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Utility Coordination Process, 2009

Maine Department of Transportation

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Utility Coordination Process

Utility Coordination Overview

- Identify Utilities
- Verify Facility Information
- Identify Conflicts/Preliminary Strategy
- Specific Underground Locations
- Final Impacts, Strategy & Agreements
- Utility Special Provision & Certification
- Oversee Construction Schedule

Identify Utilities

- Notify utilities/railroads of project startup
 - Information on existing/proposed facilities
 - Determine coordination contacts
- Compile preliminary data
 - Accident records
 - Other proposed work in project area
- Initial field review
 - How will existing facilities impact design?



Verify Facility Information

- Locate existing facilities on survey plan
- Distribute survey plan to utilities
- Identify additional survey needs

Identify Conflicts and Preliminary Strategy

- Distribute early preliminary plans showing:
 - Proposed alignment
 - Proposed edge of pavement/curb line
- Identify potential conflicts
- Develop preliminary strategy (with MaineDOT on state roads outside compact areas)
- Determine compensable rights
- Will other agreements be necessary?

Specific Underground Locations

- Distribute preliminary drainage plans when available
- Other proposed structures?
- Identify underground conflict areas
- Determine actual size, condition and elevation of underground facilities

Final Impacts, Strategy & Agreements

- Distribute “near-final” plans
- Hold “Pre-coordination Meeting” to discuss final relocations and schedule
- Prepare & distribute meeting minutes
- Determine when utility work should proceed, especially if prior to advertise?



Utility Special Provision & Certification

- Prepare Utility Special Provision
- Prepare draft agreements
- Record new utility locations
- Certify Utility Coordination

Oversee Construction Schedule

- Hold Pre-construction Meeting with contractor & utilities
- Watch schedules closely!!
- Hold periodic meetings as necessary to keep all parties on track



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- Locally Administered Projects
- + Vendors & Suppliers
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- + Utilities
- + Freight

Utility and Railroad Services

Mission: To preserve the safety and efficiency of the state and state-aid highway system while administering the location of public services infrastructure.



[MDOT Contacts](#)

Names, Addresses, Telephone and FAX Numbers, and Road Maps to Augusta & Division Offices



[Projects](#)

Advertising schedules, List of Utilities in a Town, Current Project