

**UTILITY PROJECT SCOPING
AND
COORDINATION**

TECHNICAL COUNCIL

ANNUAL REPORT

December 30, 2015

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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. 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 and Jennifer McCleve 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 40 members.

The Technical Council's main objectives are to:

- Encourage and facilitate broader participation among member state DOTs and allow people, who have a special interest in some technical aspect of our business to meet to compare notes and share ideas;
- Help the subcommittee gather ideas from these experts in various technical areas in order to help us plan for future work efforts of the subcommittee, research, conference programs, etc.;
- Make the work of the Technical Councils more visible to the Subcommittee membership in order to encourage participation.

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

Council Items

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

Members – The council includes 40 members from state DOTs, the FHWA, Consultants and Academia. Below is a breakdown of the membership with full roster attached (Exhibit A).

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

Quarterly Meetings – The Technical Council (TC) had quarterly meetings on April 29th, June 18th, September 17th and December 17, 2015. The topics for discussion were generated by the members and carried out by the same. Below are the highlighted subjects of the meetings.

April 29, 2015: At this meeting we went over the items listed below.

- Annual Report – Reviewed the final 2014 annual report produced by the TC.
- Conducted a presentation on the TC's 2014 activities
- Discussed Future Potential Topics of interest including:
 - Prequalifications for SUE Providers – What prequalification requirements may entail.
 - Resources available for Utility Coordination
 - Performance Measures for successful Utility Coordination
 - Expertise availability nationally
 - ASCE & National Coordination training – Viability and interest in a training / certification program

Action Items:

- Get requests for research projects.
- The TC subcommittee was charged to continue gathering information and contributing to a standard scope of work for SUE.
- Put requests for all research project requests on the website. Gathering new subjects for submission in the 2015 annual TC report

June 18, 2015: At this meeting we went over the items listed below.

- Annual Report – Began discussing content for the 2015 report.
- Research Projects – Began our review of the requests for research projects.
- Technical Council Subcommittees – Subcommittee on SUE Scopes of Work led by John Midyette will update TC soon.
- Training – Discussion on the value of the development of utility coordination training nationally. Kenny Franklin is leading this effort.
- Master Agreements – The group will propose a Synthesis study (NCRP 20-5) to evaluate master agreements across the country, share successes, and challenges.
- Prequalifications for SUE – The TC will support the development of a prequalification criteria draft for SUE providers.

- Expertise – The TC promotes utility coordination in engineering / tech curriculums – The TC finds this an interesting topic but we don't know how to tackle it. DOTs are losing staff and experience and no one coming out of college to replace without time and training.
- Cost Estimation Training – Is there any utility cost estimation training being proposed or available? There is minimal historical data available and it is difficult to estimate utility relocation costs. 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 agreements or agreement to include work in road contract – Some utility quantities can be in dispute. DOTs face a lot of conflicts during construction. The TC would like to look for resources to minimize conflicts during construction. The TC would be interested in a study of utility relocation conflicts during construction and minimization of conflicts. When utilities are accommodated in right of way, there is a higher likelihood of conflict. But waiting for easements takes too long.
- Railroad property rights/ processing fees. – There is interest in determining how are DOTs handling them?

Action Items:

- Research Projects – Finalize and submit requests for research projects.
- Technical Council Subcommittee– Subcommittee on SUE Scopes of Work will update the TC soon.
- Master Agreements – The group will propose a Synthesis study (NCRP 20-5) to evaluate master agreements across the country, share successes, and challenges.
- Training Development – Continue to assess the value of the development of utility coordination training nationally.
- Pre-qualifications for SUE – The TC will review and comment on a draft prequalification criteria for SUE providers when available.
- Annual Report – The TC will begin drafting our annual report.

September 17, 2015: At this meeting we went over the items listed below.

- Annual Report – The TC discussed items to be included in 2015 Annual Report.
- Research Requests & Topics - The TC reviewed the two requests that have been approved and the two requests that were submitted.
- Technical Council Subcommittees – John Midyette will be updating the TC about the SUE Scopes of Work at the next TC meeting.
- Training Development – Kenny Franklin is chairing this effort and will update the TC at the next TC meeting.
- Master Agreements – A NHI course RFP is expected to be out in June 2016. The subject has been tabled until we see what the NHI develops.
- Pre-qualifications for SUE – The TC members have been asked to review the ASCE Prequalification Criteria for SUE Consultants from Jim A.
- Soft Clash Detection Research Proposal – This research subject was brought up for consideration and discussed. The proposal is tabled until 2016 for consideration
- 3D Modeling – This research subject was brought up for consideration and discussed.
- ASCE New Institute – Utility Engineering and Surveying Institute – The TC was introduced to the new ASCE Institute and encouraged to participate.

Action Items:

- Have the draft 2015 annual report to the council by the middle of November for review and comment.
- Provide comments on the pre-qualifications for SUE to Jennifer by September 25. Technical Council recommendations will be consolidated and submitted by September 30.

December 17, 2015: At this meeting we went over the items listed below.

- Annual Report Review – No comments from TC
- TC Subcommittee Update – John Midyette has continued to gather information from additional agencies. He plans to start a review of the data and a cursory analysis for consistencies and commonalities in late January or February.
- ASCE Institute Activities – Jim Anspach provided a report on many activities of the new ASCE Institute.
- Utility Coordination in University Curriculum – ASCE is making strides on this subject, Jim Anspach will update the TC in March.
- Training Development Update – NHI and FHWA are making strides on this subject, Kenny Franklin will update the TC in March.
- Cost Estimation and Scheduling Training – This is a topic where the TC feels training is necessary.
- Selected priority Annual meeting session topics (see attached recommendations)

Action Items:

- Submit 2015 annual report
- Follow up with ASCE Activities
- Follow up on Training/Curriculum/Certification needs

Surveys – The Council didn't perform any surveys in 2015.

Technical Council (TC) Subsurface Utility Engineering Subcommittee – Activity summary

- Gathered Scope of SUE Services from various DOTs and other agencies
- Submitted a Preliminary Report #1 (May 23, 2014)
 - Gathered SUE Scope of Services from: 9 DOTs and 1 City
- Submitted a Preliminary Report #2 (November 18, 2014)
 - Gathered additional SUE Scope of Services from: 4 DOTs
- Submitted a Preliminary Report #3 (November 24, 2015)
 - Gathered additional SUE Scope of Services from: 4 DOTs (1 already submitted and provided additional data), 1 City, and 1 County
- Intent of reports are to gather synthesis data, so no analysis, comparative review, or recommendations are yet developed.
- Developed research proposal: Enhanced Utility System Mapping for Utility Risk Mitigation – Challenges to State Transportation Departments in developing Scope of Services
 - Research has not yet been selected for funding
 - Research will, if funded, benefit from the synthesis reports

Summary and Recommendations

Summary – The subcommittee 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 2015 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. Further, they will be carried into 2016 TC meetings.

These target subjects are Utility Relocation Coordination Training, Master Agreements, Delay Claims, Prior Rights, Subsurface Utility Engineering (SUE) and Buy America. Below is a list recommended subjects for annual meeting session topics, research topics and other recommendations.

Recommendations

- Annual Meeting Session Topics (Prioritized list with those most requested in bold)
 - **Separate meeting sessions for the various Technical Councils** - It has worked great in the past.
 - **ASCE New Utility Engineering Institute: Overview of Activities** – potential speakers John Campbell, Drew Markowitz, Jim Anspach, Cesar Quiroga, Ken Kerr, Paul Scott
 - **Specific utility design ideas - Good subject if we get innovative ideas from several DOT's to save money and time.** – The Louisville Southern Indiana Ohio River Bridge Project with potential speakers from Walsh Construction and Kenny Franklin.
 - **Soft Clash Detection & 3D modeling: What are states are doing?** – Potential speakers include David Unkefer FHWA, Francesca Maier (EDC3 National Coordinator), Nelson Smith
 - **Best practices for certain types of utilities / Use of utility representatives** – Potential speakers representing Florida utility companies
 - **Master Agreement Utilization for Utility Coordination on DOT Projects.** – Paul Scott and a DOT representative as potential speakers.
 - Alternative Contracting Utility Coordination Best Practices: Project Case Studies
 - Effective Tactics to Perform Utility Coordination: Streamlining and Leveraging Available Resources – Florida Utilities Coordinating committee has developed a training course for utility coordinators. Mr., Dennis LaBelle, Florida UCC Instructor, may be a good presenter or Vinnie LaVallette of Cardno.
 - Buy America – How are we doing with it?
 - Misperceptions of SUE – This would be a review of recent Research done by Jim Anspach and Paul Scott, ASCE 38-02 revisions.
- Research Projects
 - Buy America - Utility Best Practices (submitted for a NCHRP 20-7 research project by Richard Manser on April 25, 2013 and again by the Technical Council on 9/12/2013). The request was resubmitted on 8/28/2015
 - Geo Spatial locations 20-7. The request was resubmitted on 8/28/2015

- 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
- Enhanced Utility System Mapping for Utility Risk Mitigation – Challenges to State Transportation Departments in developing Scope of Services
- Other Recommendations / Potential 2016 Subject Matter
 - Investigate Utility Coordination in University Curriculum
 - Utility Relocation Cost Estimation and Scheduling Training – Florida Utilities Coordinating committee has developed a training course with pertinent material. Mr., Dennis LaBelle, Florida UCC Instructor, may be a good resource.
 - Study Utility Conflict Impacts during Road Project Construction
 - Study Impacts of Railroad Property Rights / Processing Fees
 - Define primary skill sets, expertise, etc. of a good utility coordinator – To be considered for research, presentation or training. – A joint investigative effort between DOTs and consultants.

Appendix A – Member Contact List

	AGENCY	FIRST_NAME	LAST_NAME	WORK EMAIL ADDRESS
1	Alaska DOT	John	Linnell	John.linnell@alaska.gov
2	AZ DOT	Vicki	Bever	VBever@azdot.gov
3	CA DOT	Ricky	Rodriguez	Ricky.rodriguez@dot.ca.gov
4	D DOT	Ravindra	Ganvir	Ravindra.ganvir@dc.gov
5	GDOT	Jan	Phelps	japhelps@dot.ga.gov
6	IN DOT	Kenny	Franklin	kfranklin@indot.in.gov
7	IOWA DOT	Bryan	Bradley	bryan.bradley@iowa.gov
8	KYDOT	Jennifer	McCleve	jennifer.mccleve@ky.gov
9	Louisiana DOTD	JoAnn	Kurts	Joann.kurts@la.gov
10	Maryland State Highway Admin.	Nelson	Smith	nsmith@sha.state.md.us
11	MassDOT	Guy	Rezendes	guy.rezendes@state.ma.us
12	MN DOT	Dale	Nikkola	Dale.Nikkola@state.mn.us
13	North Carolina	Robert	Memory	rmemory@ncdot.gov
14	Oregon DOT	Heather	Howe	Heather.c.howe@odot.state.or.us
15	PA DOT	Larry	Ditty	lditty@pa.gov
16	PA DOT	Chris	Magness	cmagness@pa.gov
17	PA DOT	Mike	Tavani	mtavani@pa.gov
18	TN DOT	Michael	Horlacher	michael.horlacher@tn.gov
19	TN DOT	Gus	Amali	Gus.awali@tn.gov
20	TX DOT	Charon	Williams	Charon.Williams@txdot.gov
21	TX DOT	Harsh	Doshy	Harsh.Doshy@txdot.gov
22	Utah DOT	Richard	Manser	rmanser@utah.gov
23	Utah DOT	Alana	Spendlove	aspendlove@utah.gov
24	VA DOT	Matt	Reynolds	Matt.Reynolds@VDOT.Virginia.gov
25	WA DOT	Rhonda	Wiest	wiestr@wsdot.wa.gov
26	Wyoming DOT	Keri	Bohlmann	keri.bohlmann@wyo.gov
27	FHWA	Ken	Leuderalbert	ken.Leuderalbert@dot.gov
28	Cardno	James	Anspach	James.Anspach@cardno.com
29	Cardno	Jeff	Sowers	Jeff.Sowers@cardno.com
30	Cardno	R. Mark	Pitchford	Mark.Pitchford@Cardno.com
31	Hamner Jewell Associates	Lillian	Jewell	ljewell@hamner-jewell.com
32	InfraMap Corp.	John	Midyette	jmidyette@inframap.net
33	InfraMap Corp.	Kenneth	Kerr	kkerr@inframap.net
34	KCI Technologies	Scott	Riddle	scott.riddle@kci.com
35	Infrastructure Consulting & Eng.	Gus	Kretschmer	gus.kretschmer@ice-eng.com
36	So-Deep, Inc.	Bill	Pickering	wpickering@sodeep.com
37	TTI	Cesar	Quiroga	c-quiroga@tti.tamu.edu
38	Utility Mapping Services	Tom	Swafford	tswafford@umsi.us
39	Cardno	Paul	Scott	paul.scott@cardno.com
40	Volkert	Eric	Knipe	Eric.knipe@volkert.com