

**UTILITY PROJECT SCOPING
&
COORDINATION
TECHNICAL COUNCIL**

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

ANNUAL REPORT

December 30, 2016

Table of Contents

Introduction 3

Technical Council (TC) Items 4

- Members
- Quarterly Meetings
- Survey
- Technical Council Subcommittee

Summary and Recommendations 8

- Summary
- Annual Meeting Session Topics
- Research Projects
- Other Recommendations & 2017 Items

Introduction

On May 5, 2003, the full Subcommittee of Right of Way and Utilities voted to adopt an organization of councils in technical aspects of Right of Way and Utilities. Chairs for the Right of Way & Utilities Technical Councils were appointed by the AASHTO Right of Way and Utilities Subcommittee Executive Chairman. This effort established the Utility Project Scoping & Coordination Technical Council (TC).

As Utilities Vice-Chair of the subcommittee, Nelson Smith (Maryland) serves as the single point of contact and provides coordination for the councils. Guy Rezendes was appointed as the Council's Regional Representative. Larry Ditty, Pennsylvania DOT, and Jennifer McCleve, Kentucky DOT, were appointed as the Chair and Vice-Chair of the Technical Council. The rest of the Council was formed in April of 2013 and it consists of 42 members. In 2017, the Technical Council Vice-Chair will be Keri Bohlmann, Wyoming DOT.

The main objectives of the TC are to:

- allow people who have an interest in utility project scoping and coordination for highway projects, to meet and share ideas;
- use pertinent ideas to assist the Subcommittee in planning future work efforts, research and conference development;
- and promote the TC's interests and ideas in the Transportation profession.

The purpose of this report is to inform the Subcommittee about the TC's membership, quarterly meetings, survey results and research proposals. The TC will use the information to provide recommendations for session topics at the annual Subcommittee meeting and for future research projects.

Technical Council (TC) Items

The TC Items include members, quarterly meetings, surveys and council subcommittees. Below are highlights of each item.

Members: Below is a summary of the membership and participation.

The TC includes 42 members from state DOTs, the FHWA, Consultants and Academia. Below is a breakdown of the membership with full roster on the TC's webpage (http://rightofway.transportation.org/Pages/UtilityScoping_Coordination.aspx)

- 27 State DOT personnel (representing 21 DOTs)
- 1 FHWA DOT person
- 13 Consultant personnel (representing 8 Consultant Companies)
- 1 Academia person

In 2016, the TC had about 30% participation at the quarterly meetings. We are going to work on getting new members to increase participation and help achieve the objectives.

Quarterly Meetings: Below are summaries of meeting items.

The TC had quarterly meetings on March 17th, June 9th, September 22nd and December 15th, 2016. The topics for discussion were generated by the members and carried out by the same.

Below are the highlighted subjects of the meetings but full meeting minutes are available upon request.

March 17, 2016: At this meeting we went over the items listed below.

- TC SUE Subcommittee, John Midyette
 - Continues to gather information about SUE and scope of work standards.
- ASCE Institute Activities, Jim Anspach
 - Updated TC on progress and TC confirmed that we will support ASCE Institute work as requested.
 - Utility Coordination in University Curriculum and training is being investigated
- Training Development Update, Kenny Franklin
 - Utility Coordination NHI course and other courses being considered by FHWA and NHI.
- Cost Estimation and Scheduling Training, Gus Amali
 - Recommended training for cost estimating and scheduling with FHWA concurrence.
- Subjects for study:
 - Utility Conflict Impacts during Road Project Construction.
 - Impacts of Railroad Property Rights / Processing Fees
 - Define primary skill sets, expertise, etc. of a good utility coordinator

June 9, 2016: At this meeting we went over the items listed below.

- TC SUE Subcommittee, John Midyette
 - Continues to gather information about SUE and Mapping standards.
- Training Development Update, Heather Howe
 - ODOT hosted the 2 Day NHI training, found the training beneficial with a mixed group participating.
- Subjects for study:

- Utility Conflict Impacts during Road Project Construction. – Cesar Quiroga will lead a write up
- Define primary skill sets, expertise, etc. of a good utility coordinator – Cesar Quiroga has a matrix on skill sets for UC staff. He will bring that to the TC for comment
- Discussed if the TC adopt SUE into our focus area?
- Discussed developing a mission statement for the TC.
- 2017 Conference Session Topics – Plan to propose 4 topics.
- 2016-2017 Research Proposals being reviewed by TC:
 - Developing Effective Utility Construction Inspection Practices’ – TC provided comments

September 22, 2016: At this meeting we went over the items listed below.

- TC SUE Subcommittee, John Midyette
 - Subcommittee is waiting on the new SUE Standard before moving forward.
 - TC requested a list of SUE Subcommittee members.
- Training Development Update, Kenny Franklin
 - NHI training is being conducted in Kentucky September 27-28. Kentucky will report on training at the next meeting.
 - Kenny has been discussing this subject with FHWA and will provide the TC a summary of potential training ideas at the next meeting.
- TC agreed to formally adopt SUE into our focus area.
- Survey TC to develop a mission statement for the TC, 2017 Conference Session Topics, and 2016-2017 Research Proposals
- Utility Coordination in University Curriculum
 - TC plans to ask AASHTO to do a larger scale survey to determine if pertinent Utility Curriculum exists nationally.
- Cost Estimation Training
 - TC plans to ask AASHTO to do a larger scale survey to determine if DOTs collect cost data.
- Research Ideas
 - Five (5) RNS were submitted. Three (3) were 20-7 proposals and two (2) were 20-5 proposals. Will survey TC to prioritize them.
- 2017 Conference Session Ideas
 - The TC wants to provide three (3) session topic ideas for the 2017 conference.
 - Microcell sites was discussed as an idea to be considered.

December 15, 2016: At this meeting we went over the items listed below.

- TC S.U.E. Subcommittee Update
 - They are continuing to gather information about S.U.E. scoping and they plan to send out a request to the technical council in Mid-January to add members and ask for addition input. They also plan to start having routine conference calls so they can submit their suggestions to the Technical Council.
- Training Development Update
 - Kenny talked about training the FHWA has with the NHI and web based courses.
- Study Utility Conflict Impacts during Road Project Construction
 - Cesar is working on it.

- Primary Skills
 - We talked about a matrix for required skills for UR Coordinators.
 - Minimum # of hours of training
 - Develop training modules
- Research Needs Statement
 - Cesar is working on finalizing the RNS for “Developing Effective Utility Construction Inspection Practices” and will work with the TC to submit it.
- ASCE SUE Prequalification Update
 - Cesar talked about it but we need to check with Jim for an update.
- Utility Coordination in University Curriculum
 - Cesar has done some research on this and could not find a Utility Coordination curriculum that exists nationally.
- Cost Estimation Training
 - TC plans to ask AASHTO to do a larger scale survey to determine if DOTs collect cost data.
- Utilities Around Structures
 - Larry said PA has projects that have utility poles/lines next to or crossing over structures. Sometimes a temporary move is used to clear the project area and then the utilities go back to their original location.
 - Gus said TN is having problems with bridge replacements
 - Keri said Wyoming allows utilities to attach to structures and is having trouble getting information from utilities when need to relocate.
 - Heather had a bridge replacement project with a lot of utilities around it. There was no place for them to go. They had to do a temporary loop around and then went back to their original location.

Meetings for 2017: The proposed quarterly meetings will be on March 9th, June 8th, September 14th and December 14th (the second Thursday of the months) from 1:00 to 2:30 EST.

Annual Conference: We also discussed items from the 2015 annual report and asked for new items at the annual Subcommittee conference on May 4, 2016 in Orlando, Florida.

Survey: Below is a summary of the survey results.

The TC surveyed the technical council members to better define the purpose of the TC and identify potential topics for the annual Subcommittee conference. Below is the mission statement and a list of recommended conference topics ideas.

- **Mission Statement** –The purpose of the TC is to allow people, who have an interest in utility project scoping and coordination for highway projects, to meet to share ideas and use the ideas; help the Subcommittee plan for future work efforts, research projects and conference programs and; make the work of the TC more visible to the Subcommittee membership.
- **Conference Topics Ideas (recommendations and priority are provided in the report summary):**
 - Utility Coordination in University Curriculum
 - Accommodation and Treatment of Microcell Site by DOTs
 - ASCE Prequalification Update
 - Sound Practices in Utility Cost Estimating
 - Technical Councils

- Performance measures metrics and methods of utility professional or for utilities
- Online utility / Right of Way permitting
- 3D highway design incorporating existing utility facilities
- Skills of a good utility relocation coordinator
- Creating 3D models with SUE data
- Joint session with large utility company and FHWA on Buy America
- SHRP2 Projects with utility coordination for them
- Understanding utility schedule requirements during project scoping
- States that are working on the SHRP2 projects and Utility Reps – gas, electric, telecom

Technical Council Subcommittee: Below is a summary of the TC's Subcommittee.

Activity summary

- They are continuing to gather information about S.U.E. scoping and they plan to send out a request to the technical council in Mid-January to add members and ask for addition input. They also plan to start having routine conference calls so they can submit their suggestions to the Technical Council.

Summary and Recommendations

Summary:

The TC's discussions in the above cited quarterly meetings resulted in many valid subjects related to utility project scoping and coordination. There were several target subjects from our 2016 meetings that remain worthy of more detailed investigation, based upon needs of DOT's and variances in means of management amongst the members. These subjects along with new survey and investigative subject matter have become the focus of our data gathering and the basis of our recommendations for Annual Meeting Sessions and Research Projects.

Below is a list recommended subjects for annual meeting session topics, research topics and other recommendations.

Annual Meeting Session Topics: Below is a list of our top 4 priorities for recommended session topics and why we think they are important to be discussed at the annual conference.

1. Utility Relocation Coordination in University Curriculum
 - This is our top priority. Utility coordination is very important in the success of transportation projects as poor coordination leads to project delays and increased costs. We suspect there are few, if any, university courses to train utility engineers.
2. Utility Relocation Coordination of Microcell Sites by DOTs
 - This is our second priority. Microcell sites consist of new technology that does not quite fit into the DOT's current policies and procedures. Since this technology is new and appears to be gaining traction within the telecommunication industry, DOT's need to come up with new policies and procedures for allowing these facilities inside our highway rights-of-way.
3. ASCE SUE Prequalification Update
 - This is our third priority. Many DOT's use SUE and are interested in any changes to the ASCE SUE prequalification standards. Having a session at the annual conference would allow these DOT's to get caught up with the industry.
4. Sound Practices in Utility Cost Estimating
 - This is our fourth priority. Currently there are few, if any, guidelines to help DOT's come up with cost estimates. DOT's struggle with estimating costs for utility companies since we do not work within the utility industry. Guidelines are valuable to help DOT's collect and retain data to validate and create estimates.

We also think it would be important for the Technical Councils to have time at the annual meeting to discuss current items and get new ideas.

Research Projects: Below is a list of the research recommendations that were submitted in 2016.

20-07 Research Recommendations

1. Effective DOT Utility Accommodation Strategies to Minimize Future Conflicts
2. Effective Buy America Practices for DOT Utility Relocations
3. Utility Coordination Efficiency, Safety, Cost, and Schedule Impacts using various Contracting Methods

20-05 Research Recommendations

1. Utility Relocation Incentives and Disincentives Case Studies
2. Utility Coordination Regulatory Agency Involvement Guidance

Other Research Recommendations

- RNS ‘Developing Effective Utility Construction Inspection Practices’ (TRB proposal supported and recommended by the TC)

In November of 2016, the TC was notified that the funding for the Utility Coordination Efficiency, Safety, Cost, and Schedule Impacts using various Contracting Methods proposal was approved.

Since 2013, the TC has submitted 10 requests for research proposal and 3 have been approved. Below is a list of the approved research proposals.

- Utility Coordination Best Practices for Design-Build and Alternative Contracting Projects – approved on March 25, 2015 for \$100,000.00
- Dig Law Revisions and an Assessment of Potential Impacts to State Transportation Departments – approved on May 28, 2015 for \$100,000.00
- Utility Coordination Efficiency, Safety, Cost, and Schedule Impacts using various Contracting Methods – approved on November 18, 2016 for \$100,000.00

Other Recommendations & 2017 TC Items: Below is a list of other recommendations and TC items for 2017.

- Other Recommendations
 - Recommend the 2017 conference add session and speaker evaluations to collect feedback.
 - Request an AASHTO Survey to Discover if DOTs Collect Utility Relocation Cost Estimate Data
- 2017 Items
 - Utility Investigation Subcommittee
 - Utility Coordination in University Curriculum
 - Accommodation and Treatment of Microcell Site by DOTs
 - ASCE SUE Prequalification and ASCE Institute Interactions
 - Sound Practices in Utility Cost Estimating and Scheduling
 - Performance measures metrics and methods of utility professionals and utilities
 - Online utility and ROW permitting
 - 3D highway design incorporating utility facilities
 - Creating 3D models with Utility data
 - Skills of a good utility relocation coordinator
 - Buy America
 - Understanding utility schedule requirements during project scoping
 - Utility Conflict Impacts during Road Project Construction