



UTILITY COORDINATION PROCESS FOR CAPITAL IMPROVEMENT PROJECTS

The following information is related to the City of Indianapolis Department of Public Works Utility Coordination Process for Capital Improvement Projects. This information is designed to support the contract requirements.

I. Identify Utilities

During the beginning stages of a project, you must first determine what utilities the project will impact. The Consultant Utility Coordinator shall conduct an analysis through Indiana Underground Plant Protection Service (IUPPS) / Indiana 811 using the 'Design Tool'. This analysis will generate a list of underground utilities including railroads and municipalities within the proposed project area including company name, contact name, address, email and phone number for each specific utility company. Any incorrect or omitted information on the Indiana 811 ticket can be completed with help of DPW's Utility Coordinator. Please reach out directly to help verify the accuracy of utility contacts. Please note not all overhead utilities will be identified, so it is always a good idea to conduct a preliminary field check to determine all utilities within the project limits.

Note: Only utilities that subscribe to this service will be listed. Example, INDOT is not a member of Indiana 811, so contacting the TMC directly will be required.

II. Initial Notice and Possible Conflicts

The Consultant Utility Coordinator will be responsible for sending the initial notice during the planning stages of the project. This letter will provide a project scope, an estimated project schedule and projected cost estimate. This information can be obtained by reaching out to the DPW Design Project Manager. Early coordination will help determine potential conflicts and possible design changes. The Consultant Utility Coordinator will email an Initial Notice Letter of Proposed Improvements including a site plan of the proposed geographical project limits to all utilities identified through the Design Tool. The DPW Utility Coordination email account must be copied at UtilityCoordination@indy.gov as verification of submission.

The purpose of the letter is to help determine the following:

- The name of the individual with whom the project team can coordinate throughout the project, if different from the IUPPS/Indiana 811 'Design Tool' information.
- Whether or not the utility has existing facilities within the project area; and if so, the type of facilities, location of facilities with geographical limits; or
- The utility submits a statement or completes a Work Plan that they have No facilities within the geographical limits of the proposed improvement project.

Utilities have **30 days** to respond. Utilities shall be directed to return correspondence to the attention of the DPW Design Project Manager, DPW Project Design Consultant Utility Coordinator in addition to the DPW Utility Coordination email account at UtilityCoordination@indy.gov.

Preliminary Utility Coordination Meeting

In addition to the written notification sent to utilities; if deemed necessary, the Department will host a preliminary meeting with utilities prior to the start of design but after the selection of the Project Design Consultant (Engineer) unless management deems unnecessary.

The Project Design Consultant shall verify that each utility has field verified their facilities. The existing facilities located in the field shall be incorporated into the field survey by the Project Design Consultant and shall be shown in the preliminary design plans.

After the field survey has been placed on the preliminary plans the by the DPW Project Design Consultant, preliminary utility coordination plans shall be distributed to all utilities. Please allow a minimum of 30 days for distribution and review by the utility companies.

III. Verification of Facilities and Conflict Analysis

The DPW Project Design Consultant should complete Section A of the Work Plan and send the Verification of Existing Facilities and Conflict Analysis Review letter along with preliminary plans of the proposed project. The letter shall be sent to all parties identified through the Indiana 811 Design Tool. The Consultant Utility Coordinator shall also copy the DPW Design Project Manager, and the DPW Utility Coordination email at UtilityCoordination@indy.gov as verification of submission.

This letter will assist in planning and include information such as: project name, geographical limits, description of work, proposed cost estimate, anticipated work plan date, proposed bid date, the DPW Project Design Consultant and DPW Project Manager contact information. The purpose of the letter is to have each of the utilities do the following:

- Review the preliminary plans.
- Review the accuracy of the plan as to the location of its existing facilities.
- Respond in writing to the Department whether the information is accurate or inaccurate.
- Respond in writing to the Department whether there are or are not conflicts between its facilities and the proposed improvements.

Utilities have **30 days** to respond with whether or not they have facilities and if they are in conflict with the project. Utilities shall be directed to return correspondence to the attention of the DPW Design Project Manager, DPW Project Design Consultant Utility Coordinator and the

DPW Utility Coordination Account at UtilityCoordination@indy.gov. If a utility has not responded within a reasonable timeframe, please follow up.

Note: If a utility has not responded after several attempts, please contact the DPW Utility Coordinator for assistance.

Utility Coordination Meeting

A utility coordination meeting should be held for the purpose of discussing the following:

- To confirm that the existing facilities shown on the plans are accurate. To review the potential points of conflict and see if design revisions can be implemented to reduce the impact to a utility or utilities with minimal cost to the City.
- The design plans at this stage of development should have all proposed and existing stormsewers including underdrains plotted on the plan profiles and preliminary cross sections.
- To discuss the proposed CIP project schedule to determine if utility design and relocation schedules are compatible or if adjustments to the CIP project schedule should be made.
- To determine if separate right-of-way clearing projects or centerline staking activities are needed prior to commencing utility relocation efforts. Please note that these services are typically the responsibility of the utility and not the City.
- If proposed right-of-way is being acquired as a part of the CIP project, is an individual parcel or parcels of land key acquisitions to begin utility relocation prior to bid opening.
- Determine if the acquisition of additional right-of-way or utility easements is required to accommodate utility relocation.
- Or if a Utility Relocation Agreement (URA) needs to be executed.

IV. Preliminary Final Plans and Utility Work Plan Request

The DPW Project Design Consultant Utility Coordinator will send via email the *Preliminary Final Plans and Utility Work Plan Request letter along with the preliminary final plans of the project.* This letter will be sent to all parties identified through the Design Tool. The DPW Project Designer Consultant will also copy the DPW Design Project Manager, the DPW Utility Coordination email at UtilityCoordination@indy.gov as verification of submission. The utility shall use these plans to develop and provide the Department its Work Plan.

A Work Plan shall be submitted for each project. Utilities have **45 days** to complete the Work Plan. At minimum, Section A of the Work Plan Template shall be completed by the DPW Project Consultant Utility Coordinator before distributing. If the utility does not have facilities within the project area or if the facilities are not in conflict within the project area the utility shall complete and sign Section C of the Work Plan. If the utility does have facilities, all other sections are required to be complete with the relocation specifics.

After the design details have been finalized (approx. 75% complete) the DPW Project Consultant Utility Coordinator shall rerun and Indiana 811 Design Tool Ticket. Rerunning the ticket will provide verification that the utilities in the project limits have not changed. The final design plans will then be distributed to all of the utilities.

Final Utility Coordination/Design Meeting

A final utility coordination/design meeting shall be held a minimum of 30 days before the bid opening to obtain for inclusion in the contract documents the following information for use by potential Contractors:

- To describe and define the limits of relocation efforts required by each utility.
- To estimate the length of time required by each utility to complete their relocation efforts.
- To determine when the relocation efforts will begin and the schedule for relocation activities.
- To determine if the coordination of relocation activities is needed between utilities.
- To obtain a contact name for the Contractor with each affected utility.
- To discuss the schedule of the proposed construction contract.

The DPW Project Consultant Utility Coordinator shall create a Gantt Chart outlining the schedule of all utility relocations prior to bidding.

V. Approved Work Plan and Notice to Proceed

The DPW Design Project Manager and the DPW Project Design Consultant or DPW Project Utility Coordinator will send via email the signed Notice of Approved Work Plan and Notice to Proceed (NTP) letter. A copy shall be emailed to UtilityCoordination@indy.gov as verification of approval. This letter outlines the utility's responsibilities working within the City of Indianapolis and its Rights-of-Way.

VI. Pre-Bid Meeting

The DPW Design Project Manager and the DPW Project Design Consultant will conduct a meeting before the project is awarded. The DPW Project Design Consultant will provide a brief overview of the capital improvement project and answer questions from Contractors regarding the project scope. If the DPW Project Design Consultant Utility Coordinator is not in attendance at this meeting, they shall provide a brief summary of outstanding utility activities.

VII. Pre-Construction Meeting

After the contract has been let, a pre-construction meeting shall be held with the Contractor. A portion of the meeting shall be used to introduce the Contractor's project team to the utilities and transition the project from the DPW Design Project Manager to the DPW Construction Manager.