

20A CONVERSION PROCEDURE **(Applies to 20A Conversions Only)**

20A Conversions are projects that use utility funds allocated to the Municipalities as a percentage of local revenue. The Municipalities decide which areas will be converted within the guidelines of Rule 20A.

A. General Information

1. Projects to convert overhead lines to underground are usually large, complex and politically sensitive. SDG&E's assigned Liaison Planners' primary role is to manage all aspects of 20A projects, including coordinating with customers, municipalities and communication companies, as well as managing construction schedules and job costs through completion of construction. It is necessary for the Liaison Planner to be informed and involved in both active and proposed conversion projects.
2. Conversions are planned by the Underground Utility Advisory Committee (UUAC), which is a group of representatives from the Municipality, SDG&E and Communication Companies.
3. UUAC preparation of individual underground districts should start a minimum of 1 to 2 years prior to commencing construction.
4. Municipalities may use 20A funds for 20B and 20C engineering fees.
5. All SDG&E costs associated with the 20A project will be deducted from the municipality's allocation balance with the exception of system upgrades requested by SDG&E. If the Municipality requests a financial audit of a 20A Conversion, the request must be processed through the CPUC.
6. Once SDG&E provides the Municipality a copy of the trench route design, the Municipality has 60 days to review it for changes and accept it. If confirmation is not received within 60 days, SDG&E will assume it is accepted and continue with the design process. Engineering fees for re-design will be required for all municipal-initiated design changes requested after the conversion design has been accepted by the Municipality. Engineering fees, payable to SDG&E will be deducted from the Municipality's 20A Allocations at the completion of the conversion project.
7. SDG&E will review the existing overhead facilities within a proposed conversion boundary for prior land rights. If prior rights exist, SDG&E will create a Joint Use Agreement and identify an equivalent area, comparable in scope, to cover replacement with underground facilities at a mutually agreed upon area. SDG&E will inform the Municipality early in the conversion process so that the Municipality may provide this information to their City Council. Overhead removals may not begin until the Joint Use Agreement is signed and approved by the Municipality.
8. Temporary or permanent relocation of SDG&E facilities within an easement must be paid for by the Municipality, and may not be deducted from 20A allocations.
9. If the Municipality plans a Capital Improvement Project and decides to convert an existing distribution pole line in the Franchise area as part of the conversion instead of requesting the facilities to be relocated, SDG&E will provide the Municipality with an Avoided Cost Relocation credit. If the relocation is due to construction methods and/or temporary traffic routing conditions, no Avoided Cost Relocation credit will be applied. This does not apply to facilities within easements, even though the easement overlaps the franchise area.
10. 20A Conversion Designs are the design responsibility of SDG&E and are not available to be designed by an Applicant Designer.
11. The Municipality has the option to include the private property service trench and meter panel modifications on the 20A conversion project and have them paid by the 20A allocations, or the Municipality may require the property owner to be responsible. If the Municipality decides to include these costs in the 20A project, it must be stated in the Underground District Resolution.
12. After a 20A conversion is complete, the Municipality is responsible for a minimum of 5 years, for any relocation of SDG&E facilities within the conversion boundary.

B. Coordination of a New Business Development with Street Improvements and a 20A Conversion

1. Resolution must be passed and SDG&E must receive a letter from the Municipality stating that an underground conversion district is in the process of being formed.
2. The letter should state that the Municipality will commit 20A allocations towards the project in 6/13/2013 partnership with the New Business Developer.
3. The Developer will install the trench, conduit and substructures, while the Municipality is responsible for the costs associated with cable, connections, equipment and overhead removals. (See C4 - Municipal Trenching for trench costs that will be reimbursed from the Municipality's 20A allocations) Rule 20B and 20C credits, such as equivalent overhead and depreciation, may not be used in conjunction with 20A funding.
4. As a condition of development, the Municipality has the option of requiring the developer to install trench, conduit and substructures at their expense.

C. Procedure – 20A Conversions**1. Municipality will:**

- 1.1. Provide a list and/or maps of proposed project(s).
- 1.2. Participate with UUAC to provide a detailed review of the project, including the walk-through and preparation of the tentative boundary map. At the walk-through the Municipality representatives will review for existing road base conditions, street repaving and resurfacing requirements, traffic plating requirements, traffic control requirements, traffic loops, proposed SDG&E crew working hours and working windows.
- 1.3. Request a streamline cost estimate from SDG&E. The Municipality may request multiple estimates for work based on straight time and/or overtime hours.
- 1.4. Prepare a preliminary boundary map, based on the tentative boundary map, review the streamline cost estimate, pass a Resolution of Intention to create an Underground District and set the date of the public hearing.
- 1.5. Notify affected property owners, occupants, and utilities at least 30 days prior to the public hearing date. At the public hearing, oral and written testimony is taken and the governing body determines if the project is in the public interest. If the majority votes in favor, the district is formed.
- 1.6. Notify the property owners and utilities of the conversion in writing, with a copy of the adopted resolution/ordinance and boundary map.
- 1.7. If the Municipality has chosen to have the 20A allocations responsible for the private property service conversion work, distribute required "Permit to Enter" (PTE) forms to all property owners who will have their service modified. The Municipality will collect all copies and forward them to SDG&E. A copy must be retained by the entity performing the trenching. SDG&E will always require a copy of the PTE in order to modify electrical panels to accept underground. All PTEs must be returned to SDG&E before any construction work order is issued to construction.
- 1.8. Report individual service panel inspection clearances to SDG&E.
- 1.9. Be responsible for all necessary Municipal permits (e.g. Excavation, Encroachment and Traffic Control Plan Review), residential and commercial permit fees and their administrative expenses. These fees include collecting permit fees from individuals who modify service panels to accept underground service. Rule 20A funds may not be used to pay Municipal permit fees. Other routine Permits (e.g. Caltrans) are normal work and are a part of SDG&E normal overheads, and will not be directly charged to the project. Non-routine Permits (e.g. Railroads, Bore Permits) are directly charged to the project and will include SDG&E overheads.
- 1.10. Notify property owners if a project is reactivated after being placed on hold or rescheduled.
- 1.11. Provide SDG&E with a street light trench and conduit design based on SDG&E's Trench & Conduit Design, including designation of available service points.
- 1.12. Notify SDG&E of its intent to acquire all necessary easements to SDG&E's specifications. (SDG&E to provide template). No direct credits are given for this; rather, the set fee per facility to acquire easements will not be charged to the project.

Southern Region (Metro)
8315 Century Park Ct 210
San Diego, CA 92123
858-638-6805

Northeast District
571 Enterprise Street
Escondido, CA 92029-1109
760-480-7745

Orange County
662 Camino De Los Mares
San Clemente, CA 92673
949-361-8066

2. SDG&E will:

- 2.1. Participate with UUAC in a detail review of the project, including the walk-through and preparation of the tentative boundary map. Walk-through activities will include suggestions as to cost-effective use of 20A allocations, possible exemptions for poles which are not cost-effective to underground, and identify SDG&E facility conflicts with the Americans with Disability Act (ADA).
- 2.2. Notify Municipality of possible unsafe existing meter panels. Municipality will notify and require property owners to upgrade or correct infractions of their electric meter panels at their personal expense.
- 2.3. Send a letter of confirmation identifying conflicts with ADA requirements to the Municipality. All conflicts will be cleared as part of the project.
- 2.4. Prepare and provide the Municipality with streamline cost estimates per work order level, including SDG&E overhead cost calculations. SDG&E will also verify the Municipality's allocation balance.
- 2.5. Review and approve preliminary boundary map and notify the Municipality by letter or email.
- 2.6. Work with the Municipality to determine which entity (SDG&E or Municipality) will provide the trench and conduit installation, based on SDG&E's electric design.
- 2.7. Send the Municipality a copy of the Conversion Services Worksheet with the typical "Permit to Enter" (PTE) form.
- 2.8. Submit the final Trench & Conduit job design, electronically in AutoCAD format, to the Municipality and Communication Companies. SDG&E will request Joint Trench Offers (JTO's) from the Communication Companies. The Municipality may use the job design, if desired, as a basis for their street lighting design layout.
- 2.9. Acquire necessary easements, unless notified beforehand of acquisition by the Municipality.
- 2.10. If SDG&E is trenching, determine, acquire, process and implement Storm Water Construction General Permits (Storm Water Pollution Prevention Plan, SWPPP), Archaeological/Cultural Permits and Environmental Permits. NOTE: Traffic Control Plans and Municipal Permits must be acquired by the trenching entity.
- 2.11. Establish a construction timeline and communicate this to the Municipality and joint trench participants, only if SDG&E is providing the trench.
- 2.12. Issue Trench & Conduit and Cable Pole Jobs to appropriate entities once PTE's, JTO's, Municipal Street Light Design, required easements and all necessary Permits including TCP's and Municipal Permits are acquired.
- 2.13. If SDG&E is performing the trenching and has elected to use an outside contractor for these activities, they will invite the Municipality to participate in a pre-bid meeting, if one is held. SDG&E will advise the Municipality of the bid amount, upon request. In this case, SDG&E will provide the Municipality an estimate of the total Trench & Conduit Job costs to be deducted from their 20A allocations.
- 2.14. A Street lighting as-built will be required prior to energizing any street lighting system, either utility-owned or municipally-owned.
- 2.15. Remove overhead facilities after underground cable job is energized and all services have been completely cut over to the new underground system. The Municipality may request a delay in removing the overhead system, if required, to maintain roadway lighting until the new underground light system is in place.
- 2.16. Update the Municipality of project expenditures, percentage of job completion and project status on a monthly basis. At the completion of the conversion project, expenditures may be broken down into the following categories: Labor, Material, and Equipment. All project-related costs must, by tariff, be deducted from the Municipality's allocations.

Southern Region (Metro)
8315 Century Park Cl 210
San Diego, CA 92123
858-636-6805

Northeast District
571 Enterprise Street
Escondido, CA 92029-1109
760-480-7745

Orange County
662 Camino De Los Mares
San Clemente, CA 92673
949-361-8068

3. Entity responsible for providing trench will:

- 3.1. Review and approve Joint Trench Offers. SDG&E will, as a courtesy, review JTO's for municipally-trenched jobs.
- 3.2. As a courtesy, install municipally-supplied conduit for municipal owned street lighting system in the joint utility trench (LS-2 Rate). If SDG&E is performing trenching, the lighting conduit may not extend more than 5' beyond the joint trench and the Municipality must contract for the remaining trench and conduit installation along with the lighting installation. If the Municipality is trenching, additional trench to accommodate lighting MUST be broken out as a separate line item on bid documents, this is not subject to reimbursement by SDG&E.
- 3.3. Organize Pre-Construction Meeting. Attendees should include: Municipal representatives, SDG&E (Liaison Planner, Conversion Designer, Field Operations Supervisor, Trench Inspector, Construction Services Contract Administrator, and Field Utility Specialist) and Joint Trench participants.
- 3.4. Provide a trenching as-built to SDG&E. If SDG&E is performing trenching, the Municipality may request a meeting, at which time the entire conversion as-built may be reviewed, but not retained by the Municipality. If the conversion is being worked together with a Municipal Street Improvement Project, when requested, SDG&E will provide an as-built for specific areas of the street improvement. If the Municipality wishes to retain any documents regarding the installation, SDG&E will provide a copy of its electric facility maps and gas plats.
- 3.5. Acquire Traffic Control Plans, Municipal Permits, Storm Water General Construction Permits (Storm Water Pollution Prevention Plan – SWPPP), Archaeological/Cultural Permits and Environmental Permits.
- 3.6. Perform final walk through, attendees should include Municipal representatives (Residential Engineer), SDG&E (Liaison Planner, Construction Services Contract Administrator, Field Operations Supervisor, Trench Inspector).

4. Municipal Trenching:

- 4.1. If the Municipality decides to perform the trenching activities, they will be responsible for all costs related to administering and overseeing these activities. These responsibilities include:
 - 4.1.1. Pump, dewater and dispose of liquids from existing SDG&E manholes and handholes as required. Municipality has the option to use SDG&E's Haz-Mat Service to pump, transport, treat and dispose of possible contaminated water, these arrangements to be coordinated with the SDG&E Inspector. Costs for this service will be deducted from Municipality's 20A funds.
 - 4.1.2. Provide qualified electrical workers (standby) to dig near energized facilities and to install pull rope in conduits from energized facilities. SDG&E will provide contact information for contracting the Qualified Electrical Workers.
 - 4.1.3. Provide proper grade for the setting of facilities.
 - 4.1.4. Determine, acquire, process and implement: Traffic Control Plans, Municipal Permits, Storm Water General Construction Permits (Storm Water Pollution Prevention Plan – SWPPP), Archaeological/Cultural Permits and Environmental Permits.
- 4.2. SDG&E will be represented by a Trench Inspector in the field.
- 4.3. SDG&E will provide a "Not to Exceed" letter stating the maximum cost it will reimburse the Municipality for its work. The Municipality will submit to SDG&E its first, second and third acceptable bids for review and approval. If the contractor bids for Municipality exceed the "Not to Exceed" amount, SDG&E reserves the right to reject all municipal bids and may elect to do the electric conversion trench independently.
- 4.4. The Municipality must incorporate SDG&E's General Conditions in its bid documents. In the event of inconsistency between the Municipal bid documents (Municipal General Conditions) and SDG&E's General Conditions, the most stringent shall prevail and will be subject to mutually agreed upon and negotiated benefits.

Southern Region (Metro)
8315 Century Park Ct 210
San Diego, CA 92123
858-636-6805

Northeast District
571 Enterprise Street
Escondido, CA 92029-1109
760-480-7745

Orange County
662 Camino De Los Mares
San Clemente, CA 92673
949-361-8066

20A CONVERSION PROCEDURE

Project Management Fact Sheet
Page 5 of 5

- 4.5. SDG&E will reimburse the Municipality for the Trench & Conduit job worked by their contractor on a monthly schedule, or as agreed upon. The Municipality will request reimbursement by submitting an invoice to SDG&E and will forward their supporting documentation, including the actual amounts paid by the Municipality to their contractor. SDG&E will not advance funds prior to the activity taking place. SDG&E may also pay for field changes if preapproved by the Liaison Planner, appropriately documented, reasonable, and necessary for the conversion.
- 4.6. SDG&E may not reimburse the Municipality for administrative fees associated with its trenching activities, including contract preparation.
- 4.7. The amount deducted from the Municipality's 20A allocations will include the cost of all applicable SDG&E overheads in addition to the amount reimbursed to the Municipality for its activities. SDG&E will provide a rough estimate of expected overhead calculation amounts.

Fact Sheet Subject to Change

*Contact SDG&E Governmental Liaison Planner for Latest Revision

Southern Region (Metro)
8315 Century Park Ct 210
San Diego, CA 92123
858-636-6806

Northeast District
571 Enterprise Street
Escondido, CA 92029-1109
760-480-7745

Orange County
662 Camino De Los Mares
San Clemente, CA 92673
949-361-8066

06-13-13