

Utility Project Checklist for Locally Managed Projects

PIN: 129888.00
 County: Wilson
 Federal Project No.: STBG-M-1234(00)
 State Project No.: 95LPLM-F3-011
 Utility: Middle Tennessee Electric Membership Corporation

Project Development (Early Notification)

- Local Government solicits Utility for contact information and potential involvement on proposed project.
- Utility responds with contact information and the potential for involvement on project.
- Local Government issues preliminary plans to Utility for review and comments.
 - Utility responds with comments.

ROW Plan Issuance

- Local Government Issues to the Utility:
 - Proof of plans receipt by Utility
 - Set of ROW Plans
 - With Cross-Sections
 - Letter of Authorization for Utility to proceed with preliminary engineering work. Letter should outline timeline of project and give specific dates by which utility relocation plan is to be submitted to Local Government for approval.
- Local Government attests to TDOT that plans have been delivered.

After ROW Plan Issuance

- Utility submits requests to use consultant if consultant use is required due to staffing limitations of Utility. Use of Consultant MUST be approved prior to incurring costs. The following documentation is required if a consultant is used (suggested samples are attached):
 - Certification of Consultant, TDOT utility form 2004-13.1
 - Memorandum of Understanding, TDOT utility form 2004-13.2
 - Estimate of Engineering Cost, TDOT utility form 2004-13.3
 - Consultant's Scope of Work
- Local Government Reviews and Approves Consultant.
- Local Government attests to TDOT that Utility Consultant has been approved.
- Utility Submits Relocation Plan
 - Utility submits requests for reimbursement. Submittal includes:
 - Utility relocation estimate of project cost
 - Percentage utilities located on private ROW
 - Calculation of any upgraded facilities percentages. Additional costs of improved facilities are not compensable. Reimbursement is limited to in-kind replacement only.
 - Utility requests relocation work to be in Local Government project, if desired. If Utility's relocation is included in the Local Government construction project, Local Government will be responsible for any environmental approvals and or permits for relocation work.
 - Utility submits relocation plans.
 - Utility submits Calendar Days of Relocation Schedule.
- Local Government Reviews and Approves Utility's Relocation Plan.

- Local Government Submits Contract to Utility for signature. Contracts are required for all relocations, both participating and non-participating. Contract will also specify how Utility will provide funds if Utility elects to place relocation work with Local Government's project and / or has upgrades involved.
- Utility returns signed Contract to Local Government for Execution.
- Local Government attests to TDOT that utility relocation plans, estimates, and executed contracts have been reviewed and approved.
- Local Government issues written authorization for the utility to begin its relocation work.
- Utility submits billing(s)
 - Local Government inspects and certifies that relocation bill is done in accordance with the approved plans and estimates.
 - Local Government makes payment of invoices for contracted utility relocation.