

Annual Consultant/CoSA Seminar

Partnering for Success
City of San Antonio Horizontal Projects
Utility Coordination

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City of San Antonio and PEPP/SACEC
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Utility Coordination

- SAWS
- CPS
- ATT
- Bexar Met
- TWC
- Grande Communications
- Other Private Entities

Utility Coordination

- COSA encourages joint bidding with the utilities owners as much as possible
- Decision to joint bid is at the utilities discretion
- Joint design or non-joint design

Utility Coordination

- Why
 - 1) Conflicts
 - 2) Upgrades/maintenance
 - 3) Conversions
 - 4) Added facilities
 - 5) Time & Money
 - 6) How the public perceives the project

Utility Coordination

- What are the City's Expectations

Step 1:

- 1) Contact owners and obtain information
- 2) Identify conflicts as early as possible
- 3) Re-design when sensible (cost effective/time)
- 4) Eliminate the known conflicts
- 5) Notify (provide information to prepare plans)

Utility Coordination

- What are the City's Expectations

Step 2:

- 1) Responsibility does not end at notifications
- 2) Expect utility work to coincide with the SOW & TCP
- 3) Timeliness is everything

Utility Coordination

- Kick-off meeting
 - Send notice of project to include preliminary project information (limits, alignment and typical section) for a kick-off meeting
 - 1) Include statement that the utility is responsible for conflicts designed by it's own organization which result in uncovered or unresolved conflicts
 - 2) Include statement that if a utility does not have facilities or is not in conflict, (utility to furnish a letter)
- PLEASE DOCUMENT-CERTIFIED LETTER

Utility Coordination

- Second Utility Coordination Meeting
 - 1) Confirm the preliminary plans have been furnished to the utilities
 - 2) Define scope of the project
 - 3) Identify conflicts and major relocations
 - 4) Discuss all possible resolutions

KEEP YOUR PM AWARE & DOCUMENT

Utility Coordination

- Third Meeting
 - 1) Review all the information with COSA and the Utilities
 - 2) Determine the course of action

DOCUMENT

Utility Coordination

Level of effort

Joint Bid-Joint Design

Non Joint Bid-Joint Design

Joint Bid-Non Joint Design

Non Joint Bid-Non Joint Design

Utility Coordination

Designer's Utility Coordination Scope and Check List		
Initial Design Submittal (46%)		
1	Conduct initial utility coordination meeting.	Complete
2	Identify apparent utilities in the project vicinity and surrounding area by topographic survey, field investigation, by requested marking on the ground, and by available record search.	
3	Request and obtain all utility block/facility maps for the project and immediate area.	
4	Request record drawings for all utilities in the project area.	
5	Prepare initial utility base map sufficient to identify all utilities in the project vicinity.	
6	Compare utility locations to proposed project and assess conflicts.	
7	Prepare initial list of SUE needs for the project required to fully characterize utilities with potential high impact on the project.	
8	Show utilities and quality level designation on initial project schematics.	
9	Develop preliminary roadway cross-sections and show vertical locations of existing utilities and identify potential conflicts using best available information.	
10	Conduct initial utility conflict analysis for SAWS water and sewer utilities and CPS gas utilities affected by the project.	
11	Provide a schematic design layout for proposed SAWS water and sewer and CPS gas utilities.	
12	Institute coordination for design of all other utilities that may require relocation and conduct 2nd utility coordination meeting.	
13	Prepare and provide Utility Coordination Report for the Project, attaching phone log, letters, responses, emails and other correspondence related to the Utility Coordination task.	
Final Design Submittal (70%)		
1	Act upon 40% submittal recommendations.	
2	Complete SUE related work, obtain results, and incorporate findings.	
3	Coordinate design with non-joint bid utilities.	
4	Complete utility layout sheets and resolve all known utility conflicts.	
5	Complete 70% cross sections to verify existing utility locations.	
6	Complete utility proposed design components and incorporate into overall plans.	
7	Assess remaining utility conflicts and make recommendations in the final design submittal.	
8	Make recommendations for utility locales that will be deferred to the construction phase.	
9	Provide Utility Coordination Report supplement to address changes since the initial submittal, including attached letters and other correspondence.	
10	Provide Final Design Utility Coordination Needs Assessment.	
Construction Plans Submittal (95%)		
1	Address comments from prior phase.	
2	Resolve remaining utility conflict resolutions.	
3	Finalize plans, sections, and details related to utility coordination.	
4	Provide Construction Phase Utility Coordination Needs Assessment.	