



Utility Relocation Review Guide

ODOT Certification Compliance and Oversight Plan (C&O)

CERTIFIED LOCAL PUBLIC AGENCY	DATE OF REVIEW	FEDERAL PROJECT # KEY #
PROJECT NAME		<input type="checkbox"/> LOCAL NON-NHS <input type="checkbox"/> LOCAL NHS <input type="checkbox"/> STATE HIGHWAY
PROJECT DESCRIPTION		
INDIVIDUAL(S) CONDUCTING REVIEW		CERTIFICATION PROGRAM MANAGER REVIEW NAME: DATE:
ADDITIONAL C&O REVIEW GUIDE(S) USED FOR THIS REVIEW (LIST ALL)		

Instructions

1. Complete all questions in the Review Guide. Do not modify questions. Additional ODOT Specific questions may be added at the bottom of the guide.
2. Provide comments for each NO, N/A or Don't Know answer.
3. Directly verify all answers with source documentation.
4. Ensure source documentation is retained by the Local Public Agency (LPA) and available as necessary for quality assurance reviews or audits.

#	QUESTIONS	CITATION	ANSWER	COMMENT
UT1	Did the LPA ensure that a Utility Conflict List with supporting plan sheet(s) was prepared and refined for the project?	ODOT Utility Relocation Manual, Section 2, Subsections 2-3 & 3-1	<p>Yes, the LPA ensured that a Utility Conflict List with supporting plan sheet(s) was prepared and refined for the project.</p> <p>No, the LPA did not ensure that a Utility Conflict List with supporting plan sheet(s) was prepared and refined for the project. (Comment required)</p> <p>N/A, requirement does not apply. (Comment required)</p>	

#	QUESTIONS	CITATION	ANSWER	COMMENT
			Don't Know , could not be verified at the time of review. (Comment required)	
UT2	If conflicts were identified, did the LPA send a Conflict Letter to the utility owner and the State Utility Liaison?	OAR 734-055-0045(2) ODOT Utility Relocation Manual, Section 3, Subsection 3-1	Yes , the LPA sent a Conflict Letter to the utility owner and the State Utility Liaison. No , the LPA did not send a Conflict Letter to the utility owner or the State Utility Liaison. (Comment required) N/A , requirement does not apply. (Comment required) Don't Know , could not be verified at the time of review. (Comment required)	
UT3	If no conflicts were identified, did the LPA send a Project Notification Letter to the utility owner and the State Utility Liaison?	OAR 734-055-0045(2) ODOT Utility Relocation Manual, Section 3, Subsection 3-1	Yes , the LPA sent a Project Notification Letter to the utility owner and the State Utility Liaison. No , the LPA did not send a Project Notification Letter to the utility owner or the State Utility Liaison. (Comment required) N/A , requirement does not apply. (Comment required) Don't Know , could not be verified at the time of review. (Comment required)	
UT4	If conflicts were identified, was the utility owner's relocation plan and schedule approved by the LPA?	OAR 734 Division 55 ODOT Utility Relocation Manual, Section 3, Subsections 3-2, 3-3 & 3-4	Yes , the utility owner's relocation plan and schedule were approved by the LPA. No , the utility owner's relocation plan and schedule were not approved by the LPA. (Comment required)	

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			<p>N/A, requirement does not apply. (Comment required)</p> <p>Don't Know, could not be verified at the time of review. (Comment required)</p>	
UT5	If conflicts were identified, did the LPA ensure that a Time Requirement Letter was sent to the utility owner and State Utility Liaison?	<p>OAR 734-055-0045(4)</p> <p>ODOT Utility Relocation Manual, Section 3, Subsection 3-4</p>	<p>Yes, the LPA ensured that a Time Requirement Letter was sent to the utility owner and State Utility Liaison.</p> <p>No, the LPA did not ensure that a Time Requirement Letter was sent to the utility owner and State Utility Liaison. (Comment required)</p> <p>N/A, requirement does not apply. (Comment required)</p> <p>Don't Know, could not be verified at the time of review. (Comment required)</p>	
UT6	Did the LPA submit the Utility certification, plans and specifications to the State Utility Liaison for signature?	ODOT Utility Relocation Manual, Section 4	<p>Yes, the LPA secured all signatures on the Utility Certification.</p> <p>No, the LPA did not secure all signatures on the Utility Certification. (Comment required)</p> <p>Don't Know, could not be verified at the time of review. (Comment required)</p>	

#	QUESTIONS	CITATION	ANSWER	COMMENT
UT7	<p>For reimbursable utility relocations, was a reimbursement package supplied to the Utility?</p> <p>Package includes:</p> <ol style="list-style-type: none"> 1. Reimbursement Process Letter 2. Reimbursement Information Form (RIF) 3. Sample Utility Construction Agreement 4. Request for property right documents 5. Request for detailed cost estimate 	<p>23 CFR 645.107(a)</p> <p>ORS 366.321</p> <p>ODOT Utility Relocation Manual, Section 3, Subsection 3-2 & 3-7</p>	<p>Yes, the reimbursement package was submitted to the utility owner.</p> <p>No, the reimbursement package was not submitted to the utility owner. (Comment required)</p> <p>N/A, requirement does not apply. (Comment required)</p> <p>Don't Know, could not be verified at the time of review. (Comment required)</p>	
UT8	<p>For reimbursable utility relocations, did the certified LPA complete the Utility Construction Agreement and issue the subsequent Notice to Proceed for each applicable phase?</p> <p>For example:</p> <p>Preliminary Engineering Construction Materials Bidding Award and Construction</p>	<p>23 CFR 645.107(a)</p> <p>ORS 366.321</p> <p>ODOT Utility Relocation Manual, Section 3, Subsection 3-2 & 3-7</p>	<p>Yes, the certified LPA completed the Utility Construction Agreement and issued the subsequent Notice to Proceed for each applicable phase.</p> <p>No, the certified LPA did not complete the Utility Construction Agreement and issue the subsequent Notice to Proceed for each applicable phase. (Comment required)</p> <p>N/A, requirement does not apply. (Comment required)</p> <p>Don't Know, could not be verified at the time of review. (Comment required)</p>	
UT9	<p>Do all reimbursable utility contracts include FHWA's requirement for Buy America?</p>	<p>23 CFR 635.410 (Buy America)</p> <p>ODOT Utility Relocation Manual, Section 6</p>	<p>Yes, all reimbursable utility contracts include the requirement for Buy America.</p> <p>No, all reimbursable utility contracts do not include the requirement for Buy America. (Comment required)</p>	

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			<p>N/A, requirement does not apply. (Comment required)</p> <p>Don't Know, could not be verified at the time of review. (Comment required)</p>	
UT 10	<p>For reimbursable utility relocation work, did the LPA ensure that all steel or iron manufacturing processes, including application of coatings, occurred in the United States as required under FHWA's Buy America regulations?</p>	<p>23 CFR 635.410 (Buy America)</p> <p>ODOT Utility Relocation Manual, Section 6</p>	<p>Yes, the LPA ensured that all steel or iron manufacturing processes, including application of coatings, occurred in the United States as required under FHWA's Buy America regulations</p> <p>No, the LPA did not ensure that all steel or iron manufacturing processes, including application of coatings, occurred in the United States as required under FHWA's Buy America regulations. (Comment required)</p> <p>N/A, requirement does not apply. (Comment required)</p> <p>Don't Know, could not be verified at the time of review. (Comment required)</p>	
UT 11	<p>For reimbursable utility relocation work, did the LPA ensure that all invoice data and supporting documentation requirements were met and that all Certificates of Materials Origin were received prior to approving invoice for payment?</p>	<p>ODOT Utility Relocation Manual, Sections 5 & 6</p>	<p>Yes, the LPA ensured that all invoice data and supporting documentation requirements were met and that all Certificates of Materials Origin were received prior to approving invoice for payment.</p> <p>No, the LPA did not ensure that all invoice data and supporting documentation requirements were met and that all Certificates of Materials Origin were received prior to approving</p>	

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			<p>invoice for payment. (Comment required)</p> <p>N/A, requirement does not apply. (Comment required)</p> <p>Don't Know, could not be verified at the time of review. (Comment req'd)</p>	
UT 12	If there was a delay claim on this project did the LPA follow their documented procedures?	<p>ODOT Utility Relocation Manual Section 9, Subsection 9-5</p> <p>ODOT Construction Manual Chapter 24-5</p> <p>LPA's approved General Conditions, Section 00199</p>	<p>Yes, the LPA followed their documented procedures.</p> <p>No, the LPA did not follow their documented procedures. (Comment required)</p> <p>N/A, requirement does not apply. (Comment required)</p> <p>Don't Know, could not be verified at the time of review. (Comment req'd)</p>	
ADDITIONAL QUESTIONS				
	Insert Question			

Notes: