



**JOB AID UTILITY WORKSHEET**  
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## JOB AID UTILITY WORKSHEET

### Definitions

| <b><u>Term</u></b>            | <b><u>Definition</u></b>  |
|-------------------------------|---|
| Adjustment                    | Minor modification to a utility facility to ensure it remains functional and compliant with the new construction, without needing to be fully relocated, e.g., adjusting a casting/rim to finished grade. Adjustments are documented in Attachment 5A.  |
| Administrative Code Trans 220 | Wisconsin Administrative Code governing utility facility work on state trunk highway improvement projects. Trans 220 establishes the regulatory framework for the coordination, scheduling, and reimbursement process that the Utility Worksheet is designed to support.  |
| Anticipated Conflict          | A potential physical or operational interference identified during the design phase of a project by the Utility Coordinator or Project Engineer and sent to the OWNER for evaluation and disposition.   |
| Conflicts                     | A specific point where the proposed highway construction, physically or operationally, overlaps with a utility facility. Each conflict is represented as an individual row in the Anticipated Conflicts table and tracked through the Attachment 5 workflow.  |
| Discontinued Utility Facility | Utility infrastructure that is no longer in active use and is abandoned-in-place. The owner acknowledges ownership and ongoing responsibility for it. Previously discontinued facilities are addressed in Attachment 3; facilities being discontinued as part of this project are addressed in Attachment 5D.                         |
| Existing Utility Facility     | Any active, inactive, or abandoned underground, overhead, or surface-mounted utility infrastructure that is already present on the project site before new construction begins.   |
| Form Control                  | Interactive elements embedded within the Excel workbook used to capture user selections and trigger macro-driven actions, such as a radio button, checkbox, dropdown list, or command button.   |
| Highway Contract              | A legally binding agreement between a project sponsor (usually a state Department of Transportation or local municipality) and a contractor for the construction, maintenance, or repair of a public roadway.   |
| Highway Plan                  | The set of technical engineering drawings and specifications that define the physical construction of a roadway. The highway plan is transmitted to each owner and serves as the basis for identifying anticipated conflicts.   |
| Identified Conflicts          | A confirmed point of interference where a specific existing utility facility physically obstructs the construction of the highway plan. An anticipated conflict becomes an identified conflict when the Owner dispositions it as YES, YES-COMBINED, or NEW in the Anticipated Conflicts table.  |
| Impacts                       | The physical, financial, or schedule-based effects a highway project has on an existing utility facility, that require evaluation, coordination, or action to resolve. Impacts are documented through the Utility Worksheet and summarized on Utility Impact Sheets for inclusion in the PS&E.  |
| Inclusions                    | A specific piece of utility work that is physically incorporated into the main highway contract rather than being performed separately by the utility company. Inclusions are flagged in the Utility Worksheet on the Main Form and require coordination with the utility coordinator on bid items, specification and cost estimates. |
| Mobilization                  | The initial deployment of personnel, equipment, materials, and supplies to the project site to perform work. When utility work requires more than one mobilization e.g., discontinuation in   |



## JOB AID UTILITY WORKSHEET

### Definitions

|                        |  |
|------------------------|--|
|                        | <p>one stage, removal in another, each mobilization should be represented as a separate row in the Anticipated Conflicts table to preserve schedule clarity.</p>   |
| Participant            | <p>In the context of shared utility spaces, the entity whose facilities occupy infrastructure owned by another utility (the Provider). The Participant coordinates sequencing with the Provider and documents this coordination in Attachment 7PT. See also: Provider.</p>   |
| Project Plan           | <p>The comprehensive “roadmap” that outlines how the Highway Plan will be executed, monitored, and controlled, focusing on the schedule, communication, risk management, and resource allocation. See also: Highway Plan.</p>  |
| Project Sponsor        | <p>The primary entity (typically a government agency or public authority) that provides the funding and holds the ultimate legal authority for a project.</p>  |
| Provider               | <p>In the context of shared utility spaces, the entity that owns and controls the shared infrastructure e.g., pole line, conduit package, vault. The Provider coordinates with Participants whose facilities occupy the shared space and documents this coordination in Attachment 7PR. In general usage, a utility provider is the entity that supplies utility service to end-users.</p> |
| Rearrangement          | <p>Shifting or reconfiguring an existing facility in place to avoid an identified conflict and make room for new construction without replacing or relocating the facility. Rearrangements are documented in Attachment 5R.</p>  |
| Reconstruction         | <p>Rebuilding or replacing an existing utility facility or structure in the same location, e.g., removing and replacing a manhole cone or an adjustment beyond the addition or subtraction of adjustment rings, typically greater than one foot vertical change. Reconstructions are documented in Attachment 5R.</p>  |
| Relocation             | <p>Installing a new utility facility in a different location to replace the existing one in conflict. Relocations are documented in attachment 5R.</p>   |
| Resolution             | <p>The formal agreement or physical action that eliminates a conflict between a utility facility and the highway plan. Resolutions are documented through the Attachment 5 workflow (adjustment, discontinuance, protection, relocation/reconstruction, or temporary measures) and summarized in the work plan.</p>  |
| Service Work           | <p>The specific tasks required to maintain, relocate, disconnect, or reconnect utility services to individual customers that are impacted by a larger project. Service work for existing services is documented in Attachment 6E; new service connections are documented in Attachment 6N.</p>   |
| Shared Utility Space   | <p>A specific area or corridor designated to house facilities from multiple utility owners such as a utility pole line or conduit package. When work in a shared utility space affects other owners, coordination is documented in Attachment 7PR (Provider) or Attachment 7PT (Participant).</p>  |
| Timelines              | <p>Distinct periods during which utility work is performed, distinguished by separate mobilizations or construction stages. When utility work occurs across multiple timelines, e.g., discontinuation in stage 1 and removal in Stage 4, each timeline requires a separate row in the Anticipated Conflicts table.</p>   |
| Utility Facility Owner | <p>The entity – whether public, private, or cooperative – that owns, operates, and maintains a utility facility. Referred to as “OWNER” throughout the Utility Worksheet and this guidance. Each OWNER receives a separate Utility Worksheet for its facilities and is responsible for competing and returning the work plan.</p>  |



## JOB AID UTILITY WORKSHEET

### *Definitions*

|                   |  |
|-------------------|--|
| Utility Work      | Any physical activity required to install, relocate, adjust, protect, reconstruct, rearrange, discontinue, or remove utility facilities in response to the highway project. The specific type of utility work determines which Attachment 5 is required.   |
| Utility Worksheet | The standardized form used to identify, track, and resolve utility conflicts for a single utility OWNER. One worksheet is generated per OWNER and, once completed with all required attachments, serves as the OWNER's work plan.  |
| Watchdog          | Onsite inspector, certified staff, or spotter responsible for monitoring construction operations in close proximity to the existing utility facility.  |
| Workbook          | An Excel Document containing multiple Worksheets.  |
| Work Plan         | The completed Utility Worksheet and all required attachments, submitted by the OWNER to the utility coordinator that outlines exactly how and when the OWNER will address each identified conflict between its facilities and the highway plan, including schedules, coordination requirements, approvals, and supporting documentation. |
| Worksheet         | In the context of the A single tab within an Excel workbook.   |

DRAFT



## 2.1 PURPOSE OF THIS JOB AID

The purpose is to provide assistance to Utility Facility Owners (OWNERS) in creating a comprehensive work plan as part of Trans 220 and local program processes for highway improvement projects. The document provides guidance across three areas, a step-by-step guide, a content guide, and a functionality guide.

## 2.2 UPDATES TO THIS JOB AID

This job aid will be revised periodically with updated information. To ensure you are using the current version of this job aid it's recommended to always access this document from the WisDOT Utility Coordination Tools webpage.

## 2.3 GETTING STARTED

It is assumed that the user of this job aid is a representative for an OWNER. Therefore, the user will receive the project plan transmittal from the utility coordinator / design team. The content of that communication is likely to be the project plans, cover letter, and utility worksheet

The utility worksheet is a macro enabled (.xlsm) spreadsheet, some organizations have specific firewalls and rules regarding the accessing of macro enabled content through email. If the user is unable to access the utility worksheet, they should respond to the coordinator requesting a zip file with the utility worksheet contained within. If zip files are also inaccessible, work with the coordinator on a solution that fits the rules for the user's organization. Once the file is accessible, there are certain steps that will likely need to be taken in order to successfully use the utility worksheet.

Before opening the macro-enabled Utility Worksheet (.xlsm), save the worksheet in a dedicated folder and add the folder to your trusted locations. It is NOT recommended to add your Downloads folder as a trusted location to your machine. To do this, you'll need to configure Microsoft Office Trust Center by going to: File → Options → Trust Center → Trust Center Settings → Trusted Locations → Add new location. If you have the spreadsheet open, you will need to close and reopen the file, then Enable Content.

Throughout the spreadsheet there are two different colors used to denote information. A tan color denotes that text is required within the cell. This color is present throughout the form for textboxes embedded within the questions. Text will need to be entered here to complete the form. The other color present is gray. It is used strictly within the tables. It denotes that information is either not required or prohibited from being entered into the cell.

**CELL REQUIRING INPUT**

**INPUT PROHIBITED**

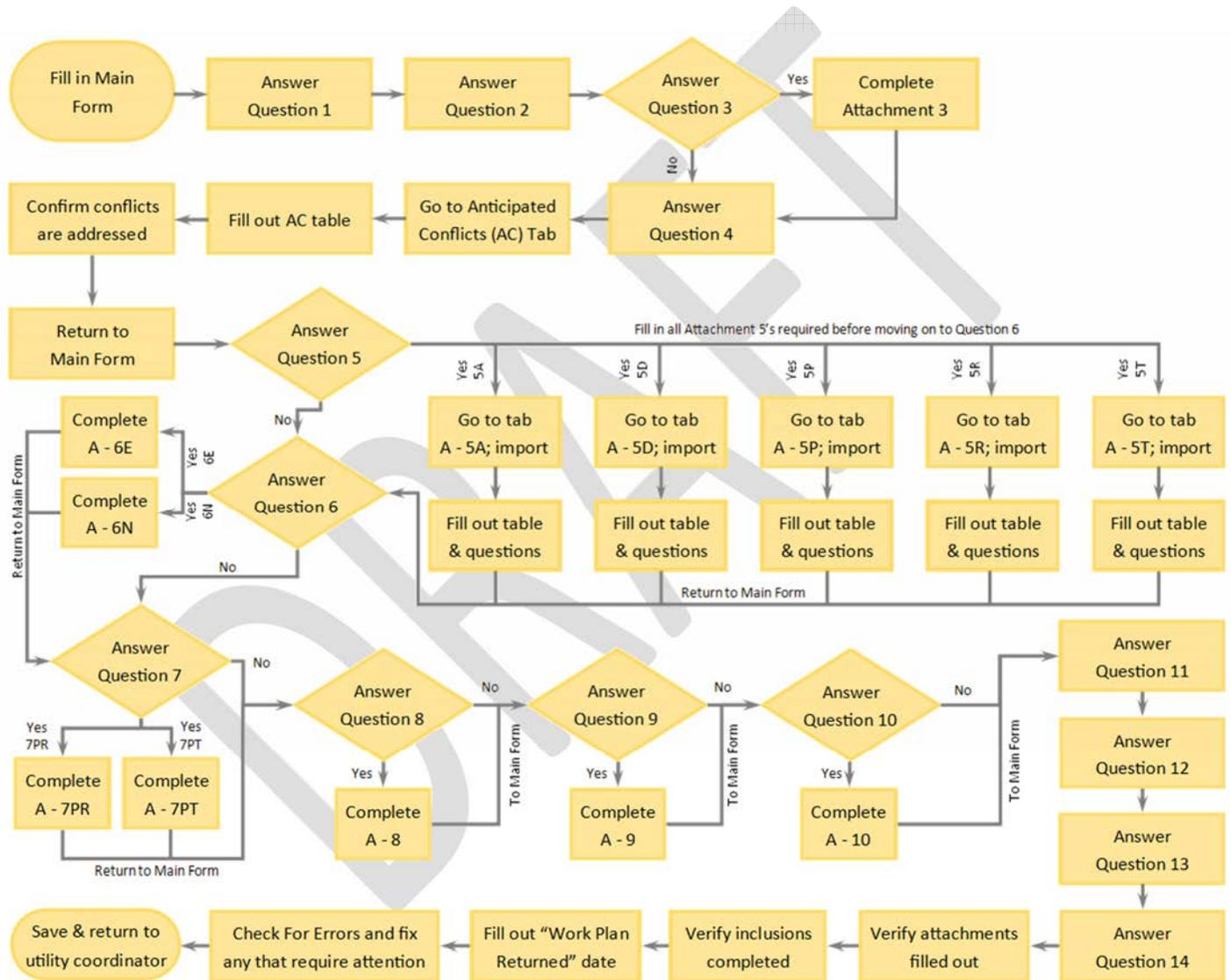
The following Buttons and subsequent Form Behavior are utilized throughout the workbook: 1) Circular radio buttons allow only a single selection, 2) square checkboxes allow multiple selections, and 3) selecting "Other" reveals a tan cell requiring input as described above.

When fields/selections unhide, they are required before proceeding. Certain selections will reveal required attachment sheets dynamically. For workbook logic to function, complete each attachment fully as soon as it becomes available before proceeding to the next step.



**3.1 GENERAL**

The OWNER will receive both the project plan and the utility worksheet from the project utility coordinator. The utility worksheet will be pre-populated with anticipated conflicts of their utility facilities and the project plan. Each OWNER will need to complete the Utility Worksheet and return their work plans to the project utility coordinator. See below for the general workflow the OWNER should follow. Specific guidance is found in the following chapter.





### 3.2 UTILITY WORKSHEET (MAIN FORM)

The main form of the Utility Worksheet is all contained within the Utility Worksheet tab of the workbook. Please fill out the entirety of the worksheet.

#### **Step-By-Step Guidance**

1. Answer Question 1
  - 1.1. If “Other” selected, provide additional detail
  - 1.2. Proceed to question 2
  
2. Answer Question 2
  - 2.1. If “No” selected, include information for the corrected utility facility locations
    - 2.1.1. If “An electronic design file” is selected define the accepted filetype
  - 2.2. Proceed to question 3
  
3. Answer Question 3
  - 3.1. If “Yes” complete Attachment 3 (See [§3.2](#))
    - 3.1.1. Proceed to Question 4
  - 3.2. If “No” proceed to Question 4
  - 3.3. If “Unknown” provide additional detail
  
4. Answer Question 4
  - 4.1. If “Other” selected, provide additional detail
  - 4.2. Proceed to question 5
  
5. Read question 5 and proceed to the Anticipated Conflicts tab (See [§3.3](#))
  - 5.1. Check all boxes for required attachments
  - 5.2. Proceed to each attachment as required:
    - 5A – See [§3.4](#)
    - 5D – See [§3.5](#)
    - 5P – See [§3.6](#)
    - 5R – See [§3.7](#)
    - 5T – See [§3.8](#)
  - 5.3. Proceed to question 6

#### **Content Guidance**

1. Evaluate the transmitted project plan to determine if the OWNER has utility facilities within the limits
  - 1.1. A response of “Other” requires additional explanatory detail
  
2. Only marked and surveyed facilities can be shown on the final plan
  - 2.1. Additional information is required so that updates may be made to the project plan
  
3. This is for previous discontinuations, not for this project plan
  - 3.1. Additional questions are required and are shown on Attachment 3
  - 3.3. Additional information is required to explain why this is unknown
  
4. Select grant sources
  - 4.1. A response of “Other” requires additional explanatory detail
  
5. Completing the Anticipated Conflicts table informs what attachments are required

#### **Functionality Guidance**

1. Only one selection is possible
  - 1.1. If selected, a tan textbox is shown below the “Other” option
  
2. A selection of “No” shows additional form controls
  - 2.1. Selection of the additional checkboxes will add “inclusions” in question 14
    - 2.1.1. File type will be appended to the specific inclusion
  
3. Only one selection is possible
  - 3.1. Unhides the A-3 worksheet and flags Attachment 3 as required in question 14
  - 3.2. Undoes 3.1 above if “Yes” was selected first
  - 3.3. If selected, a tan textbox is shown below the “Unknown” option
  
4. Several options may be selected
  - 4.1. If selected, a tan textbox is shown below the “Other” option
  
5. Before the Anticipated Conflicts table is complete, there is a hyperlink that takes you to the table. Once you complete the table, the checkboxes are revealed. The unique attachments flagged in the Anticipated Conflicts table are appended to the text of question 5 for the user’s benefit
  - 5.1. Unhides the selected A-5\* worksheet and flags Attachment 5\* as required in question 14



- |   |   |   |
|---|---|---|
| <p>6. Answer question 6</p> <p>6.1. Check boxes for required attachments</p> <p>6.2. Proceed to each attachment as required:</p> <ul style="list-style-type: none"><li>• 6E – See <a href="#">§3.9</a></li><li>• 6N – See <a href="#">§3.10</a></li></ul> <p>6.3. If “Other” selected, provide additional detail</p> <p>6.4. Proceed to question 7</p> <p>7. Answer question 7</p> <p>7.1. Select the applicable radio button</p> <p>7.2. If “Yes” selected, select the appropriate response</p> <p>7.3. Proceed to each attachment as required:</p> <ul style="list-style-type: none"><li>• 7PR – See <a href="#">§3.11</a></li><li>• 7PT – See <a href="#">§3.12</a></li></ul> <p>7.4. Proceed to question 8</p> <p>8. Answer question 8</p> <p>8.1. Select the applicable radio button</p> <p>8.2. If “Yes” selected, proceed to attachment 8 (See <a href="#">§3.13</a>)</p> <p>8.3. Proceed to question 9</p> <p>9. Answer question 9</p> <p>9.1. Select the applicable radio button</p> <p>9.2. If “Yes” selected, proceed to attachment 9 (See <a href="#">§3.14</a>)</p> <p>9.3. Proceed to question 9</p> <p>10. Answer question 10</p> <p>10.1. Select the applicable radio button</p> <p>10.2. If “Yes” selected, proceed to attachment 10 (See <a href="#">§3.14</a>)</p> <p>10.3. Proceed to question 11</p> | <p>6. Indicate service work required</p> <p>6.3. A response of “Other” requires additional explanatory detail</p> <p>7. Indicate if any work is coordinated with other utilities</p> <p>7.2. If yes, indicate if the OWNER is a provider of a shared utility space and/or is the participant of a shared utility space</p> <p>8. Indicate if approvals and/or permits are required for the OWNER’s utility work</p> <p>9. Indicate if any project real estate parcels are needed to complete the OWNER’s utility work</p> <p>10. Indicate if you need to acquire land rights for the OWNER’s utility work</p> | <p>6. Multiple selections are allowed unless NA is selected</p> <p>6.1. If the first checkbox is selected, unhides A-6E worksheet and flags Attachment 6E as required in question 14. If the second checkbox is selected, unhides A-6N worksheet and flags Attachment 6N as required in question 14</p> <p>6.3. If selected, a tan textbox is shown below the “Other” option</p> <p>7. A single selection is allowed. The affirmative coordination flags denoted in the Attachment 5s are shown appended to the question for the user’s benefit</p> <p>7.1. Selecting “Yes” will unhide more options</p> <p>7.2. Selecting the options here will unhide the corresponding attachment 7 worksheets and flag the attachment(s) as required in question 14</p> <p>8. A single selection is allowed</p> <p>8.2. Unhides A-8 and flags Attachment 8 as required in question 14</p> <p>9. A single selection is allowed</p> <p>9.2. Unhides A-9 worksheet and flags Attachment 9 as required in question 14</p> <p>10. A single selection is allowed</p> <p>10.2. Unhides A-10 worksheet and flags Attachment 10 as required in question 14</p> |
|---|---|---|



|   |   |  |
|---|---|--|
| <p>11. Answer question 11</p> <p>11.1. Select the applicable check boxes</p> <p>11.2. If any check box is selected, provide details</p> <p>11.3. Proceed to question 12</p>   | <p>11. Indicate schedule constraints if any</p> <p>11.2. Details requested are relevant information that may or will help prevent utility-related construction delays. If no such details are known, say "NA"</p> | <p>11. Multiple selections are allowed</p> <p>11.2. Unhides a text box below the checkbox if checked.</p>                |
| <p>12. Answer question 12</p> <p>12.1. Select the applicable radio button</p> <p>12.2. If "Yes" selected, include an estimate of cost</p> <p>12.3. Proceed to question 13</p> | <p>12. Indicate if you will be seeking reimbursement</p> <p>12.2. A cost estimate will need to be included with the work plan for the utility work that the OWNER is seeking reimbursement</p>                    | <p>12. A single selection is allowed</p> <p>12.2. Flags the cost reimbursement inclusion as required in question 14.</p> |
| <p>13. Answer question 13</p> <p>13.1. Provide field contact information</p>  | <p>13. Provide contact information for the person who should be contacted regarding coordination in the field within the project plan limits.</p>   | <p>13. Fill in all tan cells. If any cell is not filled in, it will be marked as INCOMPLETE</p>                          |

### 3.3 ATTACHMENT 3 (A-3)

Attachment 3 addresses how previously discontinued facilities will be impacted by this project, including whether they are in conflict with the proposed work and how those conflicts will be resolved.

This attachment applies only to facilities that were discontinued prior to this project and currently still exist in the field. It does not apply to facilities being discontinued due to this project. Facilities being discontinued due to this project are addressed in Attachment 5D ([§3.5](#)).

#### Step-By-Step Guidance

1. Navigate to tab A-3 in the workbook
2. Answer Question 1
  - 2.1. If "Yes" select all that apply
    - 2.1.1. If removal is during construction, identify required highway contract work at each location and provide required detail
    - 2.1.2. Indicate type of supporting document
  - 2.2. Proceed to Question 2

#### Content Guidance

1. Use this attachment only for facilities discontinued prior to this project.
2. Question 1 determines whether discontinued facilities conflict with the highway construction, who removes them, and when.
  - 2.1. Consider grading limits, EBS, structural work, and drainage impacts when evaluating conflict.
    - 2.1.1. Additional detail required, specifically the work required to be performed by the highway contractor

#### Functionality Guidance

1. Selecting "Yes" in Main Form Question 3 unhides tab A-3 and flags Attachment 3 as required in Question 14.
2. Question 1 allows multiple selections.
  - 2.1. If "Yes" selected, supporting documentation options are revealed. At least one selection is required.
    - 2.1.1. Selecting removal during construction reveals additional checkboxes for required highway contract work to be completed.



- |   |   |   |
|---|---|---|
| <p>3. Answer Question 2<br/>3.1. Select radio button<br/>3.2. If "Yes" or "Unknown," provide required detail<br/>3.3. Proceed to Question 3</p> | <p>prior to the removal by the OWNER.<br/>2.1.2. If the work is done by the highway contractor, coordinate with the utility coordinator on required bid items, specs, cost estimate, and either a three-letter agreement or SFMA.</p>   | <p>2.1.2. A pop-up will remind you to coordinate.<br/>2.1.3. Multiple selections allowed. Provide detail as needed.</p>       |
| <p>4. Answer Question 3<br/>4.1. Select all that apply<br/>4.2. If "Other," provide additional details<br/>4.3. Proceed to Question 4</p>       | <p>2.1.3. Depending on size, type, and material of the utility facility, if contractor removal is requested, the OWNER remains responsible for costs of non-compensable facilities.</p>   | <p>3. Question 2 allows a single selection.<br/>3.1. Selecting "Yes" or "Unknown" unhides a tan textbox requiring detail.</p> |
| <p>5. Answer Question 4<br/>5.1. Select radio button<br/>5.2. If "Yes" or "Unknown," provide additional required detail</p>                     | <p>3. Question 2 addresses asbestos coatings, contaminated soil, and other hazardous materials.<br/>3.1. Removal or mitigation is the OWNER's responsibility.<br/>3.2. "Unknown" responses should include a plan to identify conditions prior to disturbance.</p>   | <p>4. Question 3 allows multiple selections.<br/>4.2. An additional tan text box appears below</p>                            |
| <p>6. Click the RETURN TO MAIN FORM arrow</p>   | <p>4. Question 3 documents how the facility was originally discontinued<br/>4.1. This informs the design team about the condition of the facility in the ground.<br/>5. Question 4 addresses remaining product (gas, oil, water, sewage).<br/>5.1. Removal or mitigation is the OWNER's responsibility.</p> | <p>5. Question 4 allows one selection<br/>5.2. Selecting "Other" or "Unknown" unhides a tan textbox.</p>                      |
|   | <p>6. Attach required supporting document before submission.</p>  | <p>6. Return arrow will bring the user to the main form, Question 4.</p>  |



### 3.4 ANTICIPATED CONFLICTS (ANTICIPATED CONFLICTS)

The anticipated conflicts tab contains a table of anticipated utility facility conflicts that is pre-populated by the utility coordinator and design team. The list of anticipated conflicts is not exhaustive and it is up to the utility owner to verify their facilities are not in conflict with the project plan. All data present within the Attachment 5 tables *must* go through the Anticipated Conflicts table. It is imperative that the Utility Facility Owners (OWNERS) are thorough in this section as it is the launching point for all work downstream in the Attachment 5s.

#### 3.4.1 Initial Completion Prior to Importing to Attachment 5

The following guidance is in respect to the first run through of evaluating the anticipated conflicts. For guidance relating to updates being made to the Anticipated Conflicts table after completing imports into Attachment 5, see section 4.1.2.

##### Step-By-Step Guidance

1. Click the “Complete the Anticipated Conflicts table prior to answering question 5” hyperlink on the main form, or otherwise navigate to the *Anticipated Conflicts* tab
2. Evaluate each anticipated utility facility conflict. If there is a missing conflict see step 4. Select one of the following conflict dispositions for each row:
  - 2.1. YES
  - 2.2. NEW
    - 2.2.1. Fill in the data for the row as proposed information.
  - 2.3. YES-COMBINED
  - 2.4. NO
  - 2.5. NO-DISCONTINUE
3. For any conflicts not identified as either “NO” or “YES-COMBINED” – select the appropriate attachment 5. If no new rows are required, skip to step 5.

##### Content Guidance

1. The anticipated conflicts table needs to be completed before question 5 can be answered.
2. Evaluate if any of the existing, or new facilities, be in conflict with the project plan.
  - 2.1. Work is required to resolve the conflict
  - 2.2. A new facility is required.
  - 2.3. The utility facility component is in conflict, however, the work is best covered in another row.
  - 2.4. No work is required to resolve the conflict
  - 2.5. The facility is not in conflict, but the owner will discontinue the facility.
3. Select the attachment(s) 5 that are required to resolve the conflict.
  - See Appendix B for a helpful flowchart.
  - Be sure to pay attention to the timing of the utility work – as varied timing will likely yield a need for

##### Functionality Guidance

1. Clicking on the hyperlink will activate the *Anticipated Conflicts* tab.
2. Within the IN CONFLICT column, there is a drop down menu.
  - 2.2. If selected, Attachment 5R is automatically checked. A pop-up will remind the user to fill in proposed information. Followed by one asking the user to evaluate if another attachment is required in addition to the new facility.
  - 2.3. If selected, all previous attachment selections, if any, will be removed.
  - 2.4. If selected, all previous attachment selections, if any will be removed.
  - 2.5. If selected, 5D is automatically checked, and the ability to check other attachments is removed.
3. Selecting the cell will add a “✓” in that cell. If there already is a “✓” in the cell, it will be removed (unless the disposition is NO-DISCONTINUE)



**Step-By-Step Guidance (cont'd)**

4. If a conflict is not pre-identified, click **Add Blank Row In Table** →  at the top of the table.
  - 4.1. Fill in the requisite data for the utility facility
  - 4.2. Return to step 3.
5. Once all conflicts have been correctly dispositioned, check the box at the bottom of the table.
  - 5.1. Click the RETURN TO MAIN FORM arrow

multiple rows in the *Anticipated Conflicts* table.

**Content Guidance (cont'd)**

4. A new row is required if there is a NEW installation, if there is a missing conflict, or if a utility facility attachment resolution performs work at two different times.
5. This check box signifies that the preparer certifies that all known conflicts have been dispositioned.

**Functionality Guidance (cont'd)**

4. This button will add a blank row to the bottom of the table. If there is already a blank row present when the button is clicked, you will have the option to remove the blank row.
5. This box needs to be checked to answer question 5 on the *Main Form*. An error check is performed to validate that all rows in the *Anticipated Conflicts* table have been dispositioned.
  - 5.2. This will take you back to question 5 on the main form.

**3.4.2 Updates After Importing to Attachment 5**

Ideally no updates are needed to the *Anticipated Conflicts* table, but if updates are required, see the below guidance.

**Step-By-Step Guidance**

1. Click the "Complete the Anticipated Conflicts table prior to answering question 5" hyperlink on the main form, or otherwise *Anticipated Confli*
2. Evaluate each ant facility conflict. If conflict see step 4. following conflict each row:
  - 2.1. YES
  - 2.2. NEW
    - 2.2.1. Fill in th as prop
  - 2.3. YES-COMBIN
  - 2.4. NO
  - 2.5. NO-DISCONT

**Content Guidance**

1. The anticipated conflicts table needs to be completed before question 5 can be answered.

**Functionality Guidance**

1. Clicking on the hyperlink will activate the *Anticipated Conflicts* tab.

# NEED TO UPDATE

ONFLICT column, down menu. d, Attachment 5R is ally checked. A pop- remind the user to fill in information. by one asking the aluate if another nt is required in o the new facility. d, all previous nt selections, if any, moved.

the facility.

- 5.5. If selected, all previous attachment selections, if any will be removed.
- 5.6. If selected, 5D is automatically checked, and the ability to check other attachments is removed. 



- For any conflicts not identified as either “NO” or “YES-COMBINED” – select the appropriate attachment 5. If no new rows are required, skip to step 5.

**Step-By-Step Guidance (cont’d)**

- If a conflict is not pre-identified, click **Add Blank Row In Table** →  at the top of the table.
  - Fill in the requisite data for the utility facility
  - Return to step 3.
- Once all conflicts have been correctly dispositioned, check the box at the bottom of the table.

- Select the attachment(s) 5 that are required to resolve the conflict.
  - See Appendix B for a helpful flowchart.
  - Be sure to pay attention to the timing of the utility work – as varied timing will likely yield a need for multiple rows in the *Anticipated Conflicts* table.

**Content Guidance (cont’d)**

- A new row is required if there is a NEW installation, if there is a missing conflict, or if a utility facility attachment resolution performs work at two different times.
- This check box signifies that the preparer certifies that all known conflicts have been dispositioned.

- Selecting the cell will add a “✓” in that cell. If there already is a “✓” in the cell, it will be removed (unless the disposition is NO-DISCONTINUE)

**Functionality Guidance (cont’d)**

- This button will add a blank row to the bottom of the table. If there is already a blank row present when the button is clicked, you will have the option to remove the blank row.
- This box needs to be checked to answer question 5 on the *Main Form*. An error check is performed to validate that all rows in the *Anticipated Conflicts* table have been dispositioned.

**3.5 ATTACHMENT 5A (A-5A)**

Attachment 5A is used when existing utility facilities must be adjusted less than one foot vertically to match the finished grade of the project plan.

This attachment applies only to minor adjustments of existing facilities. Facilities requiring relocation, reconstruction, rearrangement, or new installation are addressed in Attachment 5R (§3.7).

**Step-By-Step Guidance**

- Navigate to tab A-5A in the workbook.
- Click “Import Identified Conflicts.”
  - Confirm the verification checkbox at the bottom of the *Anticipated Conflicts* table has been checked.
  - If updates are needed after initial import, click “Update Identified Conflicts.” New rows

**Content Guidance**

- Use this attachment only for vertical grade adjustments of existing facilities.
- All facilities requiring adjustment must be identified in the *Anticipated Conflicts* table and imported via the button.
  - If a facility is missing, return to the *Anticipated Conflicts* table and update it before re-importing.

**Functionality Guidance**

- Checking the 5A checkbox in *Main Form* Question 5 unhides tab A-5A and flags Attachment 5A as required in Question 14.
- Clicking “Import Identified Conflicts” imports only rows flagged for 5A in the *Anticipated Conflicts* table.
  - After the first import, the button label changes to “Update Identified Conflicts.” New rows are appended; existing rows are not overwritten.



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- are appended; existing rows are not overwritten.
3. Complete all required table fields for each imported row.
    - 3.1. Enter anticipated start date as either a Calendar Date or a Project Stage and Highway Contract Work Completed (HCW) value.
    - 3.2. Provide a narrative for each row.
    - 3.3. Proceed to Question 1.
  4. Answer Question 1.
    - 4.1. Select one option.
    - 4.2. If "Both" is selected, indicate in the narrative for each row whether the work is "OWNER" or "In Highway Plan."
      - 4.1. If the work is done by the highway contractor, coordinate with the utility coordinator on required bid items, specs, cost estimate, and either a three-letter agreement or SFMA.
  5. Answer Question 2.
    - 5.1. Select all that apply.
    - 5.2. Proceed to question 3.
  6. Answer Question 3.
    - 6.1. Select one option.
    - 6.2. If "Yes," select accommodation methods and restoration materials.
    - 6.3. If "No" or "Not Applicable," proceed to Question 4.
  7. Answer Question 4.
    - 7.1. Select at least one documentation format.
  8. Click the RETURN TO MAIN FORM arrow.
3. Stationing and offsets must match plan sheets.
    - 3.1. Distinguish between total duration and per-location duration when multiple facilities or locations are involved.
    - 3.2. Grade adjustment details should be verifiable against project cross sections. If vertical adjustment exceeds one foot, use attachment 5R for reconstruct.
  4. If "Both" is selected in Question 1, the narrative must clearly assign responsibility for each adjustment, "OWNER" or "In Highway Plan."
    - 4.1. If the work is done by the highway contractor, coordinate with the utility coordinator on required bid items, specs, cost estimate, and either a three-letter agreement or SFMA.
  5. Closure preferences are given to OWNERS that indicate a need in this worksheet.
  6. Pedestrian and bicycle accommodation must address both:
    - 6.1. Interim access during construction; and
    - 6.2. Restoration of facilities after work is complete.
  7. Supporting documentation must clearly depict the location and nature of each adjustment.
  8. All tan textboxes and required table fields must be completed or the attachment will be marked INCOMPLETE.
3. All required table fields must be completed.
    - 3.1. If typing anticipated start date, project stage and HCW cells will automatically become gray and vice versa.
  4. Question 1 allows a single selection.
    - 4.1. A pop-up will remind you to coordinate.
  5. Question 2 allows multiple selections.
  6. Question 3 allows a single selection.
    - 6.1. Selecting "Yes" unhides additional options for accommodation methods and restoration materials.
    - 6.2. Selecting "Other" unhides a tan box for user to provide detail
  7. At least one documentation format must be selected.
  8. Missing required fields will trigger a red "X" during Check For Errors.



### 3.6 ATTACHMENT 5D (A-5D)

Attachment 5D is used when existing utility facilities need to be discontinued in place and/or removed due to conflicts with the project plan.

This attachment applies only to facilities being discontinued or removed as part of this project. Previously discontinued facilities are addressed in Attachment 3 (§3.2). Relocations and reconstructions are addressed in Attachment 5R (§3.7).

#### Step-By-Step Guidance

1. Navigate to tab A-5D in the workbook.
2. Click “Import Identified Conflicts.”
3. Complete all required table fields for each imported row.
  - 3.1. Select the applicable discontinuance/removal designation for each row.
  - 3.2. Enter anticipated start date as either a Calendar Date or a Project Stage and Highway Contract Work Completed (HCW) value, but do not complete both.
  - 3.3. Indicate who removes the conflicting portions and whether coordination with other utilities is required.
  - 3.4. Provide a narrative for each row.
4. Answer Question 1.
  - 4.1. If “Yes” or “Unknown,” provide required detail.

#### Content Guidance

1. Use this attachment when the project requires discontinuing in place and/or removing existing facilities due to conflicts with the plan.
2. Each imported conflict will appear as two rows.
  - 2.1. Both rows represent a single identified conflict for tracking of utility work performed.
3. Removal depth requirements:
  - 3.1. Within the roadbed: at least 2 ft below subgrade or EBS
  - 3.2. Outside the roadbed: at least 2 ft below finished grade
  - 3.3. At any location: to the extent required to avoid interfering with highway construction
  - 3.4. Stationing and offsets should tie directly to plan callouts.
  - 3.5. Distinguish between total duration and per-location duration.
4. Hazardous materials, including asbestos coatings and contaminated soil, require special handling.
  - 4.1. Removal or mitigation is the OWNER’s responsibility.
  - 4.2. “Unknown” responses should include an identification plan (records review, field verification, sampling/testing) with timing.

#### Functionality Guidance

1. Checking the 5D checkbox in Main Form Question 5 unhides tab A-5D and flags Attachment 5D as required in Question 14.
2. Clicking “Import Identified Conflicts” imports only rows flagged for 5D within the Anticipate Conflicts table.
  - 2.1. Clicking the import conflicts button does not overwrite existing rows, new conflict rows are appended to the table
  - 2.2. Each YES + 5D conflict imports as two rows: one for “Discontinuing” and one for “Removal.” NO-DISCONTINUE imports one row.
3. All required table fields must be completed.
  - 3.1. If typing anticipated start date, project stage and HCW cells will automatically become gray and vice versa.
4. Question 1 allows a single selection.
  - 4.1. Selecting “Yes” or “Unknown” unhides a tan textbox requiring detail.
5. Question 2 allows a single selection.



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| <p>5. Answer Question 2.<br/>         5.1. If “Yes” or “Unknown,” provide required detail.</p>   | <p>5. Remaining product poses safety and environmental risks during excavation.<br/>         5.1. Removal or mitigation is the OWNER’s responsibility.<br/>         5.2. “Unknown” responses should include a plan to identify and mitigate remaining product.</p> | <p>5.1. Selecting “Yes” or “Unknown” unhides a tan textbox requiring detail.</p>   |
| <p>6. Answer Question 3.<br/>         6.1. If “Both” is selected, indicate in the narrative for each row whether the work is “OWNER” or “In Highway Plan.”</p> | <p>6. If “Both” is selected in Question 3, the narrative must clearly assign responsibility for each row, either “OWNER” or “In Highway Plan.”</p>   | <p>6. Question 3 allows a single selection.</p>  |
| <p>7. Answer Question 4. Select all that apply.</p>  | <p>7. Closure preferences are given to OWNERS that indicate a need in this worksheet.</p>  | <p>7. Question 4 allows multiple selections.</p>   |
| <p>8. Answer Question 5.<br/>         8.1. If “Yes,” select accommodation methods and restoration materials.<br/>         8.2. Proceed to Question 6.</p>      | <p>8. Pedestrian and bicycle accommodation must address both interim access during work and restoration of surfaces after work is complete.</p>  | <p>8. Question 5 allows a single selection.<br/>         8.1. Selecting “Yes” automatically unhides additional options for accommodations.</p> |
| <p>9. Answer Question 6.<br/>         9.1. Select at least one documentation format.</p>   | <p>9. Supporting documentation must clearly depict discontinuance and removal locations and limits.</p>  | <p>9. Question 6 requires at least one documentation format selection.</p>   |
| <p>10. Click the RETURN TO MAIN FORM arrow.</p>  | <p>10. All tan textboxes and required table fields must be completed or the attachment will be marked INCOMPLETE.</p>  | <p>10. Missing required information will result in a red “X” when Check For Errors is run.</p>   |

**3.7 ATTACHMENT 5P (A-5P)**

Attachment 5P is used when existing utility facilities are not being removed or relocated but require protection during highway construction or during another OWNER’s utility work.

This attachment applies only to protective measures for existing facilities. Removal and discontinuance are addressed in Attachment 5D (§3.5). Relocations and new installations are addressed in Attachment 5R (§3.7).

**Step-By-Step Guidance**

1. Navigate to tab A-5P in the workbook.

**Content Guidance**

1. Use this attachment when the facility remains in place but requires protection during highway

**Functionality Guidance**

1. Checking the 5P checkbox in Main Form Question 5 unhides tab A-5P and flags Attachment 5P as required in Question 14.



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| <ol style="list-style-type: none"><li>2. Click "Import Identified Conflicts."<ol style="list-style-type: none"><li>2.1. Confirm the verification checkbox at the bottom of the Anticipated Conflicts table has been checked.</li><li>2.2. If updates are needed after initial import, click the import button again to bring in new rows.</li></ol></li><li>3. Complete all required table fields for each imported row.<ol style="list-style-type: none"><li>3.1. Select the protection type from the "UTILITY WORK PERFORMED (PROTECTION TYPE)" dropdown.</li><li>3.2. Indicate Yes or No in the "SPECS FOR CONTRACT DOCS" column.</li><li>3.3. Enter the Project Stage and HCW value for the anticipated start date.</li><li>3.4. Indicate coordination with other utilities, if applicable.</li><li>3.5. Provide a narrative describing the protection measure.</li></ol></li><li>4. Answer Question 1.<ol style="list-style-type: none"><li>4.1. If "Both" is selected, indicate in the narrative for each row whether the work is "OWNER" or "In Highway Plan."</li></ol></li><li>5. Answer Question 2. Select all that apply.</li><li>6. Answer Question 3.<ol style="list-style-type: none"><li>6.1. If "Yes," select accommodation methods and restoration materials.</li><li>6.2. If "No" or "Not Applicable," proceed to Question 4.</li></ol></li></ol> | <p>construction or during another OWNER's utility work.</p> <ol style="list-style-type: none"><li>2. All facilities requiring protection must be identified in the Anticipated Conflicts table and imported via the button.<ol style="list-style-type: none"><li>2.1. If a facility is missing, return to the Anticipated Conflicts table and update it before re-importing.</li></ol></li><li>3. Protection must be clearly defined; describe what will be installed, when, and for how long.<ol style="list-style-type: none"><li>3.1. The protection type dropdown includes multiple predefined options (e.g., de-energizing lines, encasement, plating, inspectors/spotters). Select the most accurate option.</li><li>3.2. Use "Other" only when necessary and describe the method in the narrative.</li><li>3.3. "SPECS FOR CONTRACT DOCS" should be marked "Yes" when protection requirements must be incorporated into the highway contract documents.</li></ol></li><li>4. If "Both" is selected in Question 1, the narrative must clearly assign responsibility for each row, either "OWNER" or "In Highway Plan."</li><li>5. Closure preferences are given to OWNERS that indicate a need in this worksheet.</li><li>6. Pedestrian and bicycle accommodation must address both interim access during work and restoration of surfaces after work is complete.</li></ol> | <ol style="list-style-type: none"><li>2. Clicking "Import Identified Conflicts" imports only rows flagged for 5P in the Anticipated Conflicts table.<ol style="list-style-type: none"><li>2.1. Clicking the import conflicts button does not overwrite existing rows, new conflict rows are appended to the table.</li></ol></li><li>3. Each row requires completion of all required table fields.<ol style="list-style-type: none"><li>3.1. "SPECS FOR CONTRACT DOCS" requires a Yes or No selection for each row.</li><li>3.2. Missing required fields will trigger a red "X" during Check For Errors.</li></ol></li><li>4. Question 1 allows a single selection.</li><li>5. Question 2 allows multiple selections.</li><li>6. Question 3 allows a single selection.<ol style="list-style-type: none"><li>6.1. Selecting "Yes" unhides additional options for</li></ol></li></ol> |
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| <p>7. Answer Question 4. Select at least one documentation format.</p> <p>8. Click the RETURN TO MAIN FORM arrow.</p> | <p>7. Supporting documentation must clearly show the location and extent of protection measures.</p> <p>8. All tan textboxes and required table fields must be completed or the attachment will be marked as INCOMPLETE.</p> | <p>accommodation methods and restoration materials.</p> <p>7. Question 4 requires at least one documentation format selection.</p> <p>8. Missing required information will result in a red "X" when Check For Errors is run.</p> |
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### 3.8 ATTACHMENT 5R (A-5R)

Attachment 5R is used for relocations, reconstructions, rearrangements, and new installations of utility facilities required due to conflicts with the project plan.

Vertical grade adjustments are addressed in Attachment 5A (§3.4). Discontinuance and removal without relocation are addressed in Attachment 5D (§3.5).

**Step-By-Step Guidance**

1. Navigate to tab A-5R in the workbook.
  
2. Click "Import Identified Conflicts."
  - 2.1. Confirm the verification checkbox at the bottom of the Anticipated Conflicts table has been checked.
  - 2.2. If updates are needed after initial import, click the import button again to bring in new rows.
  
3. Complete all required table fields for each imported row.
  - 3.1. Complete both EXISTING and PROPOSED stationing, offsets, OH/UG, size, component, and material.
  - 3.2. For NEW INSTALL rows, EXISTING columns are greyed out. Complete the PROPOSED only.

**Content Guidance**

1. Use this attachment for relocations, reconstructions, rearrangements, and new installations of utility facilities.
  
2. All facilities requiring relocation or installation must be identified in the Anticipated Conflicts table and imported via the button.
  - 2.1. If a facility is missing, return to the Anticipated Conflicts table and update it before re-importing.
  
3. This is the most comprehensive data table in the workbook, with side-by-side EXISTING and PROPOSED columns.
  - 3.1. Both locations must be clearly defined and match plan sheets.
  - 3.2. For NEW INSTALL rows, only PROPOSED information is required.

**Functionality Guidance**

1. Checking the 5R checkbox in Main Form Question 5 unhides tab A-5R and flags Attachment 5R as required in Question 14.
  - 1.1. A NEW INSTALL disposition in the Anticipated Conflicts table automatically checks 5R.
  
2. Clicking "Import Identified Conflicts" imports only rows flagged for 5R.
  - 2.1. For NEW INSTALL rows, EXISTING columns are greyed out.
  
3. All required table fields must be completed.
  - 3.1. Missing required fields will trigger a red "X" during Check For Errors.



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| <p>3.3. Select the utility work performed from the dropdown (Relocation, Reconstruction, Rearrangement, Installation, Splicing, Cutovers, Re-lashing, Start-up/Testing, Discontinuing, Removal, Temporary Installation, Temporary Removal, Temporary Service).</p> <p>3.4. Select the DISCONTINUED OR REMOVED status for the existing facility (Discontinued, Removed, or NA). Select "NA" for NEW INSTALL rows.</p> <p>3.5. Enter anticipated start date as either a Calendar Date or a Project Stage and Highway Contract Work Completed (HCW) value, do not complete both.</p> <p>3.6. Indicate coordination of shared utility space, if applicable.</p> <p>3.7. Provide a narrative for each row.</p> | <p>3.3. The proposed location must be constructible within available right-of-way or identified easements.</p> <p>3.4. Distinguish between total duration and per-location duration when multiple facilities are involved.</p>                            |   |
| <p>4. Answer Question 1.</p> <p>4.1. Select one option.</p> <p>4.2. If "Both" is selected, indicate in the narrative for each row whether the work is "OWNER" or "In Highway Plan."</p>   | <p>4. The UTILITY WORK PERFORMED dropdown must accurately reflect the scope of work. Select the option that most precisely describes the action.</p>  | <p>4. Question 1 allows a single selection.</p>   |
| <p>5. Answer Question 2.</p> <p>5.1. Select all that apply.</p>   | <p>5. If "Both" is selected in Question 1, the narrative must clearly assign responsibility for each row, either "OWNER" or "In Highway Plan."</p>  | <p>5. Question 2 allows multiple selections.</p>  |
| <p>6. Answer Question 3.</p> <p>6.1. Select one option.</p> <p>6.2. If "Yes," select accommodation methods and restoration materials.</p>   | <p>6. Closure selections should reflect actual field needs and staging requirements.</p>  | <p>6. Question 3 allows a single selection.</p> <p>6.1. Selecting "Yes" unhides additional options for accommodation methods and restoration materials.</p> |
| <p>7. Answer Question 4.</p> <p>7.1. Select at least one documentation format.</p>  | <p>7. Pedestrian and bicycle accommodation must address both interim access during work and restoration of surfaces after work is complete. S</p> <p>7.1. Supporting documentation must clearly depict both existing and proposed facility locations.</p> | <p>7. Question 4 requires at least one documentation format selection.</p>  |



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| 8. Click the RETURN TO MAIN FORM arrow. | 8. All tan textboxes and required table fields must be completed or the attachment will be marked INCOMPLETE. | 8. Missing required information will result in a red "X" when Check For Errors is run. |
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### 3.9 ATTACHMENT 5T (A-5T)

Attachment 5T is used when temporary utility facilities must be installed and/or removed to maintain service during construction.

This attachment applies only to temporary installations, removals, or services. Permanent relocations are addressed in Attachment 5R (§3.7). Permanent removals are addressed in Attachment 5D (§3.5).

#### Step-By-Step Guidance

1. Navigate to tab A-5T in the workbook.
2. Click "Import Identified Conflicts."
  - 2.1. Confirm the verification checkbox at the bottom of the Anticipated Conflicts table has been checked.
  - 2.2. Each conflict imports as two rows: one for INSTALL and one for REMOVE. The INSTALL/REMOVE designation is pre-populated, do not change it.
  - 2.3. If updates are needed after initial import, click the import button again to bring in new rows.
3. Complete all required table fields for each imported row.
  - 3.1. Select the temporary easements, permissions, or access required from the dropdown (Temporary Easements, Temporary Access, Permission from Private Landowner(s), Other, Not Applicable).
  - 3.2. Enter anticipated start date as either a Calendar Date or a Project Stage and HCW value, do not complete both.

#### Content Guidance

1. Use this attachment for temporary installations, temporary removals, or temporary services required to maintain service during construction.
2. Both rows from a two-row import (INSTALL and REMOVE) represent one identified conflict for tracking and error checking purposes.
  - 2.1. If a facility is missing, return to the Anticipated Conflicts table and update it before re-importing.
3. Temporary facilities must clearly identify duration and sequencing, when installed and when removed.
  - 3.1. Distinguish between total duration and per-location duration when multiple facilities are involved.
  - 3.2. "TEMPORARY EASEMENTS, PERMISSIONS, ACCESS" identifies land access needs for temporary installations.

#### Functionality Guidance

1. Checking the 5T checkbox in Main Form Question 5 unhides tab A-5T and flags Attachment 5T as required in Question 14.
2. Clicking "Import Identified Conflicts" imports only rows flagged for 5T in the Anticipated Conflicts table.
  - 2.1. Each conflict generates two table rows: INSTALL and REMOVE.
3. The INSTALL/REMOVE designation is pre-populated based on the Anticipated Conflicts disposition.
  - 3.1. All required table fields must be completed.



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| <p>3.3. Indicate coordination with other utilities, if applicable.<br/>         3.4. Provide a narrative for each row.</p>   |   |   |
| <p>4. Answer Question 1.<br/>         4.1. Select all that apply.<br/>         4.2. If "Other" is selected, provide additional detail.</p>   | <p>4. Question 1 addresses specific temporary impacts, including temporary lighting on behalf of a municipality, temporary service to a lighting or signal cabinet, or other temporary conditions affecting work.</p> | <p>4. Question 1 allows multiple selections.</p>  |
| <p>5. Answer Question 2.<br/>         5.1. Select one option<br/>         5.2. If "Both" is selected, indicate in the narrative for each row whether the work is "OWNER" or "In Highway Plan."</p> | <p>5. If "Both" is selected in Question 2, the narrative must clearly assign responsibility for each row, either "OWNER" or "In Highway Plan."</p>  | <p>5. Question 2 allows a single selection.</p>   |
| <p>6. Answer Question 3.<br/>         6.1. Select all that apply.</p>  | <p>6. Closure preferences are given to OWNERS that indicate a need in this worksheet.</p>   | <p>6. Question 3 allows multiple selections.</p>  |
| <p>7. Answer Question 4.<br/>         7.1. Select one option.<br/>         7.2. If "Yes," select accommodation methods and restoration materials.</p>  | <p>7. Pedestrian and bicycle accommodation must address both interim access during work and restoration of surfaces after work is complete.</p>   | <p>7. Question 4 allows a single selection.<br/>         7.1. Selecting "Yes" unhides additional options for accommodation methods and restoration materials.</p> |
| <p>8. Answer Question 5.<br/>         8.1. Select at least one documentation format.</p>   | <p>8. Supporting documentation must clearly show the temporary alignment and how it ties into the existing system.</p>  | <p>8. Question 5 requires at least one documentation format selection.</p>  |
| <p>9. Click the RETURN TO MAIN FORM arrow.</p>   | <p>9. All tan textboxes and required table fields must be completed or the attachment will be marked INCOMPLETE.</p>  | <p>9. Missing required information will result in a red "X" when Check For Errors is run.</p>   |

**3.10 ATTACHMENT 6E (A-6E)**

Attachment 6E is used when the OWNER must remove, discontinue, modify, or relocate existing services due to the project plan.

This attachment applies only to service-level work (e.g., individual customer connections, laterals, or service drops). Mainline relocations are addressed in Attachment 5R (§3.7). Mainline removals are addressed in Attachment 5D (§3.5).

**Step-By-Step Guidance**

**Content Guidance**

**Functionality Guidance**



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## Workflows

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| <p>1. Navigate to tab A-6E in the workbook.</p> <p>2. Answer Question 1. Select one option.</p> <p>2.1. If "Both" is selected, provide additional detail in the textbox below.</p> <p>3. Answer Question 2. Select all that apply.</p> <p>3.1. If "Other" is selected, provide additional detail.</p> <p>3.2. Proceed to question 3</p> <p>4. Answer Question 3. Select one option.</p> <p>4.1. If "No," complete the additional fields that appear, select timing (anticipated start dates, project stages, or milestones) and provide durations.</p> <p>5. Answer Question 4. Select one option.</p> <p>5.1. If "Yes," identify affected properties by address or parcel number and describe anticipated cost arrangements.</p> <p>6. Answer Question 5. Select all that apply.</p> <p>6.1. If "Other" is selected, provide additional detail.</p> <p>7. Answer Question 6. Select all that apply.</p> <p>7.1. If project milestones are used, describe them.</p> <p>8. Answer Question 7. Select all that apply.</p> | <p>1. Use this attachment only for service-level work, either individual customer connections, laterals, or service drops.</p> <p>2. Question 1 determines who performs the service work.</p> <p>2.1. If "Both," describe which service work is OWNER-performed and which is included in the highway plan.</p> <p>3. Question 2 identifies the type of service work as removal, discontinuance, modification, relocation, or other.</p> <p>3.1. Clearly distinguish between these when multiple types apply.</p> <p>4. Question 3 asks whether the service work is already included in Attachment 5R.</p> <p>4.1. If "No," additional scheduling information is required, such as anticipated start dates, project stages, or milestone-based timing with durations.</p> <p>5. Question 4 addresses whether property owners will incur costs.</p> <p>5.1. If "Yes," identify the properties and describe the anticipated cost arrangements.</p> <p>6. Question 5 identifies service-related facilities (e.g., manholes, valves, cleanouts, curb stops) impacted by proposed pedestrian or bicycle revisions.</p> <p>7. Question 6 addresses timing, either prior to construction, during construction, or both.</p> <p>7.1. If service work depends on grading or pavement removal, state that explicitly.</p> <p>8. Question 7 identifies construction method.</p> | <p>1. Selecting the first checkbox in Main Form Question 6 unhides tab A-6E and flags Attachment 6E as required in Question 14.</p> <p>2. Question 1 allows a single selection.</p> <p>2.1. Selecting "Both" unhides a textbox requiring additional detail.</p> <p>3. Question 2 allows multiple selections.</p> <p>4. Question 3 allows a single selection.</p> <p>4.1. Selecting "No" unhides additional timing and duration fields.</p> <p>5. Question 4 allows a single selection.</p> <p>5.1. Selecting "Yes" unhides a textbox for property identification and cost description.</p> <p>6. Question 5 allows multiple selections.</p> <p>7. Question 6 allows multiple selections.</p> <p>8. Question 7 allows multiple selections.</p> |
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| <p>8.1. If "Other" is selected, provide additional detail.</p>   | <p>8.1. Open trench typically requires greater surface restoration than other methods.</p>  |  |
| <p>9. Answer Question 8. Select one option.<br/>           9.1. If "Yes," provide additional detail.</p>                                 | <p>9. Question 8 addresses overhead-to-underground conversions.<br/>           9.1. These may require additional coordination or permitting.</p>              | <p>9. Question 8 allows a single selection.<br/>           9.1. Selecting "Yes" unhides a textbox requiring detail.</p>                          |
| <p>10. Answer Question 9. Select all that apply.</p>   | <p>10. Question 9: Pedestrian and bicycle accommodation must address both interim access during work and restoration of surfaces after work is complete.</p>  | <p>10. Question 9 allows multiple selections.</p>  |
| <p>11. Answer Question 10. Select one option.<br/>           11.1. If "Yes," select accommodation methods and restoration materials.</p> | <p>11. Question 10: Pedestrian and bicycle accommodation must address both interim access during work and restoration of surfaces after work is complete.</p> | <p>11. Question 10 allows a single selection.<br/>           11.1. Selecting "Yes" unhides additional accommodation and restoration options.</p> |
| <p>12. Click the RETURN TO MAIN FORM arrow.</p>  | <p>12. All required tan textboxes must be completed or the attachment will be marked INCOMPLETE.</p>  | <p>12. Missing required information will result in a red "X" when Check For Errors is run.</p>   |

### 3.11 ATTACHMENT 6N (A-6N)

Attachment 6N is used when new service connections must be installed due to the project plan. This attachment applies only to service-level work (e.g., new lighting services, sewer/water service extensions, or new connections to vaults or structures).

Relocations that may be a prerequisite to a new service are addressed in Attachment 5R (§3.7). Coordination with OWNER or PROVIDER to ensure a new service drop is tied into a larger system should be addressed in either Attachment 7PR (§3.12) or Attachment 7PR (§3.13), respectively.

#### Step-By-Step Guidance

1. Navigate to tab A-6N in the workbook.
2. Click "Add Blank Row In Table."
  - 2.1. Enter one row per new service location.
  - 2.2. If a blank row already exists, clicking the button gives the option to remove it.
3. Complete all required table fields for each row.

#### Content Guidance

1. Use this attachment when new service connections are required due to the project plan.
2. The table uses manual entry, there is no import from the Anticipated Conflicts table.
  - 2.1. Enter one row per service location.
3. Ensure the work and details surrounding your new service are

#### Functionality Guidance

1. Selecting the second checkbox in Main Form Question 6 unhides tab A-6N and flags Attachment 6N as required in Question 14.
2. The "Add Blank Row In Table" button inserts a new row.
  - 2.1. If a blank row already exists, clicking the button provides the option to remove it.



# JOB AID UTILITY WORKSHEET

## Workflows

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| <p>3.1. Enter alignment, stationing, offsets, OH/UG, facility component, and material.</p> <p>3.2. Enter anticipated start date as either a Calendar Date or a Project Stage and Highway Contract Work Completed (HCW) value but do not complete both.</p> <p>3.3. If coordination with other utilities is indicated, you must manually complete Attachment 7PR (§3.11) or 7PT (§3.12). Coordination flags in A-6N do not auto-import to A-7.</p> <p>3.4. Provide a narrative for each row.</p> | <p>not being overlooked. I.e., is there distribution running to your new service location?</p> <p>3.1. If coordination with other utilities is required, manually complete the appropriate A-7 attachment.</p> <p>3.2. Billing-related coordination is not considered coordination with other utility owners.</p>   | <p>3. Coordination flagged in A-6N does not auto-flow to Attachment 7PR or 7PT.</p>  |
| <p>4. Answer Question 1. Select all that apply.</p> <p>4.1. Include only work not already captured in Attachment 5R or 7PR/7PT.</p>   | <p>4. Question 1 identifies specific types of new service work, including:</p> <p>4.1. New lighting or traffic signal cabinet service requiring overhead lines and poles</p> <p>4.2. Disconnection of existing cabinet service resulting in pole removal</p> <p>4.3. Sewer or water line extension to provide a new service</p> <p>4.4. New service connections to a vault or structure</p> <p>4.5. Do not duplicate work already captured in Attachment 5R or 7PR/7PT.</p> | <p>4. Question 1 allows multiple selections.</p>   |
| <p>5. Answer Question 2. Select all that apply.</p> <p>5.1. Billing is not considered coordination with other utility owners.</p>   | <p>5. Question 2 identifies coordination with project sponsors, other utility owners, or adjacent property owners.</p> <p>5.1. Coordination with adjacent property owners may involve temporary access or land rights.</p>  | <p>5. Question 2 allows multiple selections.</p>   |
| <p>6. Answer Question 3. Select one option.</p> <p>6.1. Options 1 or 2 will require additional questions to be answered.</p>  | <p>6. Question 3 identifies who performs the service work. If the service work is performed outside of the highway plan by the owner or funded by the highway work, additional coordination will be required in question 4.</p>   | <p>6. Question 3 allows a single selection.</p> <p>7. Question 4 allows multiple selections.</p> <p>8. Question 5 allows a single selection.</p> |



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| <ul style="list-style-type: none"><li>7. Answer Question 4. Select all that apply.</li><li>8. Answer Question 5. Select one option.<ul style="list-style-type: none"><li>8.1. If “Yes,” select accommodation methods and restoration materials.</li></ul></li><li>9. Click the RETURN TO MAIN FORM arrow.</li></ul> | <ul style="list-style-type: none"><li>7. Question 4 closures should reflect actual field conditions.</li><li>8. Question 5 pedestrian and bicycle accommodation must address both interim access during work and restoration of surfaces after work is complete.</li><li>9. All required tan textboxes and table fields must be completed or the attachment will be marked INCOMPLETE.</li></ul> | <ul style="list-style-type: none"><li>8.1. Selecting “Yes” unhides additional accommodation and restoration options.</li><li>9. All required table fields and form fields must be completed. Missing required information will result in a red “X” when Check For Errors is run.</li></ul> |
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### 3.12 ATTACHMENT 7PR (A-7PR)

Attachment 7PR is used to document coordination between the OWNER and participant utility owners when the OWNER provides the shared utility space.

This attachment applies when the OWNER’s facilities occupy shared infrastructure (e.g., shared poles, shared trench, conduit package) and coordination with one or more participant utility owners is required for sequencing and construction. Participant coordination is addressed in Attachment 7PT (§3.12).

#### Step-By-Step Guidance

1. Navigate to tab A-7PR in the workbook.
2. Click “Import Identified Coordinated Facilities.”
  - 2.1. Only facilities flagged for provider coordination in Attachments 5A, 5D, 5P, 5R, and 5T will import.
  - 2.2. If updates are made to A-5 series attachments, click the import button again to refresh the table.
3. If additional coordination items are needed, click “Add Utility Work.”
  - 3.1. Use this for coordination not captured in the A-5 series attachments.

#### Content Guidance

1. Use this attachment when the OWNER provides the shared utility space.
2. Import pulls from A-5 series attachments, not from the Anticipated Conflicts table directly.
  - 2.1. Note: total duration for 7PR = 5R + 5D.
3. UTILITY WORK PERFORMED identifies the action being taken.
  - 3.1. UTILITY WORK PERFORMED BY identifies responsibility. These are separate fields and must align.

#### Functionality Guidance

1. Selecting provider coordination in A-5 series attachments or Main Form Question 7 unhides tab A-7PR and flags Attachment 7PR as required in Question 14.
2. Clicking “Import Identified Coordinated Facilities” imports only facilities flagged for provider coordination from A-5D, A-5P, A-5R, A-5T, and A-6N.
  - 2.1. Re-clicking the button refreshes the table with updated A-5 data.
3. Clicking “Add Utility Work” inserts a blank coordination row.
4. The “View Gantt Chart” button toggles the display between the data table and a Gantt-style schedule view.



## JOB AID UTILITY WORKSHEET

### Workflows

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| <p>4. Complete coordination identity fields for each row.</p> <p>4.1. Enter COORDINATING ENTITY and UTILITY TYPE.</p> <p>4.2. Select UTILITY WORK PERFORMED (WHAT action is occurring).</p> <p>4.3. Enter UTILITY WORK PERFORMED BY (WHO performs the work).</p> <p>4.4. Indicate whether WORK PLAN DEVELOPMENT WITH PARTICIPANT has been COMPLETED.</p>  | <p>4. Owner and Participant forms should match each other in terms of coordination and vice versa.</p> <p>4.1. WORK PLAN DEVELOPMENT WITH PARTICIPANT COMPLETED indicates that formal coordination has occurred and sequencing is ready.</p>   | <p>4.1. Click "View Table" to return to data entry mode.</p>   |
| <p>5. Complete location and facility detail fields for each row.</p> <p>5.1. Enter ALIGNMENT, start/end STATION, and OFFSET for both EXISTING and PROPOSED conditions.</p> <p>5.2. Enter OH/UG, FACILITY SIZE, FACILITY COMPONENT, and FACILITY MATERIAL for both EXISTING and PROPOSED.</p>  | <p>5. EXISTING and PROPOSED columns document current and future conditions.</p> <p>5.1. Both must match plan sheets and be constructible within right-of-way or identified easements.</p>  | <p>5. EXISTING and PROPOSED paired columns must both be completed where applicable.</p>                |
| <p>6. Complete schedule fields for each row.</p> <p>6.1. Enter ANTICIPATED START DATE as either a Calendar Date or a Project Stage and Highway Contract Work Completed (HCW) value, but do not complete both.</p> <p>6.2. Enter WORKING DAYS TO PERFORM and STARTING WORKING DAY.</p> <p>6.3. Enter UPPER BOUND WD and LOWER BOUND WD.</p> <p>6.4. Indicate whether CONCURRENT WORK is POSSIBLE.</p> <p>6.5. Enter ORDER OF CONSTRUCTION.</p> | <p>6. Schedule fields drive the Gantt chart display.</p> <p>6.1. STARTING WORKING DAY and WORKING DAYS TO PERFORM determine bar position and length.</p> <p>6.2. UPPER BOUND WD and LOWER BOUND WD define schedule uncertainty.</p> <p>6.3. ORDER OF CONSTRUCTION establishes sequencing priority.</p> <p>6.4. If CONCURRENT WORK is possible, state so clearly as this affects staging.</p> | <p>6. Anticipated Start Date must be entered as either Calendar Date OR Project Stage + HCW value.</p> |
| <p>7. Complete documentation and coordination notes for each row.</p> <p>7.1. Enter CONTACT INFO for the coordinated party.</p> <p>7.2. Enter NOTES FOR UCM identifying unresolved coordination issues.</p>   | <p>7. NOTES FOR UCM identifies issues to raise at the Utility Coordination Meeting.</p> <p>7.1. NARRATIVE describes overall coordination and sequencing impacts for the row.</p>   | <p>7. All required fields must be completed.</p>   |



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| <ul style="list-style-type: none"> <li>7.3. Provide a NARRATIVE describing sequencing impacts and coordination requirements.</li> <li>8. Use “View Gantt Chart” to review schedule visualization.</li> <li>8.1. Use “View Table” to return to data entry mode.</li> <li>9. Click the RETURN TO MAIN FORM arrow.</li> </ul> | <ul style="list-style-type: none"> <li>7.2. CONTACT INFO should identify the individual coordinated with, not just the organization.</li> </ul> | <ul style="list-style-type: none"> <li>8. Gantt view automatically updates.</li> <li>9. Missing required information will trigger a red “X” during Check For Errors.</li> </ul> |
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### 3.13 ATTACHMENT 7PT (A-7PT)

Attachment 7PT is used when the OWNER is the participant in a shared utility space and their utility work is dependent on or affected by the provider utility owner.

This attachment applies when another utility owner controls the shared infrastructure (e.g., shared pole, trench, conduit package) and the OWNER must coordinate sequencing accordingly. Provider coordination is addressed in Attachment 7PR (§3.11).

**Step-By-Step Guidance**

1. Navigate to tab A-7PT in the workbook.
2. Click “Import Identified Coordinated Facilities.”
  - 2.1. Only facilities flagged for participant coordination in Attachments 5A, 5D, 5P, 5R, and 5T will import.
  - 2.2. If updates are made to A-5 series attachments, click the import button again to refresh the table.
3. Complete coordination identity fields for each row.
  - 3.1. Enter COORDINATING ENTITY.
  - 3.2. Enter UTILITY WORK PERFORMED.
  - 3.3. Enter UTILITY WORK PERFORMED BY.
4. Complete location and facility detail fields for each row.

**Content Guidance**

1. Use this attachment when the OWNER participates in a shared utility space controlled by another utility owner.
2. Imported rows originate from A-5 series attachments where participant coordination was indicated.
3. Owner and Participant forms should match each other in terms of coordination and vice versa.
  - 3.1. UTILITY WORK PERFORMED identifies the scope of work required by the OWNER.
  - 3.2. UTILITY WORK PERFORMED BY identifies responsibility and must align with Question 7 on the Main Form.

**Functionality Guidance**

1. Selecting participant coordination in A-5 series attachments or Main Form Question 7 unhides tab A-7PT and flags Attachment 7PT as required in Question 14.
2. Clicking “Import Identified Coordinated Facilities” imports only rows flagged for participant coordination from A-5D, A-5P, A-5R, and A-5T.
3. All required table fields must be completed.
  - 3.1. Missing required information will trigger a red “X” during Check For Errors.
4. Anticipated Start Date must be entered as either Calendar Date OR Project Stage + HCW value.



**JOB AID UTILITY WORKSHEET**  
*Workflows*

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| <ul style="list-style-type: none"> <li>4.1. Enter ALIGNMENT, start/end STATION, and OFFSET.</li> <li>4.2. Enter OH/UG, FACILITY SIZE, FACILITY COMPONENT, and FACILITY MATERIAL.</li> </ul> <ul style="list-style-type: none"> <li>5. Complete schedule fields for each row.             <ul style="list-style-type: none"> <li>5.1. Enter ANTICIPATED START DATE as either a Calendar Date or a Project Stage and Highway Contract Work Completed (HCW) value, but do not complete both.</li> <li>5.2. Enter WORKING DAYS TO PERFORM.</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>6. Complete documentation and coordination notes.             <ul style="list-style-type: none"> <li>6.1. Enter CONTACT INFO for the provider utility owner.</li> <li>6.2. Enter NOTES FOR UCM identifying unresolved coordination issues.</li> <li>6.3. Provide a NARRATIVE describing coordination requirements and sequencing impacts.</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>7. Click the RETURN TO MAIN FORM arrow.</li> </ul> | <ul style="list-style-type: none"> <li>4. Location fields must match plan sheets and reflect the OWNER's work location within the shared space.</li> </ul> <ul style="list-style-type: none"> <li>5. Schedule entries should reflect sequencing constraints imposed by the provider utility owner.             <ul style="list-style-type: none"> <li>5.1. Anticipated start date must be entered as either Calendar Date OR Project Stage + HCW value.</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>6. NOTES FOR UCM should identify issues requiring resolution at the Utility Coordination Meeting.             <ul style="list-style-type: none"> <li>6.1. NARRATIVE should describe how the provider's work affects the OWNER's schedule.</li> <li>6.2. CONTACT INFO must identify the specific individual coordinated with.</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>5. Missing required information will result in a red "X" when Check For Errors is run.</li> </ul> |
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**3.14 ATTACHMENT 8 (A-8)**

Attachment 8 is used when approvals and/or permits from other entities are required for the OWNER to perform utility work.

This attachment applies only to approvals required from external entities (e.g., railroad permits, municipal approvals, environmental permits). Internal OWNER approvals should not be listed.

**Step-By-Step Guidance**

- 1. Navigate to tab A-8 in the workbook.
- 2. Click "Add Blank Row In Table."
  - 2.1. Enter one row per required approval or permit.

**Content Guidance**

- 1. Use this attachment when an approval is required before the OWNER can begin or complete utility work.
- 2. The approvals table should identify actual schedule-controlling items.
  - 2.1. Include approvals that affect access, start date, sequencing, or construction staging.

**Functionality Guidance**

- 1. Checking the Attachment 8 checkbox in Main Form Question 8 unhides tab A-8 and flags Attachment 8 as required in Question 14.
- 2. The "Add Blank Row In Table" button inserts a new row.
  - 2.1. If a blank row already exists, clicking the button may provide the option to remove it.



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| <p>3. Complete the approvals table for each row.</p> <p>3.1. Enter PERMIT and NAME OF APPROVING AUTHORITY.</p> <p>3.2. Complete the ANTICIPATED SCHEDULE fields:</p> <p>3.2.1. Use APPROVAL PRECEDES if the approval date is unknown but must precede the OWNER's anticipated start date; OR</p> <p>3.2.2. Enter SUBMITTAL DATE and APPROVAL DATE if specific dates are known.</p> <p>3.3. Provide a NARRATIVE describing the approval scope and any potential schedule risks.</p> <p>4. Click the RETURN TO MAIN FORM arrow.</p> | <p>2.2. Do</p> <p>2.3. not include internal OWNER administrative approvals.</p> <p>3. The ANTICIPATED SCHEDULE section contains three distinct columns:</p> <p>3.1. APPROVAL PRECEDES is used when the specific approval date is unknown but must occur prior to the OWNER's start date.</p> <p>3.2. SUBMITTAL DATE is the anticipated date the approval will be submitted.</p> <p>3.3. APPROVAL DATE is the anticipated date the approval will be granted.</p> <p>4. Work plan approval and/or start work notice will be issued at least 30 calendar days prior to the OWNER's anticipated start date.</p> <p>4.1. Account for this lead time when entering anticipated schedules.</p> <p>5. If approval timing may delay anticipated start dates entered in Attachments 5A, 5D, 5R, or 5T, the OWNER must coordinate schedule changes with the project sponsor.</p> <p>6. The narrative should clearly state:</p> <p>6.1. What is being approved,</p> <p>6.2. Who issues the approval, and</p> <p>6.3. What factors could delay issuance.</p> | <p>3. The sheet displays reference dates pulled from anticipated start dates entered in Attachments 5A, 5D, 5R, and 5T.</p> <p>4. Missing required table fields will trigger a red "X" during Check For Errors.</p> |
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### 3.15 ATTACHMENT 9 (A-9)

Attachment 9 is used when real estate parcels must be acquired or specific real estate-related work must be completed to enable the OWNER's utility work.

This attachment applies only to real estate or property impacts required for utility work. Easements, fee title, or long-term leases required by the OWNER are addressed separately in Attachment 10 (§3.15).

[Step-By-Step Guidance](#)

[Content Guidance](#)

[Functionality Guidance](#)



## JOB AID UTILITY WORKSHEET

### Workflows

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| <ol style="list-style-type: none"><li>1. Navigate to tab A-9 in the workbook.</li><li>2. Click “Add Blank Row In Table.”<ol style="list-style-type: none"><li>2.1. Enter one row per parcel or real estate-related item required.</li><li>2.2. Complete the required table fields for each row.</li><li>2.3. Enter RIGHT OF WAY PLAT OR EXHIBIT ID and PLAT / EXHIBIT APPROVAL OR LATEST REVISION DATE.</li><li>2.4. Enter PARCEL NUMBER.</li><li>2.5. Select ITEM from the dropdown list.</li><li>2.6. Enter ANTICIPATED START DATE as either a Calendar Date or a Project Stage and Highway Contract Work Completed (HCW) value, but do not complete both.</li><li>2.7. Provide a NARRATIVE describing the required action.</li></ol></li><li>3. Click the RETURN TO MAIN FORM arrow.</li></ol> | <ol style="list-style-type: none"><li>1. Use this attachment when real estate parcels or property-related work must occur to allow utility construction.</li><li>2. The ITEM dropdown includes both real estate-related and highway construction-related items.<ol style="list-style-type: none"><li>2.1. The dropdown list requires scrolling to view all options. Review the full list before making a selection.</li><li>2.2. The sheet includes a reference list describing each item category to assist in selection.</li><li>2.3. Real estate-related examples include removal of structures, trees, private utilities, drainage facilities, or landscape features.</li><li>2.4. Highway construction-related examples include grading, pavement removal, installation of drainage facilities, or installation of electrical and ancillary items.</li><li>2.5. Use “Other” only when necessary and describe the item clearly in the narrative.</li></ol></li><li>3. The anticipated start date should reflect when the real estate action must occur relative to utility work sequencing.<ol style="list-style-type: none"><li>3.1. Enter either a specific Calendar Date or a Project Stage and HCW reference, but not both.</li></ol></li><li>4. The narrative should clearly explain why the parcel or action is required to enable the OWNER’s utility work.</li><li>5. All required table fields must be completed or the attachment will be marked INCOMPLETE.</li></ol> | <ol style="list-style-type: none"><li>1. Checking the Attachment 9 checkbox in Main Form Question 9 unhides tab A-9 and flags Attachment 9 as required in Question 14.</li><li>2. The “Add Blank Row In Table” button inserts a new row.<ol style="list-style-type: none"><li>2.1. If a blank row already exists, clicking the button may provide the option to remove it.</li></ol></li><li>3. The ITEM field is a dropdown requiring scrolling to view all options.</li><li>4. ANTICIPATED START DATE must be entered as either Calendar Date OR Project Stage + HCW value.</li><li>5. Missing required fields will trigger a red “X” during Check For Errors.</li></ol> |
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### 3.16 ATTACHMENT 10 (A-10)

Attachment 10 is used when the OWNER must obtain easements, fee title, or long-term leases to enable utility work.



**JOB AID UTILITY WORKSHEET**  
*Workflows*

This attachment applies only to land interests required by the OWNER. Project-related parcel work is addressed in Attachment 9 (§3.14).

Information should be provided to the extent known at the time of worksheet submittal.

**Step-By-Step Guidance**

1. Navigate to tab A-10 in the workbook.
2. Click “Add Blank Row In Table.”
  - 2.1. Enter one row per required land interest.
3. Select LAND INTEREST REQUIRED.
  - 3.1. Choose Easement, Fee Title, Long-Term Lease, or Other.
4. Identify the LOCATION using one of the three available methods:
  - 4.1. BY PARCEL NUMBER: enter parcel number; or
  - 4.2. BY STATIONING: enter ACQUISITION ALIGNMENT, APPROXIMATE START and END STATION, and LOCATION; or
  - 4.3. BY ADDRESS: enter the mailing address.
5. If using stationing (Step 4.2):
  - 5.1. Enter APPROXIMATE WIDTH.
  - 5.2. Ensure station limits reflect the actual footprint required.
6. Enter ANTICIPATED ACQUISITION DATE.

**Content Guidance**

1. Use this attachment when the OWNER must obtain land rights to perform utility work.
2. LAND INTEREST REQUIRED identifies the legal mechanism being obtained.
  - 2.1. Use “Other” only when necessary and describe clearly.
3. LOCATION must be identified using one method only:
  - 3.1. BY PARCEL NUMBER: use when parcel is clearly identified on plats.
  - 3.2. BY STATIONING: use when land interest is defined by alignment limits.
  - 3.3. BY ADDRESS: use when parcel number is not available.
4. When using stationing, ensure approximate limits and width accurately reflect the area needed for installation and long-term maintenance.
5. ANTICIPATED ACQUISITION DATE should reflect realistic negotiation and recording timelines.
6. REASON FOR ACQUISITION should describe the utility need (e.g., relocation outside right-of-way, access for maintenance, installation footprint).

**Functionality Guidance**

1. Checking the Attachment 10 checkbox in Main Form Question 10 unhides tab A-10 and flags Attachment 10 as required in Question 14.
2. The “Add Blank Row In Table” button inserts a new row.
  - 2.1. If a blank row already exists, clicking the button may provide the option to remove it.
3. LOCATION must be entered using one of the available methods (parcel number, stationing, or address).
4. ANTICIPATED ACQUISITION DATE is a single date field (not Calendar Date/HCW).
5. Missing required fields will trigger a red “X” during Check For Errors.



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| <ul style="list-style-type: none"> <li>7. Enter REASON FOR ACQUISITION.           <ul style="list-style-type: none"> <li>7.1. Provide a concise explanation of why the land interest is necessary.</li> </ul> </li> <li>8. Enter NARRATIVE.           <ul style="list-style-type: none"> <li>8.1. Provide additional context if needed (e.g., negotiation status, coordination needs).</li> </ul> </li> <li>9. Click the RETURN TO MAIN FORM arrow.</li> </ul> | <ul style="list-style-type: none"> <li>7. NARRATIVE may include negotiation status, anticipated challenges, or dependencies.</li> <li>8. Information may be incomplete if negotiations are ongoing; provide details to the extent known at the time of submittal.</li> </ul> |
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### 3.17 CHECK FOR ERRORS (MAIN FORM)

A CHECK FOR ERRORS button is provided at the end of the main form. Please see §5.1 for guidance on each error.



#### CHECK FOR ERRORS

- ✖ Error - Requires Attention
- ! Warning - Possibly Incomplete Data
- ✔ No Error

Clicking on the clipboard will run the check for errors macro. This will unhide errors within the document based on the selections and information inputted throughout. A red “X” means that the error is required to be corrected. A yellow “!” means that there may be missing data for the specific area, and the green checkmark signifies that there is no detectable error with the data.

#### Step-By-Step Guidance

1. Navigate to the Utility Worksheet tab (Main Form).
2. Click the CHECK FOR ERRORS button.
3. When the confirmation dialog appears (“Done, see below for error report.”), click OK.

#### Content Guidance

1. The Check For Errors function verifies completion of required items based on the OWNER’s selections on the Main Form and required attachments.
2. The report displays results at both the section level and field level.
  - 2.1. Individual fields (e.g., Title Block, specific Questions, ALIGNMENT, START STATION, OH/UG, NARRATIVE) may be flagged.

#### Functionality Guidance

1. The CHECK FOR ERRORS button runs a macro that scans:
  - 1.1. Main Form required questions.
  - 1.2. Attachments flagged as required in Question 14.
  - 1.3. Required table fields within those attachments.
  - 1.4. Conflict-status verification in the Anticipated Conflicts table.
2. Attachments not flagged as required are not evaluated.



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| 4. Scroll to the Check For Errors report section on the Main Form and review the results. | 2.2. Attachments may also be flagged if required but incomplete.<br>3. Imported-table attachments validate row-count consistency.<br>3.1. If imported row counts do not match expected conflicts, an error will be flagged.<br>3.2. Re-importing from the source attachment typically resolves count mismatches. | 3. The macro generates field-level indicators directly in the Check For Errors report section. |
| 5. Correct any items flagged with a red "X" or yellow warning symbol.                     | 4. Indicator meanings:<br>4.1. ● Red "X" — Required item missing or incomplete.<br>4.2. ● Yellow warning symbol — Possibly incomplete data; review the referenced section.<br>4.3. ● Green check mark — No detectable error.   | 4. Errors must be resolved before the worksheet can be considered complete.                    |
| 6. Re-run CHECK FOR ERRORS until all required items display green check marks.            | 5. Check For Errors confirms completeness of required inputs; it does not validate engineering correctness, schedule feasibility, or coordination adequacy.<br>6. Refer to Appendix A: Check For Errors Key for a detailed breakdown of each validation item.  |  |



### 4.1 GENERAL

**A. How do I fix out of sync form controls, like in the following image:**

Adjust your zoom level. This will “refresh” the form controls so that they appear correctly.

**B. Are surface features, like cabinets, hydrants, etc, considered Underground or Overhead?**

Surface features that are tied into predominantly underground facilities are considered Underground. All poles will be considered Overhead.

**C. Can I select “Other” for an anticipated conflict?**

Yes – you will have to describe what “Other” is in the NARRATIVE column of the respective Attachment 5.

**D. Why is my Anticipated Conflicts Table not working?**

Sometimes, if you have multiple excel files open, Excel glitches out and is unable to run the macros on the Anticipated Conflicts tab. If you are unable to select the attachment 5, please save the file, and close out of every excel document open. Essentially restart the Application. This should fix your issue.

2. Is it anticipated that the OWNER's utility work will require any roadway, lane, and

- Yes - Roadway closure(s) will be required.
- Yes - Lane closure(s) will be required.
- Yes - Shoulder closure(s) will be required.
- Roadway, lane, and/or shoulder closure(s) will not be required.
- Not Applicable - There are no roadways in the vicinity of the utility work.

3. If it anticipated that the OWNER's utility work will impact pedestrian (including cu

- Yes - Pedestrian and/or bicycle facilities will be impacted.
- No - Pedestrian and/or bicycle facilities will not be impacted.
- Not Applicable - There are no pedestrian and/or bicycle facilities in the vicinity of the utility wor

4. What format will adjustments be shown in addition to the above table?

- A marked up copy of the project plan.
- Sketches and XYZ data, exhibits or work requests.
- An electronic design file.

### 4.2 MAIN FORM

**A. How to do XY and Z? [1.1]**

Test answer for how to do XY and Z.

### 4.3 ANTICIPATED CONFLICTS

**A. How do I select an additional attachment if NO-DISCONTINUE selected [2.5]**

If the facility is not in conflict and is only being discontinued, no other attachment would be needed. If you selected NO-DISCONTINUE in error, change the selection in the IN CONFLICT column to YES and you will then be able to select other attachments.

### 4.4 ATTACHMENTS

Placeholder



**Appendix A: Check For Errors Key**

| CHECK FOR ERRORS ISSUE   | RESOLUTION   |
|--|--|
| <b>Main Form</b>   |  |
| Title Block filled out   | Work Plan Returned Date note entered in Cell Q15.  |
| Answered Question 1  | No selection made for Question 1.  |
| Answered Question 2  | No selection made for Question 2. If "No" verify an additional format is selected. If Narrative or Other are selected, verify detail is provided. If electronic design file is selected, verify a file type is selected.   |
| Answered Question 3  | No selection made for Question 3. If "Unknown" verify additional detail is provided.   |
| Answered Question 4  | No selection made for Question 4. If "Unknown" verify additional detail is provided. If "Yes" verify a grant is selected. If "Other" verify additional detail is provided.   |
| Answered Question 5  | No selection made for Question 5.  |
| Answered Question 6  | No selection made for Question 6. If "Other" verify additional detail is provided.   |
| Answered Question 7  | No selection made for Question 7. If "Yes" verify an additional selection is made.   |
| Answered Question 8  | No selection made for Question 8.  |
| Answered Question 9  | No selection made for Question 9.  |
| Answered Question 10   | No selection made for Question 10.   |
| Answered Question 11   | No selection made for Question 11. For any selection made other than "NA" verify additional detail is provided.  |
| Answered Question 12   | No selection made for Question 12.   |
| Answered Question 13   | At least one of the following are not filled in; Name, Address, Phone Number, Email.   |
| Answered Question 14   | Verify both check boxes are checked and that all of the following are filled in; Name, Address, Phone Number, Email, Date.   |
| <b>Anticipated Conflicts</b>   |  |
| All conflict statuses determined & checkbox checked                              | Checkbox at the bottom of the Anticipated Conflicts table is not checked.  |
| <b>Attachment 3</b>  |  |
| Answered Question 1  | No selection made for Question 1. If "Yes" verify that an additional format is provided. If "Narrative" or "Other" is selected for the additional format, verify that detail is provided. If "electronic design file" is selected for the additional format, verify that a filetype is selected. If "Yes ... during construction" is selected, verify that information is provided, and that if any checkbox that requires additional detail is checked that the requisite detail is provided. |
| Answered Question 2  | No selection made for Question 2. If "Yes" or "Unknown" verify additional detail provided.   |
| Answered Question 3  | No selection made for Question 3. If "Other" verify additional detail provided.  |
| Answered Question 4  | No selection made for Question 4. If "Yes" or "Unknown" verify additional detail provided.   |
| <b>Attachment 5A</b>   |  |
| Number of Identified Conflicts<br>Match Number of Imported<br>Conflicts In Table |  |
| Table filled out   |  |
| ALIGNMENT  |  |
| START STATION  |  |
| START OFFSET DISTANCE  |  |
| START OFFSET LOCATION  |  |
| END STATION  |  |
| END OFFSET DISTANCE  |  |
| END OFFSET LOCATION  |  |
| OH/UG  |  |
| FACILITY SIZE  |  |
| FACILITY COMPONENT   |  |
| FACILITY MATERIAL  |  |
| CONFLICT / REASON FOR<br>WORK  |  |
| ANTICIPATED START DATE   |  |
| WORKING DAYS TO<br>PERFORM   |  |
| NARRATIVE  |  |
| Answered Question 1  |  |
| Answered Question 2  |  |
| Answered Question 3  |  |
| Answered Question 4  |  |
| <b>Attachment 5D</b>   |  |
| Number of Identified Conflicts<br>Match Number of Imported<br>Conflicts In Table |  |
| Table filled out   |  |
| ALIGNMENT  |  |
| START STATION  |  |
| START OFFSET DISTANCE  |  |
| START OFFSET LOCATION  |  |
| END STATION  |  |
| END OFFSET DISTANCE  |  |
| END OFFSET LOCATION  |  |



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|---|
| OH/UG                                       |
| FACILITY SIZE                               |
| FACILITY COMPONENT                          |
| FACILITY MATERIAL                           |
| CONFLICT / REASON FOR WORK                  |
| UTILITY WORK PERFORMED                      |
| REMOVAL BY                                  |
| ANTICIPATED START DATE                      |
| WORKING DAYS TO PERFORM                     |
| COORDINATION OF A SHARED UTILITY SPACE      |
| PROVIDER OR PARTICIPANT                     |
| NARRATIVE                                   |
| Answered Question 1                         |
| Answered Question 2                         |
| Answered Question 3                         |
| Answered Question 4                         |
| Answered Question 5                         |
| Answered Question 6                         |
| Attachment 5P                               |
| Number of Identified Conflicts              |
| Match Number of Imported Conflicts In Table |
| Table filled out                            |
| ALIGNMENT                                   |
| START STATION                               |
| START OFFSET DISTANCE                       |
| START OFFSET LOCATION                       |
| END STATION                                 |
| END OFFSET DISTANCE                         |
| END OFFSET LOCATION                         |
| OH/UG                                       |
| FACILITY SIZE                               |
| FACILITY COMPONENT                          |
| FACILITY MATERIAL                           |
| CONFLICT / REASON FOR WORK                  |
| PROTECTION TYPE                             |
| PROJECT STAGE                               |
| HIGHWAY CONTRACT WORK COMPLETED             |
| WORKING DAYS TO PERFORM                     |
| SPECS FOR CONTRACT DOCS                     |
| COORDINATION OF A SHARED UTILITY SPACE      |
| PROVIDER OR PARTICIPANT                     |
| NARRATIVE                                   |
| Answered Question 1                         |
| Answered Question 2                         |
| Answered Question 3                         |
| Answered Question 4                         |
| Attachment 5R                               |
| Number of Identified Conflicts              |
| Match Number of Imported Conflicts In Table |
| Table filled out                            |
| ALIGNMENT                                   |
| EX START STATION                            |
| EX START OFFSET DISTANCE                    |
| EX START OFFSET LOCATION                    |
| EX END STATION                              |
| EX END OFFSET DISTANCE                      |
| EX END OFFSET LOCATION                      |
| PR START STATION                            |
| PR START OFFSET DISTANCE                    |



|   |
|---|
| PR START OFFSET LOCATION                    |
| PR END STATION                              |
| PR END OFFSET DISTANCE                      |
| PR END OFFSET LOCATION                      |
| EX OH/UG                                    |
| PR OH/UG                                    |
| EX FACILITY SIZE                            |
| PR FACILITY SIZE                            |
| EX FACILITY COMPONENT                       |
| PR FACILITY COMPONENT                       |
| EX FACILITY MATERIAL                        |
| PR FACILITY MATERIAL                        |
| CONFLICT / REASON FOR WORK                  |
| UTILITY WORK PERFORMED                      |
| DISCONTINUED OR REMOVED                     |
| ANTICIPATED START DATE                      |
| WORKING DAYS TO PERFORM                     |
| COORDINATION OF A SHARED UTILITY SPACE      |
| PROVIDER OR PARTICIPANT                     |
| NARRATIVE                                   |
| Answered Question 1                         |
| Answered Question 2                         |
| Answered Question 3                         |
| Answered Question 4                         |
| Attachment 5T                               |
| Number of Identified Conflicts              |
| Match Number of Imported Conflicts In Table |
| Table filled out                            |
| ALIGNMENT                                   |
| START STATION                               |
| START OFFSET DISTANCE                       |
| START OFFSET LOCATION                       |
| END STATION                                 |
| END OFFSET DISTANCE                         |
| END OFFSET LOCATION                         |
| OH/UG                                       |
| FACILITY SIZE                               |
| FACILITY COMPONENT                          |
| FACILITY MATERIAL                           |
| CONFLICT / REASON FOR WORK                  |
| INSTALL / REMOVE                            |
| UTILITY WORK PERFORMED                      |
| TEMPORARY EASEMENTS, PERMISSIONS, ACCESS    |
| ANTICIPATED START DATE                      |
| WORKING DAYS TO PERFORM                     |
| COORDINATION OF A SHARED UTILITY SPACE      |
| PROVIDER OR PARTICIPANT                     |
| NARRATIVE                                   |
| Answered Question 1                         |
| Answered Question 2                         |
| Answered Question 3                         |
| Answered Question 4                         |
| Answered Question 5                         |
| Attachment 6E                               |
| Answered Question 1                         |
| Answered Question 2                         |
| Answered Question 3                         |
| Answered Question 4                         |
| Answered Question 5                         |
| Answered Question 6                         |



|   |
|---|
| Answered Question 7                                     |
| Answered Question 8                                     |
| Answered Question 9                                     |
| Answered Question 10                                    |
| Attachment 6N   |
| Table filled out  |
| ALIGNMENT   |
| START STATION   |
| START OFFSET DISTANCE                                   |
| START OFFSET LOCATION                                   |
| END STATION   |
| END OFFSET DISTANCE                                     |
| END OFFSET LOCATION                                     |
| OH/UG   |
| FACILITY SIZE   |
| FACILITY COMPONENT                                      |
| FACILITY MATERIAL                                       |
| ANTICIPATED START DATE                                  |
| WORKING DAYS TO PERFORM                                 |
| COORDINATION OF A SHARED UTILITY SPACE                  |
| PROVIDER OR PARTICIPANT                                 |
| NARRATIVE   |
| Answered Question 1                                     |
| Answered Question 2                                     |
| Answered Question 3                                     |
| Answered Question 4                                     |
| Answered Question 5                                     |
| Attachment 7PR  |
| Number of Identified Coordinated Facilities Match       |
| Number of Imported Conflicts In Table                   |
| Utility Work Added                                      |
| Table filled out  |
| COORDINATING ENTITY                                     |
| UTILITY TYPE  |
| COORDINATION BETWEEN PROVIDER AND PARTICIPANT COMPLETED |
| UTILITY WORK PERFORMED                                  |
| UTILITY WORK PERFORMED BY                               |
| CONCURRENT WORK POSSIBLE                                |
| ORDER OF CONSTRUCTION                                   |
| ANTICIPATED START DATE                                  |
| WORKING DAYS TO PERFORM                                 |
| STARTING WORKING DAY                                    |
| Attachment 7PT  |
| Number of Identified Coordinated Facilities Match       |
| Number of Imported Conflicts In Table                   |
| Table filled out  |
| COORDINATING ENTITY                                     |
| COORDINATION BETWEEN PROVIDER AND PARTICIPANT COMPLETED |
| ALIGNMENT   |
| START STATION   |
| START OFFSET DISTANCE                                   |
| START OFFSET LOCATION                                   |
| END STATION   |
| END OFFSET DISTANCE                                     |
| END OFFSET LOCATION                                     |
| OH/UG   |
| FACILITY SIZE   |

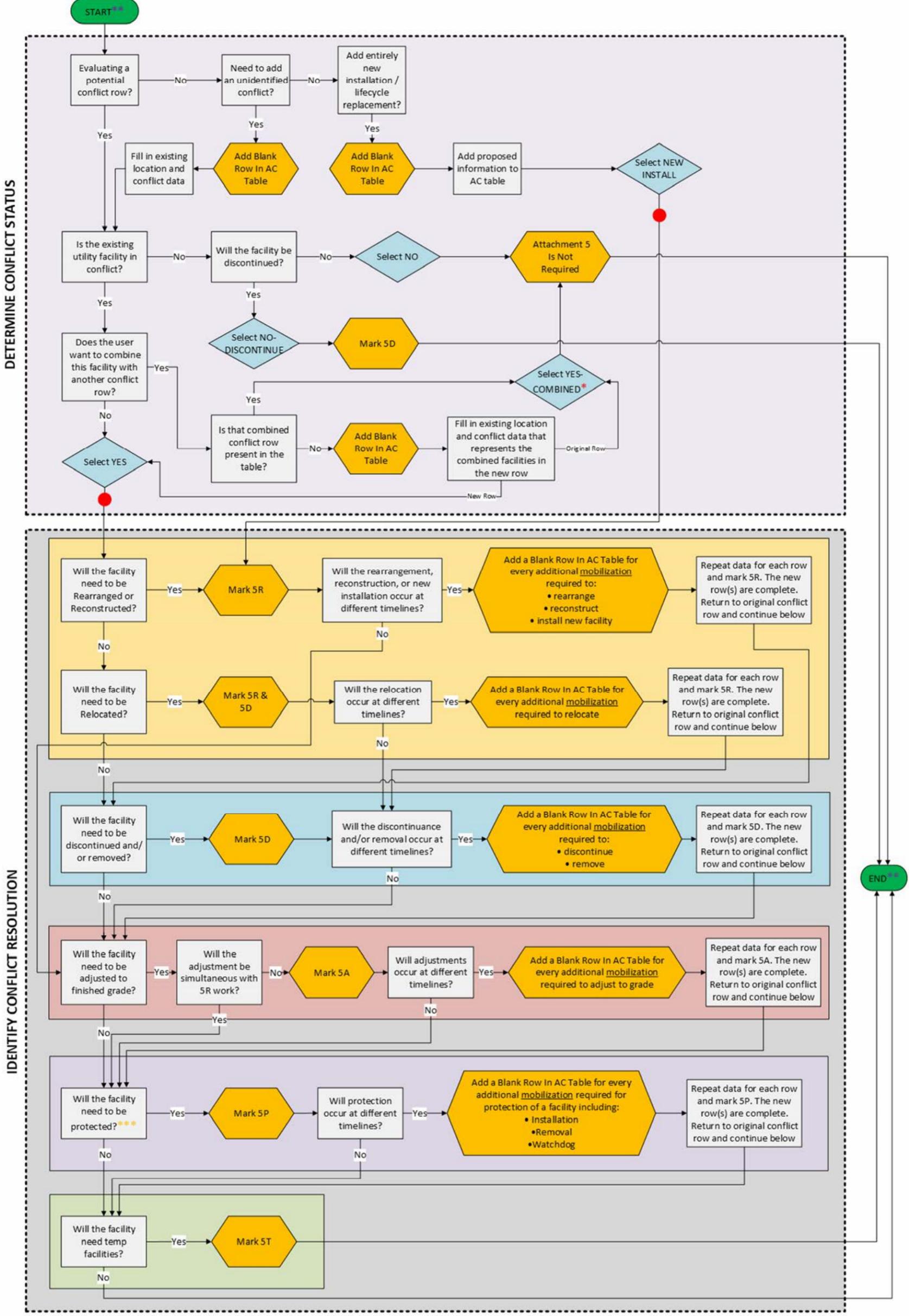


|                              |
|------------------------------|
| FACILITY COMPONENT           |
| FACILITY MATERIAL            |
| UTILITY WORK PERFORMED       |
| ANTICIPATED START DATE       |
| WORKING DAYS TO PERFORM      |
| WORK PERFORMED BY            |
| NOTES FOR UCM                |
| CONTACT INFO                 |
| NARRATIVE                    |
| Attachment 8                 |
| Table filled out             |
| PERMIT                       |
| NAME OF APPROVING AUTHORITY  |
| ANTICIPATED SCHEDULE         |
| NARRATIVE                    |
| Attachment 9                 |
| Table filled out             |
| RIGHT OF WAY PLAT ID         |
| LATEST PLAT REVISION DATE    |
| PARCEL NUMBER                |
| LOCATION                     |
| ITEM                         |
| ANTICIPATED START DATE       |
| NARRATIVE                    |
| Attachment 10                |
| Table filled out             |
| LAND INTEREST REQUIRED       |
| LOCATION                     |
| APPROX WIDTH                 |
| ANTICIPATED ACQUISITION DATE |
| REASON FOR ACQUISITION       |
| NARRATIVE                    |

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**Appendix B: Anticipated Conflicts Flowchart (Attachment 5)**

**ANTICIPATED CONFLICT RESOLUTION FLOWCHART**



\*Verify the component representing the larger resolution is added to the Anticipated Conflicts table  
 \*\* START / END represent the start and end of evaluating a potential conflict listed in the Anticipated Conflicts Table. Flowchart to be used for each individual potential conflict row.  
 \*\*\* If a relocated facility needs protection, use information about relocated/proposed facility from START STATION through FACILITY MATERIAL within Attachment 5P.  
 ● The user may either continue to the END for the current conflict row, or go to START for the next conflict row. User Preference.