



COLORADO
Department of Transportation
Office of the Chief Engineer

CONSTRUCTION BULLETIN

Construction Engineering
Services Branch

Utility Account Matrix Required
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Date: January 10, 2025

Utility Account Matrix Required for Projects Impacting Utilities

All CDOT construction projects, including Maintenance and Local Agency projects, which impact utilities and are advertised on or after 2/1/2025 are required to complete the Project Utility Account Matrix (UAM) in compliance with PD 90.1 Utility Account Management. Early adoption is highly encouraged prior to this date.

Section 8 of the Project Development Manual (PDM) and Section 100 of the Construction Manual will be updated accordingly.

The objective of PD 90.1 “Utility Account Management” is to establish:

1. Roles and responsibilities and a structure for accountability,
2. A procedure to Update Utility Services,
3. A procedure for Utility Account Invoicing, and
4. A procedure for Utility Account Annual Validation.

Construction Project Manager (CPM): For the purposes of this Procedural Directive, a CPM is defined as the CDOT employee responsible for overseeing and managing services and efforts that install or modify assets for CDOT. CPMs may include Resident Engineers, Project Engineers, Maintenance Supervisors, facility managers, etc.

[Link to Procedural Directive 90.1](#)

The majority of the UAM should be completed during the design phase. Section 8 of the PDM that offers relevant UAM preconstruction guidance is in the final stages of development. A Design Bulletin will be released once this last section is updated. Prior to PDM update completion, users can reference Section 8.15 within [this document](#) which contains the core Section 8 updates.

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During the construction phase, the CPM should be making updates to the Construction section of the UAM. The primary updates, using as-built data, will be to:

1. Document the new, relocated, and temporary utility service account information.
2. Document that all temporary services were stopped, and accounts were closed out with the utility provider.

The UAM will be used to:

1. Transfer the utilities to the appropriate asset owner. After project acceptance, the Construction PM will work with their Regional Utility Account Coordinator. Utilities are typically opened in the Contractor's name during construction and only transferred to CDOT upon acceptance of the project.
2. Ensure the [Utility Account Database](#) is kept up to date to allow for accurate payment of utility accounts and to reduce the level of effort to validate utilities on a yearly basis.

More information can be found at: [Utility Accounts Office Site](#). For questions or to request a copy of the UAM, reach out to your regional utility account coordinator or email "cdot_its_support@state.co.us".