

CHECKLIST
UTILITY RELOCATION ESTIMATES
RELOCATION PLANS & SUPPORTING DATA

Questionnaire 4181

All items have been completed, including the Permit Application Page 2 of 2.

Preliminary Estimate 4181A

All items have been completed with amounts shown for each applicable item and sub-item and any appropriate attachments should be included.

Particular attention should be given to the following items and associated supplemental attachments:

- ☐ Item A. Preliminary Engineering - Use of Consultant Engineer
 - ☐ Copy of approved contract
 - ☐ Certification of Consultant
- ☐ Item B. Right of Way
 - ☐ Real property interest documentation
- ☐ Item C. Temporary Work
 - ☐ List of material to be used
 - ☐ Salvage credit breakdown
 - ☐ A narrative explaining the necessity for the work
- ☐ Item D. Permanent Construction
 - ☐ Contracts and incorporated work - Page 3 of 5 completed.
 - ☐ List of materials to be installed, removed or abandoned
- ☐ Item K. Credits
 - ☐ Description of betterment Items and computation for credit
 - ☐ Indicate the method used to determine the pro-ration of relocation costs.
 - ☐ Number of existing poles affected *
 - ☐ Length of existing facility affected *
 - ☐ Cost basis *

* Calculations used to determine pro-ration are to be shown on a Supplemental Sheet.

Plans:

- | | | |
|---------------------------------------|---|---|
| ☐ Location Map | ☐ Index Sheet | ☐ Detailed Plan Sheets |
| ☐ Profiles | ☐ Cross Sections | ☐ Scope of Work |



**PRELIMINARY ESTIMATE
FOR UTILITY RELOCATION**

COUNTY _____
ROUTE _____
FED. PROJ. NO. _____

☐ **Cost Estimate for Actual Billing Costs** ☐ **Lump Sum Cost Estimate**

SAP Vendor Number _____ and FID Number _____

Utility _____ Signature _____

Corporate Address _____ Date _____

A. PRELIMINARY ENGINEERING

1. Labor
 - (a.) Salaries and wages (in house) _____
 - (b.) Contract (consultant) _____
2. Supplies _____
3. Transportation _____
4. Incorporated into the highway design contract _____
- TOTAL _____

B. RIGHT OF WAY ACQUISITION

1. Property costs _____
2. Labor
 - (a.) Salaries and wages (in house) _____
3. Transportation _____
4. Contractor _____
- TOTAL _____

C. TEMPORARY CONSTRUCTION

1. Labor
 - (a.) Salaries and wages (in house) _____
2. Material
 - (a.) New material _____
 - (b.) Less salvage _____
 - (c.) Depreciated value _____
 - (d.) Handling (____ %) _____
3. Equipment
 - (a.) Utility owned _____
 - (b.) Rented _____
4. Contractor _____
- TOTAL _____

D. PERMANENT CONSTRUCTION

1. Labor
 - (a.) Salaries and wages (in house) _____
2. Material (provided by Utility)
 - (a.) Handling (____ %) _____
3. Equipment
 - (a.) Utility owned _____
 - (b.) Rented _____
4. Contractor _____
5. Incorporated into the prime highway contract _____
- TOTAL _____
- SUBTOTAL _____

Cumulative TOTAL from Page 2 _____

E. REMOVAL COSTS

1. Labor
 - (a.) Salaries and wages (in house) _____
2. Supplies _____
3. Transportation _____
4. Contractor _____
- TOTAL _____

F. CONSTRUCTION ENGINEERING AND INSPECTION

1. Labor
 - (a.) Salaries and wages (in house) _____
 - (b.) Contract (consultant) _____
2. Supplies _____
3. Transportation _____
4. Contractor _____
- TOTAL _____

G. CONNECTING COSTS

1. Labor
 - (a.) Salaries and wages (in house) _____
2. Supplies _____
3. Transportation _____
4. Contractor _____
- TOTAL _____

H. ACCOUNTING COSTS

1. Labor
 - (a.) Salaries and wages (in house) _____
2. Supplies _____
- TOTAL _____

I. ADMINISTRATION, INDIRECT OVERHEAD & SUPERVISION

J. TOTAL ESTIMATED COST

LESS CREDITS

1. Betterment _____
2. Salvage _____
3. Expired Service Life _____
- TOTAL CREDITS _____

K. TOTAL NET ESTIMATED COST

L. PERCENT OF UTILITY WITH REAL PROPERTY INTEREST (412 COSTS) _____%

M. PERCENT OF UTILITY WITHOUT REAL PROPERTY INTEREST (412.1 COSTS, IF APPLICABLE) _____%

1. STATE SHARE* _____%
2. UTILITY SHARE* _____%
- TOTAL STATE SHARE OF ITEM K (L + M.1 / K) _____% (L + M.1) _____

* If cost sharing is not applicable, M.1 = 0.00% and M.2 = 100.00%. All percents should be rounded to two decimal places.

N. SACRIFICED LIFE (VALUE OF FACILITIES REMOVED FROM PRIVATE RIGHT-OF-WAY AND NOT FUNCTIONALLY REPLACED) Totally reimbursable – attach detailed calculations.....

TOTAL ESTIMATED AMOUNT OF REIMBURSEMENT (L + M.1 + N)

USE SUPPLEMENTAL SHEETS FOR SCOPE OF WORK AND EXPLANATION FOR ANY UNUSUAL CIRCUMSTANCES

CONTRACTS

The items of work, so indicated in this Preliminary Estimate, are to be accomplished by contract because the utility may not be adequately staffed or equipped to perform this work with its own forces at the time of the relocation. The following contractual method will be used for the items indicated.

1. Continuing Contracts

The following Preliminary Estimate Items will be performed by the listed qualified contractors who normally perform such work for the Utility at reasonable costs under existing written continuing contracts.

A. Item _____	Contractor _____
B. Item _____	Contractor _____
C. Item _____	Contractor _____
D. Item _____	Contractor _____
E. Item _____	Contractor _____

The Commonwealth approved the method used to enter into continuing contracts on _____.

2. Invitation to Bid:

The following qualified contractors will be invited to bid on Items _____ of the Preliminary Estimate:

A. Item _____

B. Item _____

C. Item _____

3. Open Advertisement for Competitive Bids:

Bids are required for certain items of the propose relocation work when the cost exceed \$10,000. They will be solicited by open advertisement in publications for Items _____ of the Preliminary Estimate.

4. Contractor(s) hired without Competitive Bidding by Municipalities and Municipal Authorities: It is impractical to solicit bids for certain items of the proposed relocation work, the cost of which will not exceed \$10,000.00. A list of the items, the associated contractors and the justifications for each item is attached.

Department's Approval Date _____

5. Relocation Work Incorporated Into the Highway Construction Contract:

It is Cost effective to have certain items of the proposed relocation performed by the highway contractor. Those items of relocation work to be incorporated into the highway contract are described on the attached supplemental sheet along with a list of the material to be installed.

CONTRACTS

- UTILITY COMPANIES OR CORPORATIONS -

The continuing contractors and contractors from whom bids are invited are, in the opinion of the utility company, professionally qualified and financially capable of promptly and efficiently effecting their portion of this relocation.

Prior to the award of any contract for which bids were openly advertised, the Department shall be furnished a list of bidders and the total amount bid, along with assurance that the contract shall be awarded to the lowest qualified bidder, which in the judgment of the utility company, is professionally qualified, properly equipped and financially able to promptly effect completion of the proposed work.

- MUNICIPALITY OR MUNICIPAL AUTHORITY OWNED UTILITIES -

- Prior to solicitation of bids, the municipality or municipal authority shall furnish the Department with a copy of its bid proposal and receive the Department's concurrence.
- Subsequent to its receipt of bids, the Municipality or Authority shall submit to the Department a list of bidders and the total amount bid by each.
- This submission shall designate the apparent successful contractor, along with assurance that he is the lowest qualified bidder which is professionally qualified, properly equipped and financially able to promptly effect completion of the proposed work.
- Such contracts shall not be awarded until receipt of the Department's concurrence in such award.

- ALL UTILITIES -

Preliminary Estimates requesting approval to hire a contractor without competitive bidding (Item 4 above) shall, in addition to the written justification therefore, be supplemented by certification that the contractor to be hired is professionally qualified, properly equipped and financially able to promptly effect completion of the proposed work.