

Public Works & Utilities/Lincoln Electric System Construction Project Coordination Guideline

The purpose of this guideline is to improve design and construction coordination between Public Works & Utilities and the Lincoln Electric System. One of the goals is to have minimum utility relocation work occurring concurrently with the PWU Contractor's work.

Design Phase

1. Project Kick-off Meeting
Invite all Utilities.

2. Request Existing Utility Locations from Records.
The Design Project Manager at Public Works & Utilities (PWU) will be responsible for making all requests for existing utility locations. Each utility request will include a letter of transmittal and a MicroStation file that shows the existing topography (including survey data) and the limits of the project. The letter of transmittal will include, but not be limited to:
 - A. The location and description of the project
 - B. The date the request is being made
 - C. Who is making the request
 - D. Who the request is being sent to
 - E. The date the information is needed

After receiving the utility request, Lincoln Electric System (LES) personnel will create a drawing file that includes all of the existing LES facilities and LES easements within the project limits. Street light cable will be on a separate layer; Traffic will supply their own drawings. This drawing file will be sent electronically to the Design Project Manager at PWU so that it can be referenced into the project design file. The design will progress to approximately 30% completion. A Plan-in-Hand meeting will be held to assist in determining any conflicts.

Send electronic utility location requests to Bill Peterson, LES (467-7652).

3. Review for Possible Utility Conflicts (Plan-In-Hand, Field Check) (30% plans)
Send plans to all utilities to verify existing utility locations and easements. Plan-In-Hand meeting (in the field) to review possible conflicts. If this is a water, sanitary sewer, or storm sewer project, we may need to hydrovac to confirm utility locations.

4. Resolve Known Utility Conflicts before Final Design (60% plans)
Horizontal alignment and vertical elevations tied down. Send Plans to all Utility Companies for their review. The plans should include the following: Cover sheet, plan & profile sheets, construction & removal sheets, and cross section sheets. The plan & profile sheets should include proposed contours and limits of construction. We agree to

jointly determine fiscally responsible solutions to any identified conflicts. (Memorandum of Understanding (MOU), February 5, 2004). Review preliminary construction phasing, and utility easements. All utilities furnish their best estimate of relocation costs, timing, and duration, and their ROW needs.

5. Acquire ROW
Acquiring the necessary ROW may require up to a year for a large PWU project. We should start this process as soon as 60% plans (including ROW sheets) are available. This includes replacing existing utility easements where those easements are extinguished.
6. Prepare Construction Plans (90% plans)
Send Plans to all Utilities. Include Special Provisions, proposed construction phasing, bid schedule, and construction schedule. Utilities furnish Status of Utilities information.

Utility Construction Phase

1. Ideally, all utilities will complete utility relocation prior to the PWU Contractor starting the project. To achieve this, the utilities need the following.
 - A. Any additional ROW and utility easements required.
 - B. Construction staking.
 - C. Identify special considerations; e.g., trees to be removed, fences to be removed, retaining wall relocations.
- 2 All Utility Coordination meeting
3. Utility Relocation
Construction staking: We need the PWU Design Project Manager, PWU Construction Project Manager, PWU Surveyor, LES Field Engineer and LES Surveyor on site together. PWU will do the initial staking, or contract the work. After the initial staking is complete, LES will maintain the stakes.

Construction staking consists of identifying and staking the items below in conflict with or adjacent to the utilities' proposed trench and bore paths. The list includes the most common needs and is not all-inclusive:

- A. PWU ROW (existing and new)
- B. Proposed grade changes
- C. Size of proposed utilities with horizontal alignment and vertical elevations
- D. Street light and traffic pole locations
- E. Retaining wall location, type and construction requirements (footings, over- dig.....)

The LES Field Surveyor will accompany the PWU surveyor or their representative when completing the above.

4. All utilities relocate the facilities in conflict with the project.

Project Construction Phase

1. Pre-Bid Meeting
Invite all Utilities. Notify bidders if street lights are close to existing underground facilities.
2. Let for Bids
3. Notice to Proceed to the PWU Contractor
4. Pre- Construction Meeting
Invite all Utilities. Coordinate any needed work between the utilities and the PWU Contractor.
5. Start project construction; staking; One-Call Process. (Notify all utilities of field changes during the project.)
6. Regular Progress Meetings

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PW&U / LES CoordinationLES Contact Names

1. Bill Peterson 467-7652 (Base topo file; overlay utility facilities, record of utility easements).
2. Teri Dier 467-7528 (One-Call)
3. Steve Wallingford 467-7529 (Construction)
4. Mike Saxton 467-7633 (Engineer contacts)

PW&U Contact Names

One Design Project Manager and one Construction Project Manger will be assigned to each Project.

1. Thomas Shafer	Design/Construction Manger	402-525-5644
2. Kent Evans	Design Project Manager	402-416-4552
3. Holly Lionberger	Design Project Manager	402-326-0593
4. Kris Humphrey	Design Project Manager	402-326-1176
5. Erika Nunes	Design Project Manager	402-326-1037
6. Craig Aldridge	Design Project Manager	402-416-5349
7. Larry Duensing	Construction Project Manager	402-525-5647
8. Steve Faust	Construction Project Manager	402-429-4873
9. Brian Dittman	Construction Project Manager	402-525-5646
10. Warren Wondercheck	Construction Project Manager	402-540-2750
11. Mark Miller	Construction Project Manager	402-416-5348

Small Group ParticipantsPWU

Kent Evans	Design Project Manager
Brian Kramer	Superintendent of Wastewater Collection
Nick McElvain	Operations Support Manager

LES

Al Cameron	Senior Engineer - Design
Mike Murphy	GIS Manager
Bill Peterson	CAD Analyst
Steve Wallingford	Construction & Maintenance Coordinator
Marty Weber	Maintenance & Troubleshooting Supervisor
Paul Cepure	Senior Engineer - Coordination
Ron Kratzer	System Planning Manager