

Utility: _____
Type of Work: _____
Project Name: _____
Highway: _____
County: _____
Key No: _____

Done	Activity	Responsible party
1.0	Utility Submittal to Utility Specialist	
	Provide written request for any utility work being added to ODOT's contract.	Utility
	Prepare utility relocation plans. Include any standard drawings or details necessary to accomplish work.	Utility
	Prepare contract Special Provisions for any work not covered under ODOT Standard Specification's or Special Provisions. Use ODOT's format.	Utility
	Clearly identify work being added to ODOT's contract from work being done by Utility.	Utility
	Identify reimbursable work, non-reimbursable work, upgrades, and betterments on one set of plans.	Utility
	Submit 3 sets of preliminary utility relocation plans and special provisions	Utility
	Revise utility relocation plans and special provisions to resolve any comments, corrections or design changes identified through ODOT plan review. <i>(Several plans reviews can be expected, 50%, 70%, 85% and 95%, depending on the complexity of the project.)</i>	Utility
	Submit 100% complete signed and stamped full-sized mylars. <i>(An electronic file with two paper copies may also be submitted -- arrange with the Roadway Section Designer for format)</i> Submit 3 sets of half-sized copies of the final plans.	Utility
	Submit 3 sets of Special Provisions. <i>(An electronic file may also be submitted -- arrange with the Roadway Section Spec Writer for format)</i>	Utility
	Submit legal documents for utility facilities located on private property: <ul style="list-style-type: none"> • Easements, deeds, rental agreements: or • Estoppel or Prescriptive affidavit • Submit "exhibit A" if Estoppel or Prescriptive affidavit used. 	Utility
	Submit permit application for facilities located with state Right-of-Way. Include: traffic control plan, erosion control plan, insurance, etc. as required by the ODOT District Maintenance Office Submit consultant agreements. <i>(Design consultant agreements should be submitted as early as possible and should not wait for the construction estimate to be developed before processing.)</i>	Utility Utility

Done	Activity	Responsible party
	Notarize certification verifying utility eligibility status if utility coordination is done by someone other than the Utility Specialist	Consultant, Local Jurisdiction
	Submit cost estimate for bid items.	Utility
2.0	ODOT Plan and Spec Review	
	Distribute utility relocation plans and special provisions for ODOT review	Utility Specialist
	Review utility relocation plans and special provisions	Utility Specialist, Designer, Construction PM, Dist. Permit Specialist
	Field review utility relocation plans	Utility Specialist, Construction PM
	Approve utility relocation plans and special provisions	Utility Specialist, other personnel as appropriate
3.0	Tasks by Utility Specialist	
	Prepare appropriate certification verifying utility eligibility status	Utility Specialist
	Identify on a copy of the half size plans reimbursable work, non-reimbursable work and betterments.	Utility Specialist
	Determine segregation of quantities and cost splits for work added to ODOT's contract.	Utility Specialist
	Review estimates	Utility Specialist
	Review permit application for utility relocations. Identify any areas that should be covered by an "X-permit".	Utility Specialist
4.0	Submittals to District Maintenance Office	
	Advise District Permit Specialist of any restrictions or special conditions that should be included on the permit. (For example: time or lane restrictions that apply, tree removal restrictions, etc.)	Utility Specialist
	Notify District Permit Specialist of any areas that should be covered by an "X-permit" - i.e. areas that are reimbursable because the utility has a prior right.	Utility Specialist
	Approve permit application for utility relocations	District Permit Specialist
5.0	Submittals to Salem R/W Utilities	
	Notarized certification verifying utility eligibility status if utility coordination is done by someone other than the Utility Specialist.	Consultant, Local Jurisdiction
	Submit above certification and affidavit to ODOT Right-of-Way Utility Relocation Office	Utility Specialist
	Copy of Utilities request for work to be added to ODOT's contract (old)	Utility Specialist
	Utility Specialist certification of reimbursement eligibility.	Utility Specialist
	Legal documents showing eligibility	Utility Specialist
	Affidavit from utility showing eligibility with exhibit "A", if prescriptive or estoppel used.	Utility Specialist
	Consultant certification if consultant is used.	Utility Specialist

Done	Activity	Responsible party
	Submit consultant agreements to R/W Utilities. (This can be	Utility Specialist

	submitted separately before relocation plans and estimate are available.)	
	Review consultant agreements	Utility Specialist, R/W Utilities, & Auditors
	Submit copy of segregation of quantities and cost splits for work added to ODOT's contract.	Utility Specialist
	Plan sheet clearly showing reimbursable versus non-reimbursable work. (old)	Utility Specialist
	Cover letter generally describing work, identify what was added to contract and clarify what work if any will still be done by Utility and is that work reimbursable or not.	Utility Specialist
6.0	Submittals to Roadway Section	
	Distribute utility relocation plans and special provisions for ODOT review	Utility Specialist
	Cover letter generally describing work, indicate who is paying for work, summarize cost to ODOT and cost to utility	Utility Specialist
	Submit an original set of specs and the electronic disk to Roadway Section.	Utility Specialist
	Approved relocation plan	Utility Specialist
	Submit copy of final signed full sized milars of utility relocation plans. (If Required - old)	Utility Specialist
	Submit copy of segregation of quantities and cost splits for work added to ODOT's contract.	Utility Specialist
	Timing and Status Report - include any special coordination, inspection, or staging activities that will affect the utility work included in the contract.	Utility Specialist
7.0	Approvals, funding and notice to proceed	
	Obtain FHWA approval for reimbursement	R/W Utility Coordinator
	Set up funding and expenditure account	R/W Utility Coordinator
	Send notice to proceed with formal notice to utility of estimate approval	R/W Utility Coordinator
8.0	Construction	
	Hold utility pre-preconstruction meetings	Const. PM & Contractor
	Invite utilities to ODOT preconstruction meetings.	Construction PM
	Advise utility of construction schedule affecting their facilities.	Construction PM, contractors
	Advise contractor of utility or ODOT construction schedule.	Const. PM, contractors, & Utilities
	Inspect utility work added to contract and reimbursable relocation work	Construction PM
	Monitors utility work added to contract	Utility
	Monitor all utility relocation work as time allows	Utility Specialist, Construction PM, or District Permit Specialist
	Submit to Utility any change orders to the utility work for review.	Construction PM

Done	Activity	Responsible party
	Submit change orders for reimbursable work to ODOT for approval	Utility

	Review and approve change orders	Construction PM & Utility
	Review and approve change orders for reimbursable work	Utility Specialist
	Records quantities and notifies Utility Specialist and R/W Utilities of any change in quantities from the cost split.	Construction PM
	Mediate between ODOT's contractor & utilities as needed	Utility Specialist
	Submit invoices with all appropriate documentation and invoices	Utility
	Review & approve bills	Utility Specialist
	Process bills for payment	R/W Utility Coordinator
	Audit utility relocations	Utility Specialist, R/W Utility Coordinator, or FHWA
	Final inspection and acceptance of utility work added to contract.	Construction PM & Utility
9.0	General	
	Involvement in utility coordinating councils	Utility Specialist