Montana Department of Transportation **ENGINEERING DIVISION PROCEDURE MEMO**	**Engineering Memo number:** ENG 20-01 **Date issued:** August 17, 2020 **Date effective:** September 01, 2020 **Date revised:**

Subject: Service Connections Utility Coordination Procedure Guidelines

To: District Administrators
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INTRODUCTION

To assure electrical service connections are properly coordinated and obtained without delaying construction activities, there needs to be a team effort and an established line of communications.

Please rescinded and replace previous subject memos with this updated memo.

PROCEDURE

See the following pages for the procedure to follow.

Electrical Service Connections

The Electrical Design Section of the Traffic and Safety Bureau will initiate contact with the serving utility during the design of electrical projects, except for Consultant Design projects. For Consultant Design projects, the consultant is responsible to initiate and maintain contact with the utility company throughout the design by facilitating steps 1 through 3 below.

1. The Electrical Design Section (or consultant) will send any required documents and pertinent information to the serving utility for approval of the location and initial estimate of costs associated with the proposed service connection. If an easement is expected, the District Utility Agent and the R/W Bureau will be notified. The Electrical Design Section (in cooperation with the R/W Bureau and the District Utility Agent if an easement is expected) will provide any on-site assistance to the serving utility should any field questions arise. Upon completion of this step, the Electrical Design Section (or consultant) will obtain the following: verification of the need for an updated or new service agreement, verification of the need for a new easement and a detailed estimate for all associated costs including the final connection fee. The electrical plans will show a service detail, a service wiring detail, and the approximate location of the service.

2. Following Final Plan Review, based on the utility company's response to step 1, the Electrical Design Section (or consultant) will make any required changes to the plans.

3. The Electrical Design Section (or consultant) will include a non-bid item for Service Connect in the Electrical Cost Estimate to cover the connection fees based on the utility company's response.

4. After submittal to Engineering Construction Contracting Bureau(ECCB), the Engineering Project Manager (EPM), with help from the District Utility Agent if needed, will submit an application to the Utility company to allow for the maximum amount of time for the utility company to contact them.

5. The EPM and, if necessary, the contractor will determine when the electrical service connection needs to be scheduled. The determination will be made based on the lead time and amount of work necessary by the utility company, and the progress of the construction project.

6. The EPM will order the service connection from the utility company at the appropriate time. The utility company will provide the utility's construction or connection fees and the new service agreement to the EPM.

7. The EPM will forward the agreement and estimate to the District Maintenance Chief. The EPM or Maintenance Chief will sign the service agreement and send a copy to Maintenance and a copy to the Contract Administration Section of the Construction Engineering Services Bureau. The Contract Administration Section supervisor is responsible for payment of the final bill for the service connection and Maintenance is responsible, unless another agreement exists, for the utility bills following construction.

8. The electrical contractor is responsible for obtaining the state or city electrical permit and then contacting the utility company for the final connection when the contractor has finished the new service assembly.

9. The Utility Agent will provide any on-site field assistance for the location of the utilities as requested by the EPM.