



FACILITIES DEVELOPMENT MANUAL

Wisconsin Department of Transportation

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 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

- 18-10-20Identifying Utility Conflicts
- 18-10-25Utility 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
- 18-10-30Notice 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
- 18-10-35Utility 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
- 18-10-40Utilities 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
- 18-10-45Pre-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

- 18-15-1Overview and Statutory References
- 18-15-5Utility Occupancy of Highway Lands
- 18-15-10Utility Occupancy and Private Lands
- 18-15-15Negotiations for Utility Company Land Interest
- 18-15-20Premises 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

- 18-20-1Agreement 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