

Notes: Abbreviations used in this checklist

[Project Development Guide](#) (PDG)

Project Leader (PL) – Leads project team through development and design of in-house projects

Project Manager (PM) – Liaison and project leader for outsourced projects

Construction Project Manager (CPM) – Project Manager administering ODOT construction project

Local Agency Liaison (LAL) – Leads project team and coordinates work performed for Local Agency Projects

State Utility Liaison (SUL) – Maintains uniformity of State Utility Relocation Program for in-house, outsourced, and local agency projects.

Region Utility Specialist/Utility Coordinator (RUS/UC) – The Utility Coordinator performs the duties of the RUS for outsourced and local agency projects.

Complete	Activity	Responsibility
Draft STIP and Prospectus Development (PDG Phase 1)		
	Identify existing and proposed utilities within project limits	Designer/ Surveyor
	Develop preliminary utility report	Designer/ Surveyor
	Incorporate information and impacts into project scope and schedule	PL/ Designer
Project Initiation		
	Provide preliminary utility relocation (UR) budget	RUS/UC
	Review and recommend utility relocation task schedule information	RUS/UC / PL
	Represent utilities at project team meetings	RUS/UC
Design Acceptance		
	Call for “pre-survey” utility locates	Survey
	Tie utility locates to project	Survey
	Request utility facility maps w/ written request, include project footprint map or description of project limits	Survey
	Compile and distribute utility maps or electronic files	RUS/UC
	Reconcile information on utility maps with field survey	Survey and RUS/UC
	Include existing utility information on base map	Survey and Designer
	Develop preliminary conflict list and submit to RUS/UC	Designer
	Identify R/W or easement needs for utilities	RUS/UC
	Prepare & distribute Utility Report	RUS/UC
Preliminary or Advance Plans		
	Review ODOT preliminary and/or advance plans for utility information	RUS/UC
	Verify conflicts and accuracy of utility information shown on the plans	Utility, RUS/UC
	Request utility test-hole excavation from utility owners	RUS/UC
	Record utility test-hole data	Survey and/or Utility

Complete	Activity	Responsibility
	Incorporate utility test-hole data into base map	Designer
	Revise preliminary conflict list from ODOT’s preliminary or advanced plans	RUS/UC
	Prepare & distribute conflict lists, plan sheets with conflicts identified, and conflict notification letters. Include Reimbursement Information Form (RIF) to any utility that may have reimbursable work.	RUS/UC
	Provide specialty maps as needed to utilities	RUS/UC
	Liaison between designer and technical specialists and utility owners to confirm or resolve conflicts	RUS/UC
	Verify conflicts. Prepare and submit relocation plan and schedule.	Utility
	Coordination for ODOT owned facility connections goes here	
	Prepare and Submit Preliminary Special Provisions	RUS/UC
Reimbursement Eligibility		
	Identify reimbursable work, non-reimbursable work, upgrades, and betterments	Utility and RUS/UC
	Submit Relocation Information Form (RIF)	Utility
	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” – explanation of estoppel and/or prescriptive conditions	Utility
	Verify reimbursable work, non-reimbursable work, upgrades, and betterments. Determine cost splits	Utility Specialist
	Prepare certification verifying utility eligibility status	Utility Specialist
	Submit certification, RIF, and property rights affidavit using the Transmittal Request Form (TRF) to State Utility Liaison (SUL)	Utility Specialist
Reimbursable Utility Process		
	Submit ongoing or project specific consultant agreements. (Design consultant agreements should be submitted as early as possible and should not wait for the construction estimate to be developed before processing.)	Utility
	Submit detailed estimate for reimbursement using ODOT format.	Utility
	Review estimates and UR Budget	RUS/UC
	Transmit preliminary engineering agreements and detailed estimates using TRF to SUL	RUS/UC
	Set up funding and expenditure account	SUL

Complete	Activity	Responsibility
	Notice to Proceed for Design – required prior to beginning Preliminary Engineering	SUL
	Provide written request to Utility Specialist for any utility work being added to ODOT’s contract – See Work Added to Contract section	Utility
	Submit relocation plans, specifications and detailed estimate	Utility
	Review utility relocation plans	RUS/UC, Designer, District and CPM
	Field review utility plans – survey may be required to tie utility staking to design base map to verify relocation plan	RUS/UC, Survey, CPM
	Approve utility relocation plans and schedule – See Permit Section	RUS/UC, other ODOT staff as required
	Transmit detailed estimate and relocation plan using TRF to SUL	RUS/UC
	Notice to Proceed with Advertising for Bid – required prior to contract advertising	SUL
	Submit Construction Advertising and Bid Tabulations if contracting relocation work	Utility
	Notice to Proceed with Construction – required to be eligible for reimbursement	SUL
	Invite ODOT to utility preconstruction meetings (Optional)	Utilities, RUS/UC
	Submit change orders for reimbursable work to ODOT for approval	Utility
	Review and approve change orders for reimbursable	RUS/UC and SUL
	Submit invoices with all appropriate documentation and invoices	Utility
	Review & recommend payment of utility	RUS/UC
	Obtain Area Manager approval for bills over \$10,000 or when bill exceeds UR budget	RUS/UC
	Transmit invoice and support documentation with Transmittal-Utility Payment Request Form	RUS/UC
	Process bills for payment	SUL
Non-reimbursable Utility Process		
	Prepare utility relocation plans and schedule 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 – See Work Added to Contract section	Utility
	Review utility relocation plans and schedule	RUS/UC, Designer,

Complete	Activity	Responsibility
		CPM, District
	Field review utility plans – survey may be required to tie utility staking to design base map to verify relocation plan	RUS/UC, Survey, CPM
	Approve utility relocation plans and schedule – See Permit Section	RUS/UC
Work Added To Contract		
	Agreement on work and fee deposits written	SUL and Utility
	Plan Sheets and Special Provisions submitted for utility facility work not covered under ODOT Standard Drawings and Standard Specifications	Utility
	Incorporate utility facility work into ODOT Contract documents	Designer, Specification Writer
	Document quality and quantity of utility facility work	CPM Office
	Reconcile final costs and initiate collection or refund of additional fees	SUL
Permits		
	Transmit approved utility facility relocation plans and schedule to District Permit Specialist	RUS/UC
	Provide property right affidavits and certifications for facilities eligible for X-Permit	RUS/UC
	Submit permit application for utility facility relocation and installation on State Right of Way	Utility
	Approve application and generate permit	District Permit Specialist
Final Plans		
	Review final plan set for any conflicts encountered by additional design elements added after Preliminary Plans	RUS/UC
	Prepare and Transmit to Utility Owner a Conflict Letter and plan sheets covering additional conflicts	RUS/UC
	Verify conflicts and submit revised relocation plan and schedule	Utility
	Review and approve revised relocation plan and schedule	RUS/UC, Designer, CPM
	Submit Timing Letter to Utility Owners, SUL, and Project Leader	RUS/UC
	Prepare and Submit final Utility Special Provisions to Specification Writer	RUS/UC
	Prepare and Submit Utility Certification to SUL and Project Leader	RUS/UC
Construction		
	Monitor Utility relocation work	CPM
	Advise utilities of utility pre-preconstruction meetings	CPM
	Hold utility pre-preconstruction meetings	CPM & Contractor

Complete	Activity	Responsibility
	Invite utilities to ODOT preconstruction meetings	CPM
	Review Contract Change Orders for Utility Conflicts	CPM
	Prepare and submit conflict letter for change order work to Utility	CPM
	Integrate Utility relocation schedule into Contract Change Order	CPM
	Evaluate Contractor Notice to Claim for Utility Delay	CPM, RUS, SUL
	Notify Utility of Contractor Delay Claim	CPM
	Submit Claim settlement and cost to SUL	CPM
	Notify Utility Owner of settlement and final cost of Claim	SUL
	Collection of Claim costs	Highway Program Office