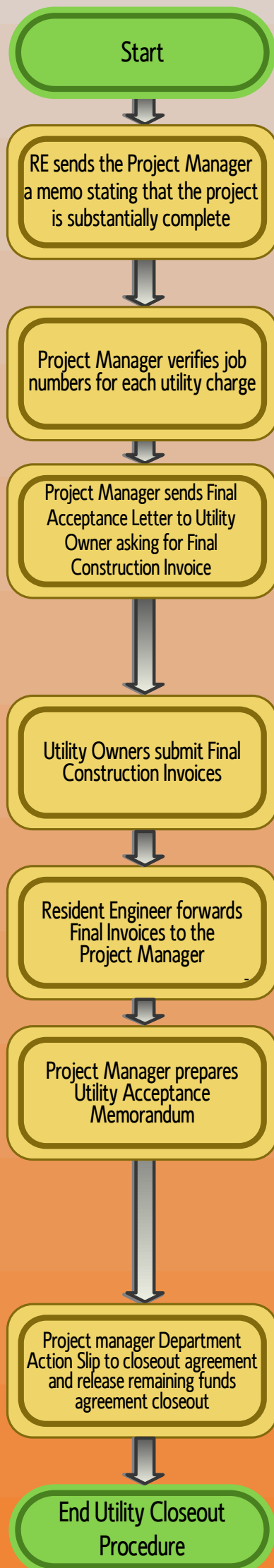


Utility Agreement Construction Closeout Process



At substantial completion of a Project, the Resident Engineer will notify the Project Manager by a Memorandum if all utility work has been completed in accordance with the Contract Plans. The completion inspections should field verify that all utility facilities have been placed in substantial conformity with the project Contract Plans.

Check all the invoices and payment vouchers in design and construction under the UPC number (project ID Number in FMIS terminology) to verify all the job numbers used on the project for each utility charge.

The Project Manager will proceed to send the Final Acceptance Letter (for Final Invoices) through certified mail return receipt to each company with a Utility Engineering Construction Agreement (UECA)/Railroad Engineering Construction Agreement (RECA) for the project. The Utility Company's response time for submitting Final Invoices should be in accordance with the time negotiated in the Utility Agreement (UECA or RECA). The Utility Company can request the Project Manager for a time extension if needed.

The sixty day or six month (whichever is applicable) waiting period can be cut short if the companies respond by stating that their billing on the contract has been completed. The closeout process must proceed as soon as the sixty day or six month period is over.

All Final Invoices with the Buy America "Certificate of Compliance" (DC-17U) received and approved by the Resident Engineer will be forwarded to the Project Manager for payment.

A Utility Acceptance Memorandum is prepared when the Final Invoice Notice time frame expires. For Federally funded projects the Utility Acceptance Memorandum has to be addressed to FHWA on the State letterhead (template available on the Utility intranet website) and sent to the Manager of Capital Program Coordination. For State funded projects the Memorandum has to be sent to the Manager of Capital Program Coordination (template available on the Utility intranet website). These memorandums should include a list of all the Utility Agreements executed for the project.

When the notification and invoicing process is completed, a Department Action Slip (DAS) needs to be prepared on Form AD-12 to trigger the agreement closeout and release of any remaining funds. The template of the AD-12 for close out is posted on the Utility intranet website: <http://njdotintranet.dot.state.nj.us/forms/utility.shtm>; subject of the DAS is Utility Agreement Cancellations.