add stakeholders manually to a project and indicate if a stakeholder is a local public agency (LPA) by clicking a checkbox. Once a user is a stakeholder of a project, the project becomes visible at the user’s project selection screen. Depending on the permissions available to the user, the visibility of [Stakeholders] and some or all of its capabilities (adding, deleting, or editing) might not be available.

- Click [Stakeholders] to view a current list of stakeholders (Figure 20). Stakeholders with the status of an LPA appear with a checked checkbox next to them.

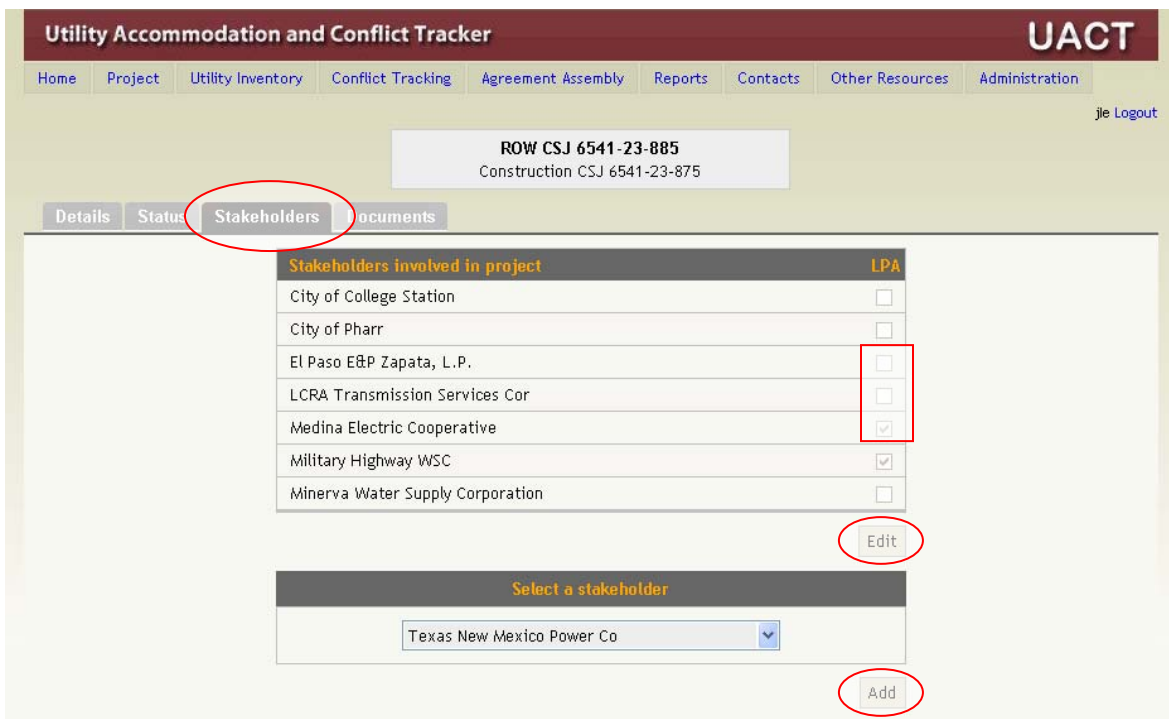


Figure 20. Project Stakeholders.

- To edit a currently added stakeholder, click Edit under Stakeholders involved in project (Figure 20).

- In edit mode, project managers can add and remove stakeholders and change a stakeholder’s LPA status (Figure 21). To remove a stakeholder, check the checkbox under the remove column. To change the LPA status, check or uncheck the checkbox under the LPA column. Once the change(s) are completed click on **Update** to save. Click on **Return** without **Update** to discard any change(s) or to exit edit mode.

The screenshot shows the 'Utility Accommodation and Conflict Tracker' (UACT) interface. At the top, there is a navigation menu with links: Home, Project, Utility Inventory, Conflict Tracking, Agreement Assembly, Reports, Contacts, Other Resources, and Administration. The user 'jle' is logged out. The main content area displays project information: 'ROW CSJ 6541-23-885' and 'Construction CSJ 6541-23-875'. Below this, there are tabs for 'Details', 'Status', 'Stakeholders', and 'Documents'. The 'Stakeholders' tab is active, showing a table of stakeholders involved in the project. The table has columns for the stakeholder name, 'Remove', and 'LPA'. The 'Remove' and 'LPA' columns contain checkboxes. The 'LPA' checkbox for 'Medina Electric Cooperative' and 'Military Highway WSC' is checked. Below the table, there are 'Return' and 'Update' buttons, with the 'Update' button highlighted by a red box. Below the buttons is a 'Select a stakeholder' section with a dropdown menu showing 'Texas New Mexico Power Co' and an 'Add' button.

Stakeholders involved in project	Remove	LPA
City of College Station	<input type="checkbox"/>	<input type="checkbox"/>
City of Pharr	<input type="checkbox"/>	<input type="checkbox"/>
El Paso E&P Zapata, L.P.	<input type="checkbox"/>	<input type="checkbox"/>
LCRA Transmission Services Cor	<input type="checkbox"/>	<input type="checkbox"/>
Medina Electric Cooperative	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Military Highway WSC	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Minerva Water Supply Corporation	<input type="checkbox"/>	<input type="checkbox"/>

Figure 21. Modify Stakeholders.

- To add a new stakeholder to the project, select the name of the company from the listing under the **Select a stakeholder** table and click on the **Add** button (Figure 20). Note: It is not necessary to be in edit mode to add a stakeholder. Changes made to the stakeholders list reflect immediately on the screen.

Documents Tab

[Documents] lists and allows uploading of any documents that are relevant to the current project (Figure 22).

The screenshot displays the 'Documents' tab in the UACT system. At the top, the navigation bar includes 'Home', 'Project', 'Utility Inventory', 'Conflict Tracking', 'Agreement Assembly', 'Reports', 'Contacts', 'Other Resources', and 'Administration'. The current project is 'ROW CSJ 3698-54-786' (Construction CSJ 3698-54-785). The 'Documents' tab is selected, showing a table of document listings and an 'Upload Document' form below it.

Document Title	Files	Version	Uploaded By	Actions
Interested parties		(1 of 1)	Jerry Le	Details
Project schematics		(2 of 2)	Jerry Le	Details

The 'Upload Document' form includes fields for Title, Description, Comments, Status (Draft), Filenet type (Filenet class, Filenet record type, Filenet document type), and an Upload button.

Figure 22. Project Documents.

The visibility of this tab and capabilities associated with it are dependent upon the user permissions. The following describes capabilities to view and upload documents, to view document details, and to view and upload new document versions.

View Document Listing

- Click [Documents] to view a listing of documents associated with the current project (Figure 22). The contents of the documents page appear in two sections. The top section displays a list of current project documents and the bottom section displays an uploading component, which assists in uploading files. The document list provides a quick overview of the documents by showing selective document information, including:
 - **Document Title.** Shows the title provided by the user who uploaded the file.

- **Files.** Provides links to the files for download (icons). UACT displays different icons to indicate the file type. The left icon always links to the original document and the right icon always links to a PDF version of the original document.
- **Version.** Displays the latest version of the current document as well as the count of other versions available for this document. In UACT, a document version is defined as a document that is a modification of another document with the same title, description, and FileNet types. In UACT, new versions of a document do not overwrite previous versions; they appear next to the older versions when viewing the details of a document. A user can upload a new version of a document on the document details screen.
- **Uploaded By.** Displays the full name of the user that uploaded the file.
- **Actions.** Displays actions the current user can perform on the document, including all versions of the document. Currently, the only available action is [Details](#), which shows additional information about the file.

Upload Document

- To upload a new document, enter appropriate information into the fields of the upload component ([Figure 22](#)):
 - **Title.** Provide a few words used to identify the document. Future versions of the document will use the same title. This is a required field.
 - **Description.** Provide a few words to describe the purpose and contents of the document. This is a required field.
 - **Comments.** Provide additional comments as needed. This field is not required.
 - **Status.** Select the document status, which is a means to label different versions (or revisions) of a document. The status options includes:
 - **Draft.** Indicates that the document will likely change.
 - **Final.** Indicates that the document has reached its final revision.
 - **Superseded.** Indicates that a newer version of the document exists.
 - **Obsolete.** Indicates that the document is no longer considered valid for use.
 - **Other.** Indicates that the document has a status that is undefined.
 - **FileNet class.** The user must select the document's FileNet document class, which is a category of documents that corresponds to the highest level of

aggregation of TxDOT business functions. Examples include Administrative, Construction, Project Design, Right of Way, Traffic Operations, and Transportation Planning.

- **FileNet record type.** The user must select the document's FileNet record type, which is a subclass of the document class selected in the previous step. For example, the FileNet document class *Project Design* has a FileNet record type *Plans Specifications and Estimates*.
- **FileNet document type.** The user must select the document's FileNet document type, which is a subclass of the FileNet record type selected in the previous step. For example, the FileNet record type *Plans Specifications and Estimates* has a FileNet document type *Plan*.
- **Upload.** Select the document to upload by clicking **Browse...** and then click **Upload Document** to upload the file. Note: Uploaded files become available for viewing in the document list table after the upload to the UACT server is complete. UACT also converts the document to PDF, which may take a few seconds up to one or more minutes to complete, depending on the size of the uploaded file.

View Document Details

- To view the details associated with a file, click [Details](#) of a file (Figure 22). This action displays the document summary table as well as detail tables for each available version of the document (Figure 23).

The screenshot shows the UACT interface for document 'ROW CSJ 3698-54-786'. The 'Documents' tab is active, displaying a 'Summary' table and a 'Version 2' table. Below these is an 'Upload Document' form with fields for 'Comments', 'Status' (set to 'Draft'), and 'Upload' (with a 'Browse...' button). A 'Return to document listing' link is in the top right of the summary table.

Summary	
Title	Project schematics
Description	Schematics prepared by construction engineers.
Filenet Class	Project Design
Filenet Record	Design Engineering Reference
Filenet Type	Schematic

Version 2	
Filename	row-u-1c.doc
Release date	8/21/2008 8:46:52 AM
Create date	8/21/2008 8:46:52 AM
Last Modified	8/21/2008 8:46:52 AM
File type	Document File (doc)
Uploaded by	Jerry Le
Comments	Another version of the document.
File status	Draft

Version 1	
-----------	--

Upload Document

Comments:

Status:

Upload:

Figure 23. Details of a Document – Uploading a New Version.

- Document details provides a summary table, one or more version tables, and a modified upload component.
 - **Summary.** This section displays information that all versions of the uploaded document have in common.
 - **Version Tables.** Displays information relating to versions of the same document. The latest version of the selected document always appears first. If additional versions exist, they appear collapsed to avoid unnecessary vertical scrolling of the page.

- **Upload.** Provides the ability to upload a new version of an existing document. To upload the new version, add a comment (not mandatory), select a document status (mandatory), click **Browse...** to select the document for uploading, and click **Upload New Version** to upload the document. Note: The uploaded document appears immediately as the latest version in the version tables. The new file is not required to have the same name as the original file. For example, the original file could be `adjustment_plan.doc` and the new version file could be `adjustment_plan_ver2.doc`. However, title, description, and FileNet codes will be identical to the original file.

Utility Inventory Business Area

Click [Utility Inventory](#) to either display an inventory of utility facilities associated with the current project (Inventory tab) or to import additional utilities facilities (Import tab).

Inventory Tab

[Inventory] lists utility facilities that are associated with the current project. It also allows a user with sufficient privileges to view and edit additional information about each facility. The visibility of this tab and the capabilities associated with this portion of the application depend on the permissions available to the current user.

View Utility Listing

- Click on the [Utility Inventory](#) main menu item (Figure 24).

The screenshot shows the UACT interface with the 'Utility Inventory' tab selected. A dropdown menu is open, displaying a list of facility types. The table below shows the following data:

Company	Subclass	Length (ft)	Depth (ft)	Count	Details
City of San Juan	Unknown				Details
City of McAllen	Television			6	Details
Harlingen Waterworks System	Television	3	4	6	Details
City of Mission		3	4	3	Details
La Joya Water Supply Corp.		3	4		Details
City of Palmhurst	Cable	3	3		Details
Sharyland Utilities LP		3	3		Details
Floresville Electric Light and Power System		3	3		Details

Figure 24. Utility Inventory.

- The content of the inventory page appears divided into two sections:
 - **Facility type drop-down.** Displays a list of utility facility types that are available in UACT.
 - **Facility list.** Displays the list of utilities associated with the current project and of the type selected from the Facility type drop-down. The fields displayed in the

facility list differ depending on the type of facility selected. Additional information about utility facilities can be obtained by clicking on the [Details](#) link of a facility, as follows.

View Utility Details

- To view detailed information about a utility facility, click [Details](#) (Figure 24). This causes the facility list to shorten to display the selected facility only (Figure 25).

The screenshot displays a web application interface for managing utility facilities. At the top, there are tabs for 'Inventory' and 'Import'. Below the tabs is a search area with the text 'Import a Facility from an external database' and a dropdown menu showing 'Communication Duct Bank'. To the right of the search area is a button labeled 'Return to Utility Listing' with a callout box that says 'Click to return to facility listing'. Below the search area is a table with the following data:

Company	Subclass	Capacity	Height (ft)	Width (ft)	Depth (ft)
City of Brownsville	Cable		3	4	6

Below the table is a 'Details' section with a table of facility information:

Details	
TxDOT ID	2
Utility ID	
Company Name	City of Brownsville
Creation Date	9/19/2007 11:42:16 AM
Date of Removal	
Added By	
Added On	
Last Edited By	
Last Edited On	
Geometry Error Code	
Subclass	Cable
Capacity	
Height (ft)	3
Width (ft)	4
Depth (ft)	6
Comments	
Disclaimer	Not to be used for design or construction
Review Needed	
Life Cycle Status	
Record Origin	
Edit	

Callouts in the image include: 'Information is editable with sufficient permissions' pointing to the 'Edit' link, and 'Utility facility details' pointing to the 'Details' table.

Figure 25. Utility Facility Detail.

- A detail table appears with additional information about the utility. The information in the facility detail table may be editable under certain conditions. To edit this information, click [Edit](#) in the bottom left corner.
- To return to the facility list, click on [Return to Utility Listing](#) (Figure 25).

Import Tab

[Import] allows a user with sufficient permissions to import a utility facility from an enterprise database into UACT. The imported utilities are then useful for creating conflicts and agreement assemblies.

Import Utility Facility

- Click on the **Import** submenu item under **Utility Inventory** or [Import] if you are already in the Utility Inventory portion of the website (Figure 26).

Utility Accommodation and Conflict Tracker UACT

Home Project Utility Inventory Conflict Tracking Agreement Assembly Reports Contacts Other Resources Administration

Home > Utility Inventory > Import je Logout

ROW CSJ 6541-23-885
Construction CSJ 6541-23-875

Inventory **Import**

Import tab brings the user to the import page

Check the facilities that will be imported

Import a Facility from an external database

Communication Duct Bank

Company	Subclass	Capacity	Height (ft)	Width (ft)	Depth (ft)	
<input checked="" type="checkbox"/> Southwest Texas Telephone Co			4	4	3	Details
<input checked="" type="checkbox"/> Medina Electric Cooperative			4	4	3	Details
<input checked="" type="checkbox"/> Guadalupe-Blanco River Authori			4	4	5	Details
<input checked="" type="checkbox"/> Atascosa Rural Water Supply			4	3	5	Details
<input checked="" type="checkbox"/> Crystal clear water supply			4	3	5	Details
<input checked="" type="checkbox"/> Oak Hills WSC			4	3		etails
<input checked="" type="checkbox"/> City of Hondo			3	4		etails
<input type="checkbox"/> City of Poth						etails
<input type="checkbox"/> Springs Hill Water Supply Corp						etails
<input type="checkbox"/> Rio Water Supply Corporation						etails

1 2 3 4 5 6 7 8 9 10 ...

Import selected utilities

Click here to import the checked utilities into UACT

Figure 26. Utility Facility Import.

- The import page appears in two sections:
 - **Facility type drop-down.** Displays a list of available utility facility types that are available in the enterprise utility facility database.
 - **Facility list.** Displays a list of available utility facility records in the enterprise database. The list automatically filters out utilities that have already been imported to UACT.

- To import a facility check the checkbox next to the facility name and click the **Import selected utilities** button. Note: More than one facility is importable at a time simply by checking multiple checkboxes.
- To view detailed information about a facility click [Details](#) (See [Viewing Utility Details](#) in the Inventory Tab section above).

Conflict Tracking Business Area

[Conflict Tracking](#) is the section of the application that enables a user with sufficient permissions to view, add, and edit conflicts. It is also one of the central features of UACT. Users can view information on available conflicts in textual and visual (interactive map) formats. Actions such as editing information or status of existing conflicts are possible. Conflicts are always associated with a utility facility and a UACT project. Therefore, a user must select a project before UACT can display conflicts associated with that project (see [Selecting an Active Project in the Home section](#)).

Click [Conflict Tracking](#) to display the project's list of conflicts with the tabs Conflicts, Add Conflict, and Edit Conflict ([Figure 27](#)):

Utility Accommodation and Conflict Tracker UACT

Home Project Utility Inventory Conflict Tracking Agreement Assembly Reports Contacts Other Resources Administration

Home > Conflict Tracking jle Logout

ROW CSJ 6541-23-885
Construction CSJ 6541-23-875

Conflicts Add Conflict Edit Conflict

ID	Start Station	End Station	Description	Start Date	Completion Date	Details
513140	216+50	220+50	Direct Conflict with Inlet A-40	06-28-2008	06-30-2008	Details
851312	207+03	207+15	Under proposed roadway	10-15-2008	10-20-2008	Details
8658528	100+10	100+20	Communication Tower located on proposed right of way	06-28-2008	08-30-2008	Details
86181063	100+40	110+50	This is a legitimate conflict. Please do not ignore.	06-25-2008	06-27-2008	Details
86511292	1550+24	1552+92	Conflicts with storm drain	07-12-2008	09-26-2008	Details
86511344	755+20	864+00	Waterline along existing IH-10 south ROW	08-30-2008	09-27-2008	Details
86511357	755+80	762+60	Fiber Optics Cable parallel to IH-10 existing south ROW (No physical marker indicating existence of cable)	09-27-2008	10-31-2008	Details
102008513	100+10	110+50	Conflict with proposed entrance ramp	10-20-2008	10-25-2008	Details
111000587	490+90	500+10	Conflict with proposed roadway shoulder	10-11-2008	10-25-2008	Details
861792858	100+100	200+100	fgdfgdf - This is not a legitimate conflict	06-25-2008	07-02-2008	Details

1 2 3

Figure 27. Conflict Tracking.

- **Conflicts.** Lists the conflicts associated with the current project.
- **Add Conflict.** Allows a user with sufficient permissions to create a new conflict.
- **Edit Conflict.** Allows a user with sufficient permissions to edit a previously created conflict.

Conflicts Tab

- Click the [Conflict Tracking](#) main menu item or [Conflicts] if you are already in the Conflict Tracking section of the website.
- Additional information about a conflict can be obtained by clicking on the [Details](#) link at the end of a conflict record.
- The [Details](#) link provides utility conflict information on four subtabs ([Figure 28](#)):
 - Conflict Outline,
 - Map,
 - Documents, and
 - Notes.

The screenshot shows the UACT website interface. At the top, the navigation bar includes 'Home', 'Project', 'Utility Inventory', 'Conflict Tracking', 'Agreement Assembly', 'Reports', 'Contacts', 'Other Resources', and 'Administration'. The current page is 'Conflict Tracking > View'. A box displays 'ROW CSJ 6541-23-885' and 'Construction CSJ 6541-23-875'. Below this, there are buttons for 'Conflict', 'Add Conflict', and 'Edit Conflict'. The 'Conflict Outline' subtab is highlighted with a red circle. Below the subtab, there are two tables:

Utility Owner	Utility Type
AT&T-Texas	Communication Duct Bank

Details	
Conflict Status	Possible Conflict
Conflict Type	Conflict with project features
Description	Communication Tower located on proposed right of way
Estimated Start Date	6/28/2008 12:00:00 AM
Estimated Completion Date	8/30/2008 12:00:00 AM
Status of utility	Unknown
Centerline	
Start Station	100+10
End Station	100+20
Minimum Offset	50 Feet
Maximum Offset	50 Feet

Figure 28. Utility Conflict Detail.

Conflict Outline Subtab

- Click [Conflict Outline] to review utility conflict information divided into two tables:
 - **Utility Owner/Type.** This table displays the type of utility facility in conflict and its owner.

- **Conflict Details.** The details table lists additional conflict information. For a description of the fields in this table, see chapter [Creating and Tracking Utility Conflicts](#).

Map

- Click [Map] to view a location map with an outline of the selected conflict ([Figure 29](#)).

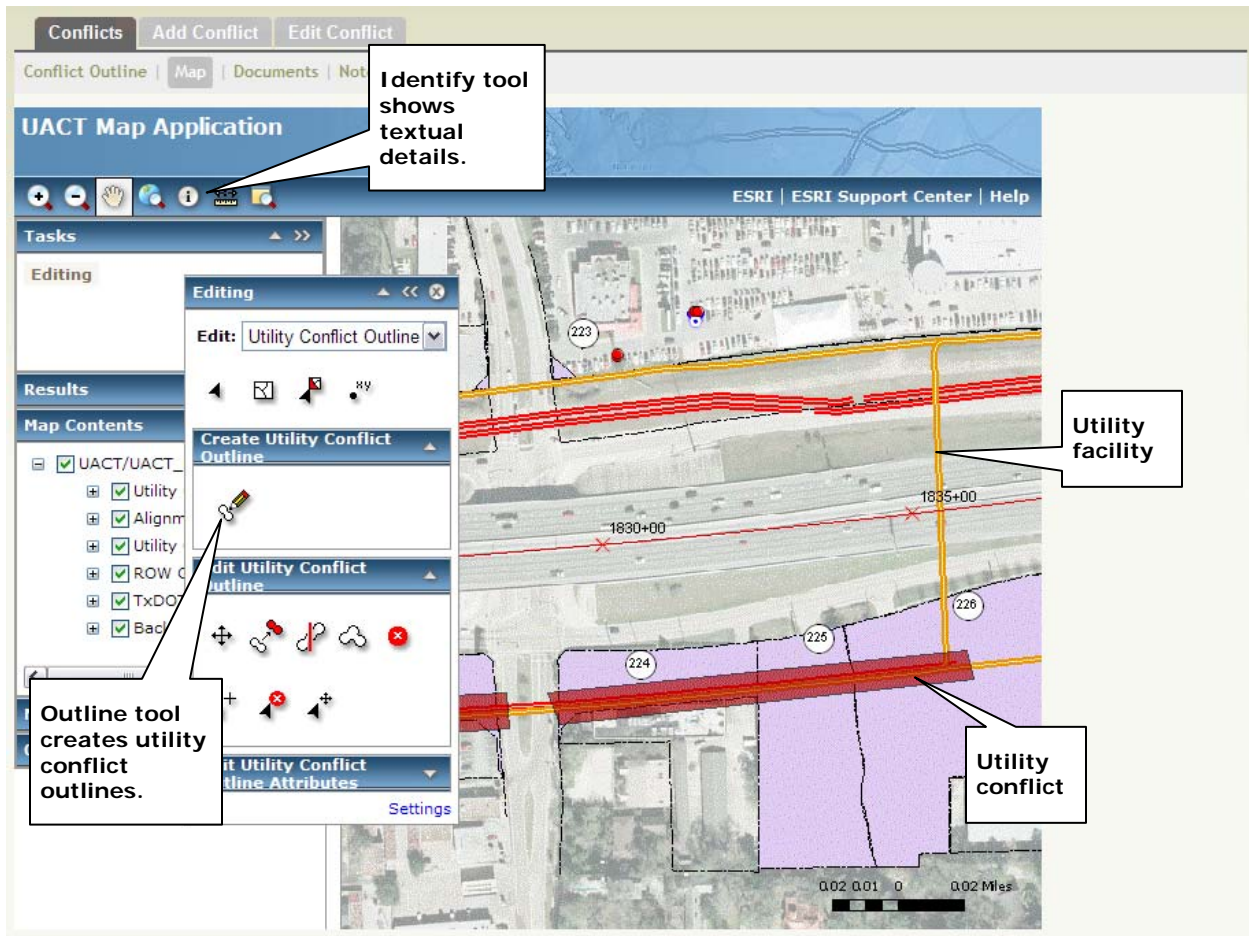


Figure 29. Map Displaying Conflicts.

- The map displays utility conflicts in form of red semi-transparent polygons. Textual details about the conflict are viewable here by clicking the “identify” tool in the map toolbar.

Documents

- Click [Documents] to list documents associated with a conflict or to upload a new conflict documents (Figure 30).

Utility Accommodation and Conflict Tracker UACT

Home Project Utility Inventory Conflict Tracking Agreement Assembly Reports Contacts Other Resources Administration jle Logout

ROW CSJ 6541-23-885
Construction CSJ 6541-23-875

Conflicts Add Conflict Edit Conflict

Conflict Outline | Map **Documents** | Notes

No documents have been uploaded

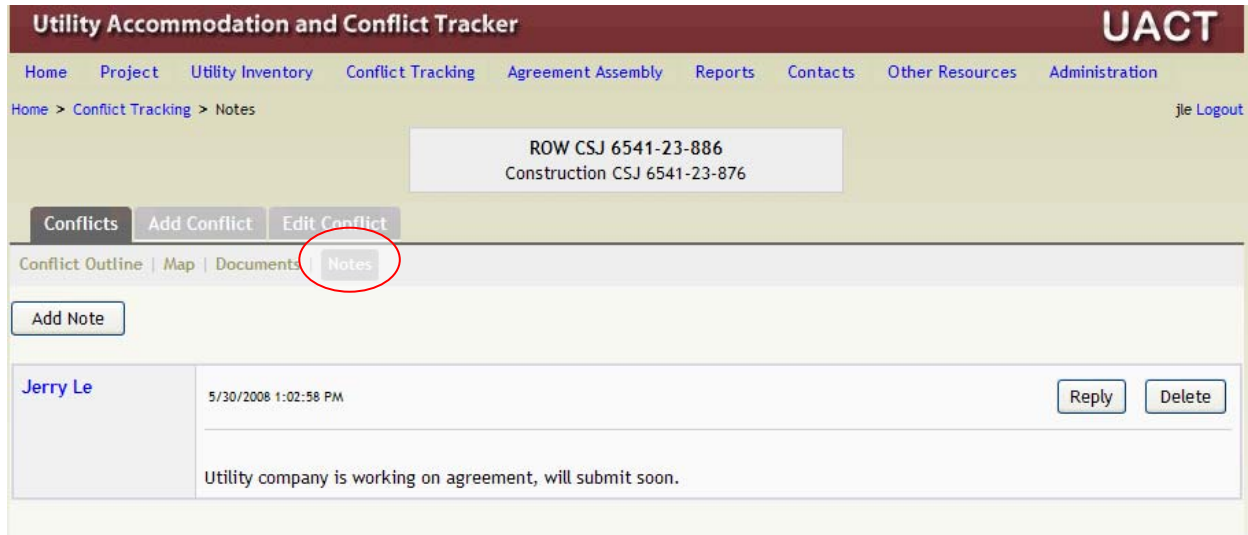
Upload Document	
Title	<input type="text"/>
Description	<input type="text"/>
Comments	<input type="text"/>
Type	--- Please select a document type ---
Status	Draft
Filenet type	
Filenet class	--- Please select a document class ---
Filenet record type	--- Please select a record type ---
Filenet document type	--- Please select a filenet document type ---
Upload	<input type="text"/> <input type="button" value="Browse..."/>

Figure 30. Conflict Documents.

- This document component has the same functionality as the document component previously described in the Documents tab of the Project section (Figure 22). Refer to that section for more information on documents and document versions.

Notes

- Click [Notes] to record important information regarding a conflict (Figure 31).



The screenshot displays the 'Utility Accommodation and Conflict Tracker' (UACT) web application. The top navigation bar includes links for Home, Project, Utility Inventory, Conflict Tracking, Agreement Assembly, Reports, Contacts, Other Resources, and Administration. The current page is 'Conflict Tracking > Notes'. A central box shows the conflict ID 'ROW CSJ 6541-23-886' and 'Construction CSJ 6541-23-876'. Below this, there are buttons for 'Conflicts', 'Add Conflict', and 'Edit Conflict'. A sub-menu is open, showing 'Conflict Outline', 'Map', 'Documents', and 'Notes' (which is circled in red). An 'Add Note' button is visible. A note is displayed with the author 'Jerry Le', the date '5/30/2008 1:02:58 PM', and the text 'Utility company is working on agreement, will submit soon.' There are 'Reply' and 'Delete' buttons next to the note.

Figure 31. Conflict Notes.

- Notes are currently visible to TxDOT employees to provide a mechanism to communicate utility conflict information. Notes can be used to record information from discussions with the utility company owners or to record information about deadlines and pending tasks related to the current conflict. In the current version of UACT, [Notes] is only visible to TxDOT employees and cannot be viewed by utility companies.

Add Conflict Tab

[Add Conflict] allows a user with sufficient permissions to create a new conflict that UACT automatically associates with the currently active project (Figure 32). For information on how to add a conflict, see Creating Utility Conflicts.

Utility Accommodation and Conflict Tracker UACT

Home Project Utility Inventory Conflict Tracking Agreement Assembly Reports Contacts Other Resources Administration

Home > Conflict Tracking > Add jle Logout

ROW CSJ 6541-23-885
Construction CSJ 6541-23-875

Conflicts **Add Conflict** Edit Conflict

1. Basic Information | 2. Location | 3. Conflict Polygon | 4. Confirmation

Step 1 - Basic Information	
Conflict Status	Not Yet Reviewed
Conflict Type	Conflict with project features
Description	
Estimated Start Date	
Estimated Completion Date	
Status of utility	Unknown

Owners & Facilities	
Utility Owner	Utility Type
--- Please select a Utility Owner ---	--- Please select a Utility Type ---

{ Form Help }

Conflict Status This is the current status of the conflict. If the conflict has not been reviewed by a TxDOT official, the status must be set to 'Not Yet Reviewed'.

Conflict Type A conflict can exist with many objects or features. The most common type of conflict can be with project features.

Description This field provides additional information about the conflict.

Estimated Start & End Date These are the dates when a conflict was identified and the date by which the conflict is expected to be resolved. Note: Even if the completion date is unknown a date must be provided.

Figure 32. Add Conflict.

Edit Conflict Tab

[Edit Conflict] allows a user with sufficient permissions to edit an existing conflict associated with the current project (Figure 33). For information on how to edit conflicts, see Editing Utility Conflicts.

Conflicts | Add Conflict | **Edit Conflict**

1. Select Conflict | 2. Basic Information | 3. Location | 4. Conflict Polygon | 5. Confirmation

<input type="checkbox"/>	ID	Start Station	End Station	Description	Start Date	Completion Date
<input checked="" type="checkbox"/>	513140	216+50	220+50	Direct Conflict with Inlet A-40	06-28-2008	06-30-2008
<input type="checkbox"/>	851312	207+03	207+15	Under proposed roadway	10-15-2008	10-20-2008
<input type="checkbox"/>	8658528	100+10	100+20	Communication Tower located on proposed right of way	06-28-2008	08-30-2008
<input type="checkbox"/>	86181063	100+40	110+50	This is a legitimate conflict. Please do not ignore.	06-25-2008	06-27-2008
<input type="checkbox"/>	86511292	1550+24	1552+92	Conflicts with storm drain	07-12-2008	09-26-2008
<input type="checkbox"/>	86511344	755+20	864+00	Waterline along existing IH-10 south ROW	08-30-2008	09-27-2008
<input type="checkbox"/>	86511357	755+80	762+60	Fiber Optics Cable parallel to IH-10 existing south ROW (No physical marker indicating existence of cable)	09-27-2008	10-31-2008
<input type="checkbox"/>	102008513	100+10	110+50	Conflict with proposed entrance ramp	10-20-2008	10-25-2008
<input type="checkbox"/>	111000587	490+90	500+10	Conflict with proposed roadway shoulder	10-11-2008	10-25-2008
<input type="checkbox"/>	861792858	100+100	200+100	fgdfgdf - This is not a legitimate conflict	06-25-2008	07-02-2008

1 2 3

Next

Figure 33. Edit Conflict.

Utility Agreement Assembly Business Area

The [Agreement Assembly](#) section of UACT enables a utility company user with sufficient permissions to create and track a utility agreement assembly electronically for submittal to TxDOT. Agreements are associated with a project and therefore require the selection of an active project before UACT can display agreements for that project (see [Selecting an Active Project](#) in the Home section).

Click on [Agreement Assembly](#) to view the agreement assembly section divided into three categories ([Figure 34](#)).



The screenshot shows the 'Utility Accommodation and Conflict Tracker' interface. At the top, there is a navigation bar with 'Home', 'Project', 'Utility Inventory', 'Conflict Tracking', 'Agreement Assembly', 'Reports', 'Contacts', 'Other Resources', and 'Administration'. Below this, a breadcrumb trail reads 'Home > Agreement Assembly'. A central box displays 'ROW CSJ 6541-23-885' and 'Construction CSJ 6541-23-875'. Below the navigation, there are three tabs: 'Agreements' (highlighted with a red circle), 'New Agreement', and 'Continue Agreement'. The main content area contains a table with the following data:

U-Number	Comments	Latest Status	Status Date	Actions
U-34323	Attachment I is not required	Agreement created	8/11/2008	Continue Edit Details Delete
U-45454	-	Agreement created	7/27/2008	Continue Edit Details Delete
U-44221	U-Number assigned by J. Le	Agreement created	8/8/2008	Continue Edit Details Delete
U-53434	U-Number assigned by E. Kraus	Agreement created	8/11/2008	Continue Edit Details Delete
U-43435	-	Agreement created	8/4/2008	Continue Edit Details Delete

Figure 34. Agreement Listing.

The Agreement Assembly listing has the following three tabs:

- **Agreements.** Lists the agreements associated with the current project.
- **New Agreement.** Allows a user with sufficient permissions to create a new agreement.
- **Continue Agreement.** Allows a user with sufficient permissions to complete the process of creating and submitting an agreement assembly that was previously interrupted.

Agreements Tab

[Agreement] lists the agreements available for the selected project. UACT filters the list of agreements automatically to display only the agreements of the utility company that is logged into UACT. If a TxDOT user views this page, UACT provides a complete listing of all project agreements.

View Agreement Listing

- Click on the [Agreement Assembly](#) main menu item or [[Agreements](#)] if already under the [Agreement Assembly](#) section to view a list of current agreements for the selected project ([Figure 34](#)). The agreement list contains the following information for each listed Agreement:
 - **U-Number.** A unique identifier for a Utility Agreement Assembly that the TxDOT ROW Division provides.
 - **Comments.** Descriptive information about a Utility Agreement Assembly having relatively undefined content and/or format. This field provides additional information about a Utility Agreement Assembly.
 - **Latest Status.** A brief text to inform the user about the latest change made to the Utility Agreement Assembly.
 - **Status Date.** The date on which the status change took place.
 - **Actions.** Procedures that a user can perform on a Utility Agreement Assembly. The availability of some of these actions depends on the permissions assigned to the current user. Actions include:
 - **Continue.** Takes the user to the Continue Agreement section to complete the utility agreement process.
 - **Edit.** Allows a user with sufficient permissions to edit the U-Number or Comments field of a Utility Agreement Assembly.
 - **Details.** Lists details pertaining to a Utility Agreement Assembly such as the utility conflict(s) that will be resolved using this agreement, the utility facilit(ies) in conflict, the progress made in the utility agreement process, etc.
 - **Delete.** Allows a user with sufficient permissions to remove the agreement assembly record from the database as well as any information related to the agreement.

New Agreement Tab

[[New Agreement](#)] allows a user with sufficient permissions to create a Utility Agreement Assembly, which is the first step in the utility agreement process. Creating an assembly involves selecting one or more utility conflicts for processing purposes. A conflict, and hence by extension the facility associated with that conflict, can be added to only one utility agreement. UACT automatically filters the conflicts in this section and shows only those that are not already associated with another agreement.

Create New Agreement

- Click on the [Create](#) menu item under [Agreement Assembly](#), or click on [[New Agreement](#)] if already under the agreement assembly section ([Figure 35](#)).

ROW CSJ 6541-23-885
Construction CSJ 6541-23-875

Agreements **New Agreement** Continue Agreement

<input type="checkbox"/>	ID	Start Station	End Station	Description	Start Date	Completion Date	
<input checked="" type="checkbox"/>	86181063	100+40	110+50	This is a legitimate conflict. Please do not ignore.	06-25-2008	06-27-2008	Details
<input type="checkbox"/>	8610144749	150+00	250+00	Communication Duct Bank move to ROW.	06-18-2008	06-24-2008	Details
<input type="checkbox"/>	8624124731	1000+25	1000+50	Conflict at De Zavala	06-25-2008	06-26-2008	Details
<input type="checkbox"/>	8625124250	1232+23	2432+12	asdf	06-26-2008	06-28-2008	Details

Create Agreement

Figure 35. Select Conflicts for New Agreement.

- Select one or more conflicts by checking the checkbox next to each conflict on the left.
- Click on the **Create Agreement** button to start a new utility agreement assembly with the selected conflicts.
- UACT will display a list of current agreements, including the newly created agreement. Note that the newly created agreement does not have a U-Number yet. The U-Number will be assigned by the ROW Division at a later time.

ROW CSJ 6541-23-885
Construction CSJ 6541-23-875

Agreements **New Agreement** Continue Agreement

Agreement Created
- An agreement was successfully created

U-Number	Comments	Latest Status	Status Date	Actions
U-34323	Attachment I is not required	Agreement created	8/11/2008	Continue Edit Details Delete
U-45454	-	Agreement created	7/27/2008	Continue Edit Details Delete
		Agreement created	9/11/2008	Continue Edit Details Delete
U-44221	U-Number assigned by J. Le	Agreement created	8/8/2008	Continue Edit Details Delete
U-53434	U-Number assigned by E. Kraus	Agreement created	8/11/2008	Continue Edit Details Delete
U-43435	-	Agreement created	8/4/2008	Continue Edit Details Delete

Figure 36. New Agreement Created.

- Once a record has been created for a utility agreement assembly, a user can complete the assembly by clicking the [Continue](#) link. See chapter [Submitting and Processing Utility](#)

[Agreements](#) for more information on how to complete the attachments required for the utility agreement assembly.

Continue Agreement Tab

[Continue Agreement] allows a user to continue a previously created agreement. This section shows only new or partially completed agreements but not completed agreements.

Continue an Agreement

- Click on the [Continue](#) menu item under [Agreement Assembly](#) or on [Continue Agreement] if already under the Agreement Assembly section ([Figure 37](#)).

	U-Number	Comments	Status	Status Date
<input checked="" type="checkbox"/>	0-56858	Attachment I is not required.	Agreement Created	05-JUN-08
<input type="checkbox"/>	0-56585	Progress looks good.	Agreement Created	05-JUN-08
<input type="checkbox"/>	0-85858		Agreement Created	24-JUN-08
<input type="checkbox"/>	0-98585		Agreement Created	05-JUN-08
<input type="checkbox"/>	0-85858		Agreement Created	05-JUN-08
<input type="checkbox"/>	0-30525	Attachment H is incomplete.	Agreement Created	05-JUN-08
<input type="checkbox"/>	0-56985		Agreement Created	05-JUN-08

Figure 37. Continue Agreement.

- Select an agreement assembly by checking the checkbox next to the desired agreement and click the **Next** button. See chapter [Submitting and Processing Utility Agreements](#) for more information.

Reports Business Area

[Reports](#) allows TxDOT users with sufficient permissions to query UACT utility conflict data and generate reports on the fly for specific scenarios. The generated reports can be converted to PDF for easy printing and distributing. Note: The current UACT prototype only contains a very small number of reports to demonstrate the functionality of the data model. A future implementation of UACT could greatly improve on the number of reports available to users.

Reports Tab

[Report] provides a drop-down to select a utility conflict type and a calendar to select a target (e.g., letting) date ([Figure 38](#)):

Installation Owner	Start Station	End Station	Utility Type	Status	Completion Date
AT&T-TEXAS			Communication Duct Bank	Confirmed Conflict	08-30-2008
AT&T-TEXAS	1234+50	1235+50	Communication Duct Bank	Confirmed Conflict	08-28-2008
City of McAllen			Communication Duct Bank	Confirmed Conflict	08-28-2008

[Certification PDF](#)

Figure 38. Create Utility Certification Report.

To create a new report, a user must select a conflict status on the left drop-down and a target date in the right calendar. The following example illustrates how to create a utility certification (that certifies all outstanding utility conflicts past the letting date) for inclusion in the Project, Specifications, and Estimate (PS&E) documentation:

Create Utility Adjustment Certification

- Click on the [Reports](#) main menu item or [Reports] if already under the [Reports](#) section.
- Under the left drop-down menu, select “Confirmed Conflict” ([Figure 38](#)).

- Select the letting date in the calendar on the right. In this example, the user selected August 1, 2008 (Figure 38).
- Click Generate Report. The list of confirmed conflicts with an estimated adjustment date after August 1, 2008, appears at the bottom of the page (Figure 38). In this example, there are three utility conflicts that will adjust after the letting date.
- Click Create PDF to create a PDF version of the list that is formatted like a utility certification. It will take UACT a few seconds to create the PDF. When the process is complete, a button will appear at the bottom of the page that reads Certification PDF.
- Click Certification PDF, review the file, and save it (Figure 39).

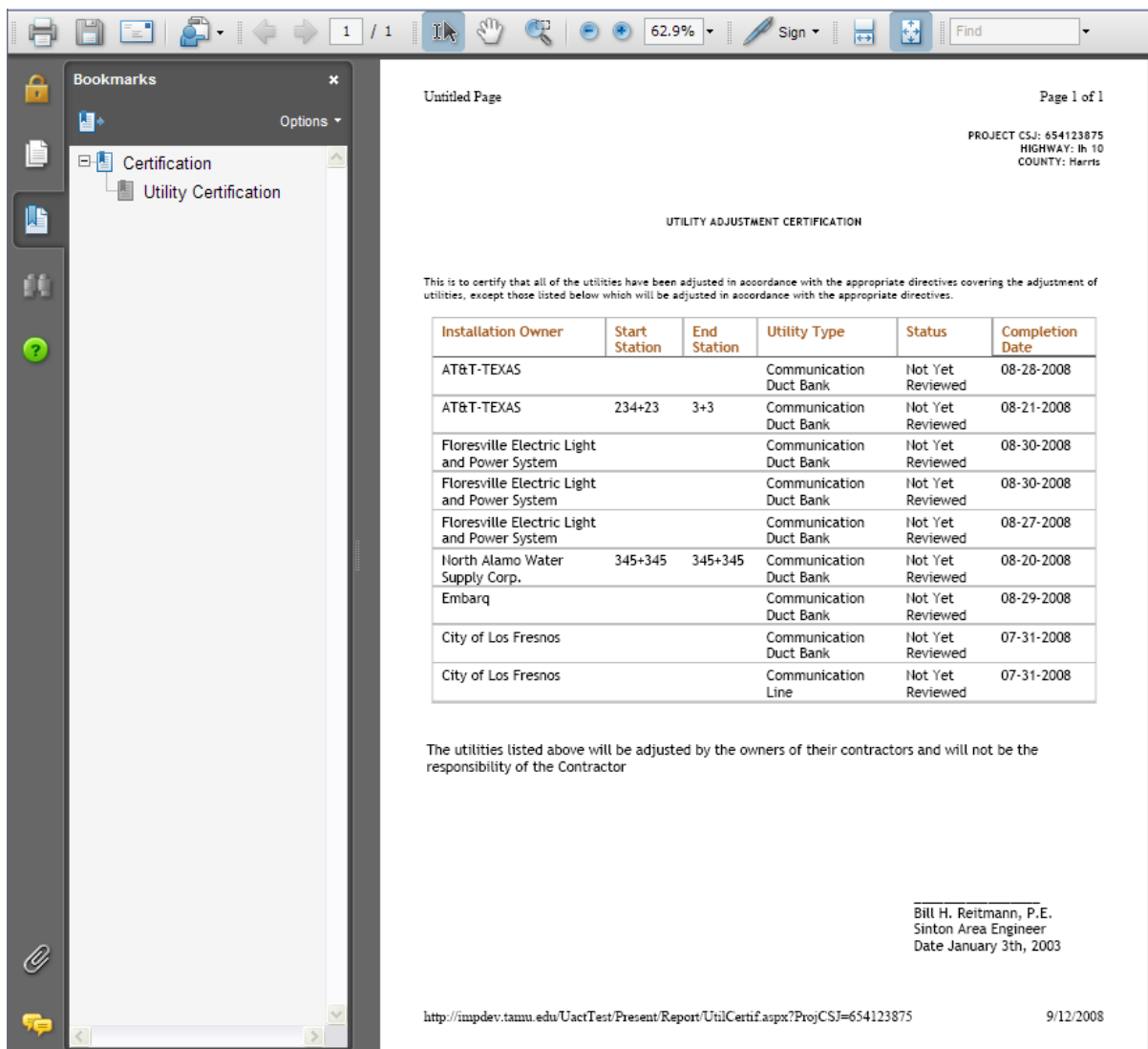


Figure 39. Utility Adjustment Certification Report.

UACT uses a utility certification template that can be modified to the needs of a district. UACT automatically inserts the project’s CSJ, highway, and county into the report and provides a signature block for the appropriate TxDOT official.

Contacts Business Area

[Contacts](#) lists users of the UACT system to provide contact information to other UACT users. This section of UACT is intended to link to user data of the Utility Installation Review (UIR) system. Currently, only the names and e-mail addresses of TxDOT personnel are provided to demonstrate the functionality of the prototype (Figure 40).

The screenshot shows the UACT web interface. The top navigation bar includes 'Home', 'Project', 'Utility Inventory', 'Conflict Tracking', 'Agreement Assembly', 'Reports', 'Contacts', 'Other Resources', and 'Administration'. The 'Contacts' tab is selected and circled in red. Below the navigation, there is a 'Please select a project' dropdown menu. A callout box with a white background and black border points to the main content area, containing the text 'List of personnel at TxDOT'. In the main content area, a button labeled 'Contact List' is circled in red. Below the button is a table with 19 rows of personnel data. The table has three columns: 'Username', 'E-mail', and 'Status'. The first row is highlighted with a grey background.

	Username	E-mail	Status
1.	Aaron Moore (amoore)	amoore1@dot.state.tx.us	Permanently Inactive
2.	Alan Donaldson (adonald)	adonald@dot.state.tx.us	Active
3.	Alan Moreau (amoreau)	amoreau@dot.state.tx.us	Active
4.	Alan Munger (rmunger)	rmunger@dot.state.tx.us	Active
5.	Albert Quintanilla (aquintan)	aquintan@dot.state.tx.us	Permanently Inactive
6.	Albert Lara (alara)	alara@dot.state.tx.us	Active
7.	Alejandro Galvan (agalva2)	agalva2@dot.state.tx.us	Active
8.	Alex Pinyoz (apinyoz)	apinyoz@dot.state.tx.us	Active
9.	Allen Schneider (aschnei1)	aschnei1@dot.state.tx.us	Active
10.	Ana Ramirez (aramir7)	aramir7@dot.state.tx.us	Active
11.	Andres Varilla (avarill)	avarill@dot.state.tx.us	Active
12.	Arnoldo Cortez (acortez1)	acortez1@dot.state.tx.us	Active
13.	Baldomero Ollerbidez (bollerb)	bollerb@dot.state.tx.us	Permanently Inactive
14.	Baldomero Ollerbidez (baldo)	bollerb@dot.state.tx.us	Active
15.	Becky Pellerin (bpellerin)	bpeller@dot.state.tx.us	Active
16.	Benjamin Bell (bbell)	bbell@dot.state.tx.us	Active
17.	Benjamin Engelhardt (bengelh)	bengelh@dot.state.tx.us	Active
18.	Bill Fowler (wfowler)	wfowler@dot.state.tx.us	Active
19.	Bill Babbington (wbabbin)	wbabbin@dot.state.tx.us	Active

1 2 3 4 5 6 7 8 9 10 ...

Figure 40. Contact List.

Contact List Tab

[Contact List] shows a list of TxDOT personnel currently registered with TxDOT. The information listed here includes:

- **Username.** The full name and in parentheses, the UACT username chosen by the individual.
- **E-Mail.** The individual’s e-mail address.
- **Status.** The current status of the user in UACT.

Other Resources Business Area

[Other Resources](#) is intended to provide UACT users and guests information related to utility coordination and utility conflict resolution processes and regulations. Currently, this section includes links to several business process models, including the process overview diagram and the detailed process diagram. A future implementation of UACT could include user documentation, guides (such as this user guide), and links to TxDOT policies and guidelines.

Other Resources Tab

[[Other Resources](#)] shows links to information made available to UACT by TxDOT personnel or the System Administrator such as business process models and user manuals for UACT.

Accessing Other Resources

- Click on the [Other Resources](#) main menu item or [[Other Resources](#)] if already under this section of the website ([Figure 41](#)).



Figure 41. Other Resources.

Administration Business Area

Administration provides an interface to authorized TxDOT personnel as well as the UACT System Administrator to administer the UACT system. These tasks include managing users (such as adding or editing their profile), managing access control (permissions that are assigned to users), and other miscellaneous tasks such as changing the theme of the website. Note: Only users with administrative privilege or a System Administrator may access the Administration interface (Figure 42).

The screenshot shows a web interface for creating a new user account. At the top, there are two tabs: 'Users' and 'Access Control'. Below the tabs, there are two buttons: 'Manage' and 'Add'. The main content area is titled 'CREATE USER ACCOUNT' and contains several sections of form fields:

- Select user type to add:** A dropdown menu for 'User type' with the option '--- Select user type ---'.
- Select TxDOT district (user's "home" district):** A dropdown menu for 'TxDOT District name' with the option '--- Select a district ---'.
- Select or add an office:** Two dropdown menus for 'Office Name' and 'Office Type', both with the option '--- Select an office ---'.
- Contact Information:** A series of input fields for 'Name' (First and Last), 'Title [Optional]', 'Telephone', 'Fax Number', 'Email Address', and 'Confirm Email'.
- Address:** Input fields for 'Street', 'City', 'Zip', and a dropdown menu for the state (currently set to 'Alabama').
- Security Information:** Input fields for 'Login ID', 'Password', and 'Confirm Password'. The 'Login ID' field has a note: '4-15 characters, letters or numbers only!'. The 'Password' field has a note: '6-15 characters, case sensitive!'.

At the bottom right of the form, there are two buttons: 'Previous' and 'Next'.

Figure 42. Add New User.

The Administration interface includes the tabs Users and Access Control:

Users Tab

[Users] provides a mechanism to an administrator to add, edit, and delete users and their profiles. Depending on the permissions available to the current user, this interface as well as the capabilities associated with it may display differently. For example, a user with a role of Utility Owner can add users but cannot create new permissions for that role, which is a capability reserved to a System Administrator.

Add a User

- Click on the [Users](#) main menu item under [Administration](#) or [Users] if already in this section of the website. Click on the [Add] subtab to access a wizard that assists in adding new users ([Figure 43](#)).

The screenshot shows a web interface for creating a user account. At the top, there are tabs for 'Users' and 'Access Control'. Below that, there are sub-tabs for 'Manage' and 'Add'. The main content area is titled 'CREATE USER ACCOUNT' and contains several sections of form fields:

- Select user type to add:** A dropdown menu for 'User type' with the option '--- Select user type ---'.
- Select TxDOT district (user's "home" district):** A dropdown menu for 'TxDOT District name' with the option '--- Select a district ---'.
- Select or add an office:** Two dropdown menus for 'Office Name' and 'Office Type', both with the option '--- Select an office ---'.
- Contact Information:** Fields for 'Name' (First and Last), 'Title [Optional]', 'Telephone', 'Fax Number', 'Email Address', and 'Confirm Email'.
- Address:** Fields for 'Street', 'City' (with a dropdown menu set to 'Alabama'), and 'Zip'.
- Security Information:** Fields for 'Login ID', 'Password', and 'Confirm Password'. The 'Login ID' field has a note '4-15 characters, letters or numbers only!'. The 'Password' field has a note '6-15 characters, case sensitive!'.

At the bottom right of the form, there are two buttons: 'Previous' and 'Next'.

Figure 43. Create User Account.

- Provide installation owner (if adding a utility company user), “home” TxDOT district, office, contact, and security information, and click Next (Figure 43).
 - Verify the pre-listing of the installation owner name in the database. If a record already exists, do not attempt to create a new one. Instead, select the installation owner name from the drop-down menu.
 - The “home” TxDOT district is the district where you will register the new office account.
- The next step allows System Administrators to assign access control permissions for the new user. Select an appropriate status, role, and privilege level and review the resulting default permissions. If not sufficient, a system administrator can customize the permissions of the new user by checking or unchecking permission checkboxes (Figure 44).

The screenshot shows a web interface for creating a user account. It includes tabs for 'Users' and 'Access Control', and sub-tabs for 'Manage' and 'Add'. The main form is titled 'CREATE USER ACCOUNT' and contains several sections:

- Account Status:**
 - User Account Status: Active (dropdown)
 - User Privilege Level: Administrator (dropdown)
- Role:**
 - User Role: Utility Owner (dropdown)
- Permissions:** A table with columns for 'Add', 'Delete', 'Edit', 'Import', 'Upload', and 'View'.

	Add	Delete	Edit	Import	Upload	View
Conflict	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Conflict Document	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conflict Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Contact	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Other Resources						
Project		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Project Document	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Project Stakeholders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>
Project Status						<input type="checkbox"/>
Report						<input type="checkbox"/>
User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Utility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Utility Agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>

At the bottom right of the form are 'Previous' and 'Next' buttons.

Figure 44. User Account Permissions.

- Click Next.
- Verify the user account information and click **Finish** to create the new user account. If the user was assigned a status of “Active,” the account is immediately available for use (Figure 45).

Confirmation	
District	Amarillo
Office Name	New office 3
Office Acrn	
Office Type	ROW Division Oversight
Name	First Mark
	Last Anthony
Title	
Telephone	585-585-5858
Fax	252-252-2355
Email Address	manthony@anthonyandsons.com
Address	Street 2000 Anthony Street
	City Middleware, Alaska
	Zip 78585
Login ID	manthony
Password	*****
Role	Utility Owner
Privilege	Administrator
Account Status	Active

Figure 45. User Account Confirmation.

Access Control Tab

[Access Control] provides a UACT System Administrator with a mechanism to create permissions for the system and to assign defaults for each role and privilege that exist within UACT. Permissions are combinations of a capability and a business area section. For a list of currently valid permissions in UACT, see the Appendix. If UACT is expanded, a new business area section must be created by adding a record to the database. For more information about permissions, see the [UACT Access Permissions](#) section at the beginning of this chapter and/or in the [Appendix](#).

When creating new users, the repetitive task of assigning permissions to a user can be avoided by assigning default permissions to roles and privileges that in turn can be assigned to users.

Default permissions for roles can be set under [Default Permissions], and default permissions for privileges can be set under [Default Privilege Permissions].

Create New Permission

- To create a permission, click [Permissions] under [Access Control] (Figure 46).

Utility Accommodation and Conflict Tracker UACT

Home Project Utility Inventory Conflict Tracking Agreement Assembly Reports Contacts Other Resources Administration

Home > Administration > Security jle Logout

ROW CSJ 6541-23-885
Construction CSJ 6541-23-875

Users Access Control

Permissions | Default Permissions | Default Privilege Permissions

Setting permissions allows the system to know of restrictions that can be placed on different pages of the website.

For example, selecting "Add" and "Edit" under Project lets the system know that a project can be added or edited. This restriction can then be used to allow or disallow a user to add or edit a project.

Note: Setting a permission only allows the system to know that such a restriction exists. In order to enforce the restriction, it has to be programmed in. If a particular restriction is not available or additional restrictions are required, contact a programmer!

	Add	Delete	Edit	Import	Upload	View
Conflict	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Conflict Document	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conflict Notes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Contact	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Project Document	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Project Stakeholders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Project Status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
User	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utility	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Utility Agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save

Figure 46. UACT Access Control Permissions.

- In the matrix displayed, check a checkbox to create a new permission for the selected capability and business area section.
- Click Save.

Note: Checking a permission in this table only allows the system to understand that such a permission exists. It does not create the code that is required to perform a particular capability. For example, checking the box “Upload” for the “Conflict” business area section does not create an upload component on the interface, it merely allows the system to enforce

the upload capability in the “Conflict” business area section. In its current version, UACT includes all required code for the permission configuration shown in Figure 46. If TxDOT desires to add additional capabilities to business area sections in a future version of UACT, it would require a modification of the UACT code. If a particular restriction is not available or additional permissions/capabilities are required, contact the UACT programming supervisor.

Assign Default Permissions

- Click [Default Permissions] under [Access Control] (Figure 47).

Each Role in UACT can be assigned a default set of permissions to give the users of that role a sensible environment to start with when they first log in.

Please select a Role from below to define the default permissions for that group.

Consultant Surveyor

	Add	Delete	Edit	Import	Upload	View
Conflict	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Conflict Document	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conflict Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Contact	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Other Resources						
Project		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Project Document	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Project Stakeholders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>
Project Status						<input type="checkbox"/>
Report						<input type="checkbox"/>
User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Utility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Utility Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

Save

Figure 47. Default Permissions of the Consultant Surveyor Role.

- Select the role from the drop-down menu for which the default permissions will be assigned or modified.
- Check the checkboxes for permissions that apply to this role. Note: Some permissions might not have checkboxes, which indicates that this permission does not exist within the system.
- Click Save.

Assign Default Permissions to a Privilege of a Role

- Click [Default Privilege Permission] under [Access Control].

Each Privilege Level in UACT can be assigned a default set of permissions.

Please specify the Role and Privilege Level below to assign permissions.

Consultant Surveyor Administrator

	Add	Delete	Edit	Import	Upload	View
Conflict	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Conflict Document	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conflict Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Contact	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Other Resources						
Project		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Project Document	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Project Stakeholders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>
Project Status						<input type="checkbox"/>
Report						<input type="checkbox"/>
User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Utility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Utility Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

Save

Figure 48. Default Permissions of the Administrator Privilege of the Consultant Surveyor Role.

- Select the role for which the default permissions will be assigned.
- Check the checkboxes for permissions that apply to the privilege of this role. Note: Some permissions might not have checkboxes, which indicates that this permission does not exist within the system.
- Click Save.

CREATING AND TRACKING UTILITY CONFLICTS

CREATING UTILITY CONFLICTS

Overview

Creating conflicts is a central feature of UACT. In order for a user to create an agreement assembly, a project must have at least one utility conflict. In the general flow of using UACT, a utility conflict can be created after a user has selected a project and imported at least one utility facility.

Create a Conflict

- Click [Add](#) under the [Utility Conflict](#) main menu item or [[Add Conflict](#)] if already in this section.

Figure 49. Add New Utility Conflict: Basic Information.

- The creation of utility conflicts is divided into four stages that are represented by subtabs: Basic Information, Location, Conflict Polygon, and Confirmation.

Basic Information

- Under [Basic Information], provide the following (Figure 49):
 - **Conflict Status.** The current status of the conflict at the time of creation of this conflict. The status of a conflict can be changed at any time after the conflict is created.
 - **Conflict Type.** Distinguishes the type of utility conflict.
 - **Description.** A brief text providing further information about the conflict.
 - **Adjustment start date.** An estimation of when the process of adjusting the conflict will commence.
 - **Adjustment end date.** An estimation of when the process of adjusting the conflict will be resolved.
 - **Utility facility status.** The current status of the utility facility at the time of creation of this conflict.
- Select a single utility facility that is in conflict.
 - Utility facilities can be filtered using the Utility Owner and/or the Utility Type drop-down menu. To select a utility facility, check the checkbox next to it.
- Click Next.

Location

- Under [Location], provide information pertaining to the location of the utility conflict (Figure 50).

The screenshot shows the 'Utility Accommodation and Conflict Tracker' (UACT) web application. The top navigation bar includes 'Home', 'Project', 'Utility Inventory', 'Conflict Tracking', 'Agreement Assembly', 'Reports', 'Contacts', 'Other Resources', and 'Administration'. The current page is 'Add Conflict', and the user is logged in as 'jle'. The project information is 'ROW CSJ 6541-23-885' and 'Construction CSJ 6541-23-875'. The form is titled 'Add Conflict' and has tabs for 'Conflicts', 'Add Conflict', and 'Edit Conflict'. The 'Location' tab is active, showing a 'Details' table with the following fields:

Details	
Legal Status	Pending plans sufficient
Centerline	Main Center Line
Start Station	<input type="text"/> + <input type="text"/>
End Station	<input type="text"/> + <input type="text"/>
Minimum Offset	<input type="text"/> Feet (ft) Left
Maximum Offset	<input type="text"/> Feet (ft) Left

Below the table are 'Previous', 'Next', and 'Cancel' buttons. To the right is a 'Form Help' section with the following text:

Entry Method Details
Details like start and end station as well as offsets from the centerline must be known.

1. Manual Entry
Details like start and end station as well as offsets from the centerline must be known.

2. Interactive Map
An approximate location of the conflict must be known in order to draw a rectangular box over the conflict area. Start and end stations are calculated automatically.

Centerline
The centerline for referencing the start and end stations.

Figure 50. Add New Utility Conflict: Location.

- **Legal Status.** The current legal status of the conflict defined by the last notification that TxDOT sent to the utility owner. A TxDOT employee can update the legal status in UACT at any time.
- **Centerline.** The project reference line that stations and offsets will refer to.
- **Start Station.** The starting point of the conflict in station notation.
- **End Station.** The ending point of the conflict in station notation.
- **Minimum Offset.** The minimum distance from the centerline to the conflict at any point between the start and end stations of the conflict. A positive value indicates an offset to the right when looking in direction of increasing stations, and a negative value indicates an offset to the left when looking in direction of increasing stations.

- **Maximum Offset.** The maximum distance from the centerline to the conflict at any point between the start and end stations of the conflict. A positive value indicates an offset to the right when looking in direction of increasing stations, and a negative value indicates an offset to the left when looking in direction of increasing stations.

Conflict Polygon

- Under [Conflict Polygon], create a visual representation of the utility conflict (Figure 51).

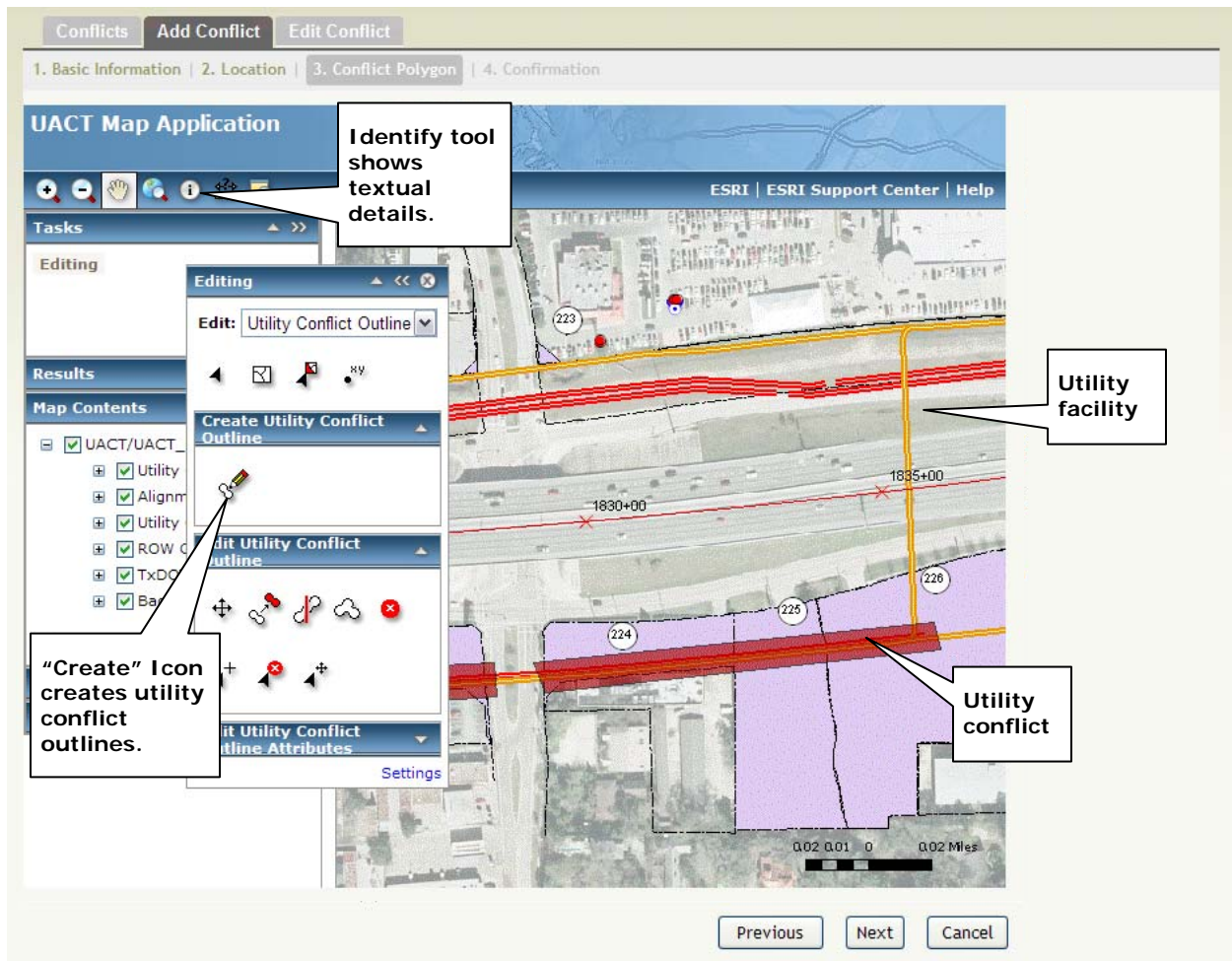


Figure 51. Create Utility Conflict Outline.

- Click on Editing under the “Tasks” pane on the left. The “Editing” toolbox will pop up that can be used to create conflicts.
- Under “Create Utility Conflict Outline,” select the “Create” icon.
- Draw an outline of the utility conflict on the map in the appropriate location by clicking on the map once for each corner of the outline. Double-click to complete the creation of the outline.

- Click Next.

Confirmation

- Review the utility conflict data just entered.
- Click **Finish** to create the conflict.

SUBMITTING AND PROCESSING UTILITY AGREEMENTS

SUBMITTING UTILITY AGREEMENTS

Overview

A central feature of UACT is the creation of utility agreement assemblies for reimbursable utility adjustments. For these utility conflicts, UACT provides a sequence of steps that help a utility company user with the completion of the utility agreement and required attachments. The utility agreement assembly can then be electronically forwarded for review to the appropriate TxDOT official at a district, and subsequently to the TxDOT ROW Division. At this point, the creation of electronic utility agreement assemblies is not intended to eliminate the paper copy of the agreement, but rather help standardize the content of the agreement, ensure agreement completeness, and eliminate time wasted by sending paper copies of the agreement back and forth between stakeholders. In the UACT system, a paper copy of the agreement is only needed once all stakeholders have reviewed and approved the electronic version of the agreement. The agreement can then be printed, signed, and forwarded to TxDOT.

In the utility agreement assembly creation process, UACT determines automatically which forms need to be filled out and prompts the user at each step based on user input. The list of attachments is shown as subtabs or steps on top of each page. As the user progresses, these steps open up, allowing the user to go back and forth. Once a step is completed, click on **Next** to progress further or **Previous** to revisit a completed page. At any time during the process, the user can navigate away from the wizard and return later to continue the agreement. All progress up to the current step is saved by the application. A change made in the current step, however, is not saved until the user clicks the **Next** button. Clicking on **Next** produces a PDF file of the attachment. In the last step, all PDF files are combined into one utility agreement assembly PDF file.

Some attachments require detailed knowledge about the utility agreement process. To help the user identify requirements and understand the process, UACT provides context help and links to supporting documentation.

Agreement Structure

A utility agreement assembly consists of the standard utility agreement form and additional forms called attachments that have an alphabetical letter (A-H) followed by a name. The number and type of attachments for an agreement assembly depend on the specific circumstances of the adjustment.

Create a New Utility Agreement Assembly

In UACT, a user creates a new utility agreement assembly by selecting utility conflicts that UACT associates with a new agreement assembly. Once the agreement assembly is created, a user can click on the continue link to complete the agreement assembly.

- Click on the [Create](#) submenu item under [Agreement Assembly](#) or [[New Agreement](#)] if already under the agreement assembly section of the website ([Figure 52](#)).

ROW CSJ 6541-23-885
Construction CSJ 6541-23-875

Agreements **New Agreement** Continue Agreement

<input type="checkbox"/>	ID	Start Station	End Station	Description	Start Date	Completion Date	
<input checked="" type="checkbox"/>	86181063	100+40	110+50	This is a legitimate conflict. Please do not ignore.	06-25-2008	06-27-2008	Details
<input type="checkbox"/>	8610144749	150+00	250+00	Communication Duct Bank move to ROW.	06-18-2008	06-24-2008	Details
<input type="checkbox"/>	8624124731	1000+25	1000+50	Conflict at De Zavala	06-25-2008	06-26-2008	Details
<input type="checkbox"/>	8625124250	1232+23	2432+12	asdf	06-26-2008	06-28-2008	Details

Create Agreement

Figure 52. Select Conflicts for New Agreement.

- Select one or more conflicts by checking the checkbox next to each conflict on the left.
- Click on the [Create Agreement](#) button to create a new utility agreement assembly with the selected conflicts.
- UACT will display a list of current agreements, including the newly created agreement. Note that the newly created agreement does not have a U-Number yet. The U-Number will be assigned by the ROW Division at a later time ([Figure 55](#)).

ROW CSJ 6541-23-885
Construction CSJ 6541-23-875

Agreements **New Agreement** Continue Agreement

Agreement Created
- An agreement was successfully created

U-Number	Comments	Latest Status	Status Date	Actions
U-34323	Attachment I is not required	Agreement created	8/11/2008	Continue Edit Details Delete
U-45454	-	Agreement created	7/27/2008	Continue Edit Details Delete
		Agreement created	9/11/2008	Continue Edit Details Delete
U-44221	U-Number assigned by J. Le	Agreement created	8/8/2008	Continue Edit Details Delete
U-53434	U-Number assigned by E. Kraus	Agreement created	8/11/2008	Continue Edit Details Delete
U-43435	-	Agreement created	8/4/2008	Continue Edit Details Delete

Figure 53. New Agreement Created.

- Once a record has been created for a utility agreement assembly, a user can complete the assembly by clicking the [Continue](#) link.

Continue Utility Agreement Assembly

Click on the [Continue](#) submenu item under [Agreement Assembly](#) or [Continue Agreement] if already under this section of the website.

Selection Subtab

This page lists agreements that are incomplete. The number of agreements shown here is limited by the user's access rights. For example, a utility company user will see only their own agreements, and TxDOT officials will see all project agreements.

- Select the agreement to continue ([Figure 54](#)). The agreement can be identified by the U-Number displayed in the selection table.



	U-Number	Comments	Status	Status Date
<input checked="" type="checkbox"/>	0-56858	Attachment I is not required.	Agreement Created	05-JUN-08
<input type="checkbox"/>	0-56585	Progress looks good.	Agreement Created	05-JUN-08
<input type="checkbox"/>	0-85858		Agreement Created	24-JUN-08
<input type="checkbox"/>	0-98585		Agreement Created	05-JUN-08
<input type="checkbox"/>	0-85858		Agreement Created	05-JUN-08
<input type="checkbox"/>	0-30525	Attachment H is incomplete.	Agreement Created	05-JUN-08
<input type="checkbox"/>	0-56985		Agreement Created	05-JUN-08

Previous Next

Figure 54. Utility Agreement Assembly, Selection.

- Click Next.

Introduction Subtab

This page provides a brief overview of the process to complete the agreement and a summary of each attachment that may be used in the agreement assembly process (Figure 55). The attachments that are actually needed for a specific agreement are determined in the following process.



Figure 55. Utility Agreement Assembly, Introduction.

- Click Next to begin the process of creating an agreement assembly.

Subtab I – Inclusion in Highway Contract

Attachment I is a required attachment for adjustments that will be completed under the highway construction contract. This procedure is sometimes advantageous for the utility owner and TxDOT. See chapter six, section three, of the utility manual for more information (9). To complete attachment I, follow these steps:

- Select “Yes” to include the adjustment in the highway construction contract, or select “No” to continue without including the adjustment in the highway contract (Figure 58).
- Click Next.

The screenshot shows a web-based form titled "ATTACHMENT I" with the subtitle "(to be used only for inclusion in Highway Construction Contract)". The main question is "Would you like to include the plans and specifications for the work to be performed by the utility in the general highway contract." There are two radio button options: "Yes" and "No". The "No" option is selected. To the right of the question, there is a text box containing the following text: "If it is feasible and beneficial, utility adjustments can be included in the general highway contract. This is only possible by mutual consent of TxDOT and the utility(ies) and the decision 'must' be made as early as possible in the process." At the bottom of the form, there are two buttons: "Previous" and "Next". The top of the form has a navigation bar with tabs for "Agreements", "New Agreement", and "Continue Agreement". Below the navigation bar, there is a breadcrumb trail: "Selection | Introduction | I | G | B | D_1 | D_2 | C | H | E | F | A | Summary". A "VIEW PRINTABLE VERSION" link is located in the top right corner of the form area.

Figure 56. Utility Agreement Assembly, Attachment I.

Subtab G – Betterment and Estimates Calculation

TxDOT requires the utility to submit a breakdown of cost estimates by categories (such as materials and supplies, labor, transportation, and equipment, etc.) that it will incur during its adjustment process. This helps to document the adjustment process and later to compare the total estimated costs to actual costs. All estimates should have sufficient categories for TxDOT to compare estimate costs with actual costs. See chapter seven, section two, of the utility manual for more information (9).

When a utility is adjusted for relocation or replacement, the utility owner can create a new facility of size and quality equivalent to the old facility, or the utility owner can use the opportunity to upgrade the facility. TxDOT’s term for upgrades to facilities that are elective, i.e., not mandated by new standards or requirements, is “betterment.” Utilities that do not opt for betterment are termed “in-kind” facilities. If the utility is eligible for cost participation by TxDOT in relocating its facility, any betterment should be reported and TxDOT will not reimburse this amount. See chapter seven, section two, of the utility manual for more information (9). Betterments estimates should follow the same structure as in-kind estimates to allow TxDOT to compare both kinds of estimates. Follow these steps to complete attachment G:

- Select the estimate method: “Design estimate with betterment” if the new design includes betterment or “Design estimate without betterment” if the design does not include any betterment (Figure 57).

ATTACHMENT "G"
Betterment and Estimate Calculation

Step 1 - Select an estimate method:

Design estimate without betterment

A design (or engineer's) estimate without betterment is an estimate prepared by an engineer and submitted by the utility as supporting documentation for a utility agreement that represents costs for an in-kind replacement of the existing facility and no betterment costs.

Design estimate with betterment

A design (or engineer's) estimate with betterment is the first estimate submitted by the utility as supporting documentation for a utility agreement that represents costs for a replacement of the existing facility that include elective betterment costs or upgrades.

Step 2 - Provide estimate values

Estimate without betterment	\$	20000
Estimate with betterment (if any)	\$	20000
Betterment ratio		0

An estimate is a brief document outlining in categories the various costs a utility will incur for adjusting its utilities. The estimate can include betterment which means that the utility will upgrade or enhance its utility upon replacement or relocation. In this case an estimate with betterment and an estimate without betterment (in-kind) must be provided. The estimate with betterment must clearly outline the enhancements that will be made to the utility.





Figure 57. Utility Agreement Assembly, Attachment G, Steps 1 and 2.

- If the design does not include betterment, only the “in-kind” estimate is needed. If the design includes betterment, a “betterment” estimate is needed as well. Provide the total estimated value for the adjustment without betterment. If betterment exists, also provide the total estimated value for the adjustment with betterment. UACT calculates the betterment ratio automatically.

- Upload the “betterment” estimate and/or the “in-kind” estimate as follows:
 - Provide title, description, and a status of the document (comments are optional). The FileNet types are pre-selected and cannot be modified.
 - Click on **Browse...** to select the document.
 - Click on **Upload Document** to upload the document (Figure 58).

Step 3 - Upload estimate documentation

Please upload the estimate documents. If the utility has chosen elective betterment, documents detailing the betterments must also be uploaded.

Document Title	Files	Version	Uploaded By	Actions
New Estimate	 	(1 of 1)	Jerry Le	Details
In kind estimate	 	(1 of 1)	Jerry Le	Details

Upload Document

Title	<input type="text"/>
Description	<input type="text"/>
Comments	<input type="text"/>
Status	Final ▼
FileNet type	
FileNet class	Advance Project Development ▼
FileNet record type	Estimates ▼
FileNet document type	Cost Estimate ▼
Upload	<input type="text"/> <input type="button" value="Browse..."/>

Figure 58. Utility Agreement Assembly Attachment I, Step 3.

- Repeat these steps for the second estimate, if needed.
- Click **Next**.

Subtab B – Cost Accumulation Method

If the adjustment is eligible for cost participation by TxDOT, a utility can receive reimbursement using one of two methods of cost accounting (see chapter one, section five, of the utility manual for more information (9)):

- **Actual Cost.** The utility accumulates costs under a work order accounting procedure prescribed by a federal or state regulatory body; and the utility proposes to request reimbursement for actual direct and related indirect costs.
- **Lump Sum.** The utility proposes to request reimbursement based on an agreement lump sum amount supported by a detailed cost analysis.

Select the method of cost accounting as follows:

- Select either Actual Cost Method of Accounting or Lump Sump Method of Accounting, and click Next (Figure 59).

The screenshot shows a web interface for 'Attachment B' titled 'Methods of Cost Accumulation'. It asks the user to 'Please select a suitable method for reimbursement:'. There are two radio button options: 'Actual Cost Method of Accounting' (which is selected) and 'Lump Sum Method of Accounting'. The 'Actual Cost' option includes the text: 'The utility accumulates costs under a work order accounting procedure prescribed by a Federal or State regulatory body; and The utility proposes to request reimbursement for actual direct and related indirect costs.' The 'Lump Sum' option includes: 'The utility proposes to request reimbursement based on an agreed lump sum amount supported by a detailed cost analysis.' On the right side, there is a text box explaining: 'Cost reimbursement is the process through which the utility will be reimbursed for eligible costs for the adjustment process.' At the bottom, there are 'Previous' and 'Next' buttons.

Figure 59. Utility Agreement Assembly, Attachment B.

Subtab D1 – Statement Covering Contract Work

The construction work required for an adjustment can be performed in one of two ways, depending on the resources available to the utility owner (see chapter six, section three, of the utility manual for more information (9)). The two methods are:

- **Force Account.** The utility uses its own crews and equipment to complete the adjustment. When a utility uses this method, it will be reimbursed only for the actual costs of adjustment.
- **Contract Method.** When a company under contract to the utility or to TxDOT performs the adjustment, it must be determined that the utility does not have adequate forces to perform the work, or that performance of the work under contract is to TxDOT's advantage. Prior approval by TxDOT is not necessary for use of this method, but the utility must execute Form ROW-U-48 (Statement Covering Construction Contract Work) to ensure that requirements of the contract method are met.

To complete attachment D, follow these steps:

- Select either Force Account Method (to indicate that the utility will utilize its own resources for the adjustment) or Contract Method (to indicate that the utility will contract out the construction work).
- Click Next.

The screenshot displays a web-based form for 'Attachment D: Statement Covering Contract Work'. The interface includes a top navigation bar with 'Agreements', 'New Agreement', and 'Continue Agreement' tabs. Below this, a breadcrumb trail shows 'Selection | Introduction | I | G | B | D_1 | D_2 | C | H | E | F | A | Summary'. The main heading is 'Step 5: Attachment D' with a 'VIEW PRINTABLE VERSION' link. The title 'ATTACHMENT \"D\" Statement Covering Contract Work' is centered. The instruction reads: 'Please select the method by which the work will be done.' Two radio button options are provided: 'Force Account Method' and 'Contract Method'. The 'Contract Method' option is selected. The 'Force Account Method' description states: 'FHWA regulations acknowledge that it is cost effective for certain utility adjustments to be performed by the utility with its own crews and equipment (force account method). When a utility uses this method, it will be reimbursed only for the actual costs of adjustment.' The 'Contract Method' description states: 'When a company under contract to the utility or to TxDOT performs the adjustment (the contract method), it must be determined that the utility does not have adequate forces to perform the work, or that performance of the work under contract is to TxDOT's advantage. Prior approval by TxDOT is not necessary for use of this method, but the utility must execute a Form ROW-U-48, Statement Covering Construction Contract Work to ensure that requirements of the contract method are met.' A right-hand sidebar contains a definition: 'A contract work procedure defines the procedure by which the work for adjusting the utility and anything incidental to the adjustment will be performed. The work can be either accomplished by the utility or by a company under contract to the utility or to TxDOT.' At the bottom, there are 'Previous' and 'Next' navigation buttons.

Figure 60. Utility Agreement Assembly, Attachment D, Step 1.

Subtab D2 – Statement Covering Contract Work

If a utility chooses Contract Method in the previous step, the utility must choose a specific method from a TxDOT approved list of methods. See chapter seven, section three, of the utility manual for more information (9).

TxDOT allows the following contracting work methods:

- **Open Advertising.** Solicitation for bids is accomplished through open advertising and the contract is awarded to the lowest qualified bidder who submits a proposal in conformity with the requirement and specifications for the work to be performed.
- **Prequalified Contractors.** Solicitation for bids is accomplished by circulating to a list of prequalified contractors and such contract is awarded to the lowest qualified bidder who submits a proposal in conformity with the requirements and specifications for the work to be performed. The prequalified contractors must be listed.
- **Existing Continuing Contract.** The work is performed under an existing continuing contract under which certain work is regularly performed for the utility company and under which the lowest available costs are developed. (If only part of the contract work is done under an existing contract, the utility company must provide detailed information using additional attachments.)
- **Contract Outside the Foregoing Requirements.** A utility can propose to contract outside the foregoing requirements. In that case, the utility must attach evidence in support of its proposal to the estimate in order to obtain concurrence of TxDOT, and the FHWA engineer where applicable.
- **Include PSE in Construction Contract.** The utility may include plans and specifications, with the consent of TxDOT, in the construction contract awarded by the state.

To select an approved contract method, follow these steps:

- Click on a contract method that will satisfy the adjustment requirements (Figure 61).

Agreements | **New Agreement** | Continue Agreement

Selection | Introduction | I | G | B | D_1 | **D_2** | C | H | E | F | A | Summary

Step 6: Attachment D [VIEW PRINTABLE VERSION](#)

ATTACHMENT "D"

Statement Covering Contract Work

Step 1 - Select an work procedure:

- A. Open Advertising**
Solicitation for bids is to be accomplished through open advertising and contract is to be awarded to the lowest qualified bidder who submits a proposal in conformity with the requirement and specifications for the work to be performed.
- B. Pre-qualified Contractors**
Solicitation for bids is to be accomplished by circulating to a list of prequalified contractors and such contract is to be awarded to the lowest qualified bidder who submits a proposal in conformity with the requirements and specifications for the work to be performed. Such presently known contractors are listed below:
- C. Existing Continuing Contract**
The work is to performed under an existing continuing contract under which certain work is regularly performed for Owner and under which the lowest available costs are developed. (If only part of the contract work is to be done under an existing contract, give detailed information by attachment hereto.)
- D. Contract outside the Foregoing Requirements**
The utility proposes to contract outside the foregoing requirements and therefore evidence in support of its proposal is attached to the estimate in order to obtain the concurrence of the State, and the Federal Highway Administration Division Engineer where applicable, prior to taking action thereon (approval of the agreement shall be considered as approval of such proposal).
- E. Include PSE in Construction Contract**
The utility plans and specifications, with the consent of the State, will be included in the construction contract awarded by the State.

[Previous](#) [Next](#)

A contract work procedure defines the procedure by which the work for adjusting the utility and anything incidental to the adjustment will be performed. The work can be either accomplished by the utility or by a company under contract to the utility or to TxDOT.

Figure 61. Utility Agreement Assembly, Attachment D, Step 2.

- If the user chooses option B (prequalified contractor method), the user must provide a list of at least three contractors (Figure 62).

Step 2 - Select a contractor

Select Add

SELECTED CONTRACTORS

Contractor	Details
<input type="checkbox"/> Made up contractor	1234 Made up street Bohama, SD 78540 - 252-254-5252
<input type="checkbox"/> Test Contractor 1234	3234 Street San Diego, CO 34345 - 545-252-2525
<input type="checkbox"/> Jasons Deli	5454 Jason street Alabama, AL 78545 - 210-585-2525

Remove

AVAILABLE CONTRACTORS

Contractor	Details
<input type="checkbox"/> Nathan Construction	23232 Construction Blvd Nathan Yard, SC 78585 - 210-454-3565

Select

Figure 62. Utility Agreement Assembly, Attachment D, Step 2, Selected Contractors.

- If the utility company has used this option in the past, UACT will provide a list of available contractors by clicking the [Select] tab (Figure 62).
- To select a contractor for the prequalified list of contractors, check the checkbox next to the contractor name under the “Available Contractors” list and click Select. At least three contractors must be selected. If the list is empty or not enough contractors are available, the user must add additional contractor(s).

- To add an additional contractor, click the [Add] tab (Figure 63).

Figure 63. Utility Agreement Assembly, Attachment D, Step 2, Add New Contractor.

- Provide contractor details including the name, address, city, state, zip code, and telephone and click **Add**. Note: Adding a new contractor also adds the contractor to the list of selected contractors for this step.
- To remove a contractor from the list of selected contractors, click the [Select] tab (Figure 62).
- Check the checkbox next to the contractor name under the “Selected Contractors” list and click **Remove**. Note: Removing a contractor causes the contractor to be removed only from the selection list. To remove the contractor from the database of contractors entirely, administrative privileges are required.

Subtab C – Utility’s Schedule of Work and Estimated Date of Completion

In addition to providing estimates about the cost of the utility adjustment and the contracting method of, the utility must provide a schedule of the adjustment. In this prototype version of UACT, a user can select one of two schedule categories, depending on the complexity of adjustment involved:

- **Simple adjustments category.** The adjustment does not require major design or construction work, has no foreseeable impact on highway construction scheduling, and does not require coordination with the highway contractor.
- **Complex adjustments.** The adjustment requires significant design and construction work that might impact the highway construction schedule, and might require coordination with the construction contractor.

To complete attachment C, follow these steps:

- Select simple or complex adjustments. Simple adjustments require only the Construction/Splicing schedule; complex adjustments require start and end dates for all other phases of work.

Agreements | New Agreement | Continue Agreement

Selection | Introduction | I | G | B | D_1 | D_2 | C | H | E | F | A | Summary

Step 7: Attachment C [VIEW PRINTABLE VERSION](#)

ATTACHMENT "C"

Utility's Schedule of Work and Estimated Date of Completion

Simple adjustments
The adjustment does not require major work and has no impact on scheduling or requires coordination with a contractor.

Complex adjustments
The work requires complicated adjustments which might require coordination with the construction contractor and several phases of construction work are involved.

Estimated schedule for major phases of work			
Phase	Start Date	End Date	Duration
Engineering			
Right of Way/Permitting			
Material Acquisition			
Solicitation of Construction Bids			
Construction/Splicing	8/16/2008	8/25/2008	1
Clean Up			

Previous Next

A utility work schedule provides TxDOT with a timeline of the utility's adjustment procedure. If the adjustment is simple (does not require major coordination with TxDOT engineers or a lengthy period of time to complete) then only the start and end dates are necessary. On the other hand, for complex adjustments requiring several phases of work an estimated or definite start and end dates for all those phases must be provided.

Figure 64. Utility Agreement Assembly, Attachment C.

- Enter start date and end dates for the required phases. Note: UACT automatically calculates the duration of work in weeks, listed in the column “Duration.”
- Click Next.

Subtab H – Proof of Property Interest

In order to for a utility adjustment to be eligible for cost reimbursement, a utility must have a compensable property interest. In many cases, a utility must submit proof of the compensable property interest before the agreement can be approved. See chapter three, section four, of the utility manual for more information (9). In general, TxDOT may recognize a compensable interest in the following situations:

- **Constitutional Property Right.** The utility owns a deed, easement, or a lease, which signifies that the utility is located on right of way, acquired in its name, and is used for utility purposes.

- **Texas Transportation Code Section 203.092 (Federal-Aid Project).** Proof of property interest is not required, as under section 203.092 the utility shall receive 100 percent of cost participation from the federal government for adjustment cost/relocation costs.
- **Texas Case Law.** The utility does not have sufficient proof of property interest and will rely on Texas case laws (precedents).
- **License Agreement.** The utility has a license agreement with a third party (typically a railroad company) that documents a compensable interest.
- **Joint Use Agreement between Utility Companies.** The utility occupies the private easement of another utility.
- **Prescriptive Claim (No proof of interest).** The utility company has no sufficient proof of property interest and will rely on affidavits to document property rights.

To complete attachment H, follow these steps:

- Select the appropriate option for proof of property interest from the list of available choices (Figure 65).

Agreements | New Agreement | **Continue Agreement**

Selection | Introduction | I | G | B | D_1 | D_2 | C | **H** | E | F | A | Summary

Step 8: Attachment H VIEW PRINTABLE VERSION

ATTACHMENT "H"
Proof of Property Interest

Step 1 - Select type of proof being provided

- Constitutional Property Right
The utility owns a deed, easement or a lease which signifies that the utility is located on right of way acquired in its name and is used for utility purposes.
- Texas Transportation Code Sec.203.092
Proof of property interest is not required as under Texas Transportation Code section 203.092 the utility shall receive 100% of cost participation from the federal government for adjustment cost/relocation costs.
- Texas Case Law
The utility does not have sufficient proof of property interest and will rely on Texas caselaws (precedents) to receive additional reimbursement rights from TxDOT.
- License Agreement
The utility holds a licence agreement between itself and railroad with the current utility clearly documented to support its claim to a compensable interest.
- Joint Use Agreement between Utility Companies
The utility occupies the private easement of another utility and will rely on this fact for TxDOT to recognize a compensable interest.
- Prescriptive Claim (No proof of interest)
The utility company has no sufficient proof of property interest. It will rely on submitting affidavits to document property rights.

[ROW-U-1A - \(For Utility Owner\)](#)
[ROW-U-1B - \(For Disinterested Party\)](#)
[ROW-U-1C - \(For Property Owner\)](#)

For a utility agreement assembly to be a candidate for District approval, the utility's compensable consideration must be clearly documented and supported by verifiable evidence, such as a recorded deed, easement, and lease or License agreement with railroad, and all must have been executed prior to the construction of the highway facility.

Figure 65. Utility Agreement Assembly, Attachment H.

- Upload required documents as necessary. Note: Under Texas Transportation Code section 203.092, no proof of interest is required. For any other choice, documents that provide evidence of property rights must be uploaded.
- If the user selects prescriptive claim, UACT provides three links to different types of affidavits that can be downloaded, completed, and then uploaded. For more information on uploading files, see section [Documents Tab](#) in Chapter UACT Business Area Descriptions. The FileNet types are pre-selected and cannot be modified.
- Click **Next**.

Subtab E – Joint Use and Occupancy Agreement

A joint-use agreement sets forth the rights and obligations of TxDOT and the utility owner for occupying, maintaining, accessing, and notifying either party of changes in their facilities. This section of UACT determines which joint use agreement will be required, and whether the utility will need to quitclaim property to TxDOT.

To complete attachment E, follow these steps:

- (Optional) select the appropriate answers under [Step 1 - Complete questionnaire](#) (Figure 66). The questionnaire can be skipped if the user knows which forms must be completed. Note: The joint use agreement is not a requirement for approval of the agreement assembly. However, in many cases it is required before TxDOT can reimburse the utility for adjustment costs.
- Upload the required forms. For more information on uploading files, see section [Documents Tab](#) in chapter UACT Business Area Descriptions. The FileNet types are pre-selected and cannot be modified.

The screenshot shows a web application interface for 'Attachment E: Join Use and Occupancy Agreement'. At the top, there are navigation tabs: 'Agreements', 'New Agreement', and 'Continue Agreement'. Below the tabs is a breadcrumb trail: 'Selection | Introduction | I | G | B | D_1 | D_2 | C | H | E | F | A | Summary'. The main heading is 'Step 9: Attachment E' with a 'VIEW PRINTABLE VERSION' link. The title of the section is 'ATTACHMENT "E" Join Use and Occupancy Agreement'. A note states: 'Note: The Joint Use and Occupancy agreement is optional at this time but must be completed before the billing process.' Below the note is a section titled 'Step 1 - Complete questionnaire' containing three questions with radio button options: 'Is the utility (or any of its facilities) relocating?' (Yes/No), 'Is the utility (or any of its facilities) relocating within the highway right of way?' (Yes/No), and 'Is the utility relocating at its own expense (no State or TxDOT support)?' (Yes/No). At the bottom of this section, a message box says 'Utility Joint Use Acknowledgement is not required'. On the right side of the interface, there is a text box explaining the agreement: 'A Join Use and Occupancy agreement is executed to set forth the rights and obligations of both parties (TxDOT and the utility) for occupying, maintaining, accessing, and notifying changes by either party in their facilities. If the utility is relocated off of the highway right of way at other than its expense, the utility must quitclaim or otherwise release any property rights it holds within the right of way.'

Figure 66. Utility Agreement Assembly, Attachment E.

Subtab F – Eligibility Ratio

This section of UACT helps the user to determine the eligibility ratio of the agreement, which is the relationship between the portion of a utility facility (serving the general public) located on private property and the portion of the utility facility located on public property. If the facility is located completely on private property, the ratio is 1, meaning the facility is 100 percent eligible for reimbursement. If the facility is located completely on public property, the ratio is 0,

meaning the facility is 0 percent eligible for reimbursement. Exceptions are utilities located on interstate highways, which are 100 percent eligible for reimbursement.

To complete attachment F, follow these steps:

- Select all utility facilities that are being removed (Figure 67).
- Click [Next >>](#).

Agreements | New Agreement | **Continue Agreement**

Selection | Introduction | I | G | B | D_1 | D_2 | C | H | E | **F** | A | Summary

Step 10: Attachment F [VIEW PRINTABLE VERSION](#)

ATTACHMENT "F"

Eligibility Ratio

Please complete the questionnaire below to determine eligibility:

Select the utilities that are being removed.
Utilities that are being removed must be either replaced or relocated in order to receive any funding from Federal or State government. A State provision might still be available if the utility possesses property interest in the current location. The salvage value of these removed or abandoned utilities will be subtracted from the State provision.

Conflict ID	Utility type
<input checked="" type="checkbox"/> 2008080414455240	Communication Duct Bank
<input checked="" type="checkbox"/> 2008080414455240	Communication Duct Bank

[Next >>](#)

Previous | Next

Figure 67. Utility Agreement Assembly, Attachment F, Step 1.

- Select all utility facilities that are being replaced or relocated (Figure 68).
- Click [Next >>](#).

Step 10: Attachment F [VIEW PRINTABLE VERSION](#)

ATTACHMENT "F"

Eligibility Ratio

Please complete the questionnaire below to determine eligibility:

Select the utilities that will be subsequently replaced or relocated.
The utilities not selected from the following list will not be eligible for any Federal or State funding.

Conflict ID	Utility type
<input checked="" type="checkbox"/> 2008080414455240	Communication Duct Bank
<input checked="" type="checkbox"/> 2008080414455240	Communication Duct Bank

[Next >>](#)

[Previous](#) [Next](#)

Figure 68. Utility Agreement Assembly, Attachment F, Step 2.

- Select all utility facilities that are serving the general public (Figure 68).
- Click [Next >>](#).

Agreements
New Agreement
Continue Agreement

Selection
Introduction
I
G
B
D_1
D_2
C
H
E
F
A
Summary

Step 10: Attachment F

VIEW PRINTABLE VERSION

ATTACHMENT "F"

Eligibility Ratio

Please complete the questionnaire below to determine eligibility:

Select the utilities that are serving the general public.
 A utility that serves only certain individuals (one or more) and provides its service for the benefit of certain individual recipients is considered a non-general public serving utility. All other utilities may be considered as serving the general public.

	Conflict ID	Utility type
<input checked="" type="checkbox"/>	2008080414455240	Communication Duct Bank
<input checked="" type="checkbox"/>	2008080414455240	Communication Duct Bank

<< Prev
Next >>

Previous
Next

To determine eligibility ratio some pre-requisites must be fulfilled. A utility must have compensable interest in its location or it must be eligible for Federal participation in the adjustment cost, and The utility must be serving the general public.

Figure 69. Utility Agreement Assembly, Attachment F, Step 3.

- At the final step of attachment F, eligible and non-eligible utilities are shown as separate lists along with an eligibility ratio calculator (Figure 70).

ATTACHMENT "F"
Eligibility Ratio

Please complete the questionnaire below to determine eligibility:

Eligibility Ratio calculation.
Based on the responses provided, only the following utilities are eligible for any reimbursement and their ratio will be calculated below.

Conflict ID	Adjustment Cost	Private vs. Proposed ROW		Eligibility Type	Ratio	
2008080414455240	20000	56	56	Poles	Railroad eligibility	0.5

Eligibility Ratio: 0.5

[<< Restart questionnaire >>](#)

[VIEW PRINTABLE VERSION](#)

Previous Next

To determine eligibility ratio some pre-requisites must be fulfilled. A utility must have compensable interest in its location or it must be eligible for Federal participation in the adjustment cost, and The utility must be serving the general public.

Figure 70. Utility Agreement Assembly, Attachment F, Step 4.

- For each eligible utility listed under “Eligibility Ratio Calculation,” provide the adjustment cost as well as the amount of private and public property occupied by the utility. The unit used for the amount can be selected from the Eligibility Type drop-down menu. An eligibility ratio for each individual utility is listed at the end of each row, and a composite eligibility ratio for all utilities (if more than one exist) is shown at the bottom of the table.
- Click the **Next** button.

Subtab A – Plans & Specifications

For the utility adjustment process, adjustment plans and other specifications must be submitted to TxDOT for review. These plans help TxDOT to determine how the construction process will be affected and what, if any, additional resources will be needed. CAD drawings (including AutoCAD and MicroStation files) are automatically converted to PDF.

To complete attachment A, follow these steps:

- Upload required plans and specifications as needed (Figure 71). The FileNet types are partially selected, only the user must only select the “FileNet document type.” For more information on uploading files, see the Documents Tab section in the UACT Business Area Descriptions chapter.

Agreements | New Agreement | **Continue Agreement**

Selection | Introduction | I | G | B | D_1 | D_2 | C | H | E | F | **A** | Summary

Step 11: Attachment A VIEW PRINTABLE VERSION

ATTACHMENT "A"
Plans & Specifications

Upload Plans and other Specification documents

Document Title	Files	Version	Uploaded By	Actions
More plans		(4 of 4)	Jerry Le	Details

Upload Document

Title	<input type="text"/>
Description	<input type="text"/>
Comments	<input type="text"/>
Status	Draft
FileNet type	
FileNet class	Project Design
FileNet record type	Plans Specifications and Estimates
FileNet document type	--- Select a document type ---
Upload	<input type="text"/> <input type="button" value="Browse..."/>

Upload all plans and specification documents related to the adjustment of the utility.

Previous | Next

Figure 71. Utility Agreement Assembly, Attachment A.

Summary Tab

Once the utility agreement process is complete, a summary of each step is provided along with any error or informational messages (Figure 72). If a step is not completed or a requirement is not met, UACT will inform the user on this page. To edit a document on a previously completed step, simply click [Edit](#) next to the desired attachment or use the subtab menu on top to navigate back to that step.

The screenshot displays the 'Step 12: Summary' interface. At the top, there are tabs for 'Agreements', 'New Agreement', and 'Continue Agreement'. Below these are sub-tabs for 'Selection', 'Introduction', 'I', 'G', 'B', 'D_1', 'D_2', 'C', 'H', 'E', 'F', 'A', and 'Summary'. The main content area features a table with the following data:

	Attachment	Status	Messages	Edit
1.	Plans, Specifications and Estimated Costs (PS&E)	✓		Edit
2.	Utility's Accounting Method	✓		Edit
3.	Utility's Schedule of Work and Estimated Date of Completion	✓		Edit
4.	Statement Covering Contract Work (ROW-U-48)	✗	No contract method selected.	Edit
5.	Use and Occupancy Agreement (ROW-U-JUA)	✓		Edit
6.	Eligibility Ratio	✓		Edit
7.	Betterment Calculation and Estimates	✓		Edit
8.	Proof of Property Interest (ROW-U-1A)	✓		Edit
9.	Inclusion in Highway Contract	✓		Edit
10.	Utility Adjustment Method	✓		Edit

Below the table are buttons for 'Generate PDF' and 'View Agreement'. To the right of the table is a text box: 'Click on the "Edit" link to revisit that section for further editing. When ready return to Summary and generate a PDF for your viewing and submission.' At the bottom left are 'Previous' and 'Next' buttons. At the top right is a 'VIEW PRINTABLE VERSION' link.

Figure 72. Utility Agreement Assembly, Summary.

To complete the utility agreement assembly process, follow these steps:

- Review any warning messages that may appear on this screen. Provide and complete missing information as necessary.
- If UACT provides no warning message, the **Generate PDF** button becomes visible and the user can click on it to generate the agreement assembly packet for submission.
- Once the agreement is generated, click [View Agreement](#) to view the final version of the document that will be submitted to TxDOT. Note: Once an agreement has been submitted to TxDOT for review, no changes can be made to the assembly until TxDOT opens the agreement up for editing.

REFERENCES

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4. *Code of Federal Regulations, Title 23, Part 645, Subpart B—Accommodation of Utilities*. 23 CFR 645.101 – 645.119, Washington, D.C., 2006. <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr;sid=0910bff7574ab3e1a9afc2d7c645b8d1;rgn=div5;view=text;node=23%3A1.0.1.7.26;idno=23;cc=ecfr>. Accessed February 1, 2009.
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9. *Right of Way Utility Manual*. Texas Department of Transportation, Austin, Texas, August 2008. <http://onlinemanuals.txdot.gov/txdotmanuals/utl/index.htm>. Accessed February 1, 2009.

APPENDIX. PERMISSION MATRIX

Permissions				Roles																
Business Area	Business Area Section	Cap.	Perm. ID	UACT System Administrator	TxDOT District ROW Administrator	TxDOT ROW Division Reviewer	TxDOT District Utility Coordinator	Consultant Utility Coordinator	TxDOT District Design Project Manager	TxDOT District Designer	TxDOT Surveyor	Consultant Surveyor	SUE Consultant	Utility Owner	Utility Consultant	LPA	Utility Contractor	Highway Project Contractor	ROW Acquisition Consultant	
Project	Project Listing	View	1	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
	New UACT Project	View	2	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No
		Add	3	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No
	Project Details	View	4	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
		Edit	5	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No
		Delete	6	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	No	No	No
	Project Status	View	7	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	
	Project Stakeholders	View	8	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
		Edit	9	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	No	No
		Add	10	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No
		Delete	11	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	No	No
	Project Documents	View	12	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
		Edit	13	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
		Add	14	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
		Delete	15	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Utility Inventory	Project Utility Listing	View	16	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	
	Utility Details	View	17	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
		Edit	18	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	
		Delete	19	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	
	Enterprise Utility Listing	View	20	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	
New Utility	Add	21	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No		
	View	22	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No		
Conflict Tracking	Conflict Listing	Add	23	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	
		View	24	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	
		Edit	25	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	
	Conflict Details	Edit	26	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	
		Delete	27	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	
		View	28	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
	New Conflict	Add	29	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	
		View	30	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	
		Edit	31	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	
		Add	32	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	
	Conflict Documents	Delete	33	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
		View	34	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	No	No	No	No	No	No	No	
		Edit	35	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	No	No	No	No	No	No	No	
Add		36	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	No	No	No	No	No	No	No		
Conflict Notes	Delete	37	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	No	No	No	No	No	No	No		
	View	38	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Agreement	Agreement Listing	View	38	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes		
	Agreement Details	View	39	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes		
		Edit	40	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes	Yes	Yes	No	No		
		Delete	41	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes	Yes	Yes	No	No		
	New Agreement	View	42	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes	Yes	Yes	No	No		
	Add	43	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes	Yes	Yes	No	No			
Reports	Reports	View	44	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No		
Contacts	Contacts Listing	View	45	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Other Resources	Other Resources	View	46	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
	New Resource	View	47	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	No	No	No	No	No	No	No		
		Edit	48	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	No	No	No	No	No	No	No		
		Add	49	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	No	No	No	No	No	No	No		
		Delete	50	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	No	No	No	No	No	No	No		
Users	User Listing	View	51	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
	User Details	View	52	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
		Edit	53	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No		
		Delete	54	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No		
	New User	View	55	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	
		Add	56	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No		
Access Control	System Permissions	View	57	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	No		
		Edit	58	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	No		
		Add	59	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	No		
		Delete	60	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	No		
	Role Permissions	View	61	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No		
		Edit	62	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No		
		Add	63	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	No		
		Delete	64	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	No		
	Privilege Permissions	View	65	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No		
		Edit	66	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No		
		Add	67	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No		
		Delete	68	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No		

Table 3. UACT Access Matrix

