

Table of contents

Executive summary.....	iii
1. Introduction	1
1.1 Purpose.....	1
1.2 Overview.....	1
2. Roles and responsibilities.....	3
2.1 General	3
2.2 Project Owner.....	3
2.3 Row Owner	3
2.4 Utility Coordinator (UC).....	3
2.5 Designer.....	4
2.6 Utility Agencies	4
2.7 Other authorities	4
2.8 Project Co	5
3. Laws, rules and regulations	7
3.1 General	7
3.2 Federal laws and regulations.....	7
3.3 Provincial laws and regulations	7
3.4 Local municipal laws and regulations.....	7
3.5 Industry standards.....	7
4. Planning Phase	9
4.1 General	9
4.2 Planning start-up	9
4.3 Identifying utilities in the existing corridor (Part 1).....	10
4.4 Early consultation with Utility Agencies	10
4.5 Creation of preferred alignment base plan	12
4.6 Flow chart task boxes - Planning Phase.....	12
5. Request for Proposal (RFP) Documentation Preparation Phase	15
5.1 General	15
5.2 Shortlist proponents (RFQ process).....	15
5.3 Identifying utilities in the existing corridor (Part 2).....	15
5.4 Notification to Utility Agencies.....	16
5.5 Utility Agency Agreements	16
5.6 Reference Concept Design (RCD)	16
5.7 RCS Utility Conflict Matrix	17

5.8 Conceptual Utility Coordination Plan (CUCP)	17
5.9 Utility Risk Management Documents	18
5.10 Flow chart task boxes - Request for Proposal (RFP) Documentation Preparation Phase.....	19
6. In-Market Design Phase	21
6.1 General	21
6.2 Proponents' preliminary design	22
6.3 Identifying utilities in the existing corridor (Part 3).....	23
6.4 Utility Conflict Matrix	23
6.5 Conceptual Utility Coordination Plan (CUCP) advancement	24
6.6 Owner/utility enabling work design and construction.....	24
6.7 RFP submission and award	24
6.8 Flow chart task boxes – In-Market Design Phase	25
7. Project Implementation Phase	27
7.1 General	27
7.2 Utility coordination team and meetings.....	27
7.3 Identifying utilities in the existing corridor (Part 4).....	27
7.4 Project Co Preliminary Design	28
7.5 Project Co Detailed Design	28
7.6 Utility relocation design and construction	29
7.7 Unknown Conflict Resolution	31
7.8 Project Co Construction Phase	31
7.9 Scope change process	32
7.10 Flow chart task boxes – Project Implementation Phase.....	32
8. Post-Construction Phase	37
8.1 General	37
8.2 Project Co responsibilities	37
8.3 Flow chart task boxes – Post-Construction Phase.....	37
Appendix A: Flow chart task boxes	39
Appendix B: Sample Utility Conflict Matrix	41
Appendix C: Utility risk management documents	43
Appendix D: SUE Quality Levels	49
Appendix E: Glossary.....	53
Appendix F: Supporting references	57