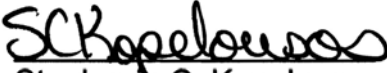


Approved:

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Office: Utilities
Topic No.: 710-030-010-c


Stephanie C. Kopelousos
Secretary

DEPARTMENT AND UTILITY AGENCY/OWNERS LIAISON

PURPOSE:

To establish a uniform procedure for liaison between the Florida Department of Transportation (FDOT) and Utility Agency/Owners (UAOs) operating in the State of Florida to reduce conflicts, minimize costs and eliminate costly construction delays. The intent is to establish a working relationship with the UAOs and document minimum requirements to facilitate the exchange of information and provide instruction as needed in support of FDOT's work program.

AUTHORITY:

Section 20.23(3)(a) and Section 334.048(3), Florida Statutes (F.S.)
Rule 14-46, Florida Administrative Code (F.A.C.)

SCOPE:

This procedure applies to FDOT personnel for the purpose of communicating and interacting with UAOs as defined in **Section 337.401, F.S.**

This procedure is written for Districts that have a designated utility section. Districts that do not have a designated utility section must assign these duties to others to ensure the District's responsibilities are performed.

REFERENCES:

Topic No. 710-020-001, Utility Accommodation Manual (UAM)

1. PLANNING

1.1 CENTRAL OFFICE UTILITY SECTION RESPONSIBILITIES

The Central Office Utility Section is responsible for the following:

- a) Surveying the District Utility Engineer/Administrator (DUE/As) annually for issues that they feel the FDOT should concentrate on to make utility work more efficient.

- b) Coordinating and reviewing utility appeals to District denied utility exceptions per the ***UAM, Topic No. 710-020-001***.
- c) Coordinating liaison responsibilities per the ***UAM***.

1.2 THE DISTRICT UTILITY OFFICE RESPONSIBILITIES

The District Utility Office (DUO) is responsible for the following:

- a) Annually furnishing the UAOs with the FDOT 5-Year Transportation Plan.
- b) Sending a representative to utility liaison meetings for exchanging information, and coordinating projects and obtaining from the UAO physical, financial, and scheduling impacts of the work program on the UAO.
- c) Advising all affected UAOs of scheduled Transportation Facilities Public Hearings/Workshops.
- d) Notifying and supplying UAOs within the limits of an FDOT project with preliminary plans and maps, as they are developed.
- e) Reviewing proposed utility work and major changes to existing facilities to identify conflicts with future FDOT projects and to facilitate long term planning and optimum use of the right of way.
- f) Reviewing the feasibility of Joint Right of Way Acquisition proposals submitted by a UAO.

2. DESIGN

2.1 THE CENTRAL OFFICE UTILITY SECTION RESPONSIBILITIES

The Central Office Utility Section is responsible for the following:

- a) Coordinating and reviewing utility appeals to District denied utility exceptions per the ***UAM***.
- b) Reviewing and/or coordinating transmission siting requests with the District Utility Office (DUO).

2.2 THE DISTRICT UTILITY OFFICE RESPONSIBILITIES

The District Utility Office is responsible for:

- a) Coordinating the efforts of affected UAOs in locating, designating and relocating their facilities.
- b) Meeting and requesting from the UAO's pertinent data/information needed to determine a cost effective design and sequence of construction.
- c) Assisting UAOs in preparing proper agreement packages, work schedules, and sequence of operations.
- d) Requesting and coordinating the UAO review of design plans, developing utility mark up plans, and field locates as required.
- e) Requesting the authorization of funds for the requisition of materials on reimbursable projects upon request from the UAO.
- f) Requesting the involved UAOs to send appropriate personnel, i.e., utility official, engineer, contractor, construction, etc., to all meetings, (design, construction and others) which affect their facilities.
- g) Encouraging the UAO to relocate/adjust their facilities prior to the beginning of FDOT's construction.

3. CONSTRUCTION

3.1 THE CENTRAL OFFICE UTILITY SECTION RESPONSIBILITIES

The Central Office Utility Section is responsible for coordinating with the Office of General Counsel in the Central Office and District Legal Counsel as necessary.

3.2 THE DISTRICT UTILITY OFFICE RESPONSIBILITIES

The District is responsible for:

- a) Assisting in the coordination of the adjustment/relocation of UAO facilities as appropriate.
- b) Assisting with utility appealed claims or legal actions.

4. MAINTENANCE

4.1 THE CENTRAL OFFICE UTILITY SECTION IS RESPONSIBLE FOR

- a) Assisting Maintenance and DUO with technical and **Rule (UAM)** issues with UAOs.

4.2 THE DISTRICT UTILITY OFFICE IS RESPONSIBLE FOR

- a) Coordinating the review of permits for projects that are identified in the Five Year Work Program.
- b) Coordinating with the other affected DUOs on permit requests that cross District lines or are major construction/reconstruction so they can be reviewed against the District five (5) year work program.

5. TRAINING

None required

6. FORMS

None required