

Utility Service Contract Process – Utility Section and Contract Section tasks

Footprint memo & Cross sections complete

Utility Section: Prepare Utility Relocation request package (for contract)

Steps:
1.) Develop utility plans and review
2.) Prepare relocation package
3.) Compile RFP information

RFP Package: PR, NEPA, Sole Source justification, SOW, IGE and other reference documentation

Acquisitions Section: Review utility relocation request package

No steps

Utility & Acquisitions Sections: Review and resolve comments

No steps

Acquisition Section: Prepare Utility Relocation Preliminary Engineering Solicitation

Steps:
1.) Prepare Solicitation
2.) Review Solicitation (by legal)
3.) Finalize and send RFP

Utility Company: Develop preliminary engineering proposal

No steps

Utility & Acquisitions Sections: Negotiate and award

Steps:
1.) Compare proposal to IGE
2.) Review and negotiate
3.) Utility company reviews and signs contract
4.) Execute

Preliminary Engineering Contract deliverable is complete

Prepare Modification package for utility relocation (for contracts)

Steps:
1.) Develop utility plans and review
2.) Prepare relocation package
3.) Develop scope of work and IGE

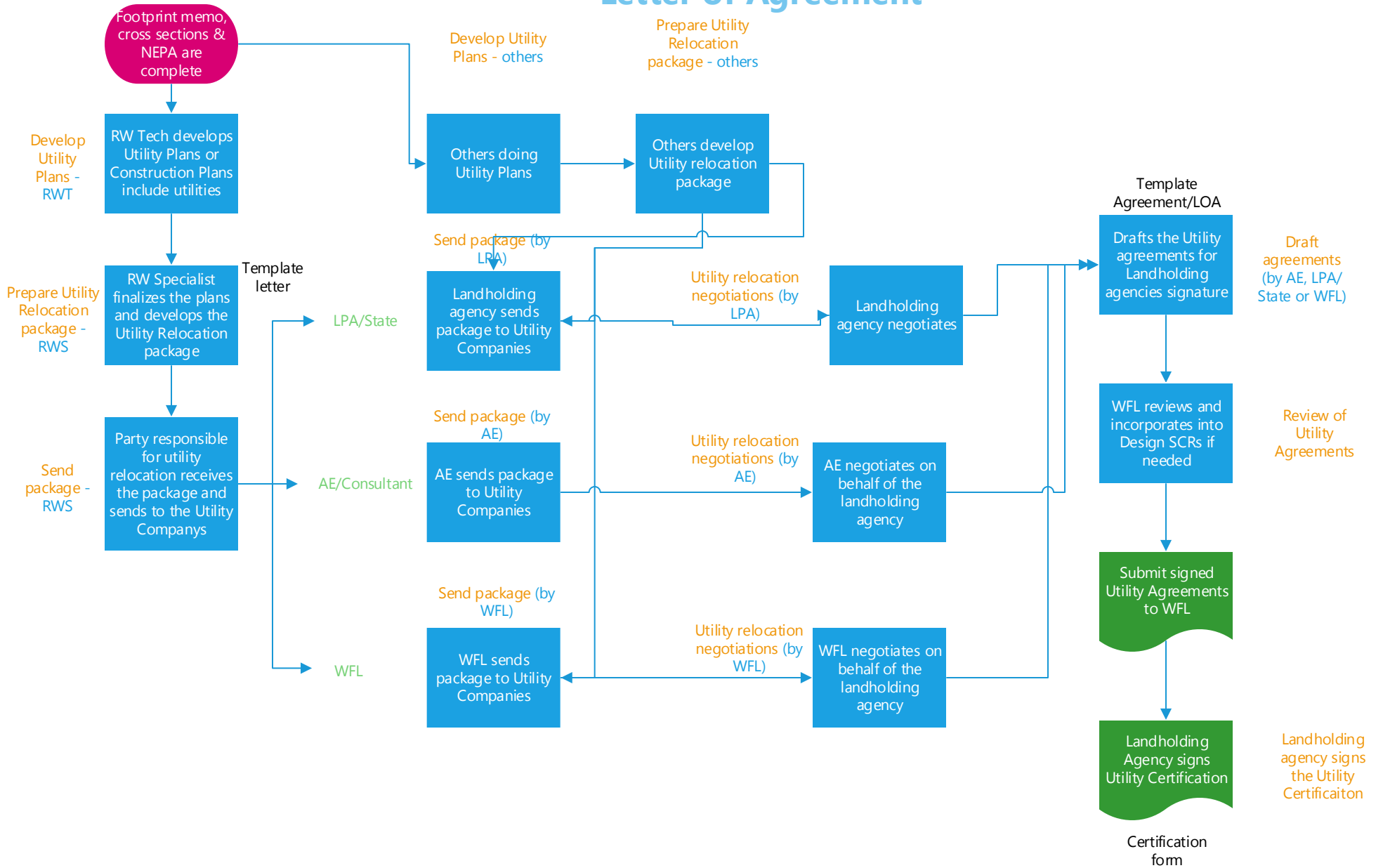
Acquisition Sections: Review Mod package

No Steps

Utility & Acquisitions Sections: Negotiate and Award modification package

Steps:
1.) Compare proposal to IGE
2.) Review and negotiate
3.) Utility company reviews and signs contract
4.) Execute

Non-reimbursable Utility Agreement or Letter of Agreement



P6 activities are in orange
Templates are in black