



GDOT Publications

Policies & Procedures

Policy: 6863-7- The District Quarterly Utilities and Railroad Meeting

Section: Preconstruction Procedures

Office/Department: Office of Utilities

Reports To: Division of Operations

Contact: 404-631-1000

The purpose of this policy is to outline the Department's responsibilities and requirements in accordance with the Right of Way Use Agreements between the Department and various Utilities as well as striving to meet the Best Practices provided by the American Association of State and Highway Transportation Officials (AASHTO). These Best Practices were developed by the Highway Subcommittee on Right of Way and Utilities in cooperation with the Federal Highway Administration. The Department's goal for conducting these quarterly informational meetings is to facilitate good communication, to promote educational exchanges within these industries and to encourage cooperation between the Department and the Utilities/Railroads to ensure timely delivery of the Department's Construction Work Program (CWP) projects as well as to meet other Department regulatory requirements.

Topics for the Agenda

The District Utilities Engineer shall solicit topics from meeting participants including but not limited to State Utilities Engineer, District Utilities Office, other Georgia Department of Transportation Offices, Utilities, and Railroads as to what might be included in the agenda.

The District Utilities Engineer will submit one electronic copy of the agenda proposal as shown in [Appendix A](#) to the State Utilities Office for collaboration on a final agenda. This submittal should occur two (2) months following the previous Quarterly Meeting.

The State Office of Utilities shall provide input as it relates to any updates or changes in utility and railroad interests in the following areas: utility encroachment permitting, preconstruction, and construction project management, subsurface/overhead utilities engineering, agreements (contracts) billing and payment management, and railroad coordination, as well as any other Department policies and/or requirements that may have an impact on the utility and railroad industry in relation to the Department's CWP.

Likewise, the Department is interested in receiving information from the Utility Owner on their capital construction programs, particularly where their planned expansion or reconstruction may encroach on and coincide with a planned highway project.

In addition to coordinating with the State Utilities Office, the District Utility Engineer should solicit topics from Utility Owners/Operators in the following industries:

- Communications
- Utility Contractors
- Electric Power
- Pipeline (Including Gas Distribution Companies)
- Cable Television
- Utility Locator

The Utilities Protection Center, Inc. of Georgia and other associations including but not limited to the Georgia Utility Coordinating Committee, Inc.,(GUCC), Georgia Utility Contractors Association Inc., (GUCA), Georgia Highway Contractors Association Inc., (GHCA) and American Public works Association Inc., (APWA). Also included are the

Georgia Railroad Association and CSX Corporation, Norfolk Southern Corporation and T-Cubed (a subsidiary of Norfolk Southern Corporation).

Submission Requirements of the Invitations and Final Agenda

All Utility and Railroad Owners will be invited and encouraged to attend these meetings. The first notice of the upcoming scheduled meeting shall be provided at the current meeting. This will be indicated by a “Save the Date” item on the completed agenda. A “Reminder Notice” shall be sent two (2) months prior to the scheduled Quarterly Meeting. This “Reminder Notice” shall be prepared according to the example shown in [Appendix B – “Reminder Notice”](#). The final notice of the upcoming meeting shall be sent one (1) month prior to the scheduled Quarterly Meeting. This final notice shall be prepared according to the example shown in [Appendix C – “Quarterly Meeting Final Notice and Agenda”](#) and shall include the Project Review Reports and Final Agenda. The District Utilities Engineer shall prepare and forward electronically these notices, Project Review Reports, and Final Agenda to the appropriate utilities and railroads.

The State Office of Utilities shall provide scheduling of the Quarterly Meetings in the seven (7) Districts for the upcoming year. The State Office of Utilities will post the schedule on its Office website at:

<http://www.dot.ga.gov/doingbusiness/utilities/Pages/Meeting.aspx>

Any changes to this annual schedule will also be posted on the website. It is recommended that the meetings be held at a set time each quarter, during the months of January, April, July, and October. The meetings should be held at the District Office or in close proximity to the District Office when another location and facilities are more appropriate.

Project Review Reports

The District Utilities Engineer shall prepare a Project Review Report utilizing Transportation Reporting, Analysis & Querying System (TRAQS) identifying the status of CWP projects. This report shall be similar to the Let Status Report utilized by the State Utilities Office for the Department’s monthly Let Status Meeting. This report shall cover the next eighteen (18) months of projects schedule in detail as to Certification status and outstanding items status. Utility and Railroad Owners shall be inquired as to the arrangement to recover the project schedule if they have outstanding deliverables.

Printed information will be distributed on the State Transportation Improvement Program (STIP) – A list of statewide priority projects over three years will be provided to the Utility and Railroad Owners to the extent possible without compromising any confidential or otherwise sensitive information. The STIP will be reviewed on a county by county basis for at least a two year period. Utility and Railroad Owners will be asked to advise us of any potential issues anticipated for scheduled projects.

Information beyond that time is created in the long-range Regional Transportation Plan (RTP), Transportation Improvement Program (TIP) and the Construction Work Program (CWP), and will be provided only in the printed matter or reviewed individually with the utility companies as desired.

Submission Requirements at the conclusion of the District Quarterly Utilities & Railroad Meeting

The attendance sheet shall be submitted to the State Office of Utilities to document the coordination and communications efforts with utility and railroad attendees. Any printed information provided by the Department during the meeting shall also be submitted along with the Project Review Reports and Final Agenda. The District Utilities Office shall maintain the official record for each Quarterly Meeting including the attendees list, final agenda, relevant handout package, project status/review reports, etc.

APPENDIX A - Sample Agenda

(Modify items in italics as needed for each specific meeting)

District Quarterly Utility & Railroad Informational Meeting

July 4, 2014

9:30 A.M.

Meeting Agenda

- I. Welcome/Introductions
- II. Presentation: “*Procedures for Subsurface/Overhead Utilities Engineering Services.*”
Speaker: Raymond Chandler, State Subsurface/Overhead Utilities Engineer
Georgia Department of Transportation - Division of Operations – Utilities
Moderator: Mr. Lee Upkins, Assistant State Utilities Engineer
Georgia Department of Transportation
- III. Open Discussion/Questions
- IV. GDOT Updates Impacting Utilities
 - (a) *Electronic Data Guidelines*
 - (b) *Policy updates*
- V. Permitting Issues
 - (a) *Erosion Control*
 - (b) *Traffic Control*
 - (c) *GUPS Updates*
- VI. GDOT Project Reports/Status Review including Outstanding Project Items
- VII. Discussion of Utilities Owners/Local Gov’t Capital Improvement Projects
- VIII. Save the Date.

*** Next Quarterly Utility Meeting: October 10, 2014 ***

Adjournment



APPENDIX B – Reminder Notice

(DATE)

TO: ALL PUBLIC AND PRIVATE UTILITIES OWNERS, CITIES, COUNTIES AND RAILROAD COMPANIES OPERATING IN THE (NUMBER) DISTRICT OF THE DEPARTMENT OF TRANSPORTATION

Ref: District Quarterly Meeting (Reminder Notice)

Dear Ladies & Gentlemen:

This is a reminder notice of the upcoming Quarterly Meeting as indicated in the Invitation Notice sent to you on mm/dd/yy. We will be conducting our Quarterly Utilities Meeting on (date) at (time) at the District Office (location and address). The purpose of the meeting is to encourage coordination and communication with utility and railroad companies in an effort to reduce delivery time, reduce costs and improve quality in the utility and railroad processes. Representatives from the District Utilities Office (and list other Offices, if personnel is going to be present) will be present to answer any questions.

Information will be provided on the Department's Construction Work Program which may include project estimates, long range plans, projected advertisement dates, changes in future projects, etc., which will be beneficial to you to foresee potential impacts to your systems and account for such impacts in your capital programs. Likewise, we are interested in receiving information from you on your capital construction programs, particularly where your planned expansion or reconstruction may encroach on and coincide with a planned highway project.

Please make plans to attend since this meeting is designed to benefit both yourself and the Department. If you desire to present a brief program at one of our future meetings, please let us know. You can contact this office at (phone number) if you have any questions. We look forward to meeting with you.

Sincerely,

(Your Name)

District Utilities Engineer

cc: Mike Bolden, State Utilities Engineer



APPENDIX C – Quarterly Meeting Final Notice, Project Reports, and Agenda

(DATE)

TO: ALL PUBLIC AND PRIVATE UTILITIES OWNERS, CITIES, COUNTIES AND RAILROAD COMPANIES OPERATING IN THE (NUMBER) DISTRICT OF THE DEPARTMENT OF TRANSPORTATION

Ref: District Quarterly Meeting (Final Notice, Project Reports, and Agenda)

Dear Ladies & Gentlemen:

We will be conducting our Quarterly Utilities Meeting on (date) at (time) at the District Office (location and address). The purpose of the meeting is to encourage coordination and communication with utility and railroad companies in an effort to reduce delivery time, reduce costs and improve quality in the utility and railroad processes. Representatives from the District Utilities Office (and list other Offices, if personnel is going to be present) will be present to answer any questions.

Project report(s) are attached to this notice providing information on the Department projects to be discussed at the meeting. Please review these reports and be prepared to discuss the status of any involvement you may have with a given project. If there are outstanding deliverables please be prepared to provide a recovery plan to ensure the project schedule is not compromised. Likewise, we are interested in receiving information from you on your capital construction programs, particularly where your planned expansion or reconstruction may encroach on and coincide with a planned highway project.

Please make plans to attend since this meeting is designed to benefit both yourself and the Department. If you desire to present a brief program at one of our future meetings, please let us know. You can contact this office at (phone number) if you have any questions. We look forward to meeting with you.

Sincerely,

(Your Name)

District Utilities Engineer

cc: Mike Bolden, State Utilities Engineer

References:

None.

History:

reviewed: 07/08/15;

entire document revised: 08/01/14;

copied to GDOT Publications v.02.00.00: 02/23/12; reviewed 04/05/10;

copied to P&P: 09/30/08;

added to TOPPS: 05/23/96;

added to MOG: 09/27/85