BF&S CIVIL ENGINEERS

DCCM

INDIANA TRANSPORTATION TEAM

LOCHMUELLER GROUP

PARSONS

Utility Summit
Vincennes District



INDOT Utility Coordination



Agenda

- Background
- Coordination Process
- Work Plans
- Utility Design
- Other resources

INDOT Utilities and Railroad Division Roles

Utility Administrator

- Programmatic level-policies/procedures
- Serves as Subject Matter Expert
- Review reimbursable agreements
- Approve Utility Accommodation Policy exceptions
- Approve Certifications with exceptions



Utility Oversight

- Oversee utility coordination tasks
- Monitor, oversee, follow up
- Usually an INDOT employee but can be a consultant
- High turnover, often not engineers



Utility Coordinator

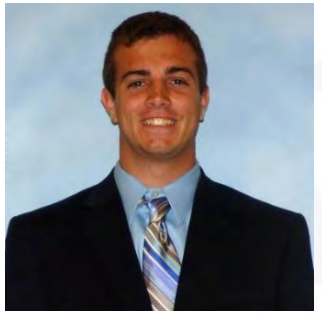
- Designated person to complete the utility coordination responsibilities
- INDOT employee/consultant



Central Office Support

- Sam Anderson
  - Director
  - sanderson2@indot.in.gov
  - (317) 232-2860
- Bill Plant, PE
  - Utilities and Railroad Manager
  - wplant@indot.in.gov
  - (317) 233-0136





INDOT District Map – Utility Coord. Oversight

LaPorte

Jon K.(Kevin) Johnston	219-851-6735	jojohnston@indot.in.gov
Andrea Colalillo		AColalillo@indot.IN.gov

No longer in Util Group:
Steven Travis, Jean Mary Cetoute, Gregg Kowalski, Scott Haraburda, Tony Krycka

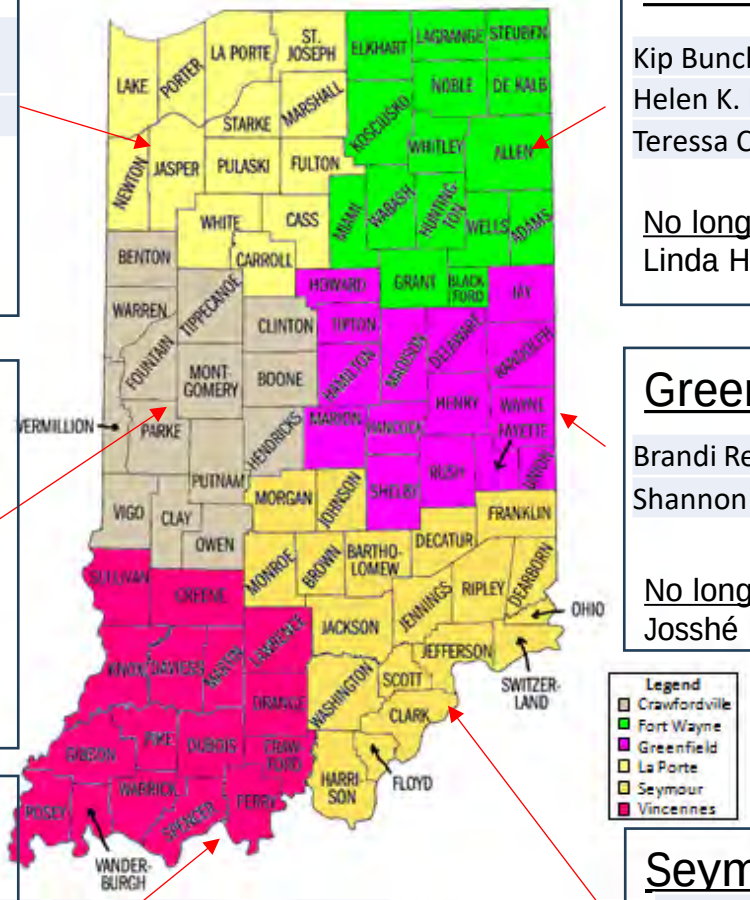
Crawfordsville

Adam Deck	765-230-8960	adeck@indot.in.gov
Lori Earley	765-361-5601	learley@indot.in.gov
Toby Kohl	765-307-6681	Tokohl@indot.IN.gov

No Longer in Util Group:
Josie Crane, Karen Arnold, Ihem Abdulghafour, Kaitlyn McDaniel, Kristoffer Greenlee, Shane Jakes

Vincennes

Lori Fitzgerald	812-681-1089	Lfitzgerald@indot.in.gov
Miranda Barker	812-895-7384	mbarker@indot.in.gov
David Farmer	812-895-7365	dfarmer@indot.in.gov
Randy Carie	812-890-0969	Rcarie@indot.in.gov



Ft. Wayne

Kip Bunch	260 399-7341	kbunch1@indot.in.gov
Helen K. Kervin	260-969-8266	hkervin@indot.in.gov
Teressa Cole	260-969-8295	tcole@indot.in.gov

No longer in Util Group
Linda Holzinger

Greenfield

Brandi Redd	765-713-2467	bredd@indot.in.gov
Shannon Bailey	317-649-2803	shbailey@indot.in.gov

No longer in Util Group:
Josshé Palm, Matt Madden

Seymour

Doug Ewing	812-525-6972	Dewing@indot.IN.gov
Curtis Craig	812-822-7859	cucraig@indot.in.gov
Greg Wehmiller	812-569-3196	gwehmiller@indot.in.gov
Tim Hartwell	812-528-1526	Thartwell@indot.in.gov

Resources-INDOT Utilities Website

- https://www.in.gov/indot/doing-business-with-indot/consultants/designers/utilities/
  - 105-IAC-13 – Official code for utility coordination process
  - UAP – Requirements for utility design in INDOT r/w
  - IDM Ch. 104 – supplemental language for utility coordination process

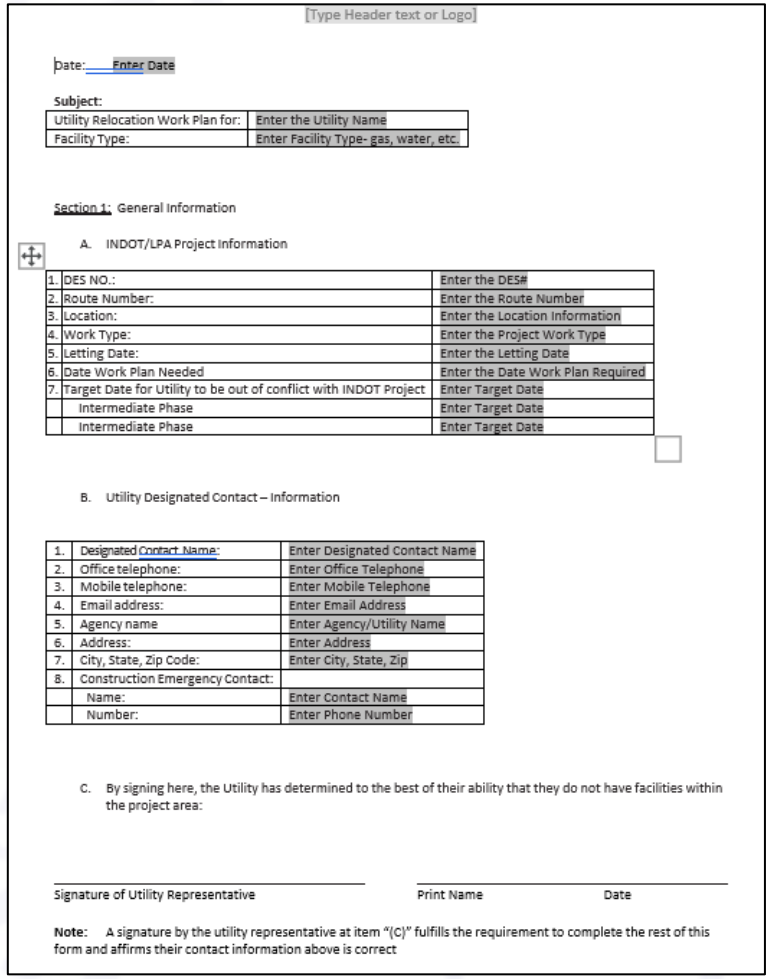


Utility Codes, Policy, and Manual

* 105-IAC-13
* Utility Accommodation Policy (UAP) (Revised 6/26/24)
* IDM Ch. 104

Terminology-General Project Terms

- **DES number** – INDOT project number. Should be included on all correspondence for reference.
- **Letting** - the official receipt and opening of bids and determination of the apparent low bidder for INDOT roadway project. Roadway construction likely to begin 6-8 weeks after letting
- **RFC** (Ready for Contracts) – Date all final project documents including work plans are due. Approximately 12 weeks before letting.
- **Work Plan** – INDOT Template to be completed by utility that identifies existing utility facility locations, confirms conflicts, proposed plan and timeline for relocation work
- **Project Certification** – All INDOT projects must be "certified" which is a template form not seen by the utilities. It is submitted by the utility coordinator around RFC and explains the project status. It also includes the special provision.
- **Let with Exceptions** – If not all utilities are relocated at the time of project certification or not all work plans are complete, the project "Lets with exception". All certifications that are letting with exception must be reviewed and approved by INDOT Central Office.
- **Major/minor projects** – A major project is an INDOT improvement project that due to scope or complexity, involves a long term design process of more than twelve months. A minor project involves a design process less than twelve months.
- **Authorized rep** - individual designated by the utility company to be its official first point of contact
- **Designated contact** – Utility employee assigned as a contact for a specific project following the initial notice



[Type Header text or Logo]

Date: Enter Date

Subject:

Utility Relocation Work Plan for:	Enter the Utility Name
Facility Type:	Enter Facility Type- gas, water, etc.

Section 1: General Information

A. INDOT/LPA Project Information

1.	DES NO.:	Enter the DES#
2.	Route Number:	Enter the Route Number
3.	Location:	Enter the Location Information
4.	Work Type:	Enter the Project Work Type
5.	Letting Date:	Enter the Letting Date
6.	Date Work Plan Needed	Enter the Date Work Plan Required
7.	Target Date for Utility to be out of conflict with INDOT Project	Enter Target Date
	Intermediate Phase	Enter Target Date
	Intermediate Phase	Enter Target Date

B. Utility Designated Contact – Information

1.	Designated Contact Name:	Enter Designated Contact Name
2.	Office telephone:	Enter Office Telephone
3.	Mobile telephone:	Enter Mobile Telephone
4.	Email address:	Enter Email Address
5.	Agency name	Enter Agency/Utility Name
6.	Address:	Enter Address
7.	City, State, Zip Code:	Enter City, State, Zip
8.	Construction Emergency Contact:	
	Name:	Enter Contact Name
	Number:	Enter Phone Number

C. By signing here, the Utility has determined to the best of their ability that they do not have facilities within the project area:

Signature of Utility Representative Print Name Date

Note: A signature by the utility representative at item "(C)" fulfills the requirement to complete the rest of this form and affirms their contact information above is correct

Terminology – Level of Coordination/Certification

- Full Limited Coordination / certification
  - Mowing, debris removal, bridge painting, sign replacement
  - No conflicts anticipated
  - Utilities not contacted



- Partial Limited Coordination / certification
  - Resurfacings, bridge deck overlays, pipe liners
  - No conflicts anticipated but are possible
  - Utilities contacted regarding project with notice that we don’t plan to coordinate unless told otherwise



- Standard Coordination / certification
  - All other projects
  - Full coordination



Standard Coordination Letters/Process

Letter #	Name	Information	Utility Response Needed	Response Timeline
1	Initial notice	- Informs utility of project (location, work type, timeline, contacts) - Sent to all utilities listed in 811 or permit system - Sent to utility authorized rep - 1-3 years before letting	- confirmation if utility is in area - utility designated/project contact - if utility not in area, complete and sign page 1 of work plan	30 days
2	Verification	- Used to understand what utility owns what facilities and where facilities are located - This and future letters sent to all utilities with facilities in project area - This and future letters sent to authorized rep or contact given by utility during initial notice - Can be combined with conflict analysis	- Confirmation of facility ownership and location	30 days
3	Conflict analysis	- Used to confirm utility conflicts on project - Can be combined with verification	- Confirmation of utility conflicts - If utility is not in area, complete and sign pages 1 and 2 of work plan	Minor projects – 30 days Major projects – 60 days
4	Work plan	- Used to request work plan - Work plan summarizes existing facilities, proposed facilities, and timeline - Template will be provided by coordinator	- Completed work plan - Work plan required for all utilities in area regardless of conflict	Minor projects – 60 days Major projects – 120 days

Notice To Proceed

- Pay attention to if it is a NTP for full construction or only preconstruction
- Ensure the work plan is the most current

NOTICE TO PROCEED:

In accordance with 105 IAC 13-3-4(a), please execute your approved work plan. Permit number [Permit #s]is assigned to this approved work plan. Use of INDOT's right-of-way shall subject the permitted utility to comply with the provisions included with this permit. The permitted utility shall obtain any and all necessary permits in addition to this permit for example, but not limited to, environmental permits; permits required by local public agencies; and permits issued by county drainage boards and permits from railroad companies. Please acknowledge this notification by email within fifteen days via a response to [Utility Coordinator Email]at the address or email listed below.

If you have any questions regarding this letter, please contact [Utility Coordinator Name], [Utility Coordinator Organization Name], telephone: [Utility Coordinator Phone], [Utility Coordinator Email]. Thank you for your attention to these matters.

Communication

- If you need an extension of time, please request this from the Utility Coordinator as soon as possible
- SUE is an option-request as needed
- If expecting something and haven't received, let team know
- Let team know of any needed lane closures
- Revisions to approved work-notify the Utility Coordinator as soon as possible and provide revised plans for their review
- Do NOT commence with any field work that has been revised without notifying the Utility Coordinator and receiving approval in writing.
- If field conditions do not meet what was approved in the work plan (i.e. clearing and/or construction staking incomplete), notify Utility Coordinator.

Other Resources

- EPS-INDOT Permits
- UMS-Utility Management System
- INDOT Buried Facilities
- INDOT Plan Reading Training







Questions

Please feel free to reach out anytime with questions!



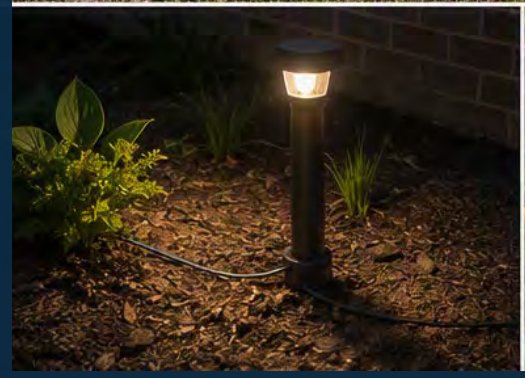
Indiana 811, Private Locates & SUE

Three different tools for managing underground utility risk

15-minute briefing

Purpose • Coverage • Deliverables • When to use each









Distinctions:

All three reduce risk, but they answer different questions.

Indiana 811

1) Who owns member facilities near the excavation?

2) What is the approximate locations of the facilities?

3) Is the excavation ticket ready for work?

Private locate

1) What privately owned facilities may be present?

2) What is the horizonal location of facilities?

3) What gaps remain after public one-call marks?

SUE

1) What utilities exist and how reliable is the information?

2) How do utility constraints affect design?

3) Where is greater certainty worth the added investigation?

Key message: these services complement one another. None is a universal substitute for the others.

Indiana 811: the pre-excavation notification process

A legal and damage-prevention step tied to excavation or demolition.



What it does

Notifies member facility operators of planned excavation and prompts locate/mark responses.

What it provides

Temporary field markings, flags, and electronic responses for the defined dig area.

Indiana timing

The IURC states that excavators must contact Indiana 811 at least two full working days before starting work.

Important limit

The marks address facilities of participating operators, not every underground feature on a site.

Private locates: finding what the one-call system may not mark

A paid field service that fills a coverage gap, especially on developed property.

Common examples

- Propane lines from a storage tank
- Pool and sprinkler systems
- Septic connections
- Electric service to sheds or site lighting
- Privately owned water, power, fiber, or controls

Best use: confirm private infrastructure before intrusive work. Scope and deliverables should be defined in the contract.



SUE: utility information developed for engineering decisions

SUE combines investigation, survey, engineering judgment, and documented quality.

QL-D → Existing records and recollections

QL-C → Surveyed visible utility features

QL-B → Geophysical designation plus survey

QL-A → Exposed utility at a test hole

Typical SUE outputs

- Utility mapping tied to survey control
- Defined quality levels
- CAD or plan deliverables
- Test-hole records where requested
- Identification of conflicts, uncertainty, and data gaps

The quality level communicates how the information was developed; not merely how precise the line looks on a plan.

Side-by-side: choose by objective, not by familiar terminology

Decision point	Indiana 811	Private locate	SUE
Primary objective	Damage prevention	Find private facilities	Engineering-quality utility data
Timing	Before excavation	Before excavation or investigation	Planning and design
Typical deliverable	Ticket responses and field marks	Field marks; optional sketch/report	Surveyed plans, data, quality levels, test-hole records
Who initiates	Excavator or designer	Owner, designer, or contractor	Project owner or design team
Can it replace the others?	No	No	No

A practical project sequence

Use the right information at the right time, then refresh field awareness before digging.

1

Scope risk

Identify congested areas, critical utilities, and design decisions.

2

Develop utility data

Use records, survey, SUE, and private locating as appropriate.

3

Design & coordinate

Resolve conflicts, document uncertainty, and plan relocations.

4

Notify before excavation

Submit the Indiana 811 ticket for the defined excavation area.

5

Verify & excavate safely

Review responses, preserve marks, account for private utilities, and follow excavation duties.

Checkpoint before excavation: public marks + private-facility assessment + current design information + clear field limits

Common Misconceptions

Most problems begin when a service is asked to do a job it was not designed to do.

“The 811 marks are the utility survey.”

Treat temporary one-call marks as damage-prevention information, not a complete design deliverable.

“No marks means no utilities.”

Check affirmative responses and consider non-member, private, abandoned, or otherwise undocumented facilities.

“The private locator replaces the 811 ticket.”

Private locating can supplement coverage, but it does not replace required notification.

“SUE means every utility must be QL-A.”

Match quality level and test-hole effort to project risk and the decisions being made.



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Panel Discussion:

What Each Partner Wishes the Others Understood

Randy Carie, *INDOT*

Chase Holzmeyer and Jon Hagedorn, *E&B Paving*

Dale Kaufman, *Southern Indiana Power*

Katie Olson, *HNTB*

Moderated by Sandra Jones, *WSP*

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Roundtable Discussions

Planning

Work Plans

Communication

Effective coordination

Construction/Relocations

Notice to Proceed

Scheduling

Relocation Inspection

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Thank you!

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Vincennes ITT Steering Committee

Kent Ahrenholtz, Kaskaskia

Clair Gill, INDOT

Travis Kohl, CHA

Chase Holzmeyer, E&B Paving

Sandra Jones, WSP

Katie Olson, HNTB

David Reamer, INDOT

Vincennes ITT Fall Utility Summit Survey