

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION

SPECIAL PROVISION

UTILITY COORDINATION

PROJECT – PCN

DESCRIPTION

This work consists of coordinating the construction schedule with third party utility companies owning facilities within the project limits, verifying the location of those facilities during construction, and resolving issues with those utilities.

The requirements in this Special Provision replace the requirements of Section 105.03, "Cooperation With Utility Owners".

ATTACHMENTS

- Appendix A – Utility Coordination Table
- Appendix B – Utility Exhibits
- Appendix C – Utility Pothole Report
- Appendix D – Utility Coordination Table – City
- Appendix E – Utility Exhibits – City
- Appendix F – Utility Pothole Report – City

DEFINITIONS

Conflict: A utility in need of relocation or adjustment for the construction to proceed in that area.

Protect in Place (PIP): A utility that does not need relocation, but needs precautions to protect the utility during construction activities.

Utility Encounter (UE): A Conflict or Protect in Place situation involving an existing third party owned utility.

CONTRACTOR RESPONSIBILITIES

A. Responsibilities.

The responsibilities for utility coordination include the following:

- Conduct the preconstruction utility coordination meeting;
- Main a point of contact for all utility companies;
- Maintain a schedule for utility activities;
- Hold weekly utility meetings in addition to the weekly planning and reporting meeting and report on the utility meetings at the weekly planning and reporting meeting;
- Follow up with any utility companies that do not show up to construction meetings;
- Coordinate work efforts of the utility companies, revise work schedules and traffic control as necessary to ensure adequate cooperation between UE and construction work;

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The designer will need to determine preliminary anticipated utility encounter information. Once identified, the information will need be sent to the NDDOT Utility Engineer.

If internal, designer to directly go to section, if consultant, information need be sent through technical support.

Utility Engineer will identify if it is needed. Upon identification SP is needed, Technical Support and/or Designer will need to request a SP number from Technical Services Section.

Commented [GEN2]: Some of these attachments may not be included. Example Pothole report.

Commented [GEN3]: Delete these if there are not any city utilities being installed.

Keep if there is work that will be performed as part of the DOT project that will install water lines, sanitary sewer, or other city only utilities.

A separate Utility Coordination Table, Exhibits, and Pothole Report will be made and included for City owned utilities installed as part of this project.

Keep only the Appendix that Apply.

- Develop and update the utility coordination plan;
- Provide a weekly written summary for contacts and meetings to the Engineer; and
- Coordinate with all of the other parties to update the project schedule specified in Section 108.03, "Progress Schedule".

B. Utility Coordination Plan.

Develop a utility coordination plan with each utility company that includes the phasing and scheduling requirements for UE.

C. Record of Utility Outage Notifications.

Request a copy of notifications that utility companies provide to customers for service outages. Maintain copies of all notifications until the Contractor signs the final estimate.

D. Utility Coordination Schedule.

Create and maintain a construction schedule that includes timelines for the phasing of utility coordination work. Include information contained in the contract documents and information obtained during coordination discussions with utility owners. Written agreements between the Contractor and a utility company will govern over information contained in contract documents; however, the agreements must be signed by the NDDOT, Contractor and Utility Company to be effective. Written agreements are considered contract revisions, however they are not eligible for additional compensation or additional time unless agreed to separately by the Engineer.

The Utility Coordination Table contains information related to the utility coordination requirements at each area designated as a UE. The timelines included on the Table may be longer than shown if the Contractor requests multiple resolutions simultaneously. Adjust work schedules as required to accommodate utility resolutions.

Revisions to the construction schedule due to a utility company or companies non-conformance with agreed upon schedules or failure to reasonably coordinate work efforts with the Contractor will be considered excusable, non-compensable delays as specified in Section 108.06, "Determination of and Extensions to the Contract Time".

Failure by the Contractor to reasonably coordinate schedules with a utility company or companies for UE identified in the contract, or failure to document coordination efforts will be considered non-excusable delays as specified in Section 108.06, "Determination of and Extensions to the Contract Time".

CONSTRUCTION REQUIREMENTS

A. General.

The vertical and horizontal utility locations shown in the plans are approximate. Plan locations should not be interpreted as exact for bidding or construction purposes. The locations of utility lines are available at the specific locations included in the Utility Pothole Report.

Utility facilities shown on the plans, if any, are for reference purposes only and may not constitute an exhaustive representation of all utility facilities within the project. Notify the North Dakota One Call System (811) before starting the work, so they may locate and mark all utility facilities within the project. Receive utility locates for Department-owned, publicly-owned, and

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privately-owned utility facilities, whether on or off the One Call System.

Comply with Chapter 49-23 of the NDCC in determining the location of underground utilities.

B. Utilities Identified in Plans.

Coordinate UE work with the affected utility owners. Maintain continuous communication with the Engineer, affected subcontractors, and affected utility owners until UE will no longer affect or be affected by the Contractor.

Cooperate with utility owners in relocating and adjusting utility facilities to minimize interruption to service and duplication of work by utility owners.

The Contract documents show all known UE for the project.

If a UE identified as a Protect in Place is determined to be a Conflict during construction, the Engineer will make necessary revisions to the Contract as specified in Section 104.02, "Contract Revisions". These types of changes will be considered excusable, compensable delays as specified in Section 108.06, "Determination of and Extensions to the Contract Time".

C. Utilities Encountered During Work.

1. General

Neither of the cases discussed in this subsection relieve the Contractor of liability that may arise under provisions of the NDCC.

2. Unidentified Utility Encounters

The Department will bear costs associated with revisions to the work as specified in Section 104.02 B, "Differing Site Conditions" only if the Engineer determines that all of the following conditions exist:

- a UE exists that was not designated in the plans; and
- the UE is in a location that affects the prosecution of the work to construct the project as designed.

3. Utility Encounters Created Due to Actions Performed by the Contractor

If a new UE is created due to actions performed by the Contractor for the Contractor's convenience; the Contractor shall account for and protect the affected facilities. Before performing these actions, the Contractor shall coordinate with the utility owner. The Department will not make additional payments to the Contractor nor the utility owner for UE created in this manner and will not provide additional time to the Contractor for completing the work.

If utility companies incur costs, the Department will not participate in those costs and will not make payment to the Contractor for those costs.

D. Utility Coordination Meetings.

1. Preconstruction Utility Meeting.

Arrange the meeting with the utility owners, the Contractor and affected subcontractors, local agency representatives, and the Engineer to occur no later than two weeks after the preconstruction meeting. At the meeting, provide an agenda and a tentative construction

schedule for planning UE work; after the meeting, publish minutes and distribute a copy to all meeting attendees within 48 hours of the conclusion of the meeting.

2. Weekly Utility Coordination Meeting.

Organize a weekly meeting to discuss utility coordination efforts with utility companies and affected subcontractors, local authorities, the Engineer and others who may have an interest in utility coordination efforts. Hold the weekly utility coordination meeting immediately before the weekly planning and reporting meeting. Publish minutes and distribute copies to all meeting attendees within 48 hours of the conclusion of the meeting.

The intent of this meeting is to disseminate information regarding ongoing and upcoming UE work and to ensure that all affected parties are collaborating and sharing information related to that work.

Provide a summary of the discussion at the weekly planning and reporting meeting.

E. Fire Hydrants.

Before starting work that affects a fire hydrant, coordinate with the local fire authority to determine if provisions need to be in place before starting the work. If provisions are necessary, obtain the approval of the local fire authority before beginning the work affecting the fire hydrant.

F. Damage and Interruptions.

If the Contractor causes damage to utility facilities, the Contractor is responsible for the costs of restoring or repairing the damaged utility facility to a condition equal to or better than the condition existing before the damage occurred. Immediately notify the utility owner of the damage or, if the owner is unknown, the One Call System. Do not conceal, attempt to conceal, or make repairs to the utility facilities until approved by the utility owner. If this damage causes interruption to utility service, continuously coordinate with the utility owner until the service is fully restored.

The Department will not pay the Contractor for the cost to restore utility facilities or repair damage to utility facilities and will consider any delays resulting from this damage to be non-excusable in accordance with Section 108.06, "Determination of and Extensions to the Contract Time."

G. Utility Criteria.

The Utility Coordination Table and Utility Exhibits contain specific information related to each UE location.

The following are specialized notes that could not fit in the comments column of Appendix A – Utility Coordination Table.

Missouri West Water System

I. MIWEWS.

The water line will be relocating into a corridor located approximately 70 feet right of CL. Before the water line can relocate, the contractor will need to lower the existing ground to the design grades in the proposed backslope area from Station 2119+08 to 3153+20 (within 50 feet right of CL to 125 feet right of CL).

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If you have notes you need to add, it is suggested you group them by utility company, number the utilities notes using Roman Numerals.

An Example in Red/yellow highlight is given, Delete this information.

The desire is to have the SP be different than the Table UE ID. This will also allow for the same Note to be used for several UE.

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Contractor may excavate up to 4 feet above the existing water line. Once the water line is relocated, the Contractor may need to mobilize a 2nd time to remove remaining material to reach design elevations (may be as much as 10 feet) in places over the existing water line.

The waterline company cannot do excavation work between the months of November 1 and April 15. Contractor will need to phase to accommodate relocation timelines from April 16 through October 31

Xcel Energy –

II. XCEENE.

High Pressurized gas line crosses NDDOT Right of Way. Extreme caution is needed during construction and seismic monitoring by Xcel Energy is required when working in this area until a 3-foot bubble of material is placed by the contractor to bridge the line.

Once the 3-foot bubble is in place, seismic monitoring is no longer needed, until the end of the project when the material will be removed. The contractor will need to notify Xcel Energy when the bubble is to be removed.

Scraper hauling or full loads are only allowed when the bubble is in place; otherwise smaller equipment (max load capacity of [weigh of equipment allowed] ton) is needed.

Notification time is for Xcel Energy to mobilize and install probes for seismic monitoring. It takes approximately 5 hours for installation, and they will need to be present until the material is in place to bridge the line and when the material is being removed.

III. XCEENE.

Contractor to use equipment less than [height] feet tall, when under and within [distance] feet of the outer edge of powerlines.

Contractor shall not disturb the existing ground around each pole within [distance]-foot diameter, sloping away at a [slope]. Once the elevations are brought to finished grade (not including topsoil), the utility poles can be relocated.

Contractor will need to mobilize a 2nd time to remove the dirt mounds remaining once the power poles have been relocated and the existing power lines de-energized.

In areas of fill, contractor can place embankment until the distance between the line and the ground is [height] feet, then continue to place fill once the lines are raised in the area of fill.

The following are specialized notes that could not fit in the comments column of Appendix D – Utility Coordination Table - City.

Name of Utility Company.

IV. Utility Company 6 letter Abbreviation.
Instructions.

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Rev. 2019-09-27

Commented [GEN8]: Delete this if there are no City Utility Coordination Tables or the notes are short enough to fit on the table.