

Utility Coordination Expectations

On most CIP projects the engineering consultant selected for the project is assigned the task of utility coordination. While the City understands this is most frequently a very challenging task, the City also realizes how critical a component it is to maintaining project schedule. Poor utility coordination can delay construction of a project as much as a few years. It is critical that any consultant working on a project coordinate with all utility agencies in the project corridor to try to identify any potential conflicts and to bring final resolution to each conflict.

The Suggested process is as follows:

- Pending the project Kickoff meeting, the consultant should contact Arizona Blue Stake and create a design ticket to acquire a list of all utility agencies with facilities within the project limits.
- A list entitled (Utility Stakeholders List) should be developed
- Initial contact shall be made with each utility agency requesting that they send copies of any mapping they may have for their facilities in the area (either ¼ sections or As-Builts).
 - This may require tedious repetition of contacting the a particular agency until you receive their facility representations.
 - Some agencies may not have mapping, and may only provide personnel to meet in the field with the consultant to identify the area of the facility.
- Once the Consultant receives utility mapping they should review it thoroughly and assure that all mapping shows up in their ACAD base map for the project.
- The consultant shall retain all utility mapping and letters of transmittal from each utility agency on file until the final completion of construction.
- The consultant shall then identify any apparent conflict and notify the corresponding agency when they send out their 30%, submittal (per AUCC regulations).
- The consultant shall document any & all correspondence between itself and the utility agencies, and shall retain a copy on file until the final completion of construction. Including written follow-up to confirm verbal or telephone conversations.
- A copy of all utility “No Conflict”, “Conflict”, and “Conflict Resolution” letters needs to be sent by the consultant to the City’s Project Manager upon receipt to keep the City Project Manager abreast of the entire Utility Coordination Process.
- Within 3 weeks of the 30% comment resolution meeting with The City of Avondale, the Consultant shall have scheduled a utility Coordination meeting.

- The purpose of this meeting is to assure that all utility conflicts are identified and that the corresponding utility agency has begun their design and can provide the City with a tentative schedule for resolution to the conflict.
- Please see the following link for the [Utility Coordination Meeting](#).
- The consultant shall diligently pursue the following:
 - Resolution of all uncertainties resulting from the Utility Coordination Meeting.
 - Establishing contact with uncooperative utility agencies and setting up a meeting with them and the City Project Manager.
 - If utility agencies continue to be uncooperative, the consultant shall assure a log of contact attempts has been recorded and after more than 10 contact attempts have been made, the City and the Consultant shall contact the AUCC to resolve the issue.
- The consultant shall modify construction documents per the 30% plan review comments and shall then identify any existing or new utility conflicts and notify the corresponding agency on their 60%, submittal (per AUCC regulations).
- The consultant shall document any & all correspondence between itself and the utility agencies, and shall retain a copy on file until the final completion of construction. Including written follow-up to confirm verbal or telephone conversations.
- A copy of all utility “No Conflict”, “Conflict”, and “Conflict Resolution” letters needs to be sent by the consultant to the City’s Project Manager upon receipt to keep the City Project Manager abreast of the entire Utility Coordination Process.
- The consultant shall modify construction documents per the 60% plan review comments and shall then identify any existing or new utility conflicts and notify the corresponding agency on their 90%, submittal (per AUCC regulations).
- The consultant shall document any & all correspondence between itself and the utility agencies, and shall retain a copy on file until the final completion of construction.
- Final Utility No Conflict or Conflict Resolution Letters and a resolution schedule need to be turned into the City of Avondale.

A successful consultant shall have worked their way through this process identifying any and all potential utility conflicts and shall have resolved the potential conflicts to either a “No Conflict” Status or a “Conflict Resolution” Status. A “No Conflict” status means that the particular utility agency agrees with the mapping that the consultant has provided them and does not foresee any conflicts with their utilities in the area. A Conflict Resolution status means that a particular utility agency agrees with the mapping that the consultant has provided, and that they have identified a conflict with one or more of their utilities, and are actively seeking resolution to those utilities.