

# IMPROVED UTILITY COORDINATION

Joe Gundersen



# Outline of Presentation

- Introduction
- 105 IAC 13
- Work Plans
- Agreements
- Invoices
- Summary



# Introduction

- Utility coordination is an evolving field
- Be prepared for changes
- Improvements to create efficiency
- Avoid confusion use source documents
- The one thing?



# Introduction

- Clarity
- Increase clarity
- Reduce risk
- Reduce cost



# 105 IAC 13

- All phases are required
  - Research
  - Initial Notice
  - Verification
  - Conflict
  - Work Plan



# 105 IAC 13

- Research Phase – document your findings
- Submit summary to Oversight Agent
  - Info is used to seed the URLog data base
- Add utility names to the plans
- After initial notice eliminate “not in area”
- After work plans completed update contact info on the road/bridge plans



# 105 IAC 13

- Terminology
- Work Plan components
  - Narrative
  - Cost Estimate
  - Drawing
  - Easements documents
- Utility vs Facility
- Relocation



# 105 IAC 13

Sec. 8. "Facility relocation" means not limited to, the following:

- (1) Abandoning.
- (2) Altering.
- (3) Deactivating.
- (4) Installing.
- (5) Maintaining.
- (6) Modifying.
- (7) Moving.
- (8) Removing.
- (9) Supporting.





# Work Plans

- Place on company letterhead
  - Ownership
  - Visibility
- Work Type
  - INDOT project work type
  - From SPMS project listing
  - Contact Project Manager



# Work Plans

## Section 1. General Information

### A. INDOT/LPA Project Information

- |                                   |                       |
|-----------------------------------|-----------------------|
| <b>(1) Des No.</b>                | 0401402               |
| <b>(2) Route Number:</b>          | U.S. 50               |
| <b>(3) Location:</b>              | CR 400W & US 50 & Bas |
| North & South                     |                       |
| <b>(4) Work Type:</b>             | New Road Construction |
| <b>(5) Date work plan needed:</b> | Nov. 2, 2011          |



# Work Plans

- Disposition of existing facilities
  - Avoid ambiguous terms ie relocate, move
  - Be specific
  - State quantity and quality
- Describe new facilities
  - Be specific
  - State quantity and quality



# Work Plans

- Section 9 cost estimates
  - Provide total amount
- If costs are subdivided –
- List components and total
  - PE cost \$40,000
  - ROW costs \$60,000
  - Construction costs \$400,000
  - Total costs \$500,000

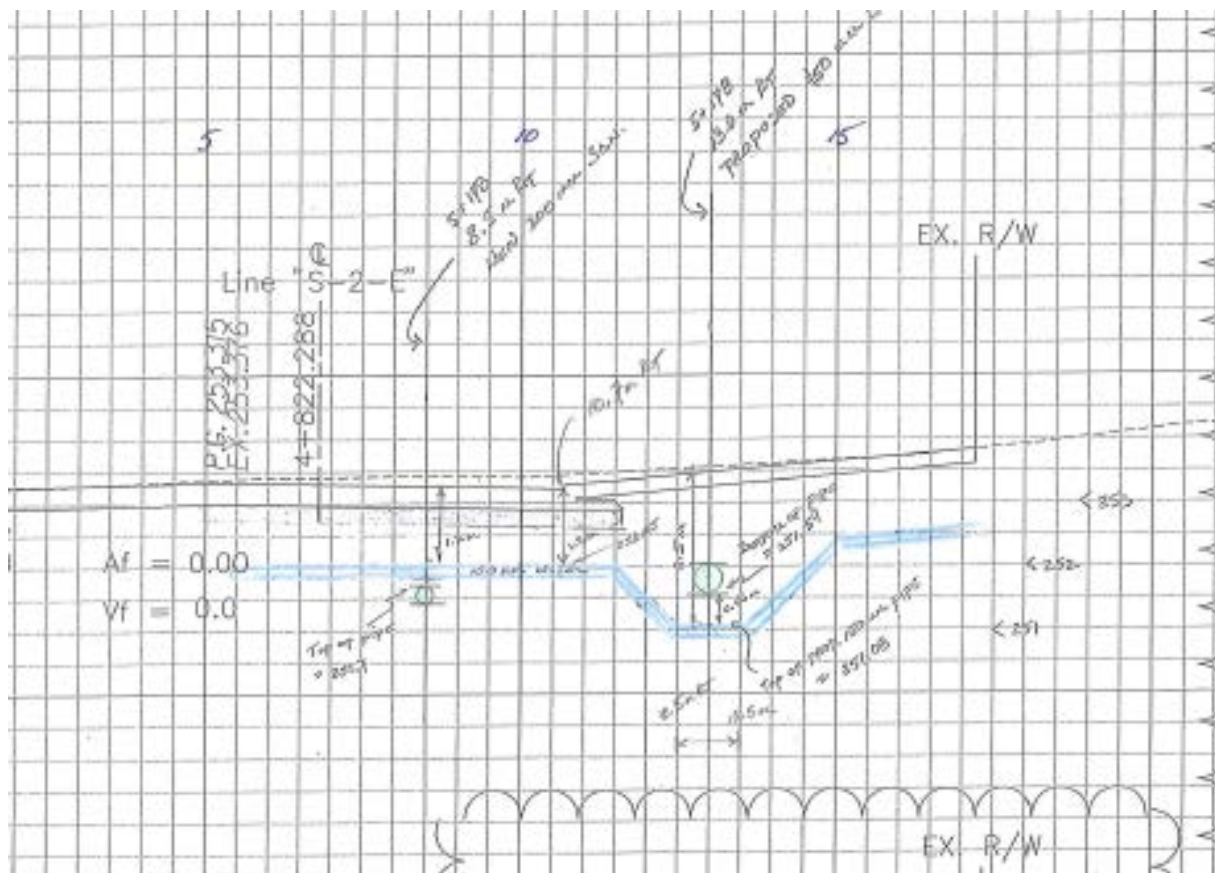


# Work Plans

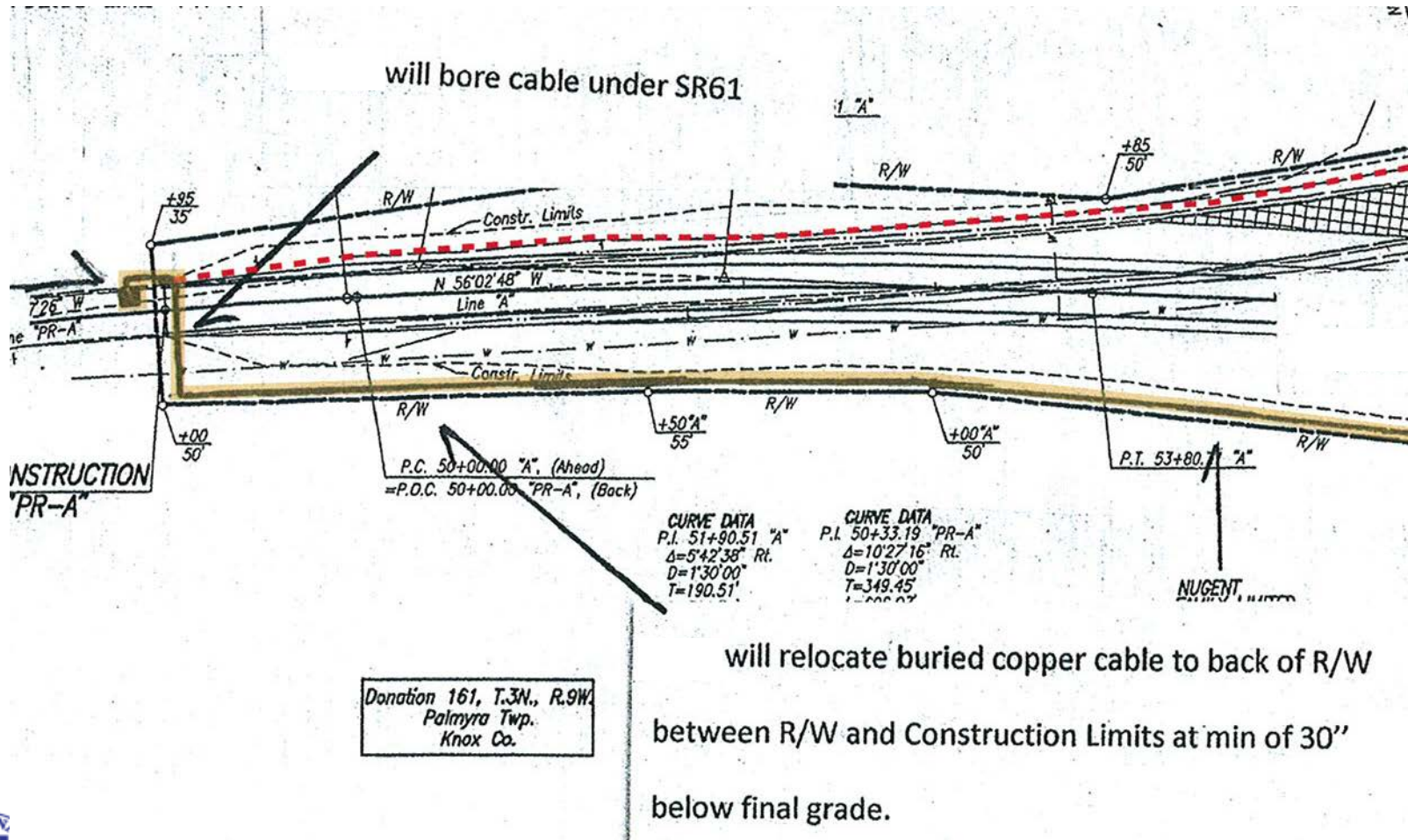
- On the drawing
  - What is going in, how it is going in
  - Where is it going in (station, offset, elevation)
- Critical locations – all crossing
  - Top of pipe not higher than elevation
  - Relationship - Over or under, distance
  - Clearance by how much
- Color lines are okay mark for black/white



# Work Plans



# Work Plans



# Work Plans

- Work plan does not meet standards
  - Return the work plan to the utility
  - Advise utility of errors or omissions
  - Accept revised work plan
- Keep the project manager informed





# Work Plans

- Revised work plan does not meet standards
  - Prepare alternative work plan
  - Send to utility for review
- Review requested changes to alternative work plan
- Adopt a final work plan
- Keep the project manager informed



# Agreements

- 105 IAC 13
- Not much guidance on agreements

(g) A highway utility agreement, if required, shall be executed at this time.



# Agreements

## INDIANA DEPARTMENT OF TRANSPORTATION HIGHWAY UTILITY AGREEMENT

Agreement Amount: \_\_\_\_\_ Des No: 0400409

Agreement Type: Standard Project No: 0400409

Road I-465 (Allisonville Rd) County Marion

This Agreement, made and entered into this 3<sup>rd</sup> day of August, 2011, by  
and between (include full entity name and address)



# Agreements

The Utility shall: make the necessary adjustments, removals, alterations and/or relocations to its existing facilities as further shown in Exhibit “A”, attached hereto and incorporated by reference in the following manner: [Circle (1) and/or (2)]

- (1) With its regular construction or maintenance crew and personnel at its standard schedule of wages and working hours.
- (2) By an approved contractor, as set forth in 23 CFR 645.109 and/or 645.115.



# Agreements

## SECTION 3 – SUBORDINATION OF RIGHTS

The existing facilities (are) (are not) located on public right-of-way. If such facilities are located on property, other than public right-of-way, and the Utility either has an easement thereon or a continuing right to maintain the facilities in that location, the Utility, for and in consideration of this Agreement, shall subordinate the Utility's rights herein to those of the INDOT in the highway right-of-way by executing a subordination Agreement.



# Agreements

- Two new entries
- Description of INDOT work
  - Route
  - Work type
  - Location
- Description of utility work
  - Be specific
  - Include numbers ie quantities, length, type



# Agreements

## WITNESSETH:

**WHEREAS**, INDOT desires to perform a Interchange Modification as part of the Added Travel Lanes Project at the interchange at Allisonville Road and I-465 in Marion County as referenced by the Des No. and Project No. given above (hereinafter referred to as the “project”); and



# Agreements

## SECTION 1 – DESCRIPTION OF WORK AND ITEMIZED COST ESTIMATE

The Utility shall: relocate 1,200 lft of overhead 138kV transmission lines with 4 each 125 ft steel poles and relocate 1200 lft of underbuild 13.2kV distribution lines with 3 transformers , 1 wood transmission pole, 1 mid-span distribution pole and 2 distribution line tap poles along the west side of Allisonville Road north of 82<sup>nd</sup> Street.





# Agreements

- Processing
- Utility
  - Return agreement to utility coordinator
- Utility Coordinator
  - Review agreement for all elections
  - Section 1, Section 3
  - Review agreement for all attachments
  - Drawing and cost estimate



# Invoices

- Components of an invoice
  - The bill (must be from the vendor)
  - The ledger (listing of all expenses)
  - Supporting documents (one for each entry)
- The last bill versus the final bill
- The final bill within 90 days



# Invoices

## **SECTION 7 – FINAL BILL**

The utility shall present its final contract invoice accompanied by an itemized cumulative invoice within ninety (90) days of completion of its work. All documents required to substantiate any claims for payment shall be submitted with this final contract invoice. Such supporting documentation shall include, but shall not be limited to, copies of material invoices, time sheets, vendor and/or contractor invoices and other such documents as may be deemed necessary by INDOT to support such invoice.



# Summary

- 105 IAC 13
  - Work Plans
  - Agreements
  - Invoices
- 
- Keep the project manager informed



# Summary

- Do you have any Questions?

