Project Update: Utilities Checklist

Two months after the PIH meeting, agreement writers should schedule a meeting with the Design Project Manager (approximately 30 minutes) to discuss the project and answer the following questions:

**1 Project Scope**

**1.1 Describe any change to the scope of the project.**

|  |
| --- |
|  |

**1.2 Indicate if there are any additional funding sources:**

 🞏 FHWA 🞏 FAA 🞏 State 🞏 Other: \_\_\_\_\_\_\_\_\_\_

**1.3 Does the project include any of the following (check all that apply):**

|  |  |
| --- | --- |
| 🞏 Paving | 🞏 Utility relocation  |
| 🞏 Repaving | 🞏 Structures |
| 🞏 Culvert replacement (in-stream or drainage) | 🞏 Blasting |
| 🞏 Pedestrian pathways or sidewalks (new or upgrade existing) | 🞏 Guardrail (installation, replacement, or extension)  |
| 🞏 Vegetative clearing  | 🞏 Signage (new or replacement) |
| 🞏 New ground disturbance  | 🞏 Lighting |
| 🞏 Road closures | 🞏 Storm drain work |
| 🞏 Detours | 🞏 Bridge Work |
| 🞏 Digouts | 🞏 Fencing |
| 🞏 Signals (temporary or permanent)  |  |

**1.4 What design/geotech studies have been completed?**

|  |
| --- |
|  |

**2 Right-of-Way**

 **2.1 Is additional right-of-way anticipated?**

 🞏 Partial 🞏 Total 🞏 None

 **2.1 Are temporary or permanent easements anticipated?**

 🞏 Yes 🞏 No 🞏 Unknown

 If yes, list locations:

|  |
| --- |
|  |

**3 Land Ownership (Project Area and Adjacent Properties)**

 **3.1 Is the land publically owned?**

 🞏 DOT&PF 🞏 ARRC 🞏 Other State Agency 🞏 Federal

 **3.1.1** **If ARRC: will an ARRC TCP or flagging Agreement or safety checklist be required?**

 🞏 N/A 🞏 TCP 🞏 Flagging Agreement 🞏 Safety Checklist

 **3.2 Is the land privately owned?**

 🞏 Yes 🞏 No 🞏 Unknown

 **3.3 Is the land owned by a tribe or tribal organization?**

 🞏 Yes 🞏 No 🞏 Unknown

**4 Culverts**

 **4.1 Is culvert work part of the project?**

🞏 Yes 🞏 No 🞏 Unknown

**4.2 Will any new culverts be added?**

🞏 Yes 🞏 No 🞏 Unknown

 How many culverts are expected to be installed and where?

|  |
| --- |
|   |

**4.3 Type of new/additional culvers (check all that apply)**

 🞏 Replacement 🞏 Extension 🞏 Adding end treatments 🞏 Debris Removal

**4.4 Will existing culverts be upsized?**

🞏 Yes 🞏 No 🞏 Unknown

 If yes, list locations:

|  |
| --- |
|  |

 **4.5 Are stream diversions needed?**

 🞏 Yes 🞏 No 🞏 Unknown

**5 Ditching**

 **5.1 Does the project include any of the following (check all that apply):**

|  |
| --- |
| 🞏 Removing vegetation or sediment build up in existing ditches |
| 🞏 Increasing the length, width, depth of existing ditches  |
| 🞏 Ditch linear grading/lining  |

**6 Signs**

 **6.1 Are signs to be installed as part of this project?**

🞏 Upgrade Existing 🞏 New Signage 🞏 No

 **6.2 If so, will signs be replaced on same support?**

🞏 Yes 🞏 No 🞏 Unknown

 **6.3 Will signs require a large concrete foundation (in excess of 5 square feet)?**

🞏 Yes 🞏 No 🞏 Unknown

**7 Guardrail**

 **7.1 Will guardrail be installed as part of this project?**

🞏 Yes 🞏 No 🞏 Unknown

 **7.2 Are new guardrail end treatments required?**

🞏 Yes 🞏 No 🞏 Unknown

**8 Load Centers**

 **8.1 Will existing load centers be replaced or relocated?**

🞏 Replaced 🞏 Relocated 🞏 No 🞏 Unknown

 If yes, please indicate load center locations:

|  |
| --- |
|  |

 **8.2 Are additional load centers required for this project?**

🞏 Yes 🞏 No 🞏 Unknown

 If yes, please indicate load center locations:

|  |
| --- |
|  |

 **8.3 List the entity responsible for payment of each load center.**

|  |
| --- |
|  |

 **8.4 Will temporary power be required?**

 🞏 Yes 🞏 No 🞏 Unknown

**9 Electrical**

 **9.1 Will electrical junction boxes be adjusted, replaced, or added?**

🞏 No 🞏 Adjusted 🞏 Replaced 🞏 Added 🞏 Unknown

 **9.2 Will lighting be adjusted or installed?**

🞏 No 🞏 Adjusted 🞏 Installed 🞏 Unknown

 **9.3 Will signals be adjusted or installed?**

🞏 No 🞏 Adjusted 🞏 Installed 🞏 Unknown

 **9.4 Will temporary signals be installed?**

 🞏 Yes 🞏 No 🞏 Unknown

 If yes, please provide the location of the temporary signals and anchors:

|  |
| --- |
|  |

 **9.5 Will traffic loops be adjusted, replaced, or added?**

🞏 No 🞏 Adjusted 🞏 Replaced 🞏 Added 🞏 Unknown

 **9.6 Will an Automated Traffic Recorder (ATR) be installed?**

🞏 Yes 🞏 No 🞏 Unknown

If yes, will the ATR require a phone service?

🞏 Yes 🞏 No 🞏 Unknown

**10 Bridges**

 **10.1 Will the project impact existing structures (bridges, large culverts, or other**

 **major structures)?**

 🞏 Bridges 🞏 Large Culverts 🞏 Other: \_\_\_\_\_\_\_\_\_

 **10.2 Will the replacement structure be located on the same or a shifted alignment?**

 🞏 Same 🞏 Shifted 🞏 N/A

 **10.2 Is a detour structure or temporary work bridge necessary?**

 🞏 Yes 🞏 No 🞏 Unknown

 If yes, what are the extents of the modifications?

|  |
| --- |
|  |

**11 Road Grade**

 **11.1 Will the project modify the existing horizontal and/or vertical alignments?**

🞏 Yes 🞏 No 🞏 Unknown

 If yes, how much will it be modified?

|  |
| --- |
|  |

 **11.2 Are temporary or permanent easements to match driveways or to catch fill/cut limits needed?**

🞏 Yes 🞏 No 🞏 Unknown

**12 Construction**

 **12.1 Will a separate access route be needed within or outside the right-of-way? Is temporary or long term access needed?**

 🞏 Yes 🞏 No 🞏 Unknown

 **12.2 Where are temporary detours, work platforms, or crane pads needed?**

|  |
| --- |
|  |

 **12.3 What is the anticipated construction phasing schedule?**

|  |
| --- |
|  |

 **12.4 Additional Comments or Special Requests/Considerations**

|  |
| --- |
|  |

**Utility Section Update:**

This section is to be updated by the utility agreement writer prior to meeting with the project manager. Provide received utility designs to the project manager in AutoCAD.

**1. How many utility agreements will be required (list companies and agreement type):**

|  |
| --- |
|  |

**2. Will additional ROW or easements be required for utility relocation?**

🞏 ROW 🞏 Temporary Easements 🞏 Permanent Easements 🞏 No 🞏 Unknown

If yes, indicate locations:

|  |
| --- |
|  |

**3. Is additional clearing required for utility relocation?**

🞏 Yes 🞏 No 🞏 Unknown

If yes, indicate locations (note any utility easements):

|  |
| --- |
|  |

**4. Do the project limits encompass all of the area required for utility relocation (including side streets)?**

🞏 Yes 🞏 No 🞏 Unknown

If no, indicate locations where work is outside the project limits:

|  |
| --- |
|  |

**5. Does the ESCP include all areas of utility relocation?**

🞏 Yes 🞏 No 🞏 Unknown

If no, indicate locations where the ESCP needs to be edited:

|  |
| --- |
|  |

**6. Will utility potholing be necessary on this project?**

🞏 Yes 🞏 No 🞏 Unknown

If yes, please indicate facilities and locations that will need potholing:

|  |
| --- |
|  |

**7. Will the Department’s contractor be doing any of the utility work?**

🞏 Yes 🞏 No 🞏 Unknown

If yes, please provide more information:

|  |
| --- |
|  |

**8. Will the utility companies be undergrounding any overhead facilities?**

 🞏 Yes 🞏 No 🞏 Unknown

 If yes, indicate locations:

|  |
| --- |
|  |

**9. Additional Comments or Requests:**

|  |
| --- |
|  |