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*

<table>
<thead>
<tr>
<th>ENTITY CHECKLIST</th>
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<tbody>
<tr>
<td>Entity Name:</td>
<td></td>
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<tr>
<td>Project Number:</td>
<td></td>
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<tr>
<td>Utility Name:</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Task</th>
<th>Completion Date</th>
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**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
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 REIMBUSEMENT 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
### 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

Tasks beginning from 60% Final Plans (Approximately mid-way through final plans) through letting

- 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