

# 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*, and *Board Rules, Chapter 672-18*.

**Design-Build Project Selection:** GDOT's Office of Innovative Delivery (OID) assesses a project based on an overall project goal (such as save time and/or money) that could be achieved through Design-Build delivery. This assessment includes an evaluation of risks (such as utility impacts). Once a project is identified as a Design-Build candidate, OID 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 State Utilities Office and District 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](#).

**Design-Build Procurement Methods:** GDOT has the authority to award Design-Build projects through the following selection methods: One Phase Low Bid, Two Phase Low Bid and Best Value. **The interaction and coordination with Utility owners will be similar regardless of the selection method.**

**Public Notice Advertisement (PNA):** The PNA is notice issued by GDOT and 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 **4-6 months prior to a project's letting**.

**Request for Qualifications (RFQ):** After the PNA is advertised, GDOT will advertise a RFQ for Two Phase Low Bid and Best Value selection methods. **The RFQ is omitted for One Phase Low Bid selection method.** The RFQ is similar to the PNA, but provides additional information regarding submittal requirements and evaluation criteria. Proposers will respond to the RFQ with a Letter of Interest (LOI)/Statement of Qualifications (SOQ) which should demonstrate the Proposer's ability to meet the requirements set forth in the RFQ. The RFQ is typically advertised approximately **3-5 months prior to a project's letting**. After the evaluations of the LOI/SOQ are complete, GDOT will then select, per the instruction included in the RFQ, either all qualified Proposers or a Shortlist of up to five (5) Proposers who are then eligible to submit a Price Proposal and Technical Proposal in response to the GDOT issued Request for Proposals (RFP).

**Utility Workshop:** As part of GDOT's preparation of the Design-Build Request for Proposals (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 Proposers information regarding 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 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 Proposers 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 Proposers strictly as information only.

**Request for Proposals (RFP):** After GDOT has notified Proposers that they are eligible to participate in the RFP phase, GDOT will advertise the RFP to those eligible Proposers. **For the One Phase Low Bid selection method, GDOT will advertise the RFP and any Proposer who meets the minimum qualifications described in the RFP are eligible to participate.** The RFP may be advertised approximately **2-3 months prior to a project's letting.** The RFP includes such items as Instructions to Proposers (ITP) including Exhibits and Forms, Volume 1 - Design-Build Agreement, Volume 2 - Technical Provisions, Volume 3 - Programmatic Technical Provisions, costing plans (30-40% plans), approved SUE QL-B plans and the executed MOU with each Utility owner.

**What Utility Owners Could Expect During RFP Phase:** During the RFP advertising phase, a Utility owner could expect to receive various questions or request from Proposers. Inquiries may include a request for as-built information or a request to perform/allow the excavation of facilities. **Please be advised that Proposer 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 Proposers to one or more of the prequalified vendors
3. Direct Proposers 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 Proposers 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 Proposers to provide the best general guidance based on the information currently available. In addition, the GDOT District Utilities Engineer is also encouraged to consult with the OID 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 to all Proposers as information only.

**Design-Build Letting:** In response to the RFP, Proposers submit a Price Proposal and a Technical Proposal. A group of GDOT staff form a Technical Review Committee to evaluate the Technical Proposals. *Georgia Code Section 32-2-81* allows GDOT to award to the lowest qualified and responsive bidder in the case of Low Bid selection methods, and to the Proposer with the Highest Combined Score in the case of the Best Value selection method. Refer to [GDOT's Design-Build Manual](#) for more information.

**Design-Build Administration:** Design-Build projects are managed by OID 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 DB Contract.

**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.

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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 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 the DB Contract 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 the DB Contract, 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 the DB Contract 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.

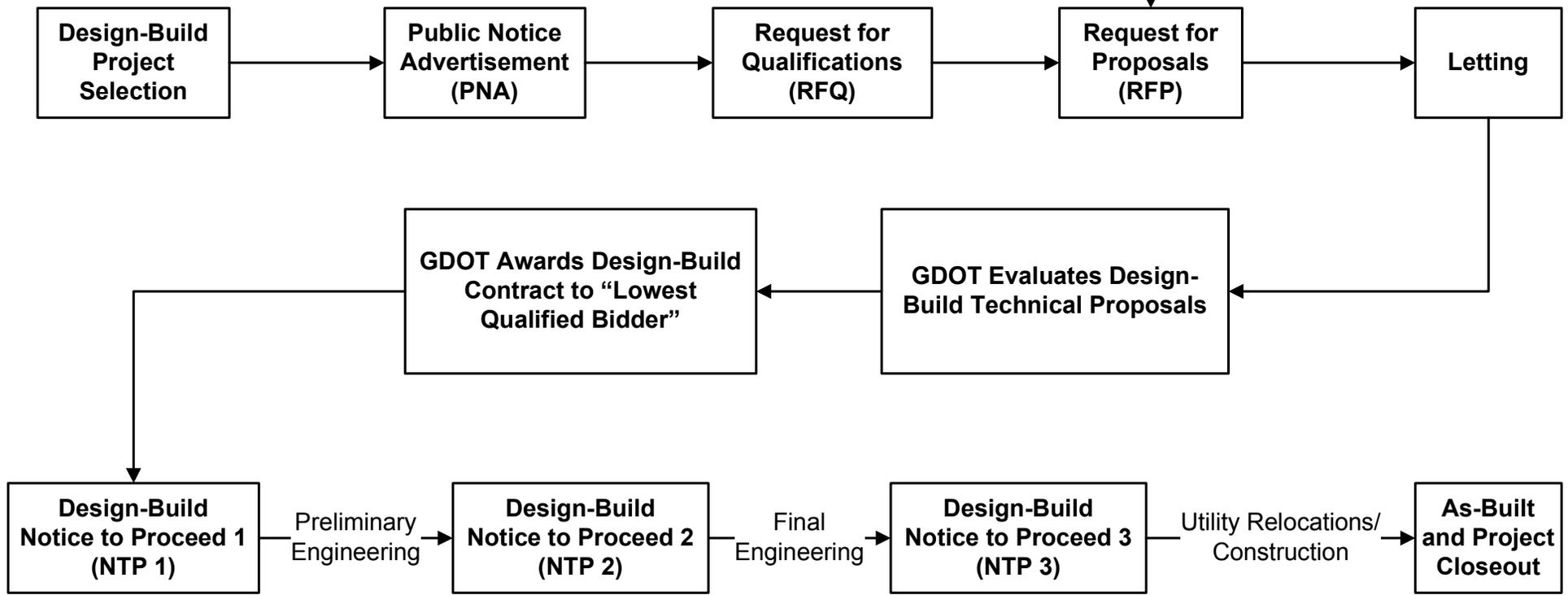
All utility coordination and utility relocations performed under the Design-Build contract must be accomplished in accordance with the [GDOT Utility Accommodation Standards and Policy Manual](#). More information about GDOT’s Design-Build Program is found in [GDOT’s Design-Build Manual](#).

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

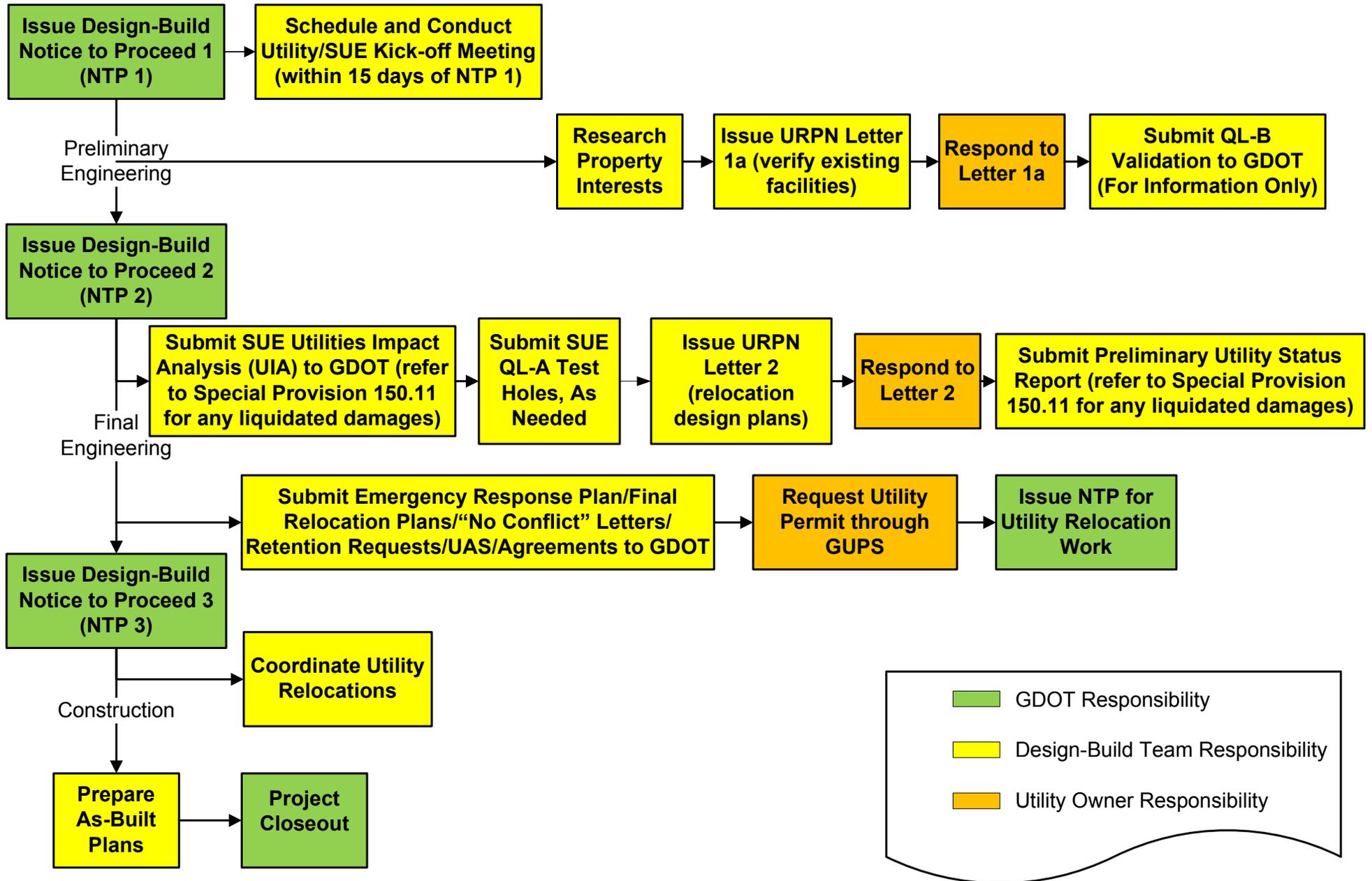
# DESIGN-BUILD PROCUREMENT OVERVIEW

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.**