



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

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 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.

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

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1020 BIRCH RIDGE DRIVE
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UTILITY PROCESSES (Bridge)

<u>ACTIVITY</u>	<u>SCHEDULE</u>
I. Request for Feasibility Study (UCS) (1P02)	Varies
II. Utility Inventory (UCS except as noted) (1P13)	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	
C. Attend field scoping meeting (UCS & UES)	
D. Emphasize "Show Stoppers" to share with units	
E. Prepare manday estimates for PE funding	
F. Enter utility owner & contact information on the UAPR form located in the R-Drive for each project	
III. Estimates for Various Alternatives (UCS) (1P02 or 2P02)	Due date included w/request
A. PDEA	
B. RDWY	
C. Program Development	
D. Contract Standards (Barry Whitaker)	
IV. Determine if Utility Coordination for project (includes UAPR) will be done by PEF or in-house (UCS) (2P42)	17 months prior to R/W
V. Begin Preliminary Utility Plans/UAPR when RDWY is at 25% (UCS or PEF except as noted) (3P16 except as noted) (Hydro begins design 13 months prior to R/W)	13 months prior to R/W
A. Provide plans to Utility Companies prior to 25% meeting (UCS or PEF)	13 months prior to R/W
B. Conduct meeting w/utility owners and PEF (meeting to be scheduled by UCS or PEF)	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)	
C. Discuss cost responsibility	
D. Complete UAPR (send to all attendees, Hydraulics, Signal Design Section, Roadside Environmental) (UES or PEF)	10 months prior to R/W
E. Receive comments from utility owners	9 months prior to R/W
F. Request Higher Level SUE (Level A, etc.)	8 months prior to R/W
G. Finalize PUE's & critical parcels (UES or PEF will provide electronic plans to Roadway for PUE locations) (3P22)	5 months prior to R/W
H. Receive final Drainage Plans from Hydro	4 months prior to R/W
I. Meet w/Resident Engineer to discuss Utility Relocations (as necessary)	3.5 months prior to R/W
J. Attend Combined Field Inspection (UCS/UES as needed) (3P06)	3 months prior to R/W
K. Update UAPR (UES or PEF)	1 month prior to R/W
◆ PLANNING DOCUMENT COMPLETE	4 months prior to R/W
◆ RIGHT OF WAY PLANS COMPLETE	12 months prior to Letting
VI. Prepare Environmental Permit drawings/narratives (UES/UCS) (UES-4P09; UCS-4P29)	9 months prior to Letting (4 months after R/W)
A. Obtain hydro's permit drawings if available	
B. Verify if environmental permits can be obtained to meet utility relocation schedule	
C. CAMA counties	
a. No impacts (provide utility relocation plans and narrative to NEU)	
b. Show profiles for all utility crossing for stream, wetlands and buffers	
c. Impacts – prepare permit plans and narrative	
D. Non-CAMA counties	
1. No impacts (narratives for utility relocations)	
2. Impacts- prepare permit plans and narrative	
VII. Authorize Utility Relocations (UCS except as noted) (4P29 except as noted)	
A. Utility Companies submit final plans	9 months prior to Letting (3 months after R/W)
B. Approve Final Utility plans from utility companies and Authorize Contingent on R/W Acquisition (cc Attendees)	8 months prior to Letting (4 months after R/W)
C. Notify Utility Companies when Utility Relocations can begin	Varies
VIII. Prepare Utility Construction Plans, Special Provisions, and Estimates (UES or PEF except as noted)	
A. Provide Utility Construction Agreement Plans to UCS (UES-4P30; PEF-4P01)	8 months prior to Letting (4 months after R/W)
B. Submit Utility Agreement Package to Owner (UCS) (4P29)	7 months prior to Letting
C. Turn in PS&E to Roadway (UES-4P07; PEF-4P01)	3.5 months prior to Letting
IX. Finalize Utilities by Others Plans and Special Provisions (UES or PEF) (UES-4P08; PEF-4P01[UES], 4P29[UCS])	
A. Turn in UBO plans and special provisions to Roadway	3.5 months prior to Letting
X. Utility Agreement Package signed (UCS) (4P29)	3 months prior to Letting
◆ LETTING	
XI. UES provide UCU with total cost using bid prices for Use & Occupancy Agreements after Letting (4P02)	1 week after project award

Note – UCS (Utility Coordination Section) UES (Utility Engineering Section) UBO (Utility by Others)

UTILITY PROCESSES (R, U, High Impact Bridge)

<u>ACTIVITY</u>	<u>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	
C. Attend field scoping meeting (UCS & UES)	
D. Emphasize "Show Stoppers" to share with units	
E. Prepare manday estimates for PE funding	
F. Enter utility owner & contact information on the UAPR form located in the R-Drive for each project	
III. Estimates for Various Alternatives (UCS) (2P02)	Due date included w/request
A. PDEA	
B. RDWY	
C. Program Development	
D. Contract Standards (Barry Whitaker)	
<i>PE Estimate #2</i>	
IV. Preparation for Public Hearing Review Meeting	2-3 years prior to R/W authorization
A. Show PUE's 15'-20' back of R/W on public hearing map (UCS & UES) (2P44)	2 months prior to Public Hearing Review Meeting
◆ PUBLIC HEARING HELD	36 months prior to R/W Plans
<i>PE Estimate #4</i>	
V. Determine if Utility Coordination for project (includes UAPR) will be done by PEF or in-house (UCS) (3P01)	26 months prior to R/W
◆ PLANNING DOCUMENT COMPLETE	25 months prior to R/W
VI. Begin Preliminary Utility Plans/UAPR when RDWY is at 25% (UCS or PEF & UES except as noted) (3P16 except as noted) (Hydro begins design 17 months prior to R/W)	22 months prior to R/W
A. Provide plans to Utility Companies prior to 25% meeting (UCS or PEF)	22 months prior to R/W
B. Conduct meeting w/utility owners, R/W, Div Construction Engineer, PEF (meeting to be scheduled by UCS or PEF)	21 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)	
C. Discuss cost responsibility	
D. Complete UAPR (send to all attendees, Hydraulics, Signal Design Section, Roadside Environmental) (UES or PEF)	15 months prior to R/W
E. Receive comments from utility owners	13 months prior to R/W
F. Request Higher Level SUE (Level A, etc.)	10 months prior to R/W
G. Finalize PUE's & critical parcels (UES or PEF will provide electronic plans to Roadway for PUE locations) (3P22)	5 months prior to R/W
H. Receive final Drainage Plans from Hydro	4 months prior to R/W
I. Meet w/Resident Engineer to discuss Utility Relocations	3 months prior to R/W
J. Attend Final Design Field Inspection (3P06)	2 months prior to R/W
K. Update UAPR (UES or PEF)	1 month prior to R/W
◆ RIGHT OF WAY PLANS COMPLETE	24 months prior to Letting (most projects)
<i>PE Estimate #6</i>	
VII. Authorize Utility Relocations (UCS) (4P29)	
A. Utility Companies submit final plans	3 months after R/W (21 months prior to Letting)
B. Approve Final Utility plans from utility companies and Authorize Contingent on R/W Acquisition (cc Attendees)	4 months after R/W (20 months prior to Letting)
C. Notify Utility Companies when Utility Relocations can begin	Varies
VIII. Prepare Environmental Permit drawings/narratives (UES/UCS) (UES-4P09; UCS-4P29)	13 months prior to Letting (sooner if required)
A. Obtain hydro's permit drawings if available	
B. Verify if environmental permits can 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	
IX. Prepare Utility Construction Plans, Special Provisions, and Estimates (UES or PEF except as noted)	
A. Provide Utility Construction Agreement Plans to UCS (UES-4P30; PEF-4P01)	9 months prior to Letting
B. Submit Utility Agreement Package to Owner (UCS) (4P29)	8 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 PEF) (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. UES provide UCU with total cost using bid prices for Use & Occupancy Agreements after Letting (4P02)	1 week after project award

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