



16.1 General

The utility coordinator will review the plan to verify that all utility coordination information in the plan, specifications and estimate (PS&E) is correct. This review takes time, and cannot occur at the last minute. The purpose of this review is to make the PS&E as complete, accurate, biddable and buildable as feasible and to minimize questions during construction.

16.2 When Review Should Occur

Different types of projects take varying amounts of time to review. More complicated projects require more time to review. If the region's utility unit has been involved in the development of the project, the review time can be shortened because of familiarity with the project. The designer should understand that with the volume of projects in the region, it is not easy to remember the details of each plan. Therefore, the designer should allow sufficient time for the review of the plan prior to the PS&E submittal date.

Review of the PS&E documents should occur in conjunction with the draft PS&E or the 90% review meeting. The designer should allow enough time to make design revisions and grant utility owners adequate time to respond to these changes prior to the PS&E submittal.

Even if the utility owner has not returned a necessary land interest release document, do not delay the PS&E review.

16.3 Materials to Review

At a minimum, the utility coordinator will need to review the following documents:

1. The latest project plans will be reviewed to confirm compliance with [Chapter 13](#).
2. The Utility Status Report (USR), Form DT1080, will be reviewed to confirm compliance with [Chapter 15](#).
3. The utilities article of the special provisions will be reviewed to confirm compliance with [Chapter 14](#).
4. All correspondence with the utility owners that has not been previously provided to the utility coordinator. This includes correspondence from the utility owners that approves the wording of the utility article of the special provisions.

16.4 PS&E Checklist

[Attachment 16.4.1](#) is a checklist that can be used to note items for corrections or approvals when reviewing the draft PS&E. That way, when the PS&E is resubmitted, only the deficient items need to be re-checked.

16.5 Central Office Review

About a month prior to the Ad Meeting, which is six weeks prior to the letting, the WisDOT Bureau of Technical Services Utility Projects Coordinator reviews the USR to determine the status of any compensable utility interests. If the compensable interests are all shown as acquired, the project is approved for advertising from a utility coordination perspective. If there are utility interests that are not acquired at the time of the PS&E submittal, the Utility Projects Coordinator will contact the utility unit or MC to request an update on the status of those interests.

PS&E CHECKLIST

Project ID:

Road:

Section:

H

County:

General Utility Note:

Diggers Hotline Number & Logo:

<u>Utility Contact People:</u>	<u>Name</u>	<u>Address</u>	<u>Telephone No.</u>
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GAS:

ELECTRIC:

TELEPHONE:

CABLE TV:

WATER:

SEWER:

OTHER:

Special Provisions: TRANS 220? Yes No

Language? Yes No

Comments on specials: _____

USR: Correct form? Yes No

Properly filled out? Yes No

Other Comments:

By: _____
Utility Unit Reviewer

Date: _____