

UTILITY COORDINATION GUIDELINES

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GENERAL ISSUES

- The steps provided in this Utility Coordination Process (UCP) are based directly on the Plan Development Process (PDP) and reference is made as to what phase in the PDP the step is applied.
- Throughout the UCP reference is made to the Project Manager. On consultant designed projects this reference can be changed to be the Consultant Project Manager or the Consultant Utility Coordinator, whichever applies.
- P3e is a Primavera comprehensive software product used by the Department to track projects from initiation through completion.

UTILITY PERFORMANCE MONITOR

- The Utility Performance Monitor consists of a two-part survey to evaluate the performance of the Utility Companies and DelDOT during both the Project Development process and the Construction phases of the project. A monitor shall be completed for each Utility involved in a project.
- The Project Manager shall be responsible for completing the monitor and entering the data into P3e for the design phase.
- The Construction Manager shall be responsible for completing the monitor and entering the data into P3e for the construction phase.

CONCEPT PHASE

1. The Project Manager should notify the Utility Engineer when a scoping meeting has been scheduled. This notification shall include the P3e PROJECT ID NO. and the PROJECT NUMBER assigned by Finance.
2. The Utility Engineer will assign a Utility Coordinator to the project at that time. He will notify the Project Manager, the Coordinator and the Administrative Officer of this assignment.
3. The Utility Coordinator will attend the scoping meeting and evaluate if utility designation is necessary. Together with the Project Manager, they will determine if the designation will be by MISS UTILITY, by a Subsurface Utility Engineering (SUE) Consultant or if no designation is required.
4. The Utility Coordinator will contact all utilities to determine if they have any facilities in the project area and if any work is reimbursable. If necessary, a site visit will be conducted. This data will be collaborated with the Project Manager.
5. When a Utility provides proof of a compensatory interest with easement documentation it will be reviewed by the Utility Engineer. The review will reference the opinion of the Court of Chancery, State of Delaware, 1963; provisions of Title 17, Delaware C. §143; or provision of Title 17, Delaware C. §132,(b),5.

Note: An executed agreement shall be in place before any construction work begins for all or part of eligible utility adjustments.

SURVEY PLANS

6. The Project Manager will notify the Utility Coordinator when the field survey **begins**. If it has been determined to use a SUE consultant, the Utility Coordinator will notify the Administrative Officer who will obtain funds for a SUE consultant to designate the underground utility locations. Test holes may be requested for some situations at this stage. The SUE consultant will provide the designated utility locations to the Utility Coordinator. The Utility Coordinator will provide this data to the Project Manager with a copy of the transmittal to the Administrative Officer for entry into P3e.
7. There are agreements between DelDOT Project Managers and Design Consultants that include SUE services. The Project Manager may select to use these services and would initiate the designation in those cases. All designated utility information would be shared with the Utility Coordinator and the Administrative Officer for entry into P3e.
8. If MISS UTILITY will be used for designation, the Utility Coordinator will call in a Design Ticket for the project. The Chief of Surveys will be notified to schedule an in-house survey of the designated areas. The survey work may also be done by a design consultant. This data will be provided to the Project Manager.
9. The survey plans will be completed by the Project Manager in accordance with the Plan Development Process. The Project Manager will give the Utility Coordinator two sets of survey plans for each Utility to review, if necessary. The survey plans will contain all the data as required by the Plan Development Process including the right of way data as prepared by in-house research. It may also include utility test hole data, if it is available at this stage.
10. When reimbursable utility work is involved, the Survey Plans will be used to prepare an estimate for the Preliminary Engineering (PE) for the Utility Company to design the adjustment and/or relocation.
11. The Administrative Officer will request funding and when approved the Utility Engineer will provide a notice to proceed to the Utility for PE work.

Note: All costs claimed are subject to final audit.
12. Marked survey plans showing existing facilities are to be returned to the Utility Engineer from the Utility Companies. They are then forwarded to the Utility Coordinator for review with a copy of the transmittal provided to the Administrative Officer for entry into P3e.
13. The Utility Coordinator will give the marked survey plans to the Project Manager.
14. After 30 days, if the marked survey plans have not been received from the Utility, the Utility Engineer will be notified and a call will be made to the Utility to request the status.
15. The Utility Engineer will notify the Assistant Director of Engineering Support, if the marked plans are not received after 45 days.

PRELIMINARY PLANS

16. The Project Manager will prepare the preliminary plans in accordance with the Plan Development Process. When they are completed, the Project Manager and the Utility Coordinator will determine if and where test holes are needed.
17. The Utility Coordinator will notify the Administrative Officer who will obtain funds for a SUE consultant to complete the test holes. Following the notice to proceed, the SUE consultant will provide the data recorded to the Utility Coordinator.
18. The Utility Coordinator will provide this data to the Project Manager with a copy of the transmittal to the Administrative Officer for entry into P3e.
19. The Project Manager will add the test hole data to the preliminary plans and provide these modified preliminary plans to the Utility Coordinator.
20. The Utility Coordinator will distribution two sets of these modified preliminary plans with test hole data to each Utility. A copy of the transmittal letter (clearly marked “preliminary plans”) will be given to the Administrative Officer for entry into P3e.
21. The Utilities will be asked to mark the preliminary plans with any additional right of way needed for their relocation work, including both underground and above ground.
22. In addition, when reimbursable Utility work is involved, the Utility will supply a Utility PS&E package with marked color coded plans. These will indicate; existing to remain, existing to remove, existing proposed reimbursable, and existing non-reimbursable.
23. The Utility Engineer will review the Utility PS&E package and provide a copy to the Project Manager. After approval funding will be requested from Finance by the Administrative Officer.
24. The Project Manager and the Utility Coordinator will determine if a meeting with all utilities is required for coordination. If so, a meeting will be scheduled by the Utility Coordinator.
25. The Utilities will be asked to return the marked preliminary plans within two weeks after the meeting, if one is held. The marked preliminary plans will be returned to the Utility Coordinator. A copy of the transmittal (clearly indicating “marked preliminary plan”) will be given to the Administrative Officer for entry into P3e.
26. The Utility Coordinator will provide the marked preliminary plans to the Project Manager.

SEMI-FINAL PLANS

27. The Project Manager will complete the semi-final plans in accordance with the Plan Development Process and provide the Utility Coordinator with two complete sets for each Utility.
28. The Utility Coordinator will provide the semi-final plans to each Utility. A copy of the transmittal letter (clearly marked “semi-final plans”) will be given to the Administrative Officer for entry into P3e.
29. The Utilities will prepare a semi-final Utility statement which the Project Manager will incorporate into a bar chart showing the road construction sequencing, how it coordinates with the utility relocation sequencing and any other known construction timing restrictions for both the roadway/bridge work and utility work.
30. A coordination meeting may be scheduled with the affected Utilities by the Utility Coordinator to review the semi-final utility statement and the sequencing bar chart. The Project Manager shall attend this meeting along with necessary design and construction team members.
31. Plans and/or the semi-final utility statement may be modified based upon the coordination meeting and the completed Utility Statement will be submitted by each Utility Company. Submission from each Utility Company must be received by the Utility Engineer within 30 days of the meeting.
32. The Utility Engineer will review the data contained in the utility statement from each company and provide it to the Project Manager. Reimbursable utility work will be identified separately and verified.
33. The Project Manager will modify the project bar chart based upon the coordination meeting and the final Utility Statement. A disclaimer for utility work sequencing and duration will be placed on the bar chart for utility work. (The purpose of the utility work sequencing and duration is to assist the Contractor in planning his work. The intent is not to provide a source for construction claims.)
34. The Utility Engineer is responsible for submission of the original executed Utility Statement (with a disclaimer for utility work sequencing and duration). The Administrative Officer will enter the data into P3e and provide the original Utility Statement to the PSE Coordinator. Copies will be given to the Project Manager.
35. If the required utility statement data is not received from the Utilities after 10 days of the meeting, the Utility Administrative Assistant will notify the Administrative Officer and the Utility Engineer. The Utility Engineer will call the Utilities to request the status of the submittal.
36. The Utility Engineer will notify the Assistant Director of Engineering Support, if the required data is not received after 20 days.

FINAL PLANS

37. The Project Manager will provide the Utility Engineer with one set of final plans for use by the Utility Engineer in cases where utility work is to be done in advance of project construction.

PLANS, SPECIFICATIONS AND ESTIMATE (PS&E) AND STATEMENTS

- FINAL PLANS
- FINAL SPECIFICATIONS
- FINAL COST ESTIMATE
- R/W STATEMENT
- TRAFFIC STATEMENT
- UTILITY STATEMENT
- ENVIRONMENTAL STATEMENT
- CONTRACT TIME

ADVERTISEMENT

38. After the project is *Advertised*, the Utility Engineer will distribute one set of *Advertised* Plans to each Utility involved with notice of the advertised date and bid opening date. The Administrative Officer will enter the data into P3e.
39. The Project Manager will provide the Utility Coordinator with any addenda to the project plans prior to the date of bid opening. The Utility Coordinator will submit these addenda to each Utility involved in the project.
40. The Utility Engineer will give the Utility Company notice to proceed with reimbursable utility work when appropriate. All costs claimed will be based on actual costs and will be subject to a final audit.

CONSTRUCTION

41. During construction, the Construction Project Manager will provide the Utility Coordinator with any project modifications resulting in plan revisions as part of the project. Although these will be submitted directly to the Utility Companies by the Construction Project Manager, it is important that the Utility Coordinator be sent a copy of the transmittal letter to maintain a record of the revisions.
42. All billings from Utilities for reimbursable work, including the final invoice shall be reviewed and approved by the project Construction Engineer, prior to payment being made.

43. Utility documents shall be completed, accepted and all payments made and closed out within one year of the last chargeable day of the project.
44. The Administrative Officer will notify Finance for Utility work audit needs.