

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

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Meeting Minutes
September 14, 2017
1:00 PM to 2:30 PM EST

Purpose: The purpose of the quarterly meetings is to assist the Subcommittee in planning future work efforts, research and conference development.

Attendees: (see the attached member/attendee list)

Current Items: (there are actions items for the items that are underlined)

- TC SUE Subcommittee Update (John) and ASCE 38 - SUE Prequalification Update (Jim)
 - Waiting on ASCE-38 to be approved so that it can be used as a national scope for SUE
- Primary Skills for a Utility Coordinator (Kenny)
 - Tom Swafford -- excellent session. Would support more effort in this area.
 - John -- Kenny's training program. If a consultant representative goes through this training, would DOTs recognize this as part of the training needed for Utility Coordination? PaDOT -- this would help, but each state will have their own specific coordination training that will discuss state laws, etc.
 - One company had 8 years of experience in SC, but was turned down in TN because of different requirements.
 - Kentucky -- trying to develop some utility coordination training -- following what was done in IN. KY wants to ensure that state rules/regulations are followed so they want specific state details in their policy.
 - NHI program -- good program, but very basic. Not state specific.
 - Jennifer McCleve -- training is for internal staff as well as additional training for consultant coordination training.
 - Scott Riddle, KCI -- What is FHWA doing in KY? Are they looking at a federal requirement or certification? Julie with FHWA says No.
 - It may be possible that this committee could come up with an outline of some general requirements and some suggested requirements for state specific requirements.
 - Tennessee's UCCC -- 4 consultants in place right now
 - GDOT -- has a prequalification process for utility coordination
- Training Development Update (Kenny) -- need to get an update
- Study Utility Conflict Impacts during Road Project Construction (Cesar) -- need to get an update
- Utility Coordination in University Curriculum (Cesar/Jim) -- need to get an update
- Cost Estimation Training (Kenny/Keri)
 - Have there been any recent studies/surveys on this topic? No info from Cesar.
 - There is some interest from DOT's for some help on determining preliminary estimates for utility relocations
 - MTDOT -- uses a unit bid prices for relocations. This can be found in their manual online. Montana pays for 75% of their relocations. Some of the unit pricing is considered proprietary. This system may be helpful to other DOTs.
- Utilities Around Structures (Larry)

- What is the minimum clearance between existing utilities and the new structure to make a decision to allow the facility to stay in place or be relocated? Site specific separation. Depends on if the Contractor has room to do the specific project work.
- Next steps? PaDOT is looking to update the permitting regulation and would like to add some details on what facilities can be placed near the structures.
- **Assisting the Subcommittee (Larry/Keri)**
 - Mtg w/ Nelson and the chairs of the other TC. Meeting was to try and help the new Mapping and GIS TC get set up. This can be removed from the list.
- **Research Ideas (Larry/Keri) – They were submitted to Nelson on 8/14.**
 1. **“Assessing Practices for Right-of-Way Acquisition and Reimbursement for Utility Relocations”** – contact Jennifer McCleve (submitted by the Utility Project Scoping & Coordination and Utility Safety & Accommodation TCs)
 - This is our top priority because it could have major impacts on project delivery. It also has some cross-specialty interest and is timely.
 2. **“An Impact and Value Analysis of Requiring Geo-Spatial Locations for Utility Installation As-builts”** – contact Jennifer McCleve (submitted by the Utility Project Scoping & Coordination and Utility Safety & Accommodation TCs)
 3. **“Effective Buy America Practices for DOT Utility Relocations”** – contact Alana Spendlove
 - These were submitted to Nelson on Aug 25. No news at this time if any have been approved. Utility TC submitted 5 out of 15 proposals to the Committee. Decisions should be made soon. Hopefully before the end of the year.
 - 20-5 submittals are due early next year.
 - It was recommended that we re-write the Buy America topic and resubmit it as a 20-05 topic.
- **State and Federal utility manual/publication updates (Larry)**
 - How are states rewriting their utility manuals?
 - OrDOT -- major overhaul of manual. Will send to FHWA by the first of the year.
 - KY -- just updated their manual. Getting edited now. Iowa -- just starting to do major revisions now.
 - MtDOT -- just starting to look at their rules and manuals.
 - PaDOT -- updated their manual in 2014. Working to improve the utility relocation process now -- these will cause changes to the manual.
 - Is FHWA updating their program guides? Julie stated that they will work on updating these manuals for FHWA. These updates are on the list, but they are a lower priority.
- **TC's Webpage (Larry/Evan)**
 - AASHTO has a new site for their TC and Committees. The new site is still being worked on.
- **Annual Report (Larry/Keri) – The new due date is November 22nd.**
 - Annual Meeting Session Topics
 - Larry will send out the annual report to the committee.
 - Larry did a draft today from last year's report.
 - This is due by November 22, 2017.
 - We are planning to use the same format and just make modifications to the sections that changed.
 - Larry/Keri will need some info from the TC on what types of sessions people want at the AASHTO conference next year.
 - Larry will send out the draft report to the TC.
 - AASHTO Conference will be in Baltimore April 22-26, 2018.

- Suggestion -- ice breaker on Sunday -- poster session -- meet and greet, areas set up to do a presentation on a specific topic.

New Items: There were no new items.

Actions Items from 9/14/17:

- Training Development Update -- Kenny will provide an update for it.
- Study Utility Conflict Impacts during Road Project Construction -- Cesar will provide an update for it.
- Utility Coordination in University Curriculum -- Cesar/Jim will provide an update for it.
- Cost Estimation Training -- Keri will follow up with this.
- Research Ideas -- Larry/Keri will send them to the group.
- TC's Webpage -- Larry is work with Evan on getting the TC's information updated.
- Annual Report -- Larry/Keri will send the draft report to the group.

Future Meetings: The last meeting for 2017 is December 14th from 1:00 to 2:30 EST.