

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

July 2026

Accommodation Statement

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HILLSBOROUGH COUNTY

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

APPROVED

APPROVED: _____
Michael Williams, PE
County Engineer

_____ Date

_____ 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

The intent of this document is for each Hillsborough County Department to initiate and maintain effective procedures for coordinating the work being performed by the County and the Utility Agency Owner(s) (UAO) for the duration of all CIP projects within County's Rights-of-Way.

This manual:

- Describes applicable procedures to ensure that all parties, potentially affected by the County Capital Improvement Program (CIP) projects, share the same knowledge about these projects and identify advanced planning actions necessary to promote exchange of technical data. These procedures are to be followed for all County Construction projects inside the Rights-of-Way, including “accelerated” or “fast track” projects.
- Establishes coordination practices during design that allows for a cohesive working relationship between the Engineer of Record (EOR) and UAO. Employs a Utility Conflict Matrix to track and address potential UAO(s) conflicts to ensure that all known utility issues are addressed, advanced utility relocation can be identified and determine which utilities can only be installed or relocated during construction.
- Establishes utility relocation procedures for Project Development and Environmental Studies (PD&E) and Final Design Plans identifying procedures for subsurface utility data collection, identification of potential utility conflicts, setting up coordination procedures between the EOR and the UAO, and Hillsborough County Water Resources Department (HCWRD).

These procedures are to be utilized by all Hillsborough County Departments that are designing and constructing CIP projects within County Rights-of-Way. The procedures clarify the responsibilities of each party to ensure proper coordination, communication, and cooperation, which is crucial to minimize utility conflicts and delay claims for Hillsborough County Projects.

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. An index of acronyms and abbreviation contained at the beginning of these procedures will 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 HCFL.gov. 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.

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ACRONYMS AND ABBREVIATIONS

AAR	Allowance Authorization Release
ARPA	American Rescue Plan Act
AUR	Advanced Utility Adjustment
CEI	Construction Engineering and Inspection
CIP	Capital Improvement Project
DPM	Design Project Manager
EOR	Engineer of Record
FDOT	Florida Department of Transportation
FM	Force Main
HCWRD	Hillsborough County Water Resources Department
JPA	Joint Powers Authority
MOT	Maintenance of Traffic
NTP	Notice to Proceed
PD&E	Project Development and Environmental
PM	Project Manager
PUA	Public Utilities Administration
PWA	Public Works Administration
QLA	Quality Level 'A'
QLB	Quality Level 'B'
RGBs	Red-Green-Brown Lines
SUE	Subsurface Utility Engineering
TBUG	Tampa Bay Utility Group
TCP	Traffic Control Plan
UAO	Utility Agency Owner
UC	Consultant Utility Coordinator
URS	Utility Relocation Schedule
UWHCA	Utility Work by Highway Contractor Agreements
WM	Water Main

Section 1.0 STANDARD PROCEDURES

1.1 PROJECT DEVELOPMENT AND ENVIRONMENTAL (PD&E) STUDY

The requesting Department's Project Manager must develop a detailed scope of services specifying utility coordination tasks and County utility relocation needs for a PD&E study and, if applicable, 30% plans associated with the Capital Improvement Program (CIP) project.

1.1.1 Scope of Services

The scope of services must include the following:

- 1) Utility coordination and locating services for existing utilities via subsurface utility engineering (SUE). Utility locates (Quality Level 'A', as defined in the "FDOT Surveying and Mapping Handbook") must be obtained when proposed improvements or construction operations are within three (3) feet of utilities. The Utility Agency Owners (UAOs) are required to provide locate information as required by Section 1.2 of The Utility Coordination Procedures for Hillsborough County Construction Projects within County Rights-of-Way.
- 2) Identify potential conflicts between the proposed improvements and UAOs' existing facilities by obtaining SUE (verified vertical and horizontal data).
- 3) Analyze alternative design considerations to avoid and/or minimize impacts to adjacent utilities.
- 4) Identify conflicts and improvements that will impact the cost and schedule of the project without adversely affecting existing or new County utilities.
- 5) Identify public or private utilities required to relocate due to rights-of-way acquisitions or impacts associated with easements that may be reimbursable by the County.

Adjustments of UAOs facilities within the right-of-way due to conflicts with a CIP project is the responsibility of the UAO. All associated costs are the responsibility of the UAO.

1.1.2 Responsibilities of the Engineer of Record (EOR)

The EOR must perform the following tasks at the start of a CIP project:

- 1) Obtain a list of Utility Agency Owners (UAOs) from the Sunshine811 (Exactix) design ticket process.
- 2) Submit an Advance Notification request to UAOs to verify their involvement within the project limits and obtain copies of existing and/or proposed facilities information within 30 calendar days from receipt of notice to proceed (NTP).
- 3) The County requires that each UAO is provided with updated plans and meeting notices at each milestone submittal. The UAO must confirm their involvement within the project's limit at each milestone phase or provide a "NO FACILITIES" letter if there are no facilities within the project limits. UAOs must submit a "NO CONFLICT" letter for facilities within the project limits that does not require adjustments or relocation.
- 4) Coordinate and manage all utility-related items in accordance with this manual

1.1.3 Projects involving Hillsborough County Water Resources Department (HCWRD) assets

- A. The Project Manager must adhere to the following procedures for projects that may affect HCWRD's facilities:
- 1) Submit a copy of the scope of services and all other relevant project data to HCWRD.
 - 2) HCWRD must review the information provided for potential impacts to their assets. HCWRD must submit a written response to the Project Manager outlining the needed changes (realignment, removal, replacement, or upgrade) to HCWRD assets and the probable additional cost to the County.
 - 3) Collaborate with HCWRD's design staff and incorporate any recommended changes into the project design. The Project Manager may enter into a separate design agreement with HCWRD to prepare the appropriate drawings or use any other available design resources.
 - 4) Funding:

The initiating Department (i.e. Public Works Administration "PWA") must fund the redesign of HCWRD's assets due to a project initiated by PWA. Funding for the construction and implementation of proposed changes must be by mutual consent, and must include the following provisions:

 - a. HCWRD must establish a separate utility relocation fund to provide money for the construction or relocation of affected HCWRD assets.
 - b. Authorization of funds:
 - i. HCWRD's signature authorization is required for funds being used to construct projects under the Work Order contracts process.
 - ii. Initiate an administrative budget amendment funds transfer for Projects that are subject to the competitive bid process.
 - iii. Obtain HCWRD's concurrence of the project's priority for the release of funds from the relocation fund. The following items are required prior to the release of funds:
 - 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
 - Commitment to provide full time inspection for all HCWRD's installed assets
 - c. Expenditure Threshold:

Utility relocations or incidental utility relocations 60 linear feet or less with a total cost less than \$5000 is the responsibility of PWA.
- B. The County may consider a Utility Work by Highway Contractor Agreements (UWHCA) if requested by a UAO. Approval is required from the Board of County Commissioners for a UWHCA.

1.1.4 Unreasonable Interference by Public or Private Utility

Notification must be provided by the County's Department Project Manager to the public or private UAO pursuant to Section 337.403 and Section 404, Florida Statutes for any unreasonable interference.

1.2 NOTICE TO PROCEED TO 30 PERCENT DESIGN PHASE

1.2.1 Utility Contact

Initiate contact with UAOs to establish the appropriate point of contact, determine their involvement within the project's limits, request preliminary utility location information, as-builts, and bore logs (if available).

A. The Designer must provide the following to the UAOs:

- 1) Transmittal letter including a project description and proposed improvements
- 2) A set of electric plans depicting the proposed project limits (including design elements/features)
- 3) Request green-line markups of existing facilities. Include markups on the project plan set provided.
- 4) The project's milestone dates and anticipated construction start date
- 5) Schedule for Utilities kickoff meeting
- 6) Detailed meeting minutes

UAOs must attend utility design meetings and provide supporting documentation when requested by the EOR and/or the County's Project Manager, to avoid delays in the project's schedule.

Private utilities must address conflicts between their facilities and the County's proposed project.

B. The Designer must provide the following to the County Project Manager:

- 1) Copies of pertinent correspondence between the EOR and the UAOs
- 2) Status report of UAOs involvement within the project's limits

C. UAOs must provide the following to the EOR:

- 1) A marked set of project plans depicting existing and proposed facilities (if applicable)
- 2) Copies of as-builts and bore logs (if available)
- 3) Confirmation of intent to attend the utility design meeting
- 4) A "No Facilities" letter if deemed to not be involved within the project's limits
- 5) A "No Conflict" letter if deemed to not have conflicts with the proposed project

1.2.1.1 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) and 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.

1.2.2 UAO Review Timeframe

UAOs must complete their review within **thirty (30) calendar days** of receiving plans submittals, unless otherwise noted. An extension of the review timeframe can be negotiated for more complex projects.

The EOR must transmit future project correspondence, and plans and meeting notices to UAOs that previously issued a “No Conflict” or “No Facilities” letter to confirm their involvement status at each project milestone submittal.

1.2.3 Submittals involving HCWRD

The County’s Project Manager must route design submittals to HCWRD’s Utility Coordination team for review. PWA must ensure that all designs prepared on behalf of HCWRD adhere to the requirements of the [Hillsborough County Water, Wastewater and Reclaimed Water Technical Manual](#), and the [Hillsborough County Public Utilities Technical Specifications](#).

Design Submittals

The following design submittals and review timeframes apply to projects involving HCWRD:

1. Submit plans to HCWRD at the following design phases: 30%, 60%, 90%, and 100% unless otherwise approved by the project management teams of both departments.
2. “Accelerated/Fast-track” Projects: HCWRD must perform at least two (2) submittal reviews. The County’s Project Manager and HCWRD must schedule additional reviews (as needed) if relocation of HCWRD’s facilities is required.

The County’s Project Manager must ensure that HCWRD’s proposed utility relocations and UAOs’ proposed adjustments and/or relocations are incorporated into the design plans.

1.3 30 PERCENT TO 60 PERCENT DESIGN PHASE

1.3.1 Responsibilities of the EOR

The EOR must perform the following tasks:

1. Verify that all known existing utilities are accurately depicted in plan-view, profiles, and cross-sections.
2. Prepare and submit a preliminary utility conflict matrix and an electronic copy of the plans to UAOs within the project limits.
3. Schedule a Utility Design/Coordination meeting within thirty (30) calendar days following the 30% Utilities Submittal. The County’s Project Manager and a representative from the

County's CIP Utility Coordination team must attend the Utility Design/Coordination meeting.

1.3.1.1 Utility Design/Coordination meeting

- 1) Provide a detailed description of the proposed project. Ensure that design features that may result in conflicts with UAOs aerial and/or underground facilities are clearly identified.
- 2) Verify that all known UAOs received the submittal documents and have all the pertinent information to begin their designs.
- 3) Discuss with each UAO their potential relocation alignments, dependent activities, anticipated sequence of construction, MOT, and potential issues that could delay their work activities.
- 4) Define the limits and the extent of HCWRD's proposed relocation activities (if applicable) and share HCWRD's proposed relocation alignment(s) with all involved UAOs.

1.3.1.2 UAO Document Review

After receiving the UAOs' marked plans, other existing facilities information that were provided by the UAO, and information obtained from field investigations, the EOR must perform the following:

1. Review all available data and attempt to avoid and/or minimize utility conflicts through design changes. Any major design changes must be coordinated with the County's Project Manager for concurrence.
2. Determine if adequate Rights-of-Way exists to accommodate utility relocation needs (See [Rights-of-Way Determination and Acquisition Phase](#)).
3. Address all applicable Design Review Checklist items and obtain concurrence from the County's Project Manager prior to advancing the project to the next stage.

1.3.1.3 Utility Conflict Matrix

The EOR must provide a Utility Conflict Matrix with each phase submittal. A sample Utility Conflict Matrix is provided in ([APPENDIX A](#)). The EOR must update the Utility Conflict Matrix as the design progresses. The Utility Conflict Matrix must include the following:

- 1) Project Name and CIP No. (if applicable)
- 2) Each UAO involved within the project's limits
- 3) Utility type, size, and material
- 4) Location of the design feature(s) that conflicts with the utility
- 5) Notes associated with each conflict (i.e., is it a direct conflict or proximity/constructability issue)
- 6) Status of utility conflict resolution. All conflicts must be resolved prior to final design approval.

1.4 60 PERCENT TO 90 PERCENT DESIGN PHASE

1.4.1 Responsibilities of the EOR

The EOR must perform the following verifications:

- 1) Confirm that all known existing utilities are accurately depicted in plan-view, drainage structure sheets, cross-sections, plan and profile sheets, lighting plans, signalization plans, and other component plans.
- 2) Evaluate all potential conflicts with the aid of Subsurface Utility Engineering (Quality Level 'B' designation and Quality Level 'A' Locates/test holes). SUE QLA are required at proposed connection points (WM, FM), at proposed utility crossings, and other locations deemed necessary to confirm conflicts.
- 3) Coordinate with the UAOs, SUE provider, and the Design team to identify potential conflicts and develop avoidance and/or mitigation strategies. The EOR must identify unavoidable conflicts, make recommendations for resolving the conflict(s), and request a relocation design by the affected UAO.
- 4) Inform the affected UAO that failure to produce a design that resolves the conflict will result in the County taking the following actions:
 - a. The County will perform the required relocations to mitigate the conflict.
 - b. The affected UAO must reimburse the County for all cost incurred to resolve the conflict (refer to [Standard Procedures, Section 1.1, Unreasonable Interference by a Public or Private Utility](#)).

1.4.2 Utility Design/Coordination meeting

The EOR must perform the following tasks:

- 1) Host a Utility Design/Coordination meeting within 30 calendar days following the 60% Design Plans submittal to the County.
- 2) Ensure that all UAOs, Stakeholders, the County's CIP Utility Coordination team receive the following items in advance of the scheduled Utility Design/Coordination meeting:
 - a. Electronic copies (PDFs) of all appropriate plan sets, such as roadway, signalization plans, lighting plans (if applicable), and the County's proposed utility plans (if applicable), a Utility Relocation Schedule (URS) template, and an updated Utility Conflict Matrix.
 - b. Copy of RGBs using the standard color coding described in Section 1.2.1.1.
 - c. Copy of draft URS

1.4.3 UAO Review Timeframe

UAOs must complete their review within **thirty (30) calendar days**, unless otherwise noted. An extension of the review timeframe can be requested for more complex projects.

1.4.4 Post Design Conference Plan Updates

The EOR must show proposed alignment of relocated utilities in the Utility Adjustment sheets. HCWRD's utility relocation design must be shown on separate sheets and must meet the requirements noted in the of the [Hillsborough County Water, Wastewater and Reclaimed Water Technical Manual](#), and the [Hillsborough County Public Utilities Technical Specifications](#).

Based on information obtained from the UAOs at the 60 percent design, the EOR must:

- 1) Update the Utility Adjustment Plans.
- 2) Coordinate with UAOs to resolve outstanding utility conflicts, and host follow-up meetings with UAOs and the County's PM (as needed).
- 3) Identify any utility conflicts between the County's design and UAOs proposed relocations.

1.4.5 Draft Project Construction Phasing Plans

The Engineer of Record (EOR) must prepare a draft Project Construction Phasing Plan or (Traffic Control Plan - TCP) for inclusion with the 60 percent Design Plans submittal to the UAOs.

The UAOs must:

- 1) Confirm that their relocation aligns with the proposed phasing plan; or,
- 2) Inform the EOR, within two (2) weeks of receipt of the Phasing Plan of potential concerns with the Phasing Plan and the planned utility relocation efforts. The EOR must review and resolve the concerns to the maximum extent possible.

1.4.6 Identifying Utility Conflicts

It is the responsibility of each UAO to review, identify and resolve conflicts attributable to the County's design regardless of the EOR's responsibility to identify potential utility conflicts,

1.5 90 PERCENT TO 100 PERCENT DESIGN PHASE

1.5.1 Responsibilities of the EOR

- 1) The EOR must confirm that the Utility Adjustment plans are 100% complete and electronically transmit a complete set of 90% Construction Plans to each UAO.

In addition to preparing utility adjustment plans, each UAO must:

- 1) Submit a completed original URS (refer to [Utility Accommodation Guide and Rights-of-Way Use Procedures Manual](#)).
- 2) Determine number of days required to perform the necessary work.
- 3) Complete adjustment/relocation of facilities prior to issuance of the construction contract NTP (when possible).
- 4) Submit a Rights-of-Way Use Permit application (refer to Section 2.0 of the [Utility Accommodation and Rights-of-Way Use Procedures Manual](#) for permit requirements and maintenance of traffic (MOT) submittal requirements).

1.5.2 Failure to complete work

If a UAO is unable to complete advanced adjustments and/or relocation of their facilities prior to issuance of the County's NTP to the Contractor, then the Project Manager must evaluate the time requested by the UAO to accomplish their work activities during the construction of the County's project. Accommodation of the proposed utility relocation may require Supplemental Specifications as determined by the Project Manager.

1.5.3 Major Roadway or Intersection Projects

The EOR must perform the following tasks:

- 1) Host a Final Design Utility Conference within 15 working days following the 90% Design Plans submittal to the County and UAOs. The County's Project Manager and representative from the County's CIP Utility Coordination team must attend all utility coordination meetings and be involved in utility conflict resolutions.
- 2) Discuss approval of the proposed relocation activities and durations (**Advanced Utility Relocation** and **Relocations During County Project Construction**) shown in the URS with the Project Manager and accept or revise as warranted.

1.6 100 PERCENT DESIGN PHASE

1.6.1 Responsibilities of the EOR

The EOR must perform the following tasks:

- 1) Verify that all utility conflicts have been resolved.
- 2) Consult with the County's Project Manager that construction scheduling and technical specifications have been addressed.
- 3) Host a Utility Design/Coordination meeting, as required, for resolution of any additional/outstanding utility conflicts.
- 4) Provide a fully executed/approved URS to the UAO. Issuance of the executed URS to UAOs may also be provided by the County's Project Manager.

The EOR must coordinate with UAOs regarding changes to the design plans after utility certification and verify if updates are required to the approved RGBs and executed URS.

The EOR must notify UAOs that modifications to URSs during the bid or construction phase is permissible. The EOR must also advise UAOs that during the construction phase, re-negotiation of their URS with the Contractor and the County is permissible. However, the County's Project Manager must grant final approval if acceptable.

The EOR must review the project construction phasing plans to ensure that all utility relocation activities are accounted for.

1.6.2 Responsibilities of the County's Project Manager

The County's Project Manager must inform UAOs of any changes in the project schedule that may impact the UAOs planned activities.

1.6.3 Advance Relocation Activities

The UAOs' dependent activities must be reviewed, after receipt of the 60% RGBs and draft URS, to determine if their work activities can be completed as advanced Utility Relocation or if the work must be performed during construction. The EOR must coordinate with the County's Design Project Manager (DPM), the County's CIP Utility Coordination team, and the Capital Program Construction team to review the UAO's dependent activities.

The DPM will provide the UAO with a Notice to Relocate (NTR) once it has been determined the UAO can commence their advanced utility relocation efforts. The UAO must submit a Right of

Way permit and other required permits to the governing municipality (i.e., City of Tampa and/or FDOT), upon receipt of the certified URS and RGBs.

The ROW permit application must include:

- A signed ROW permit application.
- The approved County construction plans as required in the revised UAG Section 4.2.1

Any work shown on the ROW permit outside the project limits is subject to the standard review time allotted to the ROW permit review team.

The County will provide limited staking for advance relocation and required clearing and grubbing activities. Specific items to be staked must be identified in the URS under Dependent Activities. UAO's must stake their running line both horizontal and vertical prior to the start of construction. Locations of the running line must be inspected by a County inspector.

The County's CIP Utility Coordination team will coordinate with UAOs to determine the order of work to be completed. The UAO must provide the County's CIP Utility Coordination team with their ROW permit number(s), planned start date and expected duration. The UAO will be responsible for ensuring the County is notified prior to the UAO's Contractor mobilizing to the site. This will allow a County Inspector time to visit the site to confirm the proposed alignment and depths of the relocating utility do not conflict with proposed or existing utilities and proposed or existing County infrastructure. Bore logs and as-builts may be required within 14 days of placing proposed infrastructure. All bore logs and as-builts will be required to be provided a maximum of 30 days after completion of work activities within the rights-of-way.

Special Provisions (if applicable) to accommodate utility construction must be determined by the County's Project Manager.

1.7 POST DESIGN SERVICES (IF APPLICABLE)

1.7.1 Responsibilities of the EOR

The EOR must perform the following tasks:

- 1) Host a follow-up Utility Design/Coordination meeting with all UAOs, if a delay greater than 6 months occurs between Final Plans and the County's advertisement date. The EOR must submit a new Sunshine 811 design ticket.
- 2) Provide a copy of the approved URS to all involved UAOs.
 - a. The UAO must review and provide concurrence if the conditions of the URS are still accurate. The URS must then be dated and initialed by the UAO.
 - b. Verify status of utility permit reviews within the project limits.

1.8 RIGHTS-OF-WAY DETERMINATION AND ACQUISITION

1.8.1 Responsibilities of the EOR

The EOR must determine if adequate Rights-of-Way exists to accommodate all utilities as early as possible during the design phase.

If additional Rights-of-Way is required, the EOR must perform the following steps:

- 1) Notify the County's Project Manager of the determination.
- 2) Provide recommendations and design alternatives to resolve the concern.

The County's Project Manager must coordinate with the County Real Estate Department, Acquisition Section, the County Attorney's Office (eminent domain attorney), and other relevant personnel to determine which recommendations or alternatives are appropriate.

1.8.2 Rights-of-Way Acquisition Process

- 1) The EOR must furnish Rights-of-Way plans (if available) to the UAOs (if requested).
- 2) Notify UAOs of the County's ongoing Rights-of-Way acquisition process to allow for advance utility relocations and provide any applicable Right-of-Way plans.
- 3) Update Design Plans as required per Rights-of-Way agreements with property owners.
- 4) The EOR and County's Project Manager must evaluate changes that may affect UAOs. Changes that affect UAOs must be shown in the revised plans and issued to UAOs for review.

1.8.3 Post Rights-of-Way Acquisition Phase

After completion of the Rights-of-Way acquisition process and prior to the bidding phase, the County's Project Manager must perform the following tasks:

- 1) Schedule a project update and progress meeting with involved UAOs and Stakeholders.
- 2) The EOR must prepare and submit meeting minutes to the County's Project Manager.
- 3) The EOR must update Utility Adjustment Plans if there are changes to either roadway design or disposition of utilities post completion of final design. The EOR must coordinate with UAOs for updates to their URS and RGBs as needed.
- 4) The EOR must obtain written confirmation from each UAO and/or Stakeholder involved that their relocation design and schedule have been updated due to any changes or are current, and no changes are required to their documents.

1.9 BIDDING PHASE

1.9.1 Responsibilities of the County

The County Project Manager must perform the following tasks:

- 1) Provide **monthly** progress updates to UAOs. Information regarding active and upcoming projects are to be shared with the Chairperson of **Tampa Bay Utility Group** (formerly known as the Greater Tampa Utility Group "GTUG") for distribution. A County representative is encouraged to attend the monthly **Tampa Bay Utility Group "TBUG"** meetings.
- 2) Host a pre-bid meeting for all affected UAOs to address questions related to relocation plans and schedules.

The County's Project Manager must notify UAOs of questions issued by prospective bidders pertaining to UAO relocation plans and/or URS. UAO(s) must provide a written response to the County's Project Manager that will be issued to bidders as an addendum.

1.9.2 Post Bid Award

The Construction Project Manager must provide the following to UAOs:

- 1) Written notification of the project's scheduled start date, and
- 2) The Notice to Proceed (NTP) date.

All involved UAOs must be invited to the Pre-Construction meeting(s).

1.10 CONSTRUCTION PHASE

1.10.1 Pre-Construction/Partnering Meeting

- A. The Construction Project Manager must host a Pre-Construction/Partnering meeting after award of the construction contract. The Construction Project Manager must invite the County's CIP Utility Coordination team and UAOs to all utility-related meetings.

Before or during the meeting, UAOs may request the following:

1. Adjustments to their proposed construction schedules to coincide with the Contractor's proposed schedule. Approval of the proposed changes is subject to review by The Contractor and the County, barring no adverse impacts to the project's schedule or cost to the County.
 2. Approved changes to UAOs' schedule must be incorporated in the construction schedule.
- B. The Construction Project Manager must provide an approved signed copy of the construction schedule to UAOs.
 - C. The Construction Project Manager and Contractor must work closely with all UAOs to ensure proper scheduling of relocation activities to prevent and/or minimize project delays.

1.10.2 Progress Meetings

The Construction Project Manager and Contractor must schedule a Kick-off meeting following the Notice to Proceed. Each involved UAO must be invited to the meeting to discuss their respective construction schedule. The following items must be discussed during the Kick-off meeting:

- 1) Establish specific times, dates, and meeting frequencies for future meetings. Meeting frequency will depend on complexity of the project.
- 2) Progress meetings must continue until no longer warranted as agreed by the Project Manager, Contractor, and affected UAOs.
- 3) A Temporary Traffic Control Plan and Rights-of-Way Use Permit (if applicable) must be submitted by UAOs for approval prior to the start of any work. Refer to Sections 2.0 and 5.3 of the Hillsborough County [Utility Accommodation Guide and Rights-of-Way Use Procedures Manual](#).
 - a) The Construction Project Manager must review and sign-off on the permit submittal package.

1.10.3 Construction Schedule Revisions

Construction schedule revision requests must be shared with the Construction Project Manager by the Contractor and/or UAO. The requesting party is responsible for coordinating with the Construction Project Manager.

The Construction Project Manager must notify all parties affected and host a meeting to determine what effects the revision will have on the County, Contractor, and UAOs.

Upon approval, the Construction Project Manager must process a change order permitting the proposed schedule revision.

The Contractor must review all revisions and verify the location of all existing utilities.

1.10.4 Projects Involving Hillsborough County PWA and the HCWRD

Hillsborough County WRD must perform the actual utility relocation construction (when applicable) as part of its construction contract.

1.10.4.1 Construction Engineering Inspection (CEI)

- a) HCWRD must provide CEI for its utility relocation construction. This includes the cost and all onsite efforts.
- b) PWA must provide overall CEI of the construction project, while allowing HCWRD to directly oversee quality control and compliance with specifications for their relocated infrastructure.
- c) Contractual issues must be coordinated by PWA's Construction Project Manager.

1.10.4.2 PWA's CEI personnel must perform the following tasks:

- 1) Process change orders and Allowance Authorization Release (AAR's) agreed upon by the HCWRD's CEI personnel and the PWA Contractor.
- 2) Perform weekly reviews and monitor quantities for payments being submitted to the PWA Project Manager.
- 3) Obtain approval from HCWRD for field adjustment requests of HCWRD's pipeline.
- 4) Provide HCWRD with construction Record Drawings at the completion of construction. The Record Drawings must comply with the requirements of the [Hillsborough County Water, Wastewater and Reclaimed Water Technical Manual](#).

Section 2.0 ACCELERATED PROJECT PROCEDURES

2.1 ACCELERATED PROJECT DIRECTIVE

2.1.1 “Accelerated” or “Fast-tracked” project designation

- A. A project’s designation must be issued via written directive from a **County Division Director** (or higher).

Justification for Project Acceleration

Examples include, but are not limited to, the following:

- Safety considerations
- A public commitment by the Board of County Commissioners
- Pending expiration of project funds, such as grants and ARPA funds

- B. A project’s “accelerated” or “fast-tracked” status is subject to being rescinded if additional Right-of-Way is required.

2.2 ACCELERATED PROJECT PROCEDURES

- 2.2.1 “Accelerated” or “fast-tracked” projects are subject to all procedures outlined in this Manual. Reduced review periods are allowable to accommodate the project’s schedule.
- 2.2.2 Reasonable time schedules must be established during the PD&E phase. Any aspect of the existing process that can be accelerated must be implemented as quickly as possible.

APPENDIX A: UTILITY CONFLICT MATRIX

APPENDIX A: UTILITY CONFLICT MATRIX

Project Name:		 Hillsborough County Florida			Conflict Keys	U	Unknown - Horizontal and/or vertical not verified.					It is the responsibility of the Utility Owner to locate, verify, and protect their utilities. This matrix is for the benefit of all involved and is provided for informational purposes only.
CIP No.:						C	Conflict exists based on supplied information.					
Project Limits:						NC	No Conflict					
Utility Coordinator:						R	Resolved					
Engineer of Record:												
Last Updated: MM/DD/YYYY		Sheet No.	Offset from BL SURVEY (ft.)	Testhole No. (Vvh)	UAO NAME	UAO NAME	UAO NAME	UAO NAME	UAO NAME	UAO NAME	Notes	
PHASE #					Facility Type & Size	Facility Type & Size	Facility Type & Size	Facility Type & Size	Facility Type & Size	Facility Type & Size		
DRAINAGE STRUCTURES												
S-#												
S-#												
S-#												
S-#												
S-#												
PIPES BETWEEN DRAINAGE STRUCTURES												
S-#												
S-#												
S-#												
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S-#												
SIDE DRAINS												
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DITCH GRADING (RIGHT)												
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PAVEMENT WIDENING AND/OR FULL DEPTH PAVEMENT RECONSTRUCTION												
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SIGN FOUNDATIONS												
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MAST ARM OR STRAIN POLES												
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APPENDIX B: ADVANCED UTILITY RELOCATION DETERMINATION WORKFLOW

