

NCDOT UTILITY CONSTRUCTION REQUEST

DATE: \_\_\_\_\_  
PROJECT WBS and TIP NO: \_\_\_\_\_  
COUNTY: \_\_\_\_\_  
PROJECT DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: *Name & Title* \_\_\_\_\_  
NCDOT Utility Representative

\_\_\_\_\_ (the "Owner") owns facilities on the above referenced project. Owner understands that certain utility facilities may require relocation to accommodate this project. Owner is requesting that the North Carolina Department of Transportation (NCDOT) includes the relocation of the following facilities in the highway construction contract that may be in conflict or required for the project:

- Water utilities                       Sewer utilities                       Gas utilities
- Power utilities                       Other (specify): \_\_\_\_\_

UTILITY RELOCATION DESIGN

Check the applicable box below:

- A. Owner requests NCDOT, through its own forces or contracted firm, to perform the relocation design and permitting services and obtain authorization to construct from NCDEQ or regulating agency and agrees to the following:

Owner will review and provide comments for milestone design deliverables within fifteen (15) calendar days of submittals. Milestone design deliverables include but may not be limited to: Preliminary Alignment Plans; Advanced Alignment Plans and Profiles; and Final Plans and Special Provisions. Non-responsiveness or failure to respond within this timeframe by Owner indicates Owner’s acceptance of design submittals as provided.

- B. Owner intends to self-perform or contract with a professional engineering firm to complete the required relocation design and authorization to construct. In doing such Owner agrees to provide the following to NCDOT in accordance with NCDOT’s [Utilities Accommodation Manual \(UAM\)](#) and project schedule:

1. Preliminary Utility Construction Estimate
2. Preliminary Utility Construction Plans
3. Geotechnical Investigation (Trenchless) Request
4. Utility Easement Request and Utility Parcel List
5. Advanced Utility Construction Estimate
6. Utility Agreement Plans
7. Water/Sewer Permit Applications
8. Utility Construction Plans and Project Special Provisions
9. Approved Water/Sewer Permit Applications
10. Final Utility Construction Plans

All designs shall be developed:

- a. By a professional engineering firm [Prequalified by NCDOT](#) to perform the following Consulting Discipline Codes as required:
  - 173 Public Water Distribution Systems
  - 174 Public Water Transmission Systems
  - 202 Sanitary Sewer Force Main & Pump Stations
  - 203 Sanitary Sewer Collection Systems
  - 204 Sanitary Sewer Outfall Systems
  - 213 Electric Power Distribution Systems
  - 214 Electric Power Transmission Systems
  - 215 Natural Gas Distribution Systems

A current listing of Prequalified firms can be found on [NCDOT's Directory of Firms - Prequalified Consultants](#); and

- b. In Bentley MicroStation or OpenRoads Designer "ORD" format (.dgn) as required, and in the same project coordinate system and unit of measure. Electronic .dgn files and PDF plans meeting project requirements shall be submitted as deliverables. AutoCAD files and MicroStation or ORD files converted or exported from AutoCAD will not be accepted.

The name of the NCDOT Prequalified professional engineering firm that Owner intends to contract with for design purposes is listed below:

---

Quality control firms that perform reviews of design plans developed for the Owner do not need to be Prequalified by NCDOT.

## UTILITY BETTERMENT

Check the applicable box below:

- A. Owner is not requesting any utility betterments as part of this request.
- B. Owner is requesting the following utility betterments as part of this request:

---

---

By executing this UTILITY CONSTRUCTION REQUEST, Owner agrees to the following:

1. Owner has reviewed NCDOT's most current version of the [Utility Construction Agreement](#), [Use and Occupancy Agreement](#), [Utility Preliminary Engineering Agreement - Payable](#), [Utility Preliminary Engineering Agreement - Receivable](#), [Standard Specifications for Roads and Structures](#), and [Roadway Standard Drawings](#). Furthermore, Owner acknowledges the terms, conditions, specifications and provisions included within said documents and agrees to use NCDOT's most current contract document(s) available at the time of execution.

2. Reimbursement of design and relocation costs to NCDOT or to Owner will be determined in accordance with Section 4.4 of NCDOT's UAM.

3. Owner understands that NCDOT owns the construction contract, construction plans and construction methods. NCDOT is constructing the requested facilities on behalf of the Owner. Owner agrees to provide NCDOT with all available information required for the analysis of the existing facilities and the design of the facilities to be relocated. This information will be provided without condition or restriction and may include but is not limited to: system records, design plans, capacity studies, maintenance records, as-built records, CCTV inspection reports/videos, and executed permits. The Owner retains ownership of the facilities constructed by NCDOT both during and after construction.

4. NCDOT reserves the right to not include all or a portion of the relocation work in the contract if the Owner is not meeting its obligations under this request, or if NCDOT determines that inclusion of the relocation work, betterment, or new facilities is not in the best interest of the project.

**Owner (officer/director)**

[print] \_\_\_\_\_ [MUNICIPAL SEAL]

[signature] \_\_\_\_\_

[title] \_\_\_\_\_

**Owner (witness)**

[print] \_\_\_\_\_

[signature] \_\_\_\_\_

[title] \_\_\_\_\_

**NCDOT**

[print] \_\_\_\_\_

[signature] \_\_\_\_\_

[title] \_\_\_\_\_