## TABLE OF CONTENTS

### Chapter 18: Utility Coordination

#### Section 18-1 Introduction

- 18-1-1 Purpose and Scope of Chapter
  - 1.1 Originator
  - 1.2 Purpose and Scope
- 18-1-5 Importance of Continuing Liaison
- 18-1-10 Summary of Utility Relationships
- 18-1-15 Trans 220 Project

#### Section 18-5 Agency Responsibilities and Duties

- 18-5-1 WisDOT - Central Office
  - 1.1 Bureau of Highway Development
  - 1.2 Bureau of Highway Real Estate
  - 1.3 Bureau of Highway Operations
  - 1.4 Bureau of State Highway Programs (BSHP)
  - 1.5 Division of Business Management-Bureau of Financial Services
- 18-5-5 Highway Regions
  - 5.1 Long Term Planning and Project Scheduling
  - 5.2 Ongoing Utility Accommodation
  - 5.3 Facilities Development Process
  - 5.4 Utility Agreement Administration and Highway Construction
  - 5.5 Region Utility Coordinator
- 18-5-8 Local Projects
- 18-5-10 Consulting Engineers on State and Local Projects
  - Attachment 10.1 STH Utility Coordination Task List
  - Attachment 10.2 STH Utility Coordination Task List (alternate format)
  - Attachment 10.3 Local Project Utility Coordination Task List
- 18-5-15 Federal Highway Administration
- 18-5-20 Regulatory Agencies

#### Section 18-10 Project Development Process

- 18-10-1 Overview
  - Attachment 1.1 General Utility Coordination Process on State Highway Projects
  - Attachment 1.2 Utility Coordination on Federal/State Funded Local Unit Projects
- 18-10-5 Annual Utility Conference
- 18-10-10 Obtaining General Utility Information
  - 10.1 Sources for Utility Information
  - 10.2 Request for Utility System Maps
  - 10.3 Initial Kick-off Meeting
  - 10.4 Use of Utility Company System Maps
  - 10.5 Utility Coordination Meetings (Preliminary Design Phase)
  - Attachment 10.1 Proposed Highway Improvement Notice
  - Attachment 10.2 Sample Trans 220 Notification Letter
  - Attachment 10.3 Sample Trans 220 Notification Letter and Invitation to the Initial Kick-off Meeting
  - Attachment 10.4 Sample Notification for Non-Trans 220 Project
- 18-10-15 Field Locating and Surveying Utilities
  - 15.1 Scope of Field Locating
  - 15.2 Scheduling Utility Surveys
  - 15.3 Standardized Utility Markings
  - 15.4 Surveying Utilities
### FDM Chapter 18 Table of Contents

18-10-20 ..... Identifying Utility Conflicts
18-10-25 ..... Utility Information on Right-of-way Plat & Plans
   25.1 ..... Title Searches for Utility Easements
   25.2 ..... Legal Determination of Existing Right-of-way
   25.3 ..... Utility Information on Right-of-way Plat
   25.4 ..... Identification of Parcels (Compensable Utility Relocations)
   25.5 ..... Utility Information on Other Plan Exhibits

18-10-30 ..... Notice and Plan to Utilities
   Attachment 30.1 ..... Notice of Potential Conflict-Non Trans 220 Project
   Attachment 30.2 ..... Project Plan Transmittal Form DT 1078
   Attachment 30.3 ..... Sample Cover Letter - No Utility Parcel Required
   Attachment 30.4 ..... Sample Cover Letter - Parcel but Not Relocation
   Attachment 30.5 ..... Sample Cover Letter - Parcel and Compensable Work

18-10-35 ..... Utility Relocation Process
   35.1 ..... Utility Relocation Plan Preparation (Work Plan)
   35.2 ..... Region Review of Utility Relocation Plans
   35.3 ..... Utility Coordination Meetings (Final Design Phase)
   35.4 ..... Permits
   35.5 ..... Early Relocation of Utility Facilities
   Attachment 35.1 ..... Utility Worksheet

18-10-40 ..... Utilities Status Report
   40.1 ..... Initial Submittal With PS&E
   40.2 ..... Central Office Review
   40.3 ..... Revision of Utilities Status Report
   Attachment 40.1 ..... Utilities Status Report
   Attachment 40.2 ..... Example - Utilities Status Report

18-10-45 ..... Pre-Construction Activities
   45.1 ..... Furnishing Final Plans to Utilities
   45.2 ..... Pre-Bid Meeting
   45.3 ..... Final Construction Notice to Utilities
   45.4 ..... Utility Coordination Meeting (Construction Phase)
   45.5 ..... Pre-construction Conference

### Section 18-15 Utility Company Rights and Obligations

18-15-1 ..... Overview and Statutory References
18-15-5 ..... Utility Occupancy of Highway Lands
18-15-10 ..... Utility Occupancy and Private Lands
18-15-15 ..... Negotiations for Utility Company Land Interest

18-15-20 ..... Premises and Practices
   20.1 ..... Acquisition of Lands Used for Utility Purposes
   20.2 ..... Adverse Possession of User
   20.3 ..... Work by Utility Forces - Reimbursement Premise
   20.4 ..... Scheduling Utility Negotiations
   20.5 ..... Land Interests to be Acquired

   Attachment 20.1 ..... Flow Chart

### Section 18-20 Typical Processing of a Utility Project

18-20-1 ..... Agreement Stage
   1.1 ..... Definition of an Agreement
   1.2 ..... Accelerated Approval
   1.3 ..... Types of Contracts for Work by Utility Forces
   1.4 ..... Utility Plans
   1.5 ..... Cost Estimate
   1.6 ..... Special Provisions
   1.7 ..... Conveyance of Utility Land Interests
   1.8 ..... Review and Approval of Agreement
   1.9 ..... Permits
   1.10 ..... Subcontracting by Utility
18-20-5......Construction Stage
   5.1..........Work Flow
   5.2..........Utility Coordination Meeting
   5.3..........Construction Coordination and Inspection
   5.4..........Agreement Change Order

18-20-10.....Payment Stage
   10.1........Work Flow
   10.2........Review of Billings by Region Office
   10.3........Review of Billings by Bureau of Technical Services