



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

100 North Senate Avenue
Room N642
Indianapolis, Indiana 46204

PHONE: (317) 232-5007
FAX: (317) 233-3055

Michael R. Pence, Governor
Karl B. Browning, Commissioner

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Memo: To Design, Utility Coordinators, Construction and Project Management

Reason: Adjusting Castings to Grade

The need to adjust various utility manhole or castings to grade is a common occurrence on resurfacing and pavement reconstruction projects.

Background: When a utility is located within State right of way and is impacted by a project, Indiana Administrative Code 105 IAC 13 requires the Utility to adjust its facilities accordingly. The cost of the adjustment is the responsibility of the Utility. Designers are instructed to avoid or minimize impacts to utilities whenever feasible. Adjusting manhole and waterline castings to grade is one utility element that requires timely schedule coordination to avoid delays during construction. In addition, there are often changes in field conditions that lead to unforeseen utility impacts. A utility not previously impacted per the design plans may now require adjustments or the extent of the adjustments may change or need to be altered. Either of these scenarios requires additional utility coordination which is important to not delay the project schedule.

Recommendation: While it is generally the responsibility of the utility to make these adjustments at their cost, absorbing the engineering and construction cost to adjust these castings to grade within our contract will facilitate the timeliness of adjustments and provides a consistent approach for all resurfacing projects. It is recommended that the number and type of castings be determined during the design phase and that a pay item for adjusting those castings to grade be included in all resurfacing contracts that contain a casting within the scope of work. This includes resurfacing contracts that do not include a change in profile grade, i.e. mill and fill. This recommendation may not always apply to reconstruction type projects where the cost of adjustments may become significant due to the magnitude of the adjustments, and in those cases, the decision should be made by the PM after consulting with the designer and utility coordinator. If the cost is deemed to be unreasonable, the PM will advise the utility coordinator to execute a utility work plan to adjust castings at the cost of the utility and coordinate that effort into the contract schedule.

Process: To allow the contractor permission to adjust the casting elevations, the utility coordinator must obtain written permission and indemnification from the affected utility to adjust the facilities as part of the utility coordination process. The coordinator must have the manhole inspected by the utility to make sure adjustments can be made. If the manhole condition prohibits an adjustment then full coordination with the utility must take place to bring the utility's facility to grade. The work may be done by the utility and coordinated with our project or the repair work may be added to our contract. This cost will be borne by the utility. If the utility will not allow the contractor to make the adjustments, then INDOT must coordinate a utility work plan for the Utility to make adjustments themselves and at their cost in a timely manner. Note: Once final plans are received, a Utility has a maximum of 60 days to respond to the final design with a work plan. If a work plan has not been executed timely, escalation will be needed to address the issues before the project will proceed to letting. Additionally, to plan for eventual changes due to field conditions requiring additional adjustment of the castings over the planned design, our utility coordinator is the point of contact to insure the work plan includes these minor field adjustments so as not to delay a project unnecessarily. A project must not go to letting without this coordination complete.

Kenny Franklin
Director of Utilities and Railroads

Cc: Elizabeth Phillips
Bob Tally
Louis Feagans
Mark Miller