

APPENDIX A: PROJECT COORDINATION FORM



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APPENDIX A:
PROJECT COORDINATION FORM

**NOTE: UTILITY/DEPARTMENT REVIEW FORM (PAGE 3 OF 4) MUST BE
COMPLETED AND RETURNED TO PROJECT PROPONENT
WITHIN 30 DAYS OF RECEIPT**

A completed Project Coordination Form shall be submitted as part of the Road Opening Permit Application for all Type C projects (≥ 48 hours to complete). The project proponent shall coordinate the work with all applicable Utilities and City Departments prior to issuance of a Road Opening Permit. If other utilities/departments have anticipated work within the project limits during the construction period or prior to the 5-year excavation moratorium, information shall be provided on how the work will be coordinated so that it runs concurrently; or that the work will be postponed until after the moratorium period.

PROJECT INFORMATION

Company: _____ Utility Type: _____

Project Name: _____

Project Description:

Schedule
(Month/Year): Start: _____ End: _____ Final Restoration*: _____

** Upon completion of final restoration, the impacted sections of the road(s) will enter into a 5-year excavation moratorium for non-emergency work.*

Location:	STREET	LIMITS
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

☐ see attached for additional streets

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Project Name: _____

COORDINATION CHECKLIST *(to be completed by project proponent)*

The following checklist shall be completed by the project proponent upon receipt of all Utility/Department Review Forms (next page) to provide a summary of the project coordination status.

Utility/Department	Coordination Status (Select One)			
	No Response	No Work	Work Coordinated*	Work Deferred (until after Moratorium)
Utility Company				
Narragansett Bay Commission	☐	☐	☐	☐
Oshean (Fiber)	☐	☐	☐	☐
Providence Water Supply Board	☐	☐	☐	☐
RI Energy (Electric)	☐	☐	☐	☐
RI Energy (Gas)	☐	☐	☐	☐
Spectrum (Cox Communications)	☐	☐	☐	☐
Verizon	☐	☐	☐	☐
Verizon/MCI	☐	☐	☐	☐
	☐	☐	☐	☐
City Department/Division				
Highway Division (DPW)	☐	☐	☐	☐
Sewer Division (DPW)	☐	☐	☐	☐
Traffic Engineering (DPW)	☐	☐	☐	☐
Planning & Development	☐	☐	☐	☐
Public Properties	☐	☐	☐	☐
Telecommunications	☐	☐	☐	☐

* For all projects that require coordinated work, a Coordination Plan shall be submitted as part of the Road Opening Permit Application.

ATTACHMENTS

Utility/Department Review Forms

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(NOTE: FORM MUST BE COMPLETED AND RETURNED TO PROJECT PROPONENT WITHIN 30 DAYS OF RECEIPT)

Project Name: _____

UTILITY/DEPARTMENT REVIEW FORM *(to be completed by reviewing utility/department)*

A copy of this form (page) shall be completed by each utility/department that is required to review the proposed project and returned to the project proponent. The project proponent shall include all completed review forms as attachments to the Project Coordination Form when submitting the Road Opening Permit Application.

Company/
Department: _____ Utility Type: _____

Contact Information

Name: _____ Phone No.: _____

Position/Title: _____ Email: _____

The above listed utility/city department has reviewed the proposed project to identify if there is any planned or anticipated work within the construction period or prior to the 5-year excavation moratorium that will be in place upon final road restoration.

The company/department listed above has

☐ No planned/anticipated work

☐ Planned/anticipated work *(If planned/anticipated work is checked, complete the following)*

Work Description:

Schedule

(Month/Year): Start: _____ End: _____

Coordination (select all that apply):

☐ Planned/anticipated work can be scheduled to start at the completion of the proposed project.

☐ Planned/anticipated work can be performed concurrently with the proposed project.

☐ Planned/anticipated work can be deferred until after the excavation moratorium.

☐ Other: _____

☐ Additional information and/or comments are attached.

SIGNATURE

Name/Title:

Date:

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COORDINATION CONTACT LIST

NARRAGANSETT BAY COMMISSION Name: Chris Dracoules Phone: 401-461-8848, ext. 569 Email: CDracoules@narrabay.com	VERIZON/MCI Name: Steve Parretti Phone: stephen.parretti@verizon.com Email: 508-892-3381
OSHEAN (FIBER) Name: Ray O’Neil Phone: 401-398-7556 Email: ray.oneil@oshean.org	PVD-HIGHWAY DIVISION (DPW) Name: Sal Solomon Phone: 401-680-7558 Email: Ssolomon@providenceri.gov
PROVIDENCE WATER SUPPLY BOARD Name: Federico St. Sauveur Phone: 401-521-6300, ext. 7212 Email: PVDplanning@provwater.com	PVD-SEWER DIVISION (DPW) Name: Dave Mambro Phone: 401-680-7547 Email: dmambro@providenceri.gov
RHODE ISLAND ENERGY (ELECTRIC) Name: Alysha Knowles Phone: 401-479-5681 Email: AJGiulietti@RIEnergy.com	PVD-TRAFFIC ENGINEERING (DPW) Name: Nate Urso Phone: 401-680-7518 Email: Nurso@providenceri.gov
RHODE ISLAND ENERGY (GAS) Name: May Zhen Phone: 401-784-7090 Email: mzhen@rienergy.com	PVD-PLANNING & DEVELOPMENT Name: Chris Martin Phone: 401-680-8523 Email: Cmartin@providenceri.gov
SPECTRUM (COX COMMUNICATIONS) Name: Josh Pacheco Phone: 401-258-9909 Email: joahua.pacheco@cox.com	PVD-PUBLIC PROPERTIES Name: Anthony Alves Phone: 401-680-5501 Email: aalves@providenceri.gov
VERIZON Name: Joshua Miller Phone: 978-770-8632 Email: joshua.miller@verizon.com	PVD-TELECOMMUNICATIONS Name: David Radcliffe Phone: 401-243-6000 Email: dradcliffe@providenceri.gov