

UTILITIES CHECKLIST

Preliminary Engineering (PE) – design engineering activity.

Incidental Construction (IC) – actual utility or railroad relocation or construction.

1. Will Utility Re-locations or easements be needed for this project?
No Sign and date this checklist and attach to Project Certification Letter.
Yes Complete the checklist and attach to the Project Certification Letter for submission prior to Bid Letting.
2. Yes No Have utility companies/railroads been advised of possible involvement? All involvement of utility/railroad facilities must comply with the applicable *Code of Federal Regulations (23 CFR 645, Subpart A)*, Montana Statutes and local regulations and ordinances.
3. Yes No Are all utilities/railroad facilities identified on the plans?
4. Yes No Have cost estimates to relocate underground or overhead utility/railroad facilities been obtained? Cost estimates must be based on the minimum amount of work necessary and the most economical re-route.
5. Yes No Has an agreement between the Local Entity/MDT and utility/railroad facility been reached? Have necessary easements been obtained when work is to be completed on railroad property? If yes, send a copy of the agreement to the CTEP Section.
6. Yes No If applicable, has a “Fast Process Agreement” been negotiated between the Local Entity and the Utility? The agreement must define the scope of work, cost participation, basis of payment (actual or lump sum), definition of work (either written or by exhibit), and the method to be used in the handling of unanticipated work.
7. Yes No Work may either be completed by the utility/railroad or let to contract. Has the relocation been inspected for compliance with agreements? If yes and all comply, have the utility submit a final bill for payment.
8. Yes No Has a procedure to randomly audit the utility company bills for compliance with the terms of the Agreement been established? If not, develop a procedure in order to proceed with project development.

Preparer's Name

Title

Date

Local Entity Name

Local CTEP Administrator

Date