



# **CITY OF MESA ENGINEERING DEPARTMENT**

## **NON-CITY UTILITY COORDINATION SUBMITTAL GUIDELINES**

December 2015



## **NON-CITY UTILITY COORDINATION SUBMITTAL GUIDELINES FOR CAPITAL IMPROVEMENT PROJECTS**

Preface: This document is to provide non-City utility coordination submittal guidance to the Design Consultant, Engineering Project Manager, and Utility Coordinator for capital improvement projects. This document shall be used in conjunction with the Arizona Utility Coordinating Committee Public Improvement Project Guide (PIPG), ADOT Guide for Accommodating Utilities on Highway Right-of-Way, and ADOT Utility Coordination Guide for Design Consultants. City owned facilities will be coordinated by the assigned Engineering Project Manager. Utility coordination shall be included in the consultant scope of work.

The City maintains a pothole database of previously located facilities. The pothole database is available for research and to prevent duplication of potholing. The Engineering Project Manager has access to the database.

Notify the City's Utility Coordinator immediately if there's unresponsive communication, delay, or obstacles with the utility coordination process.

### General utility coordination flow:

Alignment Study (15% Submittal) - Utility inventory  
Conceptual Design (30% Submittal) - Verify utility location  
Preliminary Design (60% Submittal) - Identify utility conflict  
Final Design (90% Submittal) - Conflict matrix completion  
Bid Documents (100% Submittal) - Utility relocation

### **PROJECT INITIATION**

1. Design Consultants shall obtain a Blue Stake design ticket by contacting Arizona Blue Stake (AZ811). The Blue Stake design ticket will identify utilities within the project limits. The Blue Stake ticket should be sent to [ucoord@mesaaz.gov](mailto:ucoord@mesaaz.gov). The Design Consultant shall request the City's utility contacts from the City's Utility Coordinator. Utility coordination documents sent to the non-City utility companies shall also be sent to [ucoord@mesaaz.gov](mailto:ucoord@mesaaz.gov).
2. City's Utility Coordinator shall be invited to all utility coordination meetings.

### **ALIGNMENT STUDY - 15% PLAN SUBMITTAL**

1. The Design Consultant shall send a utility clearance letter to the non-City utilities containing the following information:
  - a. 15% plans
  - b. Project scope or final design concept report
  - c. Lead agency milestones and critical path items
  - d. Overhead to underground conversion limits provided by the right of way manager
  - e. Request for prior rights documentation

- f. Request non-City utilities to provide a design for future facilities (if any) within the project limits and to verify with their planning departments
  - g. Request for utility impacts
  - h. Request Salt River Project to schedule a predesign meeting for SRP irrigation relocations (if needed)
  - i. Utility clearance letter sent by the Design Consultant shall have the same general language as the “Consultant Utility Clearance Letter Guide” identified as Exhibit A.
  - j. City’s Utility Coordinator to send “SRP Irrigation Authorization to Bill” letter, if applicable.
2. Design Consultant will request record drawings, facility maps, and as-built information to show on the 15% plans. Send copies of the maps and as-built information to the City’s Utility Coordinator at [ucoord@mesaaz.gov](mailto:ucoord@mesaaz.gov).
  3. Design Consultant shall prepare a utility report or conflict matrix at the earliest stage of the project using information received from the utility companies and the Blue Stake design ticket. The report will be a living document as more fully described in Exhibit B.

### **CONCEPTUAL DESIGN - 30% PLAN SUBMITTAL**

1. Design Consultant shall submit 30% plans to the non-City utilities with a 30% conflict review letter. 30% plans shall meet requirements set forth in “Roadway Submittal Guidelines” and will show; existing and proposed City and non-City utilities, existing and proposed right-of-way and easements. The 30% plans shall contain enough information so the utility companies can identify conflicts and begin preliminary relocation plans. Consultant to locate and design the joint trench alignment and profile with input from the non-City utilities.
2. Design Consultant, Engineering Project Manager, or City’s Utility Coordinator shall schedule a utility coordination meeting after 30% conflict review letters have been received from non-City utility agencies.
  - a. Utility coordination meeting agenda items:
    - i. Project limits and scope
    - ii. Lead agency milestones, critical path items, project phasing
    - iii. Overhead to underground conversion limits
    - iv. Joint trench location alignment engineered by Design Consultant
    - v. Preliminary irrigation and transmission alignments
    - vi. Utility conflicts
    - vii. Pothole requests
    - viii. Temporary power needs
    - ix. Obtain prior rights documents
3. Land Meeting
  - a. Land meeting agenda items:
    - i. Project limits and scope



- ii. Prior rights review
  - iii. Easement widths and cost (if needed)
4. Design Consultant shall continue to update the quality of the utility information on the project plans and determine if actual conflicts exist and if utility relocations are required. It may be appropriate to modify the roadway or infrastructure design to avoid conflicts. The conflict matrix shall be more complete and relocations shall be discussed at a utility coordination meeting.

#### **PRELIMINARY DESIGN - 60% PLAN SUBMITTAL**

1. Design Consultant shall submit 60% plans to the non-City utilities with a 60% conflict review letter. The letter shall clearly identify the area of change which could affect utilities, such as right-of-way cut and fill, slope conditions, and structure changes. 60% plans shall meet requirements set forth in "Roadway Submittal Guidelines" and will show; existing and proposed City and non-City utilities, existing and proposed right-of-way and easements. The 60% plans shall contain enough information so the utility companies can identify conflicts and finalize non-City relocation plans.
2. Design Consultant, Engineering Project Manager, or City's Utility Coordinator shall schedule a utility coordination meeting after 60% conflict review letters have been received from the non-City utility agencies.
  - a. Utility coordination meeting agenda items:
    - i. Project limits and scope
    - ii. Lead agency milestones, critical path items, project phasing
    - iii. Overhead to underground conversion limits
    - iv. Joint trench location alignment engineered by Design Consultant
    - v. Preliminary irrigation and transmission alignments
    - vi. Utility conflicts, relocations, timelines, and relocation schedules
    - vii. Pothole requests
3. Land Meeting (if needed)
4. Between 60% and 90% plans, the City's Utility Coordinator, in conjunction with the Design Consultant and non-City utility companies, shall fully define how utility conflicts will be resolved, who is doing the work, and who is paying for the work. The conflict matrix should be complete. The completed conflict matrix lists utility relocations, along with utility relocation timeframes, and approved methods to support existing infrastructure.
5. Salt River Project will provide transmission and irrigation plans before the Design Consultant completes 90% plans. If SRP plans are not provided prior to completion of 90% project plans, the City's Utility Coordinator shall hold special utility meetings with SRP to facilitate the completion of their design. The Design Consultant shall have streetlight and traffic signal locations identified, so SRP can finalize their design.

6. The Design Consultant shall ensure that the non-City utility relocation plans are compatible with the roadway design schedule, agreed to by the non-City utility company, and will not delay the City's contractor.

### **FINAL DESIGN - 90% PLAN SUBMITTAL**

1. 90% plans shall meet requirements set forth in "Roadway Submittal Guidelines" and will show; existing and proposed City and non-City utilities, existing and proposed right-of-way and easements. The 90% plans shall contain enough information so the utility companies can identify conflicts and finalize non-City relocation plans.
2. Design Consultant, Engineering Project Manager, or City's Utility Coordinator shall schedule a utility coordination meeting after 90% conflict review letters have been received from non-City utility agencies.
  - a. Utility coordination meeting agenda items:
    - i. Project limits and scope
    - ii. Lead agency milestones, critical path items, project phasing
    - iii. Utility conflicts, relocations, and relocation schedules
    - iv. Utility critical path items, construction timeframes, and escalation lists.
    - v. Review final utility plans
    - vi. City's Utility Coordinator shall verify City permits have been issued
3. It's critical that utility coordination is close to completion by this design stage. Non-City coordination and scheduling shall be completed and relocations scheduled. The completed matrix must lists utility relocations, along with utility relocation timeframes, and approved methods to support existing infrastructure.

### **RELOCATION MEETING, UTILITY CLEARANCE LETTER, and UTILITY SPECIAL PROVISIONS**

1. City's Utility Coordinator shall schedule a relocation meeting with affected utility companies. The meeting will address, but not be limited to, schedules and construction sequencing. This is the information the Design Consultant will use to prepare the final conflict matrix or utility clearance letter and utility special provisions, along with the non-City utility written response.
2. The Design Consultant shall prepare the utility special provisions and clearance letter, if applicable. For more utility special provision, please review page 13 and 14 of the ADOT *Utility Coordination Guide for Design Consultants* manual. Refer to Exhibit C for Utility clearance letter guidelines.
3. Projects requiring railroad relocations will comply with Appendix 1 of the ADOT *Utility Coordination Guide for Design Consultants* manual.



## LINKS

- ADOT *Utility Coordination Guide for Design Consultants* manual can be found at [http://www.azdot.gov/Highways/utilities/pdf/guide\\_c.pdf](http://www.azdot.gov/Highways/utilities/pdf/guide_c.pdf)
- Arizona Utility Coordinating Committee *Public Improvement Project Guide (PIPG)* can be found at [http://arizona.apwa.net/chapters/arizona/documents/PIPG%202011\(1\).pdf](http://arizona.apwa.net/chapters/arizona/documents/PIPG%202011(1).pdf)
- ADOT *Guide for Accommodating Utilities on Highway Right-of-Way* manual can be found at [http://www.azdot.gov/Highways/utilities/pdf/guide\\_a.pdf](http://www.azdot.gov/Highways/utilities/pdf/guide_a.pdf)