

**DEPARTMENT OF PUBLIC SERVICE
DIVISION OF DESIGN AND CONSTRUCTION
UTILITY MANUAL**



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CITY OF COLUMBUS
DEPARTMENT OF PUBLIC SERVICE
UTILITY MANUAL

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Chapter 910 of Columbus City Code
Rules And Regulations For Chapter 910 of Columbus City Code

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INTRODUCTION

The City of Columbus Department of Public Service has the authority and responsibility to regulate the use of public right-of-way within its jurisdictional boundaries as necessary to promote the public's health, safety, and welfare, including economic development. It also has a responsibility to maintain a safe and efficient roadway network. As such the Department of Public Service regularly develops plans for the construction and improvement of its roadways.

Conversely, changes in the utility industries have increased the demand and need for placing their facilities and structures within public right-of-way. Since the manner in which utilities cross, or otherwise occupy, roadway right-of-way can materially affect the appearance, safe operations, and maintenance of the City's roadways, it is necessary that such use and occupancy be reasonably regulated. It is also essential that this use be coordinated with the Department of Public Service's ongoing list of capital improvement projects.

PURPOSE

This manual sets forth and establishes procedures for coordinating the design and construction of the Department of Public Services improvement projects with other legal occupants of the City's public rights-of-way, most specifically utilities. It is not intended to significantly alter existing regulations on right-of-way use, but rather provide written guidance as to the procedures necessary for all parties to remain in compliance with existing regulations.

In addition to guidance in the coordination of roadway projects, this manual also provides guidance into the proper procedures for accomplishing utility relocations and for the reimbursement of such relocations when legally eligible.

Compliance with these procedures is essential to insure uniform standards are met for project related utility coordination and relocation. The consistent application of these procedures by Utilities, Right-of-Way Permittees, Consultants, and Public Service personnel will help insure fair treatment for all and due compensation where eligible.

Unusual conditions, which are not provided for in this manual, shall be referred to the Department of Public Service's Administrator for review and guidance.

AUTHORITY

Authority to develop and implement this manual is provided to the Director of Public Service and the Administrator within various sections of Columbus City Code, including most specifically Section 910.10 of the City's Comprehensive Right-of-Way Ordinance, Adoption of Regulations. The City of Columbus also has these rights under the laws and Constitution of the State of Ohio, including Article 18, Sections 3 and 4, to regulate public and private entities, which use the Rights-of-Way.

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DEFINITIONS

Authorization – Prior written approval from the Department of Public Service to the utility allowing any phase of a utilities project related work to proceed where City funds are to be used for the reimbursement of associated costs.

Betterment - Any upgrading of a utility's relocated facility that is not directly attributable to the Department of Public Service's roadway construction and is made solely for the benefit of, and at the election of, the utility.

Chapter 910 – The City of Columbus "Comprehensive Right-of-Way Ordinance" aka Chapter 910 of Columbus City Code

Consultant – Licensed professionals (i.e. architects, engineers, etc.) contracted by the City to develop design studies, or to prepare preliminary or final roadway construction plans and/or other associated project related documents.

Cost of Relocation - The entire amount paid by, or on behalf of, the utility properly attributable to the relocation.

Cost of Removal - The amount expended to remove utility property, including the cost to demolish, dismantle, remove, transport, or otherwise dispose of utility property; including clean up of the job site to an acceptable condition.

Department – The Department of Public Service of the City of Columbus.

Director – The Director of the Department of Public Service for the City of Columbus.

Indirect or Overhead Costs - Those costs that are not readily identifiable with one specific task, job, or work order. Such costs may include indirect labor, social security taxes, insurance, stores expense, and general office expenses. Costs of this nature generally are distributed or allocated to the applicable job or work orders, other accounts, and other functions to which they relate. Distribution and allocation is made on a uniform basis that is reasonable, equitable, and in accordance with generally accepted cost accounting practices.

Construction Project Manager – Those Department employees assigned the responsibility to oversee construction contracts and inspection personnel for Department roadway improvement projects. This individual may also be referred to as Inspection Engineer when holding a valid license to practice engineering in the state of Ohio.

ODOT – The Ohio Department of Transportation

Design Project Manager – Those Division employees assigned the responsibility to oversee consultant contracts and/or design for Department of Public Service roadway improvement projects. This individual may also be referred to as Project Engineer when holding a valid license to practice engineering in the state of Ohio.

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Relocation - The adjustment of utility facilities required by a roadway improvement project of the Department. It includes removing and reinstalling the facility, including any necessary temporary adjustments, acquiring necessary right of way, moving, rearranging, or changing the type of existing facilities, and taking any necessary safety and protective measures. It shall also mean constructing a replacement facility that is both functionally equivalent to the existing facility and necessary for continuous operation of utility service.

Right-of-Way Permit - The document by which the City grants approval for the use and occupancy of public rights-of-way for private and Public Utilities Commission of Ohio (PUCO) regulated improvements. (See Appendix B1, Chapter 910 of Columbus City Code and Appendix B2, Rules and Regulations for Chapter 910 of Columbus City Code).

Planning and Operations Administrator – The Administrator of the Department Right-of-Way.

Underground Utility District – Those areas of Columbus rights-of-way so designated and adopted by Columbus City Council within which poles, overhead wires, and associated overhead facilities or structures are prohibited.

Utility - “Utility” shall mean and include a privately, publicly, or cooperatively owned line, facility, or system for producing, transmitting, or distributing communications, cable television, power, electricity, light, heat, gas, oil, crude products, water, steam, waste, storm water not connected with roadway drainage, or any other similar commodity not owned and operated by the City of Columbus. The term “utility” shall also mean the utility company inclusive of any substantially owned or controlled subsidiary. For the purpose of this part, the term includes those utility-type facilities that are owned or leased by a governmental agency other than the City of Columbus for its own use, or otherwise dedicated solely to government use. The term utility includes those facilities used solely by the utility, which are part of its operating plant. (a.k.a. City of Columbus 910 R/W Permittee.) Service lines privately owned and devoted exclusively to supplying the various commodities to the owner and not directly or indirectly serving the public, are not considered to be a utility.

Utility Coordinator – Those Department employees assigned the responsibility to facilitate the relocation of utilities for Public Service related roadway improvement projects.

GENERAL RESPONSIBILITIES

In addition to the specific responsibilities outlined within this manual, the following general responsibilities shall apply:

The Department's Planning and Operations Administrator shall be responsible for insuring that the right-of-way related provisions of City Code, and all associated rules & regulations and policies & procedures, are followed at all times. The Department's Planning and Operations Administrator is also responsible for formulating and proposing new policies and procedures, performing special review functions, utility relocation cost processing, evaluating alternate design solutions, and providing technical expertise and assistance, as well as training and quality assurance.

The Department's Utility Coordinators' primary responsibility is to maintain a close professional relationship with representatives of the utilities industry and the Department's Design Project Managers. As a part of these relationships, they are to constantly analyze information they receive in order to maximize coordination and cooperation between all parties. They also provide primary support on roadway improvement projects to the Design Project Managers in all things utility related. On Public Service roadway improvement projects they are responsible for insuring that all parties follow the provisions of this manual and for reporting discrepancies to the responsible party as well as to the Design Section Manager.

All of the Department's engineering personnel and agents shall be responsible for giving proper consideration to existing utilities in the location and design of roadway improvement projects. This responsibility shall include, but not be limited to, providing project information on an ongoing basis to the utilities and the utility coordinator and Project Manager. This information shall include details as to project scope of services, schedules, limits, notice of consultant selection, etc. They shall also see that preliminary, final, and signed design plans are available for all effected utilities at the earliest opportunity, coordinate utility relocation review, and participate in utility relocation reimbursement processing.

The Department's Design Project Managers' shall be responsible for seeing that the Department's roadway improvement project's proceed at an efficient, cost effective pace. This is to be accomplished through the recognition of many factors. First and foremost being the health, safety, and welfare of the general public. Recognizing that the utility industry provides necessary services to the general public, the Design Project Manager must give due consideration to the location of utilities within a project corridor and see that the City's design consultant minimizes, or avoids, a roadway improvement project's impact on these facilities whenever feasible. In addition to insuring their own compliance with the provisions of this manual, the Design Project Manager is responsible for insuring strict compliance by the Consultant.

The City's Engineering Consultant shall be responsible for identifying the ownership of all utilities within the project limits, (i.e. surface, overhead and underground), giving proper consideration to utilities in the location and design of roadway improvement projects, and making preliminary and final design information available to all affected utilities at the earliest opportunity. They shall also provide adequate surveying control monumentation within the project limits for the utilities to use in the development of their relocation plans. Where a utility's facilities must be impacted, the consultant shall make a sincere effort to minimize this impact through the evaluation of alternate engineering solutions that do not negatively impact the health, safety or welfare of the general public. The Engineering Consultant shall provide a utility coordination log to the Utility Coordinator of the ongoing utility coordination activities and progress upon each submission of plans to the City.

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The Utilities are responsible for cooperating with the City and its consultants in accordance with all applicable Federal, State, and local regulations. This shall include the identification of their facilities, the field marking of their facilities, the identification of additional right of way requirements due to forced facility relocation, the review of project plan submissions, and the relocation of conflicting facilities. All of which shall be performed within the time frames required by law and as outlined within this manual.

Other City of Columbus Divisions and Departments also have definitive responsibilities in the relocation of their facilities. These responsibilities and the associated responsibilities of the Department, and its consultant, shall primarily be detailed within each project's scope of services. Whenever, the scope of services fails to address specific issues, Section II of this manual, the "Coordination of Department Roadway Improvement Projects With Other City Of Columbus Division's and Department's Facilities", shall apply. *(Please note, Section II of this manual is currently under development and will be adopted at a later date.)*

SECTION ONE

COORDINATION OF DEPARTMENT OF PUBLIC SERVICE ROADWAY IMPROVEMENT PROJECTS WITH PUBLIC AND PRIVATE “NON-MUNICIPAL” UTILITIES

PROJECT PLANNING & DESIGN

Early Involvement - Early utility involvement in the planning and design phases of the Department's project development process is critical. Only through early cooperation between the consultant, City, and utilities will the proper consideration of utility issues be addressed. It is essential that utility involvement begin once the project has been identified. Through early involvement in the design process consideration can be made to minimize or eliminate utility involvement with little, or no, cost to the project.

The identification of the utilities' right-of-way requirements must be made in the earliest possible stage of plan development. These right-of-way requirements must take into consideration construction needs, utility relocation, and safety factors. Early involvement will help identify time-consuming relocations that may impact construction scheduling and determine possible right-of-way acquisition needs.

Liaison - An effective liaison program pursued during all stages of roadway or utility improvement projects will reduce costs to both the City and the utility, provide more serviceable roadway and utility facilities, and minimize the inconvenience to the general public caused by the roadway or utility improvement programs. The roadway improvement program affects nearly every utility operating in the City and in many cases causes major adjustments in their existing plant, as well as future expansion plans. As per the requirements of the City's Comprehensive Rights-of-Way Ordinance (Chapter 910 of Columbus City Code) utilities shall be regarded as a full partner in the City's roadway improvement program and be accorded cooperation and consideration.

To accomplish its objectives, a liaison program must be based on sound realistic procedures that can be consistently followed by all agencies involved. On roadway improvement projects involving utilities, the Department of Public Service shall take the initiative in promoting cooperation, with emphasis on personal contact, the detailed exchange of information, and the maintenance of a close working relationship with the utilities during all stages of the project.

Each of the Department's Design Project Managers and Utility Coordinators shall jointly maintain close personal contact with the utilities and make sure that all pertinent project information and plans are furnished as soon as available. The Utility Coordinator shall contact the utilities periodically and as necessary to assist in coordinating the liaison programs.

The Department shall also maintain a list of utility contacts for each utility. The primary utility contact shall in all correspondence be the utilities' designated Single Point of Contact for Columbus City Code, Chapter 910 Right-of-way Permit related matters. Additional utility contacts will be as designated by each utility as a project's technical contact(s).

A sound liaison program aggressively pursued during the early stages of a roadway project will eliminate many problems prior to construction. It is essential that all representatives of the Department, consultant, and utilities recognize and accept responsibility in this program.

Program Notice – The Department maintains a list of proposed Capital Improvement Projects (CIP) that outlines the proposed transportation improvement projects for the City of Columbus. A

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copy of this list shall be furnished annually to the utilities by the Utility Coordinators. This list shall also include an outline of project names, limits, scope, and schedule.

This information will be provided in order to assist the utilities in coordinating their construction, relocation, and budgeting processes. The Department also strongly encourages the utilities to discuss their proposed construction programs with the Department, with a view toward eliminating, or minimizing, conflicts with future roadway improvements.

Scope of Services - One of the first steps in the development of a roadway project is the preparation of a scope of services. This scope of services details the limits of proposed work and the design elements to be included within the project. It is also prepared for the purpose of soliciting proposals for the design of construction plans. The Planning Project Manager has the primary responsibility of preparing scope of services with input from other City offices.

The Planning Project Manager shall submit a copy of the draft scope of services to the Design Manager, and project management staff along with a notice of upcoming pre-scope of services meetings in sufficient time for the assignment of a Utility Coordinator, and for the assigned Utility Coordinator to field review the project site. During this review the Utility Coordinator shall become familiar with existing site conditions, including a preliminary determination of anticipated utility involvement.

The Design Section Manager shall then provide a recommendation at the Scope of Services meeting on the use of subsurface utility engineering in the design of the project. They shall also provide the Planning Project Manager with draft Utilities Coordination Notes for inclusion within the scope of services if applicable. These notes shall further outline the consultant's utility coordination responsibilities in the development of construction plans.

Once the final scope of services has been developed, the Planning Project Manager shall submit a copy to the project Utility Coordinator and Design Project Manager.

Subsurface Utility Engineering – (SUE) - Section 153.64 of Ohio Revised Code requires that existing underground utilities must be shown on roadway construction plans. This is particularly important in urban areas where utility usage within right-of-way is prevalent. The use of SUE can improve many decision making processes, reduce damage to utilities during construction, improve the accuracy of the design process, and minimize change orders and contractor claims caused by less accurate utility information. The SUE process provides data on existing utilities and other subsurface structures at appropriate times in the design process through four (4) quality levels of information:

- Quality Level D – The two dimensional representation of utilities within a project's work limits based solely upon facilities inventory information requested of, and provided by, the utility companies. *(This level of research may provide an overall feel for the congestion of utilities, but it is often highly limited in terms of accuracy and completeness. Its usefulness should be confined to preliminary project planning and route selection activities.)*
- Quality Level C – The two dimensional representation of utilities, within a project's work limits, based upon the correlation of utilities inventory information (Quality Level D) with a survey of visible above ground utility features such as manholes, valve boxes, posts, etc. *(When using this information, it is not unusual to find that many underground utilities have been either omitted or erroneously plotted. Its usefulness, therefore, should be confined to rural projects where utilities are not prevalent.)*

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- Quality Level B - The two dimensional representation of utilities, within a project's work limits, based upon the correlation of utilities inventory information, a survey of visible above ground utility features (Quality Level C), and a survey of surface identification markings for underground utilities as provided by a utility location service. *(This two-dimensional mapping information is usually sufficient to accomplish preliminary engineering goals. Decisions can then be made on where to place storm drainage systems, footers, foundations and other design features in order to minimize or avoid conflicts with existing utilities. Slight adjustments in design resulting from this level of utility coordination can produce substantial cost savings by eliminating utility relocations.)*
- Quality Level A – The three dimensional representation of utilities, within a project's work limit's, based upon the correlation of utilities inventory information, a survey of visible above ground utility features, a survey of surface identification markings for underground utilities as provided by a utility location service (Quality Level B) and a survey of subsurface utility elevations exposed through the use of test holes at points of potential conflict. *(When surveyed and mapped in three dimensions, precise plan and profile information is available for use in making final design decisions. By knowing exactly where a utility is positioned at points of potential conflict, the designer can often make small adjustments in elevations or horizontal locations and avoid the need to relocate utilities. Additional information such as utility material, condition, size, soil contamination, and paving thickness also assist the designer and utility owner in their decisions.)*

To assist in obtaining accurate utility information, the Department of Public Service has adopted the following Subsurface Utility Engineering Policy, which shall be considered a condition of all project's, listing this manual as a part of its scope of services:

All projects requiring excavation shall at a minimum include "Quality Level B" Subsurface Utility Engineering. Furthermore, during the preliminary definition of a project's proposed scope of work, an assessment shall be made by the Design Section Manager as to the need for additional Subsurface Utility Engineering services, i.e. "Quality Level A". The Design Section Manager shall return a recommendation in this regard for Planning Project Management's consideration prior to the completion of project scope details. Copies of this recommendation shall also be provided to the Utility Coordinator.

Determining the necessity for, and means of, obtaining utility locations for improvement projects not requiring excavation shall be the Design Project Manager's responsibility. Should the Design Project Manager desire the assistance in this determination, or in the relocation of conflicting utilities, all provisions of this manual shall apply.

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Underground Utility Identification Requirements – In order to comply with Section 153.64 of Ohio Revised Code and Division's policy regarding the use of Subsurface Utility Engineering, the plans for all roadway improvement projects that involve excavation shall include the identification and location of existing underground utilities located within the proposed construction area. This information shall be as provided by the owner of the underground utilities, and as located in the field through subsurface utility engineering and standard surveying techniques.

To implement and exceed these requirements for all design projects contracted by the Department, the following procedure shall be followed (At a minimum):

- At the design kick-off meeting the Utility Coordinator will provide the Consultant with the name of all utilities known to have facilities within the City Of Columbus along with the name of their designated Single Point of Contact for the City. On projects where no design kick-off design meetings are held, the Utility Coordinator shall provide this list immediately after being advised that an engineering notice to proceed had been provided to the consultant.
- During the earliest stages of roadway design, following the establishment of surveying control, but prior to the commencement of topological surveying activities and Line Grade & Typical plan finalization, the consultant shall make the following contacts/requests:
 1. Contact with the Ohio Utility Protection Service (OUPS) in order to determine which, if any, underground utilities are located within the area of the project. At this time, or just prior to the commencement of the project's topological surveying work, the consultant shall also request OUPS to have all participating utilities field mark their existing underground facilities within the project limits for the consultant's planning purposes. After allowing the prerequisite 10 day period for this marking to be performed, the consultant shall gather all utility location information as a part of their topological surveying work for use in their project's design and for reflection upon their plans. Non-members of the Ohio Utility Protection Service, such as the City of Columbus, must be contacted directly.
 2. The consultant shall make written request for each utility's inventory records within the project limits at this time. A copy of any preliminary drawings developed as of that date shall accompany this request. Underground utility owners shall be requested to:
 - Provide their utility locations in a form that can be accurately transferred to the project plans, and/or compared to a field survey of utility markings, or
 - Mark its facilities directly on a set of prints furnished by the consultant, and
 - In the case of non-OUPS members, to mark its facilities in the field within the same 10-day period required of OUPS members.
- The consultant's Line Grade & Typical (LG&T) plan submission shall reflect the locations of all above ground utility structures and subsurface utility systems, as determined during the previous stages of this procedure, in plan view format. Copies of these plans shall be provided to the utilities in accordance with the LG&T section of this manual along with a request that they verify the location and type of their facilities within the project area.

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All later plan submissions shall incorporate the two and three-dimensional utility information obtained through this procedure in accordance with the dimensional capacity of each submission. Also, the following note shall be included in their plan's General Notes:

REQUIRED UNDERGROUND UTILITIES PLAN NOTE

The locations of the underground utilities shown on the plans are as obtained from the owners of the utility as required by Section 153.64 of Ohio Revised Code.

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Overhead Utilities Identification Requirements - The identification of ownership of all existing utility poles and overhead utilities is critical to the timely relocation of utilities for a roadway project. The placement of utility poles can impact the right-of-way requirements of a project and must be coordinated early in the design phase. The consultant shall be responsible for identifying the ownership of all poles and overhead utilities within the limits of the project through field review and contact with the utilities. This shall include the identification of joint users on poles.

The names and phone number of all utilities within the limits of the project shall be included in the general notes of the construction plans. Poles and other above ground utility structures shall be shown in plan view format on all plan submissions along with verbiage and/or symbology identifying type and ownership. Except as required by the City's Division of Power above ground wires and cables need not be shown on the project's plans unless the need for a "Utility Plan" is specified within the project's scope of services. Said utility plan would be prepared for reference purposes and reflect the size, type, location, and ownership of all utilities, above and below ground, within the project limits. It would not alter the requirements outlined herein for reflecting above and below ground utilities throughout the remainder of the consultant's plans.

Design Kick-off Meeting - After design proposals have been received and evaluated, and a design consultant selected, the Design Project Manager shall notify the project's assigned Utility Coordinator of any proposed pre-design meetings with the consultant. It is at this meeting that the Utility Coordinator shall, through reference to this document and the scope of services, re-confirm to the consultant the Department's expectations with regard to their responsibilities for utility coordination, subsurface utility engineering, and plan submission. The Utility Coordinator shall provide the consultant with a list of all utilities known to have facilities within the City Of Columbus along with the name of their designated Single Point of Contact. The Utility Coordinator shall also provide clarification for any utility coordination related questions by the consultant or the Design Project Manager.

Engineering Notice - Immediately after the Consultant has been authorized to proceed with the construction plans for a project, the Design Project Manager shall notify the Utility Coordinator. The Utility Coordinator shall then notify all Chapter 910 Right-of-Way Permittees known, or suspected, to have facilities within the project area (See Appendix A1, Engineering Notice). This notification shall advise the utilities of the Consultant's name, project scope, limits and schedule and the fact that plans will be furnished as soon as available. The Utility Coordinator shall provide a copy of these Notifications to both the Design Project Manager and Consultant. Unless previously provided at a pre-design meeting, the Utility Coordinator shall also provide the Consultant with a list of all utilities known to have facilities within the City Of Columbus along with the name of their designated Single Point of Contact.

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Line, Grade and Typical (LG&T) Plans - The Consultant shall show all existing underground utilities, and above ground structures (poles, towers, etc.) along with their status (Abandoned, etc.) on the LG&T plans. They shall also accurately portray existing and proposed roadway right-of-way limits and any existing utility easements that may be effected by the project's construction.

Upon submission of the LG&T plans to the City for review, the Consultant shall furnish the utilities known, or suspected, to have facilities within the limits of the project with an adequate number of paper copies for their review. When possible, the Consultant shall also make available, upon request, an electronic version of these plans in digital exchange format.

The transmittal of these plans shall, through reference to the requirements of Chapter 910 of Columbus City Code, require the utility to check the completeness and accuracy of the horizontal location of their facilities as shown in the plans, including comments regarding any area of anticipated major roadway-utility conflict. In accordance with the Rules and Regulations for Chapter 910 Right-of-Way Permit holders, comments are to be returned within 30 days. (See Appendix A2 - Line, Grade and Typical Submission). Copies of all pertinent correspondence, including copies of letters transmitting plans and revised plans to the utilities, shall be concurrently furnished to the Utility Coordinator and Design Project Manager. The consultant shall also provide the City's Design Project Manager in a spreadsheet format all notifications, plan submissions, responses and discussions with utility representatives upon submissions of each stage of plans.

Following the submission of the preliminary LG&T Plans, the Departments Utility Coordinator shall field review the project area. The Design Project Manager, Utility Coordinator and/or Utility representative may, depending upon project complexity and the nature of utility conflicts, choose to schedule a meeting between all parties involved. The purpose of this meeting is to make the utilities more aware of the project, potential conflicts, and timing. It shall also assist in identifying potential plan adjustments to minimize or eliminate utility relocation, each utility's anticipated right-of-way requirements for relocation, and to begin to determine if any necessary relocations may be eligible for reimbursement by the City.

Should reimbursable utility relocation prove likely, the Design Project Manager shall be responsible at this time for assuring that adequate funding is in place to cover all anticipated, justifiable, utility relocation costs prior to the City's authorization for the utility to relocate. The Utility Coordinator shall assist with this task as necessary.

Preliminary Right-of-Way Plans - Immediately following the submission and approval of the preliminary Line, Grade and Typical (LG&T) and Preliminary Drainage Plans the consultant shall submit copies of the preliminary Right-of-Way Plans to the Department's Right-of-Way Coordinator for review. The Right-of-Way Plans shall be distributed and reviewed by a Right-of-Way Coordinator with clarification and/or changes requested as necessary. The Utility Coordinator will assist in these reviews and provide comments as to whether the right-of-way plans should be approved or distributed to utilities for review. This decision would be made if the Utility Coordinator believes the proposed right-of-way limits may need to be modified in order to accommodate affected utilities, or if the utilities have expressed prior concern in this regard.

In some instances, utilities anticipating extensive relocations should also review the plans and agree upon any plan revisions necessary to accommodate their facilities. The Utility Coordinator shall be responsible for soliciting their review when the need for additional right-of-way has been anticipated or has been requested by the Utility. The utility shall then be responsible for providing the Utility Coordinator with clear comment as to their requirements and documentation of any associated justifications (legal or otherwise) for such requests. The Utility Coordinator shall then consult with the Right-of-Way Coordinator before a recommendation is made to the Design Project Manager and Consultant.

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Field and Office Check (F&OC) Plans - Upon submission of the F&OC plans to the City for review, the Consultant shall furnish the utilities known, or suspected, to have facilities within the limits of the project with an adequate number of paper copies for their review. When possible, the Consultant shall also make available, upon request, an electronic version of these plans in digital exchange format.

The transmittal of these plans, through reference to the requirements of Chapter 910 of Columbus City Code, shall require the utility to check the completeness and accuracy of the horizontal and vertical location of their facilities as shown on the plans, and identify specific conflicts with the project. Preliminary relocation estimates shall also be requested at this time if reimbursable relocation is anticipated. (See Appendix A3 - Field and Office Check Plans).

Copies of all pertinent correspondence, including copies of letters transmitting plans and revised plans to the utilities, shall be concurrently furnished to the Design Project Manager. The consultant shall also provide the City's Design Project Manager in a spreadsheet format all notifications, plan submissions, responses and discussions with utility representatives upon submissions of each stage of plans. (See Appendix A9 – Utility Coordination Log.)

Following the submission of the F&OC plans, the Utility Coordinator shall field review the project area. The Design Project Manager, Utility Coordinator and/or Utility representative may, depending upon project complexity and the nature of utility conflicts choose to schedule a meeting between all parties involved. The purpose of this meeting is to confirm the extent of utility conflicts, their right-of-way requirements, the time necessary to perform relocation work, discuss project scheduling, and determine estimated costs for any reimbursable utility relocations.

Final Right-of-Way Plans - Immediately following the substantial completion of roadway design (F&OC approval), the consultant shall be responsible for making necessary Right-of-Way Plan revisions and shall re-submit these plans to the Right-of-Way Coordinator for review. If right-of-way comments were previously provided regarding utility right-of-way requirements, the consultant shall also provide copies to each affected utility. A letter informing the utilities of the nature and specific location of each revision, as well as the time period available for them to comment (30 days minimum) shall accompany the transmittal of revised plans to the utilities. Copies of all pertinent correspondence, including copies of letters transmitting plans and plan revisions to the utilities, shall be furnished to the Utility Coordinator.

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Final Signed Roadway Improvement Plans - Following the resolution of all plan review comments, the consultant shall submit final plans to the Department for signature along with a utility note for inclusion in the bidding documents. Immediately following the completion of all signatures, the Design Project Manager shall notify the Utility Coordinator so that they may provide the final signed plans to the utilities. Whenever, these plans can be made available in digital exchange format, the Design Project Manager shall provide the Utility Coordinator with a compact disc containing the plans in this format for distribution to the utilities should they so request. A timetable for bidding and construction of the project shall also be provided to the Utility Coordinator. (See Appendix A4 - Signed Plan Submission).

Should plan revisions prove necessary after signatures are in place, the Consultant shall provide each utility with an adequate number of paper copies for all revised plan sheets. When possible, the Consultant shall also make available, upon request, an electronic version of these plan revisions in digital exchange format. A letter from the consultant shall accompany any transmittal of revised plans to the utilities. This letter shall contain information regarding the nature and specific location of each revision. Copies of all pertinent correspondence, including copies of letters transmitting plans or plan revisions to the utilities, shall be furnished to the Utility Coordinator.

60-Day Notice – In accordance with the provisions of Chapter 910 of Columbus City Code, following the distribution of final signed roadway plans the utilities will be provided with a 60 day notice to commence and complete all necessary relocations and/or provide an acceptable schedule for completing their relocations in a time frame that will avoid creating any associated roadway improvement delay. If the project is scheduled for bidding and construction within 60 days of final signed plan submission, this notice shall be combined with the final signed plan submission. (See Appendix A5 – 60 Day Utility Relocation Notice).

UTILITY RELOCATION

Preparation of Utility Relocation Plans - Detailed relocation plans must be prepared by each utility when their facilities are affected by a roadway improvement. In addition to the requirements outlined within the Department's Rules and Regulations for obtaining a Right-of-Way Excavation Permit, these plans shall include the following information:

1. Reference to the roadway improvement plan name and number.
2. The existing and proposed roadway centerline, including the centerline stations.
3. The existing and proposed roadway right of way lines.
4. The roadway construction limits.
5. The location, length, size and/or capacity, type, class and pertinent operating conditions, and design features of existing, proposed, and temporary facilities, including proposed changes and disposition utilizing appropriate nomenclature, symbols, legends, notes and/or color coding.
6. The utility's project number, work order or drawing number, plan scale and date, the horizontal and, vertical location of the utility facilities in relation to the roadway alignment, geometric features, stationing, grades, structures, and other facilities.

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7. An indication of all final vertical clearances over roads and streets to permit ready verification of compliance with the design requirements. Additionally they shall insure compliance with City, State, and Federal requirements not to obstruct the driver's view of overhead traffic signals or signage.
8. The utility relocation plan must use English units for distances, clearances and sizes on roadway plans developed in English units.
9. The dates or timeline to start and complete all utility relocations.

Excavation and Occupancy Permit – Following the completion of relocation plans, and prior to construction, the Utility shall apply for a Right-of-Way Excavation Permit from the Department if all or any portion of said relocation is proposed within the City's existing or proposed rights-of-way. Submission shall be in accordance with the Department's Rules and Regulations for obtaining this permit.

Relocation Plan Submission – Following their receipt of a Right-of-Way Excavation Permit from the Division, the Utility shall submit one copy of the approved plans to the Utility Coordinator for project use. The Utility Coordinator shall retain one copy while distributing separate copies and submit one copy Construction Project Manager.

Scheduling Utility Relocation Work - On roadway projects administered by the Department, all necessary utility relocations, except those to be performed by the roadway contractor or coordinated with project construction operations, shall be completed prior to commencement of construction. It shall be the Design Project Manager and Utility Coordinator's responsibility to follow the guidelines set forth in this manual so that each utility is given adequate information and due notice necessary to meet this requirement.

In some cases, the completion of utility relocation work prior to commencement of construction is neither feasible nor practical. When a utility has advised the Utility Coordinator in writing that such a situation exists, they shall also provide two copies of their proposed relocation plans, details, and scheduling information in order to accommodate the coordinated construction of both the roadway improvement project and associated utility relocation. The Utility Coordinator shall then preliminarily review the feasibility of the utilities request before advising the Design Project Managers of the utilities proposal. These parties will then seek consensus as to feasibility before notifying the utility of their decision.

This decision and its associated documentation must be complete and available in advance of preparing a project's bid package. It shall be the joint responsibility of all parties to see that the resulting details are then included within the project's bid package so that prospective bidders will understand their associated responsibilities well in advance of bid (See Appendix A6 – Construction Document Utility Note).

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Inspection of Utility Relocations – In addition to the inspection requirements outlined within the Rules and Regulations for a Right-of-Way Excavation Permit, all utility relocations caused by roadway improvements should be inspected during the performance of relocation work by the utility. The utility shall keep the Utility Coordinator informed of starting and completion dates for all phases of the utility rearrangement work as well as any deviations from the original relocation plans.

For reimbursable utility relocations, if it is considered necessary for the utility to deviate materially from the approved plan, estimate, material list or salvage list, the utility must have approval of these changes prior to performing the work. These changes should be documented, justified and processed in the same manner as the original approval; including revised plan and estimates if needed.

City Removal of Utility Obstructions

Authority - Where a utility is financially unable, or is unwilling for other reasons to assume the costs of relocating affected facilities from within public rights-of-way under the control of the City, when legally obligated to do so, or when the City and utility cannot agree on the financial responsibility to relocate facilities, the Department may cause the relocation to be performed by the City's roadway improvement contractor, or other agent, in accordance with the provisions of Section 910.12 of Columbus City Code.

Procedure - When, in the opinion of the Director, a utility has been given adequate information and due notice, in accordance with the provisions of Chapter 910 of Columbus City Code and this manual, to commence their relocation design or construction of conflicting facilities from within the limits of a proposed roadway improvement project, but the utility has failed to provide an adequate response, and their facilities and lack of cooperation continue to obstruct or interfere with the contemplated design, construction, reconstruction, improvement, maintenance, repair or use of a highway, bridge or culvert, the Director or designee shall prepare a removal of obstruction notice directing the utility to remove or relocate the facilities. If the utility does not, satisfactorily respond within 60 days from the service of such notice, and proceed to design, remove, or relocate the facilities and complete the removal within a designated time frame, the Department may remove or relocate the facilities by employing the necessary labor, tools and equipment. (See Appendix A-7 - Director's Notice To Remove Obstructions)

When the utility is legally obligated for the cost of the relocation performed by the Department, the cost incurred will be certified to the Auditor's office for collection as provided by law. (See Appendix A7 Notice to Remove Obstructions)

UTILITY REIMBURSEMENT ELIGIBILITY

Policy - The City's policy for participation in utility rearrangement or relocation costs is based on the utilities ability to provide evidence of a vested interest in the nature of a fee interest, an easement, or lesser estate in real property it occupies. The City's authority to participate in the reimbursement of eligible utility relocation costs is granted by project specific legislation passed by City Council.

Privately Owned Utilities - The City will reimburse privately and publicly owned (non-City of Columbus) utilities for their actual costs of alteration caused by a City roadway improvement when such utility's existing facilities are affected by the roadway project and are located entirely in right-of-way in which the utility has a compensable property right. Such costs will not extend to, or include any additions to, or betterments of, existing facilities. In instances when a utility facility is partly on right-of-way in which it has a compensable property right, the City will reimburse the utility on a proper and equitable proportional basis.

The City will also reimburse privately owned utilities if the scope of the project includes undergrounding of existing overhead facilities within the work limits of a project. (See Section 5, Creation of Underground Utility Districts)

Utility Betterments - When the City is obligated to pay for all or a portion of the costs of a utility rearrangement, the utility shall advise the Utility Coordinator of any proposed betterments. This betterment determination shall be based upon whether or not there will be an increase in the size, capacity or functional upgrade of the existing facility. Any additions to an existing facility required by roadway construction, such as an increase in the length of a pole line, taller poles, added guys and bracing, conduit, special backfill measures, connections of new to old facility, or temporary facilities, is reimbursable provided the most economical means is proposed for restoring the function of the existing eligible facility.

Betterments elected by the utility and not required by roadway construction are not eligible for reimbursement. In each case, it is mandatory that a complete understanding be reached prior to approval of the plan and estimate, as to the items and estimated credits for any betterment. Determination as to whether or not betterment applies to any portion of an adjustment can only be decided after an adequate study of all available data. Each utility plan and estimate must be evaluated individually to assure that all items included in the proposed rearrangement are needed for the protection of the highway and the restoration of the functional operation of the utility to original condition.

At the discretion of the City, betterment credits may be based on a percentage of total cost derived by comparative estimates. Alternate competitive bids for comparison will not be used in the determination of betterment credits.

The use of casing pipe is to be considered betterment and not eligible for reimbursement, unless the City has required the use of casing pipe, or the documented policy of the utility is to use casing for all roadway crossings. Where an existing conduit system is affected by a roadway project and all existing conduits are in use, the replacement system may incorporate one extra duct without being considered betterment.

When utility work is to be included in the roadway contract, the Utility Coordinator shall make a determination as to a betterment for all items the utility is seeking reimbursement for and forward a copy of this material to the Design Section Manager and Design Project Managers with their recommendation.

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Preparation of Utility Estimates - Detailed estimates, on Private Utility Reimbursement Form (RE-75) or similar form and accompanied by a rearrangement plan, shall be prepared by each affected utility when the utility is eligible for and proposes to claim reimbursement for the costs of relocating its facilities. The estimated costs must include Preliminary Engineering; Right of Way Acquisition; Temporary Construction; Tree Removal; Permanent Construction; Construction Engineering and Inspection; Accounting; Administration, Indirect Overhead, and Supervision; and Total. All items may be shown as lump sum, without itemization with the exception of new materials, salvage, and betterments. Itemized detail sheets must support the amount shown for new materials, salvage, and betterment. All items to be removed shall be listed in the salvage list, whether of value or not. If credit for accrued depreciation is involved, detail sheets showing the method used in determining the amount of credit must support the amount of credit shown on the estimate.

Supporting documentation including easements or plats in the name of the utility documenting the utility's compensable property rights for the relocation, shall be submitted to the Utility Coordinator along with the estimates for reimbursement.

Processing of Relocation Plans and Estimates – Once the utility has submitted the necessary cost estimate and supporting documentation to confirm compensability, the Utility Coordinator shall review all utility plan and estimate for the following items:

1. Is the plan complete and clearly marked to permit easy identification of the utility's existing and proposed facilities in relation to the existing and proposed highway centerline and right of way limits?
2. Is the proposed rearrangement necessitated by the roadway improvement?
3. Is the proposed rearrangement the most feasible and economical?
4. Are vertical and horizontal clearances and other identifications of the facility clearly indicated?
5. Are the roadway construction requirements and utility relocation compatible?
6. Is the estimate of cost in the proper form and complete as to all details including itemized list for materials and salvage?
7. Has the utility properly supported its claim for reimbursement with evidence of a property right or other acceptable documentation for the existing location of the affected facility?
8. If there is betterment involved, is there an itemized comparison of both material and labor supporting the betterment credit and can this method be used to calculate the betterment at the billing stage?
9. Can the new material, salvage, and betterments listed, be verified by the plan?
10. Are the percentages of participation if applicable correct and verified by the plan?
11. Has money been encumbered to pay the cost of the utility relocation? If not, it should be done at this time.

After the Utility Coordinator has reviewed the relocation plan, easements and estimate to assure that the submission is adequate, feasible, complete, economical, conforms to all City requirements

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and cannot be mitigated through design changes, and the utility has made any necessary corrections, the following procedure shall apply:

1. Funds needed for reimbursement will be programmed into the capital budget and the Utility Coordinator shall submit an authorization letter for reimbursement to the utility.
2. Approximately 3 months prior to actual relocation by the Utility, the Utility Coordinator shall notify the Office of Support Services so that utility reimbursement legislation can be prepared and submitted to City Council for approval.
3. The Office of Support Services will make payment to the utility and notify the Utility Coordinator once a payment has been submitted.

Utility Billings – Each affected utility eligible for reimbursement for the costs of rearranging its facilities shall prepare and present one original, within one year of upon to the City of Columbus, Department of Public Service, Office of Support Services for payments.

The words “FINAL BILLING” must be stamped or printed on each copy. This billing shall be prepared and submitted for payment within one year following the completion of the utility relocation work, unless a time extension has been requested by the utility and approved by the City. The items of cost must be shown in such a manner that will permit comparison with the approved plan and estimate.

Each item of cost listed on the billing shall be shown as a lump sum and shall be supported by an itemized detail sheet showing the method used to establish the cost in accordance with the utility's record. Payments for easements must be supported by proof of payment. Listing the name of the grantor, the amount paid, and the volume, page and County of Record shall show proof of payment for recorded purchases of right-of-way. If not recorded, proof of payment shall be shown by a copy of the canceled check or instrument.

The billing shall also show, complete information regarding the utility's name and address, tax identification number, project name and number, work order and/or invoice number, address where invoice can be audited, and starting and completion dates of construction. Billing should be arithmetically correct and be less than, or reasonably close to the dollar amount of the estimate or be supported by an explanation substantiating the overrun (10% or greater).

Should these invoices exceed the originally approved amount, the Utility Coordinator shall advise the Design Section Manager.

PROPOSING UTILITY CONSTRUCTION AS A PART OF A ROADWAY IMPROVEMENT PROJECT

Justification – The construction and/or relocation of a utility's facilities may be included within a roadway improvement project's design and/or construction contract when justified by reasons of economy, expediency, inability of the utility to perform the work, or where construction inconvenience or cost would be reduced by the elimination of a separate contract for the utility work.

Approval – Requests for including the design and construction, of a utility's facilities within a roadway improvement project, including work on an existing or proposed bridge within the project's limits, shall be submitted to the Utility Coordinator in writing. The procedures associated with obtaining the City's approval are detailed below.

Requests to place a utility's facilities on an existing bridge that is controlled by the City of Columbus, but not a part of an ongoing roadway improvement project's plans, shall be submitted to the Department's Permit Office in the form of an Excavation/Occupancy Permit application.

Procedure

1. A request to install facilities within a proposed roadway improvement project, including existing and proposed bridges within project limits, shall be initiated by the utility as early as possible after notification of a roadway project. In the case of bridge attachments, this request should be made prior to the beginning of structural design if at all possible.
2. The letter of request shall be directed to the Utility Coordinator.
3. The letter must state the reasons for the request, estimated costs, alternate routes considered including costs, disposition of the existing facility during construction, and contain a statement that the utility will accept the obligation for the costs associated with the design and construction of their facilities, including any additional project costs associated with accommodating the utility.
4. The request must include details regarding the type of facility to be installed, the material to be used, and any special notes regarding the installation, furnishing of materials, etc. In the case of a proposed bridge attachment, the request must also include the proposed method of attachment and the estimated weight of the facility.
5. The Utility Coordinator will jointly review the utility's proposal with the Right-of-Way Coordinator and Design Project Managers and any other Department personnel necessary. Recommendations will then be submitted to the Design Project Manager for consideration.
6. Following the Design Project Manager's decision, the Design Project Manager shall provide the Utility Coordinator with a written copy of the Department's decision, along with any special provisions necessary. (These special provisions shall include details as to the City's requirement for advance payment by the utility, based upon the original construction estimate, prior to project bid and the acceptable method of final settlement of costs upon completion of associated utility work.)
7. The Utility Coordinator shall then include this information within their response to the utility.

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8. If granted, approval of the utility's request shall be subject to City review and approval of the final utility relocation plan, three copies of which must be submitted to the project Utility Coordinator in a time frame conducive the project's current design schedule.
9. Cost responsibility and bid items associated with the bridge attachment shall be properly reflected in the construction plans.

Determination of Eligibility - If approval is given for the inclusion of the utility work in the roadway contract, eligibility of the utility for reimbursement of the cost for such work will be determined as described previously. Items included in the contract will be shown in the roadway plans in the same manner as other construction items, except that the utility items will be listed under a separate subheading in the Summary of Quantities. The detailed plans shall include appropriate notes designating them as utility items and indicating responsibility for the cost.

REIMBURSEMENT FOR REPLACEMENT UTILITY EASEMENTS

Authorization - When the roadway improvement necessitates utility relocation and the utility is eligible for reimbursement of costs incurred for replacement easements, the Utility Coordinator shall provide a letter of authorization, with the Section Manager's signature, to the utility prior to the utility incurring expenditures for easement acquisition.

Eligibility - A utility is eligible for reimbursement for the costs of replacement easements when it can be verified that the utility has the right of occupancy in its existing location by reason of holding the fee, an easement, or other real property interest, the damaging or taking of which is compensable. Expenses incurred by the utility incidental to the acquisition of replacement rights of way may be reimbursed. These expenses may include such items as:

- Salaries and direct expenses of utility employees while engaged in the appraisal of and negotiation for right of way,
- Amounts paid independent appraisers for appraisals made of rights of way,
- Recording costs,
- Title Services including deed preparation fees and similar costs normally paid incidental to land acquisition.
- Compensation paid to property owner

The utility should be in a position to justify amounts paid for easements. The written valuation shall be completed prior to negotiation for acquisition. In all cases, it is expected that sound valuation and acquisition practices will be followed by the utility.

Where there is reimbursement for replacement rights-of-way, there will be no charge to the roadway projects for that portion of the utility's existing right of way being transferred to the City for roadway purposes.

For ODOT and Federal Highway Administration (FHWA) projects, if right-of-way acquisition by the utility necessitates that a structure be taken and the occupants must relocate, the procedures of the Relocation Assistance Program, required by Chapter 163 of Ohio Revised Code, must be met. The utility shall notify the ~~Division~~ Utility Coordinator of this situation in the early stages of plan development.

Acquisition of Right-of-Way by the City on Behalf of the Utilities - A fee simple title or an easement may be acquired by purchase or appropriation in the name of the public utility or the City, at the discretion of the City. When the title to lands, which are required to adjust such facilities, are taken in the name of the City, said property interest may be conveyed to the utility for which they were acquired."

The exercise of this option, by the City, on behalf of the utility would be available only after the utility is unable to acquire the needed right of way by negotiation. The utility must possess the right of eminent domain in its own right and have a compensable property right in the location of the existing facility. The City may obtain right of possession immediately after the appraised sum is deposited with the court, in the case of unimproved property or improved property when a structure is not taken. When a structure is to be taken, the occupants must relocate prior to transfer of title.

Procedure - The procedure for obtaining appropriations by the City to provide for relocation of a utility are as follows:

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1. The utility shall forward a request, in writing, to the Utility Coordinator requesting the City to acquire for the utility. This request should also include the reasons for the request.
2. The Utility Coordinator shall forward the request through the Right-of-Way Coordinator to the Real Estate Division along with recommendations and instructions.
3. The Real Estate Division shall prepare an Acquisition Agreement for execution by the Utility and the City.
4. The utility shall furnish the City with the necessary plats, descriptions, appraisals, and any additional information necessary for the Real Estate Division to proceed with acquisition.
5. If not already reflected on the City's plans, the Design Project Manager shall modify or cause to modify the Right-of-Way Plans to reflect the required property interest to be acquired and such other changes as may be necessary to meet the requirements of Ohio Revised Code 163.05.
6. The Real Estate Division shall have the appropriation filed with the court along with the warrant for deposit if unable to acquire through negotiation.

PROJECT SALE AND CONSTRUCTION

Bid Proposal Utility Notes - When it is anticipated that a utility's facilities may not be cleared from the roadway construction area prior to bid date, the Utility Coordinator shall provide the Design Project Manager with an updated "Utility Note" detailing the existing conditions and anticipated relocation work and schedule. When all utility relocations have been completed, or no relocations are necessary, the Utility Coordinator shall provide the Design Project Manager with a "Utility Note" to that effect. The Design Project Manager shall then see that the "Utility Note" is added to the bid proposal for the information of potential bidders. (See Appendix A6 - Construction Document Utility Note)

The Utility is responsible for providing relocation information to the City's consultant and Utility Coordinator on a prescribed basis in order to accommodate the preparation of the "Utility Note" for inclusion within the project bid package. "Utility Notes" shall be included, but are not limited to, when the following circumstances apply:

1. All utility facilities will not be cleared from the construction area at the time of award of contract.
2. Utility facilities will remain in place within the construction limits.
1. Utility facilities will be relocated within the construction limits.
4. Utility facilities shown on the roadway plan as conflicting, have been, or will be relocated outside the construction or right-of-way limits of the project.
5. Utility facilities are shown incorrectly on the roadway construction plan.

The consultant shall prepare the Utility Note in a format for direct inclusion within the bid proposal. The following minimum information shall be provided:

1. The name of each utility to be included in the note and a description of each facility.
2. Existing facilities, if located within the work limits at time of construction, will be identified by station and offset.
3. Proposed facilities, if located or to be located within the work limits, will be identified by station and offset.
4. Date utility relocation will start or time frame; i.e., after clearing and grubbing is completed.
5. Length of time required to complete utility relocation work.
6. A comprehensive statement regarding any special situations or conditions that may affect the progress and completion of the utility rearrangement work.

Pre-Bid Meeting - The Design Project Manager shall notify the Utility Coordinator of scheduled pre-bid meetings. The Utility Coordinator shall plan to attend these meetings in order to answer any questions concerning the status of utilities or scheduled relocations. Should the Utility Coordinator be unavailable for this meeting, they shall provide the Design Project Manager with a written utilities status report prior to the meeting date. Should the Utility Coordinator consider the utilities attendance essential to this meeting, they shall be responsible for notifying the utility and requesting their attendance.

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Contract Notice - Within ten calendar days after award of a contract for the construction of a public roadway improvement, the Construction Project Manager shall notify all owners of underground and above ground utilities known to be located in the construction area of the improvement, in writing of the name and address of the contractor to whom the contract for the improvement was awarded. This notice is required in order to meet the requirements of Section 153.64 of Ohio Revised Code. It is contemplated that the notice of a planned Pre-construction meetings to the utilities satisfies this requirement.

Pre-Construction Meeting - After a roadway construction contract has been awarded, the Construction Project Manager, contractor and construction inspection personnel responsible for the project, shall designate a time and place for a pre-construction conference and shall request all agencies, including utilities, involved in the project, to have a representative in attendance. Said notice shall also be provided to the Utility Coordinator.

The Utility Coordinator shall attend the pre-construction meeting for roadway projects when utilities are involved, and will provide a report on the relocation status of all utilities on the project, including plans and estimates received, work started, work completed, and comments regarding any special situations that should be discussed at the pre-construction meeting.

If the Utility Coordinator is unavailable to attend, it shall be their responsibility to provide utility status and plans to the Construction Project Manager for presentation to the contractor.

One of the purposes of this meeting is to coordinate the roadway contractor's construction schedule with the various utilities construction schedules in order to eliminate or minimize any areas of conflict, which may arise during construction of the project. In order to comply with Chapter 910 of Columbus City Code, utilities with facilities within the limits of the project shall send a representative to the pre-construction meeting to discuss the status and schedule of their relocation, or provide a detailed written summary to the Utility Coordinator prior to the meeting.

Construction - After the construction contract has been awarded, the requirements for the contractor and the owner of the underground utility are contained within the 2012 City of Columbus Construction and Material Specifications, Section 105.07.

The Utility Coordinator shall be available through the life of the project to assist with the completion of anticipated utility relocations and/or for the resolution of unforeseen utility conflicts. It shall be the Construction Project Manager's and/or Inspection Supervisor's responsibility to notify the Utility Coordinator of all utility relocation problems or project changes that arise so that assistance can be rendered in their resolution. The Construction Project Manager or Inspection Supervisor shall also notify the Utility Coordinator of all progress meetings scheduled for the project. The Utility Coordinator's attendance to these meetings shall be discretionary unless specifically requested to attend by the Construction Project Manager or Inspection Supervisor.

Closeout - The Construction Project Manager or Inspection Supervisor shall notify the Utility Coordinator prior to project closeout. The Utility Coordinator shall seek to resolve all outstanding reimbursements to utilities and forward all records, plans, correspondence and documents to the Construction Project Manager for document retention. The Utility Coordinator shall also advise the Construction Project Manager of any outstanding issues involving the City and utilities at this time.

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SECTION TWO

**COORDINATION OF DEPARTMENT OF PUBLIC SERVICE ROADWAY
IMPROVEMENT PROJECTS WITH OTHER CITY OF COLUMBUS DIVISION
AND DEPARTMENT FACILITIES**

(This section of the manual is currently under development and will be adopted at a later date.)

SECTION THREE

UTILITY COORDINATION ON JOINT ROADWAY IMPROVEMENT PROJECTS INVOLVING THE DEPARTMENT OF PUBLIC SERVICE

Joint Public Service Improvement Projects

(With The Federal Highway Administration (FHWA) and/or ODOT)

In all cases the Ohio Department of Transportation's Utility Manual shall be followed. However, when the Department is administering such improvement project's design, this manual's more stringent correspondence and coordination requirements shall also apply. Copies of project related agreements by and between ODOT and the City shall be provided to the Utility Coordinator once signed in order to determine if a Utility Coordinator will be required. Only where the Department of Public Service, has been noted as responsible for utility coordination, within this agreement, shall a Utility Coordinator be assigned and associated duties performed in accordance with these manuals.

Joint Public Roadway Improvement Projects

(With Public And/Or Private Organizations Other Than ODOT.)

The City of Columbus regularly participates in roadway improvement projects with other City Divisions and Departments, adjacent municipalities, counties, and developers to correct deficiencies in the condition or capacity of the roadway. Joint agreements requiring City participation in the cost of roadway improvements shall include the identification of responsible parties for all associated right-of-way costs, both right-of-way acquisition and utility relocation related.

Copies of all joint agreements defining the responsibilities of all parties, including utility coordination, shall be provided to the Utility Coordinator once signed in order to determine if a Utility Coordinator will be required. Only where the Department of Public Service has been noted as responsible for utility coordination, within this agreement, shall a Utility Coordinator be assigned and associated duties performed in accordance with this manual.

Utility involvement may have an impact on the successful completion of these projects. Upon learning of Department's obligations in this regard, the Utility Coordinator shall immediately notify all utilities known, or suspected, to have facilities within the project area. This notice shall advise the utilities of the pending project, the Department's obligations, and that the requirements of Chapter 910 of Columbus City Code and this manual shall apply.

SECTION FOUR

UTILITY COORDINATION ON PRIVATELY FUNDED ROADWAY IMPROVEMENT PROJECTS

Private Development Roadway Improvement Projects

Private improvements to roadways due to development or redevelopment can directly impact the location and relocation of existing utilities. Coordination and costs associated with the relocation of utilities due to the addition of 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. Only on public and/or joint Public/Private roadway improvement projects shall the procedures set forth within this manual apply.

Copies of all joint agreements defining the responsibilities of all parties, including utility coordination, shall be provided to the Design Section Manager once signed in order to determine if a Utility Coordinator will be required. Only where the City of Columbus has been noted as responsible for utility coordination, within this agreement, shall a Utility Coordinator be assigned and associated duties performed in accordance with this manual.

SECTION FIVE

CREATION OF “UNDERGROUND UTILITY DISTRICTS”

Relocating Or Burying All Above Ground Utilities

The location of overhead utilities can impact the health, safety, welfare, and aesthetics of a neighborhood. Neighborhood groups, civic associations, area commissions, or municipal agencies may request to have all overhead facilities placed underground, or relocated elsewhere, in a specified area, either in association with a Public Service Improvement project, or through the creation of an unrelated Underground Utility District.

Requests shall be made in writing to the Director of Public Service specifying proposed limits and associated financial responsibilities. When associated with a proposed roadway improvement project, such requests should be made during the earliest possible planning stages in order to increase the possibility of implementation. The Director of Public Service can then forward such requests to the Design Section Manager for technical analysis. When such requests are associated with a proposed roadway improvement project, the Design Project Manager shall be engaged in these requests.

As a part of this technical analysis, affected utilities, including City utilities will be consulted as to the potential ramifications and cost.

Following the technical analysis, the Design Section Manager or Design Project Manager shall make a recommendation to the Director of Public Service. Should the Director's decision be favorable, the Departments response to the original requestor shall include a summary of actions necessary to accommodate said request, along with proposed responsibilities, financial and otherwise. Utilities impacted by the creation of this district shall be notified of the proposed district at this time.

During or shortly after construction of the undergrounding of facilities the Department of Public Service shall through, legislation establish an Underground Utility District for the final area affected. All districts shall be mapped and recorded for future reference.

SECTION SIX

UTILITY COORDINATION FOR DEPARTMENT MAINTENANCE OPERATIONS

The department recognizes that not all CIP projects and maintenance operations require the same level and effort of utility coordination as outlined in section one. It further recognizes that utility coordination is a shared responsibility. It is specifically contemplated therefore that the Design and Construction Project Managers take on some of the utility coordination responsibilities during the planning, design and construction of maintenance operations and activities. The Department's Utility Coordinators can advise and assist the project managers as necessary to assure that utility facilities are adequately addressed to prevent delays and to prevent damages to underground utility facilities.

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UTILITY MANUAL

**APPENDIX A1
ENGINEERING NOTICE**

The City of Columbus will be proceeding with engineering of the _____ Improvement Project on _____. The project includes _____.

Although plans are not yet available, line, grade and typical prints will be furnished to you by our Consultant to assist you in determining how your existing facilities are affected. The City is requesting that you submit maps and detailed plans of your existing facilities to the consulting engineers when requested, so that they can be included in the preliminary plans for the project. Overhead facilities located in the City's Rights-of-Way within the limits of the project should be marked in accordance with City Ordinance 910.06 A.10 (see attached) in order to identify effected utilities.

Plans of the project are being prepared by _____. A vicinity map showing the limits of the project has been enclosed for your convenience. Construction of the project is scheduled for _____.

If you do not have facilities or plan to install facilities within limits of the effected area please provide a written response to that effect within 14 days of receipt of this letter. If you have any questions or require additional information, please call me at 645-(xxxx).

Sincerely,

Utility Coordinator

cc: Design Project Manager

Engineering Notice.doc

CITY OF COLUMBUS
DEPARTMENT OF PUBLIC SERVICE
UTILITY MANUAL

**APPENDIX A2
LINE GRADE AND TYPICAL (LG&T) SUBMISSION**

Date

Name

Title

Company Name

Address

City, State Zip

Dear _____:

Enclosed for your review and comment are the preliminary line, grade and typical prints for the _____ Improvement Project for the City of Columbus, Department of Public Service. The construction of this project is scheduled to begin _____.

In accordance with Chapter 910 of Columbus City Code, you are requested to verify the horizontal location of your facilities on the enclosed plans, and return the plans with any comments to our office within 30 days. Plans or information on proposed improvements, repairs to your existing facilities or abandoned facilities in the vicinity of this project should also be communicated to our office at this time.

It is _____ and the City's intention to avoid any delays to the project due to utility relocation operations. We would like to avoid or resolve any conflicts during the early stages of the design phase so that any rearrangement of your facilities can be scheduled and completed in advance of bidding the proposed project.

Your cooperation is greatly appreciated.

Sincerely,

Project Engineer

Attachment

cc: Design Project Manager, City of Columbus
Utility Coordinator, City of Columbus

LG&T Submission.doc

CITY OF COLUMBUS
DEPARTMENT OF PUBLIC SERVICE
UTILITY MANUAL

**APPENDIX A3
FIELD AND OFFICE CHECK (F&OC) SUBMISSION**

Date

Name
Title
Company Name
Address
City, State Zip

Dear _____:

Enclosed for your review are the field and office check plans for the _____ Improvement Project for the City of Columbus, Department of Public.

In accordance with Chapter 910 of Columbus City Code you are requested to confirm the location and extent of any conflicts with your existing facilities and the proposed project. The City requests that _____ submit a preliminary relocation plan to the Utility Coordinator within 60 days of receipt of this notice as well as a proposed schedule showing when you intend to start the rearrangements and/or the length of time needed to complete the work. The deadline to complete the rearrangement work is _____ as construction for the project is scheduled to begin at that time.

If you have any questions or need electronic copies of the plans, please contact my office at _____.

Sincerely,

Project Engineer

Attachment
cc: Design Project Manager, City of Columbus
Utility Coordinator, City of Columbus

F&OC Submission.doc

CITY OF COLUMBUS
DEPARTMENT OF PUBLIC SERVICE
UTILITY MANUAL

**APPENDIX A4
SIGNED PLAN SUBMISSION**

Date

Name
Title
Company Name
Address
City, State Zip

Dear _____:

Enclosed for your use is one (1) complete set of the final signed plans for the _____ Improvement Project. Advertisement for construction bids is scheduled for _____ with construction to begin _____.

Please expedite the preparation of relocation plans, if applicable, and forward them to this office. You are also requested to submit a proposed work schedule, showing when you intend to start the relocation and length of time needed to complete the work.

You will be notified as to the project award and date of the planned Preconstruction meeting. Your attendance in this meeting will be important for the protection of your facilities and a successful start of the City's project.

We look forward to the timely rearrangement of your facilities so that the completion of our project is not placed in jeopardy.

Sincerely,

Utility Coordinator

Enclosure

cc: Design Project Manager, City of Columbus

Signed plan submission.doc

CITY OF COLUMBUS
DEPARTMENT OF PUBLIC SERVICE
UTILITY MANUAL

**APPENDIX A5
60-DAY UTILITY RELOCATION NOTICE**

(Date)

(R/W Permit Contact)
(R/W Permit Holding Co.)
(Address)

Re: (Project Name)

Dear (R/W Contact):

The City of Columbus, Department of Public Service will be proceeding with bidding of the improvement on_____. In accordance with Columbus City Code, Section 910.06 A.4. (i) (see attached), you are required to promptly remove or rearrange your facilities that are in conflict with proposed construction at your company's sole expense.

As the Director of Public Service's appointed representative in these matters, I am herein directing _____ to relocate all conflicting facilities within 60 days of receipt of this written notice. If facility relocation must coincide with project construction, a relocation schedule submitted to and approved by the Department of Public Service within this 60-day period will be considered acceptable compliance with this requirement.

Please contact the (Utility Coordinator) at 645-XXXX or (Design Project Engineer) at 645-XXXX for further information concerning this project.

Sincerely,

Administrator/City Engineer

xxx/xxx

Enclosure

cc: Section Manager, City of Columbus
Utility Coordinator, City of Columbus
Design Project Manager, City of Columbus

60-Day notice.doc

CITY OF COLUMBUS
DEPARTMENT OF PUBLIC SERVICE
UTILITY MANUAL

**APPENDIX A6
CONSTRUCTION DOCUMENT UTILITY NOTES SAMPLE**

(PROJECT NAME) UTILITY NOTE

“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 listed below are approximate unless otherwise stated.

AMERICAN ELECTRIC POWER

The company has aerial facilities on the North side of Cooper Road East of Westerville Road consisting of two poles that are to be removed prior to construction of the project. The following is a list of conflict stationing and brief descriptions;

Station 432+00 – Current pole in conflict with the Bikepath, pole will be relocated approximately 7 foot south to the grass strip between the proposed curb and bike path.

Station 434+19 – Current pole in conflict with the Bikepath, pole will be relocated approximately 7 foot south to the grass strip between the proposed curb and bike path.

AMERITECH

The company has aerial facilities on the AEP poles on the North side of Cooper Road East of Westerville Road that will be transferred to the new AEP poles prior to construction of the project.

COLUMBIA GAS OF OHIO

The company has a pipeline marker at station 433+45 that will be relocated prior to construction of the project.

GENERAL COMMENTS

The Contractor shall exercise caution when working in proximity to the existing and/or relocated utility facilities.

Bidders are advised that some utility relocation plans are on file and may be reviewed at Department of Public Service – Planning and Operations- Permits Office.

Section 105.07 of the Columbus Construction and Material Specifications requires, among other things, that the contractor cooperate with all utilities located within the limits of this construction project and take responsibility for the protection of the utility property and services.

Section 3781.30 of the Ohio Revised Code requires among other things, that the contractor protect and preserve the markings of approximate locations of underground utility facilities and to conduct the excavation in the vicinity of underground utility facilities in a careful and prudent manner.

CITY OF COLUMBUS
DEPARTMENT OF PUBLIC SERVICE
UTILITY MANUAL

**APPENDIX A7
NOTICE TO REMOVE OBSTRUCTIONS**

Date

Name
Title
Company Name
Address
City, State Zip

Dear:

The City Engineer has indicated that the _____ project is in jeopardy of being delayed due to conflicts with your facilities in right-of-way. Numerous attempts by the City's Engineering staff to get a confirmed schedule for your relocation operations has been unsuccessful.

You are hereby directed to promptly remove your facilities from the project site to facilitate construction within 60 days of this notice. Failure to comply with this request will constitute a violation of city Ordinance 910 and result in a five hundred dollar (\$500.00) per day forfeiture for each day of violation.

It is my hope that the City of Columbus and _____ can work together to ensure that Central Ohioans enjoy the benefits of improved and expanded roads and infrastructure.

Sincerely,

Director

cc: Design and Construction Administrator/City Engineer, City of Columbus
Design Section Manager, City of Columbus
Utility Coordinator, City of Columbus
Construction Project Manager, City of Columbus

Notice to Remove.doc

CITY OF COLUMBUS
DEPARTMENT OF PUBLIC SERVICE
UTILITY MANUAL

**APPENDIX A8
UTILITY REIMBURSEMENT LETTER**

Date

Name
Title
Company
Address
City, State, Zip

Dear :

The City has reviewed your relocation plan and estimate in the amount of _____ for the _____ Improvement Project. City participation in costs incurred for utility rearrangements will be limited to the relocation of in-kind facilities that are in private right of way in which you have a compensable property right. Your proposal appears to meet these qualifications.

Please proceed with the relocation of your facilities. The Department of Public Service has prepared the necessary legislation for council approval. Once your relocation is complete you will be required to submit a detailed final invoice to the City for reimbursement.

If you have any questions, please contact my office at 645-XXXX.

Sincerely,

Design and Construction Administrator/City Engineer

XXX/xxx

cc: Design Project Manager, City of Columbus

Reimbursement Letter.doc