

Managing Utilities on Construction

Office of Utilities

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Managing Utilities On Construction

House Keeping

- Breaks
- Informal Setting
- Sign In
- Evaluations
- Active use of abbreviations: SUO, DUO, SUE, DUE, DCE, AE, PFPR, FFPR, PM, PE, WUCS, RR, etc
- Utilities = Utilities & Railroads
- Peruse the Handouts

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Survey of Audience

- Title & Experience Levels
- Past and Current Projects
- **The Big Question:**

“How many have had or have projects where the utility conflicts/impacts could have been addressed/prevented during the pre-construction phase?”

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OUR ANSWER:

SUO's Philosophy:

“Concept to Final Acceptance”

Managing Utilities Starts @ Concept...

And Ends @ Final Acceptance

Our Goal: Spread This Philosophy!

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The Big Picture: Today's Objective

To Increase Your Knowledge,
To Raise Your Awareness,
To Empower You,.....

To Manage Utilities More Effectively on Your Project

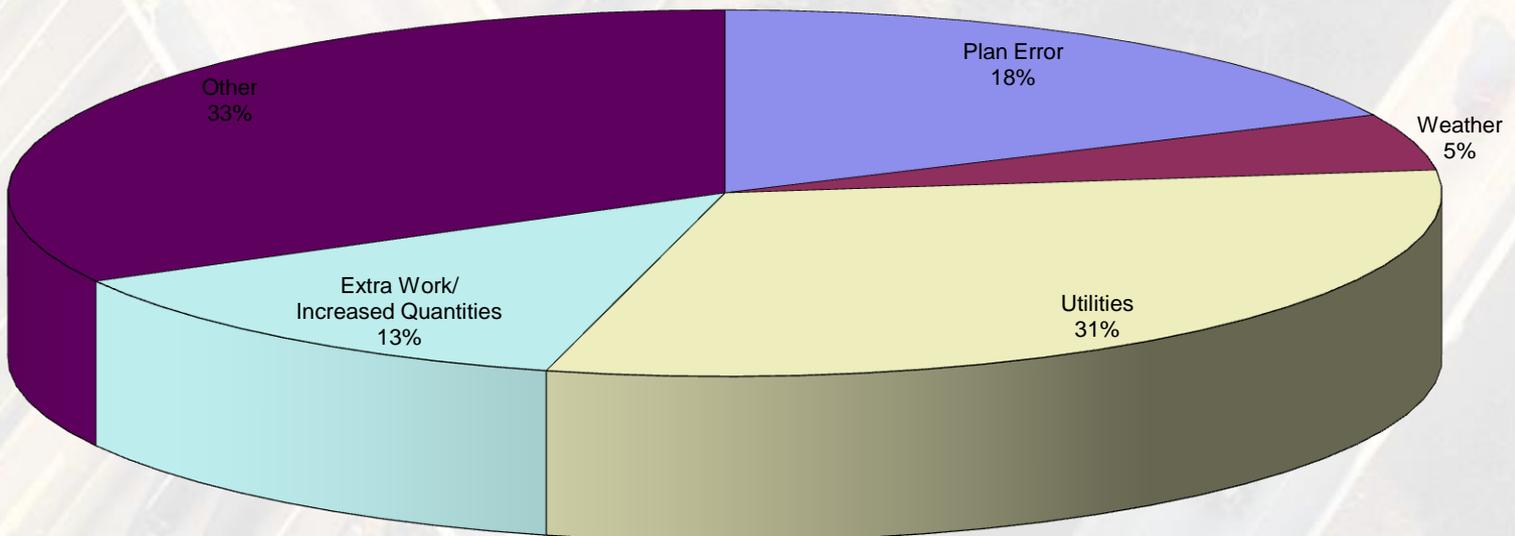
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Food for Thought - FY 2009

- Total Number of Projects Let – 207
- Total of \$484,198,934.10
- Total Number of Utility Agreements – 113
- Total of \$20,107,921.77
- Total Number of Progress/Final Bills/Adjustments – 637
- Total of \$45,084,025.74
- Total Number of Modification/Allotments – 56
- Total of \$4,406,117.64
- Total Utility Participation - \$69,598,065.15
- What About the Value of Lost Time?

FY 2008 TIME EXTENSIONS

Time Extensions were processed on 10.3% of all let projects.



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Our Key Word and Phrases for this Afternoon are:

- **Documentation!**
- **Be Pro-Active in the Process!**
- **Take Ownership of Your Projects!**

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BONUS!

A Little Piece of Professional Advice:

Take time to Read –
Read to
Understand!

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When you take time to read...

You gain knowledge!

And with knowledge...

You gain confidence, respect, and power!

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Your Keys to Success

- Involvement/Pro-Active in ALL phases of Plan Development
- Documentation
- Follow-Up/Follow Through
- Responsibility/Ownership

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Your Keys to Success (continued)

- 4 C's
 - Communication
 - Cooperation
 - Coordination
 - Commitment
- DO NOT be PASSIVE when addressing Utilities

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Why accommodate utilities on GDOT projects?

- Code Section 32-6-174 provides authority to the Department to issue regulations allowing installation of utility facilities within the right-of-way. (See Chapter 2 of the Manual)

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Occupy by law and for Public Interest

Utility occupies R/W by written permission

ONLY:

- Permit, or
- Permit and Agreement (Reimbursable Work)

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Development of Utility Plans

- Begins at Preliminary Design Phase

First Step – “First Submission”

- Determine existing utilities – “what’s out there?”
- Decide “degree of effort” - quality levels

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Quality Levels (Degree of Effort)

- Quality Level D – Existing Utility Records
- Quality Level C – topographic surveying of visible, above ground utility features

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- Quality Level B
 - Via: Technologies such as geophysical prospecting
 - Provides: Respectable level of horizontal information
- Quality Level A
 - Highest: Level of accuracy
 - Provides: Precise 3-D locations
 - Utilities: Are exposed to provide measurement and data recording
 - Used: Specific Areas of a Project

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Development of Utility Plans

- To SUE or not to SUE

- Utility information is typically collected by two methods:

1. Affected Utility (Traditional – First Submission)
2. Subsurface (and Overhead) Utility Engineering

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Traditional “1st Submission”

- Projects with relatively low utility impacts
 - 1st Submission is made to the Utilities
 - Utility indicates its facilities on plans
 - Info based on utility records
 - Shown on Plans as Quality Level D

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SUE

- Projects have a greater potential of utility impacts
 - require a higher “degree of effort” than Traditional
 - SUO will perform a SUE Investigation

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SUE FACTS:

- Required: Design-build projects
- Recommended: projects inaccurate utility information could result in negative impacts
- Requests: SUO asap during project development
- Completed investigations: To utilities as “1st submissions”
- Request: Utility confirm locations/provide preliminary utility relocation design

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2nd Submission of Utility Plans

- Final Design Phase
- Once PFPR Report is approved – Final Design Phase Begins
- With 2nd Submission, the Utilities are requested to:
 - Indicate adjustments/relocations/removals
 - Verify accuracy of existing facilities
 - add any facilities not shown
 - If required, prepare detailed staging plans showing adjustments, temporary installations, and relocations
 - Utility Adjustment Schedule (UAS)
 - Detailed Cost Estimate for reimbursable work

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2nd Submission - FYI's

- Utility Plans + Utility Adjustment Schedule + Applicable Permit = Utility Work Plan
- DUE's Office reviews and approves
- DUE may consult with PM, DCE/Estimator/AE
- If Changes in design after 2nd submission - revised plan submission required

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2nd Submission – More FACTS

- By law (O.C.G.A. 32-6-171), the utilities have 30 to 120 days to submit
- Base specific deadline on complexity of project
- By law (O.C.G.A. 32-6-171), a Work Plan is required by every utility

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Utility Plan Development

- Utility Plans should include:
 - Utility facility design details
 - Notice of Intent (NPDES Permit)
 - Relation to project features
 - Proposed notes or Special Provisions
 - Summary of Quantities
 - Right-of-Way or Easement Requirements

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Plan Development Process

Your Role!

Phases:

- Concept
- Preliminary Design - PFPR
- Final Design - FFPR
- Construction

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Concept Phase Activities

Quarterly District Utilities Coordination Meetings

- Discuss: Any unusual problems anticipated for projects in the Construction Work Program (1 year)
- Discuss: Active/planned Utility facility improve/constr
- Identify: Candidate projects to employ SUE
- Establish: Relationships with Local Utility rep

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Concept Team Meetings

Prior

- Perform: Initial impact review (w/ DCE, DUE)
- Note: Major or “Game Changing” Utility Facilities

During

- Pro-active during the meeting
- Facilitate/encourage discussions on utilities

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After

Assist DUE:

- Finalize comments/recommendations on:
 - Existing/Proposed utilities
 - SUE
 - conceptual estimate: non-reimbursable and reimbursable utilities
 - potential utility impacts and ways to minimize

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Participate in Public Meetings

- Assist DUE: Get major utilities involved
- Share the Wealth! You are the subject matter expert in your area
- Interact/Communicate: ALL to facilitate early discussion about accommodation/avoidance

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Constructability Reviews

- Typical: Major Projects
- Held: Geometry, Cross Sections, and Existing Utility Information Known
- Identify: Potential Issues – Utility Accommodation v. Constructability
- Request: Staging Plans from Utility if Potential Impacts Possible

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Field Plan Reviews

- Just recently: Acting Commissioner emphasized importance of Field Plan Review Process

In Summary:

- Do Prep Work Prior to Meeting
- Comments to Engineering Services Prior to Meeting
- Full Participation by ALL!

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FPR's - Prior

- Review: Plans & Specs thoroughly
- Perform: Field review (w/ Utility Company)
 - Document: “Red Line” the Plans!
 - Verify: Existing Utilities (Note “Game Changers”)
 - Look: Traffic Signals & RR Crossings
 - Verify: Utilities Addressed in Staging Plans/Constructability

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FPR's – Prior

- Review UAS; How does Utility completion date compare to project completion date; intermediate dates?
- Follow Through: Comments to Eng. Serv.

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FPR's – During (Office Review)

- Participate: All aspects/topics
- Ask: Was SUE utilized? Should SUE be used?
- Ask: Utility relocation pay items in the Plans?
- Discuss: Special Provisions Needed
- Ask: Are Utilities addressed in the Staging/Detours/Structures?

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FPR's – During (Office Review)

- Ask:
 - Who developed the Plans? GDOT or Consultant?
 - Who performed Coordination?
SUO, DUO, consultant, or Local Government?
 - Who is paying for reimbursement costs? GDOT or Local Government?
- Discuss: Project completion v. UAS (Work Plan)
- Discuss: Potential Utility Seasonal Limitations

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FPR's – During (Field Review)

- Pro-Active: Perform Field Review w/ emphasis on utility accommodation, project staging, and constructability
- Note: SUE Quality Levels/Locations – Limits of Survey
- Utilities: Involvement in field review
- Ask: Is there adequate R/W to accommodate the utilities?

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FPR - After

- READ the Report/Comments by PM!
- Were your comments addressed/noted. If not, notify PM - copy AE/DCE and DUE
- Do not depend on the DUE's Office!

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Including Utility Work as Contract Pay Items

- Minimizes construction coordination conflicts
- When feasible/Utilities are not equipped/staffed
- Recommendations/determinations should be made at PFPR or soon thereafter
- Water and sewer items; Recently gas facilities
- SUO is working with the other utilities to include power, phone, and cable
- Working with the Construction Office to include Utility CEI in our projects

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Construction Phase

- Notice to Proceed: Utilities

By Law – Required 60 days Notice

- Non-Reimbursable – NTP comes from the DUE's Office
- Reimbursable – NTP comes from the SUO

Make Sure You:

- OBTAIN COPY OF THE AGREEMENT/ESTIMATE/PLANS
- VERIFY PLANS ARE LATEST REVISIONS/MATCH

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Reimbursable Utilities versus Non-reimbursable Utilities
What's the difference? What do you do? How do you handle?

- Reimbursable – GDOT reimbursing Utility Company
 - Project Personnel inspect
 - Review Utility's DOT 8465
 - maintain diary
 - verify and approve charges for billing
 - DO NOT RELY ON DOT 8465 FROM UTILITY! – WE ARE RESPONSIBLE FOR KEEPING DAILY RECORDS THAT COULD BE USED TO VERIFY BILLING. SO, IF UTILITY DOES NOT KEEP RECORDS, WHO DOES? YOU!

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Non-Reimbursable

- Documentation: Check for Permit, Maintain Insp Diary
- Utility originally occupied R/W by permit
- required to remove/relocate/adjust at \$0 to GDOT
- Coordination is still Required!

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Utility Items in the Construction Contract

- Inspection and Documentation
 - Same as typical construction pay item work
 - Some specialty level required for inspection
 - Work with Utility Owner Rep
 - Maintain As-Built Plans noting changes in red
 - Do not allow Utility Owner to control the work
 - Procure copy of Memorandum of Understanding (MOU) from DUO

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Be Familiar with EACH Utility Work Plan

- Remember Utility Work Plan = ?
 - Utility Plans
 - Part of the Construction Plans
 - Compare to any applicable utility agreements/estimates
 - Utility Adjustment Schedules
 - One for Every Utility?
 - Permits
 - One for Every Utility?

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Resurfacing Projects and Manholes/Valves

Resurfacing Only

- DUE notifies Utility Owner of Project
- Utility Owner determines which manholes/valves to restore to grade or leave under pavement
- All manholes/valves are paved over
- After which utilities may raise

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Resurfacing Only

- Prior: Utility should verify facilities are sound/stable to prevent future pavement failure
- Prior: PE will inspect facilities to ensure they are in suitable condition
- Prior: May require utility to adjust facilities to grade when paving results in inadequate asphalt cover
- During: Pave Over; Utility to Adjust to Grade after Completion

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Milling and Resurfacing Projects

- State Maintenance Office forwards Resurfacing Program to the DUE
- DUE forwards to Utilities
- Requests utilities to provide detailed information of existing facilities
- DUE summarizes information about facilities (i.e. number of manholes/valve covers) that will require adjustment to accommodate the proposed mill and inlay project
- DUE forwards information to State Maintenance Office

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Milling and Resurfacing Projects

Manhole/Valves are addressed based on the follow cases

- Case I Existing Concrete Manhole (Milling & Replacing Same Grade)
- Case II Existing Concrete Manhole (Milling & Replacing Different Depth Finish Grade)
- Case III Existing Asphalt Manhole

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Case I Existing Concrete Manhole (Milling & Replacing Same Grade)

- “Barton-Southern style manhole” with concrete-square section on the surface
- Utility will not be required to adjust, if:
 - Manhole is in good condition, free from major cracking, spalling, looseness, or otherwise sound
 - Depth of asphalt milled=Depth of asphalt replaced (inlay)
 - Traffic can be maintained without lowering the manhole during operations

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Case I

- If conditions are met:
 - State Maintenance Office Prepares a Special Provision
 - SP states contractor will work around/mill around manhole using appropriate methods e.g. hand milling
- If conditions are not met:
 - Utility will be required to adjust the manhole

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Case II Existing Concrete Manhole (Milling & Replacing Different Depth Finish Grade)

- If, Depth of Asphalt Milling greater than Depth of Asphalt Replaced (Inlay), then
- Utility is required to lower manhole

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Case III Existing Asphalt Manhole

- Utility will be required to lower any standard manhole with asphalt surrounding the ring or frame in conflict with milling
- Utility will determine which manholes to restore to grade or leave with asphalt cover

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Resurfacing Projects and Manholes/Valves

- Approved Manhole Methods
 - See Chapter 5 of the Manual

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Pre-Construction Conference

Prior

- Set: Notice for utilities and railroads (2 - 4 weeks)
- Establish: Need Separate Utility Pre-Construction Conference? (Discuss with the AE/DCE)
- Review: Plans, Specs, Utility Documents Thoroughly!
- Set: Agenda
- Prepare: Notes

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During

- PE/AE Conducts
- Discuss: Utility Work
- DO NOT DEPEND ON THE DUE'S OFFICE TO HANDLE – KNOW YOUR PROJECT AND CONTRACT – DISCUSS SPECIAL PROVISIONS I.E. WUCS, CONFLICTS, PROTECTION, SP 108 Intermediate Dates
- Be a “note taker”!

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During

- Discuss: Utility Anticipated Start/Completion Dates
- Ask: Who is Performing the Work (if other than utility)
- Discuss: Obstruction Issues
- Discuss: Delays Due to Staging, Material
- Discuss: Status of UAS
- Ask: Does Contractor propose changes in Staging Plans
- Establish Weekly Meeting Date/Start

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After

- Summarize meeting in written format
 - Maintain: Project File
 - Make Available: Upon request
 - Follow Up: Changes to the Work

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“Large Projects” Rule

Georgia Utility Facility Protection Act (GUFPA)

515-9-4-.13

Provide for the waiver in writing of the 48 hour notice and the 21 calendar day expiration for any projects that cannot be located pursuant to O.C.G.A. 25-9-7

What is a “Large Project”

Single mechanized excavation or blasting at a:

- Contiguous geographical site, or
- Area that exceeds or will exceed one linear mile, or
- Reasonably requires or will require more than ninety (90) days to complete

A Large Project Ticket can be requested for any other project

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The “Large Projects” Rule Process includes:

- Large Project Planning Meeting Notification
- Large Project Planning Meeting
- Marking Agreement
- Large Project Excavation Notification

Excavator = Contractor

Facility Owner = Utility

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- Excavator contacts Utilities Protection Center (UPC) to procure a locate ticket
- UPC makes “Large Project” determination
- Excavator submits a Large Project Planning Meeting Notification
- Notification shall be no less than 10 business days prior to beginning excavation or blasting activities
 - After Pre-Construction Conference; before or at the first Utility Coordination Meeting
- UPC sends notification to Utilities
- Meeting Date shall be minimum of 48 hours after the notification is submitted to the UPC

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- Meeting shall be scheduled no less than 5 business days prior to beginning excavation or blasting activities
- At the Meeting, the Excavator and facility owner shall enter into a negotiated written agreement setting out the schedule for marking the project
- No later than 2 business days after the meeting, all members are to respond to meeting notification: Agree or Disagree to treat as Large Project

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- At midnight on the second day, UPC will update status of the ticket to a Large Project Notification and send to all affected facility owners
- Large Project Notification is good for only 90 days
- Prior to the expiration, the excavator will need to renew the notification

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- If an agreement cannot be reached, the facility owner is required to locate in accordance with O.C.G.A. 25-9-6 (i.e. perform locates within 48 hours, every 21 calendar days)

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Utility Coordination Meetings by the Contractor

Prior

- Know: Plans/Special Provisions/Utility Documents
- Familiar: UAS and which utilities are reimbursable
- Document: Issues lead to contract modification request
- Prepared: Ask/Answer questions concerning the work

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During

- Ask/Answer: Concerning the work
- Take notes
- Check/Verify:
 - Did contractor maintain minutes of the meeting?
 - Did contractor address all utilities/issues known?
 - Did contractor propose changes to the work/staging/drainage/structures?

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After

- Verify: Contractor distribute minutes
- Follow Up: Compare minutes to plan and agreement requirements
- Follow Up: Did utility company change work/schedule?
- Follow Through: Were significant issues brought up? If so, are you notifying the proper offices? (Chain of Command)

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Construction Phase - MISC

Special Provisions

- Utility Conflicts
 - Shelf Spec
 - All Contracts Let April 09 and Thereafter
- Worksite Utility Coordination Supervisor (WUCS)
 - Not a Shelf Spec – Needs to be requested during FPR

CEI

- Inspection of utilities + future consultant contracts

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Scenario

- As a PE/INSP, what do you do when a utility wants to do removal/relocation/adjustment of its facilities after the project construction is underway?
 - Ask: Do they have a permit?
 - Follow Up: Who coordinates? The Contractor!
 - DUE can assist to resolve issues
 - Recent developments
 - Some Contractors are requiring Utilities to sign agreements with contractor prior to work
 - Some are, in addition to agreements, charging monetary fees

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Revisions to Plans After Construction Phase has begun
(After Award/NTP)

- Use on Construction Revisions
 - Verify: Contractor/Utility companies receive revisions
 - Follow Up: Meet with contractor/utility to review possible impacts
 - Follow Up: Revisions versus staging/drainage/structures
 - Follow Through: Is a revised Utility Work Plan required?
 - If so, Requires approval by GDOT, Utility, and Contractor

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Managing Potential Utility Damages and Delay Costs

- What are Possible Issues on Projects?
 - Unapproved Revised Work Plan
 - Utility Damages or Delay Costs
 - Any other matter related to the removal, relocation, or adjustment of the Utility's facility
 - What are GDOT's options? Contractor's? Utility's?

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Senate Bill 19 became law effective July 1, 2007

- Revises O.C.G.A. Sections 32-6-170 and 32-6-171
- From the revised law, Board Rule 672-19 was established and implemented January 1, 2008

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What IF's:

Project is let on or after May 2008 and

1. Dispute related to a revised Utility Work Plan, or...
2. Dispute related to a contractor's claim against the utility owner for delay costs or other damages related to the utilities removal, relocation, or adjustment of its facilities, or...
3. Any other matter related to the removal, relocation, or adjustment of the utility facilities, then...WHAT?

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Escalation and Mediation

1. Dispute related to a revised Utility Work Plan
 - If previously unforeseen utility work is found necessary after the letting, affected utility company shall provide a revised Work Plan within 30 calendar days
 - DUE reviews revised Plan w/DCE, AE, PM to determine reasonability
 - Contractor will need to review and comment on plan

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1. Dispute related to a revised Utility Work Plan
 - If revised Work Plan is found unreasonable, the DUE initiates the following **Escalation** process:

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1. Dispute related to a revised Utility Work Plan

Escalation Process Step One

- DUE notifies utility owner of opinion in writing
- Utility responds within 10 business days
- Utility's response should be a justification or a revision to the Plan
- Utility, in their response, may request a coordination meeting with the DUE
- If the dispute cannot be resolved within 20 business days from the DUE's original notification, the dispute escalates to Step 2

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1. Dispute related to a revised Utility Work Plan
 - DUE provides written notification to State Utilities Engineer (SUE) that Step 1 of the escalation process did not bring resolution to the dispute and recommends escalation proceed to Step 2

Escalation Process Step 2 Begins

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1. Dispute related to a revised Utility Work Plan

Escalation Process Step 2

- SUE schedules a utility work plan review meeting
- Meeting held within 20 business days of written notification by DUE
- At the meeting, attendees review proposed design and staging plans in reference to the revised work plan under dispute

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1. Dispute related to a revised Utility Work Plan

Escalation Process Step 2

- From the meeting, one of the following written conclusions/recommendations shall be made:
 - The revised plan is satisfactory as submitted – approved by the Department
 - The revised work plan and/or the Department’s staging plan need further revisions to accommodate project construction. Such required revisions are approved and accepted by the Department and the Utility.
 - Recommendation for revised Utility Work Plan dispute to proceed to Escalation Step 3
 - Recommendation for revised Utility Work Plan dispute to proceed to full Mediation

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1. Dispute related to a revised Utility Work Plan

Escalation Process Step 3

- Utility, Department's Contractor, and the Department shall agree to participate in non-binding mediation or arbitration to aid in reaching a resolution.
- Department and Utility shall agree to and appoint one mediator or arbitrator
- Within 10 business days after appointment - Utility and Department agree to rules and scope of mediation or arbitration
- Within 20 business days mediation or arbitration shall be held

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1. Dispute related to a revised Utility Work Plan

Escalation Process Step 3

- From the arbitration or mediation, one of the following written conclusions/recommendations shall result to provide course of action:
 - Revised utility Work Plan is satisfactory as submitted – approved by the Department
 - Revised utility Work Plan and/or Department staging plan revisions are necessary to accommodate project construction. Such required revisions are approved and accepted by the Department and the Utility.
 - Recommendation for revised Utility Work Plan dispute to proceed to full mediation.

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1. Dispute related to a revised Utility Work Plan

Escalation Process Step 4

- Recommendation for revised Utility Work Plan dispute to proceed to full mediation.

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2. Dispute regarding a contractor's claim against a utility for delay costs or other damages related to the utility's removal, relocation, or adjustment of its facilities
 - Contractor responsible for documenting progress of each utility on the project in relation to Work Plan or Revised Work Plan
 - Once the Contractor determines the Utility's progress is 20% behind its approved Work Plan, Contractor will notify the Utility & Department in writing

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2. (Continued)

- Utility shall respond in 10 business days with a proposal to cure, or
- The Utility may request a coordination meeting to address the issues identified in the contractor's letter.
- Meeting will be w/GDOT Contractor, DUE, & DCE
- After 20 business days the Contractor's notice the dispute cannot be resolved, the dispute shall proceed to Escalation Process Step 2 – State Construction Engineer

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2. (Continued)

Escalation Process Step 2

- DCE notifies SCE that the dispute was not resolved
- SCE schedules a project utility delay mitigation meeting
- Meeting shall be held within 20 business days of the written notification

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2. (Continued)

Escalation Process Step 2

The following written conclusions/recommendations shall be the outcome:

- The Utility's proposal to cure the delay is satisfactory for the completion of the project on schedule.
- The Utility's proposal to cure the utility delay is not satisfactory for the completion of the project schedule, and the Utility may be liable for damages or delay costs. The dispute shall be resolved through payment or full Mediation.

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2. (Continued)

- The Department or contractor notifies utility that the utility is liable for damages or delay costs
- Notification sent only after the Utility has completed the work that is related to the damage claim
- The Utility has 45 days from receipt of notification to either pay damages or delay costs to the Department or its contractor or request full Mediation

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2. (Continued)

Escalation Process Step 3

Proceed to Full Mediation

Outlined in Board Rule 672-19

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Full Mediation

1. Notice of Potential Dispute to Utility within 10 (Ten) days (from time of dispute/potential dispute is identified by initiating party)
2. Proceed with Escalation Process
3. Escalation Process reaches Full Mediation
4. Petition for Mediation Sent to GDOT

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5. GDOT Certifies or Rejects Petition (5 Working Days)
6. If Certified, the Mediation Board Established Within 30 Days and the Mediation Hearing within 60 Days
7. Mediation Board – 3 Mediators
 - 1 – GDOT
 - 1 – Utility
 - 1 – Selected by 2 Mediators Selected Above

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8. If not Certified (Improperly Filed), GDOT may either dismiss the Petition or returned to Petitioner for Remedial Action
9. Within 2 Working days after Certification, GDOT gives notice to all parties that a Petition for Mediation has been Filed
10. Party has 5 Working Days to Appeal Petition
11. Once Board is Established, Both Parties May Submit a Response to the Petition
12. Mediation Hearings Begin

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Mediation MISC

- All Future Correspondence goes directly to the Mediation Board
- Location of Mediation Hearings is Mutually Agreed to by GDOT, Utility, and Board
- Intended to Last 60 days or until resolution, whichever comes first
- Longer if agreed to by all parties
- Board Final Decisions are Subject to judicial review in Fulton County Superior Court
- Petition for Judicial Review must be filed within 30 days of Board Decision

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Utilities and Traffic Control/Erosion Control

- Traffic Control
 - Who is doing the Work? Utility or Contractor?
If Contractor, then what is controlling document?
 - If the Utility is performing the Work, then what are the controlling documents?

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Enforce:

- Manual on Uniform Traffic Control Developments (MUTCD) - Not Section 150 of the Contract, and ...
- Utility Accommodation Policy and Standards Manual (Chapter 4)
 - Establish: Initial communication
 - Require: Traffic Control Plan
 - Utility: Coordinate with Contractors Activities
 - Certified Flaggers
 - Engineer may require additional signs, channelization, flaggers, etc.
 - Issue written stop work order for non-compliance
 - Review the Agreement and/or Permit for specific requirements

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Erosion Control

- Who is doing the Work? Utility or Contractor?
If Contractor, then what is controlling document?
- If the Utility is performing the Work, then what are the controlling documents?

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From Chapter 2 of the Manual:

“The Utility is responsible for following and implementing the requirements of the laws regarding control of soil, erosion and sedimentation. The Utility shall apply for and obtain all permits required to perform their work. On active construction projects the Utility is responsible for permitting of all work not specifically covered by the Department’s plans and permits.”

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Erosion Control

- Utility is required to follow the requirements set forth under state and federal laws regarding erosion, sedimentation, and pollution control
- Utility is required to obtain all necessary permits and cannot “umbrella” under GDOT project permits
- Utility CANNOT perform work in ESA’s without a permit
- Utility is required to install necessary BMP’s and to correct or replace removed or damaged devices

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Railroad Coordination

- Pre-Construction Conference – 4 week notice
 - Notification Requirements
 - Continued Coordination between Contractor & RR
 - Insurance Requirements
 - Flagging Requirements

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RR Hints

- Establish Relationship with Local Foreman or Road Master (DUO or SUO can assist)/Railroad Police
- Special Provision
 - Is there one in the contract? If not, should there be?
 - Know the requirements (notification, insurance, and flagging)
- Invite RR companies to ALL construction meetings
- If they are a “no show” – document such (May send follow up “Missed You @ the Meeting” letter)

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Inspection of Work

- Coordination
 - Ensure contractor complies with SP and is Coordinating/Communicating w/ RR
- Actual Work By Railroad
 - Typically Reimbursable
 - Complete Documentation as per Typical Utilities
 - Maintain Diary
 - KEY: Communication with Road Master or Local Foreman

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Inspection of Work

- For Stand-Alone Warning Device Projects
 - Pre-Construction Conference
 - Area/Dist Maint/RR
- Enforce Flagging Requirements
- RR Permits – Other Utilities

Be Cautious! RR Property is Private Property

They have their own police!

Managing Utilities On Construction



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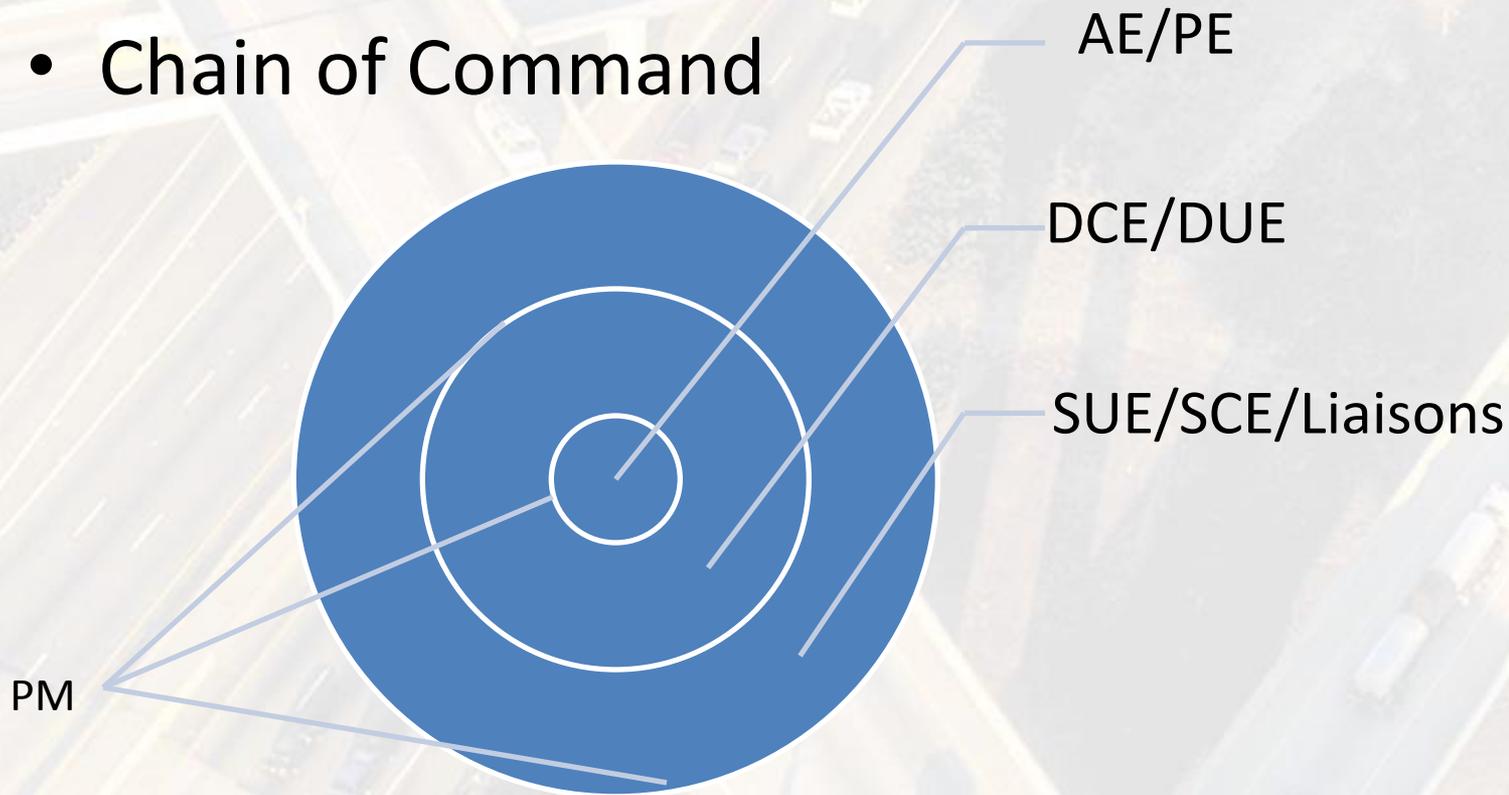
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Utility's Work is Complete

- Hold Closing Conference with Utility
 - Work Acceptance/Final Inspection
 - Review Documentation to verify Charges
 - Request a Final Bill
 - Communicate “minutes” to DUE and SUO

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- Chain of Command



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RECAP

Your Keys to Success

- Involvement/Pro-Active in ALL phases of Plan Development
- Documentation
- Follow-Up/Follow Through
- Responsibility/Ownership
- Communication with internal/external customers
- DO NOT be PASSIVE when addressing Utilities

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Also:

Our Key Word and Phrases:

- **Documentation!**
- **Be Pro-Active in the Process!**
- **Take Ownership of Your Projects!**

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FEEDBACK

- Communicate with the SUO!
 - WHAT WORKED... AND WHAT DID NOT WORK?
 - WHAT SHOULD HAVE BEEN DONE DIFFERENT?
 - WHAT ARE YOUR IDEAS?