

Consultant 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 Enterprise Technology Group
 - If there is no response from a utility owner, inform the Mn/DOT Project Manager (PM) that a Utility Identification Letter needs to be sent
- Conduct field review
- Complete survey of overhead and underground utility facilities (if survey is included in consultant's scope of work)
- Check other information sources (Historical Permits, etc.)
- Consider use of subsurface utility engineering (SUE), make recommendations to Mn/DOT PM
- Provide information to Mn/DOT PM and share with other Mn/DOT areas, as directed

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 Mn/DOT PM and Utilities Engineer and keep a copy in your files
- Invite Mn/DOT PM and 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 (provide copy to Mn/DOT PM and Utilities Engineer)

Review of Utility Owner Information – Step 4

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

Utility Design Meeting – Step 5

(Required Between 60-75 Percent Plan Completion)

- Prepare plans and utility tabulation sheets for Utility Design Meeting
- Send utility owners Utility Design Meeting notification letter and plan sheets at least two to three weeks before the meeting
- Send a copy of all information to the Mn/DOT PM and Utilities Engineer and keep a copy for your files
- Invite Mn/DOT PM and 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 sheets 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 (provide copy to Mn/DOT PM and Utilities Engineer)

Request for Utility Relocation Plans & Utility Coordination Follow Up – 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
- As directed by Mn/DOT, follow up, as appropriate, with meetings, field meetings, (invite Mn/DOT PM and Utilities Unit, when appropriate)
- Document all communications and send a copy to Mn/DOT PM and Utilities Engineer

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

- Send utility owners Utility Design Change Meeting notification letter and plan sheets with revisions
 - Send a copy of all information to the Mn/DOT PM and Utilities Engineer and keep a copy for your files
 - Invite Mn/DOT PM, 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 (provide copy to Mn/DOT PM and Utilities Engineer)
- OR**
- Consult with Mn/DOT PM and then advise 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)
- Send a copy of all information to Mn/DOT PM and Utilities Engineer and keep a copy for your files
- Depict any additional utility facilities on plans and coordinate impacts with affected utility owners, if applicable, and provide data to Mn/DOT PM and Utilities Engineer

Utility Relocation Plan and Schedule Review – Step 10

- Review utility plans and schedules in conjunction with the utility tabulation sheet to ensure that the plans address all project conflicts
- Send a copy of all review comments to Mn/DOT PM and Utilities Engineer and keep a copy for your files

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
- Send a copy of all information to Mn/DOT PM and Utilities Engineer and keep a copy for your files

Construction – Step 14

- Assist the Construction Group if design changes are necessary, when directed by Mn/DOT PM