



Agreement: A written instrument, executed by two or more parties in which the parties agree to do or not do certain things.

Appraisal: A careful study to estimate the value of a piece of property performed by a person with no interest in the property.

Audit: The examination of records and documents and securing of the evidence for the purpose of determining whether the amount billed for an agreed upon transaction accurately reflects the amounts recorded in the accounts.

Audit Agreement: An agreement that allows the State to review the Utility Company records after completion of work to confirm that the charges being billed were actually incurred by the utility. Under this type of agreement the utility is normally paid the actual cost to make the adjustments or relocations, unlike a lump sum whereby the utility is paid a pre-determined amount based on the estimate.

Betterment: Any improvement in the new facility that did not exist in the facility being adjusted, relocated or replaced. Betterment may be further classified for specific application as either:

- (a) Essential betterment that is inherent in or necessitated by the requirements of the highway project.
- (b) Non-essential betterment that is not necessitated or required by the scope of the highway project.

Betterment Credit: A credit against the out of pocket cost of the job representing the additional cost of a non-essential improvement in the new facility. See (Betterment)

Billing: A formal claim for reimbursement generally consisting of a readily understandable statement of charges for goods provided and services rendered.

Change Order: A written order to the Company ordering a change in the work from that shown on the plans, estimates and specifications as originally approved. When the change order is signed and executed by the Company and the State it constitutes an authorized modification of the agreement.

Cost of Removal: The cost of demolishing, dismantling, removing, or otherwise disposing of Company property and the cleaning up required to leave the site in a neat and presentable condition.

Cost of Salvage: The amount expended to restore salvaged Company property to usable condition after its removal.

Depreciation: Estimated loss in service life of fixed assets attributable to wear and tear through use and lapse of time, obsolescence, inadequacy or other physical or functional cause.

FDM: Facilities Development Manual: FDM is the reference that will be used in this manual.

Force Account: The employment of the Company's own working forces to accomplish the agreed upon work as opposed to the use of contract forces.

Lump Sum Agreement: An agreement in which a utility is paid the agreed to amount based on an estimate even though the actual cost of the utility relocations may be somewhat higher or lower than the estimate.

MC: Management Consultant. The consultants hired by WisDOT to manage the work of other consultants working on the local project program.

Participation: The use of public funds for the reimbursement of all or part of the cost of utility work necessary to accommodate highway construction.

Plant Loss: The net unrelieved portion of the utility facility's original cost calculated as follows: (Plant loss = Original Cost + Cost of Removal less Salvage and Accrued Depreciation. Note: Plant loss only applies when as the result of an acquisition of utility lands an existing useable facility (and its function) is removed and not replaced.

PS&E: Plans, specifications, and estimate. The package of documents that constitutes a highway improvement contract.

Replacement Facility: A facility replacing the function of the existing facility rather than a replica facility.

Salvage Credit: A credit against the out of pocket cost of the job representing the value of material recovered from the old facility being adjusted.

Salvage Value: The amount received for the utility property removed, if sold, or if retained for re-use, the amount at which the material recovered is charged to the materials and supplies account.

Scrap: Material recovered from a facility which is in too poor a condition for re-use, and which is only valuable as a raw material for reprocessing.

Service Life: The anticipated period of usefulness of a unit of property to its owner. The period during which depreciation is expected to accrue.

Subsurface Utility Engineering (SUE): An engineering process to locate existing subsurface utility facilities with a high degree of accuracy and comprehensiveness. The SUE process combines civil engineering, geophysics, and surveying, and utilizes surface geophysics, vacuum excavation, and mapping technologies. When used properly it avoids many conflicts and reduces project delays.

Trans 220: Chapter Trans 220 Wisconsin Administrative Code: A policy set forth in section 84.063 of the Wisconsin Statutes requiring special action by the State, the Utility Companies and the Highway Contractor for projects let to contract on the State Trunk Highway System.

Transportation Utility Management System (TUMS): A computer application developed to track utility coordination efforts on highway improvement projects and to automate some of the paperwork involved in the utility coordination process.

Used Life Credit: The amount accumulated in the utility's depreciation reserve which represents the used up or worn out portion of a facility's expected service life.

Utility Locate Opening: A bid item for exposing a utility facility on a construction project.

WisDOT: Wisconsin Department of Transportation: WisDOT is the reference that will be used throughout this document.