

**New Jersey Department of Transportation
QUALITY IMPROVEMENT ADVISORY**

CAPITAL PROGRAM SUPPORT

Director: Walter McGrosky Telephone: (609) 530-6363

QIA No. QIA 047

Approved: W. McGrosky
Date: December 30, 2008

Subject: Sample Utility Agreement Plan

Process Affected:

Scope Design Right of Way Utilities Environmental Historic Construction

Bureaus Affected: Design Consultants, In-house Design, Project Management

Procedure(s) Affected: Utility Process

Nature of Issue(s): Utility Owners have informed DOT that they are not always receiving information regarding allowable work hours, lane closure restrictions or construction staging information until the Utility Preconstruction meeting. The Utility Owner is unable to provide an accurate design, estimate and schedule without this information.

In addition, a Sample Utility Agreement Plan was handed out at a Utility Design Summit in November 2000. The sample agreement plan was shown in metric. Also, the General Notes shown on the sample plan need to be revised to meet the new utility requirements in the 2007 Standard Specifications for Road and Bridge Construction.

Recommendation(s): The attached revised Sample Utility Agreement Plan is to be used as a reference document in the development of a project specific Utility Agreement Plan for utility adjustments and/or relocation work. Utility Agreement Plans are prepared under Activity Number 3510, Designer Prepares Engineering Text and Utility Agreement Plans.

Please note that the Utility Agreement Plan has a Traffic Control component that indicates allowable work hours and lane restrictions. This information must be conveyed to the Utility Owner prior to the development of the Utility's plans, schedules and estimates. Also, on the right hand side of the Sample Utility Agreement Plan there is a brief summary of what is to be included in the Utility Work Description text describing the WHO, WHERE, WHAT, WHEN and HOW the utility work is to be performed. The Utility Owner must be consulted on the development of this text because it also impacts their design, estimates and schedules for the project.

Traffic restrictions and construction staging information are not always available at the creation of the Utility Owner Design Authorization (UODA) checklist. Therefore, this information must be provided to the Utility Owner through follow up communications and meetings as the Utility develops its plans, estimates and schedules.

Implementation: Immediate

Impact Assessment:

Schedule Quality Cost Scope

Cost Impact:

