

Utility clearance guide for Masterworks

This guide has 5 sections:

1. U00 event clearance-related entries
2. U02 event clearance-related entries
3. Review of clearance criteria
4. Entering conditional clearances
5. Entering full clearances

Section 1: U00 event clearance-related entries

At U00 (Preliminary Utility Review), the DUC reviews the concept plan, makes an Iowa One Call Design Information Request, and may obtain additional information from permit records or other sources. For the purpose of recording clearances, the result of this review falls in one of three possible outcomes:

Case 1A: The DUC determines that based on the type of work, there is no need for a One Call information request or any other investigation to determine if utilities are present.

Case 1B: Based on the preliminary utility review, the DUC determines that utilities are not present, or are present but will not be impacted by the project.

Case 2: The DUC determines that utilities are present and may be impacted.

U00 Case 1A: The DUC determines that there is no need for a One Call information request or any other investigation to determine if utilities are present.

1. On the Masterworks Utility Coordination form for the project, set Utilities Impacted to “No”:

Utilities Present	:	Undetermined	▼
Utilities Impacted	:	No	▼
Utility Process	:	Undetermined	▼

2. On the Schedule form, highlight the U00 task in the schedule and click the “Edit” button. Under TASK ACTUALS, enter the Actual Start and Actual Finish dates, and type the following in the “Notes” field: *“No utility clearance required; preliminary review not needed.”* It is okay to put additional comments after this note, but please make sure that *“No utility clearance required”* are the first 4 words in the Notes field. Click the “Save” button.

TASK ACTUALS

Actual Start : 09/03/2024 ▼

Actual Finish : 09/03/2024 ▼

Weightage :

Task Priority : Select ▼

% Complete :

Complete :

User Marking Complete :

Notes : No utility clearance required;
preliminary review not needed.

3. If there are other U events on the schedule in addition to the U00, email Mark Swenson to request they be removed, and CC Greg Cagle.

U00 Case 1B: The DUC determines that utilities are not present, or are present but will not be impacted by the project.

1. On the Masterworks Utility Coordination form for the project, set Utilities Impacted to “No”:

Utilities Present : Undetermined ▼

Utilities Impacted : No ▼

Utility Process : Undetermined ▼

2. On the Schedule form, highlight the U00 task in the schedule and click the “Edit” button. Under TASK ACTUALS, enter the Actual Start and Actual Finish dates, and type the following in the “Notes” field: *“No utility clearance required; no utility impacts.”* It is okay to put additional comments after this note, but please make sure that *“No utility clearance required”* are the first 4 words in the Notes field. Click the “Save” button.

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TASK ACTUALS

Actual Start : 09/03/2024 ▼

Actual Finish : 09/03/2024 ▼

Weightage : 1

Task Priority : Select ▼

% Complete : 100

Complete :

User Marking Complete :

Notes : No utility clearance required; no utility impacts.

3. If there are other U events on the schedule in addition to the U00, email Mark Swenson to request they be removed, and CC Greg Cagle.

U00 Case 2: The DUC determines that utilities are present and may be impacted.

1. On the Masterworks Utility Coordination form for the project, select a process (PT25/NP25). No project should have Process set to “Undetermined” after U00 is complete.
2. Update the Utilities Present field. Utilities Impacted may be left set to “Undetermined” at this time.

Utilities Present : Yes ▼

Utilities Impacted : Undetermined ▼

Utility Process : Point25 ▼

3. Is there a likelihood of major utility impacts? A project could be determined to have major impacts based on needing a longer timeline for coordination due to the number of utilities, complexity of configuration, scope or difficulty of the relocations needed, or possible high cost of relocations. If yes, request U01 event in the next step.
4. Review the schedule for U events after the U00. If additional events will be needed based on the PT25/NP25 process selected, email Mark Swenson to request they be added, and CC Greg Cagle. Include a U01 in the request if called for in the previous step.
5. In Masterworks, highlight the U00 task in the schedule and click the “Edit” button. Under TASK ACTUALS, enter the Actual Start and Actual Finish dates. Adding information to the “Notes” field is optional. Click the “Save” button.

TASK ACTUALS

Actual Start : 01/20/2022 ▼

Actual Finish : 01/20/2022 ▼

Weightage :

Task Priority : Select ▼

% Complete :

Complete :

User Marking Complete :

Notes :

Section 2: U02 event clearance-related entries

After all utilities have responded to the U02 notification with their facility descriptions and maps, determine whether or not any utilities will be impacted by the project. For the purpose of recording clearances, this determination will fall within one of two possible outcomes:

Case 1: Based on the U02 information received, the DUC determines that utilities will not be impacted.

Case 2: Based on the U02 information received, the DUC determines that utilities will be or could be impacted.

U02 Case 1: The DUC determines that utilities will not be impacted.

Since utilities will not be impacted, no further utility coordination is necessary. Make the following entries:

1. On the Utility Coordination form, set Utilities Impacted to “No”. Utilities Present and Process should have already been set at U00. If Process was Point 25, change it to Non-Point 25.

Utilities Present : ▼

Utilities Impacted : ▼

Utility Process : ▼

2. On the Schedule form, highlight the U02 task in the schedule and click the “Edit” button. Under TASK ACTUALS, enter the Actual Start and Actual Finish dates, and type the following in the “Notes” field: “No utility clearance required; no utility impacts.” It is okay to put additional comments after this note, but please make sure that “No utility clearance required” are the first 4 words in the Notes field. Click the “Save” button.

TASK ACTUALS

Actual Start : 09/03/2024 ▼

Actual Finish : 09/03/2024 ▼

Weightage : 1

Task Priority : Select ▼

% Complete : 100

Complete :

User Marking Complete :

Notes : No utility clearance required; no utility impacts.

3. If there are other U events on the schedule past the U02, email Mark Swenson to request they be removed, and CC Greg Cagle.

U02 Case 2: The DUC determines that utilities will be or could be impacted.

Having determined that utilities will be or could be impacted based on the information they provided, we will now assume that relocation will be necessary and note the utility clearance status as Not Clear until such time as it qualifies for a conditional or full clearance.

1. On the Utility Coordination form, set Utilities Impacted to “Yes”. Do this even if you believe there is some possibility that utilities might determine that they are not impacted after they receive the D05 plans in the U03 notification. No project should have Utilities Impacted set to “Not Determined” after U02 is complete. Utilities Present should have already been set to Yes and Process assigned at U00.

Utilities Present : Yes ▼

Utilities Impacted : Yes ▼

Utility Process : Point25 ▼

- Set the utility Clearance Status in Masterworks to "Not Cleared". To set the clearance, highlight the U10 task on the Schedule form and click the Edit button. If no U10 task is present, email Mark Swenson to request one be added. In the CLEARANCE section of the form, set Clearance Status to Not Cleared and enter a Clearance Date. In the TASK ACTUALS section of the form, leave Actual Start and Actual Finish blank. Type the following in the "Notes" field: "Utilities Not Clear". Click the "Save" button.

CLEARANCE

Applicable To All Phases :

Clearance Name : Utilities ▼

Clearance Status : Not Cleared ▼

Clearance Date : 09/03/2024 ▼

Cleared By :

Comments :

Permit Number :

TASK ACTUALS

Actual Start : None ▼

Actual Finish : None ▼

Weightage :

Task Priority : Select ▼

% Complete :

Complete :

User Marking Complete :

Notes : Utilities Not Clear

Section 3: Review of clearance criteria

As utility coordination and relocations progress, the utility clearance status should be updated to reflect current conditions. Clearance criteria are as follows:

Cleared: All necessary utility relocations are completed.

Conditionally Cleared: Utility relocations have not been completed, but in the district’s judgment they are on track to be completed as needed to avoid any negative impact to the construction of the project. In making this determination, the district will consider factors such as work plans submitted and approved, relocation schedules set, permits issued, and agreements signed.

Not Cleared: Projects with utility relocations that do not qualify as either Clear or Conditionally Clear.

Clearance not set: Utilities were not impacted by the project. This is the status when there is no U10 task present in the Schedule form. When this is the case, no utility clearance will be shown on the Letting Report and Letting Report users will assume that utilities were not impacted by the project. When a U10 event is added to the schedule, it defaults to Not Cleared. The only way to “unset” the clearance is to remove the U10 task.

Section 4: Entering a conditional clearance

There should already be a U10 task in the schedule with utility clearance set to Not Clear per U02 Case 2 above. If a U10 task is not present, email Mark Swenson to request one be added. Highlight the U10 task in the schedule and click the Edit button.

In the TASK ACTUALS section of the Edit Schedule Task form, type the following in the “Notes” field: “Utilities Conditionally Clear”. Enter the current date in the Actual Start and Actual Finish fields.

TASK ACTUALS

Actual Start	:	09/03/2024	▼
Actual Finish	:	09/03/2024	▼
Weightage	:	<input type="text" value="1"/>	
Task Priority	:	Select	▼
% Complete	:	<input type="text" value="100"/>	
Complete	:	<input checked="" type="checkbox"/>	
User Marking Complete	:		
Notes	:	<input type="text" value="Utilities Conditionally Clear"/>	

In the CLEARANCE section of the form, set Clearance Status to Conditionally Cleared and set the Clearance Date.

CLEARANCE

Applicable To All Phases :

Clearance Name :

Clearance Status :

Clearance Date :

Cleared By :

Comments :

The Clearance Date setting affects how the clearance data is presented in the Letting Report. If the Clearance Date is left unset, "Utilities" will appear in the Not Clear column of the report, which can create confusion and potentially hold up a letting.

In the CONDITIONAL CLEARANCE DETAILS section of the form, click the "Add" button.

CONDITIONAL CLEARANCE DETAILS

Conditional Clearance Description	Conditional Clearance Status	Conditional Clearance Notes	Conditionally Cleared By	Conditional Clearance Date	Office
No records to display.					

A **New Conditional Clearance Details** window will pop up. In the **Conditional Clearance Description** field, type the phrase "Utilities Cond Clr". In the **Conditional Clearance Status** drop-down field, select "In Progress". In the Conditional Clearance Notes field, enter a brief explanatory note (such as "MCI/Verizon will relocate in early spring").

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Click the “Save” button on the New Conditional Clearance Details window, then the “Save” button at the top of the Edit Schedule Task form.

Following these procedures will result in a Conditionally Clear project appearing as follows in the Masterworks Letting Report:

Letting Report
Letting Date: 09/20/2022

Project Information	Work Desc./Location/Misc.	Not Clear	Clear	Date Cleared	Funding	Dollar Amount
Cass 092 18-15-092-010	Bridge Replacement-PPCB Sevemile Creek 1.7 mi W of W Jct US 71	Utilities Cond Clr In Progress	Reevaluation 404 Permit	07/01/22 06/23/22	Program Est Development Est	\$2,742,255.34 \$3,093,606.33
BRF-092-2(44)--38-15 STPN-092-2(45)--2J-15 ROW Steve Mailfield Creston RCE	Design FHWA Maintenance Est/Cost 0123 17821 1548.6S092 \$0.00		NEPA-Environmental Impact Right Of Way SHPO Utilities	06/11/20 09/08/21 06/08/20 06/28/22	Difference	\$(351,350.99)

Note that Masterworks will allow you to place multiple notes in the CONDITIONAL CLEARANCE DETAILS section. Please limit yourself to one note, and update the information in it as necessary. If there are multiple notes, they will all show up on the Letting Report, which will cause confusion.

Section 5: Entering a full clearance

There should already be a U10 task in the schedule with utility clearance set to Not Clear or Conditionally Clear per U02 Case 2 or Entering a Conditional Clearance above. If a U10 task is not present, email Mark Swenson to request one be added.

Highlight the U10 task in the schedule and click the Edit button.

In the TASK ACTUALS section of the Edit Schedule Task form, type the following in the “Notes” field: “Utilities Clear”. Enter the current date in the Actual Start and Actual Finish fields.

TASK ACTUALS

Actual Start : 09/03/2024 ▼

Actual Finish : 09/03/2024 ▼

Weightage :

Task Priority : Select ▼

% Complete :

Complete :

User Marking Complete :

Notes : Utilities Clear

In the CLEARANCE section of the form, set Clearance Status to Cleared and set the Clearance Date:

CLEARANCE

Applicable To All Phases :

Clearance Name : Utilities ▼

Clearance Status : Cleared ▼

Clearance Date : 06/07/2022 ▼

If a Conditional Clearance was previously entered, delete the associated Conditional Clearance Details. Highlight the details line and click the Delete button.

CONDITIONAL CLEARANCE DETAILS

Conditional Clearance Description	Conditional Clearance Status	Conditional Clearance Notes	Conditionally Cleared By	Conditional Clearance Date	Office
Utilities Cond Clr	In Progress	MCI/Verizon will relocate in early spring.			

Add Edit Delete

Deleting the Conditional Clearance Details is necessary because the Masterworks Letting Report will continue to show them even after the clearance has been set to Clear. This has the effect of making the project appear as Conditionally Clear on the report, even though it has been marked as Clear on the U10 task.

Click the “Save” button at the top of the Edit Schedule Task form.