



Utility Coordination Utilizing the new IAC Rules

July 11, 2008

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Introduction

- **105 Indiana Administrative Code (IAC) 13 -
Utility Facility Relocations on
Construction Contracts**
- **Rules developed by committee:
INDOT
Utility Companies
Consulting Association
FHWA
Contractors Association**



Introduction

- Reason for new rules:
 - INDOT** – New spec. money not time/Keep projects on schedule/budget.
 - Consultants** – Keep projects on schedule/budget.
 - Contractors** – Delays due to conflicts.
 - Utilities** – Time to prepare for number of projects.
 - FHWA** – Make sure money is spent on roadwork and not on claims/unneeded utility moves.



Handouts

- Copy of Rules
- Sample Letters/Work Plan
- Utility Relocation Guidance
- Flow Chart
- Indiana 811 Information



3 Rules in the Article

- 1 General Provisions
- 2 Definitions
- 3 Procedure



Rule 1 – Purpose of the Article

- To establish a formal procedure.
- Exchange of information.
- Responsibilities of each party.



Rule 1 – Applicability

- All projects where INDOT begins the work in 105 IAC 13-3-1 (b) (research phase) after June 20, 2008.
- Projects let between now and July 1, 2009. INDOT will **not** go back and officially include projects under the rules.
- Between July 1, 2009 and July 1, 2010 we will **review** and notify utility individually if we feel it will be covered.
- After July 1, 2010 attempt to cover all. (Exceptions still may occur)



Rule 1 – Applicability (Emergency)

- District Project, Real Estate and Right-of-way Program Director
- Central Office Project, Production Management Division Utility/Railroad Manager



Rule 2 - Definitions

- Improvement project:
 - Includes state and local projects.
 - Projects let by INDOT.



Rule 2 - Definitions

- **Major/Minor** – Not the same as in the plan development process (PDP).
- If Major in PDP use Major for utilities.
- If minor in the PDP then could be major or minor as far as utility coordination. Look at the design time for the project. Use the “Start Plan Development” to “Plans Signed” in the SPMS schedule as a guide.
- “Is otherwise designated by the department as a major/minor project” should be decision of project manager and utility coordinator based on the impacts the project will have on utilities in the project area.
- If maintenance in PDP they would qualify for not having to follow the rules. (Caution – If possibility exists for utility relocation then minor should be used.)



Rule 3 – Procedure

Researching Permit Files:

- Contact appropriate INDOT personnel to have them check electronic permit records. See handout for name, number and e-mail information.
- They need: County, Highway Number, Beginning and End Reference Post Number.



Reviewing Map (Plan) Files Maintained by the Department:

The screenshot shows a Microsoft Internet Explorer browser window displaying the Indiana Department of Transportation (INDOT) website. The address bar shows the URL: <http://www.in.gov/indot/3471.htm>. The page title is "INDOT: INDOT Records & Documents Request Form - Microsoft Internet Explorer".

The website header includes the "IN.gov" logo, a search bar, and navigation links for various departments: About Indiana, Agriculture & Environment, Business & Employment, Education & Training, Family & Health, Law & Justice, Public Safety, Taxes & Finance, and Tourism & Transportation. A portrait of Governor Mitch Daniels is also visible.

The main content area is titled "Indiana Department of Transportation" and "INDOT Records & Documents Request Form". Below this, it states: "INDIANA DEPARTMENT OF TRANSPORTATION ONLINE ELECTRONIC INFORMATION REQUESTS OFFICE OF TECHNICAL SERVICES RECORDS & DOCUMENTS LIBRARY".

The form instructions read: "Please fill this form out **completely** in order to get it processed properly." The form fields include:

- Requested By: (Contact Person)
- Phone Number:
- Fax Number:
- Your Email Address:
- Date:
- Name of company:
- Mailing address: (number and street)
- City:
- State:

On the left side, there is a navigation menu with categories like "INDOT Home", "Quick Links", and "Most Visited". A promotional graphic for the "2007/2008 Indiana State Map" is also present.

On the right side, there are sections for "Online Services" (listing Road Conditions, Driveway Permit, etc.), "More Online Services" (Subscriber Center), "Top FAQs", and "I Want To...". A "MAJOR MOVES" logo with the tagline "BUILDING ROADS. CREATING JOBS." is also visible.

The bottom of the browser window shows the Windows taskbar with various open applications and the system clock displaying 1:38 PM.

Investigating Field Conditions:

- Manhole Covers
- Utility Markers
- Utility Vents
- Pedestals
- Poles (tags)



Reviewing Information from Indiana 811

- See handout.



2008



**Directory of Indiana
State, County, City
and Town Officials**

Responsible for Road and Street Work



Publication No.
INLTAP-RP-1-2008

PURDUE
UNIVERSITY

SCHOOL OF CIVIL ENGINEERING

West Lafayette, Indiana

Contacting Local
Government Offices.

- Web site in handout.



Initial Notice – see example

- Send to authorized representative only.
- You are INDOT/LPA representative.
- Introduce project.

- Is the utility in area?
- Description of type and location.
- Contact person for Utility.
- 30 days to respond.



Verification – See example

- Send plan sheets showing location of utility facilities.
- Utility reviews for accuracy.
- Details any inaccuracies in writing.
- 30 days to respond.



Preliminary Plans – See example

- Send complete set of plans. Still between stage 1 and 2 plans. Before right-of-way plans are set.
- Are there potential conflicts? Details.
- Design changes we can make?
- 30 days minor/60 days major to respond.



Preliminary Final Plans – See example

- Plans that have sufficient detail for preparation of work plan/relocation plan. Utility has 60 days for minor and 120 days for major to supply work plan.
- Will allow 30 days for conflict between utility plans.
- May allow up to 180 days for complex projects.



Preliminary Final (continued)

- In addition to coordination meeting and extensions granted there are two other 30 day timeframes if work plan is not acceptable. Utilities are given opportunity to revise and resubmit.



To avoid extensions:

- Check with utilities periodically. Don't assume rule will get utility to respond.
- Have meetings to discuss issues. This may prevent request for additional time near due date.



Work Plan Template

(See sample)

Always includes: contact information, description of work, scheduling information, relocation plan.

May include: easement information, cost estimate.



Notice of Approved Work Plan and Notice to Proceed Letter

(see sample)

Notice must be 30 days prior to utility implementing work plan. This will take place of permit letter.

Must be signed by INDOT/LPA representative.

Utility must acknowledge this notification within 15 days in writing.



Construction

- Copy of work plans are included or referenced in contract.
- If utility work is dependent on work by the State/LPA contractor (15 day & 5 day notice). See sample template.
- Utility must notify department and contractor (if they did work for utility) 5 days before beginning field work and when work is complete. May be verbal but confirmed in writing within 5 days.



Other items

- No response letter.
- Flowchart
- Revisions to our plans:
 - Identify to the Utility the revisions.
 - Before letting – 60 days to review.
 - After letting – expedited.
- Work plan over a year old – Get new.
- Excuses or utilities found during construction.



Comments/suggestions are
welcome.

Questions?

