



THE CITY OF **COLUMBUS**

MICHAEL B. COLEMAN, MAYOR

DEPARTMENT OF
PUBLIC SERVICE

UTILITY MANUAL

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Table of Contents

INTRODUCTION	1
PURPOSE	1
AUTHORITY	1
DEFINITIONS	2
Authorization.....	2
Betterment.....	2
Chapter 910.....	2
Construction Project Manager	2
Consultant	2
Cost of Relocation	2
Cost of Removal	2
Department.....	2
Design Project Manager	2
Director	2
Indirect or Overhead Costs.....	2
Infrastructure Management Administrator.....	2
ODOT	2
Relocation.....	3
Right-of-Way Permit	3
Underground Utility District.....	3
Utility.....	3
Utility Coordinator	3
GENERAL RESPONSIBILITIES	4
Construction Project Manager	5
CHAPTER ONE	6
COORDINATION OF DEPARTMENT OF PUBLIC SERVICE CAPITAL IMPROVEMENT PROJECTS (CIP)	6
WITH PRIVATE (“NON-MUNICIPAL”) AND PUBLIC UTILITIES	6
PROJECT PLANNING & DESIGN	6
Early Involvement.....	6
Liaison.....	6
Program Notice	7
Scope of Improvements	7
Scope of Services	7
Subsurface Utility Engineering – (SUE)	7
Underground Utility Identification Requirements	9
Procedure for all Design Projects.....	9
Overhead Utilities Identification Requirements	10
Design Kick-off Meeting	10
Engineering Notice.....	10
Stage I Plans.....	11
Preliminary Right-of-Way Plans	11
Stage II Plans.....	12
Final Right-of-Way Plans	12
Stage III Plans.....	12
60-Day Notice	13
UTILITY RELOCATION	13
Preparation of Utility Relocation Plans.....	13
Excavation and Occupancy Permit.....	13

CITY OF COLUMBUS
DEPARTMENT OF PUBLIC SERVICE
UTILITY MANUAL

Relocation Plan Submission	13
Scheduling Utility Relocation Work	14
Inspection of Utility Relocations	14
Deviations from Approved Utility Relocation Plans	14
Deviations from Approved Utility Relocation Plans	14
Procedure	14
UTILITY REIMBURSEMENT ELIGIBILITY	15
Policy	15
Privately Owned Utilities	15
Utility Betterments by the Private Utility	15
Utility Betterments Requested by the City	15
Preparation of Utility Estimates.....	16
Processing of Relocation Plans and Estimates	16
Alterations to Approved Plans	17
Utility Billings	17
PROPOSING UTILITY CONSTRUCTION AS A PART OF A CAPITAL IMPROVEMENT PROJECT	18
Justification	18
Approval	18
Procedure	18
REIMBURSEMENT FOR REPLACEMENT UTILITY EASEMENTS	19
Authorization.....	19
Eligibility.....	19
Acquisition of Right-of-Way by the City on Behalf of the Utilities	19
Procedure	20
PROJECT BIDDING AND CONSTRUCTION.....	20
Bid Proposal Utility Notes	20
Pre-Bid Meeting.....	21
Contract Notice.....	21
Pre-Construction Meeting	21
Construction	22
Project Finalization	22
CHAPTER TWO.....	23
COORDINATION OF PROJECTS OUTSIDE THE DEPARTMENT OF PUBLIC SERVICE	23
Duties & Responsibilities	23
Types of Projects Outside of DPS.....	23
Development.....	23
Finance & Management	23
Department of Public Safety – Communication.....	23
Department of Public Utilities - Electric Transmission and Distribution Systems.....	23
Department of Public Utilities - Sanitary Sewer Systems/Combined Sewer Systems	23
Department of Public Utilities - Storm Water Systems	23
Department of Public Utilities - Street Lighting Systems	23
Department of Public Utilities	23
Recreation and Parks.....	24
Technology - Telecommunications.....	24
CHAPTER THREE.....	25

CITY OF COLUMBUS
DEPARTMENT OF PUBLIC SERVICE
UTILITY MANUAL

UTILITY COORDINATION ON JOINT CAPITAL IMPROVEMENT	25
PROJECTS INVOLVING THE DEPARTMENT OF PUBLIC SERVICE	25
Joint Public Service Improvement Projects.....	25
(With the Federal Highway Administration (FHWA) and/or ODOT).....	25
Joint Public Capital Improvement Projects	25
(With the Public and/or Private Organizations Other Than ODOT.)	25
CHAPTER FOUR.....	26
UTILITY COORDINATION ON PRIVATELY FUNDED	26
CAPITAL IMPROVEMENT PROJECTS.....	26
Private Development Capital Improvement Projects.....	26
CHAPTER FIVE.....	27
UNDERGROUND UTILITY DISTRICT.....	27
Definition.....	27
Underground Utility District.....	27
Responsibilities of the Consultant.....	27
Responsibilities of Private Utilities	27
Existing Underground Utility Districts.....	27
FAQ's.....	27
CHAPTER SIX.....	28
UTILITY COORDINATION FOR DEPARTMENT MAINTENANCE OPERATIONS	28
Utility Coordination for City Wide Public Service Programs	28
Resurfacing Program	28
Bridge Rehabilitation Program	28
Citywide Curb Ramp ADA Program	28
CHAPTER SEVEN.....	29
UTILITY COORDINATION FOR DEPARTMENT NON-CIP SERVICE REQUESTS	29
When service requests are received the assigned personnel may do the following:	29
APPENDIX A1	30
PROJECT NOTIFICATION NOTICE	30
APPENDIX A2	31
STAGE I SUBMISSION	31
APPENDIX A3	32
STAGE II SUBMISSION	32
APPENDIX A4	33
SIGNED PLAN SUBMISSION	33
APPENDIX A5	34
60-DAY UTILITY RELOCATION NOTICE.....	34
APPENDIX A6	35
UTILITY NOTE FORMAT	35
APPENDIX A7	37
DIRECTOR'S ORDER TO REMOVE FACILITIES	37
APPENDIX A7 (a).....	38
DIRECTOR'S ORDER TO REMOVE FACILITIES	38
APPENDIX A8	39
UTILITY REIMBURSEMENT LETTER	39
APPENDIX A9	40
PRE-CONSTRUCTION MEETING NOTICE	40
APPENDIX 10.....	42
UTILITY COORDINATION LOG.....	42

CITY OF COLUMBUS
DEPARTMENT OF PUBLIC SERVICE
UTILITY MANUAL

APPENDIX A1143
DPS UTILITY COORDINATION FLOW CHART43
APPENDIX A1244
UNDERGROUND UTILITY DISTRICTS AND44
UTILITY DISTRICT CORRIDORS44
(FAQ'S).....44
APPENDIX A1245
UNDERGROUND UTILITY DISTRICTS AND45
UTILITY DISTRICT CORRIDORS45
(FAQ'S).....45
APPENDIX A1246
UNDERGROUND UTILITY DISTRICTS AND46
UTILITY DISTRICT CORRIDORS46
(FAQ'S).....46
APPENDIX A1247
UNDERGROUND UTILITY DISTRICTS AND47
UTILITY DISTRICT CORRIDORS47
(FAQ'S).....47
APPENDIX A1248
UNDERGROUND UTILITY DISTRICTS AND48
UTILITY DISTRICT CORRIDORS48
(FAQ'S).....48

References Documents

See (<http://columbus.gov/publicservice/>)

See (<http://columbus.gov/Templates/Detail.aspx?id=64856>)

Chapter 910 of Columbus City Code/City of Columbus Plan Routing Manual

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 right of way assets.

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 utility use be coordinated with the Department of Public Service's 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 Capital improvement projects with other legal occupants of the City's public rights-of-way, most specifically utilities.

In addition to guidance in the coordination of Capital Improvement projects, this manual also provides an outline for the proper procedures for accomplishing utility relocations and for the reimbursement of such relocations when eligible. Reference Appendix A11 Utility Coordination Flow Chart.

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

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.

DEFINITIONS

Authorization – Prior written approval from the Department of Public Service to the utility allowing any phase of a utility’s 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 CIP 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.

Construction Project Manager – Those Department employees assigned the responsibility to oversee construction contracts and inspection personnel for Department capital improvement projects. This individual may also be referred to as Area Engineer.

Consultant – Licensed professionals 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 cleanup of the job site to an acceptable condition.

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

Design Project Manager – Those Department employees assigned the responsibility to oversee consultant contracts and/or design for Department of Public Service capital improvement projects. This individual may also be referred to as Project Engineer.

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.

Infrastructure Management Administrator – The Administrator of the Department of Right-of-Way.

ODOT – The Ohio Department of Transportation.

Private Utility – A utility whose ownership and operation is under the control and direction of private sector officials

Public Utility – A utility whose ownership and operation is under the control and direction of an elected public body. (i.e. City Council, County Commission, etc.)

CITY OF COLUMBUS
DEPARTMENT OF PUBLIC SERVICE
UTILITY MANUAL

Publicly Held Utility – A utility whose ownership and operation is under the control and direction of private sector officials and public stock holders.

Relocation - The adjustment of utility facilities required by a capital 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 Chapter 910 of Columbus City Code and also the Rules and Regulations for Chapter 910 of Columbus City Code).

Permits for excavation and/or occupancy in the public rights-of-way shall be obtained from the City of Columbus' Division of Infrastructure Management. Applications can be obtained by contacting the Permit Office at (614) 645-7497 or ColsPermits@columbus.gov.

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 capital improvement projects.

GENERAL RESPONSIBILITIES

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

The Department's Infrastructure Management 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 Infrastructure Management 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 utility 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 among all parties. They also provide primary support on capital improvement projects to the Design Project Managers in all things utility related. On Public Service capital 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 Capital Improvement Project Manager.

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

The Department's Design Project Managers shall be responsible for seeing that the Department's capital improvement projects 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 capital 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 capital improvement projects, and making preliminary and final design information available to all affected utilities at the earliest opportunity. They shall also provide adequate survey control monuments 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.

CITY OF COLUMBUS
DEPARTMENT OF PUBLIC SERVICE
UTILITY MANUAL

The consultant shall obtain system maps from all utilities with facilities in the project limits. Not all City of Columbus facilities are members of the Ohio Utility Protection Service (OUPS). Therefore, the consultant will need to do a detailed utility search for the following departments: Public Service, Recreation and Parks, Technology and Communications. Contact the Design Project Manager to obtain the Department Contact Phone Numbers.

In order to obtain all infrastructure data for the City of Columbus Department of Public Utilities, send all requests to DPU_GIS_MAPPING@COLUMBUS.GOV. Consultants that call into the map room to make data requests will be referred to request data via email. Data requests will not be processed by the Department of Public Utilities until an email is received.

All requests should include the following:

- Name of Individual Making Request
- Consultant Name
- Contact Number
- City Project Manager
- Type of Data being Requested (Electric, Water, Sewer or All)
- Summarized purpose of the data being requested

The Consultant will need to attach an image to the email which clearly shows a bounding box of the area needed.

The Consultant shall make sure the water and sewer record plan number is correctly labeled for the respective public utility on the plan/profile view of all plans beginning with Stage 1 of the construction plans. 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/or outlined within this manual.

Construction Project Manager – The Department’s Construction Project Managers shall facilitate communication between the contractor and the private utility during the construction project. The 24 - hour response numbers shall be used by the construction staff and contractor for a quick resolution of utility conflicts. When more effort than a 24 - hour response call is required, the Department’s Utility Coordinator will assist the construction staff and contractor to resolve utility relocation problems. The Utility Coordinator will also assist in the resolution of all private utility related delays, claims and disputes associated with the construction project.

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 improvements. (See sheet 12 for definition) Whenever, the scope of services fails to address specific issues, Section II of this manual, “Coordination of Projects Outside the Department of Public Service”, shall apply.

CHAPTER ONE

COORDINATION OF DEPARTMENT OF PUBLIC SERVICE CAPITAL IMPROVEMENT PROJECTS (CIP) WITH PRIVATE ("NON-MUNICIPAL") AND PUBLIC 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 among 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 initiated. 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 utility and their respective right-of-way locations must be made in the earliest possible stage of plan development. These right-of-way locations 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 capital or utility improvement projects will reduce costs to both the City and the utility company, provide more serviceable roadway and utility facilities, and minimize the inconvenience to the general public caused by the roadway or utility improvement projects. The capital improvement program affects nearly every utility company operating in the City and in many cases causes adjustments in their existing facilities, 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 capital 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 capital improvement projects involving utility companies, 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 utility companies 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 possible. 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 per Columbus City Code, Chapter 910 Right-of-way Permit related matters. Additional utility contacts may be 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 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 capital improvements.

Scope of Improvements - One of the first steps in the development of a capital improvement project is the preparation of a scope of improvements. This scope of improvements 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.

A draft scope of improvements is provided to the Utility Coordinator for their review. During this review the Utility Coordinator shall become familiar with existing site conditions, including a preliminary determination of anticipated utility involvement and provide comments back to the assigned Design Project Manager.

Scope of Services – Services that are written into the contract based off of the task list. Subsurface Utility Engineering can be recommended to the Design Project Manager during the review of the Scope of Improvements by the utility Coordinator.

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 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.
- **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

CITY OF COLUMBUS
DEPARTMENT OF PUBLIC SERVICE
UTILITY MANUAL

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 limits, 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 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 projects, listing this manual as a part of its scope of services:

All Capital Improvement 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 Capital Improvement Project Manager as to the need for additional Subsurface Utility Engineering services, i.e. “Quality Level A”. The Capital Improvement Project Manager will determine if Quality Level A is needed for the project.

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.

Underground Utility Identification Requirements – In order to comply with Section 153.64 of Ohio Revised Code and the Department of Public Service’s policy regarding the use of Subsurface Utility Engineering, the plans for all capital 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.

Procedure for all Design Projects

To implement and meet these requirements for all design projects contracted by the Department, the following procedure shall be followed.

- 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 meetings are held, the Utility Coordinator shall provide this list upon request after being advised by the design project manager that a design engineering notice to proceed has been provided to the consultant.
- During the earliest stages of project design, prior to the commencement of topographical surveying activities and Stage I plan finalization, the consultant shall make the following contacts/requests:
 1. The consultant shall contact 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 topographical survey 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 design 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 topographical survey 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 Department of Technology, Division of Planning and Operations - Traffic Maintenance, and the Division of Support Services - Communications, 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 Stage I plan submission shall reflect the locations of all ground mounted utility structures and subsurface utility systems, as determined during the previous stages of this procedure, in plan section view format. Copies of these plans shall be provided to

CITY OF COLUMBUS
DEPARTMENT OF PUBLIC SERVICE
UTILITY MANUAL

the utilities in accordance with the Stage I section of this manual along with a request that they verify the location and type of their facilities within the project area.

All subsequent plan submissions shall incorporate the two and three-dimensional utility information obtained through this procedure in accordance with the dimensional capacity of each submission.

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

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 Capital Improvement 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.

If a utility plan would be prepared for reference purposes, it shall 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 - 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 – Once the design kickoff meeting has been held, 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.

CITY OF COLUMBUS
DEPARTMENT OF PUBLIC SERVICE
UTILITY MANUAL

Stage I Plans - The Consultant shall field locate and show all existing underground utilities, and above ground structures (poles, towers, etc.) along with their status (Abandoned, etc.) on the Stage I plans. The Consultant shall show the actual locations and dimensions of all underground facilities including all service connections. If the project scope includes new above ground improvements that could potentially conflict with overhead utilities, then the consultant shall verify the elevations as part of their utility coordination efforts. 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. The consultant shall identify potential utility conflicts and report them to the private utility and to the Utility Coordinator. The consultant shall provide a list of all utility companies with facilities, overhead and underground, within the limits to the Utility Coordinator with their Stage 1 submission.

Upon submission of the Stage I plans to the City for review, the Consultant shall provide all plan submittals in an electronic plan format of the utility owner's choosing. (.pdf, .tif, dwg., dgn., or other format), unless paper plans are requested by the private utility. This requirement is applicable to each private utility with facilities within the limits of the project.

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 – Stage I Submission). Send electronic copies of all pertinent correspondence,(Emails, Utility Coordination Log) to and from private utilities to the city's Utility Coordinator and Design Project Manager The Utility Coordination Log is required to be provided upon submission at each stage of plans unless requested otherwise by the Utility Coordinator or Design project Manager.

Following the submission of the Stage I 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 private utility meeting among all parties involved.

Items that will be discussed at the meeting will include:

1. Scope of the Project (Project Limits)
 - a. Project Summary
 - b. Project Status
 - c. Project Schedule
 - d. Utility Coordination Log
2. Private Utility Easements

Preliminary Right-of-Way Plans - The Utility Coordinator will assist in the right of way reviews and provide comments as to whether the right-of-way plans should be approved or distributed to utilities for review. A decision will be made if the Utility Coordinator believes the proposed right-of-way limits will need to be modified in order to accommodate affected utilities, or if the utilities have expressed prior concern to relocation options.

In some instances, utilities anticipating extensive relocations should also review the plans and may suggest plan revisions necessary to accommodate their facilities. The Utility Coordinator shall be responsible for soliciting the utility 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

CITY OF COLUMBUS
DEPARTMENT OF PUBLIC SERVICE
UTILITY MANUAL

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.

Stage II Plans – The Consultant shall show the size, location, and elevation of all underground utilities, including existing utility easements, in both the plan/profile and cross section sheets of the Stage 2 submission. The single point of contact name, address and telephone number of all public and private utilities with facilities within the project limits shall be shown in the private utilities section of the general notes. An indication of those utilities that are not a member of the Ohio Utilities Protection Service shall also be provided in the general notes.

Upon submission of the Stage II plans to the City for review, the Consultant shall also provide a plan submittal in an electronic plan format of the utility owner's choosing. (.pdf, .tif, dwg., dgn., or other format), unless paper plans are requested by the private utility. This requirement is applicable to each private utility with facilities within the limits of the project.

With the transmittal of these plans, the consultant shall reference the requirements of Chapter 910 of Columbus City Code. Chapter 910 requires 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 be provided by the utility company at this time if reimbursable relocation is anticipated. (See Appendix A3 - Stage II Plans).

Copies of all correspondence in electronic format, including the utility log, letters transmitting plans, and any revised plans and/or marked up drawings to and from the utilities, shall be furnished to the Utility Coordinator and Design Project Manager. (See Appendix A10 – Utility Coordination Log.)

Following the submission of the Stage II 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, any necessary right-of-way needs, the time necessary to perform relocation work, project scheduling, and a determination of any estimated costs for reimbursable utility relocations.

Final Right-of-Way Plans - Upon submission of Final Right-of-Way Plans, if right-of-way comments were previously provided regarding utility right-of-way needs, the consultant shall also provide copies to each affected utility.

Stage III Plans - Following the resolution of all plan review comments, the consultant shall submit a draft utility note for inclusion in the bidding documents. (See Appendix A6 Utility Note Format)\Upon completion of all plan signatures, the Design Project Manager shall notify the Utility Coordinator who will provide the final signed plans to the utilities. The Design Project Manager will provide a timetable for bidding and construction of the project to the Utility Coordinator. (See Appendix A4 - Signed Plan Submission).

Copies of all correspondence in electronic format, including the utility log, letters transmitting plans, and any revised plans to the utilities, shall be furnished to the Utility Coordinator and Design Project Manager. (See Appendix A10 – Utility Coordination Log.)

Should plan revisions prove necessary after signatures are in place, the Design Project Manager shall provide revised sheets to the Utility Coordinator. In addition the consultant shall provide a narrative which contains information regarding the nature and specific location of each revision.

60-Day Notice – In accordance with the provisions of Chapter 910 of Columbus City Code, following the distribution of final signed capital improvement 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 capital 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 capital improvement project. In addition to the requirements outlined within the Public Service Department's Rules and Regulations for obtaining a Right-of-Way Excavation Permit, these plans shall include the following information:

1. Reference to the capital improvement project plan name and E plan number.
2. The existing and proposed roadway centerline, including the centerline stations.
3. The existing and proposed roadway right of way lines.
4. 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.
5. 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.
6. An indication of all final vertical clearances over roads and streets to permit ready verification of compliance with the design requirements. Additionally they shall ensure compliance with City, State, and Federal requirements not to obstruct the driver's view of overhead traffic signals or signage.
7. The dates or the timeline to start and complete all utility relocations.

Excavation and Occupancy Permit – Following the completion of relocation plans, and prior to construction, the Utility Company shall apply for a Right-of-Way Excavation Permit from the Department of Public Service 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 Department of Public Service, the Utility shall submit one electronic copy of the approved utility relocation plans to the Utility Coordinator for project use. The Utility Coordinator will submit utility relocation plans to the design consultant and copy the Design Project Manager.

Scheduling Utility Relocation Work - On Capital Improvement Projects managed by the Department of Public Service, 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 the 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 provide scheduling information in order to accommodate the coordinated construction of both the capital improvement project and associated utility relocation. The Utility Coordinator shall review the feasibility of the utilities request with the Design Project Manager. 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 as a final utility note so that prospective bidders will understand their associated responsibilities well in advance of bid (See Appendix A6 – Construction Document Utility Note).

Inspection of Utility Relocations –The Department of Public Service will provide inspection services for utility relocation work as outlined in Chapter 903 of Columbus City Code.

Deviations from Approved Utility Relocation Plans - If it is considered necessary for the utility to deviate materially from the approved plan, the utility must have approval of these changes prior to performing the work. These changes shall be documented and processed in the same manner as the original approval; including revised plans.

Deviations from Approved Utility Relocation Plans – Where a utility is financially unable, or is unwilling for other reasons to assume the costs of relocating affected utilities 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 capital improvement project contractor, or other agent, in accordance with the provisions of Section 910.12 of Columbus City Code.

Procedure – When a utility has been given adequate information and due notice, in accordance with the provisions of Chapter 910 of Columbus City Code 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 a designated time frame, the Department may remove or relocate the facilities by employing the necessary labor, tools and equipment.

When the utility is legally obligated for the cost of the relocation performed by the Department, the facility removal cost incurred by the Department will be recovered 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 capital improvement project when such utility's existing facilities are affected by the capital improvement 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 Chapter 6, Underground Utility District)

Utility Betterments by the Private Utility - 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.

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.

Utility Betterments Requested by the City – If betterments are requested by the City 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.

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 betterment for all items the utility is seeking reimbursement for and forward a copy of these documents to the Capital Improvement Project Manager and Design Project Manager with their recommendation.

CITY OF COLUMBUS
DEPARTMENT OF PUBLIC SERVICE
UTILITY MANUAL

Preparation of Utility Estimates - Detailed estimates, on Private Utility Reimbursement Form (City of Columbus RE-75) or similar form and accompanied by a relocation 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 the 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 capital improvement project?
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?

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

CITY OF COLUMBUS
DEPARTMENT OF PUBLIC SERVICE
UTILITY MANUAL

1. Funds needed for reimbursement will be programmed and legislated into the capital budget and the Utility Coordinator shall submit an authorization letter for reimbursement to the utility.

2. The Office of Support Services will make payment to the utility and notify the Utility Coordinator once a payment has been submitted.

Alterations to Approved Plans - If it is considered necessary for the utility to deviate materially from the approved plan, estimate, list of materials or salvage, the utility must have had prior approval of these changes prior to performing the work. These changes shall be documented and processed in the same manner as the original approval; including revised plan and estimates if needed.

Utility Billings – Each affected utility eligible for reimbursement for the costs of rearranging its facilities shall submit one original invoice 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 the original invoice. This billing shall be prepared and submitted for payment within one year following the recognized completion date 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 instrument number or volume, page number 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 Capital Improvement Project Manager.

PROPOSING UTILITY CONSTRUCTION AS A PART OF A CAPITAL IMPROVEMENT PROJECT

Justification – The construction and/or relocation of a utility's facilities may be included within a capital 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 separate utility relocation activities.

Approval – Requests for including the design and construction of a utility's facilities within a capital improvement project 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 capital 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 capital improvement project, including existing and proposed bridges, shall be initiated by the private utility as early as possible after notification of a capital improvement 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, and 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 Manager and any other Department personnel necessary. Recommendations will then be submitted to the Capital Improvement Project Manager for consideration.
6. Following the Department'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 as 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.

8. If granted, approval of the utility's request shall be subject to City review and approval of the final utility relocation plan, and 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 a capital improvement project or the bridge attachment shall be properly reflected in the construction plans.

If approval is given for the inclusion of the utility work in the capital improvement project these items shall be shown in the plans in the same manner as other construction items, except that the utility items will be listed under a separate subheading in the General Summary. 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 Capital Improvement Project 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, 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 to 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 capital improvement projects for that portion of the utility's existing easement transferred to the City for roadway purposes.

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 private 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

CITY OF COLUMBUS
DEPARTMENT OF PUBLIC SERVICE
UTILITY MANUAL

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:

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 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.
4. The Real Estate Division shall prepare an Acquisition Agreement for execution by the Utility and the City.
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 BIDDING AND CONSTRUCTION

Bid Proposal Utility Notes - When it is anticipated that a utility's facilities may not be cleared from the 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 include the Utility Note Special Provision in the construction procurement documents to be added to the bid proposal for the benefit of potential bidders. (See Appendix A6 - Construction Document Utility Note)

The Private Utility is responsible for providing relocation information to the City's consultant and Utility Coordinator as required 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 any one of 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.
3. Utility facilities will be relocated within the construction limits.

CITY OF COLUMBUS
DEPARTMENT OF PUBLIC SERVICE
UTILITY MANUAL

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 construction plan.

After discussing with the utilities, 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.
5. Date utility relocation will be complete.
6. A comprehensive statement regarding any special situations or conditions that may affect the progress and completion of the utility relocation work.

Pre-Bid Meeting - The Design Project Manager shall include the Utility Coordinator as an attendee on all 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 consider the utilities attendance essential to this meeting, they shall be responsible for notifying the utility and requesting their attendance.

Contract Notice - Within ten calendar days after award of a contract for the construction of a public 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. This notice to the utilities of a planned Pre-construction meeting shall serve to satisfy this requirement.

Pre-Construction Meeting - After a construction contract has been awarded, the Construction Project Manager shall designate a time and place for a pre-construction conference and shall request all agencies, including private 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 capital improvement 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.

One of the purposes of this meeting is to coordinate the contractor's construction schedule with the various private utility 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

CITY OF COLUMBUS
DEPARTMENT OF PUBLIC SERVICE
UTILITY MANUAL

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 City of Columbus Construction and Material Specifications.

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 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 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.

Project Finalization - The Construction Project Manager shall notify the Utility Coordinator prior to project finalization. The Utility Coordinator shall seek to resolve all outstanding reimbursements to utilities.

CHAPTER TWO

COORDINATION OF PROJECTS OUTSIDE THE DEPARTMENT OF PUBLIC SERVICE

Duties & Responsibilities – The Department of Public Service (DPS) Utility Coordinators are responsible for utility coordination on DPS, Capital Improvement Projects (CIP), Public - Private Partnership (3P), and Department of Development (DOD) CIP projects within the City right of way. Utility Coordination for developer driven projects that are not DPS CIP or 3P will be the consultants' responsibility. For CIP projects managed by all other City Departments, each Department will perform their own coordination with private utilities. The Utility Coordinator from DPS can provide a list of private utility contacts upon request.

Types of Projects Outside of DPS

Development – Development projects include, but are not limited to, Neighborhood Commercial Revitalization (NCR), and Urban Infrastructure Recovery Fund (UIRF), miscellaneous economic development, and downtown projects are typically managed by DPS.

Finance & Management - Finance & Management projects include, but are not limited to, the design, construction, renovation or repair of City Buildings: these projects typically follow the private development process.

Department of Public Safety – Communication – Communication projects include, but are not limited to, provide services to the Department of Public Safety, Police and Fire communication systems.

Department of Public Utilities - Electric Transmission and Distribution Systems – Electric facilities include, but are not limited to, transmission, primary, secondary, service cables, conduits, pull boxes, manholes, towers, poles, transformers, and other overhead and underground facilities necessary to provide electric service to customers.

Department of Public Utilities - Sanitary Sewer Systems/Combined Sewer Systems - Sanitary sewer systems include, but are not limited to, sanitary and combined sewers, manholes, sewer laterals, force mains, rehabilitation work and other facilities necessary to collect and transport wastewater.

Department of Public Utilities - Storm Water Systems – Storm water management facilities include, but are not limited to, curb inlets, catch basins, conduits, manholes and appurtenant features, creeks, streams, rivers, culverts, retention and detention basins, and rehabilitation work.

Department of Public Utilities - Street Lighting Systems – Street Lighting facilities include, but are not limited to, anchors, betterments, brackets, circuits, circuit cables, conduits, controllers, current detectors, doors, expansion joints, foundations, ground, guidelines, junction boxes, luminaires, pull boxes, poles, refurbish, re-lamp, risers and system removal.

Department of Public Utilities - Waterlines and Appurtenances - Waterline facilities include, but are not limited to, water transmission and distribution mains, services, valves, bends, manholes, fire hydrants, and other facilities necessary to supply water to customers.

CITY OF COLUMBUS
DEPARTMENT OF PUBLIC SERVICE
UTILITY MANUAL

Recreation and Parks - Recreation and Parks projects include, but are not limited to, new walking/biking trails located throughout the City and work in City owned parks and on their facilities.

Technology - Telecommunications – Technology projects include, but are not limited to, cable interconnect and 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)

Locally Administered Transportation Projects

The Department of Public service will perform utility relocation activities in compliance with *23 CFR Part 645 and the Department of Public Service Utility Manual*, and provides certification that utility facilities have been appropriately relocated or accounted for so as not to interfere with construction activities.

Non-Locally Administered Transportation Projects

The Ohio Department of Transportation's Utilities Manual shall be followed. Only where the Department of Public Service, has been noted as responsible for utility coordination, within an agreement, shall a Utility Coordinator be assigned and associated duties performed in accordance with the ODOT Utilities Manual.

Joint Public Capital Improvement Projects

(With the Public and/or Private Organizations Other Than ODOT.)

The City of Columbus regularly participates in capital 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 capital 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 (See Appendix A1, Engineering Notice). 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.

CHAPTER FOUR

UTILITY COORDINATION ON PRIVATELY FUNDED CAPITAL IMPROVEMENT PROJECTS

Private Development Capital 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 capital 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 Capital Improvement Project 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.

CHAPTER FIVE

UNDERGROUND UTILITY DISTRICT

Definition

Underground Utility District -The creation of the underground utility district will prohibit the future installation of overhead utility lines, wires, cables, transformers, or other appurtenances, including transverse crossings of the right-of-way, and other above ground utility features to protect the investments interests. This prohibition shall be extended to all parties intending to install utilities within this district, including those owned and operated by the City of Columbus, with the exception of traffic signals, streetlight poles, and luminaries. However, the short term temporary installation of overhead and/or above ground utility features will be allowed to provide emergency service, but shall be removed at the earliest moment possible after resolution of the emergency.

Responsibilities of the Consultant

The City's Engineering Consultant shall review the Underground Utility District maps located on the Department of Public Service Website. The Consultant will be responsible for identifying the ownership of all utilities in the project limits that are affected by the Underground Utility District.

Responsibilities of Private Utilities

The Private 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 undergrounding, the review of project plan submissions and the undergrounding of aerial facilities within the Underground Utility District.

Existing Underground Utility Districts

Please reference the (City of Columbus Public Service link) for a list of existing Underground Utility Districts with district maps and legislation.

FAQ's

See Appendix A12 - Underground Utility District (FAQ'S) to view Frequently Asked Questions for Underground Utility Districts.

CHAPTER 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 Chapter One. It further recognizes that utility coordination is a shared responsibility. It is specifically contemplated therefore that Department staff will 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 Department staff as necessary to assure that utility facilities are adequately addressed to prevent delays and to prevent damages to underground utility facilities.

Utility Coordination for City Wide Public Service Programs

Resurfacing Program

The Resurfacing Program is a multi-year program to resurface city streets and may include the replacement of curb ramps. The notifications of streets that are being resurfaced will be provided by the Resurfacing Program Manager once a year to all utilities that maintain an active 910 right-of-way permit with the City of Columbus.

Bridge Rehabilitation Program

The Bridge Rehabilitation Program includes bridge painting, replacing decking, and construction of retaining walls.

When no excavation or utility involvement is anticipated, work is performed under an A plan and utilities are not notified. If during construction utilities are encountered coordination shall be as outlined in the Utility Manual.

When a bridge plan is reconstructed as an E plan the private utilities shall be notified following the guidelines outlined in this manual.

Citywide Curb Ramp ADA Program

The Citywide Curb Ramp ADA program includes replacement and installation of new curb ramps. Utility involvement is not anticipated, work is performed under an A plan and utilities will only receive notification of a pre-construction meeting.

CHAPTER SEVEN

UTILITY COORDINATION FOR DEPARTMENT NON-CIP SERVICE REQUESTS

The department recognizes that maintenance operations and service requests can be Non - CIP related and will not require the same level and effort of utility coordination as outlined in Chapter One. The Department's Utility Coordinators can advise and assist the assigned city personnel as necessary; to assure that utility facilities are adequately addressed so that the service request is closed out.

When service requests are received the assigned personnel may do the following:

1. If a service request involves pole identification due to damage or down wires, contact the City of Columbus – Division of Power (Dispatch). The Dispatch will be able to identify the pole owner and joint users. The pole owner can then be notified to fix the damage or make notification to the joint users.
2. If a service request received is on private property the caller should be instructed to call their local utility provider in which numbers can be obtained from their utility bill and are available online from the respective utilities.
3. If a service request does not fit into situation 1 or 2 then the Department Utility Coordinator should be notified for assistance but not assigned the service request. The city personnel originally assigned is responsible for closing out the service request.

CITY OF COLUMBUS
DEPARTMENT OF PUBLIC SERVICE
UTILITY MANUAL

**APPENDIX A1
PROJECT NOTIFICATION NOTICE**

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

Although plans are not yet available, Stage I 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. Facilities located in the City's Rights-of-Way within the limits of the project should be marked at this time in accordance with City Ordinance 910.06 A.10 in order to identify effected utilities.

If a paper copy of the plan set is required, please contact _____ with the contact information below:

Consultant Company, Name, Email and Phone Number

Utilities will need to clear the project by _____.

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 30 days of receipt of this letter. If you have any questions or require additional information, please call me at 614- 645-XXXX. Your cooperation during the early stages of the project will ensure that your facilities are protected and the City's project can proceed in a timely manner.

Note: City Owner facilities are receiving this for planning purposes only

Thanks

Utility Coordinator
pc: Design Project Manager

CITY OF COLUMBUS
DEPARTMENT OF PUBLIC SERVICE
UTILITY MANUAL

**APPENDIX A2
STAGE I SUBMISSION**

Date

Name

Title

Company Name

Address

City, State Zip

Dear _____:

Enclosed for your review and comment are the preliminary Stage I prints for the _____ Improvement Project for the City of Columbus, Department of Public Service. The construction of this project is scheduled to begin _____. The utility clear is tentatively scheduled for _____.

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

NOTE TO CONSULTANT: IF SENDING ELECTRONIC PLANS YOU WILL NEED TO ATTACH THE TITLE SHEET AND THE SCHEMATIC PLAN TO THE EMAIL AS A PDF FILE

Stage I Submission.doc

11/2/2015

CITY OF COLUMBUS
DEPARTMENT OF PUBLIC SERVICE
UTILITY MANUAL

**APPENDIX A3
STAGE II SUBMISSION**

Date

Name
Title
Company Name
Address
City, State Zip

Dear _____:

Enclosed for your review are the Stage II plans for the _____ Improvement Project for the City of Columbus, Department of Public. The utility clear is tentatively scheduled for _____.

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

NOTE TO CONSULTANT: IF SENDING ELECTRONIC PLANS YOU WILL NEED TO ATTACH THE TITLE SHEET AND THE SCHEMATIC PLAN TO THE EMAIL AS A PDF FILE

CITY OF COLUMBUS
DEPARTMENT OF PUBLIC SERVICE
UTILITY MANUAL

Stage II Submission.doc

**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 _____. The utility clear date is _____.

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

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

Re: (Project Name)

Dear (R/W Contact):

The City of Columbus will be proceeding with bidding of the _____ improvement on _____ and construction on _____. In accordance with Columbus City Code, Section 910.06 A.4.

In accordance with City Code, Section 910.06 (A)(4)

“Upon reasonable written notice of not less than sixty (60) days, except in an emergency threatening the public health, safety or welfare, and at the direction of the Director, and at the Permittee’s sole cost, promptly remove or rearrange facilities as necessary, as further specified in the Regulations (i) during any construction, repair or modification of any street, sidewalk, City utility (except for the non-street lighting facilities of the Division of Electricity) or other public improvement.”

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 Public Service Director’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 Division of Design and Construction within this 60-day period will be considered acceptable compliance with this requirement.

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

Sincerely,

(Name)
Administrator/City Engineer
Division of Design and Construction

cc: Design Project Manager, City of Columbus
File, City of Columbus

60-Day notice.doc

CITY OF COLUMBUS
DEPARTMENT OF PUBLIC SERVICE
UTILITY MANUAL

APPENDIX A6
UTILITY NOTE FORMAT
(COUNTY-ROUTE-SECTION, PID NUMBER-If Applicable)
PROJECT NAME- E- Plan # _____
Date

“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.

(Place body of text here)

Requirements:

- Save document in Word Format.
- Remove all shading from each note.
- Notes should be fully justified, using Time New Roman 10 point font.
- No more than one space between paragraphs.
- No colorized font, it does not always print as clearly as intended.
- No headers and footers.
- Title your files with Project Name and Drawer E number.
- Submit to City of Columbus Utility Coordinator.

CITY OF COLUMBUS
DEPARTMENT OF PUBLIC SERVICE
UTILITY MANUAL

SAMPLE UTILITY NOTE
FRA-CR13-14.06; PID 14538
PROJECT NAME – PLAN NUMBER E
DATE

“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.

TIME WARNER COMMUNICATIONS

The company has aerial facilities and underground crossing on Hilliard Rome Road. Relocation of the facilities will be complete by September 2010. The exact location of the facilities will be provided to the contractor upon notification of a locate request to the Ohio Utilities protection Service.

GENERAL COMMENTS

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

Bidder are advised that some utility relocation plans are on file and may be reviewed at the Division of Design and Construction, Utility Coordinator's Office, 50 W. gay Street, 6th Floor, Columbus, Ohio 43215. Telephone 614-645-8018.

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.

**APPENDIX A7
DIRECTOR'S ORDER TO REMOVE FACILITIES**

Date

Name

Title

Company Name

Address

City, State, Zip

SUBJECT: (Company Name) Relocation of Facilities –
Specific City of Columbus Project

Dear Mr. or Mrs. (Name):

The project manager for the (Specific Project) Improvement has advised me that project construction is delayed due to conflicts with (Company Name) facilities. This delay is in spite of our previous coordination efforts and notices to (Company Name). This letter serves as notification that (Company Name) is in violation of Columbus City Code 910 and is subject to the appropriate penalties therein. Consequently, failure to relocate in a timely manner is in direct conflict with the requirements of (Company Name's) Right-of-Way Permit

A summary of our previous coordination efforts is as follows:

- (Company Name) was provided with authorization to proceed with design on (Date).
- (Company Name) was provided with signed plans with an accompanying letter of notification (attached) on (Date).
- (Company Name) submitted for a permit for conduit relocation on (Date) with a permit issued on (Date) for 120 days of construction. The work has been completed.
- A Preconstruction conference was held on (Date) with (Company Name) representatives (Name) and (Name) in attendance. Contractor's notice to proceed was issued at that time.
- (Company Name) submitted for a permit for direct buried cable relocation on (Date) and was notified that comments were ready on (Date). As of the date of this letter, (Company Name) has not picked up the permit for this work.
- (Company Name) was provided with authorization for reimbursement for construction for the direct buried cable on (Date).
- An (Company Name) representative attended a construction progress meeting, in which the conflicts were discussed on (Date).
- (Company Name) attended a utilities coordination meeting on (Date), at which time (Company Name) indicated that the direct buried cable in question needed further investigation as to whether the line was active or in-active.

In accordance with City Code, Section 910.06 (A)(4)

"Upon reasonable written notice of not less than sixty (60) days, except in an emergency threatening the public health, safety or welfare, and at the direction of the Director, and at the

CITY OF COLUMBUS
DEPARTMENT OF PUBLIC SERVICE
UTILITY MANUAL

Permittee's sole cost, promptly remove or rearrange facilities as necessary, as further specified in the Regulations (i) during any construction, repair or modification of any street, sidewalk, City utility (except for the non-street lighting facilities of the Division of Electricity) or other public improvement."

APPENDIX A7 (a)
DIRECTOR'S ORDER TO REMOVE FACILITIES

Date
Name
Page #

Written notice was provided to (Company Name) on (Date), in accordance with the above City Code. Therefore, (Company Name) is in violation of City Code 910 and its permit issued under this code. I am directing (Company Name) to complete their necessary relocations immediately. Our inability to proceed with construction has impacted the contractor's schedule, and as such, places us in jeopardy of liquidated damages. The City of Columbus will pass these damages, as a civil forfeiture, to (Company Name) per Chapter 910.99(A)(2):

"For failure to comply with any provisions of this Chapter, the penalty shall be a civil forfeiture, payable to the City, in the amount of five hundred dollars (\$500.00) per day for each day of violation. In addition, for failure to timely comply with a notice by the Director to remove or rearrange facilities pursuant to Section 910.06 (A)(4), an additional civil forfeiture equal to any costs incurred by the City as a result of such failure, including but not limited to any penalties or liquidated damages charged the City by its contractors occasioned thereby, shall be imposed."

Please contact the Department of Public Service's Utility Coordinator, (Name) at 645-#### no later than close of business (Day), (Date). Be prepared to discuss the specifics of this project and how (Company Name) intends to resolve their conflicts, including a schedule for (Company Name) relocations.

Sincerely,

Director

cc: City Attorney, City of Columbus
Administrator Design and Construction, City of Columbus
Capital Improvement Project Manager, City of Columbus
Construction Section Manager, City of Columbus
Utility Coordinator, City of Columbus
Area Engineer, City of Columbus

CITY OF COLUMBUS
DEPARTMENT OF PUBLIC SERVICE
UTILITY MANUAL

**APPENDIX A8
UTILITY REIMBURSEMENT LETTER**

Date

Name
Title
Company
Address
City, State, Zip

Dear:

Re: Project Name and Utility Reference # with amount of Reimbursement

Dear _____:

Your preliminary relocation estimate in the amount of _____ for relocation for the _____ Improvement Project has been reviewed by the Division of Design and Construction of the City of Columbus.

City of Columbus 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 compensable property rights or in areas in which the City of Columbus has designated for underground utility construction.

Please proceed with final design and relocation of your facilities. If permit approval is needed; for work in the City of Columbus submit plans for review to our Permit Section located at 50 West Gay Street, Columbus Ohio 43215.

The utility clearance date for this project is scheduled for _____. 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.

Once your relocation is complete you will be required to submit a detailed final invoice, labeled "FINAL" to the **City of Columbus, Office of Support Services Attention: Contacts Group, 50 West Gay Street, Columbus, Ohio 43215, within one year of your relocation for reimbursement.**

Should you have any questions regarding this letter please contact _____ at 614-645-xxx or by email at _____@columbus.gov.

Sincerely,

CITY OF COLUMBUS
DEPARTMENT OF PUBLIC SERVICE
UTILITY MANUAL

XXXXXXXXXX
City Engineer/Administrator
Division of Design and Construction

pc: Design Project Manager, OSS, File

**APPENDIX A9
PRE-CONSTRUCTION MEETING NOTICE**

Date

Contractor
Address
City, State Zip

Re: Project name (Number)

To Whom It May Concern:

A pre-construction conference has been scheduled for the above project on _____ @
_____ at the Division of Design and Construction, Construction Section, 1800 East 17TH
Avenue, Columbus, Ohio 43219.

If any of your installations or facilities is affected by this improvement, a representative of your
Division or Organization is invited to attend.

This letter will also serve as the 10 day notice to utilities, as required per Ohio Revised Code
153.64.

Sincerely,

Name, P.E.
Construction Section Manager
Division of Design and Construction

DLJ/alf

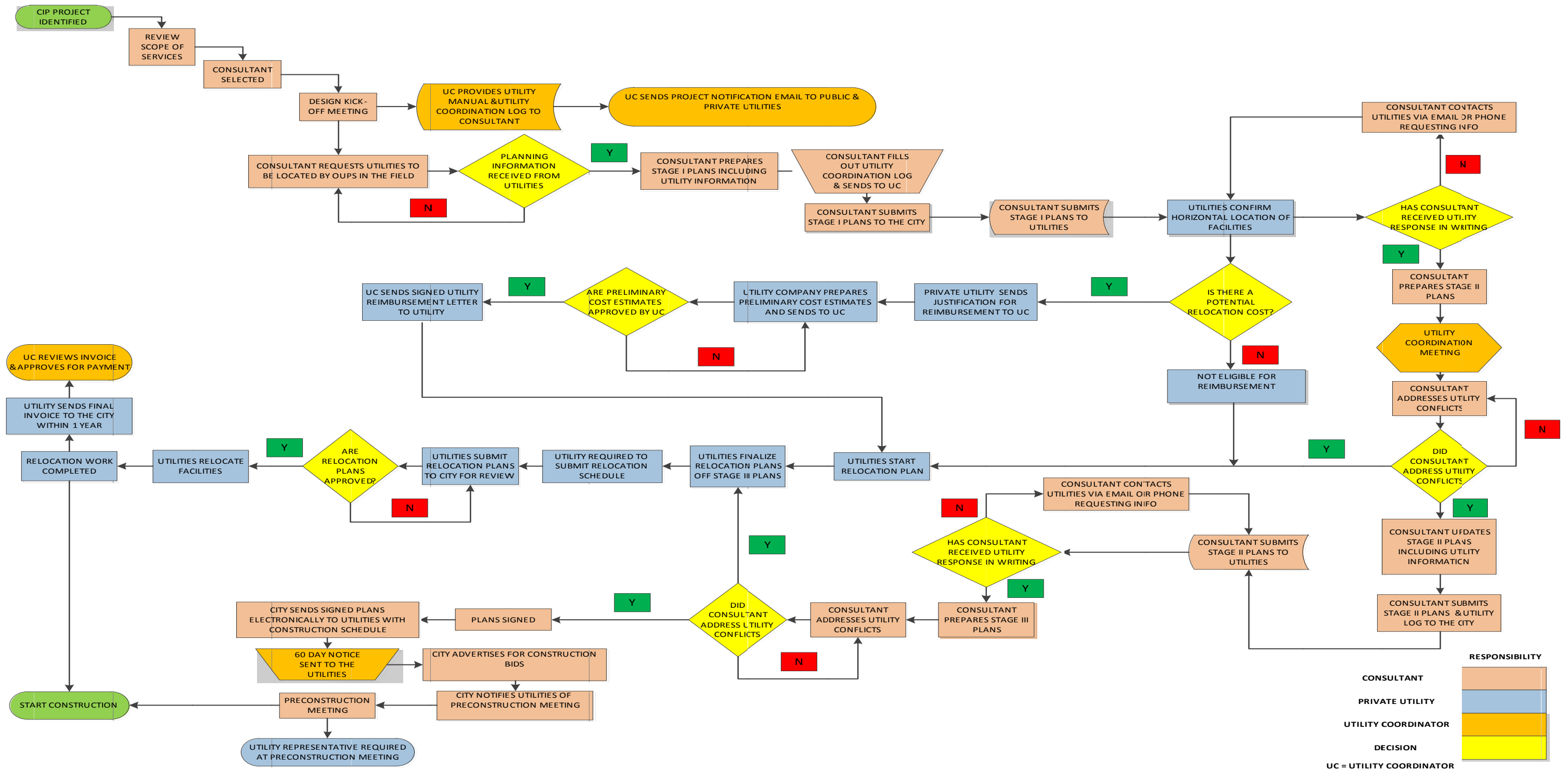
pc: (list of utilities include here)

CITY OF COLUMBUS
DEPARTMENT OF PUBLIC SERVICE
UTILITY MANUAL

**APPENDIX 10
UTILITY COORDINATION LOG**

O.U.P.S 1-800-362-2764 PM: Consultant & City		COMPANY ID: Tax ID & Company Name OUPS TICKET - OUPS Ticket #'s				PROJECT NO. (E Plan #) Location- Project Name		Last Updated By: (Name) Date :			
Utility Company Name and Address	Telephone No.	Contact Name	Project Notification Notice (Emailed by City or Consultant)	OUPS Request Utility Plans	Received Utility Plans or Positive Response	Sent LG&T Plans	Received Comments	F&OC PLANS SENT	Received Comments	UTILITY NOTE SUBMITTED TO CITY UTILITY COORDINATOR	Remarks
American Electric Power Distribution 850 Tech Center Dr. Gahanna, OH 43230	614.883.6817 (O) 614.883.6868 (F) 614.301.4977 (C)	Mr. Rod Sloneker	09/03/14	12/23/13	12/30/13	09/04/14	9/8/2014	11/13/2014	12/9/2014		9/3/14 - Jeff Achauer and I (Benjamin Martin) are on this project and have projects within the scope of the improvements, with AEP. 9/8/14 - Please find the attached PDFs for the Wall Street Improvement project. Please note the two (2) riser poles on the east side of Wall Street. 12/9/14 - I have reviewed the roadway plans for the Wall Street (Main to Rich) Improvements and attached is a .pdf that shows the project area. The McComb - Gay 138kV underground transmission line present in the project area. I believe there is no transmission involvement and the underground transmission line will have no direct impact. Please confirm that future plans will not require AEP Transmission to relocate. If you think I have reached this conclusion in error or if you have any questions, please feel free to contact me.
Attn: Mr. Rod Sloneker											
Time Warner Cable 3760 Interchange Rd. Columbus, OH 43204	614.481.5262 (O) 614.348.2979 (C) 614.255.6428 (F)	Mr. Ray Maurer	09/03/14	12/23/13		09/04/14		11/13/2014	1/21/2015		1/21/15 - Time Warner Cable presently does not have any facilities in the immediate vicinity of the location
Attn: Mr. Ray Maurer											
Time Warner Telecom 250 W. Old Wilson Bridge Rd., Suite 130 Worthington, OH 43085	614.225.2148 (O) 614.296.0550 (C)	Mr. Mark Blackburn	09/03/14	12/23/13		09/04/14		11/13/2014			
Attn: Mr. Mark Blackburn											
Columbia Gas of Ohio 3350 Johnny Appleseed Ct. Columbus, OH 43231	614.818.2104 (O) 614.989.1327 (C)	Mr. Mike Sucharski	09/03/14	12/23/13	12/26/13	09/04/14	9/10/2014	11/13/2014	11/18/2014		9/4/2014 - Base CAD files sent to Clay Koenig 9/10/14 - I have reviewed these plans for conflicts. At this time it does not appear that there are any gas conflicts requiring relocation. 11/18/2014 - I received updated plans for this project and reviewed for conflicts. I have some concerns with our gas line being in conflict with your proposed storm structures on Cherry St, as well as the accuracy of that gas line in your plan set. I have attached a copy of our inventory maps for that intersection. As you can see, the 4 inch gas main has a number of offsets that are not shown on your plan set. I will be sending this out to get locates and a couple of spot holes to verify depth. If you could provide CAD files it would be greatly appreciated.
Attn: Mr. Mike Sucharski											
AT&T 111 N. 4th St. Columbus, OH 43215	614.223.7162 (O) 614.223.5579 (F) 614.329.2195 (C)	Mr. Roger Mikesell	09/03/14	12/23/13	9/3/14	09/04/14	9/12/2014	11/13/2014	11/21/2014		9/3/14 - AT&T Long Distance does not have any facilities at this location and would not be in conflict with the project. 9/12/14 - review on behalf of AT&T LNS/Metro. Based on my review AT&T LNS/Metro has 2 leased fibers on a cable owned by Ameritech in the proposed construction corridor. If there would be a conflict with the cable and the proposed construction, Ameritech will take the lead on any relocation efforts. My review is only on behalf of AT&T LNS/Metro. AT&T Long Distance Network and AT&T Local Services (formerly Ohio Bell, Ameritech, SBC) each affiliates of AT&T Corp. maintain separate cable records of their facilities. Each of those entities will need to advise you if they have facilities within the proposed project corridor.
Attn: Mr. Roger Mikesell					Response from Tony Lyle at HLG Consulting, 5980 G Wilcox Place, Dublin, OH. 614-760-8320 Office		Response from Greg Belew at HLG Consulting, 5980 G Wilcox Place, Dublin, OH. 614-760-8320 Office, 704-906-2685 Cell				
Fibertech Networks 140 Allens Creek Rd. Rochester, NY 14618	585.697.5145 (O) 585.303.8554 (C) 585.242.9807 (F)	Mr. James Highsmith	09/03/14	12/23/13	09/03/14	09/04/14		11/13/2014			9/3/14 - Fibertech does not have any facilities within the limits of your project.

APPENDIX A11
DPS UTILITY COORDINATION FLOW CHART



**APPENDIX A12
UNDERGROUND UTILITY DISTRICTS AND
UTILITY DISTRICT CORRIDORS
(FAQ'S)**

- *What is the definition of an “underground utility district” (UUD)?*

The Department of Public Service (DPS) Utility Manual defines an “Underground Utility District” to mean those areas of Columbus rights-of-way so designated and adopted by Columbus City Council within which the installation of new poles, overhead wires, and associated overhead facilities or structures are prohibited.

- *What is the definition of an “utility district corridor” (UDC)?*

The Department of Public Service (DPS) Utility Manual defines an “Utility District Corridor” to mean those areas of Columbus rights-of-way so designated and adopted by Columbus City Council within which the permanent installation of additional poles, overhead utility lines crossings, wires, cables, transformers or other appurtenances, including transverse overhead crossing are prohibited.

- *What is the definition of a “utility”?*

The Department of Public Service (DPS) Utility Manual defines an “Utility” to 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. The term “utility” shall also mean the utility company inclusive of any substantially owned or controlled subsidiary. The term includes those utility-type facilities that are owned or leased by a governmental agency 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.

Above Ground Utility – means poles, towers, supports, conductors, guys, stubs, platforms, crossarms, braces, transformers, insulators, cutouts, switches, communication circuits, appliances, attachments and appurtenances located aboveground within a district which are used or are useful in supplying electric, communication or similar or associated service.

Overhead Utility – means overhead utility lines, wires, and cables

Private Utility – A utility whose ownership and operation is under the control and direction of private sector officials.

Public Utility – A utility whose ownership and operation is under the control and direction of an elected public body. (i.e. City Council, County Commission, etc.)

Publicly Held Utility – A utility whose ownership and operation is under the control and direction of private sector officials and public stock holders.

**APPENDIX A12
UNDERGROUND UTILITY DISTRICTS AND
UTILITY DISTRICT CORRIDORS
(FAQ'S)**

Surface Equipment – means surface equipment appurtenant to underground facilities, such as surface mounted transformers, pedestal mounted terminal boxes, concealed ducts and above ground natural gas facilities or structures.

- *Would above ground utility features be allowed in the UUD?*

The intent of the ordinance is to eliminate unsightly overhead wires and associated above ground utility features such as (crossarms, braces, transformers, etc.) Surface equipment such as (surface mounted transformers, pedestal mounted terminal boxes, etc.) would be allowed. Please refer to definitions page.

- *What Utility items would be subject to the UUD Ordinance?*

Current Legislation references, overhead utility lines, wires, cables, transformers, or other appurtenances including transverse crossings of the City rights-of-way, and other above ground utility feature.

The UUD would be extended to all parties intending to install utilities within a UUD, including those owned and operated by the City of Columbus, with the exception of:

Poles used exclusively for police and fire alarm boxes, traffic control facilities, street lighting or any similar municipal equipment installed under the supervision and to the satisfaction of the Director of Public Service, Director of Public Safety and /or Director of Public Utilities or one of their designees.

Overhead wires (exclusive of supporting structures) crossing any portion of an UUD within which overhead wires have been prohibited, or connecting to buildings on the perimeter of such a District, when such wires originate in an area from which poles, overhead wires and associated overhead structures are not prohibited;

Overhead wires attached to the exterior surface of a building by means of a bracket or other fixture and extending from one location on the building to another location on the same building or to an adjacent building without crossing any public street;

Antennas, associated equipment and supporting structures, used by a utility or person for furnishing or receiving communication services;

Temporary poles, overhead wires and associated overhead structures used or to be used in conjunction with construction projects.

**APPENDIX A12
UNDERGROUND UTILITY DISTRICTS AND
UTILITY DISTRICT CORRIDORS
(FAQ'S)**

New or existing pole-to-anchor guy wires within the District necessary to support overhead facilities outside the boundary of the District or poles within the District which have been specifically excepted in the ordinance creating the District.

- *Will above-ground utilities be permitted in the alleys within the UUD?*

Merely relocating the overhead utilities to an adjacent alley or roadway would not be desirable unless it was an approved part of the project scope.

- *Could a pavement overlay, sidewalk and/or curb project trigger the undergrounding of utilities in an UUD?*

A curb and sidewalk project or full reconstruction of the roadway could result in undergrounding the facilities.

- *Who is going to fund moving Department of Public Utilities Division of Power (DOP) facilities underground on roadway improvement projects?*

Whoever requested the undergrounding of the overhead facilities would be responsible for paying to have the facilities undergrounded. Be it from a SID, neighborhood group, private developer, City of Columbus or other governmental agencies.

- *Would a Primary line and a new service have to be undergrounded?*

The primary line and new services would be included throughout the limits of the undergrounding project.

- *How will lines and associated costs be handled where DOP lines are on someone else's poles and vice versa?*

It is anticipated that each utility would provide its own duct and manhole system or cooperate with other utilities with respect to joint trenches.

- *Will the City pole attachment agreements be affected by the UUD Ordinance?*

This should not affect the pole attachment agreements other than eliminating some of the poles that are being attached to.

**APPENDIX A12
UNDERGROUND UTILITY DISTRICTS AND
UTILITY DISTRICT CORRIDORS
(FAQ'S)**

- *Who can make a request for an UUD or UDC?*

Anyone (City residents, neighborhood groups, civic associations, area commissions, developers, and quasi city groups) can make a request for an UUD or UDC as long as it is feasible and practical.

Usually the City of Columbus or the Developer requests an UUD or UDC with a proposed or roadway improvement project.

The requestor will have the responsibility of paying the cost associated for relocating utilities underground. Changing electrical services may require modifications to the existing electrical panel. In cases where the City is the requestor, minor modifications to the electrical panel would be paid by the City. The cost of changing any substandard or illegal panels would be assessed to each property owner.

- *How can the UUD or UDC be initiated?*

A request shall be made in writing to the Director of Public Service specifying the proposed limits of the UUD and associated financial responsibilities.

- *What happens when the Director gets the request?*

The Director of Public Service will forward the request to City Engineer for technical analysis.

If the UUD is associated with a proposed roadway improvement project, the Design Project Manager will get be involved with the request.

- *How is an UUD or UDC announced to the utilities?*

All affected private and City utilities will be consulted during technical analysis as to the potential ramifications and the cost to relocate.

- *What happens after the utility companies have been contacted?*

The City Engineer will make a recommendation to the Director of Public Service.

- *What happens if the Director of Public Service's decision is favorable for the UUD?*

The Department presents a response to the original requestor.

The response includes a summary of actions necessary to accommodate the request, along with proposed responsibilities, financial and otherwise.

**APPENDIX A12
UNDERGROUND UTILITY DISTRICTS AND
UTILITY DISTRICT CORRIDORS
(FAQ'S)**

- *What happens if the Director of Public Service's decision is not favorable for the UUD?*

The Department of Public Service presents a response to the original requestor. The response includes reasons for the disapproval of the UUD or UDC.

- *How is the UUD or UDC implemented?*

Through legislation by City Council

- *When is the UUD implemented?*

Once legislation has been passed all districts shall be mapped and recorded for future reference. This could be during or after construction.

- *Will there be an appeals process for exceptions?*

Chapter 910 of the Columbus City Code 910.06 A 4 obligates the utilities to place their facilities underground once they are notified. The Right-of-Way Board, which members consist of the Director of Public Service, Director of Public Utilities and the Director of the Department of Development, can be utilized for an appeal process.