Project Name: [ ]  Federal Funding Eligible

CN XXXXX [ ]  Federal Funding Ineligible

Project No: [ ]  N/A

Date:

Utility: **Utility Name** Funding Comments:

Utility Contact Information: **XXXXXXX**

Existing Utility Location:

1. List the location of the existing utility (station and offset).
2. Are construction conflicts, both relocation and/or contractor coordination, anticipated, please check yes or no?
3. [ ]  Yes, proceed answering the remaining questions.
4. [ ]  No, describe why not below and form is complete
	1. Explain Why not:

Utility Location Outside of Existing ROW:

1. List details of the existing Utility’s ROW status. Does the utility have their own easement?

Funding:

1. Include thoughts on who all has a financial responsibility for the utility relocation. Typically, if the utility is on LPA ROW, relocation expenses are not eligible for federal funding unless it is a municipal utility like Water. Eligible relocations would be when the utility is on LPA ROW by agreement and that agreement stipulates the LPA has a funding responsibility or when the utility is located outside of the LPA’s ROW (in which case they typically have a utility easement).

Proposed Relocation or Conflict:

1. Regardless of funding eligibility, list the proposed utility relocations to be completed or construction conflicts anticipated. Break down by site if there are multiple conflict points. If necessary, also include any relocations in the project construction plans (if being included in the project quantities) or in the K sheets.

Relocation Cost Estimate:

1. This cost estimate only needs to be completed if the relocation is eligible for federal funding reimbursement. A Detailed Cost Estimate (not lump sum), is to be completed by the Utility Company. Materials used for utilities that are federally eligible for relocation reimbursement must meet Buy America Requirements, 23 CFR 635.410 in conjunction with the Build America, Buy America (BABA) Act.

Note: After the utility relocation work is complete, the estimate is used as a baseline to compare the final relocation costs to the original estimate. Failure to provide a sufficiently detailed estimate may affect eligibility when invoiced.

Environmental / NEPA Review:

1. If federal funds are eligible for the utility relocation, the relocation will need to be reviewed and included in the approved Environmental / NEPA document and the relocation agreement executed by all parties, prior to NDOT requesting federal funding and issuing Notice to Proceed (NTP). If asked, the utility is not to proceed with any utility ROW acquisitions or relocations prior to the NTP.

-OR-

1. If federal funding is not eligible, Environmental / NEPA review is not required as part of this project’s NEPA document and the utility is free to coordinate necessary relocations with the LPA at any point.

Utility Relocation Schedule:

1. Is the work occurring prior to or during construction?
2. What work is necessary to prepare the site for the utility relocation to begin?
3. How long will the utility work take place (date specific or number of days)
4. What site access restrictions exist during the utility relocation work?
5. Any other requirements apply during construction?
6. Are site specific schedules warranted, for example if there are multiple areas of relocation?
7. If crossing a Railroad, who is getting the utility permit and when?

Utility Agreement:

1. To be completed by the LPA. NDOT will assist as needed. The utility agreement needs to be completed if the relocation is eligible for federal funding reimbursement. The agreement is required to include Utility relocation plans, a detailed relocation cost estimate, a relocation schedule, and the statement that Buy America is to be met.

Note: A NTP for the work outlined in the Utility Agreement will be issues after the following three items are complete

* 1. The utility relocation has been reviewed and approved through NEPA
	2. The utility relocation agreement has been executed
	3. Federal funding has been obligated and a Notice to Proceed letter has been issued.

Misc.

1. List miscellaneous items / comments.

Action Items:

1. List action items to be completed.

Attachments:

1. Utility plan showing existing utility locations / conflicts.
2. Utility relocation plan completed by the Utility Company.
3. Cost estimate of utility relocations completed by the Utility Company. This cost estimate only needs to be completed if the relocation is eligible for federal funding reimbursement.
4. Running Call log with Utility

Attachment 1:

Utility plans showing existing utility locations / conflicts.

Attachment 2:

Utility relocation plans completed by the Utility Company.

Attachment 3:

Cost Estimate of Utility Relocations Completed by the Utility Company.