948 Utility Work by Highway Contractor (UWHC) Plans

948.1 General

Most of the utility construction/adjustment work associated with Department highway construction projects is performed by the utility owner.

However, the Department sometimes enters into Utility Work by Highway Contractor (UWHC) Agreements with utility owners, under which the highway contractor is responsible for the utility construction/adjustment work, in accordance with the UWHC Plans and the utility owner's special provisions. These agreements typically identify the costs that are reimbursable by the utility owner.

UWHC Plans are prepared in the same basic format as Department Contract Plans Sets.

UWHC Plans assigned Phase 56 are prepared as a separate Contract Plans Set and are included in the construction contract as a strung project. In this case, a separate Estimated Quantities (EQ) Report must be prepared, identifying reimbursable and non-reimbursable pay items.

For minor utility construction/adjustment work (e.g., manhole, valve box, or meter box adjustments) assigned Phase 52 and Sequence 02 through 99, the UWHC Plans may be:

- Included as a separate component of the lead Contract Plans Set, or
- Incorporated directly into the lead Contract Plans Set.

Note: In both cases, the utility construction/adjustment pay items and quantities must be included in the lead Project EQ Report.

948.2 Key Sheet and Signature Sheet

The Key Sheet is the first sheet of the UWHC Plans set. The Signature Sheet, when required, is placed behind the Key Sheet. These sheets are created using the FDOT CADD Software.

Follow the same requirements contained in ***FDM 910*** for the development of a Key Sheet and Signature Sheet. Assemble the UWHC Plans in the following order:

Index of UWHC Plans

(1) Key Sheet

(2) Signature Sheet

(3) General Notes

(4) Legend

(5) UWHC Plan-Profile

(6) UWHC Details

(7) Cross Sections

(8) Temporary Traffic Control Plan

When utility work extends outside the highway project limits of construction, note this in the work program data box on the Key Sheet.

Refer to the ***Work Program Instructions*** for guidance on the Financial Project ID phase number identification.

948.3 General Notes Sheet

General Notes sheets convey site-specific requirements not covered by the ***Standard Plans*** or ***Standard Specifications***.

General notes may include:

(1) The disposition and final ownership of any utility infrastructure that is to be removed as specified in the UWHC Agreement.

(2) Submittal requirements for equipment specifications or shop drawings.

(3) Required coordination.

The Department follows the FHWA Guidelines for Plain Language. Notes are written to the contractor and should be written as commands. Do not include “Contractor will”, “by the Contractor”, or similar phrases as notes. Also, use “must” instead of “shall”.

948.3.1 Pay Item Notes

Place pay item notes on the General Notes sheet.

Information on how quantities are determined is contained in the EQ Report and should not be repeated in the plans as a pay item note.

Pay item notes are used to provide unique project information not covered by the basis of payment information contained in the ***Standard Specifications***, such as:

- Clarify how incidental work is to be paid for.
- Clarify the purpose, uses, or requirements.

948.3.2 UWHC Legend

Place a UWHC legend (i.e., symbol and description) and other abbreviations used in the UWHC Plans on the General Notes sheet or on a separate UWHC Legend sheet. Use symbols in accordance with the requirements of the FDOT CADD Software.

948.4 UWHC Plan-Profile Sheets

UWHC Plan-Profile sheets convey a graphic depiction and necessary information for the relocation or construction of utilities by the highway contractor.

A plan-profile sheet format must be utilized when any underground utility is 4'' or greater. When utility profiles are not needed, title the sheet as UWHC Plan.

Use a scale of:

- 1″ = 40′ horizontal and 1″ = 4′ vertical, or
- 1″ = 50′ horizontal and 1″ = 5′ vertical.

948.4.1 Required Information

Provide the following information in the plan view:

(1) Display a north arrow and scale within each plan view, typically in the upper right portion.

(2) Display and label the centerline of construction or baseline of construction in the plan view such that the stationing is increasing from left to right. Flag and station the begin and end of the utility work limits. Display and label R/W lines.

(3) Display and label existing and proposed roadway profiles in the profile view.

(4) Display proposed roadway improvements to give context to the location of the utility work. Show proposed bridges and approach slabs by simple outline. The elements of the proposed roadway should be gray-scaled. Provide road and street names.

(5) Display and label existing and proposed utilities. Convey the disposition of existing utilities (e.g., "To Be Removed", “To Be Adjusted”, "To Be Relocated", "To Be Placed Out of Service”). Identify new utility installations (e.g., utility type and size, sleeves, valves, fire hydrants) with approximate length and station information.

(6) Display and label overhead utilities indicating the line voltages. For a multi-line electrical overhead crossing, accurately show the location of each line.

(7) Display proposed drainage systems by depicting drainpipes with a single pipeline style, and the outline of inlets, manholes, junction boxes, and outfall features (e.g., MES, endwall). Display signing structures, lighting structures, and ITS structures that may conflict with the proposed utility work.

(8) Display and label existing utilities that are to be filled, plugged, and remain in place.

948.5 UWHC Cross Sections Sheet

The UWHC Cross Sections sheet provides sectional views of critical utility installations. Follow the requirements contained in ***FDM 925*** for the development of Cross Sections sheets.

Display and label existing and proposed utilities. Convey the disposition of existing utilities and identify new utility installations.

948.6 UWHC TTC Plan Sheets

Typically, the Roadway Plans provide the plan details and quantities for conveying pedestrian, bicycle, and motorized traffic through the work zone, to allow the utility work to be performed.

UWHC Temporary Traffic Control (TTC) Plan sheets are required when the roadway TTC Plan does not cover the utility work.

Include the quantities associated with the UWHC TTC Plan in the UWHC EQ Report.