



WisDOT Utility Coordination News Bulletin

For WisDOT utility coordination staff, associates and business partners

Email questions, comments and news tips to: DOTDTSDCOUtilityCoordination@dot.wi.gov



Volume #01
Date published: 05/25/16

UB#01.01 Webinar on “Fiber Optics in the Right of Way” ■ The FHWA Office of Real Estate Services is holding a ‘free’ webinar covering federal regulations on accommodating fiber optic installations within highway rights of way. Topics will include: federal regulations related to fiber optic installations; longitudinal installations on limited access facilities; application of the Telecommunications Act; President’s Executive Order related to accelerating broadband infrastructure deployment and when the regulations at 23 CFR 645 applies versus 23 CFR 710.405. An interactive Q&A discussion will follow presentation. Webinar is Thursday, June 2, 2016, 1:00 – 2:30 pm (Eastern Time). Register at <https://connectdot.connectsolutions.com/re2016/event/registration.html>. For more information, contact Mike Jones, 202-493-0350; john.m.jones@dot.gov or Arnold Feldman, 202-366-2028; arnold.feldman@dot.gov. Note: Phone lines (caller space) are very limited, so interested state staff must coordinate and agree to meet as a group in locations to access the conversations. Thank you!

Joel V. Batha, Federal Highway Administration



UB#01.02 Announcing, “WisDOT Utility Coordination News Bulletin” ■ This bulletin has been developed to provide updates, clarifications, job aides and news pertaining to WisDOT utility coordination and related WisDOT programs, policy and services. Information published in this bulletin will be of interest to those who work closely with utility coordination. WisDOT’s Division of Transportation Services Development/Bureau of Technical Services (DTSD/BTS) - Utilities will review each submission prior to publication. Questions, suggestions and comments may be sent to the DTSD/BTS-Utilities shared mailbox at DOTDTSDCOUtilityCoordination@dot.wi.gov.

UB#01.03 PS&E Submittals and Digger’s Hotline Logo ■ The WisDOT [UC Guide/Chapter 13 PS&E Plan Requirements](#) shows the current version of the [Digger's Hotline](#) logo. Utility coordinators and engineers in the regions should remind designers to include the correct logo on the general notes page. This is an easy fix to speed up reviews.

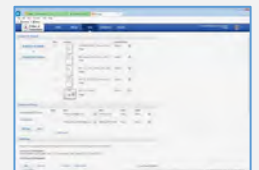


UB#01.04 DocuSign and Waiver Submittals (a.k.a., Dollar Parcel) ■ DocuSign submittals for agreements are only accepted for Waiver Packets. Refer to complete instructions provided in the training materials earlier this year as outlined below, then reference [Compensation Waiver Packet](#).



1. [Agenda](#)
2. [How to Change Template Matching Percent](#)
3. [Filing Naming Process](#)
4. [Login & Locate Templates](#)
5. [Compensation Waiver Packet](#)
6. [Correspondence Memo](#)
7. [Tracking DocuSign](#)
8. [Voiding DocuSign Submittals](#)




UB#01.05 DocuSign Submittal Processing ■ Remember to send submittals to ‘statewide utility projects coordinator,’ do not send to individual BTS staff. If you do send it to an individual and that person is not available, you may have to void and start over. See [instructions](#) (page 8; #16): “Verify the email address for the Central Office Mailbox is under email and Statewide Utility Projects Coordinator is under name for Order 2 of Recipients and Routing.”



UB#01.06 Parcels in Date Letting Email / New Format and Instructions ■ We have some recent updates to the email sent out notifying utility coordinators about a letting. This was covered in detail at the April 2016 Utility Coordinator F2F Meeting. See [example](#) (look for portion outlined in purple in the reference column).

NOTE: The agreements attached includes embedded pdf files for each project. It is not as easy as offloading notes to refer to a linked project file. Locate your project within the table, and open the pdf file in the last column (column labeled “Review Reference”). The file will be labeled: “XXXXXXXXXX_01_Review.pdf”. This document will require you to open a copy and review needed to view the file. This project from a unit by email -ation perspective. The project ID link in the spreadsheet will lead you into the PMAT tracking database.









UB#01.07 **Web Resources** ■ Get to know these key resources on the web...

[dotnet](#)
(internal staff only) [WisDOT](#) [State](#)

- Wisconsin Public Service Commission ([PSC](#)) is a newsworthy site to bookmark and follow; visit the [In the News](#) page often.
- WisDOT's Transportation Utility Management System ([TUMS](#)) public access pages; and, just for "internal staff only," also see [TUMS User Group](#) site on dotnet.
- WisDOT's [Utility coordination](#) public access pages; for "internal staff only," also see [Utilities](#) on dotnet.

UB#01.08 **UC Guide Update** ■ The Guide to Utility Coordination ([UC Guide](#)) went through a major overhaul and update last June. The UC Guide expands details of the Facilities Development Manual ([FDM](#))/[Chapter 18 Utility Coordination](#) to provide designers with detailed guidance on utility coordination during development of a highway improvement project. The UC Guide also explains how utility companies are involved with all phases of the highway improvement project planning, design and construction process. The UC Guide includes information on [utility coordination](#); [TUMS](#); [region contacts](#); [region conferences](#); [region conference handbooks](#); [3-D utility survey practices](#); [utility accommodation policy](#); and, [utility permits](#). The UC Guide online publication also offers these related links: [WisDOT's airports information](#); [Public Service Commission](#); [Utility Accommodation Policy \(UAP\)](#); [Wisconsin railroad map](#); and, [WisDOT plans and projects forms](#).

[Sign up here to get UC Guide updates](#)

This bulletin has been developed to provide updates, clarifications, job aides and news pertaining to WisDOT utility coordination and related WisDOT programs, policy and services. Information published in this bulletin will be of interest to those who work closely with utility coordination. WisDOT's Division of Transportation Services Development/Bureau of Technical Services (DTSD/BTS) - Utilities will review each submission prior to publication. Questions, suggestions and comments may be sent to the DTSD/BTS-Utilities shared mailbox at DOTDTSDCOUtilityCoordination@dot.wi.gov.