

CHAPTER TWENTY

UTILITIES

COORDINATION OF UTILITY CONFLICTS AND CONSTRUCTION ITEMS

ROADWAY POLICY ONE

POLICY STATEMENT:

The Roadway Design Unit shall include all utilities in conflict with the project in the project plans and provisions either as utility construction items and/or utility conflict relocations.

BACKGROUND:

General Update, 4/15/98.

General update, 4/16/01

PURPOSE:

This policy provides procedures for Roadway Design personnel to follow in the coordination and completion of roadway plans, specifications, and estimates which include utility conflicts and/or utility construction.

RESPONSIBILITY:

The Utility Engineer is responsible for the close coordination of utility revisions with the Utility Agents of the Right of Way Branch. He / She is responsible for the checking of existing utility locations and showing all relocations on the plans and preparing provisions and estimates for construction items.

If the utility construction plans require approval from other State Agencies, the Special Investigations Project Engineer will be responsible for obtaining such approvals.

Utility construction estimates will be given to the appropriate Project Engineer for inclusion into the total estimate.

The Utility Engineer will be responsible for obtaining all utility data necessary for the completion of the project plans.

PROCEDURES:

The following procedures are to serve as guidelines in the coordination of utility revisions resulting from a roadway project.

- (1) The following utility information shall be shown on the project plans:
 - (A) The existing water and sewer lines are to be indicated by size and by composition of material and all gas lines by size.
 - (B) With the exception of aerial service drops, or service taps, vertical clearances shall be shown on existing aerial crossings.
 - (C) Underground power and telephone locations and depths should be shown.
 - (D) All known existing utilities shall be shown.
- (II) General information to be included in the project plans
 - (A) All temporary and permanent utility relocations.
 - (B) Utility owners are to be identified in the general notes.
 - (C) Utility construction will always precede utility conflicts in the plans.
- (III) Utility Conflicts
 - (A) Any utility within the project limits that will not be moved by the project date of availability will be covered as a utility conflict if a conflict exists. The Utility Section of the Right of Way Branch will furnish the Utility Engineer the necessary utility owner's drawings and provide such assistance as necessary so the Utility Conflict Special Provisions may be prepared and the proposed relocations shown for inclusion in the plans.
 - (B) The utility relocations may require the use of separate plan sheets and if so, they should be labeled "UTILITY CONFLICTS".
 - (C) If no separate utility conflict plan sheets are required, each plan sheet showing a utility conflict shall have the following note:

NOTE
ALL PROPOSED UTILITY WORK
SHOWN ON THIS SHEET WILL
BE DONE BY OTHERS.
 - (D) All aerial crossing except service or guy crossings shall have a line indicating connecting wires and vertical clearances shown. Parallel pole lines need not show connecting wires.
- (IV) Utility Construction
 - (A) The Utility Section of the Right of Way Branch shall notify the Roadway Design Unit Head if a project is to have utility construction items to be included in the contract.

- (B) The Utility Engineer will notify the Project Engineer that contract item will be included.
- (C) The Utility Engineer will be responsible for obtaining the data necessary for preparing the utility construction plans and special provisions. He/She should obtain a memorandum from the Utility Right of Way Agent describing the breakdown for payment that is necessary for the utility estimate.
- (D) A utility construction file should be maintained and placed in the project file when the utility plans are turned in for checking.
- (E) The Utility Engineer should have the plans finished and turned in to the Special Investigations Engineer four weeks prior to the flow chart due date if they are to be approved by another State Agency.
- (V) The Project Engineer shall consult with the Utility Engineer on any conflicts that may arise during the plan preparation stage. The Utility Engineer shall be informed of any field inspections involving utilities. He/She shall also be furnished copies of any field inspection reports on projects that have utility conflicts. Copies of any other correspondence related to utility conflicts shall be sent to the Utility Engineer. When utility conflicts are called to the attention of the Project Engineer, he/she shall contact the Utility Engineer immediately and determine what action has to be taken.