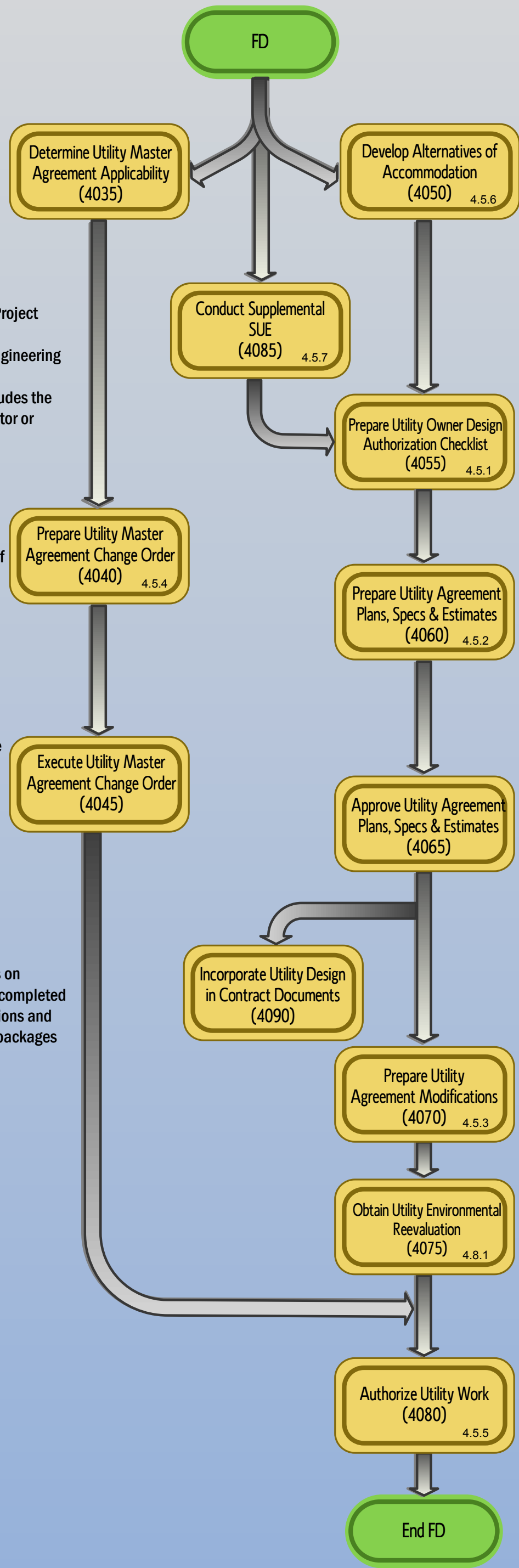
Utility Management
Final Design



The Designer determines if any master agreements can be utilized on the project and notifies the Project Manager for approval. Master agreements cannot be utilized for municipal utilities or federally funded projects.

The Designer develops an Alternatives of Accommodation Plan and confirms the proposed utility accommodation with each utility company. The Designer should prepare a Utility Master Plan that overlays all proposed utility accommodations within the project area. Designer should verify if any additional permits are necessary.

If necessary and approved by the Project Manager, the Designer conducts supplemental subsurface utility engineering (SUE). The Designer prepares a Supplemental SUE report and includes the survey notes from the SUE Contractor or utility company with the report.

The Designer prepares the Utility Owner Design Authorization Checklist according to the Utility Accommodation Policy to accommodate the proposed alternatives for each utility and sends to the utility company. The utility company reviews and signs the Checklist and returns to the Designer for approval. The Designer forwards the approved Checklist to the Project Manager for concurrence.

The Project Manager prepares the Master Agreement Change Order template and sends to the Office of Utility Management for review and approval. The Office of Utility Management provides approval and any comments for incorporation to the Project Manager for execution.

Upon receipt of approved checklists, the Designer prepares the utility agreement plans of utility facilities to be relocated or adjusted. A utility agreement plan provides an overview of the existing and proposed utility location and is attached to each corresponding utility agreement modification. The Designer or Utility Company completes detailed plans, specifications and estimates of utility facilities to be relocated or adjusted.

The Project Manager circulates the approved Master Agreement Change Order for execution. The executed Master Agreement Change Order is distributed to the utility company and the Office of Utility Management.

The Designer submits the utility agreement plans, specifications and estimates to the Project Manager for review. The Designer finalizes the utility agreement plans, specifications and estimates based on the Project Manager's comments and resubmits to the Project Manager for approval. The Project Manager approves the utility agreement plans, specifications and estimates for incorporation in the utility agreement modifications.

The Designer shows final utility accommodations and betterments on contract documents based on the completed utility agreement plans, specifications and estimates. Applicable utility work packages are incorporated into the contract documents.

The Designer prepares the Utility Agreement Modifications (Construction Authorization) to modify existing utility agreements and submits to the Project Manager. The modification includes a detailed cost estimate and any relevant documents for execution.

Obtain a utility environmental reevaluation for utility modification approval and for any project that requires an authorization of utility work for advance utility relocations. BLAES consults with the Project Manager regarding the current design as it relates to the previous environmental document and completes the reevaluation form. BLAES submits the reevaluation form to FHWA for approval, if required.

The Project Manager prepares the Utility Construction Funding Request and sends to the Bureau of Program Coordination for approval. Once approved, the Project Manager circulates the Utility Owner Design Authorization Checklists with an AD-12 for execution. Once executed, the Project Manager distributes the executed Construction Authorizations and Utility Agreement Modifications.

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