

**Roland Bartl**

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**From:** Roland Bartl  
**Sent:** Thursday, December 29, 2011 9:55 PM  
**To:** 'Rezendes, Guy (DOT)'  
**Cc:** 'thomas.Emerick@state.ma.us'; Engineering Department  
**Subject:** Project File No: 604531 - Assabet River Rail Trail (Acton/Maynard) - Utilities Review

Dear Guy:

I am responding to your recent request to the Acton Engineering Department for a utilities review of the 25% plans for the Assabet River Rail Trail. We have reviewed the plans and, as you know, have been close to the project from the beginning and along every step of the way.

The Town of Acton has no utilities within the project limits, and we do not know of any utilities by others in the project limits within Acton that would be affected.

However, we and the design engineer are aware of a private sewer line underneath the proposed trail from the Acton/Maynard town line north to STA 130+/- . It also extends south into Maynard. The proposed rail trail project will not affect the sewer line. It will be shown on the 75% plans.

Please let me know if you have any questions.

Happy New Year!

Roland Bartl, AICP  
Planning Director  
472 Main Street  
Acton, MA 01720  
(978) 929-6631

TEN PARK PLAZA, BOSTON, MA 02116-3973

**LETTER OF TRANSMITTAL**

DATE: 13 Dec 2011

PROJECT FILE NO. 604531

TO: \_\_\_\_\_  
ACTON TOWN ENGINEER  
472 MAIN ST  
ACTON MA 01720  
COREY YORK

TOWN: ACTON / MAYNARD

PROJECT: \_\_\_\_\_  
ASSABET RIVER  
RAIL TRAIL

Copies	Date	No.	Description
<u>1</u>	<u>-</u>	<u>CD</u>	<u>2576 PLANS</u>
<u>1</u>	<u>13 DEC 11</u>	<u>1</u>	<u>03 LETTER</u>

**These are transmitted as checked below:**

- For approval
- For your use
- As requested
- For review and comment

**PROPOSED PROJECT FUNDING**

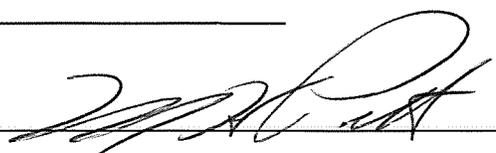
- Federal Aid
- Non\_Federal Aid
- Not Determined

**SEE ATTACHED LETTER FOR INSTRUCTIONS**

Please be prepared to meet on site for utility review within 30 days. MassDOT contact is Tom Emerick.  
 E-mail: Thomas.Emerick@state.ma.us  
 Telephone: (508) 929-3919

- Scheduled Advertising Date: 21 Nov 2015
- Project was advertised on: \_\_\_\_\_

Received By: MALLOTT 13 DEC 11

Signed: 



DEVAL L. PATRICK  
GOVERNOR  
TIMOTHY P. MURRAY  
LT. GOVERNOR  
JEFFREY B. MULLAN  
SECRETARY & CEO

Moving Massachusetts Forward.  
**massDOT**

Massachusetts Department of Transportation

03

Project File No: 604531 Date: 13 DECEMBER 2011

Subject: ACTON/MAYNARD & ASSABET RIVER RAIL TRAIL

Dear Sir or Madam:

We have forwarded for your attention CD V copies of the 25% design submission for the subject project. Construction of this project is tentatively scheduled for the near future. Utilities possessing facilities or planning future expansions within the project area should respond as follows:

- Describe your utility within the project limits and provide a contact person, mailing address, and telephone number.
- Check the depiction of your facility for accuracy and correct any errors.
- Indicate conflicts, any proposed relocations, and/or anticipated expansions.

**Be sure to show corrections, proposed relocations, etc. as accurately as possible on the attached sheets or on photocopies of the sheets and forward to:**

Guy F. Rezendes, P.E. (Utilities/Railroad Engineer)  
MassHighway  
10 Park Plaza – Room 6340  
Boston, MA 02116-3973

If in some areas this is not feasible because of insufficient information or determination at this time, then general locations may be indicated with maximum or minimum offsets and/or clearances where applicable. Relocations should conform to the requirements of the Department's current Utility Accommodation Policy. Any variations from the official policy should be accompanied with ample justification shown on the drawings.

**Relocations:** If your municipality does not wish to have MassHighway's contractors design and carry out necessary relocations of your facility, a letter should be sent to the above address notifying the Department so that reimbursement for the facility relocations can be handled through a Force Account Agreement.

**Non-Participating Work:** If your municipality desires an improvement of its facility, such as an increase in pipe size, expansion, addition, etc., this should be requested in writing in a certified letter stating that funds have been appropriated for the purpose of making payments to the Department's contractor for the cost of the betterment. A Non-Participating Agreement will be drafted and executed to apportion the work, the expense, and the maintenance of the facility.

Upon completion of your proposal, your utility should immediately submit a permit application to the appropriate authorities. Please direct questions to me at (617) 973-7512.

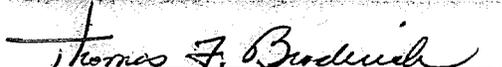
Sincerely,

Guy F. Rezendes, P.E.  
Utilities/Railroad Engineer

[www.mass.gov/massdot](http://www.mass.gov/massdot)

TEN PARK PLAZA • BOSTON, MA 02116-3969 • PHONE: 617.973.7000 • FAX: 617.973.8031 • TDD: 617.973.7306

## ENGINEERING DIRECTIVE

  
ACTING CHIEF ENGINEER

### Electronic Utility Plan Submissions

This Directive supersedes Engineering Directive E-10-003, "Electronic Utility Plan Submissions" dated May 5, 2010. Effective immediately, Utility Plan submissions required during the project design phase shall be made in accordance with the following guidelines:

#### Transmittal of Materials

- For the purpose of this Directive, "Utility Plans" shall be electronic documents in both AutoCAD format (current version used by MassDOT) and Portable Document Format (PDF) saved on compact disks (CDs).
  - PDF files shall include all sheets/drawings included in the design submission, which may include the title sheet, typical sections, bridge plans (if applicable), cross-sections, etc.
  - AutoCAD files do not have to contain every sheet/drawing included in the design submission. However, they should contain all sheets/drawings involving utilities, such as utility relocation plans, utility section drawings and bridge plans that show utility relocations or fittings.
- Designers shall submit Utility Plans saved on CDs as specified later in this Directive to the MassDOT Project Manager, at each design submission phase. The Project Manager will forward the submitted items to the Utility Engineer, who will distribute the CDs to the involved Utility Companies.
- If a Utility Company (or Railroad Company) needs printed sheets, they shall request the sheets through the Utility Engineer or the MassDOT Project Manager. The Designer shall forward the requested paper sheets either directly to the Utility/Railroad, or through the Project Manager to be forwarded to the Utility/Railroad.

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POST \_\_\_\_\_

DO NOT POST  X

- Utility/Railroad Companies shall return mark-ups to the Utility Engineer in either AutoCAD format or PDF saved on CDs. Utility/Railroad Companies may submit paper mark-ups in lieu of electronic documents. See the requirements below for direction on the manner in which Utility Companies are to provide their electronic information. **Utility Companies shall not alter the Designer's file.**

### General Requirements

- AutoCAD drawing files shall contain existing and/or proposed utilities, with each utility having its own layer name by the type of utility (for example: ExistElect.)
- Designers shall use the following color guide for representation of utilities in AutoCAD drawing files and in PDF files. The color guide is consistent with DIG SAFE's color code for marking underground utility lines. This information shall be included on the drawings as part of a legend.

<u>Utility</u>	<u>Line Color</u>
Electric	Red
Gas-Oil-Steam	Brown
Communication/CATV	Orange
Potable Water	Blue
Sewer	Green
Drainage	Traditional Grayscale

- Utility/Railroad Companies shall use the guidelines above when returning or providing AutoCAD drawings with updated/modified existing utility information or recommendations for proposed utility alignments. Proposed utility alignments shall be shown using a **heavier line weight (or thickness)** than existing.
- Although AutoCAD drawing files are to be provided to the Utility/Railroad Companies for their information and review, the Utility/Railroad Companies shall not make any alterations to the Designer's files. Utility/Railroad Companies shall create new drawing layers using the respective utility colors to show proposed facilities and/or make changes to existing facilities. If existing utility/railroad information is to be edited, the Utility/Railroad Company should copy the existing information in the Designer's respective layer to a new layer and make all edits in this new layer. Names of new layers should include the utility name. (For example: the current "ExistElect" layer should be duplicated and renamed "NSTAR-ExistElect.")
- Drawing files submitted to the Utility Engineer should be accompanied by an outline of all changes and new layers created.

## Submissions

- The following guide shall be used to determine the number of CDs to be submitted:

• <u>Electric:</u>	2 CDs
• <u>Telephone:</u>	1 CD
• <u>Gas:</u>	1 CD
• <u>Cable TV:</u>	1 CD
• <u>Fire Alarm:</u>	1 CD
• <u>Sewer*:</u>	1 CD
• <u>Water*:</u>	1 CD (except MWRA: 1 paper set)
• <u>DPW/Municipal Highway Department*:</u>	1 CD for each city/town
• <u>Railroad:</u>	1 CD (except MBTA: 2 CDs)
• RCN, AT&T, MCI, Sprint, Qwest, Fibertech, Lighttower, Nstar Communications, AboveNet, or other long distance utility:	1 CD
• Tennessee Gas, Buckeye Pipeline, Mobil Gas, or other long distance gas pipeline:	1 CD

*\* Some Cities/Towns may have the same office review these plans. Therefore, each department may not require an individual CD. The Designer should determine if each department's review and subsequent plans submittal is applicable.*

- Each CD shall have the following information printed on it:
  - MassDOT Logo
  - City/Town
  - Project Description
  - Project File Number
  - Design Phase Submission
  - Date of Submission
  - For bridge projects, indicate if the CD contains highway plans, bridge plans, or both
- Some Utility Companies may require a set of prints instead of CDs. Requests for plan sets shall be directed to the MassDOT Highway Division Utility Engineer, Ten Park Plaza, Room 6340, Boston, MA 02116.
- One full paper set of plans (24" x 36") shall be submitted for the District Utility/Constructability Engineer (DUCE.) This set shall contain every sheet/drawing included in the design submission, including cross-sections and bridge plans (if applicable.) All utilities (existing and proposed) shall be shown in the color format contained in the General Requirements portion of this Directive.

In accordance with current MassDOT policy, all Utility Plan submissions should have a list of the names of the actual Utility Companies to which the CDs are to be forwarded to. For a current list of Utility Company contacts, refer to MassDOT's website.