

IDOT's Utility Coordination Process

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IDOT's Utility Coordination Process

- Process Stakeholders
- Project Manager/Phase II Consultant Responsibilities
- Utility Unit Responsibilities
- Utility Conflict Chart & Status of Utilities Specifications
- 90-Day Utility Relocation Law
- Phase III (Construction)

IDOT's Utility Coordination Process

Stakeholders

Project Manager

Project Designers

Phase II Consultants

Utilities Coordinator

Area Utility Coordinators

SUE (Subsurface Utility Engineering) Consultant

Resident Engineer

Phase III Consultants

Contractors

Utility Companies/Municipalities

IDOT's Utility Coordination Process

Preliminary Plans

Project Manager

- Determines if Subsurface Utility Engineering (SUE) study should be utilized if not done in Phase I; if necessary coordinates with the District's Utilities Coordinator for scheduling of SUE study
- Project Manager receives approved Project Report and utility information coordinated in the Phase I study; this is shared with the Project Designer/Consultant for development of the plans

Project Designer/Consultant

- Reviews the report for pertinent utility information
- Insures that the utility information is incorporated in the preliminary plans where appropriate

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Preliminary Plans

Project Manager – Cont.

- Provides the Utility Unit electronically with Preliminary Plans showing existing and proposed conditions for submittal to the utility companies.
- Request pot hole information where necessary to ascertain conflicts for design purposes.

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Preliminary Plans

Utility Unit/Coordinator

- Submits the preliminary plans electronically to each utility company requesting that they verify the locations of their facilities on the plans. Utility company to return marked up plans and provide easement documentation if the Utility company believes they have reimbursable on the project.
- The Utility Unit will review the information received from the utility company to ensure a complete response was provided. If useable, the Utility Unit will forward the marked up plans to the design squad for incorporation into the design plans.

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Pre-Final Plans

Project Manager

- Incorporates utility information previously received in the Preliminary Plan review.
- For identified conflicts, make a determination if a modification to the plan would remove or lessen the conflict without jeopardizing preferred designed methods.
- Provides the Utility Unit with Pre-Final Plans for submittal to the utility companies for review along with the **Status of Utilities (SOU) Special Provision.**
- The Designer is responsible to enter in the majority of the information in the SOU as it pertains to the impacts of their projects.

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Pre-Final Plans

Utility Unit/Coordinator

- The Utility Unit will complete the information in the SOU pertaining to the action by the utility company and the utility contact information.
- Insures that all available utility information is incorporated into the detailed plans.
- Submit Pre-Final Plans to the utility companies for their review. Also, indicate target letting date.

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Pre-Final Plans

Utility Unit/Coordinator – cont.

- Direct the utility companies to design their relocations and/or adjustments as required by the improvement.
- Set up utility coordination meetings with the designer/consultant and utility companies to discuss potential utility conflicts.

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Final Plans

Designer/Consultant Squad

- Provide the Utility Unit with Final Plans and SOU.

Utility Unit/Coordinator

- The Utility Unit will review the SOU prior to Final Plans submittal to the utility companies.
- Submit Final Plans to the utility companies for review again indicating the letting date of the improvement.
- Make contact with all involved utility companies making sure their design progress or relocation progress is on track.

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STATUS OF UTILITIES (D-1)

Effective: June 1, 2016

Utility companies and/or municipal owners located within the construction limits of this project have provided the following information in regard to their facilities and the proposed improvements. The tables below contain a description of specific conflicts to be resolved and/or facilities which will require some action on the part of the Department's contractor to proceed with work. Each table entry includes an identification of the action necessary and, if applicable, the estimated duration required for the resolution.

UTILITIES TO BE ADJUSTED

Conflicts noted below have been identified by following the suggested staging plan included in the contract. The company has been notified of all conflicts and will be required to obtain the necessary permits to complete their work; in some instances resolution will be a function of the construction staging. The responsible agency must relocate or complete new installations as noted in the action column; this work has been deemed necessary to be complete for the Department's contractor to then work in the stage under which the item has been listed.

Pre-Stage

STAGE / LOCATION	TYPE	DESCRIPTION	RESPONSIBLE AGENCY	ACTION

No conflicts to be resolved (or if there are conflicts they are to be listed as noted above)

Pre-Stage: _____ Days Total Installation

The following contact information is what was used during the preparation of the plans as provided by the Agency/Company responsible for resolution of the conflict.

Agency/Company Responsible to Resolve Conflict	Name of contact	Address	Phone	e-mail address

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UTILITIES TO BE WATCHED AND PROTECTED

The areas of concern noted below have been identified by following the suggested staging plan included for the contract. The information provided is not a comprehensive list of all remaining utilities, but those which during coordination were identified as ones which might require the Department's contractor to take into consideration when making the determination of the means and methods that would be required to construct the proposed improvement. In some instances the contractor will be responsible to notify the owner in advance of the work to take place so necessary staffing on the owners part can be secured.

Pre-Stage

STAGE / LOCATION	TYPE	DESCRIPTION	OWNER	ACTION

The following contact information is what was used during the preparation of the plans as provided by the owner of the facility.

Agency/Company Responsible to Resolve Conflict	Name of contact	Address	Phone	e-mail address

The above represents the best information available to the Department and is included for the convenience of the bidder. The days required for conflict resolution should be taken into account in the bid as this information has also been factored into the timeline identified for the project when setting the completion date. The applicable portions of the Standard Specifications for Road and Bridge Construction shall apply.

Estimated duration of time provided in the action column for the first conflicts identified will begin on the date of the executed contract regardless of the status of the utility relocations. The responsible agencies will be working toward resolving subsequent conflicts in conjunction with contractor activities in the number of days noted.

The estimated relocation dates must be part of the progress schedule submitted by the contractor. A utility kickoff meeting will be scheduled between the Department, the Department's contractor and the utility companies. The Department's contractor is responsible for contacting J.U.L.I.E. prior to any and all excavation work.

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STAGE / LOCATION	TYPE	DESCRIPTION	RESPONSIBLE AGENCY	ACTION
<p>EXAMPLE Mannheim Road Sta. 174+70, 64' LT to Sta. 185+25, 57' LT</p>	<p>Underground Telephone Duct</p>	<p>Existing telephone duct is in conflict with roadway excavation on the west side of Mannheim Road from Zemke Blvd. to Higgins Road. The existing duct line will be under the proposed pavement section.</p> <p>Temporary pavement is installed during Pre-Stage for traffic use in Stage 1 along the southbound lanes. Duct line will need to be relocated prior to Contractor moving into Pre-Stage.</p>	<p>AT&T</p>	<p>Contractor for AT&T to install new duct package; xxx days Cutover services; xxx days. _____ Days Total</p>
<p>EXAMPLE Mannheim Road Sta. 175+11, 88' LT to Sta. 185+88, 80' LT</p>	<p>Overhead Transmission Lines</p>	<p>Overhead transmission lines are in conflict with temporary light poles on the west side of Mannheim Road.</p> <p>Overhead transmission lines (including utility poles) will need to be relocated prior to Contractor moving into Pre-Stage.</p>	<p>ComEd</p>	<p>Com Ed contractor to install new pole line; xxx days. Crew to pull new wires and make cutover; xxx days. Old poles to be removed; xxx days. _____ Days Total</p>

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EXAMPLE

Mannheim Road
Sta. 175+85, 40' RT
to
Sta. 185+84, 61' RT

Water Main

Existing water main under the proposed pavement section. Conflict with roadway excavation, proposed roadway widening, proposed storm sewer and drainage structures, and proposed retaining wall on the east side of Mannheim Road between Zemke Blvd. and Higgins Road.

Existing water main will need to be relocated during Stage 1.

**Village of
Rosemont**

Removal of existing water main and installation of new water main and hydrants to be completed by contractor hired by the Village; xxx days.

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EXAMPLE
Mannheim Road
Sta. 145+34

90" High
Pressure
Water Main

The Contractor is alerted that there is a NSMJAWA 90" high pressure water main crossing Mannheim Road.

There are no conflicts with proposed improvements, however there is to be no standing equipment within 10-ft of the NSMJAWA easement shown in the contract plans.

NSMJAWA

Water main shall be protected from damage by the Contractor during construction..

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90-Day Utility Relocation Law

- Utility companies have 90 days to relocate their facilities.
- 90 Day utility relocation notice will be issued and sent to Utilities after the following occurs:
 - The right-of-way must be clear for award
 - The Final Plans must have been sent out to the utility companies
- The utility company may request a waiver in writing during the 90-day relocation period with a proposed schedule.
- Waiver requests must be in writing with detailed justification as to why the work cannot be completed during the 90-day relocation period.

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Phase III

- Preconstruction Meeting.
- Hold Utility Coordination meeting with the Utility Unit, Utility companies, IDOT's Contractor and the designated Resident Engineer (RE) on a large projects and smaller projects if needed.
- Contractor shall cooperate and monitor utility adjustments. Any delays should be reported to the RE (Art. 105.07).
- RE should be monitoring and coordinating utility work with the Contractor and utility companies. If a utility is non responsive the RE should contact the Department's Utility Unit.
- Watch and protect Utility Facilities as the contract work is built.

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Questions ?