

MassDOT Force Account Reimbursement Guide

(Utility Relocation Force Account Agreements)

Design

- DUCE Section reviews plans and holds 25% Design Utility Meeting.
 - Attendees include DUCE, Design Engineer, Project Manager and utilities both public and private.
 - Construction staging, etc. is planned based on site restraints, type of structure and discussions with impacted utilities.
 - Required relocations are planned based on input from the DUCE Section, Design Engineer and Utilities.
 - DUCE Section distributes meeting minutes to attendees and enters them into Project Info.
 - Utilities submit work description along with relocation estimate including time durations to be included in the 75% Submittal to the MassDOT State Utilities Engineer.
 - MassDOT State Utilities Engineer distributes utility information to Project Manager and DUCE.
- DUCE Section reviews 75% Submittal to ensure that all utility relocations are shown in accordance with Engineering Directive E-07-002 and as discussed at the 25% Utility Meeting.
 - DUCE Section reviews utility relocation schedule with District Schedule Engineer and incorporates time durations into MassDOT Contract Time Determination schedule.
 - District Schedule Engineer along with the DUCE Section determines if Access Restraints are required to ensure utility relocations are not delayed due to contractor interference. (Reimbursement is based on the utility meeting the time duration as submitted by each utility and therefore cannot be delayed by the contractor)
 - If Access Restraints are required, District Schedule Engineer sends upfront language with estimated time durations to Project Manager for inclusion in Special Provisions.
 - DUCE Section reviews for possible early utility relocation. (See project advertisement)
 - If required due to the magnitude of relocations, the DUCE holds a second utility meeting to ensure that all utility impacts are incorporated for the final design.
- DUCE Section reviews the 100% PS&E Submittal.
 - DUCE performs final review for advertisement.
 - District Schedule Engineer performs a final review of project schedule.
 - MassDOT State Utilities Engineer drafts the Force Account agreements and enters into Project Info.
 - In accordance with Engineering Directive E-11-006, the DUCE completes the required PUC form and forwards to the Project Manager.
 - The Project Manager will forward the PUC form (also the schedule, any access restraints information, CTD and items 8.06 information) to the appropriate Boston HQ Area Construction Engineer to be included in the overall construction contract time duration.
 - The Project Manager will also forward the PUC form to MassDOT construction contract section to be included within the construction contract work schedule.

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Advertisement

- The DUCE notifies the District Utility Reimbursement Engineer (DURE) that a project has been advertised and that Force Account scope, estimate and durations are in place and the agreements are under development.
- The DURE along with the District Schedule Engineer produces a utility relocation schedule based on submitted time durations.
 - **Standard Utility Relocation Projects**
 - The District Construction Section assigns an RE and schedules the pre-construction conference.
 - Prior to the pre-construction conference, the assigned RE (or Area Engineer) requests the utility agreements from the DURE and time durations from the District Schedule Engineer.
 - The RE (in coordination with the District Scheduling Engineer) should also ensure that the contractor has incorporated the proposed utility relocations into the project schedule as detailed in the PUC form located within in the Special Provisions.
 - The DUCE Section attends the pre-construction conference and provides the RE with all of the related documentation for the proposed utility relocations. The planned utility relocations are then reviewed with the contractor and utilities and a copy of the project schedule including the relocation time durations are distributed to the utilities.
 - The RE should schedule the onsite pre-construction utility meeting at the pre-construction conference.
 - Once the site is ready for utility relocations or will be within the 30 day lead time notification, the DURE will issue the NTP (e-mail is acceptable) to the utility companies based on the contractors Baseline schedule.
 - **It is imperative that the RE track all dates beginning with the NTP as reimbursement is based on each utility meeting their scheduled time duration. This information should be tracked in Section 7 of the Master Diary – The RE shall forward information to the DURE.**
 - **Early Utility Relocation Projects**
 - If it has been determined that early utility relocation is possible, the DUCE contacts the District Construction Engineer to have a Resident Engineer (RE) assigned.
 - Once an RE has been assigned, the DUCE Section provides the RE with all of the associated documentation for the proposed utility relocations. The DUCE Section and DURE along with the assigned RE schedule a pre-construction utility meeting on site. If additional site work is needed (i.e. tree trimming, etc.), the RE will work with the District Construction Engineer who in turn will coordinate with the District Maintenance Engineer to use the applicable District-wide contract to perform the work. The DURE may issue the Utility NTP at this time provided that the site will be ready within the 30 day lead time period.
 - DURE issues NTP (e-mail is acceptable) along with utility relocation schedule to all impacted utilities. (This schedule will include actual dates as determined by the submitted time durations and the date of NTP)
 - Once the site is ready for utility relocations and the NTP has been issued to the utilities, the RE is then responsible to ensure that each utility performs their relocations in accordance with their respective agreements.
 - **It is imperative that the RE track all dates beginning with the NTP as reimbursement is based on each utility meeting their scheduled time duration.**

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Construction

1. Once the project has been assigned to the construction section, either for early relocations or for the standard utility/work schedule, it is the RE's responsibility to coordinate with the DURE as to when each utility is on site and whether they are on schedule.
2. All communication between the RE, DURE and utility companies should be documented. E-mail with read request should be used whenever possible as this method provides a permanent date/time stamp.
3. The RE should update the DURE on a weekly basis to ensure that the utility is on schedule.
4. All Lead times, as detailed in the submitted utility time duration spread sheets for each utility, will run concurrent with work being performed by each utility except for the initial 30 day lead time to begin the scheduled utility relocations.
5. The RE shall notify the next utility scheduled to be relocated according to the required lead time and the DURE will also contact the next utility(s) one week prior to completion of the current relocation.
6. If a utility is not on schedule, the RE must notify the DURE as soon as possible. The RE should also notify the next scheduled utility to be relocated as their start date will be impacted.
7. If the contractor schedule has been changed, and therefore affecting the proposed utility schedule, the contractor shall submit a new schedule including adjusted dates for the utility work (as per item 100.01), and the DURE shall notify the utilities of the new schedule.
8. The RE shall notify the DURE once a utility has completed their relocation. This date will be recorded by the DURE and he/she will determine if the utility has met the scheduled time duration.
9. The DURE will then recommend to the MassDOT State Utilities Engineer that the utility has or has not met their obligations.
10. Reimbursement will be paid to each utility meeting their obligations at the end of the project. The reimbursement will be done through the MassDOT Utility Engineer and the MassDOT Construction HQ office as an amendment to the original agreement.
11. Upon completion of all utility relocation work, the District shall submit a Certificate of Completion form to Construction HQ for each completed force account. (Note: This is only needed at the completion of all work. Not at the completion of each phase.)

It cannot be stressed enough that for this process to work, the RE must be diligent in recording all work performed on site in regards to utility relocations. This includes dates, hours, men and equipment, materials and details as outlined in the respective agreements. These agreements should be treated the same as a time and material EWO.

Problem Solving/Trouble shooting/Non-committal utilities: The RE may contact the DURE and the DUCE to request assistance for help to coordinate a non-responsive utility rep or an unforeseen situation that may result in a more complex utility relocation.

If a utility is falling behind in the work, or is non-responsive to request to commence work, the RE should notify the DURE and DUCE. The DURE and DUCE should contact the Utility and be actively involved in the process of getting the work started and completed. A letter from the District Highway Director should be written by the District Construction Staff to inform the utility that they have not started work consistent with their signed utility agreement, and the utility is in jeopardy of forfeiting payment. This should be elevated to the State Utility Engineer if the DUCE and DURE are not successful.