

**Utility Manual**  
**Manual Notices Archive**

## Manual Notice 2022-1

**From:** Kyle Madsen, Right of Way Division Director

**Manual:** *ROW Utilities Manual*

**Effective Date:** November 28, 2022

### Purpose

The purpose for this revision is align the manual with the passage of HB 2422 in the 86th Texas Legislature and SB507 in the 87th Texas Legislature. Joint Trench Opportunity language was added due to the passing of HB 2422, revising Texas Transportation Code 201.671 to 201.673. The passage of SB507, adding Texas Transportation Code 250.002, allows broadband-only providers to use State right of way at no cost.

### Changes

#### Chapter 1:

- ◆ In Section 1 “Utility Adjustment Overview”, updated the table of utility forms. Removed ROW-U-43A, ROW-U-43B, ROW-U-139A, ROW-U-MOU1, ROW-U-MOU2, and added ROW-U-SP2125.

#### Chapter 5:

- ◆ In Section 1 “Determination of Utility Impacts”, modified the discussion of justification of utility adjustments.
- ◆ Updated Section 3 title from “Utility Engineering Contracts” to “TxDOT Utility Contracts”, and modified text to include the addition of SUE and Utility Coordination Contract information and Utility Accommodation Coordination and Verification (UACV) information.
- ◆ Added a new Section 11 “Broadband Initiatives” which discusses joint trench opportunities and the joint duct bank accommodation program.

#### Chapter 7:

- ◆ Added paragraph to Section 4 “Buy America Guidelines” regarding FHWA steel material manufacturing process requirements.

#### Chapter 8:

- ◆ Added additional eligibility ratio content to Section 2 “Utility Property Ownership”.

## **Chapter 9:**

- ◆ Updated Transmittal Memo signature requirements in Section 4 “Agreement Assemblies”.
- ◆ Added existing easement content to Section 6 “Utility Joint Use and Occupancy”.

## **Chapter 11:**

- ◆ Updated Section 1 “Invoicing and Payment Procedures”.
- ◆ Updated Section 2 “Partial Payments”.
- ◆ Moved LPA Final Billing information and requirements from Section 3 “Final Billings” and adding the LPA Final Billing information and requirements to Section 4 “Final Billing for Local Utility Payment (LUP)”.

## **Appendix B:**

- ◆ Added a new Appendix B “Broadband Accommodation Process”.

## **Entire manual:**

- ◆ Added TxDOTCONNECT terms “Utility ID”, “Project ID” and “ROW Project ID” throughout the manual
- ◆ Made additional text changes throughout manual for clarification.

## **Disclaimer**

Some hyperlinks will not work when a PDF version of this manual is downloaded and used offline.

## **Contact**

Gregory Faber, Right of Way Division Utility Portfolio Section Director, 512.987.0994

## **Archives**

Past manual notices are available in a [PDF archive](#).

## **Manual Notice 2020-1**

**From:** Kyle Madsen, Right of Way Division Director

**Manual:** *ROW Utilities Manual*

**Effective Date:** November 09, 2020

### **Purpose**

This revision is intended to update the manual to match current requirements and procedures. Reasons for the revision include the implementation of TxDOTCONNECT & the State Participation 2125 (SP2125) Program.

### **Changes**

#### **Chapter 1:**

- ◆ In Section 1 “Utility Adjustment Overview”, updated the table of utility forms.
- ◆ Updated Section 5 “Programming and Authorization”.

#### **Chapter 2:**

- ◆ Updated Section 2 “TxDOT-Utility Cooperative Management Process and Sub-process”.
- ◆ Changed the term “escrow agreements” to “Advanced Funding Agreements”.

#### **Chapter 4:**

- ◆ Updated Section 2 “Utility Location Investigations”.
- ◆ Updated Section 3 “Preliminary Utility Adjustment Funding Determinations”.
- ◆ Updated Section 5 “Requirements for LPA”.

#### **Chapter 5:**

- ◆ In Section 1 “Determination of Utility Impacts”, added the requirement for a Notice of Proposed Construction.
- ◆ Updated Section 5 “Combined Transportation Utility Construction”.
- ◆ Updated Section 6 “Compliance with the Rules and Policies”.
- ◆ Updated Section 7 “Alternate Financial Assistance to the Utility”.
- ◆ Updated Section 10 “Utility Design Considerations Related to Reimbursement”.

#### **Chapter 6:**

- ◆ Updated Section 2 “Utility Plan Preparation”.
- ◆ Updated Section 3 “Use of Contractors on Utility Work”.

#### **Chapter 7:**

- ◆ Updated Section 1 “General Requirements”.
- ◆ Updated Section 2 “Cost Estimate Methods and Categories”.
- ◆ Updated Section 4 “Buy America Guidelines”.
- ◆ Updated Section 5 “Iron and Steel Preference Provisions in Improvement Contracts”.

#### **Chapter 8:**

- ◆ Updated Section 2 “Utility Property Ownership”.
- ◆ Updated Section 3 “Right of Way Costs”.
- ◆ Updated Section 4 “Emergency Adjustment”.
- ◆ Updated Section 6 “State Utility Procedure”.
- ◆ Updated Section 8 “Local Utility Procedure”.
- ◆ Updated Section 9 “Non-reimbursable Utility Adjustment Procedure”.

#### **Chapter 9:**

- ◆ Updated Section 1 “Overview”.
- ◆ Updated Section 2 “District Approval of Utility Agreements”.
- ◆ Updated Section 3 “Affidavits”.
- ◆ Updated Section 4 “Agreement Assemblies”.
- ◆ Updated Section 5 “Prepare and Submit the Agreement Assembly”.
- ◆ Updated Section 6 “Utility Joint Use and Occupancy”.

#### **Chapter 11:**

- ◆ Updated Section 1 “Invoicing and Payment Procedures”.
- ◆ Updated Section 2 “Partial Payments”.
- ◆ Updated Section 3 “Final Billings”.
- ◆ Updated Section 4 “Final Billing for Local Utility Payment (LUP)”.
- ◆ Updated Section 5 “Payments and Final Audit”.
- ◆ Updated Section 6 “Utility Considerations in Right of Way Project Closeout”.
- ◆ Added a new Section 7 “Utility Considerations in State Participation 2125 (SP2125) Program”.

**Chapter 12:**

- ◆ Updated Section 8 “Disposition of Existing Abandoned or Idled Utility Facilities”.
- ◆ Updated Section 10 “Water Control Facilities (Canals)”.

**Appendix A:**

- ◆ Updated Section 3 “Final Billings”.
- ◆ Updated Section 9 “Overhead Charges”.
- ◆ Updated Section 12 “Force Betterment Examples”.
- ◆ Updated Section 15 “Consulting Engineer Fees”.
- ◆ Updated Section 16 “Special Considerations”.

**Entire manual:**

- ◆ Made additional minor text changes.
- ◆ Updated form numbers, form names, and links.

**Contact**

Anna Pulido, Right of Way Division Utility Portfolio Section Director, 512.416.2852

**Archives**

Past manual notices are available in a [PDF archive](#).

## **Manual Notice 2019-1**

**From:** Gus Cannon, CTCM, Right of Way Division Director

**Manual:** *ROW Utilities Manual*

**Effective Date:** July 01, 2019

### **Purpose**

This revision is intended to update the manual to match current requirements and procedures. Also, the manual name is being changed from “Utility Manual” to “ROW Utilities Manual”.

### **Changes**

#### **Chapter 3:**

- ◆ Updated Section 3 “Texas Codes and Regulations”.

#### **Chapter 5:**

- ◆ In Section 6 “Compliance with the UAR”, clarified the consideration of exceptions.

#### **Chapter 7:**

- ◆ Updated Section 2 “Cost Estimate Methods and Categories”.
- ◆ Updated Section 4 “Buy America Guidelines”.
- ◆ Added a new Section 5 “Iron and Steel Preference Provisions in Improvement Contracts”.

#### **Chapter 11:**

- ◆ Updated Section 1 “Invoicing and Payment Procedures”.
- ◆ Updated Section 2 “Partial Payments”.
- ◆ Updated Section 3 “Final Billings”.

#### **Chapter 12:**

- ◆ Updated Section 7 “Economically Disadvantaged / Insolvent Utilities:”.
- ◆ Renamed Section 14 “Comprehensive Development Agreements” to “Alternative Delivery Project Agreements”, and updated the section.

#### **Entire manual:**

- ◆ Made minor text changes.
- ◆ Added or updated form links & form names.

- ◆ Updated names of various ROW Division sections.

## **Contact**

Charon Williams, EIT, CTCM, Right of Way Division Utility Portfolio Section Director,  
512.416.2135

## **Archives**

Past manual notices are available in a [PDF archive](#).



## **Manual Notice 2017-1**

**From:** Gus Cannon, CTCM, Right of Way Division Director

**Manual:** *Utility Manual*

**Effective Date:** November 15, 2017

### **Purpose**

This revision is intended to update the manual to match current requirements and procedures.

### **Changes**

#### **Chapter 1:**

- ◆ In Section 1, updated form numbers to standard format, and added new forms ROW-U-MA, ROW-U-NOPC, and ROW-U-NORA.
- ◆ In Section 5, updated the types of right of way releases for utility work.

#### **Chapter 2:**

- ◆ In Section 2, updated subsection titled “Released - Limited for Preliminary Utility Activities - Right of Way Subprocess Activity 1”. Also replaced TxDOT External Audit with TxDOT Utility Portfolio Section Audit.

#### **Chapter 3:**

- ◆ In Section 2, updated links for Buy America requirements.
- ◆ In Section 3, updated links for relevant Transportation Code.

#### **Chapter 4:**

- ◆ In Section 1, remove requirement that letter to utility contains a date of early right of way release for utilities.

#### **Chapter 6:**

- ◆ In Section 2, reduced the number of plans that the utility is required to submit.

#### **Chapter 7:**

- ◆ In Section 1, added information on cost estimates.
- ◆ Changed title of Section 2 from “Estimate Categories” to “Cost Estimate Methods and Categories”, and updated content.

- ◆ In Section 3, removed formula for assessing consultant fees & raised limit from \$100,000 to \$500,000 for requiring ROW Division approval of lump sum agreements.
- ◆ Added new Section 4, “Buy America Guidelines”.

#### **Chapter 8:**

- ◆ In Section 3, updated subsection “Preliminary Requirements”.
- ◆ Removed Section 11, “Buy America Guidelines”.

#### **Chapter 9:**

- ◆ Updated Section 2 “Prerequisites”, and added ROW Division approval requirement for lump sum agreements over \$500,000.

#### **Chapter 10:**

- ◆ Updated Section 2, “Changes in Approved Work”.

#### **Chapter 11:**

- ◆ In Section 1, further clarified timeline for utility to submit invoice & updated utility responsibilities in billing/payment process. Also changed External Audit to ROW Utility Portfolio Section Audit.
- ◆ In Sections 2 & 3, added wording that documentation requirements for Buy America must be met before TxDOT makes partial payments & before final billing.
- ◆ Updated Section 5 to show audit by ROW Division Utility Portfolio Section instead of External Audit.

#### **Entire manual:**

- ◆ Corrected grammatical and typographical errors.
- ◆ Updated names of various ROW Division sections.

#### **Contact**

Charon Williams, EIT, CTCM, Right of Way Division Utility Portfolio Section Director,  
512.416.2135

#### **Archives**

Past manual notices are available in a [PDF archive](#).

## Manual Notice 2016-1

**From:** Gus Cannon, CTCM, Right of Way Division Director

**Manual:** *Utility Manual*

**Effective Date:** May 01, 2016

### Purpose

This revision removes the requirement for ROW Division approval of utility agreements, utility supplemental agreements, and emergency work authorizations. The revision also updates guidance provided to district operations.

### Changes

#### **Chapter 2, TxDOT-Utility Cooperative Management Process and Subprocess:**

- ◆ Replaced “TxDOT ROW Division” with “District” in Section 2 [Right of Way Utility Adjustment Subprocess](#).

**Chapter 8, Procedures for Utility Adjustments**, Section 1 [Adjustments](#), Section 2 [Utility Property Ownership](#), Section 3 [Right of Way Costs](#), Section 4 [Emergency Adjustment](#), and Section 8 [Local Utility Procedure](#) edited to do the following:

- ◆ replace “ROW Division” with “District”,
- ◆ modify requirement for ROW Division approval of compensation consideration claims & eligibility ratios < 100%,
- ◆ modify requirements to submit certain information to ROW Division,
- ◆ modify the procedures for approving emergency work authorizations.

**Chapter 9, [Forms and Agreements](#)**, all sections edited to do the following:

- ◆ change lump sum agreement from a \$100,000 to a \$500,000 ceiling
- ◆ remove discussion of district tier levels,
- ◆ modify requirement for ROW Division to approve actual cost and lump sum agreements,
- ◆ add District Engineer approval authority for utility agreements, supplemental utility agreements, and emergency work authorizations,
- ◆ remove or reduce requirements to submit certain information to ROW Division,
- ◆ remove “Monetary Cap”, “Betterment”, and “Accrued Depreciation” subsections
- ◆ modify the “District Letter of Authority” subsection

- ◆ add text related to ROW Division review memo.

## **Contact**

Gus Cannon, CTCM, Right of Way Division Director, 512.416.2852

## **Archives**

Past manual notices are available in a [PDF archive](#).

## Manual Notice 2015-1

**From:** John P. Campbell, P.E., SR/WA, CTCM, Right of Way Division Director

**Manual:** *Utility Manual*

**Effective Date:** October 01, 2015

### Purpose

This revision is intended to update the *Utility Manual* to align with current procedures.

### Changes

#### **Chapter 2, TxDOT-Utility Cooperative Management Process and Subprocess:**

- ◆ Modified limits for making partial payments to the utility in Section 2, [Right of Way Utility Adjustment Subprocess](#).

#### **Chapter 4, Preliminary Planning:**

- ◆ Updated methods of verifying utility locations in Section 2, [Utility Location Investigations](#).

#### **Chapter 11, Billing and Payments:**

- ◆ Modified limits for making partial payments to the utility in Section 2, [Partial Payments](#).

### Contact

John P. Campbell, P.E., SR/WA, CTCM, Right of Way Division Director, 512.416.2901

### Archives

Past manual notices are available in a [PDF archive](#).

## Manual Notice 2014-3

**From:** John P. Campbell, P.E., SR/WA, CTCM, Right of Way Division Director

**Manual:** *Utility Manual*

**Effective Date:** September 01, 2014

### Purpose

This revision is intended to update the *Utility Manual* to address Buy America requirements for utility accommodations.

### Changes

#### **Chapter 3, References for Utility Accommodation:**

- ◆ Added Buy America provisions to Section 2, [Federal Codes and Regulations](#).

#### **Chapter 7, Utility Cost Estimates:**

- ◆ Updated text regarding materials and supplies in Section 2, [Estimate Categories](#).

#### **Chapter 8, Procedures for Utility Adjustments:**

- ◆ Added Section 11, [Buy America Guidelines](#).

#### **Chapter 11, Billing and Payments:**

- ◆ Added utility company documentation responsibilities in Section 1 regarding Invoicing and Payment Procedures.

### Contact

Hilda Correa, R/W Asset Management, 512.416.2902

### Archives

Past manual notices are available in a [PDF archive](#).

## **Manual Notice 2014-2**

**From:** John P. Campbell, P.E., SR/WA, CTCM, Right of Way Division Director

**Manual:** *Utility Manual*

**Effective Date:** July 01, 2014

### **Purpose**

This revision is intended to update the *Utility Manual* to address utility coordination when both TxDOT and a railroad company have a property interest.

### **Changes**

#### **Chapter 12, Unique Conditions and Special Cases:**

- ◆ Updated text in Section 12 regarding [“Railroads”](#).

### **Contact**

Hilda Correa, R/W Asset Management, 512.416.2902

### **Archives**

Past manual notices are available in a [PDF archive](#).

## Manual Notice 2014-1

**From:** John P. Campbell, P.E., SR/WA, CTCM, Right of Way Division Director

**Manual:** *Utility Manual*

**Effective Date:** April 01, 2014

### Purpose

This revision is intended to update the *Utility Manual* to address the addition of Chapter 252 of the Texas Utilities Code as passed in HB3355 of the 83rd Texas Legislature.

### Changes

#### Chapter 12, Unique Conditions and Special Cases:

- ◆ Updated text in Section 1 regarding [Cable, Communication, and Fiber Optic Telecommunication Lines](#).

#### Entire manual:

- ◆ Corrected broken hyperlinks,
- ◆ Corrected references to obsolete forms and documents,
- ◆ Corrected references to District Right of Way section.

### Contact

Hilda Correa, R/W Asset Management, 512.416.2902

### Archives

Past manual notices are available in a [PDF archive](#).



## **Manual Notice 2013-1**

**From:** John P. Campbell, P.E., SR/WA, CTCM, Right of Way Division Director

**Manual:** Utility Manual

**Effective Date:** February 01, 2013

### **Purpose**

To eliminate wording regarding a “Date of Eligibility” from Appendix A.

### **Changes**

#### **Appendix A, Reimbursement Guidelines and Billing Procedures for Utility Adjustments:**

- ◆ In [Section 1 - Introduction](#), replaced wording regarding “Date of Eligibility” with the “Emergency Work Authorization” form.

### **Contact**

Hilda Correa, Real Property Asset Management, 512.416.2902

### **Archives**

Past manual notices are available in a [PDF archive](#).

## Manual Notice 2011-1

**From:** John P. Campbell, P.E., SR/WA, Right of Way Division Director

**Manual:** Utility Manual

**Effective Date:** February 01, 2011

### Purpose

To add a new section on Comprehensive Development Agreements, and to update procedures throughout the manual.

### Changes

#### Chapter 9, Forms and Agreements:

- ◆ In [Section 2 - District Approval of Utility Agreements](#), eliminated requirement to include a color-coded set of plans with the executed agreement assembly. Added statement that ROW Division maintains a listing of Districts and their associated tier levels.
- ◆ In [Section 4 - Agreement Assemblies](#), eliminated requirement to include color-coded sets of utility plans.
- ◆ In [Section 5 - Prepare and Submit the Agreement Assembly](#), eliminated requirement to include color-coded sets of utility plans. Deleted paragraphs on using an alternative method of accounting. Specified that an amendment to the agreement must be used to document major changes to the agreement.
- ◆ In [Section 6- Utility Joint Use and Occupancy](#), changed Utility Joint Use Acknowledgement to Utility Joint Use and Occupancy throughout section & in the section title. Replaced the Joint Use Agreement (ROW-U-JUAB) with the Utility Installation Request (1082).

#### Chapter 11, Billing and Payments:

- ◆ In [Section 1 - Invoicing and Payment Procedures](#), made minor text changes. Deleted reference to form 132. Deleted requirement to submit multiple copies of form ROW-A-15. Specified that delivery date is normally determined by the date stamp when received by TxDOT. Specified that an amendment to the agreement must be used to document major changes to the agreement.
- ◆ In [Section 2 - Partial Payments](#), specified that revised estimates/plans should have been approved in an amendment to the agreement. Specified that invoices should be date stamped by the District when received.
- ◆ In [Section 3 - Final Billings](#), modified wording regarding what items should be included in the final billings.

- ◆ In [Section 4 - Reimbursement When LPA is Responsible Party](#), deleted requirement to submit multiple copies of form ROW-A-15.
- ◆ In [Section 5 - Payments and Final Audit](#), deleted requirement to submit multiple copies of form ROW-A-15. Modified who prepares a form ROW-A-15 for retainage due after final audit.

#### **Chapter 12, Unique Conditions and Special Cases:**

- ◆ In [Section 11- New Utility Installations in Existing Right of Way](#), replaced the Joint Use Agreement (ROW-U-JUAB) with the Utility Installation Request (1082).
- ◆ In [Section 14- Comprehensive Development Agreements](#), this completely new section replaced the old section titled “Exclusive Development Agreements”.

#### **Contact**

Hilda Correa, R/W Staff Services, 512.416.2902

#### **Archives**

Past manual notices are available in a [PDF archive](#).

## Manual Notice 2010-1

**From:** John P. Campbell, P.E., Right of Way Division Director

**Manual:** Utility Manual

**Effective Date:** December 01, 2010

### Purpose

To update procedures throughout the manual.

### Changes

#### Chapter 1, Introduction:

- ◆ In [Section 1 - Utility Adjustment Overview](#), added abbreviation for Federal Utility Procedure and explained when to use form 1082.
- ◆ In [Section 2 - Overview of the TxDOT-Utility Cooperative Management Process](#), removed text indicating that TxDOT Utility Coordinators typically report to a District Right of Way Administrator.
- ◆ In [Section 4 - Fiscal Responsibility](#), added the option that utility adjustments are compensable under another state statute.

#### Chapter 2, TxDOT-Utility Cooperative Management Process and Subprocess:

- ◆ In [Section 1 - TxDOT Utility Cooperative Management Process](#), made minor text change.
- ◆ In [Section 2 - Right of Way Utility Adjustment Subprocess](#), deleted references to the TxDOT district structure and District R/W Administrator position. Replaced the Utility Joint Use Acknowledgement, Non-Reimbursable with the Utility Installation Request Form 1082.
- ◆ In [Section 3 - Memorandum of Understanding](#), added the eligibility ratio exception of toll projects. Also deleted a reference to TxDOT district structure.

**Chapter 4, Preliminary Planning:** In [Section 1 - District Utility Cooperative Process Meetings](#), modified a reference to the TxDOT District Right of Way Administrator position.

#### Chapter 5, Utility Considerations During Highway Design:

- ◆ In [Section 3- Utility Engineering Contracts](#), changed District Right of Way Section to District Utility Section, and correct minor typo.
- ◆ In [Section 4 - Utility Access, Corridors, and Strips](#), added procedures for utility strips and corrected minor typo.

- ◆ In [Section 5](#), changed title of section from Incorporation of Utilities into the Transportation Project PS&E to Combined Transportation Utility Construction. Added requirement to forward any Advance Funding Agreements to ROW Division, modified wording to be placed at the top of each sub-estimate, and made minor text changes.

#### **Chapter 6, Utility Plans and Specifications:**

- ◆ In [Section 1 - Initial Actions of the Utility](#), clarified subsection title Use of Consulting Engineers.
- ◆ In [Section 2 - Utility Plan Preparation](#), eliminated the requirement to color code two sets of utility plans. Also added the requirements that utility plans show 1) symbols to represent utility conflicts with the proposed highway improvements, and 2) access denial lines.

#### **Chapter 7, Utility Cost Estimates:**

- ◆ In [Section 2 - Estimate Categories](#), added requirement to show the items to be paid in the highway contract or directly to the utility. Modified text to show where quantities and units need to be specified in the estimates. Deleted bullet regarding equipment cost that is based on a percentage of other cost. Added requirement that utility companies maintain an inventory of abandoned facilities on State right of way.
- ◆ In [Section 3 - Contract Work and Consultants](#), eliminated the requirement to show why utility company is using a contractor. Added statement that a lump sum over \$100,000 must be approved by ROW Division. Corrected wording to indicate that a utility (instead of TxDOT) must defer the award of a low bid until after the execution of the Standard Utility Agreement.

#### **Chapter 8, Procedures for Utility Adjustment:**

- ◆ In [Section 2 - Utility Property Ownership](#), added reference to a ruling by the Texas 14th Court of Appeals and made minor text change.
- ◆ In [Section 4 - Emergency Adjustment](#), added procedures for using an Emergency Work Authorization to approving emergency utility adjustments.
- ◆ In [Section 9- Non-Reimbursable Utility Adjustment Procedure](#), added requirement to identify utility U number on the right of way map title sheet. Replaced the Utility Joint Use Acknowledgement, Non-Reimbursable with the Utility Installation Request Form 1082.
- ◆ In [Section 10 - Federal-aid Participation](#), made minor text change.

#### **Contact**

Hilda Correa, R/W Staff Services, 512.416.2902

## Archives

Past manual notices are available in a [PDF archive](#).

## **Manual Notice 2008-1**

**From:** John P. Campbell, P.E. Right of Way Division Director

**Manual:** Utility Manual

**Effective Date:** August 01, 2008

### **Purpose**

To replace all references to *Form 1023, Notice of Proposed Installation - Utility Lines on Non-Controlled Access Highway (NOPI)*. The form has been replaced with *Form 1082, Utility Installation Request*.

### **Changes**

The new form number and/or name were substituted in the following locations:

- ◆ Chapter 1; Section 1
- ◆ Chapter 4; Sections 2 and 5
- ◆ Chapter 5; Sections 2 and 10
- ◆ Chapter 6; Section 2
- ◆ Chapter 9; Section 3
- ◆ Chapter 10; Section 4
- ◆ Chapter 12; Sections 1, 11, and 12

### **Contact**

Hilda Correa, R/W Staff Services, 512.416.2902

### **Archives**

Past manual notices are available in a [PDF archive](#).

## **Manual Notice 2005-1**

**From:** John P. Campbell, P.E. Right of Way Division Director

**Manual:** Utility Manual

**Effective Date:** July 01, 2005

### **Purpose**

To remove all references to Date of Eligibility and replace them with appropriate changes as outlined below.

To replace Forms ROW-U-DOE1 and ROW-U-DOE2 with ROW-U-AWS, U# Authorization Work Sheet – Pre-Highway Letting, and ROW-U-EWA, Emergency Work Authorization – Post Highway Letting.

### **Contents**

- ◆ Chapter 1, Section 1: Forms ROW-U-DOE1 and ROW-U-DOE2 replaced in the template list with ROW-U-AWS, U# Authorization Work Sheet – Pre-Highway Letting, and ROW-U-EWA, Emergency Work Authorization – Post Highway Letting.
- ◆ Chapter 1, Section 2: Under “Description of Procedures”, “Date of Eligibility” deleted.
- ◆ Chapter 1, Section 5: Under “Federal Project Authorization and Agreement”, second paragraph, second sentence amended to reflect deletion of Date of Eligibility from the process.
- ◆ Chapter 2, Section 2: “Date of Eligibility – Right of Way Subprocess X” has been deleted entirely from “The Subprocess”
- ◆ Chapter 2, Section 2: Under “Perform Utility Adjustment - Right of Way Subprocess Activity XI”, the Activity Narrative has been revised to reflect deletion of Date of Eligibility.
- ◆ Chapter 2, Section 3: Under “MOU-Construction and Financial Considerations Section”, third diamond, fifth bullet, text revised to reflect deletion of Date of Eligibility from the process.
- ◆ Chapter 6, Section 3: Under “Utility Work in the Highway Contract”, last paragraph revised to reflect deletion of Date of Eligibility from the process.
- ◆ Chapter 7, Section 2: Under “Labor”, third diamond, text revised to reflect deletion of Date of Eligibility from the process.
- ◆ Chapter 7, Section 3: Under “Consultants”, the formula for assessing consultant fees in the cost estimate has been corrected.



- ◆ Chapter 8, Section 4: Entire Section renamed and revised to reflect deletion of Date of Eligibility from the process.
- ◆ Chapter 9, Section 1: Under “Actual Cost Agreements”, first paragraph revised to reflect deletion of Date of Eligibility from the process.
- ◆ Chapter 9, Section 1: Under “Lump Sum Agreements”, first paragraph revised to reflect deletion of Date of Eligibility from the process.
- ◆ Chapter 9, Section 1: Under “Advance Funding Agreements”, first paragraph revised to reflect deletion of Date of Eligibility from the process.
- ◆ Chapter 9, Section 1: Under “Advance Funding Agreements”, subsections relating to Federal Utility Procedure (FUP), State Utility Procedure (SUP), and Local Utility Procedure (LUP) revised to reflect deletion of Date of Eligibility from the process.
- ◆ Chapter 9, Section 2: “Date of Eligibility” subsection deleted.
- ◆ Chapter 10, Section 2: Under “Changes in Approved Work”, the requirement of execution of Form ROW-U-COA, Standard Utility Agreement – Supplemental Agreement, for any changes in approved work was added.
- ◆ Chapter 10, Section 3: Under “For State”, the reference citation was modified.

## **Contact**

Hilda Correa, Division Administrative manager, 512.416.2902

## **Archives**

Past manual notices are available in a [PDF archive](#).

## **Manual Notice 2004-2**

*To:* Utility Manual Users

*From:* John P. Campbell, P.E., Director, Right of Way Division

*Subject:* Manual Revision

*Manual:* *Utility Manual*

*Effective Date:* May 5, 2004

### **Purpose**

- ◆ To add reference to a particular AASHTO guide on the Internet;
- ◆ To add a note regarding the Telecommunications Deregulation Act impacting transportation projects;
- ◆ To add links for accessing a PDF file of the current 43 Texas Administrative Code, Subchapter C: Utility Accommodation Policy;
- ◆ To revise all links to TxDOT form PDFs to become links to the actual form templates themselves;
- ◆ To revise Cost Accumulation procedures regarding the agreement assembly;
- ◆ To add a link to the new Form ROW-U-COA, Standard Utility Agreement – Supplemental Agreement; and
- ◆ To add a linked reference to the online Right of Way Manual, Volume 6.

### **Contents**

- ◆ All Chapters: all links to TxDOT form PDFs now link to the actual form templates.
- ◆ Chapter 2, Section 3 – added reference to the AASHTO guide, “A Guide to the Accommodations of Utilities Within Highway Right of Way.
- ◆ Chapter 3, Section 2 – added a note that the Telecommunications Deregulation Act can impact transportation projects.
- ◆ Chapter 3, Section 3, and Chapter 4, Section 1 – added links to a PDF for the Utility Accommodation Policy.
- ◆ Chapter 9, Section 5 – revised procedures regarding Cost Accumulation preparing and submitting the utility adjustment agreement assembly.
- ◆ Chapter 10, Section 2 – added new Form ROW-U-COA, Standard Utility Agreement – Supplemental Agreement for any changes, minor or major, within the scope of work for a utility adjustment.
- ◆ Chapter 12, Section 12 – added a linked reference to Right of Way Manual, Volume 6, regarding railroads.

**Supersedes**

*Utility Manual*, Online Manual System, January 5, 2004

**Contact**

Hilda Correa, Division Administrative Manager, 512.416.2902.

## **Manual Notice 2004-1**

*To:* Districts Engineers, Division Directors, and Office Directors

*From:* John P. Campbell, P.E., Director, Right of Way Division

*Subject:* *Utility Manual Rewrite*

*Manual:* *Utility Manual*

*Effective Date:* January 5, 2004

### **Purpose**

This manual has been revised and updated to reflect improved business practices, policies, and procedures relating to utility adjustments.

### **Contents**

- ◆ Chapter 1 – Introduction
- ◆ Chapter 2 – TxDOT-Utility Cooperative Management Process and Subprocess
- ◆ Chapter 3 – References for Utility Accommodation
- ◆ Chapter 4 – Preliminary Planning
- ◆ Chapter 5 – Utility Considerations During Highway Design
- ◆ Chapter 6 – Utility Plans and Specifications
- ◆ Chapter 7 – Utility Cost Estimates
- ◆ Chapter 8 – Procedures for Utility Adjustments
- ◆ Chapter 9 – Forms & Agreements
- ◆ Chapter 10 – Performing the Utility Adjustment
- ◆ Chapter 11 – Billing and Payments
- ◆ Chapter 12 – Unique Conditions and Special Cases
- ◆ Appendix A – Reimbursement and Billing Guidelines for Utility Adjustments

### **Supersedes**

This manual supersedes all prior versions.

### **Contact**

Hilda Correa, Division Administrative Manager, (512) 416-2902.