Utility Management Betterment Procedure

Start

Utility Company informs Designer of any betterments

Setup the UECA

Designer Establishes Construction Pay Items

PM secures Cost Sharing Agreement No. from Accounting

Prepare the Utility Owner Design Authorization Checklist

The executed UABM is sent to the Utility Co and the PM distributes the UABM to the appropriate list.

PM prepares UABM and sends to Utility Co. for concurrence

PM submits the check by Memo to Cashier

If a checklist has not been prepared, the Designer prepares the checklist for approval. If a checklist has already been approved, the previously approved checklist is revised to include the betterment. The Utility Co. sends the signed Checklist to the Designer, who then forwards to the PM for Authorization.

Utility Co. sends signed UABM to PM with check

PM prepares Memo to Bureau of Const. Services requesting Bid price before Contract Awards

Cashier submits the check into an escrow account

Start

PM advises Utility Co. with Bid price and request for Additional Funds if needed

PM circulates UABM for execution

If yes, Utility Co. sends check for Additional Funds if needed

PM distributes executed UABM

If no, PM requests Accounting return funds to Utility Co.

PM deposits the check by Memo (BMTCASH) to Cashier

PM informs the RE that construction of betterments may begin

Utility Company or Contractor completes utility work including any betterments

PM prepares Closeout for UECA and routes DAS to balance account once all construction work is complete

End

The Utility company informs the Designer at the earliest phase possible of any betterments. The designer notifies the PM of the betterment request. Betterments can be denied depending on the construction schedule.

Designer contacts PM with Cost Estimates. If a UECA is not in place, the PM executes a UECA if the betterment is approved.

Does this check have to be deposited before advertisement?

State who the DAS is sent to. Check to see if we need to wait till end of construction before closeout.

Special Case

PM prepares an Addendum to the Special Provisions

PM requests Accounting return funds to Utility Co.

PM deposits the check by Memo (BMTCASH) to Cashier

PM advises Utility Co. within 5 days whether or not betterment will be done

If yes, Utility Co. sends check for Additional Funds if needed

PM informs the RE that construction of betterments may begin

Utility Company or Contractor completes utility work including any betterments

PM prepares Closeout for UECA and routes DAS to balance account once all construction work is complete

State who the DAS is sent to. Check to see if we need to wait till end of construction before closeout.

Designer contacts PM with Cost Estimates. If a UECA is not in place, the PM executes a UECA if the betterment is approved.

If a checklist has not been prepared, the Designer prepares the checklist for approval. If a checklist has already been approved, the previously approved checklist is revised to include the betterment. The Utility Co. sends the signed Checklist to the Designer, who then forwards to the PM for Authorization.