



STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
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M E M O R A N D U M

TO: Assistant Directors and Section Heads in the Divisions of Transportation Solutions and Maintenance and Operations

FROM: Natalie Barnhart, Chief Engineer, Director of Transportation Solutions *NB*
Joe Wright, Director of Maintenance & Operations *JW*

DATE: October 19, 2011

SUBJECT: Processing of Requests for Electric Power Service for Roadway Lighting, Traffic Signals, and ITS Equipment

The following will serve to establish and document the acceptable procedure for processing requests for electric power service on DelDOT construction projects:

- As this work is not a relocation of utilities subject to the provisions of 17 Del. C., §143, electrical power needs must be coordinated across multiple Sections of the Department to account for the type, size, location, maintenance responsibility, and installation cost specific to each project, and monthly billing arrangements.
- Project Designer (PD) & Traffic will identify power supply needs for roadway appurtenances on DelDOT projects (typically roadway lighting, traffic signals, and ITS devices) as early in the design phase as possible. PD and other appropriate sections of DelDOT (such as DTC, Tolls, etc.) will identify power supply needs for buildings proposed as part of DelDOT projects. This memorandum does not address building projects which will need to be discussed on a case by case basis.
- PD, Traffic, and Utility Coordinator will meet with the power supply company during the design phase of the project to discuss power needs, costs to the Department, whether service will be metered or tariff, and request a design and cost estimate from the utility company.
- PD, Traffic and Utility Coordinator will prepare Traffic and Utility Statements to reflect the scope of work to be performed by the utility company related to provision of new or modifications to the electric power service. The Utility Statement will provide the description of work and identify that the work associated with provision of new electrical service is to be paid for by the Department. The Traffic Statement will show the electrical service noted as an item of work with the associated cost estimate. For any projects involving roadway lighting, a copy of the Utility Statement shall be sent to North District and Business Management. A Utility Bar Chart shall be prepared to show the timing of the power supply work and made a part of the Utility Statement for the project.

