

# 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 Mn/DOT project manager initiates a Gopher State One Call (GSOC). Utility owners provide GSOC with information and respond to Mn/DOT requests for information.

## *Step 2*

### **Utility Contact for Information**

Sending information to utility owners allows them to verify their facilities. In this step, Mn/DOT prepares plan sheets and easement questionnaires for utility owners.

## *Step 3*

### **Utility Information Meeting:**

Mn/DOT 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 easement and reimbursement documentation. The Mn/DOT project manager 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 Mn/DOT project manager reviews the plans marked up by utility owners and information from the meeting, and updates the Mn/DOT plans as appropriate.

## *Step 5*

### **Utility Design Meeting**

The Utility Design Meeting facilitates relocation solutions. In this step, the Mn/DOT project manager 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 Mn/DOT project manager 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, and include information for utility special provisions and contact information.

## *Step 7*

### **Utility Coordination Follow Up**

Mn/DOT continues to coordinate relocation details with utility owners. In this step, the Mn/DOT project manager 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 Mn/DOT project manager 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 Mn/DOT project manager contacts GSOC no more than 90 days before final plan submittal. Utility owners provide GSOC with information and respond to Mn/DOT requests for information.

### *Step 10*

#### **Utility Relocation Plan and Schedule Review**

In this step, the Mn/DOT project manager leads the review of utility relocation plans and schedules with the assistance of Mn/DOT construction personnel. The project manager may contact utility owners with questions.

### *Step 11*

#### **Reimbursement and Utility Agreements**

Agreements detail the financial responsibility of utilities and Mn/DOT. In this step, utility owners provide any additional documentation and sign agreements for Mn/DOT to execute.

### *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 the request for bids. In this step, the Mn/DOT project manager 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 approved 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.