

PROJECT MANAGER UTILITY CERTIFICATION FOR SP _____

DATE COMPLETED	TASK
	<p>Utility Identification Complete - Step 1</p> <ul style="list-style-type: none"> • Contact Gopher State One Call (651-454-0002 or 1-800-252-1166 or http://www.gopherstateonecall.org/) to identify underground utility facilities • Contact utility owners <ul style="list-style-type: none"> ○ The Utility Contact List is available through UMART and the Utilities website ○ Contact the Office of Electronic Communications and Department of Administration Office of Enterprise Technology for state facilities • Send Utility Identification Letter to the above contacts for the utility owners that do not respond • Conduct field review and check overhead facilities • Check historical permits for existing utility facilities • Consider using subsurface utility engineering (SUE) • Share information with other Mn/DOT functional areas
	<p>Utility Information Meeting Letter Sent (20-45% plan completion) – Steps 2 & 3</p> <ul style="list-style-type: none"> • Prepare plan sheets • Send the Utility Information Meeting Letter notification letter and plan sheets at least two to three weeks before the meeting • Invite representatives from the Utility Agreements and Permits Unit, Construction, and other appropriate areas • Send copies of all information to the Utilities Engineer
	<p>Utility Information Meeting Held (20-45% plan completion) – Step 3</p> <ul style="list-style-type: none"> • Review plans and other information before the meeting • Prepare to discuss project scope and schedule and utility involvement and depiction • Contact utility owners before the meeting to encourage attendance and to bring information to the meeting • Prepare an agenda and sign-in sheet • Facilitate the meeting—be sure to identify potential utility issues and consider lead times needed for relocation • Complete and distribute minutes
	<p>Review Utility Owner Information – Step 4</p> <ul style="list-style-type: none"> • Review utility owner-marked plans • Send copies of plans, requests for reimbursement, and easement documents to the Utilities Engineer • Notify utility owners of any errors or omissions to their information • Modify design as appropriate • Consider right of way needs and consult with District Land Management/Right of Way as needed
	<p>Utility Design Meeting Letter Sent (60-75% plan completion) – Step 5</p> <ul style="list-style-type: none"> • Prepare plans and utility tabulations for the meeting • Send utility owners the 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, Construction, District Permits, and other appropriate areas
	<p>Utility Design Meeting Held (60-75% plan completion) – Step 5</p> <ul style="list-style-type: none"> • Review plans, tabs, and other information before the meeting • Prepare to discuss all potential utility conflicts and potential resolutions • Prepare an agenda and sign-in sheet • Facilitate the meeting • Complete and distribute minutes

DATE COMPLETED	TASK
	Request Utility Relocation Plans – Steps 6 & 7 <ul style="list-style-type: none"> • Send or give each utility owner the Relocation Plan Request Letter with a set of project plans and a yellow Application for Utility Permit form • Set a deadline • Follow up as appropriate
	Receive Relocation Plans DATE DUE: _____ <ul style="list-style-type: none"> • Receive relocation plans from utility owners (List utility owners with date)
	Utility Design Change Meeting Letter Sent (if needed) – Step 8 <ul style="list-style-type: none"> • Prepare for the meeting • Send the utility owners the Utility Design Change Meeting Letter • Invite representatives from the Utility Agreements and Permits Unit, Construction, and other appropriate areas
	Utility Design Change Meeting Held (if needed) – Step 8 <ul style="list-style-type: none"> • Review plans and information before the meeting • Prepare an agenda and sign-in sheet • Facilitate the meeting • Complete and distribute minutes • Notify the utility owners of any minor changes
	Utility Verification Letter Sent (no more than 90 and no less than 30 days before plan submission) – Step 9 <ul style="list-style-type: none"> • Contact Gopher State One Call • Send the Utility Verification Letter to all utility owners • Depict any additional utility facilities on the plans and coordinate any impacts
	Utility Relocation Plan and Schedule Review – Step 10 <ul style="list-style-type: none"> • Review the utility plans, schedules, and estimates to ensure that they address all project conflicts and follow the Utility Accommodation Policy • Coordinate the review with Construction • Submit completed plans, estimates, and permit applications to the Utilities Engineer • Review documentation from utility owners that do not have any conflict or involvement with the project
	Information in Contract Documents – Step 13 <ul style="list-style-type: none"> • Discuss the special provisions and any work to be completed before the letting with Construction • Make sure all information that Minnesota Statute, section 216D.04 requires is in the project plan <ul style="list-style-type: none"> ○ Accurate utility information and depiction on plan sheets ○ Utility tabulation sheet ○ Appropriate utility special provisions

Project Manager's Signature

Date