Appendix A-10

Utility Coordination Procedure

When a Designer encounters a potential utility conflict, most often in the preliminary design stages, all design options should be reviewed and double-checked. A second opinion should also be gathered from the Team Leader or Senior Designer. In certain situations the utility can be avoided simply by altering design. In such cases the designer shall proceed with the design and PS&E package.

When Utility Conflicts Cannot Be Avoided

If there are utility conflicts that cannot be avoided by altering design or for other reasons, the appropriate District Utility Engineer should be contacted immediately. A request for a field meeting with the Utility Engineer and Utility Representative should be arranged.

Field Meeting

If the Utility Engineer was receptive to the request for a field meeting, the designer should follow up with written correspondence. At this point the Utility Engineer sets up a field meeting at the site with the affected utility companies. This field meeting should occur within 7-10 working days. If the Utility Engineer was not receptive to the request, notify the Team Leader and he will call the Utility Companies and set up the field meeting at the site.

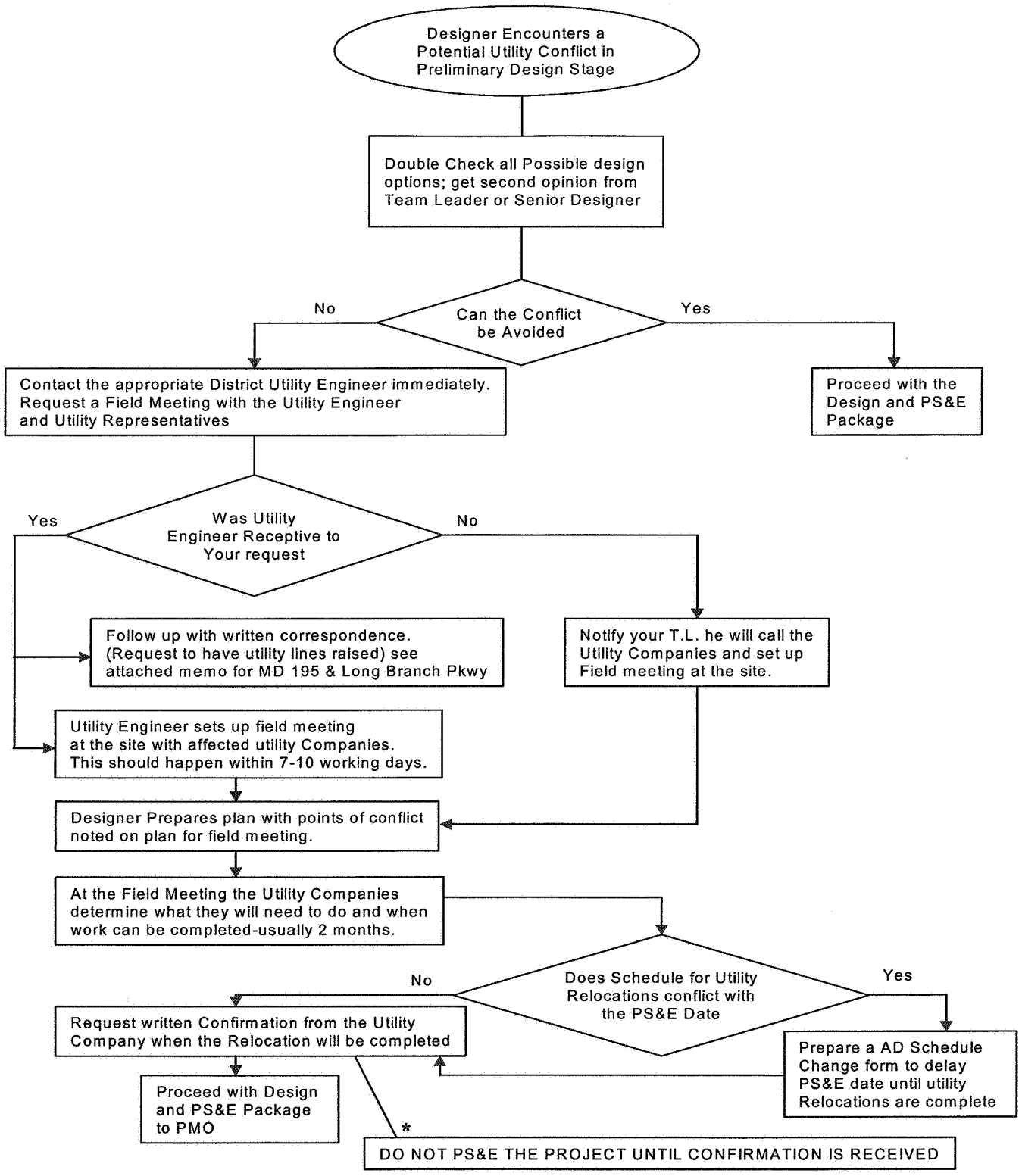
Prior to the field meeting the Designer will prepare plan sheets noting where potential points of conflict will be. At the field meeting the Utility Companies determine what they will need to do and when work can be completed. This process usually takes 2 months.

PS&E

After the field meeting, the Utility Companies will have an idea how long the relocations, if any, will take to complete (as noted above this usually takes 2 months). If the utility relocations conflict with the PS&E date, the Designer must prepare an AD schedule change form to delay the PS&E date until relocations are complete.

If the utility relocation schedule does not conflict with the PS&E date, a request for written confirmation from the utility company shall be submitted asking when the relocation will be completed. Note: Do not PS&E the project until this confirmation is received from the utility company. When confirmation is received, proceed with the design and PS&E package to PMO.

SHA will not pay for utility work until it is complete. A Purchase Order (P.O.) number shall be provided to the utility company before work is performed. NOTE: This is based on approval of the invoice submitted by the utility company.



APPROVED 5/11/04
CHIEF – TRAFFIC ENGINEERING DESIGN DIVISION

PROCESS No.
05-01

Rev. 03/99/05/01/02/04

Maryland Department of Transportation
STATE HIGHWAY ADMINISTRATION
TRAFFIC ENGINEERING DESIGN DIVISION

PROCESS
Utility Conflict Procedure

BGE Electrical Service Request Process

- At the preliminary engineering stage (as soon as a preliminary plan is available) all Project Managers will submit to BGE by mail, hand carry (no phone calls or faxes) a completed BGE Service Application for Industrial and Commercial Projects, cover letter, and one (1) copy of the plan with the service feed highlighted in green. The "Connection" and "Consumption" areas (page 4 section B) must be filled out to the appropriate entity responsible for charges (e.g. Vouchers Payable for energy consumption charges when SHA is paying them). **You must check the Design Request to determine who pays what, especially on developer projects**.
- *Please Note: The BGE service application can now be completed and submitted on-line using the BGE website (www.bge.com). Click on "SERVICE APPLICATIONS".
- Place the ***SHA Contract Number*** and the ***OOTS TIMS Number*** in the area for the project description.
- PLEASE NOTE: Service connection dates should be two (2) weeks after the Notice to Proceed (NTP) date for your specific project.
- The applicant (project manager) will be contacted by a BGE Representative within ten (10) days of their receipt of your Service Application to review job details and discuss your meter in-service date of the project or BGE's estimated start of construction date. At this time, the BGE representative will give you a **Work Management System (WMS) Job Reference Number.** Please retain this number and refer to it in any correspondence with BGE about your job. It is used to track your job from beginning to end.
- The TOD inspector **shall call** the appropriate BGE representative to inform them when the TCD will be ready for the service connection.
- Private developers shall follow the above procedure and deal directly with BGE so that the cost of energy and construction costs can be correctly billed to them, as stipulated in SHA Directive 5661.3.1.
- Fill in the utility information area in Project Manager and cc the Utility Liaison on all correspondence. The **WMS Job Reference Number** *shall* be included on all plans and transmittal letters to OOTS Financial Management Unit for the processing of the PS&E materials. Place the **WMS Job Reference Number** along the Power Feed (PF) leader on the final plan sheet and under the utility contact section on the General Information (GI) sheet.
- You can determine the status of any BGE service project from their website or by calling410-850-4620. To obtain BGE project status via the Internet: log on to www.bge.com. *Click* **New Construction Services** and then *click* View the status of your construction project online. The following short cut http://jobstatus.bge.com/ can also be used. The WMS Number is needed to access the information on any particular project.

*** PLEASE NOTE: This process is current as of **2-23-06** but check with the Office of Traffic & Safety's Utility Liaison for any updates or revisions.

ALLEGHENY POWER

Electrical Service Request Process

- At the preliminary engineering stage (as soon as a preliminary plan is available) all Project Managers will submit by mail a completed Feed Location Approval Letter (FLA), and one (1) copy of the plan with the electrical service feed highlighted in green to:

Ms. Sherry Strother
Allegheny Power Company
PO Box 1392
Fairmont, WV 26554

The FLA is available on ***Document Manager.***

- Place the ***SHA Contract Number*** and the ***OOTS TIMS Number*** in the area designated on the letter.
- PLEASE NOTE: Service connection dates should be two (2) weeks after the Notice to Proceed (NTP) date for your specific project.
- The applicant (project manager) will be contacted by an Allegheny Power Representative within ten (10) days of their receipt of your FLA to review job details and discuss your meter "in-service date" of the project or estimated start of construction date.
  At this time, the Allegheny Power representative will give you a **Work Request Number (WRN).** Please retain this number and refer to it in any correspondence with Allegheny Power about your job. It is used to track your job from beginning to end.
- The TOD inspector **shall send, at the appropriate time, the standard request letter** to Ms. Strother to inform Allegheny Power Company when the TCD will be ready for the service connection.
  The TOD inspector's letter must include the appropriate billing addresses for the entity responsible for payment of **CONSTRUCTION** charges and **CONSUMPTION (ENERGY)** charges as well as phone numbers for each.

- ***Place the*** SHA Contract Number, ***the*** OOTS TIMS Number, ***and the Allegheny Power Company's WRN number in the area for the project description. Please type all of the above information in Bold type. This step is necessary for proper invoicing and prompt payment.***
- Please fill out the utility information area in Project Manager and cc the Utility Liaison on all correspondence. If you have any questions or need help on any of these matters, please call me at 410-787-4057.
- The Allegheny Power **WRN** *shall* be included on all plans and transmittal letters to OOTS Program Management Office (PMO, formerly FMU) for the processing of the PS&E materials. Place the **WRN** along the Power Feed (PF) leader on the final plan sheet and under the utility contact section on the General Information (GI) sheet.

*** PLEASE NOTE: This process is current as of **12-12-03** but check with the Office of Traffic & Safety's Utility Liaison for any updates or revisions.

PEPCO *Electrical Service Request Process*

1. **NOTICE: This new process is designed to eliminate the PEPCO engineering/ design timeline (currently 90-120 days) for all new projects. The OOTS TCD Engineer/ designer will need to verify that the power feed proposed by their design is 120/ 240 volts. Do this on your first field check. If you are not sure please contact the utility liaison for verification. Any job needing engineering (i.e. only 120/ 208V available in area) will require at least 90+ days of PEPCO engineering. Leased Lighting projects shall need to be engineered, so, build 120 days into the design of same. Also, some underground installations may need engineering on PEPCO's part.**
2. **Use 3" Schedule 80 PVC conduit in your design. Also include a coil of 35' + of 4/0AWG or 250kcmil three (3) wire at the pole base.**
3. **The OOTS engineer will NOT apply for power but will coordinate with the appropriate TCDIS team leader upon plan submission ensuring application is made at that time. Insert projects will need to be scheduled differently and the TEDD engineer will need to work with the PEPCO representative during review meetings to ensure that the correct power feed(s) is/ are available.**
4. At the plan submittal (P.S. & E.) stage appropriate TCDIS Team Leaders will submit to PEPCO by mail or hand carry (no phone calls or faxes) a completed PEPCO cover letter, as found on "*DOCUMENT MANAGER*", and four (4) copies of the plan with the service feed highlighted in green. The "Construction" and "Energy" costs area on the letter must be filled out to the appropriate entity responsible for charges (e.g. Vouchers Payable, room C-507 for energy consumption charges when SHA is paying them). **You must check the Design Request to determine who pays the various charges, <u>especially on developer projects</u>.**
5. Place the ***SHA Contract Number*** and the ***OOTS TIMS Number*** in the area designated on the letter.
6. PLEASE NOTE: Service connection dates should be approximately two (2) weeks after the Notice to Proceed (NTP) date for your specific project.
7. The applicant (TCDIS team leader) will be contacted by a PEPCO Representative within 10 days of their receipt of your Service Request to review job details and discuss your meter in-service date of the project. At this time, the PEPCO representative will give you a **Work Request Number.** Please retain this number and refer to it in any correspondence with PEPCO about your job. It is used to track your project.
8. The TCDIS inspector **shall write their certification letter** to the appropriate PEPCO representative to inform them of when the TCD will be ready for the service connection.
9. Private developers shall follow the above procedure and work with the TEDD design engineer to ensure proper power feeds are available and that the cost of energy and PEPCO construction fees can be correctly billed to them, as stipulated in SHA Directive 5661.3.1.
10. Fill in the utility information area in Project Manager and cc the Utility Liaison on all correspondence.

*** PLEASE NOTE: This process is current as of **2-23-06** but check with the Office of Traffic & Safety's Utility Liaison for any updates or revisions.

ALL POWER COMPANIES

(EXCEPT BGE, PEPCO, & ALLEGHENY POWER)

Electrical Service Request Process

- At the preliminary engineering stage (as soon as a preliminary plan is available) all Project Managers will submit by mail a completed Feed Location Approval Letter (FLA), and three (3) copies of the plan with the electrical service feed highlighted in green to the appropriate company contact for that area (see the TEDD web page for Utility Companies). The FLA is available on ***Document Manager.***
  - Place the ***SHA Contract Number*** and the ***OOTS TIMS Number*** in the area designated on the letter.
  - PLEASE NOTE: Service connection dates should be two (2) weeks after the Notice to Proceed (NTP) date for your specific project.
  - The TOD inspector **shall send, at the appropriate time, the standard request letter** to the Power Company stating when the TCD will be ready for the service connection.
  - The TOD inspector's letter must include the appropriate billing addresses for the entity responsible for payment of **CONSTRUCTION** charges and **CONSUMPTION (ENERGY)** charges as well as phone numbers for each.
  - Place the ***SHA Contract Number***, the ***OOTS TIMS Number on the letter.*** Please type all of the above information in Bold type. **This step is necessary for proper invoicing and prompt payment.**

*** PLEASE NOTE: This process is current as of **12-12-03** but check with the Office of Traffic & Safety's Utility Liaison (410-787-4057) for any updates or revisions.

Robert L. Ehrlich, Jr., *Governor*
Michael S. Steele, *Lt. Governor*

SHA State Highway Administration — Driven to Excel

Robert L. Flanagan, *Secretary*
Neil J. Pedersen, *Administrator*

MARYLAND DEPARTMENT OF TRANSPORTATION

MEMORANDUM

TO: Assistant District Engineers-Traffic
Assistant District Engineers-Utilities

Mr. Robert French, Chief
Senior Engineers Staff

Mr. Ken McDonald, Chief
Engineering Access Permits Division

FROM: Thomas Hicks, P.E., Director
Office of Traffic & Safety

DATE: February 19, 2004

SUBJECT: **Billing for Electrical Service Connection Fees and Energy Consumption**

The purpose of this memorandum is to summarize the issue of which party is responsible for energy consumption bills, referred to hereafter as "energy costs", and connection fees associated with electrical company powered Traffic Control Devices (TCD's).

According to SHA Directive 5661.3.1, dated October 29, 1984, and titled "Installation and Maintenance of Traffic Signals Along the State Highway System" (attached), the following shall apply regarding TCD projects:

- *Where two state roads intersect, SHA shall be responsible for connection fees and energy costs (Section III.A.2.b.(1)).*
- *Where a state road and a county road intersect, SHA shall pay connection fees and the county shall be responsible for the energy costs (Section III.A.2.b.(2)) .*
- *Where a developer's road is intersecting the state road, the developer shall pay both the connection fees and energy costs (Section III.A.2.b.(3)).*
- *Where a state road and a school access road are involved, SHA shall pay connection fees and the school shall be responsible for the energy costs (Section III.A.2.b.(4)).*
- *Section III.A.2.b.(5) allows for SHA and any county to enter into an agreement in which either party may pay the other's costs (This will be the case for Baltimore County signals and may be instituted in other counties in the future).*

The district traffic office shall be responsible for indicating on the Design Request (DR) how costs for connections and energy shall be paid, before submitting the DR for approval. The complete name, billing address, and phone number of the county, school, or developer shall be placed on the DR before submittal to OOTS. Modifications to existing signals must also have the existing payer's information, in case the signal is reconstructed and needs a new power feed.

The Staff Engineer Section (SES) shall verify that the billing information on the DR is accurate and complete before approval of the DR. SES shall reject any DR that does not have this required information.

The Traffic Engineering Design Division (TEDD) and the Traffic Operations Division (TOD) shall verify the information on the DR is thorough before requesting power. The billing information shall be accurately and prominently stated on the appropriate correspondence with the power company.

The TOD Inspection Section and Program Management Office (PMO) shall be responsible for enforcement of SHA Directive 5661.3.1 by reviewing invoices received and verifying their accuracy before processing the invoice for payment.

Questions regarding this policy may be directed to the OOTS Utility Liaison, Mr. Chris Jednorski, at 410-787-4057, e-mail cjednorski@sha.state.md.us

TH/CJ/rt

cc: Mr. Dennis R. Atkins
Mr. Bob French
Mr. Chris Jednorski
Mr. Barry King
Mr. Bob Snyder
TEDD Designers
TEDD Consultants

Leased Lighting Installation Process

- When an approved design request is assigned, the engineer/designer will first determine if installing leased lighting is possible by judging the following areas during a site inspection:

    - The utility owned poles are capable of having lighting arms attached. Certain poles will not accommodate lighting because of lack of proper height, existing utility equipment conflicts, setbacks from the roadway or intersection, no secondary power in the vicinity, etc.

    - The photometric performance of the proposed lighting is within the requirements for proper lighting of the specified area.

- If leased lighting is possible, the engineer will then complete a leased lighting form (found on *Document Manager*). With the form, include a drawing or sketch showing existing and proposed facilities. It is important to show all overhead utilities especially pole numbers, even if those poles are not intended to be used.

- Send the leased lighting form with a cover letter and drawing to the appropriate utility company representative as listed on the TEDD *Utility Company* web page and cc the OOTS Utility Liaison.

- Work with the assigned Utility Company representative to provide the lighting coverage desired.

- The engineer is responsible for reviewing the utility company response and utility company invoices on the installation of the leased lighting. The engineer shall verify that the proper lighting is installed and functioning. This will require a night field visit for verification before approval of the invoice by the designer or the OOTS Utility Liaison.

- Approval signatures on utility company acceptance response letters and/ or invoices will be the responsibility of the designer or the OOTS Utility Liaison.