

Design Standards Letter

Letter Number: **G-1959-00**

Letter Date: **06/22/1959**

Effective Date: **06/22/1959**

Section/Plan No.: **None**

Subject: **Plans and Estimates for Utility Adjustments**

Body

TO ALL DISTRICT AND URBAN ENGINEERS:

In order to obtain uniformity in plans and estimates of cost for utility adjustment and relocations, the Bureau of Public Roads has established the following to be used as a guide in determining whether plans and estimates are sufficiently informative, definitive and complete to provide a clear picture of the work covered by the agreement:

Plans

The plans furnished as an exhibit to the agreement should include the following as minimum.

1. Legend.
2. Location, type, size and class of existing facilities and major component parts.
3. Temporary changes to facilities (if applicable).
4. Permanent, changes to facilities.
5. Work to be performed t expense of owner.
6. Existing and new ROW lines.

In addition to the minimum features listed above, the more complicated adjustments require color coding on the plans and may require attached narrative description of the work to be accomplished with the sequence of operations outlined.

Cost Estimates

The cost estimates of the proposed work covered by the agreements are being prepared by some companies in such detail that every item is included down to the last nut and bolt and by others in such a simplified form that they do not provide a basis for analysis of the work involved. It is the opinion of this office that it is neither necessary nor desirable to itemize the material in the estimate to the extent of listing every clamp, connector, gasket, valve, etc., however, major elements of material such as poles, cable, pipe, rail, structures, etc., should be set forth in the estimate and identified by type, size, class, or a combination of all three. Minor items such as anchors, paint, hardware and miscellaneous fittings may be grouped by category and appear in the estimate as lump sum prices. The type of work involved will, to some extent, dictate the type of estimate and amount of detail necessary. The estimate should be considered acceptable if it meets the following requirements:

1. The estimate should set forth the items of work to be performed by groupings, indicating the costs of preliminary engineering, labor, construction overhead, materials and supplies, equipment, etc., broken down by work phases in sufficient detail to provide a reasonable basis for analysis and give a clear understanding of the work involved.

2. The estimate should be in sufficient detail that an auditor can readily relate the costs accumulated for the work accomplished to the work required in the agreement with no doubt as to whether any work phases were added or deleted or any betterments were involved.

Please see that all utility adjustment agreements submitted to this office for further handling with the Bureau of Public Roads are supported by plans and estimates which comply with the above requirements.

**C. P. Owens
Engineer of Surveys and Plans**