

**AASHTO Subcommittee on Right of Way, Utilities, and Outdoor Advertising
Utilities Project Scoping and Coordination Technical Council**

http://rightofway.transportation.org/Pages/UtilityScoping_Coordination.aspx

Meeting Minutes

June 18, 2015

10:30 to 12:00 EST

Purpose: We went over the purposes of the Technical Council, which are to:

- encourage and facilitate broader participation among the state DOT's
- allow people, who have a special interest in some technical aspect of utility project scoping and coordination to meet to compare notes and share ideas for improvement
- use the ideas to help the Subcommittee plan for future work efforts, research and conferences
- provide an annual report on current issues for the Subcommittee's Executive Board meeting in January on the council's discussions and activity.

Attendees: (see members highlighted on the attached member list)

Current Items: We went over the items listed below

- Annual Report (we need to start working on it and we need to see about getting feedback on the reports)
 - Items from last year
 - Member quarterly meeting, Surveys, Council Subcommittee
 - Recommendations from last year
 - Annual Meeting Session Topics, Research Projects, Other Recommendations
- Research Projects (review the requests for research projects)
 - The two items listed below have been approved.
 - Utility Coordination Best Practices for Design-Build and Alternative Contracting Projects (this one is on the website – panel members Larry Ditty, Kenny Franklin, and Richard Manser)
 - Dig Law Revisions and an Assessment of Potential Impacts to State Transportation Departments (needs added to the website – panel members Jennifer McCleve and Kenny Franklin)
 - We also need to keep track of the request for:
 - Buy America Research.
 - Evaluation of the Management and Implementation of Utility Impact Analysis (UIA), Utility Conflict Matrix (UCM), and Subsurface Utility Engineering (SUE) affecting utility-related Risk on projects by State Departments of Transportation
 - Determining how Subsurface Utility Engineering (SUE) is best employed in the coordination and execution of a road project.
 - All of the requests for research projects need to be put on the website.
 - New requests are due by the end of July.
- Technical Council Subcommittees (SUE Scopes of Work, need to check with John)
- Training Development – Kenny Franklin will lead a task force to work with him
- Master Agreements – The group would like to have a Synthesis study (NCRP 20-5) done to evaluate masters agreements across the country, share successes, and challenges.

New Discussion Items: We went over the new items listed below.

- Prequalification's for SUE (other Technical Council)
 - Reasonable expectations of SUE providers. Competency? Additional costs? Unlocatables?
 - Consultants qualified to locate facility, expect it located. Expect high degree of accuracy. If agent cannot, not obligated to incur additional costs to receive deliverable. May reconsider provider next time.

7/6/2015

- Geophysicist needed? What expertise is required for SUE Prequalification?
- A vac truck does not make for a SUE provider!
- Perhaps we should get prequalification requirements for tech council members' agencies? Will consult SUE/GIS Tech Council first.
- Expertise - Promote utility coordination in engineering / tech curriculums – Interesting topic but we don't know how to tackle it. We are losing staff with lots of experience and no one coming out of college to replace.
- Any utility cost estimation training being proposed? - Minimal historical data available. Difficult to estimate. There may be some work developed in the arena of best practices in estimating. A research needs statement is being developed.
- TnDOT has Relocate prior to project agreement or agreement to include work in road contract – Some utility quantities can be in dispute. Face a lot of conflicts during construction. Looking for resources to minimize conflicts during construction. Study utility relocation conflicts during construction and minimizing conflicts. When utilities are accommodated in row, there is a higher likelihood of conflict. But waiting for easements takes too long.
- Railroad property rights/ processing fees. How are other states handling them?

Actions Items:

- Research Projects
 - Larry/Jennifer will send Greta the requests for research projects to be put on the website:
 - Approved
 - Dig Law Revisions and an Assessment of Potential Impacts to State Transportation Departments
 - Not approved
 - Buy America Research.
 - Evaluation of the Management and Implementation of Utility Impact Analysis (UIA), Utility Conflict Matrix (UCM), and Subsurface Utility Engineering (SUE) affecting utility-related Risk on projects by State Departments of Transportation
 - Determining how Subsurface Utility Engineering (SUE) is best employed in the coordination and execution of a road project.
 - Get requests for new research projects.
- Technical Council Subcommittee
 - The TC subcommittee is going to continue gathering information and working on drafting a standard scope of work for SUE.
- Master Agreements
 - Larry will work with Richard, Matt, Cesar and Jennifer on gathering information for a potential study research request - Synthesis study (NCRP 20-5).
- Training Development
 - Kenny will lead a task force to work on training development.
- Prequalifications for SUE
 - We need to create a group to work on prequalifications for SUE.
- Annual Report
 - We need to get items and information for the annual report.
- Other Items
 - Larry /Jennifer will send the railroad property rights/ processing fees topic to a ROW Technical Council.
 - Cesar will check with ASCE about utility coordination in engineering / tech curriculums.

Future Meetings: The future meetings for 2015 will be on September 17th and December 17th.