Preliminary Field Check Recommendations

It is recommended this Field Check be scheduled and held in two steps. Step 1 will be conducted with the utilities to focus on their locations and concerns. Step 2 will provide review of environmental requirements, right of way issues, drainage and any MOT concerns.

In Step 1, the Project Manager will contact the Area Engineer and Designer (three weeks prior) to schedule time and place for the Field Check.

At the same time the Project Manager will contact each utility and send Preliminary Field Check Plans with the Utility Check List to be completed for the meeting.

Step 1, Preliminary Field Check

Offices involved:

- **Project Management**
- **Construction**
- **Design**
- **Utilities**

Items to review:

- **How many utilities are involved with the project?**
- **Check for utilities not identified on the plans.**
- **Are utilities knowledgeable about the road design?**
- **Preliminary R/W layout.**
- **Sufficient R/W for utilities?**
- **If project is "limited access R/W", will utilities stay in R/W?**
- **Is R/W conducive to utility relocation?**
- **Will SUE be utilized?**
- **What will be the clearing requirements for the project and/or utility relocation?**

For Step 2, the Project Manager will contact (three weeks prior) the following offices to schedule the Preliminary Field Check:

Offices involved:

- **Project Management**
- **Construction**
- **Design**
- **Traffic - District**
- **Environmental**
- **Geotechnical**
- **Real Estate**
- **Maintenance**

Items to review:

- **What is the life expectancy of the project?**
- **Check on the budget. Is all of the work necessary to complete the intended purpose?**
- **What is the construction schedule?**
- **Is it an early-season project or mid-season project?**
- **Is R/W outside the clear zone?**
- **What are the expected permits required and their impact to the schedule?**
- **What are the expected environmental restrictions and their impact to the schedule?**
- **Conceptual Traffic Maintenance Plan and phasing? Any detour should be driven.**
- **Compare costs/feasibility of staged construction and detour.**
- **Check for drives not identified on plans.**
- **Intersection layout?**
- **Conceptual storm sewer layout.**
- **Drainage outlets meet phasing shown?**
- **Property relocations?**
- **Check for new developments and conditions not noted on the plans.**
- **Verify that the construction limits are reasonable. (allows enough work space)**
- **Landscaping and erosion control items reasonable?**
- **Safety concerns addressed?**
- **Maintenance concerns addressed?**
- **Any other special concerns, material, local festivals, etc.?**
- **Review Commitment Report.**

Commonly Missed Items to Check

- **Keep any existing Highway Lighting operating as long as practical during utility relocation and construction. May be practical to use temporary electrical service.**

- **Access/maintenance of existing drives for residents and businesses should be discussed.**

- **The final grades and widths of the proposed drives for residents and businesses should be discussed. The designer should try to make the existing drives either at the existing grades or less. This may show a cause for additional temporary right of way.**

- **Are there any existing survey monuments – such as Section Corners – that need to be maintained?**

- **Are there any existing castings such as survey monuments, manholes, inlets, valves, etc – that need to be adjusted to grade?**

Other Considerations

- **Construction phasing should be checked to make sure that phase lines are consistent. Do proposed MOT schemes fit on the bridge decks and do the bridge construction joints work with the adjacent roadway and exiting structures.**

Preliminary Field Check – Utility Checklist #1

Utility _____ Phone _____

Address _____ _____

Utility Representative _____

Mobile Phone _____ Email _____

Project Manager _____ Phone _____ Mobile Phone _____

Des. No. _____ District _____

Work Type _____ RFC Date _____

Project Location: Road _____ County _____

Project Description _____

_____

Preliminary Field Check Questions	Y	N	Note
1. Did you receive copy of plans showing all of your facilities correctly?			
2. Do you have any major facilities such as vaults?			
3. Are you aware of any utilities in the area that are not shown or listed on the plans?			
4. Do you anticipate conflicts between your facilities and the road/bridge project?			
5. Do you have any suggestion for design changes in order to avoid relocation of your facilities (especially major strategy)?			
6. Are there any possible conflicts with the traffic control plans?			
7. Are there any possible conflicts with the bridge plans?			
8. Are there any possible conflicts with the signal plans?			
9. As a preliminary estimate, how much time is needed for relocation work?			
10. Are you on easement and reimbursable?			
12. If reimbursable, what is your estimate of relocation cost.			
13. Does utility intend to stay on same side of roadway?			
14. Is R/W sufficient for utility relocation outside the clear zone?			