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1.1 PURPOSE OF THIS JOB AID

The purpose is to document what is reviewed during the let review process by the Bureau of Technical Services (BTS) Utility Unit. It also standardizes the let review process, so individuals submitting utility related documents for PS&E are receiving the same review comments from the BTS Utility Unit. It's also a historical document to track how unique situations were handled in the past. It is advised that any WisDOT or local program agency individual preparing the Utilities article of the special provisions, the DT1080 – Utilities Status Report (USR) and the General Notes page of the plan refer to this job aid during that process. Not all situations are included, and questions can be submitted to dotdtsdcutilitycoordination@dot.wi.gov.

Refer to the [WisDOT Guide to Utility Coordination](#) (WGUC) and [Chapter 18 of the Facilities Development manual](#) (FDM) for guidance on WisDOT's policies and procedures related to utility coordination. This job aid only expands upon those policies and procedures.

1.2 UPDATES TO THIS JOB AID

This job aid will be revised periodically with updated and new information. To ensure you are using the current version of this job aid it's recommended to always access this document from the [WisDOT Utility Coordination Tools](#) webpage.

1.3 BTS UTILITY UNIT REVIEW EMAIL

This is the email that is sent to the regions that contains the BTS Utility Unit let review comments and the due date to address the comments. Follow the instructions in the email to review said comments and how to address said comments.

1.4 REVIEW COMMENT CATEGORIES

The BTS Utility Unit uses a category system when providing comments. The plans, Utilities article of the special provisions, and the DT1080-Utility Status Report (USR) will be marked up with the BTS Utility Unit comments. The color of the comment is correlated to the importance of the comment. This job aid utilizes the same category system. For example, if you see "*Red category (1)*" next to a statement in this job aid it means that if the guidance isn't followed it will be marked as a red category (1) in the comments provided in the BTS Utility Unit review email. A description of the categories is as follows:

Red category (1)

Issue must be revised or modified due to federal/state statutes, administrative rules, regulations, policies, or procedures.

Yellow category (2)

BTS Utility Unit recommends the issue be revised or modified due to current policies or procedures. The region will notify the BTS Utility Unit which, if any, of the recommended revisions or modifications will be completed. The BTS Utility Unit will only require the revisions or modifications that the region has committed to completing to clear the project in pseTrak.

For any recommended revisions or modifications that will not be completed by the region, it will be construed that the region has made this decision, accepts responsibility for problems that may arise, and based this decision upon an analysis of the risk and/or liability associated with the issues that will not be revised or modified. Please note, the BTS Utility Unit will try to identify why the revisions or modifications are recommended to assist the region in the determination of risk and/or liability.

Green Category (3)

Issues identified are best practices. These issues do not need to be revised or modified to clear the project for Letting or addressed in an email to the BTS Utility Unit. However, these best practices should be incorporated in future letting submittals to make the review and use of these utility documents easier.

Blue category (4)

Issues identified are potentially a concern from a BTS Utility Unit perspective. If the concerns are validated, you will receive



an email from the Bureau of Project Development (BPD). If the concern is not validated by BPD, you will receive an e-mail from the BTS Utility Unit clearing this issue.

1.5 LOCAL PROGRAM

1.5.1 BTS Utility Unit level of involvement

The level of review from the BTS Utility Unit is the same as the state system. Review the general notes page, Utilities article, and the USR.

1.5.2 Region level of involvement

Utility coordinators should only be answering general utility questions about the local program. Any further involvement needs supervisor approval. See [Local Program Agency Tools](#) for more information about the local program.



2.1 UTILITY CONTACTS TO LIST IN THE GENERAL NOTES PAGE

Only list public utility facilities in the Utility Contacts list on the General Notes page. Do not list private utilities in the Utility Contacts. Put private utilities in a separate list *Yellow Category (2)*.

There are facilities that look like public utility facilities but are not considered public utility facilities. Some examples of these types of facilities are as follows:

Street lighting

Storm sewer

Do not list the contacts for these items in the Utility Contacts list *Yellow Category (2)*.

Other items that can appear like public utilities but are not considered public utilities are as follows:

Traffic signals

ITS

ATR's

RWIS

Do not list the contacts for these items in the Utility Contacts list *Yellow Category (2)*.



3.1 GENERAL

The Utilities article in the special provisions provides information regarding the utility facilities in the project area. The Utilities article of the special provisions is intended to provide the contractor with information that will be helpful in the bidding on, planning of, and scheduling for the proposed improvement project. See [WGUC Ch. 14.1](#) for more detail.

3.2 UTILITY FACILITIES TO LIST IN THE UTILITIES ARTICLE

Only list public utility facilities in the Utilities article. Do not list private utilities in the Utilities article. Put work done by private utilities in the Work by Others article *Yellow Category (2)*. When private utilities are discovered in the Utilities article, the standard BTS Utility Unit response will be:

“Private utilities are not part of the utility coordination process. Remove from USR, move to Other Contacts on General Notes page, and move from Utilities article to Work by Others article.”

There are facilities that look like public utility facilities but are not considered public utility facilities. Some examples of these types of facilities are as follows:

- Street lighting
- Storm sewer

Don't list these items in the Utilities article *Yellow Category (2)*.

Other items that can appear like public utilities but are not considered public utilities are as follows:

- Traffic signals
- ITS
- ATR's
- RWIS

Don't list these items in the Utilities article *Yellow Category (2)*.

For Trans 220 projects, the six items listed above should not be listed in the Utilities article because these items are not public utilities. It avoids possible contractions regarding liability and delays in relation to Trans 220 and contract documents e.g., standard specifications.

For non-Trans 220 projects it is a best practice to follow the requirements of Trans 220 projects because it provides consistency in contract administration.

For Trans 220 and non-Trans 220 projects on the General Notes page, do not list these facility owners with the Utility contacts. List them in a separate contact list.

3.3 OPENING GENERAL STATEMENTS

Prior to detailing information regarding specific utility companies, provide general information which typically applies to all utility companies in the vicinity of the project. This will eliminate the need to repeat information under each utility company.

3.3.1 Trans 220 statement of applicability

The first sentence of the Utilities article for all projects must state whether or not Wis. Admin. Code Ch. Trans 220 applies to the project.

3.3.2 Advance notice when coordinating work to be done during construction by utility companies

For non-Trans 220 projects any length notification is acceptable.



For Trans 220 projects [Wis. Admin. Code Ch. Trans 220.05 \(10\)](#) states the notification must be 14 to 16 days, it cannot be shorter *Red Category (1)*. A lead time longer than 16 days is acceptable.

Use the following paragraph when utility work is being done during highway construction:

“Some of the utility work described below is dependent on prior work being performed by the contractor at a specific site. In such situations, provide the engineer and the affected utility a good faith notice of when the utility is to start work at the site. Provide this notice 14 to 16 calendar days in advance of when the prior work will be completed and the site will be available to the utility owner. Follow-up with a confirmation notice to the engineer and the utility owner not less than three working days before the site will be ready for the utility owner to begin its work.”

The advance notification paragraph mentioned above does not provide the contractor enough information. When addressing each utility company in the Utilities article that requires an advance notification, call out each specific site where the contractor needs to perform the prior work. Describe the prior work the contractor needs to complete for the utility company to perform their utility work. Some examples are as follows:

“Provide advance notice of when the subgrade will be exposed, and the site will be available to the utility owner.”

“Provide advance notice after the topsoil is placed but prior to placement of erosion control, and the site will be available to the utility owner.”

“Provide advance notice after the rough grading is completed but prior to beginning final grading, and the site will be available to the utility owner.”

“Provide advance notice after final grading is completed but prior to the placement of base aggregate dense, and the site will be available to the utility owner.”

“Provide advance notice after grading is completed but prior to placement of topsoil, and the site will be available to the utility owner.”

“Provide advance notice after the final lower layer of asphalt is placed but prior to placement of the upper layer of asphalt, and the site will be available to the utility owner.”

“Provide advance notice after the sidewalk is placed but prior to the placement of the topsoil, and the site will be available to the utility owner.”

“Provide advance notice after the curb and gutter is placed but prior to the placement of the topsoil, and the site will be available to the utility owner.”

3.3.3 Stationing

Utility facilities typically are not installed at the exact station and offset described in the Utilities article. A general statement at the beginning of the Utilities article will make the contractor aware that all station references are approximate. There are situations where a utility company needs to place its utility facility in the exact station and offset mentioned in their section of the Utilities article. In this situation do not add a general statement mentioning that all station references are approximate. Use one of the following statements when utility facilities are not installed at the exact station and offset described in the Utilities article *Green Category (3)*:

“The location of utility installations as described in this article are approximate.”

“All stations, offsets and elevations listed in this article are approximate.”

“All stations, offsets and depths listed in this article are approximate.”

3.4 BID ITEMS

3.4.1 Referencing bid items in the Utilities article

An acceptable method to reference the correct bid item description is as follows:



“Adjust manholes to match the new finished pavement elevation. Perform this work in accordance with the requirements of Adjusting Sanitary Sewer Manholes.”

The SPV number does not need to be mentioned. If you choose to use the SPV number, an acceptable method is to reference the correct SPV number and bid item description as follows:

“Adjust manholes to match the new finished pavement elevation. Perform this work in accordance with the requirements of Adjusting Sanitary Sewer Manholes, Item SPV.0060.05.”

You may need to reference several SPV numbers and bid items. Instead of referencing every SPV number and bid item, the following is an example of acceptable language:

“Construct, reconstruct, relocate, remove, <FACILITY TYPE> as shown in the plans and in the bid items for this project.”

Construct, reconstruct, relocate, and remove are example verbs. Use words that describe what the contractor needs to do.

It’s unacceptable to reference the wrong bid item and SPV number *Yellow Category (2)* or use the incorrect bid item description *Red Category (1)*

3.5 TIED PROJECTS

3.5.1 Separating special provisions by construction ID

There are 2 options when writing special provisions for tied projects:

Write a Utilities article for each construction ID.

or,

Write one Utilities article that incorporates all the construction ID’s. When doing this write the special provisions under the first ID, then under the remaining ID(s) state “all coordination was done under ID (enter ID that contains the special provisions).” An alternative is to list all the construction ID’s in the beginning and write a Utilities article that covers all the construction ID’s. This is a *Red Category (1)* if all ID’s are not listed.



4.1 UTILITY FACILITY OWNERS

If a utility company has facilities within the project limits under different legal names treat them as separate utilities throughout the utility coordination process, this means list both legal names in the USR *Red Category (1)*.

4.2 UTILITY FACILITY OWNERS TO LIST IN THE USR

Only list public utility facility owners in the USR that have facilities in the project limits or easements in an acquisition area in the project limits *Red Category (1)*. Do not list private utility facility owners in the USR *Yellow Category (2)*. See [WGUC Chapter 15.1](#) for additional guidance.

There are facilities that look like public utility facilities but are not considered public utility facilities. Some examples of these types of facilities are as follows:

- Street lighting
- Storm sewer

Do not list these items in the USR *Yellow Category (2)*.

Other items that can appear like public utilities but are not considered public utilities are as follows:

- Traffic signals
- ITS
- ATR's
- RWIS

Do not list these items in the USR *Yellow Category (2)*.

4.3 PROJECT PLAN SENT DATE

Only list one date in the Project Plan Sent column. Use the original 1078 Sent Date, which is the date that the original plans and cover letter were sent to the utility company *Green Category (3)*. TUMS uses the original 1078 Sent Date.

4.4 FHWA CHECK BOXES

If federal funding is associated with one or more of the project IDs that are related to the contract, the FHWA Certification check boxes must be filled in on Page 2 of the USR *Red Category (1)*. If these check boxes have not been filled in, the following comment will be on the USR:

“There is federal funding associated with a part of the project. Within the section “For WisDOT Region Utility Representative Use Only”, the FHWA Certification check boxes for “Utility Coordination” and the “Accommodation of Utilities” must be filled in.”

However, if federal funding is not associated with any of the project IDs that are related to the contract, the FHWA Certification check boxes do not have to be filled in.

4.5 LOCAL PROGRAM

4.5.1 Showing utility ID's in the USR

When the utility is not seeking compensation, use “Local Plat”. When the utility is seeking compensation use “Local Plat” or the Agreement ID.



5.1 ASBESTOS

5.1.1 Responsibility

The utility company is responsible for the removal of asbestos-wrapped facilities.

5.1.2 Conflict location is known, and asbestos has been confirmed

Utilities article

Use standard methodology when addressing the utility facility, identifying the who, what, when, where, and how at each location.
Red Category (1)

5.1.3 Conflict location is unknown, and asbestos has not been confirmed

Utilities article

In this situation the region needs to determine if further investigation is necessary. If it's determined there is no asbestos the Utilities article would not address asbestos. If asbestos is anticipated to be in conflict, use standard methodology when addressing the utility facility, identifying the who, what, when, where, and how at each location. *Yellow Category (2)*

5.1.4 Conflict location is known, and asbestos has not been confirmed

Utilities article

Use standard methodology when addressing the utility facility, identifying the who, what, when, where, and how at each location.
Red Category (1)

5.1.5 Conflict location is unknown, and asbestos has been confirmed

Utilities article

In this situation the special provision should be written as follows *Yellow Category (2)*:

"<UTILITY COMPANY> has <FACILITY TYPE> facilities within the project limits that are asbestos-wrapped. No conflicts are anticipated."

5.2 BARRIER SYSTEMS

5.2.1 Identifying conflicts

When reviewing barrier systems for conflicts with buried utility facilities, look for areas where the barrier system can't be adjusted. Some of these areas include end treatments, thrie beams, and in radiuses. When a buried utility facility is in conflict in these types of areas the buried facility will likely need to be relocated. Also, when reviewing for conflicts, consider the depth of the barrier system post with the depth of the buried utility facility.

5.2.2 Conflict with buried facilities crossing a non-free-standing barrier system that cannot be adjusted

Utilities article

The region needs to confirm if a utility conflict exists. If there is a utility conflict extend the barrier system such that the utility facility does not cross the end treatment, thrie beam or is out of the radius. In this situation write the special provision as follows *Red Category (1)*.

"<UTILITY COMPANY> has <FACILITY TYPE> facilities within the project limits. No conflicts are anticipated."

If the barrier system cannot be extended, then the utility facility will need to be relocated. Use standard methodology when addressing the utility facility, identifying the who, what, when, where, and how at each location.

5.2.3 Conflicts with buried facilities not addressed during design and the barrier system can be adjusted

Utilities article

Write the special provision as follows *Red Category (1)*:



“Due to the nature of the barrier system work, utility conflicts were not resolved with proposed post locations during design. Adjust barrier as allowed per standard detail drawings, detail drawings, and barrier system special provisions, to avoid all underground utilities as required by statute and according to the individual utility company’s special provision.”

5.2.4 Conflicts with buried facilities crossing a free-standing barrier system, that can be adjusted

Utilities article

In this situation write the special provision as follows *Red Category (1)*:

“Coordination is required during placement of the <PICK ONE: CABLE GUARD / GUARDRAIL> to ensure proper clearance between the posts and the existing underground utilities.”

5.3 BRIDGES

5.3.1 Facilities attached to bridge

Utilities article

Use standard methodology when addressing the utility facility, identifying the who, what, when, where, and how at each location *Red Category (1)*.

5.4 COMBINED SEWER SYSTEMS

5.4.1 General

Combined sewer systems are sewers that are designed to collect rainwater runoff, domestic sewage, and industrial wastewater in the same pipe.

5.4.2 Sewer definitions for writing special provisions

Combined = sanitary sewer and storm sewer

Sanitary = sanitary sewer only

Storm = storm sewer only

5.4.3 When the utility company only has combined sewer within the project limits

Utilities article

If no conflicts are anticipated with the combined sewer, write the special provision as follows *Red Category (1)*:

“<UTILITY NAME> has combined (sanitary and storm) sewer facilities within the project limits; no conflicts anticipated.”

If conflicts are anticipated with the combined sewer and/or sanitary sewer use standard methodology when addressing the utility facility, identifying the who, what, when, where, and how at each location. Remember to write the special provision for the combined sewer and sanitary sewer under the same utility owner.

Utility Status Report

Treat combined sewer and sanitary sewer as one facility type in the USR. Abbreviate the facility type in the USR as “SEWR”.

5.5 FACILITIES INSTALLED BEFORE CONSTRUCTION; RELATED TO THE PROJECT

5.5.1 General

Utilities article

There are multiple options that can be used when creating the Utilities article to inform the bidder that utility facilities will be relocated before construction begins. The project type (local program, Trans 220, or non-Trans 220) determines acceptable language



that can be used. Only pick one of the options listed below *Red Category (1)*. Any alternative options must be approved by the BTS Utility Unit.

Acceptable language for a local program project:

State “this work is anticipated to be completed prior to construction.”

List the completion date of the utility work

List the start date and end date of the utility work

Acceptable language for a Trans 220 project:

State “this work is anticipated to be completed prior to construction.”

List the start date and how many working days to complete the relocation

Acceptable language for a Non-Trans 220 Project:

State “this work is anticipated to be completed prior to construction.”

List the completion date of the utility work

List the start date and end date of the utility work

List the start date and how many working days to complete the relocation

5.6 FACILITIES INSTALLED BEFORE CONSTRUCTION; NOT RELATED TO THE PROJECT

5.6.1 Utility coordination was completed

Utilities article

If utility coordination was completed, then the utility company is added to the Utilities article. Use standard methodology when addressing the utility facility, identifying the who, what, when, where, and how at each location *Red Category (1)*.

Utility Status Report

If utility coordination was completed, then list the utility company in the USR *Red Category (1)*.

5.6.2 Utility coordination was not completed but a permit has been issued

Utilities article

Do not insert a special provision in the Utilities article for a utility company that has been issued a permit and utility coordination was not completed. Instead, the following should be written in the work by others article *Red Category (1)*:

“<UTILITY COMPANY> will be performing utility work within the limits of the project. Additional information regarding the proposed installation of utility facilities may be available on permits required by each utility company. Prior to preparing bids, contact <PERMITTING AUTHORITY (WISDOT, COUNTY, CITY, VILLAGE, OR TOWN) NAME> at <PHONE NUMBER>.”

or,

“<UTILITY COMPANY> will be performing utility work within the limits of the project. Additional information regarding proposed and/or recently relocated utility facilities may be available on permits issued to the utility companies. These permits can be viewed at the <PERMITTING AUTHORITY (WISDOT, COUNTY, CITY, VILLAGE, OR TOWN) NAME> during normal working hours. Contact <NAME> at <PHONE NUMBER> for more information.”

Utility Status Report

Contact BTS Utility Unit for guidance.

5.6.3 Utility coordination occurred under another project

In this situation remember to check for temporary construction easements when a right of way plat exists.



Utilities article

Acceptable language is:

“This project <‘comes’ OR ‘does not’> come the provisions of Wis. Admin. Code Ch. Trans 220

All utilities within the construction limits of project ID XXXX-XX-XX were coordinated under project ID XXXX-XX-XY. There are no other know utility conflicts within the construction limits.”

Utility Status Report

In this situation add a note in the Comments section of the USR explaining the situation *Red Category (1)*. An example of this is when a portion of a project that was coordinated under a different ID and has been removed from it and a new one has been added.

5.7 FACILITIES NOT BEING RELOCATED

5.7.1 No conflicts are anticipated

Utilities article

When a utility company doesn’t have to perform any relocations or adjustments, or provide a watchdog, be sure to insert “no conflicts anticipated” at the end of the utility companies special provision. In this situation the special provision should be written as follows *Yellow Category (2)*:

“<UTILITY COMPANY> has <FACILITY TYPE> facilities within the project limits; no conflicts anticipated.”

5.8 FACILITIES NOT IN THE PROJECT LIMITS

5.8.1 Utility company has no facilities and no easements within an acquisition area in the project limits

Utilities article

Do not list the utility company in the Utilities article *Red Category (1)*.

Utility Status Report

Do not list the utility company in the USR *Red Category (1)*.

General notes page

Do not list the utility company on the general notes page *Red Category (1)*.

If the utility company wants to stay informed of the project status add a statement in the notes to construction to invite the utility company to the precon and to provide project updates to the utility company.

5.8.2 Utility company has no facilities in the project limits but has an unoccupied easement in an acquisition area in the project limits

Utilities article

Do not list the utility company in the Utilities article *Red Category (1)*.

Utility Status Report

List the utility company in the USR. Add a comment in the USR that states the utility company only has an unoccupied easement that require release in the project limits *Red Category (1)*.

General notes page

Do not list the utility company on the General notes page *Red Category (1)*.

5.9 JOINT USE RELOCATION

5.9.1 Overhead

Utilities article



For overhead joint use relocation, verify all the following :

- The total relocation timeline allows adequate time for each under build to relocate
- There is time to remove the poles
- The timeline is compatible and reasonable with the highway project schedule

Utilize the order of operations as shown in the example below:

- Pole owner relocates
- 1st under build starts after the pole owner is relocated
- 2nd under build starts after 1st under build is relocated and so on
- Pole owner removes poles after final under build is relocated

Write the special provision such that the order of operations listed above can be re-established *Yellow Category (2)*.

5.10 OUTAGES

5.10.1 Outage not anticipated

Utilities article

If an outage is not anticipated, then it should not be mention in the special provision. If the utility company wants to add a statement of what to do if an unanticipated outage is needed, add that information to the notes to construction *Red Category (1)*.

5.10.2 Outage is anticipated

Utilities article

Use standard methodology when addressing the utility facility, identifying the who, what, when, where, and how at each location *Red Category (1)*.

5.11 PLANS FOR UTILITY COMPANIES

5.11.1 Project plans were not sent to the utility companies

Trans 220 is required on all state trunk highway improvement projects, except projects that are classified as routine maintenance as defined in [Wis. Stat. § 84.07 \(1\)](#).

Utilities article

If the decision is made to not send the utility companies a project plan, as the project only includes maintenance activities as defined in [Wis. Stat. § 84.07 \(1\)](#), write the Utilities article as follows *Yellow Category (2)*:

*“This contract does not come under the provision of Administrative Rule Trans 220.
stp 107-066 (20080501)*

The department has determined that the scope of work for this project will not impact, interfere or conflict with existing utilities within the project limits. Notify the engineer of any potential utility conflicts. Coordinate with the engineer to adjust plans as needed to avoid any unanticipated utility conflicts.”

Do not list the utility companies in the Utilities article.

General notes page

It is acceptable to only include the Diggers Hotline logo and those utility companies that are not members of Diggers Hotline *Green Category (3)*.



5.12 POLE HOLDS

5.12.1 Pole hold not anticipated

Utilities article

If a pole hold is not anticipated, then it should not be mentioned in the special provision. If the utility company wants to add a statement of what to do if an unanticipated pole hold is needed, add that information to the notes to construction *Red Category (1)*.

5.12.2 Pole hold is anticipated

Utilities article

Use standard methodology when addressing the utility facility, identifying the who, what, when, where, and how at each location *Red Category (1)*.

5.13 TEMPORARY SUPPORT OF UTILITY FACILITIES DURING CONSTRUCTION

5.13.1 When the contractor is responsible for the temporary support or protection

Utilities article

In this situation determine if the language in the special provision is acceptable. The special provision needs to clearly identify what the contractor needs to do to support the utility facility *Red Category (1)*. The bid item should also be mentioned in the special provision (refer to [14.5.8 WGUC](#)) *Green Category (3)*.

If the special provision cannot be acceptably written an alternate option is to remove the temporary support language from the special provision and have a bid item added (refer to [14.6 WGUC](#)). The bid item should be written as follows *Green Category (3)*:

“Perform this work in accordance with the protection or support utility facility bid item.”

5.13.2 When the utility is responsible for the temporary support or protection

Utilities article

Write the special provision using the standard methodology, identifying the who, what, when, where, and how at each location *Red Category (1)*.

5.13.3 Considerations

This applies to buried facilities, pole holds, wire supports and temporary support of a facility on a bridge. When a utility is considering temporarily supporting or protecting its facilities during construction, determine if the temporary support or protection is really needed or can a design change eliminate the temporary support or protection. This determination should be made during the design phase. If temporary support or protection is needed, next determine who will be responsible to install the temporary support or protection. Finally, determine if the utility or the contractor will be responsible for the cost of the temporary support or protection. When making these determinations consider the following:

Type and size of utility facility

This can indicate the type of temporary support or protection that may be needed and how it will affect construction operations.

Evaluate the area of construction operations

This may indicate how construction operations will affect the temporary support or protection.

Is the project buildable during the installation, use, and tear down of the temporary support or protection
Analysis and determine if using temporary support or protection is feasible. If it's not feasible then the facility will need to be relocated.

Is the project buildable without the temporary support or protection

Analysis and determine if the temporary support or protection is needed to construction the road or is it just a convenience to the contractor to have the temporary support or protection.



Is this a Trans 220 project

If it is a Trans 220 project, take care when writing the special provision, as to avoid WisDOT from having to reimburse the utility for a second move. [Wis. Admin. Code Ch. Trans 220.06 \(1\)](#)

Is the facility compensable

Determine who is responsible for paying for the temporary support or protection and then use the proper reimbursement agreement. This could be a utility agreement, municipal utility agreement, SMA, three letter agreement, or a bid item.

5.14 UTILITY LINE OPENING (ULO)

5.14.1 General

Federal code requires all utility coordination to be completed prior to letting and is certified by WisDOT (or another representative). The utility line opening bid item (if included) may be construed that all utility coordination has not been completed. Central Office Utilities recognizes there are times when it may be appropriate to use this bid item, but only use this in rare and unique circumstances. Rare and unique circumstances, may include but is not limited to, where the bid item Utility Line Opening may be warranted:

Unusually high number of utility laterals that cannot be located

High risk of construction delay or environmental impact

High likelihood of disruption to traffic

Project schedule requires extraordinary forces to be completed on time

If used, do not specify that the contractor perform work without being adequately compensated for performing such work and the bid item is funded appropriately (compensable or non-compensable). How is this bid item to be funded? If WisDOT agrees to compensate the contractor to expose and locate underground utility facilities, ask how is this pay item to be funded? By location, by utility, by participation category, as directed by engineer, as assumed by contractor? If there is more than one utility company requiring this bid item and their timelines are different, there may be a need for more than one bid item per utility owner.

Also, when referring to bid items within the articles, ensure that those bid items are part of the proposal. For example, if you specify that a contractor perform a utility line opening as part of the contract work, ensure that the appropriate bid items are added to the estimate and plans. What liability does WisDOT assume for damage to facilities not included as part of this pay item?

5.14.2 Utility is exposing their facility

Utilities article

Identify where the conflict exists, when the conflict will be eliminated and if during construction, how many days prior to work in the area the utility company needs to be contacted, and how long it will take to complete the utility coordination work *Yellow Category (2)*.

5.14.3 ULO is included in the contract

Utilities article

If the region has made the decision to include a ULO in the contract write the special provision as follows *Yellow Category (2)*:

“<UTILITY NAME> has underground facilities within the project limits. Perform Utility line openings in accordance with the requirements of Utility Line Opening, bid item SPV.xxxx.xx. No other conflicts are anticipated.”

5.15 UTILITY WATCHDOG

5.15.1 General

Utilities article



Before creating the utility watchdog language, refer to WGUC, Chapter 14.3.2 regarding avoiding redundant utility contacts. For more information regarding advance notification to include within the Utilities article, refer to the [Let Review Standards job aid, Section Utilities Article of the Special Provision, Topic: Opening general statements](#).

Acceptable utility watchdog language to use in the Utilities article is as follows:

“Arrange for a watchdog to be on site during the manhole adjustments by notifying the sanitary district.”

“Arrange for a site watch to be present during any work within ?? feet of the pipeline crossing at station 32+00.”

“Contact Samantha Smith at (555) 555-5555 to arrange for an observer to be on site when working within ?? feet of the buried copper cable.”

“Arrange for a fiber watch to be on site during any work within ?? feet of the buried fiber optic cable. Contact Samantha Smith at (555) 555-5555 to arrange for the observer to be on site.”

Utility Status Report

It is considered a conflict during construction when a utility company requires a watchdog onsite. In the USR, under WORK TO BE DONE use “DC”

5.16 UTILITY OWNER

5.16.1 General

Utilities article

It’s acceptable to list the same utility company multiple times in the same Utilities article when there are multiple work zones within the project limits. It’s not recommended when there is one work zone *Yellow Category (2)*.



JOB AID – LET REVIEW STANDARDS FOR UTILITY COORDINATION
Chapter 6 LATEST UPDATES TO THIS JOB AID

| Revision location | Date of Update | Revision |
|--|----------------|---|
| INTRODUCTION | N/A | N/A |
| GENERAL NOTES PAGE OF THE PLANS | N/A | N/A |
| UTILITIES ARTICLE OF THE SPECIAL PROVISIONS – GENERAL GUIDANCE | N/A | N/A |
| UTILITY STATUS REPORT (USR) – GENERAL GUIDANCE | 2021-04 | <ul style="list-style-type: none"> • Added guidance pertaining to the FHWA check boxes |
| GUIDANCE FOR SPECIFIC TOPICS AND SITUATIONS | 2021-04 | <ul style="list-style-type: none"> • Utility coordination occurred under another project <ul style="list-style-type: none"> ○ Added an example of acceptable language to use in the Utilities article • Added guidance pertaining to Joint Use Relocation |