

Utility Relocation Management System

User Guide

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Quick Guides

DM-5 Forms and URMS Equivalents

Form Number	Form Description	Reference to URMS
A-300 to A-308	Cost Sharing Request Letters	Cost Share Process List Page Manage Project > RPI, Agreements & Invoicing > Cost Share
A-400	Certification of Consultant Form	Consultant Agreements My Utility > Consultant Agreements or Admin > Consultant Agreements
A-410	Sample of Consultant's Proposal Engineering Cost Estimate Format	Consultant Agreements My Utility > Consultant Agreements or Admin > Consultant Agreements
A-415	Sample Consultant Agreement for One Specific Relocation	Consultant Agreements My Utility > Consultant Agreements or Admin > Consultant Agreements
A-501	Subsurface Utility Engineering (SUE) Utility Impact Form	SUE Impact Evaluation Project Information Page > View SUE Impact Evaluation
A-503	Suggested letter format for requesting utility verification of type, size and location (T.S.&L.) of existing facilities	Utility Involvement Manage Project > Relocation Forms & Requests > Utility Involvement
A-505 D-4181-X	Preliminary Request for Bridge Occupancy	Utility Involvement Manage Project > Relocation Forms & Requests > Utility Involvement
A-520	Suggested letter format for authorizing preliminary engineering for specific verification information and/or invitation to the Initial Design Meeting	Upload completed form A-520 to Project Documents
A-522	Suggested letter format for authorizing engineering for specific verification information and/or invitation to the Initial Design Meeting	Upload completed form A-522 to Project Documents
A-715 D-4181-P	Utility Relocation - Highway Occupancy Permit	Utility Relocation - Highway Occupancy Permit Manage Project > Project Documents or Manage Project > Workflow Notifications

Form Number	Form Description	Reference to URMS
A-716	Sample Letter for Revised Utility Relocation Highway Occupancy Permit	Revised Utility Relocation Highway Occupancy Permit Manage Project > Project Documents or Manage Project > Workflow Notifications
A-720	Test Hole Permit	Test Hole Requests Manage Project > Relocation Forms and Requests > Test Hole Requests
A-721	Letter of Authorization for transmitting Test Hole permit to utilities	Test Hole Requests Manage Project > Relocation Forms and Requests > Test Hole Requests
A-800 D-4181	Utility Relocation Questionnaire and Permit Application	Utility Involvement Manage Project > Relocation Forms and Requests > Utility Involvement
A-805 D-4181-A	Preliminary Estimate for Utility Relocation	Preliminary Estimate Manage Project > RPI, Agreements & Invoicing > Preliminary Estimate
A-815 D-4181-B	Summary of Billing for Utility Relocation	Billing will be part of a future release of URMS.
4181 IC	Certification of Utility Completion Inspection	Inspection will be part of a future release of URMS.
A-1100 D-4181-UC	Utility Relocation Clearance Report	Utility Work Summary Manage Project > Utility Clearance > Utility Clearance or Manage Project > Project Documents
A-1101 A-1102 D-419	Utility Clearance for a State Project or a Sponsored Project	Utility Clearance Manage Project > Utility Clearance > Utility Clearance

Project Workflow Guide

The following table documents the workflow of URMS and the most relevant information about each of the steps of the process.

Light blue lines belong to the District utility unit. Green lines belong to the utility entity. Dark blue lines belong to PennDOT's Central Office.

Project Status								
Workflow Step	Who Does It - Primary	Who Does It - Secondary	Navigation	Additional Notes or Requirements	When Can the Step be Started	When Must the Step Be Completed	Associated Project Milestone	Associated Project Checklist Item
1. Scoping								
Create Project	Project Manager	Any District Utility Unit User	Main Menu > Create Project > Utility Relocation Project	Must be in MPMS	When project is on the TIP and has a Let Date	--	--	--
Set PennDOT Project Team	Project Manager	Any District Utility Unit User	Manage Project > Project Team > My PennDOT Team	If not completed prior to later steps, system tasks may not generate correctly.	After project creation	Prior to completing scoping	--	--
Scope Utility Involvement	Scoping & Verification Coordinator	Any District Utility Unit User	Task or Project Information Page > Edit button	* Preliminary Evaluation * PA One Call information * Segment Equalities * Scoping field view documents and comments * Utilities and contacts * Scoping UR Costs	After project creation	Prior to sending Confirm Involvement notification	Scope Utility Involvement Complete	--
Upload Preliminary Plans	Project Designer	Any District Utility Unit User	Task or Manage Project > Project Plans > Upload Preliminary Plans	--	After project creation	Prior to sending Confirm Involvement notification	Preliminary Plans Uploaded	--
Review Preliminary Plans	Scoping & Verification Coordinator	Any District Utility Unit User	Task or Manage Project > Project Plans > Review Preliminary Plans	--	After plans uploaded	Prior to sending Confirm Involvement notification	--	--
Create Milestone Dates	Scoping & Verification Coordinator	Any District Utility Unit User	Project Information Page > Utility Milestones Tab	--	After project creation	Prior to completing scoping. Early completion is best.	--	--
Add Utilities and Contacts	Scoping & Verification Coordinator	Any District Utility Unit User	Manage Project > Project Team > Assign Utilities to Project	--	After project creation	Prior to adding conflicts	--	--
Send Confirm Involvement Notifications	Scoping & Verification Coordinator	Any District Utility Unit User	Manage Project > Workflow Notification	This transitions project to Verification Status	After Utility is added to project and plans are uploaded and approved	Prior to transitioning to Verification status	Utilities Notified	--

Project Status								
Workflow Step	Who Does It - Primary	Who Does It - Secondary	Navigation	Additional Notes or Requirements	When Can the Step be Started	When Must the Step Be Completed	Associated Project Milestone	Associated Project Checklist Item
2. Verification								
Complete Utility Involvement	Utility Design Coordinator	Any Utility Company User	Task or Manage Project > Relocation Forms & Requests > Utility Involvement	Must either upload plans or check no plans box	After receiving notification	30 days after notification	--	--
Set Utility Project Team	Utility Design Coordinator	Any Utility Company User	Manage Project > Project Team > My Utility Team	--	After completing involvement	Prior to Utility clearance	--	--
Incorporated Work								
Upload Incorporated Work Request	Utility Design Coordinator	Any Utility Company User	Task or Manage Project > Relocation Forms & Requests > Incorporated Work	--	After receiving Confirm Involvement notification	Prior to Utility clearance	--	--
District Review Incorporated Work Request	Conflict Coordinator	Any District Utility Unit User	Task or Manage Project > Relocation Forms & Requests > Incorporated Work	--	After receiving request	Prior to Utility clearance	--	Incorporated Work Approved
Utility Consultants								
Request Utility Consultant Approval	Any Utility Company User	--	My Utility > Consultant Agreements	--	After confirming involvement	Prior to consultant being able to work on project	--	--
Review Consultant Agreement	CO Agreement Coordinator	Any CO User	Task or Admin > Consultant Agreements	--	After agreement upload	Prior to consultant being able to work on project	--	--
Test Holes								
Request Test Hole Permit	Utility Design Coordinator	Any Utility Company User	Manage Project > Relocation Forms & Requests > Test Hole Requests	--	After confirming involvement	--	--	--
Review Test Hole Permit	DURA only	--	Task or Manage Project > Relocation Forms & Requests > Test Hole Requests	--	After test hole permit request submitted	--	--	Test Hole Request Reviewed
Upload Test Hole Results	Utility Design Coordinator	Any Utility Company User	Manage Project > Relocation Forms & Requests > Test Hole Requests	--	After test hole permit issued	--	--	--
Preliminary Engineering								
Request Preliminary Engineering Authorization (optional)	Any Utility Company User	--	Offline request via email.	--	--	Prior to Phase 5 funding being opened	--	--
Provide Preliminary Engineering Authorization (optional)	DURA only	--	Create letter offline using Figure A-520 from DM-5 and upload to URMS.	--	After receiving request	--	--	Preliminary Engineering Letter Issued
Close Out Involvement								
Close Out Utility Involvement	Scoping & Verification Coordinator	Any District Utility Unit User	Manage Project > Relocation Forms & Requests > Utility Involvement (All Utilities View)	Checkbox – Check this field if all the utilities have completed the Involvement.	30 days after sending notifications	Prior to moving to Conflict Identification status	Verification Complete	--

Project Status								
Workflow Step	Who Does It - Primary	Who Does It - Secondary	Navigation	Additional Notes or Requirements	When Can the Step be Started	When Must the Step Be Completed	Associated Project Milestone	Associated Project Checklist Item
3. Conflict Identification								
Complete SUE Evaluations Process	Project Designer	Any District Utility Unit User	Task or Project Information Page > View SUE Impact Evaluation	--	After project creation	Prior to Utility clearance, but should be done by Conflict Identification	--	--
Review SUE Evaluation	Utility Unit Oversight	Any District Utility Unit User	Task or Project Information Page > View SUE Impact Evaluation	--	After SUE evaluation completed	Prior to Utility clearance, but should be done by Conflict Identification	--	--
Add Conflicts	Project Manager and Conflict Coordinator	Any District Utility Unit User	Project Information Page > Conflict Management Tab > Add Conflict	Checkbox – Conflicts entered and ready for Utility Resolutions. Must complete project scoping to enable checkbox.	After utilities and contacts are added	Prior to issuing engineering authorization (although conflicts can be added later)	--	--
Upload Final Design Plans	Project Designer	Any District Utility Unit User	Task or Manage Project > Project Plans > Upload Final Design Plans	--	After project creation	Prior to issuing engineering authorization	Final Design Plans Uploaded	--
Review Final Design Plans	Conflict Coordinator	Any District Utility Unit User	Task or Manage Project > Project Plans > Review Final Design Plans	--	After final design plans are uploaded	Prior to issuing engineering authorization	--	--
Local Project Only: Upload Engineering Authorization Letters	Conflict Coordinator	Any District Utility Unit or Local Sponsor User	Manage Project > Project Documents	“Engineering Authorization” document type needed for each utility	After project creation	Prior to issuing engineering authorization	--	--
Send Resolve Conflicts Notification	Conflict Coordinator	Any District Utility Unit User	Manage Project > Workflow Notification	Checkbox – All Conflicts Entered	After milestone dates entered, preliminary and final plans approved, and All Conflicts Entered checkbox	--	Final Design Plans Sent	Engineering Authorization Issued
4. Conflict Resolution								
Confirm Affected/Not Affected	Utility Design Coordinator	Any Utility Company User	Task or Project Page > View Checklist	Only for utilities with no conflicts entered	After receiving Confirm Involvement notification	Prior to Utility clearance	--	--
Resolve Conflicts								
Add Supporting Work	Utility Design Coordinator	Any Utility Company User	Project Information Page > Supporting Work Tab > Add Supporting Work Item	--	After receiving Resolve Conflicts notification	Prior to Utility clearance	--	--
Resolve Conflicts and Supporting Work	Utility Design Coordinator	Any Utility Company User	Task or Manage Project > Resolve Conflicts > Resolutions & Work Units	--	After receiving Resolve Conflicts notification	Prior to Utility clearance	Conflicts Resolved	Utility Relocation Plan Uploaded

Project Status								
Workflow Step	Who Does It - Primary	Who Does It - Secondary	Navigation	Additional Notes or Requirements	When Can the Step be Started	When Must the Step Be Completed	Associated Project Milestone	Associated Project Checklist Item
Review Resolutions and Work Units	Conflict Coordinator	Project Designer or any District Utility Unit User	Task or Manage Project > Resolve Conflicts > Review Utility Resolutions	Review 3 tabs of info: Resolutions, Work Units, and Construction Details. Then Approve or Return for More Info.	After Utility submits resolutions and work units	Prior to Utility clearance	Conflict Resolutions Approved	Resolutions and Activities Approved
Substitute Right-of-Way								
Request Substitute Right-of-Way	Utility Design Coordinator	Any Utility Company User	Manage Project > Relocation Forms & Requests > Substitute ROW	Must be for a conflict with Potential or Yes indicated for substitute ROW	After a conflict that is eligible for substitute ROW has been entered	Prior to Utility clearance	--	--
Review Substitute Right-of-Way Request (District)	Conflict Coordinator	Any District Utility Unit User	Task or Manage Project > Relocation Forms & Requests > Substitute ROW	--	After Utility submits substitute right-of-way request	Prior to Utility clearance	--	--
Review Substitute Right-of-Way Request (CO)	CO Agreement Coordinator	Any CO User (except CO Admin)	Task or Manage Project > Relocation Forms & Requests > Substitute ROW	--	After substitute right-of-way request is approved by District	Prior to Utility clearance	--	--
Cost Share								
Build Cost Share Offer (District)	Utility Unit Oversight	Any District Utility Unit User	Manage Project > RPI, Agreements & Invoicing > Cost Share	--	After a conflict that is eligible for cost share is entered	Prior to Utility clearance	--	--
Review Cost Share Offer	Utility Design Coordinator	Any Utility Company User	Task or Manage Project > RPI, Agreements & Invoicing > Cost Share	Select a cost share offer and create/download letter	After cost share offer is created	Prior to Utility clearance	--	--
Upload Signed Cost Share Letter	Utility Design Coordinator	Any Utility Company User	Task or Manage Project > RPI, Agreements & Invoicing > Cost Share	--	After cost share letter is created	Prior to Utility clearance	--	--
Review Cost Share Letter (CO)	CO Agreement Coordinator	Any CO User (except CO Admin)	Task or Manage Project > RPI, Agreements & Invoicing > Cost Share	--	After signed cost share offer letter is submitted	Prior to Utility clearance	--	--
Review Cost Share Letter (CO Section Chief)	CO Section Chief	--	Task or Manage Project > RPI, Agreements & Invoicing > Cost Share	--	After cost share letter is approved by CO	Prior to Utility clearance	--	Cost Share Approved
Real Property Interest								
Upload RPI Request	Utility Design Coordinator	Any Utility Company User	Manage Project > RPI, Agreements & Invoicing > Real Property Interest	--	When an eligible conflict exists	Prior to Utility clearance	--	--
Review RPI Request (District)	DURA	Any District Utility Unit User	Task or Manage Project > RPI, Agreements & Invoicing > Real Property Interest	--	After RPI request is uploaded	Prior to Utility clearance	--	--
Review RPI Request (CO)	CO Agreement Coordinator	Any CO User (except CO Admin)	Task or Manage Project > RPI, Agreements & Invoicing > Real Property Interest	--	After RPI request is approved by District	Prior to Utility clearance	--	--

Project Status								
Workflow Step	Who Does It - Primary	Who Does It - Secondary	Navigation	Additional Notes or Requirements	When Can the Step be Started	When Must the Step Be Completed	Associated Project Milestone	Associated Project Checklist Item
Review RPI Request (OCC)	OCC Attorney	--	Task or Manage Project > RPI, Agreements & Invoicing > Real Property Interest	--	After RPI request is approved by CO	Prior to Utility clearance	--	--
Review RPI Determination (CO)	CO Agreement Coordinator	Any CO User (except CO Admin)	Task or Manage Project > RPI, Agreements & Invoicing > Real Property Interest	May have to enter data for Compensable LF and Private Status Eligibility	After RPI determination by OCC	Prior to Utility clearance	--	--
Review RPI Determination (District)	DURA	Any District Utility Unit User	Task or Manage Project > RPI, Agreements & Invoicing > Real Property Interest	May have to enter the ROW Established Date	After RPI determination is reviewed by CO	Prior to Utility clearance	--	RPI Reviewed
Project Estimate								
Submit Preliminary Estimate	Utility Design Coordinator	Any Utility Company User	Task or Manage Project > RPI, Agreements & Invoicing > Preliminary Estimate	--	After conflicts are entered	Prior to Utility clearance	--	--
Review Estimate (District)	Utility Unit Oversight	Any District Utility Unit User	Task or Manage Project > RPI, Agreements & Invoicing > Preliminary Estimate	Review 2 tabs of info: Preliminary Estimate and Contracts. Then checkbox and Approve.	After Utility submits estimate	Prior to Utility clearance	--	--
Review Estimate (CO)	CO Agreement Coordinator	Any CO User (except CO Admin)	Task or Manage Project > RPI, Agreements & Invoicing > Preliminary Estimate	Cost Share or RPI approval required. Review 2 tabs of info: Preliminary Estimate and Contracts. Then checkbox and Approve.	After District reviews estimate	Prior to Utility clearance	--	--
5. Contract Development								
Generate Clearance	District Conflict Coordinator	Any District Utility Unit User	Task or Manage Project > Utility Clearance > Utility Clearance	SUE Evaluation must have been approved	After all conflict resolutions are entered and approved	Prior to project let	D419 Complete	Utility Work Summary
Review & Certify Clearance	CO Agreement Coordinator	Any CO User (except CO Admin)	Task or Manage Project > Utility Clearance > Utility Clearance	--	After clearance has been generated	Prior to project let	D419 Complete	Utility Work Summary
Generate Final UCC	CO Agreement Coordinator	Any CO User (except CO Admin)	Task or Manage Project > Utility Clearance > Utility Clearance Certification	Only applies when the clearance is conditional	After conditional clearance is approved for all involved utilities	Prior to project let	--	--
Draft Agreement	CO Agreement Coordinator	Any CO User (except CO Admin)	Task or Manage Project > RPI, Agreements & Invoicing > Agreements	--	After estimate is approved by CO	Prior to project let	Draft Agreements to Utilities	--
Review Draft Agreement (OCC)	OCC Legal Assistant, OCC Attorney	--	Task or Manage Project > RPI, Agreements & Invoicing > Agreements	--	After draft agreement is submitted by CO	Prior to project let	Draft Agreements to Utilities	--

Project Status								
Workflow Step	Who Does It - Primary	Who Does It - Secondary	Navigation	Additional Notes or Requirements	When Can the Step be Started	When Must the Step Be Completed	Associated Project Milestone	Associated Project Checklist Item
Send Agreement to Utility	CO Utility Unit Chief	Any CO User (except CO Admin)	Task or Manage Project > RPI, Agreements & Invoicing > Agreements	--	After OCC approved draft agreement	Prior to project let	Draft Agreements to Utilities	--
Upload Signed Agreement	Utility Administrator, Utility Design Coordinator	Any Utility Company User	Task or Manage Project > RPI, Agreements & Invoicing > Agreements	--	After receiving draft agreement	Prior to project let	Agreements Signed	--
CO Upload Executed Agreement	CO Agreement Coordinator	Any CO User (except CO Admin)	Task or Manage Project > RPI, Agreements & Invoicing > Agreements	--	After receiving signed agreement from Utility	Prior to Utility clearance	--	Reimbursement Agreement Executed
6. Pre-Construction								
Prepare Notice to Proceed and/or Highway Occupancy Permit	DURA	Any District Utility Unit User	Manage Project > Relocation Forms & Requests > HOP/NTPs	--	After all conflict resolutions are entered and approved	Prior to relocation work	Construction Start	--
Review Limited Access HOP	CO Agreement Coordinator	Any CO User (except CO Admin)	Task or Manage Project > Relocation Forms & Requests > HOP/NTPs	Only when a conflict resolution identifies limited access	After "Ready for CO" is selected in the Prepare HOP modal window	Prior to relocation work	Construction Start	--
Local Project Only: Upload Notice to Proceed Letters	Conflict Coordinator	Any District Utility Unit or Local Sponsor User	Manage Project > Relocation Forms & Requests > HOP/NTPs	"Local Project NTP" document type needed for each utility	After project creation	Prior to relocation work	Construction Start	--
Send Notice to Proceed and/or Highway Occupancy Permit	DURA only	--	Manage Project > Workflow Notifications	--	After all conflict resolutions are entered and approved	Prior to relocation work	Construction Start	UR HOP Issued Notice to Proceed Issued
7. Construction								
Perform Relocations	--	--	--	--	--	--	--	--
Submit Interim Billing	Utility Administrator	Any Utility Company User	Manage Project > RPI, Agreements & Invoicing > Interim Billing	One interim bill per 120 days per utility, unless amount is \$10,000 or more	After agreement has been executed for Utility	Prior to final billing	--	--
Review Interim Billing	Closeout Coordinator	Any District Utility Unit User	Task or Manage Project > RPI, Agreements & Invoicing > Interim Billing	--	After receiving interim billing from Utility	Prior to final billing	--	--

Project Status								
Workflow Step	Who Does It - Primary	Who Does It - Secondary	Navigation	Additional Notes or Requirements	When Can the Step be Started	When Must the Step Be Completed	Associated Project Milestone	Associated Project Checklist Item
8. Closeout								
Utility Submit Final Billing Form	Utility Administrator	Any Utility Company User	Task or Manage Project > RPI, Agreements & Invoicing > Final Billing	All interim bills must have been approved	After Utility has completed all physical work on the project	Within a year after the project's physical work completion	URMS Project Closed	--
Review Final Billing (District)	Closeout Coordinator	Any District Utility Unit User	Task or Manage Project > RPI, Agreements & Invoicing > Final Billing	--	After receiving final billing from Utility	Prior to agreement closeout	URMS Project Closed	--
Review Final Billing (CO)	CO Agreement Coordinator	Any CO User (except CO Admin)	Task or Manage Project > RPI, Agreements & Invoicing > Final Billing	--	After District approves final bill with amount exceeding agreement amount	Prior to agreement closeout	URMS Project Closed	--
Close Out Agreement	CO Agreement Coordinator	Any CO User (except CO Admin)	Task or Manage Project > RPI, Agreements & Invoicing > Final Billing	--	After Central Office approves final bill	90 days after the final billing	URMS Project Closed	--

User Setup and Login

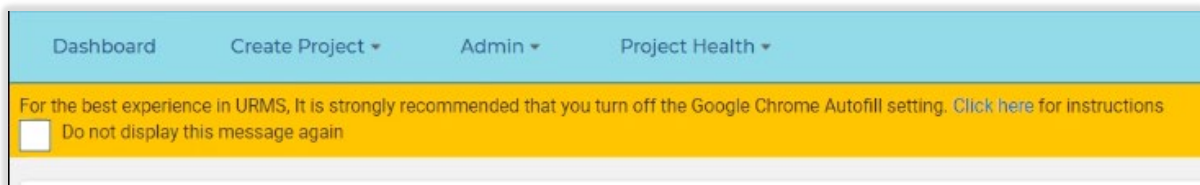
Supported Browsers

URMS works best when using the most recent versions of the following browsers:

- Google Chrome
- Microsoft Edge

The Mozilla Firefox browser may work with URMS, but the system has not been tested and verified to operate properly in this browser.

Google Chrome has an autofill setting that inhibits the functionality of some text entry boxes in URMS. Because of this, it is recommended the autofill feature be turned off in the browser settings. URMS displays a related banner message to Chrome users upon sign in, unless the checkbox to hide it was selected previously. Instructions for turning off the setting can be found [here](#).

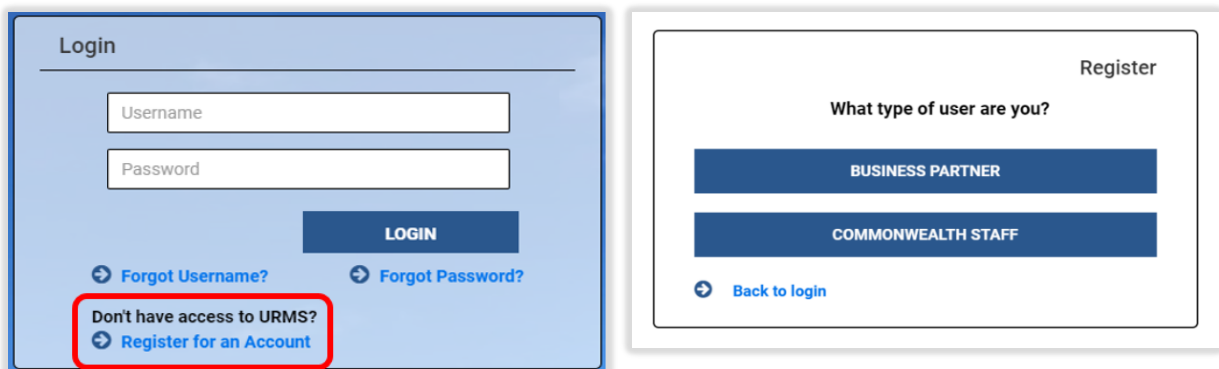


URMS Login

The Login page is the first screen a user sees on the URMS site (urms.penndot.gov). Registered PennDOT staff use CWOPA credentials to enter the system, while business partners use the credentials received through the registration process. PennDOT users must also complete the registration process to be able to access URMS.

Registering to Use URMS

Users who do not yet have access to URMS begin the process of requesting access by clicking the **Register for an Account** button on the main URMS page. That takes you to a screen that lets you select your user type.



PennDOT staff and consultants with a "c-" CWOPA login can select "Commonwealth Staff." Utilities and consultants must select "Business Partner."

Commonwealth Staff

PennDOT staff and consultants with a “c-” CWOPA login can select “Commonwealth Staff.” Users must enter their CWOPA credentials on the resulting login page, which opens the PennDOT Request CWOPA Application Access for URMS screen. Verify the contact information, then select the appropriate URMS role from the dropdown and type a justification. Finally, click the **SUBMIT** button at the bottom right of the page to finish.

Existing Business Partners with b- Login

Utilities and consultants must select “Business Partner” on the “What Type of User are You” screen. On the next screen, existing business partners can press the button that says **Request Access**. This opens an additional login page on which the existing “b-” business partner credentials should be entered.

Otherwise, walk through the section below to register as a new business partner.

Utility User or Consultant Not Yet a Business Partner

A utility company user or a consultant who is not yet a business partner must complete the business partner registration process.

1 Organization Information 2 User Profile Information 3 Access Selection

• = Required

Business Partner Registration: Organization Identification

Do you already have a Business Partner ID (b-)?

Request Access

New users, please provide your Organization Information to get started.

• Organization Name

• Federal Employer Identification Number (FEIN)

What is FEIN? [Click Here](#)

• Organization City

• Organization Zip Code

NEXT **CANCEL**

Begin by entering the Organization Name, FEIN, Organization City, and Organization Zip Code, and then click the **NEXT** button.

If the organization's FEIN is in the PennDOT Enterprise Application Security system but is not linked to URMS yet, the user must first link the organization before registering for a user ID. After clicking the **NEXT** button, look for a link that appears at the bottom between the information input boxes

[Click here to link the Organization to URMS](#)

and the Next button. If a recognized FEIN number was entered, it will say to "link the Organization to URMS."

If the FEIN is not recognized in PennDOT's Enterprise Application Security system, a red alert appears at the top of the page, and the link at the bottom reads, "Click here to register Business Partner Organization."

The FEIN entered is either incorrect or not registered. If not registered, please click the link provided at the bottom of the page to register the Business Partner Organization.

[Click here to register Business Partner Organization.](#)

NEXT

CANCEL

Select the link to open the page on which the organization's information can be entered. Complete all the required fields for the Organization Details, the Legal Address if needed, Contact Information, and a brief explanation of why the organization needs URMS access.

Click **NEXT** again, and the "Register Enterprise Organization" page follows. From the dropdown, select whether the organization is a consulting/construction company or a utility company.

The final step is the Data Release Agreement, which requires the user to check the box acknowledging affirmation of the agreement and to type their full name in the input box as an e-signature. The

"Data Release Agreement" text at the end of the checkbox line is a link that opens the directive for the user's review in a new tab of the web browser.

Ivania [Data Release Agreement](#)

FINISH completes the request to register a new business partner organization in URMS, which is sent to PennDOT for evaluation and approval. Look for a box in the middle of the screen confirming the task was completed successfully.

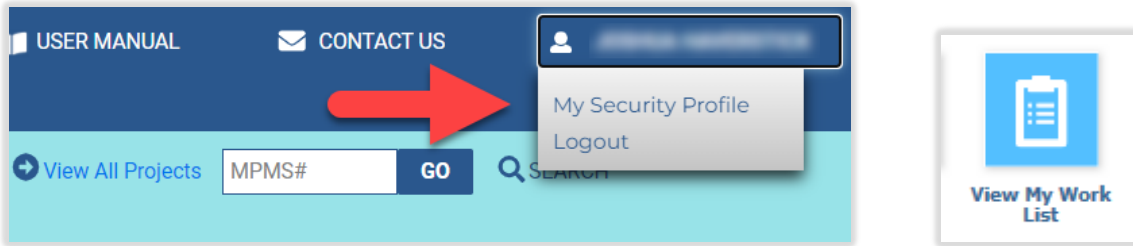
Task completed successfully

Your request is successfully submitted to PennDOT and is currently under review. You will be notified when the request is approved or rejected. You can close your browser.

If the organization already exists in URMS, the **NEXT** button on the first page advances the applicant to the second page, the User Profile Information. Fill in these required fields and click **NEXT** again for the Access Selection section. Complete this final page and submit the request.

If any other users are already registered under the same Federal Employer Identification Number (FEIN), the new user request first goes to the organization's delegated administrator (DA). By default, the DA is the first user of the organization to receive access to URMS. The DA accesses the request through the link in the notification email or by logging into URMS, clicking their name in the very top right corner, and selecting **My Security Profile** from the dropdown options. Then, on the Identity Services Portal

page, click **View My Work List**. Identify the new user request on that work list page and press the button at the bottom to approve it.

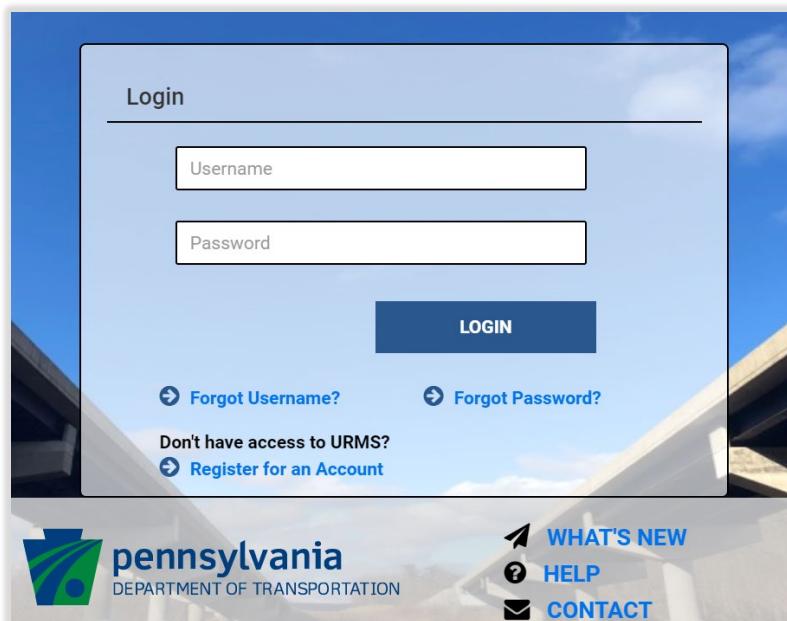


After the DA's approval, the request then goes to PennDOT for final approval. If the organization does not have any URMS users yet, the new request goes directly to PennDOT instead. The approved user receives a new user ID and a temporary password in two separate emails. Note that the "b-" text is part of the ID and must be included in the username when logging in.

Reset Password

If you already have a registered account but have forgotten your password, use the **Forgot Password** link below the **LOGIN** button on the Login screen. This opens a new page on the PennDOT Identify Services Portal that requires the username for URMS (User ID) and email address, through which further instructions will be emailed for resetting your password.

If you forget your username, use the **Forgot Username** link. The following page requires the first name, last name, and email address of the user, through which the URMS user ID information will be sent by email.



User Roles

Each user within the URMS system has a user role, which is assigned when they are first registered as a new user. The user role defines which pages a user can see, what actions they can take on pages, and what types of system tasks can be assigned to them. The user role is constant for each user and does not change based on what projects they are working on. This contrasts with the [Project Team](#) Role, which can be different for each project.

The user roles within URMS are as follows:

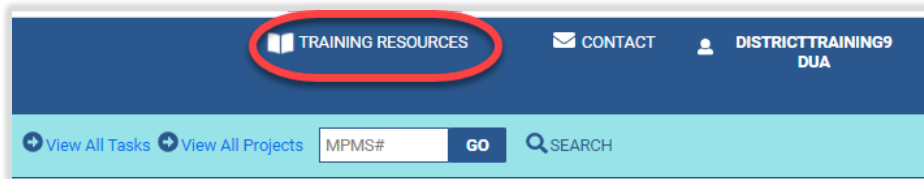
PennDOT Roles	PennDOT Consultant Roles	Utility Company and Utility Consultant Roles
<ul style="list-style-type: none"> • District Project Manager • DURA (District Utility Relocation Administrator) • District Utility Unit • Central Office Staff • Central Office Admin (Administrative Assistant) 	<ul style="list-style-type: none"> • PennDOT Consultant (Project Consultant) • Central Office Consultant 	<ul style="list-style-type: none"> • Utility Administrator • Utility Design & Construction

Main Page Menus and Features

This section describes the menus and features available from the main page of URMS.

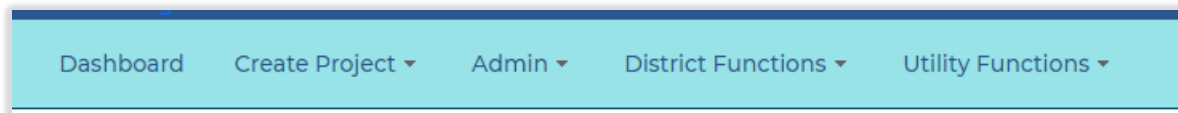
Training Resources

The **TRAINING RESOURCES** button navigates to the **URMS Training Resources** page, where there are both written guides and recorded videos to provide instruction in using URMS. These training resources are organized by categorical groups. Click on the heading bar of one of these groups to drop down its list of resources that are linked.

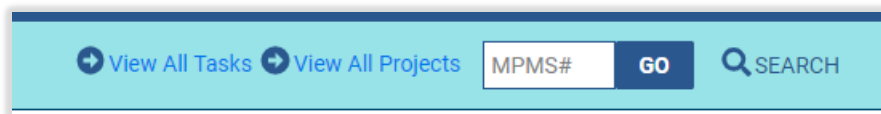


Menu Bar

On any screen in URMS, the top of the page always has the light blue menu bar. The menu items are different for each user type and may include any of the following: Dashboard, Create Project, Admin, District Functions, My Utility, and Utility Functions.



The right side of the menu bar has the functions to **View All Tasks**, **View All Projects**, and search. The input box with the **GO** button is for finding a specific project in the system using its MPMS number. The **SEARCH** button opens an advanced search screen that looks up projects based on more detailed parameters. See the [Searching](#) section of this guide for instructions.



Dashboard

Upon logging in to URMS, every user lands on the Dashboard screen. Pressing the **Dashboard** button at any time returns the user to this main dashboard page.

Create Project

The **Create Project** menu gives PennDOT users the options for adding a new project to URMS, whether a standard Utility Relocation Project or a Department Force Project. See [Create a Project in URMS](#) for instructions.

Admin

The **Admin** menu has navigation options for a variety of PennDOT administrative capabilities. The items in this menu will change based on your user type, but may include any of the following:

- [Utility Companies](#)
- [Consulting Companies](#)
- [Consultant Agreements](#)
- [Conditional Restrictions](#)
- [Parent-Subsidiaries](#)
- [Sister Companies](#)
- [Assign Districts](#)
- [Template Signatures](#)
- [District Office](#)
- [Agreement Paragraph Config](#)
- [Agreement Exhibit Config](#)
- [Resolutions & Activities](#)
- [Cost Share Percentages](#)

District Functions

The **District Functions** menu for PennDOT users holds the link to the [District Project Health](#) page, the [Utility Project Health](#) page, and the [All Project Payments](#) page.

My Utility

The **My Utility** menu holds links to:

- [Utility Profile](#)
- [Parent-Subsidiaries](#)
- [Consultant Agreements](#)
- [Conditional Restrictions](#)
- [Utility Project Health](#)

Utility Functions

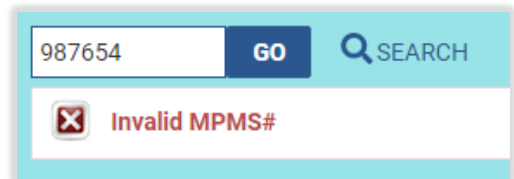
The **Utility Functions** menu holds the link to the [Utility Agreement List page](#), where all the agreements for a utility in URMS can be viewed at once.

OCC & CO Lists

Central Office users also have the **OCC & CO Lists** menu heading, which provides links for RPI Requests, Cost Share Offers, and the Utility Agreement List. RPI Requests opens a complete list of RPI requests for all active projects, while Cost Share Offers shows all the cost share offers for active projects. The Utility Agreement List option under this menu displays all utility agreements in all statuses.

Searching (Quick and Advanced)

Search for a project in URMS using the search box near the upper right corner of the screen. Begin the search by typing the project's MPMS number in this box. Select the **GO** button or hit the *Enter* key on the keyboard to run the search. If the given MPMS number does not belong to any existing projects, an "Invalid MPMS#" notice will show below the search box. If the search is successful, URMS will navigate to the Project Information screen of the project.



For a more detailed search, click the **SEARCH** button to the right of the entry box, which will open the Advanced Search screen. Here a more specified search can be run by selecting location information and entering details of the project or of an involved utility.

The text entry boxes for *Road Name*, *Title*, *Utility Name*, and *User* provide autocomplete options that appear once the user begins typing. With the **User** field, URMS searches projects for a registered project team member or a utility contact name that matches the information entered.

In the Utility section of the Advanced Search screen, the name of a valid utility must be entered first before the other utility characteristics may be entered.

Click the **SEARCH** button at the bottom right corner of the screen to find a list of projects in URMS that meet the given criteria. The results identify projects by their typical characteristics, and utility users can see the utility project identifier at the end of each row for easy identification.

[A screenshot of the "Advanced Search" screen is on the following page.]

Advanced Search

Search for UR Projects

Location

District: <input type="checkbox"/> 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04	County: <input type="checkbox"/> Adams <input type="checkbox"/> Allegheny <input type="checkbox"/> Armstrong <input type="checkbox"/> Beaver	Municipality: --Select--
SR: <input type="text" value="select SR"/>	Sec: <input type="text"/>	Segment: <input type="text" value="Begin"/> <input type="text" value="End"/>
Road Name: <input type="text"/>		

Project

Title: <input type="text"/>	Let Date: From <input type="text"/> To <input type="text"/>	Status: <input type="checkbox"/> Scoping <input type="checkbox"/> Verification <input type="checkbox"/> Conflict Identification <input type="checkbox"/> Conflict Resolution
Fast Path Project: <input type="checkbox"/>	Local Project: <input type="checkbox"/>	Dept. Force: <input type="checkbox"/>
User: <input type="text"/>		





Utility

Utility Name: <input type="text"/>	Agreement#: <input type="text"/>	UR Permit#: <input type="text"/>
Utility Project Identifier: <input type="text"/>		

My Upcoming Tasks

First on the Dashboard page is the **My Upcoming Tasks** table. Here the user sees the current tasks assigned to them that need to be addressed. By default, the Upcoming Tasks are sorted by their Due Date; the task with the soonest due date is listed first, then the list descends chronologically toward the task with the latest due date at the end. The tasks can be re-sorted by clicking on a column heading. Clicking the **View All Tasks** button expands the tasks to the full page and gives greater control over the filtering and sorting of tasks.

 View All Tasks

Some tasks in the list may have icons beside the project number to identify important characteristics. A  icon is for a [Local project](#). The [P3 project](#) icon is a group of people (). A yellow exclamation mark shows a [Critical project](#) while a red exclamation mark shows an [Emergency project](#). The green  icon identifies a [Design-Build project](#). Lastly, a file folder icon () is for a Paper Project; these projects were started on paper prior to URMS's launch, when they were then transferred into the system. Paper Projects are primarily for storing documents—they are not used for creating conflicts, tasks, or other typical workflow activities in URMS, but they can have new documents uploaded, team members assigned, and milestone dates entered.

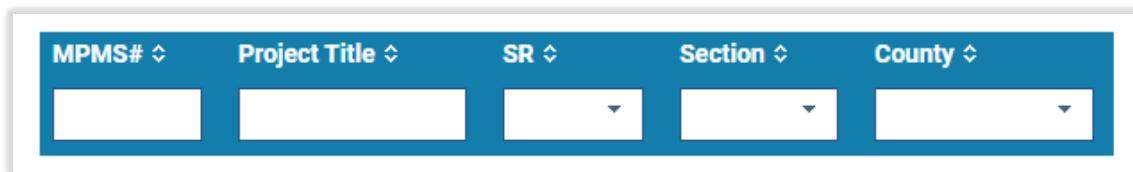
See the [Notifications, Tasks, and Deadlines](#) section of this guide for more information about tasks. The [Sorting and Filtering](#) section gives more detail on filtering list rows in URMS based on selected criteria, including for the Upcoming Tasks.

My Active Projects

The next section down has the **My Active Projects** table, which lists all the in-progress projects in URMS for which the user has been assigned a role. By default, the active projects are sorted by MPMS# in ascending order. Just as with the Upcoming Tasks table, the sorting on this list of projects can be changed by clicking on a column heading, which changes the arrow next to the column heading to show the sort order.

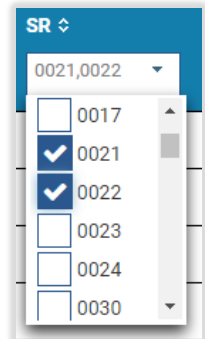
For an explanation of the icons in the leftmost column of the list, see the My Upcoming Tasks section above.

Sorting and Filtering



Tables on the Dashboard page and throughout URMS can be sorted by clicking on a column heading that has sorting arrows. Column headings with text boxes underneath can be filtered by using the box. Filtering provides an easy method of searching for a specific record in a table or of limiting a list to view only a focused category of projects, activities, locations, dates, etc.

Most fields are filtered based on selectable options. Click the drop arrow within one of the white filter boxes to reveal the checklist of possible values. Multiple values for each column can be selected. As the filter options are chosen, the records in the table reduce to only those meeting the chosen criteria.



Other fields are filtered by an entry box in which the user types the value. The records begin filtering as the user types the numbers or words.




After a filter has been applied, reset the table to show all records using the **Clear all Filters** clickable text on the right side of the table header bar.

Exporting

Many tables and lists within URMS can be exported to an Excel file, which allows more flexibility in searching and sorting. The export button (e.g., “Export List,” “Export Results”) is at the right corner of any table that has exporting available. This button will generate and download an Excel workbook containing the data from all pages of the table. If a filter is set on the list, then only the records displayed will be exported; records that are filtered out will not be included in the Excel spreadsheet.

Conflict Management


EXPORT RESULTS

Type	Action	Date Created	Local Road Name	State Route	Section	Begin Station	Center Station	End Station	Begin Seg
	Clear all Filters		Select One	Select One	Select One	Select One	Select One	Select One	Select One
	Edit Remove	11/20/2019		0016	014	0000+15			
	Edit Remove	11/20/2019		0016	014	0000+15			
	Edit Remove	11/20/2019		0016	014	0000+15			
	Edit Remove	11/20/2019		0016	014	0000+10	0000+20	0000+30	
	Edit Remove	11/20/2019		0016	014	0000+10	0000+20	0000+30	

After clicking the button to export, look for the export file at the bottom of the browser window or in the computer's Downloads folder.

General URMS Features

Notifications, Tasks, and Deadlines

URMS has multiple means of communicating the current requirements of a project. **Notifications** alert users of actions that were taken or need to be taken. These are sent by email.

Tasks, however, are the actions themselves that must be completed in the system. These are assigned based on the [Project Team](#) roles and include an email notification. If a team role is changed to a different user, any open tasks are reassigned to that new team member. See the section for [Set PennDOT Project Team](#) or [Set Utility Project Team](#) for instructions on setting up the team roles.



If a utility does not have any registered users designated for the project team, the notifications will be sent to the [project contact\(s\)](#) assigned. The tasks would then need to be completed through email correspondence with the PennDOT District Utility Unit, which could complete any entries in the system on the utility's behalf.

See [URMS Tasks and Deadlines](#) for a complete listing of all the tasks in URMS.





The Dashboard page of URMS displays a list of the **Upcoming Tasks** pertaining to the user, each of which may or may not include a notification. The **Task** column in this table gives the name of the next task to complete for that project.

The **Due Date** field shows the deadline by which to complete the task in URMS. These dates are driven either by the duration of the task or by the [Milestone](#) date to which the task is tied. See the [Project Workflow Guide](#) for more details on task dependencies. When the deadline for a task passes, the red bell icon appears beside the date to indicate it is overdue.

By default, the Upcoming Tasks are sorted by the **Due Date** column on the right, descending from the nearest deadline to the latest. Click another column title to resort the records. Use the controls at the bottom right of the table to display more rows on the page or to move across the pages of records.

Rows per page: Page of 136  

Select a row in this table to navigate to the screen that holds the current task. For example, clicking anywhere in the first row of the table in the screenshot below would bring the user to the **Upload Preliminary Plans** section of MPMS project #105462 in URMS.

MPMS#	Project Title	SR	Section	County	Task	Project Status	Due Date
105462	SR 3048, Noblestown Road Slide Remediation	3048	A20	Allegheny	Upload Preliminary Plans	Scoping	 11/24/2017
13440	PA 663 & Allentown Road Bridge Replacements	0663	VY2	Bucks	Upload Preliminary Plans	Scoping	 02/09/2018
201908346	Single Project	0015	201	Adams	Review Preliminary Plans	Scoping	 03/26/2019
83617	ITS - Lancaster Phase 1	0030	130	Lancaster	Complete Project Scoping	Conflict Identification	 03/29/2019

Like other tables in the system, the upcoming tasks can also be [filtered](#) by any of the columns to find a specific task or set of tasks.

Project Status

The Project Status gives a general idea of the project's progress in the process, along with what steps may be required next. Find the status of a project in the top left of its project page or in its table row on the Dashboard.

The statuses listed chronologically are:

1. Scoping
2. Verification
3. Conflict Identification
4. Conflict Resolution
5. Contract Development
6. Pre-construction
7. Construction
8. Closeout

The screenshot shows a project status card for "MPMS 76400 - CSV T Paving North Section". The current status is "Conflict Resolution", highlighted in a blue box with a red arrow pointing to it. Below the status is a "View Checklist" link. The card also displays "SR-SEC: 0015-88C", "County: Union", and "Municipality: Union". A navigation bar below the card contains tabs for "Project Information", "Location Information", "Conflict Management", "Supporting Work", "Utility Milestones", "Utility Costs & Funding", and "Design & Construction". The "Project Information" tab is selected, and the text "Project Information" is displayed below the tabs.

Progression from One Status to the Next

A project advances from one status to the next based on one or more defined factors. See Table 1 on the following page for the specifications of each status and its progression. Also review the [Project Workflow Guide](#) for a general understanding of how one status progresses to the next.

Table 1 – Status Progression

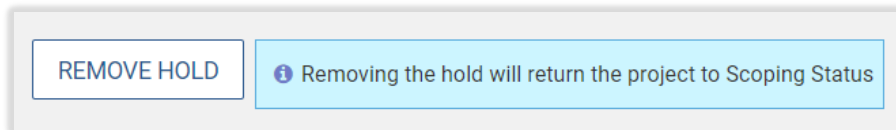
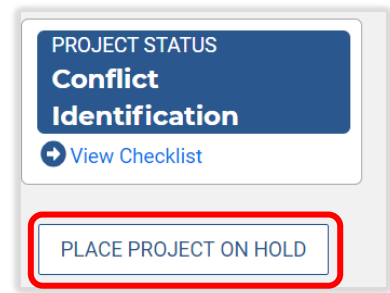
		Primary Activities	Progression Rules
Design Phase	Status 1 Scoping	<ul style="list-style-type: none"> Utility Scoping completed DURA receives/accept plans from Project Designer 	<ul style="list-style-type: none"> Send notification to utilities
	Status 2 Verification	<ul style="list-style-type: none"> Utilities identify involvement Utilities provide marked-up verification plans 	<ul style="list-style-type: none"> All utility involvement forms are submitted AND all utilities within limits uploaded marked-up plans
	Status 3 Conflict Identification	<ul style="list-style-type: none"> Check if Phase 5 is open PM enters SUE impact evaluation Utility unit reviews SUE evaluation PM generates composite plans PM and Conflict Coordinator identify conflicts Final Design plans Generate engineering authorization Send plans to utilities Accept final design plan Consultant agreement submission/approval <i>Local project:</i> Upload engineering authorization letter 	<ul style="list-style-type: none"> Final Design Plans and UCM are sent to Utilities All conditionally accepted project plans must be accepted
	Status 4 Conflict Resolution	<ul style="list-style-type: none"> Utilities can enter/provide resolutions Utilities submit RPI documents Utilities submit cost share documents Utilities submit incorporated work request Utilities submit estimate package Acquire substitute ROW 	<ul style="list-style-type: none"> All conflict resolutions approved
	Status 5 Contract Development	<ul style="list-style-type: none"> CO drafts agreements CO/System drafts D-419 	<ul style="list-style-type: none"> Approved Unconditional D-419 (OR Special Provision)
	Status 6 Pre-construction	<ul style="list-style-type: none"> Utilities approve incorporated work Amend D-419 and utility clearance Utilities start prior work (offline) Pre-bid construction conference 	<ul style="list-style-type: none"> All Utility NTP/permits issued
Construction Phase	Status 7 Construction	<ul style="list-style-type: none"> Amend relocation plans and permits Utilities submit invoices and PennDOT reviews them 	<ul style="list-style-type: none"> Physical Work Complete milestone (Actual)
	Status 8 Closeout	<ul style="list-style-type: none"> Final billing for agreements Close out agreements 	<ul style="list-style-type: none"> Manual status change required

Placing a Project on Hold

URMS allows an active project to be placed on hold by the District Utility Administrator. This changes the project's status to On Hold and can be used to suspend work on the project.

The DUA can place a project On Hold using the button on the main project information page below the status heading and checklist link.

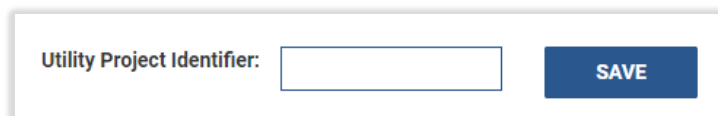
The DUA can remove the hold at any time using the same button. As the blue message box notes, removing the hold returns the project to Scoping status, and any finished tasks must be completed again. The [Utility Milestones](#) tab keeps the record of the original task completion dates while showing the new open tasks and their due dates as well. If members on the project team had open tasks for the project before it was put on hold, those tasks are cleared when the hold is placed and are added back if the hold is removed.



A blue warning box is also placed on the "Project Workflow Notifications" page to notify that the project was previously put on hold. The dates for any notifications that had been sent remain displayed in the Utility Notifications table on that page.

Utility Project Identifier

A utility user may assign a project identifier code used by their organization to a project in URMS for ease of reference. The input box for this is at the top right of the Project Information tab of the Project Page, and it can take a combination of letters and numbers. Press the **SAVE** button next to the input box to store any text entered.

A screenshot of a form field. On the left, the text 'Utility Project Identifier:' is followed by an empty rectangular input box. To the right of the input box is a dark blue button with the word 'SAVE' in white capital letters.

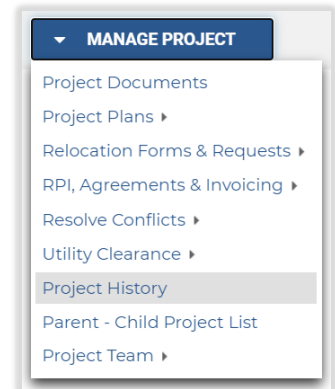
The utility project identifier shows as a data field in the [Advanced Search](#) results and the [Utility Project Health](#) page.

Project History

URMS records the history of actions taken in the system for a project. These details offer a timeline of the project’s progression as well as insight into which users fulfilled each task and what data has been added.

To view a project’s history, go to the Project Page, click on the **Manage Project** button, and choose **Project History** from the dropdown menu.

The actions are organized by date by default. Click a column’s title to sort the records by that field instead. As with other tables in URMS, use the white input boxes below the column headings to type or select values by which to filter the project history.



Project History

EXPORT LIST

Date	Action	New Data	User	User Role	Company	Status
02/04/2020	Update Fast Path	Fast Path = Y	superusr1 pdtsturms		PENNDOT	
02/04/2020	Project Created	MPMS# 78893	superusr1 pdtsturms		PENNDOT	
02/04/2020	Add/Edit Scoping Field View Date	Scoping Field View Date = None Planned	superusr1 pdtsturms		PENNDOT	
02/04/2020	Project Status	Project Status =Scoping	superusr1 pdtsturms		PENNDOT	Scoping
02/04/2020	Upload Preliminary Plans	File Name =my_preliminary_plans.pdf Version=1	superusr1 pdtsturms		PENNDOT	Scoping
02/04/2020	Upload Preliminary Plans	File Name =my_preliminary_plans.pdf Version=1	superusr1 pdtsturms		PENNDOT	Scoping
02/05/2020	Upload Preliminary Plans	File Name =my_preliminary_plans_v2.pdf Version=1	superusr1 pdtsturms		PENNDOT	Scoping
02/05/2020	Upload Preliminary Plans	File Name =my_preliminary_plans.pdf Version=1	superusr1 pdtsturms		PENNDOT	Scoping

Project Milestones

The milestone dates in the **Project Milestones** help to keep a project on track to meet the overall highway project’s schedule. URMS gives suggested dates for the milestones that are calculated based on a certain number of days subtracted from the let date in MPMS (see Table 2 below). Project milestones also drive some task deadlines.

The [Enter Milestone Dates](#) section provides a walkthrough of inputting the **Project Schedule** dates. The **Actual Dates** column populates as the milestone activities are completed in URMS throughout the utility relocation process.



Milestones with a calendar icon to the left of the title in the **Utility Milestone** column have tasks that are driven by the milestone dates.



A gray arrow button at the right end of each milestone row expands the milestone to show its required tasks in the system. Tasks that have already been completed are in gray and italics with a date in the **Completed Date** column, while remaining tasks are in white with no Completed Date.

Another indicator of incomplete tasks is in the milestone title itself, the text in parentheses after the name. As the column header states, the left number is the open, unfinished tasks, while the right number are the closed tasks for that milestone. In the example below, “Draft Agreements to Utilities has one open task and four completed tasks (“1/4”).

Task Name	Due Date	Assigned User	Utility - UtilityType	Completed Date	Days Remaining
Review RPI Determination (District)	06/17/2020	Jonathan Heilman	Somuch Electric Co.-Electric		- 83
Review RPI request (CO)	06/17/2020	Jonathan Heilman	Somuch Electric Co.-Electric	06/10/2020	
Review RPI request (District)	06/17/2020	Jonathan Heilman	Somuch Electric Co.-Electric	06/10/2020	

Table 2 – Calculations for Suggested Milestone Dates

Primary Milestones	Not Complex	Moderately Complex	Most Complex	Most Complex with RR or Major Facility
Scope Utility Involvement Complete	Create Project + 30 days	Create Project + 30 days	Create Project + 30 days	Create Project + 30 days
Preliminary Plans Uploaded	Let Date - 238	Let Date - 301	Let Date - 434	Let Date - 518
ROW Plan	Let Date - 235	Let Date - 235	Let Date - 235	Let Date - 235
Utilities Notified	Let Date - 231	Let Date - 294	Let Date - 427	Let Date - 511
Verification Complete	Let Date - 203	Let Date - 266	Let Date - 399	Let Date - 483
Final Design Plans Uploaded	Let Date - 175	Let Date - 238	Let Date - 343	Let Date - 427
Final Design Plans Sent	Let Date - 168	Let Date - 231	Let Date - 336	Let Date - 420
Conflicts Resolved	Let Date - 98	Let Date - 119	Let Date - 168	Let Date - 168
Conflict Resolutions Approved	Let Date - 84	Let Date - 105	Let Date - 154	Let Date - 154
D419 Complete	Let Date - 70	Let Date - 91	Let Date - 140	Let Date - 140
Draft Agreements to Utilities	Let Date - 72	Let Date - 86	Let Date - 93	Let Date - 93
Agreements Signed	Let Date - 35	Let Date - 49	Let Date - 56	Let Date - 56
Let Date	Let Date	Let Date	Let Date	Let Date

Project Health

A project’s health is defined by how well utility coordination activities are progressing toward utility clearance and the let date. This insight is available on the “Project Health” page in URMS, which is useful as a single location to see the progress status of active projects. The user can quickly find which requirements need more immediate attention, what items may be missing, and the user role assigned to those projects. With the sorting and filtering functions, the table allows for organizing the projects by

any of the health indicators. A Project Health page exists for the PennDOT perspective and the utility perspective, each of which have differing health indicators.

PennDOT Project Health View

Find the **Project Health** menu item on the light blue bar across the top of URMS and hover the mouse cursor over it to reveal the **District Project Health** option.

A District user will see the projects for their own specific District, while a Central Office user can choose which District to view with the dropdown selection box.

Each project in URMS is listed with some of its characteristics as well as the status of its relocation activities. The projects can be sorted by the column headings and filtered by the white input box beneath most headings. Use the scroll bar at the bottom of the page to see more columns to the right.

Health indicator icons are displayed in many of the later columns of Final Plans, Lead Time Provided, Utility Clearance, Agreements Executed, and Budget vs. Funding. Table 3 on the following page provides an explanation of each of the icons that may appear in the Project Health table.

A project’s health is further indicated by other fields in the table—whether the authorization has been issued and how many of the conflicts have been entered and resolved for each type of conflict. Clicking on the MPMS number of a project navigates to its [Milestones](#) page, which gives additional detail of the due dates of outstanding tasks.

District Project Health													EXPORT LIST
	Project	SR	Sec	Status	PM	Conflict Coordinator	Complexity	#Utilities	Let Date	Eng Auth	Final Plans	Lead Time Provided	
	88481	1004	B01	Verification	Joshua Haverstick	Michael Hall		2	11/07/2019	Y			
	89106	0618	B00	Verification	Joshua Haverstick	Michael Hall		2	02/13/2020	Y			
	534	0000	L00	Conflict Identification	Joshua Haverstick	dua1 pdtsturms	Non Complex	4	12/12/2019				
	111014	0000	MML	Conflict Identification	Joshua Haverstick	Michael Hall	Moderately Complex	2	06/24/2021				

Table 3 – District Project Health Indicators

Health Meter	Indicator	Rules
Final Plans Uploaded	Red	The Final Plans Uploaded task is overdue > 7 days OR completed > 7 days past its due date
	Yellow	The Final Plans Uploaded task is overdue =< 7 days
	Green	The Final Plans Uploaded task is open and is =< its due date OR completed within 6 days of its due date
	Gray	The Project Status is Scoping or Verification.
Lead Time Provided	Red	[Milestone schedule date for Conflicts Resolved - Actual Final Design Plans Sent] / [Suggested Schedule Conflicts Resolved - Suggested Schedule Final Design Plans Sent] > 0.21 (>20%)
	Yellow	[Milestone schedule date for Conflicts Resolved - Actual Final Design Plans Sent] / [Suggested Schedule Conflicts Resolved - Suggested Schedule Final Design Plans Sent] > 0.11 and < 0.20 (11%-20%)
	Green	[Milestone schedule date for Conflicts Resolved - Actual Final Design Plans Sent] / [Suggested Schedule Conflicts Resolved - Suggested Schedule Final Design Plans Sent] <= 0.10 (up to 10%)
	Gray	The Project Status is Scoping, Verification, or Conflict Identification.
Utility Clearance	Red	The Complete Utility Clearance task is overdue.
	Yellow	The Complete Utility Clearance task is less than or equal to 15 days from its due date OR the Utility Clearance has been submitted AND is conditional.
	Green	The Complete Utility Clearance task is more than 15 days from its due date OR the Utility Clearance is non-conditional and has been approved.
	Gray	The Project Status is Scoping, Verification, or Conflict Identification.
Agreements Executed	Red	The Upload Signed Agreement task (both BP/non-BP) is overdue for 1 or more utilities.
	Yellow	The Upload Signed Agreement task (both BP/non-BP) has 14 days or less remaining for 1 or more utilities.
	Green	All Upload Signed Agreement tasks are completed OR all Upload Signed Agreement tasks (both BP/non-BP) have > 14 days remaining.
	Gray	There are no Upload Signed Agreement tasks OR there are no documents of the type Utility Agreement.
Budget vs. Funding	Red	[Utility phase funding total] - [Total estimated nonincorporated costs to PennDOT] < 0
	Yellow	N/A
	Green	[Utility phase funding total] - [Total estimated nonincorporated costs to PennDOT] >= 0
	Gray	The total estimated nonincorporated costs to PennDOT = 0

Utility Project Health View

Hover the mouse cursor over the **My Utility** menu item on the light blue bar across the top of URMS to find the **Utility Project Health** option in its dropdown.

The page lists the existing URMS projects in which the utility is within the limits. Each project is displayed with some of its characteristics as well as the status of its relocation activities relevant to the utility. The projects can be sorted by the column headings and filtered by the white input box underneath most headings. Use the scroll bar at the bottom of the page to see more columns to the right.

Health indicator icons are displayed in many of the later columns, such as for Involvement, Resolve Conflicts, Private ROW, Cost Share, etc. Table 4 on the following page provides an explanation of each of the icons that may appear in the Project Health table.

Clicking on the MPMS number of a project navigates to its [Milestones](#) page, which gives further detail of the due dates of outstanding tasks.

Utility Project Health

[EXPORT LIST](#)

Utility - Utility Type: Somuch Telecommunications Co. - Telecomm [Clear all Filters](#)

🔴 Requires Attention
🟡 May Require Attention
🟢 Good Health
⚪ Not Currently Applicable

MPMS#	Utility Project Identifier	Project Title	Status	Utility Type	Affected	Eng Auth	Resolve Conflicts Due	Construct Start Date	Involvement	Resolve Conflic
87909		SR 54 from Montour County to Boyl	Scoping	Telecomm		Y	06/03/2021	01/03/2022	🔴	🟢
30315		PA 21 over Grinnage Run	Verification	Telecomm				05/05/2021	⚪	⚪
30315		PA 21 over Grinnage Run	Verification	Telecomm					⚪	⚪
6963		SR154 ov Kings Creek	Verification	Telecomm				11/12/2019	🟢	⚪
79905		I-95 SB: Betsy Ross Bridge Intercha	Verification	Telecomm					⚪	⚪
🔴 96198		US 322 Ramp Ext	Verification	Telecomm		Y			🔴	⚪
🟢 97096		SR 2101 Bridge over US 6	Verification	Telecomm		Y			🔴	⚪
104901			Verification	Telecomm		Y			🔴	⚪
97250		US 30 Improvements	Conflict Identification	Telecomm			11/22/2019	11/22/2019	🔴	🔴
48187		S.Gulph & Henderson	Conflict Identification	Telecomm			04/06/2020		🔴	🔴
92945		US 322 & Chambers Hill Rd	Conflict Identification	Telecomm					🔴	⚪
24715		South of Cooperstown Group Bridge	Conflict Identification	Telecomm				11/02/2020	🔴	⚪

Table 4 – Utility Project Health Indicators

Health Meter	Indicator	Rules
Involvement	Red	The Utility's Confirm Involvement task is overdue.
	Yellow	The Utility's Confirm Involvement task is less than or equal to 15 days from its due date.
	Green	The Utility's Confirm Involvement task is more than 15 days from its due date OR all tasks are completed.
	Gray	The Project Status is Scoping
Resolve Conflicts	Red	The Utility's Resolve Conflicts OR Resolve Conflicts Accelerated task is overdue.
	Yellow	The Utility's Confirm Resolve Conflicts OR Resolve Conflicts Accelerated is less than or equal to 15 days from its due date.
	Green	The Utility's Resolve Conflicts OR Resolve Conflicts Accelerated task is more than 15 days from its due date.
	Gray	There is no Resolve Conflicts OR Resolve Conflicts Accelerated task for the Utility
Incorporated Work Request	Red	The Utility's Upload Incorporated Work task is overdue.
	Yellow	The Utility's Upload Incorporated Work task is less than or equal to 15 days from its due date.
	Green	The Utility's Upload Incorporated Work task is more than 15 days from its due date OR all tasks are completed.
	Gray	There is no Upload Incorporated Work task for the Utility.
Private ROW	Red	The Utility has 1 or more resolutions with Private ROW = Required/Must Be Obtained and Resolve Conflicts due date is < Today
	Yellow	The Utility has 1 or more resolutions with Private ROW = Required/Must Be Obtained and Resolve Conflicts due date is > Today
	Green	The Utility has resolutions with Private ROW = Obtained OR Existing OR No
	Gray	All Utility Resolutions have Private ROW = Existing OR No
Cost Share	Red	The Utility's Upload Signed Cost Share Offer task is overdue.
	Yellow	The Utility's Upload Signed Cost Share Offer task is less than or equal to 15 days from its due date.
	Green	The Utility's Upload Signed Cost Share Offer task is more than 15 days from its due date OR all tasks are completed.
	Gray	There is no Review Cost Share Offer task for the Utility.
Agreement	Red	The Utility's Upload Signed Agreement task is overdue.
	Yellow	The Utility's Upload Signed Agreement task is less than or equal to 15 days from its due date
	Green	The Utility's Upload Signed Agreement task is more than 15 days from its due date OR all tasks are completed.
	Gray	There is no Upload Signed Agreement task for the Utility.

All Project Payments

The All Project Invoices & Payments page is accessible by PennDOT users at **District Functions > All Project Payments**. Here the user can see invoice information across all projects in the District.

Utility - Utility Type	MPMS#	Agreement#	Invoice Type	Invoice Status	Utility Invoice#	Submitted Date	Invoice Amount	FY Encumbrance Balance
Somuch Water Co.-Water	84016	F67825278	Interim	Approved	01234	05/25/2021	\$97,000.00	
Somuch Water Co.-Water	84016	F67825278	Final	Approved	01235	05/25/2021	\$229,510.00	
Somuch Electric Co.-Electric	15477	15001	Interim	Approved	1	03/25/2021	\$20,000.00	

Scrolling to the right reveals more columns, namely the SAP system fields, showing the SAP status, dates, and any available actions for the invoice.

FY Encumbrance Balance	Total Encumbrance Balance	Budget Adj to Fiscal?	Approved Date	SAP Status	SAP Status Date	SAP Warrant ID	SAP Pay Date	Actions
\$20,000.00	\$20,000.00		09/17/2021	Awaiting Transmission	09/17/2021			
\$0.00	\$0.00	N		Paid	09/16/2021	0000916202	09/16/2021	
\$20,000.00	\$20,000.00	N	09/16/2021	Paid	09/16/2021	0000916202	09/16/2021	
\$10,000.00	\$10,000.00	N		Error in SAP	09/14/2021			RESEND FOR PAYMENT
			05/18/2021	Error in SAP	10/05/2021			
			03/25/2021	Error in SAP	10/05/2021			
\$736,375.00	\$736,375.00		09/23/2021	Sent to SAP	09/28/2021			
\$3,465.01	\$3,465.01		09/23/2021	Sent to SAP	09/28/2021			

Click on any blue text in the SAP Status column to see additional information in a message box right there in the table.

Error in SAP 10/05/2021

SAP Number: null

SAP Error: Inv INT-16 already posted. SAP doc 2212985103

Project Documents

Each project has a Project Documents screen that serves as the central storage for all documents associated with that project. These documents include files uploaded by the utilities, files uploaded by PennDOT on behalf of a utility, and files generated by URMS as part of the utility coordination process. Any documents completed on paper before upload to URMS are also found in the Project Documents.

Note: The Project Documents screen is not to be the primary place to upload documents. Uploading documents here may not properly trigger a task to review the document. Instead, documents should primarily be uploaded on the page that is specific to that document or process.

From the Project Information screen, click the **Manage Project** button and choose **Project Documents**. The Project Documents screen shows all the files in the standard table list format. Click on a document’s name to download and view it or click on the **Delete** text on the far-right side of the record to remove the document from the project. PennDOT users can access the ECS portal directly from this page using the link above the right side of the table.

The screenshot shows the 'Project Documents' interface. At the top left is a link '< Return to Project Page'. The title 'Project Documents' is centered in orange. Below the title is a sub-header 'Project Documents' and a 'Go To ECS Portal' link. The main section is titled 'Uploaded Project Documents' and contains a table with the following data:

File Name	Utility	Version	Document Type	Date Uploaded	File Size (MB)	Notes	Action
Concept 2 smaller.pdf		1	Preliminary Plans	12/05/2019	0.831		Delete
Concept 2 smaller.pdf	Somuch Power Co.	1	Utility Mark-Up Documents	12/05/2019	0.831		Delete
Engineering Authorization FormSomuch Electric Co..pdf	Somuch Electric Co.	1	Engineering Authorization	12/05/2019	0.121		Delete
UtilityClearance_92924.pdf	Somuch Electric Co.	1	Utility Real Property Interest Documents	12/12/2019	0.158		Delete

Below the table is an 'Upload Project Documents' section with a note: 'Maximum allowable file size is 500 MB.' It features a 'SELECT FILES TO UPLOAD' button and a 'DROP FILES HERE' area with a dashed border and a hand icon.

Upload new files to the Project Documents by clicking **Select Files to Upload** or by dragging and dropping a file onto the section below the existing list. After the file is selected, it will appear at the bottom of the screen below the “Drop Files Here” section. Choose a document type from the given options and type any notes if desired. Then click the Upload Document button at the very bottom to complete the upload.

The screenshot shows the document upload form. It includes a table with the following data:

File Name	File Size (MB)	Document Type	Notes	Action
Concept 3.pdf	0.831	- Select -		Delete

Below the table is a blue 'UPLOAD DOCUMENT' button.

Project Checklist

The Project Checklist gives a snapshot of information most relevant for utilities. It shows the utilities that are actively involved in the project and those that are uninvolved. It also provides a link to approvals and documents generated during the workflow.

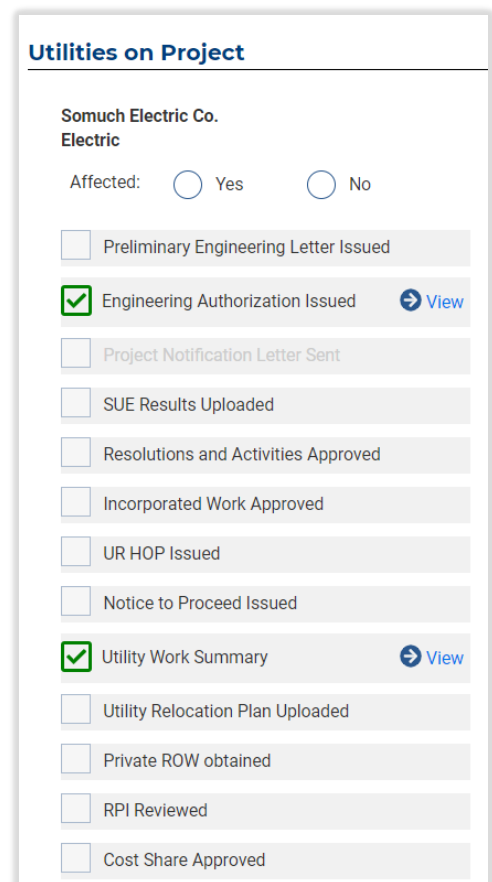
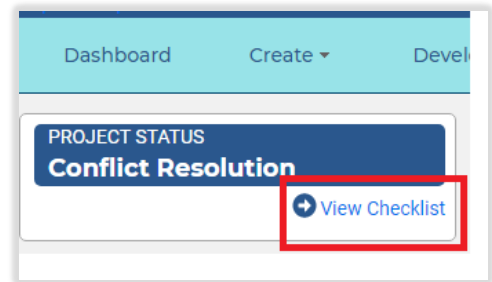
The checklist can be helpful for utilities to check on the status of their items as well as for PennDOT utility units to look for incomplete processes prior to generating utility clearances. Furthermore, this page can serve as a central location for quick access to documents and pages used in the workflow.

To find the checklist from a project screen, look to the top left corner where the project status displays, and below the status is the **View Checklist** link. Click this link to navigate to the Project Checklist view.

A utility added to the project can indicate at the top of the checklist whether their facilities are affected by the project. The **Affected** radio button selection is blank until the user chooses “Yes” or “No.” A selection for every utility is required before the project can be cleared, and the affected/not affected state of each utility is reflected on the clearance document generated in [Contract Development](#). If a conflict requiring resolution is entered for a utility, the utility will be automatically marked as affected when the [Resolve Conflicts Notification](#) is sent.

Grayed-out checklist items are not applicable to the project. Completed items have a green checkmark along with a link to a relevant document or screen in URMS. The rest of the items that are not grayed out are active but incomplete.

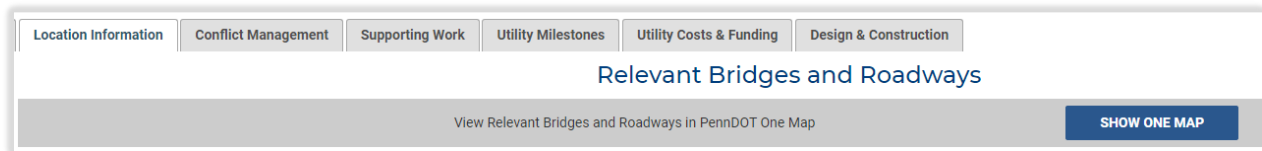
The bottom of the Project Checklist view holds the documents that have been created for the project and may be useful for the utility. Click on a document’s file name to download and view it.



Integration with One Map

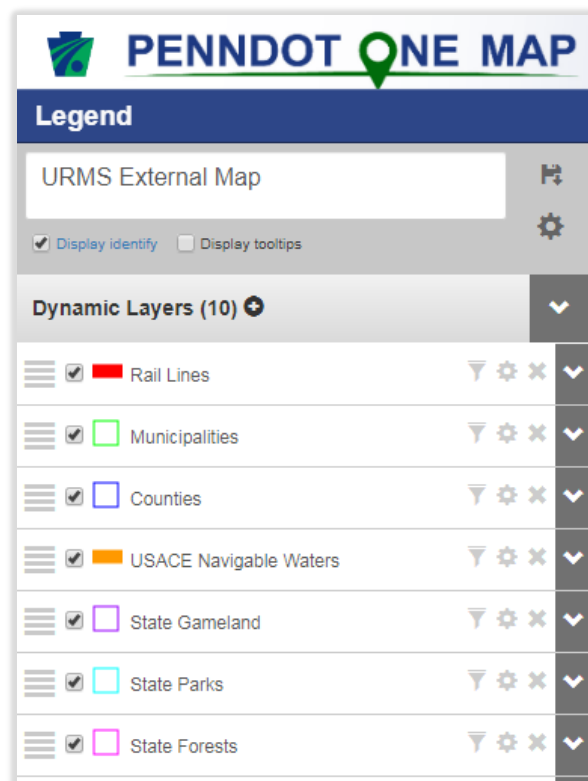
One Map is a PennDOT web application that serves as a primary map-viewing tool for many combinations of PennDOT’s publicly available geospatial feature layers. The application has a collection of additional layers available for viewing, a search box to locate a project based on one of its attributes, and various tools to analyze projects or assets in greater detail as well as export spatial data. One Map is publicly accessible at: <https://gis.penndot.gov/onemap/>

URMS has a button that quickly maps a project’s features in One Map. From the Project Information screen, select the **Location Information** tab. The Location Information section has the heading for **Relevant Bridges and Roadways**, under which is a gray bar that holds the **Show One Map** button on the right side. Click this button to open a new browser tab containing the map view.



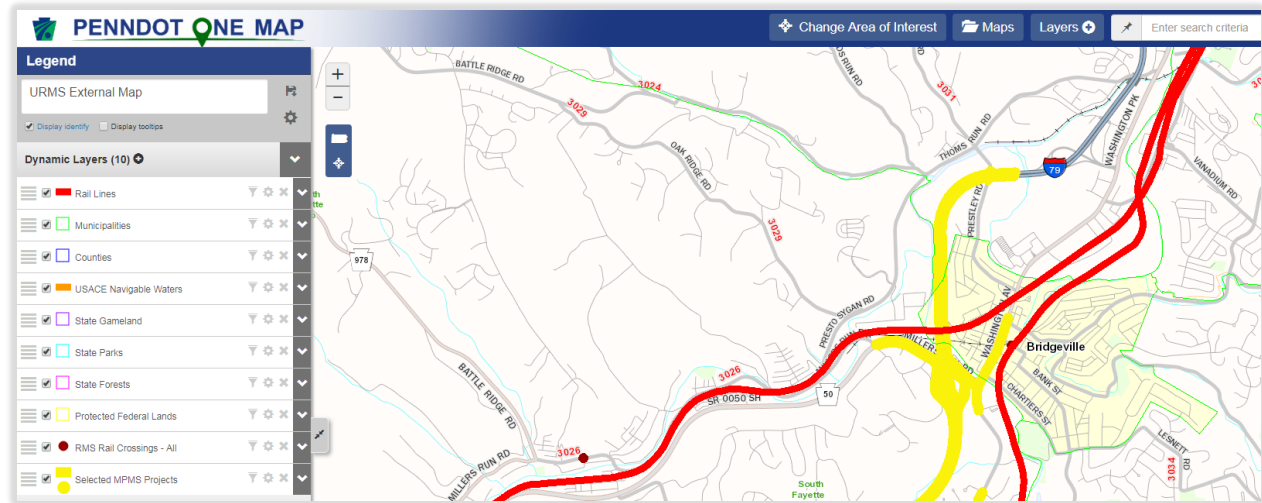
By default, the One Map view created through URMS displays a handful of layers that may be relevant to the utility relocation project, as shown in the screenshot. These include a point or line along the section of roadway defined for the construction project, titled “Selected MPMS Projects.” Other visible layers are lines for active railways and navigable waterways and boundaries for municipalities and counties. Boundaries are also turned on for protected lands like state parks, state forests, game lands, and federal lands. Any layer can be hidden by unchecking the checkbox next to its name.

Click to select a feature on the map and open a “Layer Information” modal that lists all its fields. Where multiple layers overlap, the top-most layer in the Legend list will be selected. To change the selection to a layer below it, use the arrow buttons at the top of the modal window. Alternatively, move the desired layer to the top of the Legend by clicking and holding the four-line button to the left of the layer name and dragging it upward.



Clicking an open area on the map will select the boundary lines of the municipality containing that area.

Detailed help for One Map is available on the One Map website at: <https://gis.penndot.gov/onemap/static/webHelp/Welcome.htm>



Project Team

PennDOT and each utility must set their project teams for a project, which determines who gets tasks generated within the application. The [Project Workflow Guide](#) shows the relationship between tasks and team roles, and the tables below show the various Project Team roles as well as the [User Roles](#) that can be assigned to each team role. The utility’s Design Coordinator and Construction Coordinator roles are also the contacts listed on the clearance document if the utility is a registered business partner in URMS.

For PennDOT, the PM or DURA selects the user who will fill each PennDOT Project Team role on the “Project Team” page. Similarly, a utility will determine which of its users will handle its role responsibilities. Only registered users within URMS can be placed in a project team role.

When a utility’s profile has a default user [selected for a service area](#) and a project is within that service area, the selected user is automatically assigned to the utility team roles. Otherwise, the project team automatically populates with the utility’s [Project Contact](#) in all utility team roles. PennDOT’s team defaults to the DURA in the District team roles.

The people assigned to team roles can be changed at any time. When a selection is changed, the tasks will transfer to the new user filling the role. See the [Set PennDOT Project Team](#) or the [Set Utility Project Team](#) for a walkthrough of reassigning these team roles in URMS.

PennDOT Project Team Roles	Utility Project Team Roles
<ul style="list-style-type: none"> • Project Manager • Project Designer • Utility Unit Oversight • Scoping & Verification Coordinator • Conflict Coordinator • District Agreement Coordinator • Central Office Agreement Coordinator • Preconstruction/Construction Coordinator • Closeout Coordinator 	<ul style="list-style-type: none"> • Utility Administrator • Utility Design Coordinator • Utility Construction Coordinator

PennDOT Project Team

The table below lists the PennDOT Project Team roles and the potential user roles that could be assigned to each.

Project Team Role	Potential User Roles	Tasks Assigned
Project Manager	<ul style="list-style-type: none"> Project Manager PennDOT Consultant 	
Project Designer	<ul style="list-style-type: none"> Project Manager DURA PennDOT Consultant 	<ul style="list-style-type: none"> Upload Preliminary Plans Complete SUE Evaluation Process Upload Final Design Plans Project Designer Review of Resolutions & Work Units
Utility Unit Oversight	<ul style="list-style-type: none"> DURA District Utility Unit Central Office Central Office Admin Central Office Consultant 	<ul style="list-style-type: none"> Review SUE Evaluation Review Incorporated Work Request (Local Project) District Review Cost Share Request District Review Preliminary Estimate Review Consultant Utility Clearance
Scoping & Verification Coordinator	<ul style="list-style-type: none"> DURA District Utility Unit PennDOT Consultant Central Office Central Office Consultant 	<ul style="list-style-type: none"> Complete Project Scoping Review Preliminary Plans
Conflict Coordinator	<ul style="list-style-type: none"> DURA District Utility Unit PennDOT Consultant Central Office Central Office Consultant 	<ul style="list-style-type: none"> District Review Incorporated Work Request Review Final Design Plans Review Resolutions & Work Units Review Substitute ROW Request (District) Generate Clearance Generate Final Utility Clearance
District Agreement Coordinator	<ul style="list-style-type: none"> DURA District Utility Unit 	
Central Office Agreement Coordinator	<ul style="list-style-type: none"> Central Office Central Office Consultant 	<ul style="list-style-type: none"> Review Substitute ROW Request (CO) Review RPI Request (CO) Review RPI Determination (CO) Review Cost Share Letter (CO) CO Review Preliminary Estimate Review & Certify Clearance Generate Final UCC Create an Agreement Upload Signed Agreement (non-BP) CO Upload Executed Agreement Review Limited Access HOP Review Final Billing (CO) Close Out Agreement
Preconstruction/ Construction Coordinator	<ul style="list-style-type: none"> DURA District Utility Unit PennDOT Consultant Central Office Central Office Consultant 	


Closeout Coordinator	<ul style="list-style-type: none"> • DURA • District Utility Unit • PennDOT Consultant • Central Office • Central Office Consultant 	<ul style="list-style-type: none"> • Review Interim Billing • Upload/Complete Final Billing Form • Review Final Billing (District)
SUE Consultant	<ul style="list-style-type: none"> • PennDOT Consultant 	

Utility Project Team

The table below lists the Utility Project Team roles and the potential user roles that could be assigned to each.

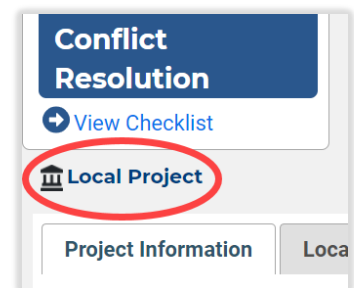
Project Team Role	Potential User Roles	Tasks Assigned
Utility Administrator	<ul style="list-style-type: none"> • Utility Admin • Utility Design & Construction • Utility Consultant 	<ul style="list-style-type: none"> • Upload Signed Agreement • Utility Submit Final Billing Form
Utility Design Coordinator	<ul style="list-style-type: none"> • Utility Admin • Utility Design & Construction • Utility Consultant 	<ul style="list-style-type: none"> • Confirm Utility Involvement • Confirm Affected/Not Affected • Resolve Conflicts • Upload Incorporated Work Request • Review Cost Share Offer • Upload Signed Cost Share Letter • Submit Preliminary Estimate
Utility Construction Coordinator	<ul style="list-style-type: none"> • Utility Admin • Utility Design & Construction • Utility Consultant 	

Local Projects

Local projects are those that are designated with a  icon on the Dashboard. The project page identifies it as local just below the checklist link and project status box. These projects require the Local Sponsor’s name, address, contact name, phone number, and email address to be specified on the Project Team page.

A potential setup for the PennDOT project team for a local project is to assign as follows.

- Project Manager – the PennDOT PM
- Project Designer – the local sponsor’s PM
- Utility Unit Oversight – must be someone in PennDOT
- Scoping & Verification Coordinator, Conflict Coordinator, and Closeout Coordinator – the sponsor’s consultant or someone from the sponsor itself
- District Agreement Coordinator – must be from the PennDOT District staff
- CO Agreement Coordinator – must be from PennDOT’s Central Office



A local project requires a manual upload of the engineering authorization letter before the [Resolve Conflicts Notification](#) can be sent. Go to the Project Documents page at **Manage Project > Project**

Documents and go to the bottom of the page to select a file to upload. Then select “Engineering Authorization” for the **Document Type** and choose a utility in the selection box to the right. Press **UPLOAD DOCUMENT** to finish.

File Name	File Size (MB)	Document Type ↕	Notes	Utility - Utility Type	Action
Authorization_SomuchPower Co.pdf	0.025	Engineering Author ▾		Somuch Powe ▾	Delete

UPLOAD DOCUMENT

To [submit the clearance](#) for a local project, a check box at the bottom of the clearance page must be selected confirming the user is authorized to work on behalf of the project sponsor. On the system-generated document, the user’s name is automatically filled in on the signature line for the sponsor under the utility clearance certification statement, along with the date and time of the signing, which is the time of the document generation.


I am authorized to work on behalf of the project sponsor.

[Reimbursement agreements](#) have an extra field for local projects as well. When a new agreement is being drafted, it has a **Local Agreement Type** selection, in which Central Office chooses either “Utility + Sponsor” or “Utility + PennDOT” to specify the terms of the agreement.

As with the authorization letter, the [Notice to Proceed](#) (NTP) letters must also be uploaded manually by the local sponsor. On the “Prepare Local Project HOP/NTP” page at **Manage Project > Relocation Forms & Requests > HOP/NTPs**, upload the document at the bottom and select the **Document Type**, “Local Project NTP,” as well as the utility. A separate file must be uploaded and assigned for each utility receiving an NTP. Then the NTP documents are distributed with the NTP & HOP Notification as usual.

Highway occupancy permits are still issued by the PennDOT District as normal.

P3 Projects

Public-private partnership (P3) projects are designated with a  icon in project lists, such as those on the Dashboard page. When a list is exported to a spreadsheet, the P3 attribute is included in the data.

This attribute is taken from the MPMS application—once the designation is added in MPMS, it would display in URMS the following day, even if the project were already started in URMS.

The project page identifies the project as P3 in the status box in the upper left corner of the page, just above the checklist link.

PROJECT STATUS

Conflict Resolution

P3 Project

[View Checklist](#)

Parent-Child Projects

When multiple projects are bundled for letting, each component MPMS number involved is treated as an individual project. Therefore, each MPMS project number must go through the processes of adding utilities, creating conflicts, resolving conflicts, and generating clearance in URMS.

The system conveys the bundling of projects as a “parent-child” relationship. To see this condition for a project in URMS, go to the Project Page and navigate to **Manage Project > Parent - Child Project List**.

The parent-child relationship is established in PennDOT’s ECMS. If the “Parent Child Projects” page is empty in URMS, the relationship between the projects has not yet been made in ECMS.

Parent Child Projects						
Projects						
MPMS#: 90856	W Branch of Antietam Ck-A	0997-034	County: Franklin	Municipality: Quincy (2TWP)	Status: Pre-Construction	View D419
MPMS#: 93208	Mont Alto Road Bridge-A	2031-013	County: Franklin	Municipality: Guilford (2TWP)	Status: Conflict Resolution	View D419

Document Versioning

When the same document is generated multiple times in URMS, the system records it having multiple versions. The “Version” number field in a file list tells how many times a document has been uploaded.

However, not all types of documents have this versioning. Any document created by URMS itself can be versioned, while other uploaded documents are versioned only on a case-by-case basis.

To update a document’s version, look for the **Update** text at the far-right side of the table in which the document is listed. Click **Update** to open a modal window. In the **Update Document** window, drag and drop the new version of the file into the drop space, or use the button to select the file from the computer’s folders. Once the document uploads, optionally add a note and then click the **UPLOAD** button to finish. The new version number will now be displaying in the table, along with the note and the new file name, if there is one.

The **Update** text button must be used for the new file to be considered the next version of the same document. Simply uploading another file with the same name will not version the document; it will be considered a different project document.

Uploaded Project Documents						
File Name	Version	Document Type	Date Uploaded	File Size (MB)	Notes	Action
my_preliminary_plans.pdf	2	Preliminary Plans	03/12/2020	1.853		Delete Update

On any page that holds documents, the documents have a **Version** column. The version number in this column is clickable and opens a window that shows all the versions of the file.

[PennDOT Staff Entering Information on Behalf of a Utility](#)

Some utilities may not become business partners and gain access to URMS. To accommodate this situation, the system allows PennDOT staff to enter information on behalf of a utility. No special action is required to activate this capability; the security settings are already configured in the system.

Utilities that are not business partners and do not have access to URMS should fill out a paper form and send it in to PennDOT staff. Data entered by the PennDOT staff should be based on a form received from the utility, or, at a minimum, a phone conversation could also be a source of data.

[Template Library](#)

URMS provides optional templates for the user's convenience in developing and submitting documents to PennDOT for the relocation process.

Find the Template Library page at **Manage Project > Relocation Forms & Requests > Form Templates**. The Template Library lists the available forms by their titles along with a description of how each form can be used.

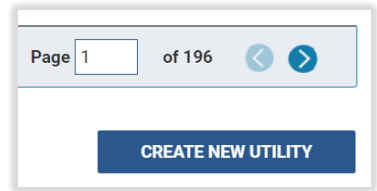
Click the **Open** text button in the far-right column to download a document for viewing. Look for the downloaded file in a bar across the bottom of the internet browser window or in the computer's Downloads folder.

Utilities Setup and Updating

The following sections describe how to create a new utility in URMS and edit existing utilities.

Creating a Utility

The option to create a new utility is found in the “Admin” dropdown list on the menu bar across the top of the page. Navigate to **Admin > Utility Companies** and press the **CREATE NEW UTILITY** button located on the bottom right of the page.



This button will open a page for creating a utility. Enter the utility’s name and type and mark it as active. Complete the fields for **Federal ID** and **SAP Vendor #**, if available, and check the box for **Is a Municipality** if the new utility is a municipal entity. The **BPID** is an optional six-digit field where a Utility Administrator user can enter a business partner number.

If the utility has a resource email account, it can be entered into the **Notification Resource Email Account** box to have a copy of each notification sent to that account. This email address will be CC’d on all URMS workflow notification emails for the utility; however, this only includes workflow notifications. The email address will not be CC’d for other URMS emails such as a message to alert a user that a submitted request was returned.

Next, add an address for the utility by selecting **+ ADD LOCATION** in the Location section and filling in all information in the modal window. At least one location entered must be a Corporate address type.

Utility Information

<p>Utility Name: * <input style="width: 90%;" type="text"/></p> <p>SAP Vendor #: <input style="width: 80%;" type="text"/></p> <p>Is a Municipality: <input type="checkbox"/></p> <p>Business Partner: <input type="checkbox"/></p> <p>Permanent Delete: <input type="checkbox"/></p>	<p>Utility Type: * <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; vertical-align: top;"> <input type="checkbox"/> Broadband <input type="checkbox"/> Cable Television <input type="checkbox"/> Electric <input type="checkbox"/> Natural Gas <input type="checkbox"/> Pipeline <input type="checkbox"/> Railroad </div></p> <p>Federal ID: <input style="width: 80%;" type="text"/></p> <p>Is Active: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Notification Resource Email Account: <input style="width: 90%;" type="text"/></p> <p>BPID: <input style="width: 80%;" type="text"/></p>
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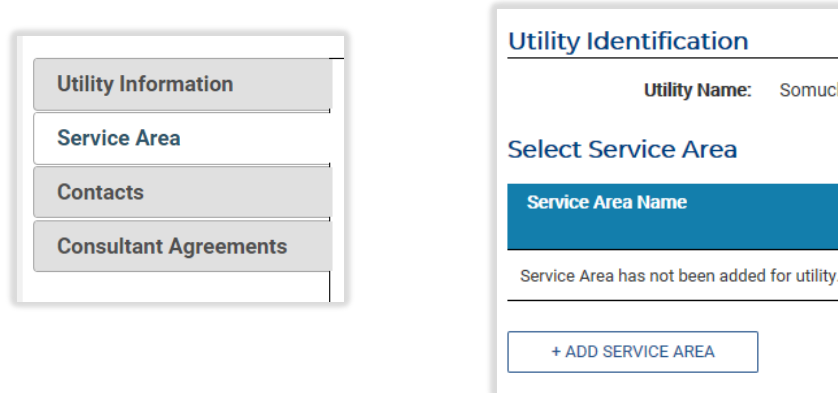
Location

Address1	Address2	City	State	ZIP	SAP Suffix	Address Type	Actions
No address has been added for utility. At least one Location is required.							

After adding the location, click the **SAVE** button in the bottom right corner. If the new utility's information is similar to that of an existing utility, the **Potential Matches** window may appear to notify the user that the new utility being created may already exist in the system. Examine the information displayed to determine if this is the case.

Creating Service Areas

With the Utility Information complete, the **Service Area** screen should be showing. Navigate between these screens using the tabs on the left side of the view.



On the Service Area screen, click the **+ ADD SERVICE AREA** button in the **Select Service Area** section, which opens the Add Service Area modal window. Type in a name for the service area and choose a utility type from the dropdown options. Below those entries is a box that holds all Pennsylvania counties as selectable list. Click the checkbox next to each of the counties that defines the utility's service area. For a more accurate area, click the arrow to the left of a checkbox to expand a dropdown list showing municipalities within that county. The user may also click "Select All Counties" above the box to designate all of Pennsylvania as the service area.

The **Default Project Team** to selection optionally allows for designating which of the utility's registered users will be automatically assigned as the utility contact and project team roles when the utility is added to a project falling within that service area. The options only include registered users, not contacts without a user ID. Additionally, the contact must have that service area selected in their contact information.

After filling all information in the modal, click the **SAVE** button to close the window. Then click the other **SAVE** button on the bottom right of the Service Area screen. The Contacts screen will display after the service area information is saved.

Creating Contacts

Creating contacts allows a utility company to specify primary points of contact at a Corporate, Regional, or Local office. These contacts can then be assigned to a utility service area. Contacts are always utility employees and not consultants. Contacts may or may not be users of URMS. The use of service areas allows URMS to specify a contact based on the location of the project.

On the **Edit Utility** page, go to the **Contacts** tab on the left side of the screen, then select **Add Contact** at the bottom of the Contacts section. This button brings the **Add Contact** modal window into view.

Fill in all required fields and any additional information before clicking **SAVE** to close. The available options in the Utility Type, Service Area, and Location dropdown boxes are determined by what was entered in the Utility Information and Service Area screens.

The modal window for the contact information includes a selection box for **All Utility Types**. For an organization with multiple utility types (such as a municipal authority providing both sewer and water service), this checkbox allows the contact person to be added to a project for any of the utility types.

The Contacts tab includes a column showing whether a contact has a registered user ID in URMS. For this linking to occur, the user must have logged in to the system at least once.

The information for an existing contact can be edited by clicking the **Edit** text in the Actions column on the right end of the line in the Contacts screen.

Outdated utility contacts can be cleared out of the utility's information if they are not assigned on any active projects. A project is active when it has been started in URMS and has not reached "Completed" status yet. If an old utility contact is only assigned on completed projects, the contact can be deleted from the utility while remaining listed on the records of those completed projects. On the Contacts tab, a **Remove** text button is found next to any contact that can be deleted. Note that once a contact is removed, it cannot be reactivated.

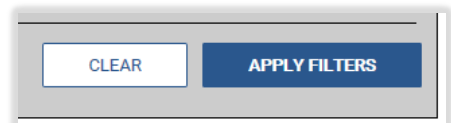
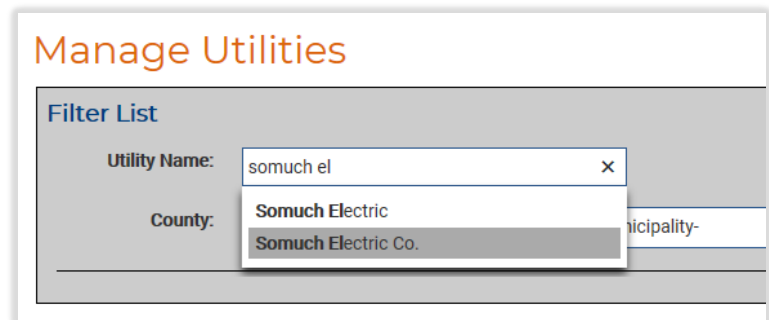
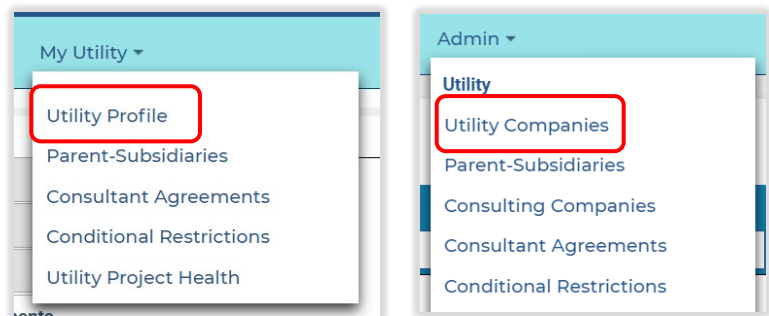
Editing Utility Company Information

Both a utility company and PennDOT can revise a utility's information. Utility company users go to **My Utility > Utility Profile**, while PennDOT users go to **Admin > Utility Companies**.

In the PennDOT user's view, the "Manage Utilities" page has a table listing the existing utilities along with filtering options above the list. To search the records, type a utility name in the first input box in the **Filter List** section. Existing utilities appear as options in a dropdown list below the text box as the name is being typed. The relevant utility can be clicked from that list to complete the **Utility Name** text box.

Alternatively, the utility's other characteristics can be used to filter the search results, such as Utility Type or Municipality. After entering the name or other details in the Filter List, click the **APPLY FILTERS** button. Any utilities that meet the given criteria will appear in the **Results** section below. Select the Utility Name from the results to begin editing the utility's information.

With the utility's information open, follow the same instructions found in the [Creating a Utility](#), [Creating Service Areas](#), and [Creating Contacts](#) sections of this guide to edit those details of the existing utility.



Deleting Utilities

On occasion, a utility profile may need to be deleted, typically because it is a duplicate, outdated, or some similar condition. After confirming this is accurate, checkmark the **Permanent Delete** box on the Edit Utility screen. Selecting this box does not actually delete the utility profile, but it flags the utility for deletion by the system administrators. Periodically the system administrators will check for these utilities that have been marked and remove them from the system. Be sure to click **SAVE** at the bottom of the screen after making the selection.

Consultant Agreements

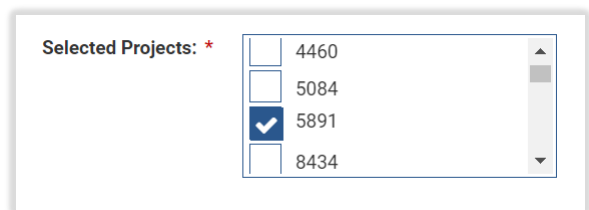
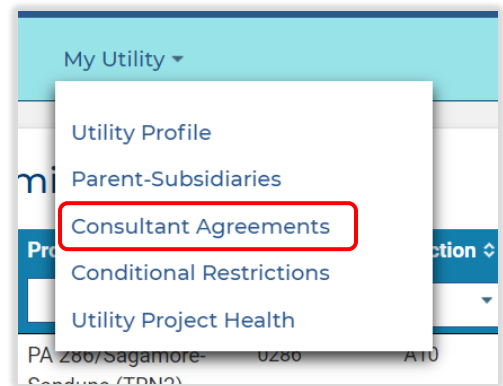
Many utility companies employ engineering consultants to perform utility coordination activities. URMS allows those consultants to work on behalf of the utility company within the application.

Submit a Consultant Agreement

Either a utility company or an engineering consultant that is registered in URMS can begin the process to associate a consultant with a utility company. The required items for a consultant agreement package are found in PennDOT's Publication 16 (DM-5), Section 3.3.C when the agreement is an existing written continuing contract. For contracts for one specific relocation, see Section 3.3.D in the publication.

Begin from the **My Utility > Consultant Agreements** menu item. On the Consultant Agreement List, begin by pressing the **+ ADD CONSUTANT AGREEMENT** button at the bottom.

On the "Add Consultant Agreement" page, begin by typing in the **Utility Name** field. The field will auto-populate with utilities already registered in URMS that match. Next, do the same for the **Consultant Company**. Select the specific person in the company that will work in URMS on behalf of the utility, then choose whether the consultant will be able to work on all projects involving the utility or only selected projects. If the consultant will only work on specific projects, the MPMS numbers of those projects can be selected. Lastly, enter the date on which the consultant agreement terminates, as defined within the agreement itself.



[< Return To Consultant Agreement List Page](#) Add Consultant Agreement

Consultant Agreement Details	Status:	Last Review Date:
Utility Name: * <input style="width: 80%;" type="text"/>		
Consultant Company: * <input style="width: 80%;" type="text"/>		
Consultant: * <input style="width: 80%;" type="text" value="-Select-"/>		
Scope of Projects: * <input style="width: 80%;" type="text" value="-Select-"/>		
End Date: * <input style="width: 80%;" type="text" value=""/>		
Is Active: * <input checked="" type="radio"/> Yes <input type="radio"/> No		

A copy of the agreement between the consultant and the utility with all required information must be uploaded and saved to the system. Select the file to upload or drag and drop the file into the system and press **SUBMIT**. A successful upload is indicated by the “File(s) Uploaded Successfully” banner at the top of the screen.

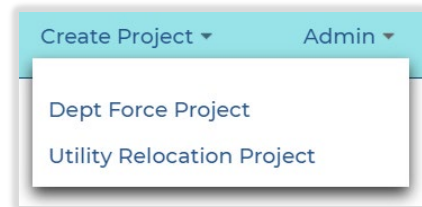
When a complete entry is submitted, the status changes to “Pending CO Review.”

Review the Consultant Agreement

A PennDOT Central Office user reviews the agreement and will either approve it or return it for more information. Access the review either from a task on the Dashboard or via the top menu, **Admin > Consultant Agreements**. This leads to the “Consultant Agreement List” page of uploaded consultant agreements. Select the appropriate agreement and press the **Review** button on the right end of the row. Review the information and the agreement document shown on the page. If the information submitted is adequate, click the **APPROVE** button. Selecting **RETURN FOR MORE INFO** requires the entry of a reason and then sends an email notification to the person that submitted the consultant agreement.

Create a Project in URMS

A project must be created in URMS first before any work can be done on it in the system. Only a PennDOT user can create a project. Two types of projects can be created in URMS: MPMS projects and Department Force projects. The following sections detail the process for each. To begin, move the mouse cursor over the **Create** heading on the top menu bar and click **Utility Relocation Project** for an MPMS project or **Dept Force Project** for one without an MPMS number.



MPMS Projects

Typically, the project manager creates an MPMS project when the utility coordination phase is ready for initiation. The project must have an estimated let date in MPMS to be available to be created in URMS.

Selecting **Utility Relocation Project (MPMS)** from the **Create Project** menu navigates to the “MPMS Projects” page, which contains a table listing all the MPMS projects that are available to create in URMS. Immediately above the table is a text entry box with the **CREATE** button. Use this box to begin a new project by typing in the MPMS number and clicking the button.

If the number belongs to a valid MPMS project, URMS will display the **Create New UR Project** page. The first section shows the project information taken from MPMS. The next section down is for the scoping data, which allows the user to enter a date for the scoping field view. Optionally enter a note in the large text box and click the **ADD COMMENT** button below it to save the note to the project.

After entering the information for the scoping field view, make a selection for whether the project can be on the [Fast Path](#), then click the **CREATE PROJECT** button at the very bottom right of the screen.

Cancel the creation of the new project while on this page using the **CANCEL** button at the bottom right of the screen, to the left of the button to create the project. URMS will return to the Dashboard and the new project will not exist in the system.

Department Force Projects

Department Force projects are not linked to MPMS and may be created when no MPMS project exists. When launched in URMS, a new Department Force project receives a unique project number created automatically by the system.

Select **Dept Force Project (Non-MPMS)** from the **Create Project** menu to navigate to the “Create Dept Force (Non-MPMS) Project” page. Enter the basic project information in the given entry boxes. All the fields on the page are required, except for Project Comments. The Municipality dropdown populates with valid options after a county is chosen.

The screenshot shows the 'Create Dept Force (Non-MPMS) Project' page. At the top, there is a navigation bar with 'Dashboard', 'Create Project', 'Admin', and 'Project Health'. A dropdown menu for 'Create Project' is open, with 'Dept Force Project' highlighted. The main heading is 'Create Dept Force (Non-MPMS) Project'. Below this is the 'Enter Project Information' section with the following fields:

- Project Title:** * [Text input field]
- County:** * [-Select County-] [Dropdown menu]
- Municipality:** * [-Select Municipality-] [Dropdown menu]
- SR:** * [-Select SR-] [Dropdown menu]
- SEC:** * [Text input field]
- Project Location Description:** * [Text area with 250 characters remaining]
- Project Comments:** [Text area]

After completing the Project Information section, enter the information for PA1Call and the project location in the subsequent sections. Clicking either the **+ ADD PA1CALL** button or the **+ ADD LOCATION** button opens a modal window to enter the respective data. At least one record of location information is required, while adding PA1Call is optional.

The final section is a space to upload project plans documents. Click the **SELECT FILES TO UPLOAD** button, choose the intended file from the file explorer modal, then select the appropriate **Document Type** in the row that appears below the upload section. To remove a file that was uploaded in error, click on the **Delete** button at the far right of the row on which the file name appears.

The screenshot shows the 'Upload Project Plans Documents' section. It includes a note: 'Maximum allowable file size is 500 MB.' There is a 'SELECT FILES TO UPLOAD' button and a 'DROP FILES HERE' area with a dashed box and a hand icon. Below this is a table with the following data:

File Name	File Size (MB)	Document Type
Sample Plans Document.pdf	0.025	- Select -

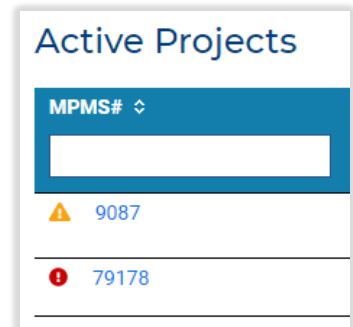
When everything is finished, click the **CREATE PROJECT** button at the very bottom right of the screen. URMS will remain on the same page if one of the required fields has not been filled. Otherwise, the Project Information screen appears for the newly created project, which will be in Scoping status.

With the Department Force project created in URMS, all following steps are the same as those for MPMS projects.

Project Priority

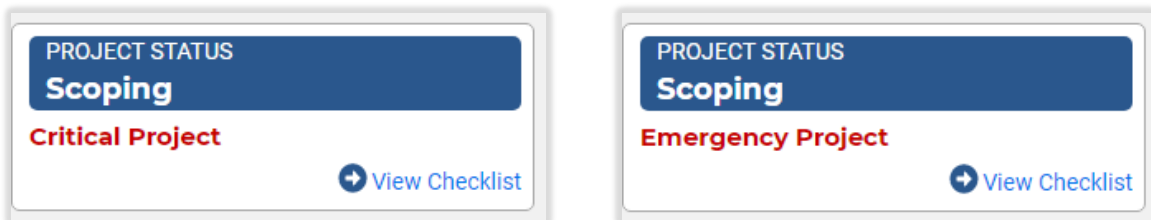
URMS allows PennDOT users to designate projects as **Critical** or **Emergency** so that the project tasks are prioritized appropriately.

A Critical project is one that the District has determined should be given priority. The project has a yellow exclamation icon next to the MPMS number in the Upcoming Tasks table and the Active Projects table on the Dashboard. Also, tasks associated with a critical project are prioritized to the top of the My Upcoming Tasks section.



Emergency projects are those that must be started very soon to replace infrastructure damaged by catastrophic events like a natural disaster. For emergency designation, an emergency proclamation document is required to be uploaded. These projects are indicated by a red exclamation icon next to the MPMS number on the Dashboard lists. These projects are also prioritized in the My Upcoming Tasks section.

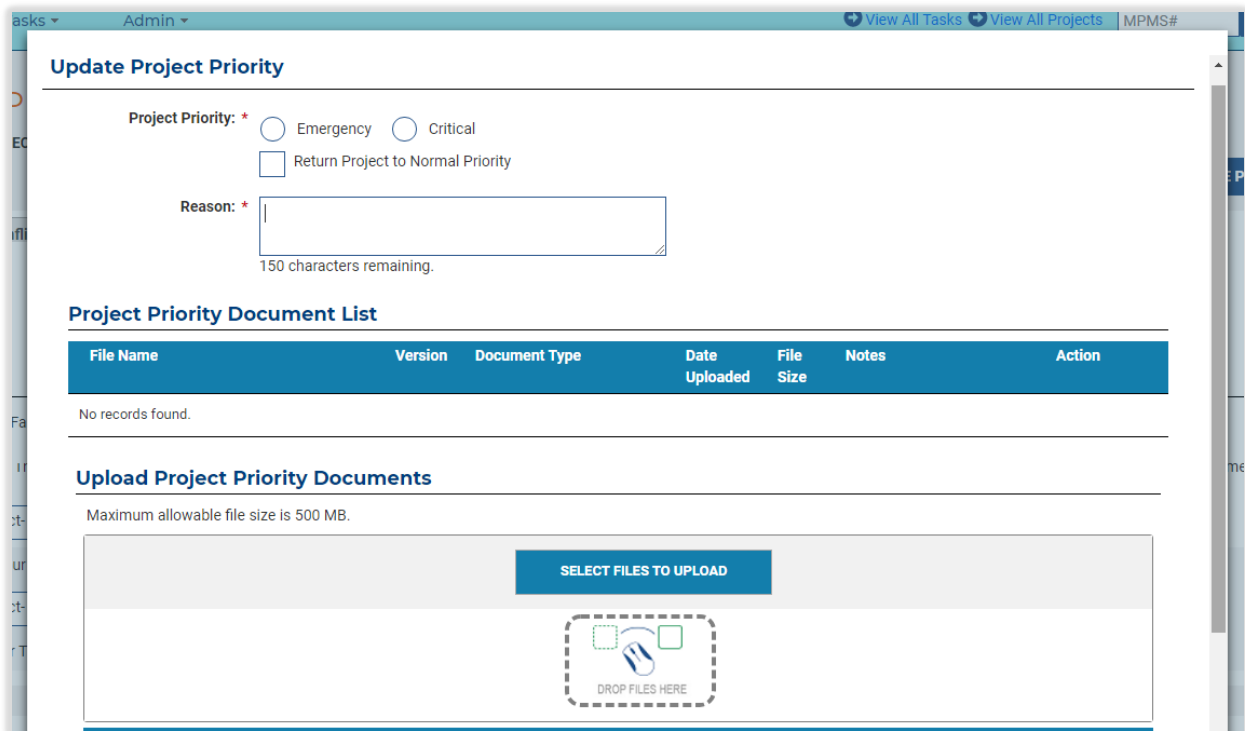
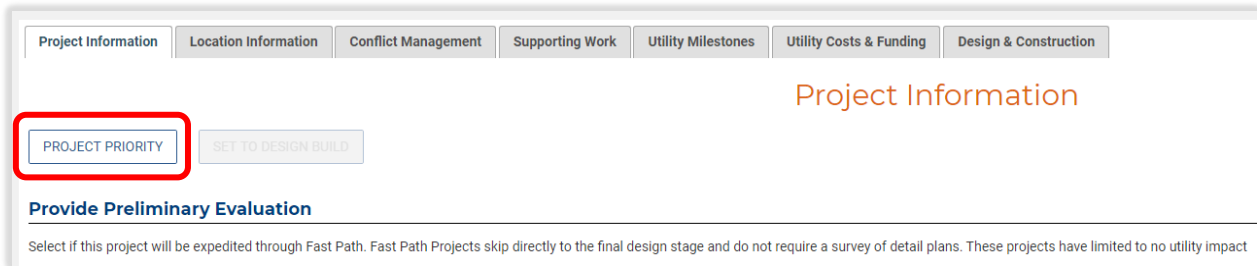
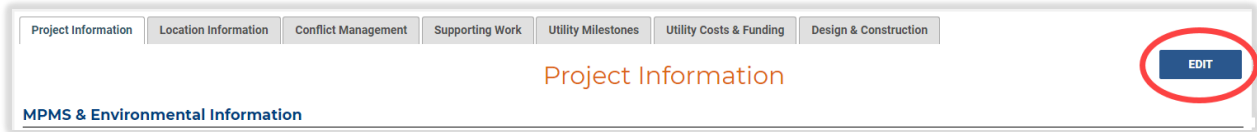
If a project is Critical or Emergency, that priority also shows in red letters underneath the Project Status on the Project Page.



To change the Project Priority, go to the Project Information page and click the **EDIT** button to the right of the heading and the menu tabs, near the Manage Project button. The editing view holds the **PROJECT PRIORITY** button at the very top. Click this button to open a window that gives the options to update the Project Priority. A space is also provided to upload a file and assign the **Document Type** as the **Emergency Proclamation**, which is required for an emergency.

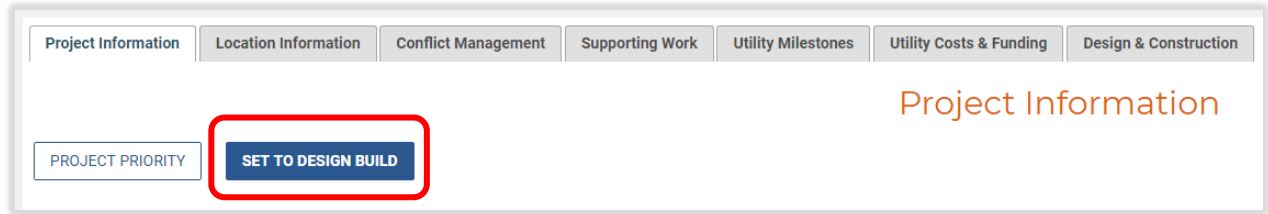
Click the **SAVE** button at the bottom right of the window. The priority update window closes, but the editing view will still be open. Scroll down to the very bottom of the page and use the **SAVE** button again to finish updating the project. If required fields of the project information have not been completed, such as the **DURA's SUE Evaluation** or the **Level of Complexity**, then the fields must be filled before the update can be saved.

When a project’s priority is set to Emergency, the system automatically generates the Engineering Authorization letter and sends it to the involved utilities.



Design Build

After a project is created in URMS, the user may designate it as a design-build project. Go to the Project Information page and click the **EDIT** button to the right of the heading and the menu tabs, near the Manage Project button. The editing view has the **SET TO DESIGN BUILD** button at the top. Click the button to open the window where the required design-build characteristics can be entered.



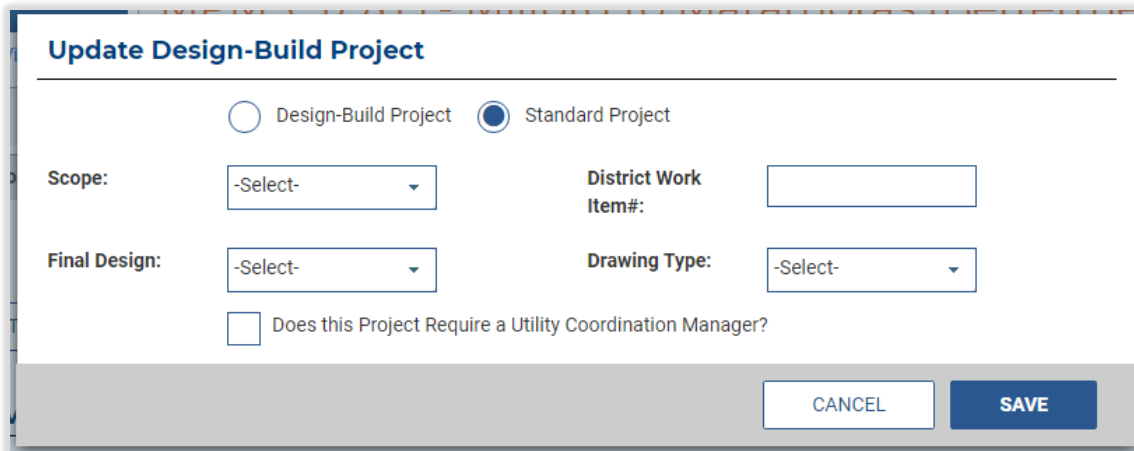
Scope: Indicate if the project is a full or partial design-build project.

Final Design: Indicate if the final design is complete or not.

District Work Item #: Indicate the work item number being used in the contract for the design-build services.

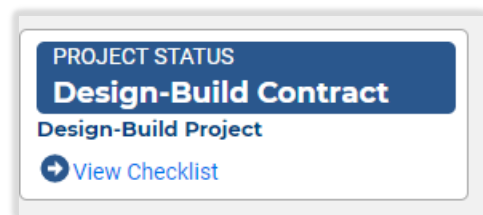
Drawing Type: Indicate if the drawing is conceptual or contract.

Does this Project Require a Utility Coordination Manager?: Check the box if the project requires a Utility Coordination Manager.



After entering this data, scroll down to the bottom of the Project Information page and click the **SAVE** button.

Now, until the clearance is approved by Central Office and the utility coordination is passed off to the design-build team, the Project Status box, located in the top left of the project pages just above the **View Checklist** link, will display “Design-Build Contract” as the status.



The same process is used to convert a project from design-build back to a standard project. In the “Update Design-Build Project” modal window, choose the **Standard Project** option. This will reset the design-build characteristic fields to be empty. **SAVE** and close the window, then use the **SAVE** button again on the Project Information page.

When a project is set to Design-Build, the utility clearance type is automatically assigned as “SSP for Design Build.” The District can submit this clearance at any time for Central Office review. Once Central

Office approves the “SSP for Design Build” clearance, the project reverts to Scoping status for the contractor’s team to begin the utility coordination work. Likewise, any tasks that were completed during the “Design-Build Contract” status will be reset, although any utilities assigned to the project or files uploaded will remain. The “Design-Build Project” indicator remains below the project status after the contractor takes over. When the District is handing off the project to the contractor, the District should change the [PennDOT Project Team](#) to the users from the design-build team.

Design Build Emergency Project

Using the Emergency and Design Build indicators discussed in [Project Priority](#) above, a project can be designated as an Emergency Design Build project. In this instance, a Standard Special Provision for an Emergency Design Build can be generated after setting these two indicators. URMS will generate a task for PennDOT Central Office to review and approve the Standard Special Provision.

Fast Path

Fast Path projects are those that require only minor utility adjustments and will not have any specific utility lead time. Only final plans are required—the Manage Project menu options for preliminary plans are deactivated. The final plans do not need to be uploaded before the project moves out of Scoping. These projects also skip the Preliminary Engineering letter and automatically generate the Engineering Authorization.

For a Fast Path project, sending the [Confirm Involvement Notification](#) sends a Project Notification Letter and Engineering Authorization together as one file in the notification email.

The option to designate a project as Fast Path is at the end of the **Create New UR Project** page, just before finishing the MPMS [project creation](#) process. Note that the Engineering Authorization documents will be sent when the project is set to Fast Path.

Fast Path Project

Select if this project will be expedited through Fast Path. Fast Path Projects skip directly to the final design stage and do not require a survey of detail plans. These projects have limited to no utility impact

Recommendation: *

This is NOT a Fast Path Project

This is a Fast Path Project. Authorization for Engineering documents will be generated.

After starting a Fast Path project, the user is taken to the URMS Dashboard.

The **Preliminary Evaluation** section on the Project Information screen (below PA1Call) indicates if a project is Fast Path.

PROJECT STATUS
Scoping [View Checklist](#)

MPMS 78893 - Br Rpl SR 1024-Hammer Crk
SR-SEC: 1024-007 County: Lancaster Municipality: Clay

Project Information | Location Information | Conflict Management | Supporting Work | Utility Milestones | Utility Costs & Funding | Design & Construction

Project Information

MPMS & Environmental Information

Project Improvement Description: Bridge improvements
 Project Location Description: SR 1024 over Hammer Creek, Clay Township.
 Federal Project Status: Bridge Replacement Project Class: Exempt Off NHS
 Project Environment Documents: [Categorical Exclusion Document](#)
 Project Manager: Derek R Mitch PM Email:
 Previous Project Comments:
 No comments entered.

PAICall

Serial#	Date	Phase	County
No records found.			

Preliminary Evaluation

Fast Path Project: This is a Fast Path Project.
[View Authorization for Preliminary Engineering](#)

To change a project's designation, whether to be a Fast Path project or to not be Fast Path, go to the Project Page. Find the **EDIT** button on the top of the Project Information area to the right of the heading and the menu tabs, near the Manage Project button. Click the button to open the editing view, in which the Fast Path selection is near the top in the **Provide Preliminary Evaluation** section.

Project Information | Location Information | Conflict Management | Supporting Work | Utility Milestones | Utility Costs & Funding | Design & Construction

Project Information

MPMS & Environmental Information

EDIT

After making the Fast Path selection, scroll down to the very bottom of the page and use the **SAVE** button to finish updating the project.

On the "Project Workflow Notifications" page, the Confirm Involvement Notification is replaced by the **SEND FAST PATH LETTER** button and the Fast Path Notification date column. This notification email does not include plans or a project letter. It notifies the utilities that their facilities have been identified within the project limits while plans and contract documents are in development, and a link to the utility involvement form is provided.

Once the letter is sent, the project skips Verification and goes into Conflict Identification status. All utilities added are automatically set to be within the limits, which they can change if needed.

Send Workflow Notifications

SEND FAST PATH LETTER

SEND UPDATED PDP

Utility Notifications

Utility - Utility Type	Fast Path Notification
Somuch Telecommunications Co. - Telecomm	<div style="background-color: #0056b3; color: white; padding: 5px; text-align: center; width: 50px; margin: 0 auto;">SEND</div>

Set PennDOT Project Team

The PM or another PennDOT user assigns the PennDOT staff or consultants who will be involved in a project so they can complete their relevant tasks. These members comprise the Project Team.

As steps are completed in each status of a project in URMS, new tasks are generated for the next requirements to complete. These tasks are assigned to users based on their roles indicated in the Project Team, so setting these PennDOT team roles soon after creating the project is important. Completing this page helps ensure that tasks are given to the correct staff in URMS.

Go to the Project Page to begin establishing the project team. Click **Manage Project > Project Team > My PennDOT Team**. URMS will navigate to the “Project Team” page.

The Project Team page lists the team roles required for the project with a selection box beside each one. Use these selection boxes to assign a user to each role from its respective dropdown options. A user will already be assigned by default, but these can be changed. After the whole team is assigned, be sure to click the **SAVE** button at the bottom.

See the [PennDOT Project Team](#) section for a list of user roles that can be assigned to each team role.


Project Team

PennDOT Team

Project Manager: *	<input type="text" value="-Select-"/>
Project Designer: *	<input type="text" value="-Select-"/>
Utility Unit Oversight: *	<input type="text" value="-Select-"/>
Scoping & Verification Coordinator: *	<input type="text" value="-Select-"/>
Conflict Coordinator: *	<input type="text" value="-Select-"/>
District Agreement Coordinator: *	<input type="text" value="-Select-"/>
Central Office Agmt Coordinator: *	<input type="text" value="-Select-"/>
Preconstruction/Construction Coordinator: *	<input type="text" value="-Select-"/>
Closeout Coordinator: *	<input type="text" value="-Select-"/>
SUE Consultant:	<input type="text" value="-Select-"/>

SAVE

Local Sponsor

[Local projects](#) are those designated with a  icon on the Dashboard page. These projects require that the name of the local sponsor be specified on the Project Team page along with their contact and location information. The sponsor's name will be printed on the clearance document for the project instead of the PennDOT representatives. Registered users from the sponsor can also be added to the project team roles to receive task assignments in URMS.

Project Team

Local Sponsor

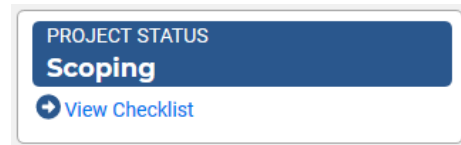
Local Sponsor: *	<input type="text"/>				
Contact Name: *	<input type="text"/>				
Address1: *	<input type="text"/>	Address2:	<input type="text"/>		
City: *	<input type="text"/>	State: *	<input type="text" value="-Select"/>	ZIP: *	<input type="text"/>
Email: *	<input type="text"/>	Phone: *	<input type="text"/>		

PennDOT Team

Project Manager: *	<input type="text"/>
Project Designer: *	<input type="text"/>

Project Status 1 - Project Scoping

A project is set to the status of Scoping after it is created. During this project status, the details and complexity of a project will be examined so that PennDOT begins to get an idea of the level of effort that will be required for coordination with utility companies and utility relocations.



Preliminary Plans

One of the steps of the Scoping status is to upload preliminary plans for the project. Preliminary plans are those that will be used to verify if a utility is within the limits of a highway or bridge project.

Upload Preliminary Plans

A task to upload preliminary plans is created for the user assigned to the Project Designer role for the project, and that task will appear in the Project Designer's "My Upcoming Tasks" section. The user can also go to the Project Page and click **Manage Project > Project Plans > Upload Preliminary Plans**.

For [Fast Path](#) projects, the options for uploading and reviewing preliminary plans are disabled, since only final plans are required.

The "Upload Preliminary Plans" screen contains a section for documents already attached to the project, followed by another section below where new documents are added. By default, a new project has no records or comments in the first section. Scroll down to the section titled **Upload Preliminary Plans Documents**. Use the button to open a file explorer window and select the document to upload. Once the file finishes uploading, assign the **Document Type** "Preliminary Plans" in the dropdown selection on the row on which the file name appears. Optionally type a note for the document, then click the **UPLOAD DOCUMENT** button at the bottom of the page.

 A screenshot of the 'Upload Preliminary Plans Documents' web interface. At the top, the title 'Upload Preliminary Plans Documents' is followed by the text 'Maximum allowable file size is 500 MB.'. Below this is a large grey area with a blue button labeled 'SELECT FILES TO UPLOAD' and a dashed box containing a hand icon and the text 'DROP FILES HERE'. Below the upload area is a table with columns for 'File Name', 'File Size (MB)', and 'Document Type'. The table contains one row with the file name 'my_preliminary_plans.pdf', a file size of '1.853', and a dropdown menu for 'Document Type' currently set to 'Preliminary Plans'. The dropdown menu is open, showing options: '- Select -', 'Preliminary Plans', and 'Preliminary Plans Supporting Documents'. At the bottom left of the table area is a blue button labeled 'UPLOAD DOCUMENT'.

Now the newly added plans file is in the upper section, **Uploaded Preliminary Plans Documents**. Upload additional supporting documents by the same steps, if applicable. Use "Preliminary Plans Supporting Documents" as the **Document Type** for these additional files.

Uploaded Preliminary Plans Documents						
File Name	Version	Document Type	Date Uploaded	File Size (MB)	Notes	Action
my_preliminary_plans.pdf	1	Preliminary Plans	02/04/2020	1.853		Delete Update

Alternatively, if there are no existing plans for the project, the user may check the box for **No plans to provide at this time** near the top of the page. Then go to the very bottom right and press the **SUBMIT** button to finish.

Upload Preliminary Plans

No plans to provide at this time

Uploaded Preliminary Plans Documents

File Name	Version	Document Type
No records found.		

Review Preliminary Plans

After the Project Designer has submitted the preliminary plans, the Scoping & Verification Coordinator has the responsibility of reviewing them. The Scoping & Verification Coordinator will have a task on the “My Upcoming Tasks” section of the Dashboard. The task can also be viewed on the Project Page by clicking **Manage Project > Project Plans > Review Preliminary Plans**.

View the uploaded plans by clicking on the blue File Name, which downloads the file from the browser. Find the document at the bottom of the screen or in the computer’s folders and review the preliminary plans. If the plans are acceptable, click the **ACCEPT PLANS** button at the very bottom right of the page.

Alternatively, the Scoping & Verification Coordinator may use the **REJECT** button. Rejecting the plans requires an explanation be entered. The date of the acceptance or rejection, along with any comment, is logged in the box titled **Previous Preliminary Plans Comments** at the bottom of the “Review Preliminary Plans” page.

Enter Reason

Reason: *

500 characters remaining.
Required.

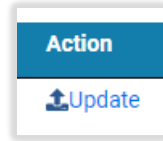
CANCEL SAVE

Updated Plans

If revised preliminary design plans have become available, new documents can be added to the project and resent for review by the utilities. PennDOT can either replace the existing plans file or add another

one. In either case, uploading a new file on the “Upload Preliminary Plans” page creates a task for the Utility Unit Oversight user to review the preliminary plans again.

To replace the “Preliminary Plans” document with a new version, find it in the list of uploaded files on the Upload Preliminary Plans page. The Actions column on the right side of the list has an **Update** text button. Click the text, then drag-and-drop or select the new file in the modal window to upload.



Alternatively, to add an additional plans file and keep the original, scroll to the bottom of the page and use the upload section there. Press the **SUBMIT** button at the bottom right of the page to finish. The original “Preliminary Plans” file will remain in the list of uploaded documents, with the new file at the end of the list.

To resend the plans to the utilities after the new document is added, go to the “Project Workflow Notifications” page (**Manage Project > Workflow Notification**). The “Utility Notifications” table now has active **RESEND** buttons in the next column to the right of the Confirm Involvement Notification.

Utility - Utility Type	Confirm Involvement Notification	Resend Preliminary Plans
Somuch Electric Co. - Electric	11/22/2019 <input type="button" value="SEND"/>	<input type="button" value="RESEND"/>
Somuch Telecommunications	11/22/2019 <input type="button" value="SEND"/>	<input type="button" value="RESEND"/>

Note, this button does not resend the same verification notification sent initially. Instead, the text in this notification informs the utility that the project plans have changed and prompts them to determine if their verification information needs to be modified.

89106 | 0618 B00 | Updated Preliminary Plans

URMS - Crawford County, SR 0618 Sec B00, MPMS 89106

The Preliminary Plans for Project 89106 have changed. Please review them to determine if any previously provided information needs to be modified.
Click [Here](#) to review updated Preliminary Plans.

↶
↷
→
⋮

10/12/2021

Subsurface Utility Engineering (SUE) Evaluation

The Subsurface Utility Engineering (SUE) process identifies, characterizes, and maps underground utilities, usually early in project development. The SUE Impact Evaluation is a required part of the Scoping phase in URMS, following the preliminary plans upload.

One step in URMS involving the SUE is the DURA's recommended SUE evaluation level for the project, which is part of the Scoping information screens.

Another step in the SUE process is the project manager's SUE analysis and results in URMS. As the Project Designer or PM, go to the Project Information screen. Find the **Preliminary Evaluation** section and click the link to **View SUE Impact Evaluation**.

The screenshot shows the 'Project Information' screen with several tabs at the top: Project Information, Location Information, Conflict Management, Supporting Work, Utility Milestones, Utility Costs & Funding, and Design & Construction. The main content area is titled 'Project Information' and includes sections for 'MPMS & Environmental Information' and 'Preliminary Evaluation'. The 'Preliminary Evaluation' section contains the following information:

- Fast Path Project: This is a Fast Path Project.
- [View Authorization for Preliminary Engineering](#)
- DURA's SUE Recommendation: A
- [View SUE Impact Evaluation](#) (indicated by a red arrow)
- Utility Complexity Level: Moderately Complex - 16 weeks

Below the 'Preliminary Evaluation' section, there is a table for 'PAICall' with columns for Serial#, Date, Phase, County, and Municipality. The table currently shows 'No records found.'

On the **Subsurface Utility Engineering (SUE) Evaluation** page, complete a selection for each of the questions in the "SUE Impact Analysis" section according to data collected. Click Save to store the progress entered and/or click Continue to move onto the next tab.

The screenshot shows three tabs at the top of the SUE Evaluation page: 'SUE Impact Analysis', 'SUE Detailed Analysis', and 'SUE Impact Results'.

The **SUE Detailed Analysis** tab presents more questions for the user to answer. After completing these selections, use the **SAVE** button to save the progress and/or the **Submit** button to complete the SUE evaluation input. URMS then opens the **SUE Impact Results** tab showing the "SUE Quality Level" for the project, based on the selections made in the previous tabs. The potential quality levels are A, B, C, and D. If the PM decision differs from the URMS result, the user is asked for a justification. **SAVE** the entry before returning to the Project Page.

Subsurface Utility Engineering (SUE) Evaluation

SUE Impact Analysis | SUE Detailed Analysis | **SUE Impact Results**

SUE Impact Results Status:

Based on your answers in the Impact Analysis, the recommended SUE Quality Level is

A

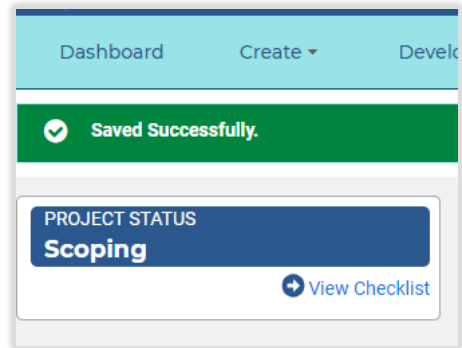
DUA SUE Quality Level Recommendation:

PM SUE Quality Level Decision:

Justification: Enter Justification for Quality Level

500 characters remaining.

The Utility Unit Oversight user must approve the SUE evaluation that the PM or Project Designer submitted as part of the Scoping status process. As before, find the evaluation by navigating to the Project Information screen and clicking and the **View SUE Impact Evaluation** link. The **SUE Impact Results** tab now includes an **APPROVE** button at the bottom right of the screen. Click to approve and look for a green “Saved Successfully” box at the top of the page just below the menu bar, confirming that the approval is registered in the system.



Enter Scoping Information on the Project Information Screen

Start entering scoping data on the **Project Information** screen. Go to the Project Information tab and press the **EDIT** button to the right of the heading and the menu tabs, near the Manage Project button.

Project Information | Location Information | Conflict Management | Supporting Work | Utility Milestones | Utility Costs & Funding | Design & Construction

Project Information

MPMS & Environmental Information

EDIT

Preliminary Evaluation

The top of the editing view has a radio button for the [Fast Path Project](#) selection. Underneath is the **Level of Complexity**. Use the dropdown selection box to indicate the appropriate level for the project.

Provide Preliminary Evaluation

Select if this project will be expedited through Fast Path. Fast Path Projects skip directly to the final design stage and do not require a survey of detail plans. Projects with limited utility impact have limited to no utility impact.

Fast Path Project: * This is NOT a Fast Path Project This is a Fast Path Project.

Select the level of complexity for this project based on your research. This is only a preliminary evaluation and the final decision will be made during the project.

Level of Complexity: *

Note: Major Facility Affected includes Railroad Pipeline or Transmission Facility

Next is an entry box for **Project Comments**. Comments entered here serve as general notes for the utility relocation project that display near the top of the landing page for the project in URMS, this Project Information screen. Press the **ADD PROJECT COMMENT** button below the box to publish a new note. The box just below that displays any comments entered previously.

Pennsylvania One Call

The optional **PA1Call Information** section follows the Preliminary Evaluation section. If no existing records are found, click the **+ ADD PA1CALL** button to open a modal window where a new entry is made. Complete all the fields in the window and **SAVE** the data to add the [PA1Call](#) information.

Segment Equalities

Data entered in the segment equalities section allows URMS to convert locations from Segments and Offsets to Stations and to GPS Coordinates. If preset during the Scoping phase, this conversion capability can come into play when location details are entered for utility conflicts later on.

The segment equalities entered in URMS should be based on the list of segment equalities from the project plan.

Start by clicking the **+ ADD SEGMENT EQUALITIES** button below the table, which opens a new row with multiple input boxes. Enter the SR, Segment, and Offset as well as the corresponding Station value. Then find the **Save** text button in the Actions column to the right to finish the entry. URMS calculates the Latitude/Longitude coordinates for the entry and displays them in the same row.

Continue to add all the segment equalities shown on the plan by repeating the process. The user can also click the **Edit** text button to revise an existing segment equalities record or the **Remove** text to delete it.

Enter Tabulation of Segment Equalities					
SR	Segment	Offset	Station	Latitude/Longitude	Actions
0006	0030	0010	0021+00		✓ Save ✕ Cancel 🗑 Remove
+ ADD SEGMENT EQUALITIES					

Scope Utility Involvement

The final section of the scoping information is for the optional scoping field view (SFV) data. Here the user may input a **Scoping Field View Date** for the scoping field view, if not already entered, along with any comments. If a comment is typed, click the **ADD PROJECT COMMENT** button to the bottom right of the input box in order for it to be saved to the project information.

Be sure to use the **SAVE** button at the very bottom right of the page to store any information entered. Note, the **View/Add Uploaded Files** link navigates to a different page in URMS, so any unsaved changes will be lost after clicking it.

Scope Utility Involvement

Scoping Field View Date:

[View/Add Uploaded Files](#)

Scoping Field View Comments:

This link to **View/Add Uploaded Files** brings the user to the Scoping Field View Documents page, where the existing SFV files are listed and where additional ones may be added. After uploading a file by selecting it or dragging it into the drop area, the file name shows at the bottom of the page, and the Document Type “Scoping Field View Documents” is automatically assigned. Press the **UPLOAD DOCUMENT** button just below to finish adding the file to URMS—it will then appear in the SFV document list above.

Project scoping can be finished by using the **COMPLETE SCOPING** button at the bottom of the page in the editing view if all the following are complete: [milestone dates](#) have been entered for the project, [utilities have been assigned](#), preliminary plans have been uploaded and reviewed, and required scoping information has been completed on the Project Page. If all the requirements have been met, the [Confirm Involvement Notification](#) can now be sent to utilities.

Enter Scoping Costs

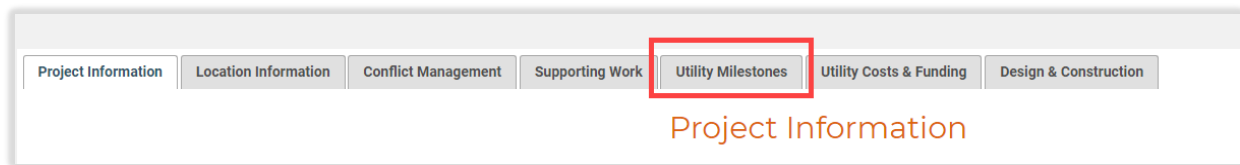
URMS allows a PennDOT user to enter a scoping-level estimate of relocation costs. These costs can be used as a level of magnitude estimate and can be compared with the utility funding programmed in MPMS.

These scoping costs are contained on the **Utility Costs & Funding** tab of the Project Information page. On that screen, press the **EDIT** button to be taken to the “Edit Utility Costs” page. Then press the **+ ADD UTILITY TYPE** button at the bottom to begin entering data in the table. The system captures costs at the Utility Type level, but notes can be added to the line to specify a utility or any other data to be recorded. Press the **Save** text button to store that data in the line. The system totals all costs entered. Use the **Edit** and **Remove** text in the table rows to revise a record.

Enter Milestone Dates

The Scoping phase also involves entering dates for the [Project Milestones](#). Milestone dates should be set before sending the [Confirm Involvement Notification](#) so the utilities’ tasks are given correct due dates.

Select a project to go to its Project Information screen. Click the **Utility Milestones** tab on the row of tabs above the project information.



Each milestone has a row of dates in the Utility Milestones section. Click inside one of the boxes in the **Project Schedule** column to highlight the text and type a new date.

Alternatively, click the calendar icon on the right side of the box to open a calendar and select a date. Be sure to click the **SAVE** button at the bottom right corner after making any changes.


















































Rather than entering or selecting each date individually, all the dates can be automatically generated for an MPMS project with the **USE MPMS SCHEDULE** button in the heading of the table. If Asta schedule dates are available for the project, another button allows for using those dates in the milestones table as well. URMS fills the Project Schedule column with the suggested schedule dates it calculated. These buttons are disabled if the let date for the project is empty. Only MPMS projects can use a suggested schedule—Department Force projects cannot.

[A screenshot of the Utility Milestones table is on the following page.]

Utility Milestones

Suggested schedules are based on the complexity of the utility involvement as determined by the District Utility Administrator; then calculated back from either the ASTA Let Date or the MPMS Let Date.

 Indicates Milestones that drive Task Due Dates

Utility Milestone (open/closed)	ASTA Suggested Sched	MPMS Suggested Sche	Project Schedule	Actual Dates
<input type="button" value="USE ASTA SCHEDULE"/> <input type="button" value="USE MPMS SCHEDULE"/>				
 Scope Utility Involvement Complete (0/3)	07/31/2020	07/31/2020 	07/31/2020 	08/06/2020 
Utilities Notified	08/06/2020	08/06/2020 	08/06/2020 	08/06/2020 
Verification Complete (0/2)	09/03/2020	09/03/2020 	09/03/2020 	08/06/2020 
 Final Design Plans Uploaded (0/2)	10/01/2020	10/01/2020 	10/01/2020 	08/06/2020 
ROW Plan	08/02/2020	08/02/2020 	08/02/2020 	
Final Design Plans Sent	10/08/2020	10/08/2020 	10/08/2020 	08/06/2020 
 Conflicts Resolved	12/17/2020	12/17/2020 	12/17/2020 	08/06/2020 
 Conflict Resolutions Approved (0/2)	12/31/2020	12/31/2020 	12/31/2020 	08/06/2020 
 D419 Complete (1/0)	01/14/2021	01/14/2021 	01/14/2021  	
 Draft Agreements to Utilities	01/12/2021	01/12/2021 	01/12/2021 	
 Agreements Signed	02/18/2021	02/18/2021 	02/18/2021 	
PS & E				
Let Date			03/25/2021	
Construction Start			05/24/2021	
Construction Complete			09/21/2021	
Project Closed			04/07/2023	

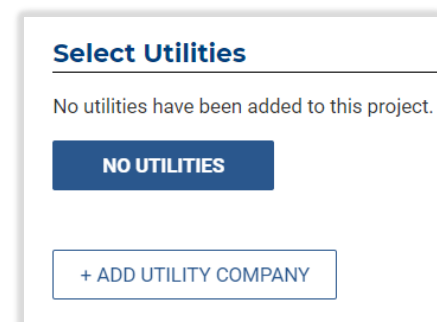
Assign Utilities and Contacts

Every utility company that has facilities within the project limits or could potentially be impacted by the highway project should be assigned to the project. If no utilities will be impacted, that must be specified in URMS as well.

While on the Project Page, click the **Manage Project > Project Team > Assign Utilities to Project**. The “Utilities & Contacts” page that follows has two options.

For projects with no impacted utilities, press the **NO UTILITIES** button under the “Select Utilities” section heading. A Confirmation message appears, alerting that this action will move the project directly into [Contract Development](#) status, bypassing the stages of Verification, Conflict Identification, and Conflict Resolution that are performed in a typical URMS project.

In many cases at least one utility will be added to the project. The **+ ADD UTILITY COMPANY** button opens a modal window



giving a list of utilities for selection. Within this window, use the input boxes at the top to filter the options by entering the filter criteria and clicking the **APPLY** button.

If a utility appears in the Utility Name autofill options but no records are found after pressing **APPLY**, the utility may be set as inactive in URMS. First, be sure there is no duplicate of that utility which is already active. Then follow the steps in [Editing Utility Company Information](#) to change the **Is Active** field in the Utility Information section.

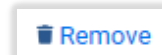


Any utility with a flag icon beside its name is missing necessary details in its contacts or service area information. It cannot be added to a project until that required information is completed. See the link above for editing utility company information.

Once the utility's checkbox is selected, use the **ADD** button at the bottom right to add the utility to the project and close the modal window, or use the **ADD & SEARCH AGAIN** button to add the utility and continue searching and selecting more.

Utility Name	Utility Type	County
<input type="checkbox"/> First Energy Corp	Electricity	5404 Evans Road, Erie, PA 16509
<input type="checkbox"/> GVG test Utility	Electricity	123 camp hill, Camp Hill, PA 17011
<input type="checkbox"/> HW Oil and Water	General	100 Main street, Hummelstown, PA 17036

The Utility Name, Address, and Type now show in the “Utilities & Contacts” screen. If a selected utility should be removed from the list, use the **Remove** button near the right end of the utility's information line.



Now the contact(s) can be added for the utility for the project. Click **+ ADD CONTACTS** just below the utility's name to open the “Select Contact” modal window with a list of all the contacts that have been created for that utility. Select and submit any of them for inclusion in the project. Selected contacts will show under the utility in the Utilities & Contacts screen.

If the contact that you would like to add to the project cannot be found, you can add that contact as described in [Creating Contacts](#).

A utility may have a default contact established for the region in which the project exists. If so, that contact is automatically added to the project for that utility, rather than the user selecting a contact. See the [Creating Service Areas](#) section for guidance on setting a utility's default contact for a service area.

Be sure to click the **SAVE** button at the bottom right of the screen after the utilities and their contacts have been added. If the user attempts to save a utility to the project without adding a contact for the utility, URMS displays an error message and does not save the added utility.

Send Confirm Involvement Notification

Utilities are notified about the upcoming PennDOT project using the Confirm Involvement Notification. To send this notification to a utility, preliminary plans must have been uploaded and approved so they can be delivered as part of the notification process. In addition, the project scoping must have been completed using the **COMPLETE SCOPING** button in the editing view of the Project Information tab.

Click the **Manage Project** button on the Project Page and choose **Workflow Notification** in the dropdown menu. URMS navigates to the “Project Workflow Notification” page.

From this page, the notification can be sent to all utilities at the same time using the **CONFIRM INVOLVEMENT NOTIFICATION** button or only to selected utilities using the **SEND** buttons shown below.

The notification is sent to the utility contact(s) designated on the “Add Utilities” screen. If the recipient is a registered user in URMS, they can use the link in the email to open the utility involvement page in the system. If not a registered user, they are instructed to fill out an attached PDF form and return it to the given PennDOT contact. Non-business-partner recipients can also click a link in the email to open a page on which the project plans are provided. This page does not require a login to be viewed.

If the project is a [Fast Path](#) project, final plans must have been uploaded and approved before the notification can be sent. For Fast Path projects, the email sent to the utility includes the Engineering Authorization project notification letter as an attachment, in addition to the Utility Involvement Form. If not Fast Path, the email only includes the involvement notification attachment.

Project Workflow Notifications

Send Workflow Notifications

CONFIRM INVOLVEMENT NOTIFICATION

SEND UPDATED PDP

RESOLVE CONFLICTS NOTIFICATION

SEND UPDATED FDP

NTP & HOP NOTIFICATION

Utility Notifications

Utility - Utility Type	Confirm Involvement Notification	Resolve Conflicts Notification	NTP & HOP Notification
Organization 1 - Electric	SEND	SEND	SEND
Organization 4 - Cable Television	SEND	SEND	SEND
Organization 4 - Authority	SEND	SEND	SEND
Organization 4 - Electric	SEND	SEND	SEND
Organization 3 - Authority	SEND	SEND	SEND

Project Status 2 - Verification

After the Confirm Involvement Notification is sent to the utilities, the project status progresses to Verification. During the Verification status, the utilities are requested to confirm if they are within the project's limits and therefore need to be involved in utility coordination efforts.

Review Preliminary Plans and Confirm Involvement

The utility contact receiving the Confirm Involvement Notification has the responsibility to review the project plans and determine if the utility is involved in the project, indicating whether it has facilities within the project limits.

A registered URMS user can follow the link in the email notification to the **Utility Involvement** page. Alternatively, to manually navigate to the form in URMS, go to the relevant project and then use the menu for **Manage Project > Relocation Forms & Requests > Utility Involvement**.

A recipient who does not have a URMS user ID is instructed in the email to fill out an attached form and return it to the given PennDOT contact. A link in the email body allows the recipient to open a page on which the project plans are provided, which does not require logging in to the system.

The Utility Involvement page displays all files that have been uploaded for the project in URMS. This screen is where the preliminary plans are available for review. The user can open any of these documents by clicking on the file name to download it.

If a PennDOT user is completing the involvement form on behalf of a utility, begin by selecting the utility and its type from the dropdown options. Next enter the date the utility's information was received in the **Date Received** box. Near the bottom of the page, answer the question of the utility being within project limits.

Utility Involvement

Utility Involvement
Utility Attachments and Materials
Location Information
Marked-Up Plans

Utility Information

Utility/Utility Type:

Date Received:

Review Project Documents

File Name	Document Type	Timestamp	Size
URMS UAT Preliminary Plan.pdf	Preliminary Plans	10/23/2020	0.54

Utility Within Project Limits

Is Utility Within Project limits? Yes No

Request to incorporate the adjustments into the department's highway contract

CANCEL
SAVE
SUBMIT
CONTINUE >

If the user is from the utility, the utility’s name and type should already be mentioned at the top. Start completing the involvement by indicating whether the utility is within the project limits.

Just below this field is a check box to **Request to incorporate the adjustments into the department’s highway contract**. Upon selecting this option, the user is notified that an [Incorporated Work](#) Request form will need to be uploaded for the project.

If “No” to the utility being within project limits, then complete the involvement form by clicking the **SUBMIT** button at the very bottom right, which is available once all required fields are filled. A green bar across the top of the page confirms the submission was successful.



If the selection is “Yes,” the **CONTINUE** button at the bottom right becomes available, along with the tab **Utility Attachments and Materials** to which the button navigates.

On the “Utility Attachments and Materials” page, indicate if future work is planned. Choosing “Yes” generates a new empty table in the **Work Planned** section. Click the **+ ADD WORK PLANNED** button and fill in all fields in the modal window.

Similarly, choosing “Yes” for the **Underground Materials** section adds a new table to the section as well as a button to **+ ADD MATERIAL**. Click the button to open another modal window, then fill in all its fields, and **SAVE** the information to see it added to the table list in Underground Materials.

The screenshot shows the 'Utility Attachments and Materials' form. At the top, there are tabs for 'Utility Attachments and Materials', 'Location Information', and 'Marked-Up Plans'. The main title is 'Utility Attachments and Materials'. Under 'Utility Information', the Utility Name is 'SYST utility' and the Utility Type is 'Electric'. The 'Work Planned' section asks 'Do you have any future work planned within Project Limits? (ex. facility replacements, facility expansion)'. The 'Yes' radio button is selected and highlighted with a red box. Below this is a table with columns: Work Type/Description, Start Date, SR, Begin Segment, Begin Offset, Begin Lat/Long, End Segment, End Offset, End Lat/Long, and Actions. One row is visible: 'Replacement of existing', '03/02/2020', '1024', '0010', '0010', '40.1885566/-76.3252414', '0010', '0030', '40.1885762/-76.3251744', and an 'Edit' icon. Below the table is a button '+ ADD WORK PLANNED' highlighted with a red box. The 'Underground Materials' section asks 'Are Underground Material located within Project Limits?'. The 'Yes' radio button is selected and highlighted with a red box. Below this is a table with columns: Material Used, Install Year, SR, Begin Segment, Begin Offset, Begin Lat/Long, End Segment, End Offset, End Lat/Long, and Actions. One row is visible: 'Plastic', '2010', '1024', '0010', '0010', '40.1885566/-76.3252414', '0010', '0030', '40.1885762/-76.3251744', and an 'Edit' icon. Below the table is a button '+ ADD MATERIAL' highlighted with a red box.

The Utility Attachments and Materials page also lists any Bridges within Project Limits and Bridge Occupancy Licenses. The last section is Attachments to Bridges. Click the **+ ADD ATTACHMENT** button to open another modal window. Fill the required fields for the selected bridge within the project limits, then click **SAVE** to close it.

Use the **SAVE** button at the bottom right of the page at any time to save the data entered and continue working on the page. Click the **CONTINUE** button to finish the page and move onto the “Marked-Up Plans” tab.

Upload Marked-up Plans

As part of the Confirm Involvement process, utility companies should upload as-built plans or marked-up PennDOT plans that show the location of existing facilities. The lower part of the Marked-Up Plans tab has a section to upload documents for the marked-up plans. If marked-up plans exist for the project, drag and drop a file into the “DROP FILES HERE” space or click the **SELECT FILES TO UPLOAD** button and choose the document from the computer’s folders. Once the file uploads and the file name appears at the bottom of the page, select a **Document Type** and type in any notes.

File Name	File Size (MB)	Document Type	Notes
markedup_plans.pdf	1.853	- Select - - Select - Utility As-Built Utility Mark-Up Documents	

Alternatively, if there are no as-builts or marked-up plans for the project, click the checkbox for **No plans to provide at this time** near the middle of the page.

Marked-Up Plans

Utility Information

Utility Name: SYST utility
Utility Type: Electric

Uploaded Marked Up Plans Documents

Please upload Marked-up Preliminary Plans and any As-Built that could assist the Department in accurately depicting the location of your facilities on the highway and bridge plans. If no plans are available please indicate by checking the “No plans available” checkbox.

No plans to provide at this time

Once the “Marked-Up Plans” page is complete, click the **SUBMIT** button at the bottom right to finish the utility involvement confirmation. A green bar across the top of the page confirms the submission was successful.



Set Utility Project Team

Just as the [PennDOT project team](#) must be established, the utility should also assign the user(s) for its team in URMS. These designations determine who will receive tasks to complete in the system. As a utility user, go to the Project Page and choose **Manage Project > Project Team > My Utility Team**.

The Project Team page that opens has a list of roles in the utility team, each with a box of dropdown options. Use the boxes to assign an individual from the utility to each of the required roles. After selections have been made, click the **SAVE** button to save the entries.

The utility contacts chosen for each role will then be seen on the Project Contacts page. To view the project contacts, go to **Manage Project > Project Team > Project Contacts List**.

Utility Team

Utility Name/Type: TLC Water Authority

Utility Administrator: *

Utility Design Coordinator: *

Utility Construction Coordinator: *

SAVE

Incorporated Work

After the Confirm Involvement notification has been received, the utility can begin the incorporated work process by submitting the incorporated work request. The request should meet the standards established by DM-5. Access the Incorporated Work Document List from the Project Page at **Manage Project > Relocation Forms & Requests > Incorporated Work**.

By default, the Incorporated Work Document List is empty. Click the **UPLOAD/REVIEW DOCUMENT** button to open the page for uploading new incorporated work documents. On that next screen, the line in the top-most section for **Utility - Utility Type** should already be filled in with the utility of the user who is completing the form.

[< Return to Document Group List Page](#)

Upload Incorporated Work Documents

Upload Incorporated Work Documents **Status:** **Last Review Date:**

Utility - Utility Type: Somuch Electric Co. - Electric


Incorporated Work Documents

File Name	Version	Document Type	Date Uploaded	File Size (MB)	Notes	Action
No records found.						

Upload Incorporated Work Documents

Maximum allowable file size is 500 MB.

SELECT FILES TO UPLOAD



DROP FILES HERE

File Name	File Size (MB)	Document Type	Notes	Action
No files uploaded.				

SUBMIT **CANCEL**

Go down to the Upload Incorporated Work Documents section. Use the button or the drag-and-drop space to upload a new file. Once the File Name appears at the bottom of the page, select **Incorporated Work Request Letter** for the **Document Type**. Optionally enter a note in the last column, then press the **SUBMIT** button to the bottom right.

File Name	File Size (MB)	Document Type
incorp_work.pdf	0.025	- Select - - Select - Incorporated Work Request Letter

Look for a green bar across the top of the page confirming the upload was successful. Likewise, the new file will be listed in the **Incorporated Work Documents** section above the upload area as well as on the previous page, the Incorporated Work Document List.

 **File(s) Uploaded Successfully.**

The incorporated work document is now in “Pending District Review” status.

Next, the District Conflict Coordinator must review the new document. Go to the Project Page, then **Manage Project > Relocation Forms & Requests > Incorporated Work**. The submitted document should be showing in the list.

Open the reviewing screen by clicking **Review** in the Actions column or by clicking the **UPLOAD/REVIEW DOCUMENT** button below. On the “Upload Incorporated Work Documents” page, first choose the **Utility - Utility Type** from the selection box at the top.

The incorporated work document(s) that the utility uploaded are listed in the next section down. Click the blue File Name of a document to download it, then open and review the downloaded file.

When the review is finished, go to the bottom right corner and press **APPROVE** to approve the incorporated work request or **RETURN FOR MORE INFO** to return the request to the utility to make necessary changes. Choosing to return it requires a reason to be typed into a modal window, which will then generate an email notification to the person that submitted the request.

If the project is a local project, the request must also be reviewed by the team member in the Utility Unit Oversight role. In this case, after approval by District staff, the request enters the status “Pending Utility Oversight Review.” The Utility Unit Oversight role can find the task in the Upcoming Tasks table of the Dashboard or find the Incorporated Work Documents List through the **MANAGE PROJECT** button on the Project Page. Follow the same steps as above to review the document. Once the Utility Unit Oversight role approves the incorporated work form, the request process is complete.

If an incorporated work form was returned, the utility must return to the Incorporated Work Document List. Press the **UPLOAD/REVIEW DOCUMENT** button. On the following page, the previously uploaded file is given in the Incorporated Work Documents. Update the file by clicking the **Update** action text at the far-right end of the same line. This action opens a modal window in which to add the new version of the document. Use the button to select the file or drag and drop the file into the upload area. Once the file finishes loading in the window, optionally enter a **Note**, then press the **UPLOAD** button.

< Return to Document Group List Page

Upload Incorporated Work Documents

Upload Incorporated Work Documents **Status:** Pending District Review **Last Review Date:**

Utility - Utility Type: Somuch Electric Co. - Electric

Incorporated Work Documents

File Name	Version	Document Type	Date Uploaded	File Size (MB)	Notes	Action
incorp_work.pdf	3	Incorporated Work Request Letter	04/07/2020	0.025		Delete Update

The update applied to the document is reflected in the [Version](#) field in the file list. Updating the version puts the request back into **Pending District Review** status until the PennDOT staff reviews it again.

Once the request has received all required approval, it will be displayed as “Approved” in the Status column on the Incorporated Work Document List.

Authorization for Preliminary Engineering

If a utility expects to incur reimbursable costs during the Confirm Involvement phase, it may request Authorization to Proceed with Preliminary Engineering (PE) from PennDOT. The utility requests this authorization outside of URMS by contacting the District Utility Unit directly. If PennDOT approves the request, the District Utility Unit will create an Authorization to Proceed with Preliminary Engineering letter (Figure A-520) and upload it to URMS. The utility may then review and download or print the letter from URMS. In the case of a local project, the sponsor’s users can upload the PE letter.

PennDOT or the sponsor can manually send the PE Authorization letter to a utility from the Project Workflow Notifications page at **Manage Project > Workflow Notification**. The right side of the top section has the **SEND PRELIMINARY ENG AUTH** button, which sends the authorization notification to all involved utilities that have not received it yet. Utilities on the project that are not involved do not receive the PE. Before the notification can be sent, the project must be out of Scoping and all utilities must have responded. This button is deactivated for [Fast Path](#) projects.

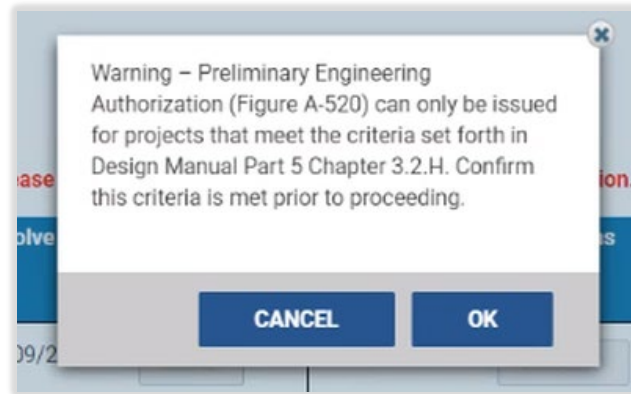
The notification email provides the PE letter as a file attachment. For registered business partners, the email includes a link to the Project Information page in URMS.

< Return to Project Page

Project Workflow Notifications

Send Workflow Notifications

A warning message displays to remind the user to make sure the project meets the criteria required in DM-5.



When the notification is sent, the PE Authorization document for each utility is saved to the Project Documents.

[Request Authorization to Use Consultant Engineer](#)

Many utility companies employ engineering consultants to perform utility coordination activities. URMS allows those consultants to work on behalf of the utility company within the application. If a utility's engineer has not yet been authorized to work on the utility coordination and design for the project, proceed as described in the [Consultant Agreements](#) section.

[Test Hole Request and Approval](#)

Test holes are often used to locate subsurface utility facilities. Entering the highway right-of-way to dig a test hole requires a test hole permit.

If the test hole permit is for a SUE consultant, the first step is for PennDOT to select a user from the consulting company for the "SUE Consultant" role in the [PennDOT Project Team](#). Then a PennDOT user can choose the consulting company on the "Test Hole Requests" page instead of choosing a utility.

To start the test hole request process, go to **Manage Project > Relocation Forms & Requests > Test Hole Requests**.

The "Test Hole Requests" page shows all existing test hole records in table format. Find the **+ ADD NEW REQUEST** button below the table, which opens the Test Hole Request editing view. This page contains project information followed by test hole locations, traffic control patterns, and supporting documents. Any previously entered locations, traffic control patterns, and documents will be showing in each of their respective tables.

First, fill out the "Project Information" section. Select the utility from the dropdown input box, then enter a date in the **Received Date** box. Also type any **Permit Conditions** in the large entry box.

Next click the **+ ADD LOCATION** button in the Test Hole Locations section of the page. A modal window contains required entries for the user to complete.

After the location information is entered and saved, the new record appears in the table of test hole locations. Records are editable using the **Edit** or the **Remove** actions on the right end of the table.

For the traffic control patterns, click the **+ ADD PATTERNS** button. A modal window appears containing a list of Pennsylvania Typical Application (PATA) documents. Each of the documents is available for viewing as a PDF with the **Open** text button on the right side of each line. This button downloads the PDF file to the user’s computer; look for it at the bottom of the browser screen or in the computer’s Downloads folder.

Click the **SAVE** button to save any selections and close the window.

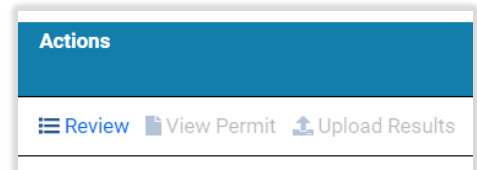
Figure #	PATA Name	Description	
<input type="checkbox"/> 102	short term, conventional highway, any no. of lanes	Work space on or beyond the shoulder (minor roadway encroachment)	Open
<input type="checkbox"/> 103	short term, conventional highway, any no. of lanes	Work space has a major encroachment on the roadway	Open
<input type="checkbox"/> 107	short term, conventional highway, two lanes	Work in one lane; two flaggers	Open
<input type="checkbox"/> 112	short term, conventional highway, two lanes	Flagger on closed lane approach; AFAD at the other end	Open
<input type="checkbox"/> 113	short term, conventional highway, two lanes	AFAD on closed lane approach; flagger at the other end	Open
<input type="checkbox"/> 122	short term, conventional highway, 3+	Work space in the two-way left turn lane	Open

Take note of the **Pavement Cut** checkbox below the **+ ADD PATTERNS** button. If the user marks that the pavement cut will be performed, a restoration plan must be uploaded as a supporting document.

File Name	File Size (MB)	Document Type	Notes	Action
restoration_plan.pdf	1.853	Restoration Plan		Delete
		- Select -		
		Restoration Plan		
		Test Hole Supporting Documents		
				CANCEL SAVE APPROVE

Use the **SAVE** button to save any information entered and continue editing. Once all the information is complete, click to **SUBMIT** the request. The new request then shows on the Test Hole Requests page in “Submitted” status with the date it was entered.

Next, the DURA reviews the request for approval. Go to the Test Hole Requests page, find the new request in the table, and click the **Review** text in the **Actions** column.



The District user then sees the same screen on which the test hole information was entered by the utility. Entries are editable, and new records can be added for test hole locations, traffic control patterns, and documents. Review the information in each section, then find the buttons at the bottom right of the page.

CANCEL returns to the previous screen without saving any edits.

RETURN FOR MORE INFO sends the request back to the utility. A modal window opens that requires a reason to be typed in to explain to the utility what is still needed before approval. An email notification is sent to the person that submitted the request, and the request is put into “Returned” status until the utility user makes changes and submits it again.

APPROVE completes the test hole request, which will then show in “Approved” status. On the Test Hole Requests page, the Actions column has new actions available for the request: **View Permit** downloads a PDF of the test hole permit, and **Upload Results** opens the page, “Upload Test Hole Results.”

After the test hole is dug and the utility’s facility location is confirmed, the results can be uploaded to URMS. The first section of the **Upload Test Hole Results** page shows any existing results documents that were previously uploaded. The second section provides a space to upload a new document.

[The test hole upload instructions continue on the following page.]

[< Return To Test Hole List Page](#)

Upload Test Hole Results


Uploaded Test Hole Results

File Name	Version	Document Type	Date Uploaded	File Size (MB)	Notes	Action
No records found.						

Upload Test Hole Results Documents

Maximum allowable file size is 500 MB.

SELECT FILES TO UPLOAD



DROP FILES HERE

File Name	File Size (MB)	Document Type	Notes	Action
test_hole_results.pdf	0.025	Test Hole Results		Delete

UPLOAD DOCUMENT

Once the file uploads and the file name appears at the bottom of the page, select **Test Hole Results** for the **Document Type**, optionally type any notes, and click the **UPLOAD DOCUMENT** button to finish. Look for a green bar across the top of the page confirming the upload was successful. Likewise, the new file will then be listed in the first section for existing uploaded test hole results.

Close Out Verification Status

The District Conflict Coordinator closes the Verification status of a project by completing a review of the involvement for all utilities added to the project. From the Project Page, navigate to **Manage Project > Utility Forms & Requests > Utility Involvement (All Utilities View)**.

Review the Utility Indicators section at the top of the “Utility Involvement (All Utilities View)” page. The added utilities are listed with their responses to each of the fields in the [Utility Involvement form](#): within project limits, work planned, underground materials, plans provided, and incorporated work. These fields should all be populated with either “Y” or “N” (Yes or No) in the table; ensure there are no “null” values, which indicate questions that have not been answered yet.

Utility Involvement(All Utilities View)

Utility Indicators

Utility Name - Utility Type	Project limit Indicator	Work Planned Indicator	Underground Material Indicator	Plans Provided	Incorporate Work Ind
acme electric - Electric	Y	N	N	Y	N
Somuch Electric Co. - Electric	null	null	null	N	null

Check this field if all the utilities have completed the Involvement.

SAVE

ADD UTILITY INVOLVEMENT

Work Planned

A District user may enter the involvement confirmation on a utility's behalf using the **ADD UTILITY INVOLVEMENT** button beneath the Utility Indicators table. This opens the Utility Involvement page, on which the user can select the utility from a dropdown box, enter the date the information was received from the utility, and answer if they are within the project limits. If yes, continue through the tabs on the Utility Involvement page and complete all the fields. The [Confirm Involvement](#) section of the User Guide explains these tabs further. Remember to **SAVE** any revisions or **SUBMIT** the completed involvement.

Another way to review the project documents submitted by one of the utilities is to click the blue Utility Name in the table, which also opens the Utility Involvement form.

The sections following the Utility Indicators provide any information that has been entered for work planned, underground materials, and attachments to bridges for each of the utilities.

If the reviewer confirmed the involvement is complete for every utility, click the box to **Check this field if all the utilities have completed the Involvement** found in the "Utility Indicators" section. Then also press the **SAVE** button next to the check box. Look for a green bar across the top of the page indicating the input was saved successfully. The project should now be in Conflict Identification status.

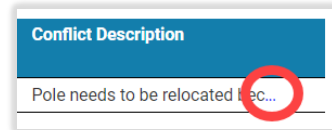
 **File(s) Uploaded Successfully.**

Project Status 3 - Conflict Identification

The Utility Conflict Matrix

Conflicts entered for a project in URMS are displayed together in a utility conflict matrix (UCM). The UCM is on the Project Page in the **Conflict Management** tab. This screen displays a table with a row for each conflict that has been entered for the project. All the completed fields defined for the conflicts are visible in the table; scroll to the right to see more columns.

If the conflict description overflows the available space, click the ellipsis ("...") at the end to show the entire text.



Conflict ID	Owner ID	Utility Name	Utility Type	Action	Date Created	Local Road Name	State Route	Section
Select One		Clear all Filters		Select One		Select One		Select One
698		Columbia Gas of Pennsylvania, Inc.	Natural Gas	Edit Remove	02/21/2020		0010	16M
699		Columbia Gas of Pennsylvania, Inc.	Natural Gas	Edit Remove	02/21/2020		0010	16M
700		Columbia Gas of Pennsylvania, Inc.	Natural Gas	Edit Remove	02/21/2020		0061	16M
701		First Energy Corp	Electric	Edit Remove	02/21/2020		0010	16M
702		First Energy Corp	Electric	Edit Remove	02/21/2020		0010	16M
703		Zayo Group LLC	Telecomm	Edit Remove	02/21/2020		0010	16M
704	703	First Energy Corp	Electric	Edit Remove	02/21/2020		0010	16M
705	703	PPL Electric Utilities Corporation	Electric	Edit Remove	02/21/2020		0010	16M
706		Zayo Group LLC	Telecomm	Edit Remove	02/21/2020		0010	16M
707	706	First Energy Corp	Electric	Edit Remove	02/21/2020		0010	16M
708	706	PPL Electric Utilities Corporation	Electric	Edit Remove	02/21/2020		0010	16M
709		First Energy Corp	Electric	Edit Remove	02/21/2020		0010	16M
710		First Energy Corp	Electric	Edit Remove	02/21/2020		0010	16M
711		National Fuel Gas Distribution Corporatio	Natural Gas	Edit Remove	02/21/2020		0010	16M
712		National Fuel Gas Distribution Corporatio	Natural Gas	Edit Remove	02/21/2020		0010	16M

The PennDOT user can edit an existing conflict by clicking the **Edit** text in the Action column. This opens the Manage Conflict screen in which conflict information can be changed.

The Manage Conflict screen has additional tabs of details as well. **Documents** lists any files that were included in the conflict entry and allows for uploading new files. The **RPI** tab gives a table list of any [Property Interest](#) associated with the conflict. Lastly, **Resolution(s)** shows resolutions entered in the system for the conflict.

[< Return to Utility Conflicts](#)

Manage Conflict

Conflict
Documents
RPI
Resolution(s)

Conflict#: 2374

Utility Name: * **Utility Type:** *

Conflict Description: *

472 characters remaining.

The top right space of the screen displays the users who created the conflict and most recently modified it, along with the dates of those actions. Below those details is a link to the [Conflict Field Glossary](#) that outlines the fields on this page.

Created by: districttraining1 dua 02/23/2021

Last Modified by: districttraining1 dua 02/23/2021

[Conflict Field Glossary](#)

At any point on the “Manage Conflict” page the user can click the text to **Return to Utility Conflicts** in the upper left corner to go back to the overall “Conflict Management” page.

Next to the Edit button in the “Action” column of the UCM, the **Remove** action deletes the existing conflict from the project. Conflicts cannot be removed after the project advances from Conflict Identification status to Conflict Resolution.

Whereas PennDOT staff see all the conflicts of the project on the Conflict Management screen, utility users only see the conflicts in which their own utility is involved. Capabilities are limited as well. In the **Action** column of the table, the Remove action is unavailable. The utility does have the **Edit** action in each row of the matrix to open the **Manage Conflict** screen for that conflict. However, they primarily can only view the fields of information on the page, which are grayed out, except for a select few that are editable, such as the size, material, and ID of the facility. In the **Document** tab of the Manage Conflict screen, the utility can upload additional documents to the conflict record.

For a description of each data field in a conflict in URMS, view the Glossary of Conflict Fields below.

Project Information
Location Information
Conflict Management
Supporting Work
Utility Milestones
Utility Costs & Funding
Design & Construction

Conflict Management

Utility Conflicts

Conflicts entered and ready for Utility Resolutions SAVE

Conflict ID	Owner ID	Utility Name	Utility Type	Action	Date Created	Local Road Name	State Route	Section	Begin Station
		Select One		Clear all Filters		Select One	Select One	Select One	Select One
514		Organization 1	Electric	✎ Edit ✖ Remove	09/17/2019		0022	D20	0000+21
515	514	Organization 4	Electric	✎ Edit ✖ Remove	09/17/2019		0022	D20	0000+21
516	514	Organization 4	Authority	✎ Edit ✖ Remove	09/17/2019		0022	D20	0000+21
522		Organization 4	Authority	✎ Edit ✖ Remove	09/17/2019		0366	D20	
523		Organization 1	Electric	✎ Edit ✖ Remove	09/18/2019		0366	D20	
524	523	Organization 1	Electric	✎ Edit ✖ Remove	09/18/2019		0366	D20	
525		Organization 1	Electric	✎ Edit ✖ Remove	09/18/2019		0366	D20	

+ ADD CONFLICT

Glossary of Conflict Fields

Conflict ID – The unique identification number assigned to the conflict in URMS

Owner ID – For attachers, the Conflict ID for the facility on which it is attached

Name/Description

Utility Name – A dropdown list provides options of utilities to choose from based on the utilities that have been added to the project in URMS for involvement.

Utility Type – A dropdown selection that populates based on the Utility Name selected; only types previously defined for the chosen utility will be available.

Conflict Description – A required text box in which to type a brief statement that makes the specific conflict easily identifiable.

Location Information

County – Pre-populates with the project’s county pulled from the MPMS data.

SR – State Route number on which the occupancy falls, selected from a dropdown list with all possible SRs in the county.

Local Road Name – An optional entry for the name of the road where the occupancy is located.

Occupancy Type – Located, Crossing, Longitudinal, or Project Wide.

- Located – A facility at a single point location.
- Crossing – An underground facility that crosses underneath the roadway from one side to the other.
- Longitudinal – An underground facility running generally parallel to the roadway.
- Project Wide – Includes all facilities of a utility within the project limits. This occupancy type applies to facilities that all must be adjusted vertically to a new roadway elevation. Typically, this involves facilities such as valves, vaults, and manholes that lie within the paved roadway.
 - Selecting “Project Wide” will gray out all the fields except for Facility Type, Installation Date, ROW Established, Recommendation, and Estimated Cost.

Station or Segment – A dropdown selection to define the location either by segment information or by station information.

Begin Station – The station location of a located occupancy, or the station marking the beginning of a longitudinal or crossing occupancy. If the user does not type the number in station format of #####+### (e.g., “0021+10”), URMS automatically attempts to convert the digits entered.

Direction – The direction of travel for the portion of the roadway where the conflict is located. This field is only activated for areas of divided highways or if [Segment Equalities](#) have not been defined.

Center Station – The middle point of a crossing occupancy; only available for input if “Crossing” is indicated in the Occupancy Type field.

End Station – The station marking the end of a longitudinal or crossing occupancy.

Begin Segment – The segment location of a located occupancy, or the segment marking the beginning of a longitudinal or crossing occupancy. The dropdown options are limited based on the project’s defined limits.

Center Segment – The segment marking the middle of a crossing occupancy; not relevant to located or longitudinal occupancies.

End Segment – The segment marking the end of a longitudinal or crossing occupancy. The dropdown options are limited based on the project’s defined limits.

Begin Offset – The place within the Begin Segment where the located facility is found or where the longitudinal/crossing facility starts; the offset is the number of feet from the beginning of the segment.

Center Offset – The place within the Center Segment where the crossing facility lies; not relevant to located or longitudinal occupancies.

End Offset – The place within the End Segment where the longitudinal or crossing facility ends; the number of feet from the beginning of the End Segment.

C/L Distance – The distance of the conflict from the road’s centerline in feet. For a linear conflict, record the distance to the closest point of the conflict.

L/R – The side of the road on which the facility lies: Left, Right, or Crossing.

Conflict LF – A number value for the linear feet of the conflict, measured along the centerline of the facility.

Facility Information

Location Type – Aerial pole owner, Bridge Attachment, or Underground.

Facility Type – a dropdown list of types corresponding to the service being provided by the utility’s facility (e.g., Cellular, Electric, Municipal, Unknown).

Depth – Depth underground that an underground utility line lies in feet.

Duct Bank – Yes or No for an underground facility; grayed out for other facilities.

Duct Count – Typed numeric value; grayed out if there is no duct bank.

Size – The diameter of an underground utility facility in inches.

Material – A dropdown list to choose the facility’s primary material. Located (pole) conflicts should identify the material of the pole.

Facility ID – A unique identification value that the utility has designated for the facility.

Attacher Facility ID – Typed alphanumeric value to create an identifier for the attacher/rider (only displays when adding and attacher conflict).

RPI Information

Existing ROW Status – A dropdown selection of Required, Existing Legal, Private, or Unknown to indicate the type of right-of-way in which the facility is currently located.

Applies to Proration – “Yes” if the conflict is a physical conflict that should be used for RPI proration calculations; “No” if the required ROW is overtaking the facility only and relocation is not needed (will not be used for proration calculation).

Substitute ROW – An indication of whether the utility will request substitute right-of-way. Yes, No, or Potential. The utility will only be able to request substitute right-of-way if the field is set to Yes or Potential.

Real Property Interest – The status of a real property interest claim by the utility. The field is filled in during the [RPI process](#) only if the utility is claiming RPI.

Installation Date – The date that the facility was installed in its current location. The field is filled in during the RPI process only if the utility’s facility is within the legal right-of-way.

ROW Established – The date that the legal right-of-way was acquired. The field is filled in during the RPI process only if the utility’s facility is within the legal right-of-way.

Compensable Linear Feet – The linear feet of the conflict that are compensable based on a determination of real property interest. The field is filled in during the RPI process.

Private Status Eligibility – A private status will be granted to a conflict that is overtaken by required right-of-way. A utility with private status will have a private status agreement (if not moving or receiving no reimbursement) or have private status added to reimbursement agreement. This field is filled in during the RPI process.

[Conflict Analysis](#)

Conflict Determination – The recommended action to be taken to resolve the conflict.

- Accommodate in Place (Private Status req.) – The facility does not have to be moved to resolve the conflict. This option is mostly used for conflicts that involve a facility that is in the required right-of-way but is not impacted by construction activities. This conflict does not require a resolution.
- Adjustment in Place – The facility will be vertically adjusted while remaining in the same location.
- Avoided (via Design Change) – The conflict was identified but was later completely avoided by a change in the project’s design. This option allows the conflict to remain with the project for complete documentation and requires the entry of the cost savings of the avoided conflict. This conflict does not require a resolution.
- Not Affected – This facility was identified as a conflict but was later determined to not be affected by the project. This conflict does not require a resolution.
- Provide outage – Long Term
- Provide outage – Short Term
- Protect in Place (requires utility resolution)
- Relocate facility – Permanent
- Relocate facility – Temporary
- Remove facility – Permanent
- Remove facility – Temporary
- Undetermined

Estimated Savings if Avoided – Approximate expected dollar amount saved by avoiding the relocation of this conflict. This field is only activated if the Conflict Determination is set to Avoided (via Design Change).

SUE Level – SUE level for the conflict - A, B, C, or D.

Test Hole # – a number value typed by the user for a test hole involved in the underground facility relocation. The input box is grayed out unless “Underground” is chosen for the Location Type.

Add Conflicts

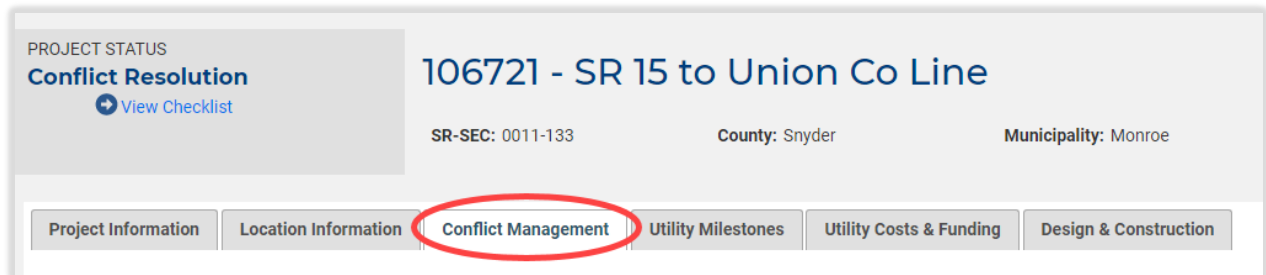
A conflict is the portion of a utility's facilities located within the limits of a project that requires protection, adjustment, or relocation to permit the safe and economical construction, maintenance, and operation of the highway or bridge. A conflict also exists when a utility's real property interest is subject to property damages from the acquisition of right-of-way for the project.

The conflicts created for a project are used to calculate the proration percentage for any reimbursement that a utility may be entitled to.

The defined limits of a conflict should reflect the actual portion of a facility impacted by the project, and the conflict may be smaller than the full length of the facilities the utility chooses to relocate or adjust.

Each facility with a single location is considered "located" and is identified as its own individual conflict. Facilities can also have a "project wide" location designation when numerous similar facilities exist throughout the project area and require adjustment.

The Project Manager and District Utility Unit identify the utility conflicts for a project and enter them into URMS. A utility may add additional work outside of those conflicts, categorized as [Supporting Work](#). A conflict or supporting work item cannot be added for a utility designated as [not involved](#).



View conflicts for a project by navigating to the Conflict Management tab on the main landing page of a project. The Conflict Management area contains a table with a row of information for each of the existing conflicts, which can be filtered using the selection options under the table headers. To define a new conflict, click **+ ADD CONFLICT** below the table.



The resulting page that opens has many entry fields, with which the user gives all necessary details pertaining to the conflict, including a recommendation for the action to take to resolve it.

Complete the entries, then find the four action buttons following them. Choosing **CANCEL** returns to the "Utility Conflicts" screen without saving any of the information entered, while **SAVE** completes the conflict creation (if all required fields have been filled) and returns to the Utility Conflicts screen, where the new conflict will then be visible. Selecting **ADD ANOTHER CONFLICT** saves the new conflict and refreshes the "Add Conflict" page, so that an additional conflict can be created immediately. Finally, **ADD ATTACHER/RIDER** shows the "Add Attacher" screen, on which details can be entered for a utility that is attached to the facility owned by the utility in conflict. See the [Owner vs. Attacher, Owner vs. Rider](#) section for an explanation of the distinctions between owners and attachers/riders.



If a conflict is already defined and showing in the Utility Conflicts table of the Conflict Management page, the details are still changeable, and a new attacher/rider can be added as well. Click the **Edit** text link on the row of the project. The “Manage Conflict” screen will appear, where the entry fields for the project can be edited. Be sure to click the **SAVE** button at the bottom right corner to keep any changes made. Use this same screen to add an attacher/rider to the conflict with the **ADD ATTACHER/RIDER** button at the bottom right, next to the **SAVE** button.

Once all the conflicts are in URMS, select the checkbox for **Conflicts entered and ready for Utility Resolutions** on the Conflict Management view and then click the **SAVE** button beside it.

Utility Conflicts

Conflicts entered and ready for Utility Resolutions SAVE

Conflict ID	Utility Name ↕	Utility Type ↕	Action	Date Created	Local Road Name ↕
	Select One ▼		Clear all Filters		Select One ▼
60	Somuch Electric Co.	Electricity	✎ Edit	08/02/2019	
61	Somuch Electric Co.	Electricity	✎ Edit	08/02/2019	
62	Somuch Electric Co.	Electricity	✎ Edit	08/02/2019	

Owner vs Attacher, Owner vs Rider

An attacher is an aerial utility line that makes use of another utility’s pole already in place. For example, “Utility A” may have a telecommunications wire that is attached to the poles that are owned by “Utility B.” In the same way, a rider is an underground utility line that rides inside another utility’s conduit, carrier pipe, or duct bank. An attacher/rider has specific steps in URMS for conflict identification, adding supporting work, and conflict resolution that differ slightly from the steps for a facility owner.

During the conflict identification process, the owner’s facility must be entered first before the attacher/rider can be added.

When resolving the conflict, an attacher/rider can “follow” the owner’s resolution, but the owner resolution must be entered before an attacher/rider can follow.

Add Attacher or Rider Conflict

To add an attacher/rider conflict, find the existing conflict of the owner in the Utility Conflicts table of the **Conflict Management** tab, then click the **Edit** text in the Action column of the owner’s row. Scroll to the bottom of the owner’s “Manage Conflict” page that opens. Click the **ADD ATTACHER/RIDER** button to open the “Add Attacher” page.

Conflict ID	Owner ID	Utility Name	Utility Type	Action
2376		SYST utility	Electric	Edit Remove

Manage Conflict

Conflict: 2374

Utility Name: SYST utility

Utility Type: Electric

Conflict Description: An electric pole in conflict

412 characters remaining

Information

County: Lancaster

Occupancy Type: Located

SR: 0022

Local Road Name:

Station or Segment: Station

Begin Station: 0000+10

Center Station:

End Station:

Begin Segment: Begin

Center Segment: Center

End Segment: End

Center Offset:

End Offset:

CA Distance (ft): 10.00

LIR: Right

Conflict LF:

Location Type: Aerial - pole owner

Facility Type: Electric

Depth (ft):

Size (sq):

Material:

Facility ID:

Existing ROW Status: Required

Applies to Proration: Yes

Substitute ROW: No

Real Property Interest: Open

Installation Date: 00/00/0000

ROW Established: 00/00/0000

Compassable LF:

Private Status Eligibility:

Analysis

Recommendation: Relocate facility - Permanent

Estimated Cost:

SUE Level:

Text Hole #:

CANCEL ADD ATTACHER/RIDER SAVE

1007 | ACCESSIBILITY | PRIVACY POLICY | PENNSYLVANIA

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Most of the fields on this page are grayed out because the values are automatically taken from those entered for the owner facility. For the attacher/rider the user must only complete the entries for Utility Name, Utility Type, and Facility Type and optionally the entries for Applies to Proration, Substitute ROW, Installation Date, ROW Established date, and Estimated Cost.

Finally, click the **SAVE** button at the bottom right of the “Add Attacher” page to finish the attacher information. Alternatively choose the **ADD ANOTHER ATTACHER/RIDER** button to complete the current attacher facility and restart the form for another new one.

Final Design Plans

Upload Final Design Plans

Click the **Manage Project** button on the Project Page, hover over **Project Plans** in the dropdown menu, and select **Upload Final Design Plans** from the Project Plans options.

Near the bottom of the page is the “Upload Final Design Plans Documents” section. Drag and drop a file into the box or use the **SELECT FILES TO UPLOAD** button to browse for a document in the computer’s files. The added document then appears in the file list below the drop box. Select a **Document Type**

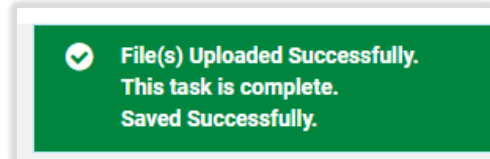
from the dropdown options and optionally enter a note for the design plans, then click the **UPLOAD DOCUMENT** button at the very bottom left.

Upload Final Design Plans

Uploaded Final Design Plans Documents

File Name	Version	Document Type	Date Uploaded	File Size (MB)	Notes	Action
my_final_design.pdf	1	Final Design Plans	02/17/2020	1.853		Delete Update

A green bar shows near the top of the screen to indicate the upload was successful. The newly uploaded document also appears in the top section of the page titled “Uploaded Final Design Plans Documents.”



If the project has no existing plans, the user may check the box for **No plans to provide at this time** near the top of the page. Then go to the very bottom right and press **SUBMIT** to finish.

Upload Final Design Plans

No plans to provide at this time

Uploaded Final Design Plans Documents

File Name

To remove an uploaded file, click on the blue **Delete** text at the right end of the file’s row. The **Update** text button allows the user to replace a file with a new version. A modal window provides space to select and upload the replacement file. The update is then indicated by the number in the Version column in the uploaded plans table.

Update Document

Maximum allowable file size is 500 MB.

SELECT FILES TO UPLOAD

DROP FILES HERE

File Name	File Size (MB)	Document Type	Notes
my_final_design_v2.pdf	1.853	Final Design Plans	<input type="text"/>

Review Final Design Plans

Once the final design plans are uploaded, the Conflict Coordinator reviews and responds to them. Find the project in the Upcoming Tasks table of the Dashboard or search the MPMS number, then click the **Manage Project > Project Plans > Review Final Design Plans** from the Project Plans options.

Reviewing the final design follows a similar process as reviewing the preliminary plans. Any uploaded final design files are listed on the “Review Final Design Plans” screen. Click a file name to download and view the document. Optionally, input any notes into the Final Design Plans Comments text box just below the file list, then save the notes with the **ADD COMMENT** button.

At the bottom of the page are the buttons to **REJECT** and **ACCEPT PLANS**.

Review Final Design Plans

Accept or Reject Final Design Plans

Please indicate if the plans are sufficient for the project by accepting or rejecting the plans. Select Conditionally Accept will send the project plans to Utilities but will also notify the project Manager that updated plans are still required.

File Name	Version	Document Type	Date Uploaded	Size (MB)	Notes
URMS UAT Final Plan.pdf	1	Final Design Plans	03/06/2020	0.545	

Final Design Plans Comments:

500 characters remaining.

ADD COMMENT

Previous Final Design Plans Comments:

No comments entered.

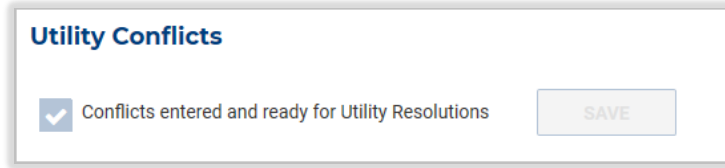
REJECT **ACCEPT PLANS**

Resolve Conflicts Notification and Engineering Authorization

URMS can send a Resolve Conflicts Notification and generate the Engineering Authorization for each utility involved in a project when the Conflict Coordinator determines that all conflicts have been entered. The following requirements must be met to activate the button for the Resolve Conflicts Notification:

- [Milestone dates entered](#)
- [Utilities confirmed involvement](#)
- [Conflicts added](#)
- [Preliminary](#) and [Final Design plans approved](#)

The Conflict Coordinator must select and save the checkbox for **Conflicts entered and ready for Utility Resolutions**. The checkbox is located at the top of the Conflict Management page for the project.

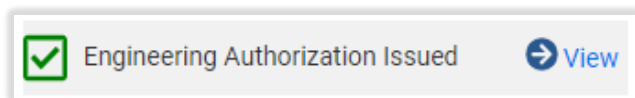


On a local project, the authorization is not generated by the system, so the document must be uploaded for the notification button to activate. See the [Local Projects](#) section for details on uploading the Engineering Authorization.

If the prerequisite tasks are complete, the Conflict Coordinator may send the Engineering Authorization to individual utilities using the **SEND** buttons in the **Resolve Conflicts Notification** column of the Project Workflow Notifications screen. Alternatively, above the Utility Notifications table is the **RESOLVE CONFLICTS NOTIFICATION** button that sends to all the relevant utilities at once. Sending this notification advances the project to Conflict Resolution or, if no conflicts or supporting work items exist, to Contract Development.

Each affected utility receives the notification to resolve conflicts, while utilities designated as not affected do not receive a notification. The Engineering Authorization document can be found in the notification email as a file attachment. The email also includes a link to the project's conflict matrix in URMS and a link to the final design plans. The plans are provided on a webpage accessible even to those without a URMS user ID.

Another place to find the Engineering Authorization document is the Project Checklist screen. From the Project Page, click the **View Checklist** link at the top left corner of the screen below the project status. On the Project Checklist view, find the column for the specific utility. If the **Engineering Authorization Issued** step is check-marked as completed, then the line has a blue **View** link. Click this link to download the Engineering Authorization file.



Project Status 4 - Conflict Resolution

A project enters Conflict Resolution status after the Resolve Conflict Notification has been sent to the utilities through the “Project Workflow Notification” page. This means conflicts have been identified and the Conflict Coordinator has reviewed and approved the final design plans. Each utility then receives a notification that the conflicts are ready to be resolved along with a task on the Dashboard.

When no conflicts have been identified for a utility, the utility contact still receives the notification, which mentions PennDOT’s determination of no conflicts and explains the next action needed. If the utility agrees with the determination, it should use the link in the email to select “Not Affected” on the [Project Checklist](#) page (when there is a registered URMS user) or send a confirmation email to the Conflict Coordinator (when there is not a registered user), per the instructions in the notification.

Even when PennDOT has identified no conflicts, the unaffected utilities should still review the plans to identify any potential supporting work items or add any project restrictions relative to their facilities. The notification recipient does not need a URMS user ID to view the final plans through the link in the email.

Utilities Using a Consultant Engineer

Many utility companies employ engineering consultants to perform utility coordination activities. URMS allows those consultants to work on behalf of the utility company within the application. If a utility’s engineer has not yet been authorized to work on the utility coordination and design for the project, the utility should add the consultant as described in the [Consultant Agreements](#) section.

Reviewing Conflicts

The utility user can begin to review their conflicts by following the link in the email notification, or by clicking on the task in “My Upcoming Tasks” on the Dashboard, or by navigating to the Project Page in URMS and selecting the **Conflict Management** tab at the top.



From this tab, the utility can see all the conflicts that have been identified for its facilities. A utility may view the details of the conflict by clicking the **Edit** button for an individual conflict.

Conflict ID	Owner ID	Utility Name	Utility Type	Action
1313		Columbia Gas of Pennsylvania, Inc.	Natural Gas	Edit Remove

[Clear all Filters](#)

The **Edit** button takes the user to the “Manage Conflict” screen. A utility user may edit three data items on this screen: Material, Facility ID, and Size (in).

Following its review of the conflicts, the utility has two main tasks: adding supporting work and then [resolving the conflicts and supporting work](#) with relocations or other protection measures.

Supporting Work

Supporting work is relocation activity outside the limits of a conflict that the utility identifies as necessary for resolution of the conflict itself. This work may include protection, relocation, or adjustment of facilities. Examples of supporting work are additional pole relocations and pipe replacement determined necessary by the utility that are outside the conflict limits. Unlike conflicts, supporting work is not used in determining proration.

To add supporting work to a project in URMS, navigate to the Project Page and then click the **Supporting Work** tab to view the Supporting Work Items details.

The screenshot shows the URMS Project Page for 'MPMS 78893 - Br Rpl SR 1024-Hammer Crk'. The project status is 'Scoping'. The page has several tabs: 'Project Information', 'Location Information', 'Conflict Management', 'Supporting Work' (highlighted with a red circle), 'Utility Milestones', 'Utility Costs & Funding', and 'Design & Construction'. Below the tabs is the 'Supporting Work Items List' section, which contains a table with columns: 'Work Item ID', 'Owner ID', 'Utility Name', 'Utility Type', 'Action', 'Date Created', 'Facility Description', and 'Local Road Name'. The table is currently empty, and a message below it states 'No Supporting Work Items have been added.' At the bottom left of the page, there is a button labeled '+ ADD SUPPORTING WORK ITEM' (highlighted with a red circle).

Use the **+ ADD SUPPORTING WORK ITEM** button at the bottom left to begin defining supporting work. The page for adding the supporting work information has similar fields to those of the page for adding a conflict. Enter at least all the required fields and then use one of the buttons at the bottom to finish. The **ADD ATTACHER/RIDER** button saves the entered information as the primary utility facility, then opens the “Add Attacher” page to input the attacher information. **ADD ANOTHER SUPPORTING WORK ITEM** saves the entered information as a new item, then remains on the same page to input another item. The **SAVE** button adds the entered information as a new item and returns to the Supporting Work Items overview page.

Return to this overview page at any time through the **Supporting Work** tab of the Project Page. A table displays all the supporting work items that have been created for the project along with their location and type information. The **Edit** text link allows for editing these characteristics, and the **Remove** text link deletes that supporting work item

The Owner ID column of the table pertains to attachers, correlating to the Work Item ID of the facility to which it is attached.

Supporting Work Items List

Work Item ID	Owner ID	Utility Name	Utility Type	Action
		Select One		Clear all Filters
2370		SYST utility	Electric	Edit Remove
2371	2370	SYST utility	Electric	Edit Remove
2372		SYST utility	Electric	Edit Remove

To add a new attacher/rider to a facility already existing in the supporting work items, click the **Edit** text link on the row of the primary facility owner. On the “Edit Supporting Work Item” page, go directly to the **ADD ATTACHER/RIDER** button at the bottom. Enter the information for the attacher and save its details to finish.

Add Supporting Work Item

Utility Name: * Utility Type: *

Facility Description: *
500 characters remaining.

Existing Location Information

County: SR: Local Road Name:

Occupancy Type: *

Station or Segment:

Begin Station: Center Station: End Station:

Begin Segment: Begin Offset:

Center Segment: Center Offset:

End Segment: End Offset:

C/L Distance (ft): * LT/RT: *

Facility Information

Location Type: * Facility Type: * Size (in):

Material: Facility #:

[A screenshot of the Add Attacher screen is on the following page.]

Add Attacher

Facility Owner: SYST utility	Facility Owner Type: Electric
-------------------------------------	--------------------------------------

Utility Name: * <input style="width: 90%;" type="text" value="-Select Utility -"/>		Utility Type: * <input style="width: 90%;" type="text" value="-Select Utility Type -"/>
Facility Description: * <input style="width: 95%;" type="text" value="testing add attacher/rider"/> <small>474 characters remaining.</small>		

Existing Location Information

County: <input style="width: 90%;" type="text" value="Lancaster"/>	SR: <input style="width: 90%;" type="text" value="0002"/>	Local Road Name: <input style="width: 95%;" type="text"/>
Occupancy Type: * <input style="width: 90%;" type="text" value="Located"/>		

Station or Segment: <input style="width: 90%;" type="text" value="Station"/>		
Begin Station: <input style="width: 90%;" type="text" value="0010"/>	Center Station: <input style="width: 90%;" type="text"/>	End Station: <input style="width: 90%;" type="text"/>
Begin Segment: <input style="width: 90%;" type="text" value="-Begin-"/>	Begin Offset: <input style="width: 90%;" type="text"/>	
Center Segment: <input style="width: 90%;" type="text" value="-Center-"/>	Center Offset: <input style="width: 90%;" type="text"/>	
End Segment: <input style="width: 90%;" type="text" value="-End-"/>	End Offset: <input style="width: 90%;" type="text"/>	

C/L Distance (ft): * <input style="width: 90%;" type="text" value="10.00"/>	LT/RT: * <input style="width: 90%;" type="text" value="Right"/>
---	---

Facility Information

Location Type: * <input style="width: 90%;" type="text" value="Aerial - Attacher"/>	Facility Type: * <input style="width: 90%;" type="text" value="-Select-"/>	Size (in): <input style="width: 95%;" type="text"/>
Material: <input style="width: 90%;" type="text" value="-Select-"/>	Facility #: <input style="width: 95%;" type="text"/>	

Project-Level Conditional Restrictions

A utility may want to apply one or more conditional restrictions to an entire project. This may be especially true if the utility does not have any conflicts to resolve but still requires some restrictions on the contractor's work to prevent damage to their facilities. Project-level conditional restrictions can be entered at **Manage Project > Relocation Forms & Requests > Project Conditional Restrictions**.

First, choose any of the predefined conditional restrictions that were already set up for the utility on the [Conditional Restrictions](#) page. On the "Project Conditional Restrictions" page, press the **+ ADD RESTRICTION** to open a modal window. Select any restrictions from the options and press **SAVE**. The selected conditional restrictions then show in the list.

Next, below the button is a large text box for typing custom restrictions specific to this project.

After making any selections or typing an entry, click the **SAVE** button at the bottom of the page to save the changes. Conditional restrictions identified on this page will show on the clearance document in the details for each of the utilities within project limits.

[< Return To Project Page](#)

Project Conditional Restrictions

Utility - Utility Type: *

Conditional Restrictions for Entire Project

Conditional Restriction	Actions
Gas company inspector must be present on project site prior to excavation or compaction operations within 1mm of marked gas lines	Remove
No vibratory rolling within 24" of the marked gas line	Remove

[+ ADD RESTRICTION](#)

Conditional Restriction:

185 characters remaining.

[CANCEL](#) [SAVE](#)

Resolving Conflicts and Supporting Work

To enter a resolution for a conflict or supporting work item, go to **Manage Project > Resolve Conflicts > Resolutions & Work Units**. The same page can also be accessed from the Conflict Management screen: after reviewing the conflicts in the matrix, click the **Go To Conflict Resolutions** link on the right side above the headers.



The “Resolutions and Work Units” page has three tabs: “Resolutions,” “Work Units,” and “Construction Details.”

The recommended course of action is to enter all the resolutions first before moving on to the Work Units, then to complete the Construction Details last following the Work Units.

In the Resolutions tab is the **Conflict Resolutions** section, under which is the **Resolution List**. If you are a PennDOT user or a consultant for PennDOT, you may resolve conflicts “on behalf of” a utility. If so, you will first select the utility from the dropdown list titled “Utility - Utility Type” at the top.

Utility users or their consultants will only see their Utility - Utility Type at the top. They will not see the dropdown list.

URMS shows how many conflicts need to be resolved for the utility under the Resolutions List heading. To begin resolving the conflicts, click the **+ ADD RESOLUTION** button at the bottom.

Resolutions Work Units Construction Details

Conflict Resolutions

Utility - Utility Type: Zayo Group LLC-Telecomm

Resolution List

0 of 2 Conflicts and Supporting Work Items resolved

Conflict ID	Scope of Work	Resolution Type	SR	Local Road	Begin Seg/Offset	Center Seg/Offset	End Seg/Offset
No records found.							

+ ADD RESOLUTION

On the “Add Resolutions” page that shows, click the **+ SELECT CONFLICT** button below the “Conflicts to Resolve” table. A modal window lists the conflicts created for the utility for that project. Conflicts without a resolution yet display a red broken link icon.

Select a one or more conflicts using the checkbox to the left of the Conflict ID, then click the SAVE button at the bottom right corner. The selected conflict(s) are now added to the **Conflicts to Resolve** table.

Conflict ID	SR	Local Road	Begin Station
<input type="checkbox"/> 819	0054		0001+25
<input checked="" type="checkbox"/> 821	0054		0001+75

Continue down the page to the “Resolution Details” section of the “Add Resolutions” page. Choose a **Scope of Work** from dropdown list of options. Depending on the conflict and the scope of work, the **Resolution Type** field may populate automatically, or a type may need to be chosen from the options. In the **Activities** box below, select all actions that need to be taken to resolve the conflict at the project site.

If the relocation requires a unique activity that is not in the list, press the **+ ADD CUSTOM ACTIVITY** button. In the modal window, choose a name that adequately describes the activity. For the **Inherit Location From** dropdown, choose where the activity will take place: at the original conflict or at the location of the resolution.

Add Custom Activity

Custom Activity Name: *

Inherit Location From: *

If the resolution entails a new location (e.g., relocating the facility or installing a new one), the **New Location Details** section appears further down the page. As you fill in the required fields, other data fields become active or inactive as appropriate. Active fields show as white while inactive fields are gray.

Resolution Details

Scope Of Work: Relocate Existing Aerial Resolution Type: Pole Relocation

Activities: Check all that apply

- Install New Pole
- Transfer/Install Wires
- Splice Wires
- Remove Existing Pole
- Install Anchor And Guy
- Install Anchor And Sidewalk Guy

[+ ADD CUSTOM ACTIVITY](#) Use the existing activities at

New Location Details

Limited Access: * Yes No Occupancy Type: * Located

Location Type: * Aerial - pole owner County: * Carbon

SR: 0054

Local Road: Station OR Segment: * Station

Begin Station: 0001+25 Center Station: End Station:

Begin Segment: -Begin- Begin Offset:

After completing the data entry, two save options are available: **SAVE** and **+ ADD ANOTHER RESOLUTION**. **SAVE** will save the entry and return to the “Conflict Resolutions” screen, while **+ ADD ANOTHER** will save the entry and reopen the “Add Resolutions” screen.



Temporary Resolutions

URMS allows for the use of resolutions that involve temporary adjustments to utility facilities. The type of temporary resolution varies by utility type, but all can be identified by the word “temporary” in the Scope of Work and Resolution Type. In addition, the activities associated with temporary resolutions all include the word “Temp.” This allows the temporary activities to be identified when creating Work Units.

URMS also accommodates relocations that involve multiple temporary relocations. Adding an additional temporary location to the resolution is done using the **+ ADD ANOTHER TEMP LOCATION** button and filling in the data for the additional temporary location.

[+ ADD ANOTHER TEMP LOCATION](#)

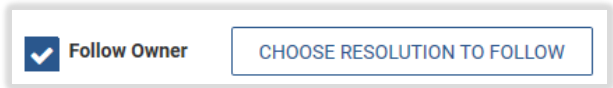
After the temporary location or locations are input, the system requires location data for the final, permanent location of the facility.

Resolutions for Attachers and Riders

Attacher and Rider conflicts can be resolved in one of two ways. The utility can design their own relocation and enter the details of that resolution in URMS. If they prefer to continue in their status as a pole attacher or rider, they can follow the resolution of the parent conflict.

If the utility decides to follow the owner's resolution, they must first select a **Scope of Work** and **Resolution Type** that matches the owner. Once the Scope of Work and Resolution Type match, URMS displays a checkbox for **Follow Owner**.

Choosing to follow the owner pre-populates the resolution details in the resolution. If there are multiple parent resolutions with the same Scope of Work and Resolution Type, the **CHOOSE RESOLUTION TO FOLLOW** button allows the attacher/rider utility to specify which resolution will be followed and copy the appropriate resolution data.



If the utility does not follow the owner's resolution, there may be additional fields to complete manually in a section below, depending on the type of resolution chosen.

In either case, be sure to save the new resolution by pressing the **SAVE** button or the **+ ADD ANOTHER RESOLUTION** button at the bottom right of the page.

Work Units

After you have resolved the conflicts, the next step is to organize the activities associated with all the resolutions into Work Units. Access this area from **Manage Project > Resolve Conflicts > Resolutions & Work Units > Work Units tab**. The activities can be organized into any number of work units, but several factors should guide the activities to add to a work unit:

- Include all activities that will be performed immediately one after another.
- Include the activities in a way that allows an accurate estimate of the work duration.
- Do not combine activities that will be separated by work that the highway contractor or that another utility must perform.
- Do not combine incorporated and non-incorporated work.

At the bottom left of the Work Units section, click the **+ ADD WORK UNIT** button to open the screen to Add Logical Work Units. Start developing the work unit by choosing activities to include in the work unit with the **+ ADD ACTIVITY** button.

Next fill in the fields in the Work Unit Details section just below the activities. The Work Unit Name, Work Type, and Work duration are required.

If the Work Type chosen is Coordinated, then the **PennDOT Contractor Operations** field becomes active. Checkmark one or more activities that must be performed by the PennDOT highway contractor before the activities in the Work Unit can begin.

Lastly, optionally add any conditional restrictions at the bottom of the page. To choose from the options already saved in the system, use the **+ ADD RESTRICTION** button. This opens a modal window from which one or multiple restrictions may be selected. Alternatively, to include a different conditional restriction that only applies to this project, type a description in the large text box.

With the activities selected, work unit details entered, and any restrictions added, click **SAVE** at the bottom right corner of the page to finish adding the work unit.

Each work unit that has been created will show in the **Work Units** tab of the “Resolutions and Work Units” page. Continue adding work units with the **+ ADD WORK UNIT** button until all steps of the facility’s relocation are met.

Add Logical Work Units

Select Activities in Work Unit

No records found.

Reorder + ADD ACTIVITY

Work Unit Details

Work Unit Name: *

Work Duration: * Calendar Days

PennDOT Contractor Operations:

Install guiderail
 Remove bridge deck
 Install bridge beams
 Install concrete grade

+ ADD CUSTOM CONTRACTOR OPERATION

PennDOT Notes:

PennDOT Work Buckets: -Select-

Work Type: * -Select-

Anticipated Completion Date:

Click to View - Work Type Definitions

Conditional Restrictions for this Work Unit

Conditional Restriction
Actions

No records found.

+ ADD RESTRICTION

Conditional Restriction:

200 characters remaining.

CANCEL
SAVE

Construction Details

The final tab of the “Resolutions and Work Units” page is for the “Project Construction Details.”

Resolutions
Work Units
Construction Details

Project Construction Details

Utility Relocation Details

Utility - Utility Type: Somuch Electric Co. - Electric

Schedule Lead Time: Calendar Days

Material Lead Time: Calendar Days

Input numbers for the days of **Schedule Lead Time** and days of **Material Lead Time** in the entry boxes in the top section. These lead times are for the entire relocation, not just one portion of it.

The next section below is for conditional restrictions for the project if there are any. Click the **+ ADD RESTRICTION** button to open a modal window with pre-made restrictions to choose from or type the conditional restriction into the text box beside it. Following the conditional restrictions, optionally include PATA documents with the **+ ADD PATA DOCUMENTS** button, which also opens a window in which one or multiple options can be selected.

PATA Figure	PATA Name	PATA Description
<input type="checkbox"/> 102	short term, conventional highway, any no. of lanes	Work space on or beyond the shoulder (minor roadway encroachment)
<input type="checkbox"/> 103	short term, conventional highway, any no. of lanes	Work space has a major encroachment on the roadway
<input type="checkbox"/> 107	short term, conventional highway, two lanes	Work in one lane; two flaggers
<input type="checkbox"/> 112	short term, conventional highway, two lanes	Flagger on closed lane approach; AFAD at the other end
<input type="checkbox"/> 113	short term, conventional highway, two lanes	AFAD on closed lane approach; flagger at the other end
<input type="checkbox"/> 122	short term, conventional highway, 3+ lanes	Work space in the two-way left turn lane

Rows per page: 15 Page 1 of 1

CANCEL SAVE

Just below the PATA Documents section is a large entry box for typing in any helpful Construction Detail Comments. After writing a comment, be sure to click the **ADD CONSTRUCTION DETAIL COMMENT** button at the bottom right of the box to save the entry.

The final section on the Construction Details screen is for uploading any supporting documents. Following the standard upload function, this space allows the user to drag-and-drop in a file or to use the button to select a file from the computer's folders to upload. A Document Type must be chosen for any file that is added.

SELECT FILES TO UPLOAD

- Construction Schedule
- E&S Plan
- Lighting Plan
- Roadway Plan
- Restoration Detail(s)
- Traffic Control Plan
- Utility Relocation Plan
- Incorporated Work Request Letter

File Size (MB) 0.025

- Select -

With all sections considered and completed, press the **SUBMIT** button at the bottom right corner to finish. The user can also press **SAVE** at any time to save any progress or edits in the system. Saving the details without submitting will put the resolutions in Draft status, and they will still need to be submitted for the project to continue in the system. Choosing to Submit the resolution with all required fields completed places it in Submitted status, awaiting review by the PennDOT District. URMS moves to the Review Utility Resolutions and Work Units screen, where the utility is now shown along with its status, some of its resolution details, and indicators for the approval and acceleration.

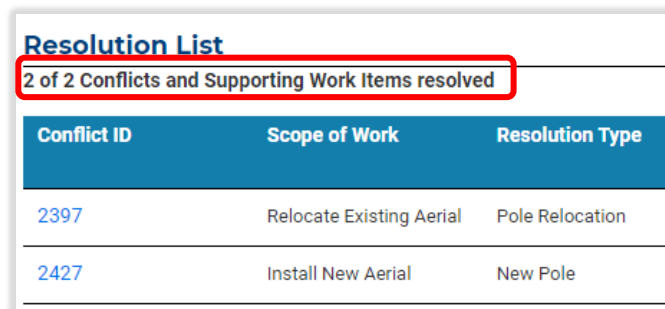
Review Resolutions, Work Units, and Construction Details

Once the utility finishes entering the resolutions, work units, and construction details for the project, the Conflict Coordinator must review and approve them.

View the “Review Utility Resolutions and Work Units” page through **Manage Project > Resolve Conflicts > Review Utility Resolutions**. The page displays a table which has a row for each utility that submitted resolutions. The utility name is given along with the review status, the lead times, work duration, number of work units, and action buttons. To perform the review of the resolution or to view its details again, click the **Review** link in Actions column of the table.

The “Resolutions and Work Units” page will open and show the list of resolutions entered by the utility. Alternatively, select a different utility from the dropdown list at the top of the “Conflict Resolutions” section.

Read the line just below the title “Resolution List” to verify that all conflicts and supporting work items have been resolved.

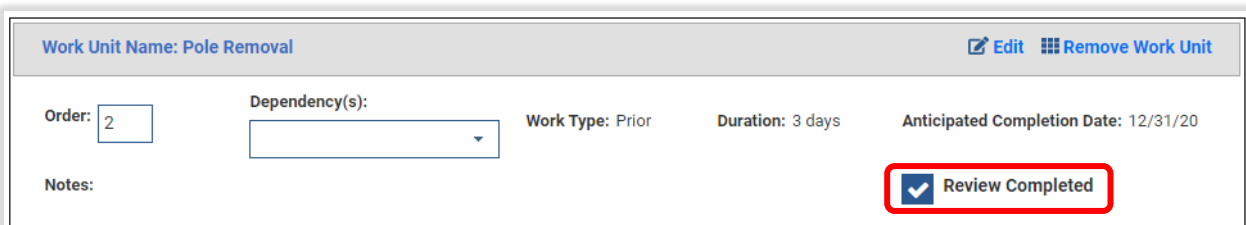


The screenshot shows a table titled "Resolution List" with a summary bar indicating "2 of 2 Conflicts and Supporting Work Items resolved". The table has three columns: Conflict ID, Scope of Work, and Resolution Type. Two rows are visible:

Conflict ID	Scope of Work	Resolution Type
2397	Relocate Existing Aerial	Pole Relocation
2427	Install New Aerial	New Pole

Go to the **Work Units** tab near the top left of the page. The “Work Units” screen shows a box for each work unit created by the utility. Each has a name in the gray bar at the top that it was given. At the far-right side of the same gray bar are the buttons to **Edit** the work unit and **Remove Work Unit**.

A checkbox for **Review Completed** is found at the bottom right of the work unit details. This checkbox is for the reviewer’s convenience, to mark off each of the work units as they go along in reviewing them. The reviewer can also record their progress, leave the screen in URMS, and return later and see which work units have already been reviewed.

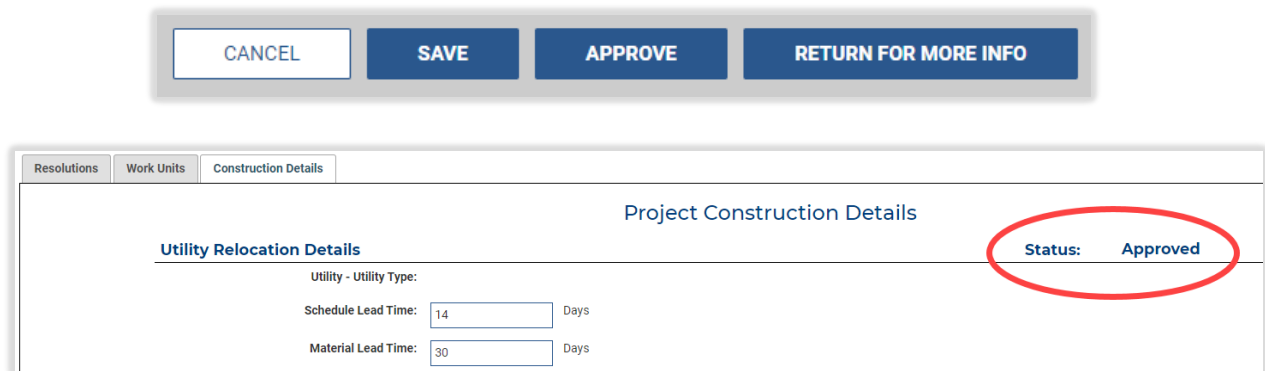


The screenshot shows a form for a work unit named "Pole Removal". The form includes fields for Order (2), Dependency(s), Work Type (Prior), Duration (3 days), and Anticipated Completion Date (12/31/20). There are buttons for Edit and Remove Work Unit. A checkbox labeled "Review Completed" is checked and highlighted with a red box.

After finishing with the work units, go to the **Construction Details** tab of the “Resolutions and Work Units page.” Review the lead times entered by the utility, as well as any conditional restrictions, PATA documents, and other supporting documents.

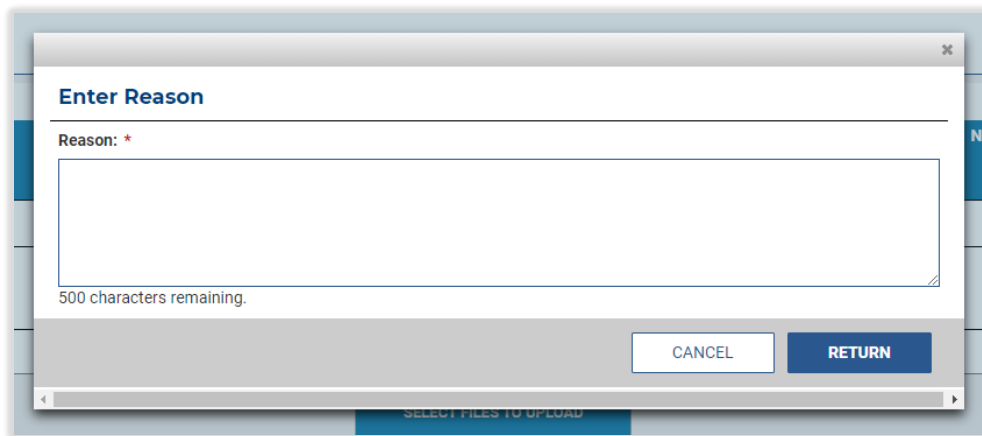
After reviewing the Resolutions, Work Units, and Construction details tabs, the buttons across the very bottom right of the page can complete the review. **CANCEL** will void any new information that was added and will return to the Project Information screen. **SAVE** stores the new information and remains on the current screen to keep working. Click **APPROVE** if all the resolution information is complete and

accurate. The status shown in the top right corner of the “Work Units” and “Construction Details” screens will be changed from “Draft” to “Approved.” The approved status for the utility can also be seen on the “Review Utility Resolutions and Work Units” page.



The screenshot shows a navigation bar with tabs for Resolutions, Work Units, and Construction Details. The main content area is titled "Project Construction Details" and contains a section for "Utility Relocation Details". In the top right corner of this section, the status is displayed as "Approved", which is circled in red. Below the status, there are input fields for "Schedule Lead Time" (14 Days) and "Material Lead Time" (30 Days).

If the reviewer believes the information provided for the resolution, work units, or construction details is insufficient, use **RETURN FOR MORE INFO** to return the task to the utility. This button brings up a modal window prompting for a reason for the return, which is required. Then URMS sends an email notification to the person who submitted the resolutions.



The screenshot shows a modal window titled "Enter Reason". It contains a text area for entering a reason, with a "Reason: *" label above it. Below the text area, it indicates "500 characters remaining." At the bottom of the modal, there are two buttons: "CANCEL" and "RETURN".

Private Right-of-Way

While entering resolutions for conflicts in the system, a utility may indicate that private right-of-way must be obtained. URMS keeps a record of the right-of-way needed and provides a section to update the private right-of-way status.

Go to the “Private Row” screen at **Manage Project > Resolve Conflicts > Private ROW Status**. The “Utility Private ROW” page has a list of resolutions entered for the project that involve private right-of-way. This list gives the utility and location information for the resolution in each line, and the columns furthest to the right pertain to the ROW status.

To change the status in the **Utility Required ROW** field, click the **Edit** text in the “Actions” column. This button changes the Utility Required ROW field to a selection box on that line. The available options for

the status are **Required/Must be Obtained** and **Acquired**. To save the change, click **Save** in the Actions column, or click **Cancel** to undo the change.

Utility Private ROW							
Project	End Seg/Offset	Begin Station	Center Station	End Station	Utility Required ROW	ROW Resolved Date	Actions
		0001+50			Acquired	10/16/2020	Edit View Resolution
		0000+01	0000+02	0000+03	Acquired	09/23/2020	Edit View Resolution
		0103+50			Acquired	10/16/2020	Edit View Resolution
		0107+50			Acquired	10/16/2020	Edit View Resolution
		0110+50			Acquired	10/16/2020	Edit View Resolution
							MARK ALL ACQUIRED

When the status is set to “Acquired,” the **ROW Resolved Date** populates to the current day’s date.

The **MARK ALL ACQUIRED** button to the bottom right of the list simultaneously changes the Utility Required ROW to “Acquired” for all the resolutions on the page.

The status of acquiring ROW can also be updated by the PennDOT Conflict Coordinator during the [Generate Clearance](#) process.

Substitute Right-of-Way

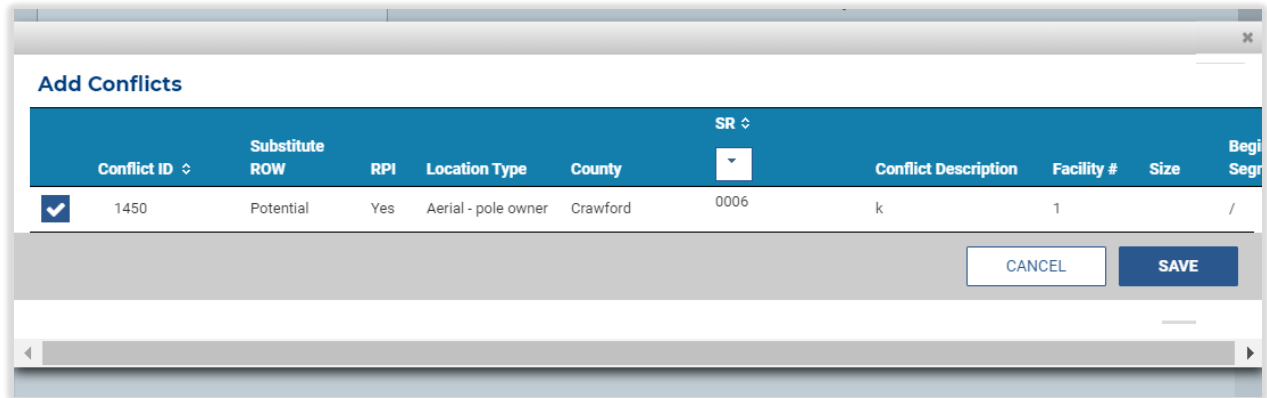
When a utility has Real Property Interest and needs to relocate a facility, it may request that PennDOT acquire substitute right-of-way for the relocated facility. Follow the process below to request substitute right-of-way and review that request.

Request Substitute Right-of-Way

The Utility Design Coordinator can submit a request for substitute right-of-way for their facility. From the Project Page go to **Manage Project > Relocation Forms & Requests > Substitute ROW**, which pulls up the Substitute ROW Requests List screen. Press the **+ ADD SUBSTITUTE ROW REQUEST** button to begin a new request.

The first step of the “Substitute ROW Request” form is to select the conflict(s) associated with the request. The **+ ADD CONFLICT** button opens a list of the utility’s conflicts in the project that can be chosen. URMS will only display the conflicts with the value “Potential” for the Substitute ROW field in the [Utility Conflict Matrix](#). Conflicts with “Yes” or “No” in the Substitute ROW field will not appear as options. Furthermore, if none of the utility’s conflicts was designated with potential for substitute ROW, the Utility Design Coordinator cannot submit a substitute right-of-way request.

To select one or more conflicts for which to request substitute right-of-way, use the check box on the left in the Add Conflicts modal window and click the **SAVE** button to close the window.



The selected conflict is now listed in the table of “Conflicts Associated with this Request.” Use the **Edit** or the **Remove** text buttons in the Actions column to revise the selection.

Next, scroll down to the documents section of the page. Here the user has the option to upload relevant files to accompany the request. At this stage of the request, the typical document to upload is a “Substitute R/W Plan,” however a “Utility Description of Rights” can also be uploaded here.

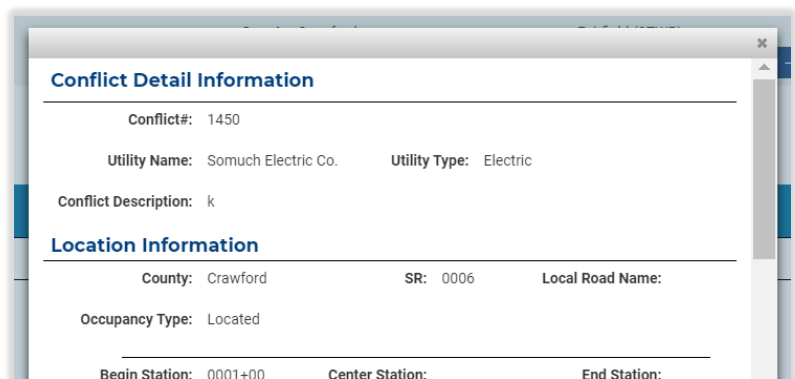
If the request form is complete, use the **SUBMIT** button to finish. The conflict will now show in “Submitted” status on the Substitute ROW Requests List.

URMS provides an informational warning that an RPI request must be submitted for each conflict added to the request. RPI requests must be submitted through the [Real Property Interest Request](#) process.

Review Substitute Right-of-Way Request

When a substitute right-of-way request has been submitted by a utility, the District Conflict Coordinator then conducts the initial review. Find the new request in the “Upcoming Tasks” on the Dashboard or in the “Substitute ROW Requests List” at **Manage Project > Relocation Forms & Requests > Substitute ROW** from the Project Page.

Notice that the conflict ID in the list row is blue, clickable text—this opens a modal window providing the conflict’s utility, location, facility, and RPI information, optional to read over before the review.



To begin the review of the substitute ROW request itself, click the **Review** text in the

Actions column. The “Substitute ROW Request” page now appears, on which the utility user entered the request information. Review the details of the conflict(s) added in the table of “Conflicts Associated with this Request” as well as any documents uploaded in the lower section of the page.

A red warning box displays below the table if an RPI determination has not been completed yet in the system. The District can still complete the Substitute ROW review while this is the case, but the request

cannot be fully approved by Central Office until the RPI determination is processed through every step in URMS. If the user would like to look further into the project’s RPI details, the link to **Go To RPI List Page** provides quick access, located under the conflicts table to the right.

Conflicts Associated with this Request

Conflict Id	Substitute ROW	RPI	Location Type	Actions	County	SR	Conflict Description	Facility #	Size	Occupancy Type	Begin Segment/Offset	End Segment/Offset
1450	Potential	Yes	Aerial - pole owner	Edit Remove	Crawford	0006	k	1		Located	/	/

Warning: One or more conflicts have an RPI without a determination.

[Go To RPI List Page](#)

Complete the District review with either the **APPROVE** button or the **RETURN FOR MORE INFO** button at the bottom right of the page. Returning requires a reason typed into the modal window before sending the request back into the utility’s hands to edit it. Approving will move the request into the status “Pending CO Review.”

For the Central Office review, the CO Agreement Coordinator can navigate to the request through the task in the “Upcoming Tasks” on the Dashboard or through **Manage Project > Relocation Forms & Requests > Substitute ROW** from the Project Page. Find the request in the list with the status “Pending CO Review” and click the **Review** text in the Actions column.

Utility/Utility Type	Conflicts	Status	Actions
Somuch Electric Co. - Electric	1450	Pending CO Review	Review

On the subsequent **Substitute ROW Request** page, follow the same track as the District of checking the conflict details in the table of “Conflicts Associated with this Request” and opening any documents that were uploaded in the “Substitute ROW Documents” sections further down.

When there is a red warning box stating that “one or more conflicts have an RPI without a determination,” the **APPROVE** button at the bottom of the page is grayed out. The related RPI request submission and determination must be completed before this substitute right-of-way request can be approved.

Finish the review of the “Substitute ROW Request” page using the **APPROVE** button or the **RETURN FOR MORE INFO** button at the very bottom right. Choosing to return the request requires a reason entered in a modal window, and then it will be sent back to the utility. The utility can make the required changes and submit the request again, which will go to the District for review first.

Otherwise, if the review confirmed that everything is in order, approving the request completes the substitute ROW process in URMS, and the request shows in “Approved” status in the Substitute ROW Requests List.

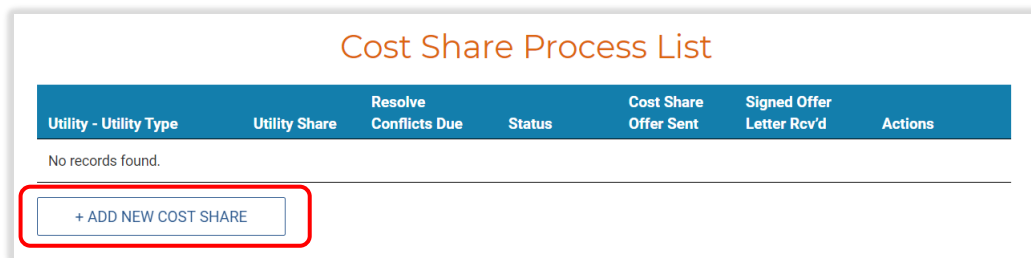
Cost Share

Cost Share is a reimbursement program for utilities that are public entities and for private companies of certain utility types. Eligibility is prescribed by state law and detailed in DM-5. URMS will only allow eligible utilities to apply for cost share.

If the dates of an approved cost share must be changed (prior to agreement execution), follow the steps to [Rescind a Cost Share](#), then create a new offer using the adjusted dates. If the cost share is already under an executed agreement, provisions for revising the dates are in the agreement language.


Build Cost Share Offer

The cost share offer process is initiated by the PennDOT Utility Unit by building a cost share offer on the “Cost Share Process List” page at **Manage Project > RPI, Agreements & Invoicing > Cost Share**. Below the table, use the **+ ADD NEW COST SHARE** button to start building a new offer.



The “Build Cost Share Offer” page opens with the “Cost Share Offer” tab in view. Select the **Utility** and its **Utility Type** from the dropdown boxes at the top. Once these utility information items have been selected, any cost share percentage options appear in the next section down.

To the upper-right of the “Cost Share Percentages” is the linked text to **View Project Funding**. This button opens a modal window on the same page on which the user can easily reference utility funding information from MPMS.

Choose the cost share options to present to the utility and check their checkboxes. Incentivized cost share options (those with greater than 50% reimbursement) may require accelerated dates for resolving the conflicts. Accelerated dates should meet the requirements in DM-5. Enter these dates in the **Resolve Conflicts Due** column of the table. Note that the current conflict resolution date is given at the upper-right of the table, above the “View Project Funding” link. An accelerated date is indicated in the table by a speedometer icon next to the date or input box. 

For any of the cost share percentage line items that have prior work, fill in an accelerated date for that work in the **Prior Date** column.

Cost Share Percentages

Resolve Conflict Milestone Date: 06/21/2022
[View Project Funding](#)

<input type="checkbox"/>	Cost Share Percentage Name	Percent Cost Share	Resolve conflicts due	Prior Date
<input type="checkbox"/>	90% Utility Cost Share Interstate	90.00	06/21/2022	<input type="text"/>
<input type="checkbox"/>	75% Utility Cost Share Prior Work	75.00	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	75% Utility Cost Share Incorporated Work	75.00	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	50% Utility Cost Share	50.00	06/21/2022	<input type="text"/>

PennDOT may override the typical percentage options and offer a cost share to the utility that is greater than the typical amounts. For the case of an override, use the input boxes under “Override Percentage.” Note that this route requires the approval of the Secretary of Transportation.

Override Percentage

An override requires the written approval of the Transportation Secretary.

Override Indicator:

Override Percentage: %

Resolve conflicts due:

If any cost share documents exist already, upload those in the documents section.

At the bottom of the page, press the **SAVE** button to save any progress while continuing to edit the form. Once all the cost share information is prepared, press one of the buttons to the right. When the selected utility is a business partner in URMS, the **SEND OFFER TO UTILITY** button is active, which sends the offer as a task in the system to the utility company’s Utility Design Coordinator for them to review. For a utility that is not a business partner, the **GENERATE/SEND COST SHARE OFFER LETTER** is active, which creates a cost share letter that is attached to a notification email sent to the utility contact.

Completing the “Build Cost Share Offer” form brings the user back to the “Cost Share Process List,” where the new offer shows in the table in “Pending Utility Review” status. If needed, the **Rescind** button in the Actions column may be used to rescind a pending offer.

Utility Upload Signed Cost Share Request

Once the PennDOT District has sent a cost share offer, the Utility Design Coordinator reviews it and generates the Cost Share Offer Letter. Alternatively, PennDOT can generate the offer letter on the utility's behalf.

Find the offer through a task in the Upcoming Tasks list or through the Project Page and navigate to **Manage Project > RPI, Agreements & Invoicing > Cost Share**.

On the "Generate Cost Share Offer" page, the section of Cost Share Percentages lists the options that PennDOT has chosen to propose to the utility. These may include a standard 50% cost share offer as well as alternative options that depend on the utility fulfilling accelerated deadlines. In this case, accelerated deadlines are stated in the "Resolve conflicts due" column and are indicated by speedometer icons.



Choose one of the options by clicking the radio button on the left. Then move to the action buttons located at the bottom of the page.

Cost Share Percentages

Resolve Conflict Milestone Date: 06/21/2022
[View Project Funding](#)

Selected Cost Share Option

Cost Share Percentage Name	Percent Cost Share	Resolve conflicts due	Prior Date
<input type="radio"/> 90% Utility Cost Share Interstate	90.00		
<input type="radio"/> 75% Utility Cost Share Incorporated Work	75.00	05/31/2022	
<input type="radio"/> 50% Utility Cost Share	50.00		

The **SAVE** button saves the selection but does not finish the review. **DECLINE** completely declines the cost share offer and removes it from the utility's view of the cost share list. PennDOT will see the offer in "Declined" status in the process list. This cost share offer can still be reviewed, but no further action can be taken; a new offer must be created if one is to be sent to the utility again. Finally, the **GENERATE/SEND COST SHARE OFFER LETTER** button creates a draft cost share letter document that appears in the "Cost Share Offer Documents" section.

CANCEL
SAVE
GENERATE/SEND COST SHARE OFFER LETTER
DECLINE

Cost Share Offer Documents						
Uploaded Cost Share Offer Documents						
File Name	Utility	Version	Document Type	Date Uploaded	File Size (MB)	Notes
Cost Share Offer Letter.pdf	Somuch Power Co.	1	Draft Cost Share Offer	10/12/2020	0.061	

Now that the draft cost share letter has been generated, the next step is for the utility to print and sign the letter and then upload the signed cost share letter. If PennDOT is entering the response for the utility instead, the District user can download the file, email it to the utility contact, and then receive back the signed copy to upload into URMS.

View the letter that was generated by clicking on the blue File Name in the uploaded documents list, which downloads the document to the computer. Find the downloaded file and open it to review.

Next, print the document in order to obtain the required signatures from the utility company representatives at the end of the letter.

To upload a scan of the signed cost share offer letter, return to the same place in URMS through the task in the “Upcoming Tasks” or through **Manage Project > RPI, Agreements & Invoicing > Cost Share**. Upload the signed cost share offer letter at the bottom section of the page and select the **Document Type**, “Signed Cost Share Offer and Resolution.” Lastly, press **SUBMIT** in the lower right corner.

File Name	File Size (MB)	Document Type	Notes	Utility - Utility Type	Action
SR 2039-B00 Signed Cost Share Offer.pdf	0.025	Signed Cost Sha			Delete

If the response submitted successfully, the cost share record is now pending review by PennDOT’s Central Office.

Central Office Review of Cost Share

The final stage of the cost share process is approval by Central Office, consisting of a review by the Agreement Coordinator along with a review by the Section Chief.

The CO Agreement Coordinator can navigate to the utility’s submitted cost share request through the task item in the “Upcoming Tasks.” Alternatively, go to **Manage Project > RPI, Agreements & Invoicing > Cost Share** from the Project Page, then click **Review** in the Actions column on the Cost Share Process List.

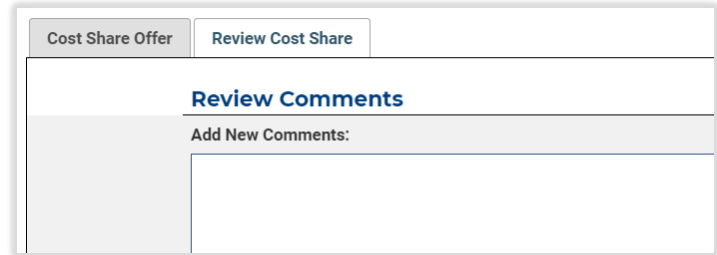
The “Build Cost Share Offer” page shows the details of the potential cost share. Verify the information in the “Cost Share Percentages” section, then go to the “Cost Share Offer Documents” and click the blue File Name of the signed cost share offer document. This downloads the utility’s signed request letter, which the CO Agreement Coordinator can open and review before giving approval.

Optionally upload any additional relevant documents in the upload section at the bottom of the page. When adding a file, the **Document Type** includes the options of “Cost Share Justification,” “Cost Share exception approval,” and “Misc. Cost Share doc.”

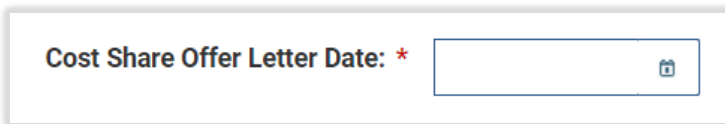
In the lower right corner of the page, press the **CONTINUE** button to move on to the “Review Cost Share” tab of the “Build Cost Share” offer screen.



This review tab provides a space for Central Office to type any comments regarding the cost share. Be sure to press the **ADD COST SHARE COMMENT** button below the input box to save an entry, which will later show in the “Previous Comments” box further down.



Following the Previous Comments box is a smaller input box for the **Cost Share Offer Letter Date**. This field is required during the Central Office review if the District did not fill it in. The date should be the date of the utility’s initial request for cost share. The value entered here is stated in the first paragraph of the preview cost share response letter.



Just above the determination buttons at the very bottom of the page is a button to **PREVIEW COST SHARE RESPONSE LETTER**. This downloads a PDF sample of the letter that will be sent to the utility once the cost share is approved.

To complete the review, click the **APPROVE** button at the bottom to approve the cost share request and pass it on to the Section Chief, or click **RETURN FOR MORE INFO** to send it back to the utility for revision and resubmission. Choosing to return the request requires a reason to be typed into a modal window to explain the response to the utility.

A cost share that was approved by the CO Agreement Coordinator is in “Pending CO Section Chief Review” status until the final approval.

The CO Section Chief follows the same steps as the Agreement Coordinator to review the cost share request and give final approval, or return it for more information. On the “Review Cost Share” tab, check the **Previous Comments** box to see any notes from the District Agreement Coordinator or Central Office.

Once the CO Section Chief clicks to approve the request, the cost share process is complete in URMS, and it shows in “Approved” status on the “Cost Share Process List” page.

The utility contact or the Utility Design Coordinator team role receives an email for the approved cost share with a link to access PennDOT’s response letter and any other included documents, which does not require a URMS user ID. The CO Agreement Coordinator and the PennDOT Central Office user who made the approval (if not the CO Agreement Coordinator) are copied on the email for their awareness.

Revoke or Recover a Cost Share

If the utility fails to meet a condition of an incentivized cost share offer, the offer can be revoked by the District in URMS. After the offer has been built, agreed to by the utility, and reviewed by Central Office such that it reaches “Approved” status, the District can return to it on the Cost Share Process List at **Manage Project > RPI, Agreements & Invoicing > Cost Share**.

Click the **Review** text button in the Actions column of the list to open the page with all the information used to build the offer and the documents added during the cost share process. At the bottom right of the page is the **REVOKE** button. Pressing this button opens a modal window into which a reason for the revocation must be entered. Then, clicking **REVOKE** returns the user to the Cost Share Process List, where it shows that the offer is in “Revoked” status. The revoked status creates a 0% cost share for the utility, following the current policy.




If the conditions allow for the utility to amend the requirement that was missed, PennDOT can also recover a cost share offer that has been revoked. Recovery is done through the same process as revocation: find the offer on the “Cost Share Process List” page and click **Review**. Then go to the bottom of the page and choose the **RECOVER** button. The cost share will be changed from the 0% disincentive value to 25%, following current policy for recovery percentage. Back on the Cost Share Process List, the offer will be seen in “Recovered” status.

Rescind a Cost Share

If the District or utility must change the agreed-upon milestone dates on an approved or in-process incentivized cost share offer, prior to agreement execution, the offer can be rescinded by selecting **Rescind** on the Cost Share list page. A reason is required to be entered when selecting this option. Once the cost share is rescinded, a new offer can be created and sent to the utility for consideration.

Rescinding the offer sends the utility contact or the Utility Design Coordinator team role an email notification saying the cost share offer has expired and is rescinded, and that a new offer will be sent once available.

Modifying milestone dates after the cost share agreement has been executed must be done in accordance with the agreement.

Cost Share Offer Sent	Signed Offer Letter Rcv'd	Cost Share Type	Actions
09/11/2020	09/11/2020	Incentive	 Review  Recall  Rescind

Real Property Interest (RPI) Request

As a utility resolves its conflicts, it may enter Real Property Interest information for any relevant conflicts. The RPI information may be in support of a substitute ROW request or a reimbursement agreement. Conflicts that have been determined to be not affected or avoided are excluded from RPI consideration.

Submit RPI Request

Before beginning the request process, gather relevant RPI information such as easement agreements, affidavits, or deeds. In general, RPI information should be submitted one conflict at a time. However, URMS does accommodate multiple situations, as shown in Table 5.

Table 5 - Real Property Interest Documentation in URMS

Number of Conflicts	Number of RPI Documents	Example Situation
One Conflict	One RPI Document	A single utility pole conflict on a single parcel of land.
One Conflict	Multiple RPI Documents	A linear pipe conflict that spans multiple properties, each property with a separate real property interest document.
Multiple Conflicts	One RPI Document	Multiple pole conflicts with one real property interest document.
Multiple Conflicts	Multiple RPI Documents	URMS does not accommodate this situation. RPI should be submitted one conflict at a time.

The Utility Design Coordinator can go to **Manage Project > RPI, Agreements & Invoicing > Real Property Interest** to upload a new request. The “Utility RPI Requests List” page contains a table listing all requests by the utility for that project. Below it, click the **+ ADD NEW REQUEST** button. This will open the “Real Property Interest (RPI) Review Request” page.

Note the status of the request at the top right of the page, just below the title heading. A new request being entered will be in “Draft” status, as will an existing request that has been started and saved but not submitted.

First, select the utility from the dropdown box at the top. Then continue to the next section for associated conflicts. Click the **+ ADD CONFLICT** button to open a modal window and select a relevant conflict from the list of those that have been created in the project for the utility. Select **SAVE** to add any selected conflicts to the RPI request or click **CANCEL** to close the window without adding any. At least one conflict must be selected to submit the request.

If an **Installation Date** needs to be entered, click the **Edit** text in the actions column of the Conflicts Associated with this Request. This action opens a modal window with the conflict’s Conflict Detail Information, Location Information, Facility Information, RPI Information, and Conflict Analysis. Scroll down to the RPI Information section to find the “Installation Date” field, in which a calendar day can be selected. Then press the **SAVE** button in the bottom right of the window to close it.

Real Property Interest(RPI) Review Request

Utility Information **Status:** Draft

Utility - Utility Type: acme electric - Electric

Conflicts Associated with this Request

Conflict Id	RPI	Location Type	Actions	County	SR	Existing ROW	Installation Date	ROW Established Date	Conflict Linear Ft	Conflict Description
5253		Aerial - pole owner	Edit Remove	Allegheny	0008	Existing Legal			22	

[+ ADD CONFLICT](#)

In the same section of the page, select the check box(es) for the **Instrument Type**. At least one selection in this field is required as well. Use the last section of the screen to upload any supporting documents. When the request information is complete, use the **SUBMIT** button at the bottom right corner to finish.

Once it has been submitted, the request now shows on the “Utility RPI Requests List” screen, and the Status field indicates it is “Pending District Review.”

The information for an RPI request cannot be changed by the utility following submission. To see the details of an existing request record in the Utility RPI Requests List, select the **View** link in the last column of the table. The “Real Property Interest (RPI) Review Request” page opens again, but any edits made will not be saved. The SAVE and SUBMIT buttons at the bottom of the page are grayed out, and the user can only **CANCEL**.

[View](#)

PennDOT’s RPI review process is in the next section below.

District and CO Review RPI Request

The PennDOT District utility unit, Central Office utility unit, and Office of Chief Counsel must review an RPI request for it to be fully approved. A consultant working on behalf of PennDOT can only submit an RPI request and cannot approve one.

First, the DURA reviews the submitted request by going to the same page on which it was submitted, at **Manage Project > RPI, Agreements & Invoicing > Real Property Interest**. Find the new request in the list and click **Review** in the Actions column to open the Real Property Interest (RPI) Review Request on which the utility entered the required information. The status at the top right of the page section should read “Pending District Review.”

[Review](#)

To enter a **ROW Established** date, click the **Edit** text in the actions column of the “Conflicts Associated with this Request.” This action opens a modal window with the conflict’s Conflict Detail Information, Location Information, Facility Information, RPI Information, and Conflict Analysis. Scroll down to the RPI Information section to find the “ROW Established” field and make a selection for the calendar day. Then press the **SAVE** button in the bottom right of the window to close it.

Conflicts Associated with this Request

Conflict Id	RPI	Location Type	Actions	County	SR	Existing ROW	Installation Date	ROW Established Date	Conflict Linear Ft	Conflict Description
5251		Aerial - pole owner	Edit Remove	Allegheny	0008	Existing Legal	05/26/2021	05/27/2021		test

+ ADD CONFLICT

Instrument Type:

- Affidavit
- Deed
- Easement Agreement
- Joint Use Pole Agreement

Review the conflicts and the Instrument Type and open any attached documents by clicking on the File Names to download them. Use the **Utility RPI Request Comments** text box and the **ADD RPI COMMENT** button to publish notes to the request that will be visible to any user. Existing comments are seen in the box just below it for “Previous RPI Comments External.”

The last section of the page allows the reviewer to upload additional documents as well. When the review is finished, go to the bottom right corner and click **APPROVE** to approve the RPI request or **RETURN FOR MORE INFO** to return the request to the utility to make necessary changes. Choosing to return it requires a reason to be typed into a modal window that appears, and then URMS sends an email notification to the person that submitted the RPI request.

Enter Reason

Reason: *

500 characters remaining.

An RPI request approved by the District goes to PennDOT’s Central Office for review. The status on the Utility RPI Requests List now indicates “Pending CO Review.” The request may be modified while it is in this status.

As a CO user, go to the “Utility RPI Requests List” page and click the **Review** action in the row for the request that is pending CO review. On the resulting “Real Property Interest (RPI) Review Request” page, examine the conflicts, Instrument Type, and previous comments and open any attached documents by clicking on the File Names to download them. The middle of the page has the **CO & OCC RPI Comments** text box and the **ADD RPI COMMENT** button to add new notes to the previous comments.

At the bottom right corner, click **APPROVE** to approve the request and send it on to the Office of Chief Counsel or click **RETURN FOR MORE INFO** to send the request back to the District. Returning the RPI request from Central Office also requires a reason typed into the modal window that appears, which will explain to the District why the request cannot be approved yet.

The request then has the status of “Return to District” in the Utility RPI Requests List. The District user must review the RPI request again and ensure the stated requirements are met. If the District must return the request to the utility, the District will again have to approve the updated request before it continues back to Central Office.

Once OCC approves the request, it moves into the status “Pending CO Determination Review.” The Central Office user sees the request in the Utility RPI Requests List where the **Determination** field now has a value telling what OCC determined. Click the **Review** action text once more to view the request details and analyze its contents.

The **Private Status Eligibility** date can be input in the same modal window as the ROW Established date and other RPI information through the Edit text button for the conflict in the Conflicts Associated with this Request. The Private Status Eligibility options are “Eligible,” “Eligible in-Part,” and “Non Eligible.”

Finally, CO can **APPROVE** the request once again at the very bottom of the page.

The last step is the “District Determination Review.” As the District user, review the request, add any final notes in the comments box, and click **APPROVE** at the bottom to confirm the RPI. Following this action, the request shows on the “Utility RPI Requests List” page with the status of “Complete.”

OCC Review RPI Request

An RPI request approved by the CO user displays in the Utility RPI Requests List with the status “Pending OCC Review.” An OCC user can find the request at **Manage Project > RPI, Agreements & Invoicing > Real Property Interest** and approve or return it.

To make an entry for the Real Property Interest, click the **Edit** text in the actions column of the “Conflicts Associated with this Request.” This action opens a modal window with the conflict’s Conflict Detail Information, Location Information, Facility Information, RPI Information, and Conflict Analysis. Scroll down to the RPI Information section to find the **Real Property Interest** field, in which are options for “Yes,” “No,” and “In Part.” Then press the **SAVE** button in the bottom right of the window to close it.

Real Property Interest(RPI) Review Request

Utility Information
Status: Pending OCC Review

Utility - Utility Type: ABCD Telecommunications - Telecomm

Conflicts Associated with this Request

Conflict Id	RPI	Location Type	Actions	County	SR	Existing ROW	Installation Date	ROW Established Date	Conflict Linear Ft	Conflict Description
5251		Aerial - pole owner	Edit Remove	Allegheny	0008	Existing Legal	05/26/2021	05/27/2021		test

+ ADD CONFLICT

Instrument Type:

- Affidavit
- Deed
- Easement Agreement
- Joint Use Pole Agreement

Below the Instrument Type box, the “Request Determination” reflects the selection made for the Real Property Interest in the conflict details above.

Request Determination:

Compensable Request

Partial Request

Non-Compensable Request

Below the determination is a dropdown selection box to **Assign OCC Attorney**, which includes the registered OCC users in URMS. The next section down is for comments for the RPI request, where OCC can optionally input a comment in the box titled “CO & OCC RPI Comments.” After typing a comment, press the **ADD RPI COMMENT** below the text box to save it.

To finish the review, use the **COMPLETE** or **RETURN FOR MORE INFO** buttons at the bottom right of the page. A completed request enters the status “Pending CO Determination Review.”

Cancel RPI Request

An RPI entry can be cancelled at any time in the request and approval process by either PennDOT or the utility. To do so, open the RPI request from the “Utility RPI Requests List” by clicking the **View** text (for a utility user) or the **Review** text (for a PennDOT user) in the “Actions” column.

Scroll to the bottom of the screen, where the workflow buttons are. At the very bottom right, press **CANCEL RPI**. This button opens a warning box informing that a cancelled request cannot be edited or included in the proration calculation. Press **YES** to confirm the cancellation. The RPI request now shows in “Cancelled” status in the project’s Utility RPI Request List. PennDOT can still open the cancelled request to view its details, but no further action can be taken with it.

A screenshot of a navigation bar with four buttons: "SAVE", "APPROVE", "RETURN FOR MORE INFO", and "CANCEL RPI". A red arrow points down to the "CANCEL RPI" button.

Preliminary Estimate and Documents

When a utility is entitled to reimbursement for relocation costs, an estimate of the relocation costs is required for PennDOT to draft a reimbursement agreement.

Create Preliminary Estimate

The utility user begins the process of creating the estimate package. As the Utility Design Coordinator, select **Manage Project > RPI, Agreements & Invoicing > Preliminary Estimate**. The system navigates to the "Utility Estimate Forms List" page.

Click the **+ ADD NEW ESTIMATE FORM** button to open the "Utility Estimate Form." This page has two tabs: "Preliminary Estimate" and "Contracts." Complete the Preliminary Estimate to activate the Contracts tab.

The screenshot shows the "Utility Estimate Form" with the "Preliminary Estimate" tab selected. The form title is "Preliminary Estimate". The status is "Draft". The form includes the following fields and options:

- Utility - Utility Type:** A dropdown menu with the text "-Select Utility-".
- Corporate Address:** A text input field.
- SAP Vendor #:** A text input field.
- FID #:** A text input field.
- Agreement Type (Select all that apply): *** A list of checkboxes:
 - Cost Share
 - RPI(s)
 - Second Design/Move
 - Abbreviated Incorporated Work
 - No Pay Private Status
 - Non-Reimbursable Incorporated Work
- Billing Type: *** Three radio buttons:
 - Cost Estimate for Actual Billing Costs
 - Lump Sum Cost Estimate
 - No Cost
- Agreement Number:** A text input field.

For a utility user, the "Utility - Utility Type" box at the top will be prefilled. PennDOT users will choose the "Utility - Utility Type" from the dropdown selection. Next, in the details section, select one or multiple **Agreement Type** options. For a Cost Share or RPI agreement, choose one of the **Billing Type** options. For the rest of the agreement types, a default billing type is automatically selected.

If “RPI” is chosen, select a **Proration Type** of “Facility Count” or “Facility Length.” Facility Count is used for single-location conflicts, such as utility poles. Facility Length is generally used for underground conflicts where the conflict is not a single location but instead has a length. If the utility has both types of conflicts, the work must be subdivided. In these cases two estimates are required, one for each type of proration.

When “Cost Share” is selected, an approved [Cost Share Request Document](#) will be required for PennDOT to approve the estimate. Cost share documents can be uploaded for review at the bottom section of **Contracts** tab on the same page.

PennDOT users can enter the **Agreement Number** below the “Utility Details” box based on the District’s numbering scheme.

The rest of the page below has form fields in which costs for the various portions of the project are entered. The text boxes in the column on the right side require dollar value inputs. Each lettered section of the form has a subtotal that calculates as the values are typed. Depending on the Agreement Type(s) chosen, the form will show, hide, activate, or deactivate the appropriate fields, allowing the system to calculate an estimated reimbursement.

Click the **SAVE** button at the bottom at any time to save the progress. After all the available input boxes are filled, use the **SAVE & CONTINUE >** button to finish the Preliminary Estimate and begin the **Contracts** tab.

If the utility is using contractors for any portion of the work, the “Contract Detail” page contains multiple sections of lists to which the user must add appropriate entries, including continuing contracts, invitations to bid, and contractors hired without competitive bid. Click **+ ADD CONTRACTOR** under any of those sections to open a new row in that section’s list. A selection box appears in the **Estimate Item** column, from which one of the following options must be chosen:

- Preliminary Engineering
- Right of Way Acquisition
- Temporary Construction
- Permanent Construction
- Removal Costs

An entry box also appears next to it in which to type the **Contractor Name**. Click **Save** in the “Actions” column to the right to add the new item to section.

Contract Detail

The items of work, so indicated in this Preliminary Estimate, are to be accomplished by contract because the utility may not be adequately staffed or equipped to perform this work with its own forces at the time of the relocation. The following contractual method will be used for the items indicated

Continuing Contracts

The following Preliminary Estimate Items will be performed by the listed qualified contractors who normally perform such work for the Utility at reasonable costs under existing written continuing contracts:

Estimate Item	Contractor Name	Actions
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">-Select-</div>	<input style="width: 90%; border: 1px solid #ccc;" type="text"/>	Save Cancel Remove

+ ADD CONTRACTOR

The Contract Detail also includes a section for **Uploading Supporting Documents**. A document type must be specified from the options below:

- Cost Share Justification
- Cost Share Request Letter
- Cost Share Resolution
- Incorporated Item List
- Incorporated Work Request Letter
- List of Material and Material Cost to be Installed
- List of Material to be Removed
- Supplemental Estimate

The last item on the page is a checkbox to confirm the District has completed its review and has secured all necessary District approvals required for the Department to consider the subject Cost Share Request.

Use the **SUBMIT** button at the bottom to submit the estimate form after all relevant information has been inputted. URMS returns to the Utility Estimate Forms List, where a record for the submitted form shows with a status “Pending District Review.”

PennDOT’s Preliminary Estimate review process is in the [Review Preliminary Estimate](#) section below.

Review Preliminary Estimate

A District user may access and review the Preliminary Estimate form on the “Utility Estimate Forms List” page at **Manage Project > RPI, Agreements & Invoicing > Preliminary Estimate**. Click the **Review** text in the “Actions” column to open the form to the “Utility Estimate Form” page.

At the top right of the Preliminary Estimate section, the button to **PREVIEW DOCUMENT** is now active. Click the button to download a PDF listing all the information from the page.


Review the entries for the preliminary estimate, then click on the **Contracts** tab or the **NEXT PAGE >** button to move on to the next page. The District user can also make edits and **SAVE** the changes on either tab. Review the items entered for the **Contract Detail** and hit **APPROVE** at the bottom. This approval puts the estimate form into “Pending CO Review” status. Note: Resolutions and work units for the utility must be approved before the District can approve the estimate.

Following the District approval, the Central Office user finds the pending estimate in the Utility Estimate Forms List. Click the **Review** action text in the far-right column to begin.

Just as the District, CO will review the entries on the Preliminary Estimate page and then select the **CONTINUE** button at the bottom to move on to the **Contracts** page. Information on either page can be edited and saved with the **SAVE** button at the bottom. The Preliminary Estimate page also again

provides the **PREVIEW DOCUMENT** button at the top right, above the status, to download and view the preliminary estimate as a PDF with the PennDOT letterhead.

When the review of all the entries, selections, and any supporting documents is finished, click the **APPROVE** button at the bottom right of the screen to approve the utility estimate form. If the estimate includes a cost share, the system will check to confirm that there is an approved Cost share request upon clicking the **APPROVE** button. If an approved cost share request is missing, the system will not approve the Preliminary Estimate and will display an error message. Cost share documents can be uploaded for review at the bottom section of **Contracts** tab. Likewise, an RPI agreement type cannot be approved if there is no RPI in URMS with a determination of compensable or compensable in part.

 **An approved Cost Share Offer is required for this Utility Estimate form.**

If approved, the status of the form then shows as “Complete” on the “Utility Estimate Forms List” page. A user can still select the **Review** action to see the details of the form, but no changes can be saved.

Alternatively, if CO decides to **RETURN FOR MORE INFO**, the form is passed back to the District. A modal window prompts for a reason for the return, which will explain the case to the District. Likewise, if the District returns it for more info, the form is returned to the utility, and a reason is required to be given.

Amend Estimate

Either PennDOT or the utility can make the request for an amendment to the estimate. Modifying the estimate will trigger an [agreement amendment](#) if the agreement has been executed. Return to the Utility Estimate Forms List at **Manage Project > RPI, Agreements & Invoicing > Preliminary Estimate**. Find the utility and agreement number and click the **Request Amendment** text in the “Actions” column on the right side of the list.

Utility Estimate Forms List							
Type	Utility-Utility Type	Amendment Required?	Status	Billing Type Code	Proration Type	Agreement Status	Actions
	Somuch Electric Co. - Electric		Complete	Lump Sum	Facility Count	Executed	Edit Review Request Amendment

The agreement number at the top of the “Agreement Amendment Estimate” form now has an “A” appended to the end of it. The first item in the form to complete is the **Amendment Reason**, in which the user must type an explanation. Remaining fields after that are reflective of the preliminary estimate form. Make any needed changes and enter values for the applicable line items going down the page. The total amounts calculate automatically with each entry.

Agreement Amendment Estimate

PREVIEW DOCUMENT

Utility Details
Status: Draft

This is a request to amend the currently executed Agreement. If you do not wish to Amend the Agreement, click Cancel.

Agreement Number: 321654A

Amendment Reason: *

2000 characters remaining.

Utility - Utility Type: Somuch Electric Co. - Electric **Corporate Address:** 100 Main Street, Harrisburg, PA 17111

Use the **CONTINUE** button at the bottom of the page to move onto the Contracts tab of the form. On this screen the user can add any contractors that are under continuing contracts, being invited to bid, or being hired without competitive bid.

Be sure to click the **Save** text in the Actions column after selecting the Estimate Item and typing the Contractor Name for any contractor being added in any of the respective groups.

Continuing Contracts

The following Preliminary Estimate Items will be performed by the listed qualified contractors who normally perform such work for the Utility at reasonable costs under existing written continuing contracts:

Estimate Item	Contractor Name	Actions
Temporary ▾	Acme Construction, Inc.	✓ Save ✕ Cancel 🗑 Remove

+ ADD CONTRACTOR

Finally, after all entries have been made and any needed documents have been uploaded, press **SUBMIT** at the bottom right to complete the amendment request. If all the requirements were met, the user lands back on the Utility Estimate Forms List, where the agreement is now “Pending District Review.”

The District Utility Unit Oversight receives a task for “District Review Preliminary Estimate.” The amended estimate is reviewed and approved in the same process as [the original preliminary estimate](#), including a Central Office review following the District approval.

Project Status 5 - Contract Development

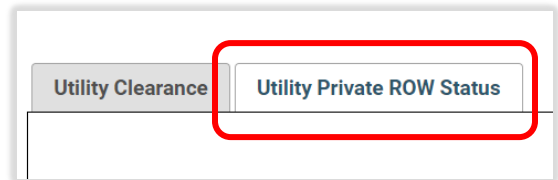
Generate Clearance (D-419 or Standard Special Provision)

Before creating the clearance for a utility on the project, all prerequisite needs should be accounted for in URMS. The [Project Checklist](#) can be helpful to identify any outstanding requirements. Checking for **Actual Dates** on the [Project Milestones](#) page can also confirm if all prior steps are complete.

For a bundled project that has multiple MPMS numbers, each MPMS number needs its own clearance in URMS.

Update Private Right-of-Way Status

Another part of starting the clearance process is ensuring any private right-of-way needed for the project has been acquired. As the Conflict Coordinator, first go to **Manage Project > Utility Clearance > Utility Clearance**. On the resulting page, check the tabs at the top left to see if a tab for **Utility Private ROW** exists.



Go to the “Utility Private ROW” tab and check for “Acquired” in the column **Utility Required ROW**. If the field is empty, click **Edit** in the **Actions** column to open a dropdown selection box in the “Utility Required ROW” field. Use this box to change the status of the right-of-way acquisition, then click **Save**. If the ROW has been acquired for all the resolutions listed, use the **MARK ALL ACQUIRED** button at the bottom right of the table to easily update them all. The Conflict Coordinator can also click the text to **View Resolution** in the Actions column, which will navigate to the “Edit Resolutions” page.

Utility Private ROW							
Offset	End Seg/Offset	Begin Station	Center Station	End Station	Utility Required ROW	ROW Resolved Date	Actions
		0001+50			Acquired	10/16/2020	Edit View Resolution
		0000+01	0000+02	0000+03	Acquired	09/23/2020	Edit View Resolution
		0103+50			Acquired	10/16/2020	Edit View Resolution
		0107+50			Acquired	10/16/2020	Edit View Resolution
		0110+50			Acquired	10/16/2020	Edit View Resolution
							MARK ALL ACQUIRED

Create PennDOT Work Buckets

The Conflict Coordinator organizes and allocates the work units created by the utilities by placing them into “Work Buckets.” Work buckets are a way to organize the work into meaningful groupings. These work buckets are then used to organize the content of the D-419 and in this way become part of the clearance documentation. Work buckets can be used in any way that works best for the project, but a

few good options are to create a bucket for each utility type or, at least, one for underground and one for aerial utilities.

The **Project Work Summary** section provides the space for the work buckets. Begin by clicking the button **+ ADD PENNDOT WORK BUCKET**. On the “Manage Work Bucket” page, enter a name for the new work bucket. Then click the button to **+ ADD UTILITY WORK UNIT**. A modal window opens with a list of the work units created by the utilities. Use the checkboxes on the left side to select whichever work units belong in the current work bucket, then **SAVE** and close the window.

The chosen work units are then listed on the “Manage Work Bucket” page, each within its own box displaying its details. If relevant, click a work unit’s **Dependency** dropdown entry box and select any dependencies existing for that work unit. The order of the work units can be re-arranged by editing the numbers in the **Sequence** field boxes and selecting the **Reorder** text button near the lower left corner of the section. Alternatively, reorder the work units by clicking and holding anywhere in one of the unit boxes and dragging it up or down.



Manage Work Bucket

Work Bucket Name: *

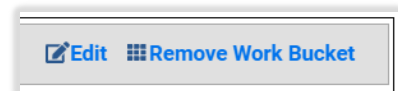
Utility Work Units

Somuch Electric Co. -Electric		Work Bundle Name: Pole installs		
Sequence: <input style="width: 40px;" type="text" value="1"/>	Dependency(s): <input style="width: 80px;" type="text"/>	Work Type: Prior	Duration: 1 days	Anticipated Completion Date: 03/24/2020
Notes: Poles to be set by contractor				
Somuch Electric Co. -Electric		Work Bundle Name: Wire relos		
Sequence: <input style="width: 40px;" type="text" value="2"/>	Dependency(s): <input style="width: 80px;" type="text"/>	Work Type: Coordinated	Duration: 15 days	
Notes:				
Somuch Electric Co. -Electric		Work Bundle Name: Pull the Poles		
Sequence: <input style="width: 40px;" type="text" value="3"/>	Dependency(s): <input style="width: 80px;" type="text"/>	Work Type: Coordinated	Duration: 1 days	
Notes:				

Reorder

When the work bucket setup is finished, click the **SAVE** button at the very bottom right of the page to return to the “Utility Clearance” page with the new work bucket now found in the “Project Work Summary” section.

To delete a work bucket that has been added, use the **Remove Work Bucket** text button on the right side of the box.



Continue adding work buckets to account for all the work units of the relocation project. As with configuring the work units within a bucket, the work buckets can also have a **Dependency** assigned to them, and the **Sequence** of the buckets can be changed. The designation of the work units and the ordering of the work buckets are important because of their effect on the D-419 document.

Submit the Utility Clearance

When ready to generate the clearance, the District Conflict Coordinator can begin by selecting the task in the “Upcoming Tasks” on the Dashboard or by navigating to **Manage Project > Utility Clearance > Utility Clearance** from the Project Page.

To create the clearance, all the utilities added to the project must be identified as affected or not affected, and the SUE entry must be completed as well, unless the clearance type is an “SPP for an Emergency or Design-Build.” Attempting to submit the clearance with these requirements unmet results in a red warning message at the top of the page.

If this is a local project, it will be indicated at the top left corner with the text, “This is a Local Project.” Additionally, on the same line will be a box for the PennDOT user to enter the name of the **Local Sponsor**. Local projects also have an extra requirement at the bottom of the page to confirm the user is authorized to enter the information on behalf of the sponsor. All other projects do not have these additional fields.

The screenshot shows the 'Utility Clearance' form. On the left, a red circle highlights the text 'This is a Local Project'. To the right, there is a 'Local Sponsor' field with the text 'Jon's Transportation Authority'. Below this, there is a 'Clearance Type' dropdown menu and a checked checkbox for 'Conditional'.

The screenshot shows a light blue box containing a checked checkbox and the text 'I am authorized to work on behalf of the project sponsor.'

Select a **Clearance Type** from the dropdown entry box. D419 is the first option, but Standard Special Provisions are listed as well. Design-build projects have a [Design Build Clearance](#) type.

The screenshot shows the 'Clearance Type' dropdown menu open. The options listed are: '-Select-', 'D419', 'SSP a04101 Location Report', 'SSP a04201 Not Involved', 'SSP a04251 Not Affected', 'SSP a04401 Min Excavation', 'SSP a04501 GuideRail', and 'SSP a04601 Roadside Tourist'. The text 'Required.' is visible above the dropdown. Below the dropdown, the text 'Project Work' and 'Work Buckets' are visible.

In the case of a standard project that also has a design-build item number, the D419 can include a note for that specific item. Scroll to the end of the “Utility Clearance” page to find the **Additional Utility Relocation Details** input box, into which the note can be typed. The text entered in this box appears on the clearance document below its “Involved Utilities” section and above its “Work Planned” section.

If the clearance is not yet final, a conditional clearance can be generated by using the **Conditional** checkbox to the right of the Clearance Type.

The **PREVIEW CLEARANCE** button near the top right of the section allows the user to see a sample of the document without saving it to the project files. A PDF file downloads to the computer, which reflects how the actual clearance will appear, except that the preview document has a “PREVIEW” watermark.



Note that the contact people for each utility listed on the clearance are determined by the [Project Team](#) roles the utility has assigned, unless the organization has no registered users in URMS. In that case, the contact on the clearance is the contact assigned when the utility was first added to the project.

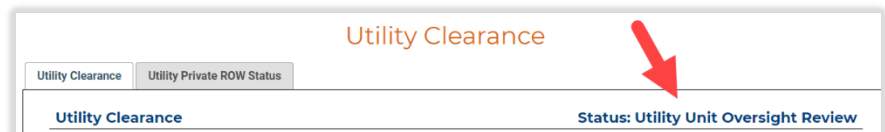
Review the preview clearance, then move to the buttons at the bottom of the page. **SAVE** stores the current progress on the Utility Clearance page but does not advance further. **GENERATE WORK SUMMARY** makes a work summary document for each utility on the project, if the utility’s resolutions, work units, and construction details have been approved and all the milestones leading up to clearance have been completed. These summary files are then stored in the [Project Documents](#).

SUBMIT forwards the clearance information to Central Office and creates a task for the CO Agreement Coordinator to review it. If it receives approval, the clearance document will be completed and added to the “Clearance Documents” section as well as the “Project Documents” screen.



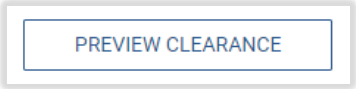
Review the Clearance

When the District submits a clearance request for the project, the CO Agreement Coordinator receives a task to review it. If the clearance was created by a consultant user, the review has an additional step of approval by the Utility Unit Oversight role prior to Central Office approval. This circumstance is indicated by the status of the clearance, which progresses from “Draft” to “Utility Unit Oversight Review” after the consultant’s initial submission. When the Utility Unit Oversight approves, the status becomes “Pending CO Review.”



Both the District and Central Office can begin their reviews by finding the task in the “My Upcoming Tasks” table or going to the Project Page and then **Manage Project > Utility Clearance > Utility Clearance**.

Once the reviewer is on the Utility Clearance page, the **PREVIEW CLEARANCE** button below the status heading on the right side of the screen provides the information to evaluate. Any additional documents that were uploaded or comments that were typed further down the page are available for consideration as well.



After reviewing the new clearance input to verify its sufficiency, click **APPROVE** to approve the submission or **RETURN FOR MORE INFO** to send it back with a comment about why it could not be approved yet.

When the Utility Unit Oversight approves the clearance, it goes to Central Office for review. Central Office’s approval creates a “Utility Clearance” document according to the information entered, which is added to the Clearance Documents section of the page as well as the Project Documents page.



Updating the Clearance


The District can easily keep utility clearances up to date, even when the project is in Construction, by submitting a new clearance. If the project’s let date is in the past, there is no requirement for a Central Office review, simplifying the process.

Design-Build Clearance

When a project is designated as [Design-Build](#) during Scoping, the Utility Clearance page has a standard special provision (“SSP for Design Build”) within the **Clearance Type** dropdown selection box. The District can generate this clearance right away to add the file to the [Project Documents](#). This clearance will allow the design-build contract to be let.

A design-build clearance document can have a section for “Utilities Potentially Involved.” Utilities are given this categorization when they have not been indicated as affected nor unaffected on the [Project Checklist](#).

As the project progresses, ongoing utility coordination should continue in URMS. When all utility coordination is complete, the Conflict Coordinator can generate the clearance again under a different clearance type following the usual procedure. However, this case of a second clearance is only applicable for a project that has passed its let date (the design-build let date). The new document will replace the original on the “Utility Clearance” screen as well as in the Project Documents, but the original document is still accessible by clicking the **Version** number of the file and then clicking the **File Name** in the “View Previous Documents” modal window that opens.

Clearance Documents		
File Name	Version	Document Type
 UtilityClearance_92857.pdf	2	Utility Clearance

View Previous Documents

File Name	Version	Document Type	Date Uploaded
UtilityClearance_92857.pdf	2	Utility Clearance	12/14/2020.
DesignBuildSSPc01071_92857.pdf	1	Utility Clearance	12/14/2020.

Generate Utility Clearance Certification

The utility clearance certification (UCC) can be created by the CO Agreement Coordinator after Central Office has approved the clearance. To generate the final UCC, look for a task in the Upcoming Tasks list or go to the Project Page and select **Manage Project > Utility Clearance > Utility Clearance Certification**.

If the District Conflict Coordinator indicated the clearance is conditional during the [Generate Utility Clearance](#) process, then the **Is Conditional** box will be checked, and an additional line below it gives the reason entered for the conditional status. At this point, the CO Agreement Coordinator will only be creating a conditional UCC; the project must be revisited in URMS to generate a final UCC when it is available.

Is Conditional: i A Conditional UCC will be generated. It will need to be regenerated when final.

If the clearance was not marked as conditional, this checkbox is blank and grayed out. In either case, the conditional checkbox cannot be edited; it is only included on this page for reference.

The bottom section of the page has the “Status of Project Deliverables” below the buttons for the UCC. Click any of the subsections to expand them for relevant project information.

Status of Project Deliverables Expand All | Collapse All

Utility Resolution and Work Units	▼
Private ROW	▼
Agreements	▼
Preliminary Estimates	▼
RPI Requests	▼
Cost Share	▼
Incorporated Work Requests	▼

Central Office can enter a note for the reason for the clearance’s conditional status, if necessary. After that, press the **GENERATE UCC** button below the box.

[< Return To Project Page](#)

Prepare Utility Clearance Certifications

Parent MPMS: 500500

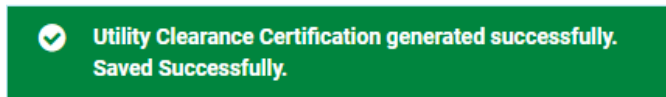
Is Conditional:

Reason for Conditional UCC:

1000 characters remaining.

CANCEL
SAVE
GENERATE UCC

Look for a green bar across the top of the page confirming the generation was successful. The project now has a UCC document which can be found in the [Project Documents](#).



Signed UCCs

To accommodate utility clearance certifications that require executive signatures, URMS allows Central Office users to manually upload a new version of a system-generated UCC document that has been signed and scanned.

Go to the Project Documents page at **Manage Project > Project Documents**. Find the original UCC in the documents and click the **Update** text button on the right end of the row. Use the modal window to select the signed copy from the computer files and press **UPLOAD**. A successful upload replaces the original file with the signed UCC and increments the “Version” number for that document in the table.

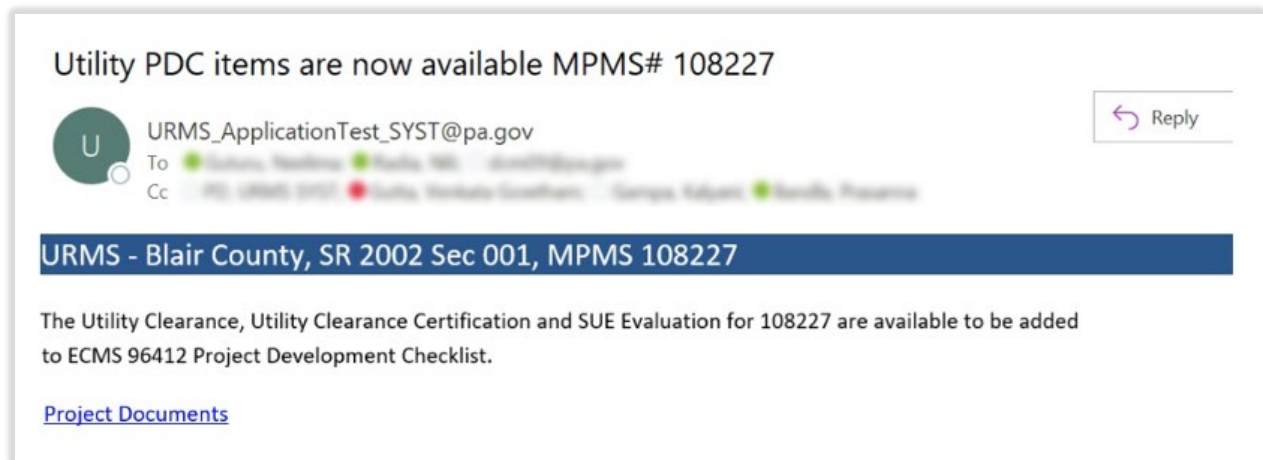
Version	Document Type ⇅	Date Uploaded	File Size (MB)	Notes	Action
2	Utility Clearance Certification	01/15/2021	0.070		 Update

Notification to District Contract Management

Generating a UCC in URMS triggers an email notification to the District's Contract Management (DCM). The email includes the MPMS number in the subject and notifies the DCM that the clearance, UCC, and SUE evaluation are available for the project and that they can proceed with adding the Project Development Checklist documents in ECMS. It also has a link with which they can view the project documents without needing a registered user ID.

The PM, the Utility Unit Oversight, and the Conflict Coordinator receive this notification too.


In the case of a bundling of multiple projects, the body of the email references the [parent project](#), and a notification generates for each child project as well as the parent.



Pre-Agreement Authorization

At times a project may need authorization for utility relocation work before an agreement can be executed. The DURA or District Utility Unit users can submit a pre-agreement authorization request to Central Office on the page at **Manage Project > RPI, Agreements & Invoicing > Pre-Agreement Authorizations**.

A new pre-agreement request can be made if the project has an approved [cost share](#) or an [RPI that is compensable](#) or compensable in part. Without either of these conditions, the page gives a red error banner when a submission is attempted.

 You must have at least one compensable RPI request OR at least one approved Cost Share request in order to submit a Pre-Agreement Authorization request.

With an approved cost share or compensable real property interest established on the project, start the pre-agreement authorization by selecting the **Utility** to receive the authorization. If the utility has only one agreement, the **Agreement** box defaults to that number; otherwise, select the appropriate agreement number. Next, a typed **Justification of Circumstances** is required.

Below the justification box are two statements from the policy that must be affirmed using the check boxes. The first is "the highway project is on a definite program for construction in the near future and the time required to complete relocation work is necessary to meet the scheduled letting date." The

second is “there are no contemplated changes to the highway project plan that would have a major effect on the proposed utility relocation work.”

For reference regarding these required entries, the user may view the “Status of Project Deliverables” section at the bottom of the page. The “Agreements,” “Preliminary Estimates,” “RPI Requests,” and “Cost Share” boxes can be clicked and expanded to show any existing records from the project for the selected utility, such as the status of the actual agreement in URMS.

When everything is complete, press the **SUBMIT** button to finish. A submitted request goes into “Pending CO Review,” and the Central Office user on the project team gets a task to review it. If Central Office returns the request rather than approving it, the District will receive a notification with the explanation.

Utility Agreements

The Conflict Resolution phase in URMS includes the ability to submit all information necessary for PennDOT to produce a reimbursement agreement and/or a private status agreement. An agreement can only be generated if the utility’s resolutions and work units have been approved. The section below describes the page on which all agreements across all projects can be viewed in one place, and the sections following describe how to perform the various parts necessary for agreements for a project.

Utility Agreement List

The “Complete Utility Agreement List” shows all of a utility’s agreements in URMS across all projects. In the light blue menu bar at the top of any page, go to **Utility Functions** and choose **Utility Agreement List** from the dropdown. This opens the “Complete Utility Agreement List” page, consisting of a table containing all the agreements for the utility, from those in Draft status through those that have been executed.



The page gives the agreement type (Cost Share, No Pay Private Status, RPI, etc.) of each along with the project MPMS number, the agreement number, and the utility. Further to the right are columns for the date

the agreement was sent to the utility and the date it was executed, if any. Then a Yes/No indicator tells whether the agreement’s final bill has been submitted in the system.

Lastly, the list provides a **Review** link for each record, which navigates to the detailed page where the user can submit, review, or edit the agreement, as applicable.

Any of the data fields can be sorted, so the user can view the agreements in a particular order based on type, status, dates, etc.

Complete Utility Agreement List

[EXPORT LIST](#)

MPMS#	Agreement #	Agreement Type	Utility/Utility Type	Status	Sent to Utility	Executed	Final Bill Submitted?	Actions
64767	CSTAGREMT	Cost Share	Somuch Power Co. - Natural Gas	Pending CO Creation			No	Review
14580	ABINCORP3	Abbreviated Incorporated Work	Training Electric Co. 1 - Electric	Executed Settlement	08/26/2021		No	Review
500100	02A993A	RPI(s)	Training Electric Co. 1 - Electric	Draft			No	Review
88482	111222	Second Design/Move	Somuch Electric Co. - Electric	Pending CO Creation			No	Review
10048	02A994	RPI(s)	Somuch Electric Co. - Electric	Executed	09/16/2021	09/16/2021	Yes	Review
10048	A1234	RPI(s)	Somuch Electric Co. - Electric	Executed	09/16/2021	09/16/2021	No	Review

PennDOT Drafts Agreement

Once Central Office has approved an estimate for the project, a task is generated for the CO Agreement Coordinator to create a draft reimbursement agreement. An agreement cannot be generated if the [estimate form](#) for the utility is not in “Completed” status.

Click on the task to go directly to the “Utility Reimbursement Agreement” page for the specific utility. Alternatively, while viewing the project in URMS, go to **Manage Project > RPI, Agreements & Invoicing > Agreements** to open the Utility Agreements List. Then find the utility in the table list and select the **Create Agreement** text button in the Actions column on the far right.

Utility Agreements List

[EXPORT LIST](#)

Utility	Utility Type	Agreement #	Status	Amendment Requested?	Date Sent to Utility	Date Uploaded by Utility	Executed Agreement Uploaded	Actions
Training Sewer Co.1	Sewer	urtest123	Pending CO Creation					Create Agreement Review Settle

The status of the agreement should be “Pending CO Creation.” The Utility Reimbursement Agreement page displays the agreement number at the top followed by the system-generated funds commitment number, which is based on the agreement number.

The first selection is for the question of **Federal Participation**. Choose a “Yes” or “No” answer and then make one or more selections for the **Limited Access Agreement Type**, if applicable. Likewise, the optional **Private Status** field provides the choices of “Private Status – Standard” and “Adjusted Facilities with Exception.” This dropdown box is disabled if there are no private status locations.

Utility Reimbursement Agreement Details **Status: Pending CO Creation** **Last Review Date: 09/07**

Utility-Utility Type: Somuch Electric Co.-Electric [Go to LATS](#)

Agreement#: 111222

Funds Commitment#: U111222000

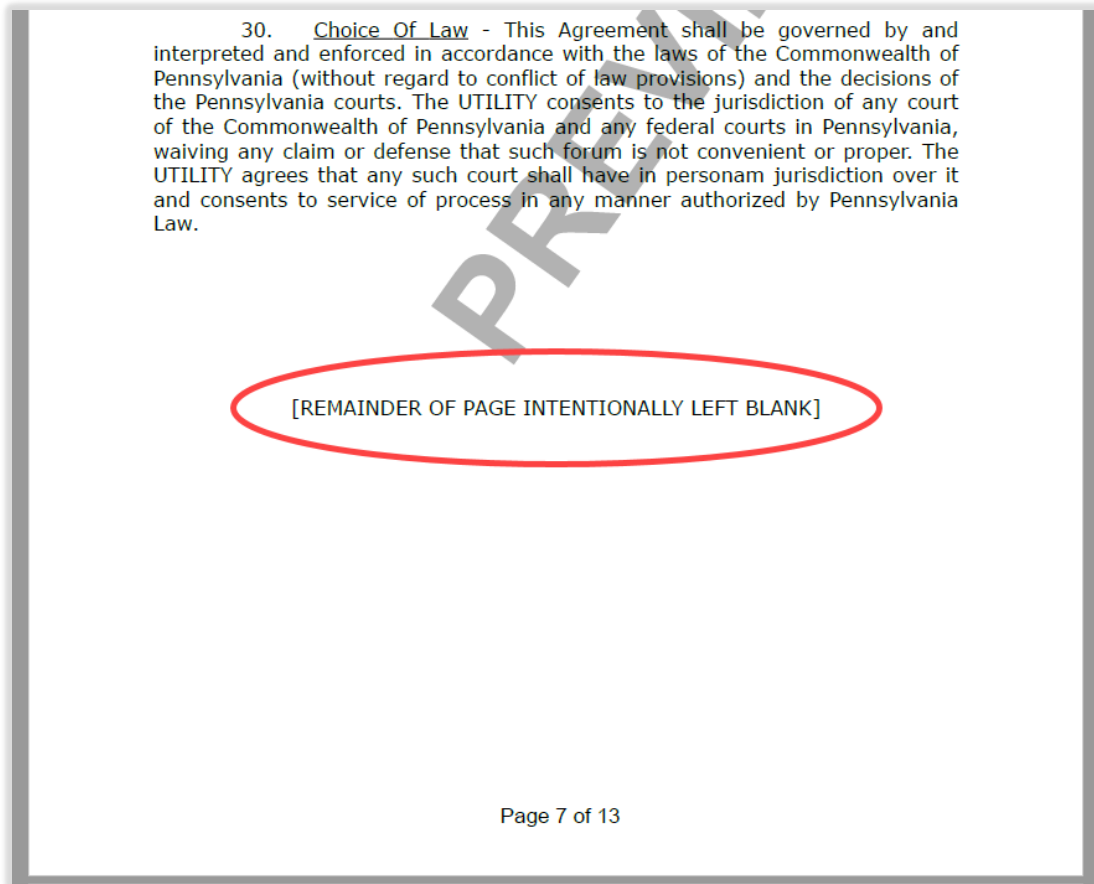
Federal Participation: *

Include REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

The right side of the agreement details section has a button to **PREVIEW AGREEMENT**. This downloads a sample file showing what the agreement document’s contents would be once the agreement is executed. The yellow-highlighted text is system-generated content based on the project details, allowing the reviewer to easily identify information to check in the preview. The highlighting does not appear on the actual agreement document.

In applicable cases there is a check box below the preview button that lets Central Office decide whether the agreement text will **Include REMAINDER OF PAGE INTENTIONALLY LEFT BLANK** on the last page before the signature pages. The user might determine this by previewing the agreement to see how much white space is left at the end.

[A screenshot of the agreement preview is on the following page.]



Except when the agreement is an RPI or Cost Share using a cost estimate for actual billing costs (as selected on the [Preliminary Estimate](#) form), additional buttons are found to the right of the Limited Access Agreement Type field and the Private Status field. The option to **CREATE RTKL EXHIBIT** downloads a PDF sample file with text explaining the Right-to-Know Law provisions for the agreement. The **CREATE LOCATIONS EXHIBIT** button downloads a new document containing a table listing the project location(s), comprised of the SR, section, stations, segments, county, and municipality. These locations are selected from the project’s associated locations listed in the Utility Work Location Section of the page. This list includes all municipalities in which the project is located.

Utility Work Location

Choose Project Location(s) for this Utility Agreement.

	SR	SEC	Begin Segment/Offset	Begin Station	End Segment/Offset	End Station	County	Municipality
<input type="checkbox"/>	0019	13A	0410/0000		0460/0695		Allegheny	-Select-
<input checked="" type="checkbox"/>	0051	13A	0540/0000		0770/1450		Allegheny	Robinson (1TWP)
<input checked="" type="checkbox"/>	0051	13A	0731/0000		0761/0652		Allegheny	Moon (2TWP)

Finally, the **CREATE P/S LOCATIONS EXHIBIT** button generates a document listing private status locations in the same format.

If the encumbrance balance is not sufficient to meet the total PennDOT share of non-incorporated costs, the agreement should not be sent for Commonwealth execution.

Total Encumbrance Balance: \$736,375.00	Warning: The Encumbrance Balance does not equal the PennDOT Share of Non-Incorporated costs. The Agreement cannot be sent for Execution.
PennDOT Total Share Non-Incorporated Costs: \$1,736,375.00	

Under the Utility Work Location, select the project location(s) for the agreement if one is not already check-marked. All the locations from MPMS for the project are listed since the utility might not be operating in the municipality of the primary location.

The “Agreement Document List” provides easy access to related files in URMS, like the final design plans and the utility estimate form, which can be downloaded for viewing.

The draft agreement also requires an agreement document be added through the “Upload Agreement Documents” section. The **Document Type** for the uploaded document should be “Utility Agreement.” The other available Document Types are “Signed Utility Agreement” and “Executed Utility Agreement.”

Below the document upload section and below the action buttons, the very last part of the page is the “Status of Project Deliverables.” The accordion sections here can be expanded and collapsed for viewing relevant project information for the utility, including conflict, resolution, estimate, RPI, and cost share details.

Status of Project Deliverables

[Expand All](#) | [Collapse All](#)

Resolution and Work Units - Status		
Utility	Utility Type	Status
Somuch Water Co.	Water	Approved
Preliminary Estimates - Status		
RPI Requests		
Resolutions with RPI & Private Status Eligible		
Conflicts w Compensable RPI and Private Status Eligibility		
Resolutions with Limited Access		
Incorporated Work Requests		
Cost Share Requests		

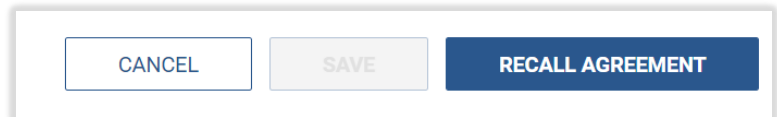
Once the agreement details are all set up, the CO Agreement Coordinator can press the **SEND TO OCC** button (above the Status of Project Deliverables section) to finish and send the drafted agreement to the Office of Chief Counsel for review. The **SAVE** button allows for saving any progress and uploaded files without submitting.

Not all agreement types are system-generated. Certain agreements that are not frequently used will be drafted outside the application and then uploaded to the “Draft Agreement” document type for review by OCC and delivery to the utility. Below is a list of agreements that are currently system-generated:

- RPI
- RPI with Private Status
- RPI & Cost Share
- RPI & Cost Share with Private Status
- Cost Share
- Incorporated Work with Reimbursement
- Incorporated Work without Reimbursement

Sending the completed draft returns the user to the Utility Agreements List, where the agreement is now shown as “Pending OCC Review.”

Central Office can recall a pending agreement while it is still awaiting OCC approval. To do so, return to the agreement by pressing the **Review** text in the [Utility Agreement List](#) or in the project’s agreement list at **Manage Project > RPI, Agreements & Invoicing > Agreements**. On the Utility Reimbursement Agreement page that shows, scroll down to the buttons just below the document upload section and above the “Status of Project Deliverables” section. Press **RECALL AGREEMENT** and type a reason in the modal window that appears to remove the draft agreement from OCC’s queue and put it into “Pending Revision” status.



Resubmit the revised draft by pressing the **Review** text in the Actions column of the agreements list, making any changes to the agreement details, and pressing the **SEND TO OCC** button again below the document upload section of the page.

Utility Type	Agreement #	Status
Electric Co. 1	Electric	0004test
		Pending Revision

Actions
Clear all Filters Create Agreement Review Am Settle

OCC Reviews Draft Agreement

When Central Office submits a draft utility agreement, OCC receives it for review. The Legal Assistant can click on the task or navigate to **Manage Project > RPI, Agreements & Invoicing > Agreements**, find

the agreement in “Pending OCC Review” status, and click the **Review** text in the Actions column of the table.

The Utility Reimbursement Agreement page shows the selections made by Central Office. At the end of the top section is the **Assign OCC Attorney** selection, where the Legal Assistant assigns the appropriate attorney user. Scroll down to use the **SAVE** button below the “Upload Agreement Documents” section to save the entry and send the attorney a notification, which includes a link to the item for review. The Legal Assistant cannot approve an agreement but can return it to Central Office using the **RETURN FOR MORE INFO** button. Note: The review task will remain in the Legal Assistant’s dashboard until the reviewing attorney completes the review.

After the attorney assignment is made, the OCC Attorney user reviews the agreement details from Central Office and can make changes. Further down the page, the Agreement Document List holds the Utility Agreement document; click the document name to download the file to view it.

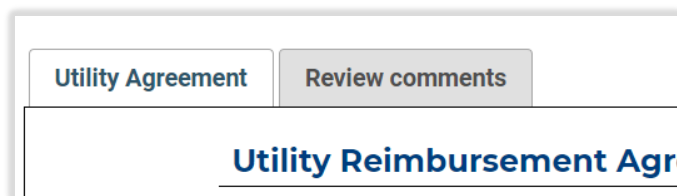
The “Status of Project Deliverables” at very end of the page provides additional information about the status of the utility’s relocation process on the project in URMS.

Below the “Upload Agreement Documents” section, find the buttons to **APPROVE** the draft agreement or **RETURN FOR MORE INFO**. A reason must be typed when the draft is returned to notify Central Office why it was not approved. An approved agreement goes to Central Office for execution. Now the Utility Agreements List shows the agreement number as “Approved by OCC.”

The OCC Attorney can also press **SAVE** to save any changes and uploaded files without finishing the review.

Central Office Sends Agreement

OCC will either approve the draft reimbursement agreement or return it for more information. If the draft agreement is returned, the CO Agreement Coordinator can see the comment explaining the reason. Review comments are also saved to a “Review Comments” tab at the top left of the agreement page. Necessary revisions must be made on the “Utility Reimbursement Agreement” page and the draft must be sent to OCC again.



When a draft agreement is approved, the CO Agreement Coordinator receives a task to send the agreement to the utility. Click on the task or return to the Utility Reimbursement Agreement page for the agreement number through the list at **Manage Project > RPI, Agreements & Invoicing > Agreements**. Now the page has the **SEND TO UTILITY** button below the upload section. This action sends the agreement to the Utility Administrator team member of the utility and completes the task.

Utility Uploads Signed Agreement

After the unsigned agreement is sent by PennDOT, the utility will be notified to sign and upload it. For business partner utilities, a task is generated to upload the signed agreement. For non-business partner utilities, the CO Agreement Coordinator is assigned this task.

Use the notification link or open the project in URMS and navigate to **Manage Project > RPI, Agreements & Invoicing > Agreements**. Find the agreement number in the Utility Agreements List that is “Pending Utility Review” and click the **View/Upload** text at the right end of the row. This button opens the “Utility Agreement Documents” page for the agreement number, which includes the documents list where the file can be found.

Utility Agreements List									EXPORT LIST
Utility	Utility Type	Agreement #	Status	Amendment Requested?	Date Sent to Utility	Date Signed by Utility	Date Agreement Executed	Actions	Clear all Filters
Somuch Water Co.	Water	87541	Pending Utility Review		09/03/2021			View/Upload	
Somuch Water Co.	Water	26587	Executed Settlement					View/Upload	

The utility should download the file with the “Utility Agreement” document type to obtain signatures from the appropriate officials.

Business partner utilities can return to this same page in URMS to upload a scan of the signed agreement. Non-business partners must mail an agreement with a wet ink signature back to PennDOT.

Press the **SELECT FILES TO UPLOAD** button or drag and drop a file in the Upload Agreement Documents section. When the document uploads and the File Name shows below the upload box, the “Signed Utility Agreement” document type should be selected. Optionally enter a note, then go to the bottom right corner of the screen and press the **UPLOAD** button to finish.

A successful submission returns the user to the Utility Agreements List, where the agreement number now shows as “Pending CO Coordinator Review.”

Central Office Executes Agreement

After a signed agreement is uploaded, a new task is generated for a PennDOT Central Office user to upload the fully executed agreement. This task is assigned to only one person, but other Central Office users can perform it as well. District users can view the agreements but cannot change or approve them.

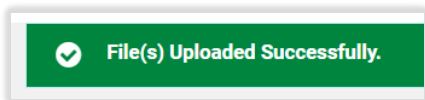
Central Office also has a button to **RETURN FOR MORE INFO** on the Utility Reimbursement Agreement page that sends the agreement back to the utility instead of executing it.

Locate the file in the same location as it was drafted: on the Project Page, go to **Manage Project > RPI, Agreements & Invoicing > Agreements**, find the agreement in the list that is “Pending CO Coordinator Review,” and click the **Review** text on the right side of the row. This opens the “Utility Reimbursement Agreement” page again, where the signed document can be downloaded from the Agreement Document List section.

Next, go to the Project History (**Manage Project > Project History**) and find the record of the signed agreement being uploaded. Print the page that displays this record to have a verification that the document was uploaded by the utility.

Then circulate the documents for signatures following existing procedures.

When the fully executed agreement is ready, it can be uploaded on the same page found through **Manage Project > RPI, Agreements & Invoicing > Agreements** and clicking the Review text once again. Upload the file and choose the “Executed Utility Agreement” document type. The **SAVE** button at the lower right will add the new file and execute the agreement in URMS.



Look for a green bar across the top of the page confirming the upload was successful. Now the Utility Agreements List page shows the agreement number in “Executed” status with the date in the “Date Agreement Executed” column.

URMS sends an email notification to the Comptroller’s Office with a link to a documents page where the executed utility agreement and the engineering authorization can be downloaded. A URMS user ID is not needed to access the files through the link.

Amend Agreement

Amending an agreement entails a similar process as its original execution. When an [estimate amendment](#) is started in URMS after an agreement has been executed, an agreement amendment initiates, and the agreement is returned to “Draft” status. The project’s Utility Agreements List (*Manage Project > RPI, Agreements & Invoicing > Agreements*) shows the agreement number appended with an “A” at the end, and the table row has a “Y” in the “Amendment Requested” column.

Utility Agreements List						
Utility	Utility Type	Agreement #	Status	Amendment Requested?	Date Sent to Utility	Date Uplo by U
Somuch Water Co.	Water	144444A	Draft	Y		

The PennDOT Central Office user can find the agreement in the list and click the **Review** text in the Actions column of the table. The “Utility Agreement Amendment” page opens with the agreement in “Draft” status and the new agreement number displayed at the top. All the selections following are from the original drafting of the agreement.

The **PREVIEW AGREEMENT** button downloads a PDF sample of the amendment document. Text that is bold and underlined is a new addition with the amendment, while text that is struck through is removed from the agreement. Yellow-highlighted text is still content that was system-generated based on the project details. These formats will not appear in the final document.

6. Utility Facilities with a Real Property Interest - Not applicable to this ~~Utility Relocation Reimbursement Agreement~~. **The DEPARTMENT shall pay 100 percent of the cost of adjusting the UTILITY facilities that have a real property interest and are entitled to full reimbursement pursuant to the provisions of Section 412 of the State Highway Law.**

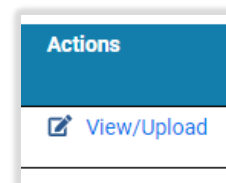
7. Non-Incorporated Utility Relocation Work - The UTILITY will make the adjustments to its facilities, consisting of **water** together with fittings and appurtenances within the Project Limits in the manner and at the location approved by the DEPARTMENT at a total estimated cost of ~~Twenty-Nine Thousand Nine Hundred Twenty-Five and 00/100 (\$29,925.00)~~ **One Hundred Seventeen Thousand Seven Hundred and 00/100 (\$117,700.00)** dollars, ~~100.00~~**86.95** percent of which cost is estimated to be attributable to adjustment of those facilities located within the public right of way and ~~0.00~~**13.05** percent to facilities located outside of the public right of way. Detailed cost estimates and plans showing the adjustments of the UTILITY's facilities are incorporated herein by reference and made a part of this Agreement, copies of said estimates and plans being in the possession of the Parties.

The end of the details section of the amendment page has a required text box for the **Reason for Amendment**. To finish the review, press **GENERATE AGREEMENT** near the bottom of the page, above the Status of Project Deliverables section. The amendment is sent to OCC for review.

The Legal Assistant can use the link in the task notification or navigate to **Manage Project > RPI, Agreements & Invoicing > Agreements** and click **Review** in the Actions column. On the Utility Agreement Amendment page, assign an attorney and scroll down to press **SAVE** near the bottom, just as with an original agreement. The assigned OCC Attorney can then review the agreement and make a determination. Press **APPROVE** or **RETURN FOR MORE INFO** near the bottom of the page.

With the agreement in the status of "Approved by OCC," Central Office can send the amendment to the utility for review. Open the Utility Agreement Amendment page once more (by clicking the "Review" text in the agreements list) to review it. Then press the **SEND TO UTILITY** button near the bottom to pass it on to the utility.

The utility user receives a task to review the amended agreement. Follow the task link or navigate to the agreements list (*Manage Project > RPI, Agreements & Invoicing > Agreements*) and click the **View/Upload** action text for the line with the status "Pending Utility Review." The "Utility Agreement Documents" page opens.



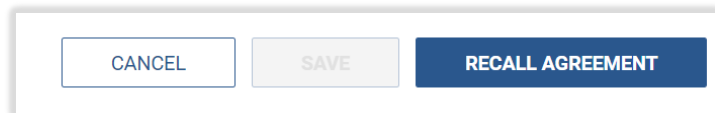
In the Agreement Document List on this page, download the file with the "Utility Agreement" document type, which has the amended agreement provisions. Review the amendment and, if it is acceptable, obtain the needed signatures. Upload the signed document on the same agreement page and select the document type "Signed Utility Agreements." Finally, press the **UPLOAD** button at the bottom left of the page to accept the amended agreement and complete the review.

After the utility delivers the signed agreement document, the amended agreement is pending CO Coordinator review. The Central Office Agreement Coordinator executes the amendment the same way

as the agreement was originally executed. Review the agreement details page once more to obtain the file uploaded by the utility, which has the document type “Signed Utility Agreements.” Obtain the Commonwealth signatures on the document, then upload the signed file to the agreement details page. Select the document type “Executed Utility Agreement” and press the **SAVE** button just below the upload section.

The reimbursement agreement is once again “Executed.” The existing Executed Utility Agreement document for the utility is updated and has a new version number.

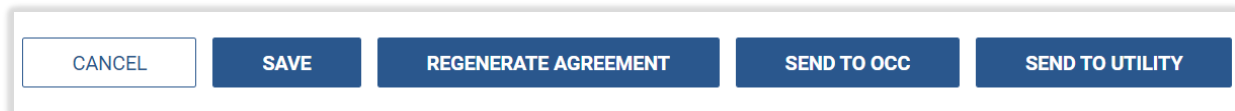
During the amendment process, Central Office can also recall the amendment with the **RECALL AGREEMENT** button, located in the same area as the other buttons on the Utility Agreement Amendment page. The user must type a reason for the recall in order to complete the action.



The agreement is then put into “Pending Revision” status until Central Office revisits it using the **Review** text in the Utility Agreements List.

If errors are identified during or after OCC’s review, the **REGENERATE AGREEMENT** button near the bottom of the Utility Agreement Amendment page allows for those to be corrected. It generates a new agreement document, updating the original file with a new version. The Central Office reviewer then determines whether the revised version needs OCC’s review.

Press **SEND TO OCC** to complete the Central Office review and send the amendment to OCC for legal review. The agreement continues through the usual execution process from there.



Settlement Agreement

The settlement process primarily occurs outside of URMS. When a settlement has been identified and executed, PennDOT uploads the signed document in the system, which changes the agreement status.

Go to the "Utility Agreement List page (*Manage Project > RPI, Agreements & Invoicing > Agreements*), find the agreement in the list, and click the **Settle** text in the Actions column. The user sees the Utility Agreement Documents page for the utility and agreement number shown at the top. The bottom of the page provides a place to upload a document and assign it the Document Type, “Signed Utility Settlement Agreement.” Finish by pressing the **UPLOAD** button at the very bottom right of the page.

Status	Amendment Requested?	Date Sent to Utility	Date Signed by Utility	Date Agreement Executed	Actions
Executed	Y	10/21/2021	10/22/2021	10/22/2021	<ul style="list-style-type: none"> Create Agreement Review Settle

The agreement number is now in “Executed Settlement” status in the Utility Agreements List.

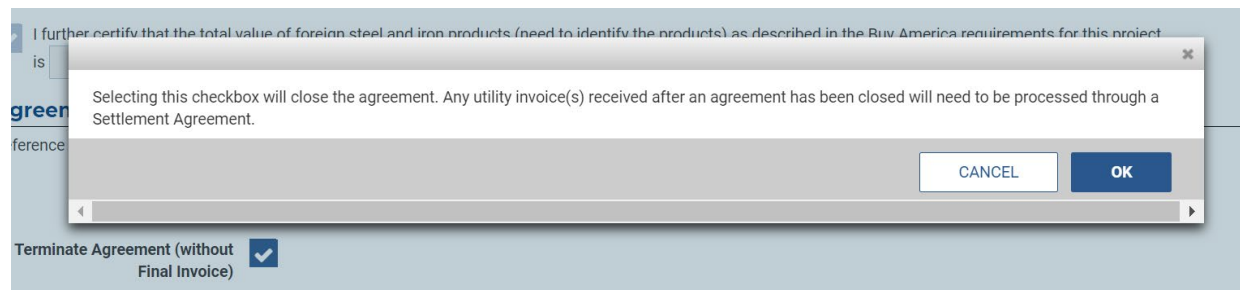
Utility	Utility Type	Agreement #	Status
Somuch Water Co.	Water	26587	Executed Settlement

Terminate Agreement

If a utility does not intend to seek reimbursement in accordance with the agreement, or if a utility does not submit the reimbursement request within the agreement’s required timeline, the agreement can be terminated.

A PennDOT user takes this action on the final billing form. Go to **Manage Project > RPI, Agreements & Invoicing > Final Billing**. Click the **View** text in the Actions column for an existing draft in the Final Billing List or click **+ ADD NEW FINAL BILL** to start a new one. On the agreement’s Final Billing Form that opens, scroll down to the bottom of the page. In the “Agreement Information” section, check the box to **Terminate Agreement (without Final Invoice)**.

A message box appears overtop the page warning the user that the action will close the agreement and that any new invoices will need to be processed through a settlement agreement.



The check box also activates a text entry box for typing the justification for the agreement termination.

Agreement Information

Reference [DM5](#) for allowable reimbursement increases

Requires Agreement Amendment:

Terminate Agreement (without Final Invoice)

Justification:

Enter the justification, then move to the bottom of the page and press the **SAVE** button.

Project Status 6 - Pre-Construction

Prepare Notice to Proceed and Highway Occupancy Permit

After resolutions have been entered for a utility, the DURA can prepare the notice to proceed (NTP) and a highway occupancy permit (HOP) for it. An HOP is needed when either of the following situations exist:

- A conflict for an aerial pole owner or underground line owner has “Y” for its Private Status Eligibility and has a Conflict Determination of Accommodate in Place, Avoided, Not Affected, Protect in Place.
- A resolution for an aerial pole owner or underground line owner involves a new or temporary location where Public ROW is “Yes” and the Public ROW Type is not a Temporary Construction Easement (in the resolution details).

Go to **Manage Project > Relocation Forms & Requests > HOP/NTPs**. The Utility HOP and NTPs List shows the resolutions created for the project, including the status of their approval and whether an NTP and/or HOP is required for the utility.

The checkmarks indicate that an NTP and/or HOP is needed. When you are ready to issue the NTP or HOP, click the **Prepare NTP** or **Prepare HOP** text to finalize and enter conditions. Use the checkbox to indicate that the NTP and/or HOP is ready to be issued and add any related conditions in the text box. These conditions are included in the text of the NTP and/or HOP document created by URMS.

PM Approval	NTP Required	NTP Prepared	HOP Required	HOP Prepared	Limited Access	Actions
	✓					Prepare NTP Prepare HOP View NTP View HOP

Clicking to prepare the HOP also generates the HOP permit number, which displays at the top of the Prepare HOP modal window.

If the project has an approved cost share or an RPI with a determination of “compensable” or “compensable in part” for the utility, the NTP/HOP cannot be marked as ready until an [executed agreement](#) or an approved [pre-agreement authorization](#) request is in URMS. The modal window for preparing the NTP/HOP mentions that a pre-agreement authorization has been approved, just below the “NTP Text & Conditions” box.

If the right-of-way clearance for the relocation has not been obtained yet, the user is notified in a red warning message across the bottom of the modal window. Visit the page at **Manage Project > Resolve Conflicts > Private ROW Status** to resolve this case. See the [Right-of-Way](#) section of this guide for more information.

A limited access HOP requires Central Office approval. The limited access is first identified in the New Location Details for a [conflict resolution](#), and the “Prepare Utility HOP and NTP” page identifies that selection in the **Limited Access** column next to the Actions. Instead of checking “Ready for HOP,” the District user will select the **Ready for CO** check box below the text box in the modal windows that shows after clicking to Prepare HOP.

Then Central Office receives a task to “Review Limited Access HOP.” The task navigates to the HOP/NTP page, where the user can click the **Prepare HOP** text to open the Prepare HOP modal window after reviewing the details on the page. Select the “Reviewed by CO” check box at the bottom and then the “Ready for HOP” box at the top.

Prepare HOP

HOP includes location(s) with Limited Access.

Permit#: 20216364520

Ready for HOP:

Permit Conditions:

2000 characters remaining.

Ready for CO:

Reviewed by CO: *

CANCEL SAVE

In addition to the text and conditions typed in the “Prepare NTP/HOP” modal window, project-specific supporting documents may also be added further down the page in the “Supporting HOP/NTP Documents” section. These files will be sent to the utility along with the NTP/HOP. If a work summary has been created for a utility, it will be included with the files automatically. The user may select existing project documents to add to the list as well as upload new documents to supplement the project checklist items.

Every utility receiving an NTP will receive access to all the additional documents included here. Only the notice to proceed, permit document (if applicable), and work summary are unique to each utility.

After checking one or multiple existing documents, click the **UPDATE DOCUMENTS TO SEND WITH NTP/HOP** button to save the selection. The document should then be in the list just below. For newly uploaded files, choose a **Document Type** and press the **UPLOAD DOCUMENT** button at the bottom left of the page.

After the NTP or HOP is prepared and any documents are added, it is now ready to be issued by the DURA.

[Issue Notice to Proceed and Highway Occupancy Permit](#)

When PennDOT has prepared an NTP and/or HOP, the DURA receives a task to send it. Clicking the task opens the “Prepare Utility HOP and NTP” page, where the listing of utilities and the prepared NTPs/HOPs are seen. Below that is a space for uploading additional files to be sent to the utility.

Note that for a local project, NTP letters are not generated automatically and must be uploaded instead. See the end of the [Local Projects](#) section of this guide for details.

With everything in order, go to the “Project Workflow Notification” screen using the link above the right side of the table on the “Utility HOP and NTP” page or by navigating to **Manage Project > Workflow Notification**. Distribute all the NTPs and HOPs at once using the large button at the top or use the **SEND** button to send to individual utilities. Only the DURA can send this notification. The NTP & HOP Notification cannot be sent to a utility until both the NTP and HOP are prepared, if required.

Utility Notifications


Utility - Utility Type	Confirm Involvement Notification	Resend Preliminary Plans	Resolve Conflicts Notification	Resend Final Design Plans	NTP & HOP Notification
Training Water Co.1 - Water	09/21/2020 <input type="button" value="SEND"/>	<input type="button" value="RESEND"/>	09/21/2020 <input type="button" value="SEND"/>	<input type="button" value="RESEND"/>	<input type="button" value="SEND"/> <input type="button" value="REISSUE HOP"/>

After pressing the button, look for a green bar across the top of the page confirming they were sent successfully.



The email notification sent out contains a link to a URMS page holding the NTP letter and any supporting documents that were included during its preparation. The utility does not need to be a registered business partner to view the files. Likewise, the email can be forwarded to others to provide them with the link so that they can access the documents as well.

Utility Relocation Highway Occupancy Permit and Notice to Proceed Issued.


 URMS_ApplicationTest_UAT@pa.gov
 To: [Redacted]
 Cc: [Redacted]

URMS - Delaware County, SR 7023 Sec 009, MPMS 86368

Utility Relocation Highway Occupancy Permit and Notice to Proceed has been issued for Project MPMS# 86368.

[Permit Documents](#)

When either the NTP or HOP document has been sent, the [Project Checklist](#) page for the project is updated. Click the **View** text in the box of either item to download its respective PDF file for viewing.

- UR HOP Issued
- Notice to Proceed Issued

Project Status 7 - Construction

Interim Billing

Submit an Interim Bill

Before billing can begin, a completed [estimate form](#) and an [executed agreement](#) must be in URMS. With both those items in order, a utility may submit an interim invoice for review and approval.

Navigate to **Manage Project > RPI, Agreements & Invoicing > Interim Billing** to open the Interim Billing List. This list contains any previous bills that have been submitted, showing the agreement number, amount, submission date, and approval status of each.

Interim Billing List						
Utility - Utility Type -	Agreement #	Invoice # ↕	Total Amount	Date Submitted	Status	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	Clear
Training Water Co.1-Water	Q73546384	00000001	\$10,000.00	05/18/2021	Approved	Edit
Training Water Co.1-Water	KJ7657646		\$10,000.00	05/18/2021	Approved	Edit
Training Water Co.1-Water	KJ7657646		\$588,000.00	05/18/2021	Approved	Edit
Training Water Co.1-Water	Q73546384	000002	\$16,486.31	05/18/2021	Approved	Edit

[+ ADD NEW INTERIM BILL](#)

At the bottom of the page is the button to **+ ADD NEW INTERIM BILL**. On the Interim Billing Form that shows, begin by completing the Invoice Details at the top. The **SAP Suffix** is an optional selection that coincides with the utility’s locations on record in URMS.

Notice the light blue informational box giving the total remaining allowable amount that should not be exceeded, based on the agreement value and any amounts already invoiced, as calculated in the next section down on the page. The maximum allowed amount is equivalent to 7% of the total non-incorporated reimbursable cost. An interim bill must also be a minimum of \$5,000.

Invoice Details		Status: Draft
Utility - Utility Type:	Somuch Electric Co.-Electric	
SAP Vendor #:	116956	SAP Suffix: <input type="text" value="001 - 812 Main Street, , Hometown PA 16648"/>
Agreement #: *	<input type="text" value="A1234"/>	
Invoice #:	<input type="text" value="2"/>	
Invoice Amount: *	<input type="text" value="\$20,000.00"/>	ⓘ Cannot exceed \$37,500.00

Another light blue informational box displays below the Invoice Amount field if a previous interim bill was submitted within 120 days. An additional bill cannot be submitted until the given date, unless the amount is \$10,000 or more. However, the utility can still begin creating the bill and save a draft.

i Last interim bill was submitted 03/24/2021 Unless the invoice amount is \$10,000 or more, you cannot submit until 07/22/2021 You can save the Interim Bill as a Draft.

The second half of the form is for uploaded documents. An invoice document is the only required file for interim billing, but supporting documents may be uploaded as well.

Once the details are entered and an invoice document is added, click the **SUBMIT** button at the bottom right to finish. To keep the interim bill as a draft, use the **SAVE** button instead. After it is submitted, the bill is in “Pending District Review” status in the Interim Billing List.

If a submitted billing form is returned by PennDOT, the utility receives a notification email including the reason for the rejection. The user must return to the Interim Billing List and click the **Edit** text button in the Actions column to open the form again, make any needed changes or additions, and resubmit it.

Review an Interim Bill

When a utility submits an interim bill, the Closeout Coordinator on the PennDOT project team receives a notification and a task to “Review Interim Billing (District) - *Utility - Type - Agreement #*,” which is allocated 14 days for completion.

Click on the task to open the details. Alternatively, go to the [Project Payments List](#) or go to **Manage Project > RPI, Agreements & Invoicing > Interim Billing** from the Project Page and click the **Review** text in the Actions column of the billing list.

Interim Billing List							
Utility - Utility Type ^	Agreement #	Invoice # ⇅	Total Amount	Date Submitted	Status	Paid Date	Actions
Somuch Electric Co.-Electric	15001	1	20000.00	03/25/2021	Pending District Review		Clear all Filters Review

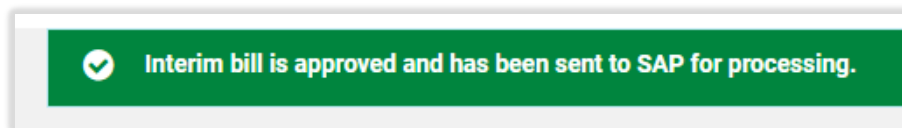
During the review, the District can upload an Interim Billing Transmittal document—URMS does not automatically generate a transmittal sheet. Another Document Type option for uploaded files is “Interim Billing Supporting Docs.”

Encumbrance details for the agreement are found at the bottom of the page. This section includes the utility’s SAP vendor number along with other fiscal information like the current fiscal year balance, total project encumbrance, WBS code, fund number, and GL account number. The bill cannot be approved if the **SAP Vendor #** in the encumbrance details does not match the utility’s SAP Vendor # shown at the top of the page. In that case, [edit the utility company information](#) to correct the SAP vendor number. Additionally, the bill cannot be approved if the fiscal year encumbrance is less than the bill amount.

To finish the review, go to the bottom right of the page and press **APPROVE** or **RETURN FOR MORE INFO**. Approving the bill returns the user to the Interim Billing List, where it is now shown as “Approved.” Returning the bill requires a reason to be entered, which will be sent in a notification email to the utility, who must edit the bill in the system and resubmit it.

Encumbrance Details			
SAP Vendor #:	116956	WBS:	P-50203805M04-0610-343
Invoice Amount:	\$20,000.00	Fund# :	1058100343
Current FY Encumbrance Balance:	\$736,375.00	GL Account# :	0006413010
Total Project Encumbrance Balance:	\$736,375.00	Cost Center# :	7840610000

When an interim bill is approved, a file of the type “Interim Billing Summary System Generated” is automatically created and added to the billing documents and the Project Documents. This summary details the invoice just approved along with previously submitted invoices. The interim bill is also sent to the SAP system upon approval.

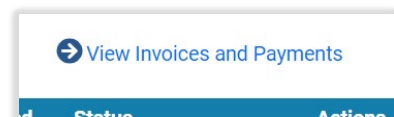


The Project Payments List (*Manage Project > RPI, Agreements & Invoicing > Project Payments*) displays the approved invoice as either “Awaiting Transmission” or “Sent to SAP,” depending on whether the SAP processes ran yet. Once it is “Sent to SAP,” the invoice total is subtracted from the encumbrance totals. The encumbrance balance may update faster than the invoice status and reflect the change before the status does.

Project Invoices and Payments List

Each project has a “Project Invoices & Payments” page that shows all the utility invoices and any payments made for agreements. It also includes the invoice status, dates, amount, encumbrance, and SAP status.

The list is found at **Manage Project > RPI, Agreements & Invoicing > Project Payments**. The Interim Billing List and Final Billing List have a link at the upper right side of the page that opens this screen as well.



Use the horizontal scroll bar at the bottom of the table to view the additional columns off to the right. As with other tables in URMS, the “Project Invoices & Payments” list can be sorted and filtered to organize the information in a variety of ways.

[EXPORT LIST](#)

Utility - Utility Type	MPMS#	Agreement#	Invoice Type	Invoice Status	Utility Invoice#	Submitted Date	Invoice Amount	FY Encumbrance
Somuch Water Co.-Water	84016	D46577663	Interim	Approved		05/25/2021	\$6,500,000.00	
Somuch Water Co.-Water	84016	F67825278	Interim	Approved	01234	05/25/2021	\$97,000.00	
Somuch Water Co.-Water	84016	A16287452	Final	Returned to Utility		05/24/2021	\$310,802.94	

FY Encumbrance Balance	Total Encumbrance Balance	Budget Adj to Fiscal?	Approved Date	SAP Status	SAP Status Date	SAP Warrant ID	SAP Pay Date
00			05/25/2021				
00			05/25/2021				
04							

Project Status 8 - Closeout

Final Billing

All interim bills for a utility must have been approved before the final bill can be submitted, though the interim ones do not necessarily need to be paid yet. A final bill can be entered before the project reaches Closeout status if the utility's work is complete.

The Final Billing List at **Manage Project > RPI, Agreements & Invoicing > Final Billing** shows the amount, date, approval status, increased encumbrance, amendment required, and payment status for each agreement's final bill that has been submitted for the project.

Submit a Final Bill

Once a construction project is finished and URMS receives a physical work complete date, a task and notification are generated for the utility to submit a final billing form. If desired, a final billing can also be submitted before the physical work completion for the whole project when an individual utility has completed all its own work, in which case the user would not get the task.

The due date to submit the final billing is 365 days after the task is assigned. PennDOT may submit a final billing on behalf of a utility that is not a registered business partner in URMS.

The Final Billing List can be accessed at **Manage Project > RPI, Agreements & Invoicing > Final Billing**. At the bottom left of the page, press **+ ADD NEW FINAL BILL** to begin a draft.

Start by filling in the invoice details at the top of the Final Billing Form. The **SAP Suffix** is an optional selection that coincides with the utility's locations on record in URMS. The **Invoice may be Audited at** selection includes those same addresses. The **Date of First Billed Expense** must be after the preliminary engineering authorization was sent.

A list of the interim bills is available for reference with the **View Interim Billing List** link in the lower right of the section, which opens a modal window showing the amount, submission date, and status of all the invoices for the agreement.

Final Billing Form

Invoice Details
Status: Draft

Federal Project #: T061192

Utility - Utility Type: Somuch Electric Co.-Electric Utility Project Identifier:

Address: 100 Main Street, Harrisburg, PA 17111

SAP Vendor #: 116956 SAP Suffix:

Agreement #: * 06U000038

Invoice #:

Invoice may be Audited at: *

Date of First Billed Expense: *

Actual Utility Construction Start Date: *

Next is the Summary of Non-Incorporated Billing for Utility Relocation section. Here the billing line items for each of the non-incorporated cost categories of the project are tabulated for comparison with the estimate form that was previously entered in URMS. The user must input the **Actual Billed** dollar amount for each line.

The percentage difference from the Estimate Amount actively calculates as data is entered. For any actual amount that deviates from the estimate by 25% (positive or negative), a justification is required. A text button to **Enter Justification** appears at the end of the line when the difference threshold is passed. Click on the text to open a modal window into which the reason for the difference is typed.

Estimated Amount	Actual Non-Incorporated Billed	% Difference (+/-)	Justification
	\$47,000.00	-1.05%	
	\$40,000.00	8.11%	
	\$77,000.00	-27.08%	Enter Justification

Enter Justification for C. TEMPORARY CONSTRUCTION: *

500 characters remaining.

CANCEL SAVE

If the entire justification message does not fit on the line, just the beginning of the text is given—click on the ellipsis (“...”) at the end to see all of it in a pop-up.

Below the table are the final calculations. As noted in the last line, the total amount of reimbursement is the sum of real property interest costs, costs outside of real property interest, and sacrificed life value less the amount of previous payments.

The end of the section after the calculations and the final invoice amount has the **PREVIEW FINAL BILL SUMMARY** button, which opens a watermarked sample of the final billing form that would be generated using the values entered. The preview includes the estimate values, actual values, and justification notes entered in the table.

The “Final Billing Documents” section provides existing files in URMS from the project, including the estimate form, the executed agreement, and interim billing files.

Additional documents can be uploaded just below the file list. The utility must supply the “Final Billing Invoice,” “Final Billing Receipts,” and “Certificate of Completion (4181-IC),” which are **Document Type** options for new uploaded files. If a PennDOT user is submitting the information on behalf of the utility, a document type “D4181B Summary of Billing - Utility Provided” can be added as well.

The last section of the form has certification statements that must be marked to give confirmation.

Once everything is complete on the Final Billing Form, press **SUBMIT** at the very bottom right of the page. The user may also save the progress as a draft with the **SAVE** button. A submitted final bill goes into “Pending District Review” status, and the PennDOT District utility unit is notified.

District Review of a Final Bill

After a utility submits its final billing form, the Closeout Coordinator receives a 14-day task to review it. Click on the project in the Upcoming Tasks list or go to **Manage Project > RPI, Agreements & Invoicing > Final Billing** from the Project Page and click **Review** at the end of the row in the Final Billing List.

Review the Invoice Details for the utility at the top of the Final Billing Form. The bottom right of this first section provides the **View Interim Billing List** for referencing the previous invoices for the project in a modal window.



The “Summary of Non-Incorporated Billing for Utility Relocation” table provides the specific actual values entered by the utility, along with justification notes for any amount 25% more or less than the line item estimate. On longer justifications, click the “...” at the end to see the entire message.

Summary of Non-Incorporated Billing for Utility Relocation					
If there is a substantial difference (+/- 25%) between the total estimated cost and the total actual cost billed, an explanation must be attached to the Summary of Billing.					
Line Item Name	Non-Incorporated Estimate	Actual Non-Incorporated Billed	% Difference (+/-)	Justification	
A. PRELIMINARY ENGINEERING	\$1,000.00	\$1,300.00	30.00%	This is a longer justification message f... Enter Justification	
B. RIGHT OF WAY ACQUISITION	\$1,000.00	\$500.00	-50.00%	Land was cheaper than expected. Enter Justification	
C. TEMPORARY CONSTRUCTION	\$5,000.00	\$6,000.00	20.00%		
D. PERMANENT CONSTRUCTION	\$5,000.00	\$5,500.00	10.00%		
E. REMOVAL COSTS		\$0.00			
F. CONSTRUCTION ENGINEERING AND INSPECTION	\$1,000.00	\$1,500.00	50.00%	Extra field visits required. Enter Justification	
G. CONNECTING COSTS	\$1,000.00	\$1,000.00	0.00%		
H. ACCOUNTING COSTS		\$0.00			
I. ADMINISTRATION, INDIRECT OVERHEAD & SUPERVISION		\$0.00			
J. LESS CREDITS (TOTAL OF BETTERMENT, SALVAGE, EXPIRED SERVICE LIFE)		-\$0.00			
TOTALS:	\$14,000.00	\$15,800.00			

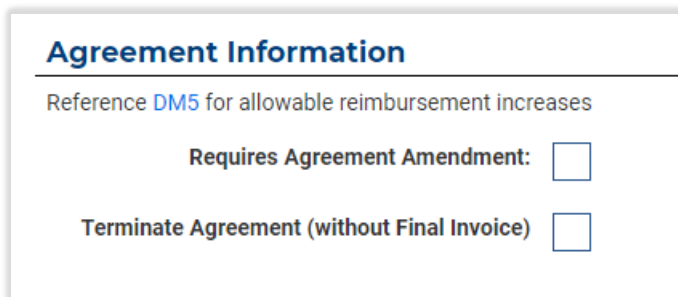
Below the entry table are the total values for review, along with the calculation for the final invoice amount. The total estimated costs are the sum of real property interest costs, costs outside of real property interest, and sacrificed life value. Then the previous payments are subtracted from this sum to arrive at the final invoice amount.

After the billing summary, just above the documents section, the **PREVIEW FINAL BILL SUMMARY** button opens a watermarked sample of the final billing form that would be generated using the values entered. The Final Billing Documents section lists relevant documents from the project as well as any additional files uploaded as part of the final billing submission. Any of these files can be downloaded for review.

The page has a section for uploading new files too. Besides the SAP 8 Funds Adjustment Form, other document types available to PennDOT for uploaded files are “Final Billing Transmittal,” “Justification of Costs - Utility Provided,” and “D4181B Summary of Billing - Utility Provided.”

In the case where the actual total cost exceeds the agreement amount, two additional routes are possible: an encumbrance increase and an agreement amendment. URMS does not automatically determine if an amendment or encumbrance increase is needed; the District utility unit must select the appropriate action based on the allowable agreement increases at the time of review. The “Agreement Information” section provides a link to the page in DM-5 for making this determination.

- For an encumbrance increase, the District must provide an SAP 8 Funds Adjustment Form, which is a document type option for a file when it is uploaded.
- For an agreement amendment, the District marks the checkbox for **Requires Agreement Amendment** in the Agreement Information section above the Certifications.



Agreement Information

Reference [DM5](#) for allowable reimbursement increases

Requires Agreement Amendment:

Terminate Agreement (without Final Invoice)

Encumbrance details for the agreement are at the very bottom of the page, just as with an interim bill. This section compares the total invoiced amount with the fiscal year encumbrance balance and the total project encumbrance balance. The WBS, fund number, GL account, cost center, and utility’s SAP vendor number are included as well. The bill cannot be approved if the **SAP Vendor #** in the encumbrance details does not match the utility’s SAP Vendor # shown at the top of the page. In that case, [edit the utility company information](#) to correct the SAP vendor number.

If the invoiced amount from the actual cost line items exceeds the current FY encumbrance amount, the final bill cannot be approved.

[The final bill review instructions continue on the following page.]

Encumbrance Details	
SAP Vendor #:	116956
Invoice Amount:	\$1,016,305.00
Warning: Invoice Amount cannot exceed the Current FY Encumbrance Balance.	
Current FY Encumbrance Balance:	\$716,375.00

A final billed amount greater than the agreement amount requires approval by PennDOT's Central Office following the District's review, which is not the case when a billed amount is less than or equal to the estimated total.

Finally, complete the review with the **APPROVE** button or the **RETURN FOR MORE INFO** button at the bottom right corner of the page. As usual, returning the form requires a reason to be entered into a modal window, which is included in the notification sent to the utility. An approved form goes to "Pending CO Review" status if the billed amount is over the agreement amount. Otherwise, the status is "Approved." A system-generated Final Billing Summary document is added to the "Final Billing Documents" of the Final Billing Form, and it is also listed on the "Project Documents" page.

The Project Payments List (*Manage Project > RPI, Agreements & Invoicing > Project Payments*) displays the approved invoice as either "Awaiting Transmission" or "Sent to SAP," depending on whether the SAP processes ran yet. Once it is "Sent to SAP," the invoice total is subtracted from the encumbrance totals. The encumbrance balance may update faster than the invoice status and reflect the change before the status does.

CO Review of a Final Bill

Central Office only reviews final bills in which the utility's total invoiced amount is greater than the agreement amount. The notification email and the task name indicate whether the District is requesting an encumbrance increase or an agreement amendment.

The CO user clicks the task link or goes to **Manage Project > RPI, Agreements & Invoicing > Final Billing** from the Project Page, clicks the **Review** text on the Final Billing List, and reviews the information on the page that was entered by the utility, just as in the District review. Likewise, the **PREVIEW FINAL BILL SUMMARY** provides a sample PDF of the document to be created upon approval.

The SAP 8 Funds Adjustment Form from the District is found in the "Final Billing Documents" section near the bottom of the page.

In the case when an agreement amendment is needed, Central Office completes the review after the amendment is executed. The reviewer gives confirmation of the execution with the **Agreement Amendment Executed** check box in the "Agreement Information" section of the Final Billing Form, which is below the documents list and the upload section.

Agreement Information

Reference [DM5](#) for allowable reimbursement increases

Requires Agreement Amendment:

Agreement Amendment Executed:

After completing the review, Central Office may **APPROVE** the final bill or **RETURN FOR MORE INFO**. Returning the bill requires an explanation that will be sent to the District Closeout Coordinator, who must then review the final billing again. Approving the bill puts it into “Approved” status, as displayed in the Final Billing List page. The final bill is sent to the SAP system upon approval.

Close Out Agreement

When a [final bill](#) for a utility is approved, the CO Agreement Coordinator receives a task to close out the agreement, which is given 90 days from the approval date. Once a final bill is paid, the agreement can be closed on the Final Billing Form. This page is found at **Manage Project > RPI, Agreements & Invoicing > Final Billing** by clicking the **Review** text for the agreement number.

Near the end of the Final Billing Form screen, select the check box for **Invoice Paid**.

Agreement Information

Reference [DM5](#) for allowable reimbursement increases

Requires Agreement Amendment:

Invoice Paid:

Marking the invoice paid activates the **CLOSE AGREEMENT** button at the very bottom of page. When Central Office closes the agreement, the Certificate of Utility Agreement Completion (CUAC) is generated and added to the Project Documents. The CUAC file then also appears in the “Final Billing Documents” list of an agreement’s final billing page.

Administrative Tasks

Assigning PennDOT Users and Consultants to Districts

Assigning PennDOT users to specific Districts helps URMS display the most relevant projects to them on the **My Active Projects** section. PennDOT staff and consultants can only be added to a project team if they are assigned to that District.

From the top menu, choose **Admin > Assign Districts**. The Assign Districts page shows a table list of the users registered in URMS who can be assigned. By default, they are listed alphabetically by last name. For the chosen user, click the **ADD DISTRICTS** button on the right side of the table row. Then checkmark every desired District in the modal box and click **SAVE** to close it. The Districts assigned to a user will show in the table under “Assigned Districts.”

The columns in the table can be filtered to narrow down the list. Another way to find a user is by typing part of the name in the text box below the “User Name” heading.

Assign Districts				
User Name ↕	User Roles	Assigned Districts	Organization	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Clear all Filters
dua2 pdtsturms	PD-URMS-DUA	02	PENNDOT	ADD DISTRICTS
dua3 pdtsturms	PD-URMS-DUA	03	PENNDOT	ADD DISTRICTS
dua4 pdtsturms	PD-URMS-DUA	04	PENNDOT	ADD DISTRICTS
dua5 pdtsturms	PD-URMS-DUA	05	PENNDOT	ADD DISTRICTS

Assign Districts

District: *

- 01
- 02
- 03
- 04
- 05
- 06
- 08
- 09
- 10
- 11
- 12

SAVE

Manage Consulting Companies

A PennDOT user can visit the Manage Consulting Companies page through the **Admin > Consulting Companies** menu option.

The consulting companies are listed in a table that can be filtered for finding a particular one more easily. Use any of the input boxes in the **Filter List** section and press **APPLY FILTERS** to narrow down the results in the section below.

This page provides access to details for each of the consulting companies registered in URMS, including their users in the system and any consultant agreements. View this information by clicking on the blue **Company Name** in the table of results to open the Consulting Company page.



Along the left side are three tabs. The Company Information appears first with the company's address location. The Users tab lists the personnel who registered in URMS along with their contact information. Lastly, the Consultant Agreements tab opens a screen for managing agreements with the selected consulting company.

This Manage Consultant Agreement screen contains an **EXPORT LIST** button to download an Excel spreadsheet file of the data in the table, like how other tables in URMS allow for exporting.

The Consultant Agreements tab also has the button to **ADD CONSULTANT AGREEMENT**, which opens the Add/Edit Consultant Agreement page. This is the same page that opens through the blue **Edit** text button on the line of an existing agreement.



If the user is viewing and editing an existing consultant agreement, the entry fields will already be filled with information. If a new agreement is being added, each of the empty boxes must be completed. The name of a registered company must be entered for the **Utility Name**, which provides selectable autocomplete options that dropdown as the user types. Entering a utility that does not exist in the system, as it does not appear as an option in the autocomplete options, causes the text to be erased so that the user cannot advance.

Fill in the remaining fields at the top and upload a document for the consultant agreement itself, then press the **SUBMIT** button at the very bottom right to finish adding the new agreement for the selected company.

[< Return To Consultant Agreement List Page](#) **Add/Edit Consultant Agreement**

Consultant Agreement Details **Status:** **Last Review Date:**

Utility Name:

Consultant Company: SystTest

Consultant: *

Scope of Projects: *

End Date: *

Consultant Agreement Documents

File Name	Version	Document Type	Date Uploaded	File Size (MB)	Notes	Action
No records found.						

Upload Consultant Agreements
Maximum allowable file size is 500 MB.

Manage Conditional Restrictions

A PennDOT user can manage the conditional restrictions that have been entered for utilities as well as create new ones for use in conflict resolution. The utilities can likewise manage their conditional restrictions. They will then have the option to include these specifications in the resolution activities for conflicts in which their facilities are involved.

A utility user can hover over the **My Utility** menu heading in the light blue bar across the top of the screen and choose **Conditional Restrictions** from the dropdown items. A PennDOT user goes to the **Admin** menu heading to find this Conditional Restrictions option.

The Utility Conditional Restrictions page opens and shows all the conditional restrictions entered for all utilities. These can be implemented when entering [Work Units](#) and [Construction Details](#) in the Conflict Resolution phase of a project.

To add a new conditional restriction, press the **ADD CONDITIONAL RESTRICTION** button below the table at the bottom right of the page. In the modal window that opens, select the utility and its type, and then type in a brief description to state what the conditional restriction is. Click **SAVE** to close the window and add the new conditional restriction to the list.

The Actions column on the right side of the table has an **Edit** text button, which reopens the modal window in which the details can be changed. Remove a conditional restriction using the **Delete** action.

Utility Conditional Restrictions

Utility Name ↕	Utility Type	Conditional Restriction	Actions
Somuch Electric Co.	Electric	No weekend work.	Edit Delete
Somuch Electric Co.	Electric	The chance of precipitation must be less than 15%	Edit Delete
Somuch Water Co.	Water	No weekend work	Edit Delete
Somuch Water Co.	Water	The chance of precipitation must be less than 15%	Edit Delete
Somuch Power Co.		No weekend work	Edit Delete
Somuch Power Co.		The chance of precipitation must be less than 15%	Edit Delete
Somuch Telecommunications Co.	Telecomm	No weekend work	Edit Delete
Somuch Telecommunications Co.	Telecomm	The chance of precipitation must be less than 15%	Edit Delete
Somuch Electric Co.	Electric	Cannot be de-energized on Summer days with a temper...	Edit Delete

Manage Parent-Subsidiary Relationships

URMS has a screen that shows which utilities in the system have been designated as subsidiaries of another utility. In those cases, users from the “parent” company can view and modify records in URMS for any of those companies that fall under it.

To access the Manage Parent Subsidiaries page, hover over the **Admin** menu heading in the light blue bar across the top of the screen and choose **Parent-Subsidiaries** from the dropdown options.

Central Office users (excluding CO Admin) can add a new parent-subsidiary relationship. Press the **ADD PARENT SUBSIDIARY** button below the table to open a modal window into which the information for the parent utility and the subsidiary utility can be entered.

Manage Parent Subsidiaries

Parent Utility Name ↕	Subsidiary Utility Name ↕	Relationship Start Date	Actions
First Energy Corp	West Penn Power Company	09/24/2020	Edit Delete
First Energy Corp	American Transmission Systems, Incorporated	09/24/2020	Edit Delete

Manage Sister Company Relationships

A PennDOT user can access and edit the Manage Sister Companies page through the **Admin** menu heading in the light blue bar across the top of the screen and the **Sister Companies** option in the dropdown list.

When multiple utilities are designated as sister companies, a user from any one of the companies can do work in URMS for any of the others. A user can be assigned to the [Utility Project Team](#) for a sister company's project and receive workflow task notifications for that role. The utilities remain separate organizations though a part of this relationship.

No limit is set on how many can be associated with each other. An example of a sister company scenario could be two separate utilities that are equal and share resources existing under a single limited liability company (LLC).

Press the **+ ADD SISTER COMPANIES** button at the bottom. In the modal window, begin by typing the name of one of the utilities, which gives autofill options as text is entered. Select the utility and click **ADD** next to the text box. Repeat this for each of the utilities to be added to the relationship, seeing them all checked in the next box down. Remove one from the list by unchecking it. Optionally add a description, then click **SAVE** to complete the setup and see the companies listed in the table.

Clicking **Remove** in the Action column of the Manage Sister Companies page removes the entire sister company association. To remove just one utility from the association, click **Edit** and uncheck that utility.

Add Sister Company

Utility Name:

Sister Companies: Check all that apply

- Somuch Electric Co.
- Training Electric Co. 1
- Acme Electric

Description:
500 characters remaining.

Manage Template Signatures

Template signatures are the names that are applied to documents generated by URMS as signatures for that document. These names and signatures can be edited and updated as needed.

Hover over the **Admin** menu heading in the light blue bar across the top of the screen. From the dropdown items, choose **Template Signatures**.

Signature Type	District	First Name	MI	Last Name	Title	Display Title	Actions
Executive		Yassmin		Gramian, P.E.	Secretary of Transportation		EDIT
District	12	Joseph	J.	Szczur, P.E.	District Executive	District Execute	EDIT
District	12	Robert	G.	Epley, Jr.	District Utility Relocation Administrator	District Utility Relocation Administrator	EDIT
District	11	Cheryl	L.	Moon-Sirianni, P.E.	District Executive		EDIT
District	11	Michelle		Acitelli, P.E.	District Utility Relocation Administrator		EDIT
District	10	Joseph	P.	Dubovi, III, P.E.	District Executive		EDIT
District	10	Carla	K.	Studebaker	District Utility Relocation Administrator		EDIT

Central Office users (excluding CO Admin) have an active **EDIT** button on each line to make changes to any of the template signatures. They can also create new entries using the **ADD** button at the bottom of the page beneath the existing entries.

Template Signature

Signature Type: * -Select- (Required) District: -Select-

Title: * -Select- Display Title: _____

First Name: * _____ Middle Initial: _____ Last Name: * _____

CANCEL SAVE

Rows per pag 15 Page 1 of 2

ADD

Manage District Offices

When a [utility clearance certification](#) is completed in URMS, the system sends a [notification to the District Contract Management](#) to inform them that the clearance, UCC, and SUE documents are available. The contact information for each District Contract Management (DCM) is accessible by the DURAs and Central Office on the Manage District Offices page.

Go to the **Admin** menu heading in the light blue bar across the top of the screen and click **District Office** from the options under the “District Admin” subheading.

Every District has a minimum of one DCM email address and a maximum of three. A physical mailing address is given for each office as well. To edit any of the information, including adding a new email

address, press the **EDIT** button on the right end of the row, which opens a modal window with text boxes for the fields.

Manage District Offices

District	District Address 1	District Address 2	City	State	ZIP	DCM Email(s)	Action
1-0	255 Elm Street	P.O. Box 398	Oil City	PA	16301	dcm1@pa.gov	EDIT
2-0	70 PennDOT Drive		Clearfield	PA	16830	dcm2@pa.gov	EDIT
3-0	715 Jordan Avenue		Montoursville	PA	17754	dcm3@pa.gov	EDIT

Agreement Paragraph Configuration

The Agreement Paragraph Configuration page contains the text of provisions to be implemented in utility reimbursement agreements. Each line in this list stands for one of the numbered paragraphs in the agreement terms following the opening whereas clauses. The **Edit** text on each row opens a modal window for the paragraph’s agreement context. Here the user can view the actual text of the paragraph and revise the paragraph number or title.



After changing any of the sequence numbers, click the **Reorder** text at the bottom left of the page to refresh the table and see the new order of the paragraphs.

Remember to press the **SAVE** button at the very bottom right of the Agreement Paragraph Configuration page if any edits have been made.

Agreement Paragraph Configuration

Sequence	Paragraph Number	Paragraph Title	Action
<input type="text" value="1"/>	1	Incorporation of Recitals	Edit Delete
<input type="text" value="2"/>	2	Project Limits	Edit Delete
<input type="text" value="3"/>	3	Effective Date	Edit Delete
<input type="text" value="4"/>	4	Cost Share Program	Edit Delete
<input type="text" value="5"/>	5		

NOW, THEREFORE, in consideration of the foregoing premises and the mutual covenants hereinafter contained and with the intent to be legally bound hereby, the Parties agree as follows:

- 1. Incorporation of Recitals** - The foregoing recitals are hereby incorporated by reference as if fully set forth among the terms and conditions of the Agreement.
- 2. Project Limits** - The areas for which this agreement are applicable are defined in Exhibit B and attached hereto and made part of this Agreement and collectively referred to hereafter as ("Project Location(s)")
- 3. Effective Date** - This Agreement shall become effective on the date that it is fully executed by the UTILITY and the DEPARTMENT and all approvals required by Commonwealth contracting procedures have been obtained, as indicated by the date of the last Commonwealth signature.

Agreement Exhibit Configuration

The Agreement Exhibit Configuration page lists each of the exhibits for the end of a utility agreement package. The exhibits will appear on the agreement document in the order they are shown here. To change the order of the list, revise the Sequence field and click **Reorder** at the bottom left. The **Edit** text on each line opens a modal window for the exhibit's agreement context. Here the user can revise the exhibit number or the title.

Sequence	Paragraph Number	Paragraph Title	Action
<input type="text" value="1"/>	Exhibit A	Right to Know	Edit Delete
<input type="text" value="2"/>	Exhibit B	Project Locations	Edit Delete
<input type="text" value="3"/>	Exhibit C	Private Status Locations	Edit Delete
<input type="text" value="4"/>	Exhibit D	Signed Cost Share Offer Letter	Edit Delete

[Reorder](#)

SAVE

Manage Resolutions and Activities

An internal user can see all resolution options that are available in the system. Hover over the **Admin** menu heading in the light blue bar across the top of the screen. From the dropdown items, choose **Resolutions & Activities**.

The items are listed by their **Utility Type**. Filter the utility types that are shown by clicking the dropdown arrow on the right side of the filter text box then selecting the checkbox for any of the options. To sort the list by **Scope of Work** or **Resolution Type** instead of the Utility Type, click the column heading.

Manage Resolution Type and Activities

Utility Type	Scope of Work ↕	Resolution Type ↕	Action	
<input type="checkbox"/> Broadband <input type="checkbox"/> Cable Television <input type="checkbox"/> Electric <input type="checkbox"/> Natural Gas <input type="checkbox"/> Petroleum <input type="checkbox"/> Pipeline	Adjust Existing U/G Appurtenance	Adjust Manhole	Edit	
	Adjust Existing U/G Appurtenance	Rebuild Manhole	Edit	
	Install New Aerial	New Conductor	Edit	
	Install New Aerial	New Pole	Edit	
	Electric	Install New U/G Electric	Install New Bridge Attachment	Edit
	Electric	Install New U/G Electric	Install New Bridge Attachment	Edit

The DURA can edit a resolution’s fields, while other PennDOT users can only view these details. In either case, access the fields using the **Edit** text button in the Action field on the right side of the table. This action opens the Resolutions And Activities screen, showing all the details specific to the resolution.

The DURA has buttons on this page for editing the resolution. In the Add Activities section is an Actions column allowing the user to **Edit** or **Remove** activities that are currently applied to the resolution. Additionally, **+ ADD ACTIVITY** below the rows of activities lets a new one be created for the resolution. Lastly, the **SAVE** button at the bottom right of the page will save any edits made.

Other users do not have these options, so any changes to the fields will not be saved.

Resolutions And Activities

Add Resolution

Scope of Work: * <input type="text" value="Adjust Existing U/G Appurtenance"/> Utility Type: * <input type="text" value="Electric"/> Location Type: * <input type="text" value="Underground"/>	Resolution Type: * <input type="text" value="Adjust Manhole"/> Occupancy Type: * <input type="text" value="Located * OCCUTYPE03"/>
New Location? <input type="radio"/> Yes <input checked="" type="radio"/> No	New Ownership?: <input type="radio"/> Yes <input checked="" type="radio"/> No
New Aerial Facility: <input type="radio"/> Yes <input checked="" type="radio"/> No	New Underground Facility: <input type="radio"/> Yes <input checked="" type="radio"/> No
Total Abandonment: <input type="radio"/> Yes <input checked="" type="radio"/> No	New Bridge Attachment: <input type="radio"/> Yes <input checked="" type="radio"/> No
Requires Permanent Resolution?: <input type="radio"/> Yes <input checked="" type="radio"/> No	Temporary Resolution?: <input type="radio"/> Yes <input checked="" type="radio"/> No
Eligible to Follow Parent? <input type="radio"/> Yes <input checked="" type="radio"/> No	Requires HOP?: <input type="checkbox"/> Requires NTP?: <input type="checkbox"/>

Add Activities

Order #	Activity Type	Inherit Location From	Default	Actions
1	Raise Manhole To Final Grade	Conflict	<input type="checkbox"/>	Edit Remove
2	Lower Manhole To Final Grade	Conflict	<input type="checkbox"/>	Edit Remove

[+ ADD ACTIVITY](#)

Manage Cost Share Percentage

PennDOT users can find a table of all the cost share options that are currently set up for use in URMS processing. Hover over the **Admin** menu heading in the light blue bar across the top of the screen and choose **Cost Share Percentages** from the dropdown items.

Central Office users (excluding CO Admin) can **Edit** and **Remove** existing cost share percentage options as well as add a new one. Press the **ADD COST SHARE PERCENTAGE** button below the table to open a modal window into which the information for the cost share option can be entered.

If the cost share is a pilot or temporary, set the Pilot indicator to Yes. Cost share options can also be activated or deactivated, as needed by using the Active indicator. This allows a cost share to be deactivated without deleting it.

Manage Cost Share Percentage

Cost Share Percentage Name	Cost Share Type	Utility Types	Applies to Municipalities	Percentage(%)	Pilot	Active	Action
90% Utility Cost Share Interstate	Baseline		<input checked="" type="checkbox"/>	90.00	No	Yes	Edit Remove
50% Utility Cost Share	Baseline		<input checked="" type="checkbox"/>	50.00	No	Yes	Edit Remove
50% Utility Cost Share Prior Work	Baseline	Sewer, Water		50.00	No	Yes	Edit Remove
50% Utility Cost Share Incorporated Work	Baseline	Water, Sewer		50.00	No	Yes	Edit Remove
75% Utility Cost Share Prior Work	Incentive		<input checked="" type="checkbox"/>	75.00	No	Yes	Edit Remove
75% Utility Cost Share Incorporated Work	Incentive		<input checked="" type="checkbox"/>	75.00	No	Yes	Edit Remove
Larry's Cost Sharing	Incentive	Electric	<input checked="" type="checkbox"/>	80.00	Yes	No	Edit
75% Cost Share Prior work	Incentive	Water, Sewer		25.00	No	No	Edit
0% Utility Cost Share Overdue Disincentive	Disincentive	Water, Sewer	<input checked="" type="checkbox"/>	0.00	No	Yes	Edit Remove
25% Utility Cost Share Recovery	Recovery		<input checked="" type="checkbox"/>	25.00	No	Yes	Edit Remove

Rows per page: 15
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[←](#) [→](#)

[ADD COST SHARE PERCENTAGE](#)

Appendix

URMS Tasks

Task	Who	Starts	Finishes
Complete Project Scoping	Scoping & Verification Coordinator	New project is created	Complete Scoping (button)
Upload Preliminary Plans	Project Designer	New project is created	Project Designer uploads the preliminary plans
Review Preliminary Plans	Scoping & Verification Coordinator	Preliminary plans are uploaded	Plans are accepted (button)
Confirm Utility Involvement	Utility Design Coordinator	Confirm Involvement notification sent	Utility Involvement information is submitted (button)
Upload Incorporated Work Request	Utility Design Coordinator	Utility identifies an "Incorporated" Work Unit Work Type or Utility generates a cost share offer letter with incorporated work selected for the Cost Share Percentage or <i>Fast Path:</i> Utility indicates "Incorporated" in its Involvement	Utility uploads the incorporated work request or Utility resets its selection of incorporated work in the Work Unit or in the Involvement or <i>Fast Path:</i> Utility deselects "Incorporated" in its Involvement
District Review Incorporated Work Request	Conflict Coordinator	Incorporated work request is uploaded	District approves or returns the request (button)
Review Incorporated Work Request (Local Project)	Utility Unit Oversight	District approves an incorporated work request for a local project	Utility Unit Oversight approves or returns the request
Review Consultant Agreement	Central Office user	Consultant agreement is uploaded	Central Office approves or returns the consultant agreement (button)
Review Test Hole Request	DURA	Test hole request is submitted	DURA submits the review (button)

Task	Who	Starts	Finishes
Complete SUE Evaluation Process	Project Designer	Project status changes to Conflict Identification	PM/Designer submits the quality level decision (button)
Review SUE Evaluation	Utility Unit Oversight	PM/Designer submits the completed SUE evaluation	DURA approves or rejects the SUE impact form (button)
Upload Final Design Plans	Project Designer	Project status changes to Conflict Identification	Project Designer uploads the final design plans
Review Final Design Plans	Conflict Coordinator	Project Designer uploads the final design plans	DURA accepts the plans (button)
Confirm Affected/Not Affected	Utility Design Coordinator	Resolve Conflicts notification sent	Affected selection made on the project checklist
Resolve Conflicts	Utility Design Coordinator	Resolve Conflicts notification sent	Resolutions and work units are submitted (button)
Resolve Conflicts – Accelerated	Utility Design Coordinator	CO Section Chief approves the cost share	Resolutions and work units are submitted
Review Resolutions & Work Units	Conflict Coordinator	Utility submits resolutions and activities for all its conflicts	Work Units and Construction Details are approved (button)
Project Designer Review of Resolutions & Work Units	Project Designer	Utility submits resolutions and activities for all its conflicts	Designer responds to and submits the resolutions and work units (button)
Review Substitute ROW Request (District)	Conflict Coordinator	Utility submits substitute ROW request	District approves or returns the request (button)
Review Substitute ROW Request (CO)	CO Agreement Coordinator	District approves the request	Central Office approves or returns the request (button)
Review RPI Request (District)	DURA	RPI request is submitted	DURA approves or returns the request (button)
Review RPI Request (CO)	CO Agreement Coordinator	DURA approves the request	Central Office approves or returns the request (button)
Review RPI Request (OCC)	OCC Legal Assistant	Central Office approves the request	Assigned OCC attorney approves or rejects the request (button)

Task	Who	Starts	Finishes
Review RPI Determination (CO)	CO Agreement Coordinator	OCC approves the request	Central Office approves or returns the request (button)
Review RPI Determination (District)	DURA	Central Office approves the request	DURA approves or returns the request (button)
District Review Cost Share Request	Utility Unit Oversight	Cost share request document is uploaded	District approves or returns cost share request document (button)
Review Cost Share Offer	Utility Design Coordinator	District submits cost share offer	Utility generates a cost share letter or declines the offer
Upload Signed Cost Share Letter	Utility Design Coordinator	Utility generates a cost share letter	Document Type "Signed Cost Share Letter" is uploaded by the utility
Review Cost Share Letter (CO)	CO Agreement Coordinator	Document Type "Signed Cost Share Letter" is uploaded by the utility	Central Office approves or returns the signed cost share letter (button)
Review Cost Share Letter (CO Section Chief)	CO Section Chief	Central Office approves the signed cost share letter	Section Chief approves or returns the signed cost share letter (button)
Submit Preliminary Estimate	Utility Design Coordinator	CO Section Chief approves the signed cost share offer	Estimate form is approved
District Review Preliminary Estimate	Utility Unit Oversight	Utility submits the preliminary estimate	District approves the preliminary estimate (button)
CO Review Preliminary Estimate	CO Agreement Coordinator	District approves the estimate	Central Office approves or returns the estimate (button)
Generate Clearance	Conflict Coordinator	Project status changes to Contract Development	District generates the clearance document (button)
Review & Certify Clearance	CO Agreement Coordinator	District generates the clearance document or District approves the clearance submitted by the contractor	Central Office approves or returns the clearance (button)
Generate Final Utility Clearance	Conflict Coordinator	Conditional utility clearance is generated	District generates a non-conditional utility clearance

Task	Who	Starts	Finishes
Generate Final UCC	CO Agreement Coordinator	Conditional UCC is generated	Central Office generates a non-conditional UCC
Draft Agreement	CO Agreement Coordinator	Estimate form is approved for the utility	Draft agreement is sent to OCC
Review Draft Agreement (OCC)	OCC Legal Assistant	Central Office sends the draft agreement	Assigned OCC attorney approves or rejects the draft agreement (button)
Send Agreement to Utility	CO Agreement Coordinator	Draft agreement is approved by OCC	Central Office sends the agreement (button)
Upload Signed Agreement	Utility Administrator	Agreement is sent to the utility by Central Office	Utility uploads a Document Type "Signed Utility Agreements"
Upload Signed Agreement (non-BP)	CO Agreement Coordinator	Document Type "Agreement" is uploaded for the utility	Document Type "Signed Utility Agreement" is uploaded
CO Upload Executed Agreement	CO Agreement Coordinator	Document Type "Signed Utility Agreement" is uploaded for the utility	Central Office uploads a Document Type "Executed Utility Agreement"
Send NTP/HOP	DURA	NTP and HOP are prepared for the utility as applicable	NTP & HOP notification sent
Review Interim Billing	Closeout Coordinator	Utility submits interim billing	District approves or returns the interim bill (button)
Utility Submit Final Billing Form	Utility Administrator	Physical Work Complete Date is entered for the project	Utility submits the Final Billing Form (button)
Upload/Complete Final Billing Form (non-BP)	Closeout Coordinator	Physical Work Complete Date is entered for the project	Final Billing Form is submitted (button)
Review Final Billing (District)	Closeout Coordinator	Utility submits the Final Billing Form	District approves or returns the final bill (button)
Review Final Billing with Increased Encumbrance	CO Agreement Coordinator	District approves a final bill with an actual billed amount greater than the estimate amount and a supplemental agreement is not selected	Central Office approves or returns the final bill (button)

Task	Who	Starts	Finishes
Review Final Billing with Agreement Amendment	CO Agreement Coordinator	District approves a final bill with an actual billed amount greater than the estimate amount and a supplemental agreement is selected	Central Office approves or returns the final bill (button)
Close Out Agreement	CO Agreement Coordinator	Utility final billing is approved	Central Offices closes the agreement (button)