

Guidelines for Utility Company Meetings (After January 2014 Reorganization)

- 1st Meeting** This meeting would be held prior to the project scoping. (Approximately 3 to 5 years prior to project letting) It would not necessarily have to be a meeting with the Utility Companies; it could be accomplished by general project description via e-mail. The companies would be required to fill out form DOT-248. This form is on the SDDOT web site <http://www.sddot.com/docs/forms/PreUTInfoMtg.doc>. The purpose of this form is to gather existing utility information that will be used by the utility coordinator and the scoping review panel.
- Utility Coordinator - Will contact UT's and gather existing utility data and approximate relocation costs (ballpark). Allow approximately 2 weeks. Existing utility data along with any recommendations, SUE etc. will be included in or linked to the project scoping document.
- 2nd Meeting** This meeting would be held at the same time as the preliminary design inspection. (Approximately 2 to 3 years prior to project letting) It is recommended that this meeting be held before the preliminary design inspection.
- Road Design Project Designer - Coordinate with the Utility Coordinator on Date, Time and Location of UT Meeting approximately two weeks before the preliminary design inspection.
 - Utility Coordinator - Will contact and invite the UT's to the meeting.
 - Utility Coordinator - Will be responsible for providing copies of the plans to the UT's.
 - Utility Coordinator will conduct and record this meeting. The project designer would be asked to give a short overview of the project's limits, scope and schedule at the beginning of the meeting. The meeting would then be directed to a one on one discussion with each Utility Company to first verify that the existing utility is shown correctly on the plans and then to review the impacts the new project would have on the utility.
 - All parties at this utility meeting could review possible design changes to design around or possibly avoid existing facilities. A preliminary set of plans or strip map would be provided to the Utility Companies for their planning and budgeting purposes or in the case of known relocation, the data provided could be used to start the preliminary utility relocation design.
- 3rd Meeting** This meeting would be held at the same time as the Landowner's Meeting. (Approximately 1 1/2 years prior to letting) It is recommended that this meeting be held before the individual landowner's meetings.
- Road Design Project Designer - will coordinate with the appropriate offices including the Utility Coordinator on Date, Time and Location of UT Meeting. The Utility Coordinator needs a minimum of two weeks notice.
 - Utility Coordinator - Will contact and invite the UT's to the meeting. This notification would be considered the "Official Notification" of the highway project.
 - Utility Coordinator - Will be responsible for providing copies of the plans to the UT's.
 - Utility Coordinator - will determine how much time is needed for the meeting based on the number of UT's to be invited. The length of time needed for the meeting will be relayed back to the Area Engineer and Road Design Project Engineer for scheduling purposes.
 - The Utility Coordinator will conduct and record this meeting. The project designer would be asked to give a short overview of the project's limits, scope and schedule at the beginning of the meeting. This would give the UT's an update on the design and inform those UT's of the project that didn't attend any previous meetings. The meeting would then be directed to a one on one discussion with each Utility Company. The updated design would be compared with each Utility and information on relocation, sequencing or project design around would be reviewed.
- **Post Meeting** - This involves sending a copy of the plans to the UT's.
Road Design Project Engineer - Will contact the Utility Coordinator when the final plans are released to Right of Way. (Approximately 1 year prior to letting.)
Utility Coordinator - Will make the necessary copies and send to all UT's.

NOTE: Meetings 2 & 3 are to be group meetings, however individual company meetings maybe requested by a Utility Company to review identified utility conflicts in detail.

January 2014