

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 any interested entity (consultant and contractor) basic project related information such as scope, area class requirements including 3.10 Utility Coordination & 5.08 Subsurface Utility Engineering (SUE), as well as a tentative Design-Build procurement 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 GDOT's preparation of the Design-Build Request for Proposal (RFP) package [see RFP section below], GDOT District Utilities Office will facilitate a "utility workshop." The timing of the utility workshop should coincide with GDOT's approval of the SUE QL-B plans. At the utility workshop GDOT will describe the project, tentative Design-Build delivery schedule, the Memorandum of Understanding (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.

Utility Analysis Preliminary Routing Report: In addition to completing the MOU, Utility owners should complete a Utility Analysis Preliminary Routing Report. This report is intended to provide proposing Design-Build teams some background information as to potential utility conflicts, approximate relocation costs, approximate relocation timeframe(s), and the Utility owner's project contact. This information is provided to proposing Design-Build teams strictly as information only.

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 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. Direct proposing Design-Build team(s) questions to GDOT (per instructions included in the RFP)
4. Provide guidance as to general costs, schedule or relocation assumptions
5. 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 the IPD to help determine if the requests are considered acceptable. Information provided by Utility Owners on the Utility Analysis Preliminary Routing Report will be made available, for information only, 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 IPD 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 depending on the complexity of the Design-Build project. GDOT encourages the awarded Design-Build team to ensure that utility coordination meetings occur at a time and place where they will be most productive; for example, schedule a meeting for when the Design-Build team can provide Utility owners with first submission plans.

During NTP 1, the awarded Design-Build team will generate a project schedule which will include time estimates for utility relocations. These time estimates should not be considered the official Utility Adjustment Schedule (UAS), but rather an initial assumption of time needed to perform utility relocations which will be refined as the utility coordination progresses [see UAS section below]. Also during this time, the awarded

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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 continue to coordinate with Utility owners during this phase with the goal of designing the project to avoid utility conflicts and to obtain “no conflict” letters. If utility relocations are necessary then the awarded Design-Build team must obtain utility relocation plans. If utility relocations are necessary then the Utility owner must request a permit through Georgia Utilities Permitting System (GUPS) [see GUPS section below].

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).

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.

Georgia Utilities Permitting System (GUPS): If the Utility owner is to perform the utility relocation work, as per the executed MOU, then Utility owner must request a permit through GUPS. If the awarded Design-Build team is to perform the utility relocation work, as per the executed MOU, then Utility owner must still request a permit through GUPS.

What Utility Owners Could Expect During Design-Build Administration Phases: 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 awarded Design-Build team is responsible for performing the work in accordance with Special Provision 999 and executed MOU. All Design-Build contracts have an established completion date, and as a result the awarded Design-Build team should work as efficiently as possible to engage Utility owners to guide the project toward successful completion.

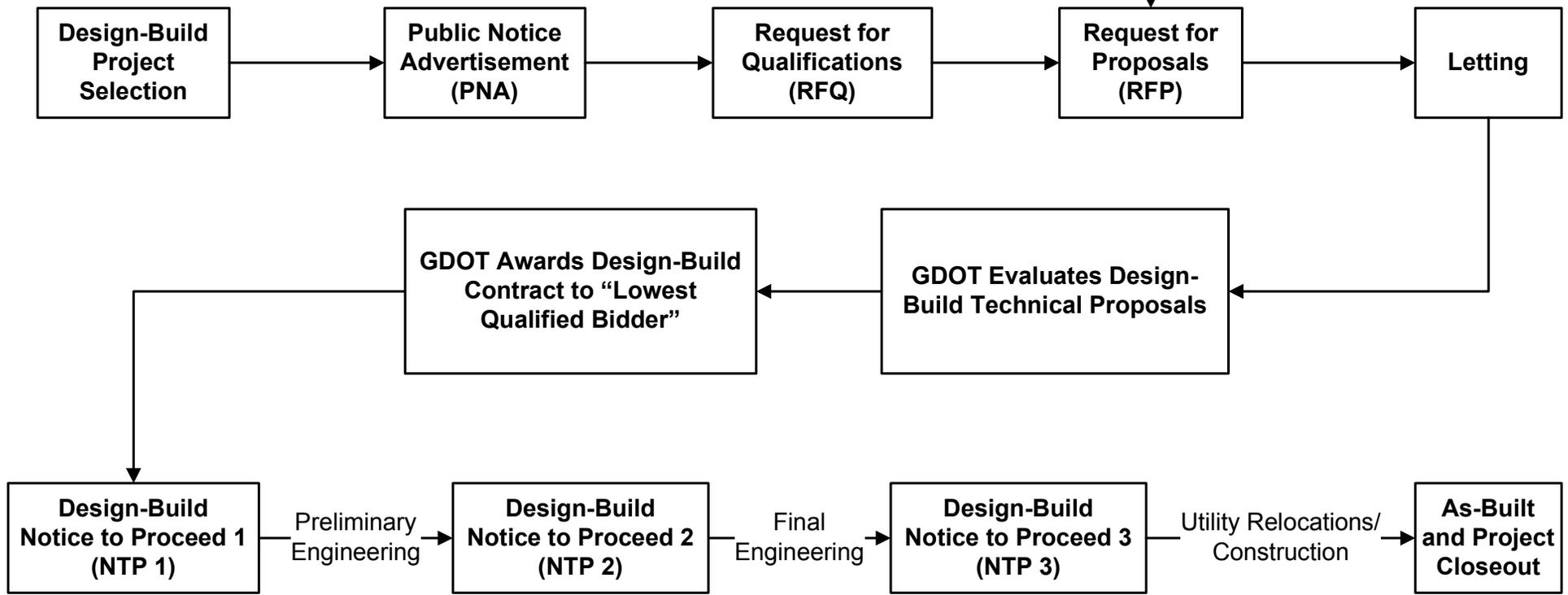
All utility coordination and utility relocations performed under the Design-Build contract must be accomplished in accordance with the [GDOT Utility Accommodation Standards and Policy Manual](#). More information about GDOT’s Design-Build Program is found in [GDOT’s Design-Build Manual](#).

Attachment: Design-Build Flow Charts
Utility Analysis Preliminary Routing Report Template

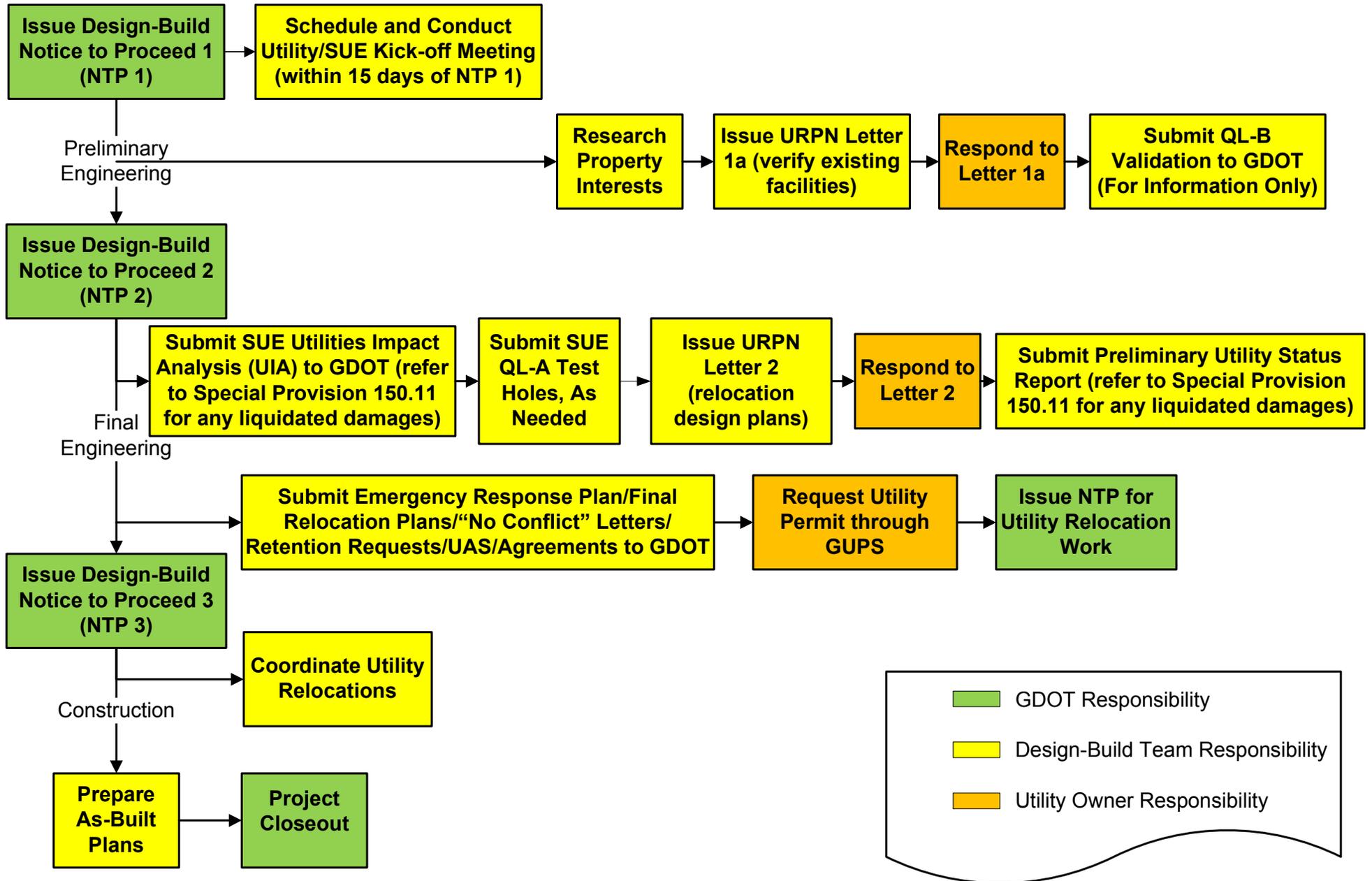
DESIGN-BUILD PROCUREMENT OVERVIEW

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



GDOT Design-Build Project Utility Analysis Preliminary Routing Report



Project Contact Person - Name _____ Phone _____ E-Mail _____
County: _____ Project #: _____ Date _____

Form Purpose

The purpose of this form is to provide proposing Design-Build teams with some additional information regarding possibly affected utilities. This form is in addition to SUE plans and MOUs; and is provided for information only. Days included in this form are Calendar Days. By providing as much of the requested information on one form below for each utility owner, it is expected to reduce some inquiries made by the proposing Design-Build teams by providing consistent information to all proposed bidders.

Existing Conditions (Please complete additional forms for multiple facilities)

1. General locations, to include material sizes, casings and other pertinent information: _____

2. Has the SUE information been verified? No Yes
3. To the best of your knowledge are there any discrepancies in the SUE information? No Yes
If so, please list: _____

4. To the best of your knowledge has anything been changed/added since SUE was completed? No Yes
If yes please list: _____

Proposed Resolutions

1. Describe potential conflict points: _____

2. Is there a potential for facilities to be retained? No Yes
3. Utility information was verified by: Utility Plat Maps/Records Yes No Field Located and Surveyed: Yes No
4. Will test holes be recommended? No Yes

Resolution Conditions (As Determined by the Utility Owner)

1. Utility Facility is in: GDOT R/W Other Public R/W Easement (attach) Not in R/W TBD
2. Seasonal and/or Contractual Limitations? No Yes If yes, Describe: _____

3. Do you have any material requirements? No Yes, list any utility owner material special requirements or comments:

Who has material cost responsibility? Utility Owner DB Contractor
4. Estimated number of days required to perform relocation activities: Design: _____ Days Construction: _____ Days
5. Are there Construction Details and/or design manuals unique to this location? No Yes, describe: _____

6. Utility facility can only be disconnected for: _____ Days/Hours
7. Estimated Conceptual Cost: Design \$ _____ + Construction \$ _____ = \$ _____
(Please refer to the MOU for cost responsibility)
8. Estimated Cost for Betterment (Utility Owner Will Pay): \$ _____
9. If Betterment is included, please provide description: _____

Comments Section/Notes: _____

Disclaimer: This form is provided for information only. All attempts have been made to provide reliable information based on the Design-Build costing plans or other Design-Build scoping documents. Refer to the contract documents, which include the Utility MOUs, for the scope of work and for specific contract requirements.