

Maryland Department of Transportation
State Highway Administration

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Supports MDOT Policy: 721

Approved by: *Sutapa Samanta*
Chief Engineer

Date: 6/24/24

SHA Project Delivery and Utility Process Improvement Standard Operating Procedure

Purpose

The purpose of this Standard Operating Procedure (SOP) is to:

1. Enhance the existing utility processes to mitigate risk associated with project delays and cost increases from utilities;
2. Establish consistency and streamline the utility process; and
3. Establish weblink for [Utility Center](#) and [SHA Project Development Hub](#) to locate all information and guidance documents.

Reference(s)

MDOT 721 Utility Policy
[SHA 721.2 Utility Manual](#)
[SHA 5300.721.3 Utility Procedures Manual](#)
[Chapter 8 – Project Coordination](#)

Scope

This SOP is applicable to all State Highway Administration (SHA) employees, contractors, and consultants working and involved with any project delivery and utility related activities during planning, design, and construction.

Definitions

Please view Chapter 8 of the SHA Utility Manual.

Responsible Party

Chief Engineer
Senior Program Manager Office

PROCEDURE

This SOP will establish the process for Utility Coordination for SHA all Capital Projects that is to be followed during preliminary and final design. These steps will streamline the utility process during Project Delivery. Each project requires that the Project Delivery Permits and Approvals Checklist be completed. The flowchart, checklist, and associated guidance are provided below as additional authorized documents.

ADDITIONAL AUTHORIZED DOCUMENTS

[Overview of SHA Project/Utility Coordination Process Flowchart](#)
[Project Delivery Permits and Approvals Checklist](#)
[How to use the Project Delivery and Utility Permits and Approvals Checklist](#)

ADDITIONAL INFORMATION

Contact Information

Senior Program Manager Office
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