



BEAD Program Technical Assistance Resource

Utility Locating Pre-Construction Meeting

Resource Version:

Version	Date
1	5/13/2026

Resource Details: Pre-construction and permitting

Category	Grant Agreements & Onboarding
Summary	Best practices for required pre-construction meeting prior to the commencement of BEAD construction activities.
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Disclaimer: This document is intended solely to assist subrecipient in better understanding the Wisconsin BEAD program and associated policies/processes. This document does not supersede, modify, or otherwise alter applicable statutory or regulatory requirements, the terms and conditions of the award, or the Grant Agreement. In all cases, statutory and regulatory mandates, the terms and conditions of the award, and NTIA policies and guidance shall prevail over any inconsistencies contained in this document.

Pre-Construction Meetings

In accordance with their grant agreement, subrecipients must ensure that affected utility owners are invited to a pre-construction meeting prior to the commencement of BEAD construction activities. An attempt to hold a pre-construction meeting must happen prior to construction activity. BEAD recipients must attempt to convene all impacted utility owners in the project areas to discuss construction areas and timelines, establish points of contact, develop a system to troubleshoot issues, and build relationships for continued communication throughout the construction period.

Pre-Construction Meeting Invitation

1. The meeting invite must occur at least 30 days prior to issuing a locating request.
2. The invite must be addressed to all facility owners that will be impacted by the project described under Wis. Stat. § 182.1075(1)(c), including gas, transmission, electric, water, and telecommunications facilities.
3. If contact information for a utility owner is needed, please contact PSCBEADGrants@wisconsin.gov.
4. The invitation must include the following documents:
 - a. An initial primary point of contact for the BEAD project: including their name, company and e-mail address
 - b. Map(s) representing the full scope of the project that have sufficient resolution and detail to allow a utility owner to identify where the broadband facility is being placed and if applicable how deep. Maps should include a general description of project phasing, delineating where work will begin first.
 - c. A construction timeline, broken into categories such as pre-construction design and planning, environmental review, and groundbreaking. The timeline should provide at least quarterly detail (for example Spring 2026) and a narrative description explaining any areas of uncertainty.
5. BEAD subrecipients may offer separate meetings to any utility owner or may invite all interested facility owners to the same meeting.
6. A representative from the BEAD subrecipient must attend the meeting, regardless of what work is assigned to a subcontractor.

Pre-Construction Meeting Agenda Items to Consider

1. Confirm primary points of contact for the internet service provider and utility owner, and any construction subcontractors or contracted utility locating companies.
2. Review construction scope of work and detailed project maps, including what technology is deployed, where in right of way the facility will be located and what excavation techniques will be used.
3. Review project timeline and phases of construction. Discuss areas of uncertainty and how the subrecipient is addressing the uncertainty.

4. Talk through an example locating request and resulting field work. Discuss roles, timeline, and expected results.
5. Discuss how to troubleshoot locating issues in various scenarios (delayed start, cut line, duplicate requests, etc.)
6. Discuss the capacity of utility owners to locate facilities. How can work be prioritized or scheduled to reduce inefficiency and expedite the project?
7. If applicable, request from facility owners a list of contracted utility locating companies, and a point of contact.

Pre-Construction Meeting Best Practices

Points of Contact

- ➔ Subrecipient point(s) of contact should include at least one person familiar with the on-the-ground construction that has direct responsibility for managing excavation activities.
- ➔ Utility owners' points of contact should include at least one person responsible for scheduling and fieldwork related to locating facilities in the county or region of the project.

Establish communication preferences and procedures

- ➔ Do utility owners prefer to be contacted directly, or to work through utility locating staff (or subcontractors)?
- ➔ What communication method is most effective (e.g. phone call, email, meeting)?
- ➔ Establish a "day of" point of contact to address small-scale issues occurring in the field as work progresses.

Scope of Work

- ➔ Discuss the project plan and identify what project details are most important for a facility owner. Follow up with additional details upon request.
- ➔ Discuss data-sharing among participants. Do utility owners have facility maps or project timelines to share?

Address Uncertainty

- ➔ What parts of the project scope and timeline are currently uncertain? When will these be finalized?
- ➔ How would a changing project affect a utility owner's ability to locate on a timely basis?
- ➔ How far in advance do utility owners prefer to be notified of changes?

Follow up communication

- ➔ Consider scheduling ongoing meetings at a regular cadence to check in on progress.
- ➔ Provide follow up information regarding changes in timeline or scope of work.

Documenting the meeting

- ➔ Submit the meeting minutes with all impacted utilities to the Commission's Grant Management System (GMS).
- ➔ If a meeting did not occur, provide a reason why the meeting did not occur and evidence that the subrecipient attempted to contact the affected utility owners to schedule a preconstruction meeting. Subrecipients should submit this documentation to GMS.

Additional Resources:

Grant Agreement Requirements

1. The BEAD Subrecipient must convene preconstruction meeting(s) with utility owners within the project area to facilitate utility locating, eliminate unnecessary costs, maintain construction timelines, and ensure safe and timely locating of facilities. Consistent with Wis. Stat. § 182.0175, affected utilities include, but are not limited to, gas, transmission, electric, water, telecommunications and any other facility described under Wis. Stat. § 182.1075(1)(c).
2. At least 30 days before submitting any request for utility locating services related to the project area via the One Call System, Subrecipient must provide notice to utility owner(s) of intent to initiate construction in the vicinity of their facility and request a meeting. The meeting request must include: a primary point of contact for the subrecipient, a map of the project construction area, and a timeline for construction.
 - a) If a utility owner accepts, Subrecipient shall convene a meeting to discuss the project construction area, deployment timeline and intended locating request, and provide any other information to the utility owner necessary to facilitate locating. Subrecipient must provide proof of this meeting to meet milestone requirements.
 - b) If a utility owner declines a meeting or does not respond, Subrecipient shall report to the Commission prior to commencing work. Subrecipient must maintain documentation of requested meetings and provide to the Commission to meet milestone requirements.

BEAD Pre-construction Meeting Subrecipient Reimbursement Milestone

BEAD subrecipients are paid based on completed milestones. Milestone three as detailed in BEAD grant agreements requires that the subrecipient provide evidence of a pre-construction meeting or meeting invitation. Payments related to milestone three will not be provided until subrecipient provides evidence of a pre-construction meeting or attempted contact with no response.

Diggers Hotline

See Wisconsin state statute section [182.0175\(1m\)](#) regarding the required use of Diggers Hotline, also known as 811.