

LPA CERTIFICATION COURSE

# UTILITY COORDINATION

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**Link to FHWA Video  
“Utility Coordination and  
Certification Requirements”**

<https://www.fhwa.dot.gov/federal-aidessentials/catmod.cfm?id=9>

<https://youtu.be/IJLHwou2nMQ>

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## **When Is a Utility Certification Required?**

- A) Only when there are utility impacts**
- B) Never**
- C) Only When Utilities Agree To It**
- D) Always**

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## **When Must a Utility Certification Be Submitted to MaineDOT?**

- A) With The Preliminary Design Report (PDR)**
- B) After Contract Award**
- C) With Final Plans, Specifications & Estimate (PS&E)**
- D) When the Contractor Starts Work**

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Why Should Utility Coordination  
Be Done **Early**?



29. 10. 2001













- Final Plans and Schedule were Never Sent to Utilities
- Contractor Had to Finish Paving in the Spring - After Pole Moved





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MaineDOT Utilities Website is a Resource

Offers Standard Documents and Reference Materials

<https://www.maine.gov/mdot/utilities/>



## MaineDOT Utility Services

The MaineDOT Utility Services website is a resource for anyone performing utility coordination for transportation projects and for individuals looking for Location and Highway Opening permit information. Here you'll find the MaineDOT Utility Accommodation Rules, stand-alone utility policies, references and instructions for location and highway opening permits, as well as, MaineDOT utility coordinator and permit administrator contact information.

This website also provides links to utility company contacts by Town, references to the utility coordination process guide, utility coordination forms and letters, and links to Dig Safe, OK to Dig and many utility companies. Minutes from the most recent Utility Task Force meetings are also posted to this page.


[+ Utility Accommodation Rules and MOU](#)[+ Stand-Alone MaineDOT Utility Policies](#)[+ MaineDOT Project Information](#)[+ Utility Task Force](#)

MaineDOT Intranet x Utilities Location and Openings P x +


← → ↻ https://www.maine.gov/mdot/utilities/utilcoord/ 🔍 ☆ 👤 ⋮

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**MaineDOT  
Utilities**

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## Utility Coordination Process

This web page includes several letter templates in both the Microsoft Word and Adobe PDF formats, as well as a step-by-step overview of how utility coordination occurs throughout the development of a MaineDOT or MaineDOT-funded project.

**Please note:**

The letter templates have been set up assuming that they will be used by a MaineDOT consultant; however, anyone who proposes any work that affects utilities or other outside parties are encouraged to use this process as well. Portions of the letters that must be changed for MaineDOT projects have been highlighted with a combination of brackets, italics and bold-face type (for example, if a particular sentence needs the date of a meeting entered, it will appear as **{Date}**). People wishing to modify these letters for non-MaineDOT projects will also need to remove all references to the Maine Department of Transportation.

- + [References and Contacts](#)
- + [Utility Coordination Process Guide](#)
- + [Utility Coordination Letters and Forms](#)
- + [Utility Coordinator Contact Information](#)

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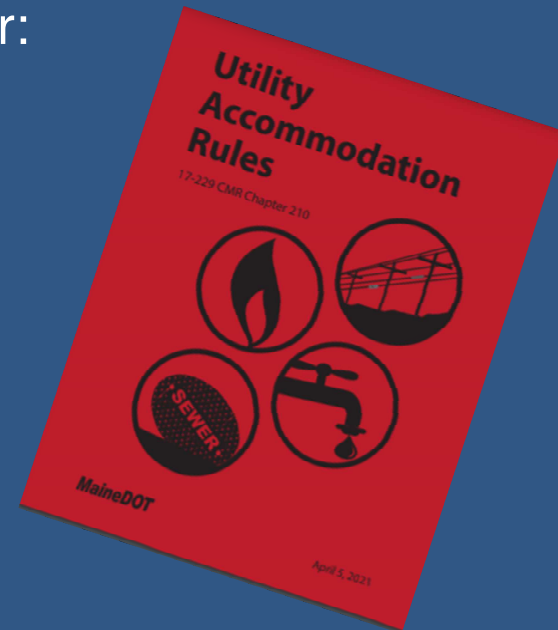
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# MaineDOT Utility Accommodation Rules

- I. Location and Road Opening Permit Rules
- II. Requirements for Utility Facility Maintenance
- III. Utility Location Requirements For:
  - Vertical Clearances
  - Utility Pole Offsets
  - Offsets Between Buried Utilities
  - Minimum Depths

## Cost for Relocating Utilities?

- Utility Pays for Relocation
- Why? **It's Maine Law**



## Accommodating Aerial Utilities

- MaineDOT Acquires Right of Way (ROW) for “Highway Design Purposes”
  - Will Accommodate Relocated Utility Poles
- Trim Rights: Goal 8 Feet Beyond Outer Conductor
  - See Limitations in [LPA Manual, Chapter 5](#)
- Municipalities or MaineDOT **Do Not** Acquire Guying Rights Outside the ROW For Utilities
  - Utility Company’s Responsibility
  - Could **Jeopardize** Federal Funding



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### Railroad Coordination

- Construction work next to railroad ROW requires coordination with the railroad
  - **MAY NEED FLAGGERS**
  - If so, you'll need an agreement with the railroad
  - Also need to develop a specification called the Protection of Railroad Traffic and Signals (PRTS)
  - Flagger worker-days estimated by utility coordinator and designers
  - Project pays for railroad flaggers if required



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## Utility Coordination Process

- Determine Utility Contacts  
(MaineDOT Utilities Webpage)
- Notify utilities/railroads of project startup using  
Electronic Utility Letter 1  
(Get From MaineDOT Utilities Webpage)
- Utilities will return Letter 1 with information on  
existing/proposed facilities



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## Utility Coordination Process

- Perform survey to locate existing utility facilities and ROW on survey plan
- Determine size, condition and elevation of underground facilities
  - May need test pits or “pot-holing” with vacuum extraction equipment (done by utilities)
  - Other structures or utility improvements planned?
- Identify Potential Conflicts
- Send Utility Letter 2 to Utilities to Confirm



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## Utility Coordination Process

- Designer conducts initial field review
  - How will existing utility facilities impact design?
- Designer compiles other preliminary data
  - Accident records
    - From MaineDOT Project Manager or Designer
  - Existing Right-of-Way (ROW)
    - Identify from existing conditions plan or obtain from MaineDOT Property Office
  - Other proposed work within project area



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## Utility Coordination Process



- Send Utility Letter 3 with preliminary design plans (PDR) to Utility Companies showing:
  - Proposed alignment
  - Proposed edge of pavement/curb line
  - Proposed drainage
- Develop preliminary relocation strategy
  - Meet with utilities on site
- Send out Utility Letter 4 and 75-80% Plans

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## Utility Coordination Process

- Prepare Utility Special Provision 104, Utilities
  - Include table of utility contact names and phone numbers in Special Provision
  - See example on [MaineDOT Utilities Webpage](#)
- Send Utility Letter 5 with Special Provision to Utilities for Review
- Prepare utility agreements (if required)
- Submit Utility Certification to MaineDOT

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All Of This Coordination  
Is Done Before PS&E!

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- **After Contract Award:**
  - Hold pre-construction Meeting with contractor & utilities
    - To integrate utility relocation work with contractor's schedule
    - Distribute detailed meeting minutes — **Very Important**
- **During construction:**
  - **Contractor** has primary coordination responsibility
    - Contractor should use **email** and **phone**
    - If utility is unresponsive, then:
      1. Project Resident should contact utilities, then
      2. MaineDOT Utility Coordinator
  - Hold periodic meetings to keep things on track:
    - Either at Project Resident or Utility Coordinator level



SUCCESS !!

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## **Who Is Responsible For Utility Relocation Costs and Acquiring GUYING Rights Outside the ROW?**

- A) MaineDOT**
- B) Contractor**
- C) Municipality**
- D) Utility Companies**

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## **Where Can We Get An Electronic Copy of Utility Letter 1?**

- A) Amazon**
- B) MaineDOT Utilities Website**
- C) The LPA Manual**
- D) Utility Coordinator**

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Who Has Primary Responsibility  
for Contacting Utilities During  
Construction?

- A) Utility Coordinator
- B) Federal Highway Administration
- C) Municipality
- D) Contractor



Who Forgot  
Moose  
Coordination?

?? QUESTIONS ??



(207) 446-2305



[mainedot.gov](http://mainedot.gov)



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# CONTACT ME