



Austin District Utility Coordination *Best Practices* Guidelines & Tools

Presented by the Austin District Utility Team

Revised 01/09/2024

#EndTheStreakTX

End the streak of daily deaths
on Texas Roadways.





- Utility Coordination Expectations
- Where are Austin District Utility FORMS and guidelines stored?
- TxDOT Connect Utility Data – required at 30% PS&E
 - Utility ID FORMS
 - Utility Status Report version 2.0.
- Austin District Case Study of UCM Implementation
- Proposed Utility Layouts – When are they required?
- Austin District Advanced Approval Process – for reimbursable agreements
 - Utility ID FORMS
 - UAR Exceptions
 - Proof of Property & Easement Value
 - Forced Betterment





Active Participation is encouraged

Do you have a question?

Please post questions in the chat using the following format:

- Slide Number, brief question
- The presenter will move the presentation back to the slide.

6, On the Utility Timeline it shows a proposed utility layout is due at 100% schematic, what if my project does not have a schematic phase?



28, Can you go back over the eligibility ratio calculator for electric poles?



14, On the USR it states conflicts final about 30 days after 60% PS&E, it that realistic?

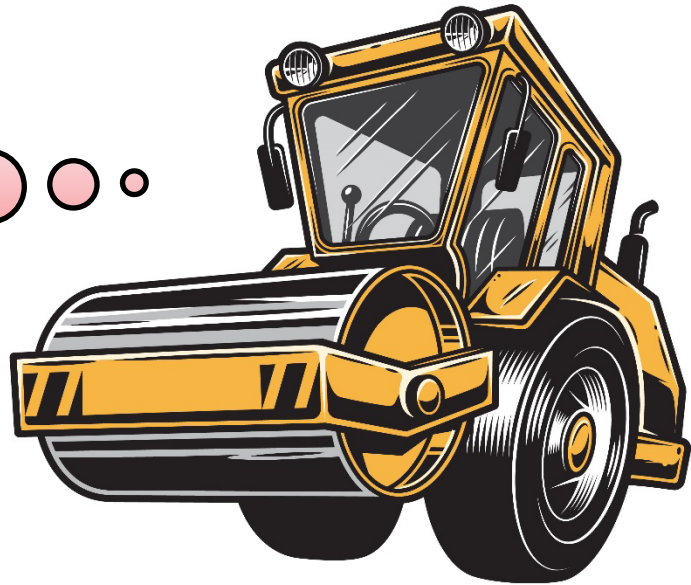
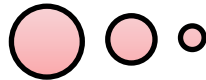




Which version of Utility Coordination is most effective?



This is a TxDOT Project..
MOVE



They don't realize, there is no carrot or stick. I am in control of this process.
They better be nice to me!



What are some key components to effective utility coordination?



Partnership

Realistic Schedule

Clear Expectations

Proper Attitude

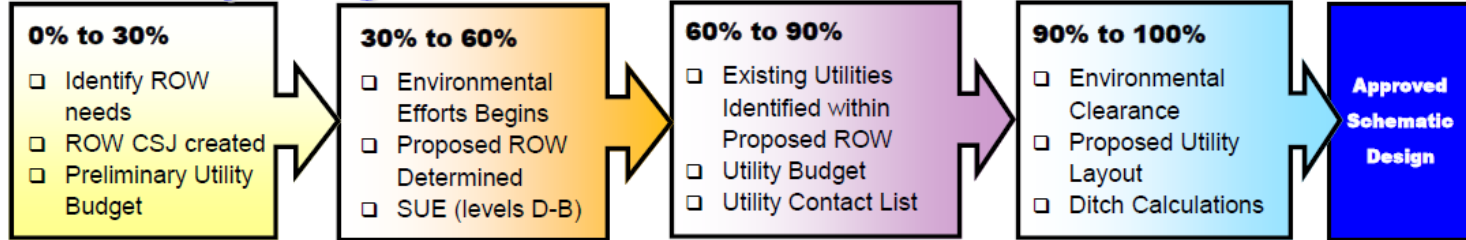




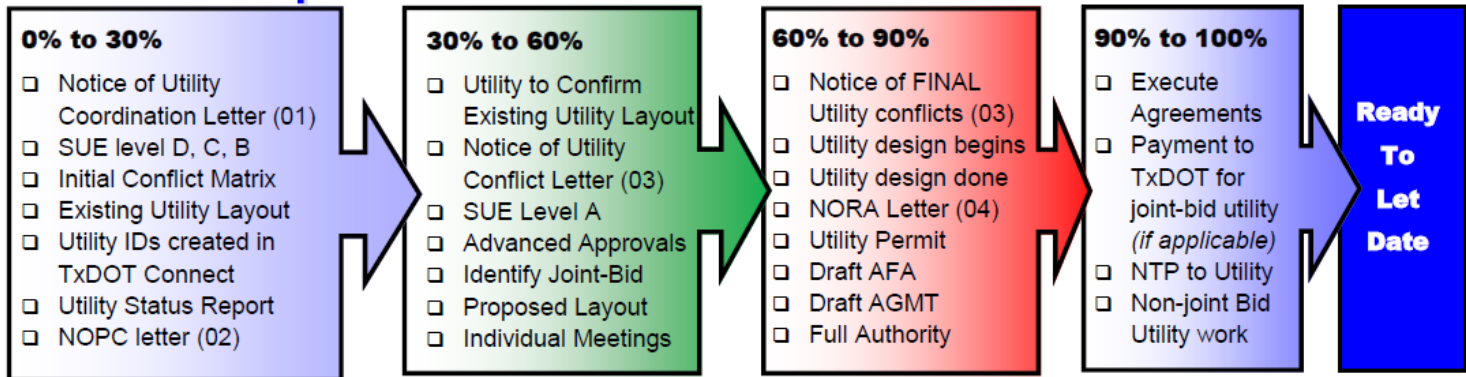
Updated: 10/23/23

Utility Coordination Life Cycle

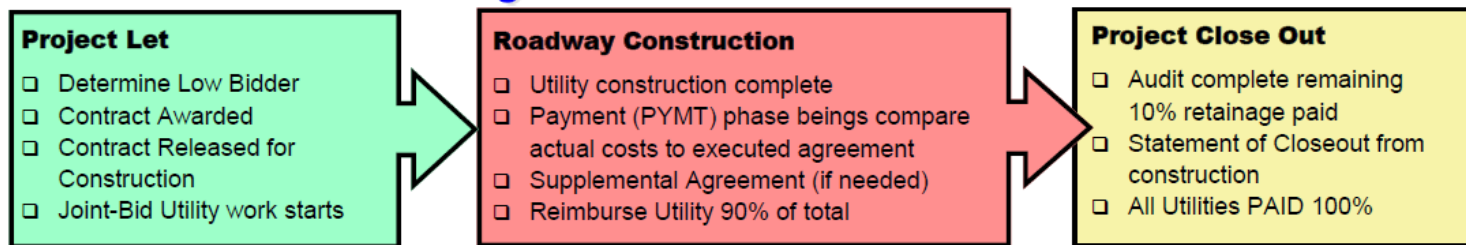
Preliminary Design/Schematic Phase



PS&E Development Phase



Construction & Processing Phase





Yes, please share!



- This information is available on the Austin District standards and guidance web page.
- [Austin District Standards and Guidance \(txdot.gov\)](https://www.txdot.gov/austin-district-standards-and-guidance)
- Scroll down to the Austin District Utility guidance section.
- The most recent versions of all FORMS and guidelines will be uploaded HERE. This will ensure that both TxDOT and consultants have access to the most up-to-date versions.

Austin District Utility guidance Guides

Date	Title
10/22	Special Provisions Underground Utilities guide
10/23	UtilityToolbox
10/23	Utility Timeline
10/23	Agreement Portfolio

Forms

Date	Title
01/24	Notice of Proposed Construction (NOPC) Letter
01/24	Notice of Utility Conflict (NOUC) Letter
08/23	Standard Utility Agreement (SUA) Checklist
08/23	Utility Conflict Matrix (UCM) Template
03/23	Utility Clearance Letter
10/23	Utility Status Report
08/23	Utility ID Request Form



What
should I do
first?

How do we track
progress for my
projects?

**I was just
assigned a
NEW Project!**





0% to 30%

- Kickoff project with Utility Coordinator
- Develop Utility Contact List
- Field work for SUE level D, C, B
- Develop preliminary Conflict Matrix
- Kick-off meeting with utility owners
- Finalize Existing Utility Layout
- Utility IDs in TxDOT Connect
- Utility Status Report

- TxDOT administration wants to know the status of utility coordination years before letting.
- Quality utility data in TxDOT connect is required.
- Utility Design able to complete design efforts.
- **District Utility staff will input and manage all utility data in TxDOT Connect**
- To do so we will need the following:
 - Complete Utility ID FORMS
 - Regular updated Utility Status Reports



Utility Information in TxDOT Connect is on the Utilities page.

- ENGINEER'S ESTIMATE
 - Engineer's Estimate
 - Specifications List
 - Seal & Summary
- PROGRAMS
 - UTP
 - STIP
 - Major Projects
 - Program Call
- PROJECT SERVICES
 - Resources
 - Local Government
 - Goals & Objectives
 - Workflow, Forms & Documents
 - Project Comments
- RIGHT OF WAY
 - Right of Way
 - Utilities**
 - Details
 - Cost of Adjustment

Utility ID	Utility Type	Utility Name	Organization ID	Reimbursable	Joint Bid	Adjustment Completion Date
U00012490	Electric (Distribution)	Austin Energy / Distribution	E00199015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	03/30/2024
U00012027	Sewer	Austin Water Utilities	E00092460	<input checked="" type="checkbox"/>	<input type="checkbox"/>	02/10/2027
U00014912	Telecommunications	Fiberlight	E00094075	<input type="checkbox"/>	<input type="checkbox"/>	08/30/2022
U00014909	Water & Sewer	AQUA TEXAS INC	E00034199	<input type="checkbox"/>	<input type="checkbox"/>	02/15/2023
U00014911	Electric (Distribution)	Austin Energy / Distribution	E00199015	<input type="checkbox"/>	<input type="checkbox"/>	12/01/2022
U00014913	Telecommunications	CENTURYLINK (Lumen)	E00035869	<input type="checkbox"/>	<input type="checkbox"/>	03/25/2024
U00014906	Telecommunications	Southwestern Bell DBA AT&T	E00034338	<input type="checkbox"/>	<input type="checkbox"/>	08/15/2024
U00014915	Gas	Texas Gas Service - One Gas	E00093409	<input type="checkbox"/>	<input type="checkbox"/>	12/15/2022
U00014914	Telecommunications	Charter Communications	E00093815	<input type="checkbox"/>	<input type="checkbox"/>	12/06/2022
U00013846	Sewer	Austin Water Utilities	E00092460	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/20/2023

- Each utility is assigned a unique 8-digit utility ID for each project
- To create a utility ID there are many required fields.
- Although the adjustment completion date is not required by TxDOT Connect, it is a requirement for the Austin District for all Utility IDs.
- That is why the Utility Status Report is so important.



Project Comments

Type	Comments
Utility	No potential utility conflicts anticipated. No resource needed.

- PROGRAMS
 - UTP
 - STIP
 - Major Projects
 - Program Call
- PROJECT SERVICES
 - Resources
 - Local Government
 - Goals & Objectives
 - Workflow, Forms & Documents
 - Project Comments**
- RIGHT OF WAY
 - Right of Way
 - Utilities

There is a section in TxDOT Connect for Project Comments.

- You may notice the Utilities page is not available (greyed out).
- This is because a utility resource was not created (not needed).
- In this case a project level comment would be appropriate that a utility resources was not needed.
- A utility comment can also be added for the following reasons:

- ✓ Planning to re-design around utilities, no conflicts anticipated.
- ✓ Provide detail regarding specific utility IDs.
- ✓ Comment could be added when specific utility IDs are cleared.



Austin District - Utility ID Process

The Austin District has created a Utility ID request FORM that is submitted to the TxDOT project manager and used by the Austin District Utility Team to create utility IDs for both reimbursable and non-reimbursable utilities identified within the project limits.

- This form is use for all utility IDs including non-reimbursable utility coordination; therefore, it is not included in the TOOLBOX instead it can be found in the Austin District Utility FORMS section on the [Austin Districts standards web page](#).
- Another template is available on the Austin District Utility FORM section is the Utility Status Report (USR). This template should be used to generate anticipated utility relocation schedules early in the utility coordination process.
- If you have any questions please send and email to AUS_Uilities@txdot.gov.

Updated: 10/04/23

As you can see this is not just a fillable FORM, but it is also designed as a checklist:

- Utility ID will be left blank, purpose of this FORM is to generate this unique number for this project.
- Provide LF of adjustment per CSJ if project has multiple CSJs.
- Select from dropdown list type of adjustment anticipated.
- For the purpose of this information sheet Utility ID submissions are anticipated to be non-reimbursable:

Utility ID Request FORM

Texas Department of Transportation

Date of Request: _____ Utility ID: _____

Utility Name: _____ Utility Status: _____

Controlling Construction CSJ: _____ ROW CSJ: _____ LF: _____

Secondary Construction CSJ: _____ ROW CSJ #2: _____ LF: _____

Highway: _____ Let Date: _____

Type of Adjustment: _____

Purpose of Utility ID - select only one

- Utility ID for State Utility Process (SUP) - calculated eligibility ratio is: 0.00%
- Utility ID for interstate project (FUP) - eligibility ratio is 100%
- Utility ID for Local Utility Process (LUP) - calculated eligibility ratio is: 0.00%
- Utility ID for joint-use agreement ONLY
- Utility ID for non-reimbursable joint-bid utility (AFA ONLY)
- Utility ID for non-reimbursable relocations - current status: _____



Utility Status Report (USR)

Maybe one of the most useful utility coordination tools available is the Austin District Utility Status Report (USR). This report has been used by the Austin District to track utility relocation schedules by milestones since 2018. Recently this report went through a revision and version 2.0 is now available:

- This tool is required for all projects with an assigned utility IDs including non-reimbursable utility coordination.
- It is not included in the TOOLBOX instead it can be found on the [Austin Districts standards web page](#).
- The USR should be used to generate anticipated utility relocation schedules early in the utility coordination process.
- If you have any questions please send an email to AUS_Uilities@txdot.gov.

Updated: 10/06/23

The USR template is a tool that can be customized for any project:

- The first part is for project specific information
- Next there are 4 different USR templates
- Each utility identified that needs to relocate should be listed on this report.
- Additional milestones can be added to help capture all critical tasks.
- The purpose of this report is to have a list of dates and milestones that can be verified throughout the utility coordination process.
- The overall goal of this report is to establish effective communication and documentation of a realistic utility relocation schedule for each utility on each project.





Frequency of Report. Utility Status Report (USR) version 2.0 (10/06/23)

Roadway Name: FM 1234 Project Limits: from Utility Blvd. to ROW Street

CSJ: 0914-14-020 ROW CSJ: 0914-14-021

Project Limits TO: 1400+00 Limits to Station: 1452+80

Estimated Let Date: 7/4/2025 Full Authority Date (Date of Bid Opening): e.

Project Design Schedule	30% PS&E	60% PS&E	90% PS&E	100% PS&E
	11/30/2023	5/24/2024	11/29/2024	2/21/2025
	Complete <input type="checkbox"/>	Complete <input type="checkbox"/>	Complete <input type="checkbox"/>	Complete <input type="checkbox"/>

Key Milestone (red arrow pointing to 60% PS&E)

XYZ Telecom - Utility ID # U00095525

Non-Reimbursable, Reimbursable, Joint-BID

Brief Notes for this report: Telecom required to relocation existing facility in conflict with construction and under pavement for full limits of project.

Utility Status: Utility Identified

Updated: 10/23/23

30 days after 60% (red arrow pointing to 60% PS&E)

FINAL Utility Conflicts Identified - Utility Notified	Date: 6/28/2024	Updated: 10/23/2023	Complete <input type="checkbox"/>
Begin Design	Date: 7/26/2024	Updated: 10/23/2023	Complete <input type="checkbox"/>
Design Complete	Date: 10/25/2024	Updated: 10/23/2023	Complete <input type="checkbox"/>
TxDOT Permitted Submitted by	Date: 11/29/2024	Updated: 10/23/2023	Complete <input type="checkbox"/>
TxDOT Permitted Approved by (30 days)	Date: 1/3/2025	Updated: 10/23/2023	Complete <input type="checkbox"/>
Advertise for Construction Bids.....	Date: 1/6/2025	Updated: 10/23/2023	Complete <input type="checkbox"/>
Materials Received by	Date: 2/3/2025	Updated: 10/23/2023	Complete <input type="checkbox"/>
Award Competitive Bid.....	Date: 2/14/2025	Updated: 10/23/2023	Complete <input type="checkbox"/>
Construction Start	Date: 3/14/2025	Updated: 10/23/2023	Complete <input type="checkbox"/>
Construction Completion (new facility)	Date: 6/27/2025	Updated: 10/23/2023	Complete <input type="checkbox"/>
Utility Specific Tasks (slicing, pressure testing, etc.).....	Date: 7/25/2025	Updated: 10/23/2023	Complete <input type="checkbox"/>
Existing facility abandoned/r.....	Date: 8/15/2025	Updated: 10/23/2023	Complete <input type="checkbox"/>

Build from HERE (green arrow pointing to Design Complete)

Management Plan Needed (green arrow pointing to Existing facility abandoned/r)



Frequency of Report. Utility Status Report (USR) version 2.0 (10/06/23)

Roadway Name: FM 1234 Project Limits: from Utility Blvd. to ROW Street

CSJ: 0914-14-020 ROW CSJ: 0914-14-021

Project Limits TO: 1400+00 Limits to Station: 1452+80

Estimated Let Date: 7/4/2025 Full Authority Date (ROW): da

Design Change

Project Design Schedule	30% PS&E	60% PS&E	90% PS&E	100% PS&E
	11/30/2023	5/24/2024	11/29/2024	2/21/2025
	Complete <input checked="" type="checkbox"/>	Complete <input checked="" type="checkbox"/>	Complete <input checked="" type="checkbox"/>	Complete <input type="checkbox"/>

XYZ Telecom - Utility ID # U00095525

Non-Reimbursable, Reimbursable, Joint-BID

Brief Notes for this report: Telecom required to relocate existing facility in conflict with construction and under pavement for full limits of project.

Utility Status: Utility Identified

Updated: 10/23/23

30 days after 90%

FINAL Utility Conflicts Identified - Utility Notified	Date: 12/20/2024	Updated: 11/29/2024	Complete <input type="checkbox"/>
Begin Design	Date: 7/26/2024	Updated: 11/29/2024	Complete <input checked="" type="checkbox"/>
Design Complete	Date: 1/24/2025	Updated: 11/29/2024	Complete <input type="checkbox"/>
TxDOT Permitted Submitted by	Date: 2/28/2025	Updated: 11/29/2024	Complete <input type="checkbox"/>
TxDOT Permitted Approved by (30 days).....	Date: 3/28/2025	Updated: 11/29/2024	Complete <input type="checkbox"/>
Advertise for Construction Bids.....	Date: 3/31/2025	Updated: 11/29/2024	Complete <input type="checkbox"/>
Materials Received by	Date: 4/11/2025	Updated: 11/29/2024	Complete <input type="checkbox"/>
Award Competitive Bid.....	Date: 5/2/2025	Updated: 11/29/2024	Complete <input type="checkbox"/>
Construction Start	Date: 5/30/2025	Updated: 11/29/2024	Complete <input type="checkbox"/>
Construction Completion (new facility)	Date: 8/29/2025	Updated: 11/29/2024	Complete <input type="checkbox"/>
Utility Specific Tasks (slicing, pressure testing, etc.).....	Date: 9/26/2025	Updated: 11/29/2024	Complete <input type="checkbox"/>
Existing facility abandoned/.....	Date: 10/31/2025	Updated: 11/29/2024	Complete <input type="checkbox"/>

Build from HERE

08/2025 to 10/2025



Did you know?



Utilities in other
Districts wait until
90% PS&E to begin design!



Frequency of Report. Utility Status Report (USR) version 2.0 (10/06/23)

Roadway Name: FM 1234 Project Limits: from Utility Blvd. to ROW Street
 CSJ: 0914-14-020 ROW CSJ: 0914-14-021
 Project Limits TO: 1400+00 Limits to Station: 1452+80
 Estimated Let Date: 7/4/2025 Full Authority Date (ROW): date

NEW Milestone

Project Design Schedule	30% PS&E	60% PS&E	90% PS&E	100% PS&E
	11/30/2023	5/24/2024	11/29/2024	2/21/2025
Complete <input checked="" type="checkbox"/>	Complete <input checked="" type="checkbox"/>	Complete <input checked="" type="checkbox"/>	Complete <input type="checkbox"/>	

XYZ Telecom - Utility ID # U00095525

Non-Reimbursable, Reimbursable, Joint-BID

Brief Notes for this report: Telecom required to relocate an existing facility in conflict with construction and under pavement for full limits of project.

Utility Status: Utility Identified

Updated: 10/23/23

30 days after 90%

Build from HERE

FINAL Utility Conflicts Identified - Utility Notified.....	Date: 12/20/2024	Updated: 11/29/2024	Complete <input type="checkbox"/>
Begin Design	Date: 1/31/2025	Updated: 11/29/2024	Complete <input checked="" type="checkbox"/>
Design Complete	Date: 4/25/2025	Updated: 11/29/2024	Complete <input type="checkbox"/>
TxDOT Permitted Submitted by	Date: 5/30/2025	Updated: 11/29/2024	Complete <input type="checkbox"/>
TxDOT Permitted Approved by (30 days)	Date: 6/27/2025	Updated: 11/29/2024	Complete <input type="checkbox"/>
Advertise for Construction Bids	Date: 7/7/2025	Updated: 11/29/2024	Complete <input type="checkbox"/>
Materials Received by.....	Date: 8/4/2025	Updated: 11/29/2024	Complete <input type="checkbox"/>
Award Competitive Bid	Date: 8/8/2025	Updated: 11/29/2024	Complete <input type="checkbox"/>
Construction Start	Date: 9/5/2025	Updated: 11/29/2024	Complete <input type="checkbox"/>
Construction Completion (new facility).....	Date: 12/5/2025	Updated: 11/29/2024	Complete <input type="checkbox"/>
Utility Specific Tasks (slicing, pressure testing, etc.)	Date: 1/9/2026	Updated: 11/29/2024	Complete <input type="checkbox"/>
Existing facility abandoned/r.....	Date: 2/6/2026	Updated: 11/29/2024	Complete <input type="checkbox"/>

08/25 to 10/25 to 02/26

Utility Conflict Matrix Example



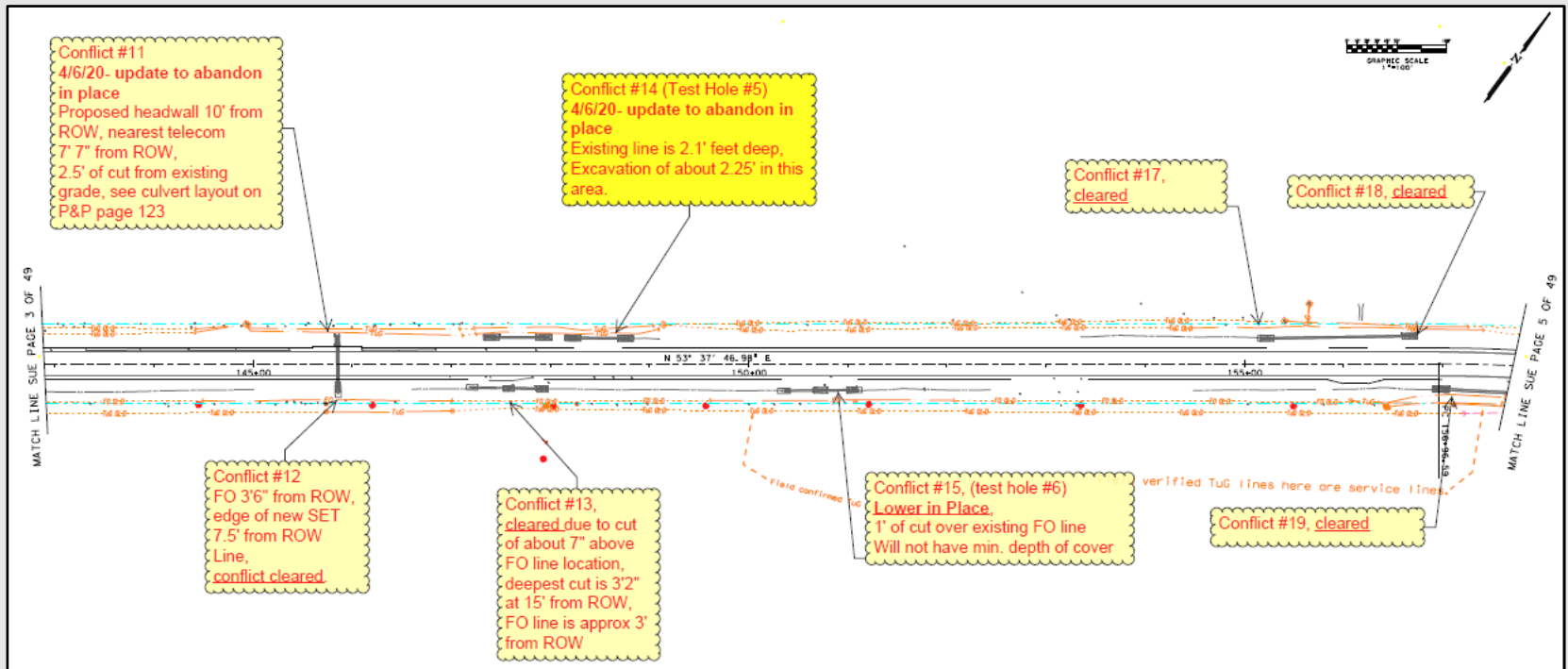
Conflict ID	ID Call-out on SUE	Utility Type	Start Station (Drwy LT.)	End Station (Drwy RT.)	Conflict Description	Conflict Status	Recommended Action	Test Hole Needed	Test Hole Number	Resolution Status
7	TuG FO	Communications	132+67.00, 31' RT.	132+81.00, 31' RT.	Existing Telephone crossing to relocate to overhead crossing, 2.1' deep	Conflict	Plan for Relocation	no	2	utility conflict resolved
7a	TuG FO	Communications	132+67.00, 31' RT.	132+81.00, 31' RT.	Wingwall/SET installation in conflict with underground telephone and fiber optic Existing Fiber Optic should be clear of construction 2.4' deep NOTE in plans to excavate with care when excavating for proposed rip rap towards TxDOT ROW line.	Conflict	Protect in Place	yes	3	Utility conflict resolution strategy selected
8	FO TuG	Communications		133+08.15 Drwy RT.	Driveway pipes and SET installation in conflict with underground telephone and fiber optic	Not in Conflict	Cleared by Utility			Utility conflict resolved
9	TuG	Communications	133+96.71 Drwy LT.		Driveway pipes and SET installation in conflict with underground telephone	Not in Conflict	Cleared by Utility			Utility conflict resolved
10	TuG	Communications	139+41.15 Drwy LT.		Driveway pipes and SET installation in conflict with underground telephone 4/6/20 - Update - Abandon in place	Conflict	Abandon in place	no		Utility conflict resolution strategy selected
11	TuG	Communications	145+78.38 29.8' LT.	145+92.38 29.8' LT.	Parallel Wingwall installation in conflict with underground telephone 4/6/20 - Update - Abandon in place	Conflict	Abandon in place	no		Utility conflict resolution strategy selected
12	TuG	Communications	145+85.52 33.5' RT.	145+85.52 33.5' RT.	SET installation in conflict with underground telephone and Fiber Optic	Not in Conflict	Cleared by Utility			Utility conflict resolved
13	TuG FO	Communications		147+74.33 Drwy RT.	Driveway pipes and SET installation in conflict with underground telephone	Not in Conflict	Cleared by Utility			Utility conflict resolved
14	TuG	Communications	148+47.72 Drwy LT.		Driveway pipes and SET installation in conflict with underground telephone Test Hole shows line is 2.1' deep at this location, excavation of about 2.25' in this area, LINE is in CONFLICT 4/6/20 - Update - Abandon in place	Conflict	Abandon in place	yes	5	Utility conflict resolution strategy selected
15	TuG	Communications		150+89.13 Drwy RT.	Driveway pipes and SET installation in conflict with underground telephone Test Hole shows line is 2.4' deep at this location, excavation of about 1' in this area, Fiber Optic line will not have minimum depth of cover.	Conflict	Lower in Place	yes	6	Utility conflict resolution strategy selected

- Color Codes based on utility type
- Provide detailed conflict descriptions (highlight in yellow any changes)
- Color Codes based conflict status:
 - Conflict = **RED**
 - Potential Conflict = **Yellow**
 - Not in Conflict = **Green**





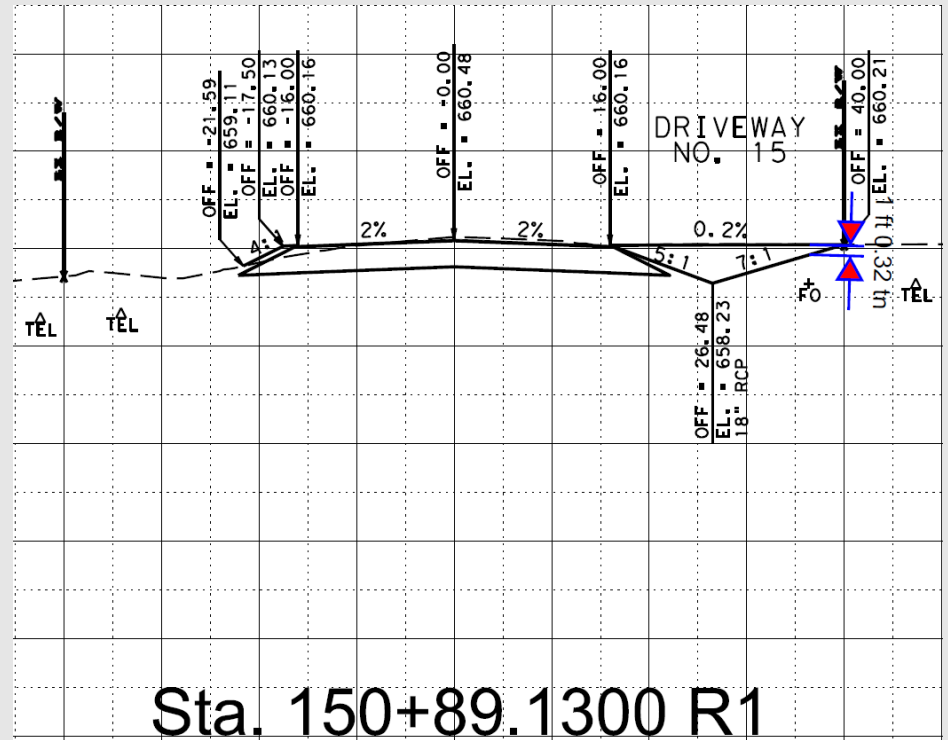
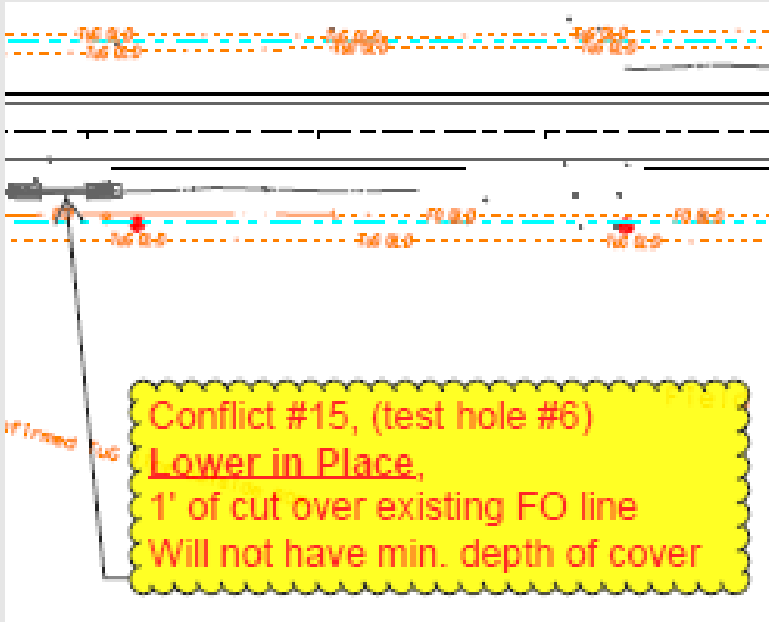
Existing Utility Layout



Conflict ID	ID Call-out on SUE	Utility Type	Start Station (Drwy LT.)	End Station (Drwy RT.)	Conflict Description	Conflict Status	Recommended Action	Test Hole Needs	Test Hole Number	Resolution Status
14	TuG	Communications	148+47.72 Drwy LT.		Driveway pipes and SET installation in conflict with underground telephone. Test Hole shows line is 2.1' deep at this location, excavation of about 2.25' in this area, LINE is in CONFLICT. 4/6/20 - Update - Abandon in place.	Conflict	Abandon in place	yes	5	Utility conflict resolution strategy selected
15	TuG	Communications		150+89.13 Drwy RT.	Driveway pipes and SET installation in conflict with underground telephone. Test Hole shows line is 2.4' deep at this location, excavation of about 1' in this area, Fiber Optic line will not have minimum depth of cover.	Conflict	Lower in Place	yes	6	Utility conflict resolution strategy selected



Utility Facility in Cross Sections



Sta. 150+89.1300 R1

15	TuG	Communications		Driveway pipes and SET installation in conflict with underground telephone Test Hole shows line is 2.4' deep at this location, excavation of about 1' in this area, Fiber Optic line will not have minimum depth of cover.
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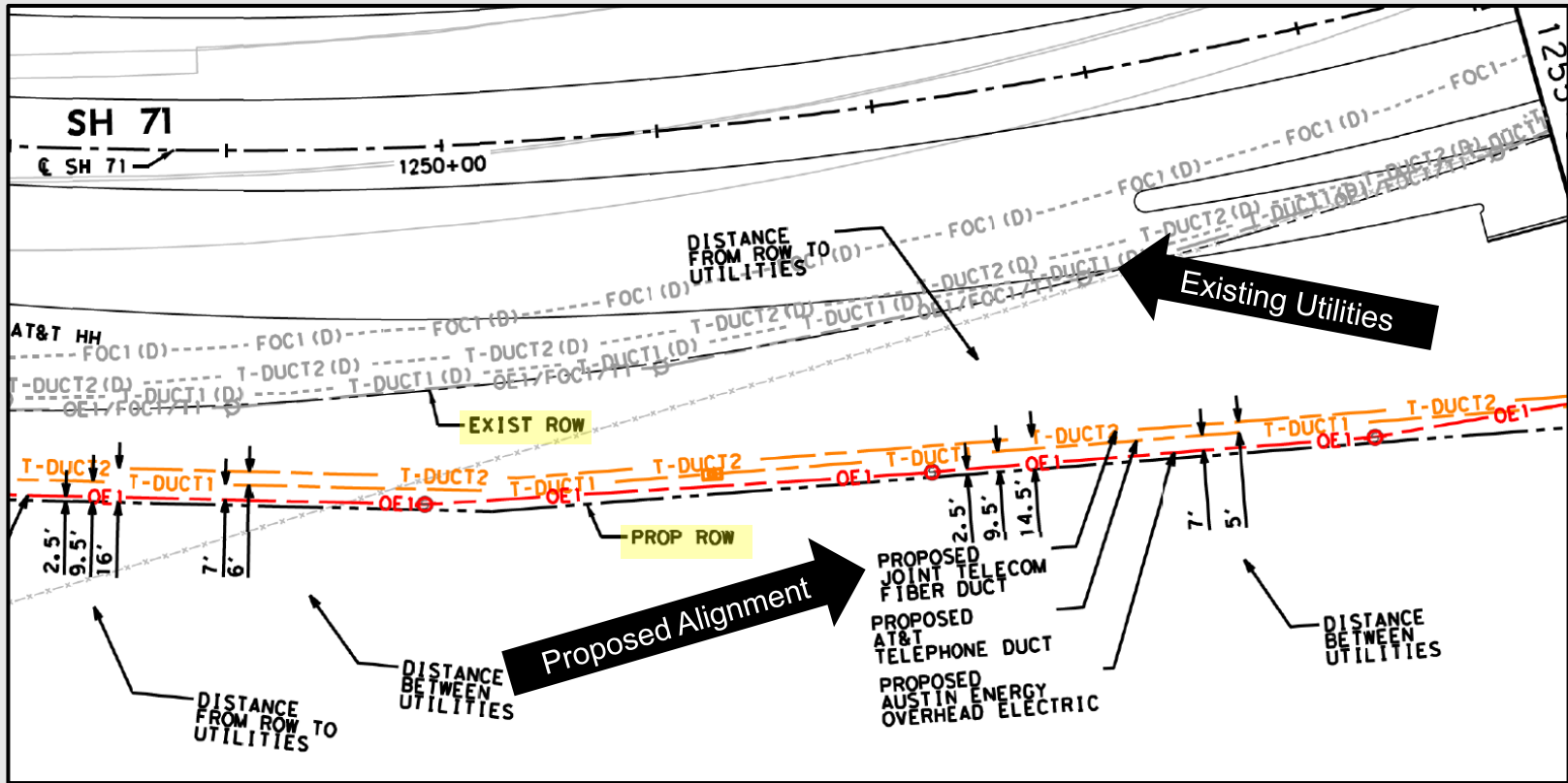
Utility Name	Conflict ID	ID Call-out on SUE	Utility Type	Conflict Status	Recommended Action
XYZ Communications	1		Communications	Not in Conflict	Verify with Utility
Overtime Electric	2		Electric	Potential Conflict	Verify with Utility
XYZ Communications	3		Communications	Conflict	Verify with Utility
Happy Water Supply Corp.	4		water	Not in Conflict	Verify with Utility
Downhill Wastewater Corp.	5		Sanitary Sewer	Conflict	Verify with Utility
Downhill Wastewater Corp.	6		Sanitary Sewer	Conflict	Verify with Utility
Overtime Electric	7		Electric	Not in Conflict	Verify with Utility
Overtime Electric	8		Electric	Potential Conflict	Verify with Utility
Downhill Wastewater Corp.	9		Sanitary Sewer	Not in Conflict	Verify with Utility
Overtime Electric	10		Electric	Not in Conflict	Verify with Utility
Happy Water Supply Corp.	11		water	Potential Conflict	Verify with Utility
Happy Water Supply Corp.	12		water	Conflict	Verify with Utility
956 Gas Company	13		gas	Not in Conflict	Verify with Utility
956 Gas Company	14		gas	Potential Conflict	Verify with Utility
956 Gas Company	15		gas	Potential Conflict	Verify with Utility
Happy Water Supply Corp.	16		water	Not in Conflict	Verify with Utility
Happy Water Supply Corp.	17		water	Potential Conflict	Verify with Utility
Downhill Wastewater Corp.	18		Sanitary Sewer	Conflict	Verify with Utility

Utility Name	Not in Conflict	Potential Conflict	Conflict	Total Conflicts
XYZ Communications	1	0	1	2
Downhill Wastewater Corp.	1	0	3	4
Happy Water Supply Corp.	2	2	1	5
956 Gas Company	1	2	0	3
Overtime Electric	2	2	0	4
TOTAL Number of Conflicts				18

Utility Contact List	UCM-Conflict List	Conflict Summary Sheet	Column Descriptions	Drop-Down Lists
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For projects with ROW acquisition a Proposed Utility Assignment should be provided early in the Utility Coordination Process.



Each utility should be provided an assignment including distance from the ROW line that will allow for a uniform installation.



#EndTheStreakTX



Are you still with Us?

- ~~Utility Coordination Tools & Guidelines~~
- ~~TxDOT Connect Utility Data~~
- ~~Utility Status Report (USR)~~
- ~~Utility Conflict Management (UCM)~~
- ~~Proposed Utility Layouts~~
- **Advanced Approvals**





Austin District UTILITY TOOLBOX



UAR Utility Accommodation Rules
ICN Indication of Contract Need (PEPS)
NOPC Notice of Proposed Construction
UCM Utility Conflict Matrix
PUAA Project Utility Adjustment AGMT (DB)
NORA Notice of Required Accommodation
AGMT Standard Utility Agreement (SUA)
UIR Utility Installation Request (UIR system)
SUPP Supplemental Utility Agreement

TAC Texas Administrative Code
PEPS Professional Engineering Procurement Services
SUE Subsurface Utility Engineering
ALD Alternative Delivery Division (Design Build)
USR Utility Status Report
AFA Advanced Funding Agreement (utility only)
SUA Standard Utility Agreement
RULIS ROW Utility Leasing Information System
PYMT Utility Reimbursement Payment



TxDOT Austin District - Utility Guidelines

Advanced Approvals

- Utility ID Request FORM used to create Utility IDs in TxDOT Connect
- UAR Exceptions FORM, checklist to include with UAR Exception package
- Forced Betterment FORM, checklist to include with Forced Betterment documentation
- Proof of Property Interest FORM checklist to include with submission of property interest (easements) for eligibility
- Easement Value FORM used to approve easement values



Utility ID Request FORM

Date of Request: Utility ID:

Utility Name: Utility Status:

Controlling Construction CSJ: ROW CSJ: LF:

Secondary Construction CSJ: ROW CSJ #2: LF:

Highway: Let Date:

Type of Adjustment:

Purpose of Utility ID - select only one

- Utility ID for State Utility Process (SUP) - calculated eligibility ratio is:
- Utility ID for interstate project (FUP) - eligibility ratio is 100%
- Utility ID for Local Utility Process (LUP) - calculated eligibility ratio is:
- Utility ID for joint-use agreement ONLY
- Utility ID for non-reimbursable joint-bid utility (AFA ONLY)
- Utility ID for non-reimbursable relocations - current status:

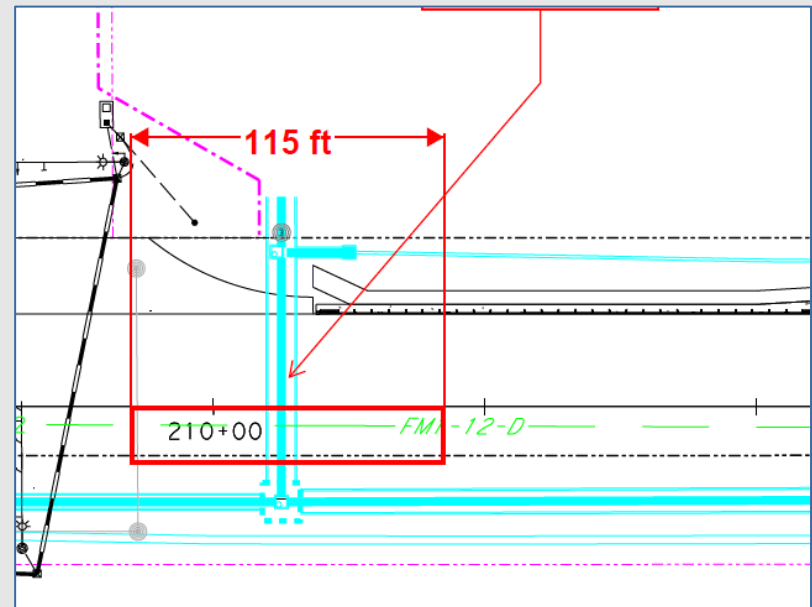
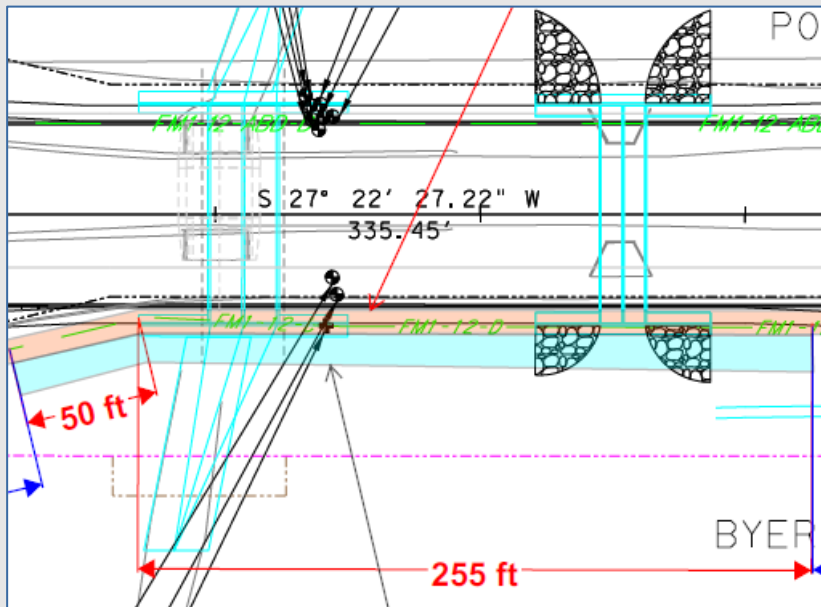
Checklist for reimbursable utilities with calculated eligibility ratios

- existing utility exhibit with measurement calculations on each page & *verified with utility*
- Standard Estimate Tool - eligibility calculations & eligibility measurements for each page
- Proof of property interest FORM (can be submitted at later date, but will be required)

Utility ID Request FORM – Initial Eligibility for wastewater line



ELIGIBILITY RATIO CALCULATOR	
Calculation for Overhead Installation by Number of Eligible Poles	
Number of EXISTING poles in conflict that are both OUTSIDE of existing ROW, and INSIDE of Proposed ROW. (in easement)	0
Number of existing Poles in conflict that are inside of the existing ROW. (present by permit)	0
TOTAL number of Poles in Conflict	0
ELIGIBILITY IF CALCULATED BY POLES	0.00%
Calculation for Underground or Overhead by Length of Existing Facility	
Length of existing facility in conflict that is both outside of the existing ROW and inside of proposed ROW. EASEMENT	305
Length of the existing facility in conflict inside of the existing ROW. PERMIT	115
TOTAL length of the existing facility within proposed TxDOT ROW.	419
ELIGIBILITY IF CALCULATED BY LENGTH	72.79%
ACCEPTED ELIGIBILITY RATIO	72.79%

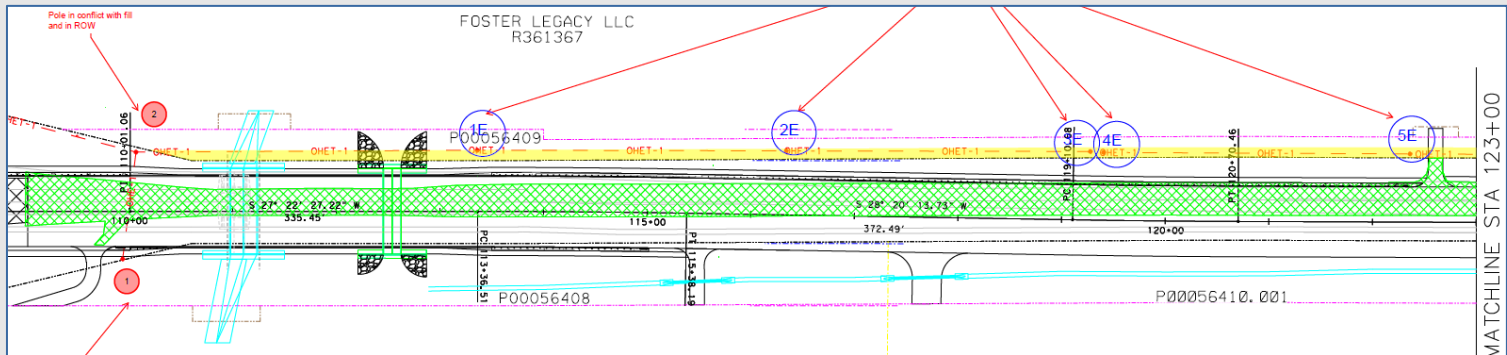




Utility ID Request FORM – Initial Eligibility for electric poles



ELIGIBILITY RATIO CALCULATOR DETAIL					
Eligibility Ratio Calculation By Station Range (left to right)					
Pole #	Sheet #	Existing Utility Layout main lane station range	Indicate each pole with an "X"		
			In Conflict within Existing ROW (by permit)	in Conflict within Proposed ROW (proof of property interest required)	in Conflict outside of Proposed ROW (not included in calculation)
1	1	109+90	x		
2	1	110+10	x		
1E	1	113+30		x	
2E	1	116+30		x	
3E	1	119+26		x	
4E	1	119+38		x	
5E	1	122+35		x	
TOTAL for EACH:			16	8	0
TOTAL Number of Poles:			24		
Calculated Eligibility Ratio:			33.33%		





Project Construction Limits and Utility Construction Limits (provide station numbers)	
Highway Construction Limits	
Utility Relocation Limits	
Is utility relocation outside of the Roadway project limits? If so, provide justification below	
Initial Cost Estimate and anticipated schedule	
Utility Facilities in conflict [enter quantity]:	Poles -or- LF
Unit Rate based on Utility Type (see Austin District Unit Rate Table):	
Initial TOTAL Project Cost Estimate	
Proposed/Actual date (NOPC) letter sent to Utility	
Anticipated Date of Final Conflict Matrix	
Proposed/Actual date (NORA) letter sent to Utility	
Anticipated Date agreement draft to be received by district	
Anticipated date agreement to be executed by district	
Estimated date utility construction to begin	
Estimated duration of utility accommodation (days)	
Estimated date utility construction complete	
Advanced Approval(s) needed prior to submission of the utility agreement to Austin District - <u>check all that apply</u>	
<input type="checkbox"/>	UAR Exception Approval FORM
<input type="checkbox"/>	Forced Betterment Approval FORM
<input type="checkbox"/>	Proof of Property Interest FORM
<input type="checkbox"/>	Easement Value Approval FORM



Austin District – Utility Team – Process Guidelines

UAR Exceptions

The following guideline should be used when preparing a UAR Exception Request to be submitted to the Austin District. Please note that for the exhibits and the letter from the utility there are additional requirements that may not have been required on previous exception requests.

Process #1 – Identify the need for a UAR Exception.

1. When is a UAR exception needed?

- A UAR exception is needed when a utility installation within TxDOT right of way does not comply with the UAR. According to TAC Rule 21.35, [Exceptions](#) will be considered based on valid engineering judgment.

Texas Administrative Code	
TITLE 43	TRANSPORTATION
PART 1	TEXAS DEPARTMENT OF TRANSPORTATION
CHAPTER 21	RIGHT OF WAY
SUBCHAPTER C	UTILITY ACCOMMODATION
RULE §21.35	Exceptions

- Common examples of UAR exceptions include:

- New utility facility crossings not installed at approximately 90 degrees - 21.37 (b) (4)
- Existing water line crossing under pavement un-encased - 21.40 (c) (3)
- Existing longitudinal facility to remain under pavement - 21.40 (a) (9) (B)
- Longitudinal telecom facility not meeting minimum depth of cover - 21.40 (g) (3)
- Overhead utility not within 3 feet of ROW Line - 21.41 (d) (1)
- Overhead utility pole greater than 36 inches in diameter - 21.41 (d) (1)
- Vertical clearance for **longitudinal** lines on the right of way – 21.41 (b)
- Encasement to extend to five feet of ROW line – 21.40 (a) (1) (c)

The following SOP has been broken down into the following processes:

1. Identify the need for a UAR Exception.
2. Exception package submittal
 - a. to ROW Division
 - b. to Maintenance Division
3. Processing through District to Maintenance Division
4. Processing through District to ROW Division

2. Who is responsible for processing the exception?

- If the exception is part of an active TxDOT project, it must be approved by the ROW Division Director. This process is coordinated by the Austin District Utility Team.
 - UAR Exceptions for state let projects (Process 2a)
- If the exception is not part of an active TxDOT project, it must be approved by the Maintenance Division Director. This is processed as part of the utility installation permit process; the Austin District Utility Team will review, and secure memos required as part of approval process.
 - UAR Exceptions for local let projects (Process 2b)
 - UAR Exception for utility permits not part of an active TxDOT project (Process 2b)



What is needed in the exception package?

1. Austin District UAR Exception request FORM, includes checklist for package, and captures internal TxDOT approvals.
2. Letter from utility requesting UAR Exception to include the following:
 - Highway & Construction CSJ#
 - Description of the condition and location of the utility facility, and nature of UAR violation.
 - Reference the rule # for which exception is being requested.
 - Describe the justification for the exception request.
 - In addition to the following statements being required, at least one additional complete sentence is required for each statement attesting to how the utility will be meeting these requirements.
 - Statement attesting to the following:
 - There is no inherent risk to any highway appurtenances (structures, roadway, lighting, storm sewer, etc.).
 - the accommodation will not adversely affect the safety, design, construction, operation, maintenance, or stability of the highway.
 - the accommodation will not be constructed or serviced by direct access from the mainlanes of a freeway or connecting ramps.

UAR Exceptions - Area Engineer Approval FORM
(For submitted to ROW Division Only)

Date of Request: _____ UAR Permit #: _____
Utility Name: _____ Utility ID: _____
Contractor CSJ: _____ ROW CSJ: _____
Highway: _____ Limits From: _____
Letting Date: _____ Limits To: _____

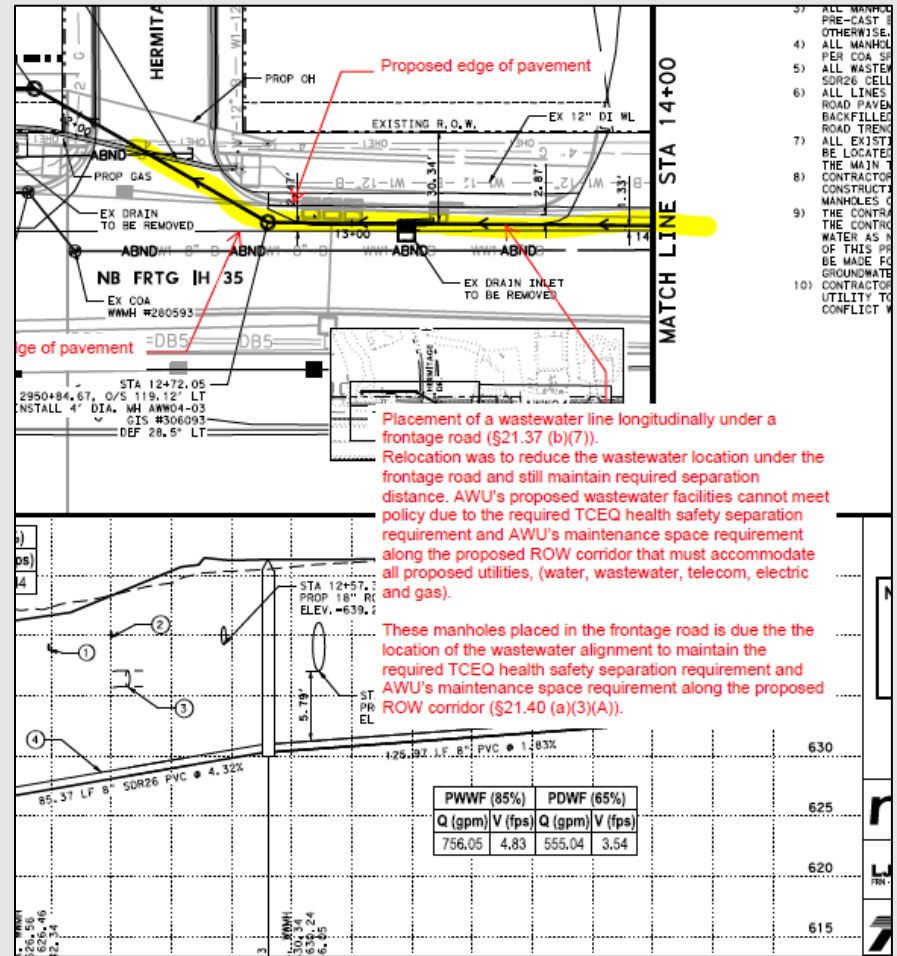
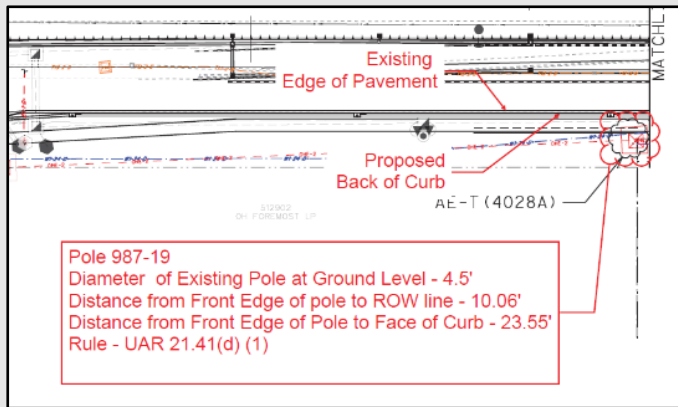
The following exception(s) to the Texas Administrative Code (TAC) are requested:

- New utility facility crossings not installed at approximately 50 degrees - 21.73(i) (4)
- Existing water line crossing under pavement un-encased - 21.40 (c) (3)
- Existing longitudinal facility to remain under pavement - 21.40 (a) (8) (B)
- Longitudinal telecom facility not meeting minimum depth of cover - 21.40 (g) (3)
- Overhead utility not within 3 feet of ROW line - 21.43 (4) (1)
- Overhead utility pole greater than 36 inches in diameter - 21.43 (8) (1)
- Minimum vertical clearance for longitudinal lines on the right of way are not met - 21.43 (a)
- Encasement does not extend to within five feet of ROW line - 21.50 (a) (1) (c)




Exhibit should include the following:

- Plan with call out showing location of the UAR Exception including rule reference
- Call out for existing and proposed edge of pavement (EOP)
- If exception for horizontal clearance is requested, measurement call out required
- Existing ROW and proposed ROW (if applicable)
- Profile if exception is for underground facility including rule reference







UAR Exceptions - Area Engineer Approval FORM

(For submittal to ROW Division Only)

Date of Request:		UIR Permit #:	
Utility Name:		Utility ID:	
Construction CSJ:		ROW CSJ:	
Highway:		Limits From:	
Letting Date:		Limits To:	

The following exception(s) to the Texas Administrative Code (TAC) are requested:

- New utility facility crossings not installed at approximately 90 degrees - 21.37(b) (4)
- Existing water line crossing under pavement un-encased - 21.40 (c) (3)
- Existing longitudinal facility to remain under pavement - 21.40 (a) (9) (B)
- Longitudinal telecom facility not meeting minimum depth of cover - 21.40 (g) (3)
- Overhead utility not within 3 feet of ROW Line - 21.41 (d) (1)
- Overhead utility pole greater than 36 inches in diameter - 21.41 (d) (1)
- Minimum vertical clearance for longitudinal lines on the right of way are not met - 21.41 (b)
- Encasement does not extend to within five feet of ROW line - 21.40 (a) (1) (c)
- Other:

Checklist for additional information included (first three required):

- exhibit showing location of UAR Exception request including TAC Rule callouts
- Letter from utility requesting UAR Exception (see guidelines)
- completed ROW form ROW-U-CFUA (Rev. 10/20)
- UIR permit number and/or Utility ID
- completed ROW_U_139, Indemnity Agreement for Fiber Optic Facility (if needed)



CERTIFICATION FOR UTILITY ACCOMMODATION

Form ROW-U-CFUA
(Rev. 10/20)
Page 1 of 1

Utility ID: Exception To:

U No.: Permit No.:

Utility Name: Utility Accommodation Limits:

District: County:

ROW CSJ: Construction CSJ:

Federal Proj. No.: Highway:

Hide Exception

Exception: Section: 21.37 Subsection: b Chapter: Section:

Nature of Exception:
wastewater line under pavement

Exception: Section: 21.40 Subsection: a Chapter: Section:

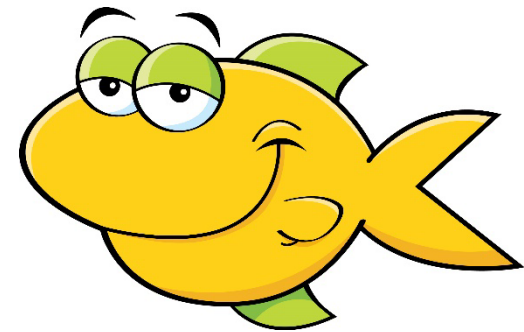
Nature of Exception:
wastewater manhole in frontage road

What is Betterment?

A betterment is any improvement or upgrade to the existing facility during the adjustment or relocation.

Code of Federal Regulations

Definition:

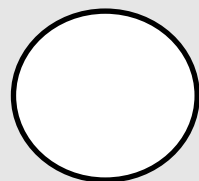


Betterment — any upgrading of the facility being relocated that is not attributable to the highway construction and is made solely for the benefit of and at the election of the utility.

Forced Betterment is elective betterment until it is approved!

Example

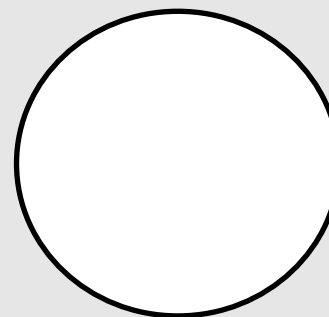
Existing Facility



2" Gas Line



Proposed Facility



6" Gas Line



TxDOT recognizes two types of betterments.



- Elective Betterment

- An improvement to the existing facility that is made as a choice of the utility. This type of betterment is not eligible for reimbursement.

- Forced Betterment

- An improvement to the existing facility that is not made as a choice of the utility. For example: in-kind items discontinued, industry regulations, required by TxDOT project. This type of betterment is usually considered eligible for reimbursement.
- Claims of forced betterment must be requested on behalf of the Utility and approved by TxDOT in advance of the standard utility agreement submittal.



Forced Betterment Approval FORM

Date of Request:	<input type="text"/>	Utility ID:	<input type="text"/>
Utility Name:	<input type="text"/>		
Construction CSI:	<input type="text"/>	ROW CSI:	<input type="text"/>
Highway:	<input type="text"/>	Limits From:	<input type="text"/>
Letting Date:	<input type="text"/>	Limits To:	<input type="text"/>

Forced Betterment is being claimed for the following reason(s):

- non-stocked items that are uneconomical to purchase;
- items to comply with governmental laws and ordinances;
- appropriate regulatory commission codes;
- published, current design practices regularly followed by the utility in its own work;
- installment of replacements of equivalent standard, although not identical;
- betterments for which there are direct benefits to, and /or are required for, the transportation project.

Summarize the Forced Betterment and Explain the Justification (May require letter from utility coordinator).

Checklist for additional information included with this Forced Betterment Approval (all three REQUIRED)

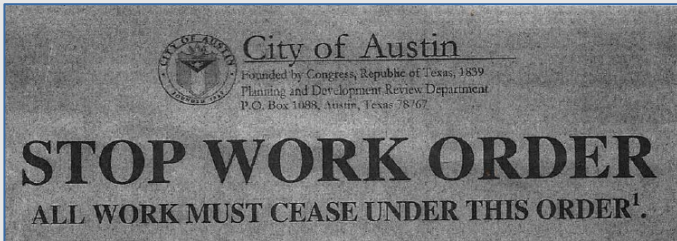
- exhibit showing location of forced betterment;
- back up documentation (design manuals, ordinances, cost estimates, etc.);
- Excel Workbook showing existing facility structures and proposed facility structures.

Form ROW-U-35
(Rev. 10/20)
Page 11

Attachment “G” Betterment Calculation and Estimate

- Elective Betterment Ratio established: 0.00% %
(Calculation attached and justification below)
- Forced Betterment
(Provide supporting documentation)
- Not Applicable

Elective betterment justification statement:



on a case-by-case basis. Minimum main size shall be 8 inches with consideration for 4-inch pipe in cul-de-sacs less than 200 feet in length. Provisions must be made in these cases for a flush valve at the end of dead end lines.

The City of Austin’s Utilities Criteria Manual requires a minimum main size of 8 inches as previous pointed out by a letter prepared and submitted by the WSC dated September 24, 2019. Since the proposed crossing is located within the City’s ETJ, it will be required to be at least an 8-inch water main and should be eligible for reimbursement based on the TxDot’s betterment criteria.

Respectfully submitted,

Jeff Kallus, P.E.



Cc: Clovis Boatright – Garfield WSC

- ENCL: 1. City of Austin - Stop Work Order
2. Letter from Garfield WSC

Why is Proof of Property Interest an Advanced Approval?

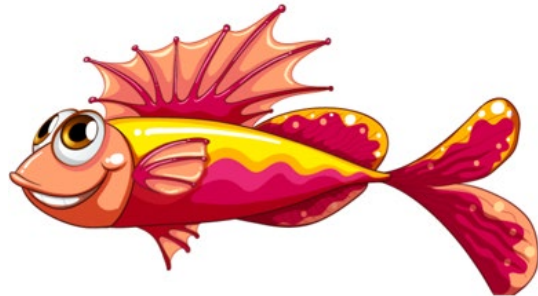
- As we discussed earlier Eligibility for reimbursement should be established around 30% PS&E.
- Proof of property interest can be reviewed and verified while utility relocation design is ongoing.
- Determine if there are any utility coordination issues early.
- Establish how property interest is handled during reimbursement.





What is the goal of this process?

- Verify easements for each ROW parcel where eligibility is calculated.
- Identify the type of easement – Utility Easement or PUE
 - Easement established by compensation to property owner.
 - Easement established by dedication as part of plat process - PUE
- Coordinate with utility owner how easements will be cleared:
 - PUE's are not compensable property rights – no action needed
 - Easements may either be cleared by:
 - quitclaim deed or
 - joint-use agreement.





How does it work?

- Utility Coordinator references in ROW acquisition layer to existing utility layout use to calculate eligibility ratio.
- Utility Coordinator identifies each ROW parcel that has reimbursable utility facilities within the proposed ROW.
- ROW parcel numbers are provided in the top right corner of the first page to identify the ROW parcel for which this easement applies.
- Easements are provided in order from left to right on exhibit.
- Identify the method by which the easement will be cleared.
- Will it be Quitclaim deed, joint-use agreement, or No Action Needed.





What are next steps?



- TxDOT reviews the exhibit to ensure the following:
 - All ROW parcels are identified on exhibit.
 - Easements are provided for all affected parcels.
 - Proof of property is complete to justify eligibility ratio.
 - Verify easements apply to the parcel identified.
- Proof of Property Interest FORM
 - This is designed to be a checklist for utility coordinator and
 - Is used to route this for approval through TxDOT
 - This is an internal form and is not included in the agreement.



Proof of Property Interest FORM

Date of Request: Utility ID:

Utility Name:

Construction CSJ: ROW CSJ:

Highway: Limits From:

Letting Date: Limits To:

Proof of property interest has been provided to demonstrate eligibility for this utility

- Utility facilities are in Public Utility Easements (PUE) within proposed ROW acquisition
- Utility facilities are in easements within proposed ROW acquisition
- Utility facilities are in existing TxDOT ROW with an executed Joint-Use Agreement
- Utility facilities have a property right that pre-dates TxDOT roadway on system

Checklist for approval of property interest - to be completed prior to submission

- existing utility exhibit with ROW parcel boundaries & labels shown
- ROW parcel number(s) are included on top right corner of first page of each easement
- existing property right has been identified on existing utility facility exhibit
- Easement Value Approval FORM* submittal anticipated for reimbursement of easement values

Comments regarding proof of property interest submission



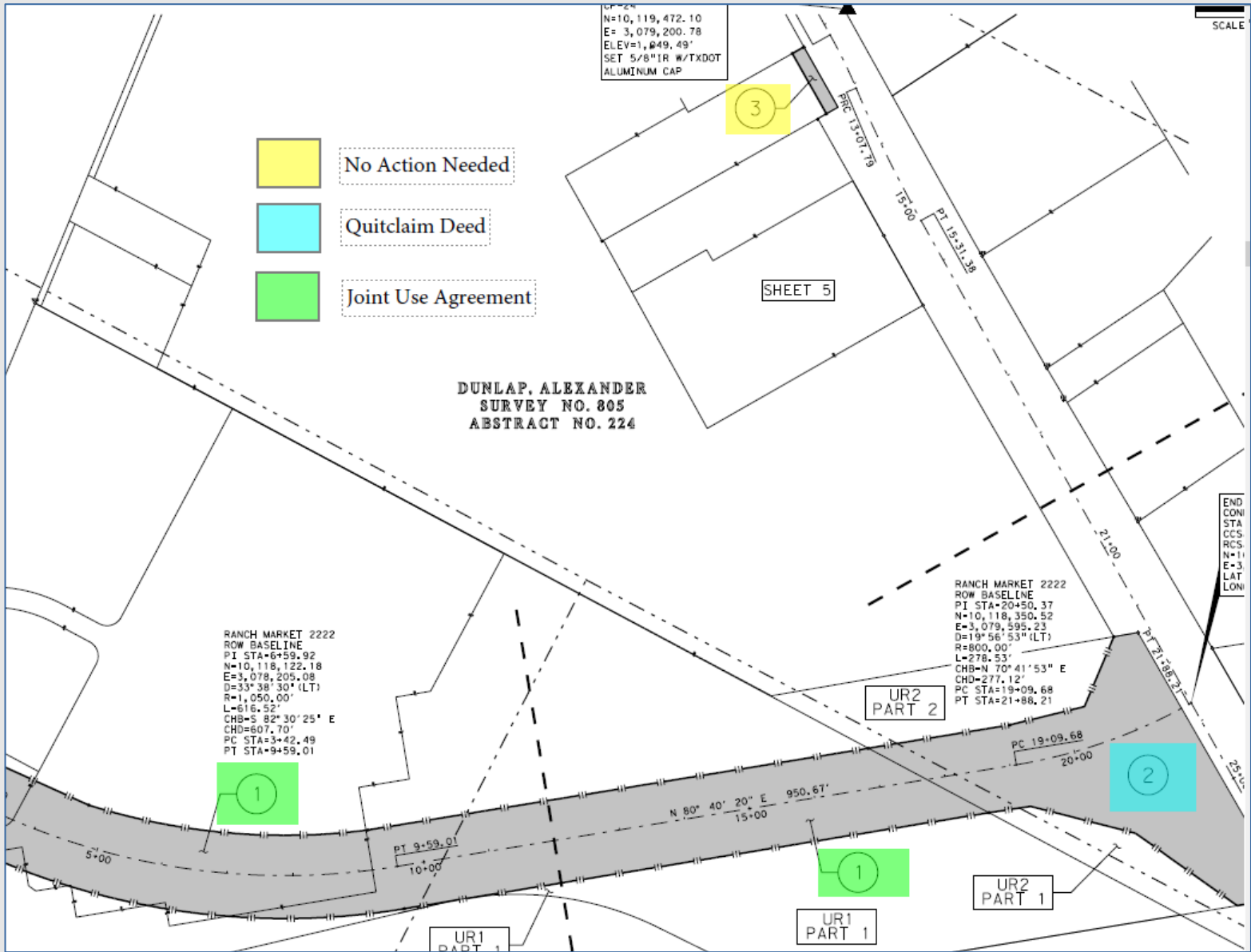
TxDOT Austin District proof of property interest approval - Internal Process (TxDOT ONLY)

- verify existing utility exhibit and ROW parcel map station ranges match
- highlight effected parcels on ROW parcel map
- verify ROW parcel numbers on top right page match property interest in ROW title search
- Special Approval Needed: _____

Comments regarding proof of property interest approval - Internal Process (TxDOT ONLY)

Proof of Property Interest Approval Tracking

TxDOT Project Manager or TxDOT Utility Coordinator - APPROVED	Date
AUS Utility Team member processing AGMT - APPROVED	Date
AUS District Utility Team Lead - APPROVED	Date





Parcel #3

PLATS 200400074
2 PGS

PLAT

PLAT RECORDS INDEX SHEET:

SUBDIVISION NAME: RE-PLAT OF LOTS 3 , 4, AND 5 2222/620
BUSINESS PARK PLACE AND LOTS 4A AND 5A AMENDED PLAT OF LOTS 4
AND 5 BLOCK A, 2222/620 BUSINESS PARK PLACE

OWNERS NAME: BOBBY L. DOCKAL, ESTATE OF VALETA DOCKAL,
RITA F. GARNER



Exhibit "A"

Page 1 of 2



METES & BOUNDS DESCRIPTION

for

20' WIDE WATER EASEMENT


A DESCRIPTION OF A STRIP OF LAND 20 FEET WIDE AND CONTAINING 9,225 SQUARE FEET (0.212 ACRE) LOCATED IN THE ALEX DUNLAP SURVEY NO. 805, ABSTRACT NO. 224, IN THE CITY OF AUSTIN, TRAVIS COUNTY, TEXAS, AND BEING A PORTION OF THAT CERTAIN 3.629 ACRE TRACT OF LAND CONVEYED TO THE COOKE FAMILY TRUST, BY DEED RECORDED IN VOLUME 13060, PAGE 1821 OF THE REAL PROPERTY RECORDS OF TRAVIS COUNTY, TEXAS, SAID 9,225 SQUARE FEET STRIP OF LAND BEING MORE PARTICULARLY DESCRIBED BY METES & BOUNDS AS FOLLOWS:

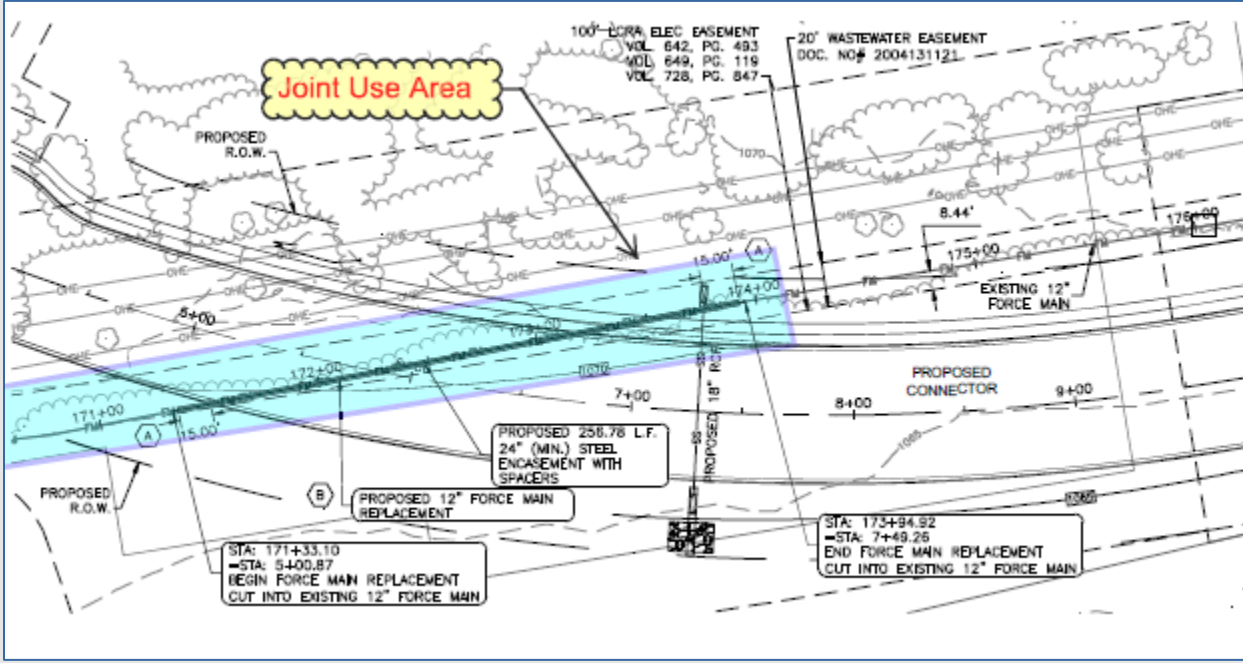
BEGINNING at a found 1/2 inch iron pin lying the westerly right-of-way line of FM 2222, said point also being the southeast corner of that certain tract of land being described in Volume 3902, Page 1749 of the Deed Records of Travis County, Texas,



Proof of Property Interest – Joint Use Example

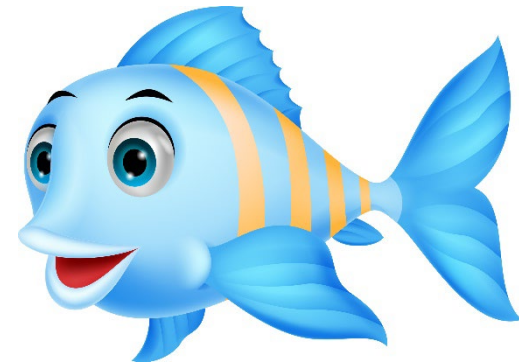


		Form ROW-UJUA Replaces ROW-UJUA (01/20) Page 1 of 2
UTILITY JOINT USE ACKNOWLEDGEMENT REIMBURSABLE UTILITY ADJUSTMENT		
U-Number: <u>15745</u>		
ROW CSJ: <u>2100-01-060</u>	County: <u>Travis</u>	
District: <u>Austin</u>	Highway: <u>RM 2222</u>	
Federal Project No.: <u>N/A</u>	From: <u>RM 620</u>	
Projected Highway Letting Date: <u>07/01/19</u>	To: <u>Bonaventure Dr.</u>	





Easement Value Approval by the District ROW Manager is REQUIRED.



- In the past this was documented via Email, but this process is better.
- After proof of property interest is approved this FORM is processed.
- This FORM will be included in Attachment H of the agreement.

Easement Value Approval FORM – Utility Coordination Consultant



Easement Value Approval FORM

Date of Request: Utility ID:

Utility Name:

Construction CSJ: ROW CSJ:

Highway: Limits From:

Letting Date: Limits To:

All are required to be submitted as part of the easement value approval process

- Utility ID created, verified eligibility ratio is:
- Proof of Property Interest FORM and package was approved by Date:
- Utility Easement value for each effected ROW parcel (attach excel file if additional space is needed)

ROW Parcel #	Property Owner Name	Length x Width	Square Feet	Easement Value



Internal process upon receipt of easement value by Austin District (TxDOT Only)

- ROW parcel list compared to proof of property interest approval ROW parcel map
- ROW Project manager to review Utility \$/sq. ft. for each parcel
- Austin District Utility Team member to prepare easement value comparison for approval

Comments regarding easement values (TxDOT Only)

TxDOT Austin District - Approval of easement Value to be included in Attachment H of Utility Agreement

1.) AUS Utility Team member processing AGMT - APPROVED	Date
2.) AUS District Utility Team Lead - APPROVED	Date
3.) AUS District ROW Project Manager - APPROVED	Date
4.) AUS District ROW Section Manager - APPROVED	Date



Once the Easement Value Approval FORM is submitted to TxDOT the following process takes place:

- The information is transferred to an Excel document used to compare easement value cost to ROW acquisition cost.
- Below is an example of the sheet send to the TxDOT ROW PM.

Utility ID:		Utility Name:						
ROW CSJ:								
		Utility Team to fill out			ROW PM to fill out			ROW Manager to approve
Parcel #	Property Owner Name	Sq. Ft. of Utility Easement	Easement Value provided by Utility	Utility Easement \$/sq. ft.	TxDOT ROW sq. ft. of Acquisition	TxDOT ROW acquisition Value	TxDOT ROW \$/sq. ft.	Percentage of Cost based on \$/sq. ft.
P00001336	sample #1	1,200	\$12,200.00	\$10.17			#DIV/0!	#DIV/0!
P00001337	sample #2	1,700	\$19,500.00	\$11.47			#DIV/0!	#DIV/0!
P00001338	sample #3	1,950	\$29,900.00	\$15.33			#DIV/0!	#DIV/0!
P00001339	sample #4	900	\$1,900.00	\$2.11			#DIV/0!	#DIV/0!



- The TxDOT ROW PM fills in the TxDOT cost and a TxDOT ROW cost per square foot is calculated by formula.
- This form also calculates a comparison percentage by formula.
- This sheet along with the Easement Value Approval FORM is provided to the District ROW Manager as part of the approval process.

Utility ID:		Utility Name:						
ROW CSJ:								
		Utility Team to fill out			ROW PM to fill out			ROW Manager to approve
Parcel #	Property Owner Name	Sq. Ft. of Utility Easement	Easement Value provided by Utility	Utility Easement \$/sq. ft.	TxDOT ROW sq. ft. of Acquisition	TxDOT ROW acquisition Value	TxDOT ROW \$/sq. ft.	Percentage of Cost based on \$/sq. ft.
P00001336	sample #1	1,200	\$12,200.00	\$10.17	16,500	\$350,000.00	\$21.21	48%
P00001337	sample #2	1,700	\$19,500.00	\$11.47	15,000	\$497,000.00	\$33.13	35%
P00001338	sample #3	1,950	\$29,900.00	\$15.33	8,700	\$359,000.00	\$41.26	37%
P00001339	sample #4	900	\$1,900.00	\$2.11	1,250	\$55,000.00	\$44.00	5%

- This comparison is internal to TxDOT only and is not included in the standard utility agreement.



- **Proper attitude is the first step in successful utility coordination.**
- Utility Coordination Guidelines and Tools are ON-LINE
- Utility Data for all projects is stored and updated in TxDOT Connect
- **Utility Data is required by 30% PS&E**
- Utility Status Report (USR) is a tool that can be updated and used by all.
- Austin District Advanced Approvals are required.
- Initial Eligibility Ratios are determined based on SUE.
- Proposed Utility Layouts are due in Schematic Design.



Please post questions in the chat using the following format:

- Slide Number, brief question
- The presenter will move the presentation back.

Active Participation is encouraged!

**Do you have
a question?**

AUS_Utilities@txdot.gov