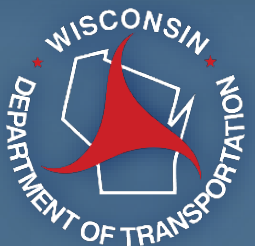


# Work Plan Preparation & NW Region Updates/Topics

**Heath Bielefeldt**  
Utility Coordinator

2019 WisDOT Northwest Region Utility Conference  
WITC, Rice Lake, WI

**March 5, 2019**



# Trans 220.03 (19) Work Plan

means a plan of the owner to carry out the utility facility alteration or relocation work to accommodate an improvement project of the department.

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DEPARTMENT OF TRANSPORTATION

**Trans 220.04**

## Chapter Trans 220

### UTILITY FACILITIES RELOCATION

Trans 220.01 Purpose and scope.  
Trans 220.02 Applicability.  
Trans 220.03 Definitions.

Trans 220.04 Notification.  
Trans 220.05 Project and work plans.  
Trans 220.06 Responsibilities.

## UTILITY WORKSHEET

DT2236 6/2009 s.84.063 Wis. Stats.

Wisconsin Department of Transportation

Utility Company Name Fasick Telephone and Telegraph	PLEASE RETURN THIS WORKSHEET BY March 5, 2019
Project Description Design Project ID: 1021-01-00 Construction Project ID: 1021-01-79 BALDWIN - MENOMONIE STH 123 BRIDGE B-55-1234 IH 94, St. Croix County	RETURN TO Heath Bielefeldt Division of Transportation System Development Northwest Region Eau Claire Office 718 W Clairemont Ave Eau Claire WI 54701-5108

1. Describe your proposed relocation plan for the above project, as requested in the enclosed letter, using highway stationing whenever possible. Attach extra sheets if needed.
2. Conflicting utility facilities will need to be relocated prior to construction. If this is not feasible, provide an explanation and an indication of what work will require coordination with the highway contractor during construction.
3. Anticipated Start Date
4. Estimated construction time required (In working days)
5. List the approvals required and the expected time schedule to obtain those approvals.
6. Include a list of the real estate parcels that the Wisconsin Department of Transportation (DOT) must have acquired to enable your company to complete the necessary facility installations and relocations prior to construction.
7. Review the enclosed plans for the above project. Are your facilities correct as shown? If not, list the errors. In some cases, it may be easier to return a marked up copy of the plan. **It is very important that your facilities are shown correctly because all construction field personnel will use this information. Uncorrected location errors could create construction delays or damage to utility facilities.**
8. Is this work dependent on work by other utilities? If so, which other utilities, and what time schedule has been coordinated with them?

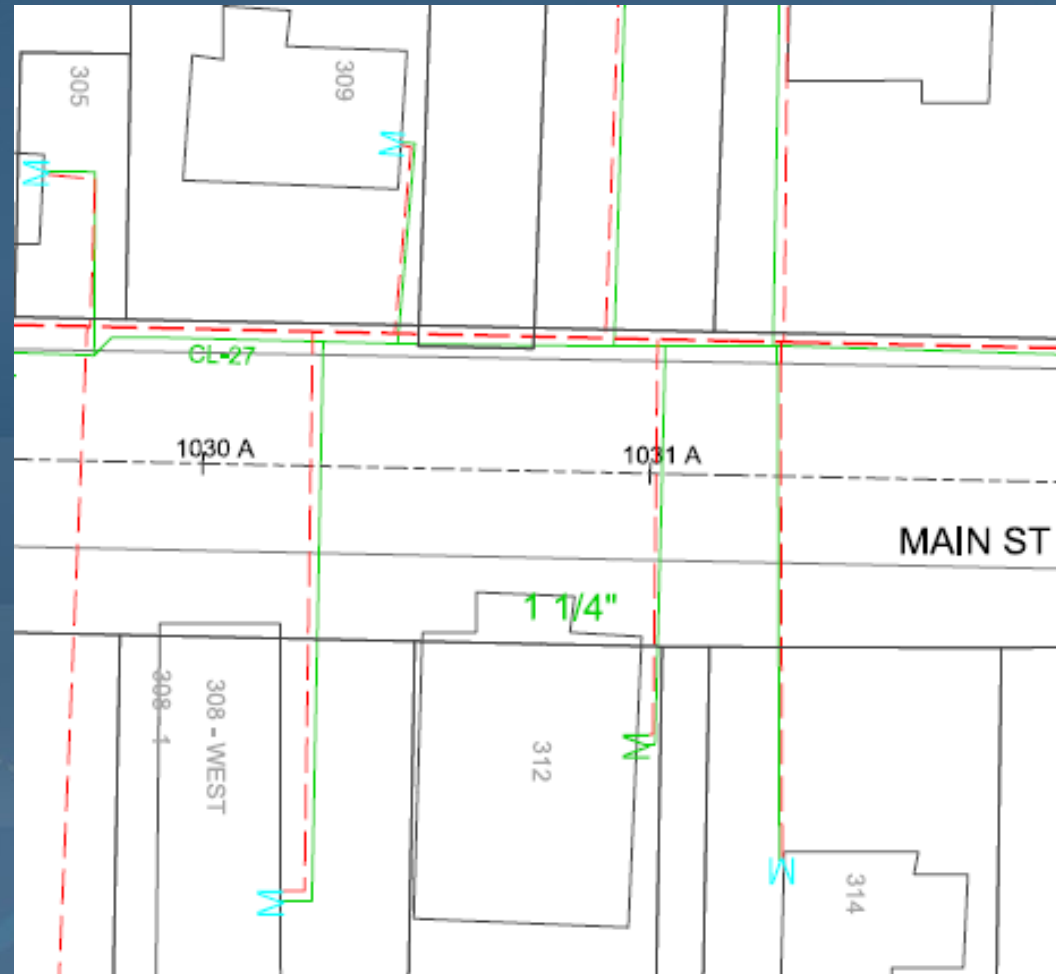
# DT2236 Utility Worksheet

# Wis Stats 84.063

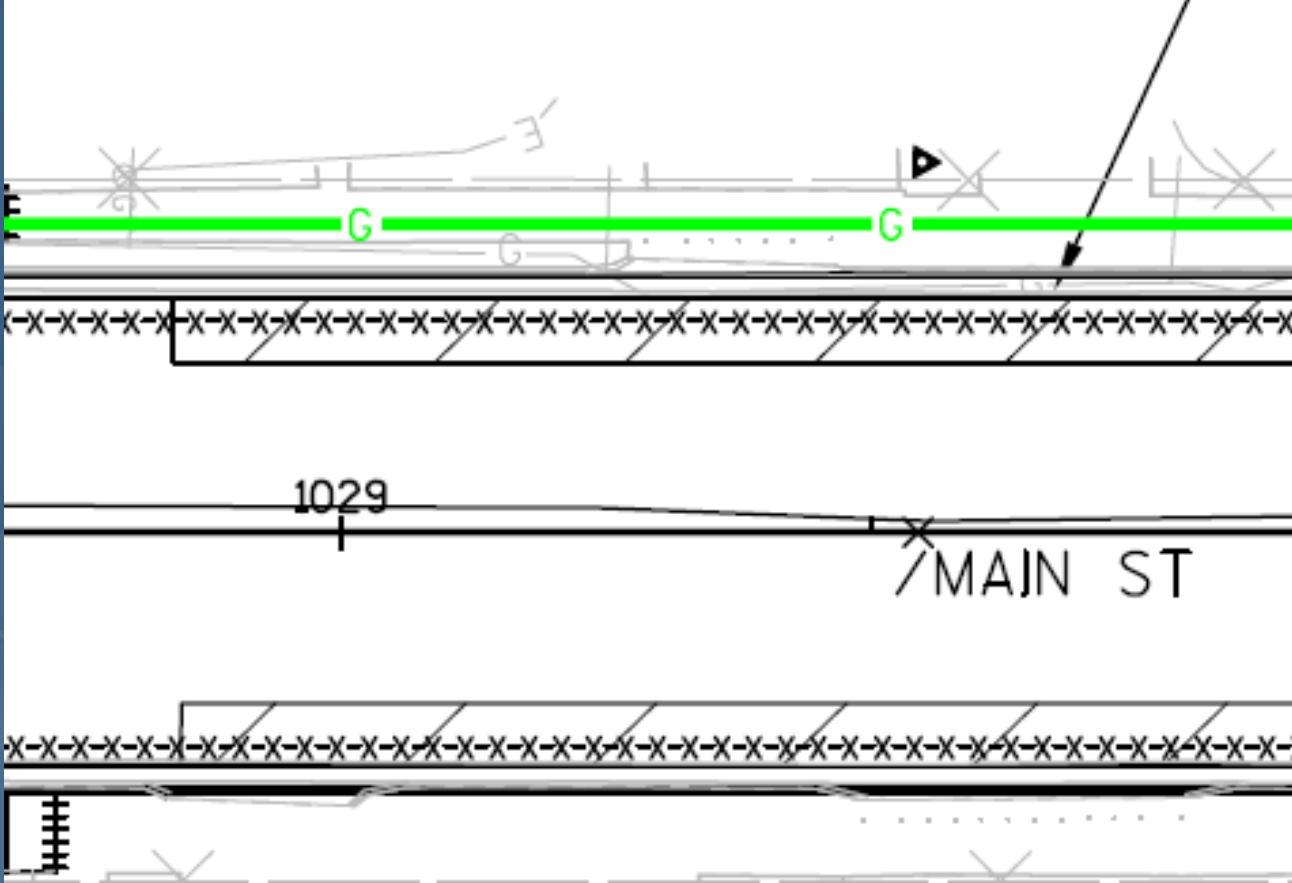
The work plan provided by the owner shall include all of the following:

- A copy of the project plans that verifies the location of all of the owner's existing utility facilities specified on the plans by the department and that identifies the owners' proposed location of relocated or additional utility facilities within the right-of-way of the proposed improvement.

# Utility Design Drawing



# Utility Sketch onto WisDOT Project Plan



# Project Synopsis and Possible Conflicts

## **PROJECT DESCRIPTION**

Include WisDOT Improvement Concept. Can be generally copied from CDR if nothing has changed or been added, but revise to expand WisDOT acronyms, etc.

## **EARLIEST START OF CONSTRUCTION**

Typically let date + 6 weeks, unless not allowed by special provision. This is very important since we often use a May 1 start in our time chart, but if there is an early spring contractors are allowed to start in late March, etc. which can mean relocations must occur the prior fall to avoid frost issues in spring.

## **ANTICIPATED START OF CONSTRUCTION**

From Contract Time for Completion chart.

If the project has an EPSE then include both anticipated start dates.

## **ANTICIPATED END OF CONSTRUCTION OR DURATION**

From Contract Time for Completion chart.

If the project has an EPSE then include either both end dates or just one duration.





# DT2236

## Utility Worksheet

11.

Yes

No

Do you have any facilities that are no longer in use but have been left in place in the project area? If "Yes", approximately where are the facilities located and what type and size of facility is involved?

Does the line have any remaining product?

Does the line have any asbestos wrap or any other hazardous materials associated with it?

Does any part of the line conflict directly with the proposed highway project? If so, what arrangements have been made to remove those portions? This should be mentioned as part of your work plan in question number 1 on this form.

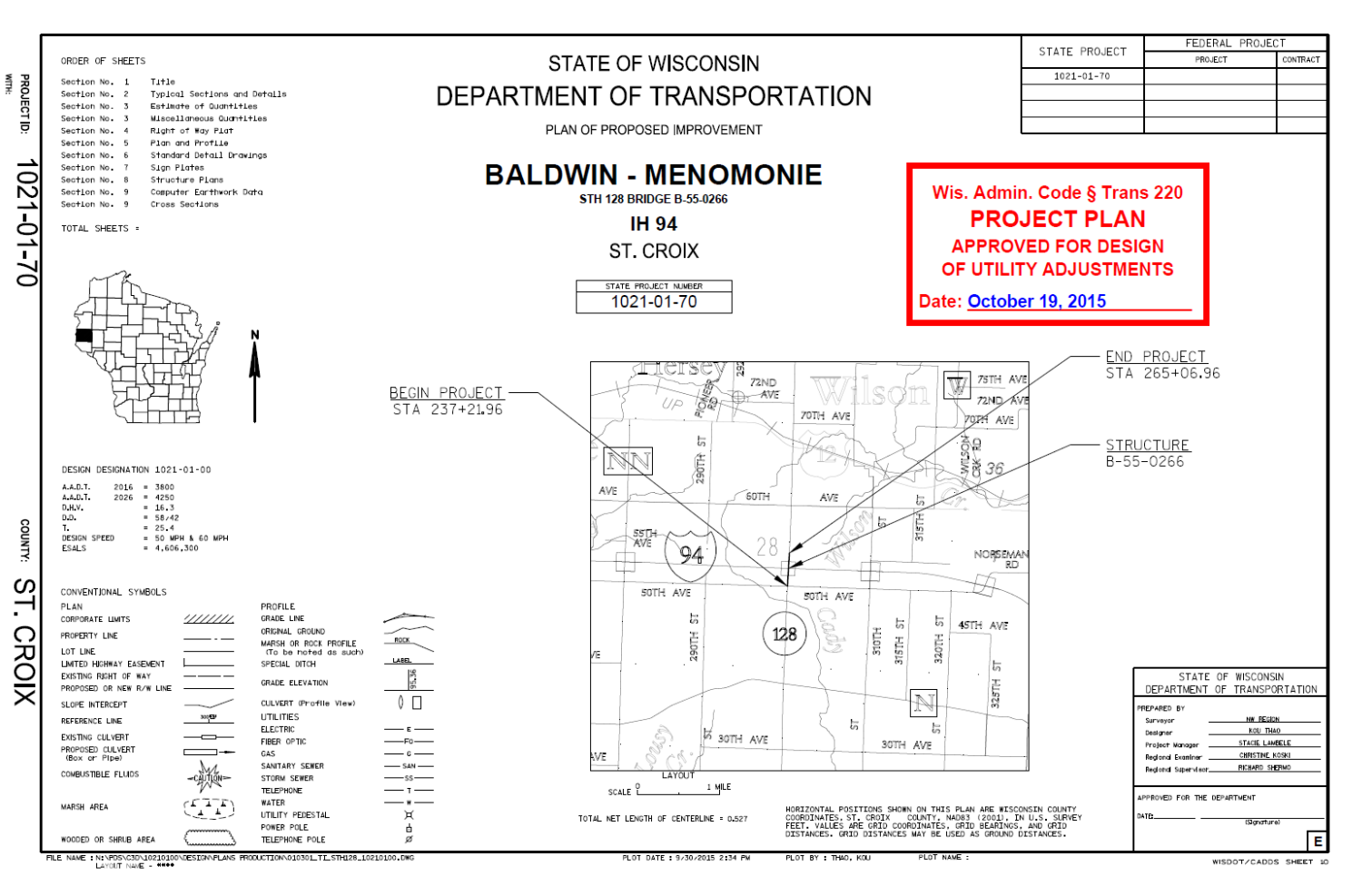
Is there any reason the highway contractor cannot remove portions of the line left in place?

If you answered "Yes" to any of the questions above, please attach additional pages.

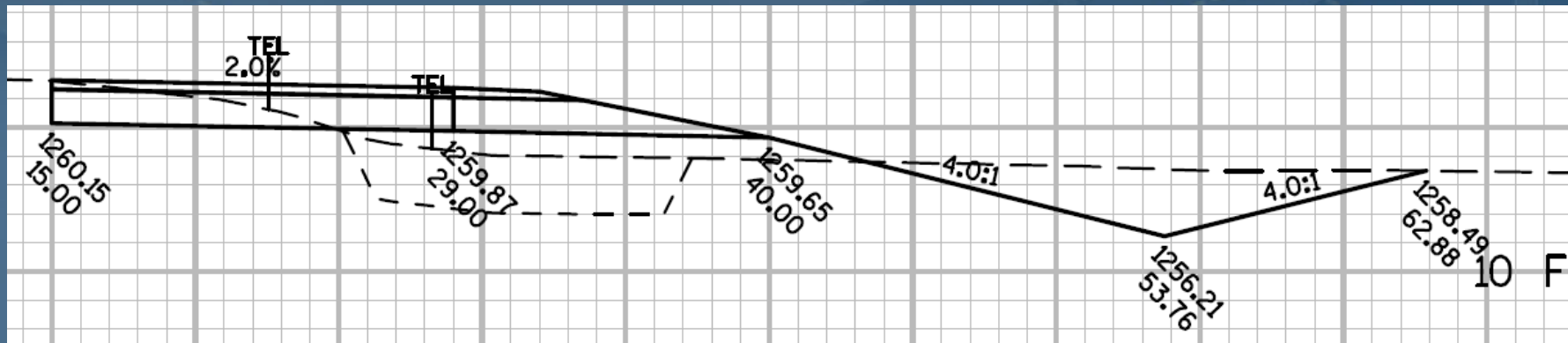
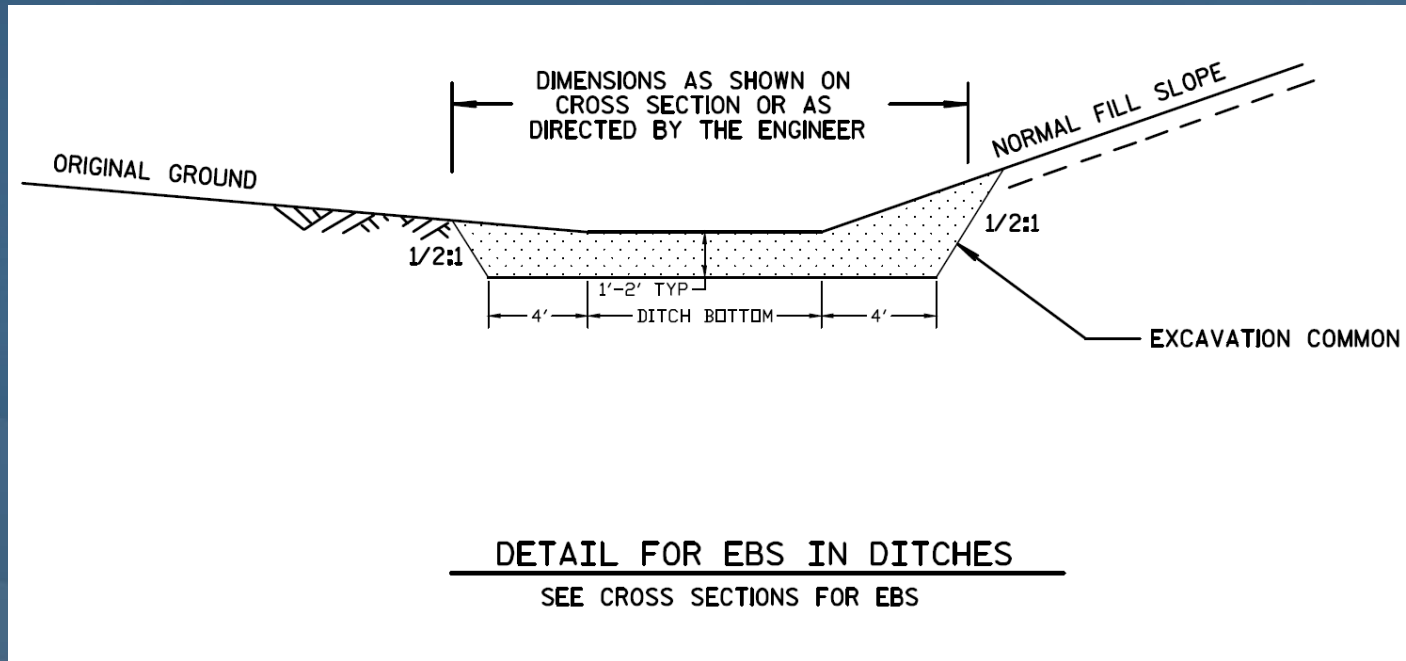
# Questions with Project Plan???

- Contact the designer that mailed the project plan
  - **Suggest design changes!!!**
  - **Suggest schedule changes!!!**

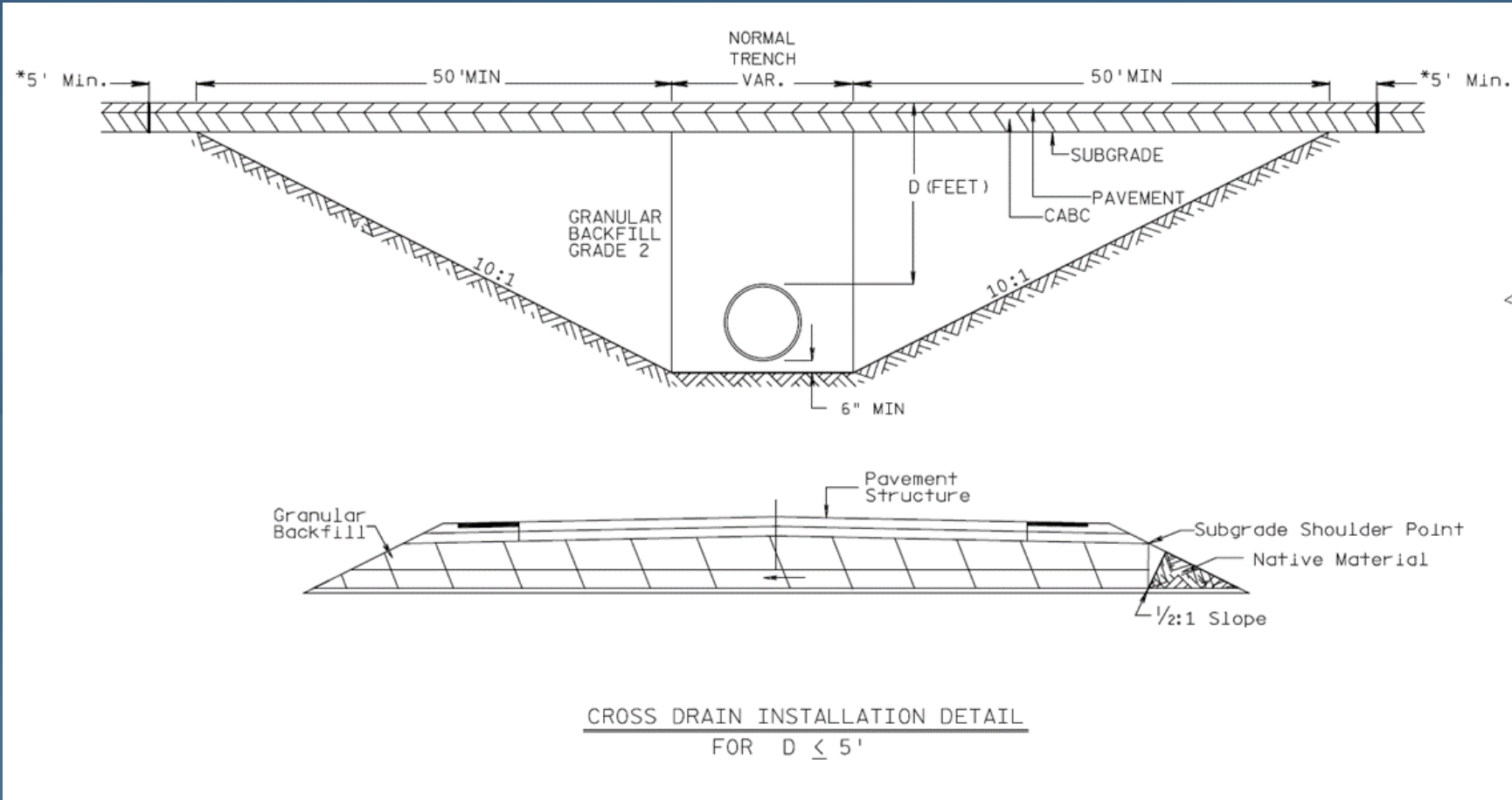
# Reminders When Reviewing WisDOT Plans



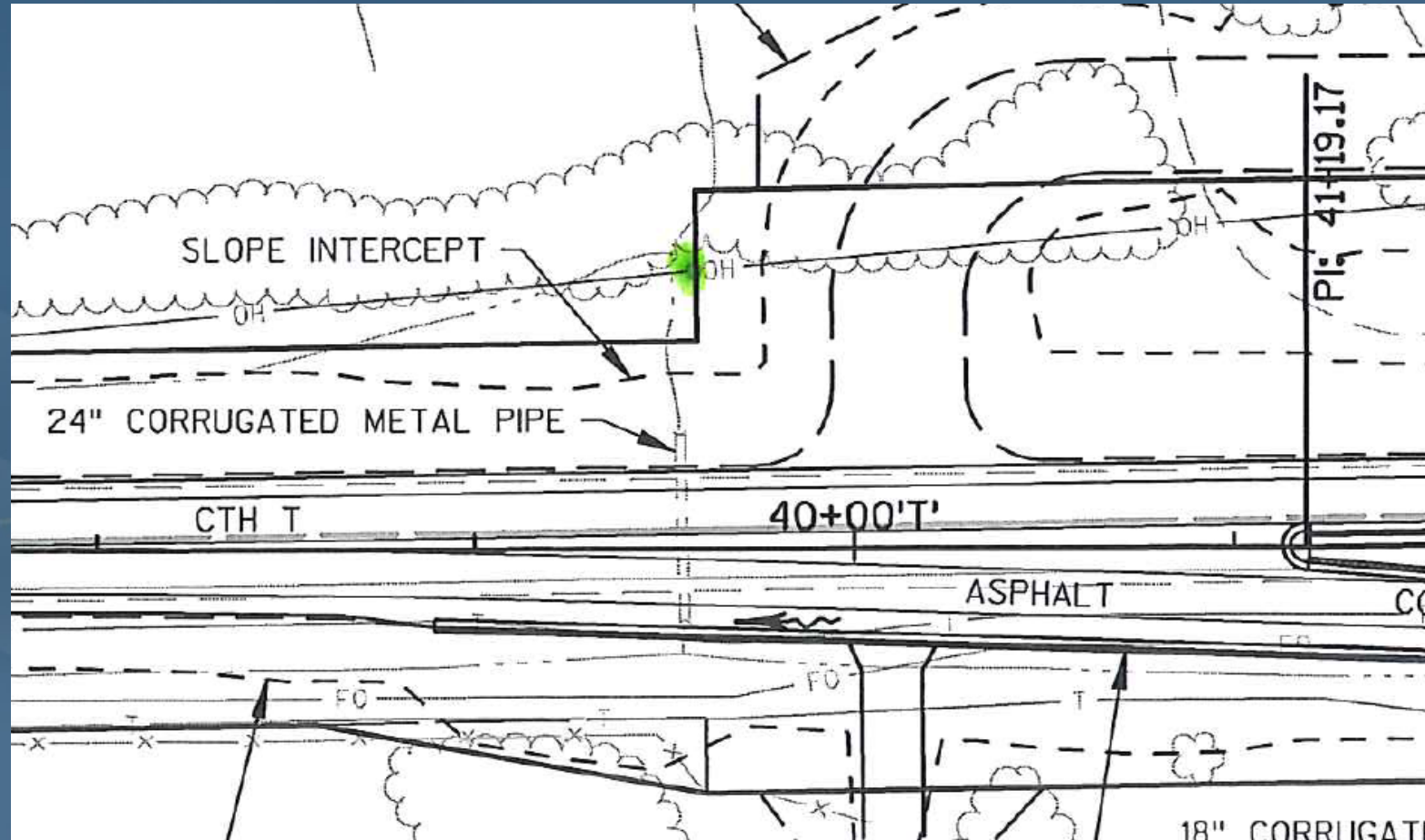
# EBS



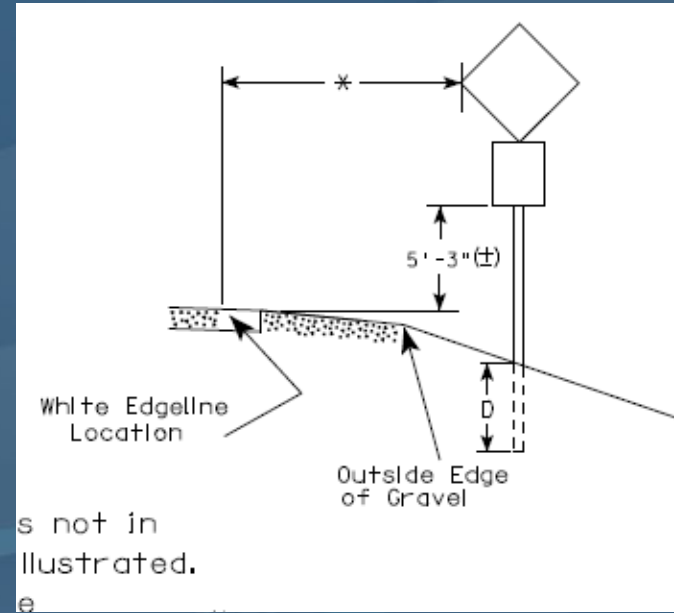
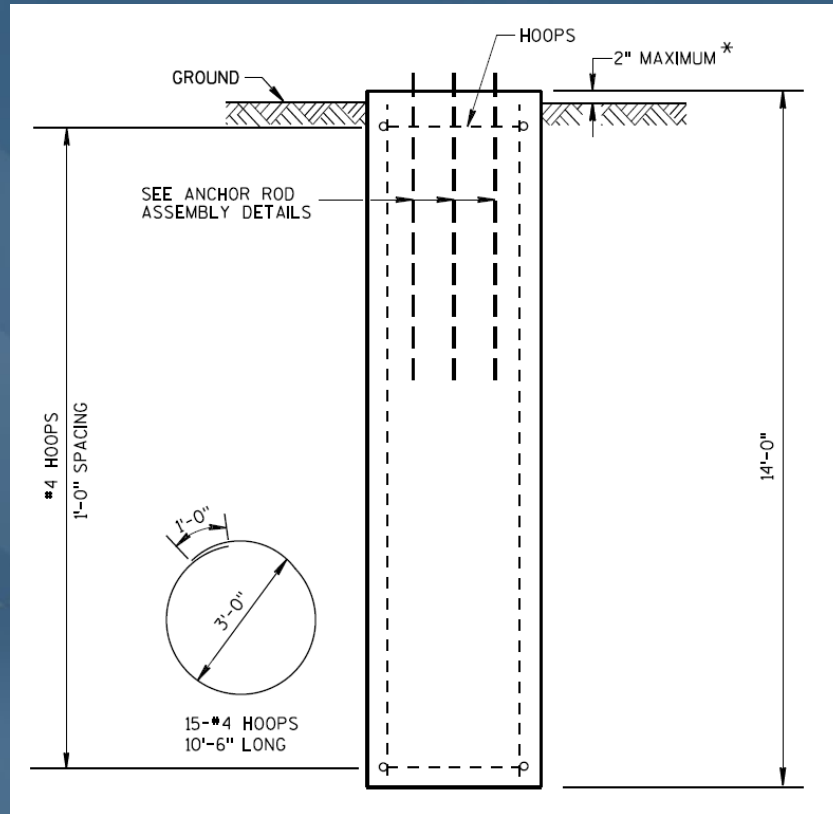
# Culvert Excavation



# Reduced Vertical Clearance



# Sign Bases

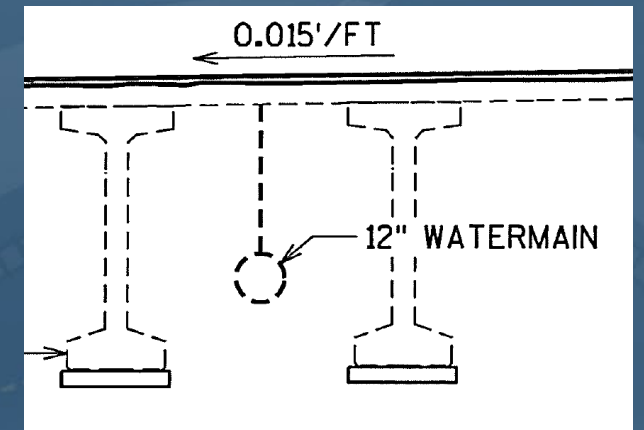
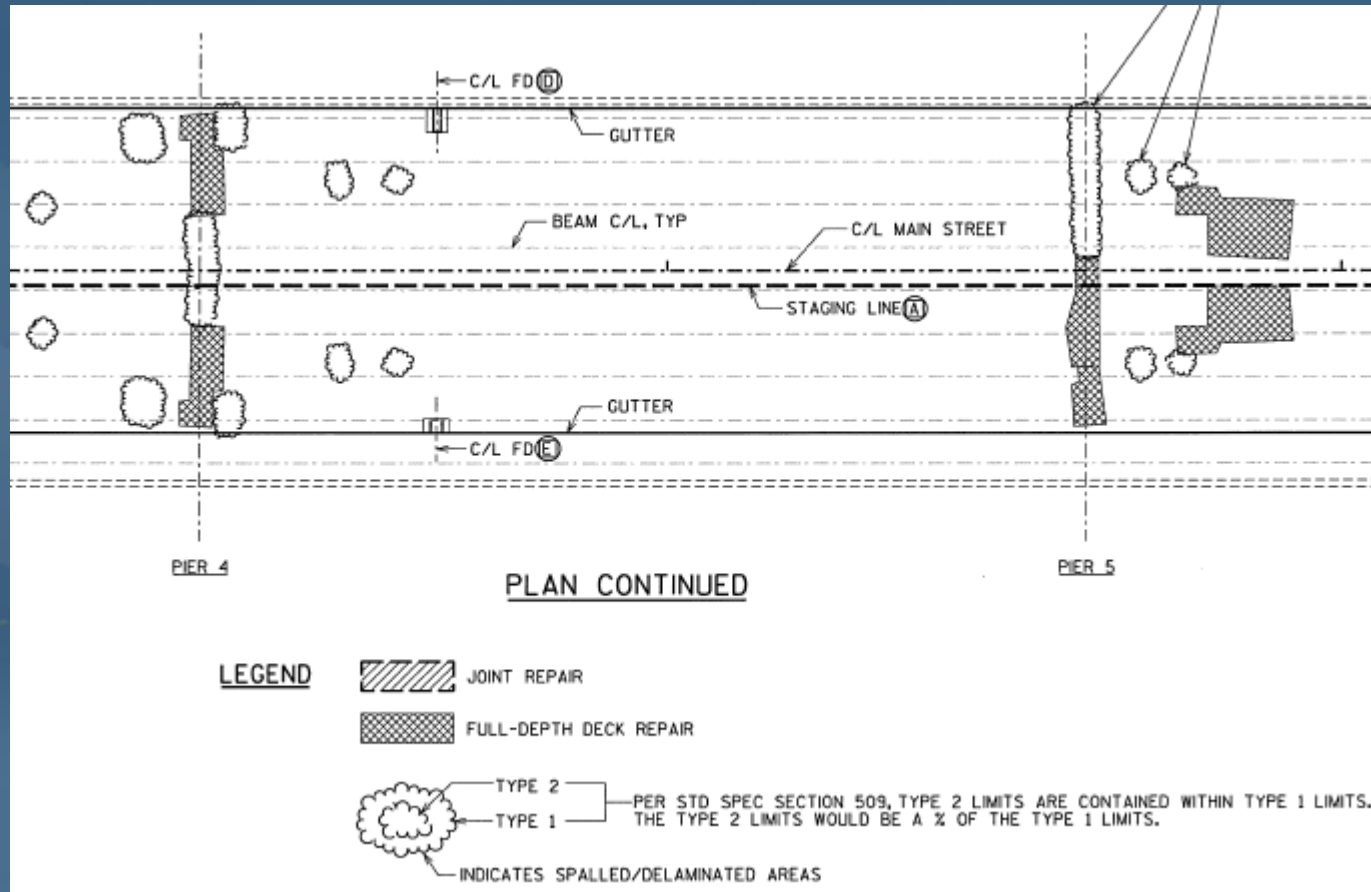


- 8. Folding stop signs mounted at a height directed by the E
- 9. The Double Arrow mounted at a height Chevron sign (W1-8 panel (R6-4B), Clear Mile Markers (D10 Markers (W5-56 & a height of 4'-3" (

POST EMBEDMENT DEPTH

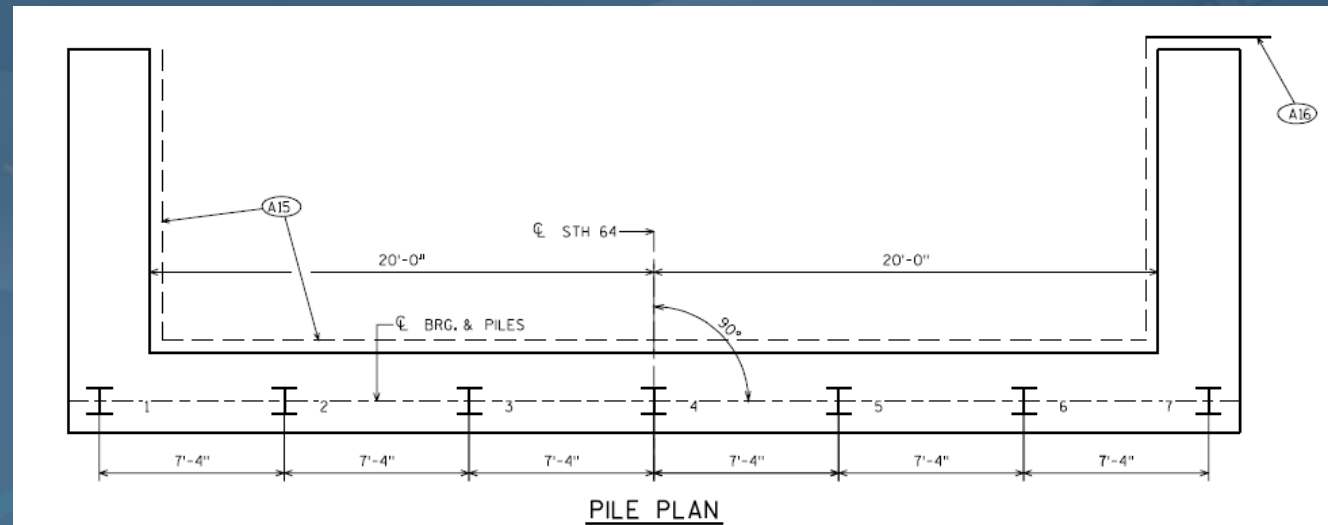
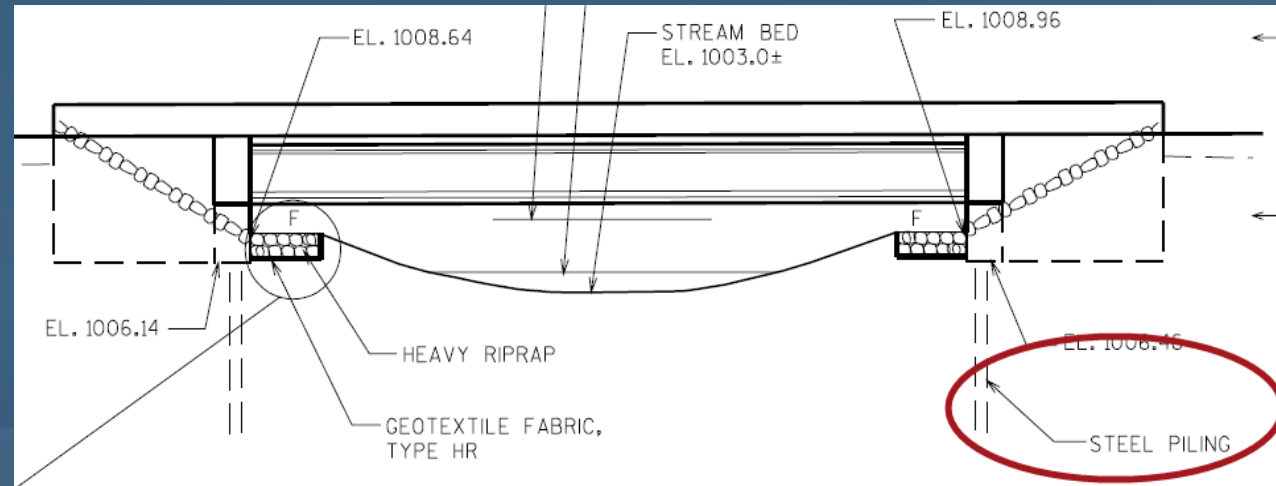
Area of Sign Installation ( Sq. Ft. )	D ( Min )
20 or Less	4'
Greater than 20	5'

# Deck Hangers





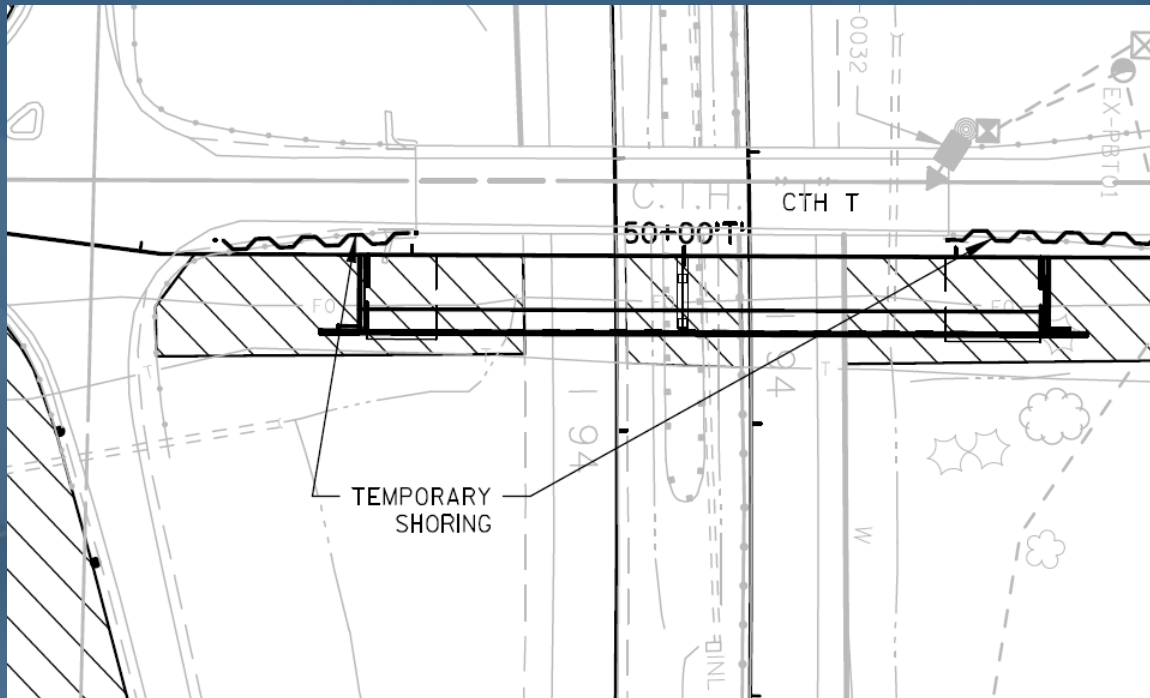
# Abutment, Pier, and Wingwall Piling



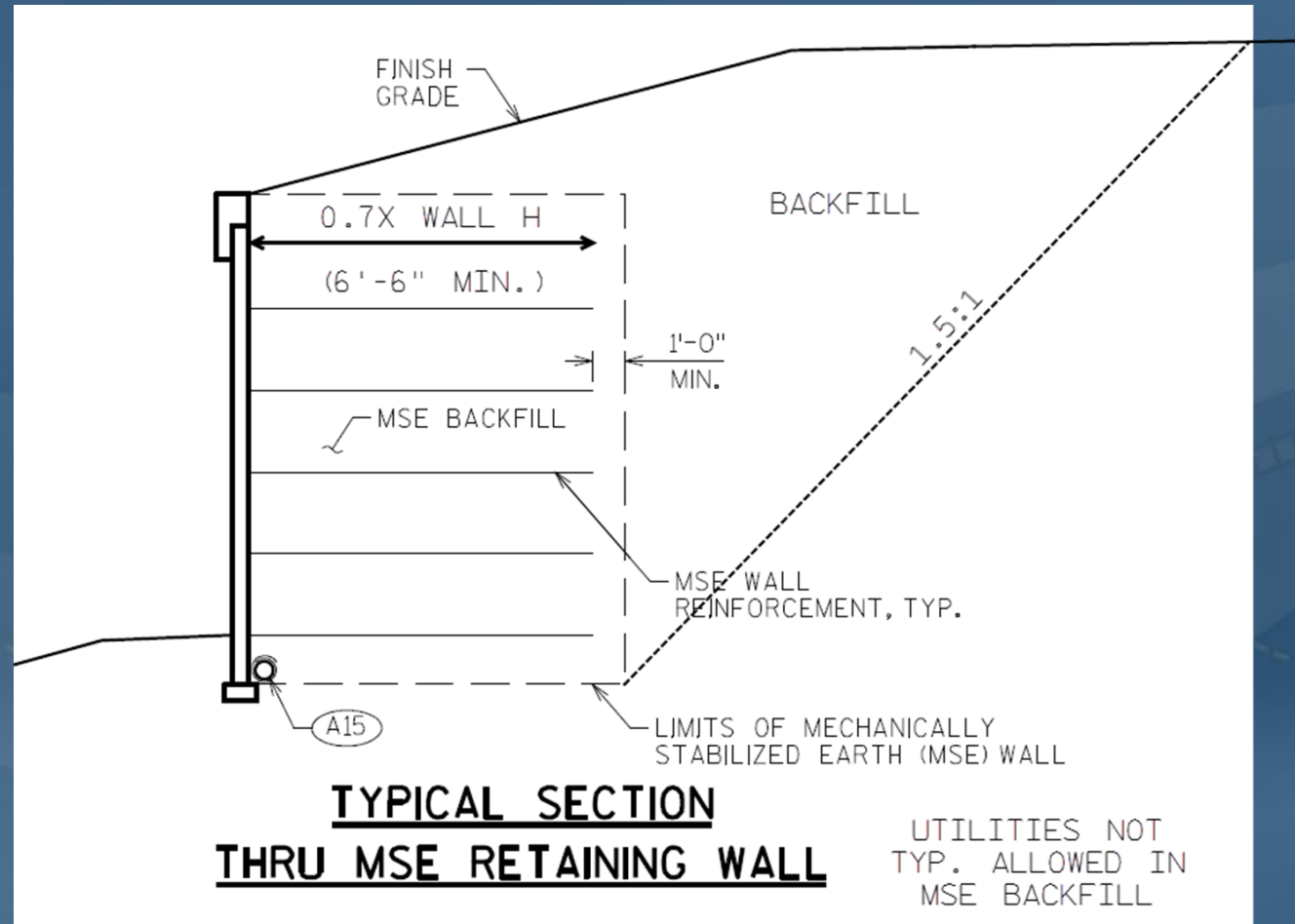
# Clearance for Cranes



# Temporary Shoring



# Retaining Walls



# Other Conflict Areas

- Culvert Bedding
- Catch Basins & Inlets
- Manhole Covers and Valves
- Fence
- Cable Barrier, especially Anchors
- Bridge Approach Guardrail
- Temporary Construction
- Traffic Signals
- Policy Issues, such as Clear Sight Windows, Lateral Clearance

# NW Region Updates/Topics

- Diggers Hotline
  - Utility-owned facilities
  - WisDOT-owned facilities
- Open/Public Records
- Flood Damage Assistance

# Diggers Hotline – New Tickets

The screenshot shows the Diggers Hotline web application interface. The browser address bar displays <https://geocall.diggershotline.com/geocall/client>. The page title is "DH GeoCall". The main content area is titled "Ticket" and contains several sections for data entry:

- Excavator:** Phone: (715) 836-2729; Company Name: Wisconsin Department of Transporta; Address: 718 W CLAIREMONT AVE; City/State/Zip: EAU CLAIRE WI 54701; Fax #: [empty]
- Caller:** Name: Heath Bielefeldt; Cell: (715) 836-2729; Email: heath.bielefeldt@dot.wi.gov
- Field Representative:** Contact: Heath Bielefeldt; Phone: (715) 836-2729; Email: heath.bielefeldt@dot.wi.gov; Best Time: [empty]
- Working For:** [empty]; Duration: [empty];  Explosives;  Premark

The "Work Location" section includes a dropdown menu for "Tiket/Work:" (Standard) and a "Start Date/Time:" field. The "St/County/Place:" dropdown menu is open, showing a list of options: Relo-Appointment, Relo-Appnt-Crew On Site, Relo-Crew On Site, Relo-Emergency, Relo-No-Show, Relo-Planning-Prints, Relo-Project, Relo-Project-Crew On Site, Relo-Standard, Standard, Update-Appointment, and Update-Emergency. The "Relo-No-Show" option is highlighted with a red box. The "Marking Instructions:" and "Remarks:" fields are also visible.

# Open/Public Records

[dotopenrecords@dot.wi.gov](mailto:dotopenrecords@dot.wi.gov)

- Requests do not have to be in writing
- Can remain anonymous
  - Unless the records otherwise protected, such as student or health records
- Do not need to provide purpose for request
  - Request must be reasonably specific to the subject matter
- “Magic words” are not required
  - Not referring to “please” and “thank you”



# Open/Public Records

[dotopenrecords@dot.wi.gov](mailto:dotopenrecords@dot.wi.gov)

- WisDOT must respond to the request as soon as practical and without delay
  - Generally seen as 10 business days; an acknowledgement will be sent by the next business day if sent to address above
- A reason for denial must be specific and sufficient
- Search fees may be charged only if they exceed \$50

# Open/Public Records

[dotopenrecords@dot.wi.gov](mailto:dotopenrecords@dot.wi.gov)

- Public record requests that are received are public records
  - As well as the responses

# Flood Damage Assistance

## See handouts from 2018 Major Disaster

- Make sure to download the latest forms prior to making an application.
- Contact the applicable County Emergency Management Office for details
  - <https://dma.wi.gov/DMA/wem/response/county-directors>

# Questions???



# Conference Evaluation

## CONFERENCE EVALUATION

Wisconsin Department of Transportation

Your input will greatly help us in our continuing effort to improve the Utility Conference. Thank you.  
Return to: Heath Bielefeldt, Northwest Region, Eau Claire, 718 W Clairemont Ave, Eau Claire, WI 54701

Conference Title Northwest Region Utility Conference	Date of Conference March 5, 2019
Presenter Names(s)	Your Name, Company (Optional)

1. Overall, how would you rate this conference? Check one number (10 = High; 1 = Low)

10    9    8    7    6    5    4    3    2    1

2. The presenters covered the agenda items.

Strongly Agree    Agree    Slightly Agree    Slightly Disagree    Disagree    Strongly Disagree

3. The presenters used effective presentation skills.

Strongly Agree    Agree    Slightly Agree    Slightly Disagree    Disagree    Strongly Disagree

4. To improve this conference, what would you... ?:  
Expand

# Remember, Poor Communication can have Devastating Consequences

