



MEMORANDUM

TO: Department Staff

FROM: Rob Spillar, P.E., Director, Austin Transportation Department

Rob Spillar for Rob Spillar

Richard Mendoza, P.E., Director, Public Works Department

Richard Mendoza

Mike Trimble, PfMP, CNUA, Director, Corridor Program Office

Mike Trimble

Greg Meszaros, Director, Austin Water

Greg Meszaros

DATE: September 15, 2021

SUBJECT: Mobility Infrastructure Utility Coordination Process Update

The purpose of this memorandum is to inform staff of process improvements for Indefinite Quantity/Indefinite Delivery (IDIQ) contracts requiring land use review permits regarding the utility coordination process.

The City of Austin's Corridor Program Office (CPO), Austin Transportation Department (ATD), Austin Water (AW), and Public Works Department (PWD) have been evaluating current utility coordination practices and are now implementing process improvements to assist in the IDIQ delivery of ADA-compliant sidewalks, and all ages and abilities bicycle facilities improvements.

Under the new process, pedestrian and bicycle facilities, and traffic signal projects delivered through IDIQ Contracts will continue to provide notice to the ATD Right of Way Management Division's Austin Utility Location and Coordination Committee (AULCC) coordinators, which will pass on notification to the utility providers to identify conflicts with other projects in the area to ensure that Right-Of-Way (ROW) use and temporary traffic controls are coordinated.

IDIQ assignments meeting the parameters of this memo will be waived from formal AULCC review. However, the Project Sponsor (either CPO, ATD, or PWD) agrees to submit all associated project design plans to AW for conflict review concurrent with the DSD general permitting process, except those meeting requirements set forth in the Utility Coordination Process for Public Works Sidewalk Projects Memo dated 3/17/2010. Where potential conflicts or concerns are identified upon review by AW, the Project Sponsor agrees to collaborate with AW to resolve before installation of the identified

improvements, while the installation of other improvements that are not in conflict with AW infrastructure proceeds. If the resolution requires the removal of previously placed infrastructure, that will be at the risk of the Project Sponsor. IDIQ assignments meeting the parameters of this memo will be waived from full AULCC utility conflict coordination before permitting.

For Projects to be eligible for priority approval in accordance with this memo, the following parameters must be met:

- No excavation below 18" for multimodal transportation and pedestrian infrastructure, such as shared-use paths, sidewalks, medians, and pedestrian ramps with no conflicts with AW infrastructure using AW required clearances
- No proposed signal foundations and sign placements without Project Sponsor review of existing facilities by maps, records, as-builts, locates, and potholing as required. The Project Sponsor shall only approve any signal foundations that use approved AW standards or special details if reduced clearances are needed.
- If physical confirmation (potholing) of existing utility locations prior to or during construction determines that the minimum AW required clearances can't be maintained, AW staff will immediately be notified for review/approval or modifications to the design to protect AW infrastructure prior to installation of the proposed infrastructure. Such geospatial AW infrastructure data shall be provided to AW staff in a digital format. No conduit crossings with less than AW's minimum vertical clearance of AW infrastructure.
- No directional boring without the Professional Engineer sealed profile. If revisions are required after potholing, as required by code (Subsurface Utility Engineering Level A), it will be revised and resealed by the Professional Engineer.
- Retention structures will be minimized to the extent possible to preserve the ease of pipeline maintenance access. No retention structure to be greater than 36" in height or requiring external supporting infrastructure such as tiebacks critical to the structural integrity of the structure, crossing over, or running longitudinally to AW facilities.
- No street grade changes
- No major relocations or adjustments of AW facilities without consultation with AW
- Standard Details with minimal or no deviation shall be used whenever possible. No AW standard details will be modified or deviated from without prior AW approval
- Less than 300' of excavation at any one location at any given time, unless approved by ATD-Right of Way Management Division or Texas Department of Transportation (TxDOT)

The field engineering projects will be under the field supervision of a licensed Professional Engineer (PE) and inspected by Public Works Department Capital Improvement Program (CIP) Inspections. Based on individual locations, the projects will continue to use the services of (811) One Call utility locators as well as potholing as required. All existing facility surface structures such as manholes, wastewater cleanouts, meter vaults, valves, and fire hydrants will be adjusted to grade. The licensed PE will utilize the AW facilities locator and intersection maps to review existing AW facilities for each location to mitigate potential conflicts with AW's existing facilities. Where conflicts are evident or where the condition of pipes is of concern to AW, AW will be contacted to coordinate resolution.

We are confident that this revised policy will allow for improvement in the utility coordination process, a streamlined permitting process for IDIQ delivery of ADA-compliant sidewalks, all ages and abilities bicycle facilities, and traffic signal safety improvements. Please contact your Department Director if you have any questions or need further information.

cc: Gina Fiandaca, Assistant City Manager