

## SUE Phase II

### PROCEDURE AND CHECKLIST for Utility Locate (Potholing) Meeting

(Updated 02/29/2012)

- A. Prior to requesting Locating services, the Project Manager/Consultant must first notify the URR Utility Coordinator. (The Coordinator will determine if the need for potholes is warranted.)
- B. If potholes are warranted, then an initial submittal (to the Coordinator) which includes the respective items for Phase II will be made.
- C. The coordinator will review the submitted information and ensure that the items required for the requested phase are all accounted for.
- D. If everything is in order, the coordinator will then provide the Utility Engineer with a copy and request a meeting with the PM/consultant/Designer, the SUE On-call & the Utility Engineer.

#### **Information to be provided by the Designer in advance of the meeting (Unless otherwise indicated)**

- 1. 11x17 sheets showing proposed construction project limits & proposed work. ( The block "**NOT FOR CONSTRUCTION OR RECORDING**" must be removed and replaced with "**UTILITY LOCATING EXHIBIT**"
- 2. If the addition of new drainage facilities, or the extension of existing drainage facilities, is involved please provide details for those facilities where the potholes are being requested. Also include any erosion protection details (i.e. riprap, etc.)
- 3. Show utilities and quality level (B-D) on drawings
- 4. Show proposed pothole location and pothole number (in red) on drawings
- 5. Provide spreadsheet showing pothole number, stationing/offset, reason for requesting pot hole (i.e., gas line conflict with storm drain), and coordinates of pothole.
- 6. Perform internal preliminary conflict analysis to confirm pothole is needed. (Be prepared to justify need for the pothole at the meeting.)
- 7. Provide items 1, 3, 4 and 5 on a CD in Microstation format. (Bring to meeting)
- 8. Provide environmental clearance through ADOT EPG for all potholes locations and access area.
- 9. Provide respective ROEs/RR permit doc through ADOT R/W for locations outside current ADOT Right-of -way when applicable!
- 10. Submit items 1, 2, 3, 4, 5, 8 and 9 in hard-copy and PDF format to Coordinator.
- 11. The Locating Meeting will then be scheduled no sooner than 1 week (7 days) after the receipt of submittals indicated under item 10.