

Project Manager Checklist

Utility Identification – Step 1

- Call Gopher State One Call (651-454-0002 or 1-800-252-1166)
- Contact utility owners
 - Utility Contact List available at www.dot.state.mn.us/utility/files/pdf/contacts/contact-utility.pdf
 - For state facilities include Office of Electronic Communications and Department of Administration Intertechnologies Group
 - Send Utility Identification Letter if receive no response
- Conduct field review
- Complete survey of overhead and underground utility facilities
- Check other information sources (Historical Permits, etc.)
- Consider use of subsurface utility engineering (SUE)
- Share information with other Mn/DOT areas, as appropriate

Utility Information Meeting – Steps 2 & 3

(Required Between 20-45 Percent Plan Completion)

- Prepare plan sheets for Utility Information Meeting
- Send utility owners Utility Information Meeting notification letter and plan sheets at least two to three weeks before the meeting
- Send a copy of all information to the Utilities Engineer and keep a copy in your files
- Invite representatives from the Utility Agreements and Permits Unit, the Construction Group, and other appropriate Mn/DOT areas
- Review information and plans before the meeting; prepare to discuss project scope and schedule and utility involvement and depiction
- Contact utility owners several days before the meeting
- Prepare agenda and sign-in sheet
- Facilitate meeting; be sure to identify potential significant utility issues and consider lead times needed for relocation
- Complete and distribute minutes

Review of Utility Owner Information – Step 4

- Review utility-marked plans
- Send copies of plans, requests for reimbursement, and easement documents to Utilities Engineer
- Notify utility owners of any errors or omissions to marked plans or other information provided
- At Mn/DOT's discretion, modify design as appropriate to eliminate the need for utility relocation
- Consider right of way needs and consult with District Land Management/Right of Way Office

Utility Design Meeting – Step 5

(Required Between 60-75 Percent Plan Completion)

- Prepare plans and utility tabulation sheet for Utility Design Meeting
- Send utility owners Utility Design Meeting notification letter, and plan sheets at least two to three weeks before the meeting

- Invite representatives from the Utility Agreements and Permits Unit, the Construction Group, District Permits, and other appropriate Mn/DOT areas
- Review information and plans, including utility tabulation sheet before the meeting and be prepared to discuss all potential utility conflicts and potential resolutions
- Prepare agenda and sign-in sheet
- Facilitate meeting
- Complete and distribute minutes

Request for Utility Relocation Plans – Steps 6 & 7

- Set deadline
- Send each utility owner a set of project plans, official colored Application for Utility Permit, and relocation plan request letter
- Follow up, as appropriate, with meetings, field meetings, or additional SUE

Utility Design Change Meeting – Step 8 (only if significant changes)

- Send utility owners Utility Design Change Meeting notification letter and plan sheets with revisions
- Invite representatives from the Utility Agreements and Permits Unit, Construction Group, and other appropriate Mn/DOT areas
- Review information and plans before meeting and be prepared to discuss how design changes affect utilities
- Prepare agenda and sign-in sheet
- Facilitate meeting
- Complete and distribute minutes

OR

- Notify utility owners of any minor changes to plans that may affect their utility facilities

Gopher State One Call Utility Verification – Step 9

- Contact Gopher State One Call (651-454-0002 or 1-800-252-1166)
- Send Utility Verification Letter to all utility owners (Minnesota Statute, section 216D.04 requires that utility location information be updated no more than 90 days before submission of final construction plans to Mn/DOT's Pre-Letting Engineer)
- Depict any additional utility facilities on plans and coordinate impacts with affected utility owners, if applicable

Utility Relocation Plan and Schedule Review – Step 10

- Review utility plans, schedules, and estimates in conjunction with the utility tabulation sheet to ensure that plans:
 - Address all project conflicts
 - Follow the Utility Accommodation Policy
- Coordinate review by Construction Group
- Return plans and schedules that require corrections to utility owner
- Submit completed plans, cost estimates (if applicable), and permit application to Utilities Engineer
- Review and require documentation from utility owner for no conflict or no involvement, as applicable

Notice and Order and Utility Relocation Permits – Step 12

- Discuss special provisions and any work to be completed before contract letting with the Construction Group

Utility Information in Contract Documents – Step 13

- Following the requirements of Minnesota Statute, section 216D.04, include the following information
 - Appropriate information and depiction in plans
 - Utility tabulation sheet
 - Appropriate information in utility special provisions, such as contact information, relocation description and schedule, pre-work activity, and restrictions

Construction – Step 14

- Assure proper transition between design and construction
- Assist the Construction Group if design changes are necessary