**Standard Utility Letters**



**Utility Coordination Checklist**

Utility coordination consists informational exchanges with utilities and railroads that have facilities within the limits of a project. This process begins at kickoff and continues through construction.

Below are standard steps performed by a “utility coordinator” who is either an employee of the agency administering a project or a consultant. The referenced utility letters are part of this packet.

1. **At project kickoff:**
* Identify utility and railroad contacts: https://[www.maine.gov/mdot/utilities/contactinfo/](http://www.maine.gov/mdot/utilities/contactinfo/)
* Email Utility Letter #1 and a location map to utility/railroad contacts.
* Arrange and conduct a site visit to verify utility/railroad information.
1. **Upon completion of survey:**
* Email Utility Letter #2 and topographical survey plans to utility/railroad contacts.
* Arrange for additional survey identified from Utility Letter #2 responses, if necessary.
* Work with utilities to arrange for test pits, if necessary, to locate underground facilities.
1. **At preliminary design report (PDR) milestone:**
* Email Utility Letter #3, preliminary plans and schedule to utility/railroad contacts.
1. **When design reaches 75-80% plans complete:**
* Email Utility Letter #4, 75-80% plans and schedule to utility/railroad contacts for review.
* Hold utility pre-coordination meeting on site to review impacts, relocations and schedules.
1. **At Plan Impacts Complete (PIC) Milestone:**
* Work with right-of-way mapper to accommodate utility impacts resulting from the design.
* Prepare pole list in coordination with utilities.
* Email Utility Letter #5 and utility special provision (#104) to utilities/railroad for review.
1. **At Final Plans, Specifications and Estimate (PS&E) Milestone:**
* Email final design plans and latest project schedule to utility/railroad contacts
* Finalize special provision 104 (utilities) for inclusion in the bid documents for the project
* Submit utility certification to MaineDOT project manager.
1. **After Contract Award: Pre-construction Meeting**
* Notify contacts of the pre-construction / pre-utility meeting (Utility Letter #6).
* After meeting, distribute minutes to utility/railroad contacts (Utility Letter #7).
1. **During Construction:**
* During construction, the contractor has primary responsibility for coordinating utility work.
* If a utility is unresponsive, the construction resident should try to resolve the issue.
* If the resident is unsuccessful, an issue should be elevated to the MaineDOT project manager and, if necessary, the MaineDOT staff utility coordinator assigned to a region.

**\* IMMEDIATE RESPONSE REQUESTED** \*

Date

Town/City:

Project WIN:

Location:

**RE: Identification of Utility Facilities**

To whom it may concern OR Dear Sir/Madam:

The Municipality of       is planning      , located at      .

Enclosed you will find a location map to further assist you in locating the proposed project.

**Please complete and return the brief questionnaire attached to this letter.** The information provided here will allow our project designers to recognize the presence of existing facilities or plans to install additional facilities within the next five years. Your responses will enable us to better coordinate our work with you throughout this project.

**IF YOU ARE THE POLE OWNER OR HAVE MAINTENANCE RESPONSIBILITIES ON A JOINT POLE AGREEMENT, PLEASE IDENTIFY THE ATTACHING ENTITIES. THIS INFORMATION WILL BE CRITICAL TO IDENTIFYING ANY UTILITIES THAT MAY NOT HAVE BEEN IDENTIFIED AS PART OF THIS INITIAL PROCESS.**

The Work Identification Number (WIN)assigned to this project is      and should be used on any future correspondence regarding this project.This project is scheduled to be advertised in      .

If you have any questions or concerns, please feel free to contact me at      , or by email at      . Thank you for your cooperation.

Sincerely,

Utility Coordinator

Enclosures: Questionnaire Response Form

 Project Location Map OR Project Alignment Map

**\*\* IMMEDIATE RESPONSE REQUESTED** \*\*

**RE:**       Date

Town/City:

Project WIN:

Location:

**Utility Coordinator:**

Street

Town, ZIP

Cell: XXX-XXXX

Fax: XXX-XXXX

E-Mail: coordinator email

Please complete the following short questionnaire and fax, email or send via mail. The following may be filled out electronically in Microsoft Word by using the “TAB” key.

|  |  |
| --- | --- |
| **1. Does the utility you represent presently have facilities within the project limits?** | [ ]  Yes [ ]  No |
| **2. What type of facilities do you have in the project area?**       | [ ]  Underground[ ]  Aboveground |
| **3. Pole Owner:**  **Attachments:**  |
| **4. Do you plan on installing any facilities within the project limits in the next 5 years?** | [ ]  Yes [ ]  No |
| **6. Contact person for project coordination:**Name:       Address:       Tel:       Cell:       Fax No:       E-mail:       |
| **6. Contact person for construction:** Name:       Address:       Tel:       Fax No:       E-mail:       |
| **7. Comments**  |

**Utility:**       **Date Form Submitted:**

**{Date}**

**{Utility Company Address}**

RE: Review of Survey Plans, **{Town}**, **{Location}**, **{MaineDOT WIN}**

Dear      :

Enclosed is set of survey plans for the above referenced project being developed by       on behalf of the Municipality of      .

**Please review the locations of your existing facilities as shown on these plans and complete the brief questionnaire attached to this letter.** Identification of any incorrectly located or omitted facilities now will enable us to make the appropriate corrections before substantial design has occurred. I ask that you return the attached questionnaire along with any additional comments you may have within two weeks.

This project is scheduled to be advertised on      . If you have any questions or concerns, please contact me at      . Thank you for your cooperation.

Sincerely,

Utility Coordinator

Enclosures: Survey Plans

 Survey Plan Questionnaire

**{Town}**

**{MaineDOT WIN}**

**{Date}**

**{Utility Name}**

**{Consultant or Town LAP contact, with contact information including Fax, email, telephone, and mailing address}**

***Survey Plan Questionnaire***

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**{Utility Name}**

*Please complete the following short questionnaire and Fax, e-mail or send via mail. The following may be filled out electronically in Microsoft Word by using the “TAB” key.*

|  |  |
| --- | --- |
| QUESTION | RESPONSE |
| 1. Are all of your facilities within the project limits on the survey plans? | *[ ]* Yes *[ ]* No |
| 2. Are your facilities shown correctly on the survey plans? | *[ ]* Yes *[ ]* No |
| 3. Do your facilities or portions thereof require unique considerations? | *[ ]* Yes *[ ]* No |
| 4. Are you considering upgrading or replacing any of your facilities? | *[ ]* Yes *[ ]* No |
| 6. Do you feel that an on-site review of the project is required? | *[ ]* Yes *[ ]* No |
| 6. Will you be forwarding additional information from your records? | *[ ]* Yes *[ ]* No |
|  |
| RESPONSE BY:      |
| DATE:      |
| TELEPHONE:      |
| EMAIL:      |
| (USE THIS SPACE FOR ANY CLARIFICATION OR ADDITIONAL INFORMATION)      |

**{Date}**

**{Utility Company Address}**

Subject:Review of Preliminary Plans, **{Town}, {Location}, {MaineDOT WIN}**

Dear      :

Attached you will find preliminary design plans and right-of-way maps for the subject project. At your earliest convenience, **please review these plans to establish the following:**

* What potential conflicts exist between the proposed design and your existing facilities?
* Is additional data gathering (such as test pits) required?
* Aerial Utilities: Please develop a list of preliminary proposed pole locations in compliance with the applicable safety standards and the MaineDOT's Utility Accommodation Rules, 17-229 CMR Chapter 210.
* Underground Utilities: Please develop preliminary proposed underground plant relocation plans for any required relocations or proposed installations in accordance with applicable standards and the MaineDOT's Utility Accommodation Rules, 17-229 CMR Chapter 210.
* If your facilities are located on property that is either owned by your company or for which you have an easement, you may be entitled to reimbursement in accordance with Federal Aid Policy Guide, Title 23, Code of Federal Regulations, Chapter I, Subchapter G, Part 645, Subpart A. Please contact this office prior to preparing any plans or estimates.

**Please note:** These plans are for utility purposes only, to assist in planning utility relocations required as part the Project. They are **not** intended for public distribution. Although the plans are not confidential, we request your discretion in sharing this information with the public.

We further recognize that utilities may need to acquire rights beyond those shown on the attached plans. If so, please contact this office so that the Municipality can provide proper notification of the project to the public prior to the utility obtaining additional rights.

The Municipality intends to advertise this project on      .If you have questions, please contact me at      . Thank you for your cooperation.

Sincerely,

Utility Coordinator

Enclosure: Preliminary Plans & Right-of-Way Maps

**{Date}**

**{Utility Company Address}**

RE: Pre-coordination Meeting & Review of Construction Plans, **{Town}**, **{Location}**, **{MaineDOT WIN}**

Dear      :

Enclosed is one copy of final construction plans for the above listed project. These plans are only intended for information and planning purposes. No actual relocation of facilities should be made because of these plans.

Please review your proposed pole and/or underground plant locations on the plans. If necessary, changes should be communicated to us before the pre-coordination meeting, scheduled for  at .  ***We request that you be prepared to assign working days to your required utility work at this meeting.***

This project is scheduled for advertising on      . If you have questions or concerns, please contact me at      **.** Thank you for your cooperation.

Sincerely,

Utility Coordinator

Enclosure: Construction & R/W Plans

**{Date}**

**{Utility Company Address}**

RE: Draft Special Provisions, **{Town}**, **{Location}**, **{MaineDOT WIN}**

Dear      :

I intend to include the enclosed Special Provisions in the contract documents for the subject project. It includes scheduling and descriptive information regarding work to be done by your organization.

If the documents do not accurately reflect your intentions, please contact this office immediately at      **.** Thank you again for your cooperation.

Sincerely,

Utility Coordinator

Enclosure: Proposed Utility Special Provisions

**{Date}**

**{Utility Company Address}**

RE: Pre-construction Meeting, **{Town}**, **{Location}**, **{PIN}**

Dear      :

A pre-construction utility meeting for the subject project has been arranged for **{Date, Time and Place of Pre-construction Meeting}.** The purpose of this meeting is to discuss the coordination of work between the contractor and the utilities and any additional considerations or concerns that may exist.

Your attendance is critical to the success of the project and is appreciated.

If you need more information, please contact me at      **.**

Sincerely,

Local Project Administrator

**{Date}**

**{Utility Company Address}**

RE: Pre-construction Meeting Minutes, **{Town}**, **{Location}**, **{PIN}**

Dear      :

This is my understanding of the issues discussed and the conclusions reached at the pre-construction utility meeting held on **{Date, Time and Place of Pre-construction Meeting}.** It is understood that the dates and times agreed upon and summarized herein assume reasonable weather conditions and freedom from emergencies.

The following representatives were present:

**Name Company Telephone #**

**{Attendance List}**

**{Meeting Summary}**

I have attempted to summarize our meeting as accurately as possible. If you feel that any of the items discussed herein are misrepresented in any way, please contact me within ten working days. In the absence of any corrections or clarifications, it will be understood that these minutes accurately summarize our discussions. Thank you for your participation and continued efforts in making this a successful project.

Sincerely,

Local Project Administrator