

Utility Coordination and Conflict Resolution

**Transportation Enhancement
Workshop**

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Utility Coordinator Supervisor
ADOT**

Importance of Clearance Letter

- **Federal requirement to get Federal Fund**
- **Effective utility coordination**
 - Eliminate construction delay
 - Minimize construction cost
 - Minimize/Eliminate liability related to utility

Design Project Stages

Utility coordination task at different stages

- **Stage I (15%) – Utility inventory**
- **Stage II (30%) – Verify utility location**
- **Stage III (60%) – Identify utility conflict**
- **Stage IV (95%) – Clearance letter**
- **Stage V (100%) – Utility relocation**

Project Design Stage I (15%)

- **Project is at PA or DCR stage**
- **Prepare project utility inventory**
 - Project as-built
 - Utility permits
 - Call Blue Stake
 - Identify/Collect utility contact
- **Cost estimate for utility work**

Project Design Stage II (30%)

- **Utilities shown on project plan at each stage**
- **Send plan to utilities for comments at each stage**
- **Verify utility location**
- **Determine need for utility designation and potholing**
- **Update utility conflict list at each stage**

Project Design Stage III (60%)

- **Identify utility conflict**
- **Decide which existing utility remain in place and those to be relocated**
- **Request utility to design relocating utility and submit prior right document**



Project Design Stage IV (95%)

- **Request utility to send utility clearance documentation**
- **Update utility clearance information in Special Provisions Section 107.15**
- **Confirm that utility design and relocation schedule are complete**



Project Design Stage V (100%)

- **Send utility clearance documentation to ADOT Utility and Railroad (URR)**
- **Confirm utility will relocate conflicted utility by project advertisement date**
- **If all requirements are met, URR will issue utility clearance letter**

Sample Documents

- **Sample coordination letter to utility**
- **Sample utility clearance letter –No utility conflicts**
- **Sample utility clearance letter –utilities are in conflict**

More Information

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(This letter should be attached to early plans submittals)

«Title» «FirstName» «LastName»
«JobTitle»
«Company»
«Address1»«»
«City», «State» «PostalCode»

Re: TRACS No. _____
Project No. _____
Highway _____
Location _____

Dear «Title» «LastName»:

Attached for your information and review, is one set of ADOT's _ percent design stage plans on the above referenced project. After reviewing the plans, you may use this letter as a means to reply. Please check the appropriate response and complete item (4).

- 1) No facilities within the project limits _____
- 2) Have facilities, but no conflict _____
- 3) Have facilities - must relocate _____
Facilities in place via: Permit _____ Easement _____
- 4) Company contact person and phone number:
Name: _____ Phone: _____

If items 2 or 3 are marked, we will need to know where your facilities are located so we can place them on the plans. If your facilities are already shown on the plans, please check their location. If shown incorrectly, please mark the proper location on the attached plans.

Please be aware that the project is to be advertised for bid in _____; therefore, your expedient response will be appreciated. Please return to:

(Design Consultant's Address)

If you have any questions or require additional information, please contact this office at _____

Sincerely,

XXXXXXXXXXXXXXXXXXXXXXXXXX

Cc: URR Coordinator
ADOT Project Manager

(This clearance letter can be used when there are no conflicts.)

DESIGN CONSULTANT LETTERHEAD

DATE

To: URR Coordinator
Utility and Railroad Engineering Section
Arizona Department of Transportation
205 S. 17th Avenue, MD 618E
Phoenix, Arizona 85007

Re: UTILITY CLEARANCE LETTER
TRACS No.
Project No.
HIGHWAYS
Location

Due to the nature of the work proposed for this project, which involves _____, we do not anticipate any utility conflicts with construction of the above referenced project.

In addition to your stored specifications under section 107.15, please include the following in the Project Special Provisions:

The following utility companies have facilities in the area but are not anticipated to be in conflict:

Company Name #1	Contact Person	Phone Number
Company Name #2	Contact Person	Phone Number"

It shall be the contractor's responsibility to determine the exact location of the utilities prior to any construction operations and to notify the above mentioned utility companies at least two (2) working days prior to commencing any work on the project.

With respect to utilities, this project may be released for bids.

XXXXXXXXXXXXXXXXXXXXXXX

Cc: URR Coordinator
ADOT Project Manager

(This clearance letter can be used when there are conflicts.)

DESIGN CONSULTANT LETTERHEAD

DATE

To: URR Coordinator
Utility and Railroad Engineering Section
Arizona Department of Transportation
205 S. 17th Avenue, MD 618E
Phoenix, Arizona 85007

Re: UTILITY CLEARANCE LETTER
TRACS No.
Project No.
HIGHWAYS
Location

This project involves _____.

In addition to your stored specifications under section 107.15, please include the following in the Project Special Provisions:

The following utility companies have facilities in the area but are not anticipated to be in conflict:

Company Name #1	Contact Person	Phone Number
Company Name #2	Contact Person	Phone Number"

The following utility companies have facilities in conflict with the proposed construction, and anticipate certain adjustments and relocations before construction commences:

Company Name #1	Contact Person	Phone Number
Brief description of facilities in conflict, location by station and off-set, and anticipated completion date.		

Company Name #2	Contact Person	Phone Number
Brief description of facilities in conflict, location by station and off-set, and anticipated completion date."		

The following utility company has facilities in conflict with the proposed construction, and anticipate certain adjustments and relocations during construction:

Company Name #1	Contact Person	Phone Number
Brief description of facilities in conflict, location by station and off-set, and anticipated completion date. List any constraints this may place on our contractor.		

The following utility company has adjustments or other work which are part of ADOT's construction project. The contractor shall perform the work in accordance with the specifications on the plans and the Special Provisions.

Company Name #1	Contact Person	Phone Number
	Brief description of the conflict or other work.	

It shall be the contractor's responsibility to determine the exact location of the utilities prior to any construction operations and to notify the above mentioned utility companies at least two (2) working days prior to commencing any work on the project.

With respect to utilities, this project may be released for bids.

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Cc: URR Coordinator
ADOT Project Manager