

# RUS CHECKLIST OF REQUIREMENTS FOR UTILITY REIMBURSEMENT

## 1<sup>ST</sup> Part of Utility - ODOT Agreement

- Submit Conflict Letter (Required)**
- Submit "Reimbursement Information Form" from utility (Required)**

### Preliminary Engineering Performed By Consultant

- Submit Consultant Agreement from utility (Required)**
  - Detailed Scope of Work (*for large projects only - where preliminary engineering is expected to cost \$10,000 or more– used to identify time, costs, etc.*)
  - Estimate of Cost of Services:
    - Salary Rates with Schedule, Overhead, Incidental Expenses
    - Profit (Not to Exceed 10.5%)
    - Rates should be Competitive
  - An Agreed "Not to Exceed Amount" for the Work
  - Basis of Payment (Can't be a % of Construction Costs)
  - Retention of Records for Three Years for Auditing Purposes
- Submit Continuing Consultant Contract** (if applicable)
  - Acceptable when similar type work regularly performed and costs are reasonable
  - Obtain Copy of Contract from Utility

\*\*\*\*\* OBTAIN AUTHORIZATION "Go-Ahead Letter" FROM RUC FOR PE WORK \*\*\*\*\*

## 2<sup>nd</sup> Part of Utility - ODOT Agreement

- Submit Utility PS&E from utility (Required)**
  - Submit Relocation Plan** from utility after RUS approval (**Required**)
    - Relocations can be marked on ODOT Preliminary Plans, if available
    - Drawings should contain:
      - Scale of Drawing, North Arrow
      - Hwy. Project Name, County, and Hwy. Number
      - Right-of-way Lines, Hwy Centerline, and Stations
      - Location, Type and Size of Existing Facilities in Conflict
      - Type of Facility to be Constructed with the Relocation
        - Size of Pipe, Conduit, Cable, etc.
        - Vertical Depth Buried, or Clearance Above Roadway
        - Material to be Used (PVC, ductile iron, asbestos cement, etc.)
        - Joint Use Information for Trenching or Poles
        - Distance from Centerline to the Proposed Longitudinal Installation
- Submit Estimate** from utility after RUS approval (**Required**)
  - Include Approved Cost Split between ODOT and the Utility (If Applicable)
  - Include "Estimate Information Form" from utility (**Required**)
  - Follow format for units, quantities, unit costs, costs, and totals
  - Look at profit factors included in the estimate
  - Very Detailed Estimate Required for Lump Sum Requests

\*\*\*\* OBTAIN AUTHORIZATION BEFORE PROCEEDING – SEE NEXT PAGE \*\*\*\*

## 3<sup>rd</sup> and Final Part of Utility - ODOT Agreement

### Construction Performed By:

## RUS CHECKLIST FOR UTILITY REIMBUREMENT

Utility?

\*\*\*\* OBTAIN AUTHORIZATION “*Go-Ahead Letter*” FROM RUC FOR CONSTRUCTION \*\*\*\*

Contract by low bid?

\*\*\*\* OBTAIN AUTHORIZATION FOR ADVERTISEMENT OF LOW BID CONTRACT \*\*\*\*

Submit Bid Tabulation for Construction Contracting (Required)

\*\*\*\* OBTAIN AUTHORIZATION “*Go-Ahead Letter*” FROM RUC FOR CONSTRUCTION \*\*\*\*

### Prior to Authorization of Payments

- Submit Affidavit** and Legal Documents from Utility Showing Compensable Property Interest and Eligibility for Reimbursement for the Relocation (**Required**)
- Submit Certification** from Region Utility Specialist for Compensable Property Interest (**Required**)

**PLEASE NOTE: A NOTICE TO PROCEED WILL NOT BE ISSUED BY THE STATE UTILITY ENGINEER UNLESS THE INFORMATION DESIGNATED "REQUIRED" HAS BEEN RECEIVED AND APPROVED FOR COMPLETENESS.**

June 22, 2007