



125 EAST 11TH STREET | AUSTIN, TEXAS 78701-2483 | (512) 463-8588 | WWW.TXDOT.GOV

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Instructions for Austin District Notice of Proposed Construction NOPC letters.

We have found that this is the best system to make sure we have a good first step in the utility coordination process. Introduces you as the TxDOT PM and the consultant utility coordinator (if applicable) to the utility company from a Beth Ortego (TxDOT District Utility Engineer).

1. Generate a Utility Contact List
 - a. Use 811 information,
 - b. SUE Utility Contact List,
 - c. Known utilities in the area.
2. Edit the NOPC Letter Template with project information, such as:
 - a. Project Header, County, CSJ, Hwy, and project limits
 - i. Project limits must match TxDOTCONNECT
 - b. Introduce the individual responsible for utility coordination on this project.
 - c. Describe scope of work
 - d. What is the schedule for this project?
 - i. Let Date?
 - ii. Project Design Status?
 - e. Provide Utility Kick-off meeting information
 - f. Information for Utility coordinator and project manager (may be the same)
3. After drafting the letter send to your utility coordinator and the utility development team lead
 - a. Send the Contact List and NOPC Letter Template to the Utility Support Team member assigned to your project.
 - b. Please allow a few days for review and corrections.
 - i. Letters should be sent 3 weeks to 1 month prior to the utility kick-off meeting.
4. Once Letter and list are approved the letters will be ready to be signed
 - a. Convert the Word document to a pdf.
 - b. Send the pdf letters for signature via Docsign.
 - c. The letters may be signed by the Design PM, Area or Assistant Area Engineer, or the District Utility Development Team Lead
5. Send the signed letters out to utilities
 - a. All letters should be sent via E-mail, copy the TxDOT PM and Utility Team member.
 - b. Email should be sent with Delivery Receipt and Read Receipt, in Outlook, turned on.

If you have any questions about this process, please contact the Utility Team at AUS_Uilities@txdot.gov and use the subject heading "NOPC Help"

OUR GOALS

MAINTAIN A SAFE SYSTEM ▪ ADDRESS CONGESTION ▪ CONNECT TEXAS COMMUNITIES ▪ BEST IN CLASS STATE AGENCY

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