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| --- | --- | --- | --- |
|  | Title | | Date of Form Prepared |
| WisDOT Project Design ID | Limits | | PS&E Date |
| WisDOT Project Construction ID | Highway | County | Let Date |
| Project Sponsor (LPA) | Telephone Number | | E-mail Address |
| Design Consultant (DC) | Telephone Number | | E-mail Address |
| WisDOT Project Manager (LPPM) | Telephone Number | | E-mail Address |
| Utility land interest(s) associated with real estate acquisition on this project?  \*\* ***Marked tasks only apply if check “Yes”*** | | | Yes  No |

Refer to the task list throughout project development to make sure that the appropriate coordination is completed, and the Plans, Specifications, and Estimates (PS&E) and other documents are developed in accordance with the executed State/Municipal Agreement, WisDOT procedures for Utility Coordination, and program guidelines.

This list is meant to provide guidance on utility coordination tasks and should be tailored based on project-specific information; certain tasks listed below may not apply, or there may be applicable tasks that require adding to the list.

**By signing below, I hereby certify that the information included in this task list is true and correct to the best of my knowledge:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Project Sponsor's Representative Signature |  | Title |  | Date |
|  |  |  |  |  |
| Name (clearly printed) |  |  |  |  |
|  |  |  |  |  |
| Design Consultant Representative Signature |  | Title |  | Date |
|  |  |  |  |  |
| Name (clearly printed) |  |  |  |  |

|  |  |  |  |  |
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|  | Create list of known utilities within the project limits. |  |  |  |
|  | Prepare and send project notification, along with cover letter and exhibits, to all utilities with a potential for facilities in the project area. |  |  |  |
|  | Have utilities verify that they have facilities in the project area, and submit description and general location of each utility facility. |  |  |  |
|  | Coordinate field locates of all utility facilities in the project area; this work shall be coordinated with the utility facility owner. |  |  |  |
|  | Show existing utility facilities on plans, and cross sections.  ***Note: plot the horizontal locations of all underground and overhead utility facilities on mainline and side road cross sections.*** |  |  |  |
|  | Compare the facility locations submitted from the utilities to the highway plan information to confirm that all utility facilities are shown properly. |  |  |  |
|  | Invite utilities to Operational Planning Meeting – may also be referred to as the Design Kick-Off Meeting. |  |  |  |
|  | Invite utilities to all Public Information Meetings. |  |  |  |
|  | Hold utility coordination meetings on the project on an as-needed basis. |  |  |  |
|  | Participate in all design-related project meetings. |  |  |  |
|  | Prepare plans and cross sections which identify all “ground-breaking activities”. These should be complete enough for use by the utilities to evaluate potential conflicts and develop utility relocation plans. |  |  |  |
|  | Identify potential utility conflicts to be sent to the utilities. |  |  |  |
|  | \*\* Prepare plat(s) and verify that the utility information is shown correctly for each utility with a land interest. |  |  |  |
|  | \*\* Prepare appropriate utility release of rights documents (e.g. Quit Claim Deed, Conveyance of Rights in Land, and/or Temporary Construction Easement), and appropriate compensation documents (e.g. Audit Agreement, Lump Sum Agreement, Statement of Non-Reimbursement [SNR]).  ***Note: Coordinate with region utility unit if there is federal funding associated with a utility agreement.*** |  |  |  |
|  | Submit Project Plan Transmittal packet to each utility in the project area. This submittal shall include, but is not limited to: cover letter, plan set, project synopsis, environmental information, potential utility conflict list, utility contact list, and utility worksheet. |  |  |  |
|  | \*\* Submit recorded plat(s), release of rights documents, utility agreement or SNR form, all real estate commitments, and Buy America certification form along with Project Plan Transmittal packet.  ***Note: Buy America applies if there is federal funding on any portion of this project.*** |  |  |  |
|  | Send notice to utilities of having received their work plan, including their utility worksheet and any associated documents. |  |  |  |
|  | \*\* Send notice to utilities of having received their utility agreement or SNR form, release of rights documents, and any associated documents. |  |  |  |
|  | Review utility work plans as they are received to verify there are no remaining conflicts with proposed construction or project schedule, or other utility work to take place. Recommend and coordinate corrective action as necessary.  ***Note: See Facilities Development Manual (FDM) Chapter 18-10-35.2 for further direction on this review process.*** |  |  |  |
|  | \*\* Review release of rights documents, utility agreements and/or waiver forms, and any associated documents, as they are received. |  |  |  |
|  | \*\* Negotiate and approve utility agreements for compensable relocations. |  |  |  |
|  | \*\* Submit release of rights documents, utility agreement, and plat(s) to Central Office - Utilities for review and approval.  ***Note: This applies if there is federal funding associated with a utility agreement.*** |  |  |  |
|  | \*\* Obtain and record signed release of rights documents. |  |  |  |
|  | Provide utilities with plan revisions that may affect their facilities. Repeat tasks 15-23 as necessary. |  |  |  |
|  | Approve utility work plans. |  |  |  |
|  | Submit work plan approval and start work notice to utilities. |  |  |  |
|  | Review utility permit applications for compatibility with the approved utility work plan and recommend corrective action, if necessary. |  |  |  |
|  | Conduct field meetings with utilities, as needed. |  |  |  |
|  | Write the utilities section of the highway contract special provisions, based upon approved work plans provided by the utilities. |  |  |  |
|  | Update utility notes and utility contacts on the General Notes sheet based upon information provided by the utilities. |  |  |  |
|  | Prepare and submit Utility Status Report (DT1080) per instructions. [Click Here](https://wisconsindot.gov/Documents/doing-bus/eng-consultants/cnslt-rsrces/util/process-complete-utility-status-report-local.pdf) |  |  |  |
|  | Send the LPPM a statement certifying that State & Federal regulations have been followed. An e-mail statement is acceptable.  ***Note: See DT1080 instructions for further information.*** |  |  |  |
|  | Provide field staking for utilities, as needed. Right-of-way staking is needed only in the areas where utility facilities are placed. |  |  |  |
|  | Send final project plan set and copy of the utility portion of the highway contract special provisions to each utility just prior to, or soon after, the final PS&E. |  |  |  |
|  | Monitor the status of all compensable and non-compensable utility relocations, and notify the LPPM of potential delays prior to the pre-construction meeting. |  |  |  |
|  | Send pre-construction meeting invite to all utilities within the project limits. |  |  |  |
|  | \*\* Review invoices, Buy America certifications, and any applicable documents related to compensable utility relocations. |  |  |  |
|  | \*\* Submit final invoices, Buy America certifications, and any applicable documents related to compensable utility relocations to Central Office – Utilities for review and approval.  ***Note: This applies if there is federal funding associated with a utility agreement.*** |  |  |  |