UTILITY RELOCATION CLAIM (URC) PROJECT DOCUMENTATION CHECKLIST

Wisconsin Department of Transportation

03/2024

* All project files utilize a consistent Box folder structure: [Statewide Box Construction Folder Guidance](https://app.box.com/s/mgs0ywaenwctrtuvnqatlg6drq2el7t9)
* XXXXXXXX is the lowest project ID with no dashes

[ ]  For each utility relocation claim create a folder in ConstrOps\Utilities in BOX as UtilityName\_UtilityType\_URC (I.E. AT&T\_gas\_URC, Charter\_fiber\_URC, CityofMilwaukee\_water\_URC)

[ ]  Save this checklist in ConstrOps\Utilities\UtilityName\_UtilityType\_URC folder in Box as XXXXXXXX\_URC\_Doc\_Checklist.doc.

Project files should include official documents, documentation of project decisions and all approval actions, documentation that fully supports expenditure of fund, documentation of project decision, and project correspondence, if applicable, including but not limited to the following list. Only include specific reports / pages of reports that refer to the specific URC being documented (I.E., do not put the entire plan in the records, only provide plan sheets that pertain to the specific utility relocation claim).

\*Project staff shall utilize region utility coordinators to assist in obtaining the DT1077, DT1078, DT2236, TUMS snapshot, DT1080, utility permits and any trans 220 notice of violations.

**For each utility relocation claim provide the following:**

|  |  |  |
| --- | --- | --- |
| **Report** | **Box Location** | **File Name** |
| [ ]  \*Correspondence pertaining to the DT1077 process | ContrOps\Utilities\UtilityName\_UtilityType\_URC | XXXXXXXX\_dt1077.pdf |
| [ ]  \*Correspondence pertaining to the DT1078 process | ContrOps\Utilities\UtilityName\_UtilityType\_URC | XXXXXXXX\_dt1078.pdf |
| [ ]  \*DT2236 – utility worksheet and any associated correspondence, drawings, plan sheets, etc. | ContrOps\Utilities\UtilityName\_UtilityType\_URC | XXXXXXXX\_dt2236.pdf |
| [ ]  \*Snapshot of TUMS effort summary screen | ContrOps\Utilities\UtilityName\_UtilityType\_URC | XXXXXXXX\_tums.pdf |
| [ ]  \*DT1080 – utility status report | ContrOps\Utilities\UtilityName\_UtilityType\_URC | XXXXXXXX\_dt1080.pdf |
| [ ]  \*Trans 220 notice of violation (if applicable) | ContrOps\Utilities\UtilityName\_UtilityType\_URC | XXXXXXXX\_nov.pdf |
| [ ]  \*Utility work on right-of-way permits | ContrOps\Utilities\UtilityName\_UtilityType\_URC | XXXXXXXX\_utlpermit.pdf |
| [ ]  \*Diggers hotline tickets (planning and excavation) | ContrOps\Utilities\UtilityName\_UtilityType\_URC | XXXXXXXX\_diggers.pdf |
| [ ]  Special provisions | ContrOps\Utilities\UtilityName\_UtilityType\_URC | XXXXXXXX\_spv.pdf |
| [ ]  Plan sheets  | ContrOps\Utilities\UtilityName\_UtilityType\_URC | XXXXXXXX\_pln.pdf |
| [ ]  Photographs of the utility facility conflict | ContrOps\Utilities\UtilityName\_UtilityType\_URC\photos | date\_description.jpg (or other extension) |
| [ ]  Utility relocation claim - notice of receipt of claim [ ]  Include certified mail received signature | ContrOps\Utilities\UtilityName\_UtilityType\_URC | XXXXXXXX\_initial\_letter.pdf |
| [ ]  Utility Conflict Report(s) | ContrOps\Utilities\UtilityName\_UtilityType\_URC | XXXXXXXX\_ucr.pdf |
| [ ]  Written correspondence – as pertaining to the utility facility conflict, resolution, direction, etc.* To or from utility
* To or from contractor
 | ContrOps\Utilities\UtilityName\_UtilityType\_URC | XXXXXXXX\_coorespondence.pdf |
| [ ]  Meeting notes / documentation | ContrOps\Utilities\UtilityName\_UtilityType\_URC | XXXXXXXX\_mtgnotes.pdf |
| [ ]  Engineer’s diary | ContrOps\Utilities\UtilityName\_UtilityType\_URC | XXXXXXXX\_diary.pdf |
| [ ]  Survey (if applicable) | ContrOps\Utilities\UtilityName\_UtilityType\_URC | XXXXXXXX\_survey.pdf (.xml, .dwg, etc.) |
| [ ]  List of persons present on site who saw the utility facility conflict (names, organization, phone #’s, emails, etc.). | ContrOps\Utilities\UtilityName\_UtilityType\_URC | XXXXXXXX\_contacts.pdf |
| [ ]  Documentation as to method of resolution* What route was chosen to resolve the conflict? Explain reasons for choosing that route.
 | ContrOps\Utilities\UtilityName\_UtilityType\_URC | XXXXXXXX\_resolution\_memo.pdf |
| [ ]  Contract revision – plan sheets, SPVs, contract change order, CMJ, supporting documentation, etc. | ContrOps\Utilities\UtilityName\_UtilityType\_URC | XXXXXXXX\_cco.pdf |
| [ ]  Utility relocation claim - assessment notice [ ]  Include certified mail received signature | ContrOps\Utilities\UtilityName\_UtilityType\_URC | XXXXXXXX\_payment\_letter.pdf |