To ensure consistency, CFX has established specific practices that should be followed when submitting closures in the one.network lane closure notification system (LCNS). This document will provide step by step instructions for **CEIs** reviewing lane closures in CFX's LCNS. CEIs will be responsible for:

- Reviewing Plans submitted by the contractor for completeness and accuracy.
- Moving Plans from a **Submitted** to an **Approved** status.
- Assigning Plans to the PIO.
- Creating Email alerts to notify stakeholders of the planned closures.
- Creating Email alerts to notify Toll Operations when a closure will have toll impacts.
- Monitoring closures activated in the field to ensure accurate information is being disseminated to the public.
- Managing one.network user accounts for project personnel.

CEIs responsible for reviewing closures in the LCNS should take the Plan Share and Live Link training provided by one.network. Inspection staff responsible for monitoring closures activated in the field should take the Live Link training. The CEI SPE will be responsible for requesting and managing one.network user accounts for CEI and contractor staff. No user accounts shall be requested until the CEI has a completion certificate for the individual on file. Refer to CFX CPAM for the process of requesting accounts and the CEIs role in managing one.network user accounts for their responsible projects.

If any technical issues arise with the use of the one.network platform, contact help@one.network for assistance.

STEP 1

In this step, you will verify general project information and confirm the date range for the contractor's Plan submission. Contractor's Plans should be submitted a week in advance, at minimum, and include all closures scheduled for the week. You should receive an email when the contractor assigns a Plan to you for review. You can also open the Plan Share module, under the Newly Assigned Plans section you will see any Plans assigned directly to your attention.

Plan name or reference: Verify the Plan name follows the below naming convention. Note that the week of date will always start on a Sunday, as Plan submissions will cover the entire week, Sunday through Saturday.

[Project Number]-[Week of MM/DD/YY]

- Example:
    - *417-141 Week of 9/24/23*

Category: Verify ROAD WORK is displayed.

Expected impact: Verify the appropriate impact is displayed based on if the Plan includes the type of closures listed below.

- DELAYS LIKELY = Plan includes full road closures and/or detours
- DELAYS POSSIBLE = Plan includes daytime closures
- DELAYS UNLIKELY = Plan does not include either of the above scenarios

Description: Verify the following statement is included in the description field. All fields in parentheses shall be edited for your project and the specific Plan submittal. All closure types that do not apply for the current Plan submission shall be removed.

- Construction activities for Project (XXX-XXX) requiring (single lane closures), (double lane closures), (triple lane closures), (detours), and (traffic pacing) on (insert roadway and direction) for the week of (MM/DD/YY).
- Example:
    - *Construction activities on Project 417-141 requiring single lane closures, double lane closures, and detours on SR 417 for the week of 9/24/23.*

Dates: Verify the start and end dates for the week associated with the Plan. This should always be Sunday 12 AM through Saturday 11:59PM to cover the entire week.

STEP 2

In this step, all lane and/or road closures submitted with the Plan will be reviewed for accuracy and completeness. Note that only closures that are planned for the week should be included in the contractors Plan submission.

Review of closures: Click on each of the closures listed in Step 2 and confirm the following:

- **Traffic Management (TM) type:** TM type is the type of closure being performed. Verify that each closure is one of two TM types that will be used, *Lane closure* or *Road closure*. Note that detours do not need to be entered as a TM type, just the road and/or ramp closure that results in the detour. Detour plans associated with the road closure will be attached to the Plan in Step 3. The TM type displayed for each closure should be as outlined below:
    - Lane closure – Used for all single, double, or triple lane closures.
    - Road closure – Used for full mainline closures, ramp closures, and traffic pacing operations.
- **Dates:** Verify the following information listed in the Dates section. Note that the start/end dates and times established in the section are the window in which this closure will occur. If the closure will occur multiple times within the week, start/end dates and times for each occurrence will be established under the next section (recurrence schedules).

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- o **Live Link:** Enable Live Link ⊙ should be displayed when viewing each closure. If Live Link is not enabled, the closure will not be available in the Live Link app for activation in the field.
  - o **Start:** Verify this reflects the first date and time this closure will go up. Time should also be in accordance with the allowable closure times in the TTCP.
  - o **End:** Verify this reflects the final date and time this closure will be taken down. Time should also be in accordance with the allowable closure times in the TTCP.
- **Recurrence schedules:** For closures that will occur on multiple dates within the week, there should be a recurrence schedule set. Recurrence schedules will specify which days and at what times the closure will occur (example below). Verify the recurrence schedule displayed is within the allowable closure times in the TTCP. NOTE: If a recurrence schedule is not entered, the LCNS system will assume a continuous closure from the start date/time through the end date/time entered under the previous Dates section. Therefore, it is vitally important that a recurrence schedule is set, when needed, to avoid distributing incorrect closure information to the public.
  - o Example: A Sunday to Tuesday 9:00 PM – 6:00 AM recurrence schedule means the closure will occur three separate times during the week, Sunday, Monday, and Tuesday night from 9:00 PM – 6:00 AM.
- **Lanes:** The lane closure graphic is specific to and will only display for the **Lane closure** TM type. Verify the number of lanes shown match the number of lanes in the field. Verify the lane(s) indicated to be closed matches the closure name displayed in the next step.
- **Closure information:** Verify the closure name follows the the below standard naming convention. This name is how the WTS and CEI inspector will identify and ensure the correct closure is activated in the field.

  [Roadway] [Direction] [Type] [Cross Street]

  - o Examples:
    - 429 NB Left Lane Closure North of 192
    - 408 EB Road Closure East of John Young
- **Map view:** Verify the lane and/or ramp closure limits displayed on the map are accurate based on the closure information description. It is crucial that these lane closure limits are accurate as this information is what will be disseminated to the traveling public when the closure is activated in the field. Ensure the contractor is following the below practices:
  - o Lane closure lengths shall not exceed 3 miles.
  - o If uncertain where the lane closure will be needed within the project limits, separate lane closure entries shall be made breaking up the project in segments. As best practice, break up the closures in between exits so the traveling public has the opportunity to exit prior to entering the work zone.

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STEP 3

In this step, documents attached to the plan will be reviewed, application will be approved, and email alerts created to notify the appropriate stakeholders.

Documents: If the contractor's Plan includes road closures, verify they have uploaded the associated detour plans. Review any other attachments (Standard Plans, TTCP sheets, etc.) included by the contractor.

Approve application: If there are any issues with the plan, select the **Reject** button and provide justification for rejection when prompted. The CEI may elect to make modifications for the contractor and notify them of the changes made. Once review is complete and all information is accurate, select the **Approve** button.

User assignment: Select the **Assign to user** and choose the project PIO from the drop-down list. The project PIO will be responsible for reviewing and publishing the plan in the one.network platform. Note that if the PIO fails to publish the plan prior to the date of the closures, the CEI has authorization to publish so the closures are available in Live Link for activation.

Comment: Ensure the contractor's and CEI's name, company, and phone # are entered into the comment box for coordination purposes with other contractors performing work on CFX's system. You can access the comments box by clicking the 💬 icon to add or respond to comments from others.

Email alerts: Notification to project stakeholders and coordination with CFX Toll Ops will be handled by CEI generated email alerts. Select **Create email alert** to access the Construction Notice and Tolls Impact Notice email templates. Text that is highlighted yellow within the email templates is automatically generated from the Plan and text that is highlighted red must be filled out by the CEI. If the contractor copies a previous Plan, old email alerts may still be attached if they do not uncheck 'Include email alerts.' Verify that old email alerts have been deleted when reviewing the Plan to avoid distribution of inaccurate and outdated lane closure notifications.

- **Construction Notice:** This notification must be generated by the CEI for all closures. Fill out the Subject and body of the email. Include General Notification in the To field. General Notification is a distribution list that includes: CFX Construction, Maintenance, ITS Maintenance, PIO, FHP, and D5 RTMC. Instructions on how to generate a project distribution list are provided below for easily including additional project stakeholders on the Construction Notice distribution.
- **Tolls Impact Notice:** This notification must be generated by the CEI for all closures that impact tolls or are in close proximity to a toll plaza. Include Toll Impact Notification in the To field as well as the impacted plaza email address (*plazaname*@neology.com). Toll Impact Notification is a distribution list that includes necessary representatives from CFX Toll Ops. Coordination with Toll Ops occurs

after the CEI has approved the plan and assigns to the PIO. Use the [Toll Facilities Reference Manual](#) to properly identify the lane numbers impacted. Verify a representative from Toll Ops approves the acknowledges the toll impacts in the Comments within the LCNS.

Email Notification Distribution List

- The CEI Project Engineer or Project Administrator (as designated on the project) will have the ability to create and update distribution lists for auto-generated email alerts.

Steps for creating distribution list – distribution list naming convention: 'Project No. Distribution' (ex. 429-153 Distribution)

- Login to your one.network account, ensure you are in the Traffic Management module, and click on the 'Settings' button
- Scroll down the page and click on 'Manage Contacts'
- Select 'Add contact'
- Enter the contact's name and email address
- If you want to associate the user to a group, start typing in the group name. If the group already exists you can click on the name once it appears. If the group does not exist, it will be created when you save the contact.
- *Note:* you can add a contact to multiple groups. Just type in more groups into the 'enter group name(s)' field
- Click on save changes to save the contact.

Once saved, the contact and any groups will be available to all CFX users who are able to setup email alerts in one.network.

CEI User Management

- The CEI Project Engineer or Project Administrator (as designated on the project) shall be responsible for administration of User Account Management on the project for both the CEI and contractor personnel.
- New users shall access the training module via the one.network training link, which can be found on the cfxway.com website at the page below:
  - [Construction Administration | Central Florida Expressway Authority (cfxway.com)](#)
- Once training is completed, One.Network will email the user a completion certification for the training. The user shall forward this certification to the appropriate CEI contact (SPE or PA) to request a new user id.
- The CEI SPE/PA shall confirm the person requesting account is approved on the project and furnished a copy of the completion certification. Once verified the CEI SPE/PA shall send a request to help@one.network for the new user account. Requests for new user accounts shall include each individual's name, email address, and their user role (listed below).

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- o **Contractor** – Contractor's project management team who is responsible for entering closures into the system on a weekly basis.
  - o **Contractor Roadside** – Contractor's Worksite Traffic Supervisor (WTS) who is responsible for activating/deactivating lane closures in the field from the Live Link mobile application.
  - o **CEI** – CEI project management team who are responsible for reviewing and approving Contractor plan submittals and assigning to the project Public Information Officer (PIO).
  - o **CEI Inspector** – Responsible for verifying the WTS activates the correct closures in Live Link and the closure is deactivated at the end of the MOT operation. Also serves as backup to Contractor Roadside user, responsible for activating/deactivating closures in the Live Link mobile app in the event the WTS is unable to do so.
- The CEI shall maintain a list of all personnel with an assigned user account and be able to provide to CFX upon request.
- The CEI SPE/PA shall ensure that personnel removed from the project have their access revoked by sending an email request to help@one.network to remove the appropriate user account.