

Appendix A-7

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 CFD.

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.