

**AGENDA ITEM 45**

Consider approving portion of Cottonwood Trail Phase 2 to be on county right-of-way.

Moved: **Commissioner Limmer**

Seconded: **Commissioner Heiligenstein**

Motion: To approve portion of Cottonwood Trail Phase 2 to be on county right-of-way on CR 199.

Vote: **4 – 0**

**AGENDA ITEM 46**

Consider approving Utility Relocation Procedures for the county.

Moved: **Commissioner Hays**

Seconded: **Commissioner Heiligenstein**

Motion: To approve Utility Relocation Procedures for the county.

Vote: **4 - 0**

< Attachment >

## Williamson County, Texas Utility Relocation Procedures

### Utility Data Collection

This policy outlines the procedures to be followed for the identification of ownership and necessary relocations of utilities that are adjacent to or within the existing or proposed ROW of the project limits. The Consultant is responsible for the identification and the location of all utilities within the limits of construction of the project. The Utility Coordinator is responsible for reviewing the utility identifications made by the Consultant, verifying the ownership and locations of the utilities, developing plans for the utility relocations (if required), and coordination of the relocation construction. If the utility is located outside of existing County right-of-way, the Utility Coordinator will assist the County in negotiating with the utility owner for compensation by the County for relocation design and construction costs. ***No compensation will be made for any relocation required for utilities within existing right-of-way.***

Identification of both above-ground, and below-ground facilities is required. Above-ground utility information may be obtained by standard land surveying methods. Underground utility locations may be determined by conventional survey methods or by Subsurface Utility Engineering (SUE) (see Attachment A). SUE is the engineering process that uses new and existing technologies to accurately identify, characterize, and map underground utilities.

### Locate existing utilities

All existing utilities must be physically located, marked, and tied into the project survey. This includes horizontal and vertical locations, and below ground elevation information if applicable (i.e. sanitary or storm sewers). Land surveys are generally adequate for project locations with few underground utilities (i.e., in rural areas). However, in urban areas or critical locations along a rural project, other methods (i.e. SUE) may be needed.

For land surveying:

- Coordinate with local utility owners.
- Obtain "as-built" information from utility owners to establish preliminary utility locations.
- Locate, log, and survey visible features of utilities.
- "Pothole" or excavate down to the utility, if necessary, to confirm and survey locations of strategic subsurface features. Some utility owners will "pothole" their facilities at their own expense
- Mark and label locations of subsurface utilities with stakes, laths, or other means.
- Survey utility locations.

For SUE:

- Consult with the County Engineer or his designee to determine the need for SUE.

**Note:**

Utility owners are responsible for the costs of relocating their facilities within existing ROW. This includes locating existing lines, preparing plans, specifications and estimates, and letting construction contracts. It is advisable to provide the owners as much notice as possible of potential relocation requirements. Final alignments and profiles of some roadway features could be affected by existing utilities or proposed relocations, so early identification and coordination of relocation designs is desirable.

### Utility Adjustments

Major changes to existing roadways are likely to impact any utilities located within the right-of-way. It is the responsibility of the County or design consultant to formally notify all affected utility owners of proposed work and to coordinate utility adjustments with the utility owners.

### Utility Relocation/Adjustment Plans

As noted earlier, utility companies are generally responsible for the costs involved in designing and constructing relocations of services within existing ROW. The relocation plans should show both existing and proposed utilities, and both temporary (if applicable) and permanent relocations.

When projects involve new alignments that require taking of ROW, and utility relocation or adjustment is required on the acquired ROW, the County may participate in the relocation or adjustment activities. The relocation plans may be incorporated into the roadway construction plan set if the County desires to have one contract cover all construction activities.

When design of proposed underground features is approximately 50 – 60% complete, construction plans should be sent to all utility owners to aid in relocation design efforts. Construction of major utility facilities, such as transmission lines or large pipelines, can require construction schedules of twelve months or longer. These activities must be factored into the overall project construction schedule. Utility relocation and adjustment activities should be completed before the roadway construction contract is let.

**Utility Adjustment Agreements**

If the County participates in the cost of relocating and/or adjusting utilities, an agreement with each affected utility must be executed. This agreement shall specify each party's rights and responsibilities. The agreement will require approval by the County Engineer or his designee.

The agreement shall include, at a minimum, the agreement form (see Attachment B), plans specifications and cost estimates for the relocations/adjustments, utility joint-use agreement, and reimbursement/audit provisions.

**Construction of Relocations/Adjustments**

During the construction of the relocations and/or adjustments of the utilities, coordination between the County (or its agents) and the utility owner is required. Any change in the utility construction schedule could adversely impact the overall project construction schedule. Periodic inspection of the utility construction is advisable.

To avoid affecting proposed construction, utility adjustments should start as necessary right of way is available, plans and estimates are approved, and agreements are executed.

**Resource Material for Utility Relocations**

- *TxDOT Utility Manual*
- *Subsurface Utility Engineering, USDOT, FHWA, Office of Engineering, Federal-Aid & Design Division, Federal-Aid Program Branch, November 1995*
- *Subsurface Utility Engineering, An Engineering Process for Obtaining Reliable*
- *Underground Utility Information – A Paper by C. Paul Scott, P.E., Office of Engineering, Federal Highway Administration, March 1998*
- *Subsurface Utility Engineering – A New Standard of Care, American Society of Civil Engineers, National Standards Activity*
- *TxDOT Architectural and Engineering Services Volume of Contract Management Manual*

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## **Subsurface Utility Engineering (SUE) – Attachment A**

SUE is the non-destructive process of accurately locating, identifying, and mapping underground utilities. SUE is an interdisciplinary service that involves professional engineers, geologists, and licensed land surveyors and which provides comprehensive and reliable information in the format selected by the County. SUE is a professional service resulting in signed and sealed deliverables.

The three major activities involved in SUE are:

- Designating – the use of surface geophysical techniques to determine the existence and horizontal position of underground utilities. Designating can be done with electromagnetics, magnetometers, terrain conductivity meters, resonant sonics, and other geophysical designating equipment.
- Locating – the use of non-destructive digging equipment (such as vacuum excavation) at critical points along a subsurface utility's path to determine the precise horizontal and vertical position, the size, the composition, and the condition of buried utilities.
- Data Management – the acquisition of utility-location data by conventional and high-tech surveying methods and the reduction and documentation of the data in a format suitable to the client. This may be in the form of a set of plans or an electronic CADD format.

Four "quality levels" of data are described below. Work done for each level includes work done in lower levels. For example, work done in level B includes work done in C and D.

- Quality Level A information provides the highest level of accuracy presently available. It involves locating (described above) utilities at critical points. When surveyed and mapped, precise plan and profile information is available for use in making final design decisions. The use of non-destructive digging equipment, particularly vacuum excavation, eliminates damage to underground utility facilities traditionally caused by backhoes. By knowing exactly where a utility is positioned, the designer can often make small adjustments in design elevations or horizontal locations and avoid the need to relocate utilities.
- Quality Level B involves designating (described above) the horizontal position of almost all utilities within the project limits. The information obtained in this manner is surveyed to project control. This two-dimensional horizontal mapping information is usually sufficient to accomplish preliminary engineering goals. Decisions can be made on where to place storm drainage systems and other design features in order to avoid conflicts with existing utilities. Slight adjustments in the design can produce substantial cost savings by eliminating utility relocations.

- Quality Level C information is a little less accurate than B. It involves surveying visible above ground utility facilities, such as manholes, valve boxes, posts, etc., and correlating this information with existing utility records. When using this information it is not unusual to find that many underground utilities have been either omitted or erroneously plotted on utility records. Its usefulness, therefore, should be confined to rural projects where utilities are not prevalent, or are not too expensive to repair or relocate.
- Quality Level D is the most basic level of information. It comes solely from existing utility records. It may provide an overall understanding for the congestion of utilities, but it is often highly limited in terms of comprehensiveness and accuracy. Its usefulness should be confined to project planning and route selection activities.

**Attachment B****Standard Utility Agreement  
COUNTY ROAD BOND PROGRAM  
Agreement No. \_\_\_\_\_**

PROJECT NAME \_\_\_\_\_ PROJECT NO. \_\_\_\_\_

CONTRACT NO. \_\_\_\_\_

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This Agreement by and between Williamson County, Texas, hereinafter called the **County**, and \_\_\_\_\_ hereinafter called the **Owner**, acting by and through its duly authorized representative, shall be effective on the date of approval and execution by and on behalf of the **County**.

**WHEREAS**, the **County** has deemed it necessary to make certain roadway improvements generally described as follows: Roadway \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_; and,

**WHEREAS**, this proposed roadway will necessitate the relocation or adjustment of certain facilities of **Owner** as indicated in the following statement of work:

and such work is shown in more detail in **Owner's** preliminary plans, specifications and cost estimates which are attached hereto and made a part hereof; and,

**WHEREAS**, the **County** desires to implement the relocation or adjustment of **Owner's** facilities by entering into an agreement with said **Owner** as soon as possible.

**NOW, THEREFORE, BE IT AGREED:**

The **County**, subject to the acquisition of such rights or interests as may be deemed necessary along or across **Owner's** interest in land, will pay **Owner** the costs incurred in relocating and adjusting **Owner's** facilities up to the amount said costs may be eligible for State participation.

The **Owner** has determined that the method to be used in developing the relocation or adjustment costs shall be as specified for the method checked and described hereafter:

- ☐ (1) Actual direct and related indirect costs accumulated in accordance with a work order accounting procedure prescribed by Williamson County.
- ☐ (2) Actual direct and related indirect costs accumulated in accordance with an established accounting procedure developed by the **Owner** and approved by the **County**.



- ☐ (3) An agreed lump sum of \$ \_\_\_\_\_, as supported by the analysis of estimated cost attached hereto.

If costs are developed under procedure (1) or (2) as before specified, the **County** will, upon satisfactory completion of the relocation or adjustment and upon receipt of a detailed final billing prepared in acceptable form and manner, make such payment in the amount of 90% of the eligible costs as shown in the final billing prior to the required audit and after such audit shall make final payment in an amount so that the total payments will equal the amount found eligible for State reimbursement by the final audit. When requested, the **County** will make intermediate payments at not less than monthly intervals to **Owner** when properly billed and such payments will not exceed 80% of the eligible cost as shown in each such billing. Intermediate payments shall not be construed as final payment for items included in the intermediate payment.

If costs are developed under procedure (3) as before specified, the **County** will, upon satisfactory completion of the relocation and adjustment and upon receipt of a billing prepared in acceptable form, make payment to **Owner** in the agreed amount.

Upon execution of this agreement by both parties hereto, the **County** will, by written notice, authorize the **Owner** to proceed with the necessary relocation or adjustment, and the **Owner** agrees to prosecute such work diligently to completion in such manner as will not result in avoidable interference or delay in either the **County's** roadway construction or in the said work.

The **Owner** will carry out said relocation and adjustment, accurately record the costs, and retain such records in accordance with applicable rules, regulations and procedures and the costs paid by the **County** pursuant to this agreement shall be full compensation to **Owner** for all costs incurred by **Owner** in making such relocation and adjustment.

Bills for work hereunder should be submitted to the **County** not later than 60 days after completion of the work.

In the event, it is determined that a substantial change from the statement of work contained in this agreement is required, reimbursement therefor shall be limited to costs covered by a modification of this agreement or a written change or extra work order approved by the **County**.

It is expressly understood that this agreement is subject to cancellation by the **County** at any time up to the date that work under this agreement has been authorized and that such cancellation will not create any liability on the part of the **County**.

The **Owner** by execution of this agreement does not waive any of the rights which **Owner** may legally have within the limits of the law.

Owner: \_\_\_\_\_

Execution Recommended:

By: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Engineer

Date: \_\_\_\_\_

WILLIAMSON COUNTY

Certified as being executed for the purpose and effect of activating and /or carrying out the orders, established policies, or work programs heretofore approved and authorized by the Williamson County Commissioners Court.

BY: \_\_\_\_\_  
County Judge

Date: \_\_\_\_\_

10:00

**AGENDA ITEM 47**

Hold Public Hearing on resubdivision of Lots 71 and 72 Brushy Bend Park, Section 2, Phase 2.

Commissioner Heiligenstein opened the public hearing for discussion at 10:00 a.m. on Tuesday, June 12, 2001.

County Engineer Joe England discussed the resubdivision of lots 71 and 72 in Brushy Bend Park, Section 2, Phase 2, and answered questions.

Commissioner Heiligenstein announced the public hearing closed at 10:06 a.m. on Tuesday, June 12, 2001.

**AGENDA ITEM 48**

Consider approving resubdivision of Lots 71 and 72 Brushy Bend Park, Section 2, Phase 2.

Moved: **Commissioner Boatright**

Seconded: **Commissioner Limmer**

Motion: To approve resubdivision of Lots 71 and 72 Brushy Bend Park, Section 2, Phase 2.

Vote: **3 – 0** with Commissioner Hays absent from the dais.

**AGENDA ITEM 49**

Consider approving the recommended list of pre-qualified firms for utility coordination for road program.

Moved: **Commissioner Boatright**

Seconded: **Commissioner Limmer**

Motion: To approve the recommended list of pre-qualified firms for utility coordination for road program. (List attached.)

Vote: **4 - 0**

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