



Wisconsin Department of Transportation  
Division of Transportation System Development

# Utility Coordination Newsletter

## **Articles Included**

- Webinar #3
- New Utility Worksheet
- Utility Connections Webinar #2 Recap
- Survey Results
- Norman's Corner
- Utility Conflict Reporting
- Transportation Improvement Conference
- New Staff
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## **Utility Connections Webinar #3 February 28**

The next session is scheduled for Monday, February 28, 2022 from 11am – 1pm, which will cover Wisconsin’s Work Zone Safety and the new Lane Closure System. For additional information and to register for this event, click here: [Utility Connections Webinar #3](#)

The webinar planning team is working on the April session.

Please contact

[DOTDTSDCUtilityCoordination@dot.wi.gov](mailto:DOTDTSDCUtilityCoordination@dot.wi.gov) to subscribe to the newsletter and to be invited to the February webinar.

UN #14-1

## **New Utility Worksheet**

The initiative to revise and update the DT2236 Utility Worksheet is still advancing towards implementation. But due to the complexity, it has become necessary to revise the completion and implementation timeline.

An additional stakeholder group meeting was held on January 13<sup>th</sup>. This delayed the completion of the process for sharing the proposed changes and gathering input from the stakeholder group.

The BTS Utility Unit will be working to finalize the Utility Worksheet and attachments. This will include converting them to an Excel document. In addition, tables and drop-down menus will be utilized to simplify the use of the document and to provide a mechanism to obtain consistency between the work plans. The document will also be reviewed to find opportunities to use logic,

conditional formatting, and help tips.

From there, the BTS Utility Unit will work with each region, including the local program, to select five to ten pilot projects. It is anticipated that these pilot projects will provide valuable input by the middle of this year. Depending on the input received and corrective actions required, full implementation may occur as early as July of 2022.

Finally, we would like to say thank you and farewell to Kevin Cornell (HNTB). We appreciate all the effort that he has put in on this initiative to ensure that it would be a success. Kevin will also be sorely missed as a project utility coordinator as he has been an incredible asset on many high-profile projects over the last 20 years. We wish him a long, healthy, and enjoyable retirement!

If you have any questions regarding this initiative or you would like to share any thoughts or ideas that you may have on improvements to the DT2236 Utility Worksheet, please send them to:

[DOTDTSDCOUtilityCoordination@dot.wi.gov](mailto:DOTDTSDCOUtilityCoordination@dot.wi.gov)

UN #14-2

## Utility Connections Webinar #2 Recap

The BTS Utility Unit held its second session of the Utility Connection Webinar series. Bob Fasick, Statewide Right-of-Way Permits Engineer discussed past, present and future updates to the Utility Accommodation Policy, found in the Highway Maintenance Manual (HMM) Chapter 9, Section 15. He introduced Kathy Jennings, a new highway maintenance engineer, who splits her time between serving as DTSD's emergency engineer and overseeing the electric transmission line projects. She also assists Bob with policy development.

There were many questions, comments and input from our attendees related to the utility permit application process, as-built utility facility location data, the new environmental process checklist, and maintaining GPS data. [Click here](#) for a detailed version of the questions and answers during Bob's portion of the webinar.

The BTS Utility Unit wrapped up the session by discussing statewide efforts they are working on, which include:

- Proposed upgrade to the Transportation Utility Management System (TUMS)
- Timely Utility Interest Acquisition
- Utility Monitoring on Highway Projects
- 3D Utility Survey
- Utility Conflict Report
- Utility Worksheet
- Utility Coordination Schedule Communication Improvements
- Diggers Hotline Advisory Board involvement
- Let Review Standards Job Aid

Norman Pawelczyk, BTS Technical Services Chief, emphasized that these webinars are for all our stakeholders, not just WisDOT. It is important that folks come forward with suggestions, topics and if they are interested in helping with future sessions.

Thanks to all who participated; we felt it was a great success. To view Webinar #2 in its entirety, please click [here](#).

Please submit any questions or comments to:

[DOTDTSDCOUtilityCoordination@dot.wi.gov](mailto:DOTDTSDCOUtilityCoordination@dot.wi.gov)

UN #14-3

# Utility Connections Webinar Survey Results

Thank you for taking the time out of your day to complete the surveys for the first and second sessions. We truly value the information provided by you, as your comments will help us understand what your needs are and address them in future sessions.

Many of you submitted questions, comments and suggestions as part of your survey, which have been logged into a spreadsheet and are being tracked by the planning team. We will address those that are less complicated in the utility coordination newsletter. In this publication, there are two items being addressed as follows:

## **Topic #1 – From Webinar #1 survey:**

It's sometimes hard to keep track of the DOT project ID's. Is there some rhyme or reason for the numbering placed on these projects?

Source: *WisDOT's Program Management Manual (05-05-10) (Creating a New Project)*

The Project ID is 8 digits, defined as:

XXXX	Unique Number
YY	Stage Number
ZZ	Element Number

The Unique Number for a stretch of highway or structure (**XXXX-YY-ZZ**) is assigned from the Region termini map.

Stage Number (**XXXX-YY-ZZ**) provides numbering flexibility and has no embedded meaning and ranges from 00-99. This number remains the same for all projects in the master group. When larger master groups with multiple ID's, it is recommended the number remain the same. Mega projects with more than 99 ID element numbers may require the stage number to be different within the master group.

Element Number (**XXXX-YY-ZZ**) has limited embedded meaning. The following numbering schedule is a guideline:

- 00-19 Design
- 20-29\* Right of Way
- 30-39 Design RDMTN/BRSHRM (improvement concepts)
- 40-49 Utility
- 50-59 Railroad
- 60-69 Construction RDMTN/BRSHRM (improvement concept)
- 70-89 Construction
- 90-99 Traffic Operations

\*"29" element numbers are also used when regions assign 84.25 controlled access ID numbers for the Highway Access Management System (HAMS).

Locally-sponsored Urban Area Projects – Exceptions to the numbering scheme occur for locally-sponsored projects in urban areas where a unique number is assigned to a specific local unit and is used instead of a route unique number, which are predetermined. The element numbers have no pre-assigned functional meaning and are numbered sequentially at the discretion of the Region.

Example:

5992-05-10 – City of Madison (5992) – Local Street Design

5992-05-11 – City of Madison (5992) – Local Street Construction

Note: Locally-sponsored intersection projects in urban areas (e.g., intersection

of a STH and a CTH or Local Street) are consecutive numbering also.

Locally-sponsored Town Road Projects – Exceptions occur on locally-sponsored town roads where the unique number is predetermined and assigned to the Township. The element numbers on town roads are assigned from the numbering schedule above.

Example:

5665-00-01 – Dane County, Town of Blue Mounds – Town Road Design

5665-00-72 – Dane County, Town of Blue Mounds – Town Road Construction

Locally-sponsored CTH Projects – Locally-sponsored County Trunk Highway projects use the termini unique number from the termini map, not the township number. The element numbers are assigned from the numbering schedule above.

Example:

5942-00-00 – CTH H – Termini unique number from the termini map – Design

5942-00-71 – CTH H – Termini unique number from the termini map – Construction

### **Webinar #2 survey suggestion:**

When posting the recording on YouTube, it might be useful to add time stamps or chapters for topics so someone looking back to reference what was said can find it easily.

The [YouTube](#) video for Webinar #2 has been updated per this request. To access the chapters, click SHOW MORE below the video and the listing will appear.

Please contact [DOTDTSDCOUtilityCoordination@dot.wi.gov](mailto:DOTDTSDCOUtilityCoordination@dot.wi.gov) if you have any questions.

UN #14-4

## **Norman's Corner**

Welcome back to Ryan Arnold, Technical Services Supervisor in the NC Region, and thank you for his service to our country. He has returned from his deployment to the south-central part of the Sahara Desert. (see article in the Spring 2021 UC Newsletter) And thank you to Kelly Blohm for filling Ryan's position during his deployment.



I recently presented at the 2022 WTBA/WisDOT Contractor/Engineer Conference held in Madison. My presentation was related to providing updates on WisDOT's Utility Coordination initiatives. It was a good opportunity to get our message out and try to generate participation from our industry partners. We always welcome road builders, utilities, consultants, and governmental agencies to join us and actively participate in our initiatives. Everyone's participation is important and vital for improving utility coordination throughout the state.

The highway construction season is right around the corner. Because safety is such an important part of that, our next webinar will focus on safety related topics. Please participate in this webinar and we wish everyone a safe and productive year.

Feel free to reach out to myself, WisDOT regional staff you may be presently working with or to the BTS Utility Unit Central Office mailbox at:

[DOTDTSDCOUtilityCoordination@dot.wi.gov](mailto:DOTDTSDCOUtilityCoordination@dot.wi.gov)

Thanks,  
**Norman Pawelczyk**  
Technical Services Chief  
Division of Transportation Systems Development

UN #14-5

## Utility Conflict Reporting

The effects of utility related issues during construction on Wisconsin Department of Transportation (WisDOT) projects is a concern for WisDOT staff and the Wisconsin Transportation Builders Associations (WTBA). The Utility Conflict Report is a new tool used to document the utility issues that occur on projects and aid in developing directed solutions to help alleviate these issues.

Trends have already been identified based upon the data gathered from the use of the Utility Conflict Reports on the pilot projects in 2019 and 2020. The following are a few examples:

- The majority of utility issues are resolved in less than a day.
- Main impact to the highway contractor is having to move to a different location within the project limits to allow space for the utility company to resolve the utility conflict.
- The number and type of projects in the improvement program influences the type of contract work that is affected by utility issues.
- The number one reason for utility issues is that the conflict between the project plan and the utility facilities are not being identified during the design process.

In addition, the Utility Conflict Reports have been utilized in various initiatives to ensure that they will ultimately aid in reducing the number and type of utility issues that are seen on highway improvement projects. These initiatives include the:

- Utility Worksheet initiative.
- Implementation of 3D utility survey data requirements on select utility permits.
- Investigating the inclusion of utility relocation timelines on the DT1923, Contract Time for Completion.

Finally, the Utility Conflict Reports submitted from the pilot projects have been useful in identifying other necessary improvements. An example is the creation of two reports in AASHTOWare Project Construction. One report creates a list of projects where at least one Utility Conflict Report was entered. This report will make it easier to analyze the data to look for trends and opportunities for improvement or further analysis. The other reports create a list of projects that did not have any Utility Conflict Reports entered. This report will be useful in tracking the overall impact utility issues are having on the highway improvement program.

If you have any questions regarding this initiative or you would like to share any thoughts or ideas that you may have on improvements to the Utility Conflict Report, please send them to:

[DOTDTSDCOUtilityCoordination@dot.wi.gov](mailto:DOTDTSDCOUtilityCoordination@dot.wi.gov)

UN #14-6

## Transportation Improvement Conference

The American Council of Engineering Companies of Wisconsin and the Wisconsin Department of Transportation are partnering for the 13th consecutive year to present the 2022 Transportation Improvement

Conference.

On March 9th, Heath Bielefeldt and Michael Baumann from WisDOT will be hosting a breakout session about **Utility Coordination - Scheduling & Worksheet Enhancements**.

The session will cover the following:

- WisDOT scheduling for utility coordination and relocations. A new utility coordination scheduling tool has been developed for use during project scoping. The improved scheduling will be utilized to reduce project delivery risk and provide adequate time for relocations to occur prior to construction. With this new schedule, project plans are anticipated to be mailed much earlier in the process. In addition, best practices will be presented on including the durations for utility relocations on the DT1923 Contract Time for Completion.
- Revisions to the DT2236 Utility Worksheet. The format and content of the worksheet has changed and will utilize attachments. This will result in a higher level of detail being provided by the utility owners. This detail will foster improved communication between the project staff and utility owners to reduce utility-related issues on projects.

For more information on the conference and this day two breakout session, please visit:

<https://www.acecwi.org/events/transportation-improvement-conference2022>

UN #14-7

## New Staff

### Southwest Region

Scott Coburn joined the Southwest Region as a Utility Permit Specialist. He has a Civil Engineering degree from the University of Nebraska-Lincoln. While in college, Scott interned with both the Nebraska Department of Roads and Aeronautics. His first full-time position was a flow engineer within the Northern Natural Gas and Northern Border Pipeline control rooms. Later, Scott directed the commercial operations for three interstate natural gas pipelines that serve Wisconsin – Viking Gas Transmission, Midwestern Gas Transmission, and Guardian Pipeline. He transitioned to renewable energy in 2010, overseeing control system projects for solar and wind generating facilities, and later served as the Director, Natural Gas and Electric Transmission for the Nebraska Public Service Commission. Most recently, Scott was the US Indigenous Relations Lead for TC Energy, operator of ANR and Great Lakes Pipelines.

Scott is a native of Nebraska and recently relocated to Verona with his wife, Tammy. Although new to Wisconsin, they are pretty familiar with the area. Their daughter currently resides in Madison, and their son obtained his Master's in Civil Engineering from the University of Wisconsin-Madison.

### Southeast Region

Zachary Blair is new to utility coordination, joining WisDOT in September. He graduated from Milwaukee School of Engineering with a Civil Engineering Degree and will be working as a Utility Coordinator in the Southeast Region.

Currently he is performing utility coordination for various projects and is involved in the utility permitting process. In addition to these duties, Zachary is performing field reviews of utility installations.

In his free time Zachary likes to spend time with friends and family and enjoys

playing or watching sports.



## Northeast Region

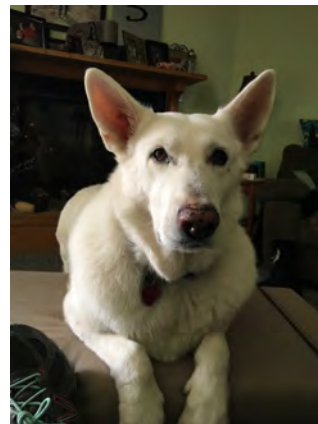


Debbie Sassen joined the Northeast Region in the Technical Services – Utility Unit. Debbie has accepted the position of Permit/Utility Coordination Specialist. Previously, Debbie worked for both the Missouri DOT and Illinois DOT. She worked in the Bureaus of Maintenance and Traffic, where she gained experience working with contracts, contractors and customers.

Debbie graduated from Hayward Senior High and earned her undergraduate degree from UW-Superior. She is married to the love of her life, John, and has been for 33 years. They have two children, Justin and Bethany. Justin has blessed them with two granddaughters: Antoinette (Toni), 4, and Harper, 2. They also have a White German Shepherd named

Thor. Debbie and John currently reside in Suamico and love their neighborhood and the area.

In her own words .... "I am SO up for this new challenge and I am really excited and honored to be joining the WisDOT family. I look forward to meeting and working with everyone."



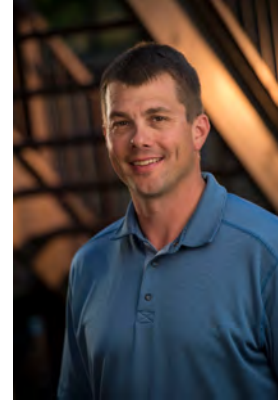
Jason Thiry is a consultant engineer for the Northeast Region. He will be assisting the region with utility coordination on a variety of projects including the following:

- STH 42 in Manitowoc County
- STH 54 in Brown County
- STH 29 in Brown County

- STH 89 in Dane County

He is a graduate of UW Platteville and has been an engineer with Kapur for the last 25 years. Jason has experience in construction management and utility coordination.

Jason lives in Luxemburg with his wife, Catrina, and two boys, Spencer and Hudson. He enjoys beach vacations with the family, watching the boys track and cross-country meets, running (even though he can't keep up with his boys), golf and hunting.



## Northwest Region

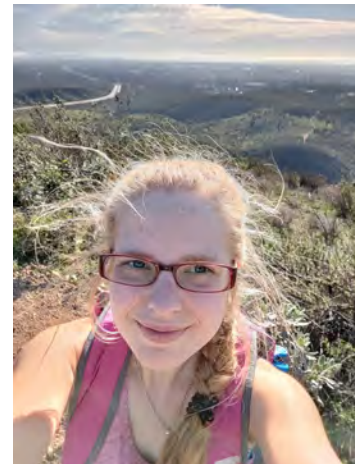
Ellen Stoll has joined the Northwest Region Utility Unit as the Utility Permit Coordinator. She started with WisDOT in 2019.

She was raised ten miles from Lake Superior's south shore, and graduated from Gustavus Adolphus College. Ellen has degrees in English and Music, Piano Performance. She loves to read and play whenever she can.

Ellen likes to explore the outdoors. She recently returned from a road trip where she stopped by a park every day from New Orleans to San Diego.

According to Ellen, "I like the position because I get to learn new things that I never thought I would know."

UN #14-8



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Utility Coordination Newsletter?**

[Find them here](#)



To subscribe, submit questions, suggestions, comments or potential newsletter articles, please send an email to [DOTDTSDCOUtilityCoordination@dot.wi.gov](mailto:DOTDTSDCOUtilityCoordination@dot.wi.gov). BTS Utility Unit will review each submission prior to publication.

This bulletin has been developed to provide updates, clarifications, job aids 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



