

AASHTO Subcommittee on Right of Way, Utilities, and Outdoor Advertising
Technical Council on Utility Project Scoping and Coordination
(http://rightofway.transportation.org/Pages/UtilityScoping_Coordination.aspx)

Meeting Minutes
March 9, 2017
1:00 PM to 2:30 PM EST

Purpose: The purposes of the Utility Project Scoping and Coordination technical council (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.

Introductions:

- See the attached member-attendance sheet.

Current Discussion & Notes from 3/9/17

- **TC SUE Subcommittee Update**
 - John has gotten some paperwork on the scope of services, but it is not finalized yet.
 - This group will be working with the group that's working on the ASCE 38 update.
- **Training Development Update**
 - Working with Ken Leuderalbert on new FHWA training (5-6 modules being developed). These are being reviewed now. Lots of good information on documents and agreements required by FHWA for utility coordination.
 - NHI class is still being taught -- MD and OH in the next couple of months. Class is \$400 per person and need a minimum of 20 people. Colorado is doing a day session later this month (not NHI class, but a collection of info).
 - AASHTO Conference -- some training exercises will be set up
- **Study Utility Conflict Impacts during Road Project Construction**
 - Cesar is working on it there was no new update
- **Primary Skills**
 - Kenny and Cesar are looking at ways to increase the skills and pay for Coordinators
 - Goal is to come up with a national certification for utility coordinators
 - AASHTO Conference has a session on Skills of a good Utility Coordinator. Session will help state DOT's write job descriptions for use in hiring utility coordinators.
 - We talked about a matrix for required skills for UR Coordinators.
 - Minimum # of hours of training
 - Develop training modules
- **Research Needs Statement**
 - This has been submitted already.
- **ASCE 38 - SUE Prequalification Update**
 - Paul Scott will send a report to Larry and it will be included with the meeting minutes. Please review it to make sure everything makes senses and do not wordsmith it.
 - Intent of ASCE is to get a new Scope of Work out in 2018.
- **Utility Coordination in University Curriculum**
 - Cesar has done research on this and could not find a Utility Coordination curriculum that exists nationally. There was no new update.
- **Cost Estimation Training**

10/3/17

- TC plans to ask AASHTO to do a larger scale survey to determine if DOTs collect cost data.
- **Utilities Around Structures**
 - No new info from PA.
 - AASHTO Conference a couple of years ago -- Guy brought in a contractor that discussed utilities on larger construction projects. This was a good session and had some good discussions.
 - 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.

New Discussion Items:

- We went over session topics from the draft agenda for the ROWUOAC meeting in April & May that look like topics recommended by our TC or items we talked about at our meetings
 - Tuesday
 - 8:00 to 9:30 – 3D modeling-Birmingham Project Highlight (**We talked about 3D modeling.**)
 - 10:00 to 10:30 – Utility Coordination Best Practices (**We talked about Utility Coordination.**)
 - This isn't a session topic we recommended but it's a good one. We can see if there's anything the TC can do to help with it.
 - We also have an approved research project for Utility Coordination Best Practices for Design-Build & Alternative Contracting Projects that was approved in March 2015.
 - Wednesday
 - 8:00 to 9:30 – Micro-Cellular Treatment and Accommodation (**It's our #2 recommended session topic.**)
 - 10:00 to 11:30 – Skills of a Good Utility Coordinator (**It's one of our topic session ideas and item for 2017.**)
 - 1:15 to 2:45
 - Buy America Round Table (**We have a research recommendation that has not been approved for BA and it is an item for 2017.**)
 - Effective Utility Coordination Practices Using Alternative Contract Methods (**We have an approved research project for this.**)
 - 3:00 to 4:30 & 4:30 to 6:00 – Utilities Technical Council (**It's included with of our recommended session topic ideas.**)
- Rhonda Wiest, Washington DOT -- Clear Zone issues -- any creative ways to handle utility poles within the Clear Zone. What types of variances do states allow to stay in the clear zone if they are not in high hit areas?
 - Heather (OR DOT) -- case by case basis. Require utilities to relocate if it is a safety issue. Paid for with safety money. Heather will send Rhonda some information.
 - Larry mentioned that this item might be better for the Safety & Accommodation TC to review.

- John -- at last year's conference there was a discussion of moving the SUE TC into this committee.
 - JoAnn Kurts has the GIS and utility mapping committee (we believe SUE has been dropped from their title).
 - Our committee will take care of any SUE concerns that contain utility coordination or project scoping.
- SUE – It was asked if SUE is a professional service.
- SUE – Scope of service -- subsurface utility exploration and not engineers -- offering ground penetrating radar that does not really tell you what the utilities are. Some DOT's are hiring these types of companies and are having issues with these companies. New Jersey is one example of a DOT that has had this problem. This information may need to be addressed in the SUE Scope of work document and possibly in ASCE-38.
- TC's Webpage – Larry sent a request to AASHTO to get our web page updated in January but it has not been updated due to a retirement.

New Actions Items from 3/9/17:

- TC SUE Subcommittee Update
 - John will work on finalizing the scope of services.
- Primary Skills
 - AASHTO Conference has a session on Skills of a good Utility Coordinator -- please email Kenny your top 5 skills that make a good utility coordinator.
- ASCE SUE Prequalification Update
 - Please review the report to make sure everything makes senses and do not wordsmith it. You can send comments back to Paul Scott.
- Cost Estimation Training
 - Larry will check on this and follow up if necessary to ask AASHTO to do a larger scale survey to determine if DOTs collect cost data. He would like to get more information from the TC about it before doing a survey.
- TC's Webpage – Larry will work with AASHTO on getting it updated.

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