

30% Project Alert Letter



Date, 2013

Name
Company Name
Address
City, New Mexico 87XXX

Subject: Project CN#
Termini:

Dear Name:

The New Mexico Department of Transportation has scheduled the subject project(s) for construction contract letting on _____. The proposed improvements may require adjustment/relocation of facilities owned by your company. It appears that your facilities, which may be affected by our proposed construction, are presently located within public right-of-way.

Enclosed is a set of preliminary roadway design plans (30% Design Stage) for the project. Please review and confirm the accuracy of this information and advise us in writing by _____ whether or not you anticipate any conflicts between proposed highway features and any of your existing facilities. It is very important that you supply accurate information concerning the type and location of your facilities so that they can be correctly addressed and expeditiously relocated if in conflict. Also, submit copies of your approved accommodation permits to occupy the present location with public right-of-way. If you do not occupy this location by means of an approved permit, you are advised to prepare and submit the required accommodation permits along with accommodation plans for both proposed relocations and existing utilities which do not require relocation at the earliest opportunity. These permits and plans are required to accommodate this project and so that your company is in compliance with State Law and Regulations.

Susana Martinez
Governor

Tom Church
Cabinet Secretary

Commissioners

Pete K. Rahn

Chairman
District 3

Ronald Schmeits

Vice Chairman
District 4

Dr. Kenneth White

Secretary
District 1

Robert R. Wallach

Commissioner
District 2

Butch Mathews

Commissioner
District 5

Jackson Gibson

Commissioner
District 6

30% Project Alert Letter (cont.)



(Utility Company Name)

Date

Page 2

(Utility) is hereby authorized and requested to incur preliminary engineering costs for the purpose of conducting field studies, investigating methods of plant adjustment/relocation, research of evidence of compensable interests, developing preliminary cost estimates and adjustment/relocation plans, and other preparatory work associated with utility adjustment/relocation. ***Please note that final utility adjustment/relocation engineering, design and detailed estimates may be predicated on more advanced and detailed highway design plans (60% Design Stage), which will be made available to you as soon as they become available. As such, any final utility adjustment/relocation engineering and design expenses incurred by you prior to receipt of such plans (60% Design Stage), are your responsibility.***

New Mexico State Statutes will not permit us to reimburse your company for any adjustment/relocation costs associated with facilities located within public right-of-way. If it should develop that portions or all of your facilities are located on private property, advise us at once and submit copies of your easements or other compensable property documents to occupy private property. We will subsequently forward the necessary utility adjustment/relocation forms that provide for reimbursement in accordance with state law.

The project utility certification date is _____. It is our desire to have all possible utility adjustments/relocations completed at that time. To that end, we will be coordinating with your company on an ongoing basis, as well as conducting utility coordination meetings. Your cooperation in responding to our communications and attending scheduled meetings will facilitate timely adjustments/relocations and will be appreciated. Please note that in order to protect the long-term durability of the pavement, the Department has a “No-Cut” policy that prohibits trenching in new pavement. You are therefore encouraged to plan for repair of existing utility facilities and provide for future expansion of utility services as necessary, as part of this project. Furthermore, pursuant to **MAP-21 “Moving Ahead for Progress in the 21st Century Act,”** <http://www.fhwa.dot.gov/construction/contracts/buyam-qa.cfm> and (23 U.S.C313) implemented by the Federal Highway Administration October 1, 2012, which identifies the requirement’s that utility owners must use “steel, iron and manufactured products that are produced in the United States.”

30% Project Alert Letter (cont.)



(Utility Company Name)

Date

Page 3

Should you have any questions regarding this matter, do not hesitate to contact me. All correspondence should be sent to _____ **Name**, 1120 Cerrillos Road, Santa Fe, New Mexico 87504-1149, P.O. Box 1149. Please direct calls to _____ **Name** at 505-827-XXXX. My fax number is (505) 827-2417. I can also be reached via e-mail at First.Last@state.nm.us.

Your cooperation and interest in this highway project are appreciated.

Sincerely,

Name,
Utility Coordinator
Utilities Section

Enclosures: 1 Set (30% Design Stage) Preliminary Design Plans

cc: X. XXXX
X.XXXX