

# WisDOT GUIDE TO UTILITY COORDINATION

## CUSTOMIZED UTILITY COORDINATION TASK LIST

[This task list is to be filled out by the region utility coordinator, region project manager and, when a project is being assigned to a consultant firm, the design consultant.]

Project Description – Include Design Project ID, Title, Subtitle, Highway, County 1560-31-00 USH 63 WOODYARD RD - CTHB (EAST)			
Construction ID's 1560-31-71 ? Washburn			
Date 4-16-12	DOT Project Manager PHIL KEPPERS		Telephone number 715 395 3027
Consultant Name EMCS	Contact HEATHER HARRINGTON	Telephone number	Email address

**Note:** All Utility Coordination shall be done in accordance with the “WisDOT Guide to Utility Coordination” unless otherwise noted.

	TASK	PDS	UTIL. UNIT	CONS.	DATE DUE	DATE COMP.
1	Provide Concept Definition Report (CDR) and copies of any subsequent revisions.	X				
2	Provide list of known utilities in the project area (UIN).		X			
3	Verify according to Trans. 220.04(1) the list created in #2. FDM Procedure 18-10-10			X		
4	Participate in project scoping meeting.					
5	Send Form DT1077 project notification with cover letter and exhibits to utilities with a potential for facilities in the project area. Trans. 220.04; FDM Procedure 18-10-10		Done X			
6	Invite utilities to Operation Planning Meeting. FDM Procedure 18-10-10					
7	Maintain Trans. 220 Log, Form DT1079. FDM Procedure 18-1-15		X	X		
8	Obtain system maps from the utilities. If handled by consultant, provide copies to the region utility coordinator on projects with new right-of-way. FDM Procedure Compare the system maps with the highway plan information to confirm that all utility facilities are shown properly. Trans. 220.05(1) FDM Procedure 18-10-10		Done X			
9	Field locate utility facilities in project area. FDM Procedure 18-10-15 ____ Remove manhole covers. Determine flow line elevations and pipe sizes. ____ Expose existing utility facilities and obtain elevations (pothole) at the following locations: _____ NOTE: This will have to be coordinated with the facility owners.	X				
10	Provide 30% plan to region utility coordinator for review prior to 30% Plan Review Meeting.			X		
11	Show existing utility facilities on plat, plans and cross-sections [i.e., plot the horizontal locations of all buried and above ground utility facilities on mainline and side road cross sections for the region utility coordinator and the utilities].			X		
12	Invite utilities to all Public Information Meetings.			X		

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	<b>TASK</b>	<b>PDS</b>	<b>UTIL. UNIT</b>	<b>CONS.</b>	<b>DATE DUE</b>	<b>DATE COMP.</b>
13	<b>Monthly:</b> Send copies of all correspondence with utilities, and utility-related documents/logs to the region utility coordinator.			X		
14	Provide a full size draft plat to the region utility coordinator for review after all existing information, including compensable and non-compensable utility facilities and easements, has been added.			X		
15	Provide a full size final plat to the region utility coordinator for review, including compensable and non-compensable utilities, prior to plat approval.			X		
16	Provide a copy of the DSR to region utility coordinator			X		
17	Provide 60% plan and profile and cross-sections to region utility coordinator for review prior to 60% Plan Review Meeting.			X		
18	Identify potential utility conflicts. If done by consultant, provide copy to region utility coordinator. <i>FDM Procedure 18-10-20</i>			X		
19	Hold utility coordination meeting before DT1078 packages are mailed to utility companies.					
20	<b>NO PLAT:</b> Send Form DT1078, Project Plan Transmittal with plans and related exhibits. Include cover letter, conflict list, and Form DT2236, Utility Worksheet. <i>Trans. 220.05; FDM Procedure 18-10-30</i>					
21	<b>PLAT:</b> Send Form DT1078, Project Plan Transmittal with plat, plans and related exhibits. Include cover letter, conflict list, and Form DT2236, Utility Worksheet, utility agreement forms, and release of rights. <i>FDM Procedure 18-10-30 and 18-15-15</i>			X		
22	Provide to the region utility coordinator ____ sets of ____ size <u>plans</u> , ____ size <u>plats</u> , and ____ size <u>cross-sections</u> which are all complete enough for use by utility companies in evaluating potential conflicts and developing a relocation design. Depending on utility preference, these can be in paper or electronic format (.dgn files). <i>See related memos: Figure 1-7 and Figure 10-9.</i>			X		
23	Draft & record releases of rights (Conveyance/Quit Claim/Temporary Construction Easement).		I will Review	X		
24	Provide revised plan sheets with changes from previous plans indicated, as required. <i>Trans. 220.05(12); FDM Procedure 18-10-45</i>			X		
25	Provide information of hazardous material sites to utilities and region utility coordinator. With this information clearly state what hazardous material has been found, where it has been located, other potential sites, who will be responsible for the removal, handling of the removal, storage of material that has been removed, & the cost associated with any and all dealing of the hazardous material on this WisDOT highway project.			X		
26	Provide information of environmental conditions, as it is associated with this project, to utilities and region utility coordinator. This includes wetlands, bedrock, historical and archaeological sites, endangered species, underground storage tanks, etc.			X		

October 15, 2007

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**Figure 18-3**



**WisDOT GUIDE TO UTILITY COORDINATION**

	TASK	PDS	UTIL. UNIT	CONS.	DATE DUE	DATE COMP.
27	Provide <b>monthly</b> updates to the region utility coordinator regarding progress on any land acquisition necessary, as it is associated with this project. Include with updates the status of any information on site clearance of parcels or razing contracts.			X		
28	Hold a utility coordination meeting after the 1078 packages have been mailed to involved utility companies, but before work plans are due back. <i>Trans. 220.05(04); FDM Procedure 18-10-35 and 18-20-5</i>					
29	Review utility work plans as they are received. Recommend corrective action if necessary. <i>FDM Procedure 18-10-35</i>			X		
30	Review utility estimates for reimbursement as they are received. Negotiate compensable utility agreements. (Return receipt mail may be used if necessary) <i>FDM Procedure 18-15-20 and 18-20-1</i>		X			
31	Send notice to utilities of having received their work plan, cost estimate, release of rights, waiver letter, etc. An email notice is acceptable. (CC: the Region Utility Unit.)		X	X Both		
32	Identify and resolve (or recommend resolution for) any conflicts among the various utility work plans. <i>Trans. 220.05(4)</i>			X		
33	Send utility cost estimates and agreements to Central Office for approval.		X			
34	Approve utility work plans. (CC: the Region Utility Unit.) <i>FDM Procedure 18-10-35; Trans. 220.05(7)</i>		X	X Both		
35	Send Work Plan Approval and Start Work Notices to utility companies. <i>Trans. 220.05(7)</i>			X		
36	Provide 90% plan and profile and cross-sections to region utility coordinator for review prior to 90% Plan Review Meeting.			X		
37	Review DT1553, utility permits, for compatibility with highway project design. Recommend corrective action if necessary.		X	X	11	
38	Approve DT1553 utility permits.		X			
39	Conduct field meetings with all utilities.			X		
40	Write the utility section of the highway contract special provisions, based upon work plans provided by the utility owners and/or the region utility coordinator. Use when appropriate: "These plans show utility facilities existing at the time of the original survey in _____ of _____. Facilities installed after this are addressed in the specials."			X		
41	Review the utility section of the highway contract special provisions.		X			
42	Update utility contacts for General Notes sheet on final plan based upon contact information provided by utilities from work plans.			X		
43	Prepare Form DT1080, Utility Status Report (USR), as part of the PS&E submittal package. <i>FDM Procedure 18-10-40</i>			X		

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	TASK	PDS	UTIL. UNIT	CONS.	DATE DUE	DATE COMP.
44	Provide right-of-way staking for utilities as needed. Right-of-way staking is needed only in the areas where utility facilities will be placed, not the entire project. Estimate this will be needed _____ times.			X		
45	Send a final, reduced size plan set and copy of the utility portion of the highway contract special provisions to each utility with facilities in the project area just prior to or soon after the final PS&E submittal to the region. <i>FDM Procedure 18-10-45</i>			X		
46	Hold a utility coordination meeting after all work plans have been approved but before utility relocations begin. <i>Chapter Trans. 220.05(04); FDM Procedure 18-10-35 and 18-10-45</i>			X		
47	Follow-up on status of utility relocations between PS&E submittal and the preconstruction meeting.			X		
48	Conduct Pre-Bid Utility Meeting for potential bidders to discuss utility relocations and utility coordination during construction.			X		
49	Attend the Pre-construction meeting and answer any questions regarding the utility coordination efforts.			X		
50	Process utility agreement change orders.		X			
51	Process utility second moves.		X			
52	Process utility billings.		X			