

DOCUMENT A00808

PROJECT UTILITY COORDINATION FORM

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Project Utilities Coordination (PUC) Form

CONTACTS AND GENERAL UTILITY INFORMATION

Revision Date:

City/Town:	Project File #:	PUC Completed by:	Utility Pole Set:
Harvard	609213	Rick Handfield	National Grid Electric
Route/Street:	Resident Engineer:	Mass DOT PM:	Scheduled Ad Date:
Ayer Road	TBD	Muazzez Reardon	9/30/2025
			Total Poles Relocated:
			R&R -45 Proposed- 9 New - 12

11/26/2025
PRINTED

Consultant:			Contact:		Office #	Cell #	Email								
TEC			Jared Duval			508-513-2702	jduval@theengineeringcorp.com								
Utility Company	Contact	Office #	Cell #	Email	Scope, Budget, Duration Submitted		Reimbursement			Potential for District Initiated Early Relocation *		Utilities On Bridge/Structure		Utilities Underground (UG) /Aerial (OH)	
					Yes	No	Agreement	Non-Reimb'le	Notes	YES	NO	YES	NO	UG	OH
National Grid Electric	Manuel Munoz	401-895-9726		Manuel.Munoz@nationalgrid.com	X		X					X			X
Charter	John Yurkevicius	774-243-9834		John.yurkevicius@charter.com	X		X					X			X
Verizon	Paul Styspeck	508-294-7527		paul.m.styspeck@verizon.com	X		X					X			X
National Grid Gas	Melissa Owens	781-907-2845		melissa.owens@nationalgrid.com	X		X					X		X	
Harvard DPW	Dan Nason	978-456-4100 Ext. 502		dnason@harvard-ma.gov				X				X		X	

Utility Relocation Notes for MassDOT Contractor

Unless otherwise noted by Contract, the MassDOT Contractor is to provide the District Construction Office with 7 Calendar Days advance notification in order to validate the current progress and provide the required 30 Days advance notice-to-proceed for the first Utility - and each subsequent Utility. These advance notifications are to be identified in the Contractor's Schedules (Pre-Con preparation, Baseline, Subnets, and Updated/Monthly Schedules) as specified in Subsection 8.02 (for DBB Contracts) and/or Section 9 (of DB Contracts). Note: The durations included below do not include these lead-times. See Additional 'Important Basis notes for Contractor' - on last PUC Form page.

Additional notes:

From UP 53 at STA 25+95±RT **NGRID Electric** has underground conduit that crosses the road and continues North on the West side of the road. This conduits enters the NGRID substation and also continues underground North to UP 4-50 at STA 34+75±LT. This conduit was shown on the plans to the best extent possible and the contractor should be aware of its presence when working in the vicinity. Proper coordination with NGRID Electric should be done when working in this area. **NGRID Gas** betterment_work order # 1413777. (1) Replace 1600-ft of 8-inch Bare Steel from W Main Street to Olde Main Street with 1600-ft of 12-inch 58psig plastic main. Abandon same limit. (2) Replace 475-ft of 58psig gas main in Meadow Road from Olde Main Street to #10 Meadow Road with 4-inch 58psig gas main and abandon same limit. (3) Replace 250-ft of 8-inch psig bare steel in Olde Main Street from Meadow Road to #18 Olde Main Street with 250-ft of 12-inch 58psig plastic gas main and abandon same limit. The 8" water line is proposed to be abandoned by the Town in spring 2023 throughout the project limits.

Suggested Sequence of Relocation (Based on Consultant proposed construction staging)

The sequence as detailed on the following pages is based on the consultants proposed staging plan. This information was compiled through meetings that included all of the utilities listed below along with the designer and the Town of Spencer. The information provided is the best available information prior to project advertisement.

PUC FORM - CONTINUED

Is 'enabling' (prep) work, by the Contractor, necessary prior to the start of the first series of utility relocations:	Yes	No
	X	
Has any of the Utility work been identified to work concurrently	Yes	No
		X

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RESPONSIBLE PARTY	DESCRIPTION - Utility Relocation Phases, Tasks and Activities	Estimated Duration (Work Days) by Utilities (lead time not included)	Concurrent / Exclusive Utility Work				Access Restraint & Limitations of Operations Notes	
			Exclusive Utility on site	Concurrent Utilities	Contractor Off-Site	Contractor Concurrent	Potential Access Restraint (Yes/No)	Reason/Note (optional)
C = Contractor U = Utility Co.	Enabling' work by the Contractor - At preconstruction meeting schedule a utility walkthrough to discuss pole locations and review tree trimming/removals. Prior to overhead utility relocations contractor will need to perform any necessary clearing & grubbing and tree removal as specified in Contract Documents. Rough grade from STA 37+00 LT± to 43+00 LT±, 43+50 RT± to 44+00 RT±, 49+75 LT±, 60+00 LT± and 111+00 LT± on Gebo Lane, before relocating the poles. Survey will need to stake utility pole locations prior to utility walkthrough. Initiate work orders with National Grid Electric for secondary electric riser							
UTILITY OPERATIONS - Aerial								
Task: 1	National Grid Electric (See Note 9)							
	u Poles/Anchors - 88 poles/54 anchors	90	X				X	No
	u Primary Conductors - replacement of about 8,700' of 3-PH spacer cable & secondary/neutral	80	X				X	No
	u Services / Outages - replacement of all services along Ayer Rd	20	X				X	No
	u Equipment - replacement of 57 transformers, 1 recloser, 2 loadbreaks, etc.	40	X				X	No
	u Tree trimming - tree trimming estimate for approximate 1.5 mile span	10	X				X	No
	u Civil - UG work for moving primary risers	30	X				X	No
	Sub-Total	270						
Task: 2	Crown Castle							
	u Install new fiber optic cables	5	X				X	No
	u Service affecting work customer notification (min 15 business day window)	15	X				X	No
	u Cutover splicing (Night Work)	5	X				X	No
	u Cable Removal	3	X				X	No
	Sub-Total	28						
Task: 3	Charter							
	u Construct strand and ground onto new pole line	15	X				X	No
	u Construct new coax onto new strand	15	X				X	No
	u Splice coax and activate	10	X				X	No
	u Construct new fiber or swing fiber onto new pole line	20	X				X	No
	u Delash existing fibers and relocate slack for splicing	20	X				X	No
	u Relocate node and splice-fiber and coax	10	X				X	No
	u Transfer old onto new poles and resag plant	5	X				X	No
	u Wreck out any old coax/fiber	10	X				X	No
	Sub-Total	105						
Task: 4	Verizon							
	u Verizon Line - Stencil Poles, Place Guywire & Anchors	18	X				X	No
	u Verizon Line - Place Aerial CU Cable(s)	23	X				X	No
	u Verizon Line - Place Aerial Cable Associated Equipment	3	X				X	No
	u Verizon Line - Transfer / Relocate all Cable(s) to new poles	16	X				X	No
	u Verizon Line - Transfer / Relocate all Associated Cable Equipment to new poles	2	X				X	No
	u Verizon Splice - Splice Aerial Cable(s)	47	X				X	No
	u Verizon Splice - Test Aerial Cable(s)	10	X				X	No
	u Verizon Contract Work	10	X				X	No
	u Verizon Splice - Trimout Aerial Cable(s)	16	X				X	No
	u Verizon Line - Remove Aerial cable(s) & Associate Equipment	54	X				X	No
	u Verizon Line - Remove Aerial Associated Cable Equipment	8	X				X	No
	u Verizon Line - Remove remaining Guywire & Anchors	10	X				X	No
	u Verizon Line - Remove remaining Poles	54	X				X	No
	Sub-Total	271						

RESPONSIBLE PARTY C = Contractor U = Utility Co.	DESCRIPTION - Utility Relocation Phases, Tasks and Activities	Estimated Duration (Work Days) by Utilities (Lead time not included)	Concurrent / Exclusive Utility Work				Access Restraint & Limitations of Operations Notes	
			Exclusive Utility on site Utility working with no other Utilities in vicinity	Concurrent Utilities Utility working with other Utilities on site	Contractor Off-Site No Contractor physical construction operations on-site (while Utility is Contractor and Utility are working on-site - but NOT in the same vicinity	Contractor Concurrent	Potential Access Restraint (Yes/No)	Reason/Note (optional)
C	Enabling' work by the Contractor - MDOT's contractor should test pit the gas main where conflicts are anticipated with proposed structures and lateral crossings. If relocations can be avoided, National Grid will review the scope of replacement for the potential to reduce cost and time. Design changes of any scale should be extensively reviewed and coordinated with National Grid well in advance of gas work. Without prior review and approval of changes, National Grid cannot guarantee that the design will still be acceptable for gas main relocation/installation. Design changes after receipt of the signed force account could greatly impact the cost of gas work. Additionally, changes in scope that alter the gas relocation may change National Grids ability to meet MDOT construction timelines. Contractor to provide 30 days notification prior to the required start of any necessary natural gas work and provide area to stockpile materials and staging area (if possible), provide National Grid with a construction schedule for utility relocations, mark out the project stationing on the road and provide the layout for where the gas main will be installed and confirm existing vs final elevations directly along proposed gas pipe alignment prior to start of gas work. Final depth of pipe will be based off of this confirmation, and must be in compliance with the minimums required by the DPU.							
UTILITY OPERATIONS - Underground (Betterment)								
National Grid Gas								
Task 1	Installation/Abandonment of 100 FT 2 inch Gas Main							
	u Excavate & Shore		X			X	No	
	u Trench and Install approx 100 FT of 2 inch 60 PSIG Plastic Gas Main		X			X	No	
	u Main Connections/Tie-ins		X			X	No	
	u Stop/Tap/Purge/Cut/Cap		X			X	No	
	u Backfill					X	No	
Task 2	Installation/Abandonment of 50 FT of 2 inch Gas Main							
	u Excavate & Shore		X			X	No	
	u Trench and Install approx 50 FT of 2 inch 60 PSIG coated steel gas main		X			X	No	
	u Main Connections/Tie-ins		X			X	No	
	u Stop/Tap/Purge/Cut/Cap		X			X	No	
	u Backfill		X			X	No	
Task 3	Installation/Abandonment of 50 FT of 2 inch Gas Main							
	u Excavate & Shore		X			X	No	
	u Trench and Install approx 50 FT of 2 inch 60 PSIG coated steel gas main		X			X	No	
	u Main Connections/Tie-ins		X			X	No	
	u Stop/Tap/Purge/Cut/Cap		X			X	No	
	u Backfill		X			X	No	
Task 4	Installation/Abandonment of 50 FT of 2 inch Gas Main							
	u Excavate & Shore		X			X	No	
	u Trench and Install approx 50 FT of 2 inch 60 PSIG coated steel gas main		X			X	No	
	u Main Connections/Tie-ins		X			X	No	
	u Stop/Tap/Purge/Cut/Cap		X			X	No	
	u Backfill		X			X	No	
	Sub-Total	40						

IMPORTANT BASIS NOTES - FOR CONTRACTOR

- 1 Unless otherwise specified in the MassDOT Construction Contract, or unless specifically noted within this PUC Form, these durations (herein) are based upon the Contractor providing *unimpeded access* to the Utility company to perform Utility relocations (see Note 5 - Access).
- 2 "Concurrent Utilities" operations noted herein, are to signify those Utility Company operations that can be worked concurrently (e.g. Utility A and Utility B work on-site together) - MassDOT and the Contractor are to prepare NTPs to Utilities accordingly.
- 3 "Potential Access Restraints" noted within this PUC Form are for planning purposes. See MassDOT Contract for Contractual Access Restraints (refer to Subsections 8.02, 8.03, and/or 8.06 for Design Bid Build Contracts and Volume II Section 9 for Design Build Contracts).
- 4 Utility non-work periods - For planning purposes, the durations above contain some non work days (contingency) for New England conditions (precipitation, high temperatures, low temperatures, snow, ice). Gas line work however, typically has a seasonal restriction and can NOT be installed from 15-November to 15-March. Municipally Owned Electric and Gas Utilities are also restricted from proceeding from 15-November to 15-March. The Contractor shall (and the CTD plan) reflect this calendar restriction within the schedule (unless otherwise note).
- 5 Access - Unless otherwise noted in the Contract, and in addition to the 'enabling' notes above, the Contractor must provide safe and unimpeded access (for trucks, lifts, cranes, etc.) to the Utilities, to allow for the proposed relocation(s) - including but not limited to snow removal, clearing and grubbing, guard rail removal, barrier removal, tree removal, and grading. Any costs associated with these tasks are deemed to be incidental to the project.
- 6 For all MassDOT construction contracts issued after January 2014, the new Utility Coordination/documentation specification is required. This is Section 8.14 in Design-Bid-Build Contracts (see Design-Build index reference for applicable section #).
- 7 Prior to starting any and all enabling work for Utilities, the Contractor is to plan in advance with submittals and approved durations.

C = Contractor U = Utility Co.	RESPONSIBLE PARTY	DESCRIPTION - Utility Relocation Phases, Tasks and Activities	Estimated Duration (Work Days) by Utilities (Lead time not included)	Concurrent / Exclusive Utility Work				Access Restraint & Limitations of Operations Notes	
				Exclusion Utility on site Utilities in vicinity	Concurrent Utilities on site	Contractor Off-Site	Contractor Concurrent	Potential Access Restraint (Yes/No)	Reason/Note (optional)
8		* Potential District Initiated Early Utility Relocation - if noted herein, the District reserves the right to initiate early utility relocation in advance of the Contract NTP. In submitting a bid price and in the development/basis of the Baseline Schedule, the Contractor shall not plan the Work with the potential benefit of any form of 'early utility relocation.' As a requirement of the Baseline submission, unless otherwise noted in this Specification, the earliest that the first Utility company is to receive the 30 days advance notification to mobilize to the site, will be 7 calendar days after the pre-construction meeting and never sooner than 7 days after the Contract NTP.							
9		** MATERIAL SUPPLY CHAIN DELAYS*** An initial lead time (90 days) for the first utility to begin relocations is requested by National Grid							