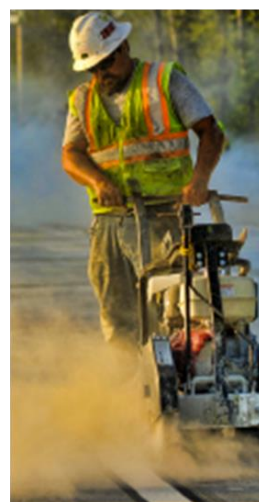
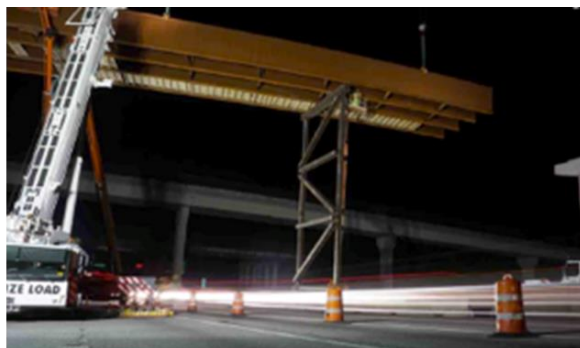


# P3/DB Utility Coordination Guidance Package



## Office of Innovative Delivery

Georgia Department of Transportation has created this Guidance Package to create consistency across the P3/DB Program ultimately leading to efficient and effective coordination with our Utility Stakeholders.

---

## Table of Contents

---

Overview - Utility Coordination processes for Innovative Delivery projects  
Excerpt from Utilities Standard and procedures  
Design-Build Post-Let Work Flowchart  
P3 Post-Let Work Flowchart  
Georgia Utilities Permitting System (GUPS)  
    DB-P3 Permit Package Requirements  
    Permit Submittal Process - Information Sheet  
    Utility Adjustment Schedule - Information Sheet

---

## Forms

---

Master Utility Adjustment Agreement (developer-managed)  
Master Utility Adjustment Agreement (owner-managed)  
Master Utility Adjustment Agreement Amendment  
DB Utility Analysis Form  
P3 Utility Analysis Form  
URPN Letter – Sample of First Submittal  
URPN Letter – Sample of Second Submittal  
URPN Letter – Sample of Combined  
Preliminary Utility Status Report  
DB Utility Facility Relocation Acceptance Form  
P3 Utility Facility Relocation Acceptance Form  
DB/P3 GUPS Permit Package Requirements  
Utility As-Built Requirement  
Emergency Utility Response Information Request

# **Innovative Delivery**

## **Design-Build (DB) and Public Private Partnership (P3)**

### **Utility Coordination**

---

**Purpose:** The purpose of this document is to describe the Utility Coordination processes for Innovative Delivery projects such as Design-Build and P3 at the Georgia Department of Transportation (GDOT). This document is intended for Utility owners, Contractors, Developers and/or Consultants who have or who are interested in participating on Design-Build and P3 projects. In accordance with O.C.G.A. 32-6-170 and GDOT Policies and Procedure 6863-12 all Design-Build and P3 projects satisfy the “Automatic Determination” criteria which enables the Department to participate in the cost of utility adjustments. Additionally, SUE will also be performed on all projects.

**Office of Innovative Delivery:** The Office of Innovative Delivery (OID) focuses on effective and accelerated delivery, of various transportation projects and programs, designed to have positive impacts on improving mobility for motorists and freight, either through the Design-Build or P3 delivery method.

**Design-Build (DB) Program:** Design-Build is a method of project delivery in which one entity – the Contractor/Design-Build team – works under a single contract with Georgia DOT to provide design and construction services.

**Public Private Partnerships (P3) Program:** Public-Private Partnerships (P3) are partnerships formed between public entities like the Georgia DOT and private companies and can complement Georgia DOT’s other traditional and innovative delivery methods. Such a partnership allows the State to better allocate the limited resources we have for transportation projects by leveraging private sector innovation and capital. These partnerships accelerate project delivery, provide access to additional capital, enable a longer-term view of asset management, and can reduce public cost and debt requirements. As a result, Georgia can offer enhanced and expanded mobility options for the traveling public and freight transportation. P3 projects leverage limited transportation funds by partnering with the private sector using innovative delivery methods, such as Design-Build (DB), Design-Build-Finance (DBF), Design-Build-Finance-Operate (DBFO), and Design-Build-Finance-Operate-Maintain (DBFOM).

#### **Innovative Delivery Methods:**

**Design-Build:** GDOT enters into a contract with a contractor to design and build the project. Design-Build combines design engineering and other preconstruction related services with construction services into a single contract.

**Design-Build Finance (P3):** GDOT enters into a contract with a private entity (contractor or developer) which generally provides financing in addition to design and construction.

**Design-Build-Finance-Operate (P3):** GDOT enters into a contract with a private entity (contractor or developer) to design, construct, finance and operate the project for a given period. At the end of the period, control is transferred back to GDOT.

**Design-Build-Finance-Operate-Maintain (P3):** GDOT enters into a contract with a private entity (contractor or developer) to design, construct, finance, operate and maintain the project for a given period. At the end of the period, control is transferred back to GDOT.

# Innovative Delivery

## Design-Build (DB) and Public Private Partnership (P3)

### Utility Coordination

---

**Utility Coordination for DB and P3:** Utility coordination for DB/P3 projects differs in just a few ways. The major difference for Utility Owners is that a Master Utility Adjustment Agreement (MUAA) is required for all P3 projects, excluding DB. This agreement is between the Utility Owner and “Developer”, with GDOT as a third-party signature. The MUAA is the initial agreement for any required utility relocations. Subsequent utility relocations a Master Utility Adjustment Agreement Amendment (MUAAA) will be added to the original MUAA exhibit A.

	DB	P3
MOU	✓	✓
MUAA/MUAAA		✓
Utility Analysis	✓	✓
Utility Workshop	✓	✓
PUSR	✓	✓

**Utility Workshop:** As part of GDOT’s preparation of Request for Proposal (RFP) package, GDOT OID, in conjunction with the 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 OID/GDOT will describe the project, tentative delivery schedule, Memorandum of Understanding (MOU), Utility Analysis (UA) and begin collaboration with Utility Owners on potential conflicts. Additionally, OID/GDOT will describe what Utility Owners should expect once the RFP is advertised.

**What Utility Owners Should Expect During RFP Phase:** During the RFP advertising phase, a Utility owner should expect to receive various requests from proposing Contractors or Developers. Inquiries may include a request for as-built information or a request to perform/allow the excavation of facilities. **Please be advised that proposing Contractors or Developers 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 Contractors or Developers to one of the prequalified vendors from the MOU.
3. Direct proposing Contractors or Developers 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 proposing contractors or Developers to perform an action necessary to provide a response

The Utility Owner is encouraged to consult with GDOT OID and/or District Utilities Manager during the RFP phase regarding inquiries. To the degree possible, Utility Owners are encouraged to cooperate with proposing Contractors and/or Developers to provide the best general guidance based on the information that is currently available. In addition, the GDOT District Utilities Manager 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 form will be made available, for information only, to all proposing Contractors or Developers.

**What Utility Owners Should Expect On DB/P3 Projects:** The Utility Owner is encouraged to understand the requirements of the DB/P3 Contract, and to proactively participate in all awarded Contractor or Developer led utility coordination meetings. The awarded Contractor or Developer is responsible for performing the work in accordance

# **Innovative Delivery**

## **Design-Build (DB) and Public Private Partnership (P3)**

### **Utility Coordination**

with the Contract and executed MOU. All DB/P3 contracts have an established completion date, and as a result the awarded Contractors or Developers 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 DB/P3 contract must be accomplished in accordance with the [GDOT Utility Accommodation Standards and Policy Manual](#). More information about GDOT's Innovative Delivery Program (Design-Build and P3) can be found on the GDOT website under Innovative Delivery.

**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 Contractor or Developer with who is responsible for the design and construction (Utility Owner or Contractor or Developer) 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. Below are the various options available to the utility owners in the MOU:

- a. The Utility Owner may elect to self-perform any required relocation design and/or construction. If the Utility Owner is claiming a prior right and checks either the design or construction in section 3A of the MOU, the Utility Owner will be reimbursed by GDOT through a Standard Utility Agreement (SUA) if the prior right is proven to the satisfaction of GDOT. The Contractor or Developer will be responsible to assist the Utility Owner in researching and preparing the prior right package to present to the Department.
- b. As part of the public interest determination, the Utility Owner may elect to include the relocation design and/or construction in the contract and have the work performed by the Utility Owner's pre-approved design consultants and/or contractors by checking design and/or construction under option 3B, option 1.
- c. Water and Sewer Utility Owners are required to check the design and construction under option 3B, option 2, for which the work is automatically included in the contract and performed by the DB Team. Water and Sewer utility work is automatically included the contract.
- d. If the Utility Owners elect to perform the design and/or construction at their own cost they will check either design and/or construction under option 3C.

**Utility Analysis (UA) Form:** In addition to completing the MOU, Utility Owners should complete a UA form. This form is intended to provide proposing DB/P3 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 DB/P3 teams strictly as information only.

#### **Master Utility Adjustment Agreement (MUAA) only for P3**

**NOTE: The MUAA and MUAAA will be required for all P3 projects, excluding Design-Build (Design-Build does not require the use of the MUAA & MUAAA).**

Each Utility Adjustment shall be specifically addressed in a Master Utility Adjustment Agreement (MUAA) and subsequent adjustments in a Master Utility Adjustment Agreement Amendment (MUAAA) which will be added to exhibit A of the original MUAA. Developer is responsible for preparing, negotiating and obtaining execution by the Utility Owners, of all Utility Agreements, including preparing all necessary exhibits and information about the Project, such as reports, Plans and surveys. A Utility Agreement is not required for any Utility Adjustment consisting solely

# **Innovative Delivery**

## **Design-Build (DB) and Public Private Partnership (P3)**

### **Utility Coordination**

---

of Protection in Place in the Utility's original location within the existing ROW and State proposed ROW, unless the Utility Owner is being reimbursed for costs incurred on account of such Protection in Place.

Developer shall enter into a MUAA with each affected Utility Owners to define the design, material, construction, inspection, and acceptance standards and procedures necessary to complete Utility Adjustments, as well as to define Developer's and the Utility Owner's respective responsibilities for Utility Adjustment costs and Utility Adjustment activities such as material procurement, construction, inspection, and acceptance. A MUAA may address more than one Utility Adjustment for the same Utility Owner. Additional Adjustments may be added to an existing MUAA by an MUAAA.

Developer shall prepare each MUAA using the standard form of GDOT Master Utility Adjustment Agreement (Owner-Managed) or GDOT Master Utility Adjustment Agreement (Developer-Managed). Developer shall not modify the standard forms except by approval of GDOT.

Promptly following issuance of NTP1, Developer shall coordinate with all Utility Owners to determine existing conflicts and begin the MUAA process. When the initial conflicts are determined, the Developer will be required to start negotiations for the MUAA. Developer shall use good faith efforts to finalize the necessary MUAA with each affected Utility Owner within a reasonable time period after the initial conflicts are identified. Each MUAA shall be subject to GDOT review and approval as part of a Utility Work Plan.

#### **Master Utility Adjustment Agreement Amendment (MUAAA) only for P3**

Any modification to the MUAA will require a MUAAA. The MUAAA will be used when any changes are made to the original MUAA. This will include adding additional utility relocations throughout the life of the project, and should be added to exhibit A. The MUAAA will also be used to amend the MUAA when changes need to be made to the original MUAA utility adjustment. Modification of an executed Master Utility Adjustment Agreement or any component thereof, after it has been approved by GDOT as part of a Utility Work Plan will be stated in an MUAAA.

Each MUAAA shall be subject to GDOT's approval and will become part of the Utility Work Plan. Except as otherwise directed by GDOT or provided in an applicable Utility Agreement, Developer shall prepare all MUAAAs using the standard GDOT form. Developer shall not modify the standard forms except by approval of GDOT.

**Project Administration:** Design-Build and P3 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/P3 Contract.

**NTP 1:** Allows the awarded Contractors or Developers 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 project. GDOT encourages the awarded Contractors or Developers to have the utility coordination meetings at a time and place where they will be most productive. During NTP 1, the awarded Contractors or Developers will generate a project schedule which will include time estimates for utility relocations. Also, during this time the awarded Contractors or Developers will validate and/or supplement previously approved SUE QL-B plans, and will provide utility owners with first submission plans.

**NTP 2:** Allows the awarded Contractors or Developers 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

# **Innovative Delivery**

## **Design-Build (DB) and Public Private Partnership (P3)**

### **Utility Coordination**

---

document is approved prior to issuance of NTP. During NTP 2, the awarded Contractors or Developers will provide Utility Owners with second submission plans for Utility Owners to provide final relocation designs, if the Utility Owner is self-performing the utility relocation design. If the utility relocation design is being completed by the Utility Owner's pre-approved design consultant, the Contractors or Developers will coordinate with the design consultant to complete final utility relocation design plans. The final design plans must be approved by the Utility Owner prior to submitting the plans to GDOT. The awarded Contractors or Developers 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 no conflict exists. If there is no conflict with existing facilities, the Utility Owner must still request a "No Conflict" permit through the Georgia Utilities Permitting System (GUPS). If utility relocations are necessary, then the Utility Owner must also request a permit through GUPS.

**NTP 3:** Allows the awarded Contractors or Developers 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 Contract are achieved by the awarded Contractors or Developers. 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 Contractors or Developers and Utility Owner.

#### **Utility Relocation Procedure Notification (URPN) Letters**

##### **1<sup>st</sup> Submission Request, URPN Letter 1**

The Contractors or Developers will send out URPN Letter 1, 1<sup>st</sup> Submission Request, along with the most current plans requesting the Utility Owner review the plans and verify the Utility Owner's facility locations. If revisions are needed, the Utility Owner will need to mark the plans with the correct information and return to the Contractors or Developers.

##### **2<sup>nd</sup> Submission Request, URPN Letter 2**

The Contractors or Developers will send out URPN Letter 2, 2<sup>nd</sup> Submission Request, along with the most current plans, requesting the Utility Owner provide their proposed facility relocation design. This is done for Utility Owner's that are self-performing their facility relocation. If the design is being accomplished by a Utility Owner pre-approved design consultant, the Utility Owner should receive a URPN Letter 2, requesting that the final design that was performed by the pre-approved design consultant be reviewed and approved or denied as needed. If the Utility Owner denied the plans and has comments, they should coordinate with the DB/P3 Team and their pre-approved design consultant to resolve those comments. Once all comments have been addressed to the satisfaction of the Utility Owner, the Utility Owner should sign off on final design plans as approved. The signed approved final design plans should be returned to the DB/P3 Team so that construction can be scheduled.

##### **1<sup>st</sup> and 2<sup>nd</sup> Submission Letters Combined**

There are instances when it is appropriate to request 1<sup>st</sup> and 2<sup>nd</sup> Submission together. This usually occurs when the project is small and the utility risk are minimum. In those instances, Utility Owners should review the plans provided and verify that the facility location information is correct. If corrections are needed, the Utility Owner should mark the plans with the correct information and return to the Contractors or Developers. The Utility Owner self-performing their own design should also mark the proposed relocation of the facilities. As the Contractors or Developers move forward with the design of the project, the Contractors or Developers are responsible to coordinate with Utility Owners on the proposed design from the combined request and come up with a final design that works for the Contractors or Developers and meets with Utility Owner approval. The Contractors or Developers cannot proceed with construction

# Innovative Delivery

## Design-Build (DB) and Public Private Partnership (P3)

### Utility Coordination

---

activities in areas of conflict until approved design plans are received from the Utility Owner. GDOT may authorize construction activities in areas of no conflict.

**Utility Adjustment Schedule (UAS)** - During the administration phase, the awarded Contractors or Developers are expected to collaborate and coordinate with all Utility Owners to avoid conflicts or relocate utilities as necessary. On DB/P3 projects, the awarded Contractors or Developers will prepare and maintain a project schedule that includes design, construction and utility relocations. The awarded Contractors or Developers 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. The Utility Owner will need to prepare a UAS only if they are self-performing their utility relocation work. The Utility Owner may input hours on the UAS for any inspection or meetings when submitting for GUPS permit.

**Georgia Utilities Permitting System (GUPS)**: The Utility Owner must request a permit through GUPS. If the awarded Contractors or Developers performs the utility relocation work or uses a Utility Owner pre-approved contractor, as per the executed MOU, then the Contractors or Developers will coordinate with the Utility Owner to gather the required GUPS information, but the Utility Owner will still be responsible for the GUPS submission.

**Preliminary Utility Status Report (PUSR)** - The Contractors or Developers shall prepare and submit to the Department a Preliminary Utility Status Report (PUSR) concurrently with Accepted Relocated Utility Plans. The PUSR 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 include a listing of each utility with contact information, agreements, current Utility Impact Analysis (UIA) and a preliminary assessment of the impact to each Utility Owner.

**Retention Request** - For DB/P3 projects retention request are still required and should be accomplished in accordance with the GDOT Utility Accommodation Standards and Policy Manual. The only minor difference is that the Contractors or Developers will assist the Utility Owner in gathering information for the request. The request will still come from the Utility Owner.

**Utility Emergency Response Procedures** - The Contractors or Developers WUCS shall prepare and submit to the Department a Utility Emergency Response Plan no later than 30 days prior to beginning construction activities. 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 Owner 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 Utility Emergency Response Plan in an area readily accessible to the Department. In the event of interruption to gas, water or other utility services because of accidental breakage or because of being exposed or unsupported, the WUCS shall promptly notify the appropriate emergency officials, the Georgia Utilities Protection Center and the appropriate Utility Owner or operator, if known. Until the damage has been repaired, no person shall engage in excavating or blasting activities that may cause further damage to the utility facility.

# Innovative Delivery

## Design-Build (DB) and Public Private Partnership (P3)

### Utility Coordination

---

**Roles and Responsibilities for Design-Build/P3 Projects** – Each task or procedure provided in this section lists an individual who is responsible for ensuring that each step is completed properly. The following summary briefly describes the responsibilities of those involved in utility coordination on GDOT DB Projects.

**State Utilities Office** – The State Utilities Office (SUO) is responsible for assisting the DB Team/Developer with any utility-related tasks as needed. The SUO responsibilities include, but are not limited to the following:

- a. Creates and conveys to DB Team/Developers GDOT utility policies and regulations for the efficient and equitable accommodation of utilities on GDOT DB Projects;
- b. Has final approval authority of all MUAA/MUAAA and Standard Utility Agreements, utility permits, retention request, relocation plans, and utility certifications; and
- c. The State Utility Pre-Construction Manager performs Utility and Railroad Certification and notifies the Office of Innovative Delivery (OID) when the certification is complete.

**District Utilities Office** – The District Utilities Office (DUO) is responsible for assisting the DB Team/Developer with any utility-related tasks as needed. The DUO responsibilities include, but are not limited to the following:

- a. Works in conjunction with the OID to facilitate the utility workshop;
- b. Coordinates with the DB Team/Developer on the preparation and review of necessary property right conveyances for the utility owner;
- c. Assists the DB Team/Developer with review and completion of utility agreements and makes recommendations to the SUO as needed;
- d. Reviews the DB Team/Developer's and/or Utility Owner's request for retention and provides recommendations to the SUO for approval and/or denial; forwards retention requests to the SUO for final review and determination;
- e. Reviews and comments on DB Team/Developer submittals as they are developed and submitted;
- f. Coordinates with the DB Team/Developer on reviews of utility permits and distributes approved permits to the Utility Owner in accordance with this Manual and GDOT policies; once all utility permits have been approved, the DUO will notify the SUO; and

**Design-Build Team** – The DB Team/Developer is responsible for performing the utility work in accordance with the contract, which typically includes coordinating the relocation or removal of utility facilities that are in physical conflict with the DB Project. The DB Team/Developer responsibilities include, but are not limited to the following:

- a. Communicates, cooperates, and coordinates with GDOT, Utility Owners, Utility Owner's design consultants and construction contractors, property owners, local agencies (Government Entities), locally impacted businesses, and potentially affected third parties as necessary for performance of the utility adjustment work;
- b. Provides advance notification to all impacted local agencies, businesses, and property owners for any planned disruption of service;
- c. Coordinates with GDOT on any public outreach for planned utility disruptions as required;

## **Innovative Delivery Design-Build (DB) and Public Private Partnership (P3) Utility Coordination**

---

- d. Schedules a utility kick-off meeting;
- e. Coordinates any required Quality Level A test holes to determine precise utility locations when required;
- f. Must have a utility coordination consultant qualified in 3.10 – Utility Coordination and will supplement and verify Subsurface Utility Engineering (SUE) data provided by GDOT;
- g. Designs the project to avoid conflicts when feasible and minimize impacts where conflicts cannot be avoided;
- h. Adheres to the schedule and submission dates as required by the contract;
- i. Is required to submit to GDOT a Utility Impact Analysis (UIA), typically within 90 to 120 days of Notice to Proceed (NTP) 1, depending on the project complexity;
- j. Is required to submit to GDOT a Preliminary Utility Status Report (PUSR);
- k. Develops a utility work plan and identifies and confirms locations of existing utility facilities in relation to the project's construction limits;
- l. Submits preliminary utility plans on 24 series plan sheets;
- m. Coordinates with the Utility Owners and/or Utility Owner's pre-approved design consultants to complete a utility relocation design;
- n. Obtains Utility Owners approval on all utility relocation design plans, prior to submitting to GDOT for final review and approval;
- o. Submits final utility plans on 24 or 44 series plans sheets depending on the complexity of the project in accordance with the GDOT Plan Presentation Guide (PPG); and
  - On DB projects, the phasing or staging of the project may only allow for one area of the project to be certified for utility relocation to begin. When this occurs, the DB Contractor shall submit updates to the plans to GDOT as the design progresses at a time interval set by the GDOT Project PM, but no less than monthly;
  - Where extensive or complex utility adjustments are proposed to be included as part of the roadway contract work performed by the GDOT DB Contractor, separate 44 series Utility Relocation Plan Drawings for that specific utility shall be included in the project plans. Utilities self-relocating shall be shown on 24 series plans; and
  - It is imperative that information pertinent to utility facilities be clearly shown in the utility plan drawings without the interference of extraneous data such as horizontal curve data, superelevation data, roadway dimensions, miscellaneous text, etc. All background information such as pavement limits, existing structures, etc., should be screened back.
- p. Assigns a Worksite Utility Coordination Supervisor (WUCS) prior to starting any utility relocation construction;
- q. Completes or causes the completion of all required utility relocations or adjustments; this includes advising each Utility Owner of the appropriate time to begin any relocation/adjustment work, if any, that is required by the Utility Owner.

## **Innovative Delivery Design-Build (DB) and Public Private Partnership (P3) Utility Coordination**

---

- r. Upon completion of utility relocation work, the DB Team/Developer will provide the Utility Owner as-built plans for all utility relocations included in the DB contract in accordance with the following:
- DB Team/Developer shall prepare and provide to the Utility Owner and GDOT a complete set of as-built plans for all relocated or adjusted facilities, including Quality Level A Test Hole Data Sheets;
  - Once the as-built plans are completed and prior to project closeout, the DB Team/Developer will send a complete set of as-built plans, along with a Utility Facility Relocation Acceptance Form to the Utility Owner for review and acceptance; and
  - When the Utility Owner has reviewed and accepted the as-built plans and signed and returned the Utility Facility Relocation Acceptance Form to the DB Team/Developer, the DB Team/Developer will forward the Utility Facility Relocation Acceptance Form to the GDOT Project Manager (PM) for final approval. Once the PM has approved the Utility Facility Relocation Acceptance Form, the DB Team/Developer will relinquish responsibility of those utility facilities back to the Utility Owner.

**Utility Owner** - The Utility Owner understands and accepts that the DB Team/Developer is operating as a representative of GDOT during the utility coordination process. The Utility Owner responsibilities include, but are not limited to the following:

- a. Coordinates with the DB Team/Developer and obtains written approval from GDOT, by permit or agreement, prior to commencing with the physical construction, installation, relocation, or adjustment of any utility facilities that occupy or propose to occupy existing or proposed rights-of-way on DB Projects;
- b. Verifies their facilities on preliminary plans, reviews the DB Team/Developer's project design plans, and cooperates with the DB Team/Developer and Utility Coordination consultants;
- c. Participates in the DB Team/Developer's Utilities Coordination Meetings and plans their resources to accommodate the DB Project;
- d. Submits relocation design plans and the related Utility Adjustment Schedule (UAS), and coordinates their utility relocation work with the DB Team/Developer (when self-performing);
- e. Submits for permit via the Georgia Utility Permitting System (GUPS); and
- f. Reviews the as-built plans provided by the DB Team/Developer and signs off on the Utility Facility Relocation Acceptance Form upon plan acceptance.

# **Innovative Delivery Design-Build (DB) and Public Private Partnership (P3) Utility Coordination**

---

Attachments: Design-Build Post-Let Work Flow Chart  
P3 Post-Let Work Flow Chart  
Master Utility Adjustment Agreement  
Master Utility Adjustment Agreement Amendment  
Utility Analysis Form  
Memorandum of Understanding  
Sample URPN Letters 1, 2 and 1&2 Combined  
Sample Preliminary Utility Status Report  
Utility Facility Relocation Acceptance Form for DB and P3  
GUPS Submittal Process  
GUPS Utility Adjustment Schedule (UAS) Information Sheet  
DB/P3 GUPS Permit Package Requirements  
Utility Damage Report  
Utility As-Built Requirement

## **6.1.1 Utility As-Built Standard**

### **6.1.1.1 General As-Built Utility Requirements**

The Developer shall manage, ensure the accuracy of, and deliver all Utility As-Built Drawings, which must be submitted for intermediate review and approval within 30 days after Utility relocations are completed.

The Developer shall ensure the following:

1. All underground Utilities that are relocated, adjusted or newly installed within the Project limits will be surveyed by a certified licensed surveyor at the time of installation to determine the exact location and position of the Utility line, including:
  - a. The outside diameter of pipe or width of duct banks and configuration of either cased or non-encased multi-conduit systems
  - a. The Utility's structural material composition and condition
  - b. Identification of benchmarks used to determine elevations
  - c. All bored in facilities will require bore logs, which is part of the required as-built record information
  - d. Elevations with an accuracy of +/- 0.05 feet and certified accurate to the benchmarks used to determine elevations
  - e. Horizontal data accurate to within +/- 0.2 feet or applicable survey standards, whichever is more precise
  - f. Recording and labeling of the average depth below the surface of each run, all change of direction points, and all surface or underground components such as valves, manholes, drop inlets, clean outs, meters, etc.
    - 1) For wet facilities – at 100-foot intervals
    - 2) For dry facilities – at 25-foot intervals, depending on the vertical alignment
1. All resulting abandoned or excavated underground Utilities within the Project limits are clearly delineated and labeled as abandoned or removed.
2. All relocated, adjusted and newly installed aerial facilities are recorded to include the following:
  - a. Owner
  - b. Age
  - c. Size
  - d. Height
  - e. Number
  - f. Material type
  - g. General condition of the Utility
  - h. Horizontal location surveyed to the same accuracies and precision as is required for the topographic data
  - i. Aerial Utility Owners attached to the pole
  - j. Horizontal connectivity of the Utilities between the poles, including major service drops (substations or industrial facilities)

### **6.1.1.2 As-Built Utility CADD Files and Plans Preparation**

The Developer shall submit as-built information in GDOT's current CADD format (Microstation and InRoads) and in PDF format in accordance with GDOT's current Electronic Data Guidelines (EDG) and Plan Presentation Guide (PPG).

The Developer shall ensure the as-built Utility information is submitted as follows:

#### **6.1.1.2.1 CADD Files**

1. All points/data are placed in one CADD file per Utility Owner
2. DGN files are named using the naming convention "1234567UTLAB\_XYZ.dgn" (where "1234567" represents the PI# and "XYZ" the Owner's UPC code)
3. One empty, overall file using the naming convention "1234567UTLEAB.dgn" is created with all individual files named "1234567UTLAB\_XYZ.dgn" attached as reference files
4. All UTLAB files follow the conventions set forth in the EDG for the UTLE file
5. Sheet files, using GDOT's title block, are created for each Utility Owner in accordance with Section 24, and Section 44 (if required) of GDOT's PPG; levels are correctly turned on/off/grayed back to enable future printing if needed
6. The Project's scale is maintained
7. Relocated poles are numbered and matched to a pole data table
8. Pole data tables and point data tables are included
9. All street names are labeled
10. All easements and ROW are labeled
11. The location and elevation of the referenced benchmark is identified and labeled; if the referenced benchmark is not within the Project limits, then a complete description of its location will be provided to assist in future locating.
12. Any changes in details of design and/or additional supporting information, such as approved placement details, pipe sizes, material changes, geo-coded photos, etc., are be labeled

#### **6.1.1.2.2 PDF Files**

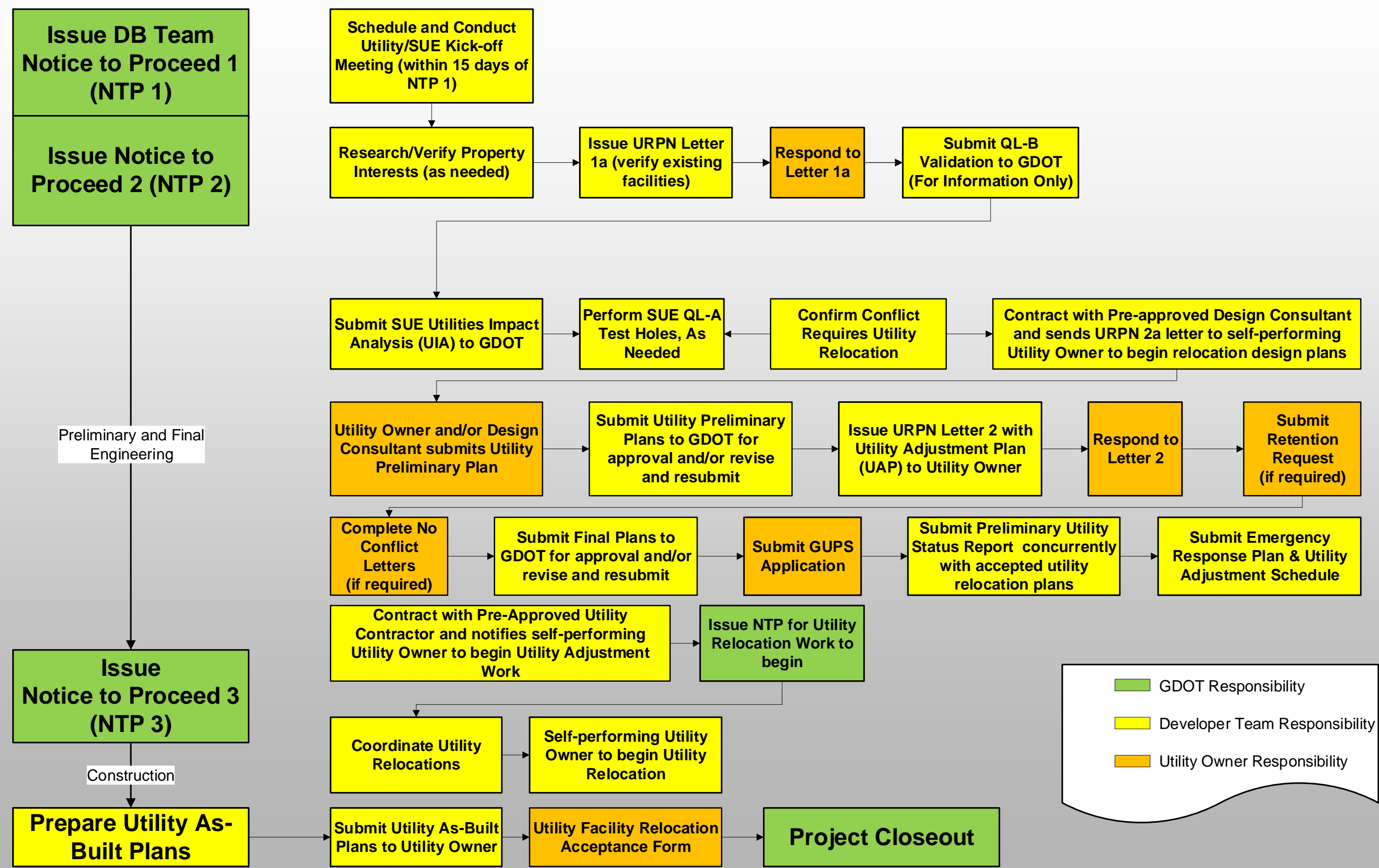
1. Create PDFs of the CADD sheet files for each Utility Owner in accordance with Section 24, and Section 44 (if required) of the GDOT PPG; levels must be correctly turned on/off/grayed back to enable future printing
2. Include the name, address, and telephone number of the firm preparing the drawing in the title block
3. Include the date the as-built data is collected in the revision block of the title block
4. Include the Professional Surveyor's or Professional Engineer's stamp and statement certifying that Record Drawings reflect the true conditions in the field
  - a. An electronic stamp may be used
  - b. Certification applies to new as-built information (not to the existing Utility information) provided by GDOT

5. Provide the Contractors' statement (with an original signature and Project number on the cover sheet and transmittal letter) verifying that all construction specifications and product qualities have been met
6. Label "Record Drawing" on each sheet

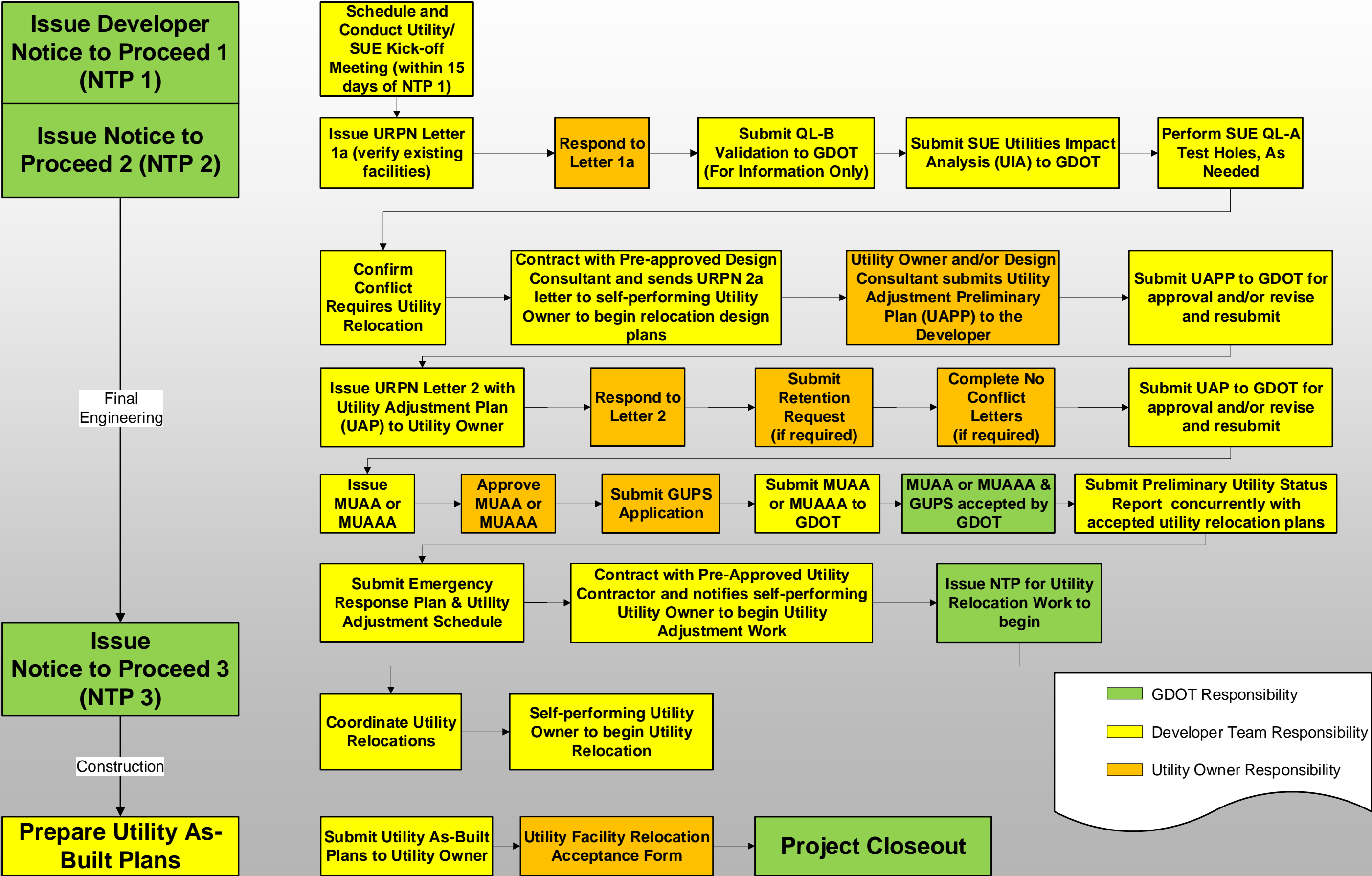
**6.1.1.3          Utility Record Drawings Review and Submittal  
Process**

1. The Developer shall submit completed as-built CADD files and PDFs of the Record Drawings Utility plan sheets to the Developer's EOR for review and comments.
2. Record Drawings shall not be considered complete until the Developer has responded to all comments from these reviews to the satisfaction of the Developer's EOR.
3. Prior to submitting any Utility as-builts to Utility Owners, the Developer shall provide GDOT with one PDF copy of each of the major Utilities (Water/Sewer, Gas, Telecom and Electric) for preliminary review and comment. Once comments have been addressed; no further preliminary review will be required.
4. Each Utility Owner, whose facilities were relocated, abandoned, adjusted, or installed shall receive a PDF and CADD copy of their Record Drawings for review and acceptance within 90 days of the completed work.
5. The Developer shall submit the combined final Utility as-built plans to GDOT as follows:
  - a. One overall, final CADD file in GDOT's current CADD Software with each Utility Owner's file appropriately attached as a reference file per GDOT's PPG and EDG
  - b. One PDF set of Section 24 and Section 44 (if required) plans for each Utility Owner's facilities
6. GDOT shall perform Quality Assurance (QA) on all deliverables to determine compliance with GDOT's EDG and PPG before Final Acceptance by GDOT.

# DB UTILITY COORDINATION WORK FLOW



# P3 UTILITY COORDINATION WORK FLOW



## **Design-Build/P3 Projects GUPS Permit Package Contents**

The following items shall be included with any utility permit submittal within GUPS for a GDOT DB/P3 project for a utility facility within the limits of the proposed project. The WUCS is responsible for coordinating with the Utility Owner as plan development progresses to the point when the Utility Owner is required to submit a permit application in GUPS. The permit should be created in GUPS under the “Apply by Project ID” option however, some projects may not allow submission by PI and will require the Utility Owner to submit as a General Permit. In these rare projects, the Utility Owner must put the project PI and location information in the permit description to clearly identify for which project the permit is intended. The permit will be given a cursory review by the Department for content of the below mentioned items and then will be forwarded via email to the WUCS of the DB Team for full review and approval. Upon the WUCS’ review, if there are any comments, the DB Team will provide those to the Department to be returned within GUPS back to the Utility Owner for corrections/revisions. If there are no comments, the DB Team will respond to the Department’s email that they recommend approval of the permit at which time the Department will approve within GUPS and provide confirmation of approval to the Utility Owner and the WUCS via email.

Items will be required for No Conflict permits as well as where relocations/adjustments are required as noted below:

Permit (8413A) – (created within GUPS upon application) **(Required for both)**

General Provisions – (created within GUPS upon application) **(Required for both)**

Permit Data Sheet – (created within GUPS upon application) **(Required for both)**

UAS (Signed) – (requires upload by applicant) **(Required for relocations but recommended for No Conflict permits as well to account for UC meetings and potential plan changes)**

Location Map – (created within GUPS with mile marker info provided by applicant or may require upload by applicant in some instances) **(Required for both)**

Signed No Conflict Letter, NPDES, EURI, No Cost Letter, other pertinent letters, misc. info etc. – (requires upload by applicant) **(Requirements will vary depending on scope of impacts to utility facilities)**

Plans, Profiles – (requires upload by applicant) **(Plans required for both, profiles/cross sections may be required when relocations/adjustments are required depending on scope of impacts to utility facilities)**

Special Provisions – (requires upload by applicant) **(Requirements will vary depending on scope of impacts to utility facilities)**

Retention Requests (Overhead & Underground) – (requires upload by applicant) **(Requirements will vary depending on scope of impacts to utility facilities as related to the UAM, Clear Roadside Design Guide, and other Department design criteria – WUCS will be responsible for coordinating with the Utility Owner to verify all clearance requirements as it relates to the proposed retention of existing facilities)**

The address for the GUPS site is: <http://gups.dot.ga.gov>

The screenshot shows the GUPS homepage. At the top is the GUPS logo and the text "GEORGIA UTILITIES PERMITTING SYSTEM". Below this is a blue navigation bar with the following links: "Apply for New Permit", "Apply by Project I.D.", "Update Saved Application", "Emergency Permits", "Office of Utilities", "Admin", "Help", and "Logout". The "Apply by Project I.D." link is circled in red. To the left of the main content area is a sidebar titled "Application Progress" with a list of sections: "Utility Type", "Location Information", "Traffic Control", "Utility Application", "Blasting", "Drawings Upload", "Utility Adjustment Schedule", "Surety Instructions", and "Payment Information". The "Utility Type" section is highlighted in blue. Below the navigation bar is a section titled "Please select the work category applicable to your project:" with a list of radio buttons and colored squares corresponding to different utility types: Electrical (red), Communication (orange), Gas (yellow), Potable Water (blue), Sewer & Drain (green), Non Potable Water (purple), Vegetation (pink), and Site Specific (white). A "Continue »" button is located at the bottom right of the form. A large red arrow points from the bottom left towards the "Apply for New Permit" button.

**Annotations:**

- Top Right:** If you have been asked to relocate your facilities due to a GDOT Project, you will apply by the GDOT PI# given to you by the Utility Engineer. If GUPS accepts the PI#, the map will be bypassed. If GUPS does not accept the PI#, select Apply for New Permit & follow map instructions on next screen. This will also apply when you are required to submit a No Conflict permit.
- Bottom Left:** This is the first screen you will see in GUPS. Notice the default view is to "Apply for New Permit" button on the blue bar above.
- Top Right (Second Box):** If you called the District Office and were given a Verbal Emergency Permit Number, you would click on "Emergency Permits" button, on the blue bar above, and the first screen will ask you for the verbal number we issued to you. Follow Section 3.9 of the UAM and include the emergency number in the work
- Bottom Right:** If you have submitted a permit through the GUPS system and you receive an e-mail that the permit is being returned to be corrected, you would choose the "Update Saved Applications" button. If you need to stop while applying for a permit, get to a point where you can click "Save and Exit". When you come back in GUPS you click on the "Update Save Application" button. You can have multiple permits in your queue you are working on, and each time you use this button to get back to that permit. Permits with no activity on the Utility's side will expire in 30 days.

Note: As you go through GUPS inserting information, you CANNOT use the "Back" button. After you complete each section you will click on "Save and Continue" then the section names will turn blue. If you need to go back to a particular section click the section name and GUPS will return you to the first screen in that section. You will just click continue until you get to the page you need in that section.

**Return To Permitting Application**

**Create Permits Location**

Permit Number: 1124055

☒ Route Permit ☐ Rail Permit

☒ By Attribute ☐ By Spatial Quer

County: Henry

Route Type: 1 - State Route

Route Number: 015500

Route ID: 1511015500

Begin Mile Point: End Mile Point:

5.95 6.59

Map File Name: 1124055\_MAP.jpg

Description: Beginning 100' before Industrial Blvd. and ending at Henry Parkway

Draw Permit Location:

Save and Continue to GUPS

Search

Layers

Click the drop down box beside **County** and select the county the work is proposed in.

Click the drop down box beside **Route Type** and select "1 - State Route"

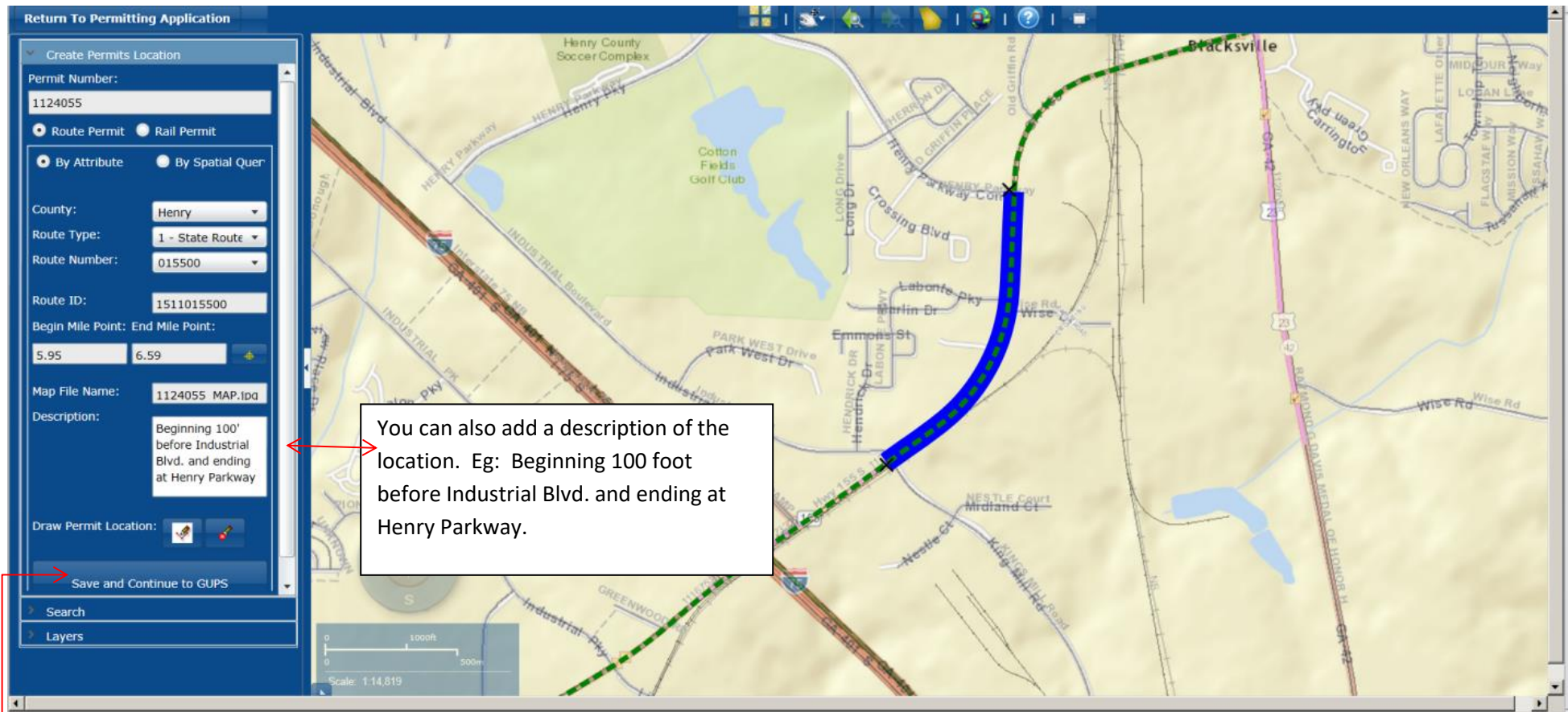
Click the drop down box beside the **Route Number** and select the State Route the work is proposed on.

Then click on the button with the yellow symbol, indicating you are ready to click on the interactive map to select your beginning M.P. Route numbers are formatted as follows: ex. SR 403 is 040300; SR 8 is 000800.

Click on the green dotted line to select the beginning M.P.  
Click on the green dotted line to select the ending M.P.

## Notes:

1. State Highway Number should be the lowest State Route designated number for that section of highway where the work is to be performed.
2. If the facility will be installed in two different Counties, a permit will be required for each County. Same with State Routes, if multiple State Routes are involved, you will need a separate permit for each State Route.
3. When you are doing a spot location you still have to show a beginning and ending MP. So just click beside the beginning so that it would show MP 1.00 to MP 1.01
4. If you make an error when selecting mile post, just click the button with the yellow symbol and it will clear your choices, so you can start again.



Your map will look like this when you have selected both a beginning and ending location.

Click on the "Save and continue to GUPS" button, to advance to the next section.

GEORGIA UTILITIES PERMITTING SYSTEM

Member Group: 100000 User ID: Patsy Permit ID: 1124055

Apply for New Permit Apply by Project I.D. Update Saved Application Emergency Permits Office of Utilities Admin Help Logout

### Application Progress

- Utility Type
- Location Information
- Traffic Control
- Utility Application
- Blasting
- Drawings Upload
- Utility Adjustment Schedule
- Surety Instructions
- Payment Information

Route number 015500 from milepoint 5.95 to 6.59 in Henry county consists of the following project(s):

\* Since there are projects between the selected mile points, you will be required to fill out the General Utility Adjustment Schedule Form. When highway construction is underway, it shall be the responsibility of the applicant to furnish a schedule for making the new utility installation. Written approval of such schedule by the highway contractor shall be furnished to DOT engineer having jurisdiction over the project prior to beginning work. Upon request DOT will assist in resolving any disputes over work schedules or in arranging for emergency access to utility facilities within an active project.

ID	Number	Begin	End	Contractor Name	Status	Let Date
0007856	CSSTP-0007-00(856)	5.63	7.24		PREP	

Continue »

© Georgia Department of Transportation

- Note: You only are required to submit a UAS when you have facilities within the limits of a GDOT Project and have been asked to do a permit to relocate said facilities. It is recommended that a UAS be submitted even in a No Conflict situation to account for Utility Coordination meetings and plan reviews.
- A project ID that begins with "M" is a Maintenance project and will not require the same documents and coordination as other GDOT projects under construction.
- If any other project ID is shown, like in the box above you would need to search the GDOT Project Database (located at: <http://www.dot.ga.gov/BS/Projects/ProjectSearch> to find out the status of said project. Additionally, you may want to consult with the Utility Engineers in our office to determine project status and location of construction plans as permission to work within another project's limits may require coordination with that project's contractor. (See attached for Utility Engineer Information)

The screenshot shows the GUPS application progress screen. At the top, the GUPS logo is on the left, and the Georgia Department of Transportation (GDOT) logo is on the right. Below the logos, the text "GEORGIA UTILITIES PERMITTING SYSTEM" is displayed. To the right of this text, the user information is shown: "Member Group: 100000", "User ID: Patsy", and "Permit ID: 1124055". Below this information, a navigation bar contains the following links: "Apply for New Permit", "Apply by Project I.D.", "Update Saved Application", "Emergency Permits", "Office of Utilities", "Admin", "Help", and "Logout".

On the left side, under the heading "Application Progress", there is a list of application steps: "Utility Type", "Location Information", "Traffic Control", "Utility Application", "Blasting", "Drawings Upload", "Utility Adjustment Schedule", "Surety Instructions", and "Payment Information". The "Traffic Control" step is currently selected.

In the center, the text "Please specify the Traffic Control Type for General Encroachment Application:" is displayed. Below this text, a dropdown menu shows "MUTCD Part 6 - Typical Application Plan". To the right of this dropdown, there are three buttons: "Save & Exit", "Continue »", and "Save & Continue".



On the right side, there is a dropdown menu with the following options: "MUTCD Part 6 - Typical Application Plan", "Select-", "MUTCD Part 6 - Typical Application Plan", "Detailed Traffic Control Plan", "Combination (Typical and Detailed plan)", and "No Conflict".

At the bottom of the screen, the text "© Georgia Department of Transportation" is displayed.

Note: You will always select "MUTCD Part 6 – Typical Application Plan".... unless: The proposed work is on the **Interstate, Limited Access** sections of roads, or in some cases State Routes (see below). In those cases you would select "**Detailed Traffic Control Plan**" and you will be required to submit that plan with your permit.

**Note:** For all aerial crossings on Interstate, Limited Access, or State Routes that are 4 (or more) lanes divided with a median you must choose "Detailed Traffic Control Plan" in GUPS when applying for the permit. When you submit the permit you will need to include:

1. A detailed traffic control plan (will show plans with signage)
2. A traffic pacing plan (will just be the written plan to pace traffic)

**GEORGIA UTILITIES PERMITTING SYSTEM**

Member Group: 100000   User ID: Patsy   Permit ID: 1124055

Apply for New Permit   Apply by Project I.D.   Update Saved Application   Emergency Permits   Office of Utilities   Admin   Help   Logout

**Application Progress**

- Utility Type
- Location Information
- Traffic Control
- Utility Application
- Blasting
- Drawings Upload
- Utility Adjustment Schedule
- Surety Instructions
- Payment Information

Please specify the following details for the Utility application:

Work Description:

Place 500 linear feet of new fiber along SR 155 to Georgia Power Pole by lashing to existing 10m strand to provide service to new Customer.

158 more characters available.

Work Days Estimate:  days

Facility Placement:

Does application impact a bridge, wall, culvert or include construction of a tunnel?:  
☐ Yes   ☒ No

[Continue »](#)

Longitudinal

-Select-

Longitudinal

Crossing

Both

Non-applicable



Make Ready Locations

Spot Location Only

Service Tap Only

© Georgia Department of Transportation

Note: If the proposed longitudinal installation is also crossing a section of State Route, you should select "Both".

**GEORGIA UTILITIES PERMITTING SYSTEM**  
Georgia Department of Transportation

Member Group: 100000    User ID: Patsy    Permit ID: 1124055

[Apply for New Permit](#)   [Apply by Project I.D.](#)   [Update Saved Application](#)   [Emergency Permits](#)   [Office of Utilities](#)   [Admin](#)   [Help](#)   [Logout](#)

**Application Progress**

- Utility Type
- Location Information
- Traffic Control
- Utility Application
- Blasting
- Drawings Upload
- Utility Adjustment Schedule
- Surety Instructions
- Payment Information

Please specify the following details for standard installation permit application:

Installation Length:  feet

Service Tap Type:

Facility Type:

[Continue »](#)

-Select-

-Select-

Longside



NA

Shortside

Both

© Georgia Department of Transportation

Note: When a service installation is crossing the State Route it is considered "Longside"

**GEORGIA UTILITIES PERMITTING SYSTEM**  
Georgia Department of Transportation

Member Group: 100000    User ID: Patsy    Permit ID: 1123499

[Apply for New Permit](#)   [Apply by Project I.D.](#)   [Update Saved Application](#)   [Emergency Permits](#)   [Office of Utilities](#)   [Admin](#)   [Help](#)   [Logout](#)

**Application**  
**Progress**

[Utility Type](#)  
[Location Information](#)  
[Traffic Control](#)  
[Utility Application](#)  
[Blasting](#)  
[Drawings Upload](#)  
[Utility Adjustment Schedule](#)  
[Surety Instructions](#)  
[Payment Information](#)

Please specify the following details for communication permit application :

Cable Size:  inches

Material Type: 

-Select-  
Fiber Optic  
Copper  
Coaxial

Other:

Number Of Pairs/Counts:

Strand/Messenger Wire Required: ☐ Yes ☒ No

Size of Strand:  mm/inches

[Continue »](#)

© Georgia Department of Transportation

The Utility Accommodation Manual section 3.6.A.: *In an effort to reduce the number of roadside obstacles, the Department will require that any Utility who is relocating poles or attaching to existing poles on the right-of-way is to be responsible for filling out Dual Pole form 8325DP (see Appendix) and submitting this form with their utility permit application. This form will identify the name(s) of other Utilities that are to occupy the joint use poles or are currently on existing poles, contacts persons, phone numbers, date contacted, relocation time needed to transfer, and location by mile marker on said State Route.*

This form is now completed in GUPS, therefore, you are no longer required to submit a separate form. The three screen shots below will show you how GUPS uses form 8325DP electronically.

**GUPS** GEORGIA UTILITIES PERMITTING SYSTEM

Member Group: 100000 User ID: Patsy Permit ID: 1123499

[Apply for New Permit](#) [Apply by Project I.D.](#) [Update Saved Application](#) [Emergency Permits](#) [Office of Utilities](#) [Admin](#) [Help](#) [Logout](#)

**Application Progress**

- Utility Type
- Location Information
- Traffic Control
- Utility Application
- Blasting
- Drawings Upload
- Utility Adjustment Schedule
- Surety Instructions
- Payment Information



Please select the installation type:

Type:

← →

If you select “Aerial” or “Both” you are subject to the policy shown above.

© Georgia Department of Transportation

**GEORGIA UTILITIES PERMITTING SYSTEM**  
Georgia Department of Transportation

Member Group: 100000    User ID: Patsy    Permit ID: 1124069

Apply for New Permit    Apply by Project I.D.    **Update Saved Application**    Emergency Permits    Office of Utilities    Admin    Help    Logout

**Application Progress**

- Utility Type
- Location Information
- Traffic Control
- Utility Application
- Blasting
- Drawings Upload
- Utility Adjustment Schedule
- Surety Instructions
- Payment Information

Please specify the pole types:  

Existing

Continue »

© Georgia Department of Transportation

**GUPS | Existing Pole Details App - Microsoft Internet Explorer provided by GA Department of Transportation**

http://gups.dot.ga.gov/Gups/secure/submitNewOrExistingPole

File Edit View Favorites Tools Help

X Convert Select

abouttabs Google GUPS - Training Site GUPS II Old GUPS Suggested Sites Tabs Web Slice Gallery

**GUPS** **GEORGIA UTILITIES PERMITTING SYSTEM** **Georgia Department of Transportation**

Member Group: 100000 User ID: Patsy Permit ID: 1124069

[Apply for New Permit](#) [Apply by Project I.D.](#) [Update Saved Application](#) [Emergency Permits](#) [Office of Utilities](#) [Admin](#) [Help](#) [Logout](#)

**Application Progress**

- Utility Type
- Location Information
- Traffic Control
- Utility Application
- Blasting
- Drawings Upload
- Utility Adjustment Schedule
- Surety Instructions
- Payment Information

**Please specify the following details for the existing pole:**

Minimum Overhead clearance:  feet

Operating Clearance Radial:  feet


Work Performed:

Pole Owner:  Other:


Will there be make ready that requires the setting of a new pole?: ☐ Yes ☒ No

[Save & Exit](#) [Continue >>](#) [Save & Continue](#)

© Georgia Department of Transportation



**GEORGIA UTILITIES PERMITTING SYSTEM**



Member Group: 100000
User ID: Patsy
Permit ID: 1124069

Apply for New Permit
Apply by Project I.D.
Update Saved Application
Emergency Permits
Office of Utilities
Admin
Help
Logout

### Application Progress

- Utility Type
- Location Information
- Traffic Control
- Utility Application
- Blasting
- Drawings Upload
- Utility Adjustment Schedule
- Surety Instructions
- Payment Information

**Check the statement that applies to this permit:**

**County: Henry**



1. No Existing Utility:	There are no existing utility facilities which require transferring or utility poles which require removal on the route covered by this permit application.	<input type="checkbox"/>
2. Condition Route:	There are conditions on the route covered by this permit application that will require facilities to be transferred or pole removed. This work is included in the construction drawings or listed in the locations below and will be completed on this permit when approved.	<input checked="" type="checkbox"/>
3. Utility Relocation:	Listed below are other utilities that require relocation before we will be able to transfer out facilities or remove a dual pole line condition.	<input type="checkbox"/>

[Continue »](#)

By checking condition #1 you are saying that you have driven the state route from County line to County line and there is no other transfer work on this Route, in this County waiting to be performed.

If you check, condition #2 you are saying that you have driven the state route from County line to County line and there is transfer work on this route in this county that needs to be completed by your company. And that you will show the work on your drawings and list it on the next page; so that work can be completed under this permit once approved.

If you check, condition #3 you are saying that you have driven the state route from County line to County line and have identified work by another utility that needs to relocate before you can perform your transfer work. Specifically, this condition applies to reconductoring a line. You must identify all utilities attached to your poles and list them on the next page. (Also, for work on a GDOT Project when you are being asked to relocate your poles).

**GEORGIA UTILITIES PERMITTING SYSTEM**  
Georgia Department of Transportation

Member Group: 100000    User ID: Patsy    Permit ID: 1124069

[Apply for New Permit](#)   [Apply by Project I.D.](#)   [Update Saved Application](#)   [Emergency Permits](#)   [Office of Utilities](#)   [Admin](#)   [Help](#)   [Logout](#)

### Application Progress

- Utility Type
- Location Information
- Traffic Control
- Utility Application
- Blasting
- Drawings Upload
- Utility Adjustment Schedule
- Surety Instructions
- Payment Information

Note: Please do not use the back button to navigate to any of the previous forms. Please use the hyperlinks provided on the left hand side in the Application progress bar.

Please specify the following details for the pole transfer:

Utility Name	Contact Name	Phone Number	...
Phone Company	Jerry Lewis	404-123-4567	
			<a href="#">Add</a>



List Company and Location on any items included in number 2 or 3 on the previous screen relative to the mile post on the State Route or by Intersection Streets.

M.P. 1.5 - make transfer of our phone cable to new pole.

M.P. 1.6 - make transfer of our phone cable

[Continue >>](#)

© Georgia Department of Transportation

**GEORGIA UTILITIES PERMITTING SYSTEM**  
Georgia Department of Transportation

Member Group: 100000   User ID: Patsy   Permit ID: 1123499

Apply for New Permit   Apply by Project I.D.   Update Saved Application   Emergency Permits   Office of Utilities   Admin   Help   Logout

**Application Progress**

- Utility Type
- Location Information
- Traffic Control
- Utility Application
- Blasting
- Drawings Upload
- Utility Adjustment Schedule
- Surety Instructions
- Payment Information

Please specify if the work involves blasting:  
☐ Yes   ☒ No

Save & Exit   Save & Continue

*3.1.A.2: The Department will not require a blasting permit while working on Department's right of way, but, when the use of explosives is necessary, the Contractor/Utility shall exercise the utmost care not to endanger life or property, and shall obey all State, Federal and other Governmental regulations applying to transportation, storage, use, and control of such explosives.*

© Georgia Department of Transportation

**GEORGIA UTILITIES PERMITTING SYSTEM**

Member Group: 100000 User ID: Patsy Permit ID: 1123515

Apply for New Permit Apply by Project I.D. Update Saved Application Emergency Permits Office of Utilities Admin Help Logout

**Application Progress**

Utility Type  
Location Information  
Traffic Control  
Utility Application  
Blasting  
Drawings Upload  
Utility Adjustment Schedule  
Surety Instructions  
Payment Information

ID	File Name	File Description	View	Delete
300464	1123515_Map.jpg	Map		

Upload all permit documents/drawings for permit application. The department will accept the following file types :  
JPEG, JPG, BMP, TIF, DGN, XLS, XLSX, TXT, WPD, DOC, DOCX or PDF.  
Note: "DWG" files are no longer accepted.

Upload File: C:\Users\lward\Desktop\SR109 dwgs Revis Browse...

File Description: Permit Plans

Add to File List

Files selected for Upload

Remove from List

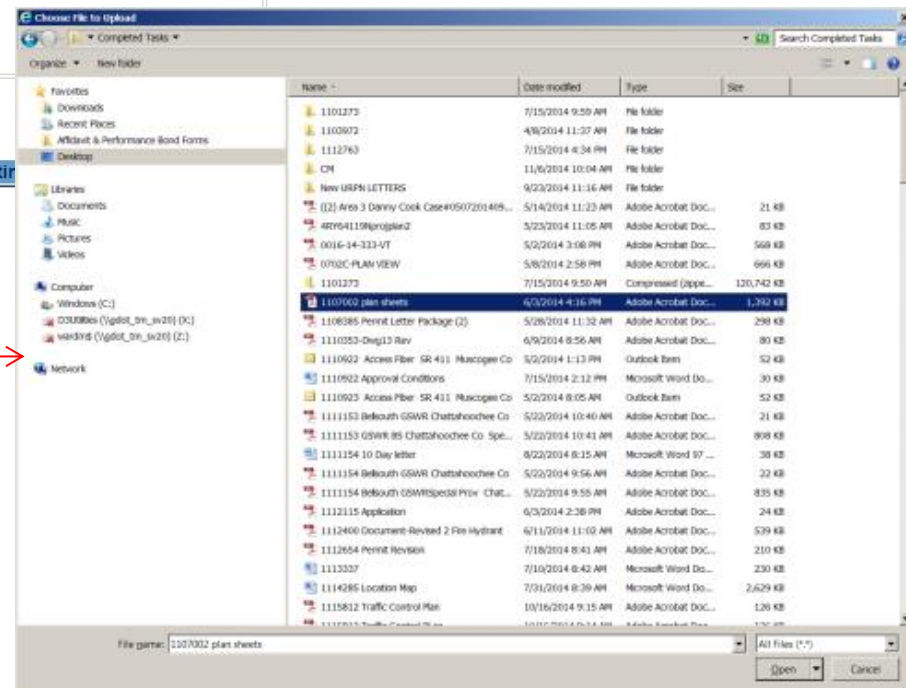
Save & Exit Save & Continue



**Permit Plans**

--Select--  
Traffic Control Files  
Permit Plans  
Permit Profiles  
Permit Cross Sections  
Permit Documents  
Lighting Files  
Bridge Files  
Retention Request Files  
Details  
Other Information  
Blasting Files

Note: To select a JPEG, JPG, BMP, TIF, DGN, XLS, XLSX, TXT, WPD, DOC, DOCX or PDF to upload with your permit,

- Click on the grey "Browse..." button,
  - A screen with your computers files comes up, you just need to go and select the file and click "Open".
- The location and name of the file will appear in the grey box next to the "Browse..." button.
- Click the drop down menu next to "File Description" and select the name most appropriate for the file.
- Then click the blue "Add to File List" button, and the file name will appear in the box below called "Files selected for Upload"
- FILES NAMES SHOULD NOT CONTAIN ANY SPECIAL CHARACTERS, THEY WILL NOT UPLOAD.
- DO NOT** use special characters anywhere in the GUPS system, it can cause errors and will not print out properly. (" ", ~, @, ', #, /, \_ , \*, etc...). This includes work descriptions and Word docs.



**GEORGIA UTILITIES PERMITTING SYSTEM**


Member Group: 100000   User ID: Patsy   Permit ID: 1123499

[Apply for New Permit](#) [Apply by Project I.D.](#) [Update Saved Application](#) [Emergency Permits](#) [Office of Utilities](#) [Admin](#) [Help](#) [Logout](#)

### Application Progress

- Utility Type
- Location Information
- Traffic Control
- Utility Application
- Blasting
- Drawings Upload
- Utility Adjustment Schedule
- Surety Instructions
- Payment Information

**Please fill out the Utility Adjustment Schedule details:**

Adjustment Schedule form not applicable at this time: ☒ 


Select PI number with the closest Let date affected by Permit:

Schedule Type:


[Save & Exit](#) [Continue >>](#) [Save & Continue](#)

Remember... You only are required to submit a UAS when you have facilities within the limits of a GDOT Project and have been asked to do a permit to relocate said facilities. It is recommended that a UAS be submitted even in a No Conflict situation to account for Utility Coordination meetings and plan reviews.

© Georgia Department of Transportation



**GEORGIA UTILITIES PERMITTING SYSTEM**



Member Group: 100000   User ID: Patsy   Permit ID: 1124069

[Apply for New Permit](#)
[Apply by Project I.D.](#)
[Update Saved Application](#)
[Emergency Permits](#)
[Office of Utilities](#)
[Admin](#)
[Help](#)
[Logout](#)

### Application Progress

- [Utility Type](#)
- [Location Information](#)
- [Traffic Control](#)
- [Utility Application](#)
- [Blasting](#)
- [Drawings Upload](#)
- [Utility Adjustment Schedule](#)
- [Surety Instructions](#)
- [Payment Information](#)

**Please review the information you entered for Permit application:**

The work category applicable to your project is **Communication in Henry county/counties.**

**Location information**  
The Utility installation location was narrowed down to  
Beginning MilePoint **3.63** and Ending MilePoint **4.82** on route number **015500**

**General Encroachment Information**  
Traffic Control Type is **MUTCD Part 6 - Typical Application Plan**

**Utility Information**

Work Description <b>ggg</b>	Work Days Estimate <b>3</b>	Bridge and Wall Attachments <b>No</b>
Facility Placement Type <b>Longitudinal</b>	Installation Length <b>6283.2</b>	Facility Type <b>Telephc Lines</b>
Service Type <b>Longside</b>	Cable Size <b>0.5</b>	Cable Material Type <b>Fiber O</b>
Installation Type <b>Arial</b>	Strand/Messenger Wire Required <b>No</b>	Strand Wire Size
Number of Pairs/Counts <b>24</b>		
Pole Type <b>Existing</b>		
Existing Pole Details:		
Minimum Overhead Clearance <b>18.0</b>	Operating Clearance Radial <b>10.0</b>	Pole <b>GEORGIA</b> Owner <b>POWER</b>
Work Performed <b>Overlash</b>	Is Make Ready <b>false</b>	

**Drawings Upload**

Upload #1 File Name **1124069\_Map.jpg** File Description **Map**

**Blasting Information**  
Blasting Required is **No.**

**General Utility Adjustment Schedule**  
Adjustment Schedule Required is **No.**

Save & Exit
Submit

*In an effort to help you quickly solve any technical problems that may arise with GUPS, the Solutions Center has supplied the following “form”, with required information, when e-mailing them at [www.solutioncenter@dot.ga.gov](mailto:www.solutioncenter@dot.ga.gov)*

<p><i>Name:</i></p> <p><i>Phone:</i></p> <p><i>Company/ City:</i></p> <p><i>Location in State:</i></p> <p><i>E-Mail Address:</i></p> <p><i>Member Group Code:</i></p> <p><i>User Name:</i></p> <p><i>Problem:</i></p>
--

**Note:** If a problem does arise when submitting a permit in GUPS, additional information including the permit number, state route number (or local route if applicable), county, and screen shots of the error message(s) need to be included along with the information indicated above.

## GUPS - Utility Adjustment Schedule (UAS) – Information Sheet

Revised: 5-1-20

When applying for a permit to relocate facilities on a GDOT Project, you will need to Click “Apply by Project I.D.” This screen will come up.

- Enter the Project I.D. number of the project you are working on.
- Click the Work Category applicable to your Utility.
- Click “Continue”

**GUPS** **GEORGIA UTILITIES PERMITTING SYSTEM**

Member Group: 100000 User ID: Patsy









[Apply for New Permit](#) [Apply by Project I.D.](#) [Update Saved Application](#) [Emergency Permits](#) [Office of Utilities](#) [Admin](#) [Help](#) [Logout](#)

**Application Progress**

Utility Type  
Location Information  
Traffic Control  
Utility Application  
Blasting  
Drawings Upload  
Utility Adjustment Schedule  
Surety Instructions  
Payment Information

Please Enter Project I.D: 00000297

Please select the work category applicable to your project:

- ☒  Electrical ( distribution, transmission, lighting system )
- ☐  Communication ( telephone, internet, cable TV, security system, signal )
- ☐  Gas ( natural gas, oil, petroleum, gaseous materials, steam )
- ☐  Potable Water ( distribution, transmission )
- ☐  Sewer & Drain ( sewer, storm or both )
- ☐  Non Potable Water ( reclaimed water, irrigation, slurry, chilled/hot water )
- ☐  Vegetation ( mowing, pruning, tree removal, chemical )
- ☐  Site Specific:

[Continue »](#)

**Utility Adjustment Schedule Details Page**

- You always have to submit an Adjustment Schedule Form when you are doing relocation work for a project. (So do not check the box.)
  - Or when you are submitting a NO CONFLICT project permit.
- When you click the down arrow on Select PI Number.... Choose the same PI number as you entered when first starting the permit.
- For Schedule Type you always click "Original". (The only time it would be considered Revised, would be after project has let and some unforeseen reason necessitates you having to revise the permit and are allowed to submit a revised Utility Adjustment Schedule.)
- Click "Save & Continue"

**Application Progress**

- Utility Type
- Location Information
- Traffic Control
- Utility Application
- Blasting
- Drawings Upload
- Utility Adjustment Schedule**
- Surety Instructions
- Payment Information

**Please fill out the Utility Adjustment Schedule details:**

Adjustment Schedule form not applicable at this time: ☐

Select PI number with the closest Let date affected by Permit: -Select- ▼

Schedule Type: Original ▼

Save & Exit Continue >> Save & Continue

**Expanded Dropdowns:**

- Select PI number:** 0000297 ▼, -Select-, 322920-, **0000297**, Other
- Schedule Type:** **Original** ▼, Original, Revised

**Existing Utility Details Page**

On this page you should include all your major existing facilities within the project limits. Exclude minor items, i.e. water valves, gas valves, individual meters, pull boxes, switches, etc. Ensure that quantity shown is *only the portion in conflict with the project*.

- i.e. 1000 LF of pipe with only 250 LF in conflict, UAS should list the 1000 LF, but only show the 250 LF in the quantity in conflict box.



**GEORGIA UTILITIES PERMITTING SYSTEM**

Member Group: 100000 User ID: Patsy Permit ID: 1150633

[Apply for New Permit](#)
[Apply by Project I.D.](#)
[Update Saved Application](#)
[Emergency Permits](#)
[Office of Utilities](#)
[Admin](#)
[Help](#)
[Logout](#)

## Application Progress

[Utility Type](#)  
[Location Information](#)  
[Traffic Control](#)  
[Utility Application](#)  
[Blasting](#)  
[Drawings Upload](#)  
[Utility Adjustment Schedule](#)  
[Surety Instructions](#)  
[Payment Information](#)

Note: Please do not use the back button to navigate to any of the previous forms. Please use the hyperlinks provided on the left hand side in the Application progress bar.

### Please fill out the Existing Utility Details

Quantity, Type of Facility and Service Provided	Quantity in Conflict	Unit	...
1000 feet of existing 4 inch medium high pressure steel gas main.	250	NA	<a href="#">Edit</a>
12 Wood Poles	4	EA	<a href="#">Edit</a>
884 foot 3 phase 25kv	884	LF	<a href="#">Edit</a>
		NA	▼
<a href="#">Add</a>			

[Save & Exit](#)
[Continue >>](#)
[Save & Continue](#)

Note: For each entry, click in the box and type facility details, click in "Quantity in Conflict" box, put amount in conflict, and select the "Unit of Measure" that is applicable to the facility then click Update.

And then repeat for each additional entry but click "Add".

Quantity, Type of Facility and Service Provided	Quantity in Conflict	Unit	...
1000 feet of existing 4 inch medium high pressure steel gas main	250	LF	<a href="#">Edit</a>
		NA	▼
<a href="#">Add</a>			

**Utility Adjustment Schedule Details Page**

- Click the down arrow and select how the existing utilities were verified and show the date of that was completed in the next field.
- Choose “Preliminary” for the “Scheduled based on” field unless the project is under contract then it would be “Final”, then add the date of the plan set.
- Select the option that has been discussed with the Utility Engineer and select yes, if those arrangements have been made in writing.

**Application Progress**

- Utility Type
- Location Information
- Traffic Control
- Utility Application
- Blasting
- Drawings Upload
- Utility Adjustment Schedule
- Surety Instructions
- Payment Information

**Please fill out the Utility Adjustment Schedule details:**

Existing facilities identified using: Subsurface investigation(SUE) ▼

Facility identified date: July 05, 2016

Schedule based on: Preliminary ▼

Plan Date: July 10, 2007

Cost will be borne by: Utility Owner ▼

Have the cost arrangements been approved in writing? Yes ▼

Special Requirements:

Due to seasonal restrictions ABC Utility Company may not be de-energized between May and October.  
XYZ Plant requires a 10 notice of planned service outages

As-Built Survey Record  
Record information only  
Subsurface investigation(SUE)  
Record/Map Field Review

Revision  
Concept  
Final  
Preliminary

This date should be the date you received 2<sup>nd</sup> Submission plans from the DOT.

3rd party and Department  
Department  
3rd party  
Utility Owner  
Department and Utility Owner  
No Conflict  
3rd Party and Utility

Save & Exit Continue >> Save & Continue

(See Page 5 for more notes on Special Requirements)

In the “Special Requirements” box, please list any special considerations that will need to be known once project lets. (Brief explanation of required staging, dependent activities, joint use coordination, operational constraints, seasonal limitations, etc.)

- Seasonal restrictions
- Contractual obligations (shutdown periods, etc.)
- Construction considerations (grading, clearing, utility sequence of operations, roadway staging, R/W staking, etc. – limited areas identified, not complete project)
- Regulatory restrictions
- Other dependent restrictions, joint-use requirements (pole placement, attachment requirements, etc.)
- Special easement requirements, condemnation, permits, etc.

**SPECIAL REQUIREMENTS**


- Acceptable Notes from Utilities
  - Due to seasonal restrictions electric transmission facilities may not be de-energized between May through October
  - Contractual obligations require power to only be reduced/turned off between the hours of 10 pm – 6 am
  - Any interruption in service at XYZ plant requires minimum 10 day notice
  - A minimum of 16 weeks should be allowed for the ordering of joint use concrete poles. Traffic signal loads and attachment heights must be provided to Georgia Power Company by the roadway contractor prior to ordering the joint use concrete poles.

**SPECIAL REQUIREMENTS**


- Red Flag Notes from Utilities
  - The words “All” or “Entire” on larger type projects.
    - All/Entire project and R/W staking
    - All/Entire project Clearing
    - All/Entire project grading
  - Grading has to be within two feet of final grade
  - No work can begin on joint-use poles until entire pole line relocation is completed by pole owner
  - All other attaches must be in place and energized before Utility ABC attachments can be made and cutover.

## Section C – Work Plan

**Preliminary Engineering:** This work should be done prior to the Utility Notice to Proceed (NTP).



**GEORGIA UTILITIES PERMITTING SYSTEM**



Georgia Department of Transportation

Member Group: 100000
User ID: Patsy
Permit ID: 1162679

Apply for New Permit
Apply by Project I.D.
Update Saved Application
Emergency Permits
Office of Utilities
Admin
Help
Logout

**Application Progress**  
[Utility Type](#)  
[Location Information](#)  
[Traffic Control](#)  
[Utility Application](#)  
[Blasting](#)  
[Drawings Upload](#)  
[Utility Adjustment Schedule](#)  
[Surety Instructions](#)  
[Payment Information](#)

Note: Please do not use the back button to navigate to any of the previous forms. Please use the hyperlinks provided on the left hand side in the Application progress bar.

**Preliminary Engineering**      Not applicable: ☐

Total Estimated Days:       End day:

Current Duration Status:

Please fill out the work plan sheet with Activity Details for the activity 'Preliminary Engineering' if applicable.  
 Use negative number in column 'Begin day#' to indicate starting day, if work is prior to project award on timeline.

Work Location: Please identify by station(s), location number(s) or sheet number	Description of Utility Work	Dependent Activities	Plan Stage Number	Avg No. Of workers	Begin Day#	Total Estimated Days	
Entire Project	Preliminary Engineering		NA	1	-45	45	<a href="#">Edit</a>
			NA		1		

[Add](#)

Save & Exit
Continue >>
Save & Continue

Click "Add" to add another line for data entry.

Work may include:

- determining conflicts
- field survey of facilities
- coordinating with other utilities
- proposing new facility locations
- preparing preliminary cost and schedule estimates
- researching prior rights
- providing markups
- determining new facility locations
- starting land engineering
- relocation design

Notice Begin Days is a negative number.

## Section C – Work Plan

**Right of Way Acquisition:** Can be started when Utility NTP is issued by the Department. Utility NTP may be issued prior to award or after award date.

' checkbox circled in blue. It also shows 'Total Estimated Days: 60' and 'End day: 61'. A note states: 'Please fill out the work plan sheet with Activity Details for the activity \'Right Of Way Aquisition\' if applicable. Use negative number in column \'Begin day#\' to indicate starting day, if work is prior to project award on timeline.' Below this is a table with columns: Work Location, Description of Utility Work, Dependent Activities, Plan Stage Number, Avg No. Of workers, Begin Day#, Total Estimated Days, and an Edit button. The first row contains: 'Phase 1, location 65.1, 66.1, 70.1', 'Right of Way Acquisition', 'Notice to Proceed from GDOT, Final Plans', '1', '2', '1', '60', and an 'Edit' button. At the bottom are 'Save & Exit', 'Continue >>', and 'Save & Continue' buttons."/>

**Application Progress**

Utility Type  
Location Information  
Traffic Control  
Utility Application  
Blasting  
Drawings Upload  
Utility Adjustment Schedule  
Surety Instructions  
Payment Information

**Right Of Way Aquisition**

Note: Please do not use the back button to navigate to any of the previous forms. Please use the hyperlinks provided on the left hand side in the Application progress bar.

Not applicable: ☐

Total Estimated Days: 60 End day: 61

Current Duration Status: 61

Please fill out the work plan sheet with Activity Details for the activity 'Right Of Way Aquisition' if applicable.  
Use negative number in column 'Begin day#' to indicate starting day, if work is prior to project award on timeline.

Work Location: Please identify by station(s), location number(s) or sheet number	Description of Utility Work	Dependent Activities	Plan Stage Number	Avg No. Of workers	Begin Day#	Total Estimated Days	
Phase 1, location 65.1, 66.1, 70.1	Right of Way Acquisition	Notice to Proceed from GDOT, Final Plans	1	2	1	60	Edit

Add

Save & Exit Continue >> Save & Continue


Right of Way Acquisition work may include:

- Acquisition of survey permits or right of entry
- Obtaining easements (if required)
- Obtaining fee simple title
- Condemnation (cannot start until after Utility NTP)


Note: Check "Not Applicable" box anytime a particular activity will not be relevant to this Utility Adjustment Schedule.

# GUPS - Utility Adjustment Schedule (UAS) – Information Sheet

Revised: 5-1-20



**GEORGIA UTILITIES PERMITTING SYSTEM**



Member Group: 100000   User ID: Patsy   Permit ID: 1164199

Apply for New Permit
Apply by Project I.D.
Update Saved Application
Emergency Permits
Office of Utilities
Admin
Help
Logout

**Application Progress**  
  
 Utility Type  
 Location Information  
 Traffic Control  
 Utility Application  
 Blasting  
 Drawings Upload  
 Utility Adjustment Schedule  
 Surety Instructions  
 Payment Information

**Note:** Please do not use the back button to navigate to any of the previous forms. Please use the hyperlinks provided on the left hand side in the Application progress bar.

**Construction Engineering**      Not applicable: ☐      Total Estimated Days:       End day:

Current Duration Status:

**Please fill out the work plan sheet with Activity Details for the activity 'Construction Engineering' if applicable.**  
**Use negative number in column 'Begin day#' to indicate starting day, if work is prior to project award on timeline.**

Work Location: Please identify by station(s), location number(s) or sheet number	Description of Utility Work	Dependent Activities	Plan Stage Number	Avg No. Of workers	Begin Day#	Total Estimated Days	
Entire Project	Construction Engineering	Notice to Proceed from GDOT, Final Plans	1	1	1	40	<a href="#">Edit</a>

[Add](#)


**Construction Engineering:** Work performed after the Utility NTP. Work may include:

- Work Order authorization
- Creating Utility sequence of operations plans
- Final relocation design
- Redesign necessitated for the project
- Establishing the bid contract
- Verifying that the final plans have not changed
- Obtaining the necessary permits, (FFA, EPD, Corps, NFS, RR, utility)
- Staking


Save & Exit   Continue >>   Save & Continue

# GUPS - Utility Adjustment Schedule (UAS) – Information Sheet

Revised: 5-1-20



**GEORGIA UTILITIES PERMITTING SYSTEM**



Georgia Department of Transportation

Member Group: 100000   User ID: Patsy   Permit ID: 1164199

Apply for New Permit
Apply by Project I.D.
Update Saved Application
Emergency Permits
Office of Utilities
Admin
Help
Logout

**Application Progress**

Note: Please do not use the back button to navigate to any of the previous forms. Please use the hyperlinks provided on the left hand side in the Application progress bar.

Material Procurement   Not applicable: ☐
Total Estimated Days:    End day:

Current Duration Status:

Please fill out the work plan sheet with Activity Details for the activity 'Material Procurement' if applicable.  
Use negative number in column 'Begin day#' to indicate starting day, if work is prior to project award on timeline.

Work Location: Please identify by station(s), location number(s) or sheet number	Description of Utility Work	Dependent Activities	Plan Stage Number	Avg No.Of workers	Begin Day#	Total Estimated Days	
Entire Project	Standard Material Procurement	Notice to Proceed, Construction Engineering	1	1	41	90	<a href="#">Edit</a>

[Add](#)


**Material Procurement:** This typically occurs after construction engineering. Work may include:

- Acquisition of necessary materials or plant items
- Account for manufacturing and delivery time (long lead items)


Note: If material procurement is dependent on another activity, include it as a dependent activity. E.g.: Construction Engineering will need to be complete before material procurement can begin.

# GUPS - Utility Adjustment Schedule (UAS) – Information Sheet

Revised: 5-1-20



**GEORGIA UTILITIES PERMITTING SYSTEM**



Georgia Department of Transportation

Member Group: 100000    User ID: Patsy    Permit ID: 1164199

Apply for New Permit
Apply by Project I.D.
Update Saved Application
Emergency Permits
Office of Utilities
Admin
Help
Logout

**Application Progress**

- Utility Type
- Location Information
- Traffic Control
- Utility Application
- Blasting
- Drawings Upload
- Utility Adjustment Schedule
- Surety Instructions
- Payment Information

**Clearing and Trimming**      Not applicable: ☐

Total Estimated Days:     End day:

Current Duration Status:

Please fill out the work plan sheet with Activity Details for the activity 'Clearing and Trimming' if applicable.  
Use negative number in column 'Begin day#' to indicate starting day, if work is prior to project award on timeline.

Work Location: Please identify by station(s), location number(s) or sheet number	Description of Utility Work	Dependent Activities	Plan Stage Number	Avg No.Of workers	Begin Day#	Total Estimated Days	
Location 65.2, 66.1, 69.1, 69.2, 71.1, 72.1	Clearing and Trimming	Notice to Proceed, Construction	1	4	101	30	<a href="#">Edit</a>

[Add](#)


Save & Exit    Continue >>    Save & Continue

**Clearing and Trimming:** This work is performed after the Utility NTP.. Work may include:


- The removal of unacceptable vegetation in conflict with utility relocation work.

# GUPS - Utility Adjustment Schedule (UAS) – Information Sheet

Revised: 5-1-20



**GEORGIA UTILITIES PERMITTING SYSTEM**



Member Group: 100000   User ID: Patsy   Permit ID: 1164199

Apply for New Permit
Apply by Project I.D.
Update Saved Application
Emergency Permits
Office of Utilities
Admin
Help
Logout

**Application Progress**  
 Utility Type  
 Location Information  
 Traffic Control  
 Utility Application  
 Blasting  
 Drawings Upload  
 Utility Adjustment Schedule  
 Surety Instructions  
 Payment Information

**Construction**      Not applicable: ☐

Total Estimated Days:     End day:

Current Duration Status:

Please fill out the work plan sheet with Activity Details for the activity 'Construction' if applicable.  
Use negative number in column 'Begin day#' to indicate starting day, if work is prior to project award on timeline.

Work Location: Please identify by station(s), location number(s) or sheet number	Description of Utility Work	Dependent Activities	Plan Stage Number	Avg No. Of workers	Begin Day#	Total Estimated Days	
Entire Project	Construction of New Facilities	Notice to Proceed, Construction	1	4	132	60	Edit
							Add


Save & Exit
Continue >>
Save & Continue

**Construction:** This work is performed after the Utility NTP.. Work may include:


- Installation of new facilities
- Transferring existing facilities
- Removal of existing facilities
- Establishing bid contract
- GDOT Bid Item project

# GUPS - Utility Adjustment Schedule (UAS) – Information Sheet

Revised: 5-1-20



**GEORGIA UTILITIES PERMITTING SYSTEM**



Georgia Department of Transportation

Member Group: 100000
User ID: Patsy
Permit ID: 1164199

Apply for New Permit
Apply by Project I.D.
Update Saved Application
Emergency Permits
Office of Utilities
Admin
Help
Logout

**Application Progress**  
[Utility Type](#)  
[Location Information](#)  
[Traffic Control](#)  
[Utility Application](#)  
[Blasting](#)  
[Drawings Upload](#)  
[Utility Adjustment Schedule](#)  
[Surety Instructions](#)  
[Payment Information](#)

**Note:** Please do not use the back button to navigate to any of the previous forms. Please use the hyperlinks provided on the left hand side in the Application progress bar.

**Splicing or Tie in Work**      Not applicable: ☐

Total Estimated Days:     End day:

Current Duration Status:

**Please fill out the work plan sheet with Activity Details for the activity 'Splicing or Tie in Work' if applicable.**  
**Use negative number in column 'Begin day#' to indicate starting day, if work is prior to project award on timeline.**

Work Location: Please identify by station(s), location number(s) or sheet number	Description of Utility Work	Dependent Activities	Plan Stage Number	Avg No. Of workers	Begin Day#	Total Estimated Days	
Station 00 to 100	Splicing and Tie in work	Construction	1	4	224	30	Edit

[Add](#)

**Splicing or Tie in Work:** This work is performed after Construction. Work may include:

- Cutover work
- Making final connections to or removal from the utility system


Save & Exit

Continue >>


Save & Continue

# GUPS - Utility Adjustment Schedule (UAS) – Information Sheet

Revised: 5-1-20



**GEORGIA UTILITIES PERMITTING SYSTEM**



Member Group: 100000   User ID: Patsy   Permit ID: 1164199

Apply for New Permit
Apply by Project I.D.
Update Saved Application
Emergency Permits
Office of Utilities
Admin
Help
Logout

**Application Progress**

- Utility Type
- Location Information
- Traffic Control
- Utility Application
- Blasting
- Drawings Upload
- Utility Adjustment Schedule
- Surety Instructions
- Payment Information

**Service Considerations**   Not applicable: ☒

Total Estimated Days:    End day:

Current Duration Status:

Please fill out the work plan sheet with Activity Details for the above 'Service Considerations' activity if applicable.  
Use negative number in column 'Begin day#' to indicate starting day, if work is prior to project award on timeline.

Work Location: Please identify by station(s), location number(s) or sheet number	Description of Utility Work	Dependent Activities	Plan Stage Number	Avg No. Of workers	Begin Day#	Total Estimated Days

[Add](#)

Save & Exit
Continue >>
Save & Continue

**Service Considerations:** This work is performed after ???.


Work may include:

- Coordinating with railroads
- Construction limitations (special or labor availability)
- Operational or loading limitations
- Afterhours or weekend work requirements
- Contractual obligations to customers
- Regulatory constraints


Please note that if any section does not apply, just check the "Not Applicable" box and then "Save and Continue".

# GUPS - Utility Adjustment Schedule (UAS) – Information Sheet

Revised: 5-1-20



**GEORGIA UTILITIES PERMITTING SYSTEM**



Member Group: 100000
User ID: Patsy
Permit ID: 1164199

Apply for New Permit
Apply by Project I.D.
Update Saved Application
Emergency Permits
Office of Utilities
Admin
Help
Logout

**Application Progress**

Note: Please do not use the back button to navigate to any of the previous forms. Please use the hyperlinks provided on the left hand side in the Application progress bar.

Temporary work Not applicable: ☒

Total Estimated Days:  End day:

Current Duration Status:


Please fill out the work plan sheet with Activity Details for the above 'Temporary work' activity if applicable.  
 Use negative number in column 'Begin day#' to indicate starting day, if work is prior to project award on timeline.

Work Location: Please identify by station(s), location number(s) or sheet number	Description of Utility Work	Dependent Activities	Plan Stage Number	Avg No.Of workers	Begin Day#	Total Estimated Days
			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


## Temporary Work:

Work may include:

- Accommodate contractor and/or GDOT



**GEORGIA UTILITIES PERMITTING SYSTEM**



Member Group: 100000    User ID: Patsy    Permit ID: 1164199

[Apply for New Permit](#)
[Apply by Project I.D.](#)
[Update Saved Application](#)
[Emergency Permits](#)
[Office of Utilities](#)
[Admin](#)
[Help](#)
[Logout](#)

### Application Progress

- Utility Type
- Location Information
- Traffic Control
- Utility Application
- Blasting
- Drawings Upload
- Utility Adjustment Schedule**
- Surety Instructions
- Payment Information

Note: Please do not use the back button to navigate to any of the previous forms. Please use the hyperlinks provided on the left hand side in the Application progress bar.

**Summary of the Total Duration (Calendar Days) and Timeline Completion Day for all activities:**

Activity	Total Duration (Calendar Days)	Prior to project award	After project award
Preliminary Engineering	45	-45	-
Right Of Way Acquisition	60	-	1
Construction Engineering	40	-	1
Material Procurement	90	-	41
Clearing and Trimming	30	-	101
Construction	60	-	132
Splicing or Tie in Work	30	-	224
Service Considerations	N/A	N/A	N/A
Temporary work	N/A	N/A	N/A

Schedule Summary:

TimeLine Completion Day:  
254

Review UAS form

Save & Exit

Continue >>

Save & Continue