

Consultant Company Letterhead

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P.I. # _____ / County _____

Project Description: _____

**Ref: OCGA 32-6-170 &171 - Request for Project Information
2nd Submission – Existing and Proposed Utility Facilities**

Ladies and Gentlemen:

Electronic files of the preliminary plans for the above referenced project have been placed on the GDOT's Secure File Transfer Protocol (SFTP) site for your use. Please contact the TIA Utility Engineer if you do not have access to the SFTP site. Hard copy plans will be provided upon request within **5 days** of the date of this correspondence. Once the plans have been downloaded from the SFTP or received through the mail, the Department requests acknowledgment of receipt of these plans (in writing) within 5 days via email or letter to the address shown on Page 2.

It is requested that you provide the Department with a complete package of all applicable items listed below. Please follow the “**Plans Transfer Procedures for Utility Submissions**” which can be found via:

<http://www.dot.ga.gov/PartnerSmart/utilities/Documents/EPT/PlanTransfer-ProceduresForUtilitySubmissions.pdf>

- **Check existing facilities** as shown on the plans, for any missing and/or incorrect information and provide mark-ups
 - Include size, type of pipe, type of joints, type of conduit or duct, and pair/gauge accordingly
 - Show the typical depth or design depth, if known, of any underground facilities (ensure that they are shown accurately in both the earthwork cross-sections and drainage cross-sections if available)
 - Show the overhead clearance of any aerial facilities as applicable
 - Include the size of poles, cables, conductors and voltage of aerial facilities
 - Show the distance of your facility from the edge of pavement
- **Mark any existing utility easement(s)** you have within the project limits
 - Describe the existing easement(s)
 - Inform in writing if you desire the Department to acquire the (replacement) easement(s)
- **Coordinate with other Utility Owners** (*listed on sheet 4-001*) prior to marking plans for temporary and/or proposed relocation of their facilities, if applicable
- **Mark proposed relocations** of facilities in conflict with the proposed design on the plans
 - Indicate material types
 - Indicate any proposed betterments
 - Indicate vertical position of proposed facilities on cross sections (if provided)
 - Provide approximate location of proposed facilities including proposed clear zone, proximity to right-of-way, and anticipated crossings
- **Verify any Utility Easement(s)** currently owned OR any applicable Utility Easement(s) previously requested in writing for the Department to acquire on behalf of the Utility Company are appropriately shown on the plans.

Note: If easements are not shown correctly, please contact the TIA Utility Engineer immediately for resolution.

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- **Indicate if retention is anticipated for existing underground facilities** in the response for relocations
 - Clearly identify facilities to be retained on the plans
 - Include the depth and condition of facilities to be retained if possible
 - Include a retention request for the facilities identified in accordance with 2.8.B in the [Utility Accommodation Policy and Standards Manual](#), current edition
- **Submit any applicable bridge space requirements** for your facilities in writing
 - Indicate the size, weight, and location of the proposed facilities
 - Fully detail the method of attachment to the bridge
- **Submit any applicable letter or request** as outlined in the [Utility Accommodation Policy and Standards Manual](#), current edition
 - Letter of “NO COST”
 - Letter of “NO CONFLICT”
 - Letter of “NO FACILITIES”
- **Provide applicable utility agreement package**
 - **Lump Sum(LS) or Actual Cost (AC) Agreement** – *for reimbursable utilities*
 - 3 signed (in blue ink) of the completed “Utility Agreement Estimate” including supporting documentation and the Certificate of Eligibility
 - 3 sets of letter size utility relocation plans including a cover sheet
 - All Utility Company attachments
 - **Contract Item Agreement (CIA)** – *for utility work to be performed by the Department’s Contractor*
 - 3 sets of stand-alone plans (*i.e. Water, Sewer, Gas, etc.*), including a cover sheet
 - 3 detailed cost estimate with corresponding pay item numbers for the work to be included in the GDOT Let project
 - **Easement Limited Agreement (ELA)** - *for documenting and preserving the existing utility reimbursement rights of the Utility for future projects*
 - 3 sets of plans (this information shall be on right-of-way plans), including a cover sheet
 - Ensure that Utility easement areas are highlighted and the station numbers are clearly marked on the plans
- **Complete Permit Application** submitted through the Georgia Utility Permitting System (GUPS). If you currently have a “No Conflict” letter, a GUPS permit application is required for the purpose of reviewing the final construction plans and attending the preconstruction meeting.
 - Plans
 - Profiles
 - Utility Adjustment Schedule with work plan
 - Notice of Intent or a Certification Statement
 - Updated Cost Estimate
 - No Conflict Letter
 - No Cost Letter or Reimbursement Letter (whichever applies)
 - Cross Sections (if applicable)
 - Emergency Utility Response Information (EURI) form – (form is attached and will be uploaded with the permit)

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Please return the complete package no later than _____ from the date of this letter in either electronic form or to the following address:

Marked Plans To:

_____ (Consultant Address)

Attn: _____

_____, GA _____

Email: _____

Retention Request/Letters/Agreement Packages/Cost Estimates To:

600 West Peachtree Street

11th Floor

Atlanta, GA 30308

Attn: George Amaka, TIA Utility Engineer

Email: gamaka@dot.ga.gov

If you have any questions or need additional information concerning this project, please contact:

_____ at _____.

Sincerely,

Project Manager

cc:

George Amaka, TIA Utility Engineer (*via: e-mail*)

George Brewer, TIA Project Manager (*via: e-mail*)

DISTRIBUTION: _____

Note: If the Utility fails to submit the above information by the due date, then the Utility may be subject to all costs associated with the removal, relocation, and adjustment of their facilities, including liability to the contractor for delay costs per Department procedures required by the Official Code of Georgia Annotated (OCGA) 32-6-170 & 171 under Senate Bill 19.