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AASHTO Subcommittee on Construction Annual Meeting

10 Keys to Successful Utility Adjustments

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Theme

10 Keys to Successful Facility Adjustments

1. Establish Good Communications

Provide a single point of contact at the state level

Establish an MOU (Memorandum of Understanding) Group

Establish an escalation procedure

2. Schedule District Coordination Meetings

Establish on going yearly, quarterly, monthly, weekly project coordination meetings

Provide a single point of contact at the district level

Developing a positive working environment is essential

3. Apply Rules and Policy Consistently Across the State

Educate individuals at the lowest level so rules are interpreted the same

Flexibility and reasonableness must be used at all times

4. Deliver Project Plans in a Timely Manner

Pre 30% plans are essential with estimated timelines

Timely delivery of 30%, 60%, and accurate 90% plans

A clear understanding of when utilities can start relocation design

5. Establish Pre-approval List of Acceptable Documents for all Projects

Establish legal documents that apply to all type projects

Documents must be pre-approved by DOT and Utility

Documents must not be customized at the local level

6. Reimbursement Criteria Needs to be Clearly Defined

Who pays for utility adjustment must be decided at the highest level

Reimbursement criteria must be developed and agreed upon

Who pays for adjustment must not jeopardize project

7. Establish a Mechanized Permit Process of Utilities to Use Online

Mechanizing the permit process greatly enhances project efficiencies

Allows quicker response with issued design plan review and approval

Provides date tracking of when permit was applied

Quickly tracks road blocks

Changes or corrections to documents can be made without re-starting the process

Allows the electronic forwarding of approved permit and information to our construction team to have on site as required

8. Must Have an Escalation Process in Place

Delays are costly to DOT's and Utilities

An escalation process will help keep project on schedule

Develop a list of names to involve in the event conflicts cannot be resolved locally

9. Establish a Mechanized Invoicing Process

Both sides must create an acceptable invoicing process

Prompt payment is essential to project management

10. Appoint an MOU Team

Create an MOU Team and establish a project management process

MOU team works with state level coordinates

Eliminates district concerns on state wide issues