

UTILITIES & RAIL MANUAL

W/ YOUR HOST
GREG SMITH

Partnering Conference 2012

Chapter 1

INTRODUCTION

- 101 Design of This Guidance Manual
- 102 Manual Purpose & Overview

Chapter 2

LAWS, RULES, & RESOURCES

- 201 General
- 202 Federal Eligibility
- 203 Federal Laws, Regulations, Policies, & Practices
- 204 State Laws
- 205 Pertinent Resources

Chapter 3

ROLES & RESPONSIBILITIES

301 General

Chapter 3 (cont.)

Utilities & Rail Branch Personnel

- 302-1 Branch Responsibilities Overview
- 302-2 Utility Area Coordinator
- 302-3 Rail Safety Coordinator
- 302-4 Rails Coordinator
- 302-5 Program Coordinator
- 302-6 Administrative Support
- 302-7 Branch Manager

Chapter 3 (cont.)

District Office Personnel

- 303-1 District Responsibilities Overview
- 303-2 Utility Supervisor
- 303-3 Utility Agent
- 303-4 Project Engineer
- 303-5 Project Development B/M
- 303-6 Administrative Support

304 Support Teams

- 304-1 Overview
- 304-2 Construction
- 304-3 Right of Way
- 304-4 Highway Design
- 304-5 Surveying
- 304-6 Permits
- 304-7 Legal Services
- 304-8 Federal Highway Administration

Chapter 4 (cont.)

General Utility Accommodation Practices

- 401-1 Overview
- 401-2 Design Considerations
- 401-3 Underground Facility Design
- 401-4 Overhead Facility Design
- 401-5 Construction Maintenance Practices

Chapter 4 (cont.)

Utility Installations on Fully Controlled Access Highways

- 402-1 Allowable Installations
- 402-2 Utility Crossings for At Grade
Separation Structures
- 402-3 Utility Crossings for Overhead Utility
Lines
- 402-4 Utility Crossings for Underground
Utilities

Utility Installations on Other Than Fully Controlled Access Highways

- 403-1 General Requirements
- 403-2 Existing Longitudinal Facilities
- 403-3 New or Relocated Longitudinal Facilities
- 403-4 Underground Crossing Installations
- 403-5 Overhead Installations
- 403-6 Installations on Bridges

Chapter 5

PLANNING OF UTILITY RELOCATIONS

- 501 General
- 502 Field Review
- 503 Initial Contact Letter
- 504 Utility Contact Lists
- 505 Facility Mapping

Chapter 5

Subsurface Utility Engineering

- 506-1 Definition & Purpose
- 506-2 Applicability & Quality Levels
- 506-3 Cabinet Employment of SUE

Chapter 6

UTILITY ESTIMATING & PROGRAMMING FUNDS

- 601 General
- 602 Estimate Development Procedures
- 603 Funds Request & Authorization
- 604 Utilizing Non-Utility Phase Funding

Chapter 7

PROJECT AUTHORIZATION LETTERS (STATE LETTERS)

- 701 General
- 702 Program Funding Requirement
- 703 Format Requirements

Chapter 8

JOINT UTILITY INFORMATION MEETING

- 801 General
- 802 Preparation for the Joint Utility Meeting
- 803 Holding the Joint Utility Meeting
- 804 Complicating Factors to Consider

Chapter 9

ENGINEERING SERVICE CONTRACTS

- 901 General
- 902 Proposal Package Contents &
Submittal
- 903 Proposal Review & Approval
- 904 Contract Compliance with Cabinet
Policies & Procedures

Chapter 10

UTILITY COMPANY SUBMISSIONS

- 1001 General
- 1002 Utility Relocation Plan Contents
- 1003 Utility Cost Estimate Review
- 1004 Calculating Cabinet Participation

Chapter 11

Compensation

- 1102-1 Instances Where Compensation Is Allowed
- 1102-2 Instances Where Compensation Is Not Allowed

Chapter 11 (cont.)

Agreement Development & Execution

- 1103-1 General
- 1103-2 Agreement Preparation
- 1103-3 Agreement Execution
- 1103-4 When Agreements Cannot Be Reached

Chapter 11 (cont.)

Agreement Types

- 1104-1 Keep Cost Agreements
- 1104-2 Lump Sum Agreements
- 1104-3 KRS 177.035 Agreements
- 1104-4 KRS 179.265 Agreements

Chapter 11 (cont.)

Special Agreements

- 1104-5 Engineering Service Agreements
- 1104-6 Second Move Agreements
- 1104-7 Prior Rights Agreements
- 1104-8 Easement Agreements
- 1104-9 Work by Highway Contractor
Agreements
- 1104-10 Work by Highway Contractor
Betterment Agreements

Chapter 11 (cont.)

Permits

- 1105-1 General
- 1105-2 No Charge Relocation Permits
- 1105-3 New Facility Permits in Road Projects

Chapter 12

FINAL PREPARATION FOR UTILITY CONSTRUCTION

- 1201 General
- 1202 Plan Preparation
- 1203 Budget Preparation
- 1204 Field Preparation

Chapter 13

UTILITY CONSTRUCTION

- 1301 General
- 1302 Site Preparations
- 1303 Meetings
- 1304 Requirements
- 1305 Utility Relocations Prior to the Road
Contract
- 1306 Inspection Duties
- 1307 Completion

Chapter 14

INVOICING

- 1401 Definition & Types
- 1402 Required Documentation
- 1403 District Processing Procedures
- 1404 Central Office Processing Procedures
- 1405 Auditing

Chapter 15

CHANGE ORDERS

- 1501 General
- 1502 Policy
- 1503 Required Documentation
- 1504 Processing Change Orders
 - 1504-1 Based on Change Order Amount
 - 1504-2 Based on Agreement Type
 - 1504-3 Balancing Change Orders

Chapter 16

UTILITY IMPACT NOTES

- 1601 General
- 1602 Type of Data Included
- 1603 Contents of a Utility Impact Note
- 1604 Completion Guidelines

Chapter 17

UTILITY WORK IN THE ROAD CONTRACT

- 1701 Decision-Making Technique
- 1702 Utility Contractor Prequalification
- 1703 Relocation Design
- 1704 Plans, Specifications, & Estimate Submission
- 1705 Project Plan Changes
- 1706 Contract Administration

Chapter 18

Closeouts

- 1801 General
- 1802-1 Agreement
- 1802-2 60-Day Notice of Closure
- 1802-3 Recovering Costs
- 1802-4 Permits

Chapter 18 (cont.)

Project Closeouts

1803-1 Project Completion

1803-2 Audits

Chapter 19

RECORDS & RETENTION

- 1901 General
- 1902 Archiving Process
- 1903 Retrieving & Destroying Archives

Chapter 20

RAIL COORDINATION PROGRAM

2001	General
2002	Planning

Chapter 20 (cont.)

Agreement Process

- 2003-1 Term Agreement
- 2003-2 Agreement Addendum
- 2003-3 Individual Project Agreement

Chapter 20 (cont.)

Plans Development

- 2004-1 Preliminary Plans Development
- 2004-2 Final Plans Development

Chapter 20 (cont.)

Rails Coordination

2005	Road Project Bid Package
2006	Construction & Inspection
2007	Fiscal Management
2008	Highway-Rail Crossing Rehabilitation
2009	Crossing Protective Device Maintenance

Chapter 21

RAIL SAFETY PROGRAM

(SECTION 130 PROGRAM)

- 2101 General
- 2102 Rail Safety Program
 - 2102-1 Funding
 - 2102-2 Statewide Inventory
 - 2102-3 Crossing Inspections
 - 2102-4 Reporting

Chapter 21 (cont.)

Section 130

- 2103 Rail Safety Projects
- 2103-1 Project Identification & Approval
- 2103-2 Estimating & Programming Funds
- 2103-3 Review of Rail Company Submissions
- 2103-4 Agreements
- 2103-5 Project Construction
- 2103-6 Invoicing & Change Orders
- 2103-7 Closeouts

Chapter 22

SPECIAL PROJECT PROGRAMS

- 2201 General
- 2202 Special Programs
 - 2202-1 Local Public Agency (LPA) Projects
 - 2202-2 Highway Safety Improvement Program (HSIP) Projects
 - 2202-3 Maintenance Projects

Extras

ALPHABETICAL INDEX

GLOSSARY

EXHIBITS