Utility: _____
Project Name: _____
Highway: _____
County: _____
Key Number: _____

Notice to Proceed will not be issued by the State Utility Liaison unless information designated in ***bold italics*** has been received and approved.

Notice to Proceed must be obtained before moving to next step in order for costs to be eligible for reimbursement.

RUS/UC designates Region Utility Specialist or Utility Coordinator

Sent	Receive	Submit	Activity	Responsibility
			Establish Eligibility	
			Conflict Letter with marked Plan Sheets and Conflict List	RUS/UC
			Reimbursement Information Form (RIF)	Utility
			Affidavit and Legal Documents showing Compensable Property Interest and Reimbursement Eligibility	Utility
			Reimbursement Certification	RUS/UC
			Preliminary Engineering	
			Utility Workforce	
			Review and Confirm estimate submitted on RIF	RUS/UC
			Notice to Proceed with Preliminary Engineering	SUL
			Continuing Consultant Contract	
			Obtain Copy of Contract from Utility	Utility RUS/UC
			Review Work Type and Costs	RUS/UC SUL
			Notice to Proceed with Preliminary Engineering	SUL
			Consultant Agreement	
			Submit Consultant Agreement Detailed Scope of Work Estimated Cost of Services: Salary Rates w/ Schedule, Overhead, Incidentals Rates to be Competitive Agreed "Not to Exceed" Amount for Work Basis of Payment (cannot be % of Construction Cost) Retention of records for 5 Years for Auditing Purposes	Utility
			Review and Recommend approval of Consultant Agreement	RUS/UC
			Notice to Proceed with Preliminary Engineering	SUL

Sent	Receive	Submit	Activity	Responsibility
			Plans, Specifications, & Estimate (PS&E)	
			Submit Relocation Plan: Relocations can be placed on ODOT Plan Sheets or Utility Drawings Drawings must contain: ▪ Scale, North Arrow ▪ Highway Project Name, County, and Highway No. ▪ Right of Way Lines, Centerline, Stationing ▪ Location, Type and Size of Existing Facilities ▪ Type of Facility to be Constructed: • Size of Pipe, Conduit, Cable, etc. • Vertical depth for buried or roadway clearance for aerial • Material to be used (PVC, HDPE, Steel, etc.) • Joint Use information for trenches or poles • Distance from Centerline to the proposed longitudinal installation • Centerline Station for transverse installations	Utility
			Review and Accept Relocation Plan	RUS/UC, ODOT staff
			Submit Construction Estimate ▪ ***Estimate in detail format using Utility Estimate Form or spreadsheet with same format*** of item, unit, quantity, unit cost, and totals.	Utility
			Review and recommend approval of Estimate	RUS/UC
			Verify Estimate costs against UR Budget	RUS/UC
			Notice to Proceed with Construction if work is by Utility Work Force	SUL
			OPTIONAL: Work Added to Contract	
			Written request for relocation work to be added to ODOT Contract	Utility
			Work agreement prepared to add work and establish fee deposits if necessary	SUL
			Prepare plan sheets and specification for specialty work not covered by ODOT standard specifications and drawings	Utility
			Construction Contracting	
			Submit Contract Documents and Bid Advertisement	Utility
			Review and Recommend Approval	RUS/UC
			Notice to Proceed with Advertisement for Bidding	SUL
			Submit Bid Tabulations	Utility
			Review and Recommend Approval	RUS/UC
			Notice to Proceed with Construction	SUL
			Timing and Certification	
			Prepare and transmit to utility the Timing Letter (Second Notification) confirming the agreement on the relocation schedule.	RUS/UC

Sent	Receive	Submit	Activity	Responsibility
			Transmit the Utility Certification to the Project Leader and SUL when all utility facility relocations have been confirmed, schedules established and before the PS&E for the project. **NOTE:** For those projects that do not have completed relocation plans and/or schedules, the Area Manager must complete the section of the Utility Certification approving an exception.	RUS/UC
Billing				
			Materials on Hand	
			Written request to order materials in advance of construction.	Utility
			Notice to Proceed with Ordering Materials	SUL
			Submit Invoice once Materials have been received and paid by Utility	Utility
			Confirm Materials have been delivered and in secure storage	RUS/UC
			Process Reimbursement Payment	SUL
			Progress Payments	
			Submit Invoice with attached support documentation Support documents must include but is not limited to: ▪ Labor • Employee, classification ,pay rate, date worked, hours per day • Summary by location of what or where the employee was working ▪ Equipment • Equipment description, rates, dates, and hours used ▪ Materials/Tools • Description, price per unit, quantity, and total cost. ▪ Copies of invoices and supporting documents from vendors and subcontractors ▪ Overhead/Additive rates • All applicable overhead rates such as fringe benefits, general overhead, material storage rates, and any other additive rates considered as Indirect Costs.	Utility
			Time Stamp and Date all Incoming Invoices and Documents	RUS/UC
			Request any missing documentation in writing	RUS/UC
			10 Business Days to Review and Transmit recommendation for payment to SUL once all documentation has been received.	RUS/UC
			Obtain Area Manager approval for all individual billings in excess of $10,000.	RUS/UC
			Submit Utility Payment Request Form with all invoices and documents to SUL	RUS/UC
			Process Reimbursement Payment	SUL