

# *2017 Utility Workshop*

In an effort to provide better communications with the utilities, consultants, and the Department,

And work toward a cooperative atmosphere in efficiently and effectively facilitating the utility coordination efforts,

And hopefully cooperative addressing construction delays, and reduce unnecessary cost to the utility rate payers and taxpayers.

- A. Introduction – Schedules / Housekeeping / Website / TEAMS / Region Staff**
- B. Utility Opportunities for Participation**
- C. Changes to Buy America**
- D. Utility Consultants**
- E. CADD Disclaimer / 3-D Underground Utility Conflicts**
- F. A – Date Submittals / Relocation Estimate / Schedule of Calendar Days**
- G. B – Date Submittals / MOVE IN / Specifications / Utility Items / Utility Estimate / Utility Easements**
- H. CADD Guidelines**
- I. Utility Environmental**
- J. Utility Invoicing**
- K. Railroad Coordination**
- L. Utility Permits**
- M. Utility Rules and Regulations**
- N. Cellular installation permitting**
- O. Street Lighting reimbursement**
- P. Utility Process Manual.**
- Q. UCC Consultants**
- R. Utility Participation**
- S. GIS initiative**
- T. TDOT Proposed Projects**

# *Schedule*

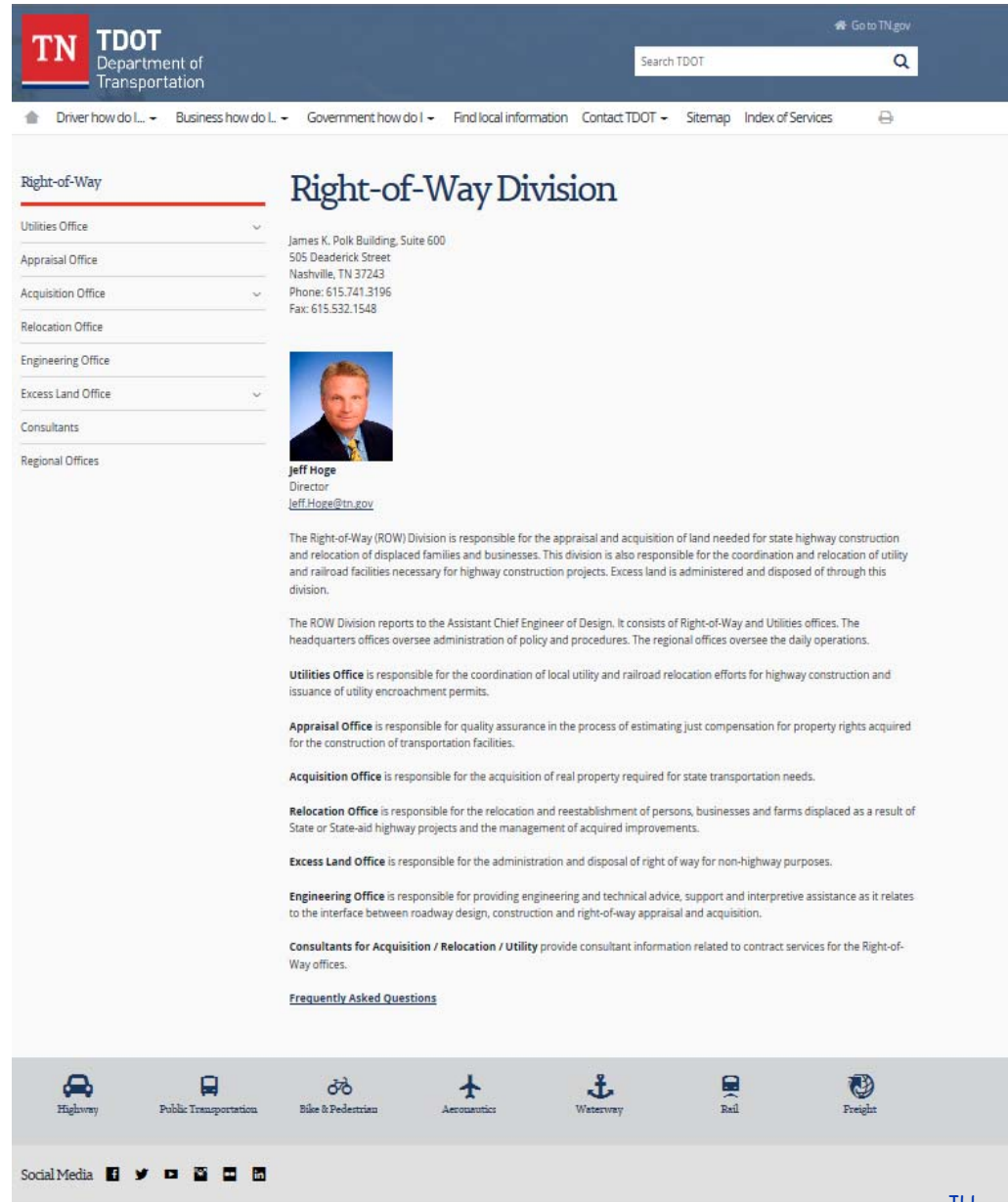
<b>Jan 31, 2017</b>	<b>Nashville</b>
<b>Feb 02, 2017</b>	<b>Knoxville</b>
<b>Feb 08, 2017</b>	<b>Chattanooga</b>
<b>Mar 02, 2017</b>	<b>Jackson</b>
<b>Spring 2018</b>	<b>Nashville</b>
<b>Spring 2019</b>	<b>Knoxville</b>
	<b>Nashville</b>
	<b>Chattanooga</b>
	<b>Jackson</b>

# Housekeeping

- TDOT Staff: Joe Shaw Asst Director ROW Division  
Michael Horlacher State Utility Coordinator  
Ben Greeson HQ Utility Coordinator Reg 1 & 2  
Monica Cromer HQ Utility Coordinator Reg 3 & 4  
Shawn Allen HQ Utility/Railroad Support  
Joan Haynes HQ Utility Early Notify  
Jay Lanius HQ Railroad Coordinator
- Region Staff: Gus Awali Rg Utility Coordinator Region 1  
Steve Langford Rg Utility Coordinator Region 2  
Jim Nikahd Rg Utility Coordinator Region 3  
Willie Coleman Rg Utility Coordinator Region 4
- WEBSITE – resource for information  
<https://www.tn.gov/tdot/topic/row-utilities-office>
- Breaks
- Lunch – on your own
- Restrooms
- Smoking
- Emergency

# WEBSITE

<http://www.tn.gov/tdot/section/row>



The screenshot shows the TDOT website's 'Right-of-Way Division' page. At the top, there is a navigation bar with the TDOT logo, a search bar, and links for 'Go to TN.gov', 'Driver how do I...', 'Business how do I...', 'Government how do I...', 'Find local information', 'Contact TDOT', 'Sitemap', and 'Index of Services'. The main content area features a sidebar with a list of offices: Utilities Office, Appraisal Office, Acquisition Office, Relocation Office, Engineering Office, Excess Land Office, Consultants, and Regional Offices. The main content area is titled 'Right-of-Way Division' and includes contact information for James K. Polk Building, Suite 600, 505 Deaderick Street, Nashville, TN 37243, along with phone and fax numbers. A photo of Jeff Hoge, Director, is shown with his email address [jeff.hoge@tn.gov](mailto:jeff.hoge@tn.gov). Below this, there are several paragraphs of text describing the division's responsibilities, including land appraisal and acquisition, coordination of utility and railroad relocation, and management of excess land. The page also includes a 'Frequently Asked Questions' link and a footer with icons for various transportation modes: Highway, Public Transportation, Bike & Pedestrian, Aeronautics, Waterway, Rail, and Freight. Social media icons for Facebook, Twitter, YouTube, LinkedIn, and Instagram are also present.

The collage displays five screenshots of the TDOT website's 'Right-of-Way' and 'Utilities Office' sections. Each screenshot shows a consistent header with the TDOT logo and navigation links. The main content areas include:

- Right-of-Way:** A vertical sidebar menu listing various utility forms and resources, such as 'Utilities Forms', 'Utilities Resources', 'Utilities Staff', 'Appraisal Office', 'Acquisition Office', 'Relocation Office', 'Engineering Office', 'Excess Land Office', 'Consultants', and 'Regional Offices'.
- Utilities Office:** A detailed page for utility forms, listing specific forms like 'Link & Occupancy Form 2015.01', 'Private License Form 2015.02', 'Pipeline Encroachment Form 2015.04', 'Underground Enc Form 2015.05', 'Overhead Encroachment Form 2015.07', 'Roadway Lighting Form 2015.09', 'Running Survey R Form 2015.09', 'General Agreement Form 2015.11', and 'Permit Composite Form 2015.12'.
- Utilities Resources:** A page titled 'BUY AMERICAN PRESENTATION (PDF)' with links to 'TDOT GUIDEBOOK Utility Relocation and Utility Item List Under Construction', 'TDOT Rules & Regulations', and 'Link to Secretary of State'.
- Utilities Office Staff:** A page listing staff members by region, including the State Utilities Coordinator, Assistant State Utilities Coordinators, and various regional headquarters and projects.

<http://www.tn.gov/tdot/topic/row-utilities-office>

Utility Workshop 2017

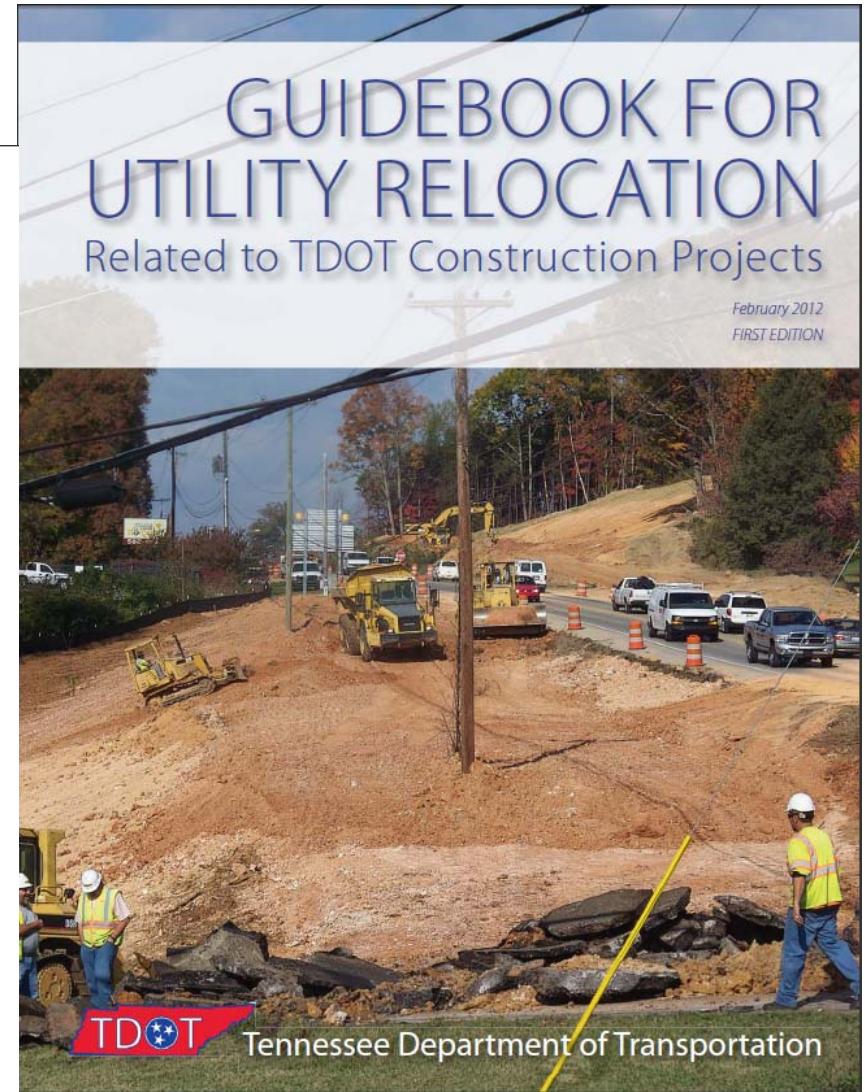


## Available on the website

GUIDEBOOK FOR UTILITY RELOCATION

### TABLE OF CONTENTS

<b>Section 1: Purpose of this Guidebook</b> .....	1
Relationship to Other Guidelines and Specifications .....	2
Special Chapter 86 Requirements .....	2
<b>Section 2: Process for Identifying and Implementing Utility Relocation</b> .....	5
<b>Section 3: TDOT Utility Relocation Item Number System</b> .....	23
Description of the Item Number System .....	23
Using the Item Number Spreadsheet .....	23
When New or Specialty Item Numbers are Required .....	26
<b>Section 4: General Standards for Utility Construction</b> .....	27
Erosion Prevention and Sediment Control .....	27
Permits and Easements .....	28
Cut vs. Boring .....	29
Betterment .....	29
Salvage and Return of Materials to the Utility .....	30
Retired-In-Place Facilities .....	30
Driveway, Sidewalk and Roadway Restoration .....	31
Buy America Requirements .....	31
<b>Section 5: Coordination with Utilities</b> .....	33
During Early Project Review And During Design .....	33
During Construction .....	33
Problem Resolution .....	33
Utility Field Change Form .....	34
Revisions to Utility Plans .....	34
<b>Section 6: Utility Responsibilities During Construction</b> .....	35
Utility's Material Approval .....	35
Inspection .....	35



[http://www.tn.gov/assets/entities/tdot/attachments/TDOT\\_utilities\\_guidebook\\_w-appendix\\_041612.pdf](http://www.tn.gov/assets/entities/tdot/attachments/TDOT_utilities_guidebook_w-appendix_041612.pdf)

## **Re-organization Regional TEAM – Project Development**

### **- RG Director**

#### **Project Development**

- RG TEAMS have a project from concept to construction letting**

**Design Members**

**ROW Acquisition Members**

**Utility Coordination Member**

- RG TECHNICAL Group**

**Technical ROW**

**including Utility Office**

**Technical Survey**

**Technical Environmental**

#### **Operations**

**Now includes Maintenance and Construction combined**

### **- HQ**

- Design Administration**

- ROW Administration including Utility office**

- Structural Design**

- Environmental Administration**



# Region Staff

## RG 1 Knoxville

**Gus Awali** 865.594.2685 [gus.awali@tn.gov](mailto:gus.awali@tn.gov)

**Lisa Addison** 865.594.2685 [lisa.addison@tn.gov](mailto:lisa.addison@tn.gov)

**Royce Fout** Permits 865.594.2685 [royce.fout@tn.gov](mailto:royce.fout@tn.gov)

## RG 2 Chattanooga

**Steve Langford** 423.510.1243 [steve.langford@tn.gov](mailto:steve.langford@tn.gov)

**Seth Freer** 423.510.1127 [seth.freer@tn.gov](mailto:seth.freer@tn.gov)

**Andrew Miller** 423.510.1244 [andrew.miller@tn.gov](mailto:andrew.miller@tn.gov)

**Jim Thompson** Permits 423.510.1274 [jim.thompson@tn.gov](mailto:jim.thompson@tn.gov)

## RG 3 Nashville

**Jim Nikahd** 615.350.4233 [jim.nikahd@tn.gov](mailto:jim.nikahd@tn.gov)

**Iraj Eghbali** 615.350.4234 [iraj.eghbali@tn.gov](mailto:iraj.eghbali@tn.gov)

**Christopher Johnston** 615.350.4235 [christopher.johnston@tn.gov](mailto:christopher.johnston@tn.gov)

**Tim Ross** Permits 615.350.4230 [tim.ross@tn.gov](mailto:tim.ross@tn.gov)

## RG 4 Jackson

**Willie Coleman** 731.935.0160 [wille.coleman@tn.gov](mailto:wille.coleman@tn.gov)

**Patrick Walker** Permits 731.343.0038 [patrick.walker@tn.gov](mailto:patrick.walker@tn.gov)

- **Early Notification**  
If you are on/near project provided to TDOT surveyors + TN1CALL marks  
Courtesy to utilities to locate existing facilities TCA 54-5-854 (b)
- **Public Meetings**
- **NEPA meetings**
- **Utilities are invited to all Design development meetings**  
(Field Reviews)
- **Utility coordination (UCCC projects currently)**
- **Constructability Review Meeting**
- **Preconstruction Meeting**
- **Subsurface Utility Engineering**  
(Available during engineering if conflicts can be avoided)

Several opportunities for Utility/Consultant input.

# *Buy America*

The project either: (i) Includes no permanently incorporated steel or iron materials, or (ii) if steel or iron materials are to be used, all manufacturing processes, including application of a coating, for these materials must occur in the United States. Coating includes all processes which protect or enhance the value of the material to which the coating is applied.

<b>July 12, 2012</b>	<b>Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21)</b>
<b>Dec 21, 2012</b>	<b>FHWA Memorandum clarification 90% steel content</b>
<b>Dec 31, 2013</b>	<b>FHWA mandated Compliance</b>
<b>Jan 1, 2014</b>	<b>TDOT enacted procedural changes</b>
<b>Dec 22, 2015</b>	<b>U.S. District Court Decision</b>
<b>Mar 1, 2016</b>	<b>TDOT enacted procedural changes</b>

# Buy America Waiver

## FHWA-2016-0028 Buy America Nationwide Waiver Notification for Commercially Available Off-the-Shelf (COTS) Products With Steel or Iron Components and for Steel Tie Wire Permanently Incorporated in Precast Concrete Products

71784 Federal Register / Vol. 81, No. 201 / Tuesday, October 18, 2016 / Notices

**DEPARTMENT OF STATE**  
[Public Notice: 9756]

**Regional Meeting of the Binational  
Bridges and Border Crossings Group  
in San Diego, California**

**AGENCY:** Department of State.  
**ACTION:** Notice.

**SUMMARY:** Delegates from the United States and Mexican governments, the states of California and Arizona, and the Mexican states of Baja California and Sonora will participate in a regional meeting of the U.S.-Mexico Binational Bridges and Border Crossings Group on Wednesday, October 19, 2016 in San Diego, California. The purpose of this meeting is to discuss operational matters involving existing and proposed international bridges and border crossings and their related infrastructure, and to exchange views on policy as well as technical information. This meeting will include a public session on Wednesday, October 19, 2016, from 8:45 a.m. until 10:45 a.m. This session will allow proponents of proposed bridges and border crossings and related projects to make presentations to the delegations and members of the public.

**FOR FURTHER INFORMATION CONTACT:** For further information on the meeting and to attend the public session, please contact the Mexico Desk's Border Affairs Unit, via email at [WHABorderAffairs@state.gov](mailto:WHABorderAffairs@state.gov), by phone at 202-647-9894, or by mail at Office of Mexican Affairs—Room 3924, Department of State, 2201 C St. NW., Washington, DC 20520.

Dated: October 12, 2016.  
**Calleen A. Hoey,**  
Office of Mexican Affairs, Department of State.

[FR Doc. 2016-25170 Filed 10-17-16; 8:45 am]  
**BILLING CODE 4710-25-P**

**DEPARTMENT OF TRANSPORTATION**

**Federal Aviation Administration**  
[Summary Notice No. 2016-103]

**Petition for Exemption; Summary of  
Petition Received; Air Tractor Inc.**

**AGENCY:** Federal Aviation  
Administration (FAA), DOT.  
**ACTION:** Notice.

**SUMMARY:** This notice contains a summary of a petition seeking relief from specified requirements of Title 14 of the Code of Federal Regulations. The purpose of this notice is to improve the

public's awareness of, and participation in, the FAA's exemption process. Neither publication of this notice nor the inclusion or omission of information in the summary is intended to affect the legal status of the petition or its final disposition.

**DATES:** Comments on this petition must identify the petition docket number and must be received on or before November 7, 2016.

**ADDRESSES:** Send comments identified by docket number (FAA-2016-8929) using any of the following methods:

- **Federal eRulemaking Portal:** Go to <http://www.regulations.gov> and follow the online instructions for sending your comments electronically.

- **Mail:** Send comments to Docket Operations, M-30; U.S. Department of Transportation (DOT), 1200 New Jersey Avenue SE., Room W12-140, West Building Ground Floor, Washington, DC 20590-0001.

- **Hand Delivery or Courier:** Take comments to Docket Operations in Room W12-140 of the West Building Ground Floor at 1200 New Jersey Avenue SE., Washington, DC, between 9 a.m. and 5 p.m., Monday through Friday, except Federal holidays.
- **Fax:** Fax comments to Docket Operations at 202-493-2251.

**Privacy:** In accordance with 5 U.S.C. 553(c), DOT solicits comments from the public to better inform its rulemaking process. DOT posts these comments, without edit, including any personal information the commenter provides, to <http://www.regulations.gov>, as described in the system of records notice (DOT/ALL-14 FDMS), which can be reviewed at <http://www.dot.gov/privacy>.

**Docket:** Background documents or comments received may be read at <http://www.regulations.gov> at any time. Follow the online instructions for accessing the docket or go to the Docket Operations in Room W12-140 of the West Building Ground Floor at 1200 New Jersey Avenue SE., Washington, DC, between 9 a.m. and 5 p.m., Monday through Friday, except Federal holidays.

**FOR FURTHER INFORMATION CONTACT:** Alphonso Pendergrass (202) 267-4713, Office of Rulemaking, Federal Aviation Administration, 800 Independence Avenue SW., Washington, DC 20591. This notice is published pursuant to 14 CFR 11.85.

Issued in Washington, DC, on October 7, 2016.

**Lirio Liu,**  
Director, Office of Rulemaking.

**Petition for Exemption**  
Docket No.: FAA-2016-8929.

**Petitioner:** Air Tractor Inc.  
**Section(s) of 14 CFR Affected:** § 21.17(c) and (d).

**Description of Relief Sought:** Air Tractor requests that it be exempt from the normal 3-year duration for an application for type certification per 14 CFR 21.17(c) for its AT-1002, Type certificate project. Air Tractor also requests to be exempt from 14 CFR 21.17(d) to keep the projects originally established airworthiness requirements for no less than 4 years from the date of extension.

[FR Doc. 2016-25096 Filed 10-17-16; 8:45 am]  
**BILLING CODE 4910-13-P**

**DEPARTMENT OF TRANSPORTATION**

**Federal Highway Administration**  
[FHWA-2016-0028]

**Buy America Nationwide Waiver  
Notification for Commercially Available  
Off-the-Shelf (COTS) Products With  
Steel or Iron Components and for Steel  
Tie Wire Permanently Incorporated in  
Precast Concrete Products**

**AGENCY:** Federal Highway  
Administration (FHWA), DOT.  
**ACTION:** Notice.

**SUMMARY:** The FHWA is proposing two nationwide waivers from the Buy America requirements for COTS products with steel or iron components and steel tie wire permanently incorporated into precast concrete products.

Specially steel or iron items, or any steel or iron item that is built to contract specification for a Federal-aid project, would remain subject to FHWA's Buy America requirements. The FHWA is requesting comments on these two proposed nationwide waivers, including the impact this proposal would have on State and local agencies administering Federal-aid projects; contractors; materials suppliers; railroads and utilities performing work related to a Federal-aid highway construction contract; and manufacturers.

**DATES:** Comments must be received on or before December 2, 2016.

**ADDRESSES:** Mail or hand deliver comments to Docket Management Facility: U.S. Department of Transportation, 1200 New Jersey Avenue SE., Room W12-140, Washington, DC 20590. You may also submit comments electronically at [www.regulations.gov](http://www.regulations.gov). All comments should include the docket number that appears in the heading of this document. All comments received will

# Utility Consultant

- Must be approved by TDOT prior to incurring cost
- Continuous Contract
- Utility Staff / Combination

**TN** **TDOT**  
Department of  
Transportation

### Certification of Consultant

I hereby certify that I am the \_\_\_\_\_ and duly authorized representative of the firm of \_\_\_\_\_ whose address is \_\_\_\_\_ and \_\_\_\_\_

That, except as expressly stated and described herein, neither I nor the firm of \_\_\_\_\_ has, in connection with its contract with \_\_\_\_\_ entered into pursuant to provisions of an agreement between the aforementioned utility and the State of Tennessee, as a part of Federal-aid project \_\_\_\_\_

(a) employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm, company, or person, other than a bona fide employee working solely for me or the aforementioned firm, to solicit or secure the contract, or

(b) agreed, as an expense or implied condition for obtaining the award of the contract, to employ or retain the services of any firm, company, or person in connection with the carrying out of the contract, or

(c) paid, or agreed to pay, to any firm, company, or organization, or person, other than a bona fide employee working solely for me or the aforementioned firm, any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the contract.

(Statement and explanation of exception, if any):  
\_\_\_\_\_

I acknowledge that this certificate is to be furnished to the State highway Department and the Federal Highway Administration, U.S. Department of Transportation, in connection with the aforementioned project involving participation of Federal-aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

Rev: 11-11-2011 Consultant Certification Utility Form 2011-13.1

**TN** **TDOT**  
Department of  
Transportation

### Memorandum of Understanding (For Consultant Engineering Services)

It is agreed hereto by and between the parties as follows:

The Utility and Consultant shall follow the procedures for the "Use of Consultant Engineers by Utilities" as outlined in the current issue of the Department's Standard Utility Procedures Manual, Section 2.1 and 2.2.

All plans and adjustments, reallocations or locations of utilities within highway rights-of-way will conform to the current issue of the Department's Rules and Regulations for Accommodating Utilities Within Highway Rights-of-way and amendments thereto.

If the Engineer finds that it is necessary to increase the ceiling amount of the stated engineering fee, or any part thereof, the Utility shall make a written request to the State setting forth the anticipated overrun by category of engineering services and reasons for the overrun, subject to the approval of the State prior to incurring such costs. The profit figure as shown on the engineer's estimate will not be changed unless the scope of the work is changed. No increase shall be binding upon the State unless prior approval is given by the State.

The plans and estimate shall be completed and submitted for review and approval in accordance with the State's project schedule. Failure of the Utility and/or Consultant Engineer to meet the State's schedule shall result in damages assessed at the Utility in the amount of \$200.00 per working day.

The standard Certification of Consultant Form, the estimate of engineering fees and statement of the scope of work involved are attached hereto and made a part of this memorandum.

\_\_\_\_\_  
Utility

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Utility Signature

\_\_\_\_\_  
Consultant Engineer

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Consultant Signature

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
State Utilities Office


1-2011 Consultant Memorandum of Understanding Utility Form 2011-13.2

# CADD Disclaimer

- Electronic MicroStation Files

If TDOT sends you electronic files,

TDOT requires electronic utility files be returned



### CAD Plan files Disclaimer and Limitation of Liability Agreement

The Tennessee Department of Transportation (TDOT) is committed to providing electronic access to files. TDOT does not possess a staff that is available to provide technical support to outside parties who receive CAD files. It is important, therefore, that all potential users of these files read the following disclaimer and accept its terms as prerequisite to the use of the files.

1. TDOT makes no warranty of any kind, express or implied, with respect to the file(s) subject to this agreement, and specifically makes no warranty that said file(s) shall be fit for any particular purpose. Furthermore, any description of said file(s) shall not be deemed to create an express warranty that such file(s) shall conform to said description.
2. Receiver assumes all risk and liability for any losses, damages, claims or expenses resulting from the use or possession of any file(s) furnished by TDOT pursuant to this agreement.
3. Receiver agrees to indemnify, defend and hold harmless to the extent permitted by law TDOT, its officers, agents, and employees from and against any and all claims, suits, losses, damages and costs, including reasonable attorney's fees, arising from or by reason of receiver's use or possession with respect to any of the file(s) furnished by TDOT pursuant to this agreement, and such indemnification shall survive acceptance of said file(s) by receiver.
4. All design files are MicroStation™ drawing files (\*.dgn). Receiver agrees that TDOT cannot provide the files in other file formats, and agrees to accept the file(s) in the format provided. Receiver agrees that TDOT cannot be held responsible for problems arising from files which have been converted for use in non-native applications (e.g. MicroStation design files to Autocad).
5. Since revisions or additions to the design file(s) may occur at any time, the receiver agrees to indemnify, defend and hold harmless to the extent permitted by law TDOT, its officers, agents, and employees from and against any and all claims, suits, losses, damages or costs, including reasonable attorney's fees, arising from the use of outdated design files, and such indemnification shall survive acceptance of said file(s) by receiver.
6. The design files are copyrighted by the Tennessee Department of Transportation and may not be resold.
7. Receiver agrees to provide TDOT with electronic files for utility relocation plans concerning the subject project.
8. These terms and conditions constitute the complete and final agreement of the parties hereto.
9. The undersigned is authorized by \_\_\_\_\_ to execute this agreement on its behalf. (Firm/Agency)

**I accept the aforementioned terms and conditions.**

Project: \_\_\_\_\_

File (s): \_\_\_\_\_

\_\_\_\_\_

Signature (Receiver)
Firm /Agency
Date

Rev. 07-03-2015
CADD Disclaimer
Utility Form 2004-14



# *3-D UG Utility Conflicts*

## **TDOT**

- **Moving Phased traffic control into ROW Plans  
(contractor can propose a different traffic phasing)**
- **Moving noise barrier / retaining walls into ROW plans  
(contractor can propose a different traffic phasing)**
- **Moving storm sewer design into the ROW Plans**
- **Utilities receiving CADD files required to provide 3-D proposed plan**
- **TDOT using software will model UG proposed facilities Highway & Utility  
Identify potential conflicts  
Reduce construction delays resulting from conflicts**



# A-Date Submittals


## A-date NEVER changes from that stated on the PE authorization letter

- **Electronic MicroStation plans for any attachments to structures.**  
Must be approved by TDOT prior to inclusion in the plans.
- **Electronic MicroStation “Location Approval” plans** or RAINBOW PLANS color coded as directed in authorization letter indicating existing facilities, to be removed, added, temporary, or to remain.
- **Cost Estimate TDOT Form 2015-16 REQUIRED.** Clearly indicate percent public and private on estimate. Include:
  - Engineering Cost
  - Construction Cost (Includes Staking & Clearing/Grubbing if request Move Prior)
  - Replacement Easement Cost
- **Declaration of Scheduled Calendar Man days** (Form 2015-16, sheet 9.1)
- **Letter Request for Reimbursement**
  - @ Private Easement/Property
  - @ Move Prior/Before Letting
  - @ Include Work in State contract
  - @ Utility facilities are Not On Project
  - @ Utility not requesting reimbursement, will move at No CostThe Utility **MUST** have an executed contract with TDOT before any relocation cost can be incurred.

State law requires a utility to show existing facilities on TDOT plans. TDOT survey is courtesy.

# Relocation Estimate

- **Cost Estimate**  
**TDOT Form 2015-16**  
**REQUIRED.**

		Project No: _____ County: _____ Date: _____ November 18, 2016																																							
<b>** Submission and completion of this form is required for consideration of reimbursement on this project.**</b>																																									
<b>Primary Contact:</b> E-mail: _____ Phone: _____ <b>Secondary Contact:</b> E-mail: _____ Phone: _____ <b>Utility Name:</b> Address: _____ City, State: _____ Zip: _____ 0		<b>TDOT USE ONLY</b> RG Approval and Date: _____ Consult Appr. Date: / / Amount Approved: \$ - HQ Approval and Date: _____ CHS Y / N   PIN#: _____ LET: / /   Contract #: _____ Easement Contract #: _____																																							
Percent On Private: 0% Private ROW - #Poles / Length of facility: _____ Percent On Public: 0% Public ROW - #Poles / Length of facility: _____ Total Percentage: 0% Total #Poles / Length of facility: _____ 0																																									
Is Utility Chapter 86 Certified (Obtained from Certification Sheet)? <input checked="" type="checkbox"/> N (If project does not qualify for Chapter 86 Reimbursement, then "Percent on Private" will be used to calculate total amount due to Utility)																																									
<b>NO COST / NO REIMBURSEMENT (STOP HERE, REMAINDER OF FORM IS NOT REQUIRED)</b> <input type="checkbox"/>																																									
<b>CHAPTER 86</b> REIMBURSEMENT MOVE PRIOR <input type="checkbox"/> REQUESTED MOVE IN State Contract <input type="checkbox"/> (Please check ONE) Other <input type="checkbox"/>		<b>NON-CHAPTER 86</b> % Private / Public Relocation <input type="checkbox"/> % Private / Public MOVE IN State Contract <input type="checkbox"/> Utility Replacement Easement Reimbursement <input type="checkbox"/>																																							
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Revision 10-25-2013		TDOT Utility Form 2013-16 Page 4.1																																							



# B-Date Submittals

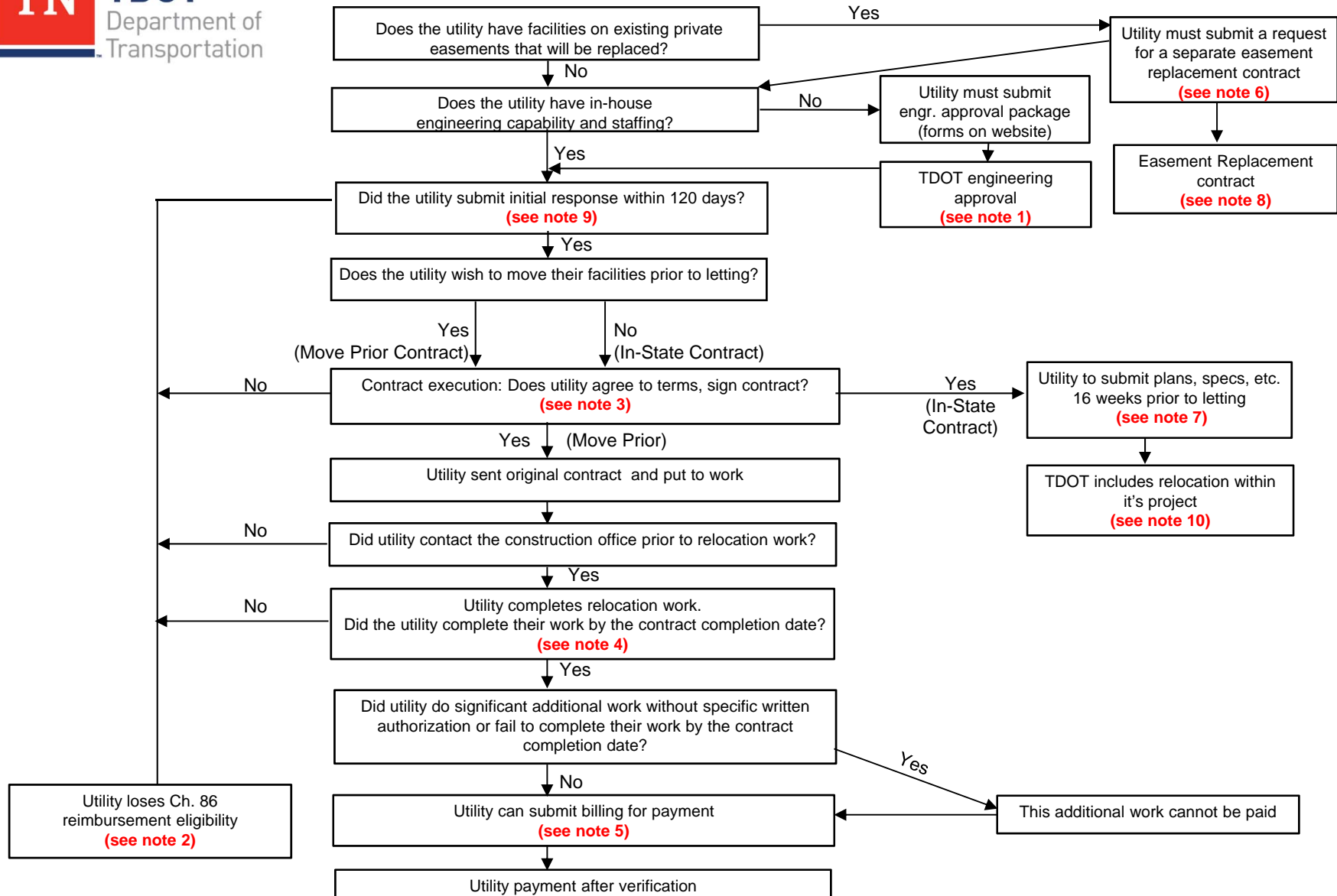
**B-date change often from that stated on the PE authorization letter. If the letting date changes, the B-date changes.**

**Complex projects B-date will be 28 weeks prior to letting.** 

**Check with the Region Utility Office when you schedule BEGIN work to meet the B-date on the PE letter. If that date has changed, you may want to delay your BEGIN work to avoid revisions or Phased Construction (Baby PIN's).**

- **Electronic MicroStation Detail construction Plans (U-2, U-3, etc.)**  
Sheet numbers assigned by TDOT when approval provided to include MOVE IN
- **Electronic Detail specifications (WORD or PDF)**  
Specification details to follow in this presentation.
- **Electronic MCES Spreadsheet (Excel)**  
Composite percentage.

## Utility receives ROW plans (120 day clock begins)



Special Note: This is to be used as a general summary only and is not intended to include all requirements utilities must comply with to have their TDOT projects paid.

## TDOT Chapter 86 Utility Decision Flowchart Special Notes:

Engineering approval can occur at different points in the project but

**the utility cannot be reimbursed for any engineering work prior to approval.**

1. If utility loses Chapter 86 eligibility, the utility can request a partial reimbursement of relocation costs and engineering based on portion of facilities on existing private easements.
2. Utility must declare if betterment is to be included and whether existing private easements are to be replaced.
3. Any change in scope of proposed relocation work must be submitted to regional utility office for review and approval prior to work beginning.
4. This can be done prior to letting if work is complete.
5. The easement replacement costs are not to be included in the relocation cost estimate.  
Separate “Easement” Contract
6. Including electronic plans, electronic specifications, and other items as directed by the regional utilities office.
7. If the utility plans to include work by state contractors on new easements, documentation of new easements and conveyance must be provided by the letting dates.
8. Submission includes, but may not be limited to, the following:
  - Electronic conceptual relocation plans
  - Standard Estimate Form 2015-16 (Website)
9. Forms and references are available on our website to assist:  
<http://www.tn.gov/tdot/article/row-utilities-office-forms>
10. Utility is required to provide inspection: applicable specifications and safety codes. Utility Acceptance. Reimbursed if “private” compensable cost. (% “PUBLIC “ is not reimbursed per TCA 54-5-804(3))

## 1) Civil Penalty

**54-5-854. Project plans -- Copies -- Marking, approval, and changes -- Liability -- Civil penalties.**

**(h) (1) (A)** If the owner fails to complete the required installation, relocation or adjustment of its utility facilities within the approved schedule of calendar days as approved by the department, the commissioner of transportation shall have the authority to assess and collect from the owner a civil penalty in the amount of five hundred dollars (\$500) for each calendar day after the scheduled completion date that the owner fails to complete the required installation, relocation or adjustment. Owners having less than three thousand (3,000) customers shall be subject to the assessment of a civil penalty not to exceed two hundred fifty dollars (\$250) per calendar day when the owner fails to complete the required installation, relocation or adjustment of its utility facilities within the approved schedule of calendar days.

## 2) Chapter 86 Reimbursement

**Policy Number 340-07**

If a **Move Prior** Contract is requested, it will be reviewed on a case by case basis and only approved if it is determined to be beneficial to the Department highway construction schedule. Municipally Owned utilities, Utility Districts, Utility Cooperatives will be eligible for 50% of the relocation cost. All other utilities will be eligible for 25% of the relocation cost for utility facilities located on public highway rights-of-way.

If a **Move In** Contract is requested, Municipally Owned utilities, Utility Districts, Utility Cooperatives will be eligible for 100% of the relocation cost. All other utilities will be eligible for 75% of the relocation cost for utility facilities located on public highway rights-of-way. Capped at \$1.75 Million.



# *Utility MOVE IN - Easements*

**If the utility relocation construction occurs outside the proposed ROW, the utility will have to acquire all necessary property easement to construct their facility.**

- **State Highway contractor cannot work outside project limits**
- **Utility must show easements on their plans.**
- **Utility must convey rights to State highway contractor to access property.**
- **Utility easement must be acquired prior to the project advertisement.**  
(Previously prior to Construction, project delays experienced due to utility easement issues)
- **Utility MUST NOTIFY TDOT of the completed property acquisitions.**
- **TDOT must have utility construction easement on plans prior to plan assembly to provide for erosion control measures.**
- **TDOT will acquire construction environmental permits for utility work.**

## **Specify exactly what the utility wants the State Contractor**

- Time period of acceptable Service Outage
- Required License, Certification, Drug testing of workers submitted to the utility.
- Liability Insurance submitted to the utility
- Approval of Material, material certifications submitted to the utility
- Approval of shop drawings submitted to the utility
- Approval of field changes submitted to the utility
- Approval of substitution materials or methods submitted to the utility
- Clearing/trimming of overhead lines inside/outside public ROW.
- Locating utility lines during construction not identified by utility locate services.
- Work inside customers residences such as re-lighting pilot lights, re-establishing services, etc. will be the responsibility of the utility
- Industry standards, safety standards, and material standards.
- Name, address, phone, E-mail, fax, cell phone of utility approval contact

# *MOVE IN - Specifications*

## **Utility construction plans included in Highway Contract plans**

- **No boiler plate “contract” language allowed.**
- **No proprietary material (Similar / like is allowed)**  
**Utility can provide material with an “exception” MOVE IN contract**
- **Standard TDOT Utility Item Numbers.**
- **Can use utility Standard Contract Specifications.**

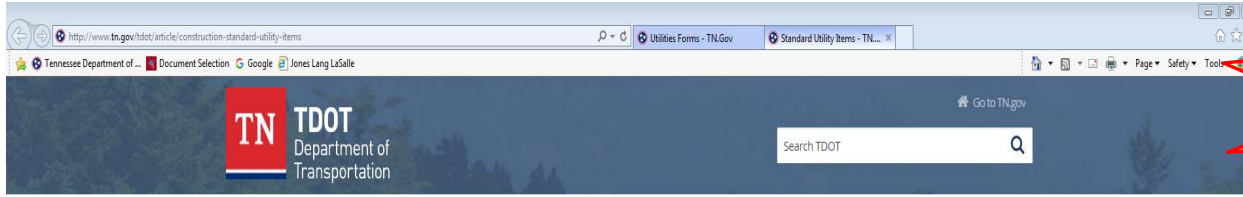
### **Note:**

**Phased Construction (Baby PIN’s) utility transitions may need to be addressed since utility relocation construction will be limited to the project limits of the Phased Construction.**

# Utility Items

<http://www.tn.gov/tdot/article/construction-standard-utility-items>

**Currently Out of Date**



Construction

Bid Lettings

Construction Division Resources

- 2015 Standard Specifications
- 2006 Standard Specifications
- Special Provisions
- Circular Letters
- Price Information
- Road Items List

Standard Utility Items

- SiteManager
- CPM Schedules
- Contractor Prequalification
- Contractor Information
- Consultant Information

## Standard Utility Items

- 790 Electrical
- 791 Gas
- 793 Telephone
- 795 Water
- 797 Sewer
- 798 CATV

[Standard Utility Item Number Guidance](#)

ELECTRICAL ITEMS

ITEM	ITEM SHORT DESCRIPTION	UNITS	ITEM LONG DESCRIPTION	FOOTNOTES TO THE ITEM TO BE SHOWN ON PLANS/SPECS (NUMBERED FOOTNOTES LOCATED AT BOTTOM OF THIS ITEM LIST)	OPTIONAL DESCRIPTION (PLACED ON UTILITY'S ESTIMATED QUANTITIES PLAN SHEET)
790-01.01	POLE 30FT CLASS 2 WOOD	EACH	POLE 30FT CLASS 2 WOOD	1	30-2W
790-01.02	POLE 30FT CLASS 3 WOOD	EACH	POLE 30FT CLASS 3 WOOD	1	30-3W
790-01.03	POLE 30FT CLASS 4 WOOD	EACH	POLE 30FT CLASS 4 WOOD	1	30-4W
790-01.04	POLE 30FT CLASS 5 WOOD	EACH	POLE 30FT CLASS 5 WOOD	1	30-5W
790-01.05	POLE 30FT CLASS 6 WOOD	EACH	POLE 30FT CLASS 6 WOOD	1	30-6W
790-01.06	POLE 30FT CLASS 7 WOOD	EACH	POLE 30FT CLASS 7 WOOD	1	30-7W
790-01.07	POLE 30FT CLASS 1 METAL	EACH	POLE 30FT CLASS 1 METAL	1	30-1M
790-01.08	POLE 30FT CLASS 2 METAL	EACH	POLE 30FT CLASS 2 METAL	1	30-2M
790-01.09	POLE 30FT CLASS 3 METAL	EACH	POLE 30FT CLASS 3 METAL	1	30-3M
790-01.10	POLE 30FT CLASS 4 METAL	EACH	POLE 30FT CLASS 4 METAL	1	30-4M
790-01.11	POLE 30FT CLASS 5 CONCRETE	EACH	POLE 30FT CLASS 5 CONCRETE	1	30-5C
790-01.12	POLE 30FT CLASS 6 CONCRETE	EACH	POLE 30FT CLASS 6 CONCRETE	1	30-6C
790-01.13	POLE 30FT CLASS 7 CONCRETE	EACH	POLE 30FT CLASS 7 CONCRETE	1	30-7C
790-01.14	POLE 30FT CLASS 8 CONCRETE	EACH	POLE 30FT CLASS 8 CONCRETE	1	30-8C
790-01.15	POLE 30FT CLASS 9 CONCRETE	EACH	POLE 30FT CLASS 9 CONCRETE	1	30-9C
790-01.16	POLE 30FT CLASS 10 CONCRETE	EACH	POLE 30FT CLASS 10 CONCRETE	1	30-10C
790-01.17	POLE 30FT CLASS 11 CONCRETE	EACH	POLE 30FT CLASS 11 CONCRETE	1	30-11C
790-01.18	POLE 30FT CLASS 12 CONCRETE	EACH	POLE 30FT CLASS 12 CONCRETE	1	30-12C
790-01.19	POLE 30FT CLASS 13 CONCRETE	EACH	POLE 30FT CLASS 13 CONCRETE	1	30-13C
790-01.20	POLE 30FT CLASS 14 CONCRETE	EACH	POLE 30FT CLASS 14 CONCRETE	1	30-14C
790-01.21	POLE 30FT CLASS 15 CONCRETE	EACH	POLE 30FT CLASS 15 CONCRETE	1	30-15C
790-01.22	POLE 30FT CLASS 16 CONCRETE	EACH	POLE 30FT CLASS 16 CONCRETE	1	30-16C
790-01.23	POLE 30FT CLASS 17 CONCRETE	EACH	POLE 30FT CLASS 17 CONCRETE	1	30-17C
790-01.24	POLE 30FT CLASS 18 CONCRETE	EACH	POLE 30FT CLASS 18 CONCRETE	1	30-18C
790-01.25	POLE 30FT CLASS 19 CONCRETE	EACH	POLE 30FT CLASS 19 CONCRETE	1	30-19C
790-01.26	POLE 30FT CLASS 20 CONCRETE	EACH	POLE 30FT CLASS 20 CONCRETE	1	30-20C
790-01.27	POLE 30FT CLASS 21 CONCRETE	EACH	POLE 30FT CLASS 21 CONCRETE	1	30-21C
790-01.28	POLE 30FT CLASS 22 CONCRETE	EACH	POLE 30FT CLASS 22 CONCRETE	1	30-22C
790-01.29	POLE 30FT CLASS 23 CONCRETE	EACH	POLE 30FT CLASS 23 CONCRETE	1	30-23C
790-01.30	POLE 30FT CLASS 24 CONCRETE	EACH	POLE 30FT CLASS 24 CONCRETE	1	30-24C
790-01.31	POLE 30FT CLASS 25 CONCRETE	EACH	POLE 30FT CLASS 25 CONCRETE	1	30-25C
790-01.32	POLE 30FT CLASS 26 CONCRETE	EACH	POLE 30FT CLASS 26 CONCRETE	1	30-26C
790-01.33	POLE 30FT CLASS 27 CONCRETE	EACH	POLE 30FT CLASS 27 CONCRETE	1	30-27C
790-01.34	POLE 30FT CLASS 28 CONCRETE	EACH	POLE 30FT CLASS 28 CONCRETE	1	30-28C
790-01.35	POLE 30FT CLASS 29 CONCRETE	EACH	POLE 30FT CLASS 29 CONCRETE	1	30-29C
790-01.36	POLE 30FT CLASS 30 CONCRETE	EACH	POLE 30FT CLASS 30 CONCRETE	1	30-30C
790-01.37	POLE 30FT CLASS 31 CONCRETE	EACH	POLE 30FT CLASS 31 CONCRETE	1	30-31C
790-01.38	POLE 30FT CLASS 32 CONCRETE	EACH	POLE 30FT CLASS 32 CONCRETE	1	30-32C
790-01.39	POLE 30FT CLASS 33 CONCRETE	EACH	POLE 30FT CLASS 33 CONCRETE	1	30-33C
790-01.40	POLE 30FT CLASS 34 CONCRETE	EACH	POLE 30FT CLASS 34 CONCRETE	1	30-34C
790-01.41	POLE 30FT CLASS 35 CONCRETE	EACH	POLE 30FT CLASS 35 CONCRETE	1	30-35C
790-01.42	POLE 30FT CLASS 36 CONCRETE	EACH	POLE 30FT CLASS 36 CONCRETE	1	30-36C
790-01.43	POLE 30FT CLASS 37 CONCRETE	EACH	POLE 30FT CLASS 37 CONCRETE	1	30-37C
790-01.44	POLE 30FT CLASS 38 CONCRETE	EACH	POLE 30FT CLASS 38 CONCRETE	1	30-38C
790-01.45	POLE 30FT CLASS 39 CONCRETE	EACH	POLE 30FT CLASS 39 CONCRETE	1	30-39C
790-01.46	POLE 30FT CLASS 40 CONCRETE	EACH	POLE 30FT CLASS 40 CONCRETE	1	30-40C
790-01.47	POLE 30FT CLASS 41 CONCRETE	EACH	POLE 30FT CLASS 41 CONCRETE	1	30-41C
790-01.48	POLE 30FT CLASS 42 CONCRETE	EACH	POLE 30FT CLASS 42 CONCRETE	1	30-42C
790-01.49	POLE 30FT CLASS 43 CONCRETE	EACH	POLE 30FT CLASS 43 CONCRETE	1	30-43C
790-01.50	POLE 30FT CLASS 44 CONCRETE	EACH	POLE 30FT CLASS 44 CONCRETE	1	30-44C
790-01.51	POLE 30FT CLASS 45 CONCRETE	EACH	POLE 30FT CLASS 45 CONCRETE	1	30-45C
790-01.52	POLE 30FT CLASS 46 CONCRETE	EACH	POLE 30FT CLASS 46 CONCRETE	1	30-46C
790-01.53	POLE 30FT CLASS 47 CONCRETE	EACH	POLE 30FT CLASS 47 CONCRETE	1	30-47C
790-01.54	POLE 30FT CLASS 48 CONCRETE	EACH	POLE 30FT CLASS 48 CONCRETE	1	30-48C
790-01.55	POLE 30FT CLASS 49 CONCRETE	EACH	POLE 30FT CLASS 49 CONCRETE	1	30-49C
790-01.56	POLE 30FT CLASS 50 CONCRETE	EACH	POLE 30FT CLASS 50 CONCRETE	1	30-50C
790-01.57	POLE 30FT CLASS 51 CONCRETE	EACH	POLE 30FT CLASS 51 CONCRETE	1	30-51C
790-01.58	POLE 30FT CLASS 52 CONCRETE	EACH	POLE 30FT CLASS 52 CONCRETE	1	30-52C
790-01.59	POLE 30FT CLASS 53 CONCRETE	EACH	POLE 30FT CLASS 53 CONCRETE	1	30-53C
790-01.60	POLE 30FT CLASS 54 CONCRETE	EACH	POLE 30FT CLASS 54 CONCRETE	1	30-54C
790-01.61	POLE 30FT CLASS 55 CONCRETE	EACH	POLE 30FT CLASS 55 CONCRETE	1	30-55C
790-01.62	POLE 30FT CLASS 56 CONCRETE	EACH	POLE 30FT CLASS 56 CONCRETE	1	30-56C
790-01.63	POLE 30FT CLASS 57 CONCRETE	EACH	POLE 30FT CLASS 57 CONCRETE	1	30-57C
790-01.64	POLE 30FT CLASS 58 CONCRETE	EACH	POLE 30FT CLASS 58 CONCRETE	1	30-58C
790-01.65	POLE 30FT CLASS 59 CONCRETE	EACH	POLE 30FT CLASS 59 CONCRETE	1	30-59C
790-01.66	POLE 30FT CLASS 60 CONCRETE	EACH	POLE 30FT CLASS 60 CONCRETE	1	30-60C
790-01.67	POLE 30FT CLASS 61 CONCRETE	EACH	POLE 30FT CLASS 61 CONCRETE	1	30-61C
790-01.68	POLE 30FT CLASS 62 CONCRETE	EACH	POLE 30FT CLASS 62 CONCRETE	1	30-62C
790-01.69	POLE 30FT CLASS 63 CONCRETE	EACH	POLE 30FT CLASS 63 CONCRETE	1	30-63C
790-01.70	POLE 30FT CLASS 64 CONCRETE	EACH	POLE 30FT CLASS 64 CONCRETE	1	30-64C
790-01.71	POLE 30FT CLASS 65 CONCRETE	EACH	POLE 30FT CLASS 65 CONCRETE	1	30-65C
790-01.72	POLE 30FT CLASS 66 CONCRETE	EACH	POLE 30FT CLASS 66 CONCRETE	1	30-66C
790-01.73	POLE 30FT CLASS 67 CONCRETE	EACH	POLE 30FT CLASS 67 CONCRETE	1	30-67C
790-01.74	POLE 30FT CLASS 68 CONCRETE	EACH	POLE 30FT CLASS 68 CONCRETE	1	30-68C
790-01.75	POLE 30FT CLASS 69 CONCRETE	EACH	POLE 30FT CLASS 69 CONCRETE	1	30-69C
790-01.76	POLE 30FT CLASS 70 CONCRETE	EACH	POLE 30FT CLASS 70 CONCRETE	1	30-70C
790-01.77	POLE 30FT CLASS 71 CONCRETE	EACH	POLE 30FT CLASS 71 CONCRETE	1	30-71C
790-01.78	POLE 30FT CLASS 72 CONCRETE	EACH	POLE 30FT CLASS 72 CONCRETE	1	30-72C
790-01.79	POLE 30FT CLASS 73 CONCRETE	EACH	POLE 30FT CLASS 73 CONCRETE	1	30-73C
790-01.80	POLE 30FT CLASS 74 CONCRETE	EACH	POLE 30FT CLASS 74 CONCRETE	1	30-74C
790-01.81	POLE 30FT CLASS 75 CONCRETE	EACH	POLE 30FT CLASS 75 CONCRETE	1	30-75C
790-01.82	POLE 30FT CLASS 76 CONCRETE	EACH	POLE 30FT CLASS 76 CONCRETE	1	30-76C
790-01.83	POLE 30FT CLASS 77 CONCRETE	EACH	POLE 30FT CLASS 77 CONCRETE	1	30-77C
790-01.84	POLE 30FT CLASS 78 CONCRETE	EACH	POLE 30FT CLASS 78 CONCRETE	1	30-78C
790-01.85	POLE 30FT CLASS 79 CONCRETE	EACH	POLE 30FT CLASS 79 CONCRETE	1	30-79C
790-01.86	POLE 30FT CLASS 80 CONCRETE	EACH	POLE 30FT CLASS 80 CONCRETE	1	30-80C
790-01.87	POLE 30FT CLASS 81 CONCRETE	EACH	POLE 30FT CLASS 81 CONCRETE	1	30-81C
790-01.88	POLE 30FT CLASS 82 CONCRETE	EACH	POLE 30FT CLASS 82 CONCRETE	1	30-82C
790-01.89	POLE 30FT CLASS 83 CONCRETE	EACH	POLE 30FT CLASS 83 CONCRETE	1	30-83C
790-01.90	POLE 30FT CLASS 84 CONCRETE	EACH	POLE 30FT CLASS 84 CONCRETE	1	30-84C
790-01.91	POLE 30FT CLASS 85 CONCRETE	EACH	POLE 30FT CLASS 85 CONCRETE	1	30-85C
790-01.92	POLE 30FT CLASS 86 CONCRETE	EACH	POLE 30FT CLASS 86 CONCRETE	1	30-86C
790-01.93	POLE 30FT CLASS 87 CONCRETE	EACH	POLE 30FT CLASS 87 CONCRETE	1	30-87C
790-01.94	POLE 30FT CLASS 88 CONCRETE	EACH	POLE 30FT CLASS 88 CONCRETE	1	30-88C
790-01.95	POLE 30FT CLASS 89 CONCRETE	EACH	POLE 30FT CLASS 89 CONCRETE	1	30-89C
790-01.96	POLE 30FT CLASS 90 CONCRETE	EACH	POLE 30FT CLASS 90 CONCRETE	1	30-90C
790-01.97	POLE 30FT CLASS 91 CONCRETE	EACH	POLE 30FT CLASS 91 CONCRETE	1	30-91C
790-01.98	POLE 30FT CLASS 92 CONCRETE	EACH	POLE 30FT CLASS 92 CONCRETE	1	30-92C
790-01.99	POLE 30FT CLASS 93 CONCRETE	EACH	POLE 30FT CLASS 93 CONCRETE	1	30-93C
790-01.100	POLE 30FT CLASS 94 CONCRETE	EACH	POLE 30FT CLASS 94 CONCRETE	1	30-94C
790-01.101	POLE 30FT CLASS 95 CONCRETE	EACH	POLE 30FT CLASS 95 CONCRETE	1	30-95C
790-01.102	POLE 30FT CLASS 96 CONCRETE	EACH	POLE 30FT CLASS 96 CONCRETE	1	30-96C
790-01.103	POLE 30FT CLASS 97 CONCRETE	EACH	POLE 30FT CLASS 97 CONCRETE	1	30-97C
790-01.104	POLE 30FT CLASS 98 CONCRETE	EACH	POLE 30FT CLASS 98 CONCRETE	1	30-98C
790-01.105	POLE 30FT CLASS 99 CONCRETE	EACH	POLE 30FT CLASS 99 CONCRETE	1	30-99C
790-01.106	POLE 30FT CLASS 100 CONCRETE	EACH	POLE 30FT CLASS 100 CONCRETE	1	30-100C

## *Utility Items*

- Utility Item lists identifies those items that have been determined require Buy America Compliance.
- If there is not a Utility Item that fits your needs, Contact the Regional Utility Office. Once they verify the need for a NEW Utility Item Number, they will submit it to

TDOT Construction  
Darrell Bost

who will work with you to develop a NEW utility item if necessary.

# Utility Quantity Estimate

MasterConsultant-8-20-14 [Read-Only] - Microsoft Excel

ESTIMATED UTILITY QUANTITIES																			
ITEM NO.	DESCRIPTION	UNIT	UNIT PRICE	Project No. 1				Project No. 2				Project No. 3				Project 1 Extension	Project 2 Extension	Project 3 Extension	
				QUANTITY	% Utility Betterment	%Project Public	%Project Private	Amount Betterment	QUANTITY	% Utility Betterment	%Project Public	%Project Private	Amount Betterment	QUANTITY	% Utility Betterment				%Project Public
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# MOVE IN CADD Guidelines

## Utility construction plans included in Highway Contract plans

PLAN SHEET LAYOUT AND MATCH LINES  
ARE TO MATCH SHEET LAYOUTS PROVIDED  
BY TDOT FOR THE PROJECT

**SYMBOLGY AND LIFESTYLES**

**PROPOSED UTILITIES**

- THE SYMBOL
- SHOWN MARKED
- P FILE DASHED BY POWER UTILITY
- P-DASHED FILE DASHED BY POWER UTILITY
- T FILE DASHED BY TELEPHONE UTILITY
- C MARKER

**EXISTING UTILITIES**

- THE SYMBOL
- SHOWN MARKED
- P FILE DASHED BY POWER UTILITY
- P-DASHED FILE DASHED BY POWER UTILITY
- T FILE DASHED BY TELEPHONE UTILITY
- C MARKER

W	WATER
G	GAS
S	SANITARY
F	FORCE MAIN
P	POWER (UG)
T	TELEPHONE (UG)
C	CABLE (UG)
F	FIBER (UG)
P	POWER
P/T/C	POWER/TELEPHONE/CABLE
T	TELEPHONE
C	CABLE
F	FIBER
P/T	POWER/TELEPHONE
P/C	POWER/CABLE
T/C	TELEPHONE/CABLE
S	SUP. WIRE

SAMPLE

DATE	YEAR	FEDERAL CONGR. PROJ. NO.	SHEET NO.
PROJECT COUNTY:			
CONSECUTIVE SHEET NUMBERING WITH TDOT ASSIGNED U-SERIES NUMBER (STARTING WITH SHEET 2)			

THIS AREA RESERVED  
FOR REVISION NOTES

ENGINEER'S STAMP  
AND SIGNATURE

UTILITY NAME

RELOCATION TYPE  
(ex. ELECTRIC RELOCATION)

STA. \_\_\_\_\_ TO STA. \_\_\_\_\_  
SCALE: 1"=50'

SHEET SIZE IS TO BE 22"x34"

# MOVE IN CADD Guidelines

<http://www.tn.gov/tdot/article/roadway-design-design-cadd-files-and-documents>

## MicroStation STANDARDS

- Levels
- Pen tables
- Cells
- Sheet borders
- File naming

Gresham Smith & Partners provided MicroStation Files posted to the TDOT Utility Website for your use:



- TDOT A Date.tbl – print “A” Date packages
- TDOT B Date.tbl – print “B” Date packages
- TDOT PDF.pltcfg – print PDF
- TDOT Color Table.tbl – adjusted print shop


Utility Workshop 2017

MICROSTATION			
For MicroStation version 08.11.07.443			
Name	Description	Size	Date
<a href="#">EngCell.exe</a> <small>Upload</small>	English cell files. <b>Download Location:</b> C:\Users\Public\MicroStation Standards\cell	3995 Kbytes	12/16/16
<a href="#">Data.exe</a>	Color table and level mapping\conversion files. <b>Download Location:</b> C:\Users\Public\MicroStation Standards\data	67 Kbytes	05/06/16
<a href="#">Dgnlib.exe</a> <small>Upload</small>	Design File Level library and on the fly level mapping file. <b>Download Location:</b> C:\Users\Public\MicroStation Standards\dgnlib	129 Kbytes	12/12/16
<a href="#">Image.exe</a>	JPEG image files created from MicroStation standard cells. <b>Download Location:</b> C:\Users\Public\MicroStation Standards\image	1462 Kbytes	06/27/16
<a href="#">Pltcfg.exe</a>	Plot configuration driver files for use with MicroStation Print. <b>Download Location:</b> C:\Users\Public\MicroStation Standards\pltcfg	91 Kbytes	06/27/16
<a href="#">Seed.exe</a> <small>Upload</small>	MicroStation DGN seed files. <b>Download Location:</b> C:\Users\Public\MicroStation Standards\seed	2245 Kbytes	01/15/17
<a href="#">Symb.exe</a>	Font and custom line style resource files. <b>Download Location:</b> C:\Users\Public\MicroStation Standards\symb	1014 Kbytes	04/29/14
<a href="#">TDOT interface.exe</a>	MicroStation interface file. <b>Download Location:</b> C:\ProgramData\Bentley\MicroStation V8i (SELECTseries)\Workspace\Interfaces\MicroStation\tdot	132 Kbytes	11/07/13
<a href="#">TDOTcfg.exe</a>	MicroStation configuration variable file for TDOT projects. You <b>must</b> be an Administrator to download this file to the default location listed below. Save executable file to hard drive and then "Run as Administrator". If software is not loaded in drives and directories as listed with the Download Instructions above it will be necessary to edit the locations specified in this file. <b>Download Location:</b> C:\Program Files (x86)\Bentley\MicroStation V8i (SELECTseries)\MicroStation\config\appl	62 Kbytes	02/22/13
<a href="#">VBA.exe</a> <small>Upload</small>	MicroStation visual basic application program files. <b>Download Location:</b> C:\Users\Public\MicroStation Standards\vba	7477 Kbytes	12/16/16

## TDOT Contractor Performing Construction

### MOVE IN

- TDOT obtains construction environmental permits
- Utility assumes “after” construction conditions of those permits  
 Corp of Engineers  
 TDEC  
 TVA



### Memorandum of Understanding (For Environmental Permits required for Utility Construction)

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

PROJECT#/S: \_\_\_\_\_ COUNTY/S: \_\_\_\_\_

FEDERAL: \_\_\_\_\_ PIN #: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

UTILITY CONTRACT: # \_\_\_\_\_

It is agreed hereto by and between the parties as follows:

The Utility agrees to provide information requested by the Department that is required to obtain environmental construction permits, or any other permits that are required for the Department to include the utility construction in the State roadway construction contract.

The Utility agrees to provide environmental permit sketches, as directed by the Department, for areas identified as having environmental concerns associated with wetlands, stream crossings, or any other such concerns required to obtain an environmental construction permits, or any other permits that are required for the Department to include the utility construction in the State roadway construction contract.

The Utility agrees to accept transference of any environmental construction permits, or any other permits that are required for the Department to include the utility construction in the State roadway construction contract, once the project is completed.

The Utility agrees to revise the utility plans provided as requested by the Department in order to obtain any environmental construction permits, or any other permits that are required for the Department to include the utility construction in the State roadway construction contract.

The Utility agrees to provide electronic utility plans as requested by the Department in order to obtain any environmental construction permits, or any other permits that are required for the Department to include the utility construction in the State roadway construction contract.

The Utility agrees to clearly define private utility easements outside the public right-of-way, provide written authorization for the Department and the State contractor to access this easement, and to notify the Department in writing of utility relocation work in this easement that is outside the erosion control measures shown on the Department plans.

By: \_\_\_\_\_  
 Utility Name

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Utility Signature

Title: \_\_\_\_\_ Date: \_\_\_\_\_  
 Title of Utility Signer

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 State Utilities Office


Rev.: 07-03-2015 Form 2011-19 Utility Environmental MOU

## Utility Performing Construction

**MOVE PRIOR or PERMITS** where

utility performing construction

- **Utility acquires all necessary permits**



### Environmental Agreement for Utility Projects

I, the undersigned representative of the Utility named below, state the following:

1. The Utility desires to construct the project described below (the named project).
2. The Utility is aware that it may be required by law to obtain one or more environmental permits prior to constructing the named project; that determining which permits are necessary and obtaining those permits are the sole responsibility of the Utility; and that the activities of the Utility in constructing the named project are not covered under any permit associated with TDOT construction activities.
3. The Utility agrees that if the total area of disturbed land associated with the construction of the named project is planned to, or does at any time actually exceed one (1) acre, the Utility shall obtain coverage under the *National Pollutant Discharge Elimination System General Permit Excluding Discharges of Stormwater Associated With Construction Activities*.
4. The Utility agrees that during all phases of construction of the named project, the Utility shall implement and maintain appropriate Erosion Prevention and Sediment Control (EPSC) measures, as published in the TDOT *Standards and Specifications* and/or the Tennessee Department of Environment and Conservation (TDEC) *Erosion and Sediment Control Handbook*.
5. The Utility agrees that it shall comply with all State and Federal laws, rules, regulations and permit terms and conditions applicable to the construction of the named project.

Utility Name: \_\_\_\_\_

Utility Address: \_\_\_\_\_

Utility Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Project Description: \_\_\_\_\_  
\_\_\_\_\_

Representative Name: \_\_\_\_\_  
\_\_\_\_\_ / / \_\_\_\_\_

(SIGNATURE) (DATE)

REV: 07-09-2015
- 1 of 2 -
Utility Form 2011-20

## Aquatic Resource Alteration Permit (ARAP)

[https://tn.gov/assets/entities/environment/attachments/water\\_permit\\_arap-gp\\_utility-line.pdf](https://tn.gov/assets/entities/environment/attachments/water_permit_arap-gp_utility-line.pdf)

- Dredging, excavation, channel widening, or straightening
- Bank sloping; stabilization
- Channel relocation
- Water diversions or withdrawals
- Dams, weirs, dikes, levees or other similar structures
- Flooding, excavating, draining and/or filling a wetland
- Road and utility crossings
- Clay plug
- Parallel to Stream
- Stream Crossing

**Tennessee Department of Environment and Conservation**  
*General Aquatic Resource Alteration Permit for Utility Line Crossings*

Effective Date: April 7, 2015  
Expiration Date: April 6, 2020

Activities Covered by this Permit

This general permit authorizes the construction, maintenance, re-utility line crossings of streams and wetlands, including subsurface trenching technique, and line alignment in relation to water resource crossing points may be authorized for utility line types that typically not follow surface topography, such as fiber optic, gas transmission, sewer lines utilizing traditional blasting or hoe-ramming trenching techniques.


In addition, certain activities may be performed without sub-authorization from the division prior to the commencement of work in accordance with the applicable terms and conditions of this general permit:

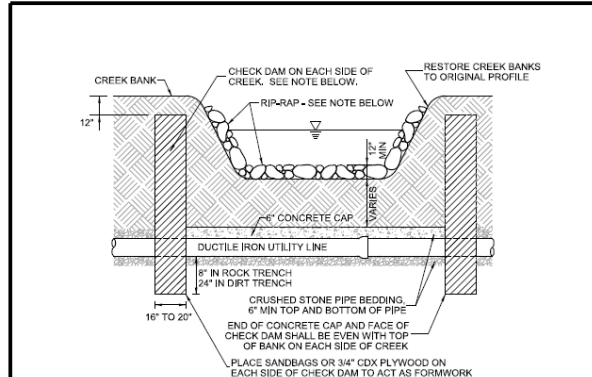
- Utility line activities employing non-invasive technologies;
- Up to 3 crossings (boreholes) utilizing horizontal directional drilling (HDD) within one-mile of the project location, and all special conditions #4 are met;
- Utility lines suspended from a culvert, bridge, or similar structure.

Certain activities due to size, location or potential water quality impacts, as described in both the Special and General Conditions for authorization under this general permit may be authorized by the Division if that all requirements of the *Tennessee Water Quality Control Act of 1970* are met.

Special Conditions


- No blasting will be permitted in the excavation of trenches in stream or wetland, including all stream crossings.
- In the case of proposed utility lines that follow the stream channel, the number of crossings shall be minimized to the maximum.
- Flowable fill trench plugs will be placed throughout any trench stream channel, spaced at a maximum of 200 linear feet apart, if less than 400 feet. Trench plugs will be at least ten feet in length below normal surface elevation.
- Crossings that utilize horizontal directional drilling are authorized:
  - Entry and exit locations are at least 50 feet from the stream bank.
  - The depth of bore below the streambed is sufficient to prevent drilling fluid, based on the parent material.





**NOTES:**

- RIP-RAP TO BE MACHINED RIP-RAP, CLASS A-2, VARYING IN SIZE FROM 2 INCHES TO 12 INCHES WITH NO MORE THAN 20% BY WEIGHT BEING LESS THAN 4 INCHES. THE THICKNESS OF THE STONE LAYER SHALL BE 1' MINIMUM.
- CHECK DAM SHALL BE CONSTRUCTED FROM GENERAL USE FLOWABLE FILL (F<sub>c</sub> >150 PSI MIN, OR COMPACTED CLAY / BENTONITE, CHECK DAM WIDTH TO EXTEND 24" EACH SIDE OF PIPE.
- NO BLASTING IS PERMITTED IN CREEK. ROCK SHALL BE REMOVED BY MEANS OF HYDRAULIC HOE-RAM OR ROCK SAW.
- INSTALL PLASTIC OR ALUMINUM SIGN, 12" SQUARE MINIMUM SIZE, ON GALVANIZED OR POWDER COATED U-CHEMICAL SIGN POST WITH CONCRETE BASE ON EACH SIDE OF CREEK BANK. SIGN SHALL READ "UNDERGROUND WATER LINE BELOW, IN CASE OF EMERGENCY CONTACT CITY OF BRENTWOOD, TN AT (615) 371-0080"
- TDEC APPROVAL REQUIRED FOR OPEN-CUT CREEK CROSSINGS.



**CITY OF BRENTWOOD**  
WATER SERVICES  
STANDARD DETAIL

TYPICAL OPEN-CUT  
CREEK CROSSING  
MARCH 2016

DRAWING NO. M-03

- **Consultant Engineering Cost**
  - **Project Specific**
  - **Continuing Contract**
  - **Approval Date**
- **Utility Contract Bid Concurrence**
- **Utility Staff Engineering Cost**
- **Utility Relocation Construction Cost**
- **Utility Inspection Cost**
- **Utility Clerical Cost**

## **Consultant Cost**

Consultant Engineering reimbursement is most commonly the first invoice submitted:

- Utility must submit request for reimbursement, not the Consultant. The consultant is under contract to the utility.
- Utility submits documentation the utility has been paid.
- Utility INVOICE to the utility should comply with TDOT Invoicing requirements to avoid delays and added time/expenses.
- Engineering approved amount is **CAPPED**.  
If scope of work changes, a revision must be requested and approved prior to additional work being performed.
- Engineering **OVERHEAD** Rate is billed at the rate in effect at the date of the invoice, not the date of the services rendered per instructions from TDOT Finance Office.
- TDOT pays 80% of reimbursement contract **TOTAL**.

(Generally the majority of the Consultant Engineering cost is paid early on **MOVE PRIOR** invoices, and this does not affect consultant engineering reimbursement. Construction reimbursement generally contribute majority to final invoice. Reimbursement contracts ,such as **MOVE IN**, where the majority of the reimbursement is for services, may be affected . TDOT would determine if the commensurate engineering scope has been completed prior to final payment.)

The remaining 20% invoiced is held until the **FINAL INVOICE** is submitted.

Be sure that at least 80% of the utility relocation work is completed



## **Invoice must include / requirements:**

- Supplier Name
- Supplier Contact Information
- Supplier remittance Address
- TDOT State Project Number
- TDOT PIN Number
- Federal Project Number, if applicable
- TDOT Contract Number/Work Order Number
- Invoice Date
- Invoice Number – unique & assigned by vendor (default use contract # sequence e.g. CU1111-05)
- Invoice must indicate whether it is a **partial** or **final** billing
- Pay Terms (default 45 days)
- Total Amount Due
- Billing Period / Service Period  
**Must be separated by Fiscal Year**  
**Must be within Contract Terms**
- DO NOT INCLUDE Previously Invoiced Amount – this may delay processing your invoice.
- Invoice must be signed by a company representative
- The invoice must summarize by cost/expense category.


# Invoicing - Utility

## TDOT Templates

- Minimum Info needed
- Utility Schedules and logs may be submitted if they provide the same information.

## Summary Page

Utilities Division



**TN** **TDOT**

To: Tennessee Department of Transportation  
Region 2: Right of Way  
Utilities Section  
4005 Cromwell Rd.  
P.O.Box 22368  
Chattanooga, TN

From: \_\_\_\_\_  
Remit To: \_\_\_\_\_  
Billing Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

---

Utility Coordinator: \_\_\_\_\_ Invoice Date: \_\_\_\_\_  
Utility Work Order #: \_\_\_\_\_ Invoice #: \_\_\_\_\_  
Construction Supervisor: \_\_\_\_\_ Invoice Period: Start: \_\_\_\_\_ End: \_\_\_\_\_  
Partial or Final Invoice? \_\_\_\_\_ Type of Engineering:  Consultant  
 In House

State Project #	Federal Project # (if applicable)	Pin #	Location

The yellow, orange, & blue areas below are automatically populated from the other tabs in this workbook. Information must be entered into the gray areas.

Expense category	Totals:	
<b>I. Direct Labor (DL) Total</b>	\$ -	
a. DL- In house	\$ -	
b. Premium DL- In house	\$ -	
c. DL- Consultant	\$ -	
d. Premium DL- Consultant	\$ -	
<b>II. Profit</b>	\$ -	
a. Profit Rate <input type="text" value="13%"/>		
<b>III. Overhead Total</b>	\$ -	
a. In house overhead rate	\$ -	
b. Consultant overhead rate <input type="text" value="125%"/>	\$ -	
<b>IV. Direct Costs (DC) (Non Inspection)</b>	\$ -	
a. DC In house	\$ -	
b. DC Consultant	\$ -	
<b>V. Inspection Costs</b>	\$ -	
a. Insp. Labor- In House	\$ -	
b. Prem. Insp. Labor- In house	\$ -	
c. Insp. Labor- Consultant	\$ -	
d. Prem. Insp. Labor- Consultant	\$ -	
e. Insp. Direct Costs- In house	\$ -	
f. Insp. Direct Costs- Consultant	\$ -	
<b>VI. Equipment Costs</b>		
<b>VII. Material &amp; Supplies</b>		
<b>IX. Sub-Contractor Charges</b>		
<b>X. Other Costs</b>		
<b>Total Amount Due this Invoice:</b>	\$ -	

Pay terms: \_\_\_\_\_ Pay now \_\_\_\_\_  
Chapter 86 Eligible?  Y

Contract Type: \_\_\_\_\_  
Contract #: \_\_\_\_\_  
% Private: \_\_\_\_\_  
% Public:

Reimbursable Amount on Contract:	
Amount Invoiced (Including this invoice):	
Reimbursement Left on Contract:	\$ -

I, the undersigned, do hereby certify that this invoice is true and correct to the best of my knowledge and that payment has not been received for costs previously invoiced.

\_\_\_\_\_  
(Company Representative)

\_\_\_\_\_  
(Date)







## **Overhead Cost**

- Consultant Engineering
- Overhead Rate
  - Federal Rate / State Rate
  - Established TDOT External Audit Office of Finance Division
  - If no TDOT approved overhead, rate will be limited to 125%
  - Date the invoice is submitted determines the Overhead Rate allowed.

# Subcontractor Invoices

- Costs listed on separate schedule
- NOT included in the Direct Costs Schedule
- Same level of detail must be provided.
- Payment made to subcontractors





# Invoicing - Consultant

- Summary
- Direct Labor Summary
- Direct Labor Details
- Direct Costs
- Other Costs
- Mileage Log

**INVOICE SUMMARY**

<b>TO:</b> [Utility Name] [Utility Address Line 1] [Utility Address Line 2] [City, State, Zip] [Attn:]		<b>FROM:</b> [Consultant Name] [Consultant Address Line 1] [Consultant Address Line 2] [City, State, Zip]	
<b>BILLING CONTACT:</b>			
<b>PHONE:</b> _____		<b>Email:</b> _____	
<b>PROJECT MANAGER:</b> _____	<b>CONSULTANT PROJECT/JOB NO.:</b> _____	<b>Received:</b> _____	
<b>AGREEMENT TYPE:</b> _____	<b>INVOICE DATE:</b> _____	Rev'd: _____	
<b>TASK ORDER #:</b> _____	<b>INVOICE #:</b> _____	_____	
<b>Final Invoice:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>INVOICE PERIOD:</b> _____ to _____	_____	
<b>PROGRESS BILLING #:</b> _____		_____	

For professional services relative to:

State Project # <small>(33333-3333-33)</small>	Federal Project #	PIN No.	Location Description	Count/s
<b>Expense Category</b>				
I. Direct Labor (DL) Total			Totals	
II. Overhead	0.00%		\$ -	
III. Net Fee (DL x 2.35 x	13.0%		\$ -	
IV. Direct Costs	Per Schedule No. _____		\$ -	
V. Other Costs	Per Schedule/s No. _____		\$ -	
VI. Mileage (0.47/mile)	Per Schedule No. _____		\$ -	
<b>Total = I. + II. + III. + IV. + V. + VI. =</b>			<b>\$ -</b>	

**TOTAL AMOUNT DUE THIS INVOICE:** \$ \_\_\_\_\_

I, the undersigned, do hereby certify that the above invoice is true and correct to the best of my knowledge and that payment has not been received or costs previously invoiced.

By: \_\_\_\_\_ Date: 11/4/2016  
[Consultant Billing Personnel / Title]

<b>Remit to:</b> [Consultant Name] [Consultant Address Line 1] [City, State, Zip]	<b>Pay Terms (if applicable):</b> _____
--	--

**For Internal Use Only**

I HEREBY ACKNOWLEDGE RECEIPT OF THE APPROPRIATE DOCUMENTATION FOR PAYMENT OF THIS INVOICE WHICH INCLUDES CERTIFICATION SIGNED BY THE CONSULTANT ENTITY. IN ACCORDANCE WITH THE CONSTRUCTION DIVISION THIS INVOICE IS SUBMITTED FOR PAYMENT.

Consultant Invoice Summary

Appreciation is expressed to GSP for assisting in the creation of the spreadsheet.  
Utility Workshop 2017



# Invoicing - Checklist

## **Regional Utility Office Checklist**

- Invoice must indicate date received within TDOT division
- Check all addition and mathematical calculations.
- Our office will use the industry standard in regard to “rounding” being three decimals
- Supporting documentation should be validated per utility invoicing requirements
- Check for Certificate of Contract Obligation and Buy America Certification, if applicable
- Invoice must be approved by appropriate TDOT personnel
- Invoice Reductions:
  - The division should not mark invoices up, with the exception of pennies for rounding differences. If significant changes are necessary, an updated invoice should be requested from the vendor.

An **amendment** is required for the following reasons:

- A change in date that the work should be completed by
- Amount due exceeds the contract estimate
- Unit price changed from approved low bid contract
- Scope change, extra work, or major changes requires an additional approval from FHWA, per 23 CFR 645.113
- What defines a change in scope on a utility contract? Any major deviation from the utility’s original proposed scope of engineering services.
- TDOT separation of ROW project into multiple construction projects requiring additional engineering for transitions necessary to maintain utility services, therefore necessitating changes to the utility detail plans
- Quantities must be documented in the construction diaries.  
Any quantity increases in excess of 20% must have a justification letter that is approved by TDOT prior to payment.
- TDOT External Audit will review all final invoices if the contract meets or exceeds \$100,000.00, prior to the invoice being processed for payment.

## *Invoice Inside Tips*

**All utility invoices have to be approved by TDOT Project Supervisors.  
TIP: Keep them happy and your invoices get approved quickly.**

- ✓ **Notify construction when you begin work per Go TO Work Letter.**
- ✓ **Keep utility diaries up to date per utility reimbursement contract.**
- ✓ **Not acceptance / rejections / concerns on the Utility Diaries.**

## *Railroad Coordination*

- **Permits or Relocations utility installations**
- **Utility is responsible for any easement or permit for the installation of a utility facility that crosses a railroad.**
- **If a compensable relocation reimbursement for the railroad crossing cost is eligible.**
- **TDOT may be involved if relocation requires micro tunneling under the railroad to facilitate the utility relocation efforts.**
- **TDOT Railroad Coordinator can offer advice, provide railroad contact.**

Jay Lanius

J.K Polk Bldg., Nashville

(p) 615.253.1106


(e) jay.lanius@tn.gov

# Permit Installations

- **Construction Relocations are in fact permitted installations**
- **Traffic control must be in compliance with MUTCD and approved by Region Utility Office permit coordinator.**
- **Pavement repairs**
  - **Flowable fill**
  - **Compaction**
  - **Infrared patching**
- **Plating cuts in winter (Restrictions to accommodate snow plows)**
- **Facilities CANNOT be “abandoned” they may be allowed to be “retired in place”.**
- **Promulgated Rules and Regulations**  
<http://www.tn.gov/assets/entities/tdot/attachments/1680-06-01.pdf>
- **Tips to get your bond released:**  
**Keep your utility inspector happy !**  
**Keep them informed of when you are working.**

# Permit Installations

- **General Agreement**  
Multiple installations under one (1) running surety bond
  
- **Individual Bond**  
One installation under one (1) surety bond.



## Utility Completion Notice

Agreement No.	_____
State Route No.	_____
County	_____
Log Mile / GPS	_____
Type of Surety	_____
Bond / Check No.	_____

**ATTENTION**  
Please complete this form on behalf of the Utility and return to the State Inspector/Contact as soon as the project is complete.  
If you have any questions please contact \_\_\_\_\_

<p>State Inspector/Contact: Name: _____ Address: _____ Phone: _____</p>	<p>Utility Name: _____ Address: _____ Phone: _____ Type of Facility: _____</p>
---	--

<p>The above referenced project is complete:</p> <ul style="list-style-type: none"> <li>The public right-of-way has been restored.</li> <li>The project is acceptable.</li> <li>It is recommended that the utility bond be released.</li> </ul> <p>_____ State Inspector</p>	<p>The above referenced project is complete:</p> <ul style="list-style-type: none"> <li>The public right-of-way has been restored.</li> <li>The utility is requesting any bonds be released.</li> </ul> <p>_____ Utility representative</p>
--	---

<p>Remarks: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____</p>	<p>Remarks: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____</p>
---	---

Rev: 07-03-2015
Permit Completion Notice
Form2011\_15PermitCompletionNotice.doc



# Permit Installations

- Utility name
- Project county
- State Route
- Mile marker (to the nearest tenth of a mile)
- GIS Lat-Long
- Physical length of project
- Scope of work to be done
- Location within the R/W (Measure from EOP)
- Some project types will require additional information.

**Application and Utility Use and Occupancy Agreement**

Agreement No. \_\_\_\_\_  
 State Route No. \_\_\_\_\_  
 Project No. \_\_\_\_\_  
 County \_\_\_\_\_  
 Type of Survey \_\_\_\_\_  
 Rent / Check No. \_\_\_\_\_

Application is hereby made by Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 for permission to install and maintain the following described utility facilities on the right-of-way of State Highway No. \_\_\_\_\_ in \_\_\_\_\_ County  
 Description: \_\_\_\_\_  
 At the following described location \_\_\_\_\_  
 Location: GPS = N \_\_\_\_\_ E \_\_\_\_\_ Log Mile = Start \_\_\_\_\_ End \_\_\_\_\_  
 in accordance with the attached plan and subject to **RULES AND REGULATIONS FOR ACCOMMODATING UTILITIES WITHIN HIGHWAY RIGHTS-OF-WAY** hereto in reference thereto, and particularly to the forth herein.

Special Provisions: \_\_\_\_\_

A) Applicant is to deliver a bond, \$ \_\_\_\_\_ to guarantee in maintenance of the highway right-of-way condition of the highway right-of-way.

OR

B) An active, fully executed General Agreement.

This agreement is to be strictly construed as authorized.

**The applicant in applying for this agreement shall:**

1. Applicant shall design, install and maintain ACCOMMODATING UTILITIES WITHIN HIGHWAY RIGHTS-OF-WAY.
2. Applicant, before commencing any work, shall show the location, type and scope of work to the Regional Utilities Coordinator for review.
3. Applicant agrees that it will be responsible for any damage not limited to the improper placing of signs and will bear any expense incurred by TDOT while such inspectors' (state assistance) is/are assigned to the project.
4. Applicant shall replace or repair any part of said highway which may be damaged by the work in accordance with the TDOT Standard Specifications and instructions which may be issued, and shall be responsible for the cost of such other replacements or repairs. In the event of emergency TDOT shall notify the Applicant of the nature and extent of such further replacements or repairs to be accomplished prior to undertaking the work.
5. If, at any future time, it should become necessary in the maintenance, construction, or reconstruction of said highway to have Applicant's appliances and facilities removed in order that said highway may be properly maintained, constructed or reconstructed or in the event said appliances and facilities should, at any time, interfere with the use of said highway, the Applicant agrees upon being requested so to do by TDOT to remove said appliances and facilities as promptly as the magnitude of the work to be accomplished will permit, at its own expense and without cost to TDOT, unless any requested removal should be contrary to any law of the State.
6. Applicant shall be responsible for any conflicts with other utilities or appurtenances that are on the highway right-of-way and shall notify the respective owner(s) of any conflicts and secure the owners permission for any alterations.
7. The Utility agrees to indemnify and hold harmless TDOT as well as its employees, officers and agents from and against any and all claims, liabilities, losses, and causes of action which may arise, accrue, or result to any person, firm, corporation, or other entity which may be injured or damaged as a result of acts, omissions, or negligence on the part of the Utility, its employees, its contractors, or any person acting for or on its or their behalf in the performance of the Utility Work relating to this Agreement. The Utility further agrees it shall be liable for the reasonable cost of attorneys for TDOT in the event such services are necessitated to enforce the terms of this Agreement, or otherwise enforce the obligations of the Utility to TDOT. In the event of any such suit or claim, the Utility shall give TDOT immediate notice thereof and shall provide all assistance required by TDOT in TDOT's defense. TDOT shall give the Utility written notice of any such claim or suit, and the Utility shall have full right and obligation to conduct the Utility's own defense thereof. Nothing contained herein shall be deemed to accord to the Utility, through its attorney(s), the right to represent TDOT in any legal matter, such rights being governed by Tennessee Code Annotated, Section 8-6-106.
8. TDOT does not grant the Applicant any right, title or claim on any highway right-of-way and in granting this permission to do upon the right-of-way does not, in any way, assume the maintenance of the Applicant's facility.
9. This agreement shall become void if work is not commenced within a year from the date of execution of this Agreement.

Rev.: 07-03-2015 Use & Occupancy Permit Utility Form 2011-01

<b>Applicant</b>	<b>State of Tennessee Department of Transportation</b>
By: _____ signature _____ Date _____	By: _____ Regional Utility Coordinator _____ Date _____
_____	By: _____ Regional Engineering Director _____ Date _____
_____	Agreement granted to make the above described installation in accordance with the applicable sections of the Rules and Regulations, Regulations shown herein of this agreement and Special Provisions made a part of this agreement, this _____ day of _____

Approved Permit  
and  
Plans  
**MUST BE** on site  
during construction

## Specific types of projects will require more specific detailed information about the project.

- Overhead utilities **OVERHEAD ENCROACHMENT FORM**
  - Min height of lowest line above roadway
  - Pole locations distances from R/W line and EOP
- Underground utilities **PIPELINE ENCROACHMENT FORM**
  - Depth of ground cover **UNDERGROUND ELECTRIC ENCROACHMENT FORM**
  - Road bore diameter and length of bore
  - Forced main sewer location of pump
- Lighting **ROADWAY LIGHTING FORM**  
(Photometrics to be sent to Nashville)

# Permit Installations

- Request from Utility which has been signed by individual authorized to obligate the Utility in a contract.
- Environmental Agreement & EPSC plan if necessary (Erosion Prevention and Sediment Control)
- Include proposed construction plan or sketch
  - 5 copies if project involves roadway lighting, culvert or bridge encroachment or installation by a consultant who requires a set of plans.
  - 3 copies for all other permits.
- Include Traffic Control (Compliance with MUTCD)
- Plan Color coding:
  - **Red** : Proposed facilities
  - **Green** : Existing facilities to be removed
  - **Yellow** or **Orange**: Existing facilities to remain
  - **Blue** : Temporary facilities

# Utility Rules & Regulations

S

**RULES  
OF  
TENNESSEE DEPARTMENT OF TRANSPORTATION  
RIGHT-OF-WAY DIVISION**

**CHAPTER 1680-6-1  
RULES AND REGULATIONS FOR ACCOMMODATING UTILITIES  
WITHIN HIGHWAY RIGHTS-OF-WAY**

**TABLE OF CONTENTS**

1680-6-1-.01	Preface	1680-6-1-.06	Location and Alignment Criteria
1680-6-1-.02	Definition of Terms	1680-6-1-.07	Controls Governing Utility Installations
1680-6-1-.03	Application and Scope	1680-6-1-.08	Processing of Use and Occupancy Agreement
1680-6-1-.04	General Considerations	1680-6-1-.09	Fiber Optic Cable Facilities on Freeways
1680-6-1-.05	Design	1680-6-1-.10	Appendices

**1680-6-1-.01 PREFACE.** Historically, utility facilities have been accommodated in highway rights-of-way pursuant to various State statutes, local law, ordinances and franchises upon execution of a Utility Use and Occupancy Agreement issued by the Department of Transportation. Heretofore such installations have been made based on Department of Transportation approval of plans, prepared by the utility, prior to execution of the Utility Use and Occupancy Agreement by the Department of Transportation. However, construction of freeway type highways, as exemplified by the system of Interstate and Defense Highways, to accommodate large volumes of vehicular traffic and demands of an ever increasing population for essential utility services, has necessitated the Department of Transportation to carefully consider the effects of joint usage of highway rights-of-way and develop written rules and regulations to govern the use and occupancy of highway rights-of-way by public and private utilities. Rules and regulations set forth herein have been prepared with the thought of accommodating utility facilities and at the same time maintaining the integrity, operational safety and function of the highway facility.

*Authority: T.C.A. §4-3-2303(2). Administrative History: Original rule filed August 8, 1983; effective September 7, 1983.*

**1680-6-1-.02 DEFINITION OF TERMS:**

- (1) For the purpose of these rules and regulations the following definitions shall apply:
  - (a) **Average daily traffic.** The average 24-hour volume, being the total volume during a stated period divided by the number of days in that period. Unless otherwise stated, the period is a year. The term is commonly abbreviated as ADT.
  - (b) **Backfill.** Replacement of suitable material compacted as specified around and over a pipe, conduit, casing or gallery.
  - (c) **Bedding.** Organization of soil or other suitable material to support a pipe, conduit, casing or gallery.
  - (d) **Cap.** Rigid structural element surmounting a pipe, conduit, casing or gallery.
  - (e) **Carrier.** Pipe directly enclosing a transmitted fluid (liquid or gas).
  - (f) **Casing.** A larger pipe enclosing a carrier.
  - (g) **Clear Zone.** That roadside border area, starting at the edge of the traveled way, available for use by errant vehicles.
  - (h) **Coating.** Material applied to or wrapped around a pipe.

February, 2003 (Revised) 1

- **Current Policy**
  - **Installation on existing poles when possible**
  - **Not allowed on structures**
  - **Monopoles and Ground Mounted Cabinets permitted on case by case basis**
  - **Towers not allowed**

- **Utility Concerns**
  - **Joint Use Agreements**
  - **Safety around power lines**
- **The future...**



- **Street Lights are a utility**
- **Reimbursement**
  - **Chapter 86**
  - **Private ROW/Easement**



- **Relocations**
- **Permitting**
- **Invoicing**
- **Railroads**

- Augment the TDOT staff resources  
Make recommendations to TDOT Staff but does not have approval authority. TDOT Approves.
- De-confliction meetings  
Meet all utilities after plans distributed to coordinate relocation placement / issues.
- UCCC Access the IRIS (Integrated ROW Information System) to enter current information to available TDOT Utility Staff.
- UCCC Work order runs through Preconstruction Meeting with Contractor.
- Soliciting for new contracts – Ad for September 2017 contracts

Attachment 1

**Utility Project Checklist**  
**Utility Consultant Continuing Contract (UCCC)**

ROW Issuance

- Attend PS&E as necessary to development of the project regarding utilities.
- UCCC maintains a project file general correspondence
- UCCC maintains a Utility file for each utility on specified project
- UCCC provide necessary color coded PDF files of utility submittals

UCCC attends ROW PS&E  
and developmental meetings representing TDOT Utility Office

- UCCC Issues TDOT ROW plans to the Utility
  - Two (2) Sets Department Plans (TDOT provide)
  - With one (1) ½ Size Cross-Sections (TDOT provide)
  - Letter of Authorization to provide Utility Coordination Plans with attachments (TDOT provides one (1) template file or UCCC access to URIS to generate specific authorization letters.

Access may be TDOT to provide desk space and workstation at the Region Office for consultant use.)

Attachments:

(TDOT provide one (1) original, UCCC to provide necessary copies):

- Chapter 86 FAQ
- TDOT Finance Office Guideline Package (Form 2003-17.01)
- TDOT Certification Contract Obligation (Form 2003-18)
- TDOT Consultant Package (Forms 2003-13.1, 2003-13.2, , 2003-13.3)
- TDOT Declaration of Scheduled Calendar Days (Form 2003-12)
- TDOT CD with Formatted EXCEL File, and CADD Sheet Borders
- TDOT Environmental Memorandum of Understanding
- TDOT Estimate Form 2004-16
- UCCC Certifies utilities listed on the plans and known utilities have been issued ROW plans by verified mail, next day delivery, or hand delivered signed receipt – DELIVERABLE
- UCCC provides Authorization letter to TDOT for entry into URIS – DELIVERABLE

**TERMS:**

UCCC ..... Utility Consultant Continuing Contract  
TDOT ..... Regional Utility Office specified on the work order.  
URIS ..... TDOT Utility Relocation Information System computer application

**Invited and encouraged to attend Design meetings**

**TDOT Constructability Meetings**

**Moving design needed by utilities into ROW Plans –**

**Phased construction**

**Storm Sewer**

**Retaining Walls**

**Bridge end walls**

**Sound barrier walls**

**Subsurface Utility Engineering (SUE)**

**Any suggestions on avoiding utility relocations**

**Any suggestions on avoiding construction delays.**

**Need Utilities/Consultants help to avoid delays during construction.  
Tax Payer or Rate Payer the citizens of the state are paying.**

## **IRIS is the TDOT Integrated ROW Information System**

### **GIS capabilities**

#### **Utility Permits locations**

**Conflicts with proposed highway projects**

**Conflicts with excess land sales**

**Conflicts with pyritic encapsulation sites**

#### **Utility Early Notification**

**Localize notifications to your service area**

**Maintains current contacts for utilities**

**Maintains current contacts for consultants**

**Form available on-line to update contacts**

# TDOT Projects

<http://www.tn.gov/tdot/topic/program-development-and-administration-state-programs>

TN TDOT Department of Transportation		TENNESSEE DEPARTMENT OF TRANSPORTATION PROPOSED FISCAL YEARS 2017 - 2019 COMPREHENSIVE MULTIMODAL PROGRAM					
County	Route	Description	Length	Phase	FY-17	FY-18	FY-19
Bedford 100352.02	SR-16 US-41A	From Jenkins Road to SR-276 (Thompson Creek Road)	3.5	Construction	CN		
Benton 114152.00	I-40	Westbound Truck Climbing Lane @ Mile Marker 133	1.1	Construction	CN		
Blount 101651.01	SR-115 US-129	(Relocated Alcoa Highway), From Hall Road (SR-35), South of Airport Road to Proposed Interchange serving McFelder Airport	1.3	Construction		CN	
Blount 101651.03	SR-115 US-129	(Relocated Alcoa Highway), From SR-162 (Pellissippi Parkway) to South Singleton Station Road	1.3	Right-of-Way	RW		
Bradley 101430.01	SR-60	4-Lane North of I-75 (Westlake Drive) to SR-306	2.5	Construction		CN	
Campbell 101406.04	SR-63	Intersection of SR-297 and West of Old SR-63 to West of Stinking Creek Road (Truck Climbing Lane) (EPD) {Previous:Scott County Line to I-75 PIN101406.00}	2.1	Construction			CN
Cocke 101399.00	SR-35 US-321	Proposed Newport Bypass; SR-9 (US-25) to Saint Tide Hollow Road (EPD)	5.3	Construction			CN
Cheatham 109542.01	SR-49	From SR-12 to I-24 (Spot Improvements - TPR Option 4)	9.5	Right-of-Way	RW		

<http://www.tn.gov/tdot/article/local-information>

Info about Regions

Operations

Project Development

Offices

Personnel

Districts

Link to Projects in area

**TN** **TDOT**  
Department of  
Transportation

Go to TN.gov

Search TDOT

Driver how do I... Business how do I... Government how do I... Find local information Contact TDOT Sitemap Index of Services

Local Information

To find information about your area click on a region below.

[Click here](#) to find information about a project in your area.

Region 4 Region 3 Region 2 Region 1

> Region 1

> Region 2

> Region 3

> Region 4

Car Bus Bicycle Airplane Anchor Train

# TDOT Projects

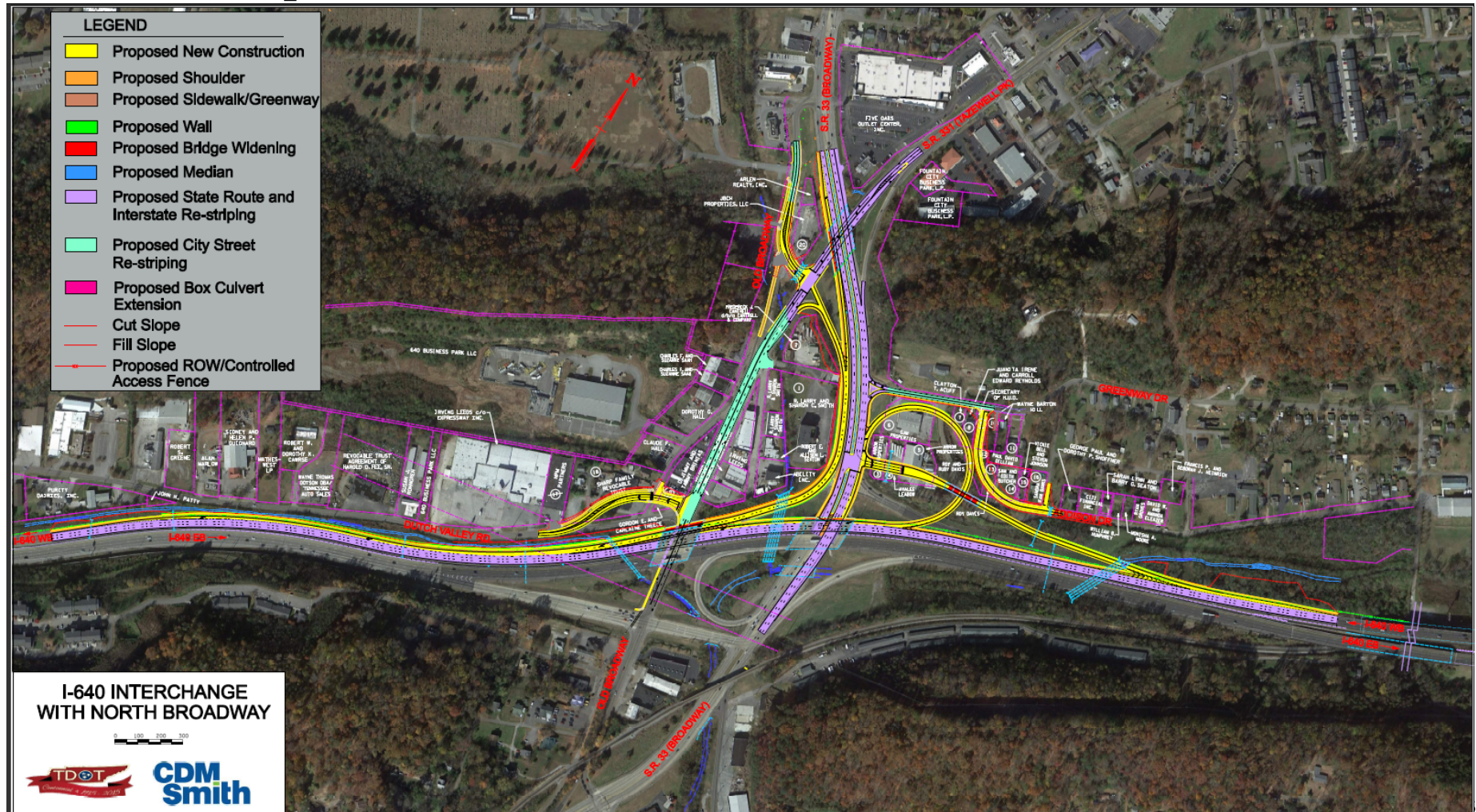
<https://www.tn.gov/tdot/section/projects>



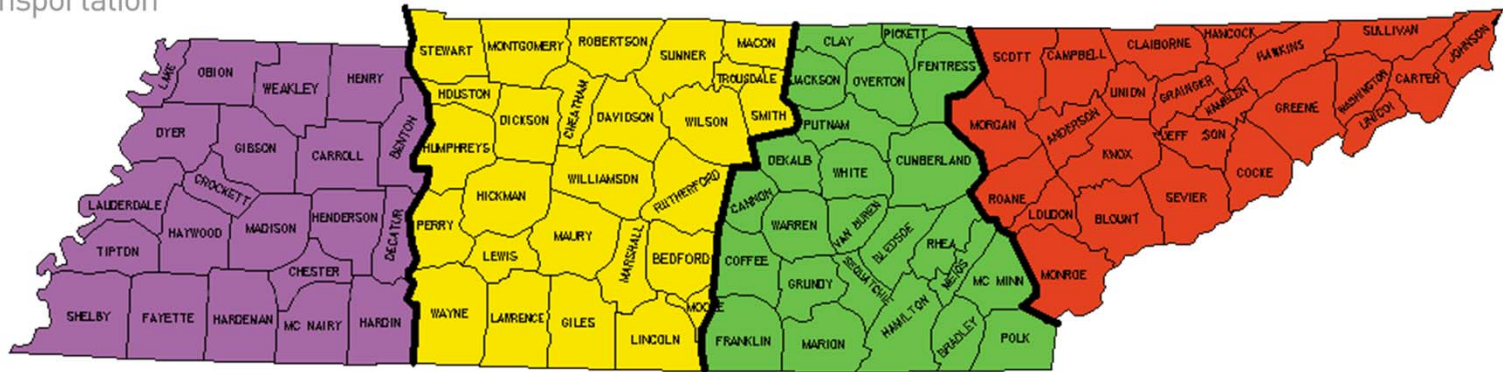
The screenshot shows the TDOT website's 'Projects in Region 1' page. The page features a navigation menu at the top with links for 'Driver how do I...', 'Business how do I...', 'Government how do I...', 'Find local information', 'Contact TDOT', 'Sitemap', and 'Index of Services'. A search bar is also present. The main content area is titled 'Projects in Region 1' and includes a list of projects on the left, a text box on the right stating 'Projects located in Region 1 are located in the menu labeled Transportation Projects to the left.' with a 'Transportation Projects' button, and a map of Tennessee highlighting Region 1. Below the map, a list of counties that make up Region 1 is provided: Anderson, Blount, Campbell, Carter, Claiborne, Cocke, Grainger, Hamblen, Hancock, Hawkins, Jefferson, Johnson, Knox, Loudon, Monroe, Morgan, Roane, Scott, Sevier, Sullivan, Union, and Washington. At the bottom of the page, there is a navigation bar with icons for Highway, Public Transportation, Bikes & Pedestrian, Aeronautics, Waterway, Rail, and Freight.



## Location Map



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