City of Columbus
WELCOME
Presentation Information

This presentation will be made available online at:

City of Columbus
Department of Public Service Website
after July 14, 2005
Maintenance of Traffic

• New Maintenance of Traffic Standard Drawings.
  – 1500 – General Notes
  – 1510 – Lane Closures
  – 1511 – Bike Lane Closure/Detours
  – 1520 – Lane Closures Intersections
  – 1530 – Lane Closures, Central Business District
  – 1540 – Street Closures
  – 1550 – Flagging Operations
5. GENERAL NOTES AND MODIFICATIONS OF STANDARD CONSTRUCTION DRUM RINGS

The use of any maintenance of traffic standard construction drum rings shall require a maintenance of traffic table provided by the Division of Design and Construction. Modications to the temporary traffic control standard construction drawings may occur when field conditions dictate that the application of the standard drawing does not meet its intended purpose. Only the City of Columbus project engineer and temporary traffic control coordinator may deviate from these drawings.

6. SSD-1500 REFERENCE

All notes, tables, figures, and legends included as part of SSD 1500 are to be applied to all other maintenance of traffic SSD 1500 drawings.

Table 8: Taper Lengths for Temporary Traffic Control Zones

<table>
<thead>
<tr>
<th>Width of Shoulder</th>
<th>25 MPH</th>
<th>30 MPH</th>
<th>35 MPH</th>
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</tbody>
</table>

Table 9: Taper Rate for Temporary Traffic Control Zones

<table>
<thead>
<tr>
<th>Width of Lane</th>
<th>25 MPH</th>
<th>30 MPH</th>
<th>35 MPH</th>
<th>40 MPH</th>
<th>45 MPH</th>
<th>50 MPH</th>
<th>55 MPH</th>
<th>60 MPH</th>
</tr>
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<tbody>
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</tbody>
</table>

Notes:
1. When removed shoulders are closed in conjunction with a right lane closure or shift add shoulder width to lane width to calculate taper length.
2. For paved shoulders under 6" use 40 taper length.
3. L = Taper Length, W = Width of Offset, S = Posted Speed Limit or 85th Percentile speed * 1.15
City of Columbus
City Contracts

Presented by Nancy Blake and Max Bauman
City Contracts
City Contracts

Most Common Issues with Invoices:

• Be sure that all invoices include the C.I.P. No. and Project Name.
• If a project has multiple tasks and these tasks do not have the same PM then we need to have separate invoices for each PM.
• Sub-consultant Reporting Forms (Affidavit) need to be signed – They are being turned in with most invoices, but aren’t always signed.
• Invoices for payment dated April 1, 2015, or later that do not include the Sub-consultant Affidavit will not be processed.

Examples can be found at:  http://columbus.gov/Templates/Detail.aspx?id=76474

• Cost Plus Fee Invoice
• Lump Sum Invoice
• Sub-consultant Affidavit (Reporting Form)
Lump Sum Invoice Sample

- Invoices date after April 1, 2015, will not be processed without a Subconsultant Affidavit.
- There should be one invoice per project unless the project has multiple tasks and those tasks do not involve the same Project Manager.
- Task number and task name.
- “Overall Project Summary”, just a few descriptive sentences.
  - “The overall percent complete for all work authorized to date for this project is approximately 55% as measured by the budget spent.”
  - Include this sentence in the Overall Project Summary section. You can choose how this is measured (dollars spent, tasks completed, etc.) unless the Public Service PM requests a specific measurement to be used.
Lump Sum Invoice Sample continued

• “PROGRESS BY TASK THIS INVOICE PERIOD”
  – List each task and the task number, as detailed in the contract under Section 2 – Services by the Consultant, or as defined by task orders authorized by the Public Service PM.
  – The percent complete for each task is also to be listed. Tasks 100% completed are to remain on the list each month and shown as 100% completed.

• Schedule
  – Use this section to describe the current project schedule and progress against schedule, with completed items identified as completed.
Cost Plus Fee Invoice Sample

• Follow all of the points for the Lump Sum contract plus-
• “Subcontract and Special Services”
  – Subcontractor invoices need to also follow the invoice format that the prime has to follow.
• “Contract Amounts Summary”
• If there are tasks for this project, repeat this information for each task.
  – TOTAL CONTRACT AMOUNT (INCLUDING MODIFICATIONS)
  – PAYMENTS RECEIVED TO DATE
  – OUTSTANDING INVOICE AMOUNT
  – CONTRACT AMOUNT REMAINING
R/W INFORMATION FOUND ON PUBLIC SERVICE WEB PAGE

http://columbus.gov

Departments
Public Service
Design and Construction

Design and Resources

CIP Right-of-Way
Plan Development
- Field Review Checklist
- Types of Easements
- Example Temporary Construction Legal Description
- Example Temporary Construction Exhibit
- Right-of-Way Sample Plans
- Right-of-Way Plan Checklist

CIP Design Resources
- General Design Requirements
- CIP Plan Checklist

Sample Plan Sheets
- RW Legend Sheet
- RW Centerline Plat
- RW Property Map
- RW Summary of Encroachments
- RW Summary
- RW Topography
- RW Boundary
- RW One Sheet Plan

RIGHT OF WAY

THE CITY OF COLUMBUS
MICHAEL B. COLEMAN, MAYOR
DEPARTMENT OF PUBLIC SERVICE
CIP Right-of-Way Plan Development

The following documents provide information regarding Right of Way Plan development requirements which promotes timely communication and cooperation between the Division of Design and Construction and the Consultant during the plan design stage.

Early coordination is expected with the R/W coordinator to determine Proposed R/W, Easements and to identify Encroachments inside the R/W and disposition.

- Field Review Checklist
- Types of Easements
- Example Temporary Construction Legal Description
- Example Temporary Construction Exhibit
- Right-of-Way Sample Plans
- Right-of-Way Plan Checklist

Date and indicate plan type submission on all R/W submittals. All Right-of-Way plans shall follow ODOT Real Estate manual http://www.dot.state.oh.us/Divisions/Engineering/RealEstate/row/Pages/row.aspx for plan format including Right-of-Way Detail, Topo and Boundary sheets.

Present Road Occupies (PRO) shall be included when acquisition of a parcel is required within the project limits.

Right of Way
Field Review Checklist

Appendix I – Field Review Checklist

The Department recognizes that the R/W Designer/Reviewer alone may not be able to answer some of the questions regarding the review tasks below. However, the R/W Designer/Reviewer shall consult with the project design engineer, project manager and/or District REA to address all questions below.

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes/No</th>
<th>Approximate Location of Deficiency/Other Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Roads (including pavement and shoulders)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Waterways (e.g., streams, rivers, lakes, ponds, creeks, ditches, wetlands, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Railroads</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Driveways (Commercial, Residential, Field) and drive pipes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Buildings (e.g., residential and commercial structures, outbuildings, etc.); including steps, overhangs, porches, sunroom, decks, etc. within 100' of lake area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Fences (private and limited access) and gates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Catch basins, manholes, inlets, or other drainage features</td>
<td></td>
<td></td>
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<tr>
<td>8. Retaining walls</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Mailboxes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Sidewalks (private and/or public)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Guardrail or Cable barrier</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Trees, bushes, shrubs, landscaping, planter boxes, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Curbs and gutters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Non-highway signs (private) and billboards (ADC), including electrical connections</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Encroachment (supports and overhangs)</td>
<td></td>
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<tr>
<td>16. Utility poles (power, telephone, cable, etc.) Applicable easements MUST be noted on plans.</td>
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<tr>
<td>17. Water wells</td>
<td></td>
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</tr>
</tbody>
</table>

This form is intended to document the Right of Way Designer/Reviewer’s required field review of the project site.

Right of Way
# Field Review Checklist

## Appendix I – Field Review Checklist

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes/No</th>
<th>Approximate Location of Deficiency/Other Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 Oil/natural gas wells</td>
<td></td>
<td></td>
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<tr>
<td>19 Private poles (lighting, etc.)</td>
<td></td>
<td></td>
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<tr>
<td>20 Sprinkler Systems</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21 Monuments (centerline and right of way)</td>
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<tr>
<td>Is there evidence that any of the following below ground features have been omitted or misidentified in the plans?</td>
<td></td>
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</tr>
<tr>
<td>22 Septic systems (leach fields, septic tanks, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23 Underground utilities (gas, water, power, cable, telephone, oil, etc.) Applicable easements MUST be noted on plans.</td>
<td></td>
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<tr>
<td>24 Underground storage tanks</td>
<td></td>
<td></td>
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<tr>
<td>25 Cisterns</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26 Farm and field tiles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27 Storm sewers and culverts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28 Structural foundation (retaining wall, bridge, building, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29 Are all topographic items near construction limits identified as (Take or Save)?</td>
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<tr>
<td>30 Does the type of take fit the construction work being performed?</td>
<td></td>
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<tr>
<td>31 Does there appear to be sufficient room for construction access, including maintenance of traffic?</td>
<td></td>
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<tr>
<td>32 Are land uses (e.g., residential, commercial, etc.) correctly identified?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>33 Does the general site topography (i.e., location of hills, valleys, etc.) appear to be correct?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>34 Does there appear to be sufficient room for utility relocation?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35 Are there any other features that might impact the right of way plans?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Types of Easements:

- (T) Temporary Construction Easement: right to use property belonging to another for a limited period of time for roadway construction purposes. This right is automatically extinguished at the completion of the project and may be extinguished sooner if all parties agree.

- (SL) Slope Easement: right to construct and to maintain a slope on property owned by another until such time as the owner desires to remove or build on the slope provided the removal or use of the slope will not adversely affect the highway.

- (S) Sewer Easement: right to construct and to perpetually maintain a sewer outside of the regular highway right-of-way.

- (CH) Channel Easement: right to construct and perpetually maintain an open watercourse outside of the regular highway right-of-way.

- (U) Utility Easement: right to construct traffic control devices or underground conduit.

- (P) Permanent Easement: right to construct a sidewalk easement or ADA ramps.
TEMPORARY CONSTRUCTION EASEMENT
0.015 Acre Tract (672.9 S.F.)
EXHIBIT "A"

SITUATED in the State of Ohio, County of Franklin, City of Columbus, being part of Lot No. 17 of the __________ Subdivision conveyed to ______ as described in Instrument Number 0000000000000000000, and being in the southerly right-of-way line of ______ Street (20).

THENCE easterly, with the north line of said Lot No. 17 and the southerly right-of-way line of ______ Street, South 79°23’35” East, 94.11 feet to the northerly corner of said Lot No. 17; the west line of a tract of land conveyed to ______ as described in Instrument Number 0000000000000000000, and being in the corporation line of the City of Columbus on City of Grandview Heights;

THENCE southwesterly, with the east line of said Lot No. 17, the west line of said ______ tract, and said corporation line, South 23°29’09” West, 2.30 feet;

THENCE westerly, crossing said Lot No. 17, North 78°58’39” West, 34.52 feet;

THENCE southerly, continuing across said Lot No. 17, South 23°34’37” East, 7.60 feet;

THENCE westerly, continuing across said Lot No. 17, North 78°30’57” West, 57.76 feet to the west line of said Lot No. 17 and the east line of said Lot No. 16;

THENCE northerly, with west line of said Lot No. 17 and the east line of said Lot No. XX, North 34°04’41” East, 10.08 feet to the POINT OF BEGINNING, containing 0.015 Acres (672.9 S.F.) more or less.

Subject to all legal rights of way and/or easements, if any of previous record.

The bearings shown on this plan are based on the Ohio State Plane Coordinate System, South Zone, NAD83 (CORS99). Said bearings originated from a field traverse which was referenced to said coordinate system by GPS observations and observations of selected stations in the Ohio Department of Transportation Virtual Reference Station Network. The portion of the contour of ______ Street, having a bearing of (N78°00’W), is designated the Basis of Bearing for this description.

This description was prepared by __________ Registered Surveyor No. XXXX, of INSERT COMPANY, on November 11, 2013.

The City of Columbus
Michael B. Coleman, Mayor
Department of Public Service

Right of Way
Right-of-Way Sample Plans

- **RW Legend Sheet**
- **RW Centerline Plat**
- **RW Property Map**
- **RW Summary of Encroachments**
- **RW Summary**
- **RW Topography**
- **RW Boundary**
- **RW One Sheet Plan**
Right of Way

LEGEND SHEET

PROJECT NAME

CITY OF COLUMBUS
FRANKLIN COUNTY
QUARTER TOWNSHIP X, TOWNSHIP X, RANGE X
UNITED STATES MILITARY LANDS

INDEX OF SHEETS:

1. PROPERTY MAP
2. SUMMARY OF ADDITIONAL R/W ENCROACHMENTS
3. LEGEND SHEET
4. SURVEY SHEET
5. ADDITIONAL SHEETS

LEGEND:

- RU = ROW ENCROACHMENT
- X = ROW ENCROACHMENT
- Y = ROW ENCROACHMENT
- Z = ROW ENCROACHMENT

EXISTING CONDITIONS

- EASE OF PAYMENT
- ENCROACH ON CONCRETE DRIVE / WALK
- GUARDRAIL
- RIGHT-OF-WAY
- PROPERTY LINE
- LOT LINE
- STORM
- SWIMMING POOL
- CONCRETE PUMP
- MOBILE HOME
- FENCE
- BUSH
- CONSTRUCTION CENTERLINE
- COMBINATION CONCRETE & WATTLE
- CONCRETE WALL

PROPOSED LAYOUT

- CONSTRUCTION CENTERLINE
- PROPOSED DRIVE
- EDGE OF PAYMENT
- CURB
- N/E OF ROADWAY/USE-PATH
- RIGHT-OF-WAY
- FENCE
- GUARDRAIL
- BANK (HUGE AND SMALLER)
- SWIMMING POOL
- CHAIN LINK FENCE
- TEMPORARY CONSTRUCTION EMBANKMENT
- PERMANENT CONSTRUCTION EMBANKMENT
- STORM SEWER

SURVEY SYMBOLS:

- IRON PIPE/RAILING: SPRING FND.
- MAC/PM PIPE: SPRING FND.
- RAILROAD SPINE: SPRING FND.
- IRON PIPE: SPRING FND.

PROJECT CONTROL

STATE PLANE 6603 - (SOUTH AMERICAN)

PLANS PREPARED BY:

FINN NAVIG. 1000000000000000

SURVEYOR CERTIFICATION:

THE EXISTING AND PROPOSED RIGHT OF WAY SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE SURVEY SHEET.

DATE COMPLETED: 09/29/2003

S U R V E Y O R ' S S E A L:

D. C. REED, P.C.

THE CITY OF COLUMBUS
MICHAEL B. COLEMAN, MAYOR
DEPARTMENT OF PUBLIC SERVICE
Standard line-types - Existing

**LEGEND**

**EXISTING CONDITIONS**

- CENTERLINE ROAD / DRIVE
- EDGE OF PAVEMENT
- CURB
- BERM
- ASPHALT OR CONCRETE DRIVE / WALK
- FENCE
- GUARDRAIL
- RIGHT-OF-WAY
- PROPERTY LINE
- LOT LINE
- STORM
- SANITARY
- WATER
- DITCH
- UNDERGROUND GAS
- UNDERGROUND TELEPHONE
- UNDERGROUND ELECTRIC
- OVERHEAD ELECTRIC
- UTILITY EASEMENT (SPECIFY TYPE)
- TREE LINE
- OVERHEAD TELEPHONE
- OVERHEAD FIBER OPTIC
- SECTION LINE
- RAILROAD
- SIGNS

**CITY OF COLUMBUS**

**CITY OF DUBLIN**

**MUNICIPAL BOUNDARY**

**COMBINATION CURB & GUTTER**

**CONCRETE WALL**
Standard line-types – Proposed

PROPOSED LAYOUT

_______ -- _______ CONSTRUCTION CENTERLINE
_______ -- _______ CENTERLINE PROPOSED DRIVE
- - - - - - - - - - WORK LIMITS
- - - - - - - - - - EDGE OF PAVEMENT
- - - - - - - - - - CURB
- - - - - - - - - - BERM
- - - - - - - - - - WALK/SHARED-USE-PATH
- - - - - - - - R/W RIGHT-OF-WAY
- - X - X - FENCE
- - - - - - - - - - GUARDRAIL
- - - - - - - - - - SAN SANITARY
- - - - - - - - ST STORM (18" AND SMALLER)
- - - - - - - - W WATER
- - - - - - - - - - DITCH
- - - - - - - - - - S SEWER EASEMENT
- - - - - - - - - - CH CHANNEL EASEMENT
- - - - - - - - - - TMP TEMPORARY CONSTRUCTION EASEMENT
- - - - - - - - - P PERMANENT SIDEWALK EASEMENT
- - - - - - - - - U UTILITY EASEMENT

City Expectations
RW Centerline Plat

Right of Way
RW Property Map

Right of Way
# Right of Way Summary

## RW Summary

## Right of Way

### Table: Right of Way Summary

<table>
<thead>
<tr>
<th>PARCEL NO.</th>
<th>OWNER</th>
<th>SHEET NO.</th>
<th>OWNERSHIP RECORD</th>
<th>PARCEL BLOCK/FAG FROM</th>
<th>TOTAL P. R. O.</th>
<th>R. O. A IN TAKES</th>
<th>NET TAKES</th>
<th>NET TAKES</th>
<th>NET RESIDUE</th>
<th>TYPE FUND</th>
<th>REMARKS COLUMN</th>
<th>ACQUIRED INSTRUMENT</th>
</tr>
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<tbody>
<tr>
<td>33</td>
<td>PROPERTY OWNER 33</td>
<td>x, x-x</td>
<td>00 2097 PG 710</td>
<td>00-2097069 00-2097069</td>
<td>0.360</td>
<td>CITY</td>
<td>NO R.O. REQUIRED</td>
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<td>34</td>
<td>PROPERTY OWNER 34</td>
<td>x, x-x</td>
<td>00 2097 PG 715</td>
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<td>0.640</td>
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<td>x, x-x</td>
<td>00 2097 PG 720</td>
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<tr>
<td>36</td>
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<td>00-2097069 00-2097069</td>
<td>0.640</td>
<td>CITY</td>
<td>NO R.O. REQUIRED</td>
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<td>0.640</td>
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<tr>
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<td>00 2097 PG 735</td>
<td>00-2097069 00-2097069</td>
<td>0.640</td>
<td>CITY</td>
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<tr>
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<td>PROPERTY OWNER 39</td>
<td>x, x-x</td>
<td>00 2097 PG 740</td>
<td>00-2097069 00-2097069</td>
<td>0.640</td>
<td>CITY</td>
<td>NO R.O. REQUIRED</td>
<td></td>
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### Notes:
- **RIGHT OF WAY ACQUIRED IN THE NAME OF THE CITY OF COLUMBUS, 2003, UNLESS OTHERWISE SHOWN.**
- **NOTE:** ALL TEMPORARY PARCELS TO BE OF XI MONTHS DURATION.
- **NOTE:** UNDER THE CIRCUMSTANCES ARE TEMPORARY PARCELS TO BE USED FOR STORAGE OF MATERIALS OR EQUIPMENT BY THE CONTRACTOR UNLESS NOTED OTHERWISE.
- **CALCULATED AREA**
- **DENOTES RIGHT OF WAY ENDEAVOUR**
Encroachments consist of those objects which are located within public right of way and are NOT permitted to be there. All encroachments shall be shown and described on both the construction and right of way plans.

These objects may consist of, but are not limited to, permanent structures, portable structures, porches, awnings, ground mounted signs, signs that overhang from a structure, portable signs, parking spaces, vehicles, equipment, fence, post, landscaping, sprinkler heads, etc.
Matching the owner of record name, auditor number and acreage must match on the plans and R/W Summary

RW Topography

Right of Way
Right of Way

RW Boundary
FRANKLIN COUNTY
CITY OF COLUMBUS
SECTION 15 & 16, T. 4 N., R. 22 W.
CONGRESS LANDS

BASIS OF EXISTING RIGHT OF WAY
THE EXISTING RIGHT OF WAY WIDTH AND LOCATIONS WERE DETERMINED USING EXISTING MAPPING AND THE RECORDS OF FRANKLIN COUNTY. SPECIFICALLY THE EXISTING PMENTS ALONG THE PROJECT LIMITS AND FRANKLIN COUNTY ENGINEER DETERMINED SURVEY PLAN FOR PASSENGER AVENUE, CO. RD., WY.

TOTAL NUMBER OF:
1. OWNER(S)
2. TOTAL TAKES
3. PARCELS
4. PARCELS INVOLVED

ALL AREAS IN ACRES

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RW One Sheet Plan
Right of Way
# Right-of-Way Plan Checklist

A completed Right of Way Reviewer Checklist shall be submitted with both the Preliminary Right of Way Plan review submittal and the Final Right of Way Plan review submittal.

The following is a list of the items addressed for each plan sheet within the Right-of-Way Plans. It provides a good, concise guide against which a set of right-of-way plans can be checked for completeness upon submission.

## Project Information
- **Project**: [Blank]
- **E Plan**: [Blank]
- **Design Firm**: [Blank]
- **Reviewed by**: [Blank]
- **Date**: [Blank]

### Right of Way Legend
- **Title Block**
- **Sheet Heading**
- **Structure Key**
- **Utility List and Notes**
- **Survey Certification**
- **Parcel Identifier Legend**
- **Location Map**
- **Plan Description**
- **Utility Prepared By**

### Centerline Plat
- **Centerline Monuments**
- **Centerline Intersection**
- **Curve Data**
- **Basis of Existing C/L of R/W**
- **Additional Items**
- **Survey Certification**
- **Project Limits**
- **Revision Block**
- **Revised C/L Block**
- **Limited Access Declaration**

### Property Map
- **Proposed Project**
- **Structure Key**
- **Civil Boundaries**
- **Utility Encroachments**
- **Conventional Sign**

### Summary of Additional Right-of-Way
- **P.R.O. in Take**
- **Net take**
- **Owner Identification**
- **Type Fund**
- **Record Area**
- **Temporary Parcel Duration**
- **Total P.R.O.**

### Detail/Top Right-of-Way Plan Sheet @ 20 Scale
- **Property Lines**
- **Parcel Boundaries**
- **Edge of Pavement**
- **Centerline Stationing**
- **Revision Block**
- **Connectings Roadways**

### Boundary Right-of-Way Plan Sheet @ 20 Scale
- **Property Lines**
- **Parcel Boundaries**
- **Alignment Data**
- **R/W Curve Data**
- **Line Distances and Bearings**
- **Existing and Proposed Right-of-Way**
- **Monument Legend**
- **Basis of Existing Centerline of R/W and R/W Width**
- **Lead in Course (Q)**
- **Monument Legend**

### Railroad Plat and Plans
- **Highway Centerline**
- **Relationship of Stationing**
- **Property Line Reference**
- **Call Points**
- **Special Details**
- **Valuation Reference**

**REQUARED**

**DENOTES ITEMS REQUIRED FOR PRELIMINARY R/W SUBMITTAL**

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**Right-of-Way Plan Checklist**

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**Right of Way**
Section 3 - Right-of-Way Plans, Legal Descriptions, and Survey Plats

- The City of Columbus seeks to avoid right-of-way acquisition whenever possible.

- Where right-of-way acquisition cannot be avoided, the Consultant shall prepare and provide the City with right-of-way plans, legal descriptions, and survey plats in accordance with Section 3.

- Right-of-way plans must be prepared and submitted in a form consistent with City standards; coordinate with Division of Design and Construction Right-of-Way Coordinator to determine the type of proposed right-of-way plans and acquisitions (typically provided at the design kick-off meeting).

**ODOT 3109 Optional Right of Way Plan Formats**

ODOT currently recognizes three Optional Right of Way Plan Formats.

1. One Sheet Right of Way Plan
2. Right of Way Data on Construction Plan Sheets
3. Right of Way Plat - Plat contains the standard right of way plan sheets using the Right of Way Topography Sheets and Right of Way Boundary Sheets
GENERAL DESIGN REQUIREMENTS—CAPITAL IMPROVEMENT PROJECTS (CIP)

Section 3 - Right-of-Way Plans, Legal Descriptions, and Survey Plats - Cont.

• 3.1 The Consultant shall be responsible for the preparation and submission of a right-of-way plan prepared in conformance with the right-of-way plans section of the Ohio Department of Transportation (ODOT) Real Estate Policies and Procedures Manual, current edition.

• 3.2 Right-of-way plans shall consist of the following sheets, unless otherwise authorized by the Division of Design and Construction Right-of-Way Coordinator:

- Right-of-Way Title Sheet, signed, dated, and sealed by an Ohio Certified Land Surveyor.
- Property Map Sheet(s)
- Centerline Survey Plat Sheet(s)
- Right-of-Way Summary Sheet(s)
- Right-of-Way Summary of Encroachments Sheet(s) - NEW
- Detailed Right-of-Way Plan Sheet(s)
- ODOT’s reference R/W Plan Manual (3108.5)
- Right-of-Way Topography Sheet(s) (3108.6)
- Right-of-Way Boundary Sheet(s) (3108.7)
- Railroad Plat Sheet(s) (3108.8)

Right of Way
Section 3 - Right-of-Way Plans, Legal Descriptions, and Survey Plats - Cont.

• 3.3 Existing rights-of-way and proposed right-of-way acquisition limits shall be shown and labeled consistently throughout the plan on all project plan and profile sheets, cross sections, details, etc. (e.g. Ex. R/W and easements, Prop. R/W, T, S, etc.) with all plan submissions. All proposed construction limits shall fall within the boundaries formed by these features.

• 3.6 Right-of-way encroachments determined to exist within the project limits shall be clearly identified and delineated as to their location, character and form, and disposition, upon the project’s detailed right-of-way plan sheets and right-of-way summary. The City will send letters to the affected Property Owners notifying them to remove all encroachments prior to the start of construction.
Section 9 - Submittal Requirements

• 9.6 R/W Plan Preliminary Submittal (as approved by DPM)
  9.6.1  3 Half Size sets
  9.6.2  CD with PDF File of plans

• 9.7 R/W Plan Final Submittal
  9.7.1  1 Full Size set
  9.7.2  5 Half Size sets
  9.7.3  CD with PDF File of plans, PDF of each easement, Microsoft Word file of each easement
  9.7.4  Pre-approved legal description for WD(s) (as required)
9.12 **Disposition of Comments** Consultant shall dispose the proposed solution to all plan reviewer comments. This disposition can occur directly on the plan sheets (in a different color than the plan reviewer comments) or by letter. Plans shall not be resubmitted until ALL plan review comments have been addressed.

9.13 All plans submittals **must be accompanied by back-check prints and disposition of comments** prior to starting any subsequent review. Failure to produce these prints will delay the review process, and the Consultant will be expected to make up any lost time in the schedule.
Right of Way

These objects may consist of, but are not limited to, permanent structures, portable structures, porches, awnings, ground mounted signs, signs that overhang from a structure, portable signs, parking spaces, vehicles, equipment, fence, post, landscaping, sprinkler heads, etc. Identifying these objects is dependent entirely on the accurate location of highway rights of way. Identify these objects as early as possible in the project development process. Refer to the Real Estate Policies and Procedures Manual, Section 5312, for additional information regarding encroachments.

BACK CHECKING PLANS IS REQUIRED

Per DPS-CIP-Checklist

Plan & Profile

#8 All boundary lines shall be shown and labeled including property lines, centerline monuments, existing and proposed right-of-way (R/W), easements (temporary & permanent), construction limits and governmental jurisdictional boundaries. Property Owner, address and Parcel ID shall be labeled on each parcel.

If Right-of-Way plans are part of the Scope of Services to be provided by the Consultant, verify that lines and labels are consistent between Plan & Profile sheets and Right-of-Way plan sheets. All encroachments, along with their disposition, are to be specifically identified and shown on the Plan & Profile.

ODOT R/W PLAN MANUAL 3105.4 Encroachments

Encroachments consist of those objects which are located within public right of way and are NOT permitted to be there. All encroachments shall be shown and described on both the construction and right of way plans.
Utilities above and below Ground
As outlined in O.R.C. 153.64, the *Real Estate Policies and Procedures Manual, Section 8200 and the Survey Manual, Section 405*, all utilities above and below ground must be located accurately including individual poles and towers, pedestals, regulator stations, transformer stations, service lines, etc. All recorded utility easements shall be shown on the plans as well as all associated recording data.
Fence is labeled TBR & identified (*) as an encroachment outside Ex. R/W

Fence TBR & is shown to be purchased

Fence in the take TBR No (*)
Right of Way

Ex. R/W

Items are labeled TBR & identified (*) as an encroachment outside Ex. R/W

Items within the take TBR No (*)
Right of Way

Plan & Profile

R/W Topo Sheet

Proposed R/W Take

Proposed Channel Easement

R/W Summary Sheet

Proposed Channel Easement

Right of Way
**Right of Way**

- **Plan & Profile**
  - X out (TBR)
  - Labeled do not disturbed
  - Proposed sidewalk outside Proposed R/W
  - In both plan sheets

- **R/W Topo Sheet**
  - Labeled do not disturbed
  - EX. LIGHT POLE (DOP OWNED) (TBRR)
  - EX. CHAINLINK FENCE ENCROACHMENT (TBR)
  - EX. TREE (36" TRUNK) (DND)
  - EX. LIGHT POLE (DOP OWNED) (TBRR)
  - EX. 36" TREE (DND)
Right of Way

Roadway Plan

Proposed Utility Easement

Work Limits

R/W Topo Sheet

No Easement

Work Limits

No Utility Easement Shown on Parcel 13

R/W Summary Sheet

13-U

Summary Sheet

13-U
Right of Way Review Checklist requires Existing Topographic Features to be shown with Preliminary R/W submittal.

Ex. Propane Tank not shown

Ex. Generator & Pad not shown
Plan & Profile

Ex. Fence not shown

Ex. Fence

Right of Way
Plan & Profile - 3 signs shown TBR

R/W Topo Sheet - 2 signs labeled DND

Identified (*) as an encroachment outside Ex. R/W

No disposition labeled

No signs are shown to be purchased

Right of Way
SUMMARY AND CONCLUSION

R/W PLAN FORMAT
• Use sample sheets for examples: Title Blocks, Line-Types, Symbols, Abbreviations, Key, Etc.
• Information is available online.

RESEARCH & INVESTIGATE
• Existing R/W, Property Records, Existing utility easements shall be shown and labeled. Etc..

ENCROACHMENTS
• Identify → Label → Track on the Summary of R/W Encroachments

CONSISTENCY BETWEEN CONSTRUCTION & R/W PLANS
• Taking the time to back check plans before submitting

DISPOSITION OF COMMENTS
• Dispose/address the proposed solution to all plan review comments.

SUBMITTAL LABELING
• Date and indicate plan type submission on all R/W submittals

COMMUNICATION
• Avoid R/W Takes
• Ask Questions
• Pre-development meeting is available

PRESENTATION WILL BE AVAILABLE ONLINE

Right of Way
City of Columbus
Real-Estate Training

Presented by David E. Peterson,
Chief Real Estate Attorney
PHOTOGRAPHS OF SUBJECT PROPERTY

View of subject property looking southwest from Joyce Ave.

View of Parcel 110A-WD & Parcel 110A-T looking south along Joyce Ave.

View of Parcel 110A-WD & Parcel 110A-T looking south along Joyce Ave.
909.02 - Passage of resolution of intent.

Whenever it is deemed necessary by the city council to appropriate private property for a public purpose, the city council shall pass a resolution declaring the intention of appropriating the property for a public purpose, defining the purpose of the appropriation, and setting forth a pertinent description of the land and the estate or interest therein desired to be appropriated.

(Ord. 599-63.)

909.03 - Service of resolution of intent.

Upon the passage of a resolution under Section 909.02, Columbus City Codes, declaring an intent to appropriate property, the city attorney shall cause written notice to be given to the owner of, person in possession of, or person having an interest of record in every piece of property sought to be appropriated, or to his authorized agent. Such notice shall be served by Certified Mail, or by personal service by a person designated by the city attorney, or by residence service by a person designated by the city attorney. Said person shall certify return of or failure of service to the city attorney. If such owner or agent cannot be found, notice shall be given by publication once a week for three (3) consecutive weeks in a newspaper of general circulation in the city.

(Ord. 438-78.)

909.04 - Ordinance to appropriate—Determination of value.

After service of notice of the resolution of intent to appropriate, the city council may pass an ordinance directing the appropriation to proceed. Except in appropriation actions for the purpose of making or repairing roads, or other public exigencies under Section 19, Article I, Ohio Constitution, which shall be governed by Chapter 163, Revised Code, if possession of the property is necessary prior to the assessment of compensation by a jury, city council shall in such ordinance declare the city’s intention and necessity to obtain immediate possession of the property appropriated and shall secure the payment of the compensation that might be assessed by a jury by causing the deposit with the Court of Common Pleas of Franklin County, as security, of a sum of money not less than the appraised value of the property, as determined by an independent, qualified appraiser retained by the city, plus sixty (60) percent of such appraised value. That portion of the security deposit designated as the appraised value may be withdrawn by the owner prior to the final verdict. Upon the deposit of such security with said court the city may take possession of and enter upon said property, including the buildings and structures, thereon, for the purposes for which the property was appropriated, and, if buildings or structures are located partly upon the land appropriated and partly upon the adjoining land, so that such buildings or structures cannot be divided upon the line between such lands without manifest injury thereto, the city may enter upon such adjoining land upon which any part of the buildings or structures are located for the purpose of removing said buildings or structures.

(Ord. 986-72.)
163.04 Notice of intent to acquire - purchase offer - inability to agree.

(A) At least thirty days before filing a petition pursuant to section 163.05 of the Revised Code, an agency shall provide notice to the owner of the agency's intent to acquire the property. The notice shall be substantially in the form set forth in section 163.041 of the Revised Code. The notice shall be delivered personally on, or by certified mail to, the owner of the property or the owner's designated representative.

(B) Together with the notice that division (A) of this section requires, or after providing that notice but not less than thirty days before filing a petition pursuant to section 163.05 of the Revised Code, an agency shall provide an owner with a written good faith offer to purchase the property. The agency may revise that offer if before commencing an appropriation proceeding the agency becomes aware of conditions indigenous to the property that could not reasonably have been discovered at the time of the initial good faith offer or if the agency and the owner exchange appraisals prior to the filing of the petition.

(C) An agency may appropriate real property only after the agency obtains an appraisal of the property and provides a copy of the appraisal to the owner or, if more than one, each owner or to the guardian or trustee of each owner. The agency need not provide an owner with a copy of the appraisal when that owner is incapable of contracting in person or by agent to convey the property and has no guardian or trustee or is unknown, or the residence of the owner cannot with reasonable diligence be ascertained. When the appraisal indicates that the property is worth less than ten thousand dollars, the agency need only provide an owner, guardian, or trustee with a summary of the appraisal. The agency shall provide the copy or summary of the appraisal to an owner, guardian, or trustee at or before the time the agency makes its first offer to purchase the property. A public utility or the head of a public agency may prescribe a procedure to waive the appraisal in cases involving the acquisition by sale or donation of property with a fair market value of ten thousand dollars or less.

(D) An agency may appropriate real property only after the agency is unable to agree on a conveyance or the terms of a conveyance, for any reason, with any owner or the guardian or trustee of any owner unless each owner is incapable of contracting in person or by agent to convey the property and has no guardian or trustee, each owner is unknown, or the residence of each owner is unknown to the agency and the residence of no owner can with reasonable diligence be ascertained.

(E) An agency may appropriate real property for projects that will disrupt the flow of traffic or impede access to property only after the agency makes reasonable efforts to plan the project in a way that will limit those effects. This division does not apply to an agency if it initiated the project for which it appropriates the property under Title LV of the Revised Code.

Effective Date: 01-01-1966; 2007 SB7 10-10-2007
163.05 Petition for appropriation.

An agency that has met the requirements of sections 163.04 and 163.041 of the Revised Code, may commence proceedings in a proper court by filing a petition for appropriation of each parcel or contiguous parcels in a single common ownership, or interest or right therein. The petition of a private agency shall be verified as in a civil action. All petitions shall contain:

(A) A description of each parcel of land or interest or right therein sought to be appropriated, such as will permit ready identification of the land involved;

(B)

(1) A statement that the appropriation is necessary, for a public use, and, in the case of a public agency, a copy of the resolution of the public agency to appropriate;

(2) If the property being appropriated is a blighted parcel that is being appropriated pursuant to a redevelopment plan, a statement that shows the basis for the finding of blight and that supports that the parcel is part of a blighted area pursuant to the definition in section 1308 of the Revised Code.

(C) A statement of the purpose of the appropriation;

(D) A statement of the estate or interest sought to be appropriated;

(E) The names and addresses of the owners, so far as they can be ascertained;

(F) A statement showing requirements of section 163.04 of the Revised Code have been met;

(G) A prayer for the appropriation.

In the event of an appropriation where the agency would require less than the whole of any parcel containing a residence structure and the required portion would remove a garage and sufficient land that a replacement garage could not be lawfully or practically attached, the appropriation shall be for the whole parcel and all structures unless, at the discretion of the owner, the owner waives this requirement, in which case the agency shall appropriate only the portion that the agency requires as well as the entirety of any structure that is in whole or in part on the required portion.

In the event of the appropriation of less than the fee of any parcel or of a fee in less than the whole of any parcel of property, the agency shall either make available to the owner or shall file in the office of the county engineer, a description of the nature of the improvement or use which requires the appropriation, including any specifications, elevations, and grade changes already determined at the time of the filing of the petition, in sufficient detail to permit a determination of the nature, extent, and effect of the taking and improvement. A set of highway construction plans shall be acceptable in providing such description for the purposes of the preceding sentence in the appropriation of land for highway purposes.

Effective Date: 09-12-1994; 2007 SB7 10-10-2007

THE CITY OF COLUMBUS
MICHAEL B. COLEMAN, MAYOR
DEPARTMENT OF PUBLIC SERVICE

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City of Columbus
Department of Public Service
Division of Design & Construction
50 W Gay Street
Columbus, Ohio 43215
Work: (614) 645-5471
Email: tcsturm@Columbus.gov
City of Columbus
Utility Manual Presentation

Presented by Eric Petee & Cristina Parady
Purpose

• Establish expectations for Design and Construction Capital Improvement Projects

• Outline procedure for utility relocations and reimbursement

• Ensure Uniform standards are met for project related utility coordination and relocations
Benefits of Utility Coordination

• Fosters an open exchange of information
• Promotes cooperation in plan development
• Aids in resolving or avoiding conflicts
• Prevents damage to underground utilities
• Fosters safe working conditions
• Keeps projects on schedule and budget
General Responsibilities

• Utility Coordinators
  – Maintain relationship with Utility Industry
  – Analyze Information
  – Support on Capital Improvement Projects
  – Insure Utility Manual is followed
  – Review Plans for utility conflicts
General Responsibilities

• Department Design Project Manager
  – Give consideration to the utility
  – Insure consultant minimizes or avoids utility conflict Support on Capital Improvement Projects
  – Insure Utility Manual is followed
General Responsibilities

• City’s Engineering Consultant

• Do Detailed Utility Search
  – Obtain all system maps from utilities with project limits (One-call 811)
  – Obtain all infrastructure data from City
  – DPU_GIS_MAPPING@columbus.gov
General Responsibilities

• City’s Engineering Consultant

• Do Detailed Utility Search
  
  — Obtain all D Plans and E Plans from City
  
  — DPSPlanRequests@columbus.gov
  
  — Any special features – special permits?
General Responsibilities

• Construction Project Manager
• Facilitate communication between contractor and the private utility
  – *Use 24-hr response numbers or solution center numbers*
  – *Obtain assistance from UC for additional resolution of all delays, claims & disputes*
Chapter One – Coordination of Department of Public service Capital Improvement Projects (CIP) with private (“Non-Municipal”) and Public Utilities

• Project Planning & Design
  — Early Involvement
  — Project Notice

• Assist the utilities in coordination of their construction, budget and relocation
Utility Coordination – (SUE?)
Subsurface Utility Engineer - SUE
Project Planning & Design

• Underground Utility Identification Requirements
  • Identify Owner and location
  • Information provided by utility owner and or located in field through subsurface utility engineering and standard surveying
Project Planning & Design

• Overhead Utility Identification Requirements
  • Poles impact R/W
  • Identify ownership of poles
  • Identify joint users
  • Names and phone number included in general notes on construction plan
Project Planning & Design

• Various Types of Overhead Wire locators
Project Planning & Design

• Various Types of Pole Tags
  • DOP
  • AT&T
  • AEP
Project Planning & Design

• Utility Coordination Process
Project Planning & Design

• Utility Coordination Process
Design Locations and Design Locations Requesting Markings

• “A design ticket is a request for the member companies to supply plans, telephone response or physical markings within ten (10) days from the time of call.”

• “hazardous liquid pipeline or an interstate gas pipeline, additional special notification requirements are sent.”
Design Locations and Design Locations Requesting Markings – ORC 3781.27

• “If any type of excavation is being done at the time of the design ticket request, such as placing pins, the caller must also request an additional routine ticket, requesting markings for the 48 hours required by law.

More Information see: http://www.oups.org/
Chapter One

• Stage I Plans
  – Consultant shows utilities based on mapping or field locates
  – Identifies Pole ownership – Status?
  – Identify Joint Users
Chapter One

• (Stage I Plans Continued)
  – Survey of Overhead Wires
  – Fill out Utility Coordination Log
  – Stage I plans submitted to City
• STAGE I Plans (Continued)
Utility Relocation Log

• Watch How to Fill Out the Relocation Log!

IMG_4301.MOV
Chapter One

• Stage I Plans Continued
  – The consultant sends plans to the single point contact of each private utility. (Email preferred)
Response From the Utilities

• Yes or No??
Utility Reimbursement Eligibility

- Eligibility

Diagram:
- Private utility sends justification for reimbursement to UC
- Is there a potential relocation cost?
- If yes, proceed with reimbursement
- If no, not eligible for reimbursement
Utility Reimbursement Eligibility

- Preparation of Utility Estimates

UC SENDS SIGNED UTILITY REIMBURSEMENT LETTER TO UTILITY

Y

ARE PRELIMINARY COST ESTIMATES APPROVED BY UC

N

UTILITY COMPANY PREPARES PRELIMINARY COST ESTIMATES AND SENDS TO UC
Utility Relocations
Utility Relocations

• Must adhere to *Right-of-Way (ROW) Plan Routing Manual*

• 3’ Horz./1’ Vertical for Ex. Utilities

• Brick/block sewer – 10’ Horz./5’ Vert.

• 8’ form water tee connections

• 8’ Horz. Prop. signal poles
Utility Reimbursement Eligibility

• Utility Billings
Chapter One

• Stage II Plans

— The consultant must show the size, location, and elevation of all underground utilities, including existing utility easements, in plan/profile and cross sections of the Stage II plans.
Utility Coordination Meeting
Chapter One

• Stage II Plans Continued
  — During this Stage all Utility Coordination efforts to minimize relocations should occur.
  — After Design is complete plans are sent to utilities
Response From the Utilities

• Yes or No??
Chapter One

• Stage III Plans (Final)
  – Same process as Stage I and Stage II plans.
  – Consultant submits a Utility Note (See Appendix A7)
  – City sends signed plans electronically to utilities with the construction schedule
Utility Note - Required

• Private Utility and City’s consultant discuss
• Name of each utility
• Existing facilities, if located within the work limits at time of construction, will be identified by station and offset.
• Proposed facilities, if located or to be located within the work limits, will be identified by station and offset.
• Date utility relocation will start.
• Date utility relocation will be complete.
• A comprehensive statement regarding any special situations or conditions that may affect the progress and completion of the utility relocation work
SAMPLE UTILITY NOTE
FRA-CR13-14.06; PID 14538
HILLIARD ROME ROAD – 1665 E
May 05, 2050

“Bidders are advised that the following utility facilities will not be cleared from the construction area at the time of award of the contract. These utility facilities will remain in place or be relocated within the construction limits of the project as set out below.”

All station locations are approximate unless otherwise stated.

AMERICAN ELECTRIC POWER - Transmission
The company has an overhead transmission line through the length of the project Hilliard Rome Road. The exact location of the facilities will be provided to the contractor upon notification of a locate request to the Ohio Utilities Protection Service. The company indicates no conflicts with their facilities and the planned improvements.

AMERICAN ELECTRIC POWER - Distribution
The company has existing poles and both overhead and underground facilities through the length of the project on Hilliard Rome Road. The company has underground crossing and direct bury cables with three (3’) of cover. At Sta. 163+27 2-5” conduit east/west underground crossing.
At Sta. 167+72, buried cables to be abandon but facilities will remain in place
Direct Bury Cables with three (3’) foot cover from Sta. 167+30, 62.5’ Lt. to Sta. 168+20, 62.5’ Lt.
New poles have been installed at Sta. 186+48, 64’ Rt., Sta. 187+65, 64’ Rt.
Contractor Caution: Overhead wire at Sta. 207+00 going east/west
The exact location of the facilities will be provided to the contractor upon notification of a locate request to the Ohio Utilities Protection Service. The company estimates relocation to be complete by August 2010.

COLUMBIA GAS
The company has existing gas lines through the length of the project. The exact location of the facilities will be provided to the contractor upon notification of a locate request to the Ohio Utilities protection Service. The company indicates no conflicts with their facilities and the planned improvements.
Signed Plan Notice

- City sends signed plans electronically to utilities with construction schedule.
- Plans signed.
- 60 day notice sent to the utilities.
- City advertises for construction bids.
60 Day Notice

1. City sends signed plans electronically to utilities with construction schedule.
2. Plans signed.
3. 60 day notice sent to the utilities.
4. City advertises for construction bids.
Contract Notice

• 10 calendar days of the contract award

• In writing (EMAIL)
  – Notifies utilities of who was awarded the contract
  – Preconstruction Meeting
Preconstruction Meeting

• Pre-con Meeting
Construction

- Construction
Chapter Two – Coordination of Projects Outside the Department of Public Service

— Development
— Department of Public Safety
— Department of Public Utilities - Power
— Department of Public Utilities – Sanitary Sewer and Combined Sewer
— Department of Public Utilities – Storm Water Systems
Chapter Two – Coordination of Projects Outside the Department of Public Service

– Department of Public Utilities – Street Lighting Systems
– Department of Public Utilities – Waterlines and Appurtenances
– Recreation and Parks
– Technology – Telecommunications
Chapter Three- Utility Coordination on Joint Capital Improvement Projects Involving the Department of Public Service

• Joint Public Service Improvement Projects
  – With the Federal Highway Administration (FHWA) and/or ODOT

• Joint Public Capital Improvement Projects
  – With the Public and/or Private Organizations other than ODOT
Chapter Four – Utility Coordination on Privately

• Private Development Capital Improvement Projects
  – Coordination/Costs
  – Turn Lanes, entranceways, and driveways shall be the responsibility of the developer unless specifically noted as otherwise within a joint agreement between the developer and duly authorized representatives of the City of Columbus
Chapter Five – Underground Utility District or Underground Utility District Corridor

• Definition
• Responsibilities of the Consultant
• Responsibilities of Private Utilities
Chapter Six – Utility Coordination for Department Maintenance Operations

• Utility Coordination for City Wide Service Programs
  – Resurfacing Program
  – Bridge Rehabilitation Program
  – Citywide Curb Ramp ADA Program
Chapter Seven – Utility Coordination for Department Non-CIP Service Requests

• 311 Requests
• When service requests are received the assigned personnel may do the following
  – Pole Identification due to damage
  – Private Property
  – Service Request doesn’t fit the first two?
Appendices

• Appendix A1 – Project Notification Notice
• *Appendix A2 – Stage I Submission*
• *Appendix A3 – Stage II Submission*
• *Appendix A4 – Signed Plan Submission*
• Appendix A5 – 60 Day Utility Relocation Notice
Appendices

• Appendix A5(a) – Signed Plan 60-Day Notice – Plans on BIDX.COM
• Appendix A6 – Utility Note Format
• Appendix A7 – Director’s Orders to Remove Facilities
Appendices

• Appendix A7(a) – Director’s Orders to Remove Facilities

• Appendix A8 – Utility Reimbursement Letter

• Appendix A9 – Preconstruction Meeting Notice
Appendices

• A10 – Utility Coordination Log
• Appendix A11 – Department of Public Service Utility Coordination Flow Chart
• Appendix A12 – Underground Utility Districts (FAQ’S)
Expectation Reminders!

• Communication is the Key!
• Research ahead to save time at the end!
• Clear submittals with private utilities identified!
• Utility Log complete – Disposition of conflicts!
• Utility Relocations Impact schedule, look at ways to minimize relocations
• Overall Good Job!
• We are here to help!
Contact Information:
Department of Public Service
Division of Design and Construction
City of Columbus
Utility Coordinator
Eric P. Petee
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eppetee@columbus.gov