



# D3 CONSULTANT UTILITY RELOCATION DESIGN POLICY

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November 17, 2025

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**Abstract**

This document establishes the standardized process for consultant utility relocation design on ODOT District Three projects. It defines expectations, deliverables, and communication protocols among project stakeholders — including the ODOT Project Manager, Consultant Project Manager, ODOT Utility Relocation Coordinator, and utility companies — to ensure efficient and coordinated delivery of utility relocation design elements that meet ODOT standards and project goals.

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**1. Introduction**

The purpose of this policy is to define a clear, repeatable, and equitable process for the development, coordination, and review of consultant-prepared utility relocation designs for ODOT District Three projects. The process seeks to ensure that all parties—ODOT, consultants, and utility companies—work collaboratively to develop constructable, compliant, and coordinated designs that minimize project delays, right-of-way impacts, and construction conflicts.

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**2. Applicability**

This policy applies to **all ODOT-let, consultant-designed projects** within District Three that are **scoped for consultant utility relocation planning and design**. All consultant teams assigned such responsibilities must adhere to this process and the deliverable expectations outlined herein.

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**3. Project Stakeholders**

- ODOT Project Manager
- Consultant Project Manager
- ODOT Utility Relocation Coordinator
- Utility Companies (all companies owning facilities within the project limits)

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**4. Maintenance of Working Relationships**

Maintaining positive, professional, and cooperative relationships between ODOT, the consultant, and utility companies is a **high-priority goal** of this process. All communications should be timely, transparent, and solution-oriented. Differences of opinion, design conflicts, or other less than professional behavior must be addressed constructively and escalated immediately through the ODOT Utility Relocation Coordinator. The ODOT Utility Relocation Coordinator will act as a “Utility Relocation Project Manager,” resolving conflict, difference of opinion, and other issues as they arise between the consultant utility relocation designer and the utility companies. Mutual respect, accountability, and teamwork are the foundation for successful project delivery and stakeholder satisfaction.

**5. Consultant Expectations**

The consultant is expected to:

1. Follow all applicable standards and procedures outlined in the **ODOT Right of Way and Utility Manuals**.
2. Comply fully with requirements and direction provided by the **ODOT Utility Relocation Coordinator**.
3. Develop a **constructable and compliant utility relocation design** that integrates seamlessly with roadway, structural, and right-of-way plans.
4. Coordinate directly with all affected **utility companies** to resolve conflicts, plan relocations, and document all correspondence.
5. Meet on-site with each affected utility company to ensure the development of an equitable solution to project and utility conflict.
6. **Notify the ODOT Utility Relocation Coordinator immediately** when encountering undue resistance, non-response, or conflicts with any utility company.
7. Perform duties as an **extension of the ODOT Utility Relocation Team**, representing ODOT’s interests professionally and equitably.
8. Immediately inform the District Utility Relocation Coordinator and Project Manager if any delays to the project schedule are anticipated due to delays in utility relocation design or construction.

Consultant Deliverable Expectations by Design Stage

<b>Design Stage</b>	<b>Required Deliverables</b>
<b>Pre-Stage 1</b>	<ol style="list-style-type: none"> <li>1. Preliminary list of all utility companies within project limits.</li> <li>2. Preliminary Utility Conflict Resolution Matrix.</li> <li>3. Utility Coordination Correspondence (if initiated).</li> </ol>
<b>Stage 1 -and- Stage 2</b>	<ol style="list-style-type: none"> <li>1. Updated list of all utility companies within project limits.</li> <li>2. Utility Conflict Resolution Matrix.</li> <li>3. Integrated Utility Relocation Plan shown on appropriate plan sheets (if available).</li> <li>4. Updated utility coordination correspondence.</li> <li>5. Disposition of utility-related comments from previous stage</li> </ol>
<b>Stage 3</b>	<ol style="list-style-type: none"> <li>1. Finalized utility list and conflict matrix.</li> <li>2. Final integrated relocation plan.</li> <li>3. Comprehensive record of coordination correspondence for each utility.</li> <li>4. Disposition of utility-related comments from previous stage</li> </ol>
<b>Final Tracings</b>	<ol style="list-style-type: none"> <li>1. Final utility company list and conflict matrix.</li> <li>2. <b>Plans must not show proposed utility relocation information.</b></li> <li>3. Draft Utility Note submitted to ODOT Utility Relocation Coordinator.</li> <li>4. Finalized utility correspondence archive.</li> <li>5. Disposition of utility-related comments from previous stage</li> </ol>

Scoping and Fee Expectations

- The **scope** for consultant utility relocation design shall be based on the **ODOT District Three Project Scoping Document** for each project, this document, and current industry standards.
- Appropriate **SAFe** tasks shall be used for establishing consultant compensation. This is to be coordinated between the consultant and the District Contracts Manager.
- Fees should be broken down for each stage rather than one overarching utility relocation planning and design task.

### 6. Utility Relocation Coordinator Expectations

The ODOT Utility Relocation Coordinator serves as the **Utility Relocation Project Manager** for consultant-designed utility relocation efforts.

Key responsibilities include, but are not limited to:

- Treat consultant designers as an extension of district staff. Allow enough independence for the consultant to perform their work, while still being apprised of the project and providing guidance and direction as the owner of the process and work product.
  - Setting a clear and achievable scope for consultant utility relocation tasks.
  - Initiating and maintaining cooperative relationships among consultants and utility companies.
  - Reviewing consultant deliverables for compliance with ODOT standards, technical adequacy, and equitable treatment of utilities.
  - Facilitating conflict resolution between consultants and utility companies.
  - Ensuring timely communication, documentation, and adherence to project schedules.
  - Providing direction and oversight consistent with ODOT's Utility Relocation policies.
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### 7. Utility Company Expectations

Utility companies are expected to:

1. Engage in timely, good-faith coordination with consultant utility relocation designers.
  2. Treat consultants as **authorized representatives of ODOT** for the purpose of design coordination.
  3. Provide requested information (facility data, relocation plans, approvals) promptly and accurately.
  4. Notify the **ODOT Utility Relocation Coordinator** immediately if encountering non-responsiveness or conflict with the consultant.
  5. Collaborate in developing practical, cost-effective, and equitable relocation solutions.
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### 8. Rules of Thumb for Utility Relocation

To guide design and coordination, the following principles apply:

1. **Avoid Impacts First:** Utility relocations should be minimized where possible, provided that doing so does not compromise project quality, safety, or design intent.
  2. **Equitable Balance:** Strive for fairness between project needs and utility interests.
  3. **Clearances:**
    - Maintain a **minimum 15-foot horizontal and vertical clearance** from energized power lines during and after construction.
  4. **Underground Utility Depths:**
    - Water: typically 4–5 feet below grade (below frost line).
    - Gas: minimum 3 feet, preferred 4 feet cover.
    - Communications: minimum 4 feet cover. 1-2 feet from the back of the right of way.
    - Electric (underground): minimum 3 feet cover (primary voltage).
  5. **Aerial Utility Heights:**
    - Minimum 18 feet over roadways (per NESC).
    - 16.5 feet minimum over driveways or shoulders.
  6. **Offset Limits:**
    - Follow ODOT Location and Design Manual and OUPS standards for typical right-of-way and clear zone offsets.
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**9. Ramifications of Negligence, Nonfeasance, or Malfeasance**

Consultants are expected to perform with professional diligence, integrity, and technical accuracy.

Failure to meet these expectations may result in administrative or contractual action, including but not limited to:

- **Non-payment** for deficient or incomplete work.
  - **Reduction in Consultant Evaluation Scores** affecting future prequalification.
  - **Revocation or suspension of ODOT prequalifications** related to Utility Relocation Design.
  - **Litigation or recovery of costs** associated with damages or delays caused by consultant negligence, nonfeasance, or malfeasance.
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**10. Records and Documentation**

All utility coordination documentation, correspondence, and conflict matrices must be maintained in the project file in accordance with ODOT document retention policies. Electronic copies should be uploaded to ProjectWise or the designated document management system and saved under the appropriate folder coordinated at the time of scoping.

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**11. Revision History**

Version	Date	Revision Description
1.0.0	11/17/2025	Initial Release