

**DESIGNER Utility Coordination Submission Checklist:**

*(Editor: This Utility Coordination Submission checklist is proposed to be a separate document and a line item/link added to the DeIDOT Project Development Plan Submission checklist. This is intended to address the Utility Coordination Council Design Recommendations Partially Implemented Items #1 to #5.)*

The following information is to be submitted for the DeIDOT Utility Coordination process through the Utility Permit Application (UPA) or other current DeIDOT Utility Coordination application/process. The below outlines the minimum requirements and the Designer is encouraged to include any additional information that would facilitate the utility coordination.

❖ **Pre-Survey Plans/Concept Plan**

- Designation Request to Utility Section (if design consultant not responsible)
  - Provide electronic files of project limits
    - Include survey control information.
    - Include CAD files, if available (FS.dgn, HV.dgn, UT.dgn, AL.dgn, PC.dgn-including concept drainage). Note, CAD files will be needed prior to SUE deliverables being submitted
- "Concept" plan-Google Earth or other current aerial map with project information, date and limits defined.
- Project description to include current scope, schedule, proposed work, known existing utilities and potential conflicts, and any other pertinent information.
- Miss Utility design ticket and responses if design consultant responsible for coordination
- Completed checklist

❖ **Survey Plans**

- Process information from pre-survey checklist if not completed
- Reviewed & incorporated information/files available from previous phases in UPA, if applicable
- Utility information shown in plans with correct Quality Level (QL)
  - Utility designation information shown in plans, if applicable
  - Utilities labeled per DeIDOT CADD/Utility Standards.
  - Q/A to verify only the highest available QL line work is shown for a utility facility.
- Plans and files outlining proposed TH locations, if applicable
  - Include CAD files (FS.dgn, HV.dgn, UT.dgn, AL.dgn, PC.dgn-including drainage)
- Miss Utility design ticket and responses if design consultant responsible for coordination
- PDF of full construction plan set
- Composite Map of plans covering project limits with utilities shown in color in accordance with APWA color coding and DeIDOT CADD standards
- Completed checklist

❖ **Concept Plans (New Bridge Process)**

- Reviewed & incorporated information/files available from previous phases in UPA
- Updated utility information shown in plans with correct Quality Level (QL)
  - Utility designation information shown in plans, if applicable
  - Utilities labeled per DeIDOT CADD/Utility Standards.
  - Q/A to verify only the highest available QL line work is shown for a utility facility.
- Updated utility designation information shown in plans, if applicable
- Plans and files outlining proposed TH locations, if applicable. Include CAD files (FS.dgn, HV.dgn, UT.dgn, AL.dgn, PC.dgn-including drainage)
- PDF of full construction plan set
  - Plans show any design elevations for drainage or swales inverts or contour lines, if applicable
- Composite Map of plans covering project limits with utilities shown in color in accordance with APWA color coding and DeIDOT CADD standards
- Populated Utility Conflict Matrix (UCM)

❖ **Preliminary Plans**

- Reviewed & incorporated information/files available from previous phase in UPA, if applicable
- Description of changes from previous submission that affect utilities.
  - Or confirm no changes from previous submission that affect utilities.
- Updated existing utility information shown in plans with correct Quality Level (QL)
  - Updated SUE information shown in plans, if applicable
  - Utilities labeled per DeIDOT CADD/Utility Standards.
  - Q/A to verify only the highest available QL line work is shown for a utility facility.
- Updated proposed utility information shown on plans based on company insight and designer coordination to date.
- Plans and files outlining proposed TH locations, if applicable. Include CAD files (FS.dgn, HV.dgn, UT.dgn, AL.dgn, PC.dgn-including drainage)
- PDF of full construction plan set
  - Plans show any design elevations for drainage or swales inverts or contour lines, if applicable
  - Include signal & lighting plans
  - Include MOT/Phasing plans
- Cross sections with existing utility information shown
- Composite Map of plans covering project limits with utilities shown in color in accordance with APWA color coding and DeIDOT CADD standards
- Updated Utility Conflict Matrix (UCM)
- Set meeting with utility companies to discuss project, potential conflicts, utility relocations and constructability-including potential outages.
- Discuss utility relocation timing and if advanced utility relocation work is needed.
- Discuss early action items needed (utility or other work by highway/bridge contractor, joint trench/duct bank, clearing/grubbing, MOT, RW acquisition, etc.)

- Identify existing and proposed Points of Service for all customers within limits, including DeIDOT signals, lighting and ITMS and if need to maintain during construction.

❖ **Semi-Final Plans**

- Reviewed & incorporated information/files available from previous phases in UPA, if applicable
- Description of changes from previous submission that affect utilities.
  - Or confirm no changes from previous submission that affect utilities.
- Updated existing utility information shown in plans with correct Quality Level (QL)
  - Updated SUE information (test holes and designation) shown in plans, if applicable
  - Utilities labeled per DeIDOT CADD/Utility Standards.
  - Q/A to verify only the highest available QL line work is shown for a utility facility.
- Plans and files outlining proposed TH locations, if applicable
  - Include CAD files (FS.dgn, HV.dgn, UT.dgn, AL.dgn, PC.dgn-including drainage)
- PDF of full construction plan set
  - Plans show any design elevations for drainage or swales inverts or contour lines, if applicable
  - Include signal & lighting plans
  - Include MOT/Phasing plans
- Cross sections with existing and proposed utility information shown
- Composite Map of plans covering project limits with utilities shown in color in accordance with APWA color coding and DeIDOT CADD standards
- Updated Utility Conflict Matrix (UCM)
- Draft utility statement if design consultant responsible for coordination
- Draft utility bar chart if design consultant responsible for coordination
- Set meeting with utility companies to discuss project and **Finalize** utility relocations, ROW needs, timing, and constructability-including potential outages.  
*(Editor: Finalizing utility relocations at the SF plan stage will provide the information that is expected to be included in the Final Plan regarding RW, timing, etc.)*
- Discuss early action items needed (utility work by highway/bridge contractor, joint trench/duct bank, clearing/grubbing, MOT, etc.)
- Include Utility Section in internal phasing/constructability meeting

❖ **Final Plans**

- Reviewed & incorporated information/files available from previous phase in UPA, if applicable
- Description of changes from previous submission that affect utilities.
  - Or confirm no changes from previous submission that affect utilities.
- Updated utility information (existing and proposed) shown in plans with correct Quality Level (QL) based on company insight provided to date
  - Updated SUE information (test holes and designation) shown in plans, if applicable
  - Utilities labeled per DeIDOT CADD/Utility Standards.
  - Q/A to verify only the highest available QL line work is shown for a utility facility.
- PDF of full construction plan set
  - Plans show any design elevations for drainage or swales inverts or contour lines, if applicable
  - Include signal & lighting plans
  - Include MOT/Phasing plans
- Cross sections with existing and proposed utility information shown
- Composite Map of plans covering project limits with utilities shown in color in accordance with APWA color coding and DeIDOT CADD standards
- CAD files (FS.dgn, HV.dgn, UT.dgn, AL.dgn, PC.dgn-including drainage)
- Final Utility Conflict Matrix (UCM) outlining all conflict resolutions
- Final Utility statement that has been reviewed and confirmed with Utility Companies if design consultant responsible for coordination
- Final Utility relocation bar chart that has been reviewed and confirmed with Utility Companies if design consultant responsible for coordination
- Finalize early action items needed (utility work by highway/bridge contractor, joint trench/duct bank, clearing/grubbing, MOT, R/W availability, etc.)

**Plans, Specifications & Estimate (PS&E)/Advertisement**

- The Utilities do not typically receive information for this milestone.
- If Utility Relocation work is included as a bid item in the contract, the involved utility company shall be provided with the Plans & Specifications that are being advertised for bids.
- Information on PS&E, advertisement, bid & award discussed at monthly North and South Utility Coordination Meetings.