

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT RIGHT-OF-WAY PROJECT COORDINATION. CONFLICT CHECKS, RESPONSIBILITIES AND PROCEDURES	Number 1.40	Issue 2	Page Page 1 of 7
	Effective Date: October 20, 2017		

1. PURPOSE

- 1.1. The purpose of this Administrative Regulation (AR) is to document the City’s standard policies and practices related to the use of the City’s *Right-of-Way Project Coordination System (ROWPCS)*.
- 1.2. The *ROWPCS* is utilized by City staff to reduce negative impact to streets caused by various construction and/or *Special Events* that take place within the right-of-way (ROW). It provides a means for checking scheduling *Conflicts* and facilitates use of data related to projects and events by displaying locations and other critical project information.
- 1.3. This AR delineates responsibilities among departments for data input, managing data and resolving *Conflicts* between proposed and existing projects or *Special Events* in the ROW. The use of *ROWPCS* will minimize negative impacts to streets and reduce traffic concerns and inconvenience to the public.
- 1.4. This AR establishes clear procedures and accountability for resolving project *Conflicts* expeditiously by empowering *Project Managers* to actively participate in resolving project *Conflicts* throughout the duration of a project.
- 1.5. This AR establishes an appeal process for complex or unresolved *Conflicts*.

2. DEFINITIONS

- 2.1. *Project Manager* – A person who is responsible for managing a project within the ROW.
- 2.2. *Conflict* – Two or more projects or *Special Events* planned for the same street or area which have overlapping schedules that could negatively impact the final project/event.
- 2.3. *Rights-of-Way Project Coordination System (ROWPCS)* – A GIS-based application utilized by City staff to reduce negative impact to streets caused by various construction and/or events that take place within the right-of-way (ROW). The application provides a means for checking scheduling *Conflicts* and facilitates use of data related to projects and *Special Events* by displaying locations and other critical project information. The application also provides opportunities to combine projects by providing many GIS layers displaying various assets, future improvement needs, master plans, etc.

(Supersedes Administrative Regulation 1.40, Issue 1, effective February 1, 2013)

Authorized

Signature on File
CHIEF OPERATING OFFICER

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2.4. *Conflict Resolution* – Action(s) taken by a *Project Manager* or *Special Events* staff member to eliminate a scheduling *Conflict* or develop a plan whereby the scheduling *Conflict* will ultimately be resolved prior to start of construction or *Special Event*. Resolution of the *Conflict* shall be documented in *ROWPCS* by all involved staff.

2.5. *Special Event* – An event that requires full or partial street closure and/or an event within the public ROW that has complex elements so that multiple departments are involved in its review and approval. Examples of *Special Events*: organized runs/walks, festivals, parades, farmer/art markets, etc.

3. SCOPE

3.1. This AR applies to all departments involved in ROW activities such as design, permitting, construction management, inspection of projects, *Special Events*, and any other events or activities occurring within the ROW.

3.2. This AR establishes direction and requirements for all *Project Managers* or *Special Events* staff and those who issue permits for work within the ROW to maintain and use the *ROWPCS* as a mandatory tool for documenting, planning, and resolving *Conflicts* among all projects, *Special Events*, and ROW permits.

4. POLICY

4.1. Department staff working on projects and *Special Events* in the ROW shall use the provisions of this AR when coordinating projects and/or *Special Events*.

4.2. Departments shall add all planned projects, potential future projects, and known infrastructure needs in the *ROWPCS* even before a Capital Improvement Program (CIP) project is created.

4.3. Departments that add an event or create a new project in the *ROWPCS* shall check for *Conflicts* throughout the duration of an event or project.

4.3.1. If the addition of a new permit, project, or event to *ROWPCS* creates a *Conflict* with a pre-existing permit/project/event already entered into the *ROWPCS*, the person responsible for adding the conflicting permit/project/event shall take the lead in resolving the *Conflict* by coordinating with the other party responsible for the existing project/event and documenting resolution of the *Conflict* in the *ROWPCS* within two weeks of a new entry to *ROWPCS* and prior to start of construction or execution of the permit/project/event.

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4.3.2. If the project/event/permit managers are unable to resolve a *Conflict*, the issue shall be escalated to a senior-level supervisor; if not resolved at the senior level, it shall be escalated to the respective Appointing Authorities within each department.

4.3.3. If the *Conflict* is unresolved by the Appointing Authorities, the *Conflict* shall be raised to the City Engineer who shall consult with the asset-managing department director for resolution.

4.3.4. Once the *Conflict* is resolved, each project/event/permit manager shall be responsible for updating his/her respective project/event/permit in the *ROWPCS* to reflect and document the resolution.

4.4. Department staff shall not rely on the *Conflict* report only for *Conflict* checks. Instead, staff shall check *ROWPCS* upon initiation of projects to resolve any existing or potential *Conflicts*. This will ensure projects added between report periods are not missed.

4.5. Departments that issue permits for work within the ROW shall check for and resolve any *Conflicts* prior to issuing each permit. This shall be done at every review stage of the permit.

4.6. Prior to advertising of a slurry sealing or a paving project, schedule and/or scope of resurfacing project shall be adjusted to eliminate *Conflicts* once those *Conflicts* have been identified by either the slurry sealing/paving *Project Manager* or any other *Project Manager*. The party requesting modification to a resurfacing project to avoid a *Conflict* shall be responsible for communicating the change in schedule and/or scope of work to the impacted community groups, Council Offices, and any other entity or individual making an inquiry.

4.7. After a paving contract has been awarded, the person responsible for the permit/ project/ event creating a new *Conflict* shall take the lead in resolving the *Conflict* by coordinating with Street Division and documenting resolution of the *Conflict* in the *ROWPCS* within two weeks. If the *Conflict* is not resolved, follow steps outlined in sections 4.3.1. – 4.3.4. above.

5. RESPONSIBILITY

5.1. Public Works Department

5.1.1. Project Implementation (PI) Division/Information Systems–Engineering
Application Support Program

- a. Provides *ROWPCS* technical support, help desk 2nd level escalation, and ensures monthly data upload.
- b. Suggests *ROWPCS* technology upgrade and integration activities.

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- 5.1.2. PI Division/CIP Preliminary Engineering and Program Coordination Section
- a. Inputs information into the *ROWPCS* for all new CIP projects.
 - b. Explores opportunities to combine and bundle projects
 - c. Checks for and resolves *Conflicts* in the *ROWPCS* prior to completing the pre-design stage.
- 5.1.3. Right-of-way Design (ROWD) and Architectural Engineering and Parks (AEP) Divisions
- a. Check for and resolve *Conflicts* at 30% and 100% design completion stages and immediately prior to the pre-construction meeting.
 - b. Check for and resolve *Conflicts* if a change of scope or schedule occurs.
 - c. During the pre-construction meeting, the resident engineer and the *Project Manager* shall coordinate and resolve any new *Conflicts* identified in the final *Conflict* check stage prior to the pre-construction meeting.
 - d. *Project Managers* shall share project plans with outside utilities at 60% design. If a *Conflict* is identified by any utility (e.g., relocation), the *Project Manager* shall tag in Primavera all *Conflicts* and clear the *Conflict* after it has been resolved.
- 5.1.4. PI Division/Standards & Quality Control Section
- a. Before plans and specifications are delivered to the Public Works Contracts Division for bidding and contract award, the specification engineer shall perform a *Conflict* check to ensure no *Conflicts* exist prior to bidding and awarding new contracts.
- 5.1.5. Construction Management & Field Services (CMFS) Division
- a. Shall coordinate and resolve *Conflicts* among projects, permits, and public events. Each resident engineer shall be responsible for coordination and resolution of *Conflicts* involving his/her assigned construction projects, permits, and subdivisions.
 - b. Shall provide Street Division with completion dates of slurry and overlay projects within five business days of completion of slurry or overlay by entering this data into the Engineering & Capital Projects' Cityhub site named "Street Resurfacing Information".
<http://cityhub/proj/CIP/svcs/TSW/Lists/Street%20Resurfacing%20Information/AllItems.aspx>.
 - c. During the pre-construction meeting, the resident engineer and the *Project Manager* shall coordinate and resolve any new *Conflicts* identified in the final *Conflict* check stage prior to the pre-construction meeting.
 - d. Shall check for *Conflicts* in the *ROWPCS* prior to issuing traffic control permits and upload issued permit information into the *ROWPCS* for coordination with other planned ROW projects.

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5.2. *Special Events & Filming Department*

- 5.2.1. Event organizers submit *Special Event* Permit Applications to the department usually 60 days to two years prior to a proposed event date. In limited circumstances, the department may accept a permit application less than 60 days prior to a proposed event date. Upon receipt of a completed *Special Event* Permit Application, department staff initiates the permit application review process by establishing a workflow for the individual permit application in the *Special Event* Permitting System (SEPS). Once SEPS information regarding a new permit application is received, a visual representation of the particular event venue is created in the *ROWPCS*.
- 5.2.2. Following initiation of a new permit application review process and once the *ROWPCS* information has been updated, department staff shall check the *ROWPCS Conflict* report to identify and resolve any existing or potential *Conflicts* associated with a new permit application. For any permit application submitted 60 days or less prior to an event date, department staff shall not rely on the *Conflict* report. Instead, department staff shall check *ROWPCS* upon initiation of an application review process to resolve any existing or potential *Conflicts*.
- 5.2.3. Department staff will check for *Conflicts* in the *ROWPCS Conflict* report on a monthly basis for all *Special Events* and work with the appropriate City staff to resolve any *Conflicts* that may have occurred following the initial *Conflict* check.
- 5.2.4. Department staff shall maintain a 3-year historical layer of *Special Events* to assist departments in long-range planning efforts associated with Request for Proposal (RFP) and contract generation.

5.3. *Transportation & Storm Water Department*

5.3.1. *Street Division*

- a. During pre-design, Street Division staff shall check for and resolve *Conflicts* when adding new slurry or overlay projects into *ROWPCS*.
- b. Prior to start of construction, Street Division shall perform a second check for *Conflicts* and resolve any new *Conflicts*.
- c. Staff shall input completion dates of slurry sealing and overlay into the *ROWPCS* within three business days of receipt of the as-built drawings from CMFS or other sources.
- d. Staff shall check for and resolve *Conflicts* if a change of scope or schedule occurs.

5.3.2. *Transportation Engineering Operations (TEO) Division*

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- a. Prior to submitting a grant application, shall ensure the project will not *Conflict* with another project or with streets under moratorium.
- b. When initiating a transportation improvement project, TEO staff shall check for *Conflicts* prior to submitting the project to Public Works Department or Street Division.

5.3.3. Right-of-way Coordination (ROWC) Division

- a. Shall chair the Utilities Coordination Committee meetings which include City staff from various departments and representatives of private utility companies. The committee discusses right-of-way work coordination matters and provides recommendations to resolve scheduling challenges.
- b. Shall review and upload to the *ROWPCS* the 24-month work plan received from the private utilities in April and October of each year.
- c. Shall facilitate *Conflict Resolutions* between the private utilities and City *Project Managers*.
- d. Shall monitor project data in the *ROWPCS* on a bi-weekly basis, generate *Conflict* reports, and require *Project Managers* to resolve *Conflicts* appearing on the report.
- e. Shall chair the *ROWPCS* Executive Committee
- f. Is responsible for identifying and implementing improvements and upgrades to the *ROWPCS* in collaboration with other stakeholders.

5.3.4. Utilities Undergrounding Program

- a. During the selection of utilities undergrounding projects, shall check for and resolve *Conflicts*.
- b. Shall perform a second *Conflict* check and resolve *Conflicts* at completion of the initial design by San Diego Gas & Electric (SDG&E) prior to commencement of construction.
- c. Shall check for and resolve *Conflicts* if a change of scope or schedule occurs.

5.4. Development Services Department

5.4.1. Building Construction and Safety Division & Permit Issuance and Code Enforcement Division

- a. Shall check for *Conflicts* and moratoriums when reviewing every phase of the ROW and traffic control permits.
- b. Shall confirm resurfacing schedules with Street Division and/or CMFS Division to avoid *Conflicts* with moratoriums, project construction schedules, and *Special Events*, prior to issuing permit.
- c. Shall provide permit information in the appropriate electronic format for uploading into the *ROWPCS*.

5.5. Public Utilities Department

5.5.1. Water and Wastewater Distribution and Collection Divisions

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- a. Shall check the *ROWPCS* for *Conflicts* and resolve any *Conflict* prior to any planned excavation within the ROW.
- b. Shall check the *ROWPCS* for planned street resurfacing and complete any planned excavation within the ROW prior to street resurfacing.
- c. Shall coordinate with Street Division for opportunities to consolidate emergency excavation final street repairs with planned street resurfacing work.

APPENDIX

Legal References

San Diego Municipal Code, Chapter 6, Article 2, Division 12: Excavation in the Public Right-of-way

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Right-of-Way Project Coordination System (ROWPCS)

Conflict Checks

Administering Department

Transportation & Storm Water Department