



Utility Worksheet Admin Tool

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**Utility Worksheet Admin Tool Training
Green Bay, Wisconsin**

February 23, 2026

Presentation Overview

- Questions During Training
- History
- Pilot Projects
- Lessons Learned
- Flowchart of Workflow / Process
- “Utilities” Article of the Special Provisions
- Utility Impact Sheets
- Next Steps
- Questions / Contact Information



Questions During Training

- In-person

- Raise Hand

- Anytime
 - Quicker Response

- Chat

- WisDOT Cannot Use Question and Answer
 - Preferred Everyone Uses Chat
 - Questions Answered at Appropriate Time

- Virtual

- Chat

- Same as In-Person

- Raise Virtual Hand

- Allowed During Q&A at End of Training



History Why

- More Utility Facilities in Right of Way
 - Crowded
 - Coordinating Utility Relocation Schedules
 - Shared Utility Spaces
- Workforce
 - Institutional Knowledge
 - Consistency
 - Requirements from Project Sponsor
- Work Plan Quality
 - Conflicts are not Addressed
 - Minimal Information Provided
 - Questions were not Answered
 - Coordination between Utility Owners



History

Additional Advantage

- Statute and Administrative Code

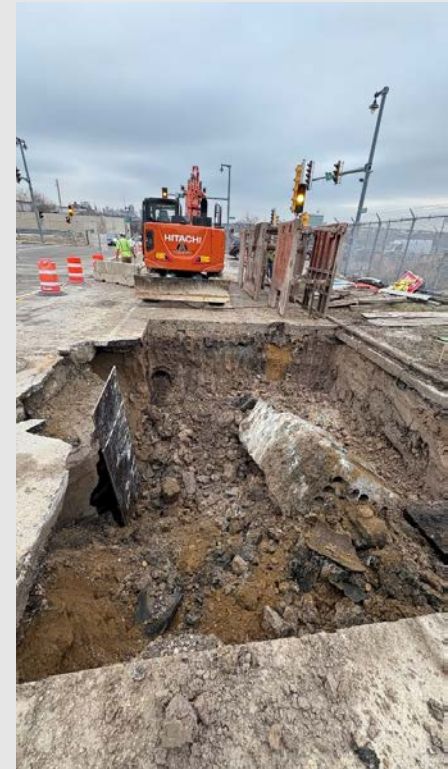
- Wisconsin Statute 84.063
- Wisconsin Administrative Code Chapter Trans 220



History

Goals / Benefits

- Efficiency
- Reduce Risk
- Simplify
- Standard Options
- Tracking
- Utility Monitoring Facilitation
- WisDOT Utility Coordination System (WUCS)
- Communication and Coordination



Pilot Projects

List of Utilities

• Utilities (27):

- Alliant Energy (x3)
- Astrea
- AT&T (x3)
- ATC (x2)
- Bayfield Electric Coop.
- Brightspeed (x4)
- Bug Tussel
- CenturyLink
- City of Beloit (x2)
- City of Owen (x2)
- City of Thorp (x2)
- Clark Electric Coop.
- Dairyland Power Coop.
- Enbridge (x2)
- Frontier (x2)
- Great Lakes Gas
- Menasha Utilities
- Merit Network
- Northern Natural Gas
- Rock Energy Coop
- Sonic Spectrum
- Spectrum (x4)
- Village of Fox Crossing (x2)
- Village of Orfordville (x2)
- We Energies (x4)
- West Shore Pipeline
- WPS (x2)
- Xcel Energy (x4)



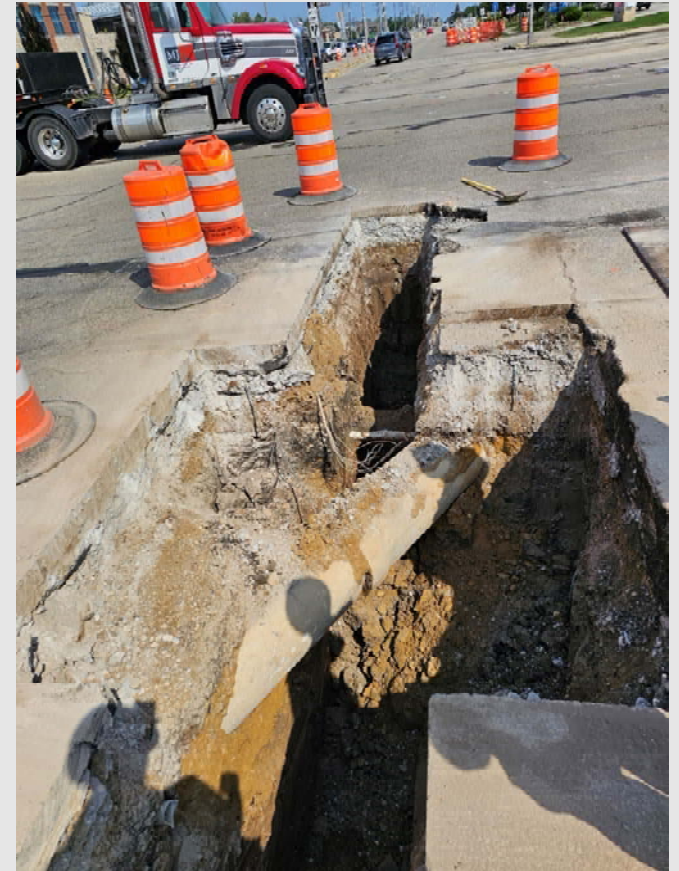
Lessons Learned

- Software Related:
 - Backward compatibility
 - Excel for the web
 - Macros
 - Pop-ups
 - Link verses attachment
- Form Content:
 - Detail in work plans
 - Order of operations
 - Time constraints
 - Utility subconsultants



Lessons Learned

- Data Entry:
 - Cell formatting
 - Restricting options based upon utility facility type
 - Known conflicts
- Guidance and Job Aids:
 - A step-by-step guide.
 - Job aid as a pdf
 - Include flow chart
 - Use of conflict list
 - How to handle unique situations
 - Adding additional conflicts
 - Inclusion of “additional” facilities

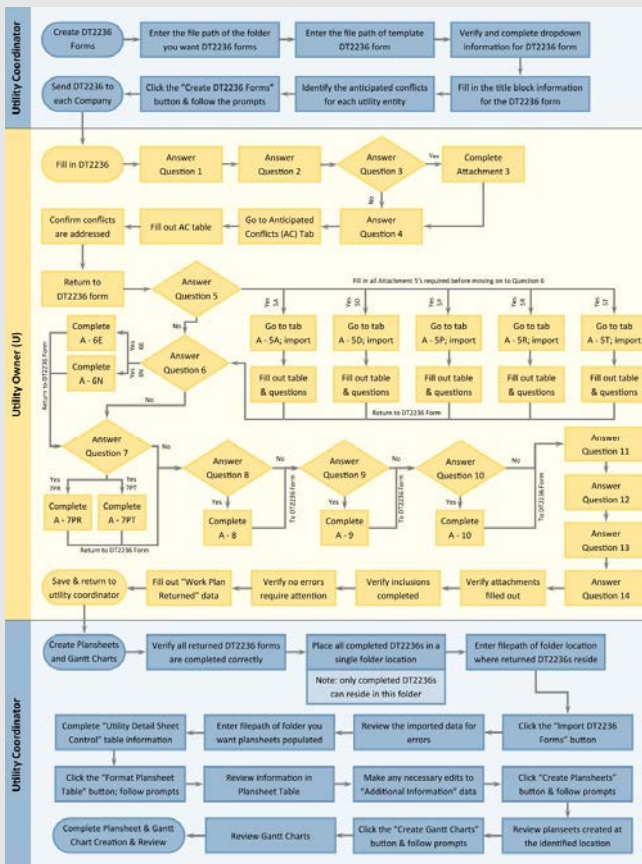


Lessons Learned

- LET Review Process:
 - General Notes
 - Who is performing utility work
 - “Utilities” Article of the Special Provisions



Flowchart of Workflow/Process

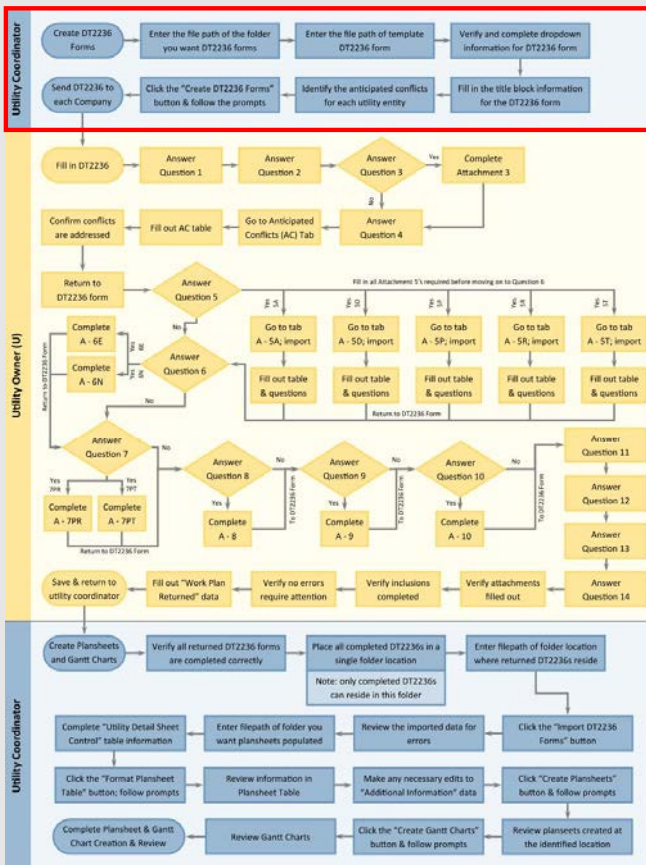


• Three distinct processes

- Project team uses Utility Worksheet Admin Tool
- Utility Owner completes Utility Worksheet
- Project team uses Utility Worksheet and Admin Tool



Flowchart of Workflow/Process



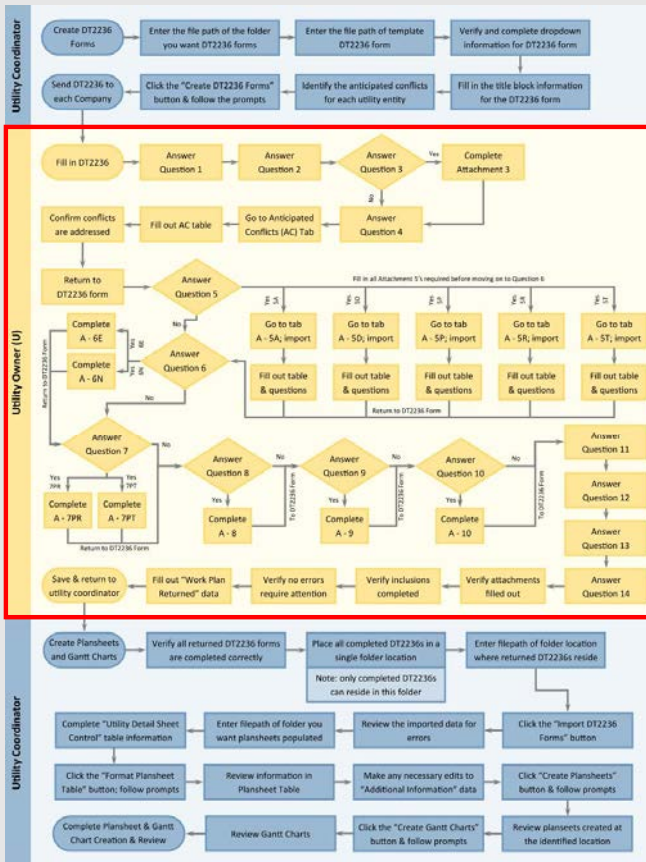
• Workflow has three distinct processes:

1. Set-up (project sponsor's utility coordinator)

- Enter project specific information
- Creates all Utility Worksheets to send to utility owners
- Send project plan transmittal



Flowchart of Workflow/Process

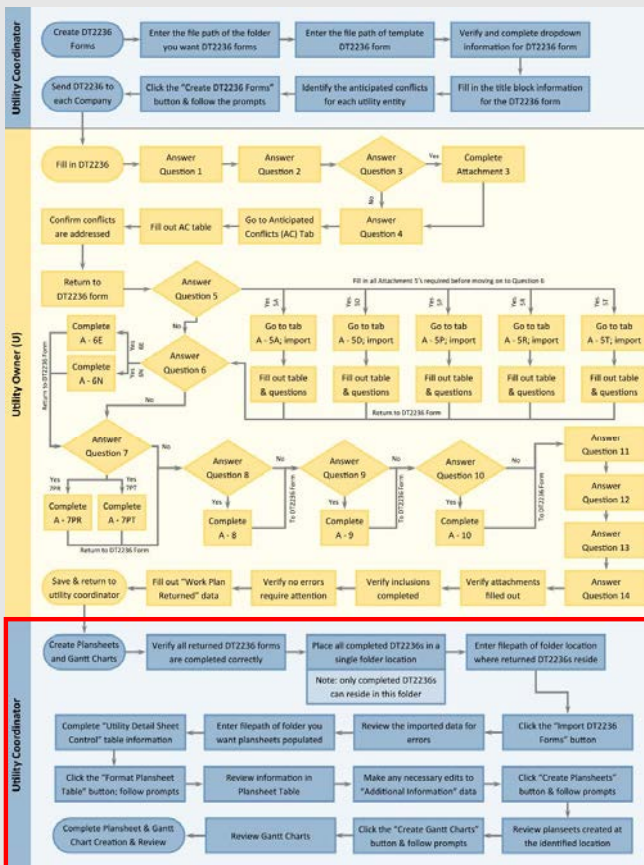


• Workflow has three distinct processes:

1. Set-up (project sponsor's utility coordinator)
2. Completion of Utility Worksheet (utility owners)
 - Utility conflict resolution
 - Shared utility spaces
 - Utility coordination meetings
 - Complete and no errors
 - Submittal to project sponsor



Flowchart of Workflow/Process



- Workflow has three distinct processes:
 - Set-up (project sponsor's utility coordinator)
 - Completion of Utility Worksheet (utility owners)
 - Compilation (project sponsor's utility coordinator)
- Place all returned Utility Worksheets in a particular file location
- Review Utility Worksheets
- Pull information from Utility Worksheets into Admin Tool
- Create majority of output required for highway plan



“Utilities” Article of the Special Provisions

- Language to include
 - Trans 220 or Non-Trans 220 project
 - Contact project team for utility work plans, if applicable
 - Limited scope of work with construction coordination language, if applicable
 - Prior notice when coordinating work to be done during construction, if applicable
 - Utility work coordinated under another project ID, if applicable
 - Any utility facility locations (stations, offsets, elevations, depths) listed in the plans are approximate
 - Utility owners will be listed under one or more of the following five options:
 - The following utility owners have utility facilities within the project area; however, no conflicts are anticipated
 - The following utility owners have performed all utility work scheduled to be completed prior to construction
 - The following utility owners are scheduled to complete all utility work prior to construction
 - The following utility owners will perform utility work during construction and details about this work is within the plans
 - The following utility owners have utility work performed by the highway contractor as shown in the plans and bid items



“Utilities” Article of the Special Provisions

7. Utilities.

This contract comes under the provision of Administrative Rule Trans 220.

The utility work plan includes additional detailed information regarding the location of known discontinued, relocated, or removed utility facilities. These can be requested from the department during the bid preparation process, or from the project engineer after the contract has been awarded and executed.

Some of the utility work is dependent on prior work being performed by the contractor at a specific site. In such situations, provide the engineer and the affected utility a good faith notice of when the utility is to start work at the site. Provide this notice 14 to 16 calendar days in advance of when the prior work will be completed, and the site will be available to the utility owner. Follow-up with a confirmation notice to the engineer and the utility owner not less than 3 working days before the site will be ready for the utility owner to begin its work.

stp-107-065 (20240703)

The following utility owners have facilities within the project area; however, no conflicts are anticipated:

- ATC Management (ELCTT)
- Brightspeed (COMLN)
- Clark Electric Cooperative (COMLN)
- Dairyland Power Cooperative (ELCTY)
- Enbridge Energy (GSPTR)
- Frontier Communications (COMLN)
- Owen Municipal Water Utility (WATR)
- Owen Wastewater Treatment Facility (SEWR)
- Spectrum (COMLN)
- Thorp Municipal Water and Sewer Utility (SEWR)
- Thorp Municipal Water and Sewer Utility (WATR)
- We Energies (GSPTR)
- Xcel Energy (ELCTT)
- Xcel Energy (ELCTY)

The following utility owners are scheduled to complete utility work prior to construction:

- Lumen (COMLN)

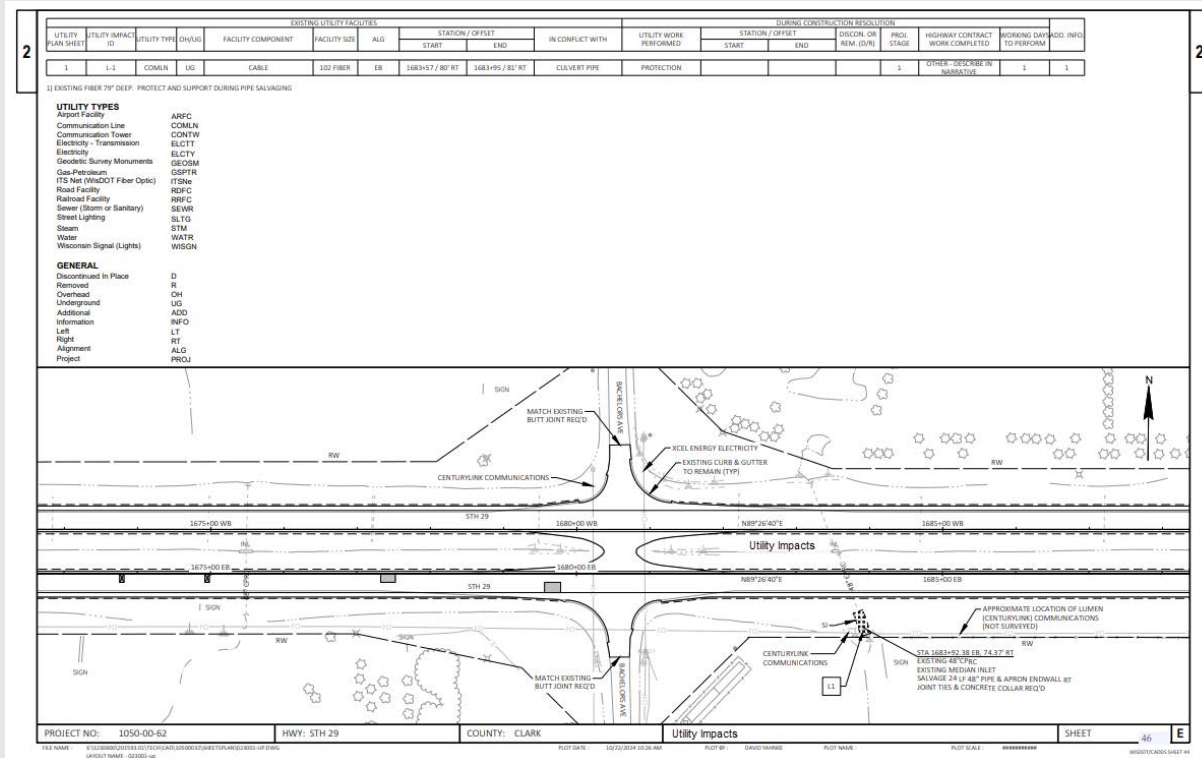
The following utility owners will perform utility work during construction and details about this work is within the project plan:

- Lumen (COMLN)



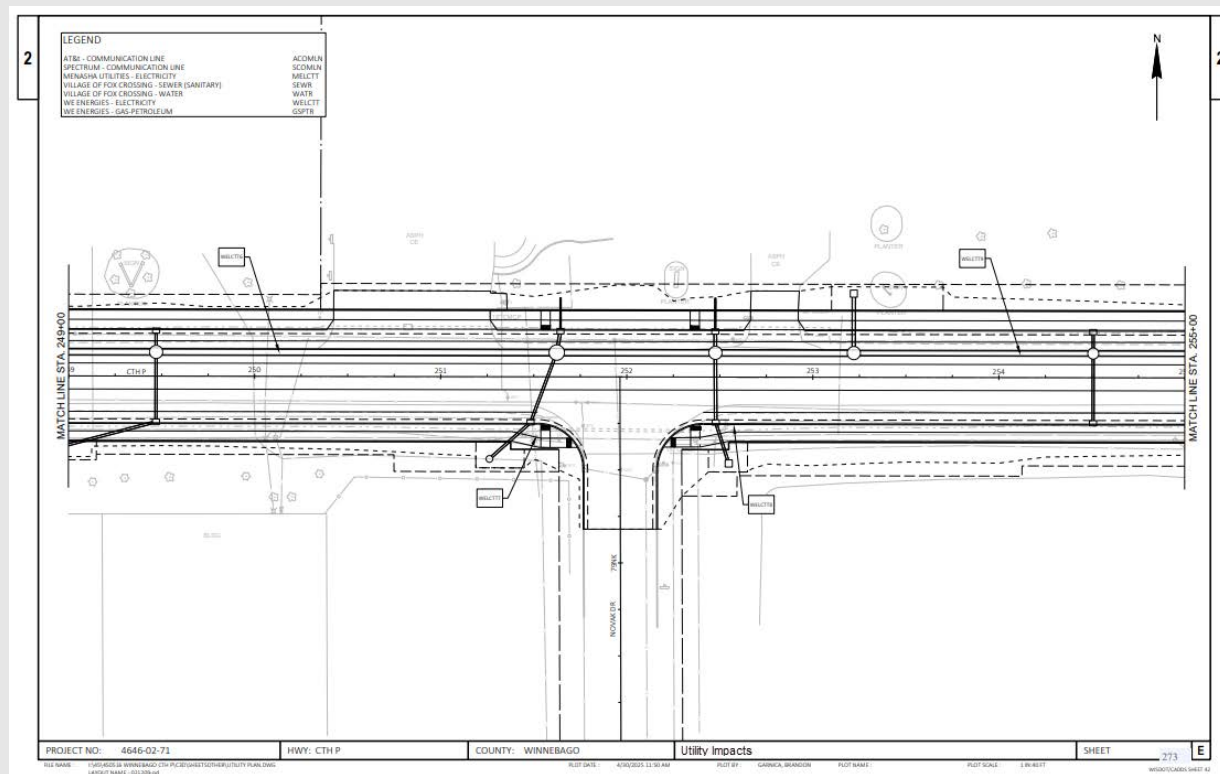
Utility Impact Sheets

Abbreviations



Utility Impact Sheets

Plan View



Matrix

UTILITY PLAN SHEET	UTILITY IMPACT ID	UTILITY TYPE	OH UG	EXISTING UTILITY FACILITIES					DURING CONSTRUCTION RESOLUTION							ADD. INFO.	
				FACILITY COMPONENT	FACILITY SIZE	ALG	STATION / OFFSET		IN CONFLICT WITH	UTILITY WORK PERFORMED	STATION / OFFSET		DISCON- OR REM (DIR)	PROJ STAGE	HIGHWAY CONTRACT WORK COMPLETED		WORKING DAYS TO PERFORM
							START	END			START	END					
9	WELCTB	ELCTY	UG	CABLE	2- #750QX	CTH P	250+11 / 29' RT	250+11 / 35' LT	STORM SEWER	PROTECTION				3	OTHER - DESCRIBE IN NARRATIVE	1	1
9	WELCT7	ELCTY	OH	POLE	60-2	CTH P	251+51 / 29' RT	251+51 / 29' RT	STORM SEWER	PROTECTION				4	OTHER - DESCRIBE IN NARRATIVE	1	2
9	WELCT8	ELCTY	OH	POLE	60-2	CTH P	252+57 / 29' RT	252+57 / 29' RT	STORM SEWER	PROTECTION				4	OTHER - DESCRIBE IN NARRATIVE	1	3
9	WELCTB	ELCTY	UG	CABLE	2-42AL	CTH P	254+14 / 29' RT	254+15 / 30' LT	STORM SEWER	PROTECTION				4	OTHER - DESCRIBE IN NARRATIVE	1	

- 1) ON-SITE INSPECTOR/SPOTTER DURING STORM SEWER INSTALLATION
- 2) UTILITY POLE TO BE HELD DURING STORM SEWER INSTALLATION
- 3) UTILITY POLE TO BE HELD DURING STORM SEWER INSTALLATION
- 4) ON-SITE INSPECTOR/SPOTTER DURING STORM SEWER INSTALLATION

Utility Impact Sheets

Gantt Chart

2

2

UTILITY TYPES	
Communication Line	COMLN
Electricity - Transmission	ELCTT
Gas-Petroleum	GPSTR
Sewer (Storm or Sanitary)	SEWR
Water	WATR

GENERAL	
Discontinued in Place	D
Removed	R
Overhead	OH
Underground	UG
Additional	ADD
Information	INFO
Leak	LT
Right	RT
Alignment	ALG
Project	PROJ

UTILITY ENTITIES	
AT&T - Communication Line	ACOMLN
Spectrum - Communication Line	SCOMLN
Menasha Utilities - Electricity	MELCTT
Village of Fox Crossing - Sewer (Sanitary)	SEWR
Village of Fox Crossing - Water	WATR
We Energies - Electricity	WELCTT
We Energies - Gas-Petroleum	GPSTR

DURING CONSTRUCTION

UTILITY IMPACT ID	PROJECT STAGE	HIGHWAY CONTRACT WORK COMPLETED	WORKING DAYS	STARTING WORKING DAY	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10	WEEK 11	WEEK 12	WEEK 13	WEEK 14	WEEK 15	WEEK 16	WEEK 17	WEEK 18	WEEK 19	WEEK 20	WEEK 21	WEEK 22	WEEK 23	WEEK 24	WEEK 25	WEEK 26	WEEK 27	WEEK 28	WEEK 29	WEEK 30	WEEK 31	WEEK 32	WEEK 33	WEEK 34	WEEK 35	WEEK 36	WEEK 37	WEEK 38	WEEK 39	
WELCTT1	1	DURING STORM SEWER INSTALLATION	1	7																																								
WELCTT2	1	DURING STORM SEWER INSTALLATION	1	7																																								
WELCTT3	2	DURING STORM SEWER INSTALLATION	1	22																																								
SEWR4	2	DURING STORM SEWER INSTALLATION	1	30																																								
ACOMLN7	2	DURING STORM SEWER INSTALLATION	2	32																																								
WELCTT4	3	DURING STORM SEWER INSTALLATION	1	85																																								
WELCTT5	3	DURING STORM SEWER INSTALLATION	1	85																																								
WELCTT6	3	DURING STORM SEWER INSTALLATION	1	90																																								
ACOMLN12	3	DURING STORM SEWER INSTALLATION	2	86																																								
ACOMLN13	3	DURING STORM SEWER INSTALLATION	2	86																																								
ACOMLN14	3	DURING STORM SEWER INSTALLATION	1	90																																								
ACOMLN15	3	DURING STORM SEWER INSTALLATION	1	90																																								
WELCTT7	4	DURING STORM SEWER INSTALLATION	1	128																																								
WELCTT8	4	DURING STORM SEWER INSTALLATION	1	128																																								
WELCTT9	4	DURING STORM SEWER INSTALLATION	1	128																																								
WELCTT10	4	DURING STORM SEWER INSTALLATION	1	130																																								
WELCTT11	4	DURING STORM SEWER INSTALLATION	1	135																																								
ACOMLN20	4	DURING STORM SEWER INSTALLATION	1	173																																								

PROJECT NO: 4646-02-71

HWY: CTH P

COUNTY: WINNEBAGO

Utility Impacts

SHEET:

259

E

FILE NAME: N:\PDS\1032205_mcd.dgn

PLOT DATE: September 22, 2025

PLOT BY: A.R.H.

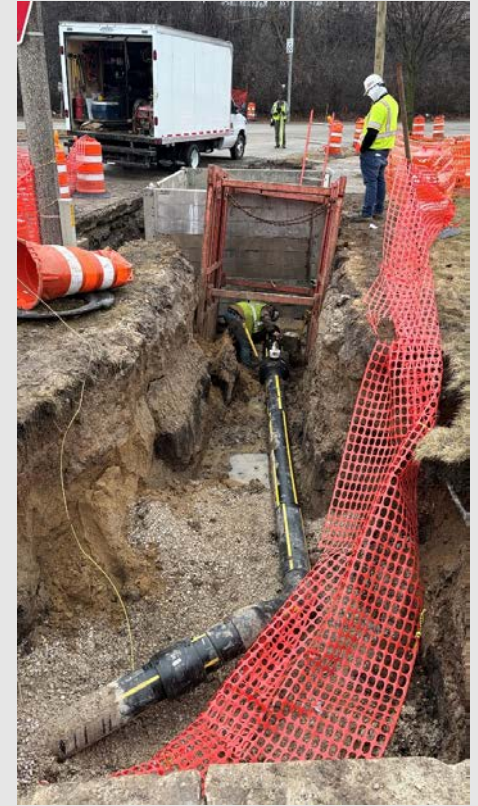
PLOT NAME:

PLOT SCALE: 1:1



Next Steps

- Complete training
 - Utility Worksheet
 - Utility Worksheet Admin Tool
- Create abbreviations for utility owners
- Update website
- Implementation
 - March 23
 - All projects except pavements replacement and reconstruction
 - May 1
 - Full implementation so required on all projects



Questions / Contact Information

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(715) 421-7393



Util Wkst Admin Tool Demonstration Agenda

- Guidance Document
 - Getting Started
 - General Workflow
- Create
 - Dropdowns
 - Utility Worksheet Info
 - Anticipated Conflicts
 - Flowchart
 - Dashboard
- Worksheet Review
- Break (10 mins)
- Import
 - Dashboard
 - Reset
- Plansheets
 - Plansheet Info
 - Dashboard
 - Review
 - Designer Implementation
- Q&A

