# Utility Coordination Checklist

The intent of this checklist is to capture key tasks and milestones for utility coordination on Alberta Transportation projects. This list conforms to the process outlined in the Utility Coordination Process Manual (UCPM). Additional information may have to be considered and provided on a project-by-project basis.

## Functional Planning

Consultant performs the work.

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| 1 | Contact Infrastructure Engineer or Highway Planning Engineer to provide an AT Utility Map |[ ]
| 2 | Conduct utility search (ECG Section 6.1.8.1 and ASCE 38-02 Standard Guidelines) |[ ]
| 3 | Create a **Utility Base Plan** (location of existing utilities) | [ ]  |
| 4 | Issue **Letter 1A** – Functional Planning Initiation (Request mark –up from utility owner) | [ ]  |
| 5 | Update Utility Base Plan | [ ]  |
| 6 | Complete SUE Selection Criteria Form | [ ]  |
| 7 | Create Preliminary Utility Conflict Matrix (based on plan view drawing) | [ ]  |
| 8 | Use the Utility Assessment Outline to collect the utility information and incorporate the collected information into the Functional Planning Report. | [ ]  |
| 9 | Issue **Letter 1B** –Functional Planning Completion | [ ]  |

## Scope Development

AT staff, perform this work.

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|  | Complete Scope Checklist |[ ]
|  | Identify existing utilities (using the AT Utility Map) and existing permits if available in the project limit | [ ]  |
| 1. [ ]
 | Update the Scope Document with existing utilities, include a drawing with existing utilities  | [ ]  |
|  | Finalize by digitally approving the Scope Document and send it to the Project Sponsor | [ ]  |

## Geometric Assessment

Consultant performs this work.

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|  | Contact Infrastructure Engineer or Highway Planning Engineer to provide an AT Utility Map | [ ]  |
|  | Conduct utility search (ECG Section 6.1.8.1 and ASCE 38-02 Standard Guidelines) | [ ]  |
|  | Create a **Utility Location Plan** (location of existing utilities i.e. AT Utility Map) and Location Summary Table | [ ]  |
|  | Complete **SUE Selection Criteria Form**  | [ ]  |
|  | Incorporate collected utility information into the Geometric Assessment Report | [ ]  |
|  | Send completed report to AB Transportation | [ ]  |

## Design Phase

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| **Preliminary Design - Part 1** |
|  | Consultant receives Functional Planning Report (if available), SUE Selection Criteria Form, Utility Base Plan, Scope Document, Project Management Plan and any other additional utility information at the Project Initialization Meeting. PM provides this information. | [ ]  |
|  | Consultant issues **Letter 2** – Preliminary Design Initiation to UO (attach Functional Planning Report - Utility Plans for Preferred Option if available. | [ ]  |
|  | Consultant & PM attend Preliminary Design Initialization Meeting (**Meeting 1** with Utility Owners) | [ ]  |
|  | Consultant contacts PM to request the AT Utility Map | [ ]  |
|  | Consultant conducts Topographic Survey. | [ ]  |
|  | Consultant creates/updates a **Utility Base Plan** (contact PM for the AT Utility Map) | [ ]  |
|  | Consultant creates Draft Preliminary Design Report and incorporates utility information following the Utility Assessment Outline. | [ ]  |
|  | Consultant issues **Letter 3** Utility Base Plan Review to UO with attach: Topographic Survey, Utility Base Plan (request feedback from utility owner) | [ ]  |
|  | Consultant updates Utility Base Plan based on Utility Owner feedback to Letter 3 (keep updated throughout the project) | [ ]  |
|  | Consultant creates **Preliminary Utility Conflict Matrix** (keep updated throughout the project) | [ ]  |
| **Preliminary Design - Part 2** |
|  | Create/update the **SUE Selection Criteria Form** following the ASCE 38-02 Standard Guidelines |  |
|  | Consultant issues **Letter 4A** – Preliminary Design - Utility Conflict Notification, Conflicts, to UO attach: Draft Preliminary Design Report & Utility Conflict Matrix (**Letter 4B** – Utility Coordination Notification, No conflict to UO who have no conflicts. | [ ]  |
|  | Consultant and UO attend. AT PM (optional) at the Preliminary Design – Utility Coordination meeting to review and identify utility conflicts. (**Meeting 2** with Utility Owners) | [ ]  |
|  | Obtain utility input including high level (A Level/Class 5) cost estimate (if applicable or requested) | [ ]  |
|  | Consultant updates and sends Utility Base Plan, Utility Conflict Matrix and Preliminary Design Report with options to AT PM. | [ ]  |
|  | Consultant issues **Letter 5** – Preliminary Design Completion to UO cc: PM, attach: Utility Base Plan and Utility Conflict Matrix | [ ]  |

## Design Phase continued. . .

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| **Detailed Design- Part 1 – Detailed Design Initiation** |
|  | Consultant reviews Preliminary Design Report (if project delayed) | [ ]  |
|  | Consultant updates SUE Selection Criteria Form (if required) | [ ]  |
|  | Update Utility Conflict Matrix (if required) | [ ]  |
|  | Consultant issues **Letter 6** – Detailed Design Initialization Notification attach: Preliminary Design Report, Utility Conflict Matrix | [ ]  |
|  | Consultant creates Composite Utility Plan references the Utility Base Plan  | [ ]  |
|  | Consultant completes Detailed Design to 60% milestone | [ ]  |
|  | Consultant updates Utility Conflict Matrix as per the updated plans, profiles & cross-sections. | [ ]  |
|  | Consultant issues **Letter 7** – Utility Design Initiation Meeting to UO, cc: PM. Attach: Utility Composite Plan & Utility Conflict Matrix | [ ]  |
|  | Consultant and PM attend Utility Design Initiation Meeting (**Meeting 3** with Utility Owners) | [ ]  |
| **Detailed Design - Part 2 – Utility Design** |
|  | UO begins Utility Design. Create Initial Utility Design, Scope, Cost Estimate & Utility Adjustment Schedule to Consultant | [ ]  |
|  | Consultant receives and reviews Utility Design including Utility Cost Estimate and Utility Adjustment Schedule from Utility Owners | [ ]  |
|  | Consultant creates Preliminary Utility Adjustment Matrix and Utility Coordination Plan (sequence of various utility adjustments) | [ ]  |
|  | Consultant updates Utility Conflict Matrix and Composite Utility Plan | [ ]  |
|  | Consultant issues **Letter 8**- Notice to Prepare for Utility Adjustment to UO, cc: PM Attachments:  Utility Adjustment Matrix ,Utility Design, Utility Coordination Plan  | [ ]  |
| **Detailed Design - Part 3 – Utility Agreements** |
|  | Consultant finalizes Detailed Design (100% Design) | [ ]  |
|  | Consultant finalizes Tender Document  | [ ]  |
|  | Negotiate and finalize Utility Agreements (including review of utility cost estimates) | [ ]  |
|  | Consultant updates Utility Adjustment Matrix and Utility Coordination Plan (sequence of various utility adjustments) | [ ]  |
|  | Consultant issues **Letter 9** – Notice of Utility Agreements to UO | [ ]  |
|  | Consultant receives executed agreements and forwards to UO. | [ ]  |
|  | PM sends **Letter 10** – Notice of Permit Approval to Development and Planning Technologist cc: Consultant attach executed agreements | [ ]  |
|  | DPT issues roadside permits for construction | [ ]  |

## Design Phase Continued . . .

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| **Utility Adjustment Prior to Tender** |
|  | Utility Owner starts utility adjustments in accordance with Utility Coordination Plan | [ ]  |
|  | Utility Owner sends notification of Utility Adjustment Completion and outstanding utilities to Consultant, attach Record Drawings | [ ]  |
|  | Consultant updates Utility Adjustment Matrix and Utility Coordination Plan | [ ]  |
|  | Consultant incorporates outstanding utilities into the Tender | [ ]  |
|  | Consultant reviews the Record Drawings and forward to AT PM | [ ]  |

## Tender Phase

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| **Tender (Final)** |
|  | PM/PS consults with the Regional Director for approval to proceed, given the outstanding utilities, or to hold the tender. | [ ]  |
|  | PM notifies the Consultant to proceed or if Tender is on hold. Consultant finalizes Tender if approval to proceed. | [ ]  |
|  | Consultant updates Tender Package incorporating outstanding utilities. Consider the following utility info with the Tender Package:* Composite Utility Plan
* Utility Coordination Plan (sequence of various utility adjustments schedule)
* Permits if applicable, Specify
* Utility agreements
 | [ ]  |

## Utility Adjustment during Project Construction and Completion

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|  | Consultant organizes Pre-Construction meeting. Utility Owners attend this meeting (Meeting 4 with Utility Owners) | [ ]  |
|  | Consultant receives notification of Utility Adjustment Completion | [ ]  |
|  | Consultant performs Inspection on utility restoration work | [ ]  |
|  | Consultant receives and reviews Record Drawings and invoice for completeness | [ ]  |
|  | Consultant forwards Record Drawings and recommendation with Final Invoice to AT PM | [ ]  |
|  | Any Additional Info, Specify | [ ]  |
|  |  |  |