

CITIES AND COUNTIES  
UTILITY COORDINATING PROCEDURES  
(December 1992)

Each Utility is obligated to relocate their facilities when necessary to make way for the proper governmental use of the streets. For this reason procedures were established to assist Cities, Counties and Utilities in coordinating public improvement projects. These procedures were prepared by the members of the APWA Joint Utilities Coordination Committee.

Project Engineers responsible for the development of plans and specifications for City or County projects are responsible for coordinating with Utility Companies during the design and preconstruction phase of the work. The coordination of the "A, B and C" phases of a project is to be done according to the following procedures and time schedule. **(EACH UTILITY SHALL HAVE 120 CALANDER DAYS FROM RECEIPT OF "B" PLANS TO ENGINEER AND CONSTRUCT EACH RELOCATION PROJECT.)**

**NOTE:** All correspondence between the Project Engineer and the Utilities shall reference the phase that the attached plans or comments refer to (i.e. "A", "B", or "C").

**NOTE:** If Contract Engineering firms are to be used by City or County, all Contract Engineers shall indicate that they are under contract with a Public Agency on all correspondence and plans.

"A" PLANS

These plans are defined as "preliminary or base plans" showing project limits, centerline, right of ways and other pertinent information. (i.e. poles, above ground structure, etc.).

- o "A" plans shall be sent to each Utility, for the marking of all facilities within the project boundaries. The name and telephone number of the Utility representative to be working on the project shall be provided to the Project Engineer.
- o Each Utility shall respond in writing within **15 calendar days** of receiving "A" plans acknowledging receipt and transmitting requested information. Each Utility shall provide the information available on utility records. If no reply is received within that time frame, the Project Engineer shall contact the Utility representative for immediate response and coordination.
- o During the design phase the Project Engineer shall contact the utility representative to resolve conflicts as soon as they become apparent. **NOTE: IT IS THE RESPONSIBILITY OF THE PROJECT ENGINEER TO OBTAIN ALL PERTINENT EXISTING UTILITY INFORMATION AND TO INCLUDE THAT INFORMATION ON THE "A" PLANS.**
- o On large projects (i.e., Assessment Dist. etc.), coordination meetings shall be arranged by the Project Engineer, between the "A" and "B" plans with Utility representatives that have major conflicts.

"B" PLANS

"B" plans shall contain the necessary information required to initiate utility relocation design. As a minimum the plans shall include the following: 1) the proposed horizontal alignment depicting the centerline, edge of pavement and right of way, 2) the depth of the structural section, 3) any major vertical grade changes from existing grade, 4) the diameter, horizontal and vertical locations of proposed facilities to be placed, 5) the plans shall also include all utility facilities and locations as determined from field surveys and obtained from utility records or "A" plan responses. During this phase the Project Engineer shall inform the Utilities in their correspondence, of project status, possible delays, advertising date, construction schedule and any other information necessary to establish tentative work schedules.

- o Each Utility representative shall respond in writing within **30 calendar days** of receipt of " B" plans, giving a brief description of the utility conflict(s) and construction schedule on the attached standardized response form.
- o Each Utility shall have **60 calender days** after receipt of "B" plans for the planning and engineering of relocations required. Certain projects may be of a magnitude that may require additional time to design and construct, therefore, each Utility shall be responsible for informing the Project Engineer of scheduling changes or difficulties associated with any project.
- o **NOTE:** Projects requiring Utilities to obtain railroad permits, rights of way, materials, etc. could take 6 to 8 months. Projects requiring the transfer or removal of "Joint" aerial facilities with SMUD, Telephone Company's and/or Cable Television may require additional time to coordinate their work.
- o The Project Engineer shall negotiate scheduling requirements for special situations with the Utilities. The Project Engineer and the Utility representative shall communicate closely during the engineering phase to resolve any potential conflicts. Not doing so could result in delays in construction.

"C" PLANS

"C" plans are defined as final approved plans that are used for bid purposes. The Project Engineer shall forward "C" plans and outline in writing any changes made since releasing "B" plans, (i.e., engineering design, bid date, construction schedule or any foreseeable delays in the project due to public hearings etc). These changes are critical to each Utility's construction schedule and budgeting of capital dollars for public improvement projects.

- o Utilities shall have a minimum of **60 calendar days** to schedule and construct relocations, unless previously negotiated, prior to the City/County contractor starting construction. Each Utility shall respond in writing within **10 calendar days** of receipt of "C" plans, confirming schedule of relocation construction in writing.
  
- o **NOTE:** If there are any significant changes between the "B" and "C" plans which require re-engineering, a new timetable will be determined as outlined under "B" plans. In addition, the County of Sacramento, City of Sacramento and City of Folsom will reimburse each Utility the cost for significant redesign. Also, should the Utilities request relocation changes after receipt of "C" plans which would cause significant redesign of the project by Cities or County, the Utilities shall reimburse the Municipalities the cost for such significant redesign.

APPROVED:

JOINT UTILITIES COORDINATION COMMITTEE - APWA

Member Organizations adopting and endorsing these procedures are: Pacific Bell, Sacramento County, SMUD, Sacramento City, PG&E, City of Folsom, Roseville Telephone, Citizens Utilities, Sacramento Water Works Association, Santa Fe Pipeline & AT&T.

UTILITY INFORMATION FORM  
(Send with "B" Plans Only)

FROM: COUNTY/CITY

TELEPHONE: \_\_\_\_\_

SACRAMENTO, CA

FAX NO.: \_\_\_\_\_

ATTENTION:

TO: UTILITY COMPANY

COUNTY PROJECT: \_\_\_\_\_

CONSTRUCTION LIMITS: \_\_\_\_\_

BRIEF DESCRIPTION OF UTILITY CONFLICTS: \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TENTATIVE SCHEDULE FOR UTILITY RELOCATIONS (IF DIFFERENT FROM  
"C" PLAN GUIDELINES): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

UTILITY COMPANY REPRESENTATIVE \_\_\_\_\_ DATE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

# APWA

AMERICAN PUBLIC WORKS ASSOCIATION

SACRAMENTO COUNTY CHAPTER  
CITIES AND COUNTIES  
UTILITY COORDINATING PROCEDURES

**ADDENDUM 1**

Electronic “A” Plan Review Process

Adopted: July 25, 2011

## I. CONTENT

- Each email must include the following attachments:
  - Letter of Request – prepared on company/agency letterhead & scanned as PDF.
  - Plans/drawings, vicinity map, Thomas Bros page & grid, and any other pertinent information per the 1992 Coordinating Procedures.
- Email Subject Line must read:
  - “A Plan – project name & project number” (for public works projects), or
  - “Utility Conflict Letter – project name & project number” (for private development projects)
- Recipient of electronic A Letter
  - Each utility or agency contact shall provide a current email address (general email box or specific person) to be used for the electronic submittal process.

## II. FORMAT

- File type for plans & Letter of Request – PDF (legible when printed on 11” x 17”)
- No established maximum file size. If file is too large to send, mail a hard copy and send an email explaining the situation.

## III. REVIEW / RESPONSE TIME

- The review period will remain at 15 days, the same as hard copy submittal.
- The review period will start on the date the email was sent with attached files that are printable and readable, not necessarily when the original email was sent.
- If a utility / agency cannot send electronic files due to their security policies, then they will send a hard copy response and notify the originator via email that a response was mailed.