

# Utility Coordination Checklist

## Local Agencies and Consultants

Local Agency / Consultant Name: \_\_\_\_\_

Project Number / Name: \_\_\_\_\_

Project Description: \_\_\_\_\_

Project Manager: \_\_\_\_\_

This checklist summarizes tasks that local agencies and consultants should complete for utility coordination. This checklist, developed by the Design Task Force\*, supports early and frequent communication with utilities. Preventive maintenance and pavement markings are examples of projects that may not require utility coordination (*Note: these projects should not include any guardrail work, work beyond the outside edge of the shoulder, or require any excavation, trenching, boring, etc.*). Subsurface Utility Engineering should be considered for complex reconstruction projects with major utility impacts.

### Utility Research and Identification – obtaining utility contact information

- Review old plans (road, bridge, plat, etc.)
- Utilize Miss Dig Design Ticket software (not all options may be needed)
  - Design Notification Lookup – Provides utility names and contact information
  - Design Ticket \* - Provides electronic notification to participating members
  - Survey Ticket \* - Provides field staking by participating members
- \* Participation in the Design and Survey Ticket is voluntary, not all utilities participate
- Review other information sources (permit/utility databases, GIS websites, etc.)
- Conduct field review to identify overhead and underground utility structures and markers

### Project Notification and Early Communication – verifying utility involvement

- Contact utilities, in writing, with the following information:
  - Project description, location and job number
  - Vicinity map
  - Request utility location information
  - Construction start date
  - Please respond back by date
- Create project tracking sheet for utility responses, follow-up and involvement
- Contact non-responsive utilities
- Plot received utility location information on the plans
- Consider modifying design to minimize utility impacts and/or relocations

### Prepare for Utility Coordination Meeting (approximately 30% plan completion) – some projects may not require a utility coordination meeting while others may require several

- Complete a preliminary assessment of utility issues and conflicts
- Prepare a utility conflict list
- Contact utilities prior to scheduling meeting to verify availability
- Send utilities a meeting notification letter, plan sheets and utility conflict list at least two to three weeks prior to the scheduled meeting

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- Invite all non-utility personnel associated with the project (local agency, designers, construction personnel, etc.)
- Prepare meeting agenda and sign-in sheet
- Send reminder to participants a few days prior to the scheduled meeting

### **Utility Coordination Meeting** - information sharing and conflict resolution

- Discuss project scope and schedule
- Discuss potential utility conflicts
- Discuss possible utility conflict resolutions including the following:
  - Design adjustments to avoid conflict
  - Working in close proximity to utilities (temporary shut-down, utility support, safety concerns, etc.)
  - Relocate utilities in advance of project
  - Relocate utilities concurrently with construction
- Discuss work utilities may want to complete during construction (upgrades, new installations, etc.)
- Discuss required utility relocation work
  - Timeframe
  - Location of new facility
  - Constraints (easements, material, available Right-of-Way, etc.)
- Identify reimbursable utility relocations (utility has property interest such as an easement, street lighting, etc.)
- Discuss permitting requirements for utility work (relocations, upgrades, etc.)
- Verify utility construction contact information shown on construction plans and contract documents (note sheet, special provisions, Notice to Bidders, etc.)
- Determine if additional utility coordination meetings are needed
- Complete and distribute meeting minutes to all invitees and participants

### **Utility Coordination Follow-up** - continue to coordinate utility conflict resolutions

- Follow-up with non-participants
- Provide additional design information to utilities (cross sections, etc.)
- Request field verification where additional information is needed
  - Vertical location (depth)
  - Horizontal location (from known reference)
- Coordinate additional meetings with individual utilities as needed
- Review possible design modifications
- Request utility relocation plans and permit applications
- Review utility relocation plan and ensure permits have been issued
- Ensure utilities have been provided with notification to relocate and that documentation includes the following:
  - Project description
  - Summary of specific utility conflicts
  - Relocation deadlines

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## Local Agencies and Consultants

- Potential for utility to incur costs due to construction delay if not relocated by the deadline

### Final Design Stage of Utility Coordination (100% plan completion)

- Notify project owner of potential project risks of bidding without utility relocations completed prior to construction
- Create Notice to Bidders including the following:
  - Utility construction contact information
  - Requirements for working in close proximity to utilities
  - Utilities to be relocated in advance of project
  - Utilities to be relocated concurrently with construction
- Provide Notice to Bidders to utilities
- Determine who will perform utility coordination and follow-up after the project is turned in for advertisement

### Construction

- Hold pre-construction meeting
  - Invite utilities
  - Review utility status from Notice to Bidders
  - Review construction coordination requirements
  - Verify utility construction contacts
- Send meeting minutes to utilities
- Follow-up with non-participating utilities, if actions are required
- Invite utilities to construction progress meetings, if applicable

\*The Design Task Force is represented by the following:

American Council of Engineering Companies (ACEC)  
AT&T  
Comcast Communications  
Consumers Energy  
County Road Association of Michigan (CRAM)  
Detroit Edison  
Frontier Communications  
Michigan Consolidated Gas  
Michigan Department of Transportation (MDOT)  
Michigan Infrastructure & Transportation Association (MITA)  
Michigan Municipal League (MML)  
Miss Dig Systems, Inc.