



STANDARD CONSTRUCTION OPERATING PROCEDURE

NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION
Division of Infrastructure
Bureau of Construction

SCOP..... : 08- 011W

CATEGORY..: CONSTRUCTION
Subcategory : WATER MAIN

**SUBJECT: DISTRIBUTION WATER MAIN HORIZONTAL
OFFSET DUE TO UTILITY INTERFERENCE**

Keywords : Horizontal Offset
Utility Interference

APPROVED:

ORIGINAL SIGNED BY

Chief Construction Engineer - William Svilar, P.E.

Supersedes..... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

Issue Date..... : December 11, 2008

During the Design Phase of a project, private utilities can request alterations to the proposed lanes of water mains and sewers to accommodate their facilities. Each request must be submitted with supporting documentation (i.e. maps, drawing and test pits) and evaluated by the Design Team. Formal granting of requested accommodation(s) will be made during the project's Alignment Meeting(s). Upon granting the accommodation, the utility is obligated to pay for all additional work associated with the accommodation. For example, a water main accommodation may consist of a lane change requiring additional fitting, pipe, service extensions and a hydrant extension. The quantities of additional work are then estimated and an initial bill is prepared using the Engineer's Estimate. The final cost will be based on actual quantities of work performed and the unit prices bid. A five percent (5%) administrative is then added to the total.

Section 5.02 - "Laying Ductile Iron Pipe and Fittings", Paragraph (Q) - "Offsetting Water Mains" on page V-13 of the "Standard Water Main Specifications (dated Nov. 1, 2007), addresses payment for all distribution water main offsets installed and/or granted in the field with the following language:

If in the course of the actual progress of work, the Engineer finds that it is necessary to change the locations of mains or the arrangement of connections, or to alter existing mains in a manner other than that described by the drawings, such changes shall be made by the Contractor as directed. Payment for all work done will be made for the actual work performed and at the unit prices established as provided in the Bid Schedule, irrespective of changes in lengths, quantities, or locations made during the progress of the work sufficient to carry out the intent of the contract.

Offsetting required to avoid City Structures will be paid for under the unit prices bid by the Contractor in the contract, regardless of the lane in which the main is installed.

Horizontal Offsets required to avoid utilities will be paid for under the unit prices bid by the Contractor in the contract, regardless of the lane in which the main is installed.

Vertical or Rolled (Combination Horizontal and Vertical) Offsets required to avoid utilities are not considered to be a part of this contract and shall be a matter of adjustment between the Contractor and the affected Utility. The Engineer shall make the determination as to the type of Offset required whether it is Horizontal, Vertical or Rolled.

Based on the pre-engineering concept described above, the likelihood of encountering "Horizontal Offsets required to avoid utilities" in the field should be minimal. Nevertheless, if encountered, the utility company can prepare a written request to the City for approval of a horizontal offset of the distribution water main at the time of construction. The letter must state that the private utility will provide payment to City that will be based on the contract's unit prices plus a five-(5) percent administrative fee. If approved, the offset will be paid for under applicable contract items and then back-charged to the affected utility company. The Engineer-in-Charge will prepare and send a letter (sample attached) to the utility company detailing the work performed and the cost plus a five-(5) percent administrative fee that is reimbursable to the City once the work is completed.

It is good practice to consult with the Design Team prior to granting any utility requests for horizontal offsets of the distribution water main as they may have been denied earlier requiring the affected utility to relocate or shift their facility. It is recommended that an offset be evaluated as a whole and not to address payment on the orientation of a fitting on a fitting by fitting basis.

Attachment: Sample Letter to Utility Company



**NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION**

SAMPLE LETTER TO THE UTILITY COMPANY

DATE:

*MR/MS FIRST NAME LAST NAME
TITLE / COMPANY
STREET ADDRESS
CITY, STATE ZIP*

RE: CAPIS ID:
Contract Reg. #:
JOB DESCRIPTION:
Ref: Distribution Water Main Horizontal Offset due to Utility Interference
Size of Main / Location of Offset (attach Sketch)

DAVID J. BURNEY, AIA
Commissioner

ERIC C. MACFARLANE, P.E.
Deputy Commissioner
Infrastructure

RICHARD W. ZETTERLUND, P.E.
Associate Commissioner
Infrastructure
Construction

Dear *Mr./Ms. (Name)*:

This Department acknowledges receipt of your Company's request to install and pay for the distribution water main horizontal offset due to interference with your facility on the subject project. Your request has been evaluated and granted. The Engineer's estimate for the accommodation work, plus a 5% administrative cost, is \$_____.

Acknowledging the fact that some time is required for your company to process a check, you must accept the terms and conditions stipulated herein, by executing the duplicate copy of this letter by providing the signature of the responsible Officer of your company in the designated space. An executed copy of this agreement must be returned to the undersigned at DDC immediately so work is not delayed on the project. Please note that this request was made on an active project. No work will be performed until the executed agreement is received. The City reserves the right to rescind this grant at any time.

The check is to be made payable to the "COMPTROLLER OF THE CITY OF NEW YORK (DDC PROJECT NUMBER). Please send the check to Mr. Robert Cleary, Assistant Commissioner of Financial Services, 30-30 Thomson Avenue, 4th Floor, Long Island City, NY 11101.

Sincerely,

(Name)
Engineer In Charge
Infrastructure/Construction - *(Borough)*

Enclosures

CONCURRED BY:
DATE:

cc: DIR., D.D., E.I.C., R.E., CSU, file

DDC99-1-378