

Indiana Department of Transportation

Utility Coordination Certification

INDOT developed the Certified Utility Coordinator Program to train individuals to the expected standard of performance for utility coordination. The training consists of two days of classes on subjects related to utility coordination and a certification test offered in four parts. To successfully complete the training program, each student must attend all training, actively participate in all practical exercises, and score at least 75 percent on the certification test.

An individual who desires to attend the utility coordinator certification training must meet one of the following requirements:

- Have a Bachelor of Science in Engineering with two years' experience in either highway or utility industries; or
- Have four years' experience in either highway or utility industry – at least one year of which must be in utility coordination.

Examples of proof for Education and Professional requirements are resumes; professional bios; linked in bios. The proof is required to be submitted prior to final acceptance of registration. The document(s) should be submitted via [email to Hope Singleton](#) at with a subject line of "June 2016 Utility Coordination Certification."

An individual who successfully completes the training will receive a letter affirming that they meet the prerequisites and are certified to perform utility coordination on INDOT projects. A certificate for professional development hours will be provided to those who are registered professional engineers and may be available upon request for any other students.

Starting with the January 2014 requests for proposals, utility coordination on INDOT contracts is required to be performed by a certified utility coordinator. A certified utility coordinator must meet the requirements stated above for education and experience and must pass the certification exam with a score of at least 75 percent.

Only certified Utility Coordinators may perform utility coordination work that involves the following tasks:

- Present all project reports necessary for project delivery such as status reports and risk reports.
- Recommend work plans for approval, including narrative portion, relocation drawing, cost estimates and proof of property interests.
- Recommend work plan addendums for approval.
- Lead or facilitate any meetings involving utility-specific activities such as kickoff meetings, conflict resolution meetings, and reimbursement eligibility meetings.
- Discuss cost estimates, reimbursement, reimbursable status or agreements with utilities.
- Review and recommend approval of utility consultants and utility contractors.
- Review and sign all required letters to utilities.
- Prepare and sign all required contract letting documents.
- Conduct post-letting coordination services.

Training Date(s):

Dates: June 21, 2016 and June 22, 2016

Time: 7:30 am to 5:00 pm

Location: Indiana Electric Cooperatives

720 N. High School Rd. Indianapolis, IN 46214

Cost: The final cost is still being calculated

Registration Site: [Utility Coordinators Training Registration](#)

Important Training Reference Documents for Students

Listed below is a series of documents and references used for the training course and certification tests throughout the 2-day training course. It is important to know that INDOT **does not** provide a print or electronic form of these documents and references to the students at training. These documents and references are necessary for the training course and will enhance your participation in class and be a useful reference for the certification tests. **Please bring with you these documents in either print or electronic form.** The INDOT Traffic Management Course does have internet capability and plug-in areas for electronic devices to be able to access the materials. There are no printers or copiers available to use at this facility.

Reference Material

- [Training Schedule for June 2015](#)
- [105 IAC 13 Utility Relocation Guidance](#)
- [Utility Accommodation Policy revised 06/12/2014](#)
- [Indiana Design Manual Ch. 104 Utility Coordination](#)
- [Utility Coordination Checklist revised 08/11/2014](#)
- [Constructability Review Process](#) on the [Project Management](#) webpage.
- Ten State Standards Parts 7-8, pages 107-122 in the [Recommended Standards for Waterworks, 2012 Edition](#); print pages 143-158
- [LPA Guidance Document](#) Chapter 10, pages 104-121; print pages 122-128
- [IC 8-1-26 for IN Plant Protection Services](#)
- [Real Estate Acquisition and Condemnation Process version 10/22/2012](#)
- [Practical Exercise – Utility Relocation Work Plan version 10/22/2013](#)
- [Guidance for Drawing of Sufficient Detail Elevation Language 07/08/2015](#)
- [Risk Report](#)
- [Reimbursement Document](#)
- [2016 Training Schedule](#)

- **Additional Reference Documents**
- [38th Street Added Travel Lanes revised 10/01/2013](#)
- [Utility Coordination Checklist & SPMS Milestones](#)

- **Slide Presentation Materials**
- [1- New Paradigm](#)
- [2- 105 IAC 13, UAP and 10 State](#)
- [3- Coordinating with PM](#)
- [4- Research Phase, Indiana 811, Initial Notice Verification](#)
- [5- Subsurface Utility Engineering \(SUE\)](#)
- [6- IDM Chapter 104](#)
- [7- Design Around Utility: The New Paradigm](#)

- [8-Utility Reimbursements](#)
- [9- Agreements and Cost Estimates](#)
- [10- LPA – Utility Coordination](#)
- [11- Understanding Right of Way Process](#)
- [12- Drawing of Sufficient Detail](#)
- [13A- Work Plan Development](#)
- [13B- Gantt Charts](#)
- [14- Construction Review](#)
- [15- Conducting Professional Meetings](#)

Related Links

- [IN Certified Utility Coordinators](#)
- [Utility Coordination](#)
- [Utility Coordination Standard Documents](#)
- [FHWA Plan Reading Course](#)

Contact Information

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