

**OHIO DEPARTMENT OF TRANSPORTATION  
SUBSURFACE UTILITY LOCATION SERVICES  
SCOPE OF SERVICES**

District 4 Subsurface Utility Location Services Scope of Services

PID No. 121953

Final Scope of Services Meeting Date: 3/10/26

\*Subsequent Scope Meetings will be held, if needed, w/ each TO

DBE Goals: Refer to Programmatic Advertisement

EDGE Goals: Refer to Programmatic Advertisement

**GENERAL**

For the purposes of this scope of services, the following definitions apply:

**DESIGNATE** means to indicate the horizontal location of underground utilities by the application and interpretation of non-destructive surface geophysical techniques. This includes, but is not limited to, electromagnetic, magnetic and elastic wave methods.

**LOCATE** means to obtain precise horizontal and vertical position, material, condition, size and other data that may be obtainable about the utility facility and its surrounding environment through exposure by non-destructive excavation techniques that ensure the integrity of the utility facility.

**UTILITY QUALITY LEVELS** are defined as follows:

Quality Level D - Existing records: Utilities are plotted from review of available records.

Quality Level C - Surface Visible Feature Survey: Quality level D information from existing records is correlated with surveyed surface-visible features.

Quality Level B - Designate: Two-dimensional horizontal mapping. This information is obtained through the application and interpretation of surface geophysical methods. Utility indications are referenced to appropriate survey control.

Quality Level A - Locate: Three-dimensional mapping and other characterization data. This information is obtained through exposing utility facilities through test holes and measuring and recording (with reference to appropriate survey control) utility/environment data.

The Consultant shall provide services at Quality Levels B and A as directed in writing by the District to aid in the development of right-of-way, preliminary engineering, and construction contract plans for projects selected by the District.

The Consultant shall also provide Engineering Services, including, but not limited to the following:

A.) Review of Studies and/or Design Plans to determine potential conflicts and identify relocation requirements for early utility coordination,

B.) Evaluate right of way impacts, constructability issues, and project scheduling issues with respect to utility conflicts and/or relocations;

C.) Site Reviews and completion of Conceptual Project Descriptions (CPD) and/or Red Flag Summary.

Once the notice to proceed is received naming a project for which the Consultant's services are requested, project coordination will be handled through the designated Subsurface Utility Location Services Coordinator in the District.

The final work SUE Level B and A product must be certified by a professional surveyor licensed in the State of Ohio, by placing their seal on the plans provided.

The Consultant shall provide all traffic control and maintenance of traffic operations as required by the Ohio Manual of Uniform Traffic Control Devices for Streets and Highways (OMUTCD) and local ordinances.

## **PROJECT INITIATION**

The **District Utilities Section** will provide a written work order that identifies the project designation, PID Number, and limits of the area to be designated. Upon receipt of such a work order, the consultant shall:

1. Meet with District personnel to review project limits, existing plans (if any), project horizontal and vertical control and other relevant information.
2. Provide the Department with a work plan including:
  - a. The milestone dates for completion of records research, field designating activities, and/or locating services, and submittal of drawings and electronic files.
  - b. Maintenance of traffic requirements and the consultant's plan to comply with the Ohio Manual of Uniform Traffic Control Devices for Streets and Highways (OMUTCD). Provide seven (7) day advance notification to the Department prior to the erection of any maintenance of traffic devices.

## **DESIGNATING SERVICES (HORIZONTAL MAPPING)**

The Consultant shall perform designating services as directed by the Department, as follows:

1. Conduct appropriate records research, investigate site conditions and identify applicable project limits. In accordance with Section 153.64 of the Ohio revised Code (ORC), the Consultant shall contact the registered underground utility protection services and the owners of underground utility facilities that are not members of a registered underground utility protection service for the existence and location of all underground utility facilities within the project limits. The Consultant may provide plans to those utility owners contacted in which the existence and location of utilities over which they have ownership may be shown, as he deems necessary. The Consultant shall supplement this information through records research and site investigation to confirm the existence and location of the identified utilities.

2. Obtain necessary permits from ODOT, city, county, or other municipal jurisdictions or railroads to allow the Consultant to work in the existing streets, roads and rights-of-way. Consultant work shall follow the ODOT Permitted Lane Closure Chart as applicable.
3. Designate the existing utilities and their major laterals to existing buildings that are within project limits utilizing visual inspection, field survey, radio frequency electromagnetic, magnetic, and acoustic emission techniques. The Department will direct the Consultant to designate other lateral services if so required. Unless requested, utilities designated will not include (a) vault or manhole limits or dimensions, (b) lawn irrigation or sprinkler systems, (c) underground storage tanks, or (d) gravity storm drainage systems and gravity sanitary sewers. In the likely event that gravity storm and or sanitary system designation is requested, compensation for such work shall be provided under established unit rates for Surveying and incidentals along with fixed fees for maintenance of traffic. Physical evidence of all utilities (manhole covers, above-ground pipes, etc.) shall be recorded. The Consultant shall perform all reasonable and necessary services to designate and map all utilities within project limits and capable of designation and mapping in accordance with applicable professional standards, but excluding technologies described in Subparagraph 4 below.
4. Other geophysical prospecting techniques and energies, such as terrain conductivity, point source transmitters, thermal and ground penetrating radar may be used as appropriate upon approval by the Department to discriminate between and detect specific underground facilities. The Consultant will recommend appropriate techniques on a case-by-case basis. A separate cost will be negotiated for each use of the above named specialized prospecting techniques, in accordance with Subsections 1.02, 1.03 and 1.09 of the Specifications.
5. Prepare appropriate field sketches of marked utilities and survey designating marks, which shall be referenced to project control provided by the Department.
6. Translate survey data and drafting codes to an electronic file to allow direct incorporation of the Consultant's digital survey information into the Department's design file, in accordance with the Ohio Department of Transportation Location and Design Manual, Volume Three, Plan Preparation. Unless otherwise indicated, the electronic file consists of CADD data that is to be submitted and exchanged with ODOT and shall conform to the CADD requirements as set forth in the CADD Engineering Standards Manual. Particularly, ensure that the file:
  - Uses correct symbology.
  - Is based on the same control points as the Department's design file.
  - Is set up as a base map with references to sheet files.
  - All cells are placed at a scale to such that they can be used with the plan and profile sheets provided to the SUE contractor.
7. Verify that the plan locations are in accordance with the submitted project deliverables once the locations are shown on the construction plans by the design agency.
8. Work shall commence not more than five working days after receipt of a written notice-to-proceed from the Department to the Consultant.

#### **LOCATING (TEST HOLE) SERVICES**

In performing location (test hole) services hereunder, the Consultant shall:

1. Conduct appropriate records research and investigate site conditions. If not previously performed, the Consultant shall make all necessary contacts with utility owners as defined under "Designating Services (Horizontal Mapping)", Subparagraph 1.
2. Obtain necessary permits from ODOT, city, county or other municipal jurisdictions to allow the Consultant to work in existing streets, roads, and rights-of-way. The Consultant shall not be responsible to obtain permits for boring or other excavating work that is not performed by the Consultant pursuant to this Agreement. Consultant work shall follow the ODOT Permitted Lane Closure Chart as applicable.
3. Sweep proposed crossings and perform necessary procedures to "set-up" test holes.
4. Excavate test holes to expose the utility to be measured in such a manner that insures the safety of the excavation and the integrity of the utility to be measured. In performing such excavations, the Consultant shall comply with applicable utility damage prevention laws and coordinate with utility inspectors, as required.

If potentially contaminated soils are encountered, the Consultant shall immediately contact the District Utility Coordinator who will in turn coordinate with the District Environmental Section for further direction on site evaluation and necessary disposal.

5. Investigate, evaluate, measure and record:
  - (a) Horizontal and vertical location of top and/or bottom of utility referenced to project datum
  - (b) Elevation of existing grade over utility at test hole referenced to project datum
  - (c) Outside diameter of utility and configuration of non-encased, multi-conduit systems
  - (d) Utility structure material composition, when reasonably ascertainable
  - (e) Benchmarks and/or project control used to determine elevations
  - (f) Paving thickness and type, where applicable
  - (g) General soil type and site conditions
  - (h) Such other pertinent information as is reasonably ascertainable from test hole site. References to project datum shall maintain vertical tolerance to plus or minus 0.05' based on benchmarks shown on the Consultant's deliverables and horizontal tolerance to applicable surveying standards.
6. Furnish and install permanent markers directly above centerline of utility structure (i.e., P.K. nail, steel pin, or hub). Install a color coded ribbon in the test hole extending from the utility to the surface prior to backfilling.
7. Provide permanent restoration of pavement within limits of original cut. When test holes are excavated in areas other than roadway pavement, these disturbed areas shall be

restored as nearly as reasonably possible to the condition that existed prior to excavation.

8. Evaluate and compare obtained information with utility information described in utility company records and note discrepancies on project deliverables. Advise utility companies of discrepancies and resolve such discrepancies to the extent possible. Document the resolution of such conflicts.
9. Plot horizontal location and, if applicable, profile view of utility on work prints provided by the Department, if requested.
10. Compile information described in Subparagraph 5 using the Consultant's automated systems and quality assurance procedures. Such information shall be formatted and presented on the consultant's certification form.
11. Return and review certification forms, project plans and drafted locations.
12. Work shall commence within five working days after receipt of a written notice-to-proceed from the Department to the Consultant.

### **PROJECT DELIVERABLES**

The Consultant shall, upon completion of designating and/or locating services, provide plan drawings of utilities on paper in English units at a scale determined by the Department, and a duplicate electronic file transmitted in a manner acceptable to the District. All submittals shall conform to the CADD Engineering Standards Manual and The Location and Design Manual, Volume 3, Highway Plans, and include the following information:

1. The project designation, PID, consultant name, work order number, and limits of the area designated.
2. All horizontal and vertical control furnished by the Department.
3. A listing of utility owners.
4. All utilities designated.
5. All depth and elevation information furnished by utility owners.
6. A listing of all test holes and the following information for each:
  - (a) Horizontal and vertical location of top and/or bottom of utility referenced to project datum
  - (b) Elevation of existing grade over utility at test hole referenced to project datum
  - (c) Outside diameter of utility and configuration of non-encased, multi-conduit systems
  - (d) Utility structure material composition, when reasonably ascertainable
  - (e) Benchmarks and/or project control used to determine elevations
  - (f) Paving thickness and type, where applicable
  - (g) General soil type and site conditions
  - (h) Such other pertinent information as is reasonably ascertainable from test hole site. References to project datum shall maintain vertical tolerance to plus or

minus 0.05' based on benchmarks shown on the Consultant's deliverables and horizontal tolerance to applicable surveying standards.

7. Provide a red-lined copy of the plans and a disposition of comments for Engineering Services as described on page 2 of this Scope. Completed CPD and/or Red Flags shall be submitted in both electronic and hard copy formats.

### **PROJECT MEETINGS**

The Consultant shall meet with the District as requested by the District Utilities Coordinator to review the status of the work, coordinate with utility owners or other purposes as required.

### **RESPONSIBILITIES OF THE DISTRICT**

The District shall provide the following information and services relative to the work to be performed by the Consultant.

1. Highway plans showing alignment, profile, and horizontal and vertical control.
2. Limits of the area to be designated and test hole locations.
3. Test hole locations.
4. Provide notification to adjacent property owners, as required by ORC when working outside of State Right of Way.
5. CADD files showing existing topographic information.

### **PROJECT SCHEDULE**

The District will determine the required completion time for each work order, measured from authorization to proceed to receipt of deliverables. The District will advise the Consultant of the required completion time for each work order in the work order request.

### **REFERENCE DOCUMENTS**

The following documents shall be included in this scope of services by reference:

Ohio Department of Transportation Location and Design Manual, Volume Three: Plan Preparation, CADD Engineering Standards Manual and Ohio Manual on Uniform Traffic Control Devices.

### **FIELD STUDIES / TASKS**

All services shall be conducted in compliance with the Ohio Revised Code (ORC), the National Environmental Policy Act (NEPA), all applicable Federal and State laws, regulations and related requirements. If this project is within the range of the Federally endangered Indiana bat (*Myotis sodalis*), the summer roosting habitat for the Indiana bat consists of living or dead trees or snags with exfoliating, peeling or loose bark, split trunks and/or branches or cavities. Therefore, any unavoidable cutting of such trees will be performed only after November 1 and before April 1. No excavation, grading or filling operations shall be performed in any streams, wetlands or other Waters of the United States, unless coordination has been conducted with the ODOT

District Four Environmental Coordinator and the required State and/or Federal permits have been obtained by ODOT, District Four, in accordance with all applicable State and/or Federal laws and regulations. Under no circumstances shall the contractor store equipment and/or materials in any wetlands.

#### **PROPERTY OWNER NOTIFICATION**

Consultant is responsible for property notification with respect to their own field studies (including their subs). Consultant shall follow stipulations in ORC, including, but not limited to the timing constraints. Consultant shall draft letter on ODOT Letterhead and send it to ODOT PM electronically for ODOT PM Signature. ODOT PM will return letter to Consultant for mailing distribution. District PIO shall be copied each time a mailing distribution is made. Prior to conducting any field work, study area property owners, residents, business owners and employers must be notified that field crews will be entering their property.

District is only responsible for issuing property notification letters related to any activities not being conducted by the Consultant or sub-Consultants.

#### **COMPENSATION FOR SERVICES**

The prime consultant's price proposal and all subconsultant's proposals must be broken down by man-hours and activities. The consultant shall submit, with his price proposal, copies of all subconsultant's proposals.

The consultant will be compensated for SUE services on the basis of the SULS Appendix A Fee Proposal Spreadsheet found on the Consultant Services Website:

<http://www.dot.state.oh.us/Divisions/Engineering/Consultant/Pages/Manuals-and-Contract-Documents-.aspx>

The cost of permits, law enforcement officers, utility access charges, travel expenses and any other non-salary direct cost shall be compensated at actual cost.

Compensation for services not contemplated by this Scope of Services or clearly not included within the services described herein shall be negotiated in accordance with the Specifications for Consulting Services.