

Construction Checklist

Design – Steps 3, 5, & 8

- Attend Utility Information Meeting
- Attend Utility Design Meeting
- Attend Utility Design Change Meeting (if held)

Utility Relocation Plans and Schedules – Step 10

- Assist with review of Utility Relocation Plans and schedule
- Communicate changes, suggestions on plans and schedule to project manager
- Review application for permit, if applicable

Preconstruction – Steps 12, 13, & 14

- Review contract special provisions, utility permits, relocation plans, and agreements
- Coordinate questions and issues with project manager
- Arrange preletting and other utility meetings as necessary
- Arrange preconstruction meeting after letting and before construction
 - Invite utility owners and other Mn/DOT representatives
 - Prepare agenda and sign-in sheet
 - Facilitate meeting
 - Exchange emergency contact information with utility owners
 - Prepare and distribute minutes
- Monitor advance relocations for compliance with plan and schedule, utility permit, and utility agreement, if applicable
- Call Gopher State One Call (651-454-0002 or 1-800-252-1166) at least 48 hours, excluding weekends, holidays, and emergencies, before digging

Construction – Step 14

- Work with utility owners to set more exact schedule for relocation of the utility facilities in the field
- Monitor relocations for compliance with plan and schedule, utility permit, and utility agreement, if applicable
- Coordinate any staking and clearing right of way
- Review and approve Daily Utility Report
- Sign one copy of Daily Utility Report and send it to Utilities Engineer
- Notify utility owner of any indications of delay and follow the Steps in Case of Utility Delays section in the manual
- Approve any field changes to the plans
- If the relocation is reimbursable, obtain the Utilities Engineer's approval of any field changes to the plans
- Assign an inspector and provide copies of the permit, agreement, Daily Utility Reports, the latest highway plans, and other information to the inspector who will:
 - Inspect site with utility representatives
 - Review Daily Utility Reports
 - Document results in dairy

Close Out – Step 15

- Complete and return the Engineer's Certificate to Utility Agreement Writer
- Help resolve any outstanding issues that arise from the audit