UNDERGROUND FACILITY REVIEW

Requesting a Project Review

19 September 2019
Rev. 16 October 2019
Table of Contents

OVERVIEW ................................................................................................................................................. 4
LOGGING INTO THE APPLICATION ........................................................................................................... 5
  New Users .................................................................................................................................................. 6
  Existing Users ........................................................................................................................................... 7
  Forgot Your Password ............................................................................................................................. 7
BEGIN AN APPLICATION REQUEST ......................................................................................................... 8
  Saved Applications ................................................................................................................................ 9
APPLICATION FORM ................................................................................................................................. 9
  Requestor Section ................................................................................................................................... 9
  Agency Confirmation Section .................................................................................................................. 12
  Project Information Section ................................................................................................................... 12
  dotMap Section .................................................................................................................................... 13
  Project Coordinator Section .................................................................................................................. 17
  Signature and Fees Section .................................................................................................................... 17
  Administrative Fee Payment (for non-OU C members).......................................................................... 18
Current Projects .............................................................................................................................................. 20
Upload and Submit Task ............................................................................................................................ 20
  Review Information Tab ......................................................................................................................... 20
  Original Application and dotMAP Links Tab ......................................................................................... 21
  Original Application Data Tab ............................................................................................................... 22
  Project Upload Section .......................................................................................................................... 22
  Add or Remove Group Members ......................................................................................................... 25
  Upload Task Complete ......................................................................................................................... 26
REVIEW AND RESPOND TO COMMENTS FROM OUC REVIEWS ............................................................ 27
  View Comments .................................................................................................................................... 27
  Respond to Comments .......................................................................................................................... 29
  Approved Project (PIA) .......................................................................................................................... 33
APPENDIX I – CITY ON-LINE PAYMENT PORTAL .................................................................................... 34
General Information.........................................................................................................................34
Credit Card Payment ....................................................................................................................35
Payment by Check ........................................................................................................................37
Payment Verification....................................................................................................................39
APPENDIX II – REPORTS..............................................................................................................41
   ProjectFlow – Department Review Status - CDOT ........................................................................42
   Current Project – Transmittal Review Form - CDOT .................................................................43
APPENDIX III – IR BOUNDARY SELECTION OPTION .................................................................45
APPENDIX IV – SYSTEM REQUIREMENTS..................................................................................47
OVERVIEW:

The Office of Underground Coordination (OUC) is a distribution agency within the Chicago Department of Transportation, Division of Infrastructure Management (CDOT DOIM), for all requests regarding existing utility information (Information Retrieval – “IR”) and the review/approval of construction work in or adjacent to the Public Way (Existing Facility Protection – “EFP”). Per section 2-120-300 of the Municipal Code of Chicago, the Office of Underground Coordination (OUC) is responsible for the protection of the City’s surface and subsurface infrastructure from damage due to planned and programmed construction, installation and maintenance projects. The intent of OUC membership is to review proposed projects in or adjacent to the right of way prior to construction so that there is minimal damage to existing infrastructure.

The OUC is made up of 28 utility members (both public and private agencies) which review construction documents to determine the effect on existing facilities and determine any adjustments and/or relocations that will be necessary.

- Abovenet/Zayo Communications Inc
- AT&T – Illinois/SBC
- AT&T – Local Network
- Bureau of Forestry
- CDOT – Division of Electrical Operations
- CDOT – Division of Engineering
- CDOT – Division of Infrastructure Management
- CDOT – Division of Project Development
- CDOT – Red Light Camera
- Chicago Park District
- ComCast
- ComEd – Distribution
- ComEd – Transmission
- Crown Castle
- CTA – Engineering
- CTA – Traffic
- Department of Water Management – Sewer Section
- Department of Water Management – Water Section
- Digital Realty Trust/Lakeside Technology Center
- Enwave Chicago
- JC Deaux North America
- Level 3 Communications/CenturyLink
- MCI
- Mobilitie LLC
- MWRD
- Peoples Gas
- RCN
- Wide Open West

There are three types of reviews that are conducted.

1. **Information Retrieval (IR)** to determine what type of underground facilities are present in a given area
2. **Existing Facilities Protection (EFP)** reviews are conducted to determine impacts on underground facilities due to a proposed project. Plans are revised until all utility members with impacted underground facilities approved the design. The City will not issue a public way permit until EFP approval.
3. Vacation/Dedication (V/D) reviews to determine if an underground facility needs to be moved (or easement provided) and at what cost when public right of way is sold to a private developer

OUC approvals are valid for 1 year outside of the Central Business District (CBD) and 6 months within from the response required date. For OUC purposes the CBD is defined by Division Street on the north; Lake Michigan on the east; Cermak Road on the south; and Halsted Street on the west.

LOGGING INTO THE APPLICATION:

The OUC review software (ProjectDox® developed by Avolve Software) is accessible through any internet browser. However, it is recommended that Microsoft’s Internet Explorer is used when marking up drawings.

To start the process you will need to go to the City of Chicago’s Department of Transportation web site and follow the instructions located under the section labeled https://www.chicago.gov/city/en/depts/cdot/provdrs/construction_information/svcs/office_of_undergroundcoordination.html or access the application directly at https://oucplanreview.chicago.gov/. Each company may elect to save the link as a Favorite or desktop shortcut for quick access. The following screen will appear:
New Users:
If this is the first time you are requesting a review you will need to create an account. Click on the Create Account button to proceed. The following form will be generated:

![Create Your Account form]

**Note:** Throughout the system, required fields are marked with a red asterisk.

When done click on the Create my Account button to submit your request for access to the system. You will be notified by email once the request is approved.
Existing Users:
If you already have a user account, you can log into the system by entering the email address you registered with and the password you had set up.

Click on the Login button to proceed

Forgot Your Password:
If you are an existing user but forgot your password, you can have your password reset by clicking on the Forgot password? link below the Login button.

You will be asked to enter your email (previously saved in the system) and a verification code and link to reset your password will be emailed to you.
BEGIN AN APPLICATION REQUEST:

To start a new application, select the type of review (IR or EFP) from the drop down next to **Type** box and enter a project name in the **Name** field (the project name will be used by your company to identify the request).

Use the drop down in the **Type** field to select the review type you are requesting:

- **Select Request Type**
- **Existing Facility Protection**
- **Information Retrieval**
- **Vacation Dedication**

and in the **Name** field type a unique name for the project (if the name has been utilized you will be directed to type a new project name)

**Note:** for the purpose of this document the EFP process will be used. The basic processes discussed will be the same for all review types.
Click on the **Start Application Process** button to proceed.

**Saved Applications:**
At any time during the application process you can click on the Save button and exit the process. When you are ready to proceed you can find all your saved applications under the Saved Application section of the launch page.

<table>
<thead>
<tr>
<th>REQUEST NUMBER</th>
<th>NAME</th>
<th>TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFP-1437</td>
<td>Test 4: Post system update</td>
<td>Exits</td>
</tr>
<tr>
<td>EFP-1436</td>
<td>Test 3: Post system update</td>
<td>Exits</td>
</tr>
<tr>
<td>EFP-1414</td>
<td>Test 07-23-19 Item 66 #3</td>
<td>Exits</td>
</tr>
<tr>
<td>EFP-1405</td>
<td>Test 2019-87253 v1</td>
<td>Exits</td>
</tr>
</tbody>
</table>

1 - 4 of 4 records

**Application Form:**
The OUC application form will appear. You will need to fill out each section in order for your request to be processed.

**Requestor Section:**
Fill in information about the person/company submitting the request and, if applicable, the company the request is being submitted on behalf of.

You can enter information in each field, or you can use the information from your profile (click on the **Copy profile information** checkbox) to populate the fields.
City of Chicago
Department of Transportation
Division of Infrastructure Management
Office of Underground Coordination

- Requestor

☑ Copy profile information.

First Name * Ima T.

Last Name * Est

Company * My Company/Firm Name

Please type your agency name in the field above. After typing a character in the field, a list of agencies should appear. Please select your agency from that list. If your agency does not appear, please click on the link to submit a new agency request. You will be notified by email once your request is approved.

Note: company name will begin filling in after the 3 character is typed

Address 1 * 121 N. Lasalle st, Room 905

Address 2 None

City * Chicago

State * Illinois

Zip Code * 60602

Phone Number * (312) 744-0000

Extension

Mobile

Email * my_name@email.com

If you are submitting the request on behalf of someone else select Yes, otherwise proceed to the next section.
If you selected Yes for the “review for another company/person” question fill out information about the company, you are requesting on behalf of.

- **This review is being submitted for**

  First Name * Another
  Last Name * Person
  Company * Company Name

Please type your agency name in the field above. After typing a character in the field, a list of agencies should appear. Please select your agency from that list. If your agency does not appear, please click on the link to submit a new agency request. You will be notified by email once your request is approved.

  Address 1 * 121 North La Salle Street
  Address 2 Suite 310
  City * Chicago
  State * Illinois
  Zip Code * 60607
  Phone Number * (312) 000-0000
  Phone Extension
  Mobile
  Email * my_name@email.com

**Note:** As you complete each section the section header status (left side of header) will change from INCOMPLETE to COMPLETE
Agency Confirmation Section:
You will need to confirm the information you entered in the Requestor Section is accurate. Use the drop down next to the Confirmation field to confirm the information entered.

Project Information Section:
Fill out the basic information about what your project entails.

Note: Based on the answers provided additional questions may appear.
City of Chicago
Department of Transportation
Division of Infrastructure Management
Office of Underground Coordination

**Project Description**
Installation of conduit in the Albany Park neighborhood of Chicago.

**Are manhole/handhole installations planned in the public way?**
- Yes
- No

**Number of Manholes**
1

**Tunneling (Includes Directional Boring) Variance Request?**
- Yes
- No

**Excavation or penetration approaching 12 feet or more?**
- Yes
- No
- Soil Boring

**Do you have one of the following?**
- CDOT GeoTech Project Number
- Department of Building Application Number
- Neither

**CDOT GeoTech Project Number**
Assigned project number

**Internal Project Number**
My company’s internal number XX-XXXX

**Construction Date**
12/25/2019

**dotMap Section:**
Use this section to provide the location(s) of your project.

**dotMap Selection**

Open DotMAP to Select/View Project Boundaries

- Confirmation
  - I have selected the location/area in dotMaps using the link above.
  - dotMap link will redirect to view only page after confirmation.
Click on the Open DotMAP to Select/View Project Boundaries hyperlink. A new window will appear where you can enter your project locations.

**Note:** You can enter up to ten locations totaling no more than two miles.
Initial entries are single point to add a segment click on the + Add End Point button.

To add additional locations, click on the Add Location button.

If you are adding a location other than a street (e.g., an alley) click on the Non-street path box

Once all the project location(s) have been entered, click on the Save button located on the top right of the form
A message will appear informing you that the locations have been saved.

You can close the location window and continue filling out the dotMap Section

**Note:** For IR reviews you will have an option of drawing a boundary of the containing the proposed project *(See Appendix III)*

Next click on the **Confirmation** box to indicate you have entered the project location

Open DotMAP to Select/View Project Boundaries

Click on the **Disclaimer** button to indicate that you understand that changes to the project locations may require a new project submission.
The project location(s) will appear in the Location box and any review fees (OUC members are not charged, non-members are charged a $50 review fee) will show in the fee box.

**Project Coordinator Section:**
Enter the Name, phone number and email for the Project Coordinator. You can enter up to two coordinators.

**Signature and Fees Section:**
E-sign the project review request to certify that to the best of your knowledge the information provided is true and accurate. The section is also used to generate the review fee for non-OUC members. Upon submitting the request, you will be transferred to the City’s on-line payment portal where you can pay the fee either by e-check or credit card. The review will not proceed until payment is made.
Click on the Checkbox to indicate the information is correct

I, being the authorized applicant, acknowledge that:
1. I have personally examined and am familiar with all the information submitted in response to the questions contained in this notice, and any attachments, and affirm that all information submitted is true, correct, and complete.
2. I understand and agree that clicking the box above will be deemed the equivalent of a signature in electronic form.

Signature date: 2019-08-21 12:20 PM

Next click on the Save & Calculate Administrative Fees button (you will need to perform this step even if you are an OUC member).

Finally click on the Submit Request button

Administrative Fee Payment (for non-OUC members):
A screen showing billing information will appear.
If the information is correct click on the **Pay Now** button, otherwise correct before clicking the button. After hitting the pay now button you will be directed to City’s on-line payment portal (see Appendix I).

Once payment has been made (for non-OUC members) or the submittal completed (for OUC members), a confirmation will be provided. Please retain for your records (you will need this for your next steps).
Click the **Home** icon to return to the project launch page.

**Current Projects:**
The Current Project section shows all your reviews, status and outstanding tasks.

<table>
<thead>
<tr>
<th>Current Projects</th>
<th>STATUS</th>
<th>TASKS (32)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFP-2471</td>
<td>In Review</td>
<td><img src="image" alt="MCI METRO AT5 WU Department Review cycle #1" /></td>
</tr>
<tr>
<td>EFP-2471</td>
<td>In Review</td>
<td><img src="image" alt="MWRD Department Review cycle #1" /></td>
</tr>
<tr>
<td>EFP-2460</td>
<td>Upload</td>
<td><img src="image" alt="Upload and Submit Task" /></td>
</tr>
<tr>
<td>EFP-2462</td>
<td>Upload</td>
<td><img src="image" alt="Upload and Submit Task" /></td>
</tr>
<tr>
<td>EFP-2497</td>
<td>Upload</td>
<td><img src="image" alt="Upload and Submit Task" /></td>
</tr>
</tbody>
</table>

**Upload and Submit Task:**
Find your review request in the Current Project section and click on the **Upload and Submit Task** button. A form will pop-up with several tabs. Note: the top section of each tab will have unique information and the remaining section appear on each of the tabs.

**UPLOAD AND SUBMIT**

**Review Information Tab:**
This section contains basic information about the review.

<table>
<thead>
<tr>
<th>OUC Number</th>
<th>EFP-2497</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td>Installation of conduit in the Albany Park neighborhood of Chicago</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>5033 to 4959 N TROY ST, 3143 to 3130 W ARGYLE ST, Alley from 5013 N Kedzie Ave to 3151 W Argyle St, 5015 N MEDZIE AVE</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>Upload</td>
</tr>
</tbody>
</table>
Original Application and dotMAP Links Tab:
This section contains a link to dotMaps where you can view a map of the project locations

<table>
<thead>
<tr>
<th>Review Information</th>
<th>Original Application and dotMAP Links</th>
<th>Original Application Data</th>
</tr>
</thead>
</table>

**dotMAP** Click to view Map for EFP-2497

Click on the map link to see a visual of the project locations
Original Application Data Tab:
This section contains basic information entered on the OUC request form

<table>
<thead>
<tr>
<th>Review Information</th>
<th>Original Application and dotMAP Links</th>
<th>Original Application Data</th>
</tr>
</thead>
</table>

**Application Type**: EFP  
**Application Number**: EFP-2497  
**** REQUESTOR ****  
**Requestor - First Name**: Ima T.  
**Requestor - Last Name**: Est  
**Company**: CDOT - Division of Infrastructure Management  
**Requestor - Address 1**: 121 N. Lasalle st, Room 905  
**Requestor - Address 2**: None  
**Requestor - City**: Chicago  
**Requestor - State**: IL  
**Requestor - Zip Code**: 60602  
**Requestor - Phone Number**: (312) 744-4141  
**Requestor - Extension**:  

Project Upload Section:  
You can upload documents from any tab. The upload process is similar to saving documents on your PC.

**Task Instructions**
Select appropriate destination folder then select files to upload to selected folder. Repeat until all required submission files are uploaded.
TO START REVIEW PROCESS: Please select "Upload Complete - Notify Jurisdiction" enabled by first selecting checkbox "Upload Task Complete" (bottom of page)

**Project: EFP-2497**
Select destination folder for files:

- Drawings  
- Documents  
- Approved  
- Quick Review  
- Reference
Click on **Destination** folder for the drawing or document you want to upload for the review.

**Project: EFP-2497**

Select your files to upload to this folder:

- [Select Files to Upload](#)
- [View Folders](#)

- EFP-2497\Documents

Click on the **Select Files to Upload** button.

**City of Chicago**

Folder: EFP-2497\Documents

---

**Browse For Files**

Browse for files or drag files into this area.

---

Click on the **Browse for Files** button to select files to upload from your hard drive or network drive (you can also drag and drop your files).
Click on the **OPEN** button

Click on the **Upload Files** button to upload your selected files(s)

**The following files have been uploaded:**

1. 2019-89283.dwf

Click on the **Close** button

To load documents into a different folder, click on the **View Folders** button and repeat the procedure.
Add or Remove Group Members:
You have the ability to add (or remove) members of the group who can view or edit this specific project request.

To invite a user to the project:
1. Type the user first name in the field labeled First Name
2. Type the user last name in the field labeled Last Name
3. Type the user email in the email field (the user will be notified by email of the invite)
4. Using the drop down in the Invite to Group field indicate if the user will have view only rights or can perform edits (Applicant)

   Invite to Group
   [View]
   [Applicant]

5. Click on the Invite User button

To remove someone from the group
1. Using the drop down in the Remove from Group field indicate if the user has View or Applicant rights

   Remove from Group
   [View]
   [Applicant]

2. Using the drop down in the User field select the user you wish to remove

   User
   [Michael Collins (mcollins@avolvesoftware.com)]
   [Ellie Kim (ekim@avolvesoftware.com)]
   [dotMaps User (user@cdotmap.com)]
   [Test User (TestUser@test.com)]

3. Click on the Remove User button
Upload Task Complete:
To complete the task, you will need to click on the **Upload Task Complete** checkbox

- [ ] Upload Task Complete (I have uploaded all required drawings and/or documents)

Click on the **Upload Complete – Notify Jurisdiction** button to complete your submittal

- [x] Upload Task Complete (I have uploaded all required drawings and/or documents)

The following message should appear

Thank you for submitting your plans. You will receive an email soon confirming the submission and start of the pre-screening process.

You can log out of the application by clicking on the Logout icon on the top right of the form
REVIEW AND RESPOND TO COMMENTS FROM OUC REVIEWS:

Login and search for your project request

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>STATUS</th>
<th>TASKS (50)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFP-3543</td>
<td>Upload</td>
<td></td>
</tr>
<tr>
<td>FFP-3552</td>
<td>Upload</td>
<td></td>
</tr>
<tr>
<td>FFP-3551</td>
<td>Upload</td>
<td></td>
</tr>
<tr>
<td>FFP-3562</td>
<td>Applicant Corrections</td>
<td>Respond and Resubmit Task</td>
</tr>
</tbody>
</table>

View Comments:

Click on the Respond and Resubmit Task button

If there were any Chagemarks you can view them by clicking on the View/Edit Changemark Items button

Workflow Review Changemark Viewer

0 - 0 of 0 records

Save  Close  View Full Report
Click on the **View Full Report** button to generate a report showing all Changemarks

### Changemarks Report

**Project Name:** EFP-3582  
**Workflow Started:** 09/18/2019 9:37 AM  
**Report Generated:** 09/18/2019 01:24 PM

<table>
<thead>
<tr>
<th>Grouping</th>
<th>Cycle</th>
<th>Ref #</th>
<th>Complete?</th>
<th>Status</th>
<th>Department</th>
<th>Snapshot</th>
<th>File</th>
<th>Mark</th>
</tr>
</thead>
</table>

Can view the Checklist Items by clicking on the **View/Edit Checklist Items** button

**View/Edit Checklist Items (35)**

### Workflow Review Checklist Item Viewer

**Selected Checklist Items for All Review Cycles**

<table>
<thead>
<tr>
<th>REF #</th>
<th>PERMIT TYPE</th>
<th>DEPARTMENT</th>
<th>COMMENT TYPE</th>
<th>CYCLE</th>
<th>COMMENT TEXT</th>
<th>APPLICANT RESPONSE</th>
<th>STATUS</th>
<th>COORD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EFP</td>
<td>CHICAGO PARK DISTRICT</td>
<td>Existing Facility Protection</td>
<td>1</td>
<td>Project does not affect existing facilities</td>
<td></td>
<td>Unresolved</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>EFP</td>
<td>COMCAST</td>
<td>Existing Facility Protection</td>
<td>1</td>
<td>Project location interferes with existing facilities - Facility relocation required</td>
<td></td>
<td>Resolved</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>EFP</td>
<td>COMCAST</td>
<td>Existing Facility Protection</td>
<td>1</td>
<td>Project location interferes with existing facilities - Facility support required</td>
<td></td>
<td>Unresolved</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>EFP</td>
<td>COMED DISTRIBUTION</td>
<td>Existing Facility Protection</td>
<td>1</td>
<td>Permit Issuance Authorized</td>
<td></td>
<td>Unresolved</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>EFP</td>
<td>COMED</td>
<td>Existing Facility Protection</td>
<td>1</td>
<td>Conflict Resolved by Project</td>
<td></td>
<td>Resolved</td>
<td></td>
</tr>
</tbody>
</table>

Click on the **Close** button to return to the form

You can view any uploaded drawings or documents by clicking on the appropriate folders and document
Project: EFP-3562

Select destination folder for files:

- EFP-3562
  - Drawings (1 Files - 1 New)
  - Documents (1 Files - 1 New)
  - Approved
  - Quick Review
  - Reference

- EFP-3562\Documents

Respond to Comments:

Click on the Project

EFP-3562

and click on the folder you wish to upload any new documents to

EFP-3562

Main Contact:

Expand current | Collapse | 🔍

- EFP-3562
  - Drawings (1 Files - 1 New)
  - Documents (1 Files - 1 New)
  - Approved
  - Quick Review
  - Reference
Click on the **Upload Files** button

And the upload screen will appear (see page 23 for instructions on how to upload files)

To respond to comments, click on the **Respond and Resubmit Task** link
Scroll down the form until you see a listing showing the responses and comments from the reviewing agencies:

You can enter a reply to the reviewer comments in the Applicant Comments field to the right of the reviewer comment.

You have the option of adding or removing group members (see page 25).
If you want to request an agency to re-review the project, click on the box to the left of the agency name (please include any agency that had a prior conflict). OUC staff will review your request and will have the final decision if any additional reviews are required.

<table>
<thead>
<tr>
<th>Please select the appropriate reviews that are required for the next cycle --- Plan Review Routing</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ ABOVENET ZAYO COMM</td>
</tr>
<tr>
<td>☐ ATT ILLINOIS SBC</td>
</tr>
<tr>
<td>☐ ATT LOCAL NETWORK</td>
</tr>
<tr>
<td>☑ BUREAU OF FORESTRY</td>
</tr>
<tr>
<td>☐ CDOT DIM PCO</td>
</tr>
<tr>
<td>☐ CDOT ELECTRICAL</td>
</tr>
<tr>
<td>☑ CDOT ENGINEERING</td>
</tr>
</tbody>
</table>

You need to certify that you have addressed the project issues by clicking on the box to the left of each issue.

☐ I have reviewed and addressed, including responses where appropriate, all Checklist items accessed by clicking on the "Checklist Items" button above.
☐ I have reviewed and addressed, including responses where appropriate, all Checkmark items accessed by clicking on the "Checkmark Items" button above.
☐ I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder or the project using the SAVE file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review.

☐ I have reviewed and addressed.
☐ I have reviewed and addressed.
☐ I have uploaded the revised review.

Click on the **Resubmit to Jurisdiction** button to send your responses back to the OUC.

[Resubmit to Jurisdiction]
You will need to repeat this process until the project is approved (PIA).

**Approved Project (PIA):**
When your project is approved you will receive an email indicating that the review is PIA. For projects in the public right-of-way you will need to provide this email to the CDOT Permit Office when requesting your construction permit.

OUC Approvals are valid for six months within the Central Business District (CBD) and one year outside the CBD.

You can also access the approved drawing (which will have an OUC approve stamp) from the projects Approved folder.

- EFP-3562
  - Drawings (1 Files - 1 New)
  - Documents (1 Files - 1 New)
  - Approved
  - Quick Review
  - Reference
APPENDIX I – CITY ON-LINE PAYMENT PORTAL:

General Information:

You will be able to pay either by Credit Card or by Check. Click the radio button next to the payment method of your choice and click the next button.
Credit Card Payment:

If paying by credit card a service fee notification will appear. Click the next button if you agree to pay the service fee. If you wish to pay by check, click the Cancel button and select the Check radio button on the previous screen to continue.

If you click on the payment by credit card option, the following screen will appear:

Fill in all the information requested.
Use the drop downs to select credit card type:

Credit Card Type (*)
- Visa
- MasterCard
- American Express
- Discover

Credit Card Number (*)
64440000022205

Expiration Date (*)
09 2023

CVV/Verification # (*)
107

Name (*)
Ira Test

Street Address (*)
200 N Spring St

City (*)
Los Angeles

State (*)
California

Zip/Postal Code (*)
90038

Click on the <Reset> button to clear your entry or the <Next> button to proceed. If the <Next> button is pressed a confirmation screen will come up:
To make a change click on the <Edit Payment Information> button to submit the payment choose the <Submit Payment> option.

Payment by Check:

If you picked the payment by check option,
the following screen will appear:

Fill in all the information requested.

Note: you will need to indicate if you are using a business or personal checking account.
Click on the `<Reset>` button to clear your entry or the `<Next>` button to proceed. If the `<Next>` button is pressed a confirmation screen will come up:

To make a change click on the `<Edit Payment Information>` button to submit the payment choose the `<Submit Payment>` option.

**Payment Verification:**

Regardless which payment method you selected, once payment is submitted a confirmation page will appear on your screen.
City of Chicago
Department of Transportation
Division of Infrastructure Management
Office of Underground Coordination

Application Request Confirmation

Thank You!
Applicant: Ima Test
Signature Date: 9/12/2019 4:00:24 PM
Request Number: EFP-0004
Request Name: EFP - Payment by eCheck
Amount: $50.00
Order #: a2c10d
Approval #: 26450804

Please print and retain for your records. A payment receipt will also be emailed to you.

City Of Chicago - Online Payment Receipt

Info@cityofchicago.org
Thu 9/12/2019 4:00 PM

Thank you for your online payment to the City of Chicago. The details of your payment are included with this receipt. Please retain for your records.

Payment Date: Sep 12, 2019
Payment Details:
  Admin Fee - Admin Fee - $50.00
Total: $50.00
Paid by: Online Check
Account Number: ******3232

Transaction ID: 890504 - a2c10d
Approval Code: 26450804

Sincerely,
City of Chicago
Online Payment Processing Center

This e-mail and any attachments thereto, is intended only for use by the addressee(s) named herein and may contain legally privileged and/or confidential information. If you are not the intended recipient of this e-mail (or the person responsible for delivering this document to the intended recipient), you are hereby notified that any dissemination, distribution, printing or copying of this e-mail, and any attachment thereto, is strictly prohibited. If you have received this e-mail in error, please respond to the individual sending the message, and permanently delete the original and any copy of any e-mail and printout thereof.
APPENDIX II – REPORTS:

There are several system reports that will be helpful to you in determining the current status of your requested review.

Under the Projects tab

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>OPTIONS</th>
<th>DESCRI</th>
</tr>
</thead>
<tbody>
<tr>
<td>F2019-501040</td>
<td></td>
<td>Proposal via open</td>
</tr>
<tr>
<td>EFP-1062</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Query for the project you want to check the status of

- EFP-1242

Click on the project and then click on the Project Reports button on the top right of the form.
Search for one to the following reports and click on the icon to the right of the report name to run the report.

### View Report Name

<table>
<thead>
<tr>
<th>View</th>
<th>Report Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>![icon]</td>
<td>ProjectFlow - Department Review Status - CDOT</td>
</tr>
</tbody>
</table>

**ProjectFlow – Department Review Status - CDOT**

Shows status of project (completed) reviews

---

**Department Review Status Report**

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>EFP-3562</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workflow Started:</td>
<td>06/10/2019 8:37 AM</td>
</tr>
<tr>
<td>Report Generated:</td>
<td>06/10/2019 02:09 PM</td>
</tr>
<tr>
<td>Project Description:</td>
<td>Proposed installation approximately 250 feet of 8-inch water main in N. Hamlin Avenue.</td>
</tr>
<tr>
<td>Project Status:</td>
<td>Applicant Corrections</td>
</tr>
<tr>
<td>Project Location:</td>
<td>4701 to 4824 N HAMLIN AVE.</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Cycle</th>
<th>Department</th>
<th>Reviewer</th>
<th>Email</th>
<th>Status</th>
<th>Date Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Cycle</th>
<th></th>
</tr>
</thead>
</table>
Current Project – Transmittal Review Form - CDOT:
Shows the OUC Transmittal Form and all activity history within a cycle

Transmittal Review Form

Author: Imre Test
Company: CDOT - In House Construction
Address 1: 1501 N. LaSalle St. Suite 310, Chicago, IL 60602
City: Chicago
State: IL
Zip: 60602
Phone: (312) 744-4731
Email: mb@spasitech.com

Project Information:
Project Description: Proposed installation approximately 200 feet of 6 inch water main in N. Harlem Avenue
Are overhead/underground installations planned in the public way? Yes
Number of Workmen: 2
Trenching (Includes Directional Boring) Variance Request? No
Liquefaction or penetration approaching 12 feet or more? Yes
Do you have one of the following? CDOT GeoTech Project Number: DCT-00-019
Project Number: 10-01-1561
Construction Date: 10/16/2019

Project Location:
Address 1: 4751 4624 N. HAMLEIGH AVE.
Address 2: 
Project Coordinator 1: Imre Test
Email: mb@spasitech.com
Phone: (312) 000-0000
Project Coordinator 2: 
Email: 
Phone:

Files

Name: MBK6 Justification Letter SG-10-1504.pdf
File Size (KB): 112
Version: 1
Upload Date: 5/15/2019 9:32:20 AM
Page Count: 1
Sheet Size: 8.5x11.0
Last Modi Date: 5/16/2019 5:22:20 AM
City of Chicago  
Department of Transportation  
Division of Infrastructure Management  
Office of Underground Coordination

Checklist Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Group Name</th>
<th>Category</th>
<th>Reviewer</th>
<th>Applicant</th>
<th>Status</th>
<th>Last Updated</th>
</tr>
</thead>
</table>
| 1    | CHICAGO PARK DISTRICT  
Matthew Peterson | EDP  
Department Review  
Project does not affect existing facilities | | | Unresolved | 09/15/2019 11:32 AM |
| 2    | COMCAST  
Matthew Peterson | EDP  
Department Review  
Project location interference with existing facilities - Facility relocation required | | | Resolved | 09/15/2019 11:34 AM |
| 3    | COMCAST  
Matthew Peterson | EDP  
Department Review  
Project location interference with existing facilities - Facility support required | | | Unresolved | 09/15/2019 11:55 AM |
| 4    | COMED DISTRIBUTION  
Matthew Peterson | EDP  
Department Review  
Parent Line/Line Authorized | | | Unresolved | 09/15/2019 11:56 AM |
| 5    | COMED TRANSMISSION  
Matthew Peterson | EDP  
Department Review  
Conflict Resolved by Project Coordinator | | | Resolved | 09/15/2019 11:56 AM |
| 6    | CTA MAINTENANCE  
Matthew Peterson | EDP  
Department Review  
Project affects existing service line(s) | | | Resolved | 09/15/2019 11:57 AM |
| 7    | CTA TRAFFIC  
Matthew Peterson | EDP  
Department Review  
Project does not affect existing facilities | | | Info Only | 09/16/2015 11:58 AM |
| 8    | MRED  
Mark, Delta | EDP  
Department Review  
Project affects existing facilities | | | Unresolved | 09/15/2019 11:34 AM |
| 9    | M3C METRO A T5 WU  
Mark, Delta | EDP  
Department Review  
Project location interference with existing facilities - Facility support required | | | Unresolved | 09/15/2019 11:34 AM |
| 10   | LEVEL 1 LOOKING GLASS  
Wright, Bob | EDP  
Department Review  
Parent Line/Line Authorized | | | Unresolved | 09/15/2019 11:51 AM |
| 11   | CDOOT DIM PCO  
George Kick | EDP  
Department Review  
Project does not affect existing facilities | | | Unresolved | 09/15/2019 11:35 AM |
| 12   | CDOOT ELECTRICAL  
George Kick | EDP  
Department Review  
Project affects existing facilities | | | Unresolved | 09/15/2019 11:35 AM |

Office of Underground Coordination Member Response

<table>
<thead>
<tr>
<th>Item</th>
<th>Responded By</th>
<th>Date Completed</th>
<th>Status</th>
<th>Reviewer Comments</th>
<th>Applicant Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OUC Project Manager Comments

<table>
<thead>
<tr>
<th>Item</th>
<th>Date Started</th>
<th>Date Completed</th>
<th>Resident Coordinator Comments</th>
<th>Resident Applicant Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This OUC Review will expire 6 months after the response required date within the area bounded by North Ave., Halsted Ave., Cermak Rd., and Lake Michigan and one year from the response required date outside of these limits.

End of Transmittal & Review Form
APPENDIX III – IR BOUNDARY SELECTION OPTION:

For IR reviews you have the option of selecting a boundary (i.e., rectangle containing work area) instead of using either a project point or line. Click on the Change Input Mode link (located on the top of the page) to proceed.

Select the Boundary mode

Click on the map to indicate the starting point. Place the cursor over that point, then left click and hold. Drag the mouse to draw a rectangle.
Click on the Save button
APPENDIX IV – SYSTEM REQUIREMENTS:

ProjectDox®
ProjectDox® Component Customer Installation v.9

System User Requirements

4835 East Cactus Road Suite 420
Scottsdale, Arizona 85254
Phone: 602.714.9774
www.avolvesoftware.com

Copyright 2018 Avolve Software Corporation. Rev. 2018-06-20
ProjectDox is a registered trademark of Avolve Software Corporation.
# Table of Contents

1. **About this Guide** 3

1. **General Information** 4
   1.1 Requirements 4
   1.2 Pop-Up Blocker 4

2. **Internet Explorer 11** 4
   2.1 Configure Pop-Up Blocker 4
   2.2 Adding ProjectDox as a Trusted Site 5
   2.3 Disabling the UAC 6
      2.3.1 Client Hardware and O/S Specifications 6
      2.3.2 Windows 8 & 10 7
   2.4 Installing ProjectDox Components 7
   2.5 Enabling the UAC 8

3. **Google Chrome** 8
   3.1 Configure Pop-Up Blocker 8

4. **Firefox** 10
   4.1 Configure Pop-Up Blocker 10

5. **Safari** 11
   5.1 Pop-Up Blocker 11
About this Guide

Welcome to ProjectDox, before using the ProjectDox system for the first time, please verify the following items are disabled and/or installed on your system. The following pages will provide you information on how to configure these items for access to collaborate and review your information electronically, 24/7.

- Pop-up Blocker disabled (if applicable)
- ProjectDox Components installed

<table>
<thead>
<tr>
<th>Icon</th>
<th>Represents</th>
</tr>
</thead>
<tbody>
<tr>
<td>!</td>
<td>Caution</td>
</tr>
<tr>
<td>!</td>
<td>If not done correctly, roadblock</td>
</tr>
<tr>
<td>📜</td>
<td>Good to know</td>
</tr>
</tbody>
</table>
1 General Information

1.1 Requirements
The Matrix below displays the requirements needed for each browser to interact properly with the ProjectDox application, as of publication.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Internet Explorer 11*</th>
<th>Firefox</th>
<th>Chrome</th>
<th>Apple Safari</th>
<th>Edge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Configure Pop-up blocker</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Added to Trusted Site</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disabling the UAC</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Install of ProjectDox Components</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(one-time only)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enabling the UAC</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.2 Pop-Up Blocker
ProjectDox uses pop-up windows (browser windows with no toolbars). If you log in, but no ProjectDox window appears, or a warning is received, it is likely that a pop-up blocker is preventing the main project window from opening. You need to allow ALL pop-ups for the ProjectDox site. You can do this in one of two ways:

1. Disable pop-up blockers entirely.
2. Configure blocker to allow pop-ups for specified sites. (recommended)

In the following sections, you will find information that will assist in setting up the allowance of pop-ups for several browsers. If after going through the steps you still have difficulty with the ProjectDox application, verify your system has no other pop-up blockers installed.

- Google Search bar is installed, it contains its own pop-up blocker that will need to be disabled.
- Antivirus software can cause similar behavior, review the enforced rules
- Check system anti-virus logs to see if that software may be blocking the site from displaying. If the anti-virus is blocking the installation, add the necessary exceptions.

2 Internet Explorer 11

2.1 Configure Pop-Up Blocker
1. Select the Tools icon in the top right corner.
2. Choose Internet Options from the dropdown.
3. Select the Privacy tab and, in the Pop-up Blocker section, click the Settings button.

4. Type the ProjectDox URL in the field within the Exceptions area, then click Add.

5. Close the window, then click OK in the Internet Options window.

2.2 Adding ProjectDox as a Trusted Site

1. Select the Tools icon in the top right corner of the browser.
2. Choose Internet Options from the dropdown.
3. In the Security tab, click Trusted sites to highlight, then click the Sites button.

4. Enter the URL in the field, then click Add.

5. Close the window, the select OK in the Internet Options window.

2.3 Disabling the UAC

Disabling of the UAC control should be discussed with your network administrator prior to making changes to your system, if applicable.

2.3.1 Client Hardware and O/S Specifications

Uniform specifications on end-user hardware, software capabilities and configuration will have a big impact on the end-user experience. We recommend deploying (at most) two types of end-user hardware with standard configurations.

<table>
<thead>
<tr>
<th>Client Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating System</td>
</tr>
<tr>
<td>Processor</td>
</tr>
<tr>
<td>Memory</td>
</tr>
</tbody>
</table>
2.3.2  Windows 8 & 10

1. Select the Windows key on your keyboard.

2. When the menu appears, start typing “Change User Account Settings.” It will initiate a search.
3. Select the following from the search results.

4. Click and drag the slide control to Never Notify.
5. Click OK and restart your system. This must be done for the UAC changes to take effect.

The user’s permissions level/rights will affect how the UAC works.

A reboot will be required for the change to take effect.

2.4 Installing ProjectDox Components

ProjectDox requires the installation of ActiveX controls to be able to perform certain actions: uploading files, downloading files, viewing files, and viewing help information. There are two ways users can install the controls:

The link to an MSI file for installing the ActiveX controls is available from the login screen.

Install ProjectDox Components  To create a desktop shortcut, click and drag the icon below to your desktop.  Click here to add ProjectDox to your Favorites.
If the user’s network requires administrative access to download ActiveX controls, the user will NOT be prompted, nor will the MSI on the login screen install. The user will need to contact their network administrator to get access to download these controls.

If using the MSI from the login page, the user can accept the defaults to run the MSI and install the controls. If not using the MSI, then after logging in to the site, the user will be prompted by the browser to install the ActiveX control (yellow bar at top of the screen or at the bottom of the screen, depending on system version) when attempting to view help information, or uploading, downloading or viewing files.

2.5 Enabling the UAC

After the installation is complete and each of the actions have been performed once (uploading files, viewing files, downloading files, and viewing help, as applicable) the UAC control can be returned to the former setting. A reboot will be required for the change to take effect.

3 Google Chrome

It is recommended that users use the 32-bit version of Chrome; it is known to work better with reports in ProjectDox.

To verify what version of Chrome you are using (32 bit or 64 bit), click on Chrome’s menu icon and select About Google Chrome. If it is 64 bit, it will say so in parentheses after the version number.

3.1 Configure Pop-Up Blocker

1. In the top-right corner of Chrome, click the Chrome menu icon.
2. Select Settings.
3. Click Advanced, found at the bottom of the page.
4. Under Privacy and security, expand the Content settings field.
5. Click Popups, click the Add button under the Allow field.

6. Enter the ProjectDox URL, then click the Add button. Close out of Settings when finished.
4 Firefox

4.1 Configure Pop-Up Blocker

1. Click the menu button and select Options.

2. Click the Content menu, and select the Exceptions button next to the Pop-ups field.

3. Enter the ProjectDox URL in the available field, then click Allow.
4. Click the Save Changes button.

5 Safari

5.1 Pop-Up Blocker

1. Select Safari->Preferences, then click Security.

2. In the Web Content and Internet plug-ins sections, deselect the Block pop-up windows checkbox.

3. Close the window.