

Local Agency Project Manager Checklist

The steps below follow those outlined in the Mn/DOT Utility Manual. A PDF of the manual and supporting documents are available at: <http://www.dot.state.mn.us/utility/>.

Utility Identification – Step 1

Fulfills the statutory requirements of M.S. 216D.04 Subd. 1a

- Contact Gopher State One Call at 651-454-0002 or 1-800-252-1166 or www.gopherstateonecall.org for information on underground utilities
- Mark the date of the Gopher State One Call on your Utility Coordination Certification Form
- Contact utility owners
Utility Contact List available at <http://www.dot.state.mn.us/utility/files/pdf/contacts/contact-utility.pdf>
- For state facilities include:
 - Office of Electronic Communications (800-627-3529)
<http://www.dot.state.mn.us/oec/index.html>
 - and State Office of Enterprise Technology (651-296-8888)
<http://www.state.mn.us/portal/mn/jsp/home.do?agency=OETweb>
- Send a Utility Identification Letter if no response is received
- Conduct field review
- Survey overhead and underground utility facility location markings
- Check other information sources, such as the Mn/DOT permits database at http://dotapp3.dot.state.mn.us/cyberdocs_guest/
- Consider use of subsurface utility engineering (SUE)
- Send out plan sheets and request location verification and easement documentation if project type doesn't warrant Steps 2 & 3 below (see manual for guidance on project variations)

Utility Information Meeting – Steps 2 & 3

Recommended for complex projects

(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
- Request easement documentation from utility owner
- Invite District Mn/DOT Project Manager, who will coordinate the participation of other Mn/DOT staff from functional areas that are impacted by the project
- 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
- Mark the date of the Utility Information Meeting on your Utility Coordination Certification Form

Review of Utility Owner Information – Step 4

- Review utility-marked plans
- Contact District Mn/DOT Project Manager who will contact Mn/DOT Utilities Engineer or Mn/DOT Municipal Agreements Engineer to discuss utility reimbursement policy (interstate, land rights)

- Notify utility owners of any errors or omissions to marked plans or other information provided
- Consider design impacts for modifying design as appropriate to minimize the need for utility relocation
- Consider right of way needs and consult with Mn/DOT District Project Manager who will contact Mn/DOT District Right of Way Office if applicable

Utility Design Meeting – Step 5

Fulfills the statutory requirements of M.S. 216D.04 Subd. 1a

(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 Mn/DOT District Project Manager, who will coordinate the participation of other Mn/DOT staff from functional areas that are impacted by the project
- 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
- Mark the date of the Utility Design Meeting on your Utility Coordination Certification Form

Request for Utility Relocation Plans – Steps 6 & 7

- Set deadline for utility relocation plan receipt
- Send each utility owner a set of project plans, the web link for Application for Utility Permit on Mn/DOT Right of Way (<http://www.dot.state.mn.us/utility/files/pdf/permits/long-form-complete.pdf>), and the relocation plan request letter that officially notifies the utility of the need to relocate and the need to submit a schedule to relocate
- Follow up, as appropriate, with meetings, field meetings, or additional surveys for more complex projects

Utility Design Change Meeting – Step 8

(Only if there are significant changes in the project or the right of way)

- Send utility owners Utility Design Change Meeting notification letter and plan sheets with revisions
 - Invite Mn/DOT District Project Manager, who will coordinate the participation of other Mn/DOT staff from functional areas that are impacted by the project
 - 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

Fulfills the statutory requirements of M.S. 216D.04 Subd. 1a

- Contact Gopher State One Call (651-454-0002 or 1-800-252-1166)
- Mark the date of your Gopher State One Call on your Utility Coordination Certification Form
- 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 and schedules in conjunction with the utility tabulation sheet to ensure that plans:
 - Address all project conflicts
 - Follow Mn/DOT Utility Accommodation Policy on projects that involve Mn/DOT right of way
- Request utility owner to submit utility permit application to Mn/DOT on projects involving Mn/DOT right of way
- Review and require documentation from utility owner for no conflict or no involvement, as applicable

Agreements and Official Notification – Steps 11 & 12

- Contact Mn/DOT District Project Manager if utility agreements involving Mn/DOT right of way are required for relocations on existing or new trunk highway right of way
- Check the Mn/DOT Utility Agreements and Permits web site at http://dotapp3.dot.state.mn.us/cyberdocs_guest/ to ensure that the permit has been issued
- After confirming permit issuance, officially notify the utility owner to proceed with the relocation per plan and schedule

Contract Documents and Final Plan Submittal – Step 13

- Following the requirements of Minnesota Statute, section 216D.04 Subd. 1a., include the following information
 - Appropriate information and depiction in plans, including quality level
 - Utility tabulation sheet
 - Appropriate information in utility special provisions, such as contact information, relocation description and schedule, pre-work activity, and restrictions
- Submit completed Utility Coordination Certification Form to Mn/DOT District Project Manager

Construction – Step 14

Fulfills the statutory requirements of M.S. 216D.04 Subd. 1a

- Assure proper transition between Designer and Construction Contract Administrator
- Assist the Construction Contract Administrator if design changes are necessary
- Invite utility owners and Mn/DOT District Project Manager to pre-construction meeting; Mn/DOT District Project Manager will coordinate the participation of other Mn/DOT staff from functional areas that are impacted by the project

Please note: *In some cases, Mn/DOT may not yet have assigned a project manager. If Mn/DOT has not assigned a project manager to your project, please contact the Mn/DOT District Permit Office for assistance.*