



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

BEVERLY EAVES PERDUE
GOVERNOR

EUGENE A. CONTI, JR.
SECRETARY

July 30, 2012

MEMORANDUM TO: Ms. Deborah M. Barbour, PE
Director of Preconstruction

A handwritten signature in blue ink that reads "Dewayne L. Sykes".

FROM: Dewayne L. Sykes, PE
State Utilities Manager

SUBJECT: Revised Utility Process

As you know, we have streamlined and restructured the Utility Design and Coordination Process in an effort to identify and resolve utility conflicts in the early phases of project development. Assessing the utility impacts in the early stages of design offers a better opportunity to take steps to minimize utility conflicts, control costs, identify PUE needs & critical parcels early and avoid project delays. A brief description follows.

An initial utility relocation meeting will be scheduled with all utility owners when the Roadway Design Plans are 25% complete. These preliminary Roadway Design Plans will be sent to each utility company/owner to review in advance of the meeting. The Department will have representatives from Utilities, Right of Way and the Division in this initial utility relocation meeting. After the meeting, a Utility Analysis and Preliminary Routing (UAPR) Report will be completed approximately fifteen months prior to Right of Way acquisition and sent to all attendees, Hydraulics, Roadway and Signals Section to review.

The Utilities Unit will meet with the Resident Engineer, PE to review the preliminary utility relocation plans and schedules three months prior to Right of Way acquisition. Utility issues including PUE's and parcels will also be discussed at the Final Design Field Inspection. Revisions will be incorporated into the final R/W Plans. Any updates to the UAPR will be completed one month prior to beginning Right of Way acquisition.

The Final Utility Relocation Plans including cost estimates will be reviewed and approved four months after Right of Way acquisition begins for the utility companies who will be moving their facilities prior to the project letting. After these Utility Relocation Plans are approved, the utility companies will be authorized to start work contingent upon Right of Way being acquired. The Final Utility Construction Plans for those utilities to be relocated by the highway contractor will be completed three and a half months prior to the letting.

This revised process will involve utility owners more in the project design and encourage all utility companies to move their facilities prior to the project letting. It will help identify and resolve utility problems and potential delays early in the project development process and before they become critical.

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Deborah M. Barbour, PE
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The utility companies and NCDOT will benefit from the early involvement, clearly defined responsibilities, as well as the development of better relationships and a spirit of cooperation. Attached please find a more detailed description of the two basic processes; High Impact and Bridges. We will be implementing this new process immediately and as projects approach 25% plans. Those projects with low utility impacts such as rural bridges will not need to use this revised process. We do expect there to be revisions as these processes evolve. Please contact me, Corey Bousquet or O'Hara Parker with any questions.

DLS/cdb

Attachments

cc: Virgil Pridemore
David Chang, PhD, PE
Robert Memory
Division Engineers

Jay Bennett, PE
Roger Worthington, PE