

**Delaware Department of Transportation
Division of Transportation Solutions
Design Guidance Memorandum**

Memorandum Number: 3-1

- | | | |
|------------------------|----------------------------|----------------------------------|
| 1. Road Design Manual | 2. Bridge Design Manual | 3. Utilities Design Manual |
| 4. Right of Way Manual | 5. Standard Specifications | 6. Standard Construction Details |

Title: Documenting and Paying for Non-Municipal
Utility Cover Vertical Adjustments

Effective Date: 06/01/2021

Sections to Implement:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Project Development | <input checked="" type="checkbox"/> Planning | <input checked="" type="checkbox"/> DTC |
| <input checked="" type="checkbox"/> Bridge | <input type="checkbox"/> Engineering Support | <input checked="" type="checkbox"/> Traffic |
| <input type="checkbox"/> Team Support | <input checked="" type="checkbox"/> Maintenance &
Operations | <input checked="" type="checkbox"/> Other (<u>Construction</u>) |
| <input checked="" type="checkbox"/> Utilities | | |

I. Purpose

To establish the procedures for documenting, processing, and paying for vertical adjustments of non-municipal utility structures/covers for any new construction, reconstruction, or repair/upgrades to existing roadways or public use facilities.

II. Applicability

Pursuant to [17 DE Code §143\(j\)](#), DelDOT recognizes the benefits of having non-municipal or other nongovernmental public utility at-grade facilities (i.e. manhole covers, valve box covers, junction well covers, etc.) adjusted to final grade by the State's contractor concurrent to DelDOT Capital projects (these include highway projects, bridge projects, TAP projects, ADA/PAR projects, Pave & Rehab projects, Maintenance projects and Traffic projects), any other projects will be addressed separately. This DGM will be used as the justification and authority to move forward as outlined below.

III. Design Guidance

1. For Capital Projects the designer will identify the at-grade utility facilities in the construction plans as obtained from a field visit, marked up by the utility, provided by the Subsurface Utility Engineering deliverables, or picked up in the field survey.
2. The Utility Section shall coordinate with the utility company to discuss the potential utility impacts, adjustments and relocations as part of the project design and coordination process.
3. The Utility Coordinator will discuss the ability to have any at-grade utility facility (i.e. manhole covers, valve box covers, junction well covers, etc.) adjustments performed by the State's contractor concurrent to the Capital project.
4. If the utility company agrees to allow the State's contractor to perform the adjustments and is willing to supply any necessary materials, the Utility Engineer will review to determine if the work should be incorporated at no cost to the utility company.
5. The Utility Section will notify the designer of the path forward so the contract documents can be updated accordingly.
6. The designer will add labels to the applicable utility facilities in the construction plans to show they will be adjusted by the State contractor based on direction from the utility company.
7. The designer will also incorporate the necessary bid items to the contract.

8. The State contractor will bid the adjustments as part of the advertised contract and will perform the work concurrent to construction.
9. The work will be incorporated into the highway contract at no cost to the utility company.
10. For instances where detailed plans are not created or impacts are not realized at the time of design coordination, the same general process shall be followed. Specifically, the designer shall include necessary bid items in the contract; the designer shall notify the Utility Coordinator as early as possible for further discussion with Utilities; and necessary agreements will be coordinated between DeIDOT and Utilities.

IV. Justification

To promote efficiency and effective project delivery. Allowing the work to be handled by the State contractor will be more efficient to the project, will expedite the project, and will result in public benefit and convenience.

Prepared by: Utility Section

Date: April 26, 2021



5.27.21

Recommended by: Deputy Director – Operations

Date



05/27/2021

Recommended by: Deputy Director – Design

Date



Approved: Chief Engineer

05/27/2021

Date

Distribution:
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Consultants
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