

Done	Activity	Responsible party
1.0	Prospectus	
	Identify utilities within project limits	Utility Specialist
	Provide recon level cost estimates if requested	Utility, Utility Specialist
	Provide preliminary engineering budget	Utility Specialist
2.0	Preliminary Engineering - Utility identification and accommodation	
	Prepare work tasks <i>(for large projects only - used to identify time, costs, etc.)</i>	Utility Specialist
	Call for "pre-survey" utility locates	Survey Crew
	Tie utility locates to project	Survey Crew
	Request utility maps w/ written request, map or description of project limits	Survey Crew
	Obtain utility maps or electronic files	Utility Specialist
	Copy and distribute utility maps	Utility Specialist
	Reconcile information on utility maps with field survey	Survey Crew
	Include existing utility information on base map	Survey Crew
	Include existing utility information on base map	Survey Crew & Designer
	Incorporate utility in design	Designer
	Written request for Utility Report, include general scope of project, map showing project, roadside inventory	Designer
	Prepare & distribute Utility Report	Utility Specialist
	Identify R/w or easement needs for utilities	Utility Specialist
	Liaison between internal & external stakeholders	Utility Specialist
	Provide utilities with detail maps of major projects	Utility Specialist
	Inform utilities of possible impacts as result of upcoming major projects	Utility Specialist
	Help utilities with long range planning and budgeting	Utility Specialist
	Represent ODOT at public meetings	Utility Specialist
	Represent utilities at meetings	Utility Specialist
	Provide specialty maps as needed to utilities	Utility Specialist
3.0	Final Design - ODOT Design Activities	
	Identify power sources if requested for traffic signals, illumination and landscaping	Utility Specialist
	Review ODOT preliminary and advance plans for utility information	Utility Specialist
	Verify conflicts and accuracy of utility information shown on the plans	Utility, Utility Specialist
	Notify Designer of any discrepancies or omissions of utility information shown on the plans	Utility Specialist
	Resolve any design conflicts	Utility Specialist, Designer, Construction PM
	Prepare Timing and Status Report	Utility Specialist
4.0	Final Design - Utility Relocation Plan	
	Coordinate and monitor utility relocation plans	Utility Specialist
	Identify conflicts from ODOT's preliminary plans	Utility Specialist
	Prepare & distribute conflict lists and conflict notification letters. <i>Include estimate format and packet to any utility that may have reimbursable work.</i> Verify conflicts. Let Utility Specialist know what will be relocated, adjusted or protected.	Utility Specialist Utility

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	Prepare utility relocation plans to resolve any conflicts not being accommodated in ODOT's plans	Utility
	Identify who will be doing the relocation work	Utility
	Provide written request to Utility Specialist for any utility work being added to ODOT's contract	Utility
	Identify reimbursable work, non-reimbursable work, upgrades, and betterments	Utility & Utility Specialist
	Review utility relocation plans	Utility Specialist, Designer, Construction PM, Dist. Permit Specialist
	Field review utility plans	Utility Specialist, Construction PM
	Approve utility relocation plans	Utility Specialist, other ODOT's personnel as appropriate
	Identify any tree or environmental impacts	Utility Specialist
	Attend plan review meetings	Utility Specialist, Construction PM
	Provide specialty maps for utilities or design as requested	Utility Specialist
5.0	Utility Eligibility for Reimbursement	
	Submit legal documents for utility facilities located on private property	Utility
	Easements, deeds, rental agreements or	Utility
	Estoppel affidavit or Prescriptive affidavit	Utility
	Submit "Exhibit A"	Utility
	Verify reimbursable work, non-reimbursable work, upgrades, and betterments. Determine cost splits	Utility Specialist
	Prepare appropriate certification verifying utility eligibility status	Utility Specialist
	Notarize certification verifying utility eligibility status	Any ODOT R/w Agent
	Submit certification and affidavit to ODOT Right-of-Way Utility Relocation Office	Utility Specialist
6.0	Utility Permits to Occupy State R/W	
	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	Utility
	Review permit application for utility relocations. Identify any areas that should be covered by an "X-permit". 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 Utility Specialist
	Notify District Permit Specialist of any areas that should be covered by an "X-permit"	Utility Specialist
	Approve permit application for utility relocations	District Permit Specialist

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7.0 Utility Estimate		
	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
	Review consultant agreements	Utility Specialist
	Submit estimate for reimbursement using ODOT format.	Utility
	Indicate lump sum or actual cost billing. (<i>Lump sum is only available for estimates less than \$25,000.</i>)	Utility
	Submit signed relocation plans and specs.	Utility
	Review estimates	Utility Specialist
8.0 Submittals to Salem		
	Cover letter generally describing work, total cost of approved reimbursable work, indicate whether billing will be lump sum or actual cost	Utility Specialist
	Approved relocation plan	Utility Specialist
	Consultant agreements	Utility Specialist
	Estimate for reimbursable relocations with approved cost split between ODOT and Utility	Utility Specialist
	Certification from Utility Specialist	Utility Specialist
	Affidavit from utility showing eligibility	Utility Specialist
	Legal documents showing eligibility	Utility Specialist
	Review consultant agreements	Utility Specialist
9.0 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
10.0 Construction		
	Submit three lowest bids for relocation work being contracted out	Utility
	Submit bid tabulation for approved bid	Utility
	Submit 2 copies of signed contract between utility and contractor	Utility
	Invite ODOT to utility preconstruction meetings	Utilities, Utility Specialist
	Advise utilities of utility pre-preconstruction meetings	Construction PM, Contractor, or Utility Specialist
	Hold utility pre-preconstruction meetings	Construction PM & Contractor
	Invite utilities to ODOT preconstruction meetings	Construction PM or Utility Specialist
	Advise contractor of utility or ODOT construction schedule	Construction PM, contractors, & Utilities
	Inspect reimbursable relocation work	Utility Specialist or Construction PM

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	Monitor all utility relocation work as time allows	Utility Specialist, Construction PM, or District Permit Specialist
	Submit change orders for reimbursable work to ODOT for approval	Utility
	Review and approve change orders for reimbursable	Utility Specialist
	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
11.0	General	
	Involvement in utility coordinating councils	Utility Specialist