CITY OF LAREDO

UTILITY PLANNING AND COORDINATION GUIDE

General Requirements and Procedures

FOR

Public Improvement Projects

Statement of Principle

It is important to understand that this Guide is a baseline. The success of the Guide is predicated on a full commitment by all governmental agencies, utilities, contractors and organizations that have facilities in the Public rights-of-way. The overall project Guide will only be workable if all parties concerned are willing to compromise in the interest of the Public- a partnership between agencies and utilities in serving the Public.

Preface

The City of Laredo Utility Planning and Coordination Committee is composed of representatives from public and private entities that are authorized by law, franchise, or license to construct and maintain facilities in the right-of-way. The Committee was formed in March of 1999 to improved coordination, communication and cooperation between governmental agencies, utilities and contractors involved in public improvement projects. The purpose of this committee is to promote improved policies and practices for facilities located within the right-of-way and easements, both public and private in the City of Laredo. With these needs identified, a committee was formed and charged with developing a public improvement project guide that would describe a system that would maximize communication, coordination, and cooperation between governmental agencies, utilities and contractors involved in public improvement projects. This guide was developed to meet that end.

City of Laredo Utility Planning and Coordination Committee:

City of Laredo	Utilities	Others
1.) City Engineer	1.) AEP- Electric	1.) Webb Co. Engineer
2.) City Utility Coordinator	2.) AT&T	2.) Consultants
3.) City Environmental Engineering	3.) Center Point	3.) Developers
4.) City Inspector- Street, Trench, Sidewalks, Driveways	4.) Time Warner	4.) Contractors
5.) City Water Utilities	5.) Telecommunication	5.) Architects
6.) City Traffic Safety Dept.	6.) Medina Electric	6.) other governmental agencies
	7.) TxDot	

Introduction

There historically has been a significant number of problems involved in the relocation of facilities in the public right-of-way during the development of Public improvement projects. A close examination of the problem shows very clearly that the basic cause of the problems is poor communications, coordination, and cooperation between the key parties involved: governmental agencies, utilities, contractors, and other users with facilities in the public rights-of-way.

Some recurring serious problems are: insufficient time for the Utility to perform relocation design; untimely utility relocations; shifting project and utility schedules or priorities; project or utility plans with omissions or errors; late changes to plans; agency or utility change of policies without adequate notification; and lack of 3-5 year Capital Improvement Programs. The final results of the above problems are substantial increased cost, project construction delay, and difficult working relationships. In every case, the same person, the taxpayer, ratepayer, pays all of the cost and suffers the delay.

This Guide describes a “System” of Communication, coordination, and cooperation elements that, when in place, will help assure the relocation and installations of facilities in the rights-of-way during Public improvements and Utility Projects are accomplished with minimal problems. It is divided into 3 major parts: Definitions, Requirements and Utility Coordination process for Public Improvements

Definitions

Agency- Denotes governmental entity such as municipality, county, state, or federal agency.

Capital Improvement Program (CIP)- The Capital Improvement Program represents a plan for short and long range physical development. It provides a framework for identifying capital requirement, scheduling projects over a period of years, coordinating related projects, and developing the proposed financing plan. The Capital Improvement Program is reviewed and updated each year to reflect changing priorities, cost changes, or alternative financing strategies.

Concept/Schematics Design Phase A- Covers the presentation of the proposed project defining the limits and scope of a project, which should include the length and width of the project, type of improvements to be made up-grades, replacements, new sewers, storm drains, bridges, right-of-way, etc.) and initial input concerning potential utility and other agency impact. It also covers the introduction of the engineer to the "representative of the Utility Coordination Committee."

Design Development/R.O.W. Acquisition Phase B- Presentation for both the project manager and utilities concerned to developed the final project plans. The Utility would be prepared to relocate its facilities as necessary for the project site.

Relocation and Construction Design Phase C- Presentation for the relocation and construction phase to facilitate the coordination of all construction activities by both the contracting agency and utilities.

SUBMITTALS:

First Submittal- A set of project drawings that include at least:

A. Rights-of-way limitations
B. Proposed alignment, grade and diameter of pipe i.a. water, storm, irrigation, sanitary sewer, conduits, etc.
C. Required additional rights-of-way (strip map/acquisition maps)
D. Rights-of-way acquisition schedule;
E. Single point of contact information for all impacted parties shown on cover sheet;
F. Existing utilities shown.

Second Submittal- A set of project drawings that include at least:

A. The information contained in the "First Submittal"
B. Profiles show existing and proposed project facilities, such as storm sewers, water mains, sanitary sewers, etc., should also include existing utility information;
C. Paving plans (which include final grade and Cross Section)
D. Detailed rights-of-way requirements.

Final Submittal- A set of construction plans that includes all information for the bid package including existing utility locations and new facility placements if required.

Quality Levels- Information for utility coordination is gathered under four quality levels. Facility Owners shall provide facility information as required for each of the quality levels for facilities located within the project limits. The four quality levels are defined below.

Quality Level "D"- Information is derived solely from utility records and system maps. Typically the information is treated with low confidence and used to determine how congested an area is. The Facility Owners provide this information at the Pre-Design Utility Review Meeting.

Quality Level "C"- Surface Visible Feature Survey: Surveying and plotting visible surface utility features augments information from Quality Level "D". The Design Engineer is responsible for surveying the area and obtaining information of visible features (i.e. man holes, valve covers, telephone poles, streetlights, etc.). The Design Engineer compares information obtained in Level "D". The Design Engineer shall investigate any discrepancies and resolve them with the proper Facility Owner.

Quality Level "B"- Data obtained for this level requires the application of appropriate surface geophysical methods to identify the existence and approximate position of utilities within the project limits. The data must be reproducible by surface geophysical methods at any point of its depiction.

Quality Level "A"- Data for this level is highly accurate and typically obtained by actual exposure of the facility being measured. Accuracy is set for applicable horizontal and vertical standards. Other information gathered includes material type, surface elevation, utility size or capacity, outside dimensions, configurations and condition of facility. The Facility Owner shall provide this information in writing at the request of the Director.

Utility- Denotes an organization that provides communication, power, gas, cable TV, water, sanitary sewer or and irrigation services.

Pre-Bid Meeting- A question and answer period that will help to allow the contractors to discuss the various options of the job with the engineer, utility company coordinator and agencies.

Pre-construction Meeting- To discuss with the successful bidder the construction details of the proposed project with the engineer, utility company coordinator, project inspectors and agencies.

Utility Adjustment Meeting- The Utility Coordinator shall schedule a utility adjustment with the facility owners.

Utility Adjustment Schedule- will be developed by the project manager, Utility Coordinator and effected facility owners to meet the project schedule.

Utility Coordination Process- Begins when the project designer submits a request to the Utility Coordinator to place a project on the Utility Coordination Agenda.

Fast Track Project- A project requiring an accelerated design and construction schedule; a highly motivated project that requires expedient action by an agency. Cooperation by all parties is requested in streamlining any processes or procedures that allow a project to be constructed in a condensed time frame.

Lead Utility- A utility acting as the driving force on a project wherein other utilities or agencies could be impacted.

Permit Application Plan- A utility plan showing at least plan and profile views and trench details, an applicable.

Point of Contact (POC)- That initial person identified by an organization as the "Point of Contact" concerning construction or relocation in the public rights-of-way. The persons business telephone number and address should be provided.

Project Scope- A general project overview including type of project, its location, various design and construction aspects, project schedule and special features and requirements.

Prior Property Rights- A prior property right, also referred to as "prior right(s)", refers to a private easement, a deeded parcel of property, a public utility easement or certain other conveyances which constitute a compensatory interest wherein a utility has right to reimbursement for facility relocation or abandonment costs required by an agency in the course of design and construction of a project for a public purpose.

Specially Driven Project- A highly motivated project that requires expedient action by an agency. Cooperation by all parties is requested in streamlining any processes or procedure that allows a project to be constructed in a condensed time frame.

REQUIREMENTS:

Subdivisions- All proposed or existing subdivision for plating or re-plating shall be submitted to the Utility Coordination Process to identify existing and proposed tie in's on the R.O.W. , before issuance of construction permit.

Project Altered or Delayed- If the project design is altered or delayed for an extended period, additional reviews are necessary to ensure clearance by all utilities.

Drawings sets- 10 sets of drawings and specifications or sketches with a description of proposed work, project title, and project limits.

Preliminary Plans- Should be drawn to 1":20 to 1":50 when possible and include proposed new roadway profile and right-of-way needs.

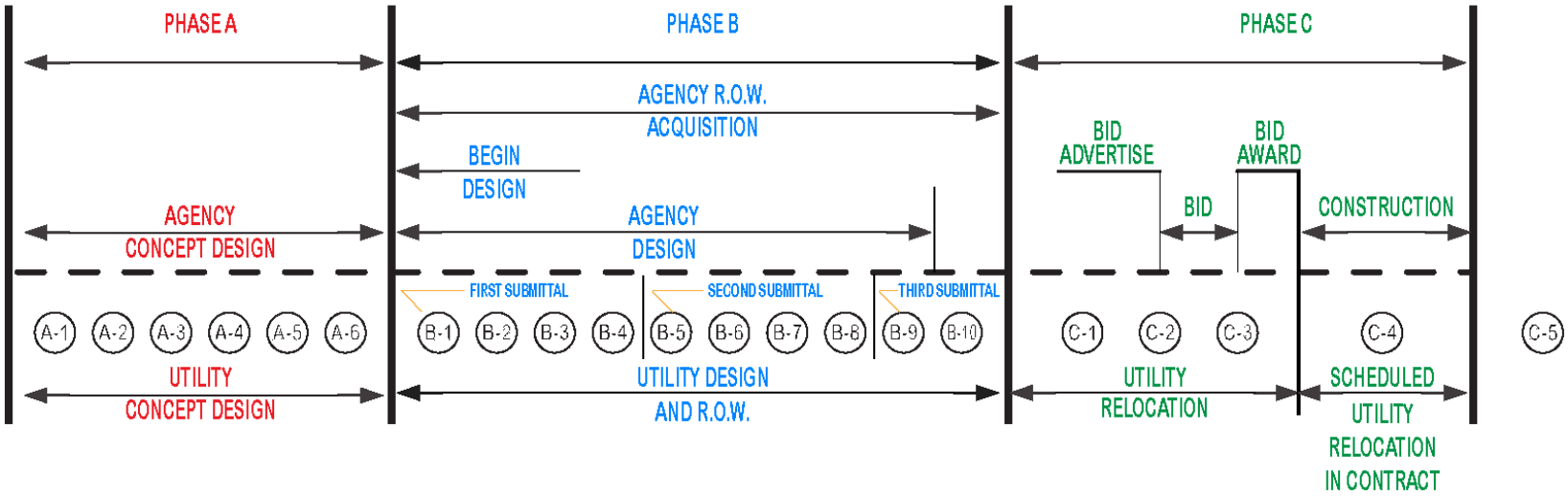
Project Plans for Review- Plans are requested to be delivered five (5) days prior to the committee meeting, if not they will be distributed the next two (2) weeks.

Plan Reviewers- Will have two (2) weeks from plan distribution date and return comments.

Project plans- should have a cover letter describing the scope of project. Sheet size of plans (34"x22") are acceptable provided they are folded down to 8.5"x11". Should include a locator map for proposed project.

City of Laredo

Utility Planning and Coordination Guide for Public Improvement Projects



Step No.	Description of Activity
A-1	DEFINE INDIVIDUAL PROJECT SCOPE
A-2	IMPACT ON EXISTING UTILITIES
A-3	SCOPE DISTRIBUTION
A-4	CONCEPT DESIGN REVIEW MEETING
A-5	UTILITY RESPONSE INCORPORATED
A-6	FINAL PROJECT SCOPE

Step No.	Description of Activity
B-1	FIRST SUBMITTAL
B-2	FIRST SUBMITTAL REVIEW MEETING -- COMMENTS INCORPORATED
B-3	POTHOLING
B-4	BEGIN UTILITY DESIGN
B-5	SECOND SUBMITTAL
B-6	SECOND SUBMITTAL AND DESIGN PRESENTATION REVIEW MEETING
B-7	COMPLETE UTILITY DESIGN
B-8	SCHEDULE COMMITMENTS
B-9	FINAL SUBMITTAL
B-10	RIGHT-OF-WAY ACQUISITION COMPLETION

Step No.	Description of Activity
C-1	RELOCATION MEETING
C-2	PRE-BID MEETING
C-3	PRE-CONSTRUCTION MEETING
C-4	CONSTRUCTION
C-5	POST-CONSTRUCTION MEETING

CITY OF LAREDO
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Utility Coordination Process
for Public Improvement Projects

PHASE A – CONCEPT DESIGN/SCHEMATICS

Project Specific

- Concept design is the first step in project planning;
- Provides general scope and nature of project to involved agencies
- Identifies unique characteristics of project, improving coordination;
- Provides adequate and accurate information for the development of specific project plans..

A.1 PROJECT SCOPE

A.2 IMPACT ON EXISTING UTILITIES DEFINED

A.3 DISTRIBUTE PRELIMINARY PROJECT SCOPE

A.4 CONCEPT DESIGN REVIEW MEETING

A.5 UTILTIY RESPONSE INCORPORATED

A.6 FINAL PROJECT SCOPE

PHASE B – DESIGN DEVELOPMENT & R.O.W. ACQUISITION

Project Specific

- In Phase B, both agency and utilities develop detailed Project plans;
- Upon completion of agency plans, agency will bid project for construction;
- Upon completion of utility plans, utility will relocate its facilities.

B.1 FIRST PRELIMINARY SUBMITTAL

B.2 FIRST PRELIMINARY REVIEW COMMENTS INCORPORATED

B.3 POTHOLING

B.4 BEGIN UTILITY DESIGN

B.5 SECOND SUBMITTAL

B.6 SECOND SUBMITTAL AND DESIGN PRESENTATION REVIEW MEETING

B.7 COMPLETE UTILTIY DESIGN

B.8 SCHEDULE COMMITMENTS

B.9 FINAL SUBMITTAL

B.10 R.O.W. AQUIRED

PHASE C – RELOCATION & CONSTRUCTION PHASE

Project Specific

- Facilitates the coordination of all construction activities;
- Minimizes conflicting activities which might cause delays;
- Minimizes additional costs incurred by either agency or utility;
- Minimizes any inconvenience to public

C.1 PRE-RELOCATION MEETING

C.2 PREBID MEETING

C.3 PRECONSTRUCTION MEETING

C.4 CONSTRUCTION PROGRESS MEETINGS

C.5 POST CONSTRUCTION MEETING (OPTIONAL)

PHASE A

CONCEPT DESIGN/SCHEMATICS

THE PURPOSE OF THE CONCEPT DESIGN PHASE IS TO PROVIDE ALL CONCERNED (AGENCIES AND UTILITIES OWNERS) WITH THE GENERAL SCOPE AND NATURE OF A SPECIFIC PUBLIC IMPROVEMENT PROJECT. A SPECIAL OBJECTIVE OF THIS PHASE IS TO IDENTIFY EARLY ON THE UNIQUE CHARACTERISTICS OF THE PARTICULAR PROJECT TO AID FACILITATING AND COORDINATING THE PROJECT. UPON COMPLETION OF THIS PHASE, THERE SHOULD BE ADEQUATE AND ACCURATE INFORMATION AVAILABLE FOR THE AGENCY TO BEGIN DEVELOPMENT OF THE PROJECT PLANS.

A-1 PROJECT SCOPE DEFINED

Short narration describing the physical limits and general scope or overview of project. It could include: the length and width of the project, the existing and proposed rights-of-way information, and what facilities are to be installed; for instance…

A. Water
B. Sewer
C. Storm Drain
D. Street Lights
E. Traffic Signals
F. Type of Sidewalk
    (1) Meandering
    (2) Back of Curb
    (3) Offset from back of curb
    (4) Size
G. Undergrounding of Utilities
H. Relocation of Utilities

A-2 IMPACT ON EXISTING UTILITIES

The project manager through the Utility Coordination Process should gather record information from the Utilities and identify existing and proposed Utilities within the limits of the project. The project manager should also request that a One-Call be made to mark the Utilities in the field. During the preliminary topography survey the project manager should instruct the surveyor to depict the making in the topography survey information. If possible, conflicts, which might affect alignment or grade, should be identified for gathering of more specific information by field locating or potholing. All of this information should be taken in consideration in finalizing the preliminary project scope.

A-3 DISTRIBUTE PRELIMINARY PROJECT SCOPE

The project manager through the Utility Coordination process should distribute preliminary project scope. Included with the preliminary scope should be a distribution list showing the representatives for all agencies and utility companies with their telephone numbers. Each agency or utility company should review and red line the preliminary scope plans and respond to the lead agency at the scheduled meeting. Each utility will have two weeks to review and respond.

A-4 CONCEPT DESIGN REVIEW MEETING

The Utility Coordinator will schedule a review meeting to discuss the project. All agencies and utility companies impacted should have representatives present at the meeting. The purpose of the meeting is for all concerned to present information which might impact the project scope. Project manager should provide any information regarding right-of-way acquisition and scheduling changes. This meeting should allow each utility company to better coordinate their work with other utilities to minimize work activity on the project site.

A-5 UTILITY RESPONSE INCORPORATED

Where appropriate or necessary, the utilities will provide the project manager with additional comments on the preliminary project scope. This response should be received within the agreed time frame and should include any requested as-built or installation information records or prior rights information plus any other information pertinent to the design and scheduling of the project.

A-6 FINAL PROJECT SCOPE

Incorporate all information which impacts the proposed project into the project scope and finalize a preliminary schedule. The updated scope and preliminary schedule will then be distributed through the Utility Coordination Process to all concerned. This final scope should include proposed rights-of-way acquisition requirements and tentative submitted dates for first, second and final submittal, bid dates, and construction dates.

PHASE B

DESIGN DEVELOPMENT & RIGHT-OF-WAY ACQUISTION

THE PURPOSE OF THE PROJECT DESIGN PHASE IS FOR BOTH THE PROJECT MANAGER AND UTILITIES CONCERNED TO DEVELOP THE FINAL PROJECT PLANS. UPON COMPLETION OF PROJECT MANAGERS FINAL PLANS, THE PROJECT WOULD BE PREPARED TO GO TO BID FOR CONSTRUCTION OF THE PROJECT. UPON COMPLETION OF THE UTILITY FINAL PLANS, THE UTILITY WOULD BE PREPARED TO RELOCATE ITS FACILITIES AS NECESSARY FOR THE PROJECT SITE.

B-1 FIRST SUBMITTAL

The consulting firm shall begin of the proposed project incorporating all information gathered from various agencies and utilities including the preliminary locating information in Phase A. At approximately 30% completion of the project plans, a "First submittal" set of plans will be sent to the Utility Coordinator for distribution to all utilities and other agencies involved. The "first submittal" is a preliminary set of project drawings that includes at least the following information.

1) Existing underground facilities and topography.
2) Proposed alignment of underground facilities.
3) Proposed alignment for paving, curb, gutters, and sidewalks.
4) Existing right-of-way limitations; identification of proposed rights-of-way acquisitions (including strip maps/acquisition maps) and right-of-way acquisition schedule.
5) Potential locations for possible locating/potholing of underground facilities. On some projects the grade for proposed underground facilities and grade for paving, curbs and gutters will be developed between the first and second submittals of plans.

B-2 FIRST SUBMITTAL REVIEW MEETING - COMMENTS INCORPORATED

Through the Utility Coordination Process a review is scheduled by the Utility Coordinator at the request of the project manager. All utilities and other agencies concerned will review the "first submittal" plans and return comments to the issuing agency within a pre-agreed time frame (2 weeks). The comments must include as a minimum:

1) Existing and required utility easements and rights-of-way.
2) Utility relocation or new facility design and installation schedules.
3) Additional utility information currently not shown on the plans.

The Utility should copy transmittal letters to project manager and Utility Coordinator if information is forwarded to agency consultant. The project manager will respond to the comments and information received and the issues that arise from this process should be promptly resolved.

B-3 POTHOLING

If potholing information is required, project manager shall submit request to the Utility Coordinator. The request shall indicate the location and the name of the Utility. Upon receiving the potholing information from the agency or any utility company, the agency will determine conflict points with existing utilities and submit a list of these locations, along with the pothole information, to the Utilities and to the agency's design consultant. The information should be incorporated into the design to minimize or avoid Utility conflicts without jeopardizing the integrity or purpose of the project. Any location that cannot be modified to eliminate conflicts should be noted and sent to the appropriate agency or Utility.

B-4 BEGIN UTILITY DESIGN

Once the issues and conflicts identified in Steps B-2 & B-3 are resolved, Project manager and/or utility should begin the design of appropriate plans for the project. It is important that this design be initiated at this time to minimize delays in acquisition of right-of-way, bidding of the project, or construction. Preliminary Utility submittals should be received by the agency prior to agency's second submittal outlined in Step B-5.

B-5 SECOND SUBMITTAL

At approximately 60% completion of the project plans, a "second submittal" set of drawings will be sent to the Utility Coordinator for distribution to the utilities and other agencies concerned. Plans shall contain profiles showing existing and proposed project facilities such as storm sewers, water mains, sanitary sewers, etc.; existing utility information; paving plans; detailed scope; and detailed rights-of-way requirements. Correspondence included with the "Submittal" will include a date, time and location for a Design presentation and review meeting.

B-6 SECOND SUBMITTAL AND DESIGN PRESENTATION REVIEW MEETING

After the completion of Step B-5, a design presentation and review is scheduled through the Utility Coordination Process. The objective of this meeting is to resolve all existing design issues and questions. The utilities should make comments concerning the second submittal. Upon completion of this meeting, the utilities will have proposed a relocation schedule and the project manager would have established a right of way acquisition schedule. This includes a schedule for clearing the rights-of-way of buildings, trees, signs, etc. All prior rights issues must be resolved and formal agreements initiated. Deadlines are set for any final comments by all concerned. Utility design interaction regarding design issues and questions should be completed at this time.

B-7 COMPLETE UTILITY DESIGN

The utility design for each utility installation or relocation of existing facilities should be complete enough to finalize schedule commitments and to complete permit applications as required on outlined in Step B-8.

B-8 SCHEDULE COMMITMENTS

At the request of the project manager, the Utility Coordinator will schedule a review meeting to confirm the relocation schedule. This commitment will be reviewed at the meeting with the utilities. Upon receipt of the Utilities confirmation to a relocation schedule, the project manager will confirm its project schedules that will include rights-of-way acquisition, permit application deadlines, bid date and construction date. These dates should allow sufficient time for all Utilities to relocate and or install facilities prior to or during construction of the project. This information should be compiled by the project manager and distributed to the utilities. If the project manager is unable to obtain the required rights-of-way, the project manager will take steps to mitigate the utility's scheduling problems such as a periodic rights-of-way report or attempts to accommodate the utility's schedule.

B-9 FINAL SUBMITTAL

At approximately 90% completion of the project plans, the project manager will send to all parties concerned a "final submittal." The "final submittal" is a set of construction plans that contains all information for the bid package including City Utilities i.e., Water, Sanitary Sewer, and Storm Drainage, Construction, relocation and/or upgrades and utility notes on relocations and new placements based on information provided by private utility companies. Any changes to the "last submittal" will be distributed to the affected utilities.

B-10 Right-of-way Acquired

If problems or conflicts develop during the Utilities determination of rights-of-way requirements, the Utility must apprise the agency immediately. The agency then determines, with the input from the Utility, if they can assist in the acquisitions of the right-of-way; If the Utility needs to investigate other locations; or if the project Bid Phase needs to be adjusted. It is anticipated that major problems in this phase will be rare since the Utility has investigated and analyzed their rights-of-way needs during the project Design Phase. All rights-of –way issues of the agency and utility(s) are to be resolved and acquired before beginning the project Construction Phase.

PHASE C

RELOCATION & CONSTRUCTION PHASE

THE PURPOSE OF THE RELOCATION AND CONSTRUCTION PHASE IS TO FACILITATE THE COORDINATION OF ALL CONSTRUCTION ACTIVITIES BY BOTH THE CONTRACTING AGENCY AND THE UTILITIES TO MINIMIZE CONFLICTING ACTIVITIES WHICH MIGHT CAUSE DELAY IN THE COMPLETION OF THE PROJECT, ADDITIONAL COSTS TO BE INCURRED BY EITHER THE AGENCY OR THE UTILITY, OR ADDED INCONVIENIENCE TO THE PUBLIC.

C-1 RELOCATION MEETING

Prior to any required relocation of utility facilities, the Utility Coordinator at the request of the project manager will schedule a "Relocation Meeting" with the affected utilities. At this meeting, the utilities relocation schedules will be reviewed to eliminate any relocation schedule conflicts, and determined if the relocation work can be facilitated by the utilities using the same contractors and sharing the cost. If the utilities have not submitted their confirmation, the Utility Coordinator at the request of the project manager will submit a written request to those Utilities requesting confirmation of relocation completions.

C-2 PRE-BID MEETING

The project manager may hold a pre-bid meeting to explain and clarify the project plans and/or specifications, and to answer any questions the bidders may have. Affected utilities will conduct a presentation of their project for the prospective bidders if requested by the project manager.

C-3 PRE-CONSTRUCTION MEETING

After the project bid award, the project manager will hold a pre-construction meeting with all interested parties including the Contractor and all utilities that have facilities within the contract limits. The meeting will provide for the discussion of the construction schedule, potential problems, and needed coordination. This meeting will provide utilities the opportunity to make a presentation regarding their project involvement, construction coordination, and to answer any questions.

C-4 CONSTRUCTION PROGRESS MEETINGS

The project manager will conduct Construction Progress Meetings with the Contractor on a regular basis (i.e., weekly, monthly, etc.) throughout the project Construction Phase. These meetings will be used to monitor the construction progress and to address any problems that may arise. The involved utilities should be represented at these meetings to provide answers to utility questions and to spearhead any required actions of the utilities. The project manager will notify the utilities of regularly scheduled Construction Progress Meetings and the locations of concerns to utilities at the construction site.

C-5 POST-CONSTRUCTION MEETING (optional)

A Post-Construction Meeting may be scheduled and hosted by the project manager to critique the project from inception to completion. The project manager will use this meeting to pinpoint those items that made the project successful and those area where adjustments to increase the efficiency of the project development procedure are needed. Various utilities may be requested to attend at the project manager's discretion. A summary of the Post-Construction Meeting will be submitted by the project manager to the Utility Coordination Committee. The Committee will compile summaries for refining the "Project" model to increase the efficiency of the overall procedure. Such modifications to the project model will be reviewed with the agencies/utilities.

Utility Coordination Process

for Public Improvement

Fast Track Projects

PHASE A – CONCEPT DESIGN/SCHEMATICS

Project Specific

- Concept design;
- Provides general scope and nature of project to involved agencies;
- Identifies unique characteristics of project, improving coordination;
- Provides adequate and accurate information for the development
- of specific project plans.

A.1 PROJECT SCOPE DEFINED

A.2 PRE-DESIGN COORDINATION MEETING

PHASE B – DESIGN DEVELOPMENT & R.O.W. ACQUISITION

Project Specific

- In Phase B, both agency and utilities develop detailed project plans;
- Upon completion of agency plans, agency will bid project for construction;
- Upon completion of utility plans, utility will relocate its facilities.

B.1 FIRST PRELIMINARY SUBMITTAL COORDINATION MEETING /

B.2 POTHOLING

B.3 BEGIN UTILITY DESIGN

B.4 SECOND SUBMITTAL/COORDINATION MEETING

B.5 FINAL SUBMITTAL/COORDINATION MEETING

PHASE C – RELOCATION & CONSTRUCTION PHASE

Project Specific

- Facilitates the coordination of all construction activities;
- Minimizes conflicting activities which might cause delays;
- Minimizes additional costs incurred by either agency or utility;
- Minimizes any inconvenience to public.

C.1 PREBID MEETING

C.2 PRECONSTRUCTION MEETING ON MEETING

C.3 CONSTRUCTION PROGRESS MEETING

PHASE A

CONCEPT DESIGN/SCHEMATICS

THE PURPOSE OF THIS FAST TRACK MODEL IS TO HELP UTILITIES AND AGENCIES UNDERSTAND THE SCOPE, CONCEPT AND CRITERIA OF A FAST TRACK PROJECT. A FAST TRACK PROJECT SHALL BE DEFINED AS A PROJECT THAT IS SPECIALLY DRIVEN AND REQUIRES A SHORTENED DESIGN SCHEDULE, USUALLY LESS THAN SIXTY (60) DAYS.

A-1 INDIVIDUAL PROJECT SCOPE DEFINED

The agency will define the comprehensive project scope. This should be a narrative describing the physical limits and specific scope or overview of the FAST TRACK project. It shall include: the length and width of the project, the existing and proposed rights-of-way information, and existing and/or proposed facility.

A. Water
B. Sewer
C. Storm Drain
D. Street Lights
E. Traffic Signals
F. Type of sidewalk configuration
    (1) Meandering
    (2) Back of Curb
    (3) Offset from back of curb
    (4) Size
G. Underground utilities
H. Relocation of utilities
I. Street Width, Pavement Section, Etc.

The agency through the Utility Coordination Process shall include a milestone schedule, the project scope shall be sent to all utilities within the project area and include an invitation to the Pre-Design Coordination Meeting.

A-2 PRE-DESIGN COORDINATION MEETING

The Agency through the Utility Coordination Process shall schedule a meeting with the utilities and any design consultants that may be involved in the project. The meeting agenda shall include: Review of project limits, type of improvements, utilities requiring relocation, and a milestone schedule. The utilities shall be prepared to discuss record installation information, prior rights, and design and construction schedule considerations. This meeting should also allow each utility company to better coordinate their work with other utilities (joint use) to minimize work activity on the project site.

PHASE B

DESIGN DEVELOPMENT
&
RIGHTS-OF-WAY ACQUISTION

THE PURPOSE OF THE PROJECT DESIGN PHASE IS FOR BOTH THE AGENCY AND UTILITIES CONCERNED TO DEVELOP THE PROJECT PLANS THROUGH A SERIES OF SUBMITTALS AND COORDINATIN MEETINGS. UPON COMPLETION OF THE AGENCY FINAL PLANS, THE AGENCY WOULD BE PREPARED TO GO TO BID FOR CONSTRUCTION OF THE PROJECT. UPON COMPLETION OF THE UTILITY FINAL PLANS, AND WORK ORDER APPROVALS, THE UTILITY WOULD BE PREPARED TO RELOCATE ITS FACILITIES AS NECESSARY ON THE PROJECT SITE.

B-1 FIRST SUBMITTAL/COORDINATION MEETING

The agency shall begin design of the proposed project incorporating all information gathered from the various agencies and utilities. Once the plans have reached the "first submittal" stage, the agency shall submit plans to the utilities and other agencies for review and schedule a coordination meeting within 2 weeks. The plans shall include at least the following information: Existing underground facilities and topography; proposed alignment, and diameter of proposed underground facilities; proposed alignment for paving, curb and gutters, sidewalks; existing rights-of-way limitations; identification of proposed rights-of-way acquisitions (including strip maps/acquisition maps) and rights-of-way acquisition schedule; and potential locations for possible locating/potholing of underground facilities. At the coordination meeting, the following items shall be discussed:

A. Final pot-holing locations (and request for potholing signed)

B. Utility conflicts

C. Milestone schedule

D. Utility rights-of-way requirements

E. Utilities are expected to begin their design when they receive the plans during this phase.

B-2 POTHOLING

The agency through the Utility Coordination Process should coordinate potholing of identified potential underground conflicts. It is expected that all utilities and agencies will coordinate potholing locations (joint use) to minimize the number of potholes on the project site. The agency initiating the project will order the required potholing for which the associated costs are expected to be shared by each respective agency or utility on a pre-agreed to basis. If potholing information is required or obtained by an individual agency or utility, the information shall be furnished to the coordinating agency. Upon receiving the potholing information from the agency's contractor or any utility company, the agency will determine conflict points with existing utilities and submit a list of these locations, along with the pothole information, to the utilities and to the agency's design engineer. The information should be incorporated into the design to minimize or avoid utility conflicts where possible without jeopardizing the integrity or purpose of the project. Any location that cannot be modified to eliminate conflicts should be noted and sent to the appropriate agency or utility It should also be understood that the agency and utilities shall be moving towards "second submittal" plans during the potholing stage.

B-3 BEGIN UTILITY DESIGN

Once the issues and conflicts identified in Steps B.1 and B.2 are resolved, each agency or utility should begin the design of appropriate plans for the project. It is important that this design be initiated at this time to minimize delays in acquisition of rights-of-ways, bidding of the project, or construction. Utility submittals should be received by the agency during the coordination meeting of the second submittal outlined in Step B.4.

B-4 SECOND SUBMITTAL PLANS/COORDINATION MEETING

The agency through the Utility Coordination Process shall submit plans to the utilities and other agencies for review and schedule a coordination meeting within two weeks. The plans shall include at least the following information:

All of the information contained in the "first submittal" plans; profiles showing existing and proposed project facilities such as storm sewers, water mains, sanitary sewers, etc.., existing utility information; profiles and cross-sections of paving plans; detailed scope;

and detailed rights-of-way requirements. The agency will transmit the plans with comments from the "first submittal" along with the second submittal plans. This is necessary to eliminate duplication and unnecessary delay in reviewing the plans. At the coordination meeting, the following items shall be discussed: Project schedule, including construction dates for utility relocations; final utility relocation plans; permit applications, and all appropriate drawings; pothole results and final rights-of-way needs. It should also be understood the agency shall be moving towards "final" submittal plans by the coordination meeting date.

B-5 FINAL SUBMITTAL/COORDINATION MEETING

The agency through the Utility Coordination Process shall submit plans to the utilities and other agencies for review and schedule a coordination meeting within two weeks. The "final" plans shall be a set of construction plans that contains all information for the bid package including utility relocations and new placements. Any changes to the "final submittal" will be distributed to all utilities. At the coordination meeting the following items shall be discussed:

A. Rights-of-way Acquisition.

B. Utility Construction Schedules and Any Bid Packet Allowances.

C. Project Bidding and Pre-construction Meeting Schedule.

PHASE C

RELOCATION & CONSTRUCTION PHASE

THE PURPOSE OF THE RELOCATION AND CONSTRUCTION PHASE IS TO FACILITATE THE COORDINATION OF ALL CONSTRUCTION ACTIVITIES BY BOTH THE CONTRACTING AGENCY AND THE UTILITIES TO MINIMIZE CONFLICTING ACTIVITIES WHICH MIGHT CAUSE DELAY IN THE COMPLETION OF THE PROJECT, ADDITIONAL COSTS TO BE INCURRED BY EITHER THE AGENCY OR THE UTILITY, OR ADDED INCONVENIENCE TO THE PUBLIC. UTILITY RELOCATIONS AND PROJECT CONSTRUCTION MAY BE UNDERWAY AT THE SAME TIME.

C-1 PREBID MEETING

After the project bid advertisement and prior to the project bid opening, the agency may hold a Prebid Meeting to explain and clarify the project plans and/or specifications, and to answer any questions the bidders may have. Affected utilities shall conduct a presentation of their project for the prospective bidders if requested by the agency.

C-2 PRECONSTRUCTION MEETING

After the project bid award, the agency shall hold a pre-construction meeting with all interested parties including the Contractor and all utilities within the contract limits. The meeting shall provide for the discussion of the construction schedule, potential problems, and needed coordination. This meeting shall provide utilities the opportunity to make a presentation regarding their project involvement, construction coordination, and to answer any questions.

C-3 CONSTRUCTION PROGESS MEETING

The agency may conduct Construction Progress Meetings with the Contractor on a regular basis (i.e., weekly, monthly, etc.) throughout the project Construction Phase. These meetings will be used to monitor the construction progress and to address any problems that may arise. The involved utilities should be represented at these meetings to provide answers to utility questions and to spearhead any required actions of the utilities. The agency will notify the utilities of regularly schedule Construction Progress Meetings and the locations of concerns to utilities at the construction site.