

March 05, 2019

**Utility Scope for ODOT-Let ODOT-Sponsored Projects (District 12)**

1. Consultant corresponds w/OUPS.
2. Consultant connects to ODOT D12-developed utility website.  
<http://www.dot.state.oh.us/districts/D12/CapitalPrograms/Pages/RealEstate.aspx>
3. Consultant sends submittals to every utility affected by the project (every request for review must have a review completion date).
4. Every “request for review (submittal)” letter to have the following statement:  
*Pursuant to Ohio Revised Code Section 5515.02, failure to remove or relocate by the established deadline may result in the removal of all conflicts by ODOT with its own forces or by legal action to compel such removal or relocation. The Department will seek reimbursement for all costs associated with such procedure as well as any costs attributable to the failure to remove or relocate these facilities. Costs may include, but are not limited to, project construction contractor delay claims and acceleration costs.*
5. Consultant to issue follow up requests of plan review for utilities that have not submitted stage reviews on or prior to review completion date. (again...request from each utility a review completion date).
6. Consultant to prepare a utility coordination (conflict) spreadsheet.
7. The consultant to send all utilities copies (digital and paper) of the following submittals:  
**Preliminary (Feasibility) Study, Stage 1, Stage 2, Preliminary R/W, Stage 3, Final R/W Plan, and Final Plan submittals.** If the project status rests on an intermediate stage, then the consultant to send utilities copies of the subsequent stage submittals.
8. Copy John Threat on all utility correspondence. The submittal date to each utility is the same date John Threat is copied.
9. **Prior to the Stage 1 Submittal, Consultant to identify all utilities within the construction limits of the project by name (owner).** Consultant to identify each utility by name (abbreviation) and by color code on the site plan and on all plan sheets on which utility facilities are identified. All utility facility representations on plan sheets shall adhere to the OUPS color code designation (see #14 below).
10. The consultant to request that each utility add their facilities (if not shown) on the plan sheets and each utility must verify their facilities on the plan sheets. If a utility facility is depicted incorrectly, then the consultant shall advise the utility to incorporate the correct representation.

11. Consultant to verify the following: The Utility Note contact information, the utility contact information on the construction plan sheet, and the RW Plan utility contact information should be identical to one another.
12. Consultant shall include a utility legend on the plans.
13. Consultant to have office/field meeting w/utilities after Stage 2 reviews are completed to:
  - a. Verify all utilities within project construction limits are noted on the plans
  - b. To discuss utility adjustments
  - c. To discuss utility relocations.
14. Subsurface Utility Location Services results shall adhere to the OUPS color code designation (#9 above).
15. Consultant to have ongoing correspondence with every utility impacted by the project until the Utility Note is completed.
16. Consultant to engage in ongoing correspondence w/John Threat ([John.Threat@dot.ohio.gov](mailto:John.Threat@dot.ohio.gov)) and your ODOT District 12 Project Manager.
17. Consultant must request a utility note from every utility impacted by the project. D12 should receive utility notes from the consultant no later than the Stage 3 review completion date.
18. A field meeting is required if either of the following apply:
  - a. Relocations are considered or necessary.
  - b. Utility adjustments are considered or necessary.
19. Consider special circumstances w/respect to relocations and MOT such as: sporting events, municipal moratoriums, summer-spring events, and so forth.