

FINAL FIELD CHECK RECOMMENDATIONS

THE PROJECT MANAGER WILL GIVE THREE WEEKS NOTICE TO THE UTILITIES AND INDOT OFFICES WHEN SCHEDULING THE FINAL FIELD CHECK.

IT IS RECOMMENDED THAT THE FINAL FIELD CHECK WILL ALSO BE IN TWO STEPS. STEP 1 WILL BE UTILITY COORDINATION WITH THE PROJECT MANAGER, AREA ENGINEER, AND DESIGNER.

THE PROJECT MANAGER HAS CONTINUED COORDINATION WITH UTILITY COMPANIES TO MINIMIZE THEIR IMPACTS.

FOR THE FINAL FIELD CHECK, THE UTILITIES HAVE EACH RECEIVED THE FINAL FIELD CHECK PLANS (PRELIMINARY FINAL PLANS) WITH THE UTILITY CHECKLIST #2 (SEE APPENDIX 4). IT IS IMPORTANT FOR THE PROJECT MANAGER TO WORK WITH EACH UTILITY TO DETERMINE THE BEST TIME FRAMES, PER CHECKLIST QUESTIONS 6-9. FROM THESE, THE PROJECT MANAGER CAN DETERMINE SOME OF THE RISKS INVOLVED.

THE INTENT OF THE FINAL FIELD CHECK PLANS IS TO HAVE THE FINAL DESIGN COMPLETE TO THE POINT THAT THE UTILITY COMPANIES CAN PREPARE THEIR WORK PLANS FOR RELOCATION. THE PROJECT MANAGER NEEDS FEEDBACK FROM THE UTILITY COMPANIES AS SOON AS POSSIBLE FOR THE DESIGNER AFTER THE FINAL FIELD CHECK.

FINAL FIELD CHECK PLANS ARE 80% COMPLETE. PREVIOUS STAGE 2 REVIEW COMMENTS HAVE BEEN ACCOUNTED FOR.

IN THIS PHASE, REVIEW THE BRIDGE DESIGN AND REQUIREMENTS, FINAL MAINTENANCE OF TRAFFIC PLANS, SIGNALIZATION, SIGNS AND STRIPING PLANS. FINALIZE CONSTRUCTION RESTRICTIONS AND REVIEW TRAFFIC AND COMMUNITY IMPACT. REQUEST UTILITY RELOCATION PLANS, UPDATE UTILITY RELOCATION IMPACT, AND REVIEW AND UPDATE NECESSARY PERMITS. OBTAIN RIGHT OF ENTRY ON ALL R/W PARCELS.

OFFICES INVOLVED:

- **PROJECT MANAGEMENT**
- **CONSTRUCTION**
- **DESIGN**
- **MAINTENANCE**
- **TRAFFIC**
- **ENVIRONMENTAL**
- **HYDRAULICS**
- **GEOTECH**
- **RIGHT OF WAY**
- **BRIDGE/STRUCTURES**

FINAL FIELD CHECK RECOMMENDATIONS CONT'D

ITEMS TO REVIEW AT FINAL FIELD CHECK

- **WHAT RECENT CHANGES, EXISTING/PLANNED, ON THE JOB SITE?**
- **WHAT ARE CHANGES TO DRAINAGE STRUCTURES AND GRADING IN THE TRAFFIC MAINTENANCE PLAN?**
- **ANY CHANGES TO SIGNAGE AND TRAFFIC SIGNALS IN THE TRAFFIC MAINTENANCE PLAN?**
- **HAVE TEMPORARY PAVEMENT MARKINGS (TEMPORARY/REMOVABLE) AND LINE REMOVAL BEEN ADDRESSED IN THE PHASING?**
- **HAVE THE TRAFFIC SIGNALS, TRAFFIC SIGNAL DETECTION, AND SIGNAGE BEEN ADDRESSED IN EACH PHASE?**
- **HAS THE UTILITY'S RELOCATION PLAN ADDRESSED EROSION CONTROL MEASURES?**
- **ARE EROSION CONTROL MEASURES (TEMPORARY SEEDING, MOBILIZATION/DEMobilIZATION, ETC.) ADDRESSED IN EACH PHASE?**

OTHER CONSIDERATIONS

- **ENSURE THAT NOTHING HAS CHANGED SINCE THE TIME THAT THE TOPOGRAPHIC AND ALIGNMENT & GRADE SURVEY WAS COMPLETED (I.E., PAVEMENT HAS BEEN OVERLAID, DRIVES HAVE BEEN ADDED, DRAINAGE HAS BEEN CHANGED, ETC.).**
- **TEMPORARY SIGNALS AND OFFICIAL ACTIONS SHOULD BE DISCUSSED AT THIS POINT. THE AFFECT OF THE TEMPORARY SIGNALS AND OA'S ON MOT, UTILITIES, RAILROAD, ETC SHOULD BE REVIEWED.**
- **UTILITIES SHOULD DISCUSS THEIR OPERATIONS AND COOPERATION WITH OTHER UTILITIES. WHO MOVES FIRST, WHO NEEDS TO MOVE FIRST, TIMELINES, CONSTRUCTION ISSUES, RESPONSIBILITY OF REMOVING POLES, AND SEEDING AND SODDING. THIS MAY MODIFY PHASING, LETTING DATES, INTERMEDIATE COMPLETION DATES, ETC.**
- **CHECK COMMITMENT REPORT.**



FINAL FIELD CHECK – UTILITY CHECKLIST #2

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 _____

FINAL FIELD CHECK UTILITY QUESTIONS	Y	N	NOTE
1. ANY IDENTIFIED AND REMAINING MINOR CONFLICTS BETWEEN YOUR UTILITY AND THE PROPOSED ROAD PLANS THAT BE AVOIDED BY MINOR PLAN CHANGES?			
2. ANY CONFLICTS BETWEEN YOUR RELOCATION PLAN AND ANOTHER UTILITY?			
3. HAVE YOU INSTALLED ANY NEW FACILITIES BETWEEN THE PRELIMINARY FIELD CHECK AND NOW THAT ARE NOT SHOWN ON THE PLANS?			
4. ARE THERE ANY PROBLEMS IN DEVELOPING YOUR RELOCATION PLANS?			
5. ANY OTHER ITEMS THAT NEED TO BE DISCUSSED?			
6. WHAT IS MINIMUM TIME NEEDED TO DEVELOP YOUR RELOCATION PLANS?			
7. WHAT IS MAXIMUM TIME NEEDED TO DEVELOP YOUR RELOCATION PLANS?			
8. WHAT IS THE MINIMUM TIME NEEDED TO COMPLETE YOUR UTILITY RELOCATION?			
9. WHAT IS THE MAXIMUM TIME NEEDED TO COMPLETE YOUR UTILITY RELOCATION?			

RECENT PLAN CHANGES THAT MAY AFFECT UTILITIES:



CONSTRUCTABILITY/UTILITY CONFERENCE

PRIMARY DES No. _____ CONTRACT No. _____

ROUTE _____ DISTRICT _____

WORK TYPE _____ RFC DATE _____

PROJECT LOCATION _____

PROJECT DESCRIPTION _____

COUNTY/CITY/TOWN _____ DESIGNER _____

PROJECT MANAGER _____

CONSTRUCTION MANAGER _____ DESIGNER _____

DATE _____

UTILITY ITEMS TO BE DETERMINED	Y	N	NOTE
1. HOW MANY UTILITIES ARE INVOLVED WITH THE PROJECT?			
2. ARE ALL KNOWN UTILITIES SHOWN ON THE PLANS?			
3. HAVE ALL UTILITIES SUBMITTED RELOCATION PLANS?			
4. DOES PROJECT PHASING ADDRESS UTILITY RELOCATION?			
5. DO UTILITIES CONFLICT WITH DRAINAGE?			
6. ARE THE RELOCATIONS DEPENDANT ON ANOTHER UTILITY?			
7. CAN THE UTILITIES BE RELOCATED CONCURRENTLY?			
8. ANY METHODS OF CONSTRUCTION CONFLICT WITH UNDERGROUND/OVERHEAD UTILITIES?			
9. IS THERE A DRAWING OF ALL PROPOSED UTILITY LOCATIONS USING ROAD AND/OR BRIDGE PLANS?			
10. WITH R/W ACQUIRED, IS A CLEARING CONTRACT CONSIDERED?			
11. ARE REIMBURSABLE AGREEMENTS WITH UTILITIES COMPLETE?			
12. HAVE PERMITS AND NTP BEEN ISSUED?			
13. HAVE ANY UTILITIES BEEN RELOCATED?			
14. WHAT UTILITIES WILL REMAIN IN PLACE THAT THE CONTRACTOR MUST WORK AROUND?			
OTHER ITEMS TO BE DETERMINED	Y	N	NOTE
1. IS ALL R/W CLEARED?			
2. WHEN WILL R/W BE CLEARED?			
3. ALL PERMITS IN PLACE?			
4. WHEN WILL PERMITS BE COMPLETE?			

CONTRACT TIME CHECKLIST ITEMS	Y	N	NOTE
1. ADDITIONAL TIME FOR OBTAINING SPECIALTY ITEMS OR MATERIALS WITH LONG-LEAD REQUIREMENTS (I.E. TRAFFIC SIGNAL EQUIPMENT)?			
2. EMBANKMENT SETTLEMENT PERIODS OR EMBANKMENT SURCHARGES?			
3. COORDINATION WITH UTILITIES? WERE UTILITY RELOCATION TIME FRAMES TAKEN INTO CONSIDERATION IN TIME SET?			
4. TIME FOR FABRICATION OF STRUCTURAL STEEL AND OTHER SPECIALTY ITEMS?			
5. CONSTRUCTION LIMITATIONS AND REQUIREMENTS?			
6. TYPE OF EARTHWORK (SLIVER CUTS, BENCHING)?			
7. WORK AREA RESTRICTIONS?			
8. MATERIAL AVAILABILITY?			
9. CRITICAL INTERFACE ACTIVITIES (UTILITIES, RR, ETC.)? IS RR AGREEMENT COMPLETE.			
10. RESTRICTIONS FOR NIGHTTIME AND WEEKEND OPERATIONS?			
11. CONFLICTING OPERATIONS OF ADJACENT PROJECTS, BOTH PUBLIC AND PRIVATE?			
12. ENVIRONMENTAL COMMITMENTS?			
13. SEASONAL LIMITATIONS FOR CERTAIN ACTIVITIES			
14. PROJECT CALENDAR REQUIREMENTS			
15. WORK WEEK (5-DAY, 7-DAY WEEKS)			
16. HOLIDAYS			
17. OTHER NON-WORKING TIMES			
18. R/W?			
19. PERMITS?			

ADDITIONAL NOTES:



UTILITY RELOCATION PLAN CHECK LIST

UTILITY COORDINATOR _____	PHONE _____
COMPANY _____	MOBILE _____
DESIGN REPRESENTATIVE _____	CONSULTANT _____
MOBILE PHONE _____	EMAIL _____

PROJECT MANAGER _____ PHONE _____ MOBILE PHONE _____

DES. No. _____ DISTRICT _____

WORK TYPE _____ RFC DATE _____

PROJECT LOCATION: ROAD _____ COUNTY _____

PROJECT DESCRIPTION _____

UTILITY RELOCATION QUESTIONS	Y	N	NOTE
1. ARE THE RELOCATION DRAWINGS ON INDOT HIGHWAY PLANS?			
2. ARE YOU USING THE MOST CURRENT SET OF INDOT HIGHWAY PLANS AS REFERENCE FOR REVIEW INCLUDING BRIDGE PLANS, TRAFFIC SIGNAL PLANS AND LIGHTING PLANS?			
3. ARE YOU USING THE MOST CURRENT SET OF UTILITY RELOCATION PLANS?			
4. DO THE PLANS SHOW A LEGEND INCLUDING ALL UTILITY SYMBOLS AND UTILITY RELOCATION ITEMS?			
5. IS THERE A NOTE SHOWN ON PLANS THAT NO OPEN CUTS ARE ALLOWED ON HIGHWAYS EXCEPT DURING CONSTRUCTION IF APPROVED?			
6. IS A NOTE SHOWN ON THE PLANS THAT THE RELOCATION PERMIT ONLY INCLUDES RELOCATION WORK INSIDE OF STATE RIGHT-OF-WAY?			
7. ARE ALL FACILITIES TO REMAIN AND PROPOSED FACILITIES ARE NOT IN CONFLICT WITH HIGHWAY IMPROVEMENT PROJECT?			
8. AFFIRM ALL PROPOSED FACILITIES ARE TO BE PLACED IN COMPLIANCE WITH THE "INDOT UTILITY ACCOMMODATION POLICY"?			

UTILITY RELOCATION QUESTIONS	Y	N	NOTE
9. ARE ALL ABOVE GROUND FACILITIES OUTSIDE OF THE OBSTRUCTION FREE ZONE AND CLEAR ZONE?			
10. ARE ALL PROPOSED FACILITIES NOT IN CONFLICT WITH EXISTING AND PROPOSED FACILITIES OF ANY OTHER UTILITY?			
11. ARE LONGITUDINAL RUNS OF PROPOSED FACILITIES OUTSIDE OF LIMITED ACCESS RIGHT-OF-WAY UNLESS A WAIVER IS GRANTED?			
12. ARE SERVICE LINES SHOWN ON THE PLANS?			
13. ALL EXISTING FACILITIES ARE LABELED WITH "EXISTING FACILITY TO REMAIN", "EXISTING FACILITY TO BE REMOVED" OR "EXISTING FACILITY TO BE ABANDONED"?			
14. ARE ALL ABOVE GROUND PROPOSED FACILITIES LABELED WITH "NEW FACILITY", WHAT IS BEING INSTALLED AND THE STATION AND OFFSET AT ALL CRITICAL LOCATIONS?			
15. ARE ALL UNDER GROUND FACILITIES LABELED WITH "NEW FACILITY", WHICH IS BEING INSTALLED (MATERIAL AND SIZE), THE METHOD OF INSTALLATION (DIRECT BURIED OR ENCASED), THE STATION, OFFSET AND ELEVATION AT ALL CRITICAL LOCATIONS?			
16. ABOVE GROUND FACILITIES PLACED IN A DITCH DO NOT IMPEDE REQUIRED DRAINAGE?			
17. ARE FACILITIES NOT PLACED IN CONTRADICTION WITH ADA STANDARDS?			
18. AFFIRM THE PROPOSED AND EXISTING LOCATION FOR OVER HEAD LINES ARE AWAY FROM THE CONSTRUCTION SITE FOR FILE DRIVING?			
19. EACH FACILITY IS NOT IN CONFLICT WITH PROPOSED DRAINAGE STRUCTURES?			
20. EACH FACILITY IS NOT IN CONFLICT WITH SIGNAL STRUCTURES?			
21. EACH FACILITY IS NOT IN CONFLICT WITH MAINTENANCE OF TRAFFIC CONSTRUCTION?			

UTILITY RELOCATION QUESTIONS	Y	N	NOTE
22. EACH FACILITY IS NOT IN CONFLICT WITH SOIL REMEDIATION?			
23. EACH FACILITY IS NOT IN CONFLICT WITH WETLANDS MITIGATION?			
24. EACH FACILITY IS NOT IN CONFLICT WITH KNOWN OR SUSPECTED HAZARDOUS WASTE SITES?			
25. IS A NOTE SHOWN FOR ALL ABANDONED PIPES TO REMAIN (8 INCH OR GREAT IN DIAMETER) UNDER EXISTING OR PROPOSED PAVEMENT AREA SHALL BE FILLED WITH FLOWABLE FILL.			
26. IS A NOTE SHOWN FOR ALL EXISTING OR ABANDONED PIPES IDENTIFIED WITH ASBESTOS?			
27. GUY WIRES DO NOT CROSS WALKWAYS UNLESS ADEQUATE CLEARANCE IS PROVIDED.			
28. THE TOP OF THE UTILITY IS NOT HIGHER THAN 18 INCHES BENEATH THE BOTTOM OF THE INDOT PAVEMENT STRUCTURE (12 INCHES FOR SUBGRADE TREATMENT)?			
29. THE TOP OF THE UNDERGROUND UTILITY IS NOT HIGHER THEN (48" FOR GAS, ELECTRIC) AND (36" FOR WATER, SANITARY, COMMUNICATIONS) UNDERNEATH THE INDOT DRAINAGE DITCHES?			
30. THE UNDERGROUND UTILITY WILL NOT BE IN THE WAY OF BENCHING, PIPE BACKFILL REQUIREMENTS, CHANNEL CLEARING, RIP RAP PLACEMENT AND GUARD RAIL POSTS?			
31. VERIFIED THAT THERE IS SUFFICIENT VERTICAL DISTANCE BETWEEN THE TOP OF A MANHOLE OR VAULT AND THE COVER TO MAKE ADJUSTMENTS TO GRADE?			
32. THE PROPOSED UTILITY RELOCATION WOULD NOT DAMAGE ANY NOTED "DO NOT DISTURB" ITEMS?			

RECENT PLAN CHANGES THAT MAY AFFECT UTILITIES: