

Unique Special Provisions Users Guide



Unique Special Provisions

users guide

Table of Contents

USP Workflow Diagram.....	iv
Important Information.....	v

LPA/USP Files ONLY - For Designers and Project Managers	vi
---	----

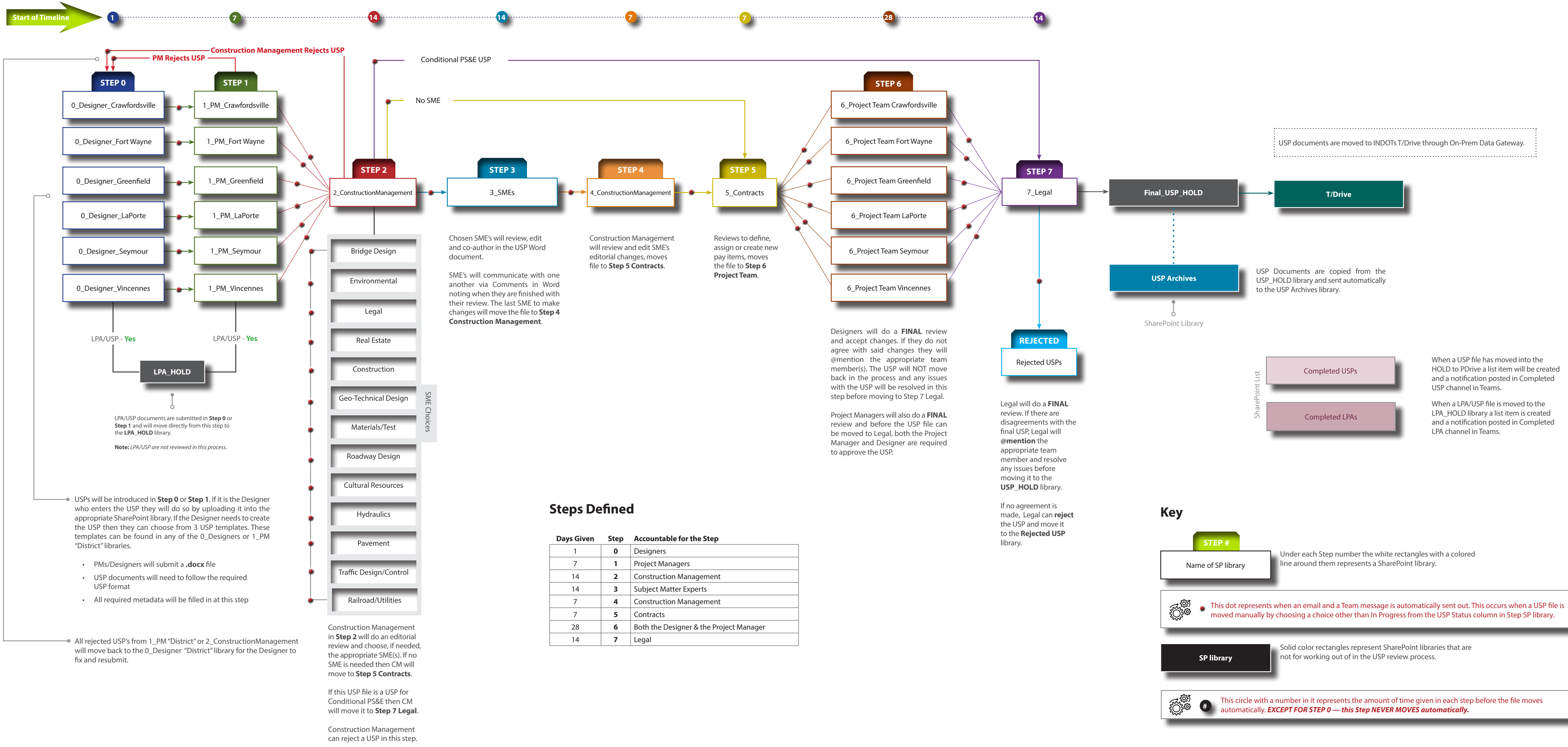
Step 0 - Designers..... 1

Converting .doc File to .docx File	2
Reusing USP Files from the USP Archives Library	3
File Naming Conventions.....	5
Do Not Use Special Characters	5
Reusing USP Documents	6
Choosing a USP Template	8
Choosing the Correct SharePoint Library to Work From.....	9
Metadata	9
Choosing the Correct Priority Level	10
Priority Level Defined	10
Preprint	10
Uploading a USP Document	11
Changing the USP Status to “Move to step 1”	13

Step 1 - Project Managers

Converting .doc File to .docx File	16
Reusing USP Files from the USP Archives Library	17
File Naming Conventions.....	19
Do Not Use Special Characters	19
Reusing USP Documents	20
USP Templates	22
Choosing the Correct SharePoint Library to Work From.....	23
Metadata	23
Choosing the Correct Priority Level	24
Priority Level Defined	24
Preprint	24
Uploading a USP Document	25
Changing the USP Status to “Move to step 2”	27
Reviewing USPs from the Designer	28
Rejecting a USP in Step 1	28

Step 2 – Construction Management	31
Step 3 – Subject Matter Experts (SMEs).....	34
Step 4 – Construction Management	37
Step 5 – Contracts	39
Step 6 – Designer & Project Manager	41
Designer Task in Step 6	41
Project Managers Task in Step 6	42
Step 7 – Legal	44
Additional Information	45
Notifications in Teams and Outlook (Email)	46
Completed LPA Notification	46
Completed USP Notification.....	47
Unique Special Provisions Archives	47
Additional Resources for Working with Word Files	47
Tips	48



Chosen SME's will review, edit and co-author in the USP Word document.

SME's will communicate with one another via Comments in Word noting when they are finished with their review. The last SME to make changes will move the file to **Step 4 Construction Management**.

Construction Management will review and edit SME's editorial changes, moves the file to **Step 5 Contracts**.

Reviews to define, assign or create new pay items, moves the file to **Step 6 Project Team**.

Designers will do a **FINAL** review and accept changes. If they do not agree with said changes they will @mention the appropriate team member(s). The USP will NOT move back in the process and any issues with the USP will be resolved in this step before moving to Step 7 Legal.

Project Managers will also do a **FINAL** review and before the USP file can be moved to Legal, both the Project Manager and Designer are required to approve the USP.

Legal will do a **FINAL** review. If there are disagreements with the final USP, Legal will @mention the appropriate team member and resolve any issues before moving it to the **USP_HOLD** library.

If no agreement is made, Legal can **reject** the USP and move it to the **Rejected USP** library.

Steps Defined

Days Given	Step	Accountable for the Step
1	0	Designers
7	1	Project Managers
14	2	Construction Management
14	3	Subject Matter Experts
7	4	Construction Management
7	5	Contracts
28	6	Both the Designer & the Project Manager
14	7	Legal

Construction Management in **Step 2** will do an editorial review and choose, if needed, the appropriate SME(s). If no SME is needed then CM will move to **Step 5 Contracts**.

If this USP file is a USP for Conditional PS&E then CM will move it to **Step 7 Legal**.

Construction Management can reject a USP in this step.

USP documents are moved to INDOT's T/Drive through On-Prem Data Gateway.

USP Documents are copied from the USP_HOLD library and sent automatically to the USP Archives library.

When a USP file has moved into the HOLD to PDrive a list item will be created and a notification posted in Completed USP channel in Teams.

When a LPA/USP file is moved to the LPA_HOLD library a list item is created and a notification posted in Completed LPA channel in Teams.

LPA/USP documents are submitted in **Step 0** or **Step 1** and will move directly from this step to the **LPA_HOLD** library.

Note: LPA/USP are not reviewed in this process.

USPs will be introduced in **Step 0** or **Step 1**. If it is the Designer who enters the USP they will do so by uploading it into the appropriate SharePoint library. If the Designer needs to create the USP then they can choose from 3 USP templates. These templates can be found in any of the 0_Designers or 1_PM "District" libraries.

- PMs/Designers will submit a .docx file
- USP documents will need to follow the required USP format
- All required metadata will be filled in at this step

All rejected USP's from 1_PM "District" or 2_ConstructionManagement will move back to the 0_Designer "District" library for the Designer to fix and resubmit.

Important Information

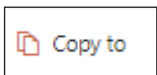


Please keep the following list of items in mind when using the USP Process.

- **NEVER** use “**Move to**” from within a SharePoint library, unless you are moving LPA/USP files. When a file is moved to the next step or rejected, an email and Teams notification is automatically sent out. **If the file is moved incorrectly then NO notification or email is sent out.**



- **NEVER** use “**Copy to**” to create additional copies of USP files from within a SharePoint library.



- **NEVER MOVE FILES in BULK**, move your files one at a time.
- **NEVER** move a file that's in another library without first communicating to the person responsible for the library.
- **Never** change metadata or try and reopen your document after you have selected “**Move to step #**” under the USP Status drop-down.
- Completed USP and Completed LPA/USP are just lists and do not contain an actual USP file.
- Use lead DES number.
- If you create a file in a SharePoint library and choose not to use it, delete it and make sure it is removed from the listing in the USP menu, if applicable.
- It is your responsibility to make sure your USP file moved successfully.

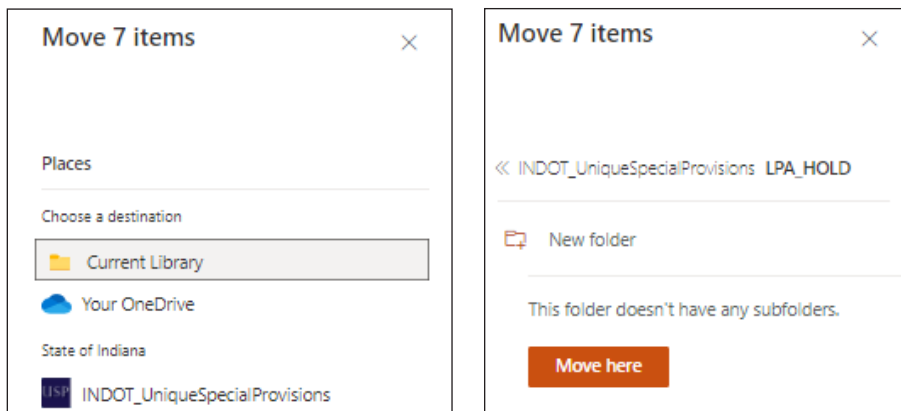
LPA/USP Files ONLY - For Designers and Project Managers

All LPA/USP files will follow these steps.

1. Designers or Project Managers will upload the LPA/USP into a 0_Designer "District" or 1_PM "District" library.
2. Next you will choose "Open Properties" and fill out all the metadata.
3. Then select all of the LPA/USP files and then choose "Move to".

Open Properties	USP Status	Priority Level	Due Date	Section	DES Number	Contract Number
Open Properties	In progress	Medium < 8 wks	3/26/2021	000	0000000	T-00000
Open Properties	In progress	Medium < 8 wks	3/26/2021	000	0000000	T-00000
Open Properties	In progress	Medium < 8 wks	3/26/2021	000	0000000	T-00000
Open Properties	In progress	Medium < 8 wks	3/26/2021	000	0000000	T-00000
Open Properties	In progress	Medium < 8 wks	3/26/2021	000	0000000	T-00000
Open Properties	In progress	Medium < 8 wks	3/26/2021	000	0000000	T-00000
Open Properties	In progress	Conditional PS&E	3/26/2021	000	0000000	T-00000

Choose **INDOT_UniqueSpecialProvisions** ► **LPA_HOLD** ► **Move here**.



If you need a LPA/USP file back after submitting it, you will need to contact Scott Trammell.

— End of LPA/USP —

Unique Special Provisions Users Guide

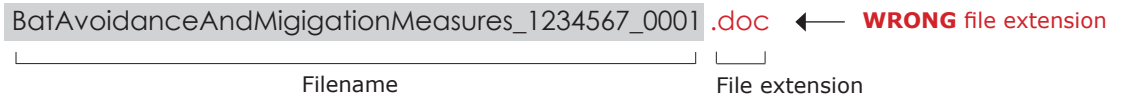


STEP

designers

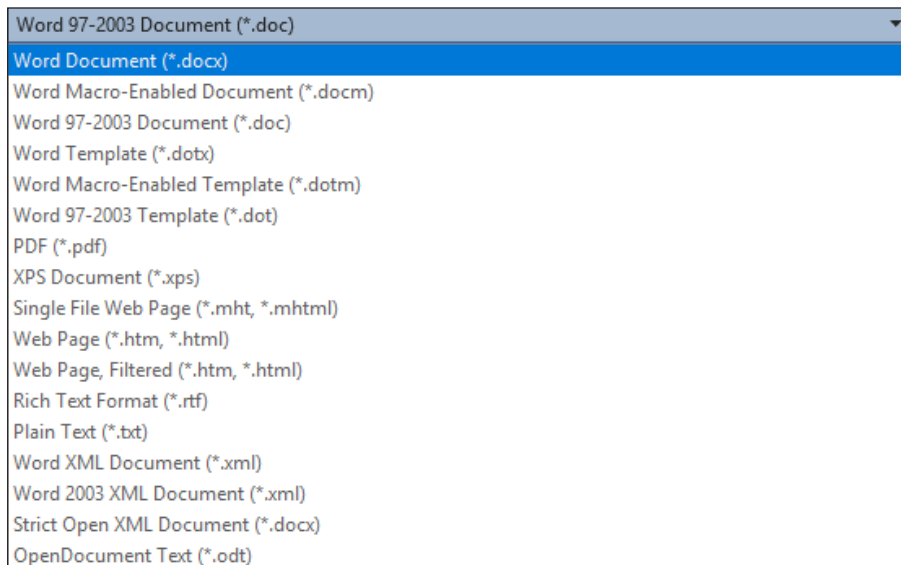
Converting .doc File to .docx File

First, look at the USP filename and file extension.

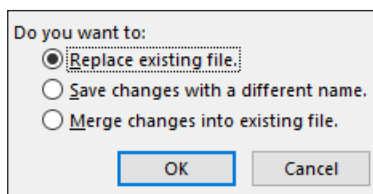


Is the file extension a .doc (as shown above)? If it is, this file **cannot be used** and will need to be updated. Please follow the instructions below to change the file extension in Word.

1. Open the USP Word file
2. Choose **“File”**
3. **“Save As”**
4. Select **“Word Document (*.docx)”**



5. Select **“Save”**, a dialog box will appear asking if you want to **“Replace existing file”**. Select **“OK”**.

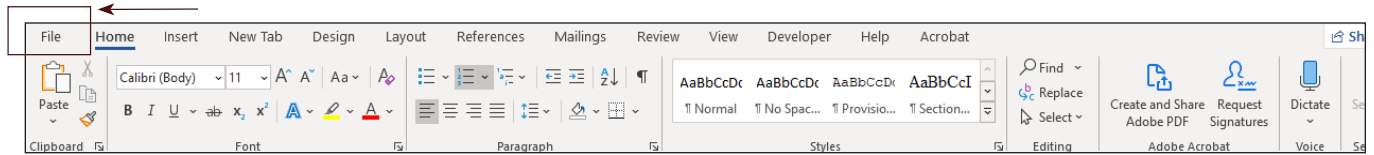


You have now updated your Word file.

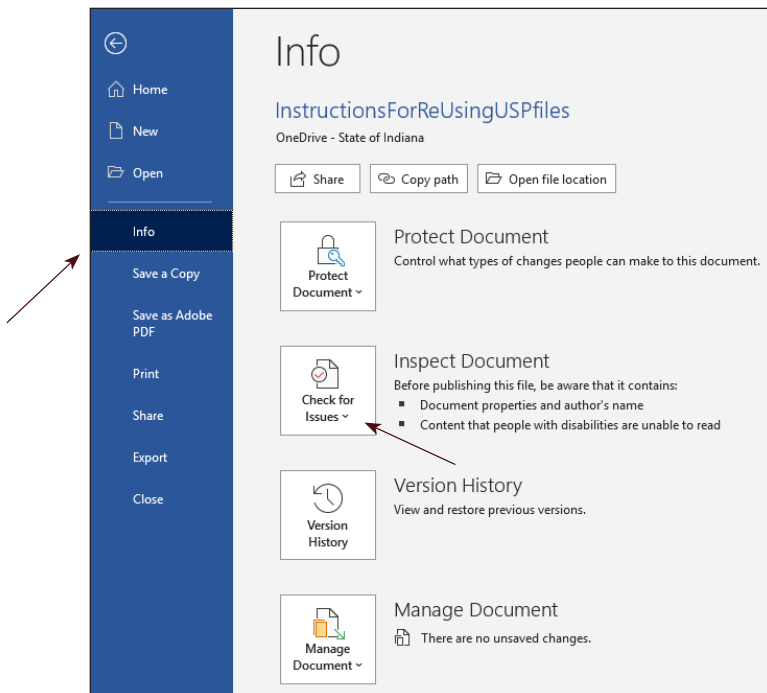
Reusing USP Files from the USP Archives Library

All users who reuse USP files from the USP Archives library will need to clear the document comments, revisioning, versioning and properties. This is **required**, please follow the instructions below.

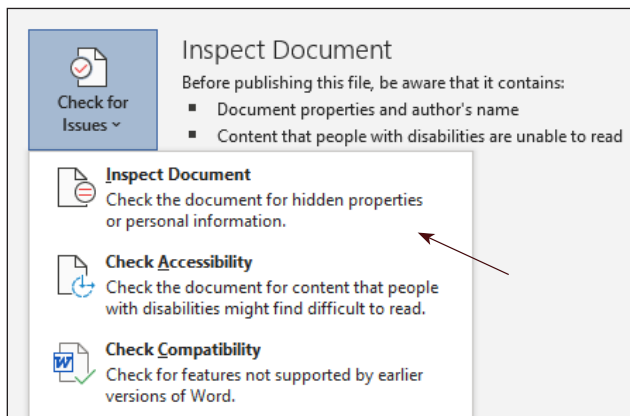
1. Open your USP Word file.
2. Choose "File" from the toolbar.



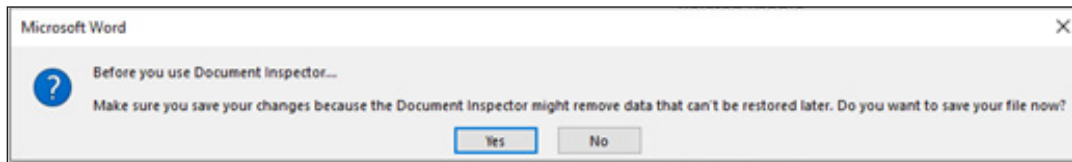
3. Choose "Info", then choose the drop-down found in "Check for Issues" box.



4. Choose "Inspect Document".

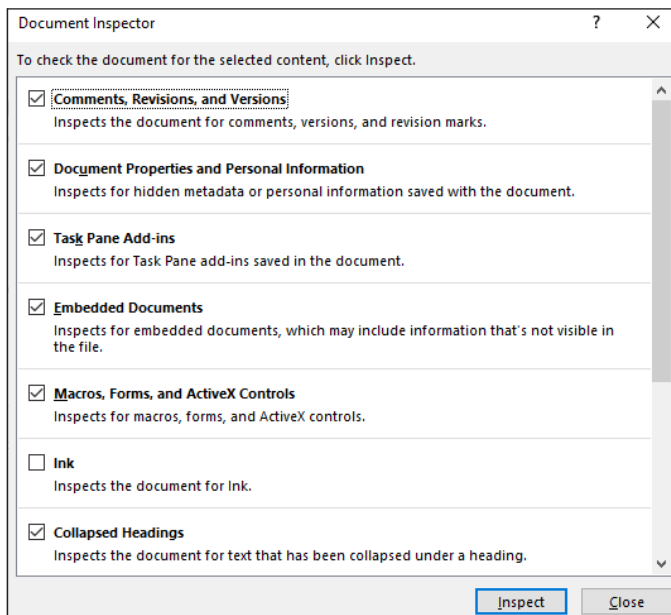


5. Choose “No” or “Yes” depending on whether you wish to save your file.

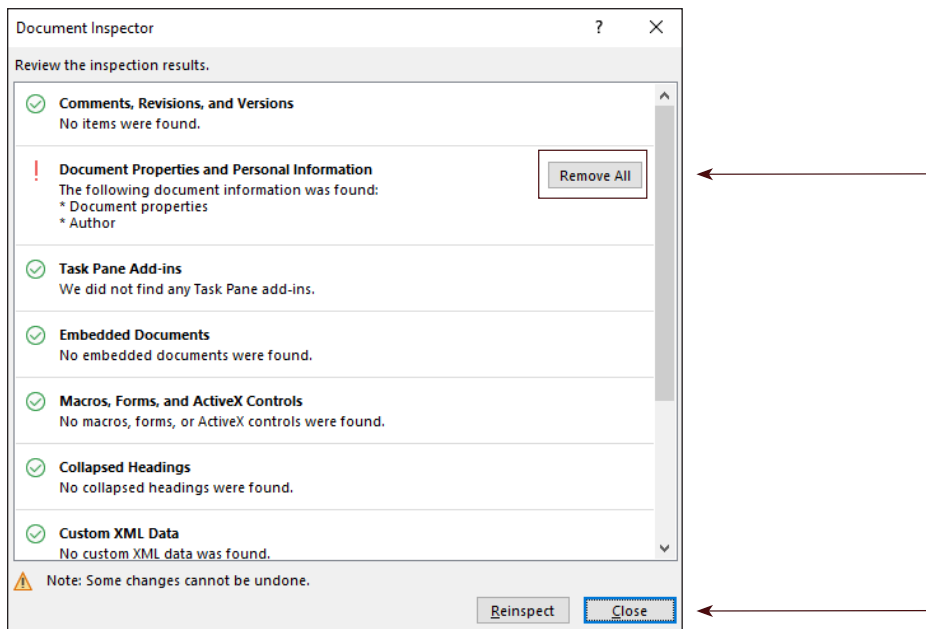


6. Make sure that the following are checked:

- Comments, Revisions, and Versions**
- Document Properties and Personal Information**



Click “Inspect” and then choose “Remove All” and “Close”.



File Naming Conventions

All filenames **require** a lead DES number. Please follow these guidelines when naming your file. Failure to introduce documents to the SharePoint review process in this way may lead to overriding of yours or other files within the SharePoint system. Each filename should be unique, no override of another file should ever be needed.

DES No.



BatAvoidanceandMitigationMeasures_4125896_0001.docx



The first version of a file in SharePoint should always be 0001. As preprints are introduced, this number will increase sequentially.

Do Not Use Special Characters

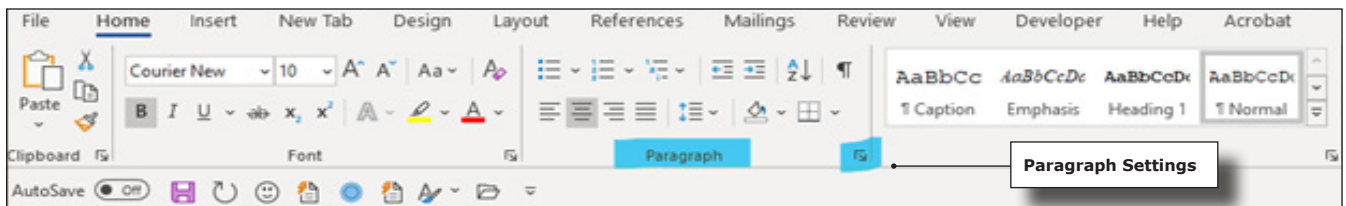
When naming your USP file be sure that you are not using any of the following characters in your filename.

- < (less than)
- > (greater than)
- : (colon)
- " (double quote)
- / (forward slash)
- \ (backslash)
- | (vertical bar or pipe)
- ? (question mark)
- * (asterisk)
- . (period)

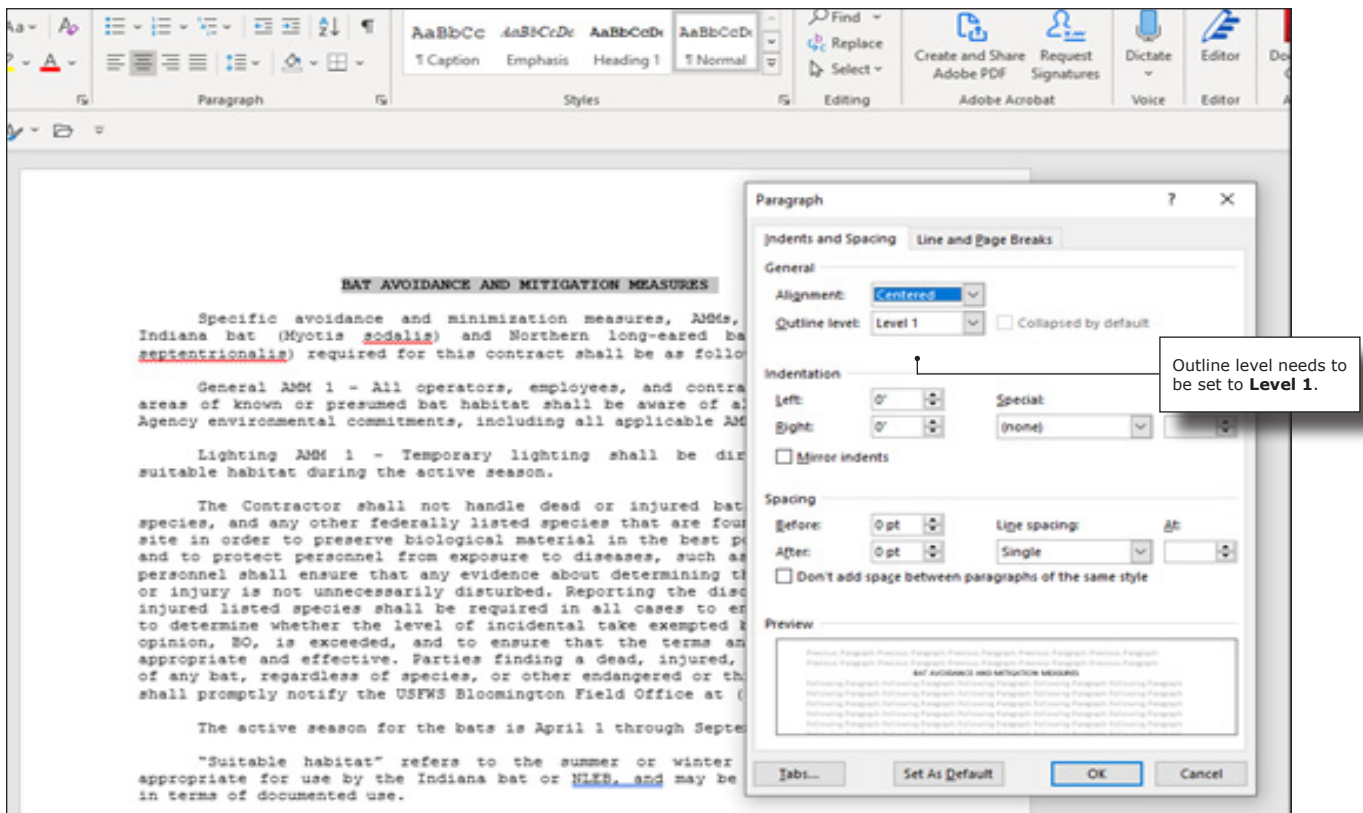
Reusing USP Documents

If you reuse USP documents there are a few steps you need to take **before** you submit them into the USP workflow.

1. Open your USP Word document from the desktop application
2. Go to “**Home**” in the ribbon
3. Select your **USP Title** (as shown in the second figure below)
4. Next choose “**Paragraph Settings**”. This can be found by clicking the square with the arrow in it next to the word Paragraph (highlighted in blue).

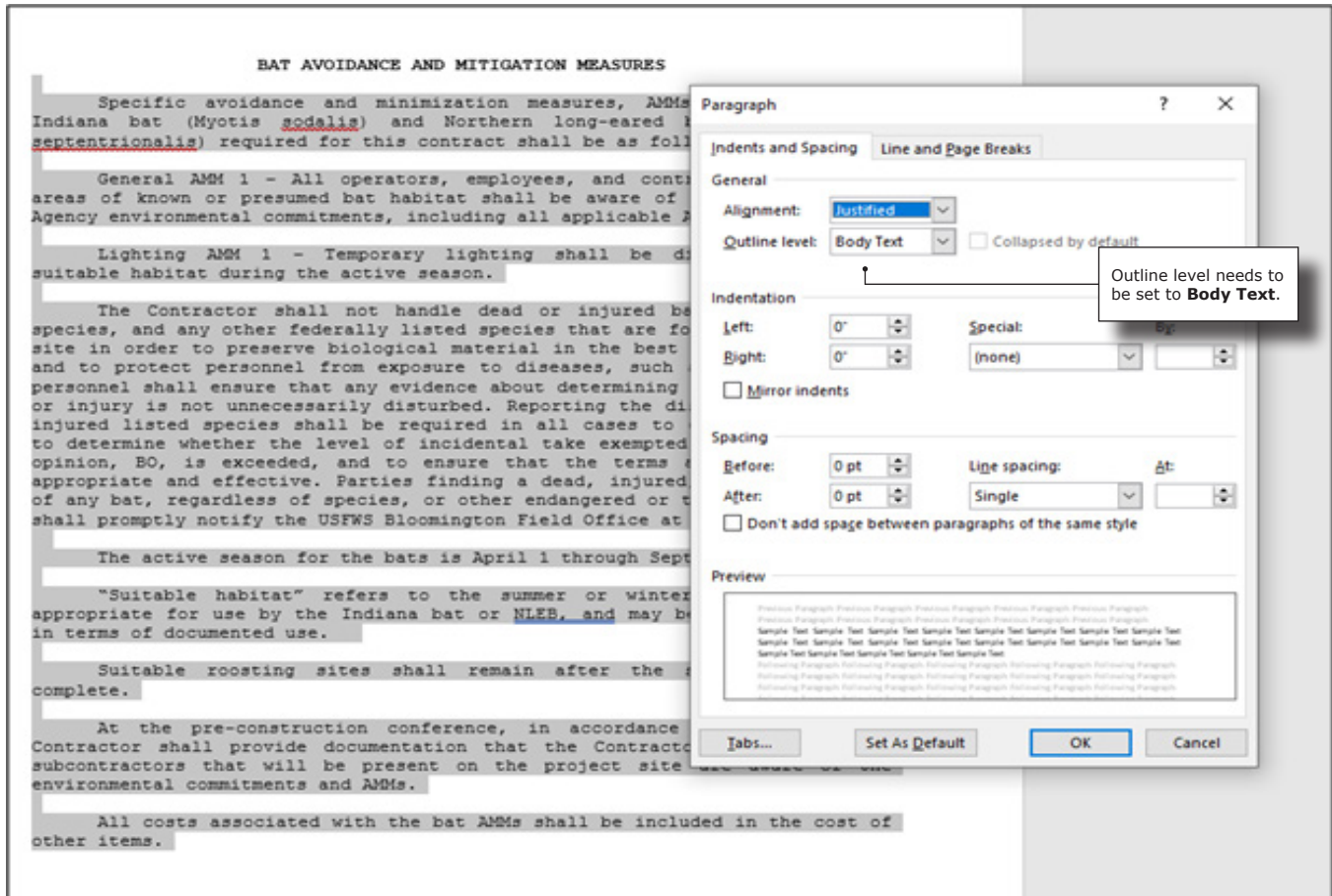
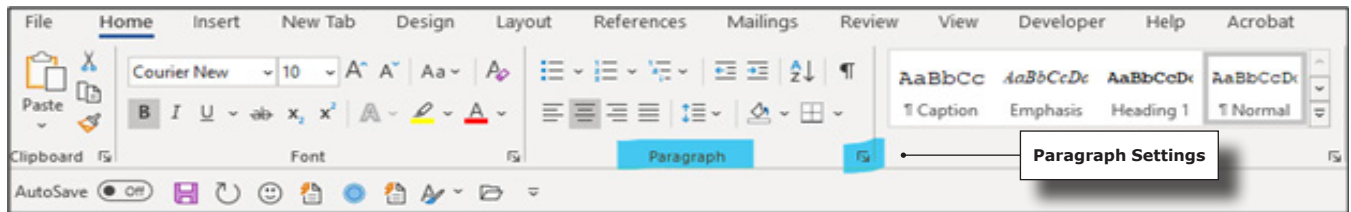


This will bring up the Paragraph Settings. Under the “**Indents and Spacing**” tab, you will see **Outline level**, change or make sure your title has the Outline level set to “**Level 1**” then click “**OK**”.



Next you will need to change or make sure that all the remaining text in the document has an “**Outline level**” set to “**Body Text**”.

5. Select **ALL** the remaining text under the USP title. Then choose “**Paragraph Settings**” and set the Outline level to “**Body Text**”, click “**OK**”.

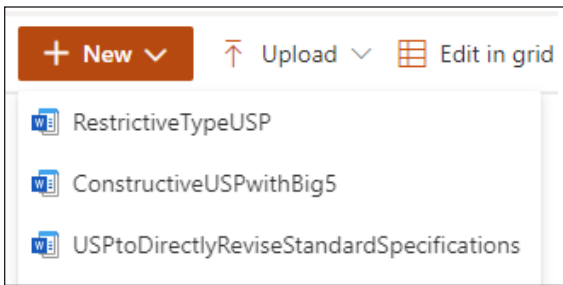


USP Documents must **NOT** contain:

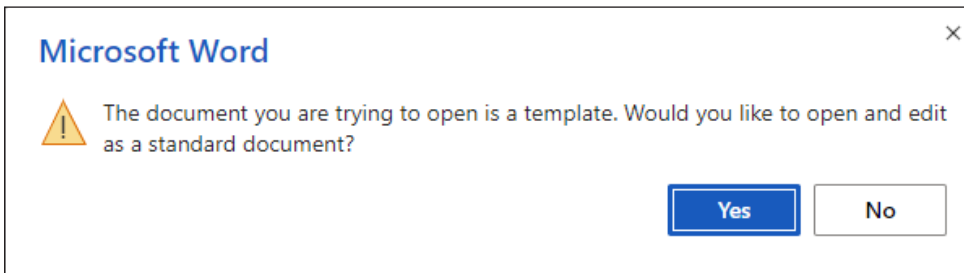
- **Rules/borders, or lines** under USP titles or paragraphs
- **Watermarks**
- **Highlighted text** (unless submitted as preprint markups)
- **Section Breaks**
- **Page Breaks**

Choosing a USP Template

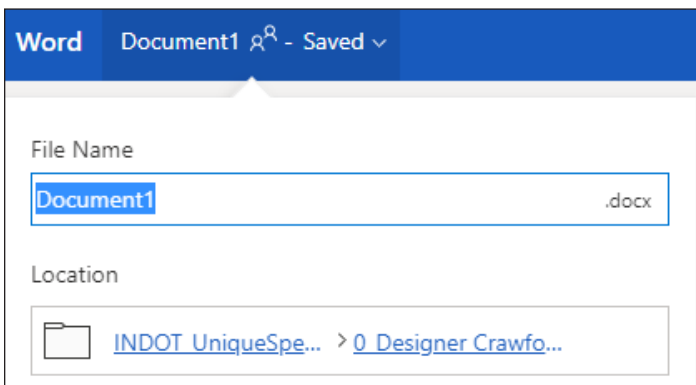
If you need a template to use for your USP, those can be found in any of the 0_Designers “District” or 1_PM “District” libraries. To use a template, go to one of those SharePoint libraries and choose “**New**”.



When you choose one of the templates, it will immediately open in Word Online. Then you will be asked the following question below, choose “**Yes**”.



Next name your document by selecting the drop-down next to the word “**Saved**”.



Finish your USP by following the next steps.

Choosing the Correct SharePoint Library to Work From

In Step 0, Designers will work from these SharePoint libraries.

- 0_Designer_Crawfordsville
- 0_Designer_Fort Wayne
- 0_Designer_Greenfield
- 0_Designer_LaPorte
- 0_Designer_Seymour
- 0_Designer_Vincennes

Deadline: Will need to move file immediately after submitting.

You will choose a library based on district, for example if you have a USP for the Vincennes district, you will choose the 0_Designer_Vincennes SharePoint library.

Before we discuss uploading a USP document let me go over the information your going to need to know about the file.

Metadata

Metadata is information about your USP file. This is information that will be stored in the columns. You will notice when you upload a new file or use a template that across the columns it will say Required info, as seen below. This information must be filled in after you upload your document or after you have chosen a template.

Section ▾	DES Number ▾	Contract Number ▾	Letting Date ▾	Project Manager ▾	Designer ▾	District
① Required info	① Required info	① Required info	3/19/2021	① Required info	① Required info	Crawfo

Please make sure all the data is entered **CORRECTLY**. This information is **REQUIRED**.

- USP Status, leave as "**In Progress**" until you are ready to move the file to the next step (see page 13).
- Priority Level (see page 10)
- Section Number
- DES Number
- Contract Number
- Letting Date
- Project Manager's email address

- Designer's email address
- District
- Name (filename)

Choosing the Correct Priority Level

USPs will need to have a priority level assigned. You can do that by choosing the level from the drop-down as shown in the figure below.

A screenshot of a dropdown menu titled "Priority Level". The menu is open, showing four options: "Standard USP", "Standard USP", "Pre-Print", and "Conditional PS&E". The first "Standard USP" option is highlighted with an orange border.

Priority Level Defined

- **Standard USP** applies to all USPs input for SharePoint review that do not fall under either or the below classifications.
- **Preprint** ONLY applies to USPs submitted after Final Tracings and before advertisement and has a special certain set of circumstances to be followed as outlined in the paragraph below.
- **Conditional PS&E** ONLY applies to USP addressing conditional elements of a contract (i.e., outstanding Railroad Agreements or Permits) by detailing the circumstances and expected approval date(s) for the outstanding documentation. More detail can be provided by Contract Administration, as necessary.

If a USP is considered both a Preprint USP and a Conditional PS&E USP, the classification of Conditional USP shall take precedence.

Preprint

USP preprints must be submitted as an expedited review no later than 7-days prior to the advertisement date. Missing this deadline or neglecting to designate as a preprint within the metadata, may lead to the requested modifications being submitted as a Revision post-advertisement.

1. Each USP document requiring changes should be annotated in accordance with directives in IDM 14-1.02(06) Item 2 (highlight and/or red ~~strike throughs~~). This annotation will be cleaned and removed at a later step in the process prior to completion of the review process.
2. Submit preprint changes to USP's through SharePoint using the INDOT_UniqueSpecialProvisions Teams review process.



Time Limits

Expedited review does not change the standard time durations allotted for each step (see *workflow, page iv*). Ensuring a timely review requires oversight by the INDOT Project Manager to coordinate with reviewing parties as needed, to ensure reviews are completed to process preprint USPs by the appropriate deadlines desired.

- a) All USP's that have completed the original SharePoint review will need to be reintroduced in the 0_Designer [District] library. Its extension count must be increased sequentially. The priority level for these documents must be entered as "**Preprint**" within the project metadata. All other elements of the filename should match that of the original submission.

Example:

Original file = WetlandRestoration_[DES No.]_0001.docx

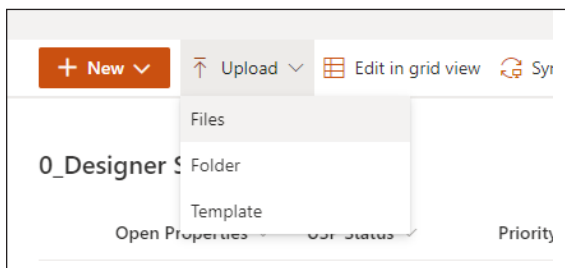
Preprint resubmit = WetlandRestoration_[DES No.]_0002.docx

- b) On occasion, USP's have not yet completed the original SharePoint review that will require preprint changes before completion. If this is the case, the proposed modifications should be annotated (see Item 1) within 6_Project Team library. No reintroduction of a new file to SharePoint is required in this instance.
3. Notify the Estimating Planners (Susan Languell, slanguell@indot.in.gov and Richi Martin, RicMartin@indot.in.gov) that a specific USP has been resubmitted or updated in the system for a preprint change by means of submitting an updated USP menu. Briefly describe the change and include the filename of the modified document clearly in the body of the email.

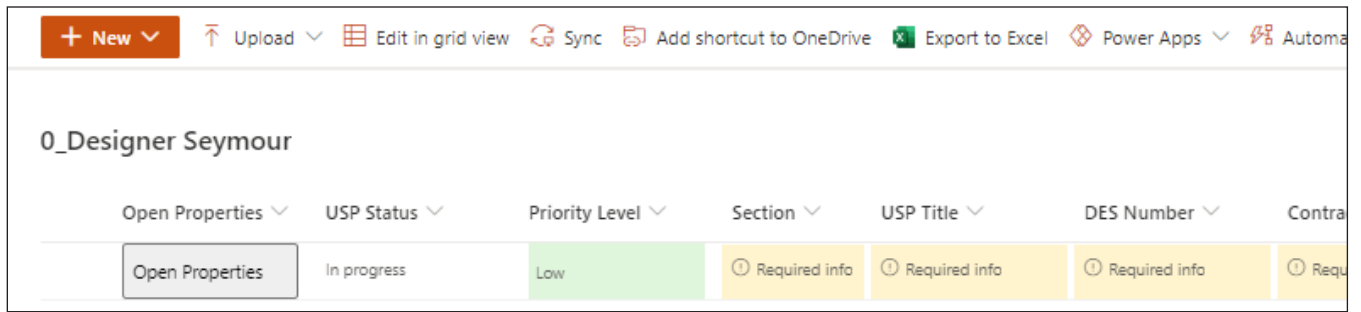
Uploading a USP Document

Now that you have your USP document prepared for the USP process, you will need to upload it into your SharePoint library.

1. Choose "**Upload**", then "**Files**", choose your "**USP file**", then click "**Open**".



2. Click the "Open Properties" button.



This form will come up. Here is where you will enter the metadata, we talked about on page 9.

Vincennes_Testing_Document - Copy (2).docx

USP Status *
In progress

Priority Level
Medium < 8 wks

Due Date
3/26/2021

Section *
000

DES Number *
0000000

Contract Number *
T-00000

Letting Date *
5/15/2022

Project Manager *
HM Habig, Melanee X Enter a name or email address

Designer *
HM Habig, Melanee X Enter a name or email address

District *
Vincennes

Name *
Vincennes_Testing_Document - Copy (2)

Save Cancel

USP Status leave this set as "In Progress" until you are ready to move

Priority Level, see page 10

3-digit Section number

7-digit DES number

Do not use a suffix in the contract number. No spaces. **Example:** T-12345

Enter the Letting Date

Use only the Project Manager's email address.

Use only the Designer's email address

District

Filename

After you have filled in all the metadata click "Save". Now you have entered your USP into the process. The only thing you have left to do is "Move to step 1", but before you choose to move your file, make sure your file is closed.

Changing the USP Status to “Move to step 1”

After you have finished preparing your USP it is time to move it to the next step in the process. You will do that by changing the **USP Status** column from “In Progress” to “Move to step 1”.



Designers are responsible for moving their own USP files manually in Step 0.

1. Select “Open Properties”

Open Properties ▾	USP Status ▾	Priority Level ▾	Section ▾	DES Number ▾
Open Properties	In progress	Low > 8 wks	000	0000000

2. Select the drop-down under USP Status and then choose “Move to step 1”, then “Save”.

USP Status * ▾

In progress

In progress

Move to step 1

When the Designer selects “**Move to step 1**” it will automatically move the file to Step 1, which will be a 1_PM “District” library. When the file moves, a notification is automatically posted in Teams and an email is sent to the Project Manager.



HELP ...my file didn't move!

Follow these instructions.

1. First change the USP Status column back to “**In Progress**”, then “**Save**”.

Save Cancel Copy link

newTestfile.docx

USP Status *

In progress

2. Make sure your Word document has been closed out of properly and that the file is not locked.
3. Check that all required metadata has been filled out.
4. Choose “**Open Properties**” and select the drop-down from the USP Status in the form. Choose “**Move to step 1**” and then “**Save**”.

Reminder: DO NOT MAKE CHANGES TO THE FILE or the **METADATA** once you have chosen “**Move to step 1**”.

**Wording will vary per SharePoint library, under the USP Status column.*

— End of Step 0 —

Unique Special Provisions Users Guide

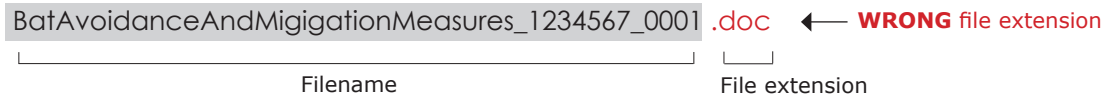
STEP



project
managers

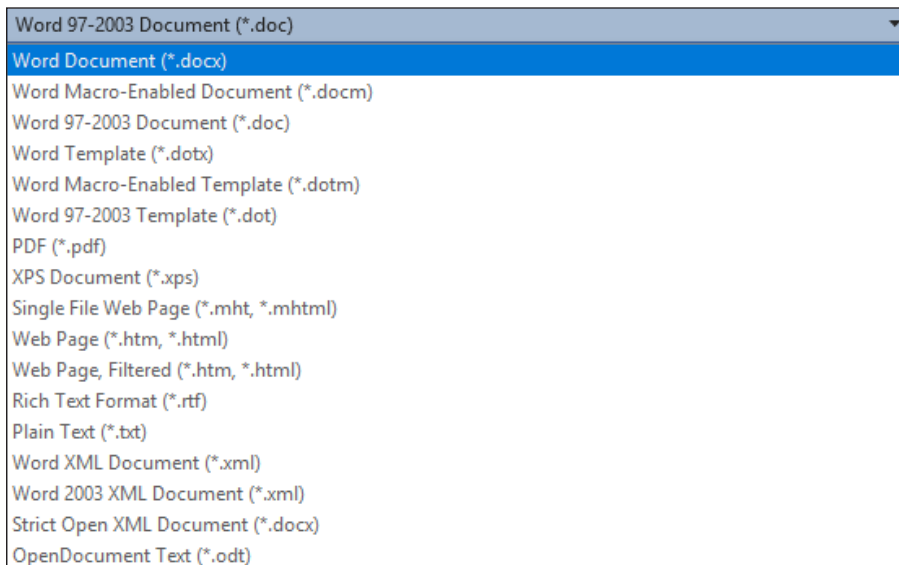
Converting .doc File to .docx File

First, look at the USP filename and file extension.

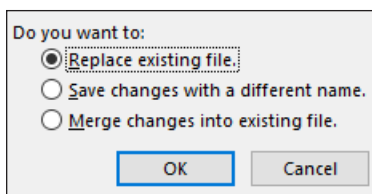


Is the file extension a .doc (as shown above)? If it is, this file **cannot be used** and will need to be updated. Please follow the instructions below to change the file extension in Word.

1. Open the USP Word file
2. Choose **“File”**
3. **“Save As”**
4. Select **“Word Document (*.docx)”**



5. Select **“Save”** and a dialog box will appear asking if you want to **“Replace existing file”**, choose **“OK”**.

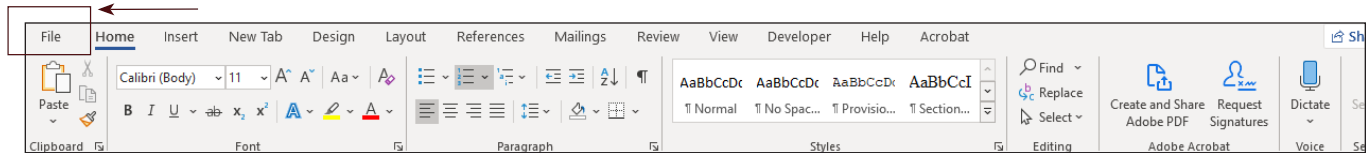


You have now updated your Word file.

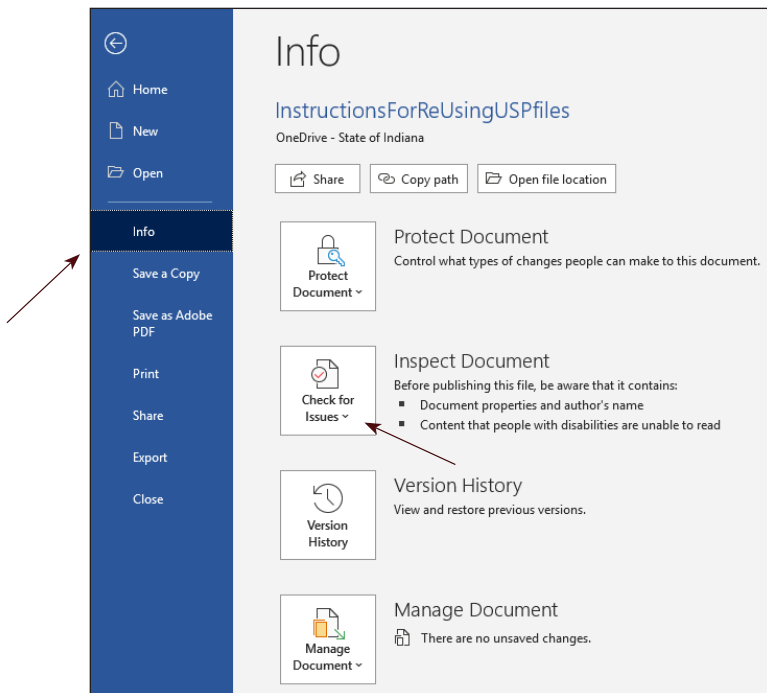
Reusing USP Files from the USP Archives Library

All users who reuse USP files from the USP Archives library will need to clear the document comments, revisioning, versioning and properties. This is **required**, please follow the instructions below.

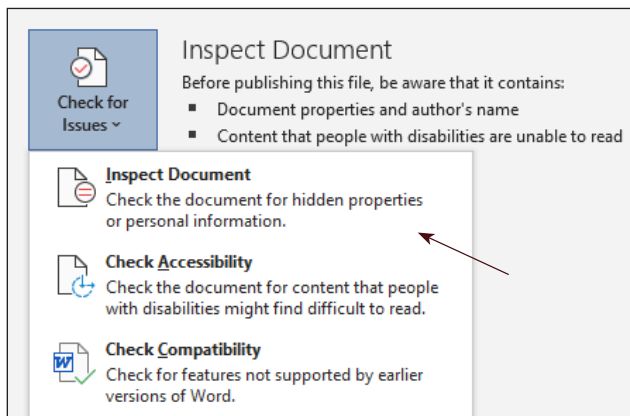
1. Open your USP Word file.
2. Choose "File" from the toolbar.



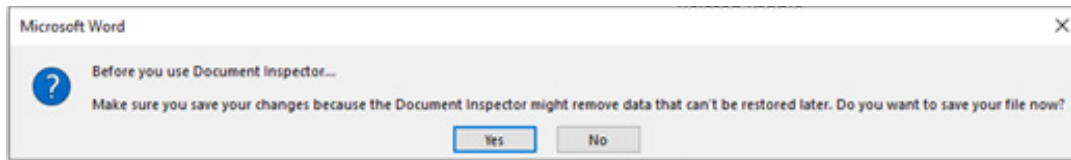
3. Choose "Info", then choose the drop-down found in "Check for Issues" box.



4. Choose "Inspect Document".

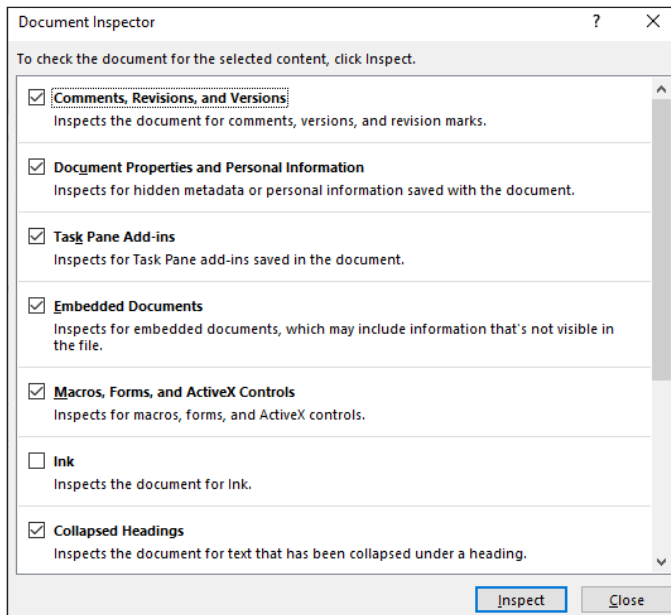


5. Choose “No” or “Yes” depending on whether you wish to save your file.

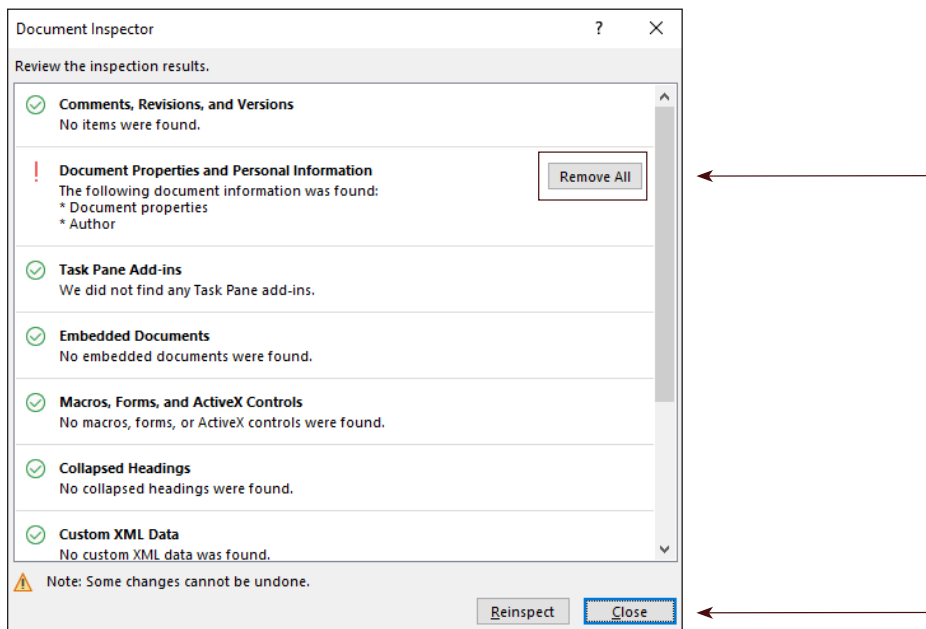


6. Make sure that the following are checked:

- Comments, Revisions, and Versions**
- Document Properties and Personal Information**



Click “Inspect” and then choose “Remove All” and “Close”.



File Naming Conventions

All filenames **require** a lead DES number. Please follow these guidelines when naming your file. Failure to introduce documents to the SharePoint review process in this way may lead to overriding of yours or other files within the SharePoint system. Each filename should be unique, and no override of another file should ever be needed.

DES No.



BatAvoidanceandMitigationMeasures_**4125896**_0001.docx



The first version of a file in SharePoint should always be 0001. As preprints are introduced, this number will increase sequentially.

Do Not Use Special Characters

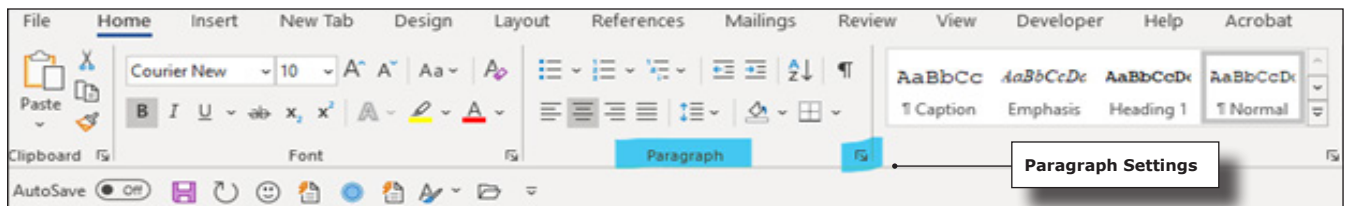
When naming your USP file be sure that you are not using any of the following characters in your filename.

- < (less than)
- > (greater than)
- : (colon)
- " (double quote)
- / (forward slash)
- \ (backslash)
- | (vertical bar or pipe)
- ? (question mark)
- * (asterisk)
- . (period)

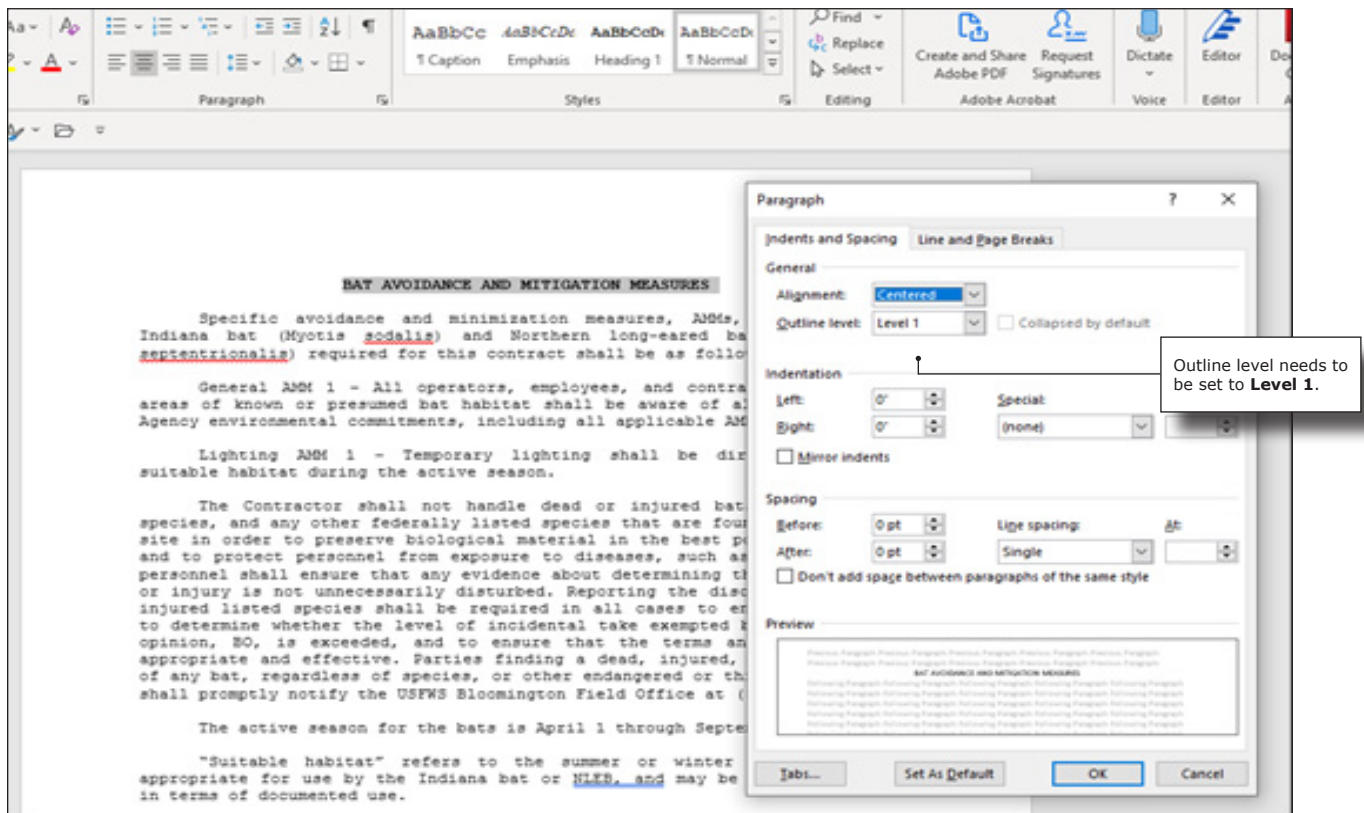
Reusing USP Documents

If you reuse USP documents, then there are a few steps you need to take **before** you submit them into the USP workflow.

1. Open your USP Word document from the desktop application.
2. Go to “**Home**” in the ribbon.
3. Select your **USP Title** (as shown in the second figure below).
4. Next choose “**Paragraph Settings**”, this can be found by clicking the square with the arrow in it next to the word Paragraph (highlighted in blue).

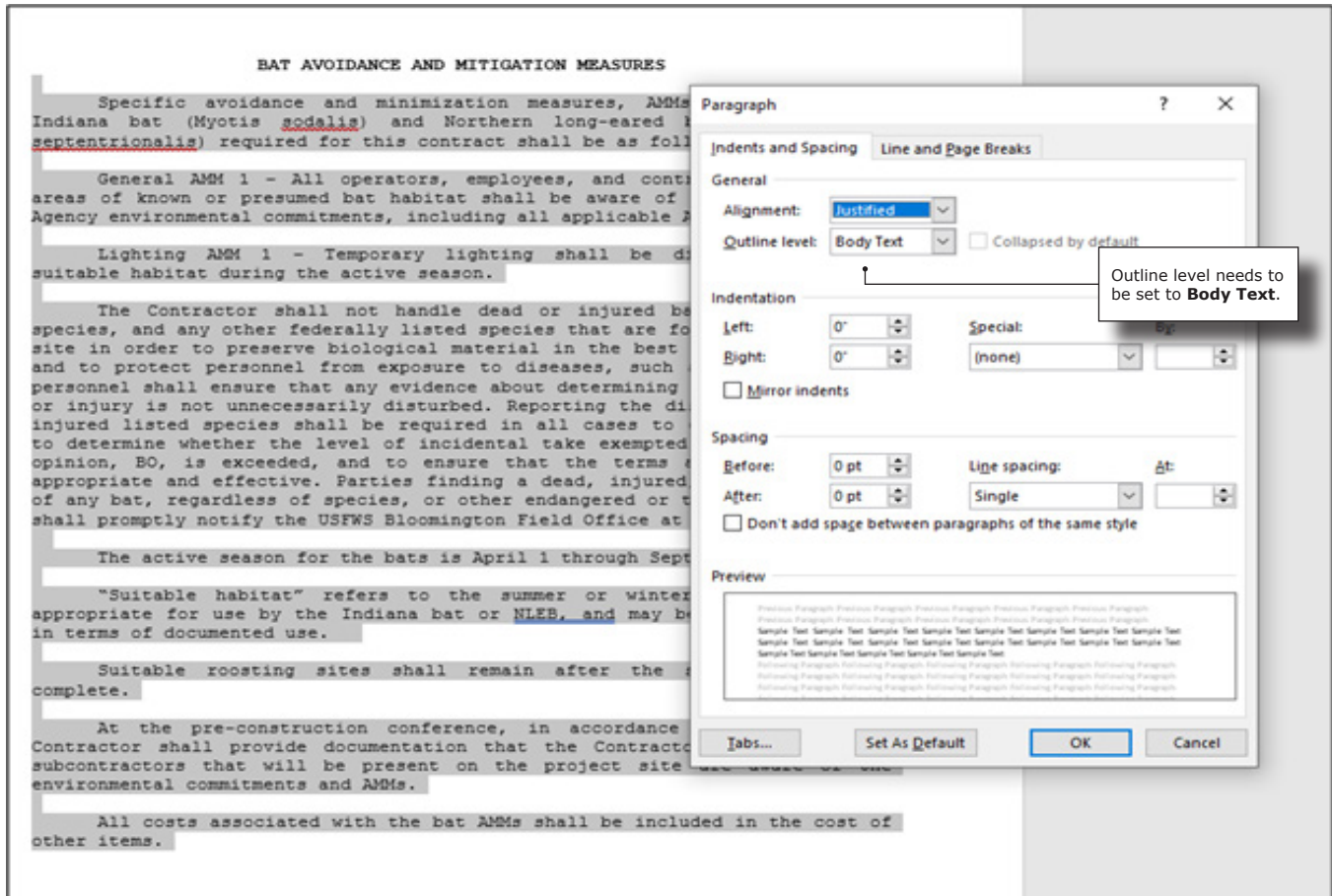
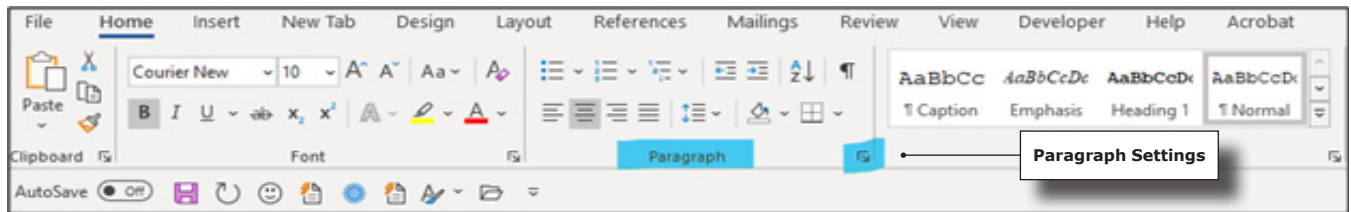


This will bring up the Paragraph Settings. Under the “**Indents and Spacing**” tab, you will see **Outline level**. Change or make sure your title has the Outline level set to “**Level 1**” then click “**OK**”.



Next you will need to change or make sure that all the remaining text in the document has an “**Outline level**” set to “**Body Text**”.

5. Select **ALL** of the remaining text under the USP title. Select “**Paragraph Settings**” and set the Outline level to “**Body Text**”, click “**OK**”.

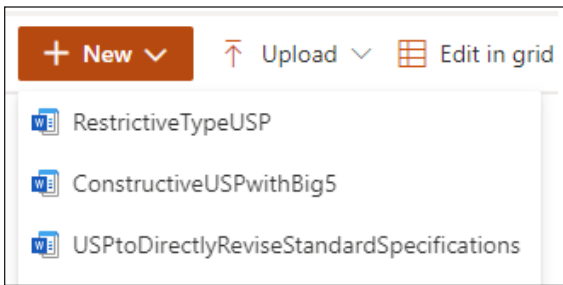


USP Documents must **NOT** contain:

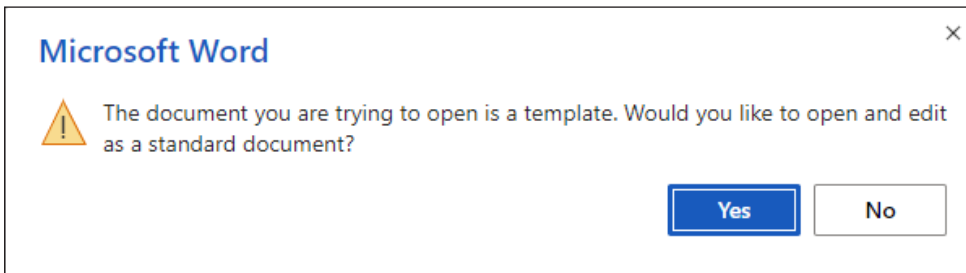
- **Rules, borders or lines** under USP titles or paragraphs
- **Watermarks**
- **Highlighted text** (unless submitted as preprint markups)
- **Section Breaks**
- **Page Breaks**

USP Templates

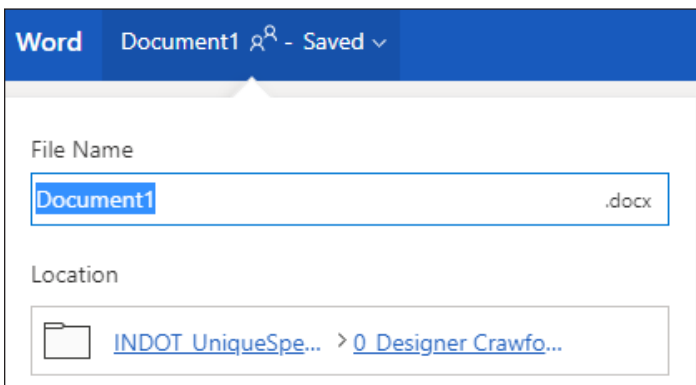
If you need a template to use for your USP, those can be found in any of the 0_Designers "District" or 1_PM "District" libraries. To use a template, go to one of the SharePoint libraries and choose "**New**".



When you choose one of the templates, it will immediately open in Word Online. Then you will be asked the following question as seen below, choose "**Yes**".



Next name your document by selecting the drop-down next to the word "**Saved**".



Finish your USP by following the next steps.

Choosing the Correct SharePoint Library to Work From

In Step 1, Project Managers will work from these SharePoint libraries.

- 1_PM_Crawfordsville
- 1_PM_Fort Wayne
- 1_PM_Greenfield
- 1_PM_LaPorte
- 1_PM_Seymour
- 1_PM_Vincennes

You will choose a library based on district, for example if you have a USP for the Vincennes district you will choose the 1_PM_Vincennes SharePoint library.

Metadata

Metadata is information about your USP file. This is information that will be stored in the columns. You will notice when you upload a new file or use a template that across the columns it will say Required info, as seen below. This information must be filled in after you upload your document or after you have chosen a template.

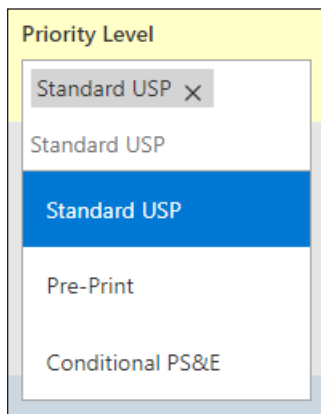
Section ▾	DES Number ▾	Contract Number ▾	Letting Date ▾	Project Manager ▾	Designer ▾	District
ⓘ Required info	ⓘ Required info	ⓘ Required info	3/19/2021	ⓘ Required info	ⓘ Required info	Crawfo

Please make sure all the data is entered **CORRECTLY**. This information is **REQUIRED**.

- USP Status, leave as "**In Progress**" until you are ready to move the file to the next step (see page 27)
- Priority Level (see page 24)
- Section Number
- DES Number
- Contract Number
- Letting Date
- Project Manager's email address
- Designer's email address
- District
- Name (filename)

Choosing the Correct Priority Level

USP's will need to have a priority level assigned. You can do that by choosing the level from the drop-down as shown in the figure below.



Priority Level Defined

- **Standard USP** applies to all USPs input for SharePoint review that do not fall under either or the below classifications.
- **Preprint** ONLY applies to USPs submitted after Final Tracings and before advertisement and has a special certain set of circumstances to be followed as outlined in the paragraph below.
- **Conditional PS&E** ONLY applies to USP addressing conditional elements of a contract (i.e., outstanding Railroad Agreements or Permits) by detailing the circumstances and expected approval date(s) for the outstanding documentation. More detail can be provided by Contract Administration, as necessary.

If a USP is considered both a Preprint USP and a Conditional PS&E USP, the classification of Conditional USP shall take precedence.

Preprint

USP preprints must be submitted as an expedited review no later than 7-days prior to the advertisement date. Missing this deadline or neglecting to designate as a preprint within the metadata, may lead to the requested modifications being submitted as a Revision post-advertisement.



Time Limits

Expedited review does not change the standard time durations allotted for each step (*see workflow, page iv*). Ensuring a timely review requires oversight by the INDOT Project Manager to coordinate with reviewing parties as needed, to ensure reviews are completed to process preprint USPs by the appropriate deadlines desired.

1. Each USP document requiring changes should be annotated in accordance with directives in IDM 14-1.02(06) Item 2 (highlight and/or red ~~strike throughs~~). This annotation will be cleaned and removed at a later step in the process prior to completion of the review process.
2. Submit preprint changes to USPs through SharePoint using the INDOT_UniqueSpecialProvisions Teams review process.
 - a) All USP's that have completed the original SharePoint review will need to be reintroduced in the 0_Designer [District] library. Its extension count must be increased sequentially. The priority level for these documents must be entered as "**Preprint**" within the project metadata. All other elements of the filename should match that of the original submission.

Example:

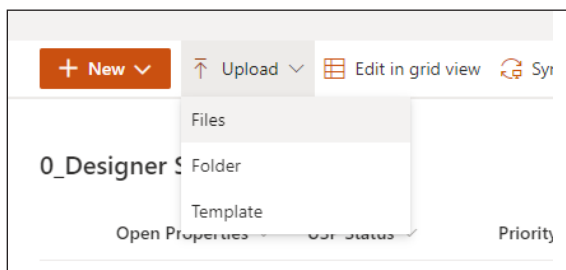
Original file = WetlandRestoration_[DES No.]_0001.docx

Preprint resubmit = WetlandRestoration_[DES No.]_0002.docx
 - b) On occasion, USP's have not yet completed the original SharePoint review that will require preprint changes before completion. If this is the case, the proposed modifications should be annotated (see Item 1) within 6_Project Team library. No reintroduction of a new file to SharePoint is required in this instance.
3. Notify the Estimating Planners (Susan Languell, slanguell@indot.in.gov and Richi Martin, RicMartin@indot.in.gov) that a specific USP has been resubmitted or updated in the system for a preprint change by means of submitting an updated USP menu. Briefly describe the change and include the filename of the modified document clearly in the body of the email.

Uploading a USP Document

Now that you have your USP document prepared for the USP process, you will need to upload it into your SharePoint library.

1. Choose "**Upload**", then "**Files**", choose your "**USP file**", then click "**Open**".



2. Click the "**Open Properties**" button.

1_PM Seymour							
Open Properties	USP Status	Priority Level	Due Date	Section	DES Number	Co	
Open Properties	In progress	Low	2/10/2021	ⓘ Required info	ⓘ Required info	ⓘ	

This form will come up. Here is where you will enter the metadata we talked about on page 23.

USP Status, leave this set as "In Progress" until you are ready to move

Priority Level, see page 24

Insert 3-digit Section number

Insert 7-digit DES number

Use only the Project Manager's email address

Filename

Enter the Letting Date

Do not use a suffix in the Contract Number. No spaces.

Example: T-12345

Use only the Designer's email address

District

After you have filled in all the metadata click "Save". Now you have entered your USP into the process. The only thing you have left to do is "Move to step 1", but before you choose to move your file, make sure your file is closed.

Changing the USP Status to “Move to step 2”

After you have finished preparing your USP it is time to move it to the next step in the process. You will do that by changing the **USP Status** column from “In Progress” to “Move to step 2”.

1. Select “Open Properties”

Open Properties ▾	USP Status ▾	Priority Level ▾	Due Date ▾	Section
Open Properties	In progress	Low > 8 wks	3/2/2021	ⓘ Require

2. Select the drop-down under USP Status and then select “Move to step 2”, then “Save”.

The screenshot shows a form titled "USP Step 1, Project Management". At the top, there are buttons for "Save", "Cancel", and "Copy link". The form has several fields: "USP Status" (a dropdown menu currently showing "In progress" with a list of options including "In progress", "Move to step 2", and "Reject" open), "Priority Level" (a dropdown menu showing "Low > 8 wks"), "DES Number" (a text input field with "1234567"), and "Designer" (a dropdown menu showing "Habig, Melanee"). At the bottom, there is a field for "File name with extension" containing "TestingFile101.docx".

When the PM selects “Move to step 2” it will automatically move the file to Step 2, which will be the 2_ConstructionManagement library. When the file moves, two automatic notifications are sent out notifying the Construction Management that the USP is ready to be reviewed.



Time Limits

Please keep in mind that each step in the process has a time limit. After that time has expired, the document will move automatically to the next step.

- **Step 1** has 7-days until the document moves automatically to Step 2.

Reviewing USPs from the Designer

Project Managers are responsible for checking all USP files that have been submitted from the Designer. Please check for the following:

- Is the file named correctly?
- Is it the correct file type?
- Is the file in the correct district's library?
- Is the metadata completed and correct?
- Is the file formatted correctly?

If Project Managers encounter too many errors that they're unable to fix themselves, they can choose to reject the USP. PM's will have 7-days to review before the USP file moves automatically to the 2_ConstructionManagement library (Step 2). To keep USP files moving throughout the process you are encouraged to move your files manually before that time.

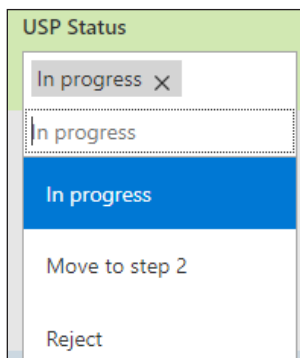
Rejecting a USP in Step 1

When you encounter a USP file with too many errors you can send the file back to Step 0 (Designer). Please follow the steps below.

1. Select the USP file you wish to reject and send back to the Designer.
2. Choose "Open Properties".

Open Properties ▾	USP Status ▾	Priority Level ▾	Due Date ▾	Section ▾
Open Properties	In progress	Low > 8 wks	3/2/2021	ⓘ Required info

3. After the form opens select the drop-down under "USP Status".



USP Status

In progress ×

In progress

In progress

Move to step 2

Reject



NOTE

By selecting "Reject" an email will automatically be sent to the Designer letting them know that their USP has been rejected and the file will automatically move back to 0_Designer "District" library.

4. Select "Reject" and then "Save".



HELP . . . my file didn't move!

Follow these instructions.

1. First change the USP Status column back to “**In Progress**”, then “**Save**”.

Save Cancel Copy link

newTestfile.docx

USP Status *

In progress

2. Make sure your Word document has been closed out of properly and that the file is not locked.
3. Check that all required metadata has been filled out.
4. Choose “**Open Properties**” and select the drop-down from the USP Status in the form. Choose ***“Move to step 2”** and then “**Save**”.

Reminder: DO NOT MAKE CHANGES TO THE FILE or the **METADATA** once you have chosen **“Move to step 2”**.

**Wording will vary per SharePoint library, under the USP Status column.*

— End of Step 1 —

Unique Special Provisions Users Guide

STEP



construction
management

Step 2 – Construction Management

In Step 2, Construction Management will work from the 2_ConstructionManagement SharePoint library.

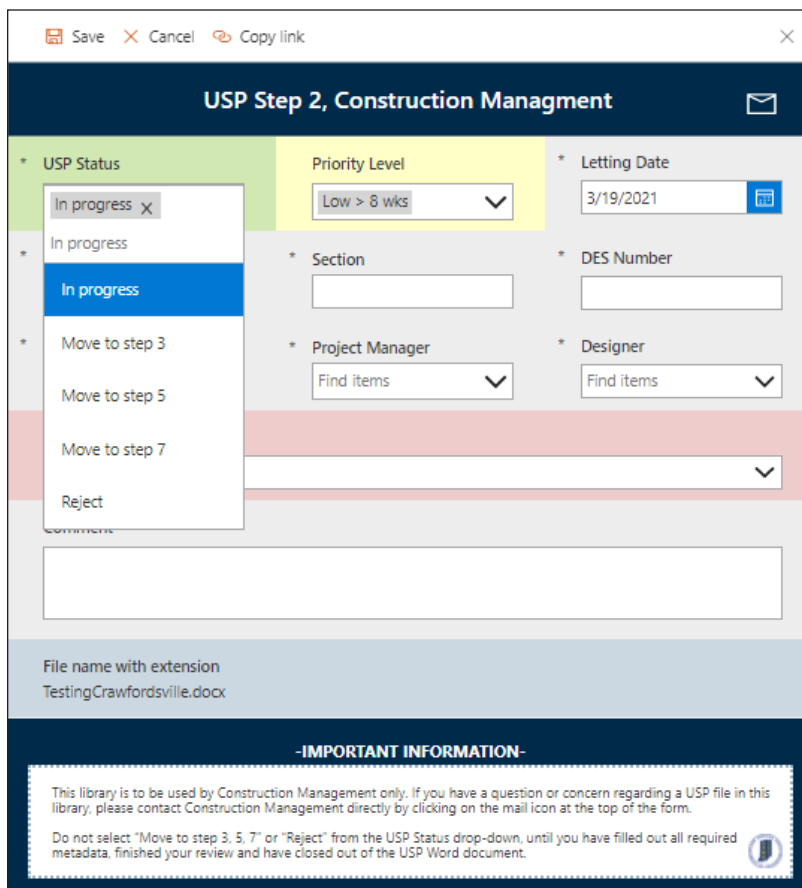
Deadline: 14-days

Construction Management reviews and edits as necessary and then chooses SME(s) for technical review, after choosing the SME(s) they will then choose “**Move to step 3**”. If no SME(s) is needed, then Construction Management will choose “**Move to step 5**”, which is Contracts.

If this USP file is a **USP for Conditional PS&E** then Construction Management will choose “**Move to step 7**”, Legal.

If Construction Management finds too many errors in the USP file, then he or she may choose to reject the USP and send it back to the Designer. To reject the USP, Construction Management will choose “**Reject**” from the drop-down under USP Status.

If you have chosen to reject the USP in this step, then the file will move back to the 0_Designer “District” library. A notification will be posted in Teams and an email will be sent to the Designer and Project Manager.



Save Cancel Copy link

USP Step 2, Construction Management

* USP Status: In progress (dropdown menu open with options: In progress, Move to step 3, Move to step 5, Move to step 7, Reject)

* Priority Level: Low > 8 wks

* Letting Date: 3/19/2021

* Section: [Text Field]

* Project Manager: Find items

* Designer: Find items

* DES Number: [Text Field]

Comment: [Text Field]

File name with extension: TestingCrawfordsville.docx

-IMPORTANT INFORMATION-

This library is to be used by Construction Management only. If you have a question or concern regarding a USP file in this library, please contact Construction Management directly by clicking on the mail icon at the top of the form.

Do not select "Move to step 3, 5, 7" or "Reject" from the USP Status drop-down, until you have filled out all required metadata, finished your review and have closed out of the USP Word document.



HELP . . . my file didn't move!

Follow these instructions.

1. First change the USP Status column back to “**In Progress**”, then “**Save**”.

Save Cancel Copy link

newTestfile.docx

USP Status *

In progress

2. Make sure your Word document has been closed out of properly and that the file is not locked.
3. Check that all required metadata has been filled out.
4. Choose “**Open Properties**” and select the drop-down from the USP Status in the form. Choose ***“Move to step 5”** and then “**Save**”.

Reminder: DO NOT MAKE CHANGES TO THE FILE or the **METADATA** once you have chosen “**Move Step 5**”.

**Wording will vary per SharePoint library, under the USP Status column.*

— End of Step 2 —

Unique Special Provisions Users Guide

STEP



subject matter
experts

Step 3 – Subject Matter Experts (SMEs)

Step 3, Subject Matter Experts will work from the **3_SMEs** SharePoint library.

Task: Reviews, edits, and co-authors USP files.

Deadline: 14-days before the file moves automatically.

Since there may be multiple SMEs assigned to review a USP at the same time be sure and note in the comments when you have completed your editorial review. The last SME to do their review will move the file to the next step by choosing from the drop-down under the USP Status "**Move to step 4**", then "**Save**".

Save Cancel Copy link

USP Step 3, Subject Matter Experts

USP Status

In progress x

In progress

In progress

Move to step 4

T-00000

Priority Level

Medium < 8 wks

* Section

000

* Project Manager

Habig, Melanee



NOTE

It is recommended that Subject Matter Experts review the additional Word resources that can be found on page 47 in this User's Guide.



HELP ... my file didn't move!

Follow these instructions.

1. First change the USP Status column back to "**In Progress**", then "**Save**".

Save Cancel Copy link

newTestfile.docx

USP Status *

In progress

2. Make sure your Word document has been closed out of properly and that the file is not locked.

Continued on next page

3. Check that all required metadata has been filled out.
4. Choose "**Open Properties**" and select the drop-down from the USP Status in the form. Choose "**Move to step 4**" and then "**Save**".

Reminder: DO NOT MAKE CHANGES TO THE FILE or the **METADATA** once you have chosen "**Move to step 4**".

**Wording will vary per SharePoint library, under the USP Status column.*

— End of Step 3 —

Unique Special Provisions Users Guide



STEP

construction
management

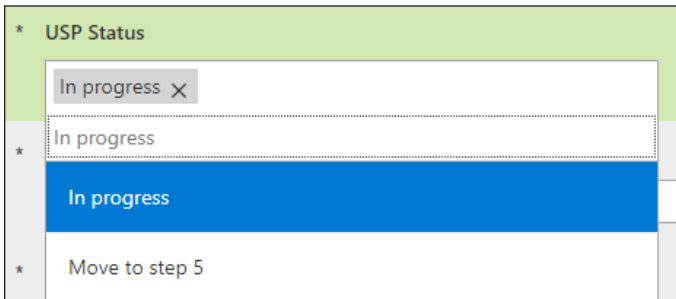
Step 4 – Construction Management

Step 4, Construction Management will work from the **4_ConstructionManagement** SharePoint library.

Task: Reviews and edits USP.

Deadline: 7-days before the file moves automatically.

When Construction Management has finished their review, they will move the file to the next step by choosing from the drop-down under the USP Status "**Move to step 5**".



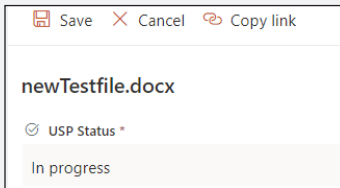
The screenshot shows a form field titled "USP Status" with a green header. The current value is "In progress" with a close button (X). A dropdown menu is open, showing four options: "In progress", "In progress" (highlighted in blue), "In progress", and "Move to step 5".



HELP . . . my file didn't move!

Follow these instructions.

1. First change the USP Status column back to "**In Progress**", then "**Save**".



The screenshot shows a file save dialog box with the following elements: "Save", "Cancel", and "Copy link" buttons at the top; the filename "newTestfile.docx"; and a dropdown menu for "USP Status" with "In progress" selected.

2. Make sure your Word document has been closed out of properly and that the file is not locked.
3. Check that all required metadata has been filled out.
4. Choose "**Open Properties**" and select the drop-down from the USP Status in the form. Choose *"**Move to step 5**" and then "**Save**".

Reminder: DO NOT MAKE CHANGES TO THE FILE or the **METADATA** once you have chosen "**Move Step 5**".

**Wording will vary per SharePoint library, under the USP Status column.*

— End of Step 4 —

Unique Special Provisions Users Guide

STEP



contracts

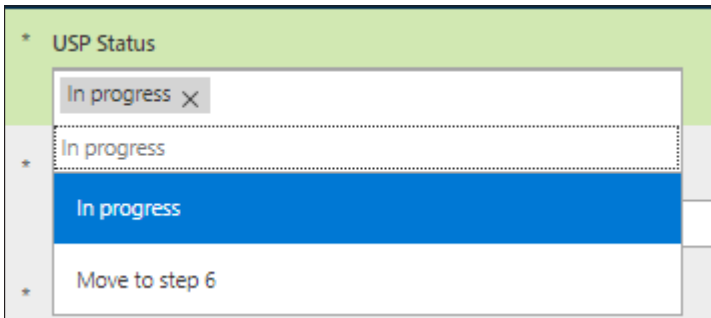
Step 5 – Contracts

Step 5, Contracts will work from the **5_Contracts** SharePoint library.

Task: Reviews to define, assign or creates new pay item.

Deadline: 7-days before the file moves automatically.

When the task is complete Contracts will move the file to the next step by choosing from the drop-down under the USP Status **“Move to step 6”**, then **“Save”**.



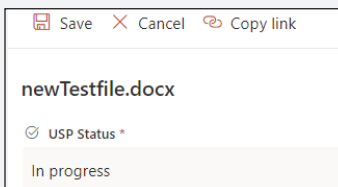
The screenshot shows a form field for 'USP Status'. The current value is 'In progress'. A dropdown menu is open, showing three options: 'In progress' (highlighted in blue), 'In progress', and 'Move to step 6'.



HELP ... my file didn't move!

Follow these instructions.

1. First change the USP Status column back to **“In Progress”**, then **“Save”**.



The screenshot shows a file properties dialog box for 'newTestfile.docx'. The 'USP Status' dropdown is open, showing 'In progress'.

2. Make sure your Word document has been closed out of properly and that the file is not locked.
3. Check that all required metadata has been filled out.
4. Choose **“Open Properties”** and select the drop-down from the USP Status in the form. Choose **“Move to step 5”** and then **“Save”**.

Reminder: DO NOT MAKE CHANGES TO THE FILE or the METADATA once you have chosen **“Move Step 5”**.

**Wording will vary per SharePoint library, under the USP Status column.*

— End of Step 5 —

Unique Special Provisions Users Guide

STEP



*designers &
project managers*

Step 6 – Designer & Project Manager

Deadline: 28-days

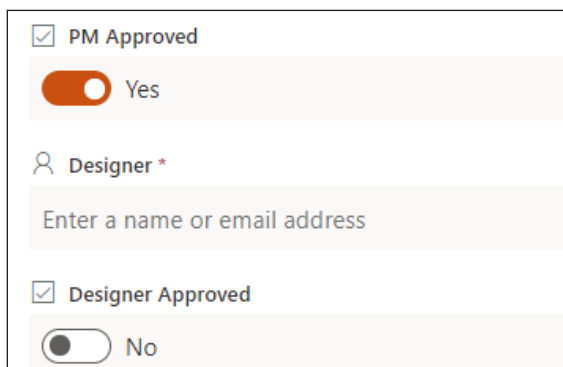
In Step 6, Designers and Project Managers will work from these SharePoint libraries:

- 6_Project Team Crawfordsville
- 6_Project Team Fort Wayne
- 6_Project Team Greenfield
- 6_Project Team LaPorte
- 6_Project Team Seymour
- 6_Project Team Vincennes

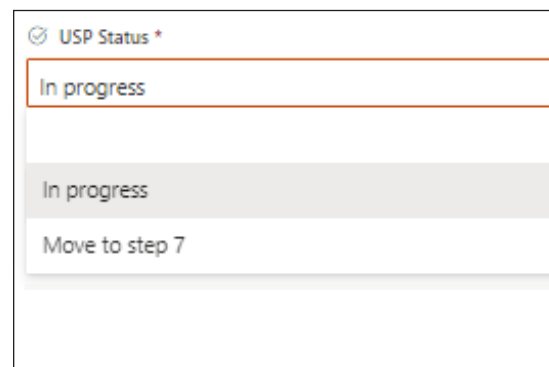
Designer Task in Step 6

1. Designers will do a **FINAL** review and **Accept** changes in the **Word** file. If they do not agree with the changes then they will **@mention** the appropriate team member(s) in the Comment section in Word. The USP will **NOT** move back and any issues with the USP will be resolved in this step before moving to Step 7, Legal.
2. After the Designer has completed their review, they will then need to open the SharePoint form (this can be done by clicking on **“Open Properties”**) and under **“Designer Approved”** switch the selection from **“No”** to **“Yes”**.

If the **“PM Approved”** column is already switched to **“Yes”** then the Designer will be the one to move the file. To move the file to the next step, **“Open Properties”**, select the drop-down under **“USP Status”** and select **“Move to step 7”**, then **“Save”**. If the **“PM Approved”** column is **“No”** then the Project Manager is the one responsible for moving the file.



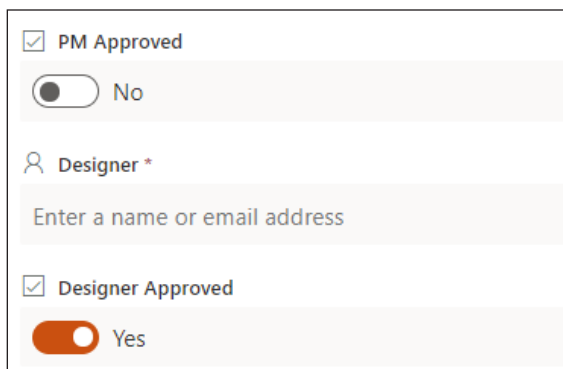
The screenshot shows two sections of a form. The first section is titled "PM Approved" and has a checked checkbox. Below it is a toggle switch set to "Yes". The second section is titled "Designer *" and has a text input field with the placeholder "Enter a name or email address". Below that is another checked checkbox titled "Designer Approved" with a toggle switch set to "No".



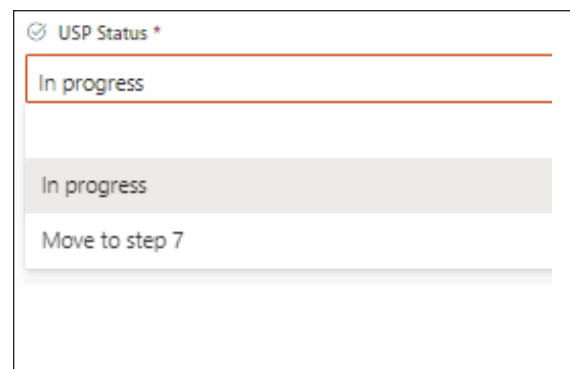
The screenshot shows a dropdown menu titled "USP Status *". The current selection is "In progress". Below the dropdown, there are two other options: "In progress" (which is currently selected) and "Move to step 7".

Project Managers Task in Step 6

1. **Project Managers** will review USP file. If they do not agree with the changes then they will @mention the appropriate team member(s). The USP will NOT move back and any issues with the USP will be resolved in this step before moving to Step 7, Legal.
2. After the Project Manager has completed their review, they will then need to open the SharePoint form (this can be done by clicking on “**Open Properties**”) and under “**PM Approved**” switch the selection from “**No**” to “**Yes**”.
3. If the “**Designer Approved**” column is already switched to “**Yes**” then the Project Manager will be the one to move the file. To move the file to the next step, “**Open Properties**”, select the drop-down under “**USP Status**” and select “**Move to step_7**”, then “**Save**”. If the “**Designer Approved**” column is “**No**” then the Designer is the one responsible for moving the file.



The screenshot shows two sections of a form. The first section is titled "PM Approved" and contains a toggle switch set to "No". Below it is a field for "Designer *" with the placeholder text "Enter a name or email address". The second section is titled "Designer Approved" and contains a toggle switch set to "Yes".



The screenshot shows a dropdown menu titled "USP Status *". The current selection is "In progress". The dropdown list is open, showing three options: "In progress", "Move to step 7", and another "In progress" option.

✓ REMINDER:

USP files will **ONLY** move after both the Designer and the Project Manager have selected “**Yes**” and the USP Status is changed to “**Move to step 7**”. USP files in Step 6 will move automatically after the 28-day deadline and will show not approved.

— End of Step 6 —

Unique Special Provisions Users Guide



STEP

legal

Step 7 – Legal

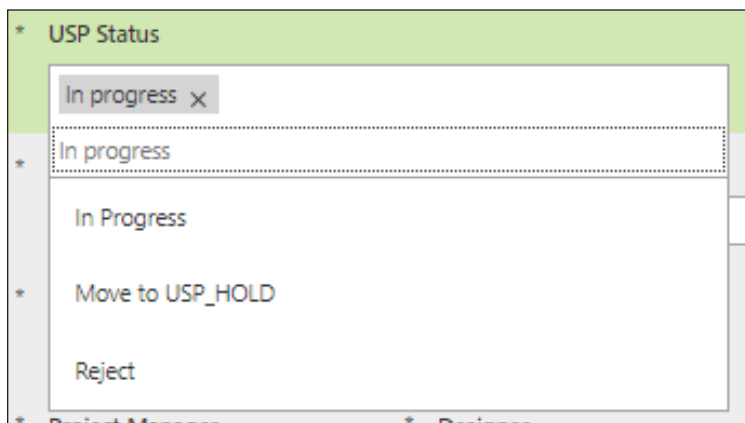
Deadline: 14-days

Step 7, Legal will work from the **7_Legal** SharePoint library.

Task: Legal will do the final review. If they need to consult with anyone about the USP, they will do that by @mentioning the appropriate team member(s) within the Word file. The USP will NOT move back and any issues with the USP will be resolved before Legal moves it to the USP_HOLD library. If Legal is unable to resolve or finds too many issues with the USP then they may choose to reject it.

When the task is complete, Legal will move the file to the next step by choosing from the drop-down under the USP Status "**Move to USP_HOLD**", then "**Save**".

Legal can reject the USP file. To do that they will select "**Reject**" from the USP Status drop-down, then "**Save**". When a file is rejected in Step 7 the file then moves to the Rejected USPs library. The Project Manager and the Designer are both sent an email informing them that the USP file was rejected. A Teams notification is also posted in the Rejected USPs channel.



— End of Step 7 —

Unique Special Provisions Users Guide



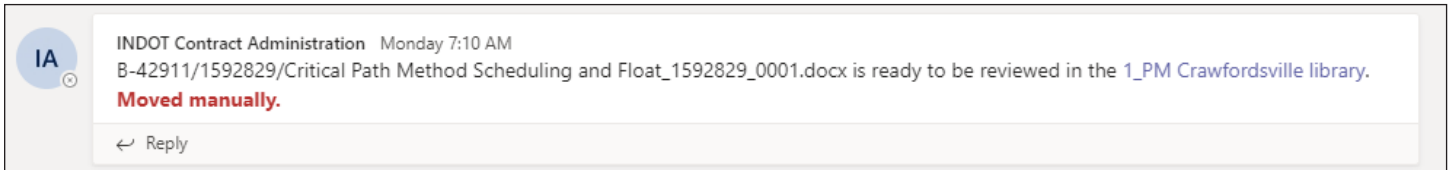
Info

additional
resources

Notifications in Teams and Outlook (Email)

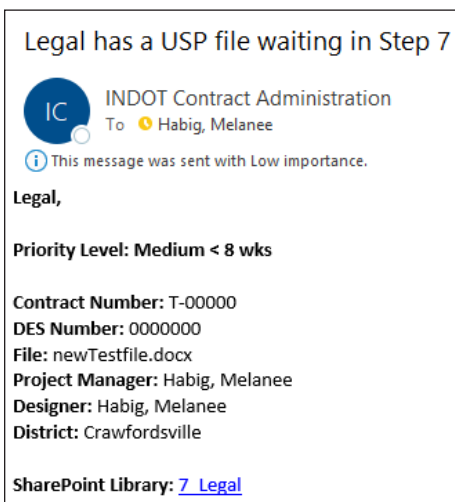
A notification is posted in the Teams channel and an email automatically each time a file is moved from step (library) to step (library), but only if the file is moved as directed within that step. If it is not moved correctly then **NO** notification is posted, nor an email sent.


[Sample Teams Notification](#)



A Teams notification card with a light gray background and a thin border. On the left is a circular profile picture with the initials 'IA'. To the right of the profile picture, the text reads: 'INDOT Contract Administration Monday 7:10 AM' followed by 'B-42911/1592829/Critical Path Method Scheduling and Float_1592829_0001.docx is ready to be reviewed in the [1_PM Crawfordsville library](#).' Below this is the text '**Moved manually.**' and a 'Reply' button with a left-pointing arrow.

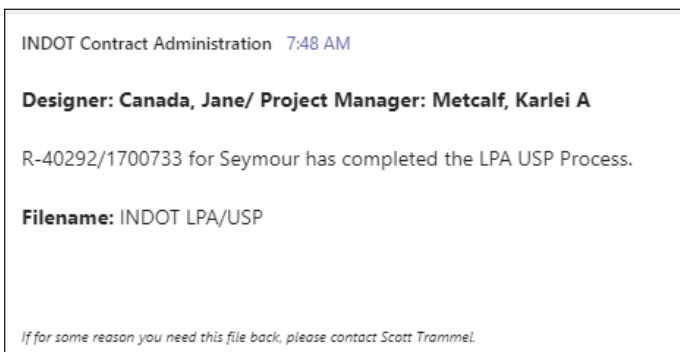
[Sample Email Notification](#)



An email notification card with a white background and a thin border. At the top, it says 'Legal has a USP file waiting in Step 7'. Below is a circular profile picture with the initials 'IC'. To the right, it says 'INDOT Contract Administration' and 'To  Habig, Melanee'. Below that is a blue information icon and the text 'This message was sent with Low importance.' The body of the email starts with 'Legal,' followed by 'Priority Level: Medium < 8 wks'. A list of details follows: 'Contract Number: T-00000', 'DES Number: 0000000', 'File: newTestfile.docx', 'Project Manager: Habig, Melanee', 'Designer: Habig, Melanee', and 'District: Crawfordsville'. At the bottom, it says 'SharePoint Library: [7 Legal](#)'.

Completed LPA Notification

After the LPA file has gone through the process, a notification is posted in the Completed LPA channel and the Completed LPA list is updated.



A notification card with a white background and a thin border. At the top, it says 'INDOT Contract Administration 7:48 AM'. Below that is the text 'Designer: Canada, Jane/ Project Manager: Metcalf, Karlei A'. The main body of the notification reads 'R-40292/1700733 for Seymour has completed the LPA USP Process.' Below that is 'Filename: INDOT LPA/USP'. At the bottom, in a smaller font, it says 'If for some reason you need this file back, please contact Scott Trammel.'

Completed USP Notification

When a USP has completed the process a notification is then posted in the Completed USP channel and the Completed USP list is updated.

INDOT Contract Administration 7:19 AM

Designer: Evan Laviolette/**Project Manager:** Bullock, Matthew K

R-37845/1400005 for Vincennes has completed the USP Process.

Filename: MaintenanceOfTraffic_1400005_0001.docx

This document can now be found in the USP Archives library.

Unique Special Provisions Archives

Each USP that has been finalized by this process is copied into a SharePoint library called “**USP Archives**”. These files are available to be downloaded and used as a reference in future USPs. Please follow the instruction on how to reuse a USP document from this library. See page 3 or 17 for more information.

Additional Resources for Working with Word Files

Click on any of the text in the bullets below or choose “here” to view the video.

- [Use @mention in comments to tag someone for feedback in Word](#) or to watch the video click [here](#).
- [Track changes and show markup](#), click [here](#) to view the video.
- [Accept or reject tracked changes in Word](#), click [here](#) to view the video.
- [Collaborate on Word documents with real-time co-authoring](#), click [here](#) to view the video.

Tips

- Make sure to inspect your file if you reuse a file from the USP Archives library.
- Move files one at a time, NEVER in BULK.
- If you have an issue that needs to be resolved, @mention that person in Word from the comments, never move the file back in the process.
- Never download a USP file to work on it. All USP files should remain within the USP process.
- Never create more than one version of a USP file. There should only be ONE file. If you see _00011.docx or _000111.docx then it is likely that the file was duplicated. Delete duplicated files. Do not continue to move duplicated files.
- If you create a file in a SharePoint library and choose not to use it, delete it.
- If it is not your step, then you should not be working out of that library. Please reference the USP Workflow diagram to see which steps you fall under. If you need assistance with a file in another library contact the person who is responsible for that step. This can be found in the USP Diagram.
- Avoid restoring deleted files.
- Do not use the "Copy to" or "Move to" commands in SharePoint for USP documents.
- .pdfs are not an accepted file type and should be converted to a Word document prior to submitting. After converting your .pdf to a Word .docx file, make sure all "new paragraph" spaces added during pdf to Word conversion are removed prior to introducing into the SharePoint review process.
- Railroad Special Provisions DO NOT need to be submitted into SharePoint and are submitted in ERMS as usual. However, the RR Special Provisions should be listed on the USP Menu.
- USPs should be submitted 6 weeks prior to RFC, or before.