

Austin District

Standard Utility Agreement (SUA)

Checklist for Consultants

- For all consultants working on SUA's for the Austin District, please review the following checklist at the *beginning and end* of the utility coordination process. The process starts upon creation of the utility ID.
- There are Requirements for SUA submittals that the utility coordinator should be aware of. Some of those requirements are:
 - ⇒ Questions for the utility coordinator to answer for each submittal. (Responses to the questions assist the Austin District staff process the SUA.)
 - ⇒ Plans must show right of way (ROW) lines and roadway project stationing.
 - ⇒ Plans must show required details about existing & proposed utility facilities.
 - ⇒ Plans must show UAR/TAC compliance.
 - ⇒ Standard Cost Estimate Template completed by Utility Coordinator.
 - ⇒ Continuing contract rates and engineering consultant rates must be verified by Austin District utility staff prior to agreement execution.
- Incomplete agreements may be rejected for review, please be sure all applicable criteria is met in both the plan set and cost estimate.
- All utility installation work within state ROW require a utility installation permit.
 - ⇒ Utilities relocating and requesting reimbursements should apply for the utility installation permit **before** the SUA is executed, but the permit should not be approved until **after** the SUA is executed to prevent ineligible expenses.
 - ⇒ Utility relocations to be joint-bid with the TxDOT contract should have an approved RULIS permit prior to SUA execution.

PROJECT / AGREEMENT INFORMATION					
Utility ID		Construction CSJ		ROW CSJ	
Utility Owner Name (legal name)					
Utility Signature Authority for the Agreement; Form ROW-U-40 Signature Authority (may be required)					
First Name			Last Name		
Business Title			Email Address		
Mailing Address			City	State & Zip Code	
Roadway Project Limits (include station numbers)			Utility Relocation Limits (include station numbers)		
Relocation outside of Roadway Project Limits? If Yes, justify HERE:					
UTILITY ADJUSTMENT INFORMATION (if applicable): [To be <u>described in specific detail</u> by the Utility Coordinator]					
1.) <u>Describe</u> the <u>proposed roadway construction</u> (widening, additional lanes, grade separation, drainage, etc.) that creates the utility conflict(s).					
2.) <u>Describe</u> the nature of the conflict(s) (e.g. describe the conflict with construction, UAR, local ordinance, safety, etc.).					
3.) <u>Describe</u> the <u>utility adjustment(s)</u> (to lower in place, protect in place, elevate, relocate to new alignment, encasement, etc.) that will be done to clear the conflict(s). [Specify underground(UG) or overhead(OH); and type, size, qty of the utility facility.]					
4.) List the total quantity and unit of measure (e.g. LF, EA) for each facility type proposed:					
Cable/Wire:	Casing:	Pipe:	Poles:	Other:	
5.) <u>Describe</u> the <u>elective</u> Betterment(s). [Specify UG or OH; and type, size, qty of the <u>existing</u> and <u>proposed</u> utility facilities.					
6.) <u>Describe</u> and <u>explain</u> justification for the forced Betterment(s). Approved by TxDOT? [Specify UG or OH; and type, <u>size</u> , <u>qty</u> of the <u>existing</u> and <u>proposed</u> utility facilities.] {May require letter of justification from the Utility Coordinator}.					
7.) <u>Describe</u> and <u>explain</u> justification for each existing utility facility that will be abandoned in place. {Proposed abandonment shall be <u>shown</u> and <u>labeled</u> in the utility relocation plans and in the utility installation permit request.}					
8.) <u>Describe</u> and <u>explain</u> justification for each utility facility that requires a UAR exception. Has the UAR exception been approved by TxDOT? {In the utility relocation plans- approved UAR exceptions shall be <u>labeled</u> and <u>referenced by rule#</u> .}					
9.) Has the request been submitted for the utility installation permit? If yes, provide permit number. If no, explain. { Note: In effort to avoid ineligible expenses, TxDOT Austin District policy is to not approve utility installation permits until after the agreement is executed ; except UIR permits for joint-bid utility work which should be approved prior .}					

AGREEMENT CHECKLIST:

Attachment A - Utility Plans: [Each plan sheet must <u>clearly show and label</u> the following details (if applicable)]	
	Right of Way (ROW) line- existing and proposed (if applicable)
	the utility type, material type, sizes & quantities, and station numbers shown on the plans match the Statement of Work
N/A:	existing & proposed utility easements (if applicable)
N/A:	existing & proposed joint-use areas (if applicable)
	station numbers match the Project (e.g. utility plans for IH 35 project shall list IH 35 stations, with CL offsets if needed)
	existing & proposed highway features (e.g. edge of pavement (EOP), shoulder / ditch lines, drainage, retaining walls, etc.)
	<u>existing & proposed</u> utility facilities, including type/size/quantity [needed to verify IN-KIND vs. Betterment replacement]
N/A:	special characteristics- such as operating pressures, directions of flow, source of power, wall thickness (of pipe), coatings, anode beds, yield strength, design factor or class locations, use of Barlow's formula, etc. (if applicable)
N/A:	additional information about the existing and proposed facilities, to determine any betterments in the proposed- such as size or strength classification, pipe diam., conductor size, fiber cable count, conduit size/# of ducts, cable pair qty.
	UAR compliance (depth of cover, OH clearance, length of encasement, distance from ROW line / edge of pavement, etc.)
	legend or notations that are consistent and clearly define all symbols used in the plan set
	conflict between the existing utility facility and the proposed highway work; and additional note(s) to describe the nature of the conflict (e.g. construction, UAR, local ordinance, safety, etc.) with <u>specific</u> details to justify the work
	conflict(s), betterment(s), existing & proposed utility facilities highlighted with color, detail boundary, call-out note, etc.
	North Direction Arrow and scale of the drawing/sheet [needed to verify IN-KIND vs. Betterment replacement]
Attachment A - Cost Estimate: [Apply current version of the Standard Estimate Template workbook to prepare estimate]	
N/A:	General & Administrative Overhead % applied- w/ justification [in Att. A] for the percentage (%) and the cost factors
N/A:	Materials subject to Buy America Compliance, mark with (*); Materials subject to BABA Compliance, mark with (**)
N/A:	Misc. Buy America materials identified with an "X" (DeMinimus amount calculated using the formula in the cost estimate)
	Material <u>descriptions</u> & <u>quantities</u> match the Plans and Statement of Work [sheet-by-sheet verification may be required]
	All costs broken down by unit, quantity & unit rate; with job titles, #hours & \$/hour listed for labor and engineering costs
N/A:	Continuing contract rates for contract labor and consultant engineering verified by TxDOT Austin District staff prior to agreement execution (if applicable).
N/A:	Internal Overhead % applied- w/ justification [in Att. A] for the percentage (%) and the costs factored into overhead
	Ineligible costs are not included (e.g. contingency %, interest incurred, miscellaneous, federal and state income tax, etc.)
N/A:	Eligibility Calculation sheets completed, which supports the eligibility percentage applied in the cost estimate sheet
N/A:	Comparative (Side-by-side) Cost Estimate [Att. G]: "IN-KIND" listed on left & "Proposed w/ BETTERMENT" listed on right;
N/A:	Betterment Calculation sheet completed, which supports the betterment percentage applied in the cost estimate sheet
N/A:	Items properly categorized as "Labor", "Labor & Materials", etc., and joint bid items listed w/ correct item-bid codes
Attachments B - H	
	Attachment B - all agreements should be Actual Costs
	Attachment C - construction start and end dates listed; start date must be after execution date of the agreement
	Attachment D - Att. D and U-48 are filled out correctly and indicate details that are consistent with the cost estimate
	Attachment E - utility permit number listed; Joint Use Agreement (if applicable)- includes exhibit showing joint use area(s)
N/A:	Attachment F - eligibility ratio calculations and exhibit <u>clearly</u> shows ROW boundaries & existing utility locations
N/A:	Attachment G - forced betterment approval & justification; elective betterment percentage & comparative cost estimate
N/A:	Attachment H - proof of property matched to ROW & Utility exhibit {e.g. parcel# listed on easement document, affidavit}