

Utility Owner Checklist

Utility Identification – Step 1

- Complete easement questionnaire and provide copies of any recorded or unrecorded easements
- Respond to Gopher State One Call request for information about the location of utility facilities
- Respond to call from Mn/DOT project manager about the location of utility facilities

Utility Information Meeting – Step 3

- In advance of the Utility Information Meeting
 - Verify facilities on plan
 - Mark the location of existing and additional planned facilities on sheets
 - Mark any discrepancies on the plan sheets
 - Return a written statement that documents eligibility for reimbursement
 - Include any relevant recorded or unrecorded easements not already submitted
- Submit marked plans to Mn/DOT (before or during meeting)
- Participate in the Utility Information Meeting and identify any significant concerns or special requirements of your facilities
- Advise Mn/DOT of additional utility owners who are not on the project listing

Utility Design Meeting – Step 5

- Review plan sheets for Utility Design Meeting
- Review the utility tabulation sheet, which indicates potential utility conflicts and be prepared to discuss resolution of these potential conflicts
- Participate in Utility Design Meeting
- Work with Mn/DOT and the other utility owners to develop solutions most beneficial to all

Utility Relocation Plans – Steps 6 & 7

- Review updated project plans
- Develop a relocation plan, schedule, and an estimate for reimbursement, if applicable
- Complete the permit application
- Submit the following
 - Two copies of a relocation plan on 11" x 17" project plan sheets
 - Two copies of a detailed schedule
 - Two copies of estimates for reimbursable utility relocations
 - Contact information for the utility representative who will manage the relocation
 - Information to be incorporated into the utility special provisions
 - A completed application for permit
- Attend meetings and respond to requests for information, as applicable

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

- Review plan sheets for Utility Design Change Meeting
- Participate in Utility Design Change Meeting, if necessary
- Note any changes from Mn/DOT

Gopher State One Call Verification – Step 9

- Respond to Utility Verification Letter
- Correct plans as requested by Mn/DOT project manager

Utility Agreements – Step 11

- Provide documentation, as requested in previous steps, for reimbursable relocations
 - Relocation qualifies as “First Move” (Municipal utility owners only)
 - Property rights (fee simple, recorded or unrecorded easement, prescriptive rights)
- Return agreement with proper signatures
 - Agreement approval on Board/Commission Agenda (where applicable)

Notice and Order/Permit – Step 12

- Plan to complete relocation by date in Notice and Order
- Pick up approved permit from district

Construction – Step 14

- Attend preconstruction meeting
- Respond to Gopher State One Call dig tickets
- Attend pre-letting meetings and other utility meetings, as called by the Construction Group or the contractor
- Notify Construction Group when crews or subcontractor crews arrive to begin work
- Relocate and adjust facilities per the approved permit/agreement and schedule
- Carry a fully approved permit while on site
- Notify Field Engineer before making any changes to plans or schedule in the field
- For reimbursable relocations, notify Utilities Engineer and Field Engineer before making any changes to plans or schedule in the field
- Submit any requests for overtime or additional expenses to Utilities Engineer before incurring any costs (for reimbursable relocations)
- Meet with Mn/DOT Inspector
- Submit certificate of completion form and as-built plans to district office

Payment – Step 15

- Submit itemized periodic invoices
- Submit final invoice, an itemized statement of costs, and prints that show the as-built location of the utility facility
- Respond to audit adjustments, if applicable