

# Design-Build Utility Coordination

February 4, 2013



# Agenda

- Opening Remarks and Introductions
- Design-Build Delivery at GDOT
- Design-Build Utility Coordination
- Roles and Responsibilities
- Q&A

# Opening

- Jeff Baker, State Utilities Engineer
  - Welcome
  - Utility coordination in Design-Build contracting
  - 3.10 consultant expectations
- Introductions



# Design-Build at GDOT

- Darryl VanMeter, State Innovative Program Delivery Engineer
- Design-Build is governed by:
  - 23 Code of Federal Regulations (CFR) Part 636 (Design-Build Contracting)
  - Georgia Code Section 32-2-81 (*Enacted 2004*)
  - Board Rules, Chapter 672-18 (*Adopted 2006*)

# Reasons to Use Design-Build

- Accelerated delivery for public benefit
- Directly supporting economic development
- Up-front contractor-engineer interaction to stimulate value engineering analysis in order to reduce project cost
- Complex constructability issues; or that require specialty/innovative designs, construction methods or techniques
- Maximize the use of available funding

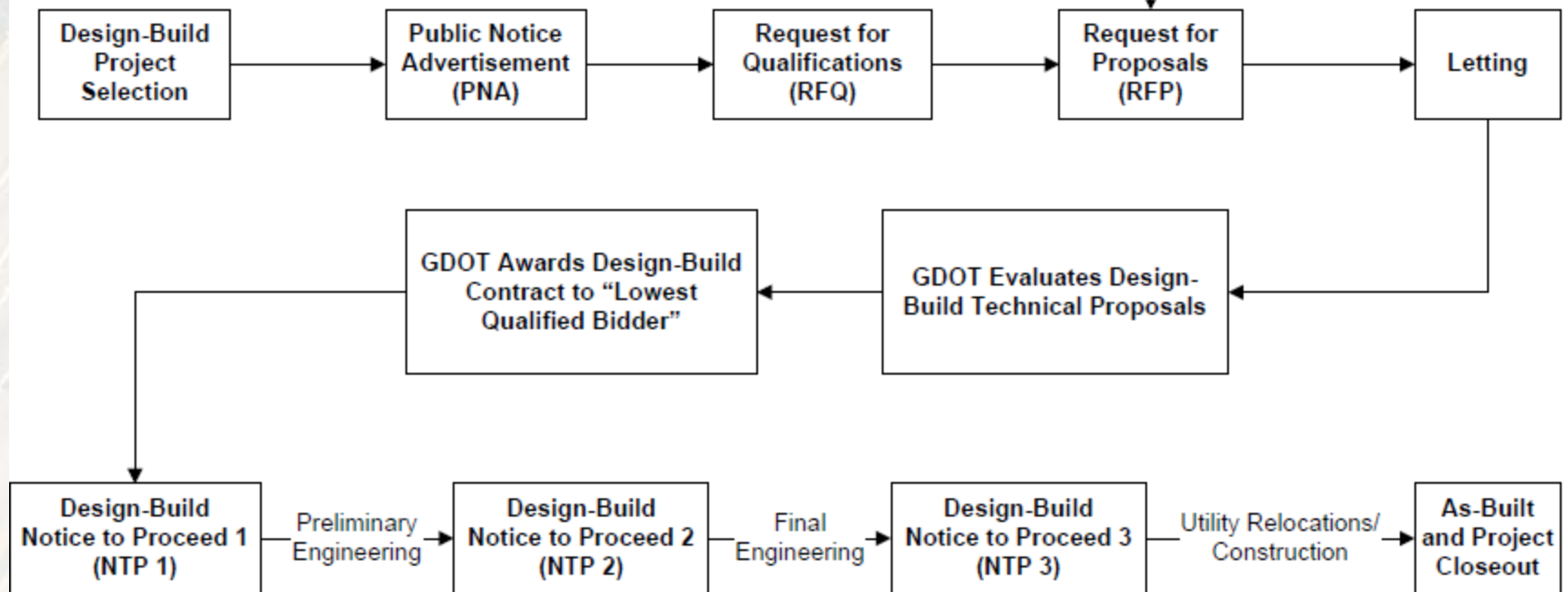
# GDOT DESIGN-BUILD PROJECTS (AWARDED)

Project	P.I.	County	Letting Date	Completion Date	Contract Value
I-85 at CR 98/Gabbettville Road Interchange	0008232	Troup	April 20, 2007	December 31, 2008	\$80,857,486.98
I-75 Southbound Auxiliary Lane (From I-675 to Eagles Landing Parkway)	0008274	Henry	September 21, 2007	April 30, 2009	\$11,541,886.06
SR 400 @ Hammond Drive (Half Diamond Interchange)	0008415	Fulton	December 12, 2008	August 31, 2011	\$17,128,865.41
SR 204 Spur Bridge Replacement over Skidaway Narrows	0008651	Chatham	October 16, 2009	July 31, 2013	\$22,489,997.00
I-575 @ Ridgewalk Pkwy Interchange	0006043	Cherokee	March 19, 2010	December 31, 2012	\$17,103,631.18
I-20 EB from I-285 to Panola Road – CD System	0009542	DeKalb	January 21, 2011	July 31, 2013	\$30,954,796.73
SR 400/I-85 Connector Ramps	762380	Fulton	May 20, 2011	December 31, 2013	\$21,423,500.00
I-20 @ SR 28/Washington Rd - Lighting	0010210	Richmond	June 17, 2011	June 30, 2012	\$1,113,176.00
Jimmy Deloach Connector	0008690	Chatham	November 18, 2011	December 31, 2015	\$72,772,000.00
I-75 NB Auxiliary Lane (Eagles Landing Pkwy to I-675 incl Walt Stephens Bridge Replacement)	0010126	Henry	December 16, 2011	December 31, 2013	\$7,488,610.00
SR 400 NB Ramp Extension (Abernathy Rd) SR 400 NB Lane Extension (McFarland to Big Crk)	0010311	Fulton	April 20, 2012	January 31, 2013	\$3,377,287.36
	0010290	Forsyth			
I-285 Variable Speed Limit Signs	0010782	Various	October 19, 2012	September 30, 2014	\$4,921,604.00
Signing and Pavement Marking (Various Locations in District 3)	0010751	Various (District3)	October 19, 2012	December 31, 2013	\$5,338,887.00
SR 400 @ Northridge Rd	751580	Fulton	December 14, 2012	September 30, 2015	\$9,268,235.96

# Design-Build Procurement

GDOT's District Utility Engineer's role leading up to RFP includes, but is not limited to:

- obtain SUE QL-B overlaid on Design-Build costing plans,
- conduct "utility workshop" with utility owners, and distribute approved SUE plans
- provide MOUs to utility owners,
- execute MOUs,
- provide Special Provision 999 (utilities section) to GDOT's Design-Build PM,
- prepare Utilities certification for Design-Build project



# Design-Build Utility Coordination

Pre Let Activities	Post Let Activities
Concept Report/Costing Plans	DB Team award (low-bid) and GDOT issues NTP 1
Environmental Document	DB Team facilitates a utility/SUE kickoff meeting
SUE	DB Team coordinates with utility owners
Utility Workshop	DB Team coordinates and/or performs relocations (per executed MOU requirements)
Targeted Utility Outreach (as needed)	
MOU's	
Special Provision 999	



# Design-Build (Pre-Let Activities)

- Public Interest Determination (PID)
  - Senate Bill 19
  - PID procedure – Subject # 6863-12
- SUE QL-B
- SP 999 and related utility special provisions
- Pre-let utility certification
  - State Utilities Office – upon receipt of all utility MOUs
- RFP advertised by GDOT
  - Amendments issued, as necessary
  - Questions & Answers (Q&A) posted on Design-Build SharePoint
- Letting

# Utility Workshop

- Conducted at time of MOU distribution (typically corresponds with SUE QL-B approval)
- Provide Utility Owners with up-to-date project information such as scope, schedule, and Design-Build delivery mechanics
- MOU's are provided with explanation of utility owner options
- Discuss GDOT expectations and Utility owner responsibilities
- Discuss utility owner potential conflicts
- Address Utility questions and/or concerns

# Utility MOU

- Describes Utility Owners intent regarding utility relocations
- May include prequalified vendor list and special requirements such as cutover limitations and additional insurance requirements



# Utility MOU

First Use: 7/16/2010  
Revised: 8/18/2011  
Page 1 of 4

First Use: 7/16/2010  
Revised: 8/18/2011  
Page 2 of 4

Georgia DOT Project: \*\*\*\*\*  
GDOT P.I. \*\*\*\*\*

## DESIGN-BUILD MEMORANDUM OF UNDERSTANDING

between the  
Georgia Department of Transportation (hereafter the DEPARTMENT)  
and  
\_\_\_\_\_ (hereafter the OWNER)

Whereas the DEPARTMENT proposes to undertake a design-build project hereafter referred to as PROJECT to \*\*\*\*\* Georgia by contract through competitive bidding procedures; and,

Whereas the DEPARTMENT will accomplish the PROJECT through a Design Consultant, Design Consultant Team and/or Contractor hereafter referred to as CONTRACTOR; and,

Whereas, where OWNER has property rights ("Prior Rights") at the location of the PROJECT, OWNER will provide written evidence as to said prior rights within the area and will provide written documentation of prior rights relating to any individual crossing or Utility Facility, at the location of the PROJECT; and

Whereas, OWNER acknowledges that, generally, absent a showing of prior rights, the costs of relocation, protection, removal, or adjustment performed by OWNER shall be borne by OWNER; and

Whereas, pursuant to O.C.G.A. § 32-6-170(b), DEPARTMENT is authorized to pay or participate in the payment of the costs of relocation, protection, or adjustment of OWNER'S facilities where DEPARTMENT has made the determination that (i) such payments are in the best interest of the public and necessary in order to expedite the staging of the design-build project; and (ii) the costs of the removal, relocation, protection, or adjustment of such facilities are included as part of the Contract between the Department and the Department's roadway contractor for the design-build project; and

### 1. Type of Utility

OWNER has the following utility facilities which may need to be adjusted or relocated as a result of the proposed PROJECT:

Type of facility or facilities of OWNER:

- \_\_\_\_\_ Domestic water mains and distribution lines and associated appurtenances
- \_\_\_\_\_ Sanitary Sewer facilities and/or Storm Drainage System
- \_\_\_\_\_ Electrical Distribution (overhead and underground) wires, poles, etc.
- \_\_\_\_\_ Electrical Transmission (overhead and underground) wires, poles, etc.
- \_\_\_\_\_ Natural Gas Distribution Facilities (underground)
- \_\_\_\_\_ Natural Gas Transmission Facilities (underground)
- \_\_\_\_\_ Petroleum Pipeline (underground)
- \_\_\_\_\_ Telecommunications facilities and equipment
- \_\_\_\_\_ Cable TV facilities
- \_\_\_\_\_ Street Lighting
- \_\_\_\_\_ Internet Data Service
- \_\_\_\_\_ Other Facilities (Description) \_\_\_\_\_

### 2. New Utility Facilities Proposed (Betterment)

OWNER desires the following to be installed as new additional facilities within the PROJECT.  
Insert here or attach a detailed description of proposed new additional utility installations:

### 3. Assignment of Responsibilities for Design and Construction

This MEMORANDUM OF UNDERSTANDING and the following shall serve as a *basis* for assignment of responsibilities and costs for the DEPARTMENT to enter into a Standard Utility Agreement (SUA) or Contract Item Agreement (CIA), if necessary, with OWNER once the PROJECT is awarded to the CONTRACTOR. For a PROJECT implementation, GDOT will not have in its possession exact costing plans to be utilized to determine exact locations of the removal, relocation, protection, or adjustment. However, Overhead/Subsurface Utility Engineering (SUE) investigations plans exist providing the best information and signifying the layout of known existing facilities. Please use these plans for developing the final determination of services as indicated below. The CONTRACTOR developed plans will be provided to the OWNER after the design build project is awarded by GDOT which shall be used by the CONTRACTOR as the final basis for the SUA or CIA.

OWNER hereby intends to:

A. OWNER, at the DEPARTMENT'S cost, will provide the following services for the properties for which it has established prior rights (check to signify):

Design \_\_\_\_\_  
Construction \_\_\_\_\_  
Include Relocation Construction in DEPARTMENT'S Contract: \_\_\_\_\_

B. OWNER, for any removal, relocation, protection, or adjustment that do not have prior rights will allow their facilities to be placed into the DEPARTMENT'S contract for the following services pursuant to O.C.G.A. § 32-6-170(b). The DEPARTMENT will add the removal, relocation, protection, or adjustment cost to the overall PROJECT's cost. The OWNER will be responsible for all design work cost (check to signify):

Construction \_\_\_\_\_

As per this section, all work necessary for the removal, relocation, protection, or adjustment of the described utilities in accordance with the plans when approved shall be included in the project contract and accomplished by the CONTRACTOR except as follows (check none or list any work items to be performed by the OWNER)

None \_\_\_\_\_

Excluded Items \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Utility MOU

First Use: 7/16/2010  
Revised: 8/18/2011  
Page 3 of 4

C. OWNER, at OWNER'S cost, will provide the following services (check to signify):

Design \_\_\_\_\_  
Construction \_\_\_\_\_

The following is hereby mutually agreed to and understood by both parties:

1. The identification of existing facilities including preparation of Overhead/Subsurface Utility Engineering (SUE) investigations plans will be accomplished by the DEPARTMENT prior to award of the PROJECT and thereafter supplemented by the CONTRACTOR.
2. The CONTRACTOR shall coordinate reviews of the utility relocation information and obtain acceptance from the OWNER and DEPARTMENT when required. However, the OWNER shall apply for and obtain any required permits from the DEPARTMENT and perform any final design or proprietary design needed to administer its own relocation work if the work will not be included in the PROJECT (list any work not included in the PROJECT in space provided above). If the preliminary plans indicate that no conflict exists, and the OWNER concurs with this information, the OWNER shall provide a letter of "no conflict" to the CONTRACTOR.
3. After award of the project, the CONTRACTOR will research the property interest of each OWNER and present the findings to the DEPARTMENT and OWNER for approval. The CONTRACTOR will coordinate resolution of any disputed items. The plans and estimate for the utility work shall be subject to approval of both the DEPARTMENT and the OWNER prior to construction. If the OWNER chooses to include the subject utility work in the PROJECT and the research indicates that no property interest exists, the OWNER did not indicate Section 3B above, and the OWNER cannot refute this finding with evidence that would substantiate the property interest in legal proceedings, the OWNER shall provide confirmation in writing that OWNER will reimburse the DEPARTMENT for any adjustment or relocations necessary; and an agreement will be prepared and executed in accordance with the DEPARTMENT'S "Utility Accommodation Policy and Standards Manual". If the OWNER chooses to perform its own relocations and the OWNER holds no property interest as stated above; the OWNER shall confirm in writing that the OWNER will relocate its own facilities at no cost to the DEPARTMENT and the CONTRACTOR.
4. All construction engineering and contract supervision shall be the responsibility of the DEPARTMENT and the CONTRACTOR to ensure that all utility work included in the PROJECT is accomplished in accordance with the PROJECT's plans and specifications. The CONTRACTOR will consult with the OWNER before authorizing any changes or deviations which affect the OWNER's facility.
5. For Utility work included in the PROJECT, the CONTRACTOR shall ensure that the construction and installation of the OWNER'S facilities is performed by a contractor prequalified/registered with both the DEPARTMENT and the OWNER. The CONTRACTOR shall contact the OWNER to obtain the current list of the OWNER's prequalified Contractors:
6. For Utility work included in the PROJECT's contract, the OWNER or the OWNER's Consultant shall have the right to visit and inspect the work at any time and advise the CONTRACTOR and the DEPARTMENT'S Engineer of any observed discrepancies or potential issues. The DEPARTMENT agrees to notify the OWNER when all utility work is completed and ready for final inspection by the OWNER.
7. Upon Maintenance Acceptance or Final Acceptance of the utility work included in the contract and upon certification by the DEPARTMENT'S Engineer and the OWNER, that the work has been completed in accordance with the plans and specifications, the OWNER will accept the adjusted, relocated, and additional facilities and will thereafter operate and maintain said facilities located within the PROJECT right of way subject to the DEPARTMENT'S "Utility Accommodation Policy and Standards Manual, current edition" and any agreements in effect without further cost to the DEPARTMENT or its CONTRACTOR.

First Use: 7/16/2010  
Revised: 8/18/2011  
Page 4 of 4

8. For the purpose of utility coordination, relocation and reimbursement matters, the OWNER shall cooperate with the CONTRACTOR in the same manner as if coordinating directly with the DEPARTMENT in accordance with the laws of the State of Georgia, the DEPARTMENT'S "Utility Accommodation Policy and Standards Manual, current edition" and any agreements in effect between the DEPARTMENT and OWNER. The OWNER agrees to cooperate in good faith with the CONTRACTOR and to respond to all requests for information or meetings required to reach a resolution of any disputed items.

The Memorandum of Understanding will be incorporated into the project contract by reference or Exhibit.

APPROVED FOR THE OWNER BY:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title)

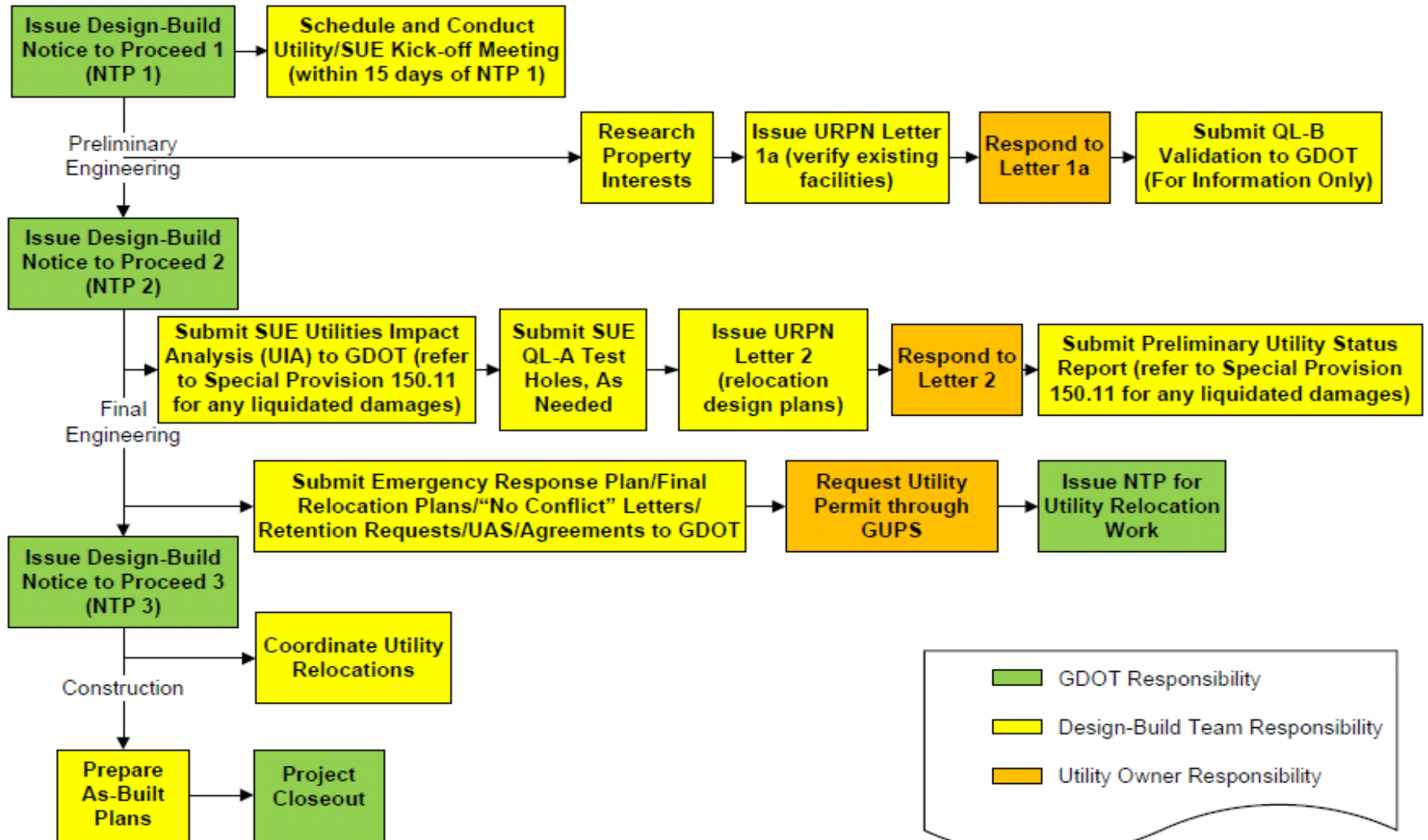
APPROVED FOR THE DEPARTMENT BY:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

STATE UTILITIES ENGINEER

# Design-Build Utility Coordination



# Design-Build (Post-Let Activities)

- Utility kick-off meeting (including SUE kick-off meeting)
- Awarded Design-Build Team's Roles and Responsibilities
  - Proactively manage the utility relocation process
  - First and second submission letters
  - SUE QL-B Validation
  - SUE QL-A/Utility Impact Analysis (UIA)
  - Emergency Response Plan
  - Regular coordination meetings (make each meeting productive)
  - Project schedule/Utility Adjustment Schedule (UAS)
  - Preliminary Utility Status Report (PUSR)
  - Utility Agreements
  - Georgia Utility Permitting System (GUPS)



# Utility/SUE Kickoff Meeting

- Critical meeting – sets stage for success
- Typically conducted directly after the “post award meeting”
- Must be conducted within 15 days of NTP1 per SP 999
- IPD PM can provide list of suggested attendees
- Facilitated by awarded Design-Build Team
- Agenda may include roles/responsibilities, “what to expect with Design-Build,” high level schedule discussion, documentation protocol, potential issues, meeting frequency, UAS, GUPS
- With all meetings, the Design-Build Team should plan ahead and optimize time with utility owners, e.g. bring first submission set with URPN letter to the kickoff meeting



# Utility Relocation Procedure Notification

- 1st Submission - Utility Relocation Plan Notification (URPN)
  - NTP1 + 5 Calendar Days
  - 30 Days for Utility Owners to verify and return
  
- 2<sup>nd</sup> Submission – URPN Letter 2
  - Concurrently with accepted SUE Verification by Utility Owner
  - 90 Days for Utility Owners to prepare their Utility Work Plan

# Utility Adjustment Schedule (UAS)

- The awarded Design-Build Team schedule should include the following applicable activities for each utility owner:
  - Preliminary Engineering
  - Right-of-Way Acquisition
  - Construction Engineering
  - Material Procurement
  - Clearing & Trimming
  - Construction
  - Splicing or Tie-in Work
  - Service Considerations
  - Temporary Work



# Utility Adjustment Schedule (UAS)

## UTILITY ADJUSTMENT SCHEDULE (UAS)

UTILITY: (26)  P.I. NO: (27)  Date:  (28)

### D. SCHEDULE SUMMARY FOR WORK PLAN: (29)

Exclude weekends, weather delays and non-productive time:

Work Phase	(30) Total Estimated Days	(31) Prior to Project Award	(32) After Project Award	
Preliminary Engineering	<input type="text"/>	<input type="text"/>	<input type="text"/>	(33)
Right-of-Way Acquisition	<input type="text"/>	<input type="text"/>	<input type="text"/>	(34)
Construction Engineering	<input type="text"/>	<input type="text"/>	<input type="text"/>	(35)
Material Procurement	<input type="text"/>	<input type="text"/>	<input type="text"/>	(36)
Clearing & Trimming	<input type="text"/>	<input type="text"/>	<input type="text"/>	(37)
Construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	(38)
Splicing or Tie-in Work	<input type="text"/>	<input type="text"/>	<input type="text"/>	(39)
Service Considerations	<input type="text"/>	<input type="text"/>	<input type="text"/>	(40)
Temporary Work	<input type="text"/>	<input type="text"/>	<input type="text"/>	(41)

Project Duration for Non-Concurrent Activities in Days: (42)



# Utility Impact Analysis (UIA)

- The UIA is a report, typically a spreadsheet, outlining avoidance alternatives, required adjustments/relocations, and cost estimates to perform those relocations.
  - Includes a conflict matrix which is used to determine to what extent the proposed roadway improvements will impact the existing utilities
  - The UIA is typically recommended after QL“B” but prior to QL“ A” and is used to determine which QL“ A” (Test Holes) may need to be performed

# Utility Impact Analysis (UIA)

C#	Station & Offset	Utility	Identified Conflict		TH (Y/N)	TH#	Utility Impact with Cost ("As-Designed")	Recommended Resolution	Benefit of Resolution	UTILITY KEY
			Existing Utility	Proposed Feature						
C1V	109 + 85, 10' R to 109 + 10, 63' L	E	GDOT Poles 76, 105, and 106 associated with highway lighting	Elevated ramp and embankment fill	N		Existing Poles 76, 105, 106 and existing E cables are in conflict with the proposed elevated ramp and associated embankment fill. Relocate Poles and 525 LF of E cables. (\$13,125)	Relocate light poles and replace associated E cables.	Avoid construction delays in fill placement for the proposed elevated ramp and keep maintenance of access to the E cables.	Underground
C2V	106 + 80 to 109 + 70	SS	COA SSMH 109V and associated 8" OIP and PVC lines north and south of SSMH 109V	Elevated ramp, embankment fill and abutment wall	N		Existing 8" SS crosses beneath the proposed exit ramp. Relocate 650 LF of SS line to maintain access to the sewer and avoid excessive fill over the line. (\$65,000)	Relocate 8" sewer to the west of the proposed exit ramp between the ramp toe of slope and the existing SR 400 South ramp to Sidney Marcus Boulevard.	Maintenance of access to the sewer line, eliminating risk of sewer line collapse due to excessive fill and the possible undermining of the proposed exit ramp embankment and abutment wall.	E - Electric
C3V	110 + 84	TC	GDOT Traffic control cables and associated HH	Elevated ramp, embankment fill and abutment wall	N		Existing TC cables and associated HH are in conflict with a proposed abutment footing. Relocate 100 LF of TC cables. (\$2,500)	Relocate TC cables and associated HH to the south.	Maintenance of access to the TC cables and avoid construction delays in placing the abutment footing.	G - Gas
C4V	112 + 11, 3' L	OGW	GDOT Pole 96 containing traffic signal lights and guy wire	Overhead bridge	N		Guy pole (and traffic signal lights) are in the path of a proposed overhead bridge. Relocate pole and attachments. (\$25,000)	Relocate pole and attached traffic signal lights and guy wire.	Eliminate conflict with proposed bridge design and avoid construction delays.	SS - Sanitary Sewer
C5V	113 + 13	OE-OT-OTV	GPO, ATT, COM overhead lines	Overhead bridge	N		Pole 97 is in close proximity to and attached overhead lines are in the path of a proposed overhead bridge. Move pole and relocate attached lines. (\$50,000)	Place conflicting overhead lines underground.	Eliminate conflict with proposed bridge design and avoid construction delays.	T - Telecommunications
C6V	112 + 25	G	4" AGL plastic main and 2" AGL plastic service	Overhead bridge support column	Y	TH1	TH 1 was previously conducted in the area of the intersection of the gas main and gas service line. These were found to be in conflict with a proposed support column foundation. Relocate gas main and service lateral. (\$20,000)	Relocate the gas line termination point to the west and reconnect service to this point.	Eliminate conflict with the bridge support column foundation.	TC - Traffic Control
C7V	112 + 16	T	(9) 4" ATT PVC conduit T duct bank (concrete encased)	Overhead bridge support column	Y	TH1A	TH 1A was previously conducted on the T duct bank. A support column foundation is in close proximity to duct bank. Adjust/relocate T duct bank. (\$250,000)	Possibly expose duct bank prior to excavation for the proposed support column foundation.	Avoid damaging the duct bank during excavation activities for the bridge support column foundation.	TV - Cable TV
C8V	112 + 85	SS	COA SSMH 5 and associated 8" PVC lines	Overhead bridge ROW take	N		Project will acquire the currently owned COA SS easement. SS is not in conflict, but will be in the GDOT ROW. (\$0)	Leave COA owned SS easement beneath proposed bridge.	Avoid delays acquiring ROW from COA.	W - Water
C9V	113 + 47	E	Private lighting Pole 104 for The Dump commercial business	Overhead bridge	N		Pole 104 is in the path of a proposed overhead bridge. Remove or relocate pole. (\$5,000)	Relocate light pole. Associated E cables should not be in conflict with a nearby proposed support column.	Eliminate conflict with proposed bridge design and avoid construction delays.	Overhead
C10V	113 + 47	E	Private E service for the Dump commercial business from Pole 99	Overhead bridge support column	N		Existing E service cables are in conflict with a proposed support column foundation. Relocate 80 LF of E cables (\$4,000)	Relocate and shift E cables to the west.	Eliminate conflict with the proposed bridge support column foundation and avoid construction delays.	OE - Overhead Electric
C11V	113 + 23	W	Private UNK Size/Type water line for the Dump commercial business	Overhead bridge ROW take	N		Project will acquire private property that contains the existing private water line. The water line is not in conflict, but will be in the GDOT ROW. (\$0)	Leave privately owned water line beneath proposed bridge.	Avoid delays of acquiring property containing the existing water line.	OGW - Overhead Guy Wire
C12V	116 + 27, 6' R	E	GDOT Pole 165	Overhead bridge	N		Pole 165 is in the path of a proposed bridge. Remove or relocate pole. (\$5,000)	Relocate light pole. Associated E should not be in conflict with a proposed nearby support column.	Eliminate conflict with proposed bridge design and avoid construction delays.	OT - Overhead Telecommunications
C13V	124 + 34, 7' L	E	GDOT E cables associated with median highway lighting	Overhead bridge support column attached to the existing grade separation wall between north and southbound I-85	N		Existing E cables to Pole 157 are in conflict with a proposed bridge support column foundation. Relocate E cables and pole. (\$3,000)	Relocate E cables and associated light pole.	Eliminate conflict with proposed bridge design and avoid construction delays.	OTV - Overhead Cable TV

# Special Provision 999 Submittals

**TABLE 4-2: REVIEWS**

Utility Submittal Description	Format	Quantity	Delivery Date*	Review Period*	Review Type	Comment
Supplemental verification of Overhead/Subsurface Utility Engineering (SUE) Investigations - QL-B <ul style="list-style-type: none"> <li>Electronic SUE files, mapping files and proposed design files</li> <li>Certified half-size PDF</li> <li>PDF of the certified SUE deliverables checklist</li> </ul>	AR, MS PDF	1	NTP (1) + 45 Calendar Days (Or as Determined by State Subsurface Utilities Engineer at the SUE Kick-Off meeting which is concurrent with the first utility coordination meeting)	NA	Submitted to the State Subsurface Utilities Engineer for information	Only certify SUE work actually completed
SUE Utility Impact Analysis "UIA" <ul style="list-style-type: none"> <li>Excel spreadsheet of conflict matrix</li> <li>Certified color PDF (11x17) of conflict matrix</li> <li>PDF showing the conflict locations on the utility plans</li> <li>PDF of the certified SUE deliverables checklist</li> </ul>	AR, PDF	1	NTP 1 + 120 Calendar Days (Or as Determined by State Subsurface Utilities Engineer at the SUE Kick-Off meeting which is concurrent with the first utility coordination meeting)	NA	Submitted to the State Subsurface Utilities Engineer for information	Only certify SUE work actually completed
Overhead/Subsurface Utility Engineering (SUE) Investigations - QL-A <ul style="list-style-type: none"> <li>Electronic SUE files, mapping files (if not already provided) and updated proposed design files</li> <li>PDF of the certified test hole forms</li> <li>PDF of the certified SUE deliverables checklist</li> </ul>	AR,MS,PDF	1	UIA + 45 Calendar Days	NA	Submitted to the State Subsurface Utilities Engineer for information	Only certify SUE work actually completed
Overhead/Subsurface Utilities Engineering (SUE) Information to Utilities for Review (URPN Letter 1a - SUE Submit to Utility Companies Revise)	FS,HS,PDF, MS	Plans: 2 for each Utility Owner +3 for Dept. and MicroStation files	NTP 1 + 5 Calendar Days (Or as Determined by District Utilities Engineer at SUE Kick-Off meeting)	5 days for Dept. + 30 days for each Utility Owner	Reviewed by District Utilities Office (DUO)  SUE Verification by Utility Owner (According to the details contained in the MOUs)	
Relocated Utility Plans (URPN Letter 2 - 2nd Submission Letter (Existing and Proposed) )	FS,HS,PDF, MS	Plans: 2 for each Utility Owner +3 for Dept. and MicroStation files	Concurrently w/ Accepted SUE Verification by Utility Owner	5 days for Dept.  +  90 days for each Utility Owner	Reviewed by District Utilities Office (DUO) and Accepted by Engineer  Proposed Relocation by Utility Owner (According to the details contained in the MOUs)	
Preliminary Utility Status Report (URPN Letter 6 - Notice to Proceed with Permit)	HC, PDF	3, 1	Concurrently w/ Accepted Relocated Utility Plans	10- days  +  5 days	Reviewed by District Utilities Office (DUO) and Accepted by Engineer  Accepted by State Utilities Preconstruction Engineer	



# Special Provision 999 Submittals

Utility Plans/Agreements (Utility NTP Letter)	Plans/ Agreements  HS,PDF,MS	Agreements: 3 hard copy, 1 electronic pdf  Plans: 2 for each Utility Owner + 3 for Dept. and MicroStation files	Concurrently w/ Accepted Relocated Utility Plans	Agreements: 30 days for Dept. + 60 days for each Utility Owner  Plans: 30 days	Relocation Plans and Agreements reviewed by Department Utilities Office. Agreements also reviewed by Utility Owner.(According to the details contained in the MOUs)	
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\*All days are "Calendar Days.", as defined in section 101, Standard specifications

**All Submittals** shall be made directly to the Engineer. The Engineer shall provide submittals to the applicable GDOT Office Reviewer and/or other applicable entities as directed by the Engineer, unless otherwise noted or discussed with the Contractor. As accepted by the Engineer the Contractor may provide submittals to applicable offices for a concurrent review. **Hand-deliver submittals, track and regularly update the Engineer on review status.** In the event concurrent submittals are required, the "receipt" date shall be the date the last recipient receives the submittal and shall be the contractual begin date for the review. Unless a different review time is specified elsewhere in the contract, a period of **thirty (30) calendar days** from receipt to release of the submittal by the Department shall be allowed for the Department's review. Engineer's (Department's) acceptance as to completeness is required for all reviews. All Contractors' schedules shall reflect the review times contained within the specifications and contract. Engineer's receipt of submittals will mark the beginning of the review period. All submittals by the Contractor shall be required to contain a statement certifying that no unapproved design-exceptions have been incorporated in the submittal. Errors and omissions are the responsibility of the Contractor to correct and shall be at the Contractor's expense.

**Any submittal received by the Engineer after 12 PM (noon) shall be considered as being received the following business day.**

Monthly progress meetings will be held at the Project location if requested by either the Contractor or the Department. Attendees shall include the Contractor, design consultant, the Department's Project Engineer and design liaison, and may also include a representative from various Department Offices.



# Preliminary Utility Status Report

- The Contractor shall prepare and submit to the Department a Preliminary Utility Status Report (PUSR)
- The PUSR shall include:
  - Listing of all Utility Owners located within the project limits and a recommendation as to the extent of each Utility Owner's property interests
  - Copies of easements, plans, or other supporting documentation that substantiates any property interests of the Utility Owners
  - A preliminary assessment of the impact to each Utility Owner

# GDOT Responsibilities

- Pre-Let
  - Provide MOU templates
  - Execute MOU
  - Utility certification
- Post-Let
  - Retention Request (Post-Let)
  - GUPS (issue permit)
  - Provide Utility Agreement template
  - Execute Agreement(s) and authorize utility work
  - Guidance – IPD PM

# DB Team Responsibilities

- Pre-Let
  - Contact Utility Owners, gather information, submit price/technical proposal
- Post-Let
  - Schedule utility/SUE kickoff meeting
  - Facilitate and lead regular utility coordination meetings
  - Coordinate and/or perform utility relocations
  - Direct and coordinate completion of Retention Request
  - Ensure utility owners submit through GUPS
  - Coordinate Utility Agreement activities (property interest research, request templates, facilitate signature process, etc.)
  - Complete utility As-Built plans
  - Keep DUE and PM informed of utility coordination activities

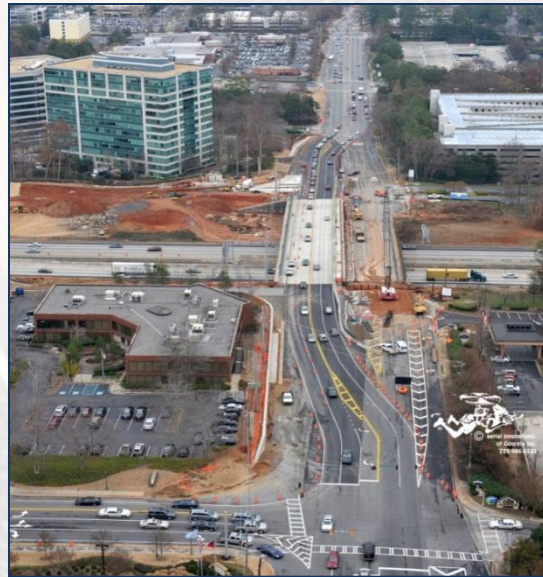
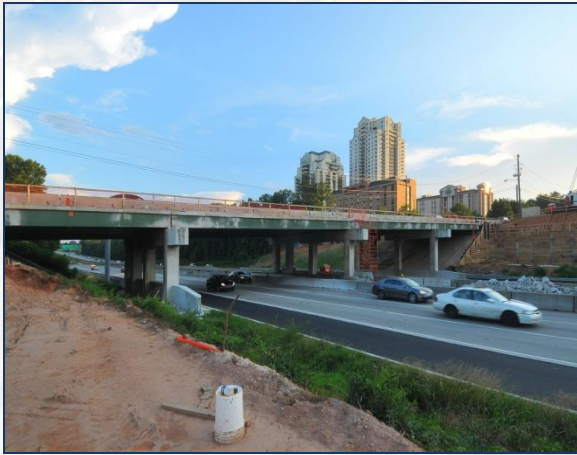


# Utility Owner Responsibilities

- Pre-Let
  - Participate in Utility Workshop and complete MOU
- Post-Let
  - 1<sup>st</sup> and 2<sup>nd</sup> Plan Submittal
  - Retention Request – Coordinate and Participate
  - GUPS
  - Prior Rights – Compensable Property Interest
  - Agreements

# Hammond Dr at SR 400

- Large number of utility relocations to coordinate
- Regular utility coordination meetings ensued during design and construction phases
- Private utility hook-ups (cost-to-cure)





# I-575 at Ridgewalk Pkwy

- Rural project
- Avoided a \$100,000 switch cubicle
- Georgia Power crews were remobilized to deal with out of state weather related issues
- Franchise agreements





# Questions?



1/3

**SIGN-IN SHEET**  
Please Print



Presenters:  
Jeff Baker  
Darryl Van Meter  
Andrew Hoening  
John Tittle  
Rob Lewis

Date/Time: 2/4/13

Location: GDOT 403/404

Project No: \_\_\_\_\_

Purpose: \_\_\_\_\_

Name	Company and/or Address	Phone/E-Mail
Vinnie LaVallette	Cardno TBE	321-231-8480 vinnie.lavallette@cardno.com
Silvano Wilentz	GDOT - UTILITIES	770-986-1117 swilentz@dot.ga.gov
Jonathan Walker	GDOT DT UTILS	770-986-1117 Jowalker@dot.ga.gov
GCENN A. WILLIAMS	SO-DEEP	470-865-8397 GWILLIAMS@SO-DEEP.COM
KEITH GARRY	SO-DEEP	919-878-7466 Kgarry@so-deep.com
KERRY GORE	GDOT UTILS	706-646-6692 Kgore@dot.ga.gov
KERRY BONNER	GADOT	770-387-3614 kbonner@dot.ga.gov
PATRICK ALLEN	GDOT	404/347-0606 pallen@dot.ga.gov
Mike Moffitt	Keck & Wood, Inc.	678/417-4000 mmoffitt@keckwood.com
Wayne G. Mote, Jr.	HNTB	770-235-7411 wnmote@hntb.com
Gus Kretschmer	LPA GROUP BAKER	704-665-2227 GKRETSCHEMER@MBAKERCORP.COM
JAMIE LINDSEY	GDOT	478-232-9037 jlindsey@dot.ga.gov
Steve GAFFORD	GDOT	404-694-6573 sgafford@dot.ga.gov
Thomas PARKER	GDOT	404-347-0604 tparker@dot.ga.gov
TERRY L. BRIGMAN	GDOT	404-631-1378 TBRIGMAN@DOT.GA.GOV
John Hawcock	GDOT-IPD	404-631-1815 jhawcock@dot.ga.gov
David Hannon	HNTB	410-275-2829 dhannon@hntb.com
LOREN BARTLETT	GDOT-IPD	404-631-1642 lbartlett@dot.ga.gov
DON JONES	MORELAND ALBERT	770-532-4021 djones@maai.net
ED CULICAN	JACOBS	617-333-0174 ED.CULICAN@JACOBS.COM

**SIGN-IN SHEET**  
Please Print



Date/Time: \_\_\_\_\_

Location: \_\_\_\_\_

Project No: \_\_\_\_\_

Purpose: \_\_\_\_\_

Name	Company and/or Address	Phone/E-Mail
------	------------------------	--------------

Vinson Gammage	Prince Contracting	vegammage@prince-sdc.com
JACK CALANDROS	PRINCE CONTRACTING	JBCALANDROS@PRINCE-SDC.COM
David Fox	Gray Engineering	dfox@grayengineering.com
DAVID MOELLERING	GNCA	dmoelleri@gnca.com
Allen Scott	CW Matthews	allens@cwmatthews.com
Bob Manning	ER Snell	678-344-4104 bmanning@ersnell.com
Carlton Sellers	Wolverton & Assoc.	770-447-2999 carl.sellers@wolverton-assoc.com
SAM WILLIAMS	IDS GLOBAL	swilliams@idsglobal.co
Bryan Lindsay	STANTEC	Bryan.Lindsay@STANTEC.COM
ALBERT "BUTCH" WELCH	GDOT/IPD	404-631-1690 AWELCH@DOT.GA.GOV
Philip Thompson	Pittman Construction	pthompson@pittman-construction.com
Mario Clowers	GDOT/IPD	mclowers@dot.ga.gov
Kenny Beckwith	GDOT/Construction	kbeckwith@dot.ga.gov



# SIGN-IN SHEET

Please Print



**Date/Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Project No:**\_\_\_\_\_

**Purpose:** \_\_\_\_\_

Name	Company and/or Address	Phone/E-Mail
MATE MARIE	<del>PARSONS BRINCKERHOFF</del>	404-574-3050 mmarie@pbwired.com
Chad Epple	SEI Southeastern Eng. Inc.	770-321-3936 cepple@seengineering.com
MARK WILKINSON	AMERICAN ENGINEERS, INC.	770-421-8422 mwilkinson@aei.cc
Neil Kantner	GDOT-DI Utilities	770-532-5510 nkantner@dot.ga.gov
ORIANA HERNANDEZ	STV	943-207-2020 / ORIANA.HERNANDEZ@STVINC.COM
MATTHEW COX	STV	943-207-2020 / MATTHEW.COX@STVINC.COM
Donnie Murphy	AMEC E&I	770-421-9901 Donnie.Murphy@amec.com
Mike Wilson	KCI TECHNOLOGIES	770-841-0415 michael.wilson@kci.com
Joe Ussery	Columbia	770-925-0357 jussery@columbia-engineering.com

## C. Utilities

1. **Coordination Responsibilities:** The Contractor shall have the responsibility of coordinating the project construction with all utilities that may be affected. Coordinating responsibilities shall include but not be limited to the following:
  - a. The Contractor shall initiate early coordination with all Utility Owners located within the project limits. All Utility Coordination shall be performed to GDOT standards by a prequalified firm in Area Class 3.10 - Utility Coordination. Refer to the following website for a list of current prequalified firms:

<http://www.dot.ga.gov/doingbusiness/consultants/Pages/default.aspx>

The Contractor shall be responsible for the cost of Utility Coordination. Coordination shall include, but shall not be limited to, contacting each Utility Owner to advise of the proposed project; supplemental verification of the locations of existing utility facilities (including the employment of additional Overhead/Underground Subsurface Utility Engineering investigations (SUE) as described in section 999.3.D.3.c of this specification); and determining requirements for the relocation or adjustment of facilities.

- b. The Department and/or the Utility Owner shall be responsible for the cost of utility relocation (this may change according to the details contained in the MOUs), where they hold a property interest, and in accordance with the Department's "Utility Accommodation Policy and Standards Manual". Details are provided in the attached Memorandum of Understanding (MOU) executed between the Department and each Utility Owner.
  - c. The Contractor shall endeavor to design the project to avoid conflicts with utilities when feasible, and minimize impacts where conflicts cannot be avoided (See Section 999.3.D.2.c). The Contractor shall submit to the Department a SUE Utility Impact Analysis (UIA) in the Department's prescribed format as specified in TABLE 4-2: REVIEWS.

### ABBREVIATIONS FOR TABLE 4.2

AR	As Required
FS	Full-size paper – meets GDOT Plan Presentation Guide
HC	Hard Copy – 8 ½ x 11 unless otherwise noted
HS	Half-size paper – meets GDOT Plan Presentation Guide
MS	MicroStation File – Electronic
NTP	Notice to Proceed
PAS	Per Approved Schedule
PDF	Adobe PDF – One complete file and individual plan sheet files meets GDOT Electronic Plans Process

**TABLE 4-2: REVIEWS**

Utility Submittal Description	Format	Quantity	Delivery Date*	Review period*	Review Type	Comment
<p>Supplemental verification of Overhead/Subsurface Utility Engineering (SUE) Investigations - QL-B</p> <ul style="list-style-type: none"> <li>Electronic SUE files, mapping files and proposed design files</li> <li>Certified half-size PDF</li> <li>PDF of the certified SUE deliverables checklist</li> </ul>	AR, MS  PDF	1	NTP 1 + 45 Calendar Days (Or as Determined by State Subsurface Utilities Engineer at the SUE Kick-Off meeting which is concurrent with the first utility coordination meeting)	NA	Submitted to the State Subsurface Utilities Engineer for information	Only certify SUE work actually completed
<p>SUE Utility Impact Analysis "UIA"</p> <ul style="list-style-type: none"> <li>Excel spreadsheet of conflict matrix</li> <li>Certified color PDF (11x17) of conflict matrix</li> <li>PDF showing the conflict locations on the utility plans</li> <li>PDF of the certified SUE deliverables checklist</li> </ul>	AR, PDF	1	NTP 1 + 120 Calendar Days (Or as Determined by State Subsurface Utilities Engineer at the SUE Kick-Off meeting which is concurrent with the first utility coordination meeting)	NA	Submitted to the State Subsurface Utilities Engineer for information	Only certify SUE work actually completed
<p>Overhead/Subsurface Utility Engineering (SUE) Investigations - QL-A</p> <ul style="list-style-type: none"> <li>Electronic SUE files, mapping files (if not already provided) and updated proposed design files</li> <li>PDF of the certified test hole forms</li> <li>PDF of the certified SUE deliverables checklist</li> </ul>	AR,MS,PDF	1	UIA + 45 Calendar Days	NA	Submitted to the State Subsurface Utilities Engineer for information	Only certify SUE work actually completed



**TABLE 4-2: REVIEWS (Continued)**

Utility Submittal Description	Format	Quantity	Delivery Date*	Review Period*	Review Type	Comment
Overhead/Subsurface Utilities Engineering (SUE) Information to Utilities for Review (Utilities Relocation Plan Notification (URPN) Letter 1a - SUE Submit to Utility Companies Revise)	FS,HS,PDF, MS	Plans: 2 for each Utility Owner +3 for Dept. and MicroStation files	NTP 1 + 5 Calendar Days (Or as Determined by District Utilities Engineer at SUE Kick-Off meeting)	5 days for Dept. + 30 days for each Utility Owner	Reviewed by District Utilities Office (DUO) SUE Verification by Utility Owner (According to the details contained in the MOUs)	
Relocated Utility Plans (URPN Letter 2 - 2nd Submission Letter (Existing and Proposed) )	FS,HS,PDF, MS	Plans: 2 for each Utility Owner +3 for Dept. and MicroStation files	Concurrently w/ Accepted SUE Verification by Utility Owner	5 days for Dept. + 90 days for each Utility Owner	Reviewed by District Utilities Office (DUO) and Accepted by Engineer Proposed Relocation by Utility Owner (According to the details contained in the MOUs)	
Preliminary Utility Status Report (URPN Letter 6 - Notice to Proceed with Permit)	HC, PDF	3, 1	Concurrently w/ Accepted Relocated Utility Plans	10- days + 5 days	Reviewed by District Utilities Office (DUO) and Accepted by Engineer Accepted by State Utilities Preconstruction Engineer	
Utility Plans/Agreements (Utility NTP Letter)	Plans/ Agreements HS,PDF,MS	Agreements: 3 hard copy, 1 electronic pdf Plans: 2 for each Utility Owner + 3 for Dept. and MicroStation files	Concurrently w/ Accepted Relocated Utility Plans	Agreements: 30 days for Dept. + 60 days for each Utility Owner Plans: 30 days	Relocation Plans and Agreements reviewed by Department Utilities Office. Agreements also reviewed by Utility Owner.(According to the details contained in the MOUs)	

\*All days are "Calendar Days.", as defined in section 101, Standard specifications

**All Submittals** shall be made directly to the Engineer. The Engineer shall provide submittals to the applicable GDOT Office Reviewer and/or other applicable entities as directed by the Engineer, unless otherwise noted or discussed with the Contractor. As accepted by the Engineer the Contractor may provide submittals to applicable offices for a concurrent review. **Hand-deliver submittals, track and regularly update the Engineer on review status.** In the event concurrent submittals are required, the "receipt" date shall be the date the last recipient receives the submittal and shall be the contractual begin date for the review. Unless a different review time is specified elsewhere in the contract, a period of **thirty (30) calendar days** from receipt to release of the submittal by the Department shall be allowed for the Department's review. Engineer's (Department's) acceptance as to completeness is required for all reviews. All Contractors' schedules shall reflect the review times contained within the specifications and contract. Engineer's receipt of submittals will mark the beginning of the review period. All submittals by the Contractor shall be required to contain a statement certifying that no unapproved design-exceptions have been incorporated in the submittal. Errors and omissions are the responsibility of the Contractor to correct and shall be at the Contractor's expense.

**Any submittal received by the Engineer after 12 PM (noon) shall be considered as being received the following business day.**

Monthly progress meetings will be held at the project location if requested by either the Contractor or the Department. Attendees shall include the Contractor, design consultant, the Department's project engineer and design liaison, and may also include a representative from various Department Offices.

- d. The Contractor shall coordinate and conduct a preliminary review meeting with the Utility Owners to assess and explain the impact of the project. The Department's Project Manager, District Construction Engineer (or designee), and District Utilities Engineer (or designee) shall be included in this meeting. Knowledge of the project environmental "Commitments/ Requirements" (Green Sheets) is essential for Utility Owners during their design phase. The Contractor shall provide the Environmental Commitments table, and any re-evaluation with all Utility Owners. Also, during the preliminary review meeting Utility Owners are particularly interested in the status of Right of Way acquisition and its direct effect on their relocation design. The Contractor shall develop a status report of the Right of Way acquisition process, for Utility Owners use in planning for relocations. The Contractor shall record the minutes for this meeting and distribute to all attendees for their review and concurrence.
- e. The Contractor shall research the property interests of each Utility Owner's facilities. If there is a dispute over property interests with a Utility Owner, the Contractor shall be responsible for resolving any disputes. The Contractor shall meet with the Department's District Utilities Engineer (or designee) to present the property interests information gathered. This information must be sufficient for the District Utilities Engineer (or designee) to certify the extent of the Utility Owner's property interests. The contractor will forward the DUO certification and recommendation to the State Utilities Office. The Department shall have final approval authority as to the Contractor's determination of whether the Utility Owner has property interests.
- f. The Contractor shall prepare and submit to the Department a Preliminary Utility Status Report Concurrently with Accepted Relocated Utility Plans within 180 days after Notice to Proceed 1 has been given for the contract (see TABLE 4-2: REVIEWS). This report shall include a listing of all Utility Owners located within the project limits and a recommendation as to the extent of each Utility Owner's property interests. This report shall include copies of easements, plans, or other supporting documentation that substantiates any property interests of the Utility Owners. The report shall also include a preliminary assessment of the impact to each Utility Owner.
- g. Depending on the provisions stipulated in the Memorandum of Understanding (MOU – See Attached) between the Department and each Utility Owner the Contractor shall be responsible for one of the following Design Activities:
  - 1) The Contractor shall provide Utility Owners with design plans and Preliminary Utility Plans as soon as the plans have reached a level of completeness adequate to allow them to fully understand the project impacts. The Utility Owner will use the Contractor's design plan for preparing Utility Relocation Plans, cost estimates, and respective Utility Adjustment Schedules (UAS). If a party other than the Utility Owner prepares Utility Relocation Plans, there shall be a concurrence box on the plans where the Utility Owner signs and accepts the Utility Relocation Plans as shown.
  - 2) The Contractor shall prepare all engineering design, plans, technical specifications, cost estimates, and utility adjustment schedules required to perform the necessary utility relocations. The Contractor shall certify to the Department that the design package listed above has been reviewed and accepted by the each respective Utility Owner.
- h. The Contractor shall be responsible for collecting the following from each Utility Owner that is located within the project limits: Certified Utility Relocation Plans including a letter of "no cost" where the Utility Owner does not have a prior right; Utility Agreements, certificates of eligibility, including cost estimate and Utility Relocation plans where the Utility Owner has a property interest; Letters of "no

conflict" where the Utility Owner's facilities will not be impacted by the Project. The Contractor shall prepare and submit to the Department a Utility Retention Request for any utility which is to remain under the roadway within the construction limits.

- i. The Utility Agreement Template will be forwarded to the contractor from the SUO upon written request. Utility Agreements will be completed by the contractor upon approval of the prior rights claim from the Department. The completed Agreement will be forwarded to the Utility Owner for signature along with a Georgia Security and Immigration Compliance Act Affidavit. Three copies of the signed Agreement and the signed Affidavit shall be returned to the contractor. The contractor will forward the Utility Agreement package to the Department for final approval.
- j. The Contractor shall be responsible for determining if the Department has agreed to pay for in-kind relocations according to any approved Utility-Aid assistance package for publicly (government) owned utilities found within the project's limits (See the Department's (Policies & Procedures) TOPPS Policy #6863-11 for additional information regarding Utility-Aid). If the Department has approved Utility-Aid; it is the Contractor's responsibility to assemble the necessary information including any Utility Agreements in a final and complete form and in such a manner that the Department may approve the submittals with minimal review. Failure to submit such required Utility Agreements prior to the beginning of construction shall fully transfer the utility owner's obligations, as stated in the subject Utility-Aid assistance package, to the Contractor. Deductions to reimburse the Department for such obligations may be made from any current partial payment of the Lump Sum price.
- k. The Contractor shall review all Utility Relocation Plans and Utility Agreements, Utility Estimates and certificates of eligibility to ensure that relocations comply with the Department's "Utility Accommodation Policy and Standards Manual". The Contractor shall review the utility plans to identify that there are no conflicts with the proposed highway improvements, and ensure that there are no conflicts between each of the Utility Owner's relocation plans. The Contractor shall show all existing and proposed utilities on the cross sections and drainage profiles.
- l. The Contractor shall compile, and submit to the Department all SUE deliverables, Utility Relocation Plans, SUE Utility Impact Analysis, Utility Adjustment Schedules, Utility Agreements, Utility Estimates (if estimates are provided by the utility owners), and Letters of "no conflict," as set forth above for the project. The Contractor is expected to assemble the information included in the Utility Agreements and Utility Relocation Plans in a final and complete form and in such a manner that the Department may accept the submittals with minimal review. The Contractor shall meet with the Department's District Utilities Office and the State Subsurface Utilities Engineer (or designee) for a SUE Kick-Off meeting (concurrent with the first utility coordination meeting) within 15 days of the Notice to Proceed 1 to gain a full understanding of what is required with each submittal. The Utility Owners shall not begin their Utility Relocation work until authorized in writing by the Department.
- m. Each Utility Agreement and Utility Relocation Plan submitted shall be accompanied by a certification from the Contractor stating that the proposed relocation will not conflict with the proposed highway improvement and will not conflict with another Utility Owner's relocation plan.
- n. Depending on the provisions stipulated in the Memorandum of Understanding (MOU – See Attached) between the Department and each Utility Owner the Contractor shall be responsible for one of the following construction activities:
  - 1) The Contractor shall be responsible for coordinating the work of its subcontractors and the various Utility Owners. The resolution of any conflicts between Utilities and the construction of the project shall be the responsibility of



the Contractor. No additional compensation will be allowed for any delays, inconveniences, or damage sustained by the Contractor or its subcontractors due to interference from utilities or the operation of relocating utilities.

- 2) The Contractor shall be responsible for performing all utility removal, relocation, and adjustments required to accommodate the proposed project. This shall include any required inspection, permitting, testing and monitoring to ensure that the work is properly performed to the certified design package. The resolution of any conflicts between Utilities and the construction of the project shall be the responsibility of the Contractor. No additional compensation will be allowed for any delays, inconveniences, or damage sustained by the Contractor or its subcontractors due to interference from utilities or the operation of relocating utilities.
- o. During the construction of the project, the Contractor shall designate, prior to beginning any work, a Worksite Utility Coordination Supervisor (WUCS) who shall be responsible for initiating and conducting utility coordination meetings and accurately recording and reporting the progress of utility relocations and adjustment work. Also, the WUCS shall prepare an Emergency Response Plan for the purpose of planning, training, and communicating among the agencies responding to the emergency. The WUCS shall be the primary point of contact between all of the Utility companies, the Contractor and the Department. The WUCS shall recommend the rate of reoccurrence for utility coordination meetings and the Engineer will have the final decision on the regularity for utility coordination meetings. In no case will utility coordination meetings occur less than monthly until controlling items of utility relocations and adjustment milestones are completed. The WUCS shall contact each of the utility companies for the purpose of obtaining information including, but not limited to, a Utility Adjustment Schedule for the controlling items of utility relocations and adjustments. The WUCS shall notify the appropriate utility company and/or utility subcontractors and the Department of the status of controlling items of relocations and adjustment milestones as they are completed. The WUCS shall furnish the Engineer, for approval, a Progress Schedule Chart, prior to beginning Construction unless otherwise specified, which includes the utility companies controlling items of work and other information in accordance with Section 108.03 or elsewhere in the Contract documents. Duties and Responsibility of the Worksite Utility Coordination Supervisor, (WUCS):
  - 1) Qualifications: The WUCS shall be an employee of the Prime Contractor, shall have at least one year experience directly related to highway and utility construction in a supervisory capacity and have a complete understanding of the Georgia Utilities Protection Center operations, and shall be knowledgeable of the High-voltage Safety Act and shall be trained on the Georgia Utility Facility Protection Act (GUFPA). The Department does not provide any training on GUFPA but will maintain a list of the Georgia Public Service Commission certified training programs developed by other agencies. Currently the following companies offer approved GUFPA training programs:

Associated Damage Consultants  
Phone: 706.234.8218 or 706.853.1362

Georgia Utility Contractors Association  
Phone: 404.362.9995

Georgia Utilities Protection Center  
Phone: 678.291.0631 or 404.375.6209

H B Training & Consulting  
Phone: 706.619.1669 or 877.442.4282 (Toll Free)

The Prime Contractor is responsible for obtaining the GUFPA training for their employees.

Questions concerning the Georgia Public Service Commission GUFPA training program shall be directed to:

Georgia Public Service Commission  
244 Washington St. SW  
Atlanta, GA 30334-5701  
404.463.9784

- 2) Ticket Status: During the utility coordination meetings the WUCS shall collect and maintain the Ticket Status information to determine the status of all locate requests within the project limits. This information will be used to assure those planning to use mechanized equipment to excavate or to work within the project limits are prepared to begin work when they have reported or estimated beginning work. At points where the Contractor's or utility company's operations are adjacent to or conflict with overhead or underground utility facilities, or are adjacent to other property, damage to which might result in considerable expense, loss, or inconvenience, work shall not commence until all arrangements necessary for the protection thereof have been made.
- 3) Notice: The names of known utility companies and the location of known utility facilities will be shown on the Plans, or listed in the Overhead/Subsurface Utility Engineering Investigation if performed or in the Special Provisions; and the WUCS shall give 24-hour notice to such utility companies before commencing work adjacent to said utility facilities which may result in damage thereto. The WUCS shall further notify utility companies of any changes in the Contractor's work schedules affecting required action by the utility company to protect or adjust their facilities. Notice to the utility companies by the Department of the Award of Contract, under Subsection 105.06, shall not be deemed to satisfy the notice required by this paragraph. Furthermore, this 24-hour notice shall not satisfy or fulfill the requirements of the Contractor as stated in Chapter 9 of Title 25 of the Official Code of Georgia Annotated, known as the "Georgia Utility Facility Protection Act".
- 4) Agenda: The WUCS shall cooperate with the companies of any underground or overhead utility facilities in their removal and relocations or adjustment work in order that these operations may progress in a reasonable manner, that duplication of their removal and relocations or adjustment work may be reduced to a minimum, and services rendered by those parties will not be unnecessarily interrupted. To promote this effort the WUCS shall prepare an agenda for the utility coordination meetings and circulate same in advance of the meeting to encourage input and participation from all of the utility companies. The agenda will be prepared by an examination of the project site and may include photographs of potential/actual utility conflicts.
- 5) Emergency Response Plan: The WUCS shall prepare and submit to the Department an Emergency Response Plan no later than 30 days prior to beginning construction. The WUCS shall clearly mark and highlight the gas, water and other pressurized pipeline shut-off valves and other utility services including overhead switch locations on the utility plans; and prepare a chart to indicate the location of each site (Street address or intersections), the utility company or operator of the facility with emergency contact information and the working condition of the device to facilitate prompt shut-off. The WUCS shall

post the Emergency Response Plan in an area readily accessible to the Department. In the event of interruption to gas, water or other utility services as a result of accidental breakage or as a result of being exposed or unsupported, the WUCS shall promptly notify the appropriate emergency officials, the Georgia Utilities Protection Center and the appropriate utility facility company or operator, if known. Until such time as the damage has been repaired, no person shall engage in excavating or blasting activities that may cause further damage to the utility facility.

- 6) Submission: Provisions for reporting all utility coordination meetings, the progress of utility relocation and adjustment work milestones and ticket status information shall be reported on a form developed by the WUCS and will be distributed by the WUCS to all of the utility companies as milestones are met and shall be included as part of the project records. These reports shall be delivered to the Engineer for review, on a monthly basis. The WUCS shall immediately report to the Engineer any delay between the utility relocation and adjustment work, the existing Utility Adjustment Schedule, or the proposed Utility Adjustment Schedule so that these differences can be reconciled.
  - 7) Utility Adjustment Schedule: The purpose of the Utility Adjustment Schedule is to provide the Contractor with the pertinent information, including any utility staging required, dependent activities, or joint-use coordination that is required for the creation of a progress schedule chart that is feasible. A suitable Utility Adjustment Schedule form is available from the Department for the WUCS to circulate to utility companies for any proposed Project construction staging. Ensure the WUCS submits the Progress Schedule Chart in accordance with Section 108.03 and the proposed Utility Adjustment Schedules from all utility companies to the Engineer for review and approval.
- o. At the time the Contractor notifies the Department the Contractor deems the Project to have reached Final Completion, the Contractor shall certify to the Department that all Utilities have been identified and that those Utility Owners with property interests or other claims related to relocation or coordination with the Project have been relocated or their claims otherwise satisfied or shall be satisfied by the Contractor.
  - p. The Contractor shall show the final location of all utilities on the as-built drawings for the project as stated in Section 999.3.A.8.
  - q. In addition to the above, the Contractor shall comply with all provisions set forth under subsection 107.21 of the Georgia Department of Transportation's Specifications, Construction of Transportation Systems, current edition.
  - r. The Contractor shall be responsible for determining if the Department has agreed to a Project Framework Agreement (PFA) with Local Government or, additional Specific Activity Agreements (SAA) within the project's limits (See the Department's (Policies & Procedures) TOPPS Policy #7120-3 for additional information). If the Department has approved a PFA or SAA; it is the Contractor's responsibility to assemble the necessary information including any Utility Agreements in a final and complete form and in such manner that the Department may approve the submittals with minimal review. Failure to submit such required Utility Agreements prior to the beginning of construction shall fully transfer the obligations, as stated in the subject PFA or SAA package, to the Contractor. Deductions to reimburse the Department for such obligations may be made from any current partial payment of the Lump Sum price.
2. General
- a. By Georgia Statutes, utilities whether public or privately owned, aerial or underground, are permitted by the Department and local governments to be accommodated within the public right of way. To this end, the Contractor needs to make every effort to



design/build a project that will accommodate (and minimize impacts to) all existing utilities and new utilities to be constructed concurrently with the project. The selection of typical section features, horizontal alignment, and location of storm sewer lines are design elements that can sometimes be varied without violating safety standards, and accepted design principles. Design/construction techniques that minimize or avoid utility conflicts may involve increased upfront costs; however, those costs are offset by savings during construction, in addition to the total cost savings for the project (the Department or local government) and the respective utility owners.

- b. Additional guidance for accommodating utilities within the right of way are given in the AASHTO publications: A Guide for Accommodating Utilities within Highway Right of Way, A Policy on Geometric Design of Highways and Streets; the TRB publication: Policies for Accommodation of Utilities on Highway Rights-of-Way; and in GDOT's Utility Accommodation Policy and Standards, current edition.
- c. The Utility Plans are used as the primary tool to identify and resolve utility related conflicts/issues prior to beginning the construction of a project. Also, when these plans are properly prepared as indicated in this Special Provision; they will support the vital coordination required between the Contractor and the Utility Owner during construction. Existing utility information shown on the utility Plans for this project have been obtained from an Overhead / Subsurface Utility Engineering (SUE) Investigation (please refer to 999.3.D.3.c. for more information on SUE). This existing utility information has been provided by the Department for the Contractor's use in the design and construction of this project. However, the Contractor shall be responsible for supplementing this utility information for utilities that have been installed after the Overhead / Subsurface Utility Engineering (SUE) Investigation was performed. Known utilities and contacts are shown in the Costing Plans Package. This information shall be verified by the Contractor.
- d. Utility plan sheets are comprised of completed roadway plan sheets but shall contain more detailed information featuring existing and proposed utility facilities. Specific requirements for Utility Plans are detailed below.

### 3. Required Information

#### a. Preliminary Utility Plans

- 1) Preliminary Utility Plan sheets are typically comprised of preliminary roadway plan sheets with the inclusion of all existing utility facility locations (overhead & underground) found within a project's limits. Determining the location of the existing utilities shall be accomplished through an Overhead/Subsurface Utility Engineering Investigation. The "degree of effort" exerted on the part of the Department and the Utility Owner varies with the type and location of the utility. The Department has classified these "degrees of effort" into different Quality Levels of information. Refer to 999.3.D.3.c. for definitions of these Quality Levels.
- 2) Preliminary Utility Plans shall be produced and used by the Contractor in the utility coordination/relocation design activities outlined here and under Section 999.1. The following minimum information shall be shown on the Preliminary Utility Plans:
  - (a) Construction centerlines with Project stations and begin/end Project limits.
  - (b) Curb and gutter or edge of pavement (proposed and existing)
  - (c) Road and street names
  - (d) Existing and Required Right of Way limits, property lines, environmentally sensitive area limits, and property owners.

- (e) All proposed and existing easements (including existing utility easements)
- (f) Proposed and existing drainage structures/features (excluding drainage text)
- (g) Proposed construction limits (C/F lines)
- (h) Topographical planimetrics (i.e. existing buildings/structures, existing tree/vegetation limits)
- (i) All proposed bridges, walls, other structures and landscape hardscapes.
- (j) All proposed and existing strain poles (signal, sign, lighting)
- (k) Utilities Legend
- (l) Miscellaneous General Notes
- (m) Existing overhead and underground utilities found within the Project's limits, Including size and material if known.
- (n) Sanitary sewer manhole top, and invert elevations. Sanitary Sewer pipe flow directions
- (o) Railroad mainline and spur tracks with their respective property/easement limits
- (p) Project Survey control point locations
- (q) SUE specific General Notes
- (r) Utility Pole Data Table
- (s) SUE investigation Limit of study
- (t) SUE Quality Level A information

**b. Final Utility Plans**

- 1) Final Utility Plans consist of all the elements provided for in the Preliminary Utility Plans, but also show all proposed utility adjustments required to accommodate the Project.
- 2) The proposed utility information shall either be provided to the Contractor by each of the respective Utility Owners, Refer to Section 999.3.D to determine how proposed utility relocation design information is to be provided. In either case, The Contractor shall compile and incorporate this information into the project's Final Utility Plans.
- 3) The proposed utility work for this project shall either be performed by the Utility Owner or their designated contractor, or included as part of the project's construction contract. Refer to Section 999.1.C or to the Memorandum of Understanding (MOU) to determine who is responsible for the proposed utility relocation work for this Project.
- 4) In either case, the Final Utility Plans shall clearly show all existing, proposed, temporary, and relocated utilities on the plans and clearly indicate the disposition of all existing utilities: for example, "To be removed", "To be Adjusted", "To be Abandoned", "To Remain", "To be Relocated", etc. The plans shall also clearly define utility work as to which is to be done by the Contractor and which is to be done by others. Utilities to be relocated (or removed, or installed) prior to construction shall be labeled on the plans as "To be relocated (or removed or installed) by others prior to project construction".
- 5) When proposed utility work is included as part of the project's contract, it is necessary for a Summary of Quantities to be included within the Final Utility

Plans. The Summary of Quantities shown in the Final Utility plans shall be prepared in the same basic format as indicated in Section 999.3.B.

- 6) Where extensive or complex utility work is proposed to be performed, separate Utility Relocation Plan Sheets for that specific utility may be required to ensure plan legibility/constructability. The Contractor shall determine whether separate Utility Relocation Plans are needed. However, after review of the plans, the Engineer may require these additional sheets or drawing inserts to be included in the project plan package.
  - 7) In addition to the information required for the Preliminary Utility Plans, the Final Utility Plans shall include the following:
    - (a) All proposed and temporary utility facilities with annotation describing nature of work.
    - (b) Miscellaneous General Notes required for coordination of utility facilities with roadway construction.
    - (c) Proposed water and sanitary sewer plan/profiles.
    - (d) Summary of Quantities for contract items (if applicable).
    - (e) Any proposed utility easements.
    - (f) Any miscellaneous proposed utility details.
- c. Overhead/Subsurface Utility Engineering (SUE) Investigations

Employ an established engineering technology that can provide precise horizontal and vertical locations of underground and overhead utilities to produce an accurate picture of the underground and overhead utility infrastructure. The existing utility information provided in these investigations includes a description of what "degree of confidence" there is in its accuracy. The Department has classified these "degrees of confidence" into different Quality Levels of information:

- 1) Quality Level "D" Information - Information obtained solely from a review of utility records and field verification. The comprehensiveness and accuracy of such information is highly limited. Even when existing information for a utility in a particular area is accurate, there are often other underground systems that are not shown on any records. Quality Level "D" may be appropriately used early in the development of a Project to determine the presence of utilities.
- 2) Quality Level "C" Information - Information obtained to augment Quality Level "D" information. This involves topographic surveying of visible, above-ground utility features (e.g., poles, hydrants, valve boxes, circuit breakers, etc.) and entering the topographic data into the CADD system. Since aerial utility lines are not surveyed, information provided for these facilities is considered Quality Level "C" also. Quality Level "C" may be appropriately used early in the development of a Project and shall provide better data than Quality Level "D" information alone. Designers shall be very cautious when working on Projects using information for underground utilities that is based only on Quality Levels "D" and "C" locates.
- 3) Quality Level "B" Information - Information obtained through the use of designating technologies (e.g., geophysical prospecting technologies). This is an application using scanning technologies, most of which have very specific capabilities. Applying a variety of techniques is essential to the process of preparing a comprehensive horizontal map of utilities and other underground structures on the site. Designating technologies are capable of providing good horizontal information.



- 4) Quality Level "A" (Test Hole) Information - Provides the highest level of accuracy of utility locations in three dimensions. This level may apply manual, mechanical or nondestructive (e.g., vacuum excavation) methods to physically expose utilities for measurement and data recording. Quality Levels "B", "C", and "D" locates are incorporated in Quality Level "A" locates.
- 5) The Contractor shall identify all utility conflict points where verified existing utility information is necessary to avoid/minimize/identify the respective utility conflict. The Contractor shall obtain Quality Level "A" locates at these project/utility conflict points, and shall coordinate with the Utility Owners and make every effort to avoid existing utility facilities and thereby reduce utility relocations.
- 6) All Overhead/Subsurface Utility Engineering (SUE) shall be performed to GDOT standards by a prequalified firm in Area Class 5.08. Refer to the following website for a list of current prequalified firms:

<http://www.dot.ga.gov/doingbusiness/consultants/Pages/default.aspx>

#### 4. Sheet Layout

- a. The Contractor needs to ensure that any information and graphic data that is not necessary to depict the disposition of utilities found within the project's limits is removed by turning off the appropriate CADD levels(s) on which the data is stored. This will help ensure that information pertinent to utility facilities can be clearly seen in the Utility Plan sheets. Examples of extraneous information would be items such as horizontal curve data, superelevation data, roadway dimensions, misc. text, etc. All background information such as pavement limits, existing structures, etc. shall be screened back. Also, the Contractor shall ensure all text, line work, details, and symbols are clear and legible when plans are reduced to 1/2 size.
- b. In order to maintain plan clarity all applicable general notes, tables, and the Utility Legend shall be placed separately from the Utility Plan sheets. A Utility Plan "Cover Sheet" shall be provided for both preliminary and final Utility Plans. A recommended example utility sheet schedule is provided below:
  - 1) Utility Sheet 1 (Cover Sheet) – Utility General Notes, Utility Legend, Miscellaneous Details
  - 2) Utility Sheet 2 (required as needed) – Additional Miscellaneous Details, Pole Data Table
  - 3) Utility Plan Sheets – Utilities shown in plan view with respect to Project.
  - 4) Utility Profile and Cross Sections Sheets - Proposed Utility facility profiles and cross sections (as required)
  - 5) Miscellaneous Utilities Sheets – Miscellaneous proposed utility details (as required).

The above sheet schedule shall also be generally followed for all separate utility relocation plans (i.e. water & sewer plans) included in the Project plans.

#### 5. Miscellaneous Notes and Other Information

- a. Note on the Utility Plans whose responsibility it is for utility adjustment. For bridge plans required, the Contractor is to make sure the plans have made accommodations for utility crossings and attachments, if applicable. Any new utility crossings requests shall include the size, weight, and type of utility. In addition, the method of attachment to the bridge shall be fully detailed. Such requests shall be reviewed by the Contractor to ensure adequacy and constructability and final approval shall be obtained by the Contractor from the Department. The Contractor shall follow the approval process within this specification. The Contractor is responsible to ensure

that all proposed and existing utilities are coordinated with the respective project's Construction Staging Plans and Erosion Control Plans.

- b. Upon completion of the Utility Relocation Plans, the Contractor needs to ensure that any additional environmental impacts due to utilities are addressed in the project's environmental document/permit.

Georgia DOT Project:  
GDOT P.I.

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## DESIGN-BUILD MEMORANDUM OF UNDERSTANDING

between the  
Georgia Department of Transportation (hereafter the DEPARTMENT)  
and  
\_\_\_\_\_ (hereafter the OWNER)

Whereas the DEPARTMENT proposes to undertake a design-build project hereafter referred to as PROJECT to \_\_\_\_\_, Georgia by contract through competitive bidding procedures; and,

Whereas the DEPARTMENT will accomplish the PROJECT through a Design Consultant, Design Consultant Team and/or Contractor hereafter referred to as CONTRACTOR; and,

Whereas, where OWNER has property rights ("Prior Rights") at the location of the PROJECT, OWNER will provide written evidence as to said prior rights within the area and will provide written documentation of prior rights relating to any individual crossing or Utility Facility, at the location of the PROJECT; and

Whereas, OWNER acknowledges that, generally, absent a showing of prior rights, the costs of relocation, protection, removal, or adjustment performed by OWNER shall be borne by OWNER; and

Whereas, pursuant to O.C.G.A. § 32-6-170(b), DEPARTMENT is authorized to pay or participate in the payment of the costs of relocation, protection, or adjustment of OWNER'S facilities where DEPARTMENT has made the determination that (i) such payments are in the best interest of the public and necessary in order to expedite the staging of the design-build project; and (ii) the costs of the removal, relocation, protection, or adjustment of such facilities are included as part of the Contract between the Department and the Department's roadway contractor for the design-build project; and

### 1. Type of Utility

OWNER has the following utility facilities which may need to be adjusted or relocated as a result of the proposed PROJECT:

Type of facility or facilities of OWNER:

- \_\_\_\_\_ Domestic water mains and distribution lines and associated appurtenances
- \_\_\_\_\_ Sanitary Sewer facilities and/or Storm Drainage System
- \_\_\_\_\_ Electrical Distribution (overhead and underground) wires, poles, etc.
- \_\_\_\_\_ Electrical Transmission (overhead and underground) wires, poles, etc.
- \_\_\_\_\_ Natural Gas Distribution Facilities (underground)
- \_\_\_\_\_ Natural Gas Transmission Facilities (underground)
- \_\_\_\_\_ Petroleum Pipeline (underground)
- \_\_\_\_\_ Telecommunications facilities and equipment
- \_\_\_\_\_ Cable TV facilities
- \_\_\_\_\_ Street Lighting
- \_\_\_\_\_ Internet Data Service
- \_\_\_\_\_ Other Facilities (Description) \_\_\_\_\_



## 2. New Utility Facilities Proposed (Betterment)

OWNER desires the following to be installed as new additional facilities within the PROJECT.  
Insert here or attach a detailed description of proposed new additional utility installations:

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## 3. Assignment of Responsibilities for Design and Construction

This MEMORANDUM OF UNDERSTANDING and the following shall serve as a *basis* for assignment of responsibilities and costs for the DEPARTMENT to enter into a Standard Utility Agreement (SUA) or Contract Item Agreement (CIA), if necessary, with OWNER once the PROJECT is awarded to the CONTRACTOR. For a PROJECT implementation, GDOT will not have in its possession exact costing plans to be utilized to determine exact locations of the removal, relocation, protection, or adjustment. However, Overhead/Subsurface Utility Engineering (SUE) investigations plans exist providing the best information and signifying the layout of known existing facilities. Please use these plans for developing the final determination of services as indicated below. The CONTRACTOR developed plans will be provided to the OWNER after the design build project is awarded by GDOT which shall be used by the CONTRACTOR as the final basis for the SUA or CIA.

OWNER hereby intends to:

A. OWNER, at the DEPARTMENT'S cost, will provide the following services for the properties for which it has established prior rights (check to signify):

Design \_\_\_\_\_

Construction \_\_\_\_\_

Include Relocation Construction in DEPARTMENT'S Contract: \_\_\_\_\_

B. OWNER, for any removal, relocation, protection, or adjustment that do not have prior rights will allow their facilities to be placed into the DEPARTMENT'S contract for the following services pursuant to O.C.G.A. § 32-6-170(b). The DEPARTMENT will add the removal, relocation, protection, or adjustment cost to the overall PROJECT's cost. The OWNER will be responsible for all design work cost (check to signify):

Construction \_\_\_\_\_

As per this section, all work necessary for the removal, relocation, protection, or adjustment of the described utilities in accordance with the plans when approved shall be included in the project contract and accomplished by the CONTRACTOR except as follows (check none or list any work items to be performed by the OWNER)

None \_\_\_\_\_

Excluded Items \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

C. OWNER, at OWNER'S cost, will provide the following services (check to signify):

Design \_\_\_\_\_  
Construction \_\_\_\_\_

The following is hereby mutually agreed to and understood by both parties:

1. The identification of existing facilities including preparation of Overhead/Subsurface Utility Engineering (SUE) investigations plans will be accomplished by the DEPARTMENT prior to award of the PROJECT and thereafter supplemented by the CONTRACTOR.
2. The CONTRACTOR shall coordinate reviews of the utility relocation information and obtain acceptance from the OWNER and DEPARTMENT when required. However; the OWNER shall apply for and obtain any required permits from the DEPARTMENT and perform any final design or proprietary design needed to administer its own relocation work if the work will not be included in the PROJECT (list any work not included in the PROJECT in space provided above). If the preliminary plans indicate that no conflict exists, and the OWNER concurs with this information, the OWNER shall provide a letter of "no conflict" to the CONTRACTOR.
3. After award of the project, the CONTRACTOR will research the property interest of each OWNER and present the findings to the DEPARTMENT and OWNER for approval. The CONTRACTOR will coordinate resolution of any disputed items. The plans and estimate for the utility work shall be subject to approval of both the DEPARTMENT and the OWNER prior to construction. If the OWNER chooses to include the subject utility work in the PROJECT and the research indicates that no property interest exists, the OWNER did not indicate Section 3B above, and the OWNER cannot refute this finding with evidence that would substantiate the property interest in legal proceedings, the OWNER shall provide confirmation in writing that OWNER will reimburse the DEPARTMENT for any adjustment or relocations necessary; and an agreement will be prepared and executed in accordance with the DEPARTMENT'S "Utility Accommodation Policy and Standards Manual". If the OWNER chooses to perform it own relocations and the OWNER holds no property interest as stated above; the OWNER shall confirm in writing that the OWNER will relocate its own facilities at no cost to the DEPARTMENT and the CONTRACTOR.
4. All construction engineering and contract supervision shall be the responsibility of the DEPARTMENT and the CONTRACTOR to ensure that all utility work included in the PROJECT is accomplished in accordance with the PROJECT's plans and specifications. The CONTRACTOR will consult with the OWNER before authorizing any changes or deviations which affect the OWNER's facility.
5. For Utility work included in the PROJECT, the CONTRACTOR shall ensure that the construction and installation of the OWNER'S facilities is performed by a contractor prequalified/registered with both the DEPARTMENT and the OWNER. The CONTRACTOR shall contact the OWNER to obtain the current list of the OWNER's prequalified Contractors:
6. For Utility work included in the PROJECT's contract, the OWNER or the OWNER's Consultant shall have the right to visit and inspect the work at any time and advise the CONTRACTOR and the DEPARTMENT'S Engineer of any observed discrepancies or potential issues. The DEPARTMENT agrees to notify the OWNER when all utility work is completed and ready for final inspection by the OWNER.
7. Upon Maintenance Acceptance or Final Acceptance of the utility work included in the contract and upon certification by the DEPARTMENT'S Engineer and the OWNER, that the work has been completed in accordance with the plans and specifications, the OWNER will accept the adjusted, relocated, and additional facilities and will thereafter operate and maintain said facilities located within the PROJECT right of way subject to the DEPARTMENT'S "Utility Accommodation Policy and Standards Manual, current edition" and any agreements in effect without further cost to the DEPARTMENT or it's CONTRACTOR.

8. For the purpose of utility coordination, relocation and reimbursement matters, the OWNER shall cooperate with the CONTRACTOR in the same manner as if coordinating directly with the DEPARTMENT in accordance with the laws of the State of Georgia, the DEPARTMENT'S "Utility Accommodation Policy and Standards Manual, current edition" and any agreements in effect between the DEPARTMENT and OWNER. The OWNER agrees to cooperate in good faith with the CONTRACTOR and to respond to all requests for information or meetings required to reach a resolution of any disputed items.

The Memorandum of Understanding will be incorporated into the project contract by reference or Exhibit.

APPROVED FOR THE OWNER BY:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title)

APPROVED FOR THE DEPARTMENT BY:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

STATE UTILITIES ENGINEER

# White Paper (Design-Build Utility Coordination)



**Purpose:** The purpose of this document is to briefly describe the process for selecting, procuring and administering Design-Build projects at the Georgia Department of Transportation (GDOT). This document is intended for utility owners and any Contractors or Consultants who have or who are interested in participating on Design-Build projects.

**Design-Build:** Design-Build combines design engineering and other preconstruction related services with construction services into a single contract. Design-Build procurement at GDOT follows the guidelines established by *23 Code of Federal Regulations (CFR) Part 636 (Design-Build Contracting)*, *Georgia Code Section 32-2-81 (Enacted 2004)*, and *Board Rules, Chapter 672-18 (Adopted 2006)*.

**Design-Build Project Selection:** GDOT's Office of Innovative Program Delivery (IPD) assesses a project based on an overall project goal that could be achieved through Design-Build delivery, as well as with the potential risks. Once a project is identified as a Design-Build candidate, IPD will prepare a justification letter for GDOT's Chief Engineer requesting authorization to advance as Design-Build. This may occur approximately **6 to 24 months prior to a project's letting**. Each GDOT office, including the Utilities Office, is consulted and is notified upon approval to deliver the project as Design-Build. Approved Design-Build projects may be viewed on [GDOT's Design-Build webpage](#).

**Public Notice Advertisement (PNA):** The PNA is notice issued by GDOT which provides to any interested entity (consultant and contractor) basic project related information such as scope, area classes (including 3.10 Utility Coordination) and a tentative schedule. The PNA is a non-committal notice and is subject to change. This may occur approximately **6 months prior to a project's letting**.

**Request for Qualifications (RFQ):** After the PNA is advertised, GDOT may then advertise a RFQ. The RFQ is similar to the PNA, but provides additional information regarding submittal requirements and evaluation criteria. Interested Design-Build teams will respond to the RFQ with a Letter of Interest (LOI)/Statement of Qualifications (SOQ) which should demonstrate the Design-Build team's ability to meet the requirements set forth in the RFQ. This may occur approximately **5 months prior to a project's letting**. After GDOT completes evaluations of the LOI/SOQ, GDOT will then determine if all qualified Design-Build teams will be selected, or a shortlist of the Design-Build teams (between 3 and 5) will be selected by GDOT.

**Utility Workshop:** As part of the RFP package preparation, GDOT District Utilities Office will facilitate a "utility workshop." The timing of the utility workshop should coincide with the approval of the SUE QL-B plans. At the utility workshop GDOT will describe the project, tentative Design-Build schedule, the MOU and begin collaboration with utility owners on potential conflicts. In addition, GDOT will describe what utility owners should expect once the RFP is advertised.

**Memorandum of Understanding (MOU):** As part of the RFP package preparation, a MOU is required of every utility owner within the project's corridor; even if no conflict is anticipated. The MOU will provide the proposing Design-Build teams with who is responsible for the design and construction (utility owner or Design-Build team) along with who is responsible for the associated relocation costs. In addition, the utility owner should provide GDOT, as part of the MOU, any special requirements such as insurance provisions, cutover restrictions and/or prequalified vendors, if necessary.



**Request for Proposals (RFP):** After GDOT has notified proposing Design-Build teams that they are qualified to participate in the RFP phase (GDOT may shortlist between 3 to 5 proposing Design-Build teams or may select all qualified applicants with no maximum number of teams), GDOT will then advertise the RFP. The RFP may be advertised approximately **2 months prior to a project's letting**. The RFP includes such items as the costing plans (30-40% plans), approved SUE QL-B plans, executed Memorandums of Understanding (MOU) with each utility owner, and special provision 999 (Design-Build) which is the scope of services for the project. Special provision 999 should also include specific utility special requirements necessary for the Design-Build team to accommodate.

**What Utility Owners Could Expect During RFP Phase:** During the RFP advertising phase, a utility owner could expect to receive various requests from proposing Design-Build teams. Inquiries may include a request for as-built information or a request to perform/allow the excavation of facilities. **Please be advised that proposing Design-Build teams are not under contract with GDOT**, so it is at the discretion of each utility owner on how best to handle inquiries. Utility owners may elect to:

1. Answer questions via phone or email,
2. Direct proposing Design-Build team(s) to one of the prequalified vendors,
3. Provide guidance as to general costs, schedule or relocation assumptions,
4. Request a fee from the Design-Build team to perform an action necessary to provide a response,

The utility owner is encouraged to consult with GDOT's District Utilities Engineer during the RFP phase regarding inquiries. To the degree possible, utility owners are encouraged to cooperate with proposing Design-Build teams to provide the best general guidance based on the information that is currently available. In addition, the GDOT District Utilities Engineer is also encouraged to consult with GDOT's IPD to help determine if the requests are considered acceptable, and if the information provided by a utility owner should be provided to all proposing Design-Build teams.

**Design-Build Letting:** At the project's letting, proposing Design-Build teams submit a lump sum bid and a technical proposal. A group of GDOT staff form a Technical Review Committee to evaluate the responsiveness of the lowest bidder. *Georgia Code Section 32-2-81 (Enacted 2004)* states that "from the list of qualified firms as provided in subparagraph (A) of this paragraph, a price proposal from each firm from which the department shall select the lowest qualified bidder." Refer to [GDOT's Design-Build Manual](#) for more information.

**Design-Build Administration:** Design-Build projects are managed by GDOT's Office of Innovative Program Delivery in close collaboration with GDOT's Office of Construction, GDOT's Office of Utilities and other GDOT Subject Matter Experts (SME). GDOT will issue a Notice to Proceed (NTP) for various phases of the work which is described in Special Provision 999.

**NTP 1:** Allows the awarded Design-Build team to perform preliminary engineering related activities. It is during this time that utility coordination meetings will begin. These utility meetings may occur monthly or as needed. GDOT encourages the awarded Design-Build team to ensure the utility meeting time and location occur at a time and place where they will be most productive.

# White Paper (Design-Build Utility Coordination)



During NTP1, the awarded Design-Build team will generate a project schedule which will include time estimates for utility relocations. These are only estimates and will be refined as the utility coordination collaboration with utility owners continue. Also during this time, the awarded Design-Build team will validate or supplement previously approved SUE QL-B plans, and will most likely provide utility owners with first submission plans.

**NTP 2:** Allows the awarded Design-Build team to proceed to final engineering related activities, and is issued after the environmental document is approved. NTP 2 may be issued concurrently with NTP 1 if the environmental document is approved prior to issuance of NTP 1. During NTP 2 the awarded Design-Build team will most likely provide utility owners with second submission plans for utility owners to provide final relocation designs. The awarded Design-Build team will also work with utility owners to help guide them toward the ultimate step of the utility owners requesting a permit, if required, through Georgia Utilities Permitting System (GUPS).

**NTP 3:** Allows the awarded Design-Build team to proceed to construction related activities on all or a portion of the project, and is issued after all the prerequisite requirements listed in special provision 999 are achieved by the awarded Design-Build team. Each construction plan sheet will be designated with Released for Construction watermark along with the date. Utility coordination during this phase includes regular coordination between the awarded Design-Build team and utility owner (similar to GDOT's typical Design-Bid-Build projects).

**What to Expect:** The utility owner is encouraged to understand the general contents of Special Provision 999 and to proactively participate in all awarded Design-Build team led utility coordination meetings. The utility owner is still required to submit for a permit through the Georgia Utilities Permitting System (GUPS), and the intent of the NTP 1 and NTP 2 phases is for the awarded Design-Build team and utility owner to collaborate to minimize utility impacts.

**Utility Adjustment Schedule (UAS):** During the Design-Build administration phase, the awarded Design-Build team is expected to collaborate and coordinate with all utility owners to avoid conflicts or relocate utilities as necessary. On Design-Build projects, the awarded Design-Build team will prepare and maintain a project schedule that includes design, construction and utility relocations. The awarded Design-Build team should prepare the utility relocation portion of the schedule in accordance with the requirements set forth in the [GDOT Utility Accommodation Standards and Policy Manual](#) for Utility Adjustment Schedule Procedures. This should allow utility owners to easily understand and translate the necessary activities and durations into GUPS.

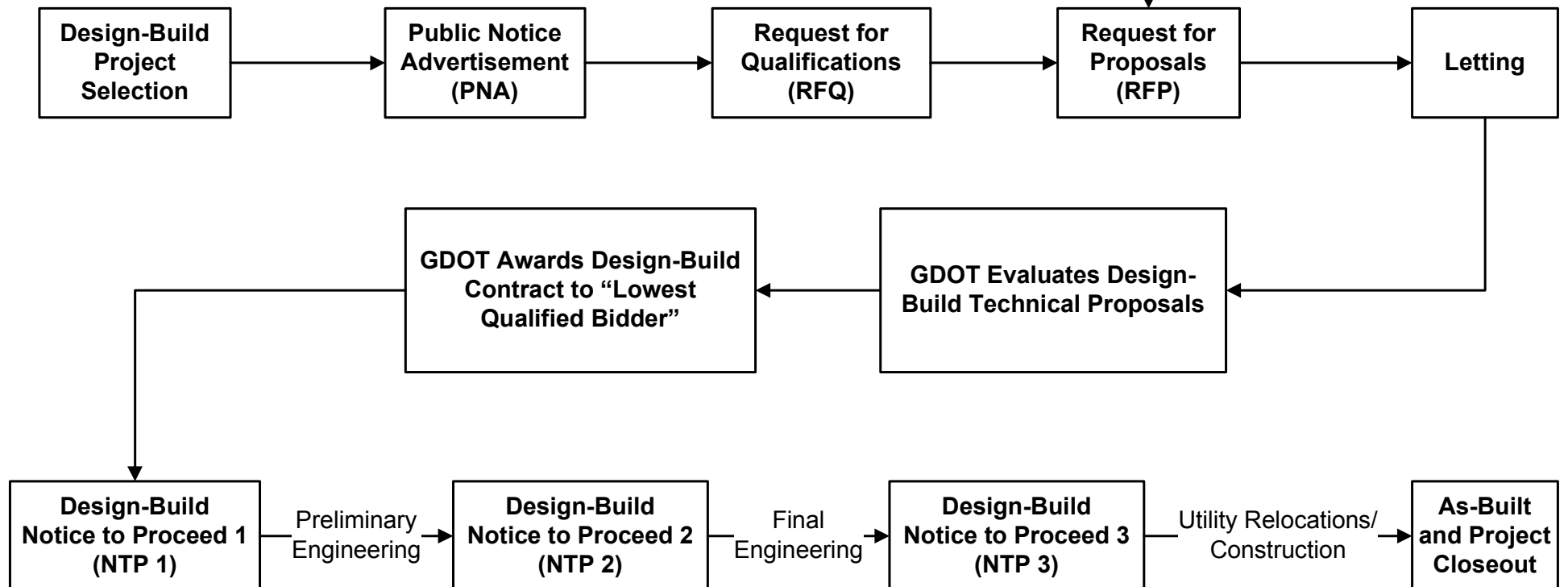
All utility coordination and utility relocations performed under the Design-Build contract must be accomplished in accordance with [GDOT Utility Accommodation Standards and Policy Manual](#). More information about GDOT's Design-Build Program may be found in [GDOT's Design-Build Manual](#).

Attachment: Design-Build Flow Charts

# DESIGN-BUILD PROCUREMENT OVERVIEW

GDOT's District Utility Engineer's role leading up to RFP includes, but is not limited to:

- obtain SUE QL-B overlaid on Design-Build costing plans,
- conduct "utility workshop" with utility owners, and distribute approved SUE plans
- provide MOUs to utility owners,
- execute MOUs,
- provide Special Provision 999 (utilities section) to GDOT's Design-Build PM,
- prepare Utilities certification for Design-Build project



# DESIGN-BUILD UTILITY COORDINATION

