

Chapter Nine
PROJECT COORDINATION
(Electrical)

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Chapter Nine

PROJECT COORDINATION (Electrical)

During the development of an electrical project, the electrical designer must coordinate with many units internal and external to the Electrical Unit. [Chapter Eight](#) presents a network which describes the project development sequence for where the electrical is involved in the design process. Chapter Nine discusses specific coordination responsibilities between the electrical designer and other units. Together, the two chapters will provide an understanding of the necessary interaction among the various units in project development.

Note that Chapter Nine applies both to a project for which the Electrical Unit is serving as the lead unit and to a project for which the Electrical Unit is providing project support when another unit is project lead (e.g., the Road Design Section).

9.1 PRECONSTRUCTION PROGRAM

This Section discusses the specific coordination responsibilities between the electrical designer and other Preconstruction Program units.

9.1.1 Traffic Engineering Section

9.1.1.1 Geometrics Unit

The Geometrics Unit is responsible for the geometric design of intersections and interchanges, highway capacity analyses and, to a lesser extent, the geometric design of other road design elements. On traffic signal projects for which the Electrical Unit is lead, the Electrical Unit coordinates with the Geometrics Unit to determine if any minor geometric improvements are necessary at the intersection (e.g., turning radii). For a geometric-lead project where a traffic signal will be installed, the Geometrics Unit is responsible for performing the initial capacity analysis. The Geometrics Unit then prepares a layout of the intersection, and the Electrical Unit superimposes the signal and/or highway lighting design on the layout.

9.1.1.2 Signing Unit

The Signing Unit is responsible for the selection, design and placement of signs and pavement markings on most MDT projects. On traffic signal projects for which the Electrical Unit is lead, the Electrical Unit coordinates with the Signing Unit on almost every project. Typically, the Signing Unit determines the proposed signing and pavement marking design at the intersection first. This includes, for example, the location of stop bars, words and symbols for exclusive left-turn lanes, street names, etc. Then, the Electrical Unit designs the traffic signal installation to be consistent with the other traffic control devices at the intersection.

For a signing-lead project, the coordination between Electrical and Signing will be the following:

1. If signing work will include an electrical component (e.g., a flashing beacon on a STOP AHEAD sign), the Electrical Unit will perform the needed electrical work.
2. The proposed pavement markings at signalized intersections must be coordinated with the signal design (e.g., detector loop location).

Motor Carrier Services may initiate work for a new weigh station or to upgrade an existing weigh station. The Signing Unit and Electrical Unit must coordinate on the OPEN/CLOSED signs in advance of the weigh station and on the interconnection design with weigh-in-motion applications.

9.1.1.3 Safety Design Unit

The Safety Design Unit is responsible for capital improvement projects that are intended to correct an identified high-crash location. For projects that have been identified by the Safety Management Section, the Traffic Project Engineer administers these projects and, if applicable, coordinates with the Electrical Unit on projects with signals, lighting and/or flashers.

9.1.1.4 Traffic Investigations Unit

The Traffic Investigations Unit is responsible for performing traffic engineering studies (e.g., speed studies, school crossings) and for recommendations to establish speed zones and school crossings. For electrical-lead projects, the coordination between the Electrical Unit and Investigations Unit is to verify established speed zones and school crossings. The Investigations Unit may also perform spot engineering studies for electrical-lead projects when requested.

On a project for which the Investigations Unit is responsible, there is no coordination with the Electrical Unit.

9.1.1.5 Safety Management Section

The Safety Management Section is responsible for reviewing the crash history on projects. The review should identify correlations between crash characteristics and existing roadway features and should identify any crash cluster areas. The Section will provide the crash data, collision diagrams and statistical trends to the Electrical Unit for use in project design. The Electrical Unit will use this information in the design of its electrical work (e.g., phasing of traffic signals).

9.1.2 Highways Bureau

9.1.2.1 Hydraulics Section

The Hydraulics Section is responsible for hydrologic and hydraulic analyses for both roadway drainage appurtenances and bridge waterway openings. Where applicable, the following summarizes the coordination between the Electrical Unit and Hydraulics Section:

1. FEMA Regulations. The Hydraulics Section is responsible for determining that the project design is consistent with regulations promulgated by the Federal Emergency Management Agency (e.g., development within delineated floodplains).
2. Curb Ramps. To meet the requirements of the Americans with Disabilities Act, an electrical-lead project may require the installation of curb ramps which may, in turn, interfere with an existing curb inlet. In this case, the Electrical Unit and Hydraulics Section will work together to resolve the conflict.

9.1.2.2 Photogrammetry and Survey Section

The Photogrammetry and Survey Section is responsible for conducting aerial and field surveys, in coordination with the District Office, for all Department projects. The coordination with the Electrical Unit is limited to field surveys on electrical-lead projects. The decision that a field survey is needed is made at the Preliminary Field Review. The survey is then conducted by the District survey crews. The Survey Section checks the survey for accuracy and completeness and forwards the information to the electrical designer for use in plan development.

9.1.2.3 Road Design Section

On electrical-lead projects, including projects with safety funding, the Road Design Section will be responsible for the plan sheets involving geometric changes, curb ramps or hydraulics. There is typically no coordination between the Electrical Unit and Road Design Section. On road design lead projects, the following summarizes the coordination between the Units:

1. Design. The Electrical Unit will prepare the permanent plans for any electrical work in the project.
2. Contract Plans. The Electrical Unit will submit the plans, quantities and special provisions for the electrical work directly to the Contract Plans Bureau.

9.1.3 Consultant Design Bureau

The Department may use a consultant on electrical design projects. When a consultant is used, the Consultant Design Bureau is the primary contact with the consultant. The Electrical Unit will provide a significant amount of technical support on the project and will review the plans prepared by the consultant.

If a consultant is used for other projects (e.g., a road design-lead project), the consultant may also be responsible for designing the electrical work in the project. In this case, the Electrical Unit will review and comment on the consultant's electrical work.

9.1.4 Environmental Services Bureau

The Environmental Services Bureau is responsible for a variety of activities related to environmental impacts and procedures. This includes air, noise and water quality analyses; biological, archeological and historical impacts; preparation of environmental documents for MDT projects; evaluation and mitigation of hazardous waste sites; and the public's involvement with the environmental document. On electrical-lead projects, the following summarizes the coordination between the Electrical Unit and the Environmental Services Bureau:

1. NEPA/MEPA Requirements. The Electrical Unit works with the Environmental Services Bureau to ensure that the project meets the Department's environmental and public input criteria pursuant to the National Environmental Policy Act and the Montana Environmental Policy Act. This includes project documentation (i.e., categorical exclusion, EA, EIS), water quality impacts, biological impacts, historical impacts, archeological impacts, and the need for

public hearings. In general, the Environmental Services Bureau makes its determination of impacts based on input from the Electrical Unit.

2. Section 4(f). A Section 4(f) approval is required if a project will impact publicly owned land (e.g., public park, recreational area, wildlife/waterfowl refuge). An approval will be granted only if there is no feasible and prudent alternative. Where a Section 4(f) approval is required, the electrical designer will provide the necessary project information to the Environmental Services Bureau, and the Bureau will secure the approval.
3. Hazardous Wastes. The Environmental Services Bureau identifies all hazardous waste sites and determines any needed mitigation measures. The Bureau will coordinate the mitigation if it will be performed before letting the construction project to contract. They will provide the Electrical Unit with any necessary provisions, and the electrical designer is responsible for incorporating these into the construction plans and specifications, if the hazardous waste removal or site mitigation will be accomplished by the Department's contractor.
4. Section 106. For all Federally funded projects, MDT must identify archeological and historic sites in the vicinity of the project. The identified sites must be evaluated to determine if they are eligible for the National Register of Historic Places (NRHP). MDT submits recommendations for eligibility to the State Historic Preservation Officer (SHPO) for its concurrence. If a site is considered eligible for the NRHP and if the project will impact the site, the Department is mandated to mitigate the adverse effects. Mitigation is accomplished through written agreements among MDT, the Advisory Council on Historic Preservation and the Montana SHPO. A project cannot proceed unless the MDT's NRHP determination and any necessary mitigation measures are approved by SHPO.
5. Other Permits and Approvals. Through the Environmental Services Bureau, the electrical project may require additional permits and approvals such as:
 - a. Section 402 Temporary Erosion Control Permit from the Montana Department of Environmental Quality or the Federal EPA;
 - b. Section 404/Section 10 permit(s) from the U.S. Army Corps of Engineers;
 - c. Section 6(f) approval from the Montana Department of Fish, Wildlife and Parks; and/or
 - d. 6.124 Stream Preservation Act from the Montana Department of Fish, Wildlife and Parks.

9.1.5 Right-of-Way Bureau

The Right-of-Way Bureau is responsible for all activities related to the legal right-of-way for the State highway system. This includes appraisals, acquisitions, relocation, property management and agreements with utility companies and railroad companies. Where applicable on electrical-lead projects, the following summarizes the coordination between the Electrical Unit and Right-of-Way Bureau:

1. Coordination. The Electrical Unit provides the Right-of-Way Bureau with the needed design information to determine the right-of-way, utilities and railroad impacts.
2. Plan Preparation. The electrical designer provides the Right-of-Way Bureau with a strip map and preliminary construction limits. The Right-of-Way Bureau is responsible for determining the right-of-way design and, if necessary, the Bureau prepares a separate set of right-of-way plans for each project where right-of-way impacts exist.
3. Acquisition. The Right-of-Way Bureau performs all right-of-way work and procures all takings and easements needed for the project. The Bureau notifies the Electrical Unit of any design considerations resulting from negotiations with the property owners, and the Bureau will provide copies of signed agreements.
4. Utility/Railroad Impacts. To determine the project impacts on utilities and railroads, the electrical designer places all utility topography on the construction plans. If potential project impacts exist, the electrical designer initiates the process by providing the Right-of-Way Bureau with a set of plans denoting the utility conflicts and listing them by station and offset from centerline, and the two units work together during the process. The Right-of-Way Bureau is the lead unit for contacts with utility/railroad companies and negotiates all agreements. The Electrical Unit ensures that the utility/railroad work is consistent with the project design. The electrical designer, as needed, incorporates the utility/railroad information into the project plans.
5. Electrical Service Hook-Ups. For new traffic signals and highway lighting, an electrical service hook-up is required. The basic process is as follows:
 - a. The Electrical Unit prepares a letter to the utility company requesting the hook-up and inquiring if there will be a charge.
 - b. The utility company responds and, if a charge is applicable, provides the cost estimate.

- c. If there will be a hook-up charge, the Electrical Unit prepares a memorandum to the Right-of-Way Bureau — Utilities Section with the necessary information.
- d. The Utilities Section coordinates with the District Utilities Agent to administer payment for the electrical service hook-up.

9.1.6 Bridge Bureau

The Bridge Bureau is responsible for the structural design of bridges (longer than 20 ft (6.0 m)) and concrete retaining walls on State-maintained highways. The following describes the coordination between the Electrical Unit and Bridge Bureau:

1. Structural Support. For most traffic signal and highway lighting installations, standard foundation sizes are used. These foundations have been designed for luminaire poles and signal poles with mast-arm lengths up to 60 ft (18.3 m). Where signal poles with a mast-arm length greater than 60 ft (18.3 m) are used, the pole manufacturer is responsible for any structural analysis and pole design. The Materials Bureau — Geotechnical Section or the contractor may be responsible for the foundation design where non-standard poles are used or where there are unusual soil conditions. If a consultant or contractor designs footings, the Geotechnical Section reviews the design, in coordination with the Bridge Bureau.

The manufacturer will typically prepare a set of shop drawings and specifications for the supports. These are submitted to the Electrical Unit through the Construction Engineering Services Bureau. After review by the Electrical Unit, the Bridge Bureau reviews the shop drawings and specifications for structural elements only.

2. Electrical Work on Bridges. Lighting and/or traffic signal installations may be warranted on or in the vicinity of bridges. The Electrical Unit will coordinate with the Bridge Bureau (e.g., placement of conduits on the bridge) for the electrical work. The Bridge Bureau will determine the structural support for any luminaires that may be attached to the bridge.
3. Special Needs. Occasionally, the Electrical Unit and Bridge Bureau may need to coordinate for special needs (e.g., cathodic protection of rebars in bridge decks).

9.1.7 Engineering Information Management Section

The Engineering Information Management Section monitors and updates the Program and Preconstruction Management System, which is used to schedule projects and develop preconstruction manpower needs.

After the Preliminary Field Review report has been transmitted for comment, the Engineering Information Management Section distributes a standardized list of activities and anticipated man-hours that must be performed before the submittal of the final plan package to the Contract Plans Bureau. The electrical designer modifies the list and the required man-hours as dictated by the proposed scope of the project. The Engineering Information Management Section incorporates the project into the Program and Preconstruction Management System and provides completion dates for the project activities.

The Electrical Unit is responsible for notifying the Engineering Information Management Section when activities are completed and if additional activities must be added due to a change in project scope. The Electrical Unit also provides the Engineering Information Management Section with the following:

1. the Preliminary Field Review Report,
2. the Project Scope of Work Report,
3. all updates on construction cost estimates, and
4. notification of any significant issues that may impact construction costs.

9.2 CONSTRUCTION PROGRAM

The Construction Program in the Central Office, in coordination with the District Offices, is responsible for all construction activities on all State-administered projects. This includes construction specifications, supplemental specifications, construction inspections, construction staffing and approval of construction change orders. The following summarizes the coordination between the Electrical Unit and Construction Program.

9.2.1 Construction Engineering Services Bureau

The Electrical Unit and Construction Engineering Services Bureau coordinate on the following:

1. Project Development. The Construction Engineering Services Bureau receives copies of the Preliminary Field Review Report, Scope of Work Report and the Plan-in-Hand Report. In addition, they receive the preliminary plans, which are distributed for the Plan-in-Hand Review, and the Final Plan Review. The Construction Engineering Services Bureau will review the plans and provide recommendations for design changes to the Electrical Unit.
2. Electrical Materials. During construction, the contractor is responsible for preparing a submission package for any electrical materials used. This includes shop drawings and specifications for conduits, conductors, signal heads, etc. The contractor's package is routed to the Department's Field Project Manager, to the Construction Engineering Services Bureau and to the Electrical Unit. The Electrical Unit will either approve or disapprove the submission and route the package back to the field.

9.2.2 Contract Plans Bureau

The Electrical Unit and Contract Plans Bureau coordinate on the following:

1. Electrical Plans. After the electrical plans have been finalized, the electrical designer submits the plans to the Contract Plans Bureau. The Contract Plans Bureau circulates the plans to interested parties for comment, and the electrical designer will revise the plans as needed to reflect the comments.
2. Special Provisions. The electrical designer is responsible for the development of any necessary special provisions relating to electrical items for the project. The Contract Plans Bureau ensures that these are included within the final contract document.

3. Cost Estimate. The electrical designer will develop the cost estimate for the bid items on the electrical portion of the project. The cost estimate should include the material cost of items furnished by the Department. The Contract Plans Bureau will include this estimate with the contract document.
4. Traffic Control Plan. The electrical designer is responsible for developing the initial proposal for the temporary traffic control through the construction zone, including the sequence of construction operations. The Contract Plans Bureau and District construction personnel will review and revise the electrical designer's proposed strategy, and the Contract Plans Bureau is responsible for placing the necessary information into the final contract document.

9.3 OTHER MDT SECTIONS

9.3.1 Rail, Transit and Planning Division

The Rail, Transit and Planning Division is responsible for all MDT planning functions including traffic data, developing the Department's program of projects, performing initial planning studies and coordinating with the Metropolitan Planning Organizations (e.g., on the Transportation Improvement Program). The following describes the coordination between the Electrical Unit and the Rail, Transit and Planning Division:

1. Traffic Data. If needed, the electrical designer requests traffic data for projects. The Rail, Transit and Planning Division provides the data that includes present and future average annual daily traffic, design hourly volume, percentage of trucks and directional movements at intersections and interchanges. The data should also include any major changes in traffic volumes within the project limits.
2. Traffic Counters. The Rail, Transit and Planning Division seeks technical assistance from the Electrical Unit for those electrical elements necessary for traffic counters (e.g., details for loops and pull boxes).
3. STIP/TIP. The Electrical Unit coordinates with the Project Analysis Bureau within the Rail, Transit and Planning Division on the preparation of the Transportation Improvement Program (TIP) for the metropolitan areas and on the preparation of the Statewide Transportation Improvement Program (STIP).
4. Programming. The Rail, Transit and Planning Division provides the Electrical Unit with the necessary programming papers to initiate the electrical design project.

9.3.2 MDT District Offices

The Department's five District Offices (Missoula, Butte, Great Falls, Glendive and Billings) provide the field services needed within each geographic area. Their responsibilities include maintenance of the State highway system, construction inspection services, contacts with county and city governments, and traffic-related activities (e.g., approach permits). Specifically for preconstruction activities on electrical-lead projects, the following summarizes the coordination between the Electrical Unit and District Offices:

1. Coordination. In general, the Central Office will maintain a steady contact with the District Office. The District Office, for example, will be invited to all field reviews and will receive all project-related correspondence.

2. Public Meetings. The District Office, in coordination with the Electrical Unit, is responsible for scheduling and conducting informal public meetings.
3. Design. Occasionally, the District Office may perform minor electrical work (e.g., installing flashing beacons). The Electrical Unit will assist in obtaining any needed equipment, parts, etc., and it may prepare a preliminary plan for the District.
4. Temporary Traffic Control. The District Office is responsible for monitoring the contractor's temporary traffic control during construction for any electrical work. The Electrical Unit will provide an initial traffic control plan and input if, for example, temporary traffic signals are used during construction.

In addition to the above coordination on electrical-lead projects, the District Office may coordinate with the Electrical Unit on the following:

1. Public Complaints. For public complaints related to electrical items, the District Office may notify the Electrical Unit of the complaint. If a review determines the need for corrective action, the Electrical Unit submits a recommendation to the District Office for implementation.
2. Highway Lighting. The District Office determines if the District or the utility company will perform maintenance on the highway lighting, assuming that the utility company is willing to perform the maintenance. These decisions are typically made at the Plan-in-Hand Review.

Highway lighting agreements are required to cover energy and/or maintenance for all Department-owned highway lighting. The Electrical Unit, Maintenance Central Office, Maintenance District Office and utility company work together as required to process lighting agreements.
3. Maintenance of Traffic Signals. The District Office, in coordination with the local jurisdiction, is responsible for the maintenance of traffic signals with technical support, as needed, from the Electrical Unit.
4. Private Electrical Installations. A private entity (e.g., a shopping mall) may request to perform electrical work on the State highway system (e.g., installing a traffic signal). The District Office and Electrical Unit jointly concur that the electrical work is warranted. If the proposed work is authorized, the Electrical Unit reviews the plans prepared by the private entity, and the Electrical Unit provides its comments to the District Office for action.

9.3.3 Motor Carrier Services Division

Motor Carrier Services Division is responsible for monitoring and regulating truck traffic within the State of Montana. If it initiates work for a new weigh station or an existing weigh station, the electrical design is typically performed by a consultant. The Electrical Unit will review and comment on the consultant's work and coordinate with Motor Carrier Services Division to ensure a design that meets with its approval.

9.3.4 Legal Services Unit

The Legal Services Unit is responsible for providing all legal counsel required by MDT (e.g., defending the Department on tort liability cases). In its administration of electrical projects, the Electrical Unit is responsible for preparing and processing, where applicable, agreements with other entities. Once prepared, the Legal Services Unit reviews, comments on and approves the text of the proposed Agreement.

9.3.5 Human Resources Division

The Electrical Unit coordinates with the Human Resources Division, Civil Rights Bureau, to ensure compliance with the Americans with Disabilities Act. The Civil Rights Bureau will, for example, provide interpretations on the intent and application of the *Act*.

9.3.6 Tribal Liaison

When an electrical-lead project is on tribal land, the Electrical Unit coordinates with the Tribal Liaison for the establishment of an MOU (Memorandum of Understanding or PSA (Project Specific Agreement) or a TERO (Tribal and Intergovernmental Relations Agreement). The Tribal Liaison Unit is the primary contact between MDT and any tribal government. For example, the electrical designer will submit a copy of the Preliminary Field Review Report and the Scope of Work Report to the Tribal Liaison to coordinate with the Tribal government.

9.3.7 Maintenance Division

The Maintenance Division within the Central Office is responsible for establishing and disseminating uniform maintenance practices throughout the State and for operating the Department's Maintenance Management System. When the Department installs new or replaces existing highway lighting, the Electrical Unit coordinates with the Maintenance Division, among other entities, to process the lighting agreement.

9.3.8 Information Services Division

The Information Services Division is responsible for MDT activities in the development and implementation of Information Technology (IT). The basic objective of IT is to effectively use the existing transportation infrastructure through the use of state-of-the-art equipment and transportation technologies. The Electrical Unit works with the Information Services Division on the electrical elements of IT.

9.3.9 Public Involvement Program

The Public Involvement Program is the primary focal point for all contact with the general public. This includes preparing news releases of upcoming MDT work and coordinating the presentation of public hearings and informal public meetings. On electrical-lead projects, the Electrical Unit coordinates with Public Involvement Program on any public contacts.

9.4 EXTERNAL UNITS

This Section discusses the specific coordination activities between the Electrical Unit and units external to MDT.

9.4.1 Federal Agencies

9.4.1.1 Federal Highway Administration

The Federal Highway Administration (FHWA) administers the Federal-aid program which funds eligible highway improvements nationwide. Their basic responsibility is to ensure that the State DOTs comply with all applicable Federal laws in their expenditure of Federal funds and to ensure that the State DOTs meet the applicable engineering requirements for their proposed highway projects. FHWA maintains a Division Office within each State, and this is the primary point of contact for a State DOT.

The following statements summarize the coordination between the Electrical Unit and the FHWA Montana Division Office:

1. Electrical Projects. Because of the relatively small cost of electrical projects, the FHWA is typically not involved.
2. State-Wide Practices. The Traffic Engineering Section seeks FHWA input into and approval of all projects with Federal funding, design policies, practices and criteria which will have a widespread application.

9.4.1.2 United States Forest Service (USFS)

The USFS is responsible for the management of all national forests. The USFS and the MDT currently have a Memorandum of Understanding (MOU) and approved procedures that describe the coordination between the two agencies for the planning and the development of projects having USFS involvement. If a proposed electrical project will impact a national forest, the Electrical Unit must coordinate the project development with the USFS. The USFS will, for example, be invited to any field reviews and receive copies of major project reports (e.g., Scope of Work Report). In some cases, project actions will require USFS approval (e.g., right-of-way acquisition).

9.4.1.3 National Park Service (NPS)

Coordination with the NPS will be necessary where electrical projects are in the vicinity of land under the jurisdiction of the NPS. Although the Department has no formal

agreement with the NPS, the level of involvement on projects will be similar to that between the MDT and the USFS.

9.4.1.4 Federal Aviation Administration (FAA)

If any proposed electrical work is near an airport runway, the Electrical Unit must gain approval from the FAA. See FAA Circular AC 70/7460-21 for detailed information.

9.4.2 State Agencies

9.4.2.1 Department of Fish, Wildlife and Parks (FWP)

Coordination with the FWP will be necessary where proposed electrical work is in the vicinity of land under the jurisdiction of the FWP. Although the Department has no formal agreement with the FWP, the level of involvement on electrical projects will be similar to that between the MDT and the USFS.

9.4.2.2 Other State Agencies

The Electrical Unit coordinates with other State agencies on an as-needed basis.

9.4.3 Local Governments

The following describes the coordination between the Electrical Unit and local governments:

1. Design. The Electrical Unit solicits input from the local government on electrical projects in that locality and, in general, keeps the local governments up-to-date on any current or planned activities.
2. Coordination. The Electrical Unit typically invites the local government to any field reviews and provides the local government with copies of major project reports (e.g., Scope of Work Report).
3. Assistance. The Electrical Unit provides technical assistance to the city and county governments, upon request. The Unit responds to any verbal or written inquiries from local governments on electrical issues.

4. Agreements. If the local government is partially responsible for the maintenance of highway lighting, the local government must be a party to the Highway Lighting Agreement.
5. Emergency Pre-Emption. The Electrical Unit will need to coordinate with local fire departments for the emergency pre-emption of traffic signals.

9.4.4 Utility Companies

The Electrical Unit will coordinate with Montana utility companies as follows:

1. Electrical Service Hook-Up. For new traffic signals and highway lighting, an electrical service hook-up is required. For a description of the process, see [Section 9.1.5](#).
2. Power Lines. If a power line is in the vicinity of an electrical-lead project, the Electrical Unit will work directly with the utility company to ensure that the Department project meets the clearance requirements of the utility company.

