



MEETING MINUTES

Meeting Date: October 17, 2013
Written By: Chad Rundle, PE
Account No.: 1221-1008-00

Client: ODOT
Project Name: SCI-823-0.00; PID # 19415

Meeting Location: ODOT, District 9

Purpose of Meeting: Utility Meeting

Attended By: See attached sign in sheet

ITEMS DISCUSSED:

1. Mr. Pennington introduced the project. He said the project will be a 17-mile design build, finance, operate, and maintain project. Financial close will be fall 2014. They are anticipating about a 5-year construction period. He passed around the current contact information and asked each utility to verify it contains the correct contact information.
2. Each person introduced himself.
3. Mr. Pennington said they are about 1 year out from needing utility relocations.
4. Mr. Pennington said final plan for Phase 1 were sent out last year.
5. AEP distribution said they did not receive plans.
6. Mr. Barnitz said the plans contain the Department's current design, but they are subject to change. Mr. Wawzkiewicz said plans could only be changed a limited amount. There is a basic configuration that needs to be followed, and the design will be roughly on the same alignment and profile.

ENGINEERS ARCHITECTS SCIENTISTS PLANNERS SURVEYORS

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7. Mr. Pennington said Phase 1 final plans might also change.
8. Mr. Pennington said there will be a Stage 1 submittal by the developer, but this could be designed in parts. The developer will also submit final plans.
9. Mr. Pennington said the developer would be responsible for all utility coordination.
10. Mr. Pennington said developers will negotiate a schedule for rearrangement plans with each utility and that schedule will be used to develop their overall schedule. He stressed this schedule needs to be adhered to. The developer will be responsible to factor in all utility schedules into their master schedule and ODOT will not be responsible for any delays resulting from utility relocations.
11. Mr. Pennington said the utilities will submit rearrangement plans and estimates to developer, who will forward to ODOT. The developer will review these plans.
12. Mr. Barnitz said the IQF is an independent firm that will act as ODOT's representative to make sure work complies with the project scope documents. Mr. Jones said the developer will submit plans to utilities for review.
13. Mr. Wawzkiewicz said there will be interim, final, and released for construction submittals.
14. Mr. Pennington said ODOT will determine eligibility for reimbursement and will also process reimbursement.
15. Mr. Manzo said ODOT already has an agreement with AEP for the project and possibly Sprint for Phase 1. He will prepare Master Utility Reimbursement Agreement (MURA) for each utility and send out via email. He will verify which MURA are already obtained.
16. Mr. Pennington passed out the utility conflict matrix. He wanted each utility to review their respective conflicts and notify him of any errors and omissions for each potential conflict. Advise of any utilities the matrix says they own but they do not own. Notify of any utilities not identified in the matrix. Let Mr. Pennington know of any relocation that will require a longer than standard lead-time.
17. Mr. Pennington asked the utility companies to submit documentation for any utility identified as non-reimbursable that they think will be reimbursable.

18. Mr. Pennington is looking for a response for item #16 and 17 within two weeks.
19. Mr. DeLong said they would not know if their utilities around Highland Bend are impacted until final retaining wall and footers and piers are finalized. They asked of the CD with the route still current. Mr. Barnitz said no and to review the hard copies. Mr. Pack said to review the plans to make sure the utilities are shown correctly on the plans.
20. Portsmouth water said some of their water lines are not shown in the southern plans.
21. Several Water One sites are not shown or are partially shown. Mr. Barnitz asked if they have mapping and suggested adding this information to the scope documents instead of adding to the plans.
22. Mr. Pennington asked the utilities to work closely with the Developer.
23. Mr. Pennington asked if the relocations will be bid out and reimbursed. The utilities would like to determine conflicts before they decide on this.
24. Portsmouth said their facilities from 140 Gallia St to Ohio River Road will be impacted. Water will be impacted, but they are not sure about sewer conflicts.
25. Mr. Barnitz said contract documents will be signed around October 2014. Expect construction in winter 2014, but not sure where construction will start.
26. Mr. Barnitz said the Developer will co-locate staff within 2 miles of the project.
27. Mr. Pennington ODOT is certain this project will happen.
28. Mr. Wawszkiewicz said if any developer asks for specific information, provide this information to Mr. Pennington so this information can be distributed to all developers.

BALL IN COURT ITEMS:

Mr. Manzo verify MURA already obtained for this project. This was described in a October 23, 2013 email from Mr. Manzo.

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Water One-Provide their current mapping.

All utilities- review current plans and inform ODOT of any errors or omissions with how their lines are currently shown.

The foregoing constitutes our understanding of matters discussed and conclusions reached. Please review these items and advise the undersigned, in writing and within five (5) business days, of any errors or omissions.

DLZ OHIO, INC

Chad S. Rundle, PE
Project Manager

cc: File
Team members

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Meeting Attendance



Project: Portsmouth Bypass SCI-823

Date/Time: Thursday, Oct. 17th 2013 9:00 AM

Subject: Utility Owners Meeting

Location: ODOT, District 9 Great Seal Conference Room

	Name:	Company:	Phone:	Email:
1	Tom Barnitz	ODOT	740-774-8877	tom.barnitz@dot.state.oh.us
2	Joe Thomas	Sprint	937-209-9754	Joseph.J.Thomas@SPRINT.com
3	DOUGLAS PACK	ODOT	740 773 9062	doug.pack@dot.state.oh.us
4	MARK MANZO	ODOT	614-644-8067	mark.manzo@dot.state.oh.us
5	STEVE PENNINGTON	DISTRICT 9 UTILITIES	740-774-9075	STEVE.PENNINGTON@DOT.STATE.OH.US
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	Name:	Company:	Phone:	Email:
1	BRAD JONES	ODOT		
2	ADAM SHEETS	"		
3	MIKE WATSON	"		
4	Brady Black	Columbia Gas		bblack@nisource.com
5	Michael Paulus	Columbia Gas		mpaulus@nisource.com
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	Name:	Company:	Phone:	Email:
1	JEFF RIDER	Water One		
2	Jim Meyers	Water One	740-259-2301	Jmeyers@waterone.org
3	LEE GRIFFITH	AMERICAN ELECTRIC POWER	(740) 774-7035	lgriffith@aep.com
4	MIKE LOEFFLER	ODOT D-9	614-477-4397	Mike.Loeffler@DOT.STATE.OH.US
5	Adam Sheets	ODOT CO	614-387-5169	adam.sheets@dot.state.oh.us
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	Name:	Company:	Phone:	Email:
1	JOE DELONG	Scioto Co. Sewer	740-355-8232	jdelong@SciotoCounty.net
2	DENA MARTIN	FRONTIER	740-354-0521	dena.martin@ftr.com
3	PAUL MONTAVEN	FRONTIER	740-354-0512	paul.montavon@FTR.COM
4	Casey Neal	Minford Telephone Co	740-820-2151	casey.neal@falcon1.net
5	Chad Rundle	DLZ	614-888-0040	crundle@dlz.com
6	George James	Portsmouth Ohio Water	740-352-6913	GeoJames48@Hotmail.com
7	Mark Adams	Portsmouth Water	740-456-4946	
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