



MEMORANDUM

TO: All City of Englewood Licensed Contractors
FROM: Maria D'Andrea P.E., Director of Public Works
DATE: January 7, 2019
RE: Underground Utility Location Policy

In accordance with the recent legislation (SB18-167) that was signed by Governor Hickenlooper in May 2018, related to projects that are considered to be "Subsurface Utility Engineering-Required Projects" effective August 8, 2018.

Immediately, the City of Englewood will begin enforcing a new policy regarding utility location for all contractors performing excavations within the public right-of-way. As a part of any permit application for work in the right-of-way, the submittal must include the following:

- I. For all utility borings less than 500 continuous linear feet
 - Boring/Pothole log showing utility location information of Quality Level A at all utility crossings and Quality Level C (or better) for adjacent utilities within 10 feet of running line.

- II. For all utility borings equal to or greater than 500 continuous linear feet; or has an excavation footprint that exceeds two feet in depth and 1,000 contiguous square feet
 - Plan and profile drawings showing utility location information of Quality Level A at all utility crossings and Quality Level B (or better) for adjacent utilities within 10 feet of running line.
 - Third party inspection and construction observation to verify the horizontal and vertical alignment drilling operations will also be required.

Please Note: Additional depth locations and/or increased quality level may be required as deemed necessary by the Public Works Department based on length of utility installation, existing utility and right-of-way congestion, and/or criticality of the project site.

Upon completion of the work, contractors will be required to provide Project Record Certified Drawings also known as "As-Built Drawings" stamped by a Colorado licensed professional or certified individual as deemed appropriate will be required for utility installation of all length or

installation methods, (e.g. open trench and/or utility boring). As-built drawings shall accurately reflect all field design revisions made during the construction process. All required information shall be clearly shown on the original design drawings approved by the City of Englewood. Each sheet of the record plans shall include the following statement along with the applicant's licensed surveyor, engineer's, and/or certified individual's signature and date at the bottom right hand corner of the sheet.

"These plans are record drawings and the information shown accurately reflects existing field condition as of this date:_____"

Failure to provide the required inspection, observation and/or record drawings may result in a Stop Work Order or delays in approving additional permit applications.

Please contact the City of Englewood Public Works at (303) 762-2500 with any questions.

Sincerely,



Maria D'Andrea P.E.
Director of Public Works
City of Englewood