



Utility Coordination

CUG Annual Meeting
December 4, 2025

Training Agenda



REVIEW OF REVISED
LOCAL AGENCY
GUIDELINES (LAG)
MANUAL AND KEY
CONCEPTS



REVIEW OF REVISED
CERTIFIED LPA UTILITY
NOTIFICATION LETTER
TEMPLATES



PUT YOUR LEARNING
INTO ACTION:
EXAMPLE PROJECT
SCENARIOS



WRAP UP: TOP TIPS!

Whom do I contact at ODOT about utilities?

- Utility Relocation Program
- Nicole Frankl
- Statewide Utility & Rail Liaison
- UtilityandRailProgra@odot.oregon.gov



ODOT Guidance, Key Resources

- **Local Agency Guidelines manual (“LAG”)**
 - 2021 version: Section C, Chapter 13 (with Railroad)
 - New version: Section C, Chapter 11 (without Railroad)
- **Utilities & Railroad – Guidance, Templates & Samples** on [Certification Guidance & Forms](#) webpage
 - Includes sample notification letters, utility agreement checklist and more
- **Utility Certification form**
- **ODOT Utility Relocation Manual**
- **ODOT Utility Relocation Guide**



Utility Coordination, Conflicts Evaluation, Notifications

LAG Section C, Chapter 11, Subsection 11.3.4

Throughout Design and Sometimes During Construction

- Certified LPA needs to advance utility coordination through official letters
- Follow utility notification and plan review process in Section 3 of the Oregon Utility Relocation Manual

Sample Utility Letters for Certified LPAs

- [Project Notification \(No Conflict\) Sample Letter \(form 734-5418\)](#)
- [Utility Conflict \(Non-Reimbursable Work\) Sample Letter \(form 734-5419\)](#)
- [Utility Conflict \(Reimbursable Work\) Sample Letter \(form 734-5420\)](#)
- [Time Requirement Letter Sample \(form 734-5421\)](#)


Sample Letters: 3-1 First Notification

LAG 11.3.4 refers to Section 3, Oregon Utility Relocation Manual

Conflict Letters

-OR-

Project Notification Letter

 **Notification of Utility Conflict (Reimbursable Work)**
For use by Certified LPAs on Federal Aid Projects
SAMPLE FORM - Agency is responsible for evaluating the contents for fitness for use and to consult with agency's subject matter resources and/or legal counsel as appropriate prior to use.
[See ODOT Utility Relocation Manual Section 3-1 \(First Notification\)](#)

Click to select Date

Issued By: Agency Name (hereafter "Agency")
Agency Address
Agency City, State, Zip

Subject: **Utility Conflict with Reimbursable Work**

Project Name
Project Location
Project County

ODOT Key Number: Insert #
Agency Project Number: Insert #
Consultant Firm Name: Insert Firm Name or N/A

Click to select Date

Issued By: Agency Name (hereafter "Agency")
Agency Address
Agency City, State, Zip

(ODOT CLPA) 734-5419

Notification of Utility Project (No Conflict)
For use by Certified LPAs on Federal Aid Projects
SAMPLE FORM - Agency is responsible for evaluating the contents for fitness for use and to consult with agency's subject matter resources and/or legal counsel as appropriate prior to use.
[See ODOT Utility Relocation Manual Section 3-1, \(First Notification\)](#)

Click to select Date

Issued By: Agency Name (hereafter "Agency")
Agency Address
Agency City, State, Zip

Subject: **Project Notification – No Anticipated Conflicts**

Project Name
Project Location
Project County

ODOT Key Number: Insert #
Agency Project Number: Insert #
Consultant Firm Name: Insert Firm Name or N/A

Click to select when a Consultant Firm has been retained by the Agency, delete if not applicable.

The utilities listed have been identified as having facilities within the project boundary as noted in the table below:

UTILITY NAME	TYPE	CONTACT NAME EMAIL ADDRESS	LOCATES IDENTIFIED?
Utility Name (To insert additional rows for multiple utilities, click here place your cursor in this	Gas, Water, Electric, etc.	Contact Name Email Address	YES or NO

Sample Letters: 3-4 Second Notice

LAG 11.3.4 refers to Section 3, Oregon Utility Relocation Manual

Time Requirements Letter (Conflict) -OR- Project Notification Letter (No Conflict)

Time Requirement Notification
For use by Certified LPAs on Federal Aid Projects
SAMPLE FORM - Agency is responsible for evaluating the contents for fitness for use and to consult with agency's subject matter resources and/or legal counsel as appropriate prior to use.
[See ODOT Utility Relocation Manual Section 3-4 \(Second Notice\)](#)

Click to select Date

Issued To: **Utility Company Name** (hereafter "Utility Company")
Utility Company Address
Utility Company City, State, Zip

Issued By: **Agency Name** (hereafter "Agency")
Agency Address
Agency City, State, Zip

Subject: **Relocation Time Requirements**

Project Name
Project Location
Project County

ODOT Key Number: **Insert #**
Agency Project Number: **Insert #**
Consultant Firm Name: **Insert Firm Name or N/A**

Notification of Utility Project (No Conflict)
For use by Certified LPAs on Federal Aid Projects
SAMPLE FORM - Agency is responsible for evaluating the contents for fitness for use and to consult with agency's subject matter resources and/or legal counsel as appropriate prior to use.
[See ODOT Utility Relocation Manual Section 3-1, \(First Notification\)](#)

Click to select Date

Issued By: **Agency Name** (hereafter "Agency")
Agency Address
Agency City, State, Zip

Subject: **Project Notification – No Anticipated Conflicts**

Project Name
Project Location
Project County

ODOT Key Number: **Insert #**
Agency Project Number: **Insert #**
Consultant Firm Name: **Insert Firm Name or N/A**

[Click to select when a Consultant Firm has been retained by the Agency, delete if not applicable.](#)

The utilities listed have been identified as having facilities within the project boundary as noted in the table below:

UTILITY NAME	TYPE	CONTACT NAME EMAIL ADDRESS	LOCATES IDENTIFIED?
Utility Name (To insert additional rows for multiple utilities, click here place your cursor in this	Gas, Water, Electric, etc.	Contact Name Email Address	YES or NO

Utility Relocation Is Either Non-Reimbursable or Reimbursable

LAG Section C, Chapter 11, Subsection 11.3.5




Non-Reimbursable?

- Utility located on public right of way by permit or franchise agreement, generally be non-reimbursable.
- LPA's utility permit or franchise agreement should explicitly define these parameters.



Reimbursable?

- Utility has a property interest in its present location
- State has a legal obligation or legislative authority to pay for relocation costs
- Utility is public/municipally-owned, occupies public right of way, and is not required by law or agreement to move at its own expense
- Utility relocation implements safety corrective measures to reduce roadside hazards of utility facilities to highway users



What is required for utility costs to be eligible for FHWA reimbursement?

LAG Section C, Chapter 11 Subsection 11.4

- Costs programmed in STIP under appropriate phase of work
- Covered in Supplemental Project Authorization
- FHWA authorization
- ODOT Project Contact Notice to Proceed
- Certified LPA Notice to Proceed to utility per phase
- Build America Buy America compliance
- Progress Billings with documentation

Reimbursable Utility Relocation Agreements

LAG Section C, Chapter 11, Subsection 11.3.6

When do I need an agreement with a utility?

- When the utility relocation is reimbursable

Who obtains the agreement?

- The LPA is responsible for the development and execution of the agreement with the utility

What does the agreement cover?

- LPA & Utility responsibilities for financing and performing UR work
- 23 CFR 645.113 requirements
- Buy America/BABA provisions
- NTP by phase

When should I start the agreement process?

- As soon as possible!
- Negotiating with a utility can be a lengthy process

Use the Certified LPA [Checklist for Utility Agreements](#)

Reimbursable Utility Relocation Agreements (Checklist)

LAG Section C, Chapter 11, Subsection 11.3.6

• **Checklist Sections:**

- FHWA Authorities
- Terms and Conditions (scope, description, location of work)
- Plans and Drawings
- Utility's Cost Estimate (breakdown of costs)
- Method to perform (force account, contractor)
- Compliance Info
- Payment Info
- Authority to begin work (NTP schedule)

Checklist for CLPA Utility Agreements

This checklist can be used to confirm that FHWA requirements are met for Utility Agreements per Regulations 23 CFR 645.113 and will be used by the State Utility Liaison (SUL) to confirm this.

The following requirements need to be included in the Utility Relocation Agreement between the CLPA and the utility:

☐ **Include reference to FHWA authorities**

- FHWA Program Guide, Utility Relocation and Accommodation on Federal-Aid Highway Projects, January 2003 <https://www.fhwa.dot.gov/reports/utilguid/if03014.pdf>
- 23 CFR 635.309
- 23 CFR 645 subpart A
- FHWA Office of Program Administration, <http://www.fhwa.dot.gov/programadmin/utility.cfm>
- 23 CFR 645.107 (c)- The authority for a certified local agency to pay for the utility to relocate
- 23 CFR 635.410 Buy America- Utility will provide a copy of all Certificate of Material Origin's (CMO) for the above contract to this office prior to installation of the item(s)
<https://www.fhwa.dot.gov/construction/contracts/130711.cfm>

☐ **Terms and Conditions to include the scope, description and location of the work to be undertaken**

☐ **Plans and Drawings showing the relocation work**

- This will show the location, length, size and/or capacity, type, class, and pertinent operating conditions and design features of existing, proposed, and temporary facilities, including any proposed changes to them, using appropriate nomenclature, symbols, legend, notes, color-coding, etc.

Specifications

LAG Section C, Chapter 11, Subsection 11.5

When do I need to include specifications related to utility work?

- If completion of utility work is not feasible or practical prior to construction, the bid proposals must identify the utility work or coordination to be completed during construction.
- Almost all construction contracts will require the contractor to coordinate with utilities.

What is the LPA's responsibility?

- Ensure applicable special provisions are included in the PS&E package.
- SP 00150.50(f) and (g)
- Sometimes, the utility coordinator recommends other SPs, (e.g., 00180.40 (irrigation facility) and 00180.42 (group utility relocation scheduling meeting))

Timing

- Identify and include necessary utility specifications during development of project special provisions.
- Utility special provisions must be submitted with the utility certification form to ODOT for SUL co-certification at least 2 weeks prior to PS&E.

Utility Certification (Form 734-5162)

LAG Section C, Chapter 11, Subsection 11.6

When do I need to complete the Utility Certification for Certified Local Agency Project form?

- A completed utility certification form is required for ALL CONSTRUCTION PROJECTS to receive FHWA authorization for the construction phase.

What is the LPA's responsibility?

- Complete and sign the form to certify the status of utility work, impacted utility providers, utility agreements and any exceptions.
- Prepare required submittals (letters of notification, conflicts, time requirements, project special provisions, exceptions).

When should I begin preparing the form and what supporting documents are required?

- LPAs are encouraged to begin preparing the form as the required submittals are distributed to utilities (copy the SUL).
- Submit the form with required submittals to ODOT SUL at least 2 weeks prior to PS&E for co-certification

Utility Certification (Form 734-562)

LAG Section C, Chapter 11, Subsection 11.6

Utility Certification for Certified Local Public Agency Project

Date:	(IDENTIFY DATE)
To:	(ODOT LIAISON), ODOT Local Agency Liaison / Transportation Project Manager
CC:	Nicole Frankl, State Utility and Railroad Liaison (UtilityandRailProgra@odot.oregon.gov)
From:	(YOUR NAME), Utility Coordinator
Federal Aid Number:	(IDENTIFY PROJECT FEDERAL AID NUMBER)
Key Number / LPA Project Number:	(IDENTIFY PROJECT KEY NUMBER) / (LPA Project NUMBER)
Project Name:	(PROJECT NAME)
City/ County:	(INDICATE CITY AND/OR COUNTY PROJECT IS LOCATED IN)

This memo certifies that for this federal-aid project, based on (SELECT PLAN TYPE) dated (SELECT DATE OF LAST PLAN SET SUBMITTED TO UTILITY), (INDICATE WORK STATUS – SELECT FROM DROPDOWN) as required for proper coordination with the physical construction schedule.

The bid date for this project is (BID DATE).

Appropriate notification identifying all utility relocation work together with status or schedule for completion for each utility company involved within the limits of this project has been made a part of the special provisions.

Utility Providers

The following utilities are within the project limits and will be adjusting, relocating, or installing facilities before, during or after construction. Time requirement letters for these utilities are attached to this certification.

- (IDENTIFY UTILITIES OR INDICATE NONE)

The following utilities are within the project limits but no conflicts are anticipated.

- (IDENTIFY UTILITIES OR INDICATE NONE)

Agreements

- ☐ This project has no Utility Agreements
- ☐ This project has **NUMBER** Utility Agreement(s)

|

Pending Documents/Exceptions

The below agreements are not executed. Anticipated timeline and explanation included.

- ☐ Exception Letter has been initiated for this project.

Missing Agreement	Date expected	Reason for delay


Utility Certification Co-Sign

Agency's UTILITY
COORDINATOR

(NAME)

SIGNATURE

PRINT NAME

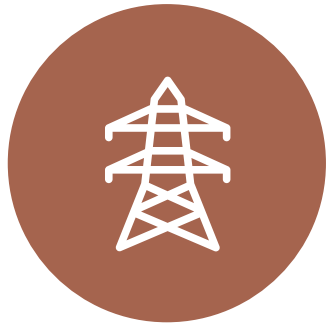


Construction *LAG Section C, Chapter 11, Subsection 11.7*

- Follow Certified LPA's ODOT-approved General Conditions and Quality Program Plan.
- Coordinate with the construction contractor and utilities on
 - previously unidentified conflicts
 - any delay claims that arise due to a utility's failure to relocate according to the notified relocation timelines.
- FHWA expects that the agency will pursue delay claims if they arise.

Interactive Discussion Scenarios

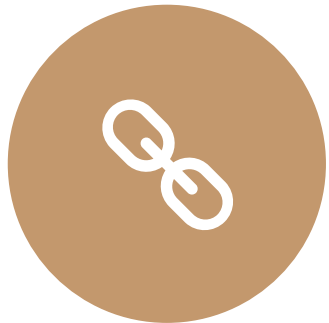
Put Your Learning into Action: Training Scenarios



Use LAG manual, Section C, Chapter 11 and Utility Relocation Manual to answer questions



The scenarios are designed so there isn't a single 'right' answer to encourage discussion.



The training scenarios, questions and resource links are available in a word document on the CUG webpage.



We will use Menti to go through the scenarios and questions. Put your questions in the chat.

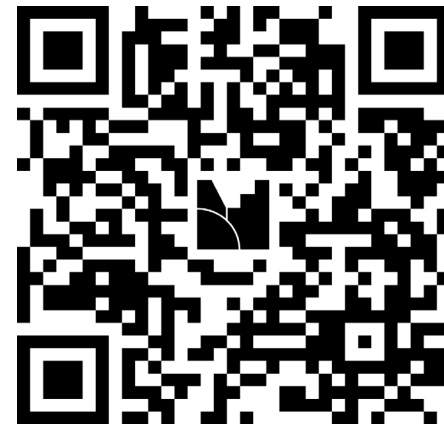
Scenario 1:

KN01234 Main Street Improvements, Mytown, OR

- *Project includes roadway reconstruction and sidewalk widening on a local road or street.*
- *Acme Telecom Inc. obtained property rights in the project area prior to project.*
- *ABC Power & Light Co. is in public right of way under a local permit or franchise agreement.*

Issue 1. Determining Eligibility for Reimbursement

1. Is Mytown eligible for federal reimbursement for either of these utilities' relocation costs?
2. Which LAG Sec. C, Chapter 11 subsection(s) support(s) your answer?
3. What else might Mytown's Utility Coordinator need to know to determine eligibility for reimbursement?



Menti.com 6224 4062

Scenario 2:

KN01234 Main Street Improvements, Mytown, OR

- *Project includes roadway reconstruction and sidewalk widening on a local road or street.*
- *Acme Telecom Inc. obtained property rights in the project area prior to project.*
- *ABC Power & Light Co. is in public right of way under a local permit or franchise agreement.*

Issue 2. Utility Coordination Activities

1. What are the likely coordination actions Mytown will need to take prior to PS&E with these utilities?
 - a. For ABC Power & Light Co. what notifications will be needed?
 - b. For Acme Telecom Inc. what notifications will be needed?
 - c. What other elements/activities are likely needed with Acme, assuming the Mytown agrees they are reimbursable?
2. Which LAG Sec. C, Chapter 11 subsection(s) support(s) your answer?
3. Which other resource(s) might you need to consult to answer this question?

Scenario 3:

KN01234 Main Street Improvements, Mytown, OR

Original facts: Project includes roadway reconstruction and sidewalk widening on a local road or street. Acme Telecom Inc. obtained property rights in the project area prior to project. ABC Power & Light Co. is in public right of way under a local permit or franchise agreement.

New facts:

- Also assume both Acme Telecom Inc. and ABC Power & Light Co. have conflicts and are the only utilities identified for the project.
- “ABC Lights” – is listed under 00150.50(f) Utility Information (No Anticipated Relocations). No contact info shown for ABC Lights.
- Acme Telecom Inc.’s Time Requirements Letter - relocate by August 30, 2026.
- Acme Telecom Inc. – is listed under 00150.50(g) Utility Information (Anticipated Relocations). Contact info is complete, and the estimated completion date is shown as August 30, 2025.

Issue 3. Quality Control for PS&E

1. Prior to final PS&E submittal to ODOT, what type of ODOT approval is needed for utility coordination?
2. Which LAG Sec. C, Chapter 11 subsection(s) support(s) your answer?
3. Based on the new facts, what issues might the State Utility Liaison request Mytown to resolve prior to signing the Utility Certification form?
 - a. What issues may be of concern about how the specifications are written?
 - b. What issues may be of concern regarding relocation timing?

Top Utility Tips for LPA Utility Coordinators

ID project footprint early to accurately ID affected utilities

ID any reimbursable utilities early to enable programming UR phase

Determine conflicts, relocation needs ASAP (design to avoid if possible)

Determine relocation timelines

Ensure timely letters to utilities (cc SUL)

Use the Utility Agreements Checklist to develop agreements

Basic Utility Cost Estimate Needed

Ensure required notice(s) to proceed before beginning work

Detailed invoices and support docs are critical to ensure costs are eligible

Include applicable utility specs

Submit Utility Certification Forms and Dox 2 weeks before PS&E

Stay engaged during construction re: delay claims or new locates

Contacts

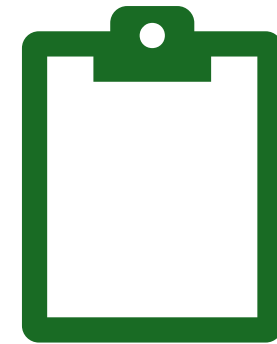
Utility and Rail Program

Nicole Frankl,
ODOT State Railroad & Utility Liaison
UtilityandRailProgra@odot.oregon.gov

Credit for Training Attendance



Watch FHWA Federal-Aid Essentials:
Utility Coordination and Certification Requirements
video (7 minutes)



Complete the post-training acknowledgment
by December 18, 2025