



Florida Department of Transportation

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ANANTH PRASAD, P.E.
SECRETARY

Consultant Kickoff Meeting Utility Coordination Packet

Date:	Click here to enter a date.
FDOT Project Manager:	Enter FDOT Project Manager Name
FDOT Utility Project Manager:	Enter Utility Project Manager Name
FDOT Resident Utility Coordinator	Enter Resident Utility Coordinator Name
Consultant Utility Coordinator:	Enter Consultant Utility Coordinator Name

Financial Project ID#: Enter FPID#
County: Enter County
State Road: Enter State Road
Federal Aid Project Number: Enter FAP# or N/A
Limits: Enter Project Limits
Job Description: Enter Work Description

(The information above shall be included on all Utility Contact Letters)
(Document No. will be "#1" unless you have Reimbursement and/or Utility Work by Highway Contractor on your project)

Purpose: The purpose of this document is to review the requirements of the District Utility Office to assure the utility coordination on this project has followed the established policies and procedures of the Department.

Important Dates

Initial Utility Design Conference – MAJORS	Click here to enter a date.
Utility Contact (RGB) – MAJORS	Click here to enter a date.
District Utility Review (RGB) – MAJORS	Click here to enter a date.
Utility Contact (UWS) – MINORS & MAJORS	Click here to enter a date.
District/Resident Utility Review (UWS) – MINORS & MAJORS	Click here to enter a date.
Utilities Certified – MINORS AND MAJORS	Click here to enter a date.

All of the required documents (No Facility Documents, No Conflict Letters, Marked Plans, Agreements, etc.) must be submitted on or before the "District/Resident Utility Review" date.

1. Conduct a field investigation of the project site to determine if all of the existing facilities, underground and overhead, have been identified on the project plans. Confirm that all UAO's have been identified, because some UAO's do not belong to the Sunshine State One Call System.
 - a. Identify all tenants on existing utility poles or in underground duct systems. Relocations of the owner are a dependent activity on the tenants.
2. **The Utilities Project Manager shall be copied in on all correspondence that you send out on the project. Prior to scheduling any meetings with the UAO's, check the availability of the following FDOT staff: Utility Project Manager, Design Project Manager and Resident Utility Coordinator (RUC).**

- a. **Prior to making your utility contacts, please submit all contact documents to the Utility Project Manager for review.**
3. Provide the contact packages to all UAO's who have facilities within the project limits, FDOT Utility Project Manager, FDOT Project Manager, FDOT Resident Utility Coordinator and the EOR electronically via email.

The package shall include:

- a) Example Utility Work Schedule
 - i. The Financial Project Information on Page 1 and the following information should be filled in on the Utility Work Schedule received from the UAO (The Document No. will be #1 unless you have Reimbursement and/or a Utility Work by Highway Contractor on your project):

Official Name of the UAO (TBD)
Date of the Plans Set Provided: (TBD)
District 5 Utilities Project Manager Name: (Enter Your Name)

- b) Example No Conflict/No Facilities Letter attachment
- c) Utility Property Rights Attachment Form (If applicable, Major Projects or where Right of Way is being acquired).
- d) A set of **APPROVED** Phase II Plans (with the plans date clearly labeled on the key sheet).
 - i. Plans should be designated with a notation "TO BE MARKED AND RETURNED USING THE FOLLOWING COLOR CODE: RED - TO REMOVE; BROWN - PROPOSED; GREEN - TO REMAIN".
 - ii. The name of the UAO should be noted on the Key Sheet of their return set **OR** the document must be clearly labeled for each utility. For example "Duke Energy Distribution RGB"; "AT&T Corp RGB"; AT&T Florida RGB".
 - iii. All marked plans from the Utility shall be forwarded to the Engineer of Record to be used to develop the Utility Adjustment Sheets.

4. The consultant shall schedule a Utility Conference with the UAO's within the project limits. The conference should be scheduled at a location close to the job site (FDOT office, field, consultant office, etc...). The meeting notice shall be included in the contact letters and set up as a calendar invitation to all parties, with follow up verification that a UAO representative will be in attendance (see sample meeting invite).
- a. The Utility Coordinator shall send a meeting reminder at least one week prior to the meeting, then again the day before the meeting. For those who haven't accepted or declined the meeting, the Utility Coordinator should contact them via phone to ensure that a representative will attend the meeting.
 - b. The Engineer of Record shall develop a Utility Conflict Matrix, listing all identified conflicts with the proposed construction and violations of FDOT's clear zone and control zone requirements, within the project limits. The goal is to clean up the project of all safety concerns. A copy of the Conflict Matrix shall be submitted to everyone at the Utility Conference. Utility reimbursement shall also be discussed during this meeting.

- c. The Utility Coordinator shall keep accurate minutes of all meetings and distribute a copy to all attendees within 72 hours of the utility meeting.
5. At the time of, or prior to, the **District/Resident Utility Review**, the Utility Coordinator will send all documents (No Facility Letters, No Conflict Letters, Marked Plans, and Agreements) to both the District 5 Utility Project Manager and the Resident Utility Coordinator for review, along with their **review comments of each utility deliverable** and **a scheduling tool** (if applicable). **All comments should be compiled and sent back to the UAO for resolution at one time.** If you have a shortened time frame, please set up a meeting with the DUO and Resident Utility Coordinator to review all documents for a quick turnaround.
6. Tips for Letters, Agreements, and Marked Plans
 - i. UWS, No Conflict Letters & No Facility Letters shall refer back to the most current plans date.
 - ii. Days prior to and during construction in Section A on the UWS must match schedule C.
 - iii. All tenants UWS must match the pole owners UWS.
 - iv. If they have work “prior to” construction, this work must be completed prior to 60 calendar days from the letting date of the project.
7. At the time of, or prior to, **Certification**, once approval has been received from the Utility PM and the RUC, submit a certification letter addressed to the District Utility Administrator.
 - i. Please note: If a sub-consultant is doing the work, the following shall be submitted:
 1. Certification letter from the sub-consultant who performed the utility coordination to the Prime Consultant (EOR).
 2. Certification letter from the Prime Consultant (EOR) to the District Utility Office.

Attachments: Current Project Schedule
Sample Engineer of Record Certification
Sample Outlook Meeting Invite
Status Sheet
QA/QC Memorandum Example