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Appendix B

Utility Checklist

When it is the responsibility of the Entity for handling utility adjustments, the following procedure is to be followed: Shaded tasks should either have a completion date or a N/A

ENTITY CHECKLIST	
Entity Name:	Project Number:
Utility Name:	
<i>Task</i>	<i>Completion Date</i>
PRE-DESIGN	
Entity invites each Utility Operator and DOTD District Utility Specialist (DUS) to Pre-Design Meeting	
PRELIMINARY PLANS	
90% Preliminary Plan - Plans are ready for Plan-in-Hand Meeting (field inspection)	
Entity - notifies each Utility Operator prior to Plan-in-Hand Meeting that a written agreement is needed for the Utility Operator to relocate their line	
Entity sends list of Utility Operators to DUS	
Entity sends plans to Utility Operators	
95% Preliminary Plans - Field Inspection	
Entity invites to the Plan-in-Hand Meeting each Utility Operator and DUS	
Entity - provides date to DUS that Entity will have all required utility documentation to the DUS	
Entity sends plans to Utility Operators	
DOCUMENTATION REQUIRED FOR ALL PROJECTS	
Utility Certification Letter (Must be on Entity letterhead, signed by an authority of the Entity. It lists all utilities in the area that DOTD includes in the construction contract and must be provided even if there are no conflicts with any of the utilities.)	
Total reimbursable cost of relocating the utility lines for the project	
Names of each Utility Operator	
Company address of each Utility Operator	
Number of CALENDAR DAYS each Utility Operator required to complete their adjustments, including any entity owned utility	
A statement that the Entity has received up-to-date design plans from all Utility Operators	

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A statement from Entity that they have received letters from each Utility Operator stating that arrangements have been made to adjust their facilities to accommodate the project	
A statement that the Entity will relocate their own lines that are not included in the construction plans	
Utility Reimbursement Request Letter (Must be on Entity letterhead signed by an authority of the Entity.) In this letter the Entity expresses whether or not they are requesting reimbursement from the program for utility relocation costs. (Only costs that are proven to be the Entity's liability will be considered.) This letter is sent to the DOTD Project Manager.	
Letter sent to MPO (if applicable) and DOTD Project Manager with cost breakdown of each utility	
Entity confirms funding is on the TIP/STIP	
ADDITIONAL DOCUMENTATION REQUIRED IF REIMBURSEMENT REQUESTED	
Supporting documentation of the Entity's compensable interest – Proof of prior rights and letter from the Entity legal representative verifying – Sent to DUS	
Agreements between Entity & Utility Operators	
Principal office of the company of the Utility Operator	
Name & Title of the official representing the company	
Estimated number of CALENDAR DAYS (not working days)	
Method by which the costs will be developed (lump sum or actual cost) & Cost Estimate	
Amount of the agreement with a breakdown of amount owed by Entity and Utility Operator	
Break down of Cost Liabilities between Entity and Utility Owner	
Signature of Utility Owner's company official, with witnesses	
Street address of location of the Utility Owner where records may be audited	
Cost Estimate	
Utility Plans - The plans/drawings from each Utility Operator showing their existing & proposed lines	
Statement of Work from the Utility Operators	
A short narrative of the work to be performed	
A more complete narrative of individual relocations which would not follow a routine relocation	
A statement that the work will be performed by company force, continuing contract, competitive bid or other method	
An explanation of betterment if included in the relocation	
Estimated number of CALENDAR DAYS to complete the adjustments	
Justification for removal or abandonment of existing facilities, followed by documentation, if estimate is necessary	
Cost Estimate from the Utility Operators detailing the cost to relocate the utility line	

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Plans/drawings from the Utility Operators showing their existing and proposed lines	
Entity Owned Utilities Documentation	
Statement of Work	
Plans/drawings showing the existing and proposed lines	
Cost Estimate breakdown for each entity owned utility on the project	
ADDITIONAL DOCUMENTATION IF NO REIMBURSEMENT REQUIRED	
Approved Drawings / Letters	
Includes the plans/drawings from the Utility Operators showing their existing and proposed lines	
Statement of Work	
Waiver of Relocation Drawings Letters	
No-Conflict Letters	
FINAL PLANS	
<i>Tasks beginning from 60% Final Plans (Approximately mid-way through final plans) through letting</i>	
Entity provides an estimated date of submittal of all utility agreements (Utility Clear Date).	
Entity provides monthly status updates of agreements to DUS	
Entity finalizes agreements if final right-of-way taking lines are established.	
Entity issues NTP to Utility Operator	
AFTER LETTING	
Entity invites each Utility Operator and DUS to Pre-Construction Meeting	