Utility Process Flow Chart

**Preliminary To Semi-Final Plan Stage**

**Rev. 11/20/2012**

**Continuous Plan Development Timeline**

1. **Start**
   - DelDOT Project Manager
     - Distribute Preliminary Plans (2 sets for each utility company)
     - Provide electronic survey files as required

2. **DelDOT Utilities Section**
   - Provide Preliminary Plans and checklist to utility companies
   - Request field meeting if needed

3. **Utility Company (Aerial)**
   - Start design of relocated facilities (Type and location only)
     - Request field meeting if needed
     - Request design-around alternatives
     - Verify existing utilities are shown correctly on plans.

4. **Utility Company (Aerial)**
   - Request field meeting if needed
   - Request design-around alternatives

5. **Utility Coordinator**
   - Follow Up Reminders
   - Elevate non-response problems through chain of command.

6. **Utility Coordinator**
   - Reviews for completeness of information
   - Develops Draft Utility Statement
   - Forwards information to DelDOT Project Manager.

7. **Utility Company**
   - Provide Marked up Plans showing:
     - Proposed relocated facilities
     - ROW Needs
     - Potential conflicts between DelDOT Work and utility facilities
   - Also submit:
     - Draft Narrative for Utility Statement
     - Signed utility checklist

8. **Utility Coordinator**
   - Hold Coordination meeting between utility companies and DelDOT Project Manager to resolve potential conflicts between DelDOT proposed work and proposed relocated utilities.

9. **DelDOT Utilities Section**
   - Coordinate Test Holes with DelDOT Project Manager & Traffic Section
   - Order Test Holes
   - Coordinate meeting with DelDOT Project Manager, Traffic Section and Utility Company to discuss electric power service needs.

10. **Utility Company (Underground)**
    - Finish design of relocated facilities (Type and location only)
    - Request field meeting if needed
    - Request design-around alternatives

11. **Utility Coordinator**
    - Follow Up Reminders
    - Elevate non-response problems through chain of command.

12. **Utility Coordinator**
    - Reviews for completeness of information
    - Develops Draft Utility Statement
    - Forwards information to DelDOT Project Manager.

13. **Utility Company**
    - Provide Preliminary Plans and checklist to utility companies
    - Request field meeting if needed

14. **DelDOT Project Manager**
    - Distribute Preliminary Plans (2 sets for each utility company)
    - Provide electronic survey files as required

15. **DelDOT Project Manager**
    - Begin Developing Semi-Final Plans
    - Provide Test Hole locations
    - Review funding needs with DelDOT Utilities Section
    - Identify electric power supply needs for Traffic Signals, Roadway Lighting, and ITS

16. **DelDOT Project Manager**
    - Plot information from utility companies on Plans
    - Identify any potential conflicts between proposed DelDOT Work and proposed relocated utilities
    - Design-around alternatives need to be finalized now
    - Request utility coordination meeting if needed

17. **Utility Coordinator**
    - Hold Coordination meeting between utility companies and DelDOT Project Manager to resolve potential conflicts between DelDOT proposed work and proposed relocated utilities.

18. **Utility Company**
    - Finish Semi-Final Plan Development

19. **Utility Coordinator**
    - Follow Up Reminders
    - Elevate non-response problems through chain of command.

20. **Utility Coordinator**
    - Reviews for completeness of information
    - Develops Draft Utility Statement
    - Forwards information to DelDOT Project Manager.

Legend:
- Action required by the DelDOT Project Manager
- Action required by the DelDOT Utilities Section or Utility Coordinator
- Action required by the Utility Company
- Action required by the DelDOT Traffic Section

**Utility Process Flow Chart**

Preliminary To Semi-Final Plan Stage

Rev. 11/20/2012
Utility Process Flow Chart

Semi-Final To Final Plan Stage
Rev. 11/20/2012

Legend
- Action required by the DelDOT Project Manager
- Action required by the DelDOT Utilities Section or Utility Coordinator
- Action required by the Utility Company
- Action required by the DelDOT Traffic Section

**Utility Coordinator**
- Follow Up Reminders
- Elevate non-response problems through chain of command.

**Utility Company**
- Request field meeting if needed
- Request ROW staked if needed
- Discuss opportunity for Advanced Relocation
- Identify any long lead-time for ordering Materials

**Utility Coordinator** (Respond in 30 days?)
- YES
  - Update Draft Utility Statement including electric power supply needs for Traffic Signals, Roadway lighting, and ITS Facilities
  - Update Reimbursement Agreement
  - Coordinate funding needs with DelDOT Project Manager
  - Forward all info to DelDOT Project Manager
- NO

**Utility Coordinator** (Respond in 30 days?)
- NO

**DelDOT Project Manager**
- Begin Developing Final Plans
- Plot information from utility companies on Plans
- Develop Utility Bar Chart Schedule to be included in Utility Statement
- Update Project Estimate to include cost of reimbursable work
- Initiate Advance Relocation Approval Request if needed and review spend plan for advance utility spends
- Update Project Estimate to include funding for electric power service supply

**DelDOT Utilities Section**
- Provide Semi-Final Plans to utility companies
- Provide Draft Utility Statement to utility companies
- Provide utility checklist to utility companies
- Request field meeting if needed

**DelDOT Traffic Section**
- Hold Coordination meeting between utility companies and DelDOT Project Manager to resolve any remaining issues including Traffic Section’s Power Supply Needs

**To Utility Coordinator**
- Update Draft Utility Statement including electric power supply needs for Traffic Signals, Roadway lighting, and ITS Facilities
- Update Reimbursement Agreement
- Coordinate funding needs with DelDOT Project Manager
- Forward all info to DelDOT Project Manager

**DelDOT Project Manager**
- Finish Final Plan Development

**Start**
- Distribute Semi-Final Plans with proposed relocations shown (2 sets for each utility company)
- Distribute Semi-Final X-Sections (1 set for each utility company)

**Utility Company**
- Provides Marked up Plans Showing:
  - Any changes to proposed aerial and/or underground relocation plans
  - Concurrence on ROW shown on construction plans provided by DelDOT
  - Time estimate for Relocations
  - Cost Estimate for Relocations for reimbursable work
  - Quantity of borrow needed
  - Any changes to narrative of Utility Statement
  - Note in Utility Statement any materials with long lead times for ordering
  - Identify any relocations that can occur in advance of DelDOT’s construction schedule
  - Cost for providing electric power service to Traffic Signals, Roadway Lighting, and ITS Facilities.
  - Signed utility checklist.

**Utility Coordinator**
- Follow Up Reminders
- Elevate non-response problems through chain of command.

**Utility Coordinator**
- Set up Funding for Reimbursable Work
- Hold Coordination meeting between utility companies and DelDOT Project Manager to resolve any remaining issues including Traffic Section’s Power Supply Needs

**DelDOT Project Manager**
- Plot information from utility companies on Plans
- Develop Utility Bar Chart Schedule to be included in Utility Statement
- Update Project Estimate to include cost of reimbursable work
- Initiate Advance Relocation Approval Request if needed and review spend plan for advance utility spends
- Update Project Estimate to include funding for electric power service supply

**DelDOT Project Manager**
- Plot information from utility companies on Plans
- Develop Utility Bar Chart Schedule to be included in Utility Statement
- Update Project Estimate to include cost of reimbursable work
- Initiate Advance Relocation Approval Request if needed and review spend plan for advance utility spends
- Update Project Estimate to include funding for electric power service supply

**DelDOT Project Manager**
- Finish Final Plan Development
Utility Process Flow Chart

**Final Plans**

- **DelDOT Project Manager**
  - Distribute Final Plans (1 set for each utility company)
  - Distribute Final X-Sections (1 set for each utility company)
  - Distribute Final Utility Statement & Bar Chart (1 copy for each utility company)

- **DelDOT Utilities Section**
  - Provide Final Plans to utility companies
  - Provide utility checklist
  - Provide Final Utility Statement & Bar Chart to utility companies and request concurrence
  - Provide Final Draft Reimbursement Agreements for Signature
  - Request field meeting if needed

- **Utility Company**
  - Review relocation plans
  - Review Final Utility Statement & Bar Chart
  - Request field meeting if needed

- **Utility Coordinator**
  - Follow Up Reminders
  - Elevate non-response problems through chain of command.

- **Utility Coordinator**
  - Respond in 30 days?
  - Yes
    - Utility Company
      - Returns signed utility checklist which includes concurrence on Final Utility Statement & Bar Chart
      - Construction Schedule
      - Returns signed Reimbursement Agreements
      - Requests NTP for Advance Relocations
      - Requests NTP to order materials on items with long lead times
    - DelDOT Project Manager
      - Review Final Utility Statement and Bar Chart to determine timing of NTP issuance
      - Finalize Advance Relocation Approval Request and request NTP for Advance Relocation work if needed
      - Identify NTP for long lead materials if necessary to meet project schedule
  - No
    - Utility Company
      - If needed, hold coordination meeting between utility companies and DelDOT Project Manager to resolve any remaining issues
      - Issue NTP for long lead materials if necessary to meet project schedule

- **DelDOT Utilities Section**
  - If applicable, issues NTP for Advanced Relocations

- **Utility Company**
  - Starts Advanced Relocations

- **Utility Coordinator**
  - Completes Advanced Relocations

- **Utility Company**
  - Advances Utility Relocations

- **DelDOT Project Manager**
  - Begin Developing PSE Package

- **DelDOT Utilities Section**
  - Provide Final Plans to utility companies
  - Provide utility checklist
  - Provide Final Utility Statement & Bar Chart to utility companies and request concurrence
  - Provide Final Draft Reimbursement Agreements for Signature
  - Request field meeting if needed

- **DelDOT Project Manager**
  - Review Final Utility Statement and Bar Chart to determine timing of NTP issuance
  - Finalize Advance Relocation Approval Request and request NTP for Advance Relocation work if needed
  - Identify NTP for long lead materials if necessary to meet project schedule

- **DelDOT Utilities Section**
  - If applicable, issues NTP for Advanced Relocations

- **DelDOT Project Manager**
  - Finish PSE Package

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**Legend**

- Action required by the DelDOT Project Manager
- Action required by the DelDOT Utilities Section or Utility Coordinator
- Action required by the Utility Company
- Action required by the DelDOT Traffic Section

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**Utility Process Flow Chart**

Final To PSE Plan Stage

Rev. 11/20/2012
**Legend**

- Action required by the DelDOT Project Manager
- Action required by the DelDOT Utilities Section or Utility Coordinator
- Action required by the Utility Company
- Action required by the DelDOT Traffic Section

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**Utility Process Flow Chart**

**PSE to Construction**

**Rev. 11/20/2012**

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**DelDOT Project Manager**

- Distribute PSE Package to DelDOT Contract Administration with Final Utility Statement & Bar Chart

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**DelDOT Utilities Section**

- Issue remaining NTPs to utility companies for Ordering Materials

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**DelDOT Traffic Section**

- Issues NTP to utility companies for electric power supply service for Roadway Lighting, Traffic Signals, and ITS Equipment.

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**Utility Company**

- Orders remaining Materials to meet project schedule
- Attends Precon Mtg for any remaining field coordination
- Orders Materials
- Installs electric power service to DelDOT systems
- Oversees connections to DelDOT systems and processes payment to utility company.

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**Preconstruction Meeting**

- Utility company attends
- DelDOT Utilities Section attends
- DelDOT Project Manager attends
- DelDOT Construction Administration runs the meeting

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**Construction NTP**

- Serves as NTP to Utility Company for concurrent work

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**Roadbuilder**

- Begins road and bridge construction
- Completes road and bridge construction in accordance with construction phasing plans

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**Utility Company**

- Starts Concurrent Relocations
- Completes relocation work in accordance with utility Statement and Bar Chart Schedule

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**Advertisement**

- Approx. 30 Days

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**Award**

- Approx. 30 Days

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**Contract Execution**

- Approx. 20 days

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**Roadbuilder**

- Begins road and bridge construction

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**Utility Company**

- Starts Concurrent Relocations

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**Issue remaining NTPs to utility companies for Ordering Materials.**

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**DelDOT Project Manager**

- Distribute PSE Package to DelDOT Contract Administration with Final Utility Statement & Bar Chart

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**DelDOT Traffic Section**

- Oversees connections to DelDOT systems and processes payment to utility company.

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**Utility Process Flow Chart**

**PSE to Construction**

**Rev. 11/20/2012**