

Utility Coordination Checklist
As Of 08/11/2014

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 <ol style="list-style-type: none"> 1. When is the late finish date for work plans to be approved 2. When is the late finish date for agreements to be signed 3. When is the late finish date for utilities to be out of conflict 4. When is the late finish date for the road to be open to traffic
		1.14	UC	Contact DS and provide utility input to project development schedule
		1.15	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 list summarizing findings from research phase
		2.08	UC	Add to list ITS Technology Deployment Division for information signs, radio, weather and weigh-in-motion systems Troy Boyd, 219-939-3650, tboyd@indot.in.gov , or Konstantin Veygman, 317-899-8606, kveygman@indot.in.gov
		2.09	UC	Add to list Snow & Ice Program Manager for RWIS (Road Weather Information System-33 sites), http://ssiweather.indot.in.gov/ Phil Ivy, 812-746-9652, pivy@indot.in.gov
		2.10	UC	Add to list District Signal Tech Supervisor for INDOT signals Crawfordsville, Monty Wilson, 765-361-5635, mowilson@indot.in.gov Greenfield, Mike Huffman, 317-467-3485, mhuffman@indot.in.gov Fort Wayne, Mark Bonar, 260-969-8282, mbonar@indot.in.gov LaPorte, Andy Costello, 219-325-7483, acostello@indot.in.gov Seymour, Ken Pruitt, 812-895-524-3777, kpruitt@indot.in.gov Vincennes, Robert Horton, 812-895-7461, rhorton@indot.in.gov If needed, Central Office, Joe Bruno, 317-234-7949, jbruno@indot.in.gov
		2.11	UC	Add to list US Geological Survey for river gauge impacts, http://in.water.usgs.gov/

				Jeff Woods, 317-600-2762, jwoods@usgs.gov , Indiana Water Science Center, 5957 Lakeside Boulevard, Indianapolis, Indiana 46278
		2.12	UC	Send list utility names, facility types, optional contact info to DS, OSA
		2.12	DS	Update project plans with utility names, facility types, contact info
		2.13	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
		3.02	UC	Schedule live interactive meeting with all utility representatives <ol style="list-style-type: none"> 1. Where will the utility relocate their facilities if needed? 2. If easements are needed can INDOT appraiser or buyer participate? 3. What is the basis for reimbursement for the utility, if any? 4. What is a ball park estimate for cost to relocate the utility facilities? 5. What is the utility schedule to relocate if such is necessary? 6. Where would the utility relocate their facilities if such is necessary? 7. How can the highway project be designed to avoid their facilities? 8. How will the relocation work proceed? 9. Does the utility have elevations for their facilities? 10. Is sub-surface utility engineering needed?
		3.03	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?
		3.04	UC	Forward response to initial notice to OSA
		3.05	UC	Send list of all reimbursable expenses and estimated cost to OSA
		3.06	OSA	Enter in URLog dates letter initial notice sent and response received
		3.07	OSA	Enter in URLog reimbursable expenses and estimated costs
		3.08	OSA	Enter in URLog reimbursable eligibility and note basis for reimbursement
		3.09	OSA	Contact PM and review project funding for reimbursable relocations
		3.10	OSA	Review risk evaluation of utility coordination deliverables
		3.11	OSA	Select in URLog designated representative info if available
		3.12	OSA	Request missing designated representative info be added use help ticket
		3.13	SUR	Notify IUPPS to have utility facilities marked in the field
		3.14	SUR	Notify owner of signals to have buried wires marked in the field
		3.15	SUR	Measure and record the location of field markings and facilities
		3.16	DS	Designer show facility information on plan sheets
				Section 4. Verification Phase
		4.01	DS	Upload plans into ERMS and notify UC
		4.02	DS	Provide Geotech report to each utility
		4.03	DS	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 DS and OSA
		4.07	OSA	Enter in URLog dates letter request verification sent and response received
		4.08	DS	Update plan sheets with verification information from each utility
		4.09	DS	Send revised plans from verification response to utilities
		4.10	UC	<i>Meet w District Construction and conduct constructability review stage 1</i>
		4.11	UC	Attend preliminary field check and obtain input from utilities on project
		4.12	UC	Contact PM present right of way buying plan to address needs of utilities

		4.13	UC	Contact PM and discuss need for separate clearing contract
		4.14	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	DS	Review recommended changes and implement where appropriate
		5.06	DS	Check with INDOT Geotech Section for revised sub-grade type
		5.07	DS	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	<i>Meet w District Construction and conduct constructability review stage 2</i>
		5.12	OSA	Review risk evaluation of utility coordination deliverables
				Section 6. Work Plans Phase
		6.01	DS	Upload preliminary final plans into ERMS
		6.02	DS	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	<i>Meet w District Construction and conduct constructability review stage 3</i>
		6.05	UC	Receive response to letter request work plan from each utility 1. Work plan narrative 2. Relocation drawing 3. Cost estimate 4. Easement documents
		6.06	UC	Provide quality control review of work plan for compliance
		6.07	UC	Coordinate with utility to amend work plan as needed
		6.08	UC	Send acceptable work plan to OSA
		6.09	OSA	Provide quality assurance review of work plan for compliance
		6.10	OSA	Provide comments from quality assurance review to UC
		6.11	UC	Coordinate with utility to amend work plan as needed
		6.12	UC	Send revised work plan to OSA
		6.13	OSA	Enter in URLog dates letter request work plan sent and response received
		6.14	OSA	Prepare memo request permission to be in limited access right of way
		6.15	UC	Prepare Gantt chart to coordinate schedule of utility facility relocations
		6.16	UC	Review Gantt chart with PM and AE
		6.17	UC	Prepare & distribute master utility relocation drawing
		6.18	UC	Prepare letter work plan approved for each acceptable work plan
		6.19	UC	Forward copy of letter work plan approved to OSA for review and sign
		6.20	OSA	Sign letter work plan approved, scan and save
		6.21	OSA	Return signed letter work plan approved to UC
		6.22	OSA	Enter in URLog permit number and date permit issued
		6.23	UC	Send signed letter work plan approved to the utility
		6.24	OSA	Contact PM and review project funding for reimbursable relocations
		6.25	OSA	Review risk evaluation of utility coordination deliverables
		6.26	UC	Send approved work plan to the DS
		6.27	DS	Update project plans with utility name, facility types, contact info
		6.28	DS	Uploaded approved work plans into ERMS
		6.29	UC	Prepare utility coordination certificate and send to OSA for review
		6.30	UC	Prepare utility special provisions and send to OSA for review

		6.31	DS	DS upload utility coordination certificate into ERMS
		6.32	DS	DS upload utility special provisions into ERMS
		6.33	DS	<i>DS 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 processing
		7.15	OSA	Prepare routing memo and obtain PM signature
		7.16	OSA	Forward memo, agreement, exhibits to DUR
		7.17	DUR	Review and sign agreement and obtain notary signature
		7.18	DUR	Forward agreement to legal for further processing
		7.19	OSA	Receive fully executed agreement from Contract section
		7.20	OSA	Scan and save copy of fully executed agreement
		7.21	OSA	OSA prepare and submit request for funds
		7.22	OSA	OSA prepare letter funding explanation
		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	Provide periodic reports utility relocation construction to OSA
		8.06	UC	Review request for work plan revision from utility
		8.07	UC	Work plan revision sent to PM for review and approval
		8.08	UC	Prepare letter permit addendum for work plan revision 1. Describe what has changed. 2. State how much does it cost. 3. Identify who is paying for this cost. 4. Describe what the impact is to the proposed schedule.
		8.09	UC	Send work plan revision and letter permit addendum to OSA
		8.10	OSA	Update URLog for permit addendum
		8.11	OSA	Scan and send signed letter permit addendum to UC
		8.12	UC	Send signed letter permit addendum to the utility
		8.13	UC	Review shop drawings for INDOT contract and assess impact on utilities
		8.14	UC	<i>Prepare and distribute master utility relocation plan</i>
		8.15	UC	<i>Use Gantt chart to synchronize utility work w INDOT contractor schedule</i>
		8.16	UC	Attend pre-construction meeting
		8.17	UC	Periodically attend weekly construction meetings
		8.18	UC	Periodically conduct field visits to verify utility construction and schedule
		8.19	UC	Prepare, sign and send letter work complete to each utility and OSA
		8.20	UC	Prepare, sign and send letter invoice due to each utility and OSA
		8.21	UC	Meet w District Construction for constructability review mid-construction
		8.22	UC	Meet w District Construction for constructability review post construction
				Note 1 DS 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
				Note 6 AE means Area Engineer for the project