

Authorization Process for Advanced Utility Relocations
Revised September 2009
Revised April 2006
Original April 2005

1. The DelDOT Project Manager is to prepare a memo of justification for advanced (prior to construction) utility relocation for submission to and recommendation of the Chief Engineer for approval.

The following information is to be included in the subject line:

State Contract No. 00-000-00 // Advance Utility Relocation
Project ID No.
F.A.P. No.
Location
County

The following information is to be included in the memo:

- Complete name of utility company(s) with whom the advance relocation is being sought.
- Work to be performed.
- Estimated preliminary construction schedule. *
- Ballpark estimate of reimbursable work related to the advance construction including, but not limited to, expenses for the maintenance of traffic, tree and vegetation removal, grubbing, grading, test holes, and surveying. **
- Provide a copy and/or specify the page number from the Capital Transportation Program (CTP) in reference to this project. Clarify if there will be a fiscal impact -- are funds sufficient and timed correctly for the advance work.

Note: Federally funded projects with a total cost of greater than \$500,000 require a formal amendment presented before the Metropolitan Planning Organization (MPO), Project Development Committee (PDC) and FHWA approval of the amendment, if the scope of project is changed significantly by the type of work; project limits; capacity or length; or if the total cost of a project is greater than \$500,000, a cost increase greater than 20% of the total cost.

- Provide written acknowledgement from Real Estate which provides a tentative schedule for the anticipated Right-of-Entry and/or Right-of-Way needed in connection with this project.
- Provide written acknowledgement from Environmental Studies for wetland or environmentally sensitive locations which provides a tentative schedule of permit issues/timing and how they will or will not affect advance work.
- Synopsis of why this advance relocation is a benefit to State and traveling public.
- All correspondence should include the responsible Project Manager's name and telephone number and with cc copies to:

- 1) Project Development (or Design for bridge projects) Assistant Director;
- 2) Carol O'Donoghue, Assistant Chief Real Estate and
- 3) Terry Fulmer, Environmental Studies Manager.

**Note: The estimated preliminary construction schedule, which gives start months/dates, is for the consideration of advance utility relocation approval and serves as an internal working document. It is not intended to be incorporated into any documentation or distribution outside of the Department.*

***Note: From the Utility Companies viewpoint, it would be much more productive to have the Project Manager call directly rather than via design consultant.*

2. Upon approval from the Chief Engineer, the Utility Engineer will contact the Utility Company(s) to confirm the utilities named agree to the Advance Utility Relocation. The preparation process of obtaining signatures for proposed (86U-37) letter agreement will begin.
3. Funding authorization will be requested for preliminary engineering upon an executed letter agreement. Once funding has been approved, a Notice to Proceed will be sent to the Utility Company for Preliminary Engineering for the Advance Utility Relocation.
4. The Utility Company will submit a Utility PS&E, i.e. plans showing the advanced work and a detailed cost estimate for the "increased" expenses (i.e. costs incurred that would not have been incurred if the work was performed as part of the DeIDOT contract).
5. A Notice to Proceed for the Advance Utility Relocation will be provided by DeIDOT Utilities upon:
 - Funding authorization / approval
 - Confirmation of Right-of-Entry and/or Rights-of-Way -- *may include partial or phased access.*
 - Confirmation of Environmental Permits -- *if environmental permit issues were identified to affect advance work.*

Notification of the notice to proceed will be provided to parties concerned.

MEMORANDUM

To: Natalie Barnhart, Chief Engineer
Transportation Solutions

From: Project Manager
Transportation Solutions, _____

Via: Robert McCleary, Assistant Director, Engineering Support

Date:

Subject: State Contract No. 00-000-00 // Advance Utility Relocation
Project ID No. 00-00000
F.A.P. No.
Location
County

The purpose of this memorandum is to provide justification and request authorization for performing advance utility relocation work by ___(complete name of utility company(s))___ for the above reference project.

- **PROPOSED RELOCATION DETAILS:** Details of the proposed Utility(s) relocation providing an estimated preliminary construction schedule and ballpark estimate of reimbursable work related to the advance construction including, but not limited to, expenses for maintaining of traffic and vegetation removal, grubbing, grading, test holes, and surveying.
- **FUNDING:** Provide a copy and/or specify the page number from the Capital Transportation Program (CTP) in reference to this project. Clarify if there will be a fiscal impact -- are funds sufficient and timed correctly for the advance work. Note: Federally funded projects with a total cost of greater than \$500,000 require a formal amendment presented before the Metropolitan Planning Organization (MPO), Project Development Committee (PDC) and FHWA approval of the amendment, if the scope of project is changed significantly by the type of work; project limits; capacity or length; or if the total cost of a project is greater than \$500,000, a cost increase greater than 20% of the total cost.
- **REAL ESTATE:** Provide documentation from Real Estate to confirm a tentative proposed schedule for the anticipated Right-of-Entry and/or Right-of-Way needed in connection with this project.

- ENVIRONMENTAL STUDIES: Provide documentation from Environmental Studies to confirm wetland or environmentally sensitive locations with environmental permit issues and/or timing and how they will or will not affect advance work.
- FINAL SYNOPSIS: Why this advance relocation is a benefit to the State and traveling public.
- CONTACT: For questions regarding this project, please contact the Project Manager at 000-0000.

Upon approval from the Chief Engineer, Transportation Solutions, Engineering Support will contact the Utility Company(s) and confirm agreement to the Advance Utility Relocation. A letter agreement will be prepared for signature authority and execution. Notification of the recommendation will be provided to the parties concerned.

RECOMMENDED: _____ DATE: _____
 Robert B. McCleary,
 Asst. Director, Engineering Support

APPROVED: _____ DATE _____
 Natalie Barnhart, Chief Engineer

cc: Assistant Director, Project Development
 Carol O'Donoghue, Assistant Chief Real Estate
 Terry Fulmer, Environmental Studies Manager