Utility Relocation Flow Chart

District Utility Unit

mails Construction or RW Plans, authorization to incur engineering costs letter and conflict matrix. States when utility needs to submit their relocation forms and plans.

District Utility Unit

Two weeks after sending plans, etc. to the utilities, District schedules a meeting with utilities.

District Utility Unit/Utilities

Meet with utilities. Discuss project and conflicts, explain consultant approval, cost sharing, reimbursement, substitute RW option, incorporation of design/work and current project schedule. Ask if utilities need additional time to order special materials.

Utility

Has the utility submitted consultant approval request letter?

Yes

District Utility Unit

Complete request and send approval letter to utility.

No, not using a consultant

Has the utility submitted cost share &/ or incorporation request package?

Yes

District Utility Unit

Process request and notify the Project Manager.

No, not requesting cost share and/or incorporation

Utility

submits forms 4181, 4181UC, 4181A (prelim estimate), specifications and relocation justification(s) no later than the date shown in the engineering authorization letter.

District Utility Unit

processes HOP and NTP packages, agreement packages and uploads specifications. HOP/ NTP will be released after agreement has been executed and/or all RW has been acquired. If no agreement/RW, HOP/NTP are released immediately.

District Utility Unit

writes utility clearance summary report, D-419. COUU approves D-419 and issues clearance certificate.

PennDOT

advertises and awards the project. **Construction Unit** schedules a pre-construction meeting and issues contractor their NTP during or shortly after the pre-con.

PennDOT's Contractor

schedules utility coordination meeting (s).

Utility

completes their relocations.

Utility

submits final invoice and supporting documents (e.g. paid material invoices, paid consultant invoices, etc.)

PennDOT

completes the project and invoices utility for utility's share (if any) of incorporated work.

Move onto the next project and begin again.

Central Office Utility Unit (COUU)

reviews cost share and agreement packages, drafts agreement and sends draft agreement to the utility for signing. District writes clearance summary report, D-419.

Utility

signs agreement and returns to the COUU for final execution.

HOP is released to the utility once agreement is fully executed and all necessary RW has been acquired by the Dept.

Utility

If PRIOR work, utility begins relocations. Notify District when work will begin and when it is completed.

Utility

In accordance with the agreement, the Utility may submit initial invoice for preliminary engineering costs incurred and materials purchased.

Information

PRIOR work: Estimated completion date that is *prior* to the contractor's NTP.

RESTRICTIVE or CONCURRENT: # of calendar required after contractor's NTP.

COORDINATED: # of calendar days *after* the contractor completes a specific work item (e.g. clear and grub) for the utility.

INCORPORATED: Utility work to be completed by the PennDOT's contractor.

Version 1.2
July 17, 2017