

U00 Preliminary Utility Review (Done by DUC)

Definition: Perform preliminary review of utilities in the project area and update Project Scheduling System (PSS) to reflect information obtained.

Action:

- Obtain plans and concept if available and check for utility conflicts
- Run Design Request System (One Call) to determine extent of utilities in the project area and put the reports in the project folder
- Select the utilities present in PSS and answer basic questions
- If major conflict is possible communicate with utility to determine scope and if early coordination is needed for possible design changes
- Put all information obtained in the project folders and update PSS

Purpose: Determine possible utility conflicts, utilities in the area, and alert utilities to upcoming project if it is warranted. Gather utility information that is easily obtained.

U02 Project Notification 30% plans (Done by Ames Utility Section)

Definition: Perform preliminary notification to utilities in the project area and update project Scheduling system to reflect information obtained. Required for point 25 projects. Utility has 90 days to reply.

Action:

- Send available information to companies that includes a request of a reply. **Final Concept and/or D2 Drawings**
- Obtain plans and concept if available and check for utility conflicts.
- Run Design Request System (One Call) to determine extent of utilities in the project area and put the reports in the project folder if not previously completed.
- Select the utilities present in PSS and answer basic questions if known
- If major conflict is possible communicate with utility to determine scope and if early coordination is needed for possible design changes
- Put any information obtained in the project folders

Purpose: Determine how many possible utility conflicts, who is in the area, and alert utilities to upcoming project if it is warranted. Gather information on utility information that is easily obtained.

U03 First Plan Submittal to the Utilities 60% plans (Done by Ames Utility Section)

Definition: **Submit Right of Way (R01 or Current) and Design (D05) drawings** to the Utilities. **If revisions have been made, always send Revised files.** Record information from the utility companies (reply detailing if they are impacted and their work plan if they are) within 90 days of DOT drawing submittal. Required for point 25 projects.

Action:

- Send plans to all utility companies.
- Select the utilities present in PSS and answer basic questions if known
- Communicate with utilities to revise plans if needed, request more information if needed.
- Put any information obtained in the project folders

Purpose: Determine how many possible utility conflicts, who is in the area, and alert utilities to upcoming project if it is warranted. Gather more information on utilities.

U04 Second Plan Submittal to the Utilities 90% plans (Done by Ames Utility Section)

Definition: **Submit Right of Way (R01 or Current) and Design (D05) drawings** to the Utilities. **If revisions have been made, always send Revised files.** Record information from the utility companies (reply detailing if they are impacted and the work plan if they are). Utility companies have 60 days to reply after DOT drawing submittal. Required for Point 25 projects.

Action:

- Send plans to all utility companies and if there have been changes or we require them to change their plans since U03 plan submittal.
- Communicate with utilities to revise plans if needed, request more information if needed.
- Put any information obtained in the project folders
- Will result in approved utility work plans and relocation schedule.

Purpose: Determine final plans and schedule for utilities that require relocation due to project.

U06 Notice to Proceed (Done by DUC)

Definition: Give official notice to utilities to proceed with the relocation. Required for Point 25 projects.

Action:

- Notice to proceed is given to utilities.
- Notice is given at least 30 days before the utility is to move per it's work plan.

Purpose: Give utilities the notice to proceed with their relocation.

U07 Utility Bid Attachment (Done by DUC)

Definition: Submit the Utility Bid Attachment (UBA) to the Office of Contracts. Required for Point 25 projects.

Action:

- UBA is prepared and submitted to the Office of Contracts.
- UBA contains utility information of value to contractors and is included in the contract documents for letting.

Purpose: Give contractors useful information they can use to bid on jobs where utilities may impact their costs.

Condensed timeline – spread out over length of project

