



# CTB UTILITY RELOCATION WORKING GROUP

Marty Williams, Member, Commonwealth Transportation Board  
Rob Cary, PE, LS, Chief Deputy Commissioner

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# Utility Relocation Working Group

- **Chaired by CTB member Marty Williams and comprised:**
  - Chief Deputy Commissioner, Chief Engineer and other VDOT staff;
  - Utility owners;
  - Locality representatives; and,
  - Contractor representatives
- **Focused on driving improved utility relocation performance on all VDOT projects**
  - Reviewing processes, procedures and policies;
  - Reviewing all projects; but, bringing extra focus to design-build and locally administered projects;
  - Working group has been meeting since November to develop recommendations for the CTB's consideration

# Draft Recommendations



# Draft Recommendations

1. VDOT should identify an overall champion to continue and enhance the implementation of improvements developed through the Utility Working Group.
2. VDOT should develop a policy whereby early phase project drawings with basic project details would be provided to utility companies earlier in the project development process. These early drawings will provide utilities with an early notice of the project in a standard format the opportunity to provide a standard set of responses to potential design-build contractors in advance of the project's procurement.

## Draft Recommendations (continued)

3. VDOT should develop common templates for use by utilities, contractors, VDOT and local partners in the planning and relocation processes for utilities on VDOT funded projects. These templates will list the information, documentation and protocols for each phase of the utility relocation process to be followed by all involved.
4. VDOT should develop a policy requiring trained and certified utility coordinators be utilized on VDOT funded projects based upon project size and complexity criteria. This policy should also require trained utility inspectors be utilized on VDOT funded projects based upon project size and complexity criteria.

## Draft Recommendations (continued)

5. VDOT should develop a policy regarding providing a stipend to utility companies under certain conditions and circumstances. This stipend could be offered to utility companies to facilitate their efforts in the early phases of project development to reduce their risks of designing utility relocations which may later change. This policy should consider project size and complexity criteria.
6. VDOT should implement any approved policy improvements to its Utility and Locally Administered Program Manuals, and other guidance documents, to provide clear direction to all utility companies, local partners, VDOT staff, and contractors.

## Draft Recommendations (continued)

7. VDOT should develop a policy regarding allowing for a time-only contract extension for design-build projects based upon utility delays outside of the contractor's control if strict criteria are met.
8. VDOT should implement additional utility relocation training for all involved parties. This training will enhance understanding of utility relocation requirements and will allow key project delivery personnel to gain certifications as utility relocations specialists and/or utility inspectors.



## Draft Recommendations (continued)

9. VDOT should add language to the agency's permit manual to solicit reviews and comments from local jurisdictions as part of the permitting process for the placement of utilities in the rights of ways for roadways planned for widening as part of the local jurisdiction's comprehensive plan.
10. VDOT should establish best practices and timelines for the relocation of private fiber companies' infrastructure within established timeframes.

