

Local Project Administration Manual & Reference Guide

Utility Coordination



MaineDOT

Integrity - Competence - Service

2016 Edition (Updated Section)

Utility Coordination

Cities, towns and other organizations managing transportation projects must coordinate the work with utilities and railroads whose facilities may be affected. These facilities consist of poles, power lines, telephone landlines, and cable television lines; buried water, sewer, gas and telecommunications lines; and railroad tracks. Anyone hoping to avoid construction delays down the road must identify these facilities and contact their owners as early in the design process as possible.

This section covers the utility coordination process and includes:

- An summary of the coordination process, including policies for utility accommodation (pages 6-1 to 6-4);
- A utility coordination checklist (page 6-5);
- A utility certification form (page 6-6); and
- Appendix 6A: A detailed outline of the steps in utility coordination (page 6-7).
This appendix was updated for the October 2016 printing.



Electronic documents and other information are found on MaineDOT's utilities webpage: www.maine.gov/mdot/utilities/utilcoord/

As design work begins, the municipality or other local organization in charge of a project should consider the following questions regarding utilities:

- What is the scope of the project?
- What utility facilities already exist in the right of way?
- If the project is abutting another project with same scope, what was done in that case?
- Can utility relocations be eliminated/reduced and still meet the project need?
- How much room is there for clearing?
- What are the concerns of the utilities?

Early consideration of utility issues will give all parties time to work out the details of avoidance, relocation, protection or upgrading as a project is being designed. The earlier that the utilities are contacted to start the process, the more likely it is that the utility coordination work will go smoothly and the schedule of a project will be met.

6.1 Steps in Utility Coordination

Coordination with utilities and railroads on federally funded transportation projects is a federal requirement. (See 23 CFR, section 635.307: “Coordination.”) Additionally, MaineDOT requires utility coordination on all projects to be advertised for construction, regardless of funding type, in order to avoid unnecessary delays. Such coordination on locally administered projects typically involves a series of steps performed by local staff or consultants, with support from MaineDOT staff utility coordinators as needed to resolve issues that may arise.

Typical steps in the utility coordination process – explained starting on page 6-7 – are as follows:

❑ Identify utilities.

The utility coordinator identifies and contacts utilities and any railroad potentially affected by a project, typically sending Utility Letter 1 with a map or other location information. This step typically involves a meeting with the utilities and a site visit.

❑ Verify facility information.

The utility coordinator sends out Utility Letter 2 with copies of topographic survey to all utility and railroad contacts, requesting verification of utility locations and any concerns.

❑ Identify preliminary utility comments, conflicts, and relocation strategy.

The utility coordinator distributes preliminary plans for a detailed determination of impacts, with Utility Letter 3. The coordinator also makes sure that all concerns are addressed.

❑ Verify specific locations of underground utilities.

The utility coordinator identifies where test pits will be needed to verify the depths of buried lines. Completed test pit data is then sent to the utility coordinator and utilities. If no test pits are required, relocation requirements and buried facility designs should be included in the preliminary design report (PDR) distribution.



❑ Finalize impacts, relocation strategy and agreements.

The utility coordinator provides affected utilities and any railroad with 75-80 percent plans for review, with Utility Letter 4. Additionally, the coordinator prepares Utility Letter 5, as well as draft special provisions and draft agreements, if necessary.

❑ Prepare utility specification and certification.

The utility coordinator provides the final railroad and utility special provisions to the local project administrator and MaineDOT project manager with a certification that all necessary arrangements have been made.

❑ Set utility relocation schedule.

After a construction contract is awarded, the utility coordinator schedules a pre-construction utility meeting, notifying the parties with Utility Letter 6. After the meeting, the coordinator distributes minutes using Utility Letter 7. The coordinator develops with the contractor, utilities and construction resident an understanding of how the utility work will be sequenced and accommodated. The **contractor**, however, is primarily responsible for contacting and working with the utilities in accordance with the construction contract documents.

6.2 Accommodating Aerial Utilities

MaineDOT will accommodate overhead utilities already within a highway right-of-way if a project requires poles to be moved. This policy also applies to locally administered projects. Sufficient right-of-way may be acquired to enable utility companies to place their poles consistent with a project's design and to carry out adequate tree trimming for immediate needs – in some cases up to 8 feet beyond the outermost conductor.

The guidelines below should be considered when determining whether to acquire rights specifically for trimming needs:

- Trimming needs should be accommodated only if a project already will require permanent rights;
- Trimming needs should not be accommodated if they will cause significant severance issues;
- Trimming needs should not be accommodated if they will cause additional impacts to wetlands or other natural resources that could trigger mitigation;
- Trimming needs should not be accommodated if they will cause additional impacts to historic properties or properties subject to section 4(f) or 6(f) requirements;
- Accommodating trimming needs is not required when the existing right-of-way width will accommodate the project improvements and new utility poles, and the only reason to acquire more right-of-way would be to achieve the maximum 8-foot offset.



When working with utilities, remember that Maine law prohibits state and local governments from acquiring rights-of-way strictly to benefit the utilities. These rights include aerial and guying rights, which the utilities must obtain if adequate clearance for trimming and guying cannot be accommodated within the right-of-way acquisitions required for the design of a project.

MaineDOT's Utility Accommodation Rules are found on the utilities website:
www.maine.gov/mdot/lpa/docs/lpadocs/UtilityAccommodationRules2014.pdf

6.3 Responsibility for Relocation Costs

State and local governments in Maine have no legal authority to reimburse utility companies for moving poles, underground lines and other facilities already within a public road right of way, when those relocations are necessitated by transportation improvements.

The Maine Supreme Judicial Court has found that money from taxes and fees on fuel sales, motor vehicle licenses and registrations cannot be used to pay for relocation of utility facilities. Since most of the money that would be available to MaineDOT and municipalities for utility reimbursement is derived from these sources, its use for relocation of utility facilities would be unconstitutional.

6.4 Utility Special Provision

A utility special provision must be developed for each locally administered project, which serves to ensure that the contractor and affected utility companies can coordinate the work. The special provision should have the following information for each utility:

- Identify utility, with contact information;
- Outline type of work;
- Time needed to complete work;
- Sequence of work;
- Any special considerations.

A special provision form is found on the companion disc with this manual and online:
<http://www.maine.gov/mdot/utilities/utilcoord/>

6.5 Utility/Railroad Certification

Before a locally administered project may be advertised for construction, the local government or non-profit managing it must certify that all utility and railroad work required for the project has been identified and arrangements have been made to complete all of this work. This is required by federal regulation 23 CFR, section 635.309: “Authorization.”

Project managers cannot authorize cities and towns to advertise for construction bids without having received signed utility certifications. Typically, a utility certification is submitted with the final Plans, Specifications and Estimate (PS&E) package, which is the final step before a project can be authorized for construction. (*The PS&E process is covered in Section 7 of this manual.*)

Refer to the utility checklist (page 6-5) and certification Communication 13 (page 6-6.)
Electronic documents are found online: www.maine.gov/mdot/utilities/utilcoord/

CHECKLIST: UTILITY COORDINATION

- Utilities Identified**
 - Determine utility contacts for utilities on the project
 - Obtain existing right-of-way information
 - Review existing site conditions to assess potential conflicts
- Facility Information Verified**
 - Send Survey Plan to utilities and railroads (if involved) for review
 - Arrange for additional survey needs as necessary
- Prelim Utility Comments, Conflicts, and Relocation Strategy Completed**
 - Develop preliminary utility relocation strategy
 - Discuss right-of-way needs with utilities
 - Distribute alignment plans to utilities and railroads (if involved) for review
 - Determine the need for agreements with utilities or railroads
- Specific Underground Facility Locations Identified**
 - Review general plan and proposed drainage for potential underground utility conflicts
 - Arrange for test pits to determine specific location of existing utilities
- Final Facility Impacts, Relocation Strategy and Agreements Completed**
 - Distribute PDR plans to utilities & railroads for review and comment
 - Hold utility pre-coordination meeting to finalize necessary relocations or other work
 - Distribute written minutes from the pre-coordination meeting
 - Distribute draft railroad and utility Special Provisions
 - Prepare utility agreements and Protection of Railroad Traffic and Structures, if applicable
 - Initiate agreement approval process
- Utility Specification and Certification Completed (LAP Communication 13)**
 - Complete final utility & railroad specification for contract documents
 - Determine if any utility work is to be bid with the contract, if applicable
 - If so, determine whether such work will be part of the Basis of Award or bid as “opt-out”
 - Document legal location of any moved utilities
- Oversee Utility Relocation Schedule**
 - Conduct pre-construction/utility meeting
 - Distribute written minutes to pre-construction/utility meeting
 - Monitor utility & railroad work to ensure that work proceeds as planned

INSTRUCTIONS: This must be submitted on letterhead with the PS&E package for a federally funded project. A template in Word is online: www.maine.gov/mdot/utilities/coordpage.htm

Date

_____, Project Manager
 Maine Department of Transportation
 Bureau of Project Development, Multimodal Program
 16 Sate House Station
 Augusta, ME 04333-0016

Subject: Utility Certification, MaineDOT WIN_____

Dear _____:

I certify that all utility and railroad work necessitated by the above-referenced project has been identified and coordinated with the respective utilities and railroads. All arrangements have been made for utility work to be undertaken and completed as necessary for proper coordination with physical construction schedules in accordance with Federal Aid Policy Guide, Title 23, Code of Federal Regulation, Chapter 1, Subchapter G, Part 645, Subpart A, Subpart B, or both.

If applicable, based on 23 CFR 635.309(b), all railroad work has been completed and/or all arrangements have been made (23 CFR 140 Subpart I/23 CFR 646 Subpart B) for it to be undertaken and completed as required for proper coordination with the physical construction schedule.

The following utilities/ railroads have been identified as having facilities within the project limits:

<u>Utility/Railroad</u>	<u>Impacted facilities? (yes/no)</u>
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All of the above entities were first informed of the project on **{Date}**, were involved as necessary throughout design, and received the most current plans on **{Date}**. Furthermore, the above entities have been informed of the proposed advertising date - **{Date}**. There are no direct payments anticipated to utilities/railroads as a part of this project (**except as otherwise provided through the following agreements**):

<u>Utility/Railroad</u>	<u>Date of Agreement</u>
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The primary utility/railroad contacts involved in the coordination of this project are as follows:

<u>Utility/Railroad</u>	<u>Contact Name</u>	<u>Telephone #</u>
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Sincerely,

Local Project Administrator

Appendix 6A: Utility Coordination Process

Note: This section was been revised in October 2016



Utility Coordination Process

This section covers the typical utility coordination process for projects receiving federal or state money from the Maine Department of Transportation (“MaineDOT.”) This applies to locally administered projects overseen by municipalities and other public or non-profit organizations.

The term “utility coordinator” refers to the person responsible for assuring that proper utility and railroad coordination occurs on a particular project. This may be a MaineDOT employee, a municipal employee, or a consultant. The labels Letters #1 through #7 refer to standard letters that are routinely mailed out to utility or railroad companies at a particular stage of a project. Templates are available on MaineDOT's utilities website: www.maine.gov/mdot/utilities/

Maine Law: MRSA Title 35-A

Chapter 23

- §2301-2305-B: Public utilities may locate distribution facilities within the public way, consisting of roads, streets, and roads rights-of-way (hereinafter “R/W”).

Chapter 25

- §2502(1)(A): When the public way is a state or state-aid road, excluding urban compact areas, MaineDOT is the licensing authority.
 - When MaineDOT undertakes capital improvement projects within the road R/W in urban compact areas, MaineDOT retains overall jurisdiction.
- §2503: All utilities that occupy the public way must be permitted through the applicable licensing authority.
- §2503(16): Permitted utilities are subject to rules established by MaineDOT. MaineDOT rules are outlined in the following:
 - MaineDOT Utility Accommodation Rules, 17-229 CMR Chapter 210.
 - The standards set forth in the MaineDOT Utility Accommodation Rules apply to all portions of state and state-aid roads, regardless of who the licensing authority may be pursuant to other statutes, i.e. urban compacts.

Online: MRSA Title 35-A –

<http://www.mainelegislature.org/legis/Statutes/35-A/title35-Ach0sec0.html>

MaineDOT Utility Accommodation Rules

Where to find them: <http://www.maine.gov/mdot/utilities/>

Section 10: Underground Installations

- In general, underground lines must be at least 36 inches below finish grade – with the exception of hazardous transmittant facilities such as gas lines with working pressure greater than 100 psi, which must be at least 48 inches below finish grade.

❑ **Section 11:** Aboveground Installations

- Offset requirements for utility poles are defined as either from edge of travel way or edge of shoulder.
- §11(2)(A) - 11(2)(B)
 - Offset requirements are based on what is required to facilitate maintenance and proper function of road facilities.
- §11(2)(C): Minimum Corridor Offsets
 - Offset requirements are based on Corridor Priority classification, design speed and traffic volume.
- Greater offsets are preferred, if space allows.

❑ **Exceptions:** May be granted by MaineDOT's Utility Engineer, as follows:

- Underground: Exceptions may be granted for minimum amount of cover based on site conditions and impact to the relocating utility. Exceptions cannot be less than the applicable federal standard. For example, the federal standard for natural gas is governed by: [Title 49, Part 193 - Transportation of Natural and Other Gas by Pipeline](#)
- Aboveground: Exceptions to the standards outlined in §11(2)(A) and 11(2)(B), based on site conditions and impact to relocating utility – excluding §11(2)(B)(1) Guardrail. However, the offset cannot be less than the minimum corridor offset requirements established in §11(2)(C). (*See above*)
- Exceptions to minimum corridor offset requirements require the approval of MaineDOT, through its Design Exception Process.

Memorandum of Understanding for Overhead Utilities (2009):

- ❑ The full MOU is available online: <http://www.maine.gov/mdot/utilities/>
- ❑ Project designs will consider immediate need for aerial utility tree trimming.
 - The intent of the MOU may be satisfied by using temporary construction rights, fee takes or a combination of these rights to achieve trimming needs. There may be some project settings where the rights will need to be acquired by the utility company.
 - Some of the following guidelines should be taken into account when determining whether or not the acquisition of trim rights is appropriate for a certain situation:
 - Trim rights should only be taken where MaineDOT is already planning to acquire permanent rights necessary for the project.
 - Trim rights should not be acquired if the existing R/W width is adequate to accommodate the project improvements and the new poles (and conductors) and the only other reason to acquire more would be to achieve the eight (8) foot offset.
 - Trim rights should not be acquired if they will cause additional impacts to historic properties, 4(f) or 6(f) properties, or properties not subject to MaineDOT's authority of eminent domain.
 - Trim rights should not be acquired if they will cause significant severance issues.

- Trim rights should not be acquired if they will cause additional impacts to wetlands, vernal pools, or other environmental resources that could tip the threshold of requiring mitigation.
- The acquisition of trim rights is intended for immediate needs. MaineDOT does not need to acquire these rights in fields or low growth areas.

Cost for Moving Utilities Already in the Right of Way

Maine law does not permit reimbursement for the relocation of utility facilities within a public road right-of-way when such relocation is made necessary by transportation-related construction or maintenance projects. There are two basic reasons for this:

1. The State of Maine and all counties and municipalities in Maine lack the legal authority to reimburse utilities for moving facilities already within the public road right-of-way when relocations are necessitated by road projects. This has been the law in Maine since utilities began to be located in public road rights-of-way. According to the Maine Supreme Judicial Court, the state or a municipality cannot pay to a utility its expense for moving an installation in a public street or way.
 - First National Bank of Boston v. Maine Turnpike Authority, 153 Me. 131.
2. Maine Constitution, Article IX, §19, as interpreted by the Maine Supreme Judicial Court, prohibits use of revenue from “fees, excises and license taxes relating to registration, operation and use of vehicles on public roads, and to fuels used for propulsion of such vehicles” to pay utility relocation. (Opinion of the Justices, 152 Me. 449.)

Since most of the money that would be available for utility relocation reimbursement is derived from these sources, their use for such purposes would be unconstitutional.

General Utility Coordinator Responsibilities

- The utility coordinator will be an active member of the project team.
- The utility coordinator will meet with utility and railroad contacts as necessary to identify and resolve all utility and railroad issues and/or conflicts relating to a project.
- The utility coordinator will provide information to utility and railroad contacts as early as possible to provide the maximum notice possible.
- If the utility coordinator is a consultant, the utility coordinator must keep the Project Manager informed of all coordination activities by:
 - Copying that individual on all utility/railroad related project correspondence, and
 - Inviting that individual to critical utility/railroad coordination meetings.
- This predefined contact will be responsible for providing general oversight of the coordination process and for the review and processing of any necessary utility/railroad agreements.

Utility Coordination Process Outline

- Identify utilities
- Verify facility information
- Identify preliminary utility comments, conflicts, and relocation strategy
- Verify specific underground utility locations
- Finalize impacts, relocation strategy and agreements
- Prepare utility specification and certification
- Set utility relocation schedule

Coordination with utilities and railroads associated with capital improvements is required by federal regulation (23 CFR, Part 635.307.)MaineDOT's policy is to have utility and railroad coordination on all projects to be advertised for construction, regardless of funding source.

Detailed Utility Coordination Process

IDENTIFY UTILITIES

➤ Project Kickoff

1. The utility coordinator researches MaineDOT's utility and railroad database to obtain contact names, addresses and phone numbers for all utility and railroad companies in the city/town of a proposed project. This information may be obtained from MaineDOT's utilities website: <http://www.maine.gov/mdot/utilities/>
2. The utility coordinator obtains contact names, email addresses, mailing/physical addresses, and phone numbers for municipal officials in the project town(s).
3. The utility coordinator sends Utility Letter #1 to all utilities, railroads and municipalities within the limits of a project to determine the following:
 - Whether the addressee has facilities within the project area and, if so, the type of facilities;
 - Whether the addressee intends to construct facilities within the project area during the next five years;
 - The name of the person who will be responsible for marking existing facilities before the start of survey work for the project; and
 - The name of the person with whom the project team will coordinate.

➤ Preliminary Data

1. The utility coordinator reviews MaineDOT's accident data for issues relating to the location of utility facilities. This information may be obtained from the project manager or from MaineDOT's Traffic Engineering Division (624-3600).
2. The utility coordinator works with the project team's right-of-way representative to obtain available right-of-way information.

3. The utility coordinator determines if there are any MaineDOT traffic facilities within the project limits and determines how they will be treated during development of the project. If the traffic facilities will not be modified as part of the project contract, the utility coordinator treats those facilities as though they were separate utilities.
4. If there is a railroad crossing, the utility coordinator will communicate directly with the operating railroad company to determine if any work is planned for the crossing. If the railroad corridor is owned by the State of Maine, similar contact is made with MaineDOT's Office of Freight and Business Services (624-3560).

➤ **Initial Field Review**

1. The utility coordinator visits the site to document, with pictures if necessary:
 - Visible utility facilities on the project;
 - Typical offset of the utility poles;
 - Whether the appropriate utilities were sent the initial contact letter (Letter #1);
 - Features that might affect utility relocations, such as buildings and shade trees;
 - Major utility facilities that may be expensive to move, such as substations, critical poles, telephone switching stations and pump stations;
 - Utility facilities that may be located on their own easements;
 - Nearby railroad corridors and the status and condition of any railroad crossings;
 - Overhead clearance issues around bridges or major drainage structures; and
 - Any other pertinent information.

➤ **Initial Team Meeting**

1. The utility coordinator will attend the initial team meeting and provide a summary of critical issues identified in the previous steps. If the initial team meeting occurs before the above-mentioned work, the utility coordinator will distribute a summary of the critical issues to the project team after the fact.

☐ VERIFY FACILITY INFORMATION

➤ **Preliminary Public Meeting/Survey Plan:**

1. The utility coordinator attends preliminary public meetings for projects with significant utility or railroad involvement, or as requested by a project manager.
 - The utility coordinator sends copies of the existing topographic survey plans, which may include an initial proposed horizontal and vertical alignment, to all utility and railroad contacts for review and comment. An accompanying letter requests verification of existing facilities on the plans, as well as any concerns (Utility Letter #2).
 - The utility coordinator works with the project team's survey representative to set up additional survey work identified from the Letter #2 mailing.

☐ PRELIMINARY UTILITY COMMENTS, CONFLICTS, AND RELOCATION STRATEGY

☞ Horizontal/Vertical Alignment Available:

1. When the centerline of a road will be modified, the utility coordinator must distribute plans showing the proposed horizontal and vertical alignment to all affected utilities and railroads, if they were not contacted with the survey plan distribution.
 - This distribution should come with the draft preliminary design report (PDR) for the design team to review.
2. If a railroad or utility has alignment concerns, the utility coordinator provides a summary to the project manager and other team members, as applicable. The utility coordinator is responsible for ensuring that all concerns are addressed and that all parties are aware of what the conclusion is.

☞ Preliminary Plan Available/ Formal Public Contact:

1. The utility coordinator writes a summary of utility and railroad issues and submits the summary to the project manager for inclusion in the PDR.
2. Depending on the extent of the utility and railroad work, the utility coordinator contacts the utilities to identify how utility work will be handled. Discussions must include the right-of-way needs to accommodate the utility facilities.
3. The utility coordinator works with the project team to determine right-of-way limits and needs.
4. The utility coordinator may be required to attend the preliminary public meeting, if there is extensive utility relocation, significant trimming or shade tree removal necessitated by the utilities, utility impacts on a controversial right-of-way width, or if requested by the project manager.
5. The utility coordinator distributes preliminary plans to the utilities and railroads for a more detailed determination of impacts (Utility Letter #3). As a result of the preliminary plan distribution, the utility coordinator will determine the need for any agreements with the railroad(s) or utilities.

☐ VERIFY SPECIFIC UNDERGROUND UTILITY LOCATIONS

☞ Drainage Plans Available

1. The utility coordinator identifies where test pits will be needed in order to verify the depth of buried lines that may conflict with the proposed design. The coordinator also reviews proposed test pit locations with the project team and coordinates with the utilities and MaineDOT survey unit for the work to be performed.
 - Test pit data will be forwarded to the utilities, along with relocation requirements. If no test pits were required due to reliable location information, relocation requirements and buried facility designs should be requested as part of the PDR distribution.

❑ FINALIZE IMPACTS, RELOCATION STRATEGY AND AGREEMENTS

➤ 75%-80% Plans Available/Pre-coordination Meeting:

1. The utility coordinator provides affected utility and railroad companies with 75-80% plans for review and comment (Utility Letter #4).
2. The utility coordinator holds a utility pre-coordination meeting to review utility and railroad impacts and relocations in the field and to discuss proposed schedules for the relocations (Utility Letter #4).
3. Following the pre-coordination meeting, the utility coordinator prepares and distributes minutes from the pre-coordination meeting, including any significant comments from the utility or railroad companies.

➤ Plan Impacts Complete Milestone

1. Plan Impacts Complete is reached when the highway, traffic, drainage and environmental designs are completed, and right-of-way needs are determined.
2. At this point, the utility coordinator works with the right-of-way mapper to accommodate the utility impacts resulting from the highway design.
 - The utility coordinator may request a pole list.
3. The utility coordinator prepares and distributes the draft railroad and utility special provisions (Utility Letter #5).
4. The utility coordinator prepares any draft agreements and initiates the agreement approval process.

❑ PREPARE UTILITY SPECIFICATION AND CERTIFICATION

➤ Project Sent to Contracts Section

1. The utility coordinator provides final railroad and utility special provisions to the project manager with a certification that all necessary arrangements have been made.
 - Each special provision (www.maine.gov/mdot/utilities/) must have:
 - Name of each utility, with contact information;
 - Outline type of work;
 - Time needed to complete work;
 - Sequence of work; and
 - Special considerations.
 - A certification that all utilities and railroads within the project limits have been contacted and that proper arrangements have been made is required by federal regulation 23 CFR, part 635.309. See www.maine.gov/mdot/utilities/
2. Utility coordinator will draft any required agreements with utilities, as follows:
 - Accounts Receivable: Required when a utility's relocation work is made part of the construction contract for a project. Upon completion, MaineDOT bills that utility for the cost of the relocation work. This type of agreement usually occurs with underground utilities.

- Accounts Payable: Required when MaineDOT acquires rights from a utility for a project and reimburses that utility for the impact, such as when MaineDOT takes from an electrical utility property associated with transmission lines. Payment covers the cost of the rights to be acquired and any other cost associated with moving or adjusting the lines. This is part of MRSA Title 23, §154, as follows: www.mainelegislature.org/legis/Statutes/23/title23sec154.html
 - Other: MaineDOT also may enter into other types of agreements with utilities:
 - Agreements where MaineDOT wants to include utility services to a newly constructed transportation facility, including tourist information centers and truck weight stations.
 - Agreements for MaineDOT to use a utility's pole to attach new traffic signals or a flashing beacon.
3. The utility coordinator will fill out a "Location Permit for Projects" form to document approved utility locations resulting from the utility coordination process. The form is found online: <http://www.maine.gov/mdot/utilities/utilcoord/>
 4. If moving facilities would result in significant benefit to the project, the utility coordinator may request that facilities be relocated before project advertise – with approval from the Project Manager, Utility Engineer and Director of Project Development, in coordination with the affected utility or railroad.

➤ **Advertise and Award**

- During the bidding phase of a project, the utility coordinator will assist the project manager in resolving questions from contractors about railroads and utilities.

☐ **SET UTILITY RELOCATION SCHEDULE**

➤ **Preconstruction**

1. Upon receiving notification from the construction resident of a pre-construction meeting, the utility coordinator schedules a joint pre-construction utility meeting (Utility Letter #6).
2. The utility coordinator attends the pre-construction meeting and also chairs the joint pre-construction utility meeting to coordinate the timing of utility relocations with the contractor's construction schedule, as follows:
 - The utility coordinator works with the contractor and construction resident to identify potential utility relocation issues or conflicts which may affect the construction schedule.
3. After the pre-construction utility meeting, the utility coordinator prepares and distributes written minutes to the utilities and railroads, the contractor, and the construction resident (Utility Letter #7).

➤ Construction

1. After the pre-construction utility meeting, the contractor has primary responsibility for coordinating the work with utilities. The contractor must work with the utilities in accordance with the terms of the construction contract documents and as outlined in the utility pre-construction meeting.
 - During construction, the contractor must communicate directly with the utilities regarding any utility work necessary to maintain the contractor's schedule and prevent construction delays.
 - The contractor must notify the project resident of any issues.
2. If issues arise during construction that cannot be resolved through the project resident, or if a particular utility is unresponsive to the contractor and resident:
 - The utility coordinator will work directly with the utility or utilities, contractor, and project resident to resolve the issue.