

CUYAHOGA COUNTY
DEPARTMENT OF PUBLIC WORKS

CUYAHOGA COUNTY ENGINEER
Instructions to Designers/Consultants
Concerning Utility Correspondence and Coordination
November 2013

The instructions presented herein are to be used for all Cuyahoga County sponsored projects. These instructions supplement, amend and/or append the requirements of Section 8200 Procedure for Utility Relocations, Adjustments and Reimbursements of the ODOT Real Estate Policies and Procedures Manual (12/01/2006).

The plan preparer should recognize that the instructions contained herein are intended to serve as a general reference guide to the overall utility communication/coordination process. The sample letters, which have been included with these instructions, are to be used as general templates. The plan preparer will likely have to modify each letter to suit the needs/requirements of each particular project. For project specific information regarding utility correspondence, the plan preparer should refer to the scope of services along with the associated project work schedule.

A. Preliminary Plan Coordination.

As soon as the project location, termini, and type of work have been determined and authorization to proceed with the project is given, the plan preparer shall:

1. Contact the Ohio Utilities Protection Service (OUPS) at 1-800-362-2764 and the Ohio Oil and Gas Producers Underground Protection Service (OGPUPS) at 1-800-925-0988 to obtain a list of all utility owners located within the project area and to request existing utility plans. The plan preparer is reminded that non-members located within the project limits must be contacted directly. The date that each respective utility has been contacted (either directly or through OUPS/OGPUPS) should be recorded on the "Utility Correspondence/Coordination Checklist" (copy attached at the end of these instructions) along with the date that said utility plans are subsequently received. If after a reasonable amount of time, the existing utility data is not received; follow-up contacts/requests will be required. This information must be provided with the Preliminary Engineering Plan Study Review submittal and subsequently incorporated into the Stage 1 Plans.
2. The locations of and potential project impacts on existing utilities shall minimally be discussed in the Preliminary Engineering Plan design report or otherwise plotted in plan, profile and cross-section views for more complex projects. The degree of utility information to be presented at the Preliminary Engineering Plan (Study) Review will be dependent upon the project scope.

B. Stage 1 Utility Transmittal Letter

The purpose of the Stage 1 Utility Transmittal Letter is to formally introduce the utilities (both public and private) to the highway and/or bridge project. This letter should be sent by the plan preparer to all involved utilities along with the Stage 1 Plans. Information regarding the project scope and timetable should be given to the utilities at this time including a copy of the current

project work schedule as developed subsequent to the Preliminary Engineering Plan Study Review (even if the utility will not be directly affected by the project). Other information contained in this letter includes the following:

1. Acknowledgement of receipt of record plans from the utilities.
2. Request for utilities to provide plans for future proposed facilities (if any) within the project limits. These plans should include the elevations/depths of any such proposed facilities.
3. Request for utilities to review the location of their facilities (including potential conflicts) as indicated on the currently developed plans and provide input (optional depending upon the project scope).
4. Request information regarding utility easements outside the existing right-of-way but within the proposed work limits.

The plan preparer shall make every reasonable effort to preclude unnecessary utility rearrangement during Stage 1 plan design/development and document the same in the Stage 1 Plan Review submittal. Whenever possible and feasibly economical, the proposed work shall be designed to avoid utility conflict.

C. Stage 2* Utility Transmittal Letter and Utility Reply Information Form

The Stage 2* Utility Transmittal Letter should typically be sent to the utilities concurrently with the Stage 2* Plan Review submittal by the plan preparer. The Stage 2* Review Plans should accompany this letter. Depending upon the project scope/complexity, the plan preparer may be required to “highlight” each respective utility on these plans and/or indicate potential conflicts. Verification of exact utility locations in areas of potential conflict should be requested at this time.

The plan preparer should use the information from the utility responses (including the “Utility Reply Information Form”) to complete the Stage 3* Plans. Prior to the Stage 3* Plan Review submittal, the plan preparer must finalize all Stage 2* utility coordination which may include the following:

1. Plotting of additional information on the plans and/or minor plan redesign as requested by the utilities.
2. Resubmittal of modified Stage 2* plans to the utilities for their concurrence.
3. Completion of detailed design for utility attachments to the bridge or culvert (if required per the project scope or subsequently agreed upon during plan development).

The plan preparer must submit the currently updated “Utility Correspondence/Coordination Checklist” with the Stage 3* Plan Review submittal.

* Note: For less complex projects not requiring a Stage 2 submittal, all references to Stage 2 in Section C above shall read Stage 3 and all references to Stage 3 shall read Pre-PS&E.

D. Stage 3* Utility Correspondence/Coordination

Once the plans have cleared the Stage 2* Plan Review and all comments generated therein have been complied with, the plan preparer shall submit one set of Stage 3* plans to each involved utility and a written request for relocation plans, relocation scheduling and for all information relative to the development of the "Utility Note". The plan preparer shall document his approval of the utility relocation plans on the "Utility Coordination/Correspondence Checklist". Once the relocation plans/scheduling are received from the utilities, the plan preparer shall review them for conflicts with the project work and for conflicts with other proposed utility relocations. Once the relocation plans and relocation scheduling are reviewed/approved, the "Utility Note" can be prepared (per Section 8206.10Q of the ODOT Real Estate Policies and Procedures Manual) and forwarded to the County with the PS&E submittal. The plan preparer should also provide the County with the final letter of approval (and charge letter, if applicable) from The Cleveland Water Department (if necessary per the project scope or subsequently agreed upon during plan development), the completed "Utility Correspondence/Coordination Checklist", copies of all utility correspondence not previously provided and copies of the approved utility relocation plans as summarized in the "Utility Note".

If a utility attachment to a County structure is necessary as part of the project, the County will grant a permit to the utility for the attachment. (This includes all new attachments, relocated attachments and rebuilt attachments.) The plan preparer will be responsible for eliciting a formal written request from the utility to the County Engineer for each proposed attachment. Once the request has been received and the plans and details for the proposed attachment have been approved, the Cuyahoga County Department of Public Works' Bridge Design Office will prepare a permit for county approval and signature by the utility and by Cuyahoga County. Once approved by the County, one fully executed copy of the permit will be returned to the utility for their records.

E. Pre Construction Utility Coordination

The Cuyahoga County Department of Public Works' Utility Coordinator will be responsible for all follow-up utility coordination efforts resulting from the scheduling of relocation activities per the "Utility Note" and, where applicable, the permit for utilities to attach onto County owned structures.

* Note: For less complex projects not requiring a Stage 2 submittal, all references to Stage 2 in Section D above shall read Stage 3 and all references to Stage 3 shall read Pre-PS&E.

**CUYAHOGA COUNTY
DEPARTMENT OF PUBLIC WORKS**

**CUYAHOGA COUNTY ENGINEER
STAGE 1 UTILITY TRANSMITTAL LETTER**

DATE:

TO:

FROM:

ATTN:

PROJECT:

PID#:

LIMITS:

MUNICIPALITY(IES):

PROJECT DESCRIPTION:

Dear Mr./Ms. [last name of who "ATTN:" addresses]:

Please be advised that the sale (bid opening) date for the [Roadway/Bridge Construction Project] as listed above has been tentatively scheduled for the ____quarter, _____. One (1) set of the Stage 1 plans[report] and a copy of the current project work schedule are enclosed for your information, review and comment.

Your facilities are [indicated on the plans/ discussed in the report] based upon the record information we received from your company on _____, _____.

At this stage we ask that you please take time to review the locations of your facilities [as indicated on the plans/discussed in the report] in order to ensure that your facilities have been accurately depicted/represented. We also urge that you take this opportunity to provide any comments/input concerning the proposed design and resulting impacts to your facilities. In addition, we ask that you provide us with the locations of your company's proposed future facilities, if any, within the project area. Depths of your proposed underground facilities should be provided as well. Your prompt consideration of the above request(s) within thirty (30) days will afford us early and appropriate consideration of your facilities during the Stage 2 Plan design process.

CCE: Stage 1 Utility Transmittal Letter

Attn:

Project:

PID #:

-2-

You are encouraged to contact the sender if you can provide the data via digitized format.

When the Stage 2 Review Plans are complete, you will be furnished with a set of plans with your facilities plotted on same for your review and comment.

Your cooperation and prompt response is appreciated.

[] - indicates variable or optional text depending on specific project scope/requirements.

Signed:

Title:

Phone:

Email:

Enc.: As noted

Copy: CCDPW Project Manager

**CUYAHOGA COUNTY
DEPARTMENT OF PUBLIC WORKS**

**CUYAHOGA COUNTY ENGINEER
STAGE 2 UTILITY TRANSMITTAL LETTER**

DATE:

TO:

FROM:

ATTN:

PROJECT:

PID#:

LIMITS:

MUNICIPALITY(IES):

PROJECT DESCRIPTION:

ANTICIPATED DATE OF STAGE 2 PLAN REVIEW MEETING:

Dear Mr./Ms. [last name of who "ATTN:" addresses]:

We have attached one (1) set of the Stage 2 Review Plans with your facilities plotted [and highlighted in _____ marker] per the data/input previously supplied by your company. (Additional copies of the plans may be obtained from the sender). It is important that you are satisfied that your facilities are accurately depicted. We ask that you please complete the enclosed "Utility Reply Form" and return to sender no later than _____. Identify any potential/required rearrangement(s) of your facilities therein. Should you have any suggestions for plan revisions which could be made to mitigate a potential conflict, we would be willing to consider such actions at this time. However, in order to do so, you may be required to verify the exact location(s) of your facilities in the area(s) of potential conflict. Also be advised that plan scheduling and cost considerations may preclude revising the plans in order to accommodate your facilities after the Stage 2 Plan Review, so it is to your advantage to provide the requested information at your earliest convenience.

CCE: Stage 2 Utility Transmittal Letter
Attn:
Project:
PID#:

-2-

Your continued cooperation and prompt response is appreciated.

[] – indicates variable or optional text depending on specific project scope/requirements.

Signed:

Title:

Phone:

Email:

Enc.: As noted

Copy: CCDPW Project Manager

**CUYAHOGA COUNTY
DEPARTMENT OF PUBLIC WORKS**

**CUYAHOGA COUNTY ENGINEER
UTILITY REPLY FORM**

DATE:

TO:

FROM:

ATTN:

PROJECT:

PID#:

LIMITS:

MUNICIPALITY(IES):

PROJECT DESCRIPTION:

ANTICIPATED DATE OF STAGE 2 PLAN REVIEW MEETING:

ANTICIPATED PROJECT SALE DATE:

The checked response(s) below indicates our findings after examining the Final Review Plans submitted:

1. The location of our facilities is shown adequately in the plans.
2. The location of our facilities is not shown adequately in the plans (see marked comments on the attached plans).
3. Rearrangement of our facilities will not be necessary.
4. Rearrangement of our facilities will be necessary.

If response number 4 is checked, please state the nature and extent of the rearrangement work and when it will most likely be performed in relation to project construction.

**CUYAHOGA COUNTY
DEPARTMENT OF PUBLIC WORKS**

**CUYAHOGA COUNTY ENGINEER
STAGE 3 UTILITY TRANSMITTAL LETTER**

DATE:

TO:

FROM:

ATTN:

PROJECT:

PID#:

LIMITS:

MUNICIPALITY(IES):

PROJECT DESCRIPTION:

ANTICIPATED DATE OF PROJECT SALE:

Dear Mr./Ms. [last name of who "ATTN:" addresses]:

Transmitted herewith, please find one (1) complete set of Stage 3 Plans for the referenced project. Your facilities have been located on the plans in accordance with information previously obtained from your office. Through previous communication with your office, avoidable conflicts with your facilities have been either resolved or eliminated.

Prior to the sale of this project, the following information is required from your office:

1. Two (2) copies of plans indicating rearrangement of your facilities, if necessary, to conform to the highway project per ODOT Real Estate Policies and Procedures Manual, Section 8206.10(H) and (K).
2. Duration of time necessary for your personnel to complete all the necessary utility relocations prior to the start of construction. This duration should include the "lead-time" needed for purposes of scheduling and mobilization.

CCE: Stage 3 Utility Transmittal Letter

Attn:

Project:

PID#:

-2-

3. It is the County's preference that all utility relocation work be completed prior to the project start date. If this is not feasible, please forward a summary of utility relocations that cannot be feasibly or practically performed prior to the project start date and therefore must be performed concurrently with the roadway construction. This summary will be used in preparation of the "Utility Note". Therefore, specifically list the relocations by station & offset, type of work, duration and project construction section, stage and/or phase.

We would appreciate receipt of the above information no later than _____. Subsequent to the review/approval of your utility relocation plans, including relocation scheduling and all information relative to the "Utility Note", the County will give notice to proceed with your relocations subject to your acquisition of any necessary permits from the involved municipality(ies). Every effort will be made to honor your "lead time" request.

If you need to attach your facilities onto a County owned (maintained) structure, you must forward a formal (written) request directly to the Cuyahoga County Engineer for the required permit.

At the present time the project construction is scheduled to start on _____. Should you have any questions regarding the above or any other aspect of this project please contact Sender, at () _____.

Signed:

Title:

Phone:

Email:

Enc.: As noted

Copy: CCDPW Project Manager and Utility Coordinator

