

Utility Coordination Checklist & SPMS Mileposts
As Of 10/25/2013

Start Date	End Date	Item Seq.	Who	Description
				Section 1. Initiation Phase.
		1.01	UC	Contact PM and obtain Des. No.
		1.02	UC	Contact PM and obtain route number
		1.03	UC	Contact PM and obtain work type
		1.04	UC	Contact PM and obtain project description
		1.05	UC	Contact PM and obtain project limits
		1.06	UC	Contact PM and obtain classification of project as major or minor
		1.07	UC	Contact PM and obtain proposed ready for contracts date
		1.08	UC	Contact PM and obtain proposed letting dates
		1.09	UC	Contact PM and have UC name entered in SPMS for utility coordination
		1.11	UC	Contact PM and obtain copy of SPMS schedule to verify name entered
		1.12	UC	Contact PM and review project funding for reimbursable relocations
		1.13	OSA	Contact PM and obtain objectives for utility coordination deliverables
		1.14	OSA	Prepare risk evaluation of utility coordination deliverables
				Section 2. Research Phase.
		2.01	UC	Determine facilities in the area by researching permit files
		2.02	UC	Determine facilities in the area by reviewing plan files
		2.03	UC	Determine facilities in the area by investigating field conditions
		2.04	UC	Determine facilities in the area by reviewing information from IUPPS
		2.05	UC	Determine facilities in the area by contacting local government agencies
		2.06	UC	Determine owners and contact info for traffic signals, interconnects
		2.07	UC	Determine owners and contact info for lighting
		2.07	UC	Prepare letter summarize findings from research phase
		2.08	UC	Add to letter ITS Technology Deployment Division Troy Boyd, 219-939-3650, tboyd@indot.in.gov Konstantin Veygman, 317-899-8606, kveygman@indot.in.gov
		2.09	UC	Add to letter Snow & Ice Program Manager Phil Ivy, 812-746-9652, pivy@indot.in.gov
		2.09	UC	Send letter utility names, facility types, contact info to Designer and OSA
		2.10	DES	Update project plans with utility names, facility types, contact info
		2.11	OSA	Enter in URLog utility names, facility types, authorized representative
				Section 3. Initial Notice Phase
		3.01	UC	Send letter initial notice to each utility with copy to OSA request
		3.02	UC	Receive response to initial notice from each utility <ol style="list-style-type: none"> 1. Are they in the area of the project? 2. Who is the designated representative? 3. How do they want plans delivered? 4. What is the ball park estimate for the cost of relocation? 5. Are they reimbursable and on what basis?
		3.03	UC	Forward response to initial notice to OSA
		3.04	UC	Send list of all reimbursable expenses and estimated cost to OSA
		3.04	OSA	Enter in URLog dates letter initial notice sent and response received
		3.05	OSA	Enter in URLog reimbursable expenses and estimated costs
		3.06	OSA	Enter in URLog reimbursable eligibility and note basis for reimbursement
		3.07	OSA	Contact PM and review project funding for reimbursable relocations

		3.08	OSA	Review risk evaluation of utility coordination deliverables
		3.09	OSA	Select in URLog designated representative info if available
		3.10	OSA	Provide missing designated representative info to Manager, SPMS
		3.11	SUR	Notify IUPPS to have utility facilities marked in the field
		3.11	SUR	Notify owner of signals to have buried wires marked in the field
		3.12	SUR	Measure and record the location of field markings and facilities
		3.13	DES	Designer show facility information on plan sheets
				Section 4. Verification Phase
		4.01	DES	Upload plans into ERMS and notify UC
		4.02	DES	Provide Geotech report to each utility
		4.03	DES	Send verification plans to each utility and OSA
		4.04	UC	Send letter request verification of facilities to each utility with copy to OSA
		4.05	UC	Receive letter response to verification request from each utility
		4.06	UC	Forward letter response to verification request to Designer and OSA
		4.07	OSA	Enter in URLog dates letter request verification sent and response received
		4.08	DES	Update plan sheets with verification information from each utility
		4.09	DES	Send revised plans from verification response to utilities
		4.10	UC	Meet w District Construction and conduct constructability review stage 1
		4.11	UC	Attend preliminary field check and obtain input from utilities on project
		4.12	UC	<i>Determine right of way needs to accommodate utility facility relocations</i>
		4.13	UC	Contact PM present right of way buying plan to address needs of utilities
		4.14	UC	Contact PM and discuss need for separate clearing contract
		4.15	OSA	Contact PM and review project funding for reimbursable relocations
				Section 5. Conflict Analysis Phase
		5.01	UC	Send letter request conflict analysis to each utility with copy to OSA
		5.02	UC	Receive response to letter request conflict analysis from each utility
		5.03	OSA	Enter in URLog dates request conflict analysis sent and response received
		5.04	UC	Forward response to request conflict analysis to Designer and OSA
		5.05	DES	Review recommended changes and implement where appropriate
		5.06	DES	Check with INDOT Geotech Section for revised sub-grade type
		5.07	DES	Send comments on recommended changes to UC and OSA
		5.08	UC	Prepare letters w/ comments on recommended changes copy to OSA
		5.09	UC	Send letters w comments on recommended changes to utilities and OSA
		5.10	OSA	Contact PM and review project funding for reimbursable relocations
		5.11	UC	Meet w District Construction and conduct constructability review stage 2
		5.12	OSA	Review risk evaluation of utility coordination deliverables
				Section 6. Work Plans Phase
		6.01	DES	Upload preliminary final plans into ERMS
		6.02	DES	Send preliminary final plans to each utility and OSA
		6.03	UC	Send letter request work plan to each utility with copy to OSA
		6.04	UC	Receive response to letter request work plan from each utility 1. Work plan narrative 2. Relocation drawing 3. Cost estimate 4. Easement documents
		6.05	UC	Provide quality control review of work plan for compliance
		6.06	UC	Coordinate with utility to amend work plan as needed
		6.07	UC	Send acceptable work plan to OSA
		6.08	OSA	Provide quality assurance review of work plan for compliance
		6.09	OSA	Provide comments from quality assurance review to UC

		6.10	UC	Coordinate with utility to amend work plan as needed
		6.11	UC	Send revised work plan to OSA
		6.12	OSA	Enter in URLog dates letter request work plan sent and response received
		6.13	OSA	Prepare memo request permission to be in limited access right of way
		6.14	UC	Prepare letter work plan approved for each acceptable work plan
		6.15	UC	Forward copy of letter work plan approved to OSA for review and sign
		6.16	OSA	Sign letter work plan approved, scan and save
		6.17	OSA	Return signed letter work plan approved to UC
		6.18	OSA	Enter in URLog permit number and date permit issued
		6.19	UC	Send signed letter work plan approved to the utility
		6.20	OSA	Contact PM and review project funding for reimbursable relocations
		6.21	OSA	Review risk evaluation of utility coordination deliverables
		6.22	OSA	Send approved work plan to the Designer
		6.23	DES	Designer update project plans with utility name, facility types, contact info
		6.24	DES	Designer uploaded approved work plans into ERMS
		6.25	UC	Prepare utility coordination certificate and send to OSA for review
		6.26	UC	Prepare utility special provisions and send to OSA for review
		6.27	DES	Designer upload utility coordination certificate into ERMS
		6.28	DES	Designer upload utility special provisions into ERMS
		6.29	DES	<i>Designer upload utility relocation drawings into ERMS</i>
				Section 7 Agreement Phase
		7.01	UC	Receive letter from utility requesting an agreement for reimbursement
		7.02	UC	Review basis for reimbursement present to OSA for verification
		7.03	UC	Forward letter from utility requesting reimbursement to OSA
		7.04	OSA	Review basis for reimbursement
		7.05	OSA	Prepare and route internal memo for extraordinary cost agreement
		7.06	UC	Prepare agreement and cover letter
		7.07	UC	Forward agreement and cover letter to OSA for review and signature
		7.08	OSA	Review risk evaluation of utility coordination deliverables
		7.09	OSA	Verify or request funds in money bag for correct fiscal year
		7.10	OSA	OSA return agreement and signed cover letter to UC
		7.11	UC	Send signed cover letter and agreement to utility
		7.12	UC	Receive agreement signed by utility and exhibits from utility
		7.13	UC	Review agreement signed by utility and exhibits
		7.14	UC	Forward signed agreement and exhibits to OSA for review and signature
		7.15	OSA	OSA prepare and submit request for funds
		7.14	OSA	OSA prepare letter funding explanation
		7.15	OSA	Prepare routing memo and obtain PM signature
		7.16	OSA	Prepare EDS for Extraordinary Cost, Unnecessary Cost, Work In Contract
		7.18	OSA	Forward memo, agreement, exhibits to statewide director
		7.19	DUR	Review and sign agreement and obtain notary signature
		7.20	DUR	Forward agreement to legal for further processing
		7.21	OSA	Received fully executed agreement from legal section
		7.22	OSA	Scan and save copy of fully executed agreement
		7.23	OSA	Provide agreement and letter funding explanation to PO issue person
		7.24	OSA	Return copy of fully executed agreement to UC
		7.25	UC	<i>Prepare letter return agreement</i>
		7.26	UC	<i>Forward letter return agreement to OSA for review and signature</i>
		7.27	OSA	<i>Sign letter return agreement, scan and send to UC</i>
		7.28	UC	<i>Send letter return agreement and copy of fully signed agreement to Utility</i>

		7.29	UC	Review request by utility to use consultant
		7.30	UC	Prepare letter consultant approved and send to OSA for signature
		7.31	OSA	Review basis for consultant selection, sign letter and return to UC
		7.32	UC	Send signed letter consultant approved to utility
		7.33	UC	Review request by utility to use contractor
		7.34	UC	Prepare letter contractor approved and send to OSA for signature
		7.35	OSA	Review basis for contractor selection, sign letter and return to UC
		7.36	UC	Utility contractor approval letter sent to the utility
		7.37	OSA	Review incremental invoices
		7.38	OSA	Review cumulative invoice summary
		7.39	OSA	Check for release of retainage
		7.40	OSA	Update un-liquidated PO application
		7.41	OSA	<i>Recapitulate cost allocation for work in contract agreements</i>
		7.42	OSA	Submit request to close PO
				Section 8. Utility Construction Phase
		8.01	UC	Prepare, sign and send notice to proceed to each utility
		8.02	UC	Attend final field check meeting
		8.03	OSA	Review risk evaluation of utility coordination deliverables
		8.04	UC	Receive and distribute to utilities right of way certificate
		8.05	UC	Meet w District Construction and conduct constructability review stage 3
		8.06	UC	Provide periodic reports utility relocation construction to OSA
		8.08	UC	Review request for work plan revision from utility
		8.09	UC	Work plan revision sent to PM for review and approval
		8.10	UC	Prepare letter permit addendum for work plan revision
		8.11	UC	Send work plan revision and letter permit addendum to OSA
		8.12	OSA	Update URLog for permit addendum
		8.13	OSA	Scan and send signed letter permit addendum to UC
		8.14	UC	Send signed letter permit addendum to the utility
		8.15	UC	Review shop drawings for INDOT contract and assess impact on utilities
		8.16	UC	<i>Prepare and distribute master utility relocation plan</i>
		8.17	UC	<i>Prepare Gantt chart to coordinate schedule of utility facility relocation</i>
		8.18	UC	Attend pre-construction meeting
		8.19	UC	Periodically attend weekly construction meetings
		8.20	UC	Periodically conduct field visits to verify utility construction and schedule
		8.21	UC	Prepare, sign and send letter work complete to each utility and OSA
		8.22	UC	Prepare, sign and send letter invoice due to each utility and OSA
		8.23	UC	Meet w District Construction for constructability review mid-construction
		8.24	UC	Meet w District Construction for constructability review post construction
				Note 1 DES means designer
				Note 2 DUR means Director Utilities and Railroads
				Note 3 OSA means utility oversight agent
				Note 4 PM means project manager
				Note 5 UC means utility coordinator

SPMS mileposts:

1. **Utility verification:** Stages 1 thru 4 of the utility coordination milestones.
2. **Utility work plans:** Stage 5 and 6 of the utility coordination milestones.
3. **Utility agreement:** Stage 7 of the utility coordination milestones.
4. **Utility construction:** Stage 8 of the utility coordination milestones.

Definition:

Utility verification: This milepost is the utility coordination phase where utilities in the area of the project are identified; the utilities are notified of the proposed highway improvement project, the utilities verify the location of their facilities; and the utility contact information is included in the INDOT preliminary plans.

Includes SPMS activity 28 Utility Location

Includes SPMS activity 36 Utility Location Verification

Utility work plans: This milepost is the utility coordination phase where the conflicts between the project and the location of utility facilities are analyzed; changes to the project design are considered to avoid utility facility relocations, utility work plans are prepared, utility work plans are reviewed for accuracy and compliance and utility work plans are approved. It also includes the uploading of approved work plans, utility special provision, and coordination certificate.

Includes SPMS activity 42 Project Plans Sent to Utility

Includes SPMS activity 44 Relocation Design by Utility

Includes SPMS activity 54 Utility Permits Issued

Includes SPMS activity 213 Plans to Utilities

Includes SPMS activity 215 Utility Coordination

Includes SPMS activity 220 Authorize Funds for Utility CN

Includes SPMS activity 425 Project Plans to Utilities/RR

Includes SPMS activity 440 Utility Permits Issued

Utility agreement: This milepost is the utility coordination phase where by funds for utility PE and CN authorized, agreements with reimbursable utilities executed, utility contractors approved, final payment effected to reimbursable utilities, and all the POs are closed out.

Includes SPMS activity 210 Authorize Funds for Utility PE

Utility construction: This milepost is the utility coordination phase where all utilities complete their relocation construction in accordance with their approved work plans. It may be done before or after letting of the INDOT project. In cases where a separate clearing contract is in place or utility relocation does not require clearing or staking by the INDOT contractor, utility coordination may be completed before letting.

Includes SPMS activity 280 Utility Construction