



CHAPTER 4

RELATIONS WITH PUBLIC OR OTHER AGENCIES

The Resident Engineer (RE) must:

- Provide information about construction Contract Work to inform the travelling public and media.
- Assure that the permit provisions of the ODOT Commerce and Compliance Division and other agencies are not violated.
- Assure that concerns of the traveling public, adjacent businesses, and other agencies are addressed.
- Assure that the Contractor accommodates emergency services.
- Provide Project information to the appropriate Mobility Coordinator.

4-1 Media and Traveling Public

The RE should provide Project information to the local media through the Region Public Information Officer so that local residents and businesses are made aware of the Project scope, schedule, and impacts to traffic. The RE may wish to obtain assistance from the Region Public Affairs representative. Update information to the media regularly as needed.

4-2 Permits

The RE and involved project personnel shall be aware of the requirements of permits that have been issued for the project. The RE must assure that the Contractor is aware of all permit requirements. Discussions regarding permit requirements shall occur during the Pre-Construction Conference. [Refer to Chapter 11 – Before On-Site Work Can Begin.]

Establish relations with the permitting agencies. The ODOT Region Environmental Coordinator (REC) is a resource for the RE pertaining to environmental matters. [Refer to Chapter 21 – Permits.]

4-3 Emergency Vehicles

The RE must assure and document that the Contractor or others notify the affected emergency services of any closures that may affect the emergency services. For Contract activities, the Contractor shall allow emergency vehicles to access or pass through the work area without delay. Discussions regarding emergency vehicle requirements shall occur during the Pre-Construction Conference.

4-4 Horizontal / Vertical Clearance Restrictions

The Project Work cannot prevent movement of oversized vehicles through the Project without notification of the restrictions in the ORION system. The RE should coordinate with the Region Mobility Liaison to confirm that restrictions are shown in the ORION system.

Mobility Services Team (MST): The team facilitates stakeholder engagement on designs in planning, project development, and construction that impact permanent or temporary height, width, length, or weight reductions/restrictions, or impose traffic delays. The team also serves as a liaison between the Mobility Advisory Committee members and ODOT Region staff, working in partnership with the Region Mobility Liaisons. They provide technical support, expertise, project reviews, and training. If changes or updates are needed to the Mobility Considerations Checklist (MCC), engage the RML and coordinate with the MST.

Region Mobility Liaison (RML): The RML, designated by a Region within the ODOT Delivery and Operations Division, is the first point of contact between the Mobility Services Team and Project Representatives (e.g., project teams, resident engineers, area managers, planning staff, active transportation liaisons, local agency liaisons, consultants, maintenance representatives, and others) who help coordinate and prepare for Mobility Advisory Committee (MAC) meetings, share expertise, and identify and address mobility issues and concerns as needed.

Refer to Chapter 11, section 5 “Traffic Control Plan” for roles and responsibilities for the Traffic Control Plan (TCP).

In order to process a [Highway Restriction Notice Form](#) perform the following:

- Contractors must submit the [Highway Traffic Restriction Form \(Form 734-2357\)](#) at least 35 days prior to the restriction.
- **RE will verify that highway restriction notices meet [Mobility Considerations Checklist \(Form 735-9983\)](#) agreements for the project.**
- Depending on Region staffing structure, the RE or the RML will enter the temporary size and weight restrictions into ORION. Based on notification requirements in Highway Restriction Notice Procedures for Construction and Maintenance Work.

[Highway Restriction Notice Procedures for ORION](#)

If the Contractor proposes changes that have the potential to adversely affect mobility or run counter to previous agreements that were made during project development, the Resident Engineer must follow the process provided in the Mobility Policies and Procedures Manual Chapter 3.1.2: Requirements for Proposed TCP Changes:

1. Determine if the Contractor proposed changes are warranted and supported by the RML and the Region,
2. Discuss potential changes and receive approval from the Mobility Services Team before any restriction notices are submitted to the Commerce Compliance Division's Over-Dimension Permits Unit. Timing and staging sequence changes that do not affect the current agreed to restrictions do not need to go to the Mobility Service Team for approval.

Once the restriction has been lifted, the Contractor must notify the RE. Depending on Region staffing the RE or RML will update the size and weight restrictions in ORION.

4-5 Right of Way / Permit of Entry

The RE must be aware of and inform the Contractor about Right of Way limits and use of adjacent property. The Contractor must not enter adjacent property without permission.

If Project activities require the acquisition of or entry onto adjacent property, then the Agency will acquire the property before allowing the Contractor access to the property. The RE must ensure a permit of entry is acquired prior to Project activities outside of the Right of Way. [Refer to Chapter 29 – Right of Way, Access and Approaches.]

Members of the travelling public and adjacent businesses often will contact the Inspector or RE with concerns regarding the Project. The Agency's representative, and the Contractor's representative when involved, must remain courteous to these persons in all communications. When issues are raised, the RE or RE designee should take timely action to resolve those issues.

Adjacent property owners and businesses may raise concern involving a Right of Way obligation that was negotiated for the Project. The RE should involve the ODOT Right of Way Representative in those discussions.

