

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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- 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.