



# GDOT Publications Policies & Procedures

---

**Form Word:**6863-9d - Utility Adjustment Schedule Definitions

**Section:**Preconstruction Procedures

**Office/Department:** Office of Utilities

**Reports To:** Division of Permits & Ops

**Contact:** 404-631-1000

[See below](#)

## Utility Adjustment Schedule Definitions

### **Preliminary Eng:**

This work should be done prior to Project Award. Work may include:

- determining conflicts field survey of facilities
- coordinating with other utilities proposing new facility locations
- preparing preliminary cost and schedule estimates researching prior rights
- providing markups
- determining new facility locations starting land engineering relocation design

### **R/W Acquisition:**

Can be started when NTP is issued by the Department. NTP may be issued prior to award or after award date. Work may include:

- acquisition of survey permits or right of entry obtaining easements (if required)
- obtaining fee simple title
- condemnation (cannot start until after NTP)

### **Construction Eng:**

Work performed after the award date or NTP. Work may include:

- work order authorization creating staging plans final relocation design
- establishing the bid contract
- verifying that the final plans have not changed
- obtaining the necessary permits (FAA, EPD, Corps, NFS, RR, utility) staking.

### **Material Procurement:**

This occurs after construction engineering.

- acquisition of necessary materials or plant items
- account for manufacturing and delivery time (long lead items)

### **Clearing and Trimming:**

This work performed after the award date or NTP. Work should include:

- the removal of unacceptable vegetation

### **Construction:**

Actual construction of utility relocations. Done after NTP. installation of new facilities

- transferring existing facilities
- removal of existing facilities establishing the bid contract

### **Splicing or Tie-in Work:**

Work may include:

cutover work

making the final connection to or removal from, the utility system

### **Service Considerations:**

Items of this type may include:

coordinating with railroads

limitations to construction (availability of special equipment or labor) limitations placed on construction activities by operational constraints or loading considerations work that is required after normal hours or on weekends to accommodate interruptions of service.

permission from customers to work on special service facilities (i.e. contractual obligations)

design and construction constraints placed by regulatory authorities

### **Temporary Work:**

Work performed to accommodate the contractor and/or the DOT while the permanent work is pending.

### **References:**

None.

### **History:**

correct formatting: 08/01/25;

annual review: 08/01/25;

copied to GDOT Publications v.02: 03/26/12