

**UTILITIES UNIT  
TIP PROJECT PROCESS (Bridge)**

<u>ACTIVITY</u>	<u>CONCEPT SCHEDULE</u>
I. Request for Feasibility Study (UCS) (1P02)	Varies
II. Utility Inventory (UCS except as noted) (1P08)	2 months prior to field scoping meeting
A. Utility Inspection of project site (make use of available mapping, GIS, or site visit if necessary)	
B. Consist of identifying existing utilities/and utility owners and include in UARR	
C. Attend field scoping meeting (UCS & UES)	
D. Emphasize "Show Stoppers" to share with units	
III. Estimates for Various Alternatives (UCS) (2P02)	Due date included w/request
A. PDEA	
B. RDWY	
C. Program Development	
D. Contract Standards	
<i>PE Manday Estimate</i>	
Prepare <u>manday</u> estimates for PE funding	
IV. If needed, hire Utility Coordination PSF for Task Order 1 (UARR), (UCS & UES) (3P01)	17 months prior to R/W
V. Preliminary Utility Plans/UARR (UCS or PSF & UES) (3P16)	13 months prior to R/W
(Hydro normally begins design 13 months prior to R/W)	
All submittals from Utility Owners must be in Microstation format	
A. Provide Kickoff packages to Utility Companies (UCS or PSF)	13 months prior to R/W
B. Conduct Kickoff meeting w/utility owners, R/W, Div Construction Engineer, PSF (meeting to be scheduled by UCS or PSF)	12 months prior to R/W
1. Determine preliminary alignment and schedule for each utility company	
2. Determine if project schedule needs to be adjusted due to R/W duration and NEU permit issues	
a. To relocate all utilities prior to let date (preferred)	
b. To relocate prior to/after let date (for UBO & UC worked in the contract)	
3. Discuss cost responsibilities	
C. Complete UARR (p) (send to all attendees, Hydraulics, Signal Design Section, Roadside Environmental) (UES, UCS or PSF)	10 months prior to R/W
D. Receive comments from utility owners	9 months prior to R/W
E. Provide UCR (Utility Construction Request) to UES (UCS or PSF)	9 months prior to R/W
F. Request Higher Level SUE (Level A, etc.) (Receive preliminary drainage plans)	9 months prior to R/W
G. Provide preliminary PUE's	8 months prior to R/W
H. Receive final Drainage Plans from Hydro	7 months prior to R/W
I. Receive Utility Owner Relocation plans	7 months prior to R/W
J. Finalize PUE's & critical parcels (UES or PSF will provide electronic plans to Roadway for PUE locations) (3P22)	5 months prior to R/W
K. Attend Combined Field Inspection and revise PUE's (3P06)	3 months prior to R/W
L. Provide UARR (f) and Preliminary Utility Construction and Utilities by Others Plans (UES, UCS or PSF)	1 month prior to R/W
VI. Hire Utility Coordination PSF for Task Order 2 and Utility Engineering PSF for Task Order 3 (UCS & UES) (4P01)	
◆ PLANNING DOCUMENT COMPLETE	4 months prior to R/W
◆ RIGHT OF WAY PLANS COMPLETE	12 months prior to Letting (most projects)
VII. Prepare Environmental Permit drawings/narratives (UES/UCS) (UES-4P09; UCS-4P29)	9 months prior to Letting (sooner if required)
A. Obtain hydro's permit drawings if available	
B. Confirm that environmental permits will be obtained to meet utility relocation schedule	
C. CAMA counties	
1. No impacts ( provide utility relocation plans and narrative to NEU)	
2. Show profiles for all utility crossing for stream, wetlands and buffers	
3. Impacts – prepare permit plans and narrative	
D. Non-CAMA counties	
1. No impacts (narratives for utility relocations)	
2. Impacts- prepare permit plans and narrative	
VIII. Authorize Utility Relocations (UCS) (4P29)	
A. Utility Companies submit Utility Relocation package	3 months after R/W (9 months prior to Letting)
B. Approve Utility Relocation package from utility companies contingent on R/W Acquisition (cc Attendees)	4 months after R/W (8 months prior to Letting)
C. Notify Utility Companies when Utility Relocations can begin	Varies
IX. Prepare Utility Construction Plans, Special Provisions, and Estimates (UES or PSF except as noted)	
A. Provide Utility Construction Agreement Plans to UCS (UES-4P30; PEF-4P01)	5 months prior to Letting
B. Submit Utility Agreement Package to Owner (UCS) (4P29)	4.5 months prior to Letting
C. Turn in PS&E to Roadway (UES-4P07; PEF-4P01)	3.5 months prior to Letting
X. Finalize Utilities by Others Plans and Special Provisions (UES or PSF) (UES-4P08; PEF-4P01[UES], 4P29[UCS])	
A. Turn in UbO plans and special provisions to Roadway	3.5 months prior to Letting
XI. Utility Agreement Package signed (UCS) (4P29)	3 months prior to Letting
◆ LETTING	
XII. Prepare information using actual bid prices(4P02)	1 week after project award
A. UCS documents expenditures for entities covered under GS 136-27.1 using actual bid prices and estimated quantities	
B. UCS forwards actual bid prices to entities responsible for utility relocation expenses	

Note – UCS (Utilities Coordination Section) UES (Utilities Engineering Section) UbO (Utilities by Others)