



Austin District Engineering Services Utility Section Utility IDs in TxConnect Guideline

Utility coordination data is tracked for all projects in a program called TxConnect. Each utility identified on a project is assigned a unique utility ID that is specific to that project and that utility owner. All projects are required to identify any utility that is potentially in conflict even if that utility is cleared during preliminary utility coordination activities. The process below outlines how utility IDs are requested and closed out by the Austin District Engineering Services Utility Section.

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

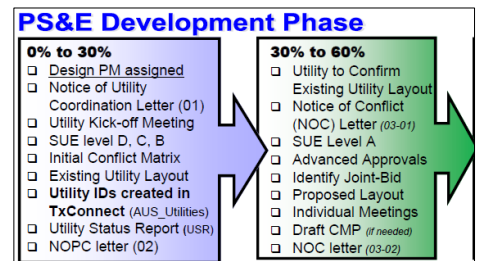
1. When is a utility ID required?
2. How to request utility IDs for a project?
3. Detailed instructions for Utility ID FORM

Process #1 – When is a utility ID required?

1. A utility ID is required to document effective utility coordination for any project with excavation that may be impacted by underground or other unknown utility facilities. Overhead utility facilities may also need to be considered for projects with road elevation changes or any changes to bridge structures.
2. To create utility IDs a construction project must have a utility resource assigned in TxConnect.
3. All projects with a utility resource will be assigned a Right of Way (ROW) CSJ. All utility efforts are tracked via the ROW CSJ even for projects with no ROW acquisition.
4. If a utility resource has not been requested that is OK. We can submit the request once we receive the utility ID FORMS.

Process #2 – How to request utility IDs for a project?

1. To make this process efficient for all project teams we have developed two main tools used for requesting and creating utility IDs. Both are found on the Austin District Standards [web page](#).
 - a. Utility ID Request Form – this is a .pdf fillable form that can be completed by the TxDOT project manager or utility coordination consultant. See section below for detailed instruction for completing this form to minimize rejections.
 - b. Utility Status Report (USR) – this is a word document template that is used to generate anticipated utility relocation schedules based on current project schedule and when utility conflicts will be final. See separate utility status report guideline for more information.
2. Utility IDs should be created in TxConnect by the 30% PS&E milestone.
3. Do you have all the information needed to begin?
 - a. A complete list of utility owners identified to be potentially within the limits of this project?
 - b. Existing utility layout based on Level B subsurface utility engineering (SUE) not just level D?
 - c. Initial conflict matrix using Austin District Template (recommended) that includes a contact list sheet.



Process #3 – Detailed instructions for Utility ID FORM



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For this guideline, the form is broken down into 5 different sections starting at the top. It is important to understand that this form is used for multiple different types of projects; therefore, there are different processes required based on the type of utility ID needed.

1. First, is the top section that captures the basic project and utility information. The utility ID field will be left blank and filled once the utility ID has been generated by TxConnect.
 - a. This utility ID is unique to this utility owner and this project.
 - b. Enter the utility name and select the appropriate utility status from the drop-down menu.
 - i. Utility Identified – this selection is appropriate for potential conflicts,
 - ii. Utility Notified of Conflict – this is appropriate for utilities confirmed to be in conflict.
 - iii. Adjustment in Progress – hopefully if a utility is already in construction, we are not just creating the utility ID. This should be a rare exception.
 - iv. Utility No longer in Conflict – if the utility has communicated, they are not within the limits of the project or have been confirmed to be clear with no conflict.

- v.
 - c. There is a section used to link utility IDs between controlling and secondary CSJs.
 - i. The LF is used to calculate a % of relocation for each CSJ.

- ii.
 - iii. For example:
 1. If there are 2,000 LF of cable in conflict with the controlling CSJ and
 2. 500 LF of cable in conflict with the secondary CSJ.
 3. A percentage of 80% would be assigned to controlling CSJ.
- d. Next is the highway designation, anticipated let date and type of adjustment.
 - i. The type of adjustment is a drop-down menu that mirrors the same selections available in TxConnect. Please select the most appropriate adjustment type.

2. Next is the section where the utility process for this ID is more clearly defined.
 - a. Is the utility relocation eligible for reimbursement by TxDOT?
 - i. If so, select the appropriate process.



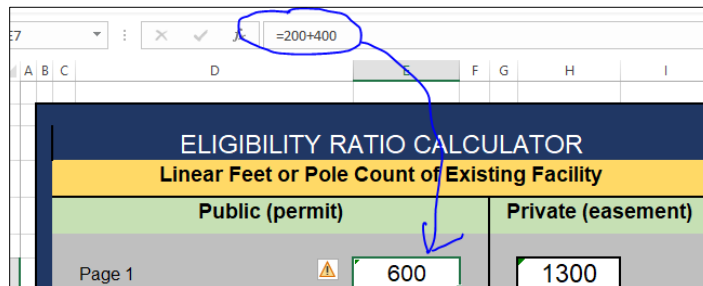
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1. SUP Process – any TxDOT roadway where the utility is an easement or PUE outside of existing ROW and within proposed ROW acquisition. A utility may also have a previous property right and be in TxDOT ROW by joint-use agreement, but that is not common.
 2. FUP Process – any utility relocation required for an Interstate project.
 3. LUP Process – contact the Austin District Utility Section if anticipated.
 4. Joint-use agreement ONLY – utility remaining in existing easement within TxDOT ROW acquisition, no relocation required.
- ii. If not, select the appropriate process.
1. AFA ONLY – utility is non-reimbursable and has elected to include utility relocation in TxDOT highway contract. *Detailed cost estimate required to assign PID 503 funding before selecting joint-bid flag.*
 2. **Non-reimbursable** – utility relocations that are not reimbursable or joint-bid.

Purpose of Utility ID - select only one	
<input type="checkbox"/>	Utility ID for State Utility Process (SUP) - calculated eligibility ratio is: 0.00%
<input type="checkbox"/>	Utility ID for interstate project (FUP) - eligibility ratio is 100%
<input type="checkbox"/>	Utility ID for Local Utility Process (LUP) - calculated eligibility ratio is: 0.00%
<input type="checkbox"/>	Utility ID for joint-use agreement ONLY
<input type="checkbox"/>	Utility ID for non-reimbursable joint-bid utility (AFA ONLY)
<input type="checkbox"/>	Utility ID for non-reimbursable relocations - current status: ▼
Checklist for reimbursable utilities with calculated eligibility ratios	
Eligibility ratios must be verified by Austin District Utility Team before Utility ID can be created. Incomplete submissions will be rejected.	
<input type="checkbox"/>	existing utility exhibit with measurement calculations on each page & verified with utility
<input type="checkbox"/>	Standard Estimate Tool - eligibility calculations & eligibility measurements for each page
<input type="checkbox"/>	Proof of property interest FORM (can be submitted at later date, but will be required)

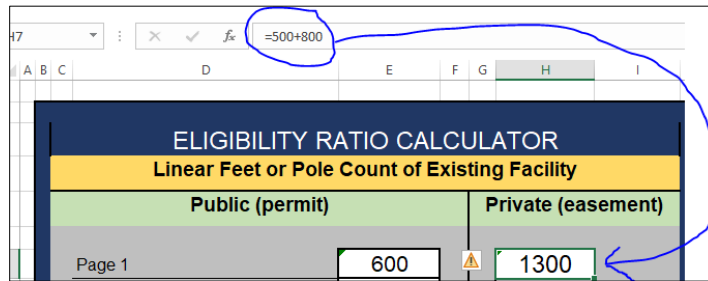
- b.
- c. Reimbursable utility IDs should be submitted via separate email to the Austin District Utility Section along with the following:
- i. Utility layout with measurements for LF or poles identified for eligibility calculations.
 - ii. Standard estimate tool with eligibility calculated by formula for each page.
 1. For example, if there are 4 measurements of water lines:
 - a. In TxDOT ROW by permit: 200 LF & 400 LF.



- b.
- c. In easement & in proposed ROW: 500 LF & 800 LF.



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- d.
- e. The estimated eligibility ratio based on SUE would be 68.42%.

ELIGIBILITY RATIO CALCULATOR		
Linear Feet or Pole Count of Existing Facility		
Public (permit)		Private (easement)
Page 1	600	1300
Page 2		
Page 3		
Page 4		
SUM	600	1300
TOTAL EXISTING FACILITY	1900	
ANTICIPATED ELIGIBILITY RATIO		68.42%

- f.
3. Next is the roadway and utility project limits section.

- a. The utility conflict station range should be provided using the main lane roadway stations.
- b. Utility conflict station #'s is a required field that must be provided (even if not in conflict).

Roadway Project Limits and Utility Conflict Limits (enter station numbers)			
Roadway Project Begin [Station #]		End [Station #]	
Utility Conflict Begin [Station #]		End [Station #]	
Is utility relocation outside of the Roadway project limits? If so, provide justification below			

- c.
- d. If utility relocation efforts must extend past the roadway station limits, please provide justification in this section.

4. **Initial Cost Estimate and anticipated schedule.** This section is required to be filled out for all utility IDs requests. However, there are a few exceptions for utility IDs that may be created with the initial status "Utility No Longer in Conflict".

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 (NOC 03-03) letter sent to Utility	
Utility relocation design complete and submitted to project team	
Proposed/Actual date (NORA) letter sent to Utility	
Estimated date utility construction to begin	
Estimated duration of utility accommodation (days)	
Estimated date utility construction complete	

- a. This information is required for most utility ID requests and should be available when submitting requests if the appropriate processes are being followed.



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- i. Utilizing the existing utility layout facilities can be counted or measured to provide the quantity of facilities identified to be in conflict or potentially in conflict.

Initial Cost Estimate and anticipated schedule	
Utility Facilities in conflict [enter quantity]:	Poles -or- LF

- ii.
- iii. Next the Austin District unit rate table should be used to generate the initial total project estimate.

1.

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	

2.

Austin District Unit Rate Table					
This rate table is based on total utility costs on past projects and can be used to establish an initial utility cost estimate based on the linear foot or number of poles potentially in conflict with the TxDOT project.					
Utility Type	Unit Type	Unit Rate Rural	Unit Rate Urban	Unit Rate Metro	Construction Duration (months)
Water/Wastewater	LF	\$125.00	\$500.00	\$1,000.00	9
Electric Distribution	Pole	\$15,000.00	\$18,000.00	\$22,000.00	5
Electric Distribution	LF	\$300.00	\$400.00	\$600.00	5
Electric Transmission	Pole	\$350,000.00	\$400,000.00	\$450,000.00	9
Gas Distribution	LF	\$150.00	\$175.00	\$200.00	4
Gas Transmission (Pipeline)	LF	\$450.00	\$650.00	\$850.00	8
Telecommunications	LF	\$100.00	\$200.00	\$300.00	3
Telecommunications	Pole	\$6,000.00	\$7,000.00	\$8,000.00	3
Traffic Signals	LF		\$300.00	\$300.00	4
Traffic Signals	pole		\$8,000.00	\$8,000.00	4

Project Types the following definitions are based on what is located in ground for these projects.	
Rural	roadways with open ditches in less populated areas.
Urban	roadways in more populated area with open ditches, but may have storm sewer at intersections.
Metro	roadways in highly populated area with complex storm sewer.

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- iv. This section is required for all utility IDs with the status of “Utility Identified” or “Utility Notified of Conflict”. As mentioned earlier in this guideline this is where the utility status report can be utilized to generate an initial utility schedule.

1.

Proposed/Actual date (NOPC) letter sent to Utility	
Anticipated Date of Final Conflict Matrix	
Proposed/Actual date (NOC 03-03) letter sent to Utility	
Utility relocation design complete and submitted to project team	
Proposed/Actual date (NORA) letter sent to Utility	
Estimated date utility construction to begin	
Estimated duration of utility accommodation (days)	
Estimated date utility construction complete	

- b. For utility IDs that are being generated to document the utility is clear for construction based on utility coordination activities ONLY the following is appropriate:
 - i. FORMS with a utility status of “Utility No Longer in Conflict”.
 - ii. Any utility required to relocate for a project should not be cleared using this utility status, instead the final status should be “Adjustment Completed”.
 - iii. This section should include the utility facility information that was evaluated.
 - 1. If the utility reported no facilities within project limits enter a quantity of “0”.
 - 2. If the utility had 10 poles, but all are clear of conflict enter a quantity of “10”.
 - iv. The initial cost estimate for utility facilities cleared during the utility coordination process is \$.14. Austin is district 14.



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Initial Cost Estimate and anticipated schedule	
Utility Facilities in conflict [enter quantity]:	10 Poles -or- LF
Unit Rate based on Utility Type (see Austin District Unit Rate Table):	
Initial TOTAL Project Cost Estimate	\$ 0.14
Proposed/Actual date (NOPC) letter sent to Utility	
Anticipated Date of Final Conflict Matrix	
Proposed/Actual date (NOC 03-03) letter sent to Utility	
Utility relocation design complete and submitted to project team	
Proposed/Actual date (NORA) letter sent to Utility	
Estimated date utility construction to begin	
Estimated duration of utility accommodation (days)	
Estimated date utility construction complete	

- v.
 - vi. Utility FORMS can be submitted early during the utility coordination process as “Utility Identified” or “Utility Notified of Conflict” but may later be determined to be clear. If so, the utility ID can be updated as outlined above when the utility status is changed.
5. The last section of this form and includes a revision date to make sure the most current form is being utilized for all submissions.

Advanced Approval(s) needed prior to submission of the utility agreement to Austin District - check all that apply	
<input type="checkbox"/> UAR Exception Approval FORM	<input type="checkbox"/> Proof of Property Interest FORM
<input type="checkbox"/> Forced Betterment Approval FORM	<input type="checkbox"/> Easement Value Approval FORM
Utility Company Contact - provide primary utility owner contact information, and any other information that may be useful.	
Utility Contact Name: <input type="text"/>	Utility contact information should be an employee of the utility company. If a utility is being represented by a consultant, delete this text and provide that information here.
Utility Contact Email: <input type="text"/>	
Utility Contact Phone #: <input type="text"/>	
Revised: 04/01/2024	

- a.
- b. The Austin District has identified a few Advanced Approval process for reimbursable utility IDs that may be appropriate.
- c. Please include the utility company contact information in this section.
- d. If there are any comments regarding the utility company please provide in the box provided.