



# Austin District Utility Coordination

## *Best Practices*

# Guidelines, Tools, and Strategies

Presented by the Austin District Utility Team

Revised 05/20/24

**#EndTheStreakTX**

End the streak of daily deaths  
on Texas Roadways.





- Utility Coordination (UC) is Subject Matter Expert (SME) role
  - Many TxDOT projects teams rely on consultant Utility Coordination
  - Explore past and current UC strategies.
  - Are you scoping projects to be successful?
  - Review Austin District Guidelines for UC efforts as they relate to PS&E.
- Effective communication is a key to successful Utility Coordination.
- Review Austin District Tools and Guidelines.
  - Utility Status Reports & Utility ID FORMS
  - Utility Coordination 2.0 guideline
  - Advanced Approvals for Agreements
- Questions and open discussion





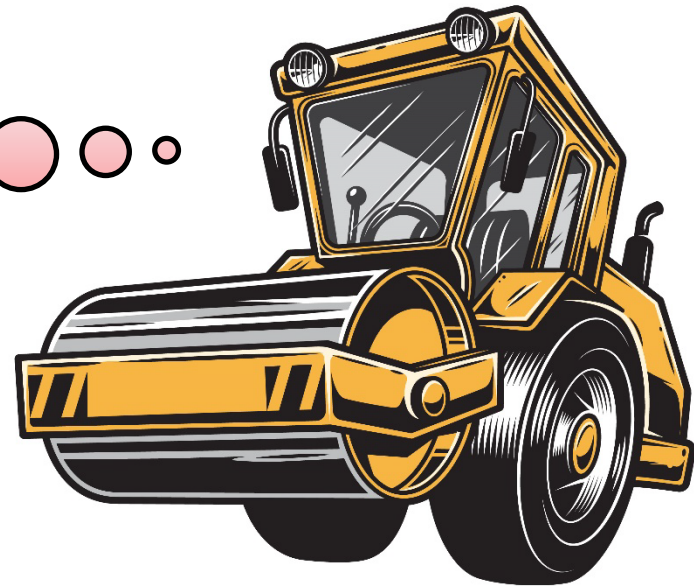
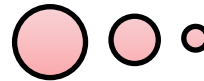
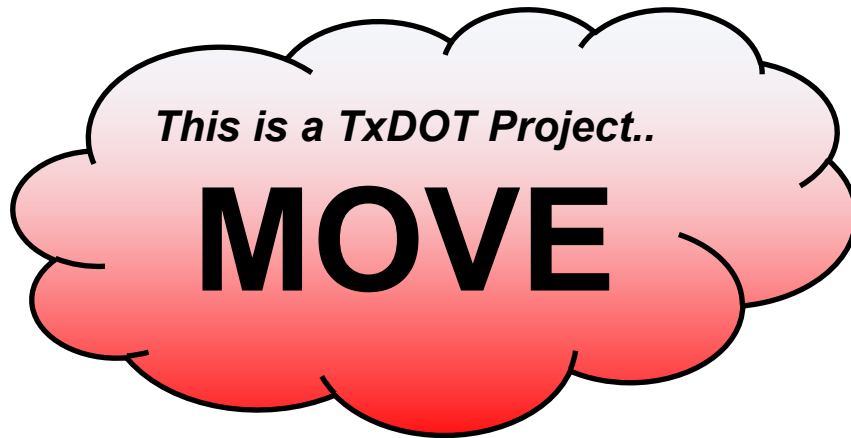
# What utility coordination strategy are you utilizing?

Most utility coordination activities are performed by consultants as part of a project team led by a TxDOT project manager.

## Are we planning to succeed?



# Steamroller Approach



- Provide TxDOT roadway plans to utility owners
- Utility is responsible for identifying conflicts
- ***Proven to be ineffective***



# *Imaginary Carrot & Stick Approach*



They don't realize, there is no carrot or stick. I am in control of this process.  
***They better be nice to me!***

- Utility conflicts identified by UC consultant
- Minimal effort to develop realistic schedules
- ***More effective, but still needed improvement***



# Utility Coordination 2.0



- Effective utility kick-off meetings
- Proposed Utility Schedules by 30% PS&E milestone
- Utility Status Report (USR) with realistic milestones
- New Notice of Conflict (NOC) letter
- NORA after utility relocation design is approved



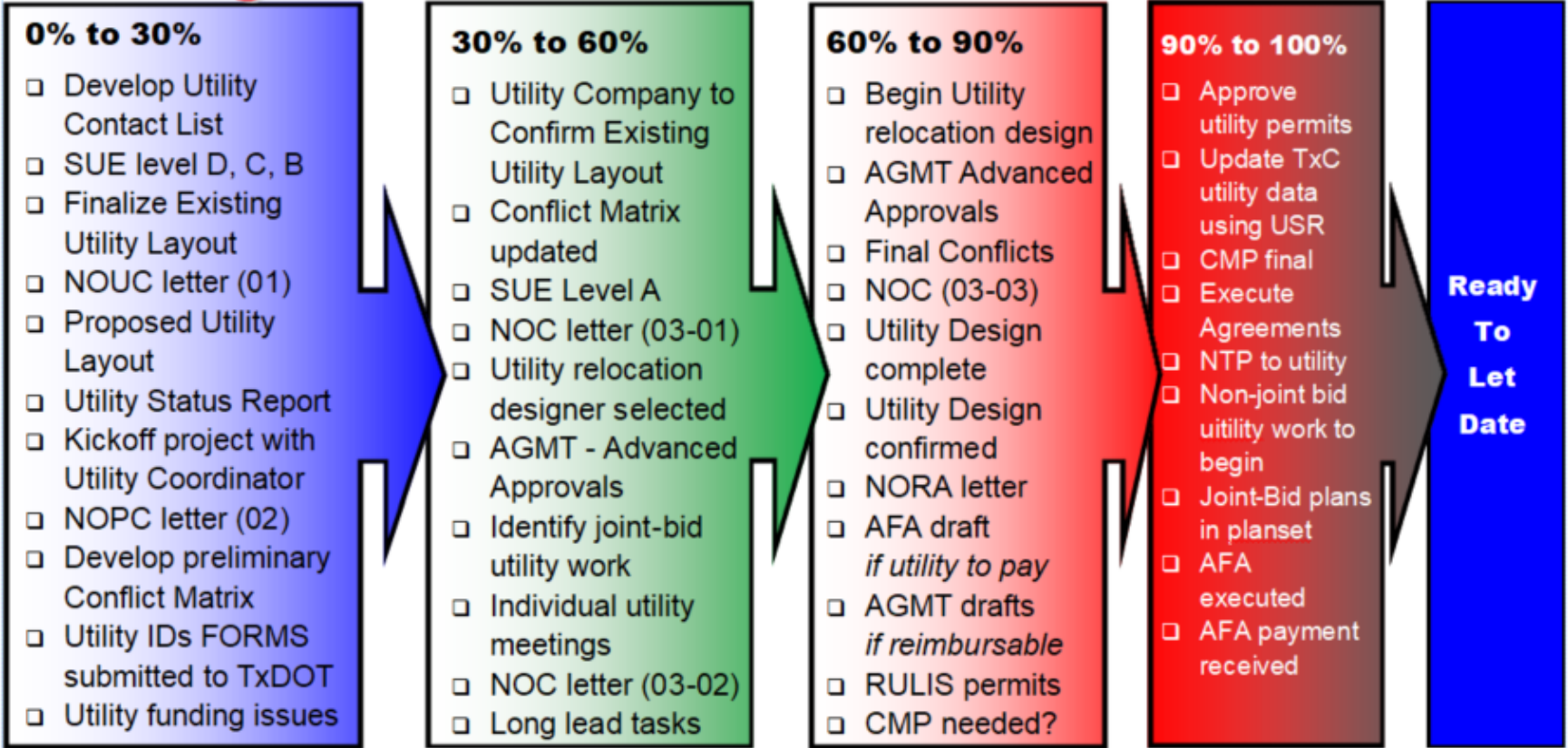
# Are we scoping work authorizations to be successful?

- Utility Coordination Subject Matter Expert (SME) is a role contracted out to support TxDOT.
- Efforts are needed to ensure the appropriate scope & fee are included in all work authorizations.
  - Do we have enough SUE Level C & B?
  - Are there enough test holes (Level A)?





# Utility Coordination Level of Effort



## in relation to PS&E schedule





**Utility  
Monitoring**

**VS**

**Utility  
Coordination**





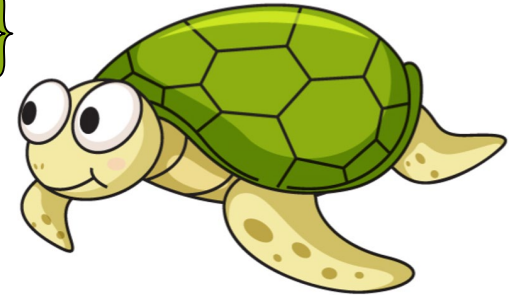
# Avoid, Minimize, Accommodate.



- Are conflicts identified early enough in the roadway design schedule to allow design to miss the conflicts?
- Utility coordination is not just identifying conflicts; an important part of the UC effort is recommending roadway design changes to mitigate conflicts and required relocations.



# Utility Coordination {UC} is a lot like FISHING...



- It requires skill and patience.
- Failure to be prepared for meetings and/or communicating ineffective messages = UC failure.

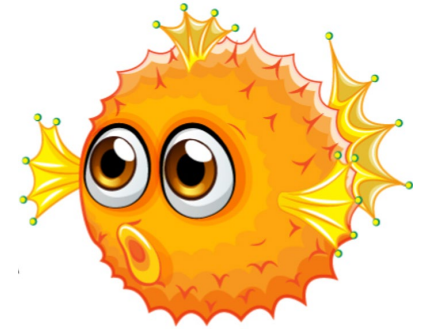
## **UC FAILURE is measured in SCHEDULE LOSS**

- UC failures are not noticed until 6-12 months later.
- Minimal opportunities to recover schedule.
- Utility Schedule Loss is measured in **months** *not* days or weeks.



## Are you an effective email communicator?

- Do utility partners respond to your emails with the responses you request?
- If not, what are you doing to improve?



## When facilitating meetings do you get participation?

- Active listening is just as important as speaking:
  - Are you listening to what utilities are saying?
  - *What about the are they not saying?*
- Do you have an agenda and realistic expectations?
- Are you properly prepared?
- This is an opportunity to clarify your role as the utility coordinator for the project.



## Have you heard of Permission Marketing?



- In most cases utility coordination uses a type of permission marketing strategy.
- The utility coordination consultant has implied permission to contact the utility representatives.
- However, if the UC does something to damage the implied relationship permission may be revoked.
- **This is a UC failure!**
- In many cases, the utility does not provide notice instead they quit responding.
- If the UC can not repair the relationship, TxDOT may have to step in and resolve the issue.



## What are 2 important tools for UC success?

**A smile!** Make an effort to be friendly and pleasant with both written and verbal communication methods.



**Integrity!** Can the utility trust what you are communicating?

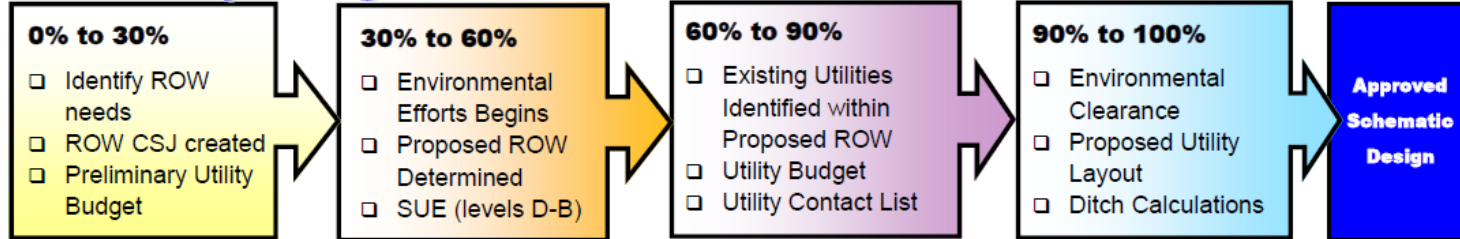




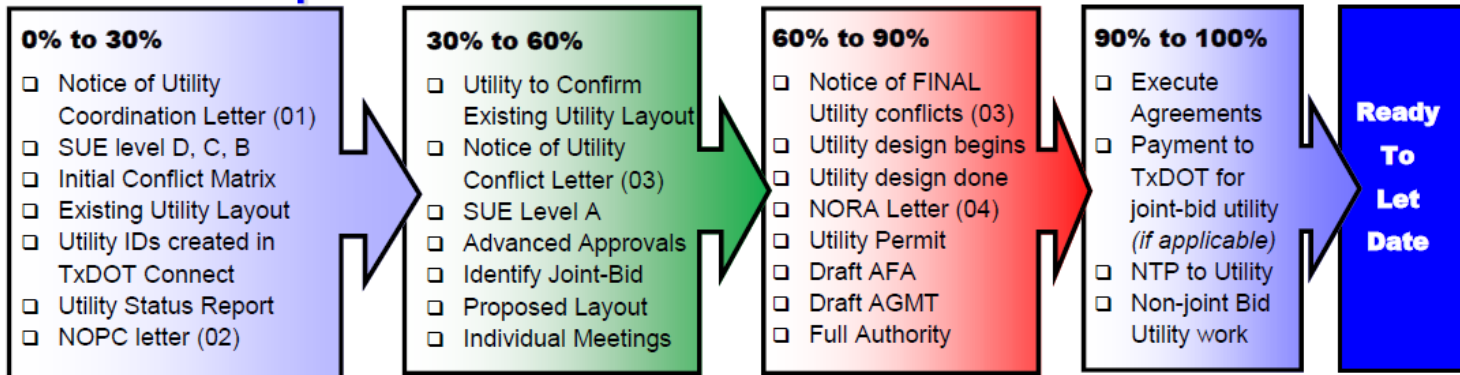
Updated: 10/23/23

## Utility Coordination Life Cycle

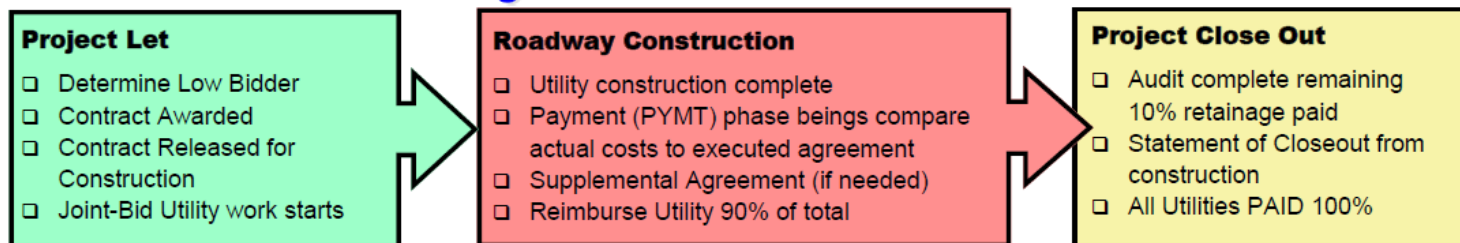
### Preliminary Design/Schematic Phase



### PS&E Development Phase



### Construction & Processing Phase





## Yes, please share!



- This information is available on the Austin District standards and guidance web page.
- [Austin District Standards and Guidance \(txdot.gov\)](https://www.txdot.gov/austin-district-standards-and-guidance)
- Scroll down to the Austin District Utility guidance section.
- The most recent versions of all FORMS and guidelines will be uploaded HERE. This will ensure that both TxDOT and consultants have access to the most up-to-date versions.

### Austin District Utility guidance Guides

Date	Title
10/22	<a href="#">Special Provisions Underground Utilities guide</a>
10/23	<a href="#">UtilityToolbox</a>
10/23	<a href="#">Utility Timeline</a>
10/23	<a href="#">Agreement Portfolio</a>

### Forms

Date	Title
01/24	<a href="#">Notice of Proposed Construction (NOPC) Letter</a>
01/24	<a href="#">Notice of Utility Conflict (NOUC) Letter</a>
08/23	<a href="#">Standard Utility Agreement (SUA) Checklist</a>
08/23	<a href="#">Utility Conflict Matrix (UCM) Template</a>
03/23	<a href="#">Utility Clearance Letter</a>
10/23	<a href="#">Utility Status Report</a>
08/23	<a href="#">Utility ID Request Form</a>



What  
should I do  
first?

How do we track  
progress for my  
projects?

**I was just  
assigned a  
NEW Project!**





## Utility Information in TxDOT Connect is on the Utilities page.

- ENGINEER'S ESTIMATE
  - Engineer's Estimate
  - Specifications List
  - Seal & Summary
- PROGRAMS
  - UTP
  - STIP
  - Major Projects
  - Program Call
- PROJECT SERVICES
  - Resources
  - Local Government
  - Goals & Objectives
  - Workflow, Forms & Documents
  - Project Comments
- RIGHT OF WAY
  - Right of Way
  - Utilities**
    - Details
    - Cost of Adjustment

Utility ID	Utility Type	Utility Name	Organization ID	Reimbursable	Joint Bid	Adjustment Completion Date
U00012490	Electric (Distribution)	Austin Energy / Distribution	E00199015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	03/30/2024
U00012027	Sewer	Austin Water Utilities	E00092460	<input checked="" type="checkbox"/>	<input type="checkbox"/>	02/10/2027
U00014912	Telecommunications	Fiberlight	E00094075	<input type="checkbox"/>	<input type="checkbox"/>	08/30/2022
U00014909	Water & Sewer	AQUA TEXAS INC	E00034199	<input type="checkbox"/>	<input type="checkbox"/>	02/15/2023
U00014911	Electric (Distribution)	Austin Energy / Distribution	E00199015	<input type="checkbox"/>	<input type="checkbox"/>	12/01/2022
U00014913	Telecommunications	CENTURYLINK (Lumen)	E00035869	<input type="checkbox"/>	<input type="checkbox"/>	03/25/2024
U00014906	Telecommunications	Southwestern Bell DBA AT&T	E00034338	<input type="checkbox"/>	<input type="checkbox"/>	08/15/2024
U00014915	Gas	Texas Gas Service - One Gas	E00093409	<input type="checkbox"/>	<input type="checkbox"/>	12/15/2022
U00014914	Telecommunications	Charter Communications	E00093815	<input type="checkbox"/>	<input type="checkbox"/>	12/06/2022
U00013846	Sewer	Austin Water Utilities	E00092460	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/20/2023

- Each utility is assigned a unique 8-digit utility ID for each project
- To create a utility ID there are many required fields.
- Although the adjustment completion date is not required by TxDOT Connect, it is a requirement for the Austin District for all Utility IDs.
- That is why the Utility Status Report is so important.




# Austin District - Utility ID Process

The Austin District has created a Utility ID request FORM that is submitted to the TxDOT project manager and used by the Austin District Utility Team to create utility IDs for both reimbursable and non-reimbursable utilities identified within the project limits.

- This form is use for all utility IDs including non-reimbursable utility coordination; therefore, it is not included in the TOOLBOX instead it can be found in the Austin District Utility FORMS section on the [Austin Districts standards web page](#).
- Another template is available on the Austin District Utility FORM section is the Utility Status Report (USR). This template should be used to generate anticipated utility relocation schedules early in the utility coordination process.
- If you have any questions please send and email to **AUS\_Uilities@txdot.gov**. Updated: 04/01/24

As you can see this is not just a fillable FORM, but it is also designed as a checklist:

- Utility ID is blank for new requests, this FORM will be returned Utility ID is created in TxConnect.
- This form has been updated 04/01/24, to include dropdown to re-submit form to update TxConnect data.
- Provide LF of utility conflict per CSJ if project has multiple CSJs.
- Select from dropdown list type of adjustment anticipated.



**TxConnect Utility ID Data Management FORM**

Date of Request:  Request Type:  Utility ID:

Utility Name:  Utility Status:

Controlling Construction CSJ:  ROW CSJ:  LF of Utility Identified:

Secondary Construction CSJ:  ROW CSJ #2:  LF of Utility Identified:

Highway:  Anticipated Let Date:

Type of Adjustment:

**Purpose of Utility ID - select only one**

Utility ID for State Utility Process (SUP) - calculated eligibility ratio is:

Utility ID for interstate project (FUP) - eligibility ratio is 100%

Utility ID for Local Utility Process (LUP) - calculated eligibility ratio is:

Utility ID for joint-use agreement ONLY

Utility ID for non-reimbursable joint-bid utility (AFA ONLY)

Utility ID for non-reimbursable relocations - current status:

**Checklist for reimbursable utilities with calculated eligibility ratios** Eligibility ratios must be verified by Austin District Utility Team before Utility ID can be created. Incomplete submissions will be rejected.

existing utility exhibit with measurement calculations on each page & **verified with utility**





# Utility Status Report (USR)

Maybe one of the most useful utility coordination tools available is the Austin District Utility Status Report (USR). This report has been used by the Austin District to track utility relocation schedules by milestones since 2018. Recently this report when through a revision and version 2.0 is now available:

- This tool is required for all projects with an assigned utility IDs including non-reimbursable utility coordination.
- It is not included in the TOOLBOX instead it can be found on the [Austin Districts standards web page](#).
- The USR should be used to generate anticipated utility relocation schedules early in the utility coordination process.
- If you have any questions please send an email to [AUS\\_Utilities@txdot.gov](mailto:AUS_Utilities@txdot.gov).

Updated: 04/01/24

The USR template is a tool that can be customized for any project:

- The first part is for project specific information
- Next there are 4 different USR templates
- Each utility identified that needs to relocate should be listed on this report.
- Additional milestones can be added to help capture all critical tasks.
- The purpose of this report is to have a list of dates and milestones that can be verified throughout the utility coordination process.
- The overall goal of this report is to establish effective communication and documentation of a realistic utility relocation schedule for each utility on each project.







## Monthly Utility Status Report (USR) version 2.2 (04/17/24)

Roadway Name: FM 1234 Project Limits: from Utility Blvd. to ROW Avenue  
 CSJ: 0914-14-200 Construction Project ID: A00004321 Estimated Let Date: 2/7/2025  
 Project Limits TO: 1400+00 Limits to Station: 1452+80  
 ROW CSJ: 0914-14-021 ROW Project ID: R0005432 Full A (ROW): N/A

Project Design Schedule	30% PS&E	60% PS&E	90% PS&E	100% PS&E
	11/17/2023	3/15/2024	6/14/2024	9/20/2024
Complete <input type="checkbox"/>	Complete <input type="checkbox"/>	Complete <input type="checkbox"/>	Complete <input type="checkbox"/>	

**Key Milestone**

Tasks Color Code: TxDOT, Consultant Utility Coordinator (UC), Utility Designer (UD), Utility Owner

### XYZ Telecom - Utility ID # U00085923

Non-Reimbursable,  Reimbursable,  Joint-BID

Brief Notes for this report: Existing underground telecommunications fiber optic facility in conflict with excavation for construction and under pavement for full limits of project. Relocation required through full limits of project. Conflicts final at 60% PS&E.

Utility Status: Utility Identified

Updated: 5/8/24

Existing Utility Layout complete & verified by	Date: 11/10/2023	Updated: 11/10/2023	Complete <input checked="" type="checkbox"/>
Preliminary Utility Conflicts Identified - Utility Notified	Date: 12/15/2023	Updated: 5/8/2024	Complete <input checked="" type="checkbox"/>
Utility Relocation Design Begins	Date: 1/12/2024	Updated: 5/8/2024	Complete <input checked="" type="checkbox"/>
FINAL Utility Conflicts Identified - Utility Notified	Date: 4/19/2024	Updated: 5/8/2024	Complete <input checked="" type="checkbox"/>
Utility Relocation Design Complete	Date: 5/31/2024	Updated: 5/8/2024	Complete <input type="checkbox"/>
TxDOT Permitted Submitted	Date: 6/28/2024	Updated: 5/8/2024	Complete <input type="checkbox"/>
Advertise for Construction Bids	Date: 7/5/2024	Updated: 5/12/2024	Complete <input type="checkbox"/>
Long lead time materials ordered by	Date: 7/19/2024	Updated: 5/12/2024	Complete <input type="checkbox"/>
TxDOT Permitted Approved (30 days)	Date: 7/26/2024	Updated: 5/8/2024	Complete <input type="checkbox"/>
Award Competitive Bid	Date: 8/9/2024	Updated: 5/12/2024	Complete <input type="checkbox"/>
Construction Start (4 months duration)	Date: 9/6/2024	Updated: 5/8/2024	Complete <input type="checkbox"/>
Construction Completion (new facility)	Date: 12/27/2024	Updated: 5/12/2024	Complete <input type="checkbox"/>
Utility Specific Tasks (splicing, pressure testing, etc.)	Date: 2/14/2025	Updated: 5/12/2024	Complete <input type="checkbox"/>
Existing facility abandoned/rem Management Plan Needed	Date: 2/28/2025	Updated: 5/12/2024	Complete <input type="checkbox"/>

**30 days after 30%**

**Build from HERE**



## Monthly Utility Status Report (USR) version 2.2 (04/17/24)

Roadway Name: FM 1234 Project Limits: from Utility Blvd. to ROW Avenue  
 CSJ: 0914-14-200 Construction Project ID: A00004321 Estimated Let Date: 2/7/2025  
 Project Limits TO: 1400+00 Limits to Station: 1452+80  
 ROW CSJ: 0914-14-021 ROW Project ID: R0005432 Full Authority Date (POW): N/A

Project Design Schedule	30% PS&E	60% PS&E	90% PS&E	100% PS&E
	11/17/2023	3/15/2024	6/14/2024	9/20/2024
	Complete <input type="checkbox"/>	Complete <input type="checkbox"/>	Complete <input type="checkbox"/>	Complete <input type="checkbox"/>

**Design Change**

Tasks Color Code: TxDOT, Consultant Utility Coordinator (UC), Utility Designer (UD), Utility Owner

### XYZ Telecom - Utility ID # U00085923

Non-Reimbursable,  Reimbursable,  Joint-BID

Brief Notes for this report: Existing underground telecommunications fiber optic facility in conflict with excavation for construction and under pavement for full limits of project. Relocation required through full limits of project. Conflicts final at 90% PS&E.

Utility Status: Utility Identified

Updated: 5/8/24

Existing Utility Layout complete & verified	Date: 11/10/2023	Updated: 11/10/2023	Complete <input checked="" type="checkbox"/>
Preliminary Utility Conflicts Identified - Utility	Date: 12/15/2023	Updated: 5/8/2024	Complete <input checked="" type="checkbox"/>
Utility Relocation Design Begins	Date: 1/12/2024	Updated: 5/8/2024	Complete <input checked="" type="checkbox"/>
FINAL Utility Conflicts Identified - Utility Notified	Date: 7/19/2024	Updated: 5/8/2024	Complete <input checked="" type="checkbox"/>
Utility Relocation Design Complete	Date: 8/30/2024	Updated: 5/8/2024	Complete <input type="checkbox"/>
TxDOT Permitted Submitted	Date: 9/27/2024	Updated: 5/8/2024	Complete <input type="checkbox"/>
Advertise for Construction Bids	Date: 10/4/2024	Updated: 5/12/2024	Complete <input type="checkbox"/>
Long lead time materials ordered by	Date: 10/11/2024	Updated: 5/12/2024	Complete <input type="checkbox"/>
TxDOT Permitted Approved (30 days)	Date: 10/30/2024	Updated: 5/8/2024	Complete <input type="checkbox"/>
Award Competitive Bid	Date: 11/1/2024	Updated: 5/12/2024	Complete <input type="checkbox"/>
Construction Start (4 months duration)	Date: 12/6/2024	Updated: 5/8/2024	Complete <input type="checkbox"/>
Construction Completion (new facility)	Date: 3/28/2025	Updated: 5/12/2024	Complete <input type="checkbox"/>
Utility Specific Tasks (splicing, pressure testing, etc.)	Date: 5/16/2025	Updated: 5/12/2024	Complete <input type="checkbox"/>
Existing facility abandoned/relocated	Date: 5/30/2025	Updated: 5/12/2024	Complete <input type="checkbox"/>

**30 days after 90%**

**Build from HERE**

Changed from: 2/25 to 5/25



# Did you know?



Utilities in other  
Districts wait until  
90% PS&E to begin design!



## Monthly Utility Status Report (USR) version 2.2 (04/17/24)

Roadway Name: FM 1234 Project Limits: from Utility Blvd. to ROW Avenue  
 CSJ: 0914-14-200 Construction Project ID: A00004321 Estimated Let Date: 2/7/2025  
 Project Limits TO: 1400+00 Limits to Station: 1452+80  
 ROW CSJ: 0914-14-021 ROW Project ID: R0005432 Full Authority Date: 02/07/2025

**Final Conflicts**

Project Design Schedule	30% PS&E	60% PS&E	90% PS&E	100% PS&E
	11/17/2023	3/15/2024	6/14/2024	9/20/2024
	Complete <input type="checkbox"/>	Complete <input type="checkbox"/>	Complete <input type="checkbox"/>	Complete <input type="checkbox"/>

Tasks Color Code: TxDOT, Consultant Utility Coordinator (UC), Utility Designer (UD), Utility Owner

XYZ Telecom - Utility ID # U00085923

Non-Reimbursable,  Reimbursable,  Joint-BID

Brief Notes for this report: Existing underground telecommunications fiber optic facility in conflict with excavation for construction and under pavement for full limits of project. Relocation required through full limits of project. Design starts after 90% PS&E (not recommended).

Utility Status: Utility Identified

Updated: 5/8/24

**Design after 90%**

**Build from HERE**

<b>FINAL Utility Conflicts Identified</b> - Utility Notified .....	Date: 7/19/2024	Updated: 5/8/2024	Complete <input type="checkbox"/>
Utility Relocation <b>Design Begins</b> .....	Date: 8/16/2024	Updated: 5/12/2024	Complete <input type="checkbox"/>
Utility Relocation <b>Design Complete</b> .....	Date: 11/29/2024	Updated: 5/12/2024	Complete <input type="checkbox"/>
TxDOT <b>Permitted Submitted</b> .....	Date: 12/13/2024	Updated: 5/12/2024	Complete <input type="checkbox"/>
<b>Advertise for Construction Bids</b> .....	Date: 12/20/2024	Updated: 5/12/2024	Complete <input type="checkbox"/>
Long lead time <b>materials ordered</b> by .....	Date: 1/3/2025	Updated: 5/12/2024	Complete <input type="checkbox"/>
TxDOT <b>Permitted Approved</b> (30 days) .....	Date: 1/17/2025	Updated: 5/12/2024	Complete <input type="checkbox"/>
<b>Award Competitive Bid</b> .....	Date: 1/24/2025	Updated: 5/12/2024	Complete <input type="checkbox"/>
<b>Construction Start</b> (4 months duration) .....	Date: 2/28/2025	Updated: 5/8/2024	Complete <input type="checkbox"/>
<b>Construction Completion</b> (new facility) .....	Date: 6/27/2025	Updated: 5/12/2024	Complete <input type="checkbox"/>
<b>Utility Specific Tasks</b> (splicing, pressure testing, etc.) .....	Date: 8/15/2025	Updated: 5/12/2024	Complete <input type="checkbox"/>
Existing facility <b>abandoned/r</b> <b>02/25 to 5/25 to 08/25</b> .....	Date: 8/29/2025	Updated: 5/12/2024	Complete <input type="checkbox"/>

# Utility Conflict Matrix Example



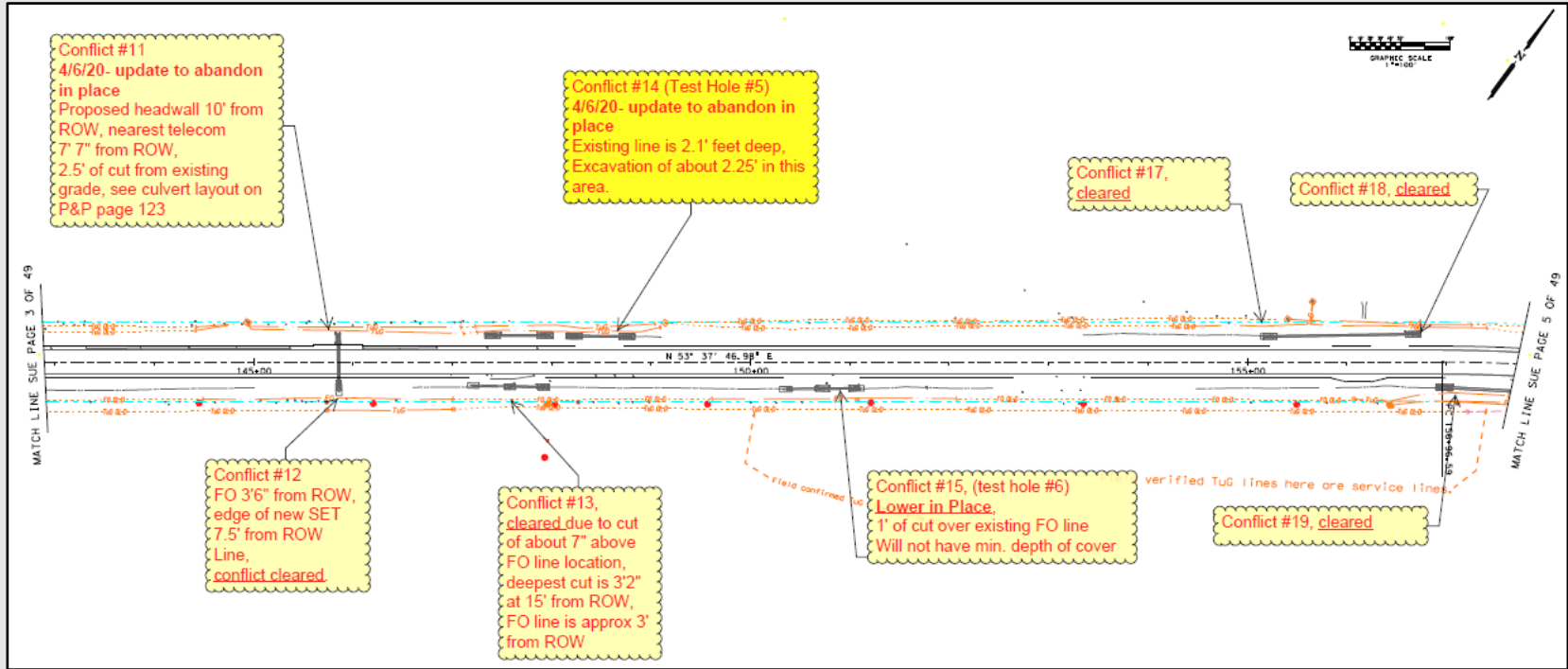
Conflict ID	ID Call-out on SUE	Utility Type	Start Station (Drwy LT.)	End Station (Drwy RT.)	Conflict Description	Conflict Status	Recommended Action	Test Hole Needed	Test Hole Number	Resolution Status
7	TuG FO	Communications	132+67.00, 31' RT.	132+81.00, 31' RT.	Existing Telephone crossing to relocate to overhead crossing, 2.1' deep	Conflict	Plan for Relocation	no	2	utility conflict resolved
7a	TuG FO	Communications	132+67.00, 31' RT.	132+81.00, 31' RT.	Wingwall/SET installation in conflict with underground telephone and fiber optic Existing Fiber Optic should be clear of construction 2.4' deep <b>NOTE in plans to excavate with care when excavating for proposed rip rap towards TxDOT ROW line.</b>	Conflict	Protect in Place	yes	3	Utility conflict resolution strategy selected
8	FO TuG	Communications		133+08.15 Drwy RT.	Driveway pipes and SET installation in conflict with underground telephone and fiber optic	Not in Conflict	Cleared by Utility			Utility conflict resolved
9	TuG	Communications	133+96.71 Drwy LT.		Driveway pipes and SET installation in conflict with underground telephone	Not in Conflict	Cleared by Utility			Utility conflict resolved
10	TuG	Communications	139+41.15 Drwy LT.		Driveway pipes and SET installation in conflict with underground telephone 4/6/20 - Update - Abandon in place	Conflict	Abandon in place	no		Utility conflict resolution strategy selected
11	TuG	Communications	145+78.38 29.8' LT.	145+92.38 29.8' LT.	Parallel Wingwall installation in conflict with underground telephone 4/6/20 - Update - Abandon in place	Conflict	Abandon in place	no		Utility conflict resolution strategy selected
12	TuG	Communications	145+85.52 33.5' RT.	145+85.52 33.5' RT.	SET installation in conflict with underground telephone and Fiber Optic	Not in Conflict	Cleared by Utility			Utility conflict resolved
13	TuG FO	Communications		147+74.33 Drwy RT.	Driveway pipes and SET installation in conflict with underground telephone	Not in Conflict	Cleared by Utility			Utility conflict resolved
14	TuG	Communications	148+47.72 Drwy LT.		Driveway pipes and SET installation in conflict with underground telephone Test Hole shows line is 2.1' deep at this location, excavation of about 2.25' in this area, LINE is in CONFLICT 4/6/20 - Update - Abandon in place	Conflict	Abandon in place	yes	5	Utility conflict resolution strategy selected
15	TuG	Communications		150+89.13 Drwy RT.	Driveway pipes and SET installation in conflict with underground telephone Test Hole shows line is 2.4' deep at this location, excavation of about 1' in this area, Fiber Optic line will not have minimum depth of cover.	Conflict	Lower in Place	yes	6	Utility conflict resolution strategy selected

- Color Codes based on utility type
- Provide detailed conflict descriptions (highlight in yellow any changes)
- Color Codes based conflict status:
  - Conflict = **RED**
  - Potential Conflict = **Yellow**
  - Not in Conflict = **Green**

Utility Contact List
**UCM-Conflict List**



# Existing Utility Layout



Conflict ID	ID Call-out on SUE	Utility Type	Start Station (Drwy LT.)	End Station (Drwy RT.)	Conflict Description	Conflict Status	Recommended Action	Test Hole Needs	Test Hole Number	Resolution Status
14	TuG	Communications	148+47.72 Drwy LT.		Driveway pipes and SET installation in conflict with underground telephone Test Hole shows line is 2.1' deep at this location, excavation of about 2.25' in this area, LINE is in CONFLICT 4/6/20 - Update - Abandon in place	Conflict	Abandon in place	yes	5	Utility conflict resolution strategy selected
15	TuG	Communications		150+89.13 Drwy RT.	Driveway pipes and SET installation in conflict with underground telephone Test Hole shows line is 2.4' deep at this location, excavation of about 1' in this area, Fiber Optic line will not have minimum depth of cover.	Conflict	Lower in Place	yes	6	Utility conflict resolution strategy selected







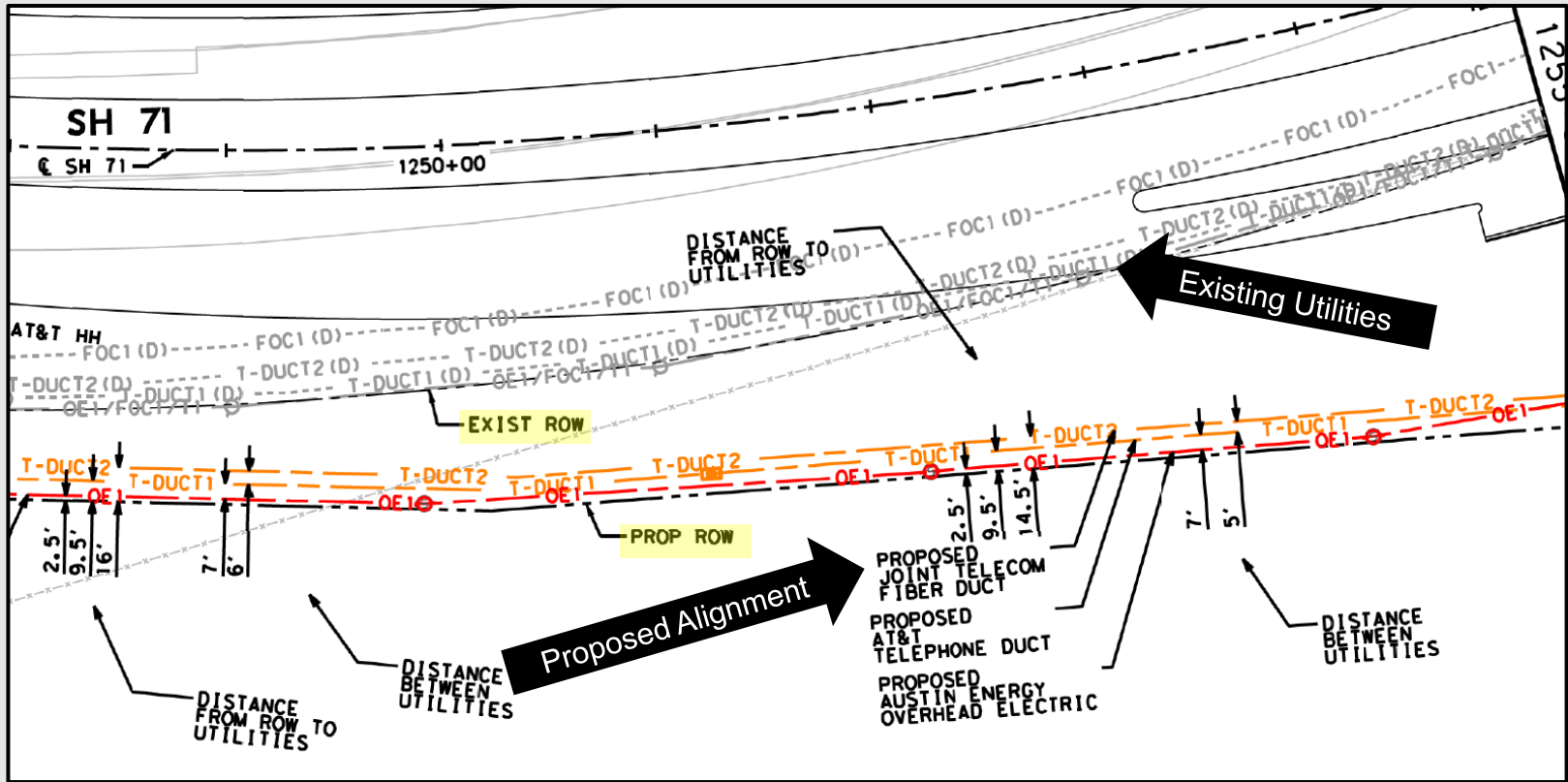
Utility Name	Conflict ID	ID Call-out on SUE	Utility Type	Conflict Status	Recommended Action
XYZ Communications	1		Communications	Not in Conflict	Verify with Utility
Overtime Electric	2		Electric	Potential Conflict	Verify with Utility
XYZ Communications	3		Communications	Conflict	Verify with Utility
Happy Water Supply Corp.	4		water	Not in Conflict	Verify with Utility
Downhill Wastewater Corp.	5		Sanitary Sewer	Conflict	Verify with Utility
Downhill Wastewater Corp.	6		Sanitary Sewer	Conflict	Verify with Utility
Overtime Electric	7		Electric	Not in Conflict	Verify with Utility
Overtime Electric	8		Electric	Potential Conflict	Verify with Utility
Downhill Wastewater Corp.	9		Sanitary Sewer	Not in Conflict	Verify with Utility
Overtime Electric	10		Electric	Not in Conflict	Verify with Utility
Happy Water Supply Corp.	11		water	Potential Conflict	Verify with Utility
Happy Water Supply Corp.	12		water	Conflict	Verify with Utility
956 Gas Company	13		gas	Not in Conflict	Verify with Utility
956 Gas Company	14		gas	Potential Conflict	Verify with Utility
956 Gas Company	15		gas	Potential Conflict	Verify with Utility
Happy Water Supply Corp.	16		water	Not in Conflict	Verify with Utility
Happy Water Supply Corp.	17		water	Potential Conflict	Verify with Utility
Downhill Wastewater Corp.	18		Sanitary Sewer	Conflict	Verify with Utility

Utility Name	Not in Conflict	Potential Conflict	Conflict	Total Conflicts
XYZ Communications	1	0	1	2
Downhill Wastewater Corp.	1	0	3	4
Happy Water Supply Corp.	2	2	1	5
956 Gas Company	1	2	0	3
Overtime Electric	2	2	0	4
<b>TOTAL Number of Conflicts</b>				<b>18</b>

Utility Contact List	UCM-Conflict List	<b>Conflict Summary Sheet</b>	Column Descriptions	Drop-Down Lists
----------------------	-------------------	-------------------------------	---------------------	-----------------



For projects with ROW acquisition a Proposed Utility Assignment should be provided early in the Utility Coordination Process.



Each utility should be provided an assignment including distance from the ROW line that will allow for a uniform installation.



# Austin District UTILITY TOOLBOX



UAR Utility Accommodation Rules  
ICN Indication of Contract Need (PEPS)  
NOPC Notice of Proposed Construction  
UCM Utility Conflict Matrix  
PUAA Project Utility Adjustment AGMT (DB)  
NORA Notice of Required Accommodation  
AGMT Standard Utility Agreement (SUA)  
UIR Utility Installation Request (UIR system)  
SUPP Supplemental Utility Agreement

TAC Texas Administrative Code  
PEPS Professional Engineering Procurement Services  
SUE Subsurface Utility Engineering  
ALD Alternative Delivery Division (Design Build)  
USR Utility Status Report  
AFA Advanced Funding Agreement (utility only)  
SUA Standard Utility Agreement  
RULIS ROW Utility Leasing Information System  
PYMT Utility Reimbursement Payment



## TxDOT Austin District - Utility Guidelines

# Advanced Approvals

- Utility ID Request FORM used to create Utility IDs in TxDOT Connect
- UAR Exceptions FORM, checklist to include with UAR Exception package
- Forced Betterment FORM, checklist to include with Forced Betterment documentation
- Proof of Property Interest FORM checklist to include with submission of property interest (easements) for eligibility
- Easement Value FORM used to approve easement values



## TxConnect Utility ID Data Management FORM

Date of Request:  Request Type:  Utility ID:

Utility Name:  Utility Status:

Controlling Construction CSJ:  ROW CSJ:  LF of Utility identified:

Secondary Construction CSJ:  ROW CSJ #2:  LF of Utility identified:

Highway:  Anticipated Let Date:

Type of Adjustment:

### Purpose of Utility ID - select only one

- Utility ID for State Utility Process (SUP) - calculated eligibility ratio is:
- Utility ID for interstate project (FUP) - eligibility ratio is 100%
- Utility ID for Local Utility Process (LUP) - calculated eligibility ratio is:
- Utility ID for joint-use agreement ONLY
- Utility ID for non-reimbursable joint-bid utility (AFA ONLY)
- Utility ID for non-reimbursable relocations - current status:

### Checklist for reimbursable utilities with calculated eligibility ratios

Eligibility ratios must be verified by Austin District Utility Team before Utility ID can be created. Incomplete submissions will be rejected.

- existing utility exhibit with measurement calculations on each page & **verified with utility**
- Standard Estimate Tool - eligibility calculations & eligibility measurements for each page
- Proof of property interest FORM (can be submitted at later date, but will be required)

### Roadway Project Limits and Utility Conflict Limits (enter station numbers)

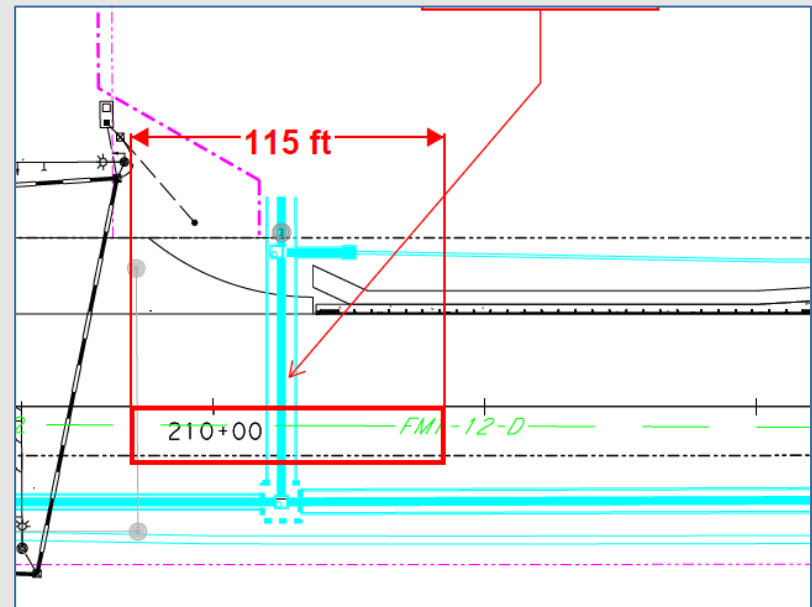
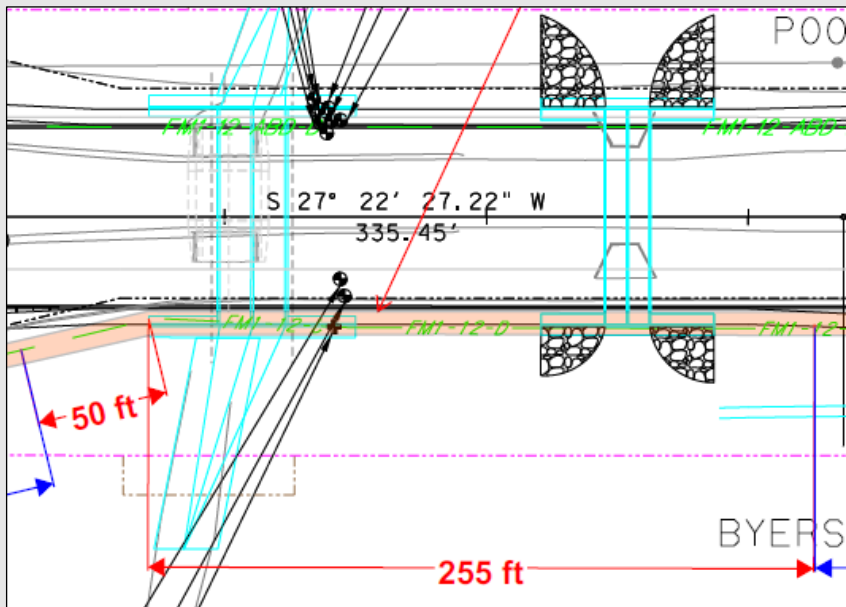
Roadway Project Begin [Station #]  End [Station #]

Utility Conflict Begin [Station #]  End [Station #]

# Utility ID Request FORM – Initial Eligibility for wastewater line



ELIGIBILITY RATIO CALCULATOR			
Calculation for Overhead Installation by Number of Eligible Poles	Calculation for Underground or Overhead by Length of Existing Facility		
Number of EXISTING poles in conflict that are both OUTSIDE of existing ROW, and INSIDE of Proposed ROW. (in easement)	0	Length of existing facility in conflict that is both outside of the existing ROW and inside of proposed ROW. EASEMENT	305
Number of existing Poles in conflict that are inside of the existing ROW. (present by permit)	0	Length of the existing facility in conflict inside of the existing ROW. PERMIT	115
TOTAL number of Poles in Conflict	0	TOTAL length of the existing facility within proposed TxDOT ROW.	419
ELIGIBILITY IF CALCULATED BY POLES	0.00%	ELIGIBILITY IF CALCULATED BY LENGTH	72.79%
ACCEPTED ELIGIBILITY RATIO		72.79%	



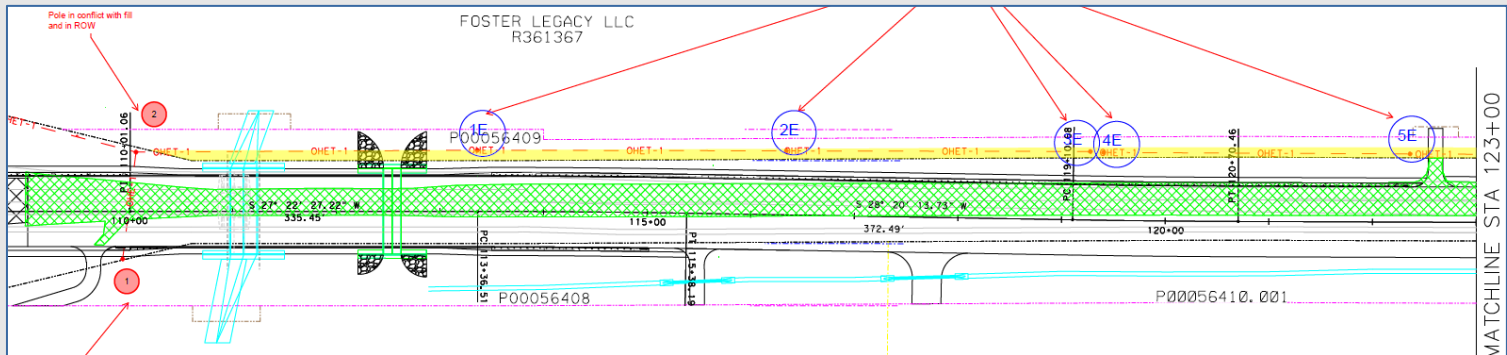




# Utility ID Request FORM – Initial Eligibility for electric poles



ELIGIBILITY RATIO CALCULATOR DETAIL					
Eligibility Ratio Calculation By Station Range (left to right)					
Pole #	Sheet #	Existing Utility Layout main lane station range	Indicate each pole with an "X"		
			In Conflict within Existing ROW (by permit)	in Conflict within Proposed ROW (proof of property interest required)	in Conflict outside of Proposed ROW (not included in calculation)
1	1	109+90	x		
2	1	110+10	x		
1E	1	113+30		x	
2E	1	116+30		x	
3E	1	119+26		x	
4E	1	119+38		x	
5E	1	122+35		x	
TOTAL for EACH:			16	8	0
TOTAL Number of Poles:			24		
Calculated Eligibility Ratio:			33.33%		





# Utility ID Request/Update FORM



## Roadway Project Limits and Utility Conflict Limits (enter station numbers)

Roadway Project Begin [Station #]  End [Station #]

Utility Conflict Begin [Station #]  End [Station #]

## Is utility relocation outside of the Roadway project limits? If so, provide justification below

## Initial Cost Estimate and anticipated schedule

Utility Facilities in conflict [enter quantity]:  Poles -or-  LF

Unit Rate based on Utility Type (see Austin District Unit Rate Table):

Initial TOTAL Project Cost Estimate

Proposed/Actual date (NOPC) letter sent to Utility

Anticipated Date of Final Conflict Matrix

Proposed/Actual date (NOC 03-03) letter sent to Utility

Utility relocation design complete and submitted to project team

Proposed/Actual date (NORA) letter sent to Utility

Estimated date utility construction to begin

Estimated duration of utility accommodation (days)

Estimated date utility construction complete

## Advanced Approval(s) needed prior to submission of the utility agreement to Austin District - check all that apply

UAR Exception Approval FORM

Proof of Property Interest FORM

Forced Betterment Approval FORM

Easement Value Approval FORM



Austin District – Utility Team – Process Guidelines

## UAR Exceptions

The following guideline should be used when preparing a UAR Exception Request to be submitted to the Austin District. Please note that for the exhibits and the letter from the utility there are additional requirements that may not have been required on previous exception requests.

### Process #1 – Identify the need for a UAR Exception.

1. When is a UAR exception needed?

- A UAR exception is needed when a utility installation within TxDOT right of way does not comply with the UAR. According to TAC Rule 21.35, [Exceptions](#) will be considered based on valid engineering judgment.

Texas Administrative Code	
<a href="#">TITLE 43</a>	TRANSPORTATION
<a href="#">PART 1</a>	TEXAS DEPARTMENT OF TRANSPORTATION
<a href="#">CHAPTER 21</a>	RIGHT OF WAY
<a href="#">SUBCHAPTER C</a>	UTILITY ACCOMMODATION
<a href="#">RULE §21.35</a>	Exceptions

- Common examples of UAR exceptions include:

- New utility facility crossings not installed at approximately 90 degrees - 21.37 (b) (4)
- Existing water line crossing under pavement un-encased - 21.40 (c) (3)
- Existing longitudinal facility to remain under pavement - 21.40 (a) (9) (B)
- Longitudinal telecom facility not meeting minimum depth of cover - 21.40 (g) (3)
- Overhead utility not within 3 feet of ROW Line - 21.41 (d) (1)
- Overhead utility pole greater than 36 inches in diameter - 21.41 (d) (1)
- Vertical clearance for **longitudinal** lines on the right of way – 21.41 (b)
- Encasement to extend to five feet of ROW line – 21.40 (a) (1) (c)

The following SOP has been broken down into the following processes:

1. Identify the need for a UAR Exception.
2. Exception package submittal
  - a. to ROW Division
  - b. to Maintenance Division
3. Processing through District to Maintenance Division
4. Processing through District to ROW Division

2. Who is responsible for processing the exception?

- If the exception is part of an active TxDOT project, it must be approved by the ROW Division Director. This process is coordinated by the Austin District Utility Team.
  - UAR Exceptions for state let projects (Process 2a)
- If the exception is not part of an active TxDOT project, it must be approved by the Maintenance Division Director. This is processed as part of the utility installation permit process; the Austin District Utility Team will review, and secure memos required as part of approval process.
  - UAR Exceptions for local let projects (Process 2b)
  - UAR Exception for utility permits not part of an active TxDOT project (Process 2b)



## What is needed in the exception package?

1. Austin District UAR Exception request FORM, includes checklist for package, and captures internal TxDOT approvals.
2. Letter from utility requesting UAR Exception to include the following:
  - Highway & Construction CSJ#
  - Description of the condition and location of the utility facility, and nature of UAR violation.
  - Reference the rule # for which exception is being requested.
  - Describe the justification for the exception request.
  - In addition to the following statements being required, at least one additional complete sentence is required for each statement attesting to **how the utility will be meeting these requirements.**
  - Statement attesting to the following:
    - There is no inherent risk to any highway appurtenances (structures, roadway, lighting, storm sewer, etc.).
    - the accommodation will not adversely affect the safety, design, construction, operation, maintenance, or stability of the highway.
    - the accommodation will not be constructed or serviced by direct access from the mainlanes of a freeway or connecting ramps.

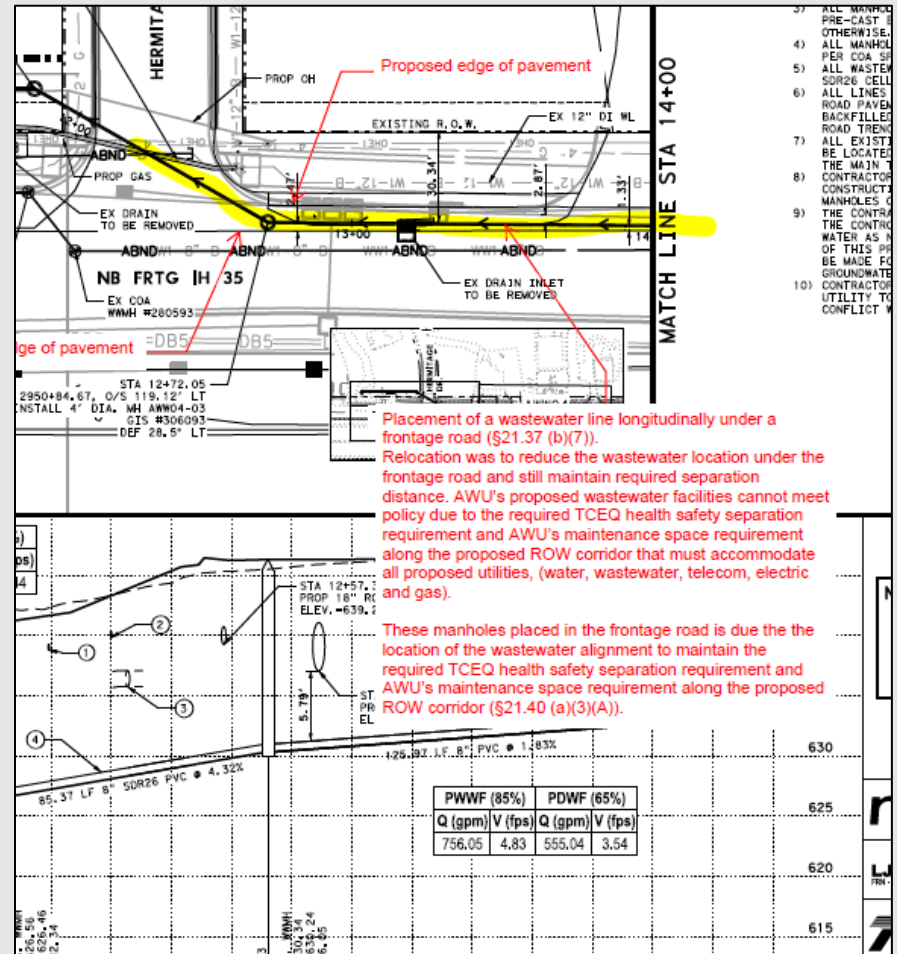
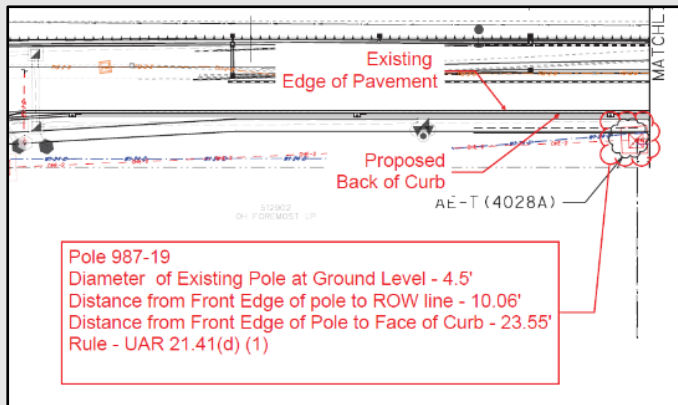
UAR Exceptions - Area Engineer Approval FORM (For submittal to ROW Division Only)	
Date of Request:	UAR Permit #:
Utility Name:	Utility ID:
Construction CSJ:	ROW CSJ:
Highway:	Limits From:
Letting Date:	Limits To:
<b>The following exception(s) to the Texas Administrative Code (TAC) are requested:</b>	
<input type="checkbox"/>	New utility facility crossings not installed at approximately 90 degrees - 21.17(b) (4)
<input type="checkbox"/>	Existing water line crossing under pavement un-encased - 21.40 (c) (3)
<input type="checkbox"/>	Existing longitudinal facility to remain under pavement - 21.40 (a) (8) (B)
<input type="checkbox"/>	Longitudinal telecom facility not meeting minimum depth of cover - 21.46 (g) (3)
<input type="checkbox"/>	Overhead utility not within 3 feet of ROW line - 21.41 (h) (1)
<input type="checkbox"/>	Overhead utility pole greater than 36 inches in diameter - 21.41 (h) (1)
<input type="checkbox"/>	Minimum vertical clearance for longitudinal lines on the right of way are not met - 21.43 (a)
<input type="checkbox"/>	Encasement does not extend to within five feet of ROW line - 21.40 (a) (1) (c)

Update as of 05/14/24 – ROW Division is now requiring the complete TAC Rule to be listed in the letter, not just the TAC Rule Number.




**Exhibit should include the following:**

- Plan with call out showing location of the UAR Exception including rule reference
- Call out for existing and proposed edge of pavement (EOP)
- If exception for horizontal clearance is requested, measurement call out required
- Existing ROW and proposed ROW (if applicable)
- Profile if exception is for underground facility including rule reference









## UAR Exceptions - Area Engineer Approval FORM

**(For submittal to ROW Division Only)**

Date of Request:		UIR Permit #:	
Utility Name:		Utility ID:	
Construction CSJ:		ROW CSJ:	
Highway:		Limits From:	
Letting Date:		Limits To:	

**The following exception(s) to the Texas Administrative Code (TAC) are requested:**

- New utility facility crossings not installed at approximately 90 degrees - 21.37(b) (4)
- Existing water line crossing under pavement un-encased - 21.40 (c) (3)
- Existing longitudinal facility to remain under pavement - 21.40 (a) (9) (B)
- Longitudinal telecom facility not meeting minimum depth of cover - 21.40 (g) (3)
- Overhead utility not within 3 feet of ROW Line - 21.41 (d) (1)
- Overhead utility pole greater than 36 inches in diameter - 21.41 (d) (1)
- Minimum vertical clearance for longitudinal lines on the right of way are not met - 21.41 (b)
- Encasement does not extend to within five feet of ROW line - 21.40 (a) (1) (c)
- Other:

**Checklist for additional information included (first three required):**

- exhibit showing location of UAR Exception request including TAC Rule callouts
- Letter from utility requesting UAR Exception (see guidelines)
- completed ROW form ROW-U-CFUA (Rev. 10/20)
- UIR permit number and/or Utility ID
- completed ROW\_U\_139, Indemnity Agreement for Fiber Optic Facility (if needed)



## CERTIFICATION FOR UTILITY ACCOMMODATION

Form ROW-U-CFUA  
(Rev. 10/20)  
Page 1 of 1

Utility ID:  Exception To:

U No.:  Permit No.:

Utility Name:  Utility Accommodation Limits:

District:  County:

ROW CSJ:  Construction CSJ:

Federal Proj. No.:  Highway:

Hide Exception

Exception: Section: 21.37 Subsection: b Chapter:  Section:

Nature of Exception:  
wastewater line under pavement

+ -

Exception: Section: 21.40 Subsection: a Chapter:  Section:

Nature of Exception:  
wastewater manhole in frontage road

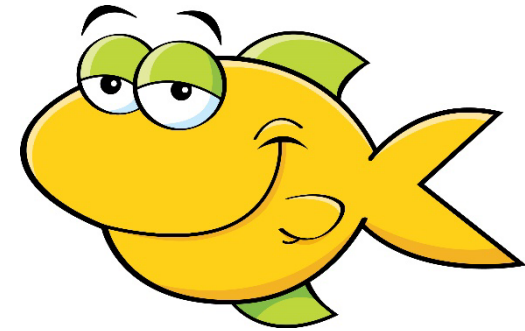
+ -

# What is Betterment?

A betterment is any improvement or upgrade to the existing facility during the adjustment or relocation.

## Code of Federal Regulations

Definition:

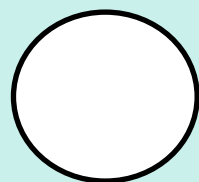


Betterment — any upgrading of the facility being relocated that is not attributable to the highway construction and is made solely for the benefit of and at the election of the utility.

**Forced Betterment is elective betterment until it is approved!**

# Example

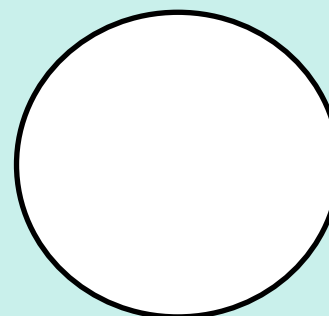
Existing Facility



2" Gas Line



Proposed Facility



6" Gas Line



# TxDOT recognizes two types of betterments



### ▪ Elective Betterment

- An improvement to the existing facility that is made as a choice of the utility. This type of betterment is not eligible for reimbursement.

### ▪ Forced Betterment

- An improvement to the existing facility that is not made as a choice of the utility. For example: in-kind items discontinued, industry regulations, required by TxDOT project. This type of betterment is usually considered eligible for reimbursement.
- Claims of forced betterment must be requested on behalf of the Utility and approved by TxDOT in advance of the standard utility agreement submittal.



## Forced Betterment Approval FORM

Date of Request:	<input type="text"/>	Utility ID:	<input type="text"/>
Utility Name:	<input type="text"/>		
Construction CSI:	<input type="text"/>	ROW CSI:	<input type="text"/>
Highway:	<input type="text"/>	Limits From:	<input type="text"/>
Letting Date:	<input type="text"/>	Limits To:	<input type="text"/>

### Forced Betterment is being claimed for the following reason(s):

- non-stocked items that are uneconomical to purchase;
- items to comply with governmental laws and ordinances;
- appropriate regulatory commission codes;
- published, current design practices regularly followed by the utility in its own work;
- installment of replacements of equivalent standard, although not identical;
- betterments for which there are direct benefits to, and /or are required for, the transportation project.

### Summarize the Forced Betterment and Explain the Justification (May require letter from utility coordinator).

### Checklist for additional information included with this Forced Betterment Approval (all three REQUIRED)

- exhibit showing location of forced betterment;
- back up documentation (design manuals, ordinances, cost estimates, etc.);
- Excel Workbook showing existing facility structures and proposed facility structures.



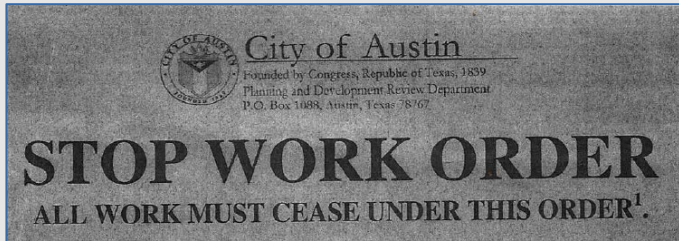


Form ROW-U-35 (Rev. 03/24)  
Page 11

## Attachment “G” Betterment Calculation and Estimate

- Elective Betterment Ratio established:  %
  - Calculation is attached and the justification is included below
  - A betterment and an in-kind estimate are included
  
- Forced Betterment
  - To comply with regulated industry standards, laws, and regulations. (Supporting documentation required)
  - To comply with published current design practice followed by the utility in its own work. (Supporting documentation required)
  - Due to proposed roadway design. (Provide explanation below)
  
- Not Applicable

A statement explaining Elective and/or Forced Betterment:



on a case-by-case basis. Minimum main size shall be 8 inches with consideration for 4-inch pipe in cul-de-sacs less than 200 feet in length. Provisions must be made in these cases for a flush valve at the end of dead end lines.

The City of Austin’s Utilities Criteria Manual requires a minimum main size of 8 inches as previous pointed out by a letter prepared and submitted by the WSC dated September 24, 2019. Since the proposed crossing is located within the City’s ETJ, it will be required to be at least an 8-inch water main and should be eligible for reimbursement based on the TxDot’s betterment criteria.

Respectfully submitted,

Jeff Kallus, P.E.



Cc: Clovis Boatright – Garfield WSC

- ENCL:
1. City of Austin - Stop Work Order
  2. Letter from Garfield WSC

# Why is Proof of Property Interest an Advanced Approval?

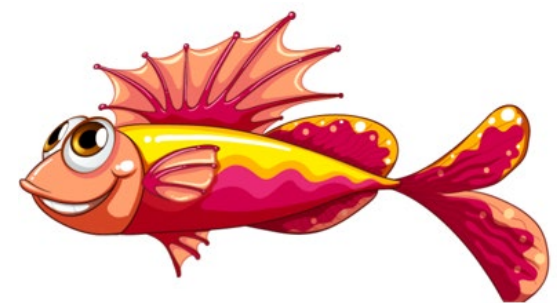
- As we discussed earlier Eligibility for reimbursement should be established around 30% PS&E.
- Proof of property interest can be reviewed and verified while utility relocation design is ongoing.
- Determine if there are any utility coordination issues early.
- Establish how property interest is handled during reimbursement.





# What is the goal of this process?

- Verify easements for each ROW parcel where eligibility is calculated.
- Identify the type of easement – Utility Easement or PUE
  - Easement established by compensation to property owner.
  - Easement established by dedication as part of plat process - PUE
- Coordinate with utility owner how easements will be cleared:
  - PUE's are not compensable property rights – no action needed
  - Easements may either be cleared by:
    - quitclaim deed or
    - joint-use agreement.





# How does it work?



- Utility Coordinator references in ROW acquisition layer to existing utility layout use to calculate eligibility ratio.
- Utility Coordinator identifies each ROW parcel that has reimbursable utility facilities within the proposed ROW.
- ROW parcel numbers are provided in the top right corner of the first page to identify the ROW parcel for which this easement applies.
- Easements are provided in order from left to right on exhibit.
- Identify the method by which the easement will be cleared.
- Will it be Quitclaim deed, joint-use agreement, or No Action Needed.

# What are next steps?



- TxDOT reviews the exhibit to ensure the following:
  - All ROW parcels are identified on exhibit.
  - Easements are provided for all affected parcels.
  - Proof of property is complete to justify eligibility ratio.
  - Verify easements apply to the parcel identified.
- Proof of Property Interest FORM
  - This is designed to be a checklist for utility coordinator and
  - Is used to route this for approval through TxDOT
  - This is an internal form and is not included in the agreement.





## Proof of Property Interest FORM

Date of Request:  Utility ID:

Utility Name:

Construction CSJ:  ROW CSJ:

Highway:  Limits From:

Letting Date:  Limits To:

### Proof of property interest has been provided to demonstrate eligibility for this utility

- Utility facilities are in Public Utility Easements (PUE) within proposed ROW acquisition
- Utility facilities are in easements within proposed ROW acquisition
- Utility facilities are in existing TxDOT ROW with an executed Joint-Use Agreement
- Utility facilities have a property right that pre-dates TxDOT roadway on system

### Checklist for approval of property interest - to be completed prior to submission

- existing utility exhibit with ROW parcel boundaries & labels shown
- ROW parcel number(s) are included on top right corner of first page of each easement
- existing property right has been identified on existing utility facility exhibit
- Easement Value Approval FORM* submittal anticipated for reimbursement of easement values

### Comments regarding proof of property interest submission



### TxDOT Austin District proof of property interest approval - Internal Process (TxDOT ONLY)

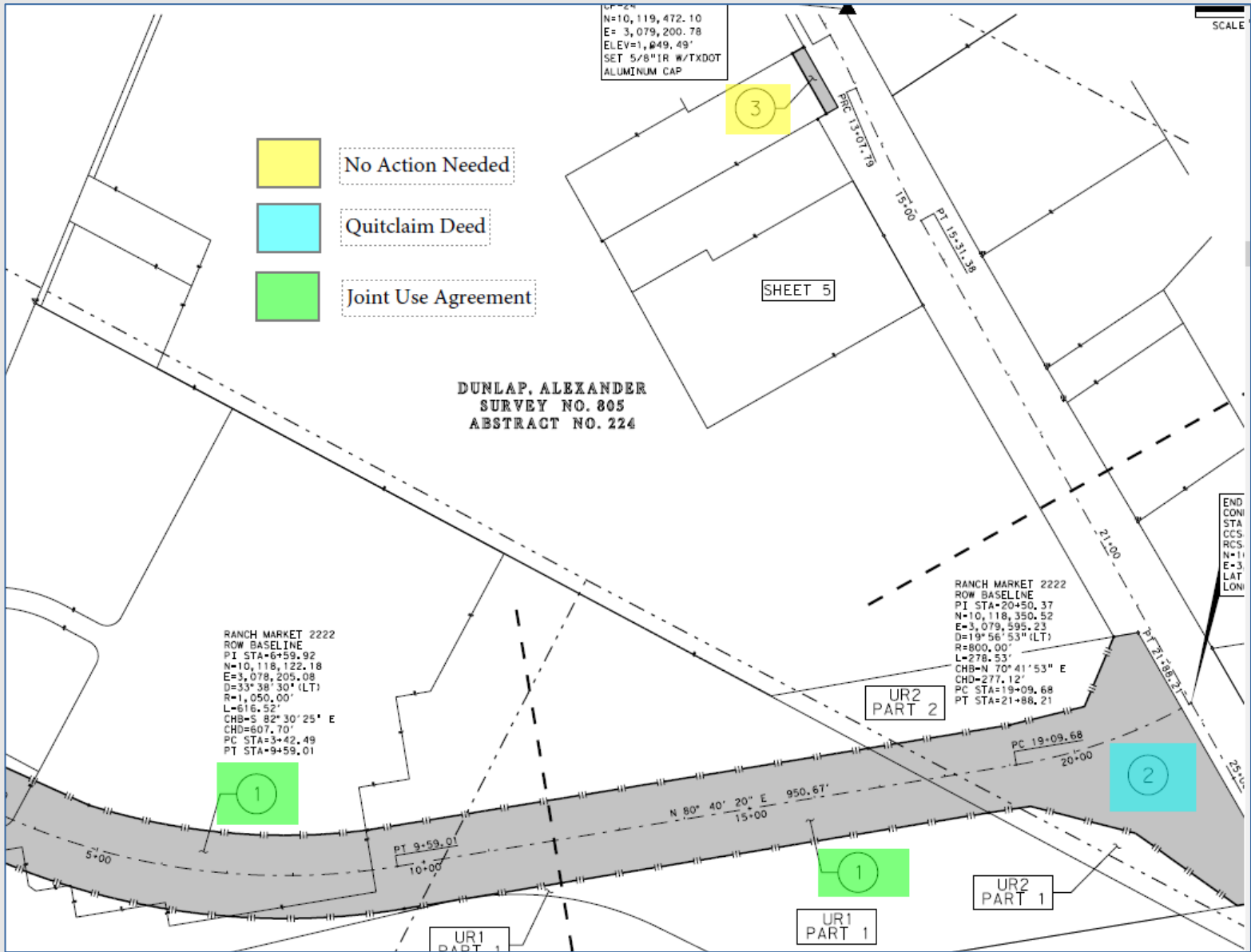
- verify existing utility exhibit and ROW parcel map station ranges match
- highlight effected parcels on ROW parcel map
- verify ROW parcel numbers on top right page match property interest in ROW title search
- Special Approval Needed: \_\_\_\_\_

### Comments regarding proof of property interest approval - Internal Process (TxDOT ONLY)

\_\_\_\_\_

### Proof of Property Interest Approval Tracking

<b>TxDOT Project Manager or TxDOT Utility Coordinator - APPROVED</b>	<b>Date</b>
<b>AUS Utility Team member processing AGMT - APPROVED</b>	<b>Date</b>
<b>AUS District Utility Team Lead - APPROVED</b>	<b>Date</b>





Parcel #3

PLATS 200400074  
2 PGS

# PLAT

**PLAT RECORDS INDEX SHEET:**

**SUBDIVISION NAME:** RE-PLAT OF LOTS 3 , 4, AND 5 2222/620  
BUSINESS PARK PLACE AND LOTS 4A AND 5A AMENDED PLAT OF LOTS 4  
AND 5 BLOCK A, 2222/620 BUSINESS PARK PLACE

**OWNERS NAME:** BOBBY L. DOCKAL, ESTATE OF VALETA DOCKAL,  
RITA F. GARNER



## Exhibit "A"

Page 1 of 2



### METES & BOUNDS DESCRIPTION

for

### 20' WIDE WATER EASEMENT


A DESCRIPTION OF A STRIP OF LAND 20 FEET WIDE AND CONTAINING 9,225 SQUARE FEET (0.212 ACRE) LOCATED IN THE ALEX DUNLAP SURVEY NO. 805, ABSTRACT NO. 224, IN THE CITY OF AUSTIN, TRAVIS COUNTY, TEXAS, AND BEING A PORTION OF THAT CERTAIN 3.629 ACRE TRACT OF LAND CONVEYED TO THE COOKE FAMILY TRUST, BY DEED RECORDED IN VOLUME 13060, PAGE 1821 OF THE REAL PROPERTY RECORDS OF TRAVIS COUNTY, TEXAS, SAID 9,225 SQUARE FEET STRIP OF LAND BEING MORE PARTICULARLY DESCRIBED BY METES & BOUNDS AS FOLLOWS:

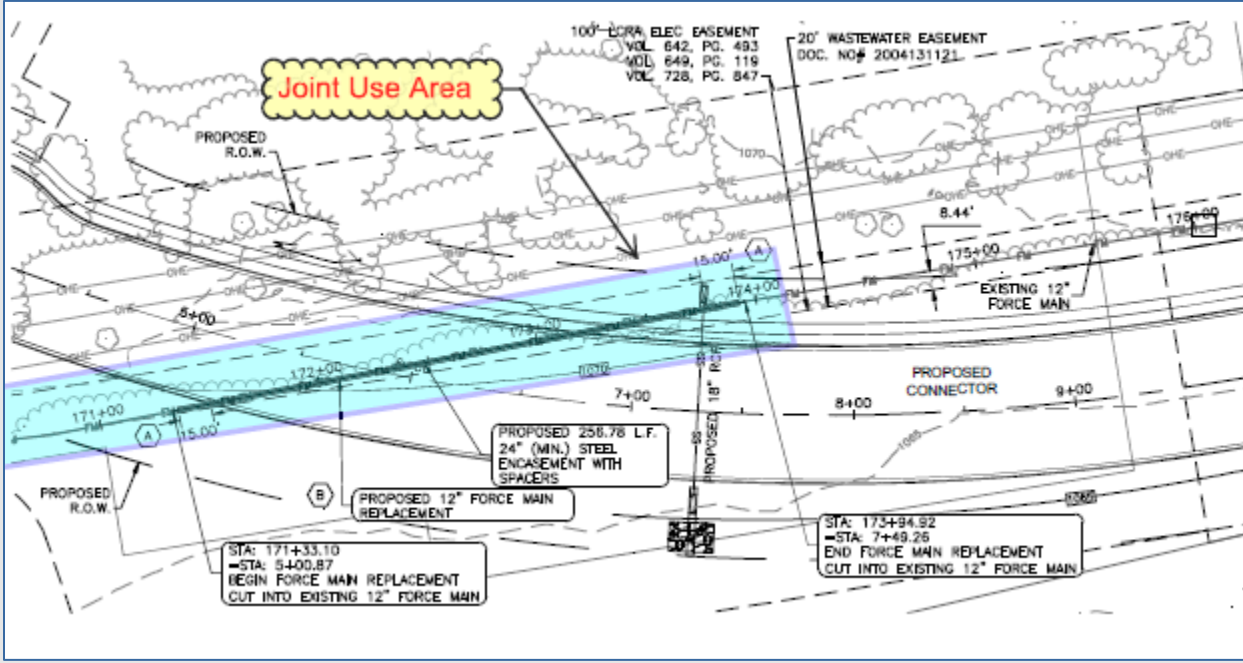
BEGINNING at a found 1/2 inch iron pin lying the westerly right-of-way line of FM 2222, said point also being the southeast corner of that certain tract of land being described in Volume 3902, Page 1749 of the Deed Records of Travis County, Texas,



# Proof of Property Interest – Joint Use Example

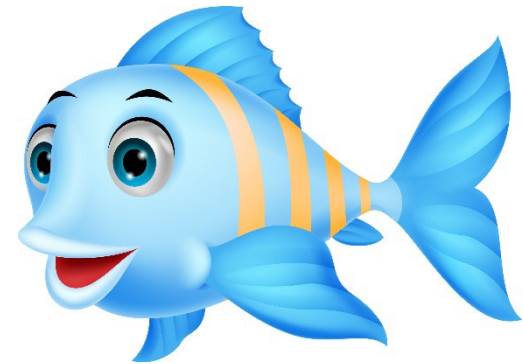


		Form ROW-UJUA Replaces ROW-UJUA (01/20) Page 1 of 2
<b>UTILITY JOINT USE ACKNOWLEDGEMENT          REIMBURSABLE UTILITY ADJUSTMENT</b>		
U-Number: <u>15745</u>		
ROW CSJ: <u>2100-01-060</u>	County: <u>Travis</u>	
District: <u>Austin</u>	Highway: <u>RM 2222</u>	
Federal Project No.: <u>N/A</u>	From: <u>RM 620</u>	
Projected Highway Letting Date: <u>07/01/19</u>	To: <u>Bonaventure Dr.</u>	





# Easement Value Approval by the District ROW Manager is REQUIRED.



- In the past this was documented via Email, but this process is better.
- After proof of property interest is approved this FORM is processed.
- This FORM will be included in Attachment H of the agreement.







**Internal process upon receipt of easement value by Austin District (TxDOT Only)**

- ROW parcel list compared to proof of property interest approval ROW parcel map
- ROW Project manager to review Utility \$/sq. ft. for each parcel
- Austin District Utility Team member to prepare easement value comparison for approval

**Comments regarding easement values (TxDOT Only)**

Empty light blue rectangular area for comments.

**TxDOT Austin District - Approval of easement Value to be included in Attachment H of Utility Agreement**

<b>1.) AUS Utility Team member processing AGMT - APPROVED</b>	<b>Date</b>
<b>2.) AUS District Utility Team Lead - APPROVED</b>	<b>Date</b>
<b>3.) AUS District ROW Project Manager - APPROVED</b>	<b>Date</b>
<b>4.) AUS District ROW Section Manager - APPROVED</b>	<b>Date</b>



Once the Easement Value Approval FORM is submitted to TxDOT the following process takes place:

- The information is transferred to an Excel document used to compare easement value cost to ROW acquisition cost.
- Below is an example of the sheet send to the TxDOT ROW PM.

Utility ID:		Utility Name:						
ROW CSJ:								
		Utility Team to fill out			ROW PM to fill out			ROW Manager to approve
Parcel #	Property Owner Name	Sq. Ft. of Utility Easement	Easement Value provided by Utility	Utility Easement \$/sq. ft.	TxDOT ROW sq. ft. of Acquisition	TxDOT ROW acquisition Value	TxDOT ROW \$/sq. ft.	Percentage of Cost based on \$/sq. ft.
P00001336	sample #1	1,200	\$12,200.00	\$10.17			#DIV/0!	#DIV/0!
P00001337	sample #2	1,700	\$19,500.00	\$11.47			#DIV/0!	#DIV/0!
P00001338	sample #3	1,950	\$29,900.00	\$15.33			#DIV/0!	#DIV/0!
P00001339	sample #4	900	\$1,900.00	\$2.11			#DIV/0!	#DIV/0!



- The TxDOT ROW PM fills in the TxDOT cost and a TxDOT ROW cost per square foot is calculated by formula.
- This form also calculates a comparison percentage by formula.
- This sheet along with the Easement Value Approval FORM is provided to the District ROW Manager as part of the approval process.

Utility ID:		Utility Name:						
ROW CSJ:								
		<b>Utility Team to fill out</b>			<b>ROW PM to fill out</b>			<b>ROW Manager to approve</b>
Parcel #	Property Owner Name	Sq. Ft. of Utility Easement	Easement Value provided by Utility	Utility Easement \$/sq. ft.	TxDOT ROW sq. ft. of Acquisition	TxDOT ROW acquisition Value	TxDOT ROW \$/sq. ft.	Percentage of Cost based on \$/sq. ft.
P00001336	sample #1	1,200	\$12,200.00	\$10.17	16,500	\$350,000.00	\$21.21	48%
P00001337	sample #2	1,700	\$19,500.00	\$11.47	15,000	\$497,000.00	\$33.13	35%
P00001338	sample #3	1,950	\$29,900.00	\$15.33	8,700	\$359,000.00	\$41.26	37%
P00001339	sample #4	900	\$1,900.00	\$2.11	1,250	\$55,000.00	\$44.00	5%

- This comparison is internal to TxDOT only and is not included in the standard utility agreement.



- **Proper attitude is the first step in successful utility coordination.**
- Utility Coordination Guidelines and Tools are ON-LINE
- Utility Data for all projects is stored and updated in TxDOT Connect
- **Utility Data is required by 30% PS&E**
- Utility Status Report (USR) is a tool that can be updated and used by all.
- Austin District Advanced Approvals are required.
- Initial Eligibility Ratios are determined based on SUE.
- Proposed Utility Layouts are due in Schematic Design.



Active Participation is encouraged!  
**Do you have a question?**

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