

Ticket Number: \_\_\_\_\_ TLD Project Manager: \_\_\_\_\_

Work Order Number: \_\_\_\_\_ Engineer: \_\_\_\_\_

Work Order Name: \_\_\_\_\_

**Project Initiation**

- (1) **(Customer Milestone 01)** Upload plans and documents to SRP's Plan submittal portal.
  - <https://srp.net/planportalcontact>
  - Reference SRP TLD Checklist and Request for Engineering Design for required items.

**Pre-Design Phase**

- (2) **To begin the process, please provide TLD's Project Manager with the initial information:**
  - Site plan (for residential subdivisions, a preliminary plat)
  - SRP TLD Checklist and Request for Engineering Design
- (3) **Submit initial set of project plans to TLD's Project Manager if requested**
- (4) **(Customer Milestone 02)** Schedule a Project Scoping Meeting to cover the following:
  - SRP will review any discovered potential site conflicts.
  - Discuss Customer's initial plans.
  - Review and finish the SRP TLD Checklist and Request for Engineering Design form.
  - TLD PM and Customer will develop a proposed timeline.
- (5) **Provide additional resources to SRP TLD.**
  - All projects require Engineering Construction Drawings
  - All projects require CAD/Civil Base File (Microstation)
- (6) **(Customer Milestone 03)** TLD Project Manager to provide Design/Construction Estimate and Design Agreement

**SRP TLD HARD STOP**

- (7) **(Customer Milestone 04)** Return signed Design Agreement to TLD Project Manager
  - SRP TLD will execute and return.
- (8) **(Customer Milestone 05)** 10% Design Fee invoice paid by Customer

**Design Phase**

- (9) **TLD Project Manager will request Engineering Resource from TLD Manager**
  - TLD Manager will assign projects to Engineering resource either internal or external consultant.
- (10) **SRP TLD Engineering Resource will evaluate scope and revise as needed.**
- (11) **(Customer Milestone 06)** Provide TLD with Final Civil Site Elevations
  - SRP TLD Engineering Support to verify.
- (12) **Engineering Resource will notify Customer when design is at 60%.**
- (13) **TLD Engineering Resource will schedule a 60% Review meeting with Engineer and Customer.**
- (14) **(Customer Milestone 07)** Provide 100% Final Sealed Plans
  - Upload final plans to the plan submittal portal.
  - Notify TLD of final plans upload.
  - Final plans must show proposed SRP TLD Easement locations.
  - Final plans must show final Civil Site Grade Elevations
- (15) **TLD Engineering Resource to notify Customer when design is at 100%.**

- (16) TLD to schedule Construction Scoping Meeting
- (17) TLD to provide Construction Agreement and Final Invoice.

### SRP TLD HARD STOP

- (18) **(Customer Milestone 08)** Provide TLD with New or Replacement Easements
- (19) **(Customer Milestone 09)** Provide TLD with Signed Construction Agreement
  - SRP TLD will execute and return.
- (20) **(Customer Milestone 10)** Construction Invoice paid by Customer

### Customer Construction Phase

- (21) **SRP construction is scheduled once the following are completed:**
  - 100% site grading for future pole locations is complete.
  - Easements are executed.
  - All payments and signed agreements are received.
- (22) **TLD will schedule a Pre-Construction Meeting with SRP Construction**
  - TLD PM to invite T-Line Construction Consultant and Engineering Resource
  - Customer to invite project stakeholders.
  - Preferred in person and on site.
- (23) **TLD will work with SRP Construction and SRP Field Operations**
  - Potholes completed if necessary.
- (24) **TLD will notify Customer of unexpected conflicts that arise during Construction**
- (25) **SRP Construction is complete when new alignment is energized.**

### Safety Standards for those who work near electrical facilities

<https://srpnet.com/safety/contractor.aspx>

### Tips for those who work near overhead power lines

<https://srpnet.com/safety/overhead.aspx>

### Visit SRP's Customer Construction Services website for additional info:

<https://www.srpnet.com/electric/business/ccs/default.aspx>

