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UTILITY COORDINATION



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When Is Utility Certification Required?

- A) Only when there are utility impacts
- B) Never
- C) Only When The Utilities Agree To It
- D) Always



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**When Does Utility Certification
Need To Be Submitted to MaineDOT?**

- A) With The Preliminary Design Report (PDR)**
- B) After Contract Award**
- C) With Final Plans, Specifications & Estimate
(PS&E) Package**
- D) When Contractor Starts Work On The Project**



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**So... Why Is It Important for Utility
Certification To Be Completed
Early??**

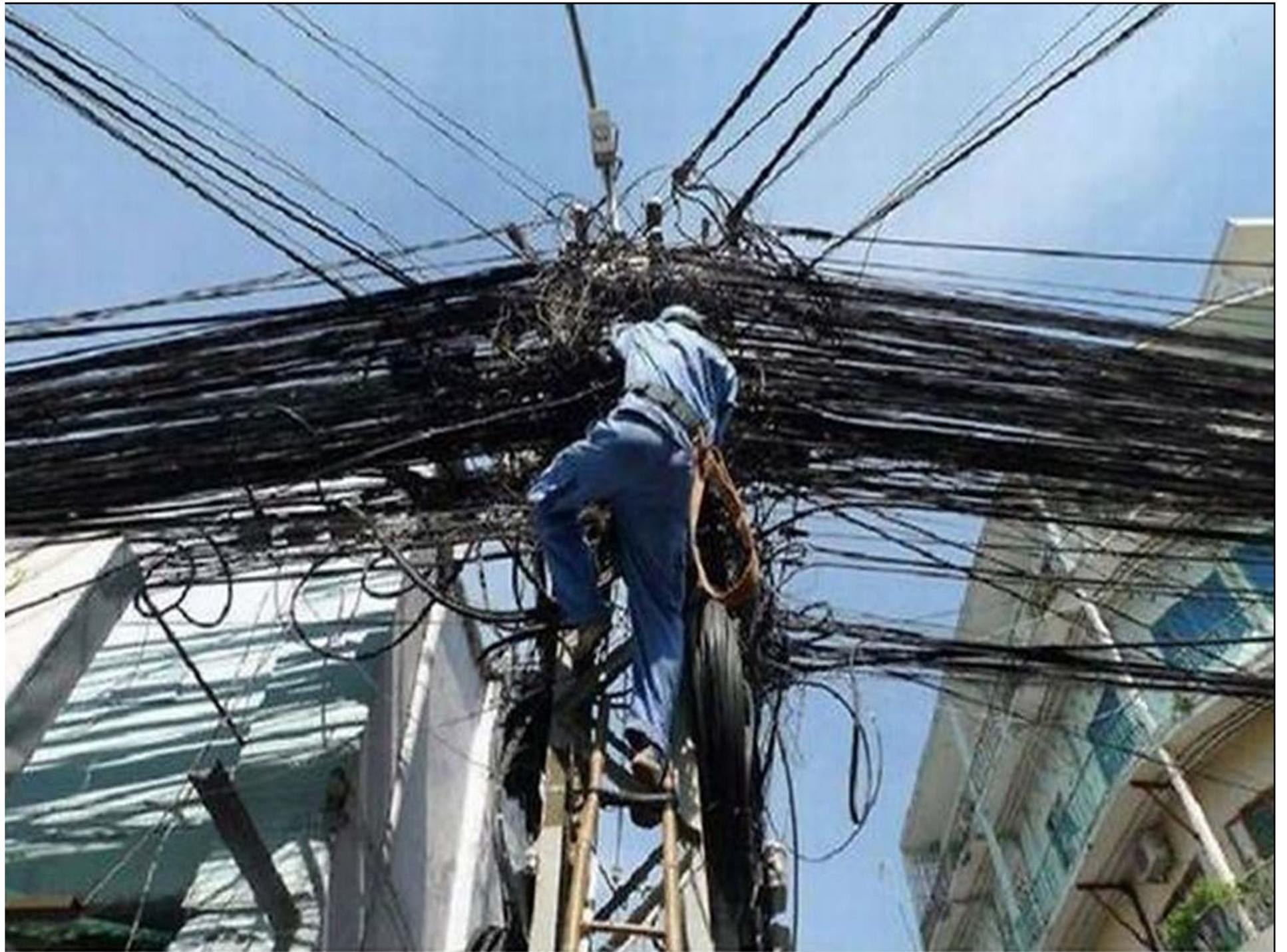


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Utilities

- Home
- Location and Opening Permits
- Utility Coordination
- MaineDOT, Utility, and Municipal Contacts
- Links
- Contact
- Sitemap

MaineDOT Utility Services

- + Utility Accommodation Rules and MOU
- + MaineDOT Project Information
- + Utility Task Force

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Utility Coordination Process

This web page includes several letter templates in both the Microsoft Word and Adobe PDF formats, as well as a step-by-step overview of how utility coordination occurs throughout the development of a MaineDOT or MaineDOT-funded project.

Please note:

The letter templates have been set up assuming that they will be used by a MaineDOT consultant; however, anyone who proposes any work that affects utilities or other outside parties are encouraged to use this process as well. Portions of the letters that must be changed for MaineDOT projects have been highlighted with a combination of brackets, italics and bold-face type (for example, if a particular sentence needs the date of a meeting entered, it will appear as **{Date}**). People wishing to modify these letters for non-MaineDOT projects will also need to remove all references to the Maine Department of Transportation.

- + References and Contacts
- + Utility Coordination Process Guide
- + Utility Coordination Files and Forms
- + Utility Coordinator Contact Information

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MaineDOT Utility Accommodation Rules

- I. Location and Road Opening Permit Rules
- II. Requirements for Utility Facility Maintenance
- III. Utility Location Requirements Including:
 - Vertical Clearances
 - Utility Pole Offsets
 - Offsets Between Utilities (Buried)
 - Minimum Depths
- IV. Exceptions To Rules
 - Approved By Utility Engineer or MaineDOT Design Exception Process





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Aerial Utility

Memorandum of Understanding

- I. MaineDOT Will Acquire Sufficient ROW for “Design Purposes” Including Relocated Aerial Utilities (Poles)
 - Cannot Acquire ROW Expressly for Utilities
- II. Trim Rights 8 Feet Beyond Outer Conductor
 - See Qualifications on MaineDOT Utility Web Page
- III. Municipalities or MaineDOT Do Not Acquire Guying Rights Outside The ROW For Utilities
 - This is Utility Company’s Responsibility
 - Could Jeopardize Federal Funding





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Cost for Relocating Utilities in ROW

- Utility Pays for Relocation
- Why?
- It's the law
 - It has always been this way.
 - 1957 - First National Bank of Boston, et al, v. Maine Turnpike Authority, et al., 153 Me. 131
 - Maine Constitution
 - Article IX, §19

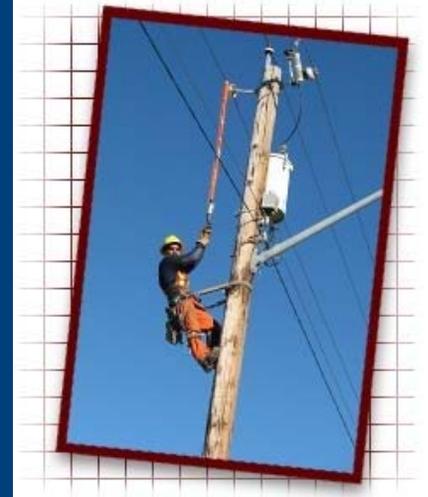


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Utility Coordination Process

- I. Identify Utilities
- II. Verify Facility Information
- III. Identify Conflicts/Preliminary Strategy
- IV. Specific Underground Locations
- V. Final Impacts, Strategy & Agreements
- VI. Utility Special Provision & Certification
- VII. Utility Relocation Schedule



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Utility Coordination Process

- Process Questions?
 - Contact your Multi-Modal Program PM; PM will put you in touch with MaineDOT coordinator
- Determine Utility Contacts
(MaineDOT Utilities Webpage)
- Notify utilities/railroads of project startup using Electronic Letter 1
(Get From MaineDOT Utilities Webpage)
 - Utilities will return Letter 1 with information on existing/proposed facilities



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Utility Coordination Process



- Meanwhile Designer compiles preliminary data
 - Accident records
 - **From MaineDOT Project Manager or Designer**
 - Existing Right-of-Way (ROW)
 - **Part of existing conditions plan or Department ROW Rep.**
 - Other proposed work in project area
- Designer conducts initial field review
 - How will existing utility facilities impact design?



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Utility Coordination Process

- Perform survey to locate existing utility facilities and ROW on survey plan
- Determine actual size, condition and elevation of underground facilities
 - Underground utility locations may need test pits to locate accurately (done by utilities)
 - Are there other structures or utility improvements planned?
- Identify Potential Conflicts



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Utility Coordination Process

- Distribute preliminary design plans to the Utility Company's showing:
 - Proposed alignment
 - Proposed edge of pavement/curb line
 - Proposed drainage
- Develop preliminary relocation strategy
 - Meet with utilities onsite



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Utility Coordination Process

- Prepare Utility Special Provision
 - Include table of utility contact names and phone numbers in Special Provision
 - See example on [MaineDOT Utilities Webpage](#)
- Prepare utility agreements (if required)
- Record new utility locations (complete permit applications as required)
- Certify Utility Coordination



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All Of Coordination Process
Is Done Before PSE!!!



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Utility Coordination Process

- After Contract Award
 - Hold Pre-construction Meeting with contractor & utilities
 - To integrate utility relocation work with Contractor's construction schedule
 - Distribute detailed meeting minutes – **Very Important**
 - Coordination of Utility work during construction:
 1. Contractor has primary responsibility, if utility unresponsive:
 2. Project Resident, then:
 3. Utility Coordinator
 - Hold periodic meetings to keep all parties on track:
 - Either at Resident or Utility Coordinator level





SUCCESS !!

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**Who Is Responsible For Utility
Relocation Costs and Acquiring
Guying Rights Outside the
ROW?**

- A) MaineDOT**
- B) The Contractor**
- C) The Municipality**
- D) The Utility Companies**



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**Where Can We Get An
Electronic Copy of Letter 1?**

- A) Walmart**
- B) The MaineDOT Utility Webpage**
- C) The LPA Manual**
- D) Utility Coordinator**



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Who Has Primary Responsibility
for Contacting Utilities to
Coordinate Utility Work During
Construction?

- A) The Utility Coordinator
- B) Federal Highway Administration
- C) The Municipality
- D) The Contractor



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