

# Utility Cooperation & Work Plan Development

Bill Read, P.E.  
INDOT

Bill Plant, P.E.  
INDOT

Natalie Parks, P.E.  
USI Consultants

# Agenda

- Gaining cooperation from Utilities
- Work Plan Development
- Utility Certifications

# Why do we do Work Plans?

# Work Plan Development

- Reason for Work Plans
- Complete Special Provision
- To make sure conflicts are avoided with the project and other utilities

# Utility Cooperation

- Early communication
- Understanding their “why”
- Reduce unnecessary “noise”
- Responses are received and ready for submittal

# Utility Cooperation

- Response Forms for each submittal
  - Initial Notice – first page of work plan and questionnaire
  - Verification Plan – first page of work plan and questionnaire
  - Conflict Analysis – first two pages of work plan and questionnaire

# Utility Cooperation

- Initial Notice Response Form
  - Provides an “opt out” for utilities with no facilities
  - For those with facilities:
    - Requests information about the type and location of facilities
    - Requests as-built drawings or maps
    - Requests confirmation of property interests or other eligibility for reimbursement
    - For those with property interests, requests copies of documents

# Utility Cooperation

- “Opt out” option for no facilities
  - Provide first page of standard work plan
  - If a utility has no facilities, the representative signs line 1(C)
  - Utility coordinator verifies a utility does not have facilities
  - File the signed form and remove from future correspondence



# Utility Cooperation

- Verification Plan Response Form
  - Sent to those utilities with facilities
  - Requests confirmation of facilities shown on the design plans
  - Requests corrections to facilities shown
  - Acknowledges receipt of verification plans and accuracy

# Utility Cooperation

- Conflict Analysis Response Form
  - Provides an “opt out” for utilities with no conflicts
  - For those with conflicts:
    - Requests information about specific conflicts
    - Requests general information about time and possible expense
    - Requests information about anything that could cause delays – permits, material ordering, purchasing of property, final engineering, corporate approvals, etc.

# Utility Cooperation

- “Opt out” option for facilities with no conflicts
  - Provide first two pages of the work plan
  - If a utility confirms there are no conflicts, the representative signs line 2(F)
  - Utility coordinator Verifies no conflicts with the proposed design
  - File the signed form and remove from future correspondence
  - **CAUTION: Be aware of any design changes that could affect the utility and re-engage if necessary**

# Utility Cooperation

- Focus on those utilities with relocations
- Reduces “noise” for utility representatives that do not need to be engaged in the process
- Provides timely responses
- No surprises at Tracings submittal – you already have everything you need

Section 3: A statement whether the facility relocation is or is not dependent on the acquisition of additional property interests with a description of that work. [IAC 13-3-3(c) (2) (B)]

The utility will be acquiring new easements.

OR

The utility will be in INDOT Right-of-Way.

Section 4: A statement whether the utility is or is not willing to allow the INDOT contractor to do the required work as part of the highway contract. [IAC 13-3-3(c) (3)]

The utility does not want INDOT to do their relocation.

OR

The utility wants to include their relocation in INDOT's plans.

Section 5: From the date the work plan is approved by both parties; please provide the Utility's pre-construction scheduling information. [IAC 13-3-3(c) (4), IAC 13-3-3(c) (5)]

A.	The expected lead time in calendar days to obtain required permits:	<b>60</b>
B.	The expected lead time in calendar days to obtain materials:	<b>30</b>
C.	The expected lead time in calendar days to schedule work crews:	Enter Total Days
D.	If the contractor is being selected by competitive bid what is the date of selection?	Enter Bid Date
E.	The expected lead time in calendar days to obtain new property interests:	Enter Days
F.	The earliest date when the utility could begin to implement the pre-construction activities of the work plan:	Enter Date
G.	The total number of calendar days for pre-construction activities: (accounting for concurrent activities)	<b>45</b>

Section 6: The Utility Construction Scheduling Information. [IAC 13-3-3(c) (4), IAC 13-3-3(c) (5)]

- A. A statement whether the facility relocation is or is not dependent on work to be done by another utility with a description of that work. [IAC 13-3-3(c)(2)(A)(i)]
  - 1. Utility A, with a description of the required work.

ETC will relocate their lines after SEI has relocated their poles and power lines.

- 2. Utility B, with a description of the required work.
  - 3. Utility C, with a description of the required work.

B. A statement whether the facility relocation is or is not dependent on work to be done by the department or the department's contractor with a description of that work. [IAC 13-3- 3(c)(2)(A)(ii)]

1. Work item A

The utility will need the Right-of-Way staked and cleared.

2. Work item B

3. Work item C



- C. How many calendar days after the events identified in Sec 6 A and B are completed can the utility begin construction: **10**
- D. The number of calendar days to complete the relocation work: **15**

Section 7: A drawing of sufficient detail with station, offset, elevations, and scale to show the proposed location of the facility relocation, which takes precedence over the narrative description of the work, needs to be on INDOT Construction drawings. [IAC 13-3-3(c) (6)]. Plans must be attached to this Work Plan Document.

Section 8: For each work plan the utility shall include a cost estimate for the facility relocation. For reimbursable work the estimate will identify betterment and salvage which is not reimbursable. [IAC 13-3-3(d)]

The utility will provide estimated costs here.

Section 9: For work the utility is entitled to be compensated by the Department, the work plan shall include documentation of property interests and compensable land rights. [IAC 13-3-3(d)]

If utility is eligible for reimbursement, they must provide property interest documents.

Section 10: The implementation of this approved work plan is dependent upon the issuance of: (a notice to proceed will be provided when items in Section 6 are accomplished)

Items Completed	Yes	OR	Not Applicable
An executed reimbursement agreement with INDOT/LPA:	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
A relocation permit from INDOT/LPA:	<input checked="" type="checkbox"/>		<input type="checkbox"/>

(Note: Double-click on box in Yes or NA to mark it with an "X")

\_\_\_\_\_  
Signature of Utility Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Utility Representative Name Printed

The following sections are to be used by INDOT personnel to review the utility relocation work plan.

Section 11: The Department shall review the work plan to ensure that it: [IAC 13-3-3(e)]

Description	Yes	No	Initials
(1.a) is compatible with department permit requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A OR CWR
(1.b) is compatible with the project plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CWR
(1.c) is compatible with the construction schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A OR CWR
(1.d) is compatible with other utility relocation work plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A OR CWR
(2.a) has reasonable relocation scheme	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A OR CWR
(2.b) has a reasonable cost for compensable work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A OR CWR

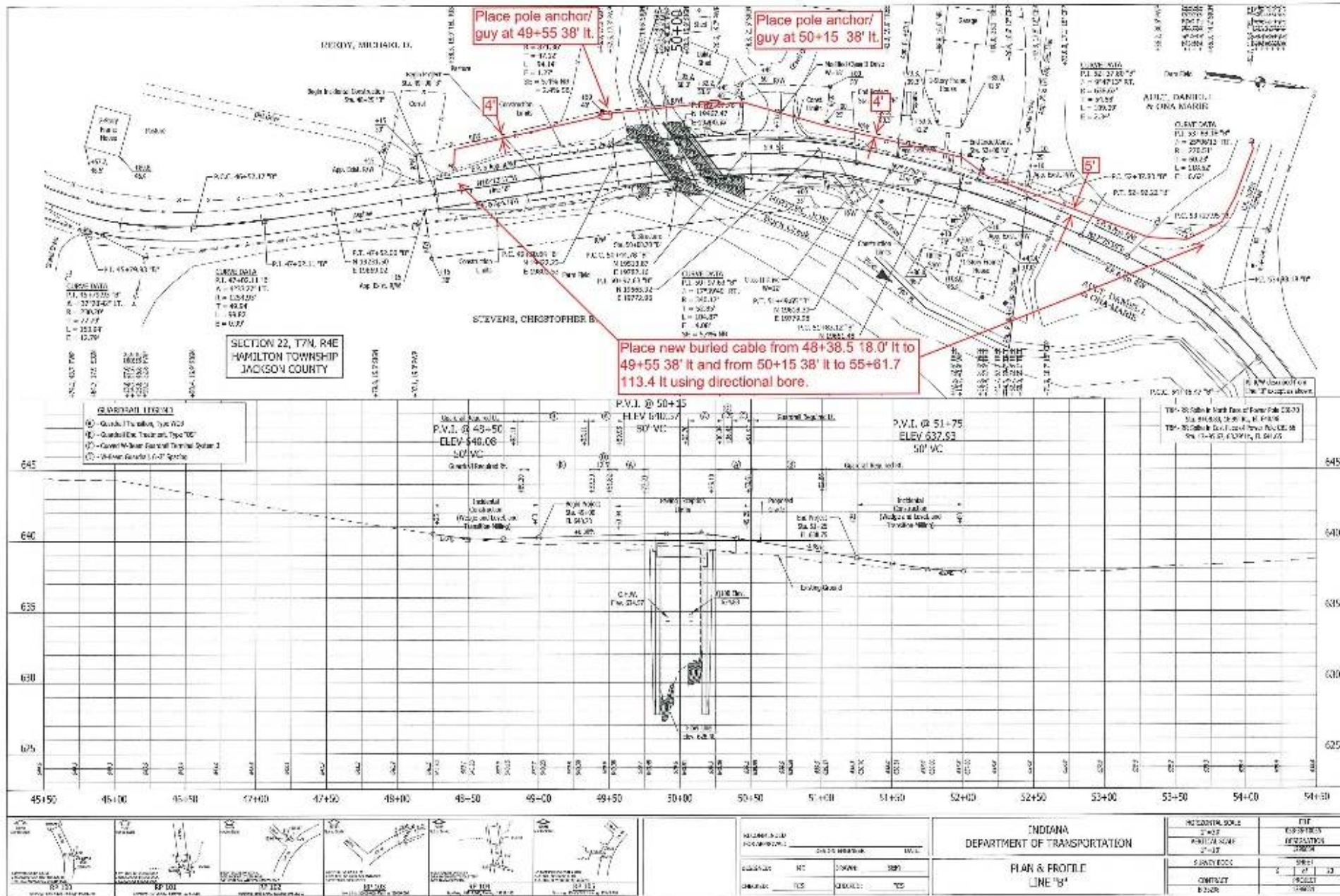
(**Note:** Double-click on box under Yes or No to mark it with an "X")

Comments on any sections (1.a – 2.b) that were marked No:

\_\_\_\_\_  
Utility Coordinator Signature

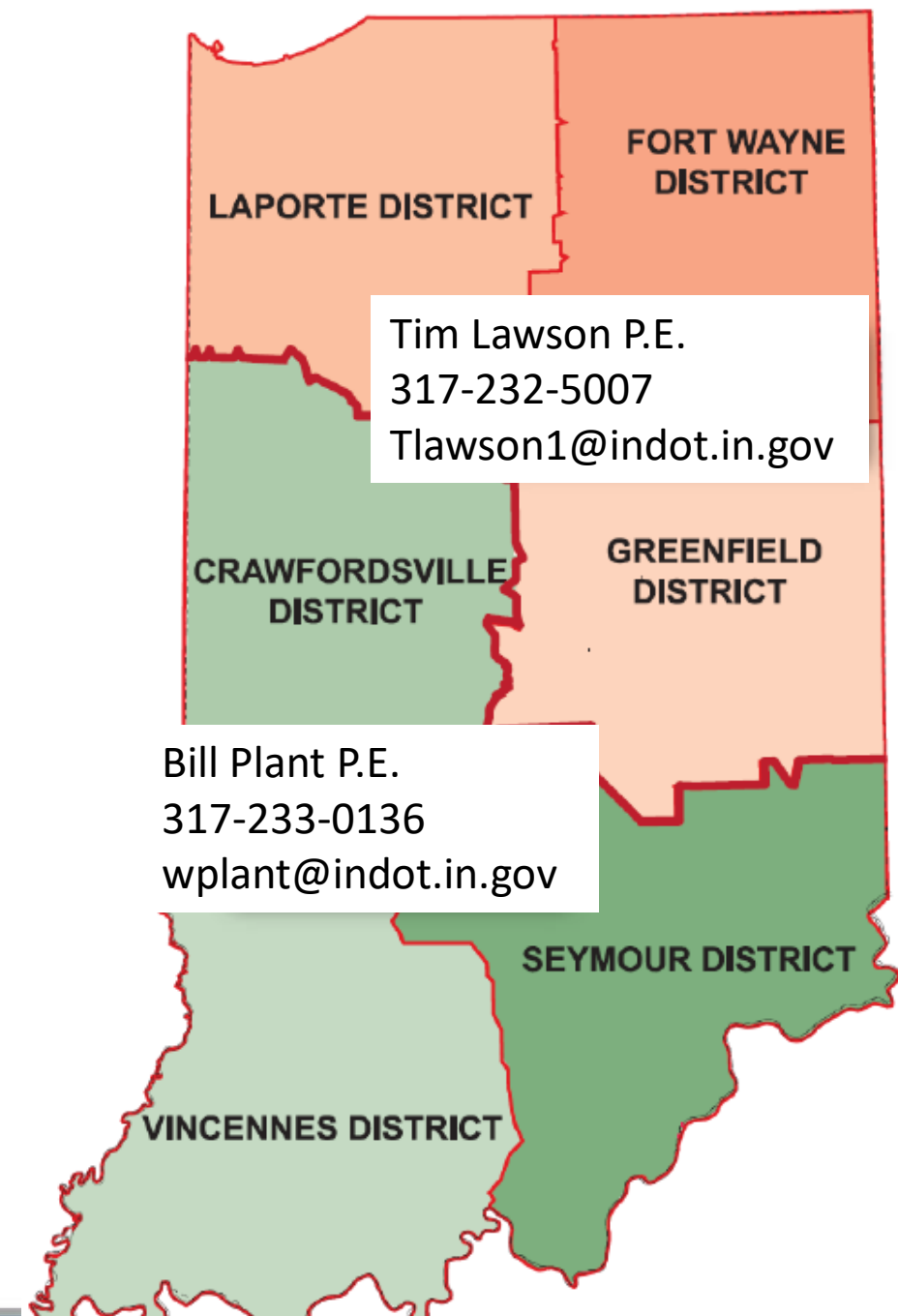
\_\_\_\_\_  
Date

\_\_\_\_\_  
Utility Coordinator Name Printed



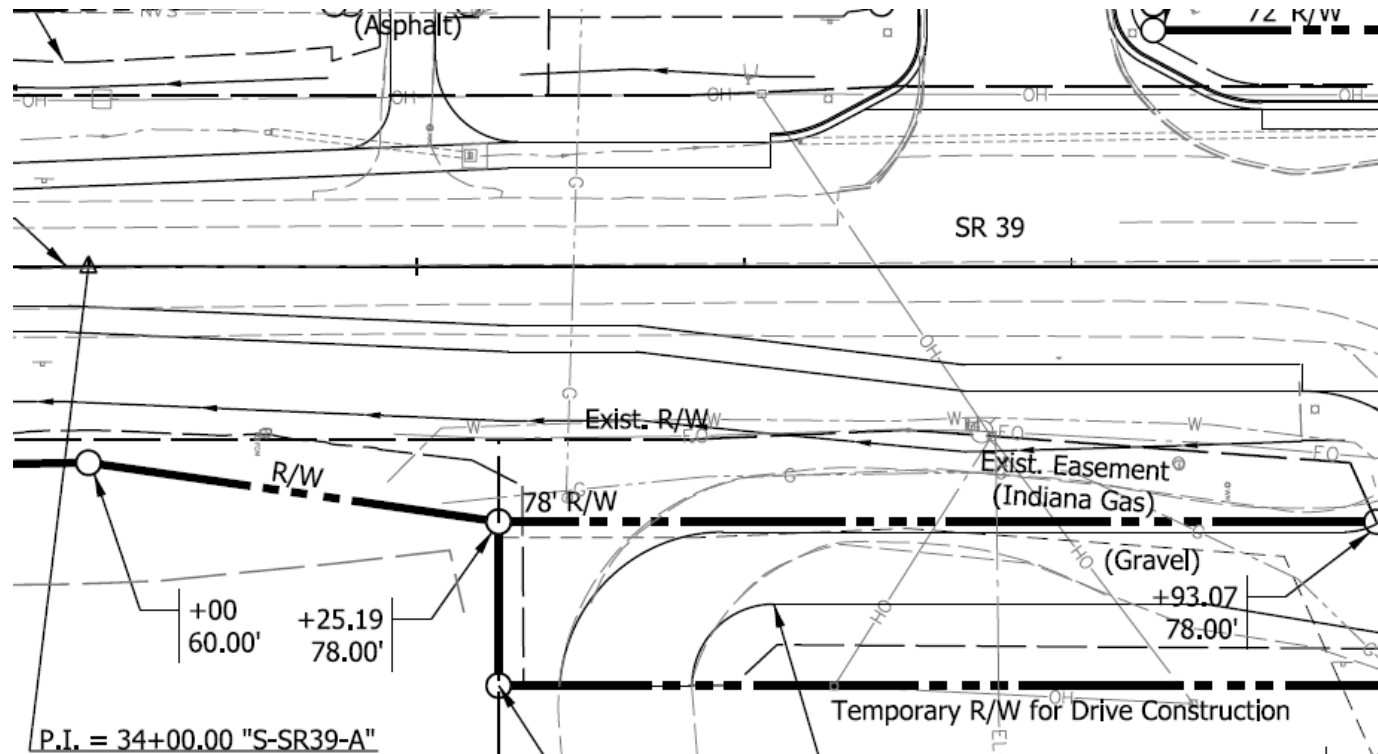
# INDOT Utilities and Railroad Division Roles

- Division roles include:
  - Serve as subject matter experts
  - Process utility reimbursement agreements
  - Approve Utility Accommodation Policy (UAP) exceptions on state right-of-way
  - Approve INDOT projects required to let with exceptions



# Certs with Exceptions – What We’re Reviewing

- All lines are accounted for
  - INDOT plans
  - Google earth



# Certs with Exceptions – What We’re Reviewing

- Conflict Analysis
  - Requires detailed work plan

## Unacceptable:

Section 2: A narrative description of the facility relocation that will be required. [IAC 13-3-3(c)]

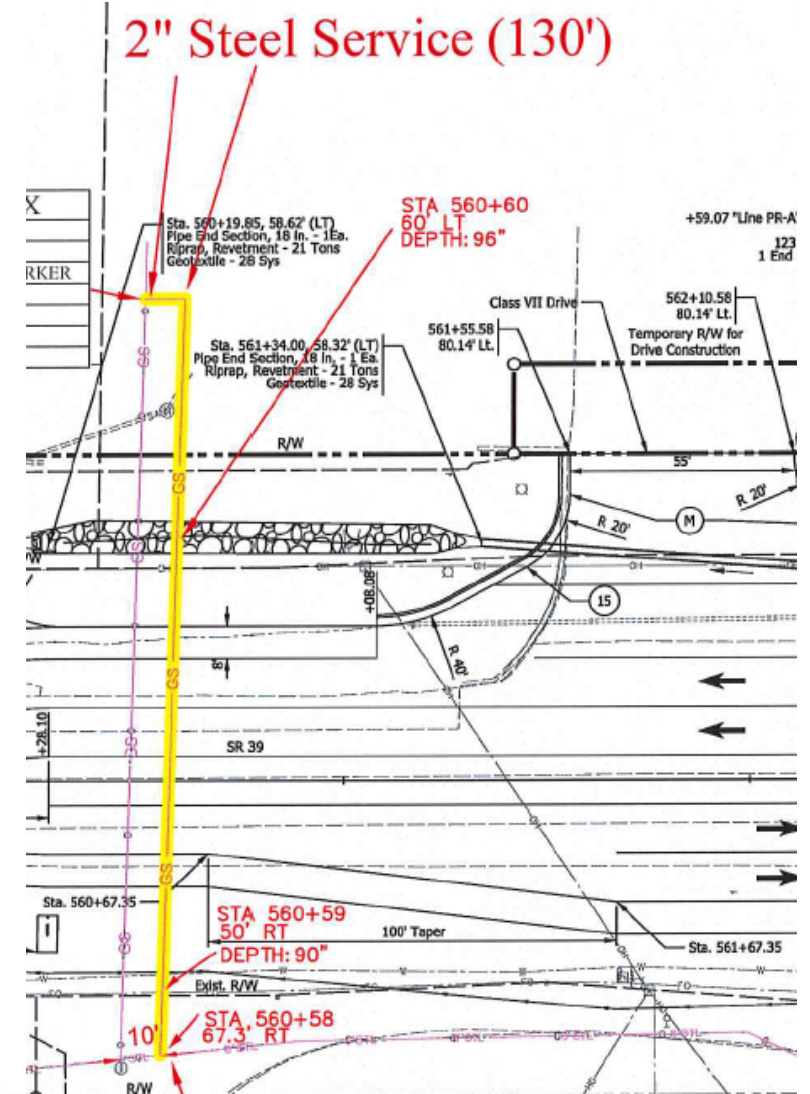
- Describe what types of existing active and inactive facilities are present.  
**Poles and aerial cable within the construction area.**
- Describe the location of existing active and inactive facilities.  
**Poles and aerial cable within the construction area.**

## Better:

Section 2: A narrative description of the facility relocation that will be required. [IAC 13-3-3(c)]

- Describe what types of existing active and inactive facilities are present.  
**1 - 50 pair , 1 - 18 pair**
- Describe the location of existing active and inactive facilities.  
**OH lines along east side of SR 157, 16' to 24' from centerline of road.**

Best:





# Certs with Exceptions – What We’re Reviewing

- Required information is included in Special Provision 107 for each utility
  - Name of the utility
  - Statement of whether utility is in conflict
  - General location of existing facilities
  - General location of any proposed facilities
  - Timeline for relocation
  - Utility contact information
  - Work plan approval date

- B. A statement whether the facility relocation is or is not dependent on work to be done by the department or the department’s contractor with a description of that work. [IAC 13-3- 3(c)(2)(A)(ii)]
  1. Work item A
  2. Work item B
  3. Work item C
- C. How many calendar days after the events identified in Sec 6 A and B are completed can the utility begin construction:
- D. The number of calendar days to complete the relocation work:

## B. Utility Designated Contact – Information

1.	Designated Contact Name:	<input type="text" value="Enter Designated Contact Name"/>
2.	Office telephone:	<input type="text" value="Enter Office Telephone"/>
3.	Mobile telephone:	<input type="text" value="Enter Mobile Telephone"/>
4.	Email address:	<input type="text" value="Enter Email Address"/>
5.	Agency name	<input type="text" value="Enter Agency/Utility Name"/>
6.	Address:	<input type="text" value="Enter Address"/>
7.	City, State, Zip Code:	<input type="text" value="Enter City, State, Zip"/>
8.	Construction Emergency Contact:	
	Name:	<input type="text" value="Enter Contact Name"/>
	Number:	<input type="text" value="Enter Phone Number"/>

# What is Needed for the Review

- Certification Form
- Special Provision 107
- INDOT plans
- Work Plans
- **TIME!**

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Content ID	Title	Release Date	Status
<a href="#">DOT 4997296</a>	FT UnqSplProv 0800132	2/14/19 8:04 AM	CS REVIEW
<a href="#">DOT 4997273</a>	FT ContPrepDoc 0800132	2/14/19 8:01 AM	CS REVIEW
<a href="#">DOT 5030359</a>	FT EnvConFrm 1500277	2/7/19 12:35 PM	CS REVIEW
<a href="#">DOT 5027165</a>	FT RWCert 0800132 for	2/5/19 2:59 PM	CS REVIEW
<a href="#">DOT 5027137</a>	FT TransLtr 0800132 Fo	2/5/19 2:55 PM	CS REVIEW
<a href="#">DOT 5027136</a>	FT Plans 0800132 For C	2/5/19 2:55 PM	FINALIZED
<a href="#">DOT 5027132</a>	FT EnvConFrm 0800132	2/5/19 2:52 PM	CS REVIEW
<a href="#">DOT 5017800</a>	FT UtilCert 0800132 For	2/1/19 1:36 PM	CS REVIEW
<a href="#">DOT 5017794</a>	FT RelocPlan (Metronet)	1/30/19 2:45 PM	CS REVIEW
<a href="#">DOT 5017797</a>	FT RelocPlan (Zayo) 080	1/30/19 2:45 PM	CS REVIEW
<a href="#">DOT 5017796</a>	FT RelocPlan (Vectren) (	1/30/19 2:45 PM	CS REVIEW
<a href="#">DOT 5017795</a>	FT RelocPlan (US Signal)	1/30/19 2:45 PM	CS REVIEW
<a href="#">DOT 5017793</a>	FT RelocPlan (MCI-Veriz	1/30/19 2:45 PM	CS REVIEW
<a href="#">DOT 5017792</a>	FT RelocPlan (Duke Ener	1/30/19 2:45 PM	CS REVIEW
<a href="#">DOT 5017790</a>	FT RelocPlan (City of La	1/30/19 2:45 PM	CS REVIEW

# Questions?

# Thank you!

Bill Read, P.E.  
INDOT, Seymour District  
bread@indot.in.gov  
812.524.3966

Bill Plant, P.E.  
INDOT, Central Office  
wplant@indot.in.gov  
317.233.0136

Natalie Parks, P.E.  
USI Consultants, Inc.  
nparks@usiconsultants.com  
317.526.9045