

STH Utility Coordination Task List

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

- The region will provide list of known utilities in the project area. The consultant is responsible for verifying this list with a call to Diggers’ Hotline and inquiries to local units of government.
- Send Form [DT1077](#) with cover letter and exhibits to all utility companies with a potential for facilities in the project area. Send a copy to the Region Utility Coordinator. Chapter Trans 220.04, [FDM 18-10-10](#)
- Field locate utility facilities in project area. [FDM 18-10-15](#)
 - Remove manhole covers and 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 utility.
- Obtain system maps from the utilities. Compare the system maps with the highway plan information to assure that all utility facilities are shown properly. {Chapter Trans 220.05(1)}
- Show existing utility facilities on plat, plans, and cross sections. [FDM 18-10-25](#)
- Identify potential utility conflicts and report them to the utility and to the Region Utility Coordinator.
- Invite utilities to Operational Planning Meeting. [FDM 18-10-10](#)
- Invite utilities to all Public Information Meetings.
- Hold _____ utility coordination meetings on the project. These meetings will be held at the _____% and _____% stage of the project. Chapter TRANS 220.05(4), [FDM 18-10-35](#)
- Provide a ___ size copy of the draft plat to the Region Utility Coordinator for approval after all existing information, including utilities, has been added.
- Provide a ___ size copy of the final plat to the Region Utility Coordinator for review prior to plat approval.
- Draft utility conveyance documents. (Conveyance of Rights in Land, Quit Claim Deed, or Temporary Highway Easement forms)
- Region/consultant/local unit of government (select one) will record signed conveyance documents.
- Send form [DT1078](#) with cover letter, plans and related exhibits. Send copies of the plan, forms and letters to Region Utility Coordinator. Chapter TRANS 220.05, [FDM 18-10-30](#) and [FDM 18-10-45](#)

- Region/local unit of government will send notice of reimbursable work.
- Review utility work plans; send them to the region with recommendations for corrective actions if required.
- Send Work Plan Approval and/or Start Work Notices to utility companies.
- Send copies of all correspondence with utilities to the Region Utility Coordinator.
- The region will approve utility work plans after receiving them from the consultant.
- Write “utility” section of the special provisions and revise as needed based upon information provided by the utilities and/or Region Utility Coordinator.
- Prepare the Utility Status Report (Form [DT1080](#)) as part of the PS&E submittal package. [FDM 18-10-40](#)
- Provide R/W staking for utilities as needed. R/W staking need be done only in the areas requested by the utility, not the entire project. Assume this will be done ___ times.
- The region will negotiate reimbursable work utility contracts.
- Provide ___ size plans and plats; ___ size cross sections, in paper or electronic format (.dgn files) to all utilities. Assume ___ utilities will need copies.
- Provide revised plan sheets with changes from previous plans indicated, as required. Chapter TRANS 220.05(12), [FDM 18-10-45](#)
- Maintain TRANS 220 Log (Form [DT1079](#)), and provide copies to the Region Utility Coordinator as part of the PS&E submittal to the region. [FDM 18-1-15](#)
- Review utility permits for compatibility with highway project design and recommend corrective action if necessary.
- The region will approve utility permits.
- Send a final (reduced size) plan set and copy of the “Utility” portion of the 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.
- Follow-up on status of utility relocations between PS&E submittal and the pre-construction meeting.
- Conduct Pre-Bid Utility Meeting for potential bidders to discuss utility relocations and utility coordination during construction.
- Attend pre-construction meeting to discuss current status of relocations

STH Utility Coordination Task List

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

Design Project ID _____ Project Title & Subtitle _____ County _____
 Highway _____ Date _____

Note: All Utility Coordination shall be done in accordance with the Facilities Development Manual and 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.					
2	Provide Utility Coordination Task List as it pertains to the specific project.					
3	Provide list of known utilities in the project area.					
4	Verify according to Trans 220.04(1) the list created in #3. FDM 18-10-10					
5	Participate in project scoping meeting.					
6	Send Form DT1077 Project Notification with cover letter and exhibits to utilities with a potential for facilities in the project area. <i>TRANS 220.04</i> ; FDM 18-10-10					
7	Invite utilities to Operation Planning Meeting. FDM 18-10-10					
8	Maintain TRANS 220 Log, Form DT1079 . FDM 18-1-15					
9	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 18-10-10 Compare the system maps with the highway plan information to confirm that all utility facilities are shown properly. <i>TRANS 220.05(1)</i>					
10	Field locate utility facilities in project area. FDM 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.					
11	Provide 30% plan to region utility coordinator for review prior to 30% Plan Review Meeting.					
12	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].					
13	Invite utilities to all Public Information Meetings.					
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.					
15	Provide a full size final plat to the region utility coordinator for review, including compensable and non-compensable utilities, prior to plat approval.					
16	Provide a copy of the DSR to region utility coordinator					
17	Provide 60% plan and profile and cross-sections to region utility coordinator for review prior to 60% Plan Review Meeting.					
18	Monthly: Send copies of all correspondence with utilities, and utility-related documents/logs to the region utility coordinator.					

	TASK	PDS	UTIL. UNIT	CONS.	DATE DUE	DATE COMP.
19	Identify potential utility conflicts. If done by consultant, provide copy to region utility coordinator. FDM 18-10-20					
20	Hold utility coordination meeting before DT1078 packages are mailed to utility companies.					
21	NO PLAT: Send Form DT1078 Project Plan Transmittal with plans and related exhibits. Include cover letter, conflict list, and utility work sheet. <i>TRANS 220.05</i> ; FDM 18-10-30					
22	PLAT: Send Form DT1078 Project Plan Transmittal with plat, plans and related exhibits. Include cover letter, conflict list, and utility work sheet, notice of reimbursable work, and release of rights. FDM 18-10-30 and FDM 18-15-15					
23	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).					
24	Draft & record releases of rights (conveyance/ Quit Claim/ temporary release of easement).					
25	Provide revised plan sheets with changes from previous plans indicated, as required. <i>TRANS 220.05(12)</i> ; FDM 18-10-45					
26	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.					
27	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.					
28	Provide monthly 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.					
29	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)</i> ; FDM 18-10-35 and FDM 18-20-5					
30	Review Utility work plans as they are received. Recommend corrective action if necessary. FDM 18-10-35					
31	Review Utility estimates for reimbursement as they are received. Negotiate reimbursable work utility agreements. (Return receipt mail may be used if necessary) FDM 18-15-20 and FDM 18-20-1					
32	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.)					
33	Identify and resolve (or recommend resolution for) any conflicts among the various utility work plans. <i>TRANS 220.05(4)</i>					
	TASK	PDS	UTIL. UNIT	CONS.	DATE DUE	DATE COMP.
34	Send utility cost estimates and agreements to Central Office					

	for approval.					
35	Approve utility work plans. (CC: the Region Utility Unit.) FDM 18-10-35 ; TRANS 220.05(7)					
36	Send Work Plan Approval and Start Work Notices to utility companies. TRANS 220.05(7)					
37	Provide 90% plan and profile and cross-sections to region utility coordinator for review prior to 90% Plan Review Meeting.					
38	Review DT1553 utility permits for compatibility with highway project design. Recommend corrective action if necessary.					
39	Approve DT1553 utility permits.					
40	Conduct field meetings with all utilities.					
41	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."					
42	Review the utility section of the highway contract special provisions.					
43	Update utility contacts for General Notes sheet on final plan based upon contact information provided by utilities from work plans.					
44	Prepare Form DT1080 Utility Status Report (USR) as part of the PS&E submittal package. FDM 18-10-40					
45	Provide R/W staking for utilities as needed. R/W staking is needed only in the areas where utility facilities will be placed, not the entire project. Estimate this will be needed _____ times.					
46	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. FDM 18-10-45					
47	Hold a utility coordination meeting after all work plans have been approved but before utility relocations begin. <i>Chapter TRANS 220.05(04)</i> ; FDM 18-10-35 and FDM 18-10-45					
48	Follow-up on status of utility relocations between PS&E submittal and the preconstruction meeting.					
49	Conduct Pre-Bid Utility Meeting for potential bidders to discuss utility relocations and utility coordination during construction.					
50	Attend the Pre-construction meeting and answer any questions regarding the utility coordination efforts.					
51	Process utility agreement Contract Change Orders.					
52	Process utility Second Moves.					
53	Process utility billings.					

Local Project Utility Coordination Task List

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

- Identify utility companies with facilities within the project area.
- Send project notification letter and exhibits to all utility companies with a potential for facilities in the project area. Ask them to verify that they have facilities in the area and also request utility system maps for the project area. Compare the system maps with the highway plan information to assure that all utility facilities are shown properly.
- Field locate utility facilities in project area. *DO NOT DEPEND ON SYSTEM MAPS FOR LOCATIONS!!!* Facilities must be field located.
 - Remove manhole covers and 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 utility.
 - Show existing utility facilities on plat, plans, and cross sections. (Horizontal location only, unless elevations have been obtained by a survey crew.)
- Identify potential utility conflicts and report them to the utility. The utility is ultimately responsible for determining conflicts but the highway designer is more familiar with the project and is best suited for determining the initial list of potential conflicts.
- Invite utilities to Operational Planning Meeting.
- Invite utilities to all Public Information Meetings.
- Hold ___ utility coordination meetings on the project. These meetings will be held at the ___% and ___% stage of the project.
- Draft utility conveyance documents. (Conveyance of Rights in Land, Quit Claim Deed, or Temporary Highway Easement forms)
- Consultant or local unit of government (select one) will obtain and record signed conveyance documents.
- Send a copy of the plans that are sufficiently complete to allow for the design of utility facilities along with a cover letter explaining the project and notifying the utility of any sensitive areas in the project area.
- Consultant or local unit of government (select one) will send notice of reimbursable work to the utilities.
- Review utility work plans, approve work plans or return with recommendations for corrective actions if required.
- Send Work Plan Approval and/or Start Work Notices to utility companies.

- Write "utility" section of the special provisions and revise as needed based upon information provided by the utilities.
- Prepare the Utility Status Report (Form DT1080) as part of the PS&E submittal package. (DOT let projects)
- Provide R/W staking for utilities as needed. R/W staking need only be done in the areas requested by the utility, not the entire project. Assume this will be done ___ times.
- Consultant or local unit of government (select one) will negotiate reimbursable work utility contracts.
- Provide ___ size plans and plats, ___ size cross sections, in paper or electronic format (.dgn files) to all utilities. Assume ___ utilities will need copies.
- Provide utilities with revised plan sheets with any changes from previous plans indicated, as required.
- Review utility permits for compatibility with highway project design and recommend corrective action if necessary.
- Send a final (reduced size) plan set and copy of the "Utility" portion of the Special Provisions to each utility with facilities in the project area just prior to, or soon after, the final PS&E submittal.
- Follow-up on status of utility relocations between PS&E submittal and the Pre-construction meeting.
- Conduct Pre-Bid Utility Meeting for potential bidders to discuss utility relocations and utility coordination during construction.
- Attend pre-construction meeting to discuss current status of utility relocations.