

REIMBURSABLE UTILITY RELOCATION SUBMITTAL REQUIREMENTS

The Michigan Department of Transportation (MDOT) frequently impacts utility facilities during the administration of road and bridge improvement projects. Many times these impacted utility facilities need to be adjusted or relocated to accommodate the MDOT project. Usually utilities are located in roadway Right-of-Way by permit and relocation is normally at the utilities expense. However, there are situations when a utility relocation is eligible for reimbursement. These requirements pertain to all eligible public/private type utility reimbursements. Municipally owned utility relocations do not follow these requirements.

When a utility has identified that their relocation work may be eligible for reimbursement, it is recommended that the utility contact the local Transportation Service Center (TSC) Utility Coordinator for the number of copies needed to evaluate the reimbursement package. The reimbursement package shall include the following:

- Cover letter
- Documentation of property rights or in the case of street lighting, municipality approval letter
- Cost estimate
- Relocation plan
- Permit application submitted through the Construction Permit System (CPS) in Michigan Business One Stop (MBOS).

Cover Letter

The cover letter shall indicate the utility is requesting reimbursement for their relocation cost. It shall also indicate that the estimate is based upon a lump sum or actual cost. For both lump sum and actual cost requests, the utility shall provide a detailed cost estimate. At MDOT's discretion, the utility may be requested to submit their utility relocation reimbursement request as actual cost.

At the time of invoicing, a lump sum invoice shall match the authorized amount; whereas an actual cost invoice shall indicate the actual cost and include supporting documentation.

The cover letter shall also provide the permit application reference number from MDOT's Construction Permit System.

Documentation of Property Rights

The utility shall provide a copy of their right of occupancy for its existing location. This typically would be documentation of ownership in fee, easement, lease or other real property interest. If the utility is occupying poles owned by another utility, the utility shall provide an agreement to occupy the poles, as well as the primary easement holder's proof of property interest that provides for apportionment and/or lease.

Public Act 51 of 1951 requires MDOT to reimburse for the relocation of street lights that are impacted by a trunkline project. A utility may request relocation cost reimbursement for street lights without showing a property right when they have a contract with the local municipality. The utility shall provide a letter from the municipality approving the design of the street light relocation work.

Cost Estimate

The estimate shall be based on the utility's work order system or other approved accounting procedures in order for the final cost billing comparison to be made effectively. The following items should be included in the cost estimate:

- Direct labor costs

- Labor surcharges
- Overhead and indirect construction costs
- Material and supply costs *
- Equipment costs
- Transportation costs
- Credits

If a contractor is used to complete utility relocation work the following apply:

- Contractor - The utility must provide a copy of the lowest bid with proof that a minimum of three bids were solicited and the contract was awarded to the lowest bidder.
- Continuing Contractor - If the relocation work is performed by a contractor that has an existing contract with the utility on a continuing basis, a solicitation of bids and approval of the lowest bidder shall not be required provided the costs are reasonable.

Relocation Plan

The relocation plan shall show the existing utility location, proposed location, and any temporary facilities if applicable. MDOT prefers relocation plans be overlaid onto the MDOT Design plan sheets. MDOT will provide the Design plan sheets upon request. The relocation plan shall provide a clear picture of all work to be done and shall indicate:

- MDOT project number, trunkline designation and trunkline stationing
- North arrow, legend of symbols and scale
- Trunkline lanes, geometric features and bridge structures
- Right of way lines and width
- Dimension from edge of pavement or centerline to existing and proposed facilities
- Utility type, size and/or capacity and class
- Overhead utilities
 - Profile view showing height of lines above existing and proposed roadway for overhead transverse crossings
- Underground utilities
 - Dimension between top of proposed utility and pavement or other structures
 - Lowest point of ditch grade and vertical relation of proposed utility
 - Location and dimensions of boring pits, and distance to edge of pavement

MDOT follows 23 CFR, Part 645, Subpart A, Utility Relocations, Adjustments and Reimbursement. This, as well as, additional information is contained in the Federal Highway Administration's Program Guide: Utility Relocation and Accommodation on Federal-Aid Highway Projects. The Program Guide may be found at <http://www.fhwa.dot.gov/reports/utilguid/index.htm>.

* For federal-aid highway projects, the FHWA Buy America requirements apply when using steel and/or iron products and their coatings. See <http://www.fhwa.dot.gov/programadmin/contracts/b-amquck.cfm> for more information.