

**Texas Department of Transportation
Technical Provisions
IH 635 Managed Lanes Project
Attachment 8 – Utility Assembly and Tracking
Report Requirements**

Attachment 8 – Utility Assembly and Tracking Report Requirements

Required Items in Utility Assemblies

Each Utility Assembly required by Section 6.3.5 – Utility Assemblies for Adjustments Covered by the Same Original Utility Agreement shall include the following:

1. A transmittal memo recommending approval and detailing any unique characters or information pertaining to the subject Utility Adjustment(s); the memo also shall briefly explain the need for the Adjustment(s).
2. A completed Utility Adjustment Checklist (using TxDOT's then-standard form for such purpose).
3. A proposed Utility Agreement which has been executed by the Utility Owner and Developer (one original in each of the three original Utility Assemblies); required attachments shall be included.
4. Utility Adjustment Plans (in paper format) with all information necessary, and in proper format, which:
 - a. Show plan and profiles of the existing Utility facilities and proposed Adjustments
 - b. Show any existing highway ROW lines, the Project ROW lines and control of access lines
 - c. Show the proposed roadway features of the Project and other Utilities in the vicinity
 - d. Show the final Project grade and any railroad profiles in order to determine if clearance requirements are met
 - e. Show an offset distance from the Project ROW line to the proposed Utility facility, for each Utility which will parallel (and be within) the proposed Project ROW lines (whether proposed to remain in place or be reinstalled in a new location)
 - f. Show dimensions to Utility facilities with station and offset in relation to the Project ROW line
 - g. Show symbols and major material items
 - h. Provide the Utility Owner's specifications for the Adjustment
 - i. Present sufficient information to enable TxDOT to verify compliance with UAR requirements (including depth of cover, casing requirements, vent locations, etc)
 - j. Are color coded on at least one of the three original Utility Assemblies for each Utility or group of Utilities
 - k. Shall be no larger than 11" x 17" folded to 8.5" x 11" size (oversize plans are not permitted with the Utility Assembly, and plans shall be folded so as to be able to pull the plans out of the Assembly, sheet by sheet)
 - l. Clearly identify Betterments

Attachment 8 – Utility Assembly and Tracking Report Requirements

- m. Are signed and sealed by a Registered Professional Engineer, whether provided by Developer or the Utility Owner, unless waived at TxDOT's sole discretion
5. Estimate(s) from the Utility Owner detailing costs within the cost categories established in 23 CRF 645.117
6. Proposed Utility Joint Use Acknowledgement(s) executed by the Utility Owner, if required pursuant to Section 6.2.9.5 – Utility Joint Use Acknowledgements (one original for each affected Utility in each original Utility Assembly)
7. Statement(s) Covering Construction Contract Work (using TxDOT's then-standard form for such purpose), if the Utility Owner intends to contract out design and/or construction work
8. Affidavit(s) of Property Interest, if required by Section 6.2.9.1 – Documentation of Existing Utility Property Interest – Affidavits
9. A Developer Roadway Design sign-off and a Utility Coordinator Utility conflict sign-off, in the forms provided in Attachment 6, executed by the appropriate individuals on Developer's behalf
10. an executed Quitclaim Deed (or corresponding confirming a future quitclaim together with a draft of same) for each Existing Utility Property Interest required to be relinquished in accordance with Section 6.2.9.3 – Relinquishment of Existing Utility Property Interests (one original in each original Utility Assembly for each Existing Utility Property Interest). Whether prepared by Developer or the Utility Owner, the Utility Adjustment Plans shall identify any Replacement Utility Property Interests necessary for the Adjustment, and shall conform to the deliverable requirements of the Contract Documents.

Developer's Utility Tracking Report

Developer's Utility Tracking Report shall contain, at a minimum, the following information for each Adjustment:

1. The Utility Owner's name and a unique tracking number stating with the prefix "Highway U-" followed by a four digit number, starting with 0001 and numbered consecutively thereafter, with one tracking number being assigned by Developer to each Adjustment or group of Adjustments covered by a single MUAA, UAA, or UAAA ("Utility Assembly Number")
2. A brief description of the Utility by size and type
3. Once determined, the party(ies) (Developer and/or the Utility Owner) responsible for performance of the Utility Adjustment Work
4. The nature of the Utility Owner's existing right of occupancy of the ROW (e.g., Utility Joint Use Acknowledgement, permit "notice", easement or a combination of these)
5. Whether a Utility Joint Use Acknowledgement will be necessary; and if yes, the dates on which it was executed by the Utility Owner and TxDOT

Attachment 8 – Utility Assembly and Tracking Report Requirements

6. Whether any Replacement Utility Property Interest will be necessary
7. The amount of estimated cost approved in the applicable Utility Agreement(s)
8. Amounts of payments made by Developer to the Utility Owner, listing in each case the type of payment (e.g., partial payments, final costs, lump sums), date payment was made, and source of funds (e.g., local government)
9. Such other information as TxDOT may require.

The Utility Tracking Report also shall include a separate section for Replacement Utility Property Interests, listing each necessary Replacement Utility Property Interest with names of property owners, parcel numbers, related Utility Assembly numbers and other identifying information, status of the acquisition, acquisition cost, and such other information as TxDOT may require. This section of the Utility Tracking Report shall be maintained and submitted to TxDOT in the same manner as all other portions of the Utility Tracking Report.