



# Utility Coordination Procedures for Hillsborough County Construction Projects within County Rights-of-Way

October 2023

# **Accommodation Statement**

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 (ADA), Hillsborough County will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Persons with disabilities who need an accommodation for this document should contact the Hillsborough County ADA Officer at (813) 276-8401; TTY: 7-1-1.



**HILLSBOROUGH COUNTY**

**UTILITY COORDINATION PROCEDURES FOR  
HILLSBOROUGH COUNTY CONSTRUCTION PROJECTS  
WITHIN COUNTY RIGHTS-OF-WAY**

**APPROVED**

**APPROVED:** \_\_\_\_\_  
Michael Williams, PE  
County Engineer  
Date  
  
11/01/23  
Effective Date

**HILLSBOROUGH COUNTY  
Office of the County Administrator**

**ADMINISTRATIVE DIRECTIVE #CS-04**

**SUBJECT: UTILITY COORDINATION PROCEDURES FOR  
HILLSBOROUGH COUNTY CONSTRUCTION PROJECTS  
WITHIN COUNTY RIGHTS-OF-WAY**

**EFFECTIVE DATE:**

**EXPIRATION DATE:**

**SUPERSEDES:**

**PURPOSE:**

The Utility Coordination Procedures for Hillsborough County Construction Projects within County Rights-of-Way contains the approved coordination procedures and guidelines to accomplish necessary actions related to County construction projects. When implemented properly, these procedures and guidelines will ensure early advanced planning actions and establish working relationships between County departments, designers, and utility agencies and other rights-of-way users.

**DIRECTIVE:**

The Hillsborough County Public Works Department, with assistance from the Public Utilities Department, and the Parks, Recreation and Conservation Department, shall update the manual for Utility Coordination Procedures for Hillsborough County Construction Projects Within County Rights-of-Way. This manual establishes utility coordination procedures for the planning/pre-design, design, rights-of-way determination and acquisition, bidding, and construction phases for County projects. Utilizing these procedures will result in clarity in bids and commitments between the County, contractors, and utility agencies concerning inter-related construction work schedules.

The County Administrator approves and adopts these “Utility Coordination Procedures for Hillsborough County Construction Projects within County Rights-of-Way” as the County’s guide for all Hillsborough County Departments and Organizations.

The Public Works Department is authorized to distribute the Utility Coordination Procedures for Hillsborough County Construction Projects within County Rights-of-way manual and any future revisions.

**RESPONSIBILITY:** Public Works Department

**APPROVED:**

\_\_\_\_\_  
Michael S. Merrill  
County Administrator

\_\_\_\_\_  
Date

## PREFACE

This manual:

- Describes in detail applicable procedures intended to provide the earliest liaison on a routine basis to ensure that all parties potentially affected by County Capital Improvement Program (CIP) projects share the same knowledge about these projects. These procedures are to be followed for all County Construction projects inside the Rights-of-Way, including “accelerated” or “fast track” projects.
- Provides advanced planning actions necessary to promote exchange of technical data, which can affect choices of alternate schemes that may benefit public users.
- Establishes design practices that facilitate development of a cohesive working relationship between Designers and Utility Agency Owner(s) (UAO), which allows for custom features and design considerations, and helps ensure that all known utility issues are addressed and utilities are relocated properly prior to and during construction.
- Establishes procedures for Project Development and Environmental (PD&E) design, funding, rights-of-way determination and acquisition, bidding, and construction phases. These procedures are intended to result in clarity of bids and commitments between contractors and UAO concerning working schedules.

These procedures are in place to clarify the responsibilities of each party and ensure proper communication, cooperation, and coordination, which is crucial to minimization of utility conflicts and delay claims for Hillsborough County Projects. Minimization of such claims can result in cost savings.

These procedures are intended to be utilized by all Hillsborough County Departments that are designing and constructing CIP projects within County Rights-of-Way. Although various County Departments may have CIP project delivery processes that vary from those contained in this document, or similarly, some portions of these procedures may not apply to a particular project, the overarching intent is for each Department to initiate and maintain effective procedures for coordinating the work being done by the County and the UAO for the duration of all CIP projects within County Rights-of-Way.

Users of these procedures must be familiar with the Utility Accommodation Guide, which defines the policies and standards of Hillsborough County for accommodation of private and public projects as well as the permitting procedure for maintenance work within the County’s public right-of-way; the glossary of terms contained at the end of these procedures will also contribute to understanding the purpose and intent of this manual. Each individual department is responsible for working with and providing information to all UAO’s.

As material specifications, technical criteria and County policies change to meet new needs and changing technology, it will become necessary to revise and update this manual. The County’s procedure for making revisions which includes issuing technical bulletins, accepting public comments, and requesting design exceptions can be previewed on the County’s website at [HCFLGov.net](https://www.hcflgov.net). In addition, you can submit comments and suggestions for changes to the manual using the online “Comment on Public Utilities/Public Works Technical Publications” form located on the County’s [website](#).



TABLE OF CONTENTS

**SECTION 1.0    STANDARD PROCEDURES ..... 1-1**

    1.1    PROJECT DEVELOPMENT AND ENVIRONEMENTAL (PD&E) STUDY .....1-1

    1.2    NOTICE TO PROCEED TO 30 PERCENT DESIGN PHASE .....1-2

    1.3    30 PERCENT TO 60 PERCENT DESIGN PHASE.....1-4

    1.4    60 PERCENT TO 90 PERCENT DESIGN PHASE.....1-5

    1.5    90 PERCENT TO 100 PERCENT DESIGN PHASE.....1-6

    1.6    100 PERCENT DESIGN PHASE.....1-7

    1.7    POST DESIGN SERVICES (IF APPLICABLE).....1-7

    1.8    RIGHTS-OF-WAY DETERMINATION AND ACQUISITION.....1-7

    1.9    BIDDING PHASE .....1-8

    1.10    CONSTRUCTION PHASE.....1-8

  

**SECTION 2.0    ACCELERATED PROJECT PROCEDURES ..... 2-1**

    2.1    ACCELERATED PROJECT DIRECTIVE.....2-1

    2.2    ACCELERATED PROJECT PROCEDURES .....2-1

APPENDICES

- APPENDIX A:    GLOSSARY**
- APPENDIX B:    UTILITY CONFLICT MATRIX**

## Section 1.0      **STANDARD PROCEDURES**

### **1.1 PROJECT DEVELOPMENT AND ENVIRONMENTAL (PD&E) STUDY**

- 1.1.1 At the inception of a Capital Improvement Plan (CIP) project, the requesting Department Project Manager shall prepare a scope of services for a PD&E study and 30% plans (if applicable) for the project, which shall include County utility relocation requirements when applicable.
  - 1.1.1.1 The scope of services shall contain well defined utility coordination tasks and will reference the Utility Coordination Procedures Manual.
  - 1.1.1.2 The scope of services for project design shall ensure that the Designer is responsible for all utility coordination. This includes locating existing utilities by subsurface utility engineering (SUE) or other acceptable methods, if deemed necessary. The scope shall also require that the Designer consider the location of all utilities and attempt to “design around” utilities when possible. The Designer shall not attempt any such design, however, that would adversely affect the overall design of County utilities.
  - 1.1.1.3 When the Designer identifies potential utilities conflicts, the Designer shall verify the conflict by means of horizontal and vertical locates, including SUE as necessary.
    - a) The Designer shall identify, if possible, any conflicts and improvements that will impact the cost and schedule of the project, such as public or private utility costs that may be reimbursable by the County (ex. overhead to underground relocations of private utilities) and any additional rights-of-way or easement costs.
  - 1.1.1.4 The Designer’s responsibility is for the benefit of the County and not for the benefit of any third party. While the County is encouraging cooperation between public and private interests, the private Utility Agency Owners (UAOs) are to remain responsible for their own utility facilities, including but not limited to rights-of-way and/or easement acquisition, design, re-design, removal, relocation, upgrading, and new facilities, including all associated costs.
- 1.1.2 At the inception of a project, Designer shall involve all known affected UAOs. The needs of the County and all known affected public or private UAOs shall be identified for County construction projects added to the capital improvement program.
  - 1.1.2.1 The first communication to the UAO is a formal advanced notification from the Designer. This notification will request public and private Utility Agencies to furnish all appropriate planning information pertaining to the described project, including as-built drawings.
  - 1.1.2.2 If a utility responds via email or submits a letter of either, “NO CONFLICT” stating that the UAO has facilities within the project limits but will require no relocation or adjustment or “NO FACILITIES” stating that they have no facilities in the area and do not plan on having facilities in the area to the Designer, the County may not provide further notification to said UAO unless a plan change presents a need that was not previously addressed. However, it is recommended that updated plans or meeting notices be transmitted as needed.
- 1.1.3 Projects that might impact PUD assets, shall incorporate the following procedures:
  - 1.1.3.1 The Project Manager shall provide PUD with a copy of the project scope, preliminary design report, any relevant geotechnical reports, all current construction drawings and/or

base maps, and any preliminary estimates of probable cost of construction. Upon receipt, PUA will evaluate same and determine whether the proposed project will adversely affect the security, stability, or operational efficiency of existing assets in the project vicinity. If it is determined that the PUA assets will be compromised in any way, a written response will be prepared outlining the needed changes (realignment, removal, replacement, or upgrade) to PUA assets and the probable additional cost to the County.

1.1.3.2 The Project Manager shall be responsible for collaborating with PUA design staff and incorporating any recommended changes into the project design. The Project Manager may enter into a separate design agreement with PUA to prepare the appropriate drawings or utilize any other design resources at his disposal.

1.1.3.3 Funding for the redesign of PUA assets as the result of a project initiated by Public Works Administration (PWA), shall be provided by the initiating department. Funding for the construction and implementation of proposed changes shall be by mutual consent in accordance with past agreements between PWA and PUA, and shall include the following provisions:

- a) PUA will establish a separate utility relocation fund to provide money for the construction or relocation of affected PUA assets.
- b) Monies to be used for projects constructed under the work order contracts process may only be released by authorized PUA signature. Monies to be used for projects constructed under the competitive bid process, shall be transferred via an administrative budget amendment
- c) The release of any monies from the relocation fund shall be contingent upon PUA concurrence of project priority, review and approval of the proposed relocation budget, review and approval of all associated construction drawings, receipt of required permits from all regulating agencies, agreement to provide signed and sealed record drawings at the end of the project, and the commitment to provide full time inspection for all PUA assets installed under the aforementioned agreement.
- d) Incidental utility relocations (structure offsets, line replacement or relocations of less than or equal to 60 linear feet, etc), shall be the financial responsibility of the PWA. No money will be transferred out of the PUA utility relocation fund for any expenditures of less than \$5,000.

1.1.4 At this point in the process, the County may consider a Joint Project Agreement (JPA) with one or more UAOs. If the JPA process is preferred, then a formal agreement signed by the Board of County Commissioners will ultimately be required.

1.1.5 Unreasonable Interference by a Public or Private Utility: If the requesting County Department determines that any public or private UAO is “unreasonably interfering” with the proposed County project, the County Department Project Manager will provide proper notification of such to the private utility, pursuant to Section 337.403 and Section 404, Florida Statutes. The formal notification of the finding of interference must be provided per the requirements in this Statute, at a minimum.

## **1.2 NOTICE TO PROCEED TO 30 PERCENT DESIGN PHASE**

1.2.1 During the beginning phase of a project design, initial contact is made with the UAOs to establish coordination contacts, inform them of the project limits, and request preliminary utility location information.



- 1.2.2 To monitor projects, copies of all correspondence between the Designer and every affected UAO shall be sent to the Project Manager. In addition, the Designer is required to furnish copies of the minutes of all meetings to those attending and to the County Project Manager.
- 1.2.3 The Designer shall ensure that all UAOs located within the construction limits are involved at the inception of design by sending a letter or email describing the project. This notification shall include the design completion date, and anticipated project construction start date, along with two sets of plans if sent by mail: one to send back with existing utilities plotted, and one for the affected entity to keep on file. The letter of notification must include the following information:
- 1.2.4 The standard color coding identified below must be used to show the disposition of utilities on plans:
  - Red - Existing utilities that are:
    - a) To be removed or relocated horizontally or
    - b) To be placed out-of-service (deactivated) but left in place.
  - Green - Existing utilities to remain in place with no adjustment.
  - Brown - Utilities that are:
    - a) Existing and are to be adjusted vertically, but are to remain in the same horizontal alignment, or
    - b) New utilities to be installed.
- 1.2.5 A statement that attendance at meetings and cooperation of the known utilities is encouraged and expected.
- 1.2.6 A statement that the private UAO is ultimately responsible for any conflicts in design by its own organization which result in uncovered or unresolved conflicts.
- 1.2.7 A statement that any UAO that has no facilities within the limits of the proposed construction, or which determines that its facilities are not impacted by the proposed construction, will furnish a letter of “NO FACILITIES” or “NO CONFLICT” to the Department Project Manager. When the Department Project Manager receives a letter of “NO FACILITIES” or “NO CONFLICT”, the County may not provide further notification to the utility unless a plan change occurs that may impact said utility. However, it is recommended that the Designer continue to transmit updated plans or meeting notices as needed. Be advised that the “NO CONFLICT” document is one of permit submittal requirement.
- 1.2.8 All design submittals involving the PUA, will be routed to the PUA Utility Coordination Team for logging and tracking, unless the Project has been transferred to the PUA Project Management Section and notification of the change in contact information has been provided to the Designer. The PWA will ensure that all designs prepared on behalf of the County Water Resource Services Department are in accordance with the Hillsborough County Water, Wastewater, and Reclaimed Water Technical Manual.
  - 1.2.8.1 Design plans will be submitted to the PUA design team for review at 30, 60, 90, and 100 percent phases, unless approved otherwise by the project management teams of both departments.
  - 1.2.8.2 Design plans for projects designated as “accelerated or fast tracked” projects will be submitted to the PUA for review at a minimum of two submittals, unless PUA facilities

relocation is necessary, then additional reviews may be necessary as agreed upon by the Project Manager and PUA.

- 1.2.8.3 A notice that the UAO will have 20 working days to review each plan submittal, unless otherwise approved. For more complex projects the review period may be negotiated.
- 1.2.8.4 In addition to PUA proposed utility relocations, the Project Manager is responsible for coordinating and incorporating any new work as proposed into the design plans.

### **1.3 30 PERCENT TO 60 PERCENT DESIGN PHASE**

- 1.3.1 At 30 percent design, the Designer shall ensure that all known existing utilities are drawn on the plan and profile sheets and cross-section sheets plotted based on the ground utility survey and the returned, marked-up plans from the UAOs.
- 1.3.2 The Designer shall hold a utility coordination meeting within 30 calendar days following the 30 percent design acceptance for the purpose of ensuring that all known UAOs are informed of project status. The Project Manager shall attend each of the utility coordination meetings, and shall be involved with the resolution of any conflicts.
- 1.3.3 At the utility coordination meeting, the Designer shall, at a minimum, perform the following:
- 1.3.4 Confirm that two sets of plans and the utility conflict matrix have been furnished to each UAO so that each utility may begin its designs
  - 1.3.4.1 Describe the project to aid the UAO in understanding the project parameters
  - 1.3.4.2 Ensure that the UAO confirm their existing utility locations as plotted on the plans
  - 1.3.4.3 Identify obvious conflicts and possible major utility relocations as noted on the utility conflict matrix
  - 1.3.4.4 Describe and discuss with all parties the possible locations of alignments, corridors, and the type of installations involved.
  - 1.3.4.5 Inform all other affected utilities of the County's utility alignments and locations, if known. The locations of County-owned utilities shall be provided by the Designer, to all involved utilities as soon as the final alignment is selected and approved by PUA.
- 1.3.5 The Designer shall review information obtained from each known UAO within the project limits and shall attempt to minimize utility relocations and adjustments during the design.
  - 1.3.5.1 The Designer must determine whether adequate Rights-of-Way exist to accommodate all existing and proposed utilities (See Rights-of-Way Determination and Acquisition Phase).
  - 1.3.5.2 The project shall not progress until all items on the applicable design review checklist have been addressed and verified by the Project Manager.
- 1.3.6 The Designer shall utilize a "Utility Conflict Matrix" (See Appendix) provided by the County throughout the design process. The initial utility conflict matrix shall identify all conflicts between existing utilities and design features. As the design progresses and utility relocation plans are prepared by the UAOs, the utility conflict matrix shall be utilized to identify and resolve conflicts between existing and proposed utilities and design features. The Utility Conflict Matrix will be updated and distributed during each design phase. At the conclusion of the design, all conflicts identified by the Utility Conflict Matrix (APPENDIX B) shall be resolved.

## **1.4 60 PERCENT TO 90 PERCENT DESIGN PHASE**

- 1.4.1 At 60 percent design, the Designer shall confirm that all known existing utilities are shown on the drainage structure sheets, cross-section sheets, plan and profile sheets, lighting plans and signalization plans (when applicable).
- 1.4.1.1 The Designer shall further evaluate all potential conflicts by field investigation, both horizontally and vertically utilizing Subsurface Utility Engineering (SUE).
- 1.4.1.2 This identification process shall include all necessary coordination between the UAOs, surveyors and the Designer in an attempt to identify possible conflicts. If any such conflicts are discovered, the Designer shall request completion of a design by the affected UAO, with a non-conflicting adjustment indicated on the design plans.
- 1.4.1.3 The Designer shall inform the affected utility that if the UAO fails to accomplish this design, the County will resolve the conflict. The cost of this resolution shall be the responsibility of the affected UAO, and the UAO shall reimburse the County for any expenses incurred, as described in Standard Procedures, Section 1.1.5, Unreasonable Interference by a Public or Private Utility, of this document.
- 1.4.2 Within 30 calendar days following the 60 percent design acceptance, the Designer shall hold a utility coordination meeting. The Project Manager shall attend each of the utility coordination meetings, and shall be involved with the resolution of any conflicts.
- 1.4.3 The 60 percent design utility coordination meeting shall ensure that all entities are up to date on the project and have received the following:
- 1.4.3.1 Two sets of plans, which shall include all appropriate plan sets, including but not limited to signalization plans and the County's proposed utility plans (if applicable); draft Utility Relocation Schedule (URS) and updated Utility Conflict Matrix.
- 1.4.3.2 Instructions to the UAO to mark up one set of plans showing their designs for relocations, adjustments, new installations, and existing utilities to remain, and prepare a draft URS. These mark-ups are to be returned to the Designer within 20 working days, unless otherwise approved, for more complex projects the review period may be negotiated. Color coding for marked plans area as follows:
- Red - Existing utilities that are:
    - a) To be removed or relocated horizontally or
    - b) To be placed out-of-service (deactivated) but left in place.
  - Green - Existing utilities to remain in place with no adjustment.
  - Brown - Utilities that are:
    - a) Existing and are to be adjusted vertically, but are to remain in the same horizontal alignment, or
    - b) New utilities to be installed.
- 1.4.4 The Designer must ensure that all existing and proposed utilities are shown on the appropriate sheets, including but not limited to drainage structure sheets and cross-section sheets. Plan and profile sheets may only show existing facilities for more complex projects.
- 1.4.5 The proposed alignment of relocated private utilities (horizontal and vertical) will be shown on the plan and profile sheets of the utility adjustment plans. For small less complex projects, these proposed alignments may be on the roadway plan and profile sheets, if approved by the Project

Manager. PUA utility relocation design must be shown on separate sheets and shall meet Hillsborough County Water, Wastewater, and Reclaimed Water Technical Manual.

- 1.4.6 Based on information obtained from the UAOs at 60 percent design, the Designer shall:
  - 1.4.6.1 Compile the utility adjustment plans
  - 1.4.6.2 Work jointly in an attempt to resolve potential conflicts
  - 1.4.6.3 Make its best efforts to identify any utility conflicts between agencies' designs (which will include but not be limited to applicable signalization designs, the County's proposed utility designs when applicable, and maintenance of traffic designs)
  - 1.4.6.4 The Engineer of Record (EOR) will prepare a draft Project Construction Phasing Plan or (Traffic Control Plan; based on County Engineer approval) which will be provided to the UAOs along with the 60% Plans. The UAOs will then either conform their relocation to the proposed phasing plan or inform the EOR, within two weeks of receipt of the Phasing Plan, why it cannot conform, which will potentially require the EOR to revise the phasing plan. The construction phasing plans will coincide with the UAOs URS Phases I, II, III, IV and Prior to Construction.
  - 1.4.6.5 Coordinate as many utility meetings that are necessary to resolve all conflicts
- 1.4.7 Regardless of the Designer's responsibility to make its best efforts to identify potential utility conflicts, each private utility is responsible for any conflicts attributable to its design.

## **1.5 90 PERCENT TO 100 PERCENT DESIGN PHASE**

- 1.5.1 At 90 percent design, the Designer shall confirm that the utility adjustment plans are 100 percent complete. The Designer will transmit to each UAO two complete sets of construction plans.
  - 1.5.1.1 In addition to preparing utility adjustment plans, each UAO shall also be required to submit four completed original URSs as described in the Utility Accommodation Guide and Rights-of-Way Use Procedures Manual.
  - 1.5.1.2 Each UAO shall adequately determine the number of days required to perform the necessary work.
  - 1.5.1.3 When possible, UAOs shall complete the adjustment/relocation of facilities prior to issuance of the construction contract Notice to Proceed.
  - 1.5.1.4 If a UAO is unable to complete adjustment/relocation of its facilities before issuance of Notice to Proceed, the Project Manager shall evaluate the time requested by the affected utility and determine the feasibility of providing the requested time during the duration of the contract. The Project Manager shall also determine whether special provisions to the technical specifications are required to accommodate the proposed utility relocation.
  - 1.5.1.5 Each UAO shall also be required to submit a Right-of-Way use permit application. Refer to the Utility Accommodation Guide and Rights-of-Way Use Procedures Manual for permit requirements and maintenance of traffic (MOT) submittal requirements.
- 1.5.2 For major roadway or intersection projects, the Designer shall hold a Final Design utility coordination meeting within 18 calendar days following the 90 percent design acceptance. The Project Manager shall attend each of the utility coordination meetings, and shall be involved with the resolution of any conflicts. This meeting is to discuss and (if approved by the Project Manager) accept the anticipated URS and determine whether special provisions to the contract documents are needed to accommodate utility construction.

## **1.6 100 PERCENT DESIGN PHASE**

- 1.6.1 At 100 percent design, the Designer shall ensure that all utility conflicts have been resolved.
- 1.6.2 The Designer shall consult the Project Manager to ensure that construction scheduling and technical specifications have been addressed.
- 1.6.3 Additional utility coordination meetings shall be held as required to resolve utility conflicts. The Project Manager shall attend each of the utility coordination meetings, and shall be involved with the resolution of any conflicts.
- 1.6.4 An original signed and approved URS shall be sent to the UAO by the Designer or Project Manager.
- 1.6.5 UAOs are to be notified that the URS may be revised during the bid or construction phases. During the final design, bid, and construction phases, URSs may be negotiated between the UAO, Contractor, and County. The Project Manager has final approval.
- 1.6.6 If at any time the project schedule is changed from the schedule that was provided to the UAOs, the Project Manager shall inform the UAO of the change.
- 1.6.7 The Designer shall review the project construction phasing plan that includes all of the proposed utilities relocation and proposed new utilities to ensure all relocations have been scheduled.
- 1.6.8 Once the advanced relocation work has been scheduled the Designer will monitor and track all advanced relocation efforts prior to construction. Status reports to the County will be required bi-weekly.

## **1.7 POST DESIGN SERVICES (IF APPLICABLE)**

- 1.7.1 The Designer shall hold a follow up utility meeting with all of the UAOs if there is a greater than six-month delay between final plans and the County's advertisement date.
- 1.7.2 The Designer shall forward a copy of the approved URS to all involved UAOs for an additional review and the UAO is to initial and date the approved URS if still accurate.

## **1.8 RIGHTS-OF-WAY DETERMINATION AND ACQUISITION**

- 1.8.1 The Designer is to determine whether existing Rights-of-Way are sufficient to accommodate all utilities. This will be accomplished as early as possible prior to or during the design phase.
  - 1.8.1.1 In the event that the proposed Rights-of-Way are determined to be inadequate to accommodate all utility facilities, the Designer shall notify the Project Manager, and furnish, the Project Manager with proposals and alternatives.
  - 1.8.1.2 The appropriate Department will determine which proposal or alternative will be accepted or course of action to be taken. The County Real Estate Department, Acquisition Section, the County Attorney's Office (eminent domain attorney) and the PWA court engineer will also be involved in making this determination.
- 1.8.2 Upon request, the appropriate Department shall furnish Rights-of-Way plans (if available) to the UAOs.

- 1.8.3 Upon Project Manager approval of the URS, the UAOs shall be informed of ongoing Rights-of-way acquisitions to allow for pre-construction relocations.
- 1.8.4 At times during Right-of-Way Acquisition Process, the project design may be revised based on agreements with property owners. If revisions occur, the revised sheets of the final plans shall be submitted to the UAOs. The Designer and Project Manager must consider the effect of all utilities prior to making these changes.
- 1.8.5 Upon completion of the Rights-of-Way Acquisition and prior to the bidding phase, the Project Manager shall schedule a meeting with the involved UAOs and companies to inform them of the progress and schedule of the project. The Designer shall prepare detailed meeting minutes and submit them to the Project Manager for review prior to distribution. If any changes have occurred to either the roadway design or to the disposition of the utilities since the completion of final design, the Designer shall revise the utility adjustment plans as necessary and obtain revised URS from the respective public and/or private UAOs and/or companies. If no changes to the disposition of the utilities have occurred since final design, the Designer shall obtain written confirmation from each public and private utility agency and company that its relocation design and relocation schedule are current.

## **1.9 BIDDING PHASE**

- 1.9.1 The County shall keep the UAOs informed of the progress and schedule of the project on a monthly basis through Greater Tampa Utility Group (GTUG) meetings.
- 1.9.2 The County will invite all affected UAOs involved to the pre-bid meeting to address questions related to relocation plans and schedules.
- 1.9.3 If questions arise by prospective bidders during the bidding phase that relate to a UAO relocation plans or relocation schedule, the Project Manager will request that the UAO provide information to the County so that the question(s) can be given to the bidders in the form of a bid addendum.
- 1.9.4 Once a bidder is awarded a project, the Project Manager will provide written notification of the scheduled project start date and the Notice to Proceed date to all affected UAOs at the pre-construction meeting.

## **1.10 CONSTRUCTION PHASE**

- 1.10.1 Once the construction contract is awarded, the Department Project Manager will conduct a pre-construction/partnering meeting. All affected Utility Agencies involved shall be invited to the pre-construction meeting. Before or during this meeting, Utility Agencies may propose adjustments to their proposed construction schedules to coincide with the contractor's proposed schedule. The contractor and the County must agree to said proposed schedule adjustments, provided the adjustments have no impact on the Project's schedule and result in no additional cost to the County. If accepted, the adjusted schedule(s) will become part of the contract and the construction schedule. An approved signed copy of the schedule shall be given to the UAO by the Project Manager.
- 1.10.2 The Project Manager, in conjunction with the contractor, shall properly coordinate and schedule with all of the UAOs to prevent delays to the project.



- 1.10.3 Following Notice to Proceed, the Project Manager and the contractor shall schedule an initial progress meeting. Each UAO involved in the project shall be invited to this meeting to discuss each Utility Agencies construction schedule.
  - 1.10.3.1 At that meeting, specific times, dates, and meeting frequency shall be set by the Project Manager for future meetings. Meeting frequency shall depend upon the complexity of the project.
  - 1.10.3.2 These meetings shall continue until the Project Manager, Contractor, and the affected UAO agree that the meetings are no longer warranted.
  - 1.10.3.3 Prior to the start of any work a Temporary Traffic Control and Rights-of-Way Use Permit must be submitted by the UAOs for approval. The permit submittal is to be signed by the Project Manager.
- 1.10.4 If the contractor or a UAO requests a construction schedule revision, the requesting party shall notify the Project Manager. The Project Manager shall notify all affected parties, and a meeting shall be held by the Project Manager to determine what effects the revisions will have on the County, contractor, or UAOs.
  - 1.10.4.1 If any construction schedule revision request results in delays to the project, the UAO and the contractor shall negotiate with the County for said delays, and shall compensate the County, if appropriate, before the Project Manager will agree to process a change order permitting the proposed schedule revision. The contractor shall review revisions and is responsible for verifying the location of existing utilities.
- 1.10.5 For projects that involve the Hillsborough County PWA and the PUA, the Hillsborough County PUA shall perform the actual utility relocation construction as part of its construction contract, when applicable.
  - 1.10.5.1 This shall not include Construction Engineering Inspection (CEI) for County utility relocation construction. PUA is responsible for CEI (cost and actual onsite effort) of its utility relocation construction.
  - 1.10.5.2 This does not supersede the PWA's overall CEI of the construction project, but allows the PUA to directly oversee quality control and specification compliance of the relocation of its lines.
  - 1.10.5.3 Any contractual issues will be coordinated with the PWA's Project Manager.
  - 1.10.5.4 Change orders and Allowance Authorization Release (AAR's) will be agreed upon by the PUA CEI personnel and the PWA Contractor, and submitted to PWA for processing.
  - 1.10.5.5 The PUA CEI personnel will monitor quantities for payment and submit them to the PWA Project Manager weekly.
  - 1.10.5.6 Pipeline locations as determined by PUA will not be adjusted without PWA approval.
- 1.10.6 Construction record drawings per the Hillsborough County Water, Wastewater, and Reclaimed Water Technical Manual will be provided to PUA at the conclusion of the construction project.

## Section 2.0      **ACCELERATED PROJECT PROCEDURES**

### **2.1 ACCELERATED PROJECT DIRECTIVE**

- 2.1.1 By written directive from a Department Director (or higher-level official), the County may deem a project to be “accelerated” or “fast tracked”. Examples of justification for project acceleration include, but are not limited to, the following:
- 2.1.1.1 Safety considerations;
  - 2.1.1.2 A public commitment by the Board of County Commissioners;
  - 2.1.1.3 Pending expiration of project funds such as grants.
- 2.1.2 In some cases, a project’s accelerated or fast-tracked status may be rescinded, such as when additional Rights-of-Way are required.

### **2.2 ACCELERATED PROJECT PROCEDURES**

- 2.2.1 All of the procedures outlined in this document for PD&E, Design, Rights-of-Way determination and acquisition, Bidding and Construction phases shall still apply for accelerated or fast-tracked projects, except that stated timelines may be accelerated. Reasonable time schedules will need to be set during the PD&E phase, and any aspect of the existing process that can be accelerated shall be implemented as quickly as possible.



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## APPENDIX A: GLOSSARY

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## GLOSSARY

**CIP:** Capital Improvement Project

**Department:** The County department that initiates a project and which is responsible for project management from inception to completion.

**Designer:** the designer that provides engineering services for the Department or, when applicable, the Consultant chosen to design the project.

**EOR:** Engineer of Record

**PD&E:** Project Development and Environmental study

**Project Manager:** County designee in responsible charge of managing and processing the project from start to finish and, ensuring adherence to the Scope of Services. All correspondence (questions, problems, or concerns pertaining to the project) shall be addressed, or copied, to the Project Manager.

**Public Utilities Administration (PUA):** County department responsible for constructing, maintaining and operating all county water, wastewater and reclaimed water systems.

**SUE:** Subsurface Utility Engineering

**Utility Agency Owner (UAO):** Public or private utility agency or company, or designee, that will research and furnish all pertinent, proposed and existing utility information to the Designer.

**Utility Conflict Matrix:** Comprehensive list of potential utility conflicts with the proposed improvements.

**Utility Coordinator:** Consultant designee that is responsible for the performance of all utility coordination procedures contained in the Consultant's scope of services.

**Utility Design Consultant:** Consultant chosen to design proposed County utilities and/or any relocations or adjustments needed for the complete design of a project (if different than the Designer)

**Utility Relocation Schedule (URS):** Detailed schedule of all utility relocations, removals and new facilities to be constructed by the UAO. Include construction phasing and number of calendar days to complete the work. URS must be signed by the Utility Design Consultant (EOR) and the County Project Manager.



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# APPENDIX B: UTILITY CONFLICT MATRIX

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