

Overview of the 15-Step Utility Coordination Process

Step 1

Utility Identification for Construction Projects:

Early Identification of existing utilities within the corridor supports the development of accurate plans. In this step, the consulting engineer initiates a Gopher State One Call (GSOC) and uses surveys and other means to determine possible impacted utilities.

Step 2

Utility Contact for Information

Sending information to utility owners allows them to verify their facilities. In this step, the consulting engineer prepares plan sheets for utility owners.

Step 3

Utility Information Meeting:

Mn/DOT, the consulting engineer, and utility owners explore project impacts on utility facilities. In this step, utility owners verify facilities, mark locations and discrepancies on plan sheets, and submit any statements and easement and reimbursement documentation. The consulting engineer invites utility owners to an information meeting to begin discussions about impacts and possible solutions.

Step 4

Review of Information from Utility Owners

Review and incorporation of utility owner information moves plans forward. In this step, the consulting engineer reviews the project plans marked up by utility owners, information from the meeting, and updates construction plans as appropriate.

Step 5

Utility Design Meeting

Utility Design Meeting facilitates relocation solutions. In this step, the consulting engineer invites utility owners to a Utility Design Meeting to review updated plans and discuss resolution of any potential utility conflicts.

Step 6

Request for Utility Relocation Plans

Requesting utility owners to submit detailed plans, schedules, and estimates during design allows for better results in construction. In this step, the consulting engineer sends utility owners a set of project plans and a permit application. Utility owners prepare the relocation plan, detailed schedule, and estimates for reimbursable utility relocations, complete the permit application, and include information for utility special provisions and contact information.

Step 7

Utility Coordination Follow Up

The consulting engineer continues to coordinate relocation details with utility owners. In this step, the consulting engineer may contact the utility owner with additional questions.

Step 8

Utility Design Change Meeting

Some projects may require a Utility Design Change Meeting. In this step, the consulting engineer invites utility owners to participate in a Utility Design Change Meeting, if necessary, to discuss and resolve any issues that may have arisen from changes since Step 5.

Step 9

Gopher State One Call Utility Verification

In this step, the consulting engineer contacts GSOC no more than 90 days before final plan submittal. Utility owners provide GSOC with information and respond to requests for information.

Step 10

Utility Relocation Plan and Schedule Review

In this step, the consulting engineer reviews utility relocation plans and schedules and sends comments to the Mn/DOT project manager. The consulting engineer may contact the utility owners with questions.

Step 11

Reimbursement and Utility Agreements

Agreements detail the financial responsibility of utilities and Mn/DOT. In this step, Mn/DOT and utility owners complete reimbursement agreements.

Step 12

Notice and Order and Utility Relocation Permit

Issuing Notice and Orders and utility relocation permits before project construction paves the way for early relocation. In this step, utility owners make plans to complete the relocation by the date in the Notice and Order and pick up the approved permit from the district.

Step 13

Utility Information in Contract Documents

Mn/DOT includes utility information in request for bids. In this step, the consulting engineer prepares applicable utility special provisions for contract documents.

Step 14

Construction

Communication and documentation facilitate efficient coordination. In this step, utility owners by law are required to attend the pre-construction meeting and respond to GSOC locate tickets and must complete the relocation according to plans and schedules.

Step 15

Close Out

Procedures provide direction for payment and resolution of reimbursement issues. In this step, utility owners submit the final invoice, an itemized statement of costs, and as-builts to Mn/DOT for any reimbursement requested.