



## Utility Coordination Guidelines for Engineers

The Idaho Utility Coordination Council recommends design engineers to follow these steps on each project for utility coordination on future projects.

1. Define the limits of the project and potential impacted areas for underground utilities.
2. Call 811 to Request a Facilities Request for Design or go to <http://www.digline.com/facilitiesrequest> to complete the Request. The One Call Center will respond to you with the list of contact information for the general location of your project.
3. Send out an email to each of the utilities in that area requesting maps of their facilities.
4. Create a utility base map showing all utilities in the area and showing any possible conflicts with the project.
5. Send this map out early to utility companies to verify existing locations.
6. Conduct a Pre-Design Meeting on-site with pertinent utility companies.
7. Send out 50% plans to utility companies to show relocation options/receive feedback.
8. Attend a local UCC meeting to discuss the project.
9. Coordinate closely with utilities that will be relocated/impacted. Keep a log of conversations in case of turn over at utility or in project personnel.
10. Send out 100% plans to utility companies and invite them to pre-construction meeting.
11. At precon, confirm contractor's and utility's schedules work with each other.
12. If possible, coordinate throughout construction with utility companies.

### Tips

Go to the site early

- Often evidence is visible on the ground to suggest utilities in the area.

Keep a log of conversations -

- Doesn't have to be much date time, main conversation points
- Use an excel spreadsheet for each project to do this.
- Great way to get someone up to speed if there is turnover in the utility agency or project personnel.

Make plans easy to read (as much as possible).

- For smaller projects, assign each utility its own color.
- For larger projects, assign each facility a number (each pole for Idaho Power would be assigned a number: IP-101, etc.)