

**Form Word:**6863-9c - Utility Adjustment Schedule Procedures

**Section:**Preconstruction Procedures

**Office/Department:** Office of Utilities

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

**Contact:** 404-631-1000

### UTILITY ADJUSTMENT SCHEDULE PROCEDURES

1. Name of the utility submitting the Utility Adjustment Schedule (UAS).
2. The D.O.T. project identification (PI) number.
3. The date the UAS is prepared.
4. Protect the document in Microsoft Word using the lock on the FORMS toolbar ([View - Forms - Protect - Form](#)). Use the dropdown menu to indicate if this is an “Original Schedule” or a “Revised Schedule”.
5. The D.O.T. project number. (i.e., STP #, BRST#)
6. The county (or counties) where the project is located.
7. State, County, or U.S. route designation.
8. Brief description of the extent of the project.
9. A description of all facilities within the project limits. Include facilities that will not require relocation or adjustment. Give sizes, quantities, material type for pipelines, type of service, type of facility, etc. Note: The “UNITS” box is a dropdown field
10. Plan information source: as-built survey record, record information only, subsurface investigation (SUE), records / maps field review
11. Date of plans used to identify facility locations.
12. Status of plans: Preliminary, Final, Revised
13. Date of plans used to prepare the UAS.
14. Name, title of utility representative, direct phone number, and date the UAS was prepared.
15. Name, title of GDOT representative, direct phone number, and date the UAS was approved
16. Comment field for additional information.

17. Brief explanation of required staging, dependent activities, joint use coordination, operational constraints, seasonal limitations, etc.
18. Name of utility submitting the Utility Adjustment Schedule (UAS).
19. D.O.T. project identification (PI) number.
20. Date the UAS was prepared.
21. Show referenced location by project plan station number(s), utility location number(s), and/or plan sheet number(s).
22. Describe work required for each facility identified in the specific location. Description includes quantities, sizes, staging requirements, preliminary engineering (PE), construction engineering (CE), clearing and trimming, actual construction, splicing/cutover, customer coordination, temporary work, independent activities, etc.
23. Describe areas that depend on work by others before the proposed relocation work can be completed in the specified location.
24. Identify sequence of staging/operation for relocation work.
25. Number of days to complete each phase of work.
26. Name of utility submitting the Utility Adjustment Schedule (UAS).
27. D.O.T. project identification (PI) number.
28. Date the UAS was prepared.
29. Summary of scheduled days for each work phase identified in the work plan (Section C). Exclude weekends, weather delays and non-productive time.
30. Number of days to perform each work phase.
31. Number of days of work performed prior to the project being awarded to a D.O.T. contractor.
32. Number of days required to perform work after project is awarded to D.O.T. contractor.
33. Preliminary Engineering - Prior to Project award - determine conflicts, survey, new location, cost and schedule estimate, markups, and land engineering
34. Right-of Way Acquisition - After Notice to Proceed (NTP) - obtaining easements, fee simple title, condemnation - NTP may be before project award if required
35. Construction Engineering - After NTP - work order authorization, staging plan, relocation design, bid contract, review final plans, permits, staking

36. Material Procurement - Order necessary materials - account for manufacturing and delivery time
37. Clearing & Trimming - Removal of unacceptable vegetation
38. Construction - Installation of new facilities, transferring of existing facilities, removal of old facilities
39. Splicing or Tie-in Work - Cutover work or making final connection to the system
40. Service Considerations - Coordination with railroads, customer service considerations, regulatory or contractual obligations, design or constraints
41. Temporary Work - Work performed to accommodate the DOT while the permanent work is pending
42. Total number of scheduled days to perform work.

## **References:**

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## **History:**

annual review: 08/01/25;

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