

**State of Connecticut
Department of Transportation
Office of Quality Assurance (OQA), Office of Construction (OOC),
and Office of Engineering (OOE)**

**Summary of Meeting Minutes
June 6, 2011
Newington HQ, Room 3130**

<u>Attendees:</u>	Mohammed Bishtawi	OQA
	Anthony Kwentoh	OOC
	Bob Raiola	OOE - Contract Development
	Jan Mazeau	OQA
	Robert Foley	OOE - Contract Development
	Richard Zbrozek	OOE - Highway Design
	Mike Piteo	OOE - Utilities Section
	Will Britnell	OOE - Highway Design
	Andrew Mysliwicz	OOE - Utilities Section
	Scott Bushee	OOE - Highway Design
	Donald Ward	OOC
	Sohrab Afrazi	OOE - Utilities Section

Subject: Utilities Staging Contract Language - Lessons Learned

Purpose: Open discussion on recent issues with contract language regarding project staging including utility work.

Summary of Discussion:

1. The Federal Highway Administration had recently questioned the design information obtained through coordination efforts being provided in contracts regarding anticipated utility relocations. A particular NTC under discussion stated that the utility relocations would be completed “prior to the beginning of construction”.
2. Other examples discussed include giving specific milestones, dates or durations of time for utility work to be accomplished.
3. It becomes a problem that often the utility work is not completed and can be difficult to predict.
4. There are some projects with staging requirements that include utility work that needs to be accomplished before the next stage of construction can begin. What is the best way to communicate this in the contract documents?
5. Another concern discussed was projects that contain DEP Time of Year restrictions and utility work that may throw off the schedule. DOT meets with the utility to discuss schedules and staging. Based on that information the DOT must use considerable judgment as to when to put the project out to bid.

June 6, 2011 Meeting Minutes (con't.)

6. The topic of how much utility schedule information is currently shared or should be shared with the contractor was brought up. Generally the utility is represented at the preconstruction meeting and project schedules are discussed at that time.
7. The contractor uses their judgment and information from their contact with the utilities to develop their project schedule. On larger projects the schedule is developed from a list of "Major Elements" provided by the designer. One of the elements is Utility Relocations.
8. It was suggested that contracts could contain a blanket statement that DOT is not responsible for scheduling of work by the utility.

Conclusions: OOE should avoid using contract language that includes durations, milestones or fixed dates regarding utility work. OOE can consult with OOC Claims Unit and District Construction staff with questions or concerns for specific projects with critical utility work.

Submitted by:

Janet Mazeau Date 6/10/11
Janet Mazeau

Reviewed by:

Mohammed Bishtawi Date 6/10/11
Mohammed Bishtawi

cc: Attendees