

Linn County Road Department Certified Agency Manual

Section 6

Phase IV - Utilities

RIGHT OF WAY AND UTILITY PROCEDURES FOR FEDERAL AID PROJECTS

Project Name: _____

Project No.: _____

Key No.: _____

Federal Aid No.: _____

Legend: F= File PE= Project Engineer RM= Region Manager EC= Environmental Coordinator CPM= Certification Program Manager CE= County Engineer
 L= Local Liaison RR= ODOT ROW U= Utility Manager CR= County Roadmaster CC= County Commissioners PM= Project Manager

INITIAL	DATE COMPLETE	WHO INITIATES	COPY SENT TO:	TASK
				Right of Way
		PM	F	4 Contact appraiser and receive estimate for ROW acquisition
		PM	F, L, RR	5 Send funding request with maps and property descriptions
		L, RR	PM, F	6 Receive funding authorization
		PM	F, Appraiser	7 Request Preliminary Title Report from Title Company
		PM	F, RR	8 Send 15-day letter for review and approval
		PM	F, L, RR	9 Send Letter to property owners stating appraiser will meet and discuss (15-day letter) send ADT and Rd Class
		PM	Appraiser	10 Send PTR, ADT, Road Classification to appraiser
		Appraiser	F	11 Receive Final Appraisal
		PM	F, RR	12 Send Letter and Acquisition packet for review and approval
		PM	F, L, RR	13 Prepare and send Acquisition documents to property owner (Letter, easement, compensation, W-9)
		PM	F, RR	14 Send Letter for Property Purchase for review and approval
		PM	F	15 Send Property Purchase letter and check
		PM	F	16 Contact County Surveyor to stake new ROW
		PM	F, L, RR	17 Contact ODOT ROW to set up ROW File Review once ROW purchased
		PM	L, RR	18 Prepare and Submit ROW Certification
		L, RR	PM, F	19 Submit Approved ODOT Certification
				Utilities
		PM	F, Utilities, U	1 Prepare and submit utility conflict letter
		PM	F, Utilities, U	2 Prepare and submit utility relocation time requirement letter
		PM	F, L, U	3 Prepare and submit Utility Certification (at 90%)



Linn County Road Department

*Providing safe and efficient transportation to
citizens and visitors of Linn County.*

January 17, 2013

Kerry Pozder
CenturyTel
PO Box 337
Lebanon, OR 97355

SUBJECT: NOTICE OF POTENTIAL UTILITY CONFLICT
Hamilton Creek (Upper Berlin Drive) Bridge Replacement Project in Linn County

Dear Mr. Pozder,

Linn County will be receiving bids for the above titled project for a tentative construction in the summer of 2013. Please see the enclosed **PRELIMINARY** plans for the proposed layout and limits of the project. The project consists of removing the existing bridge and installing a new bridge over Hamilton Creek.

The project will consist of excavating from station 0+10 to station 5+25 at a depth of approximately 16 inches. A 12-inch aggregate base and 6-inches of asphalt concrete will be constructed to produce the final roadway surface. The proposed bridge will require excavation approximately 5 feet below existing grade to construct the retaining walls. Crane work will also be required to lift the prefabricated bridge slabs into position.

The phone lines attached to the existing structure will be in conflict with the removal of the existing bridge and the buried lines may be in conflict for general excavation required for paving and excavation required for the retaining wall footings. Existing underground (and attached) phone lines, as located during the survey, have been displayed in red.

The conflicting facilities are located on public right of way; however, adjustments may or may not be reimbursable under the provisions of 23 CFR 645A (Code of Federal Regulations).

We would be pleased to schedule an on-site walk through of the project to determine the appropriate solution to any conflicts. We also need engineering plans or sketch maps for proposed adjustments for review and approval prior to the start of any relocation work. A time schedule for accomplishing your work and estimated date of completion should accompany the relocation sketch maps. Please submit this map and time schedule no later than February 14, 2013. If you require any changes to the proposed plans to accommodate your actions, please be specific to these needs in your submittal. Upon approval of any relocation plans, application shall be made through Linn County Road Department for an appropriate utility permit to cover any part of your relocation work to be made in public right of way.

If you need any further information, please do not hesitate to contact me.

Sincerely,



Daineal Malone, E.I.
Project Manager

Enclosure: Hamilton Creek (Upper Berlin Drive) Bridge PRELIMINARY Plans

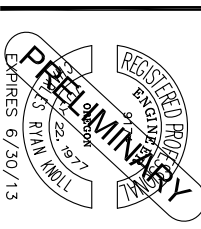


LINN COUNTY
ROAD DEPARTMENT
 3010 FERRY STREET SW
 ALBANY, OREGON 97322
 PHONE: (541) 967-3919
 FAX: (541) 924-2022
 E-MAIL: Road@co.linn.or.us

ROADMASTER
 DARRIN L. LANE, P.E.
COUNTY ENGINEER
 CHARLES R. KNOLL, P.E.

COUNTY COMMISSION
 ROGER NYQUIST
 CHAIRMAN
 JOHN LINDSEY
 WILLIAM TUCKER

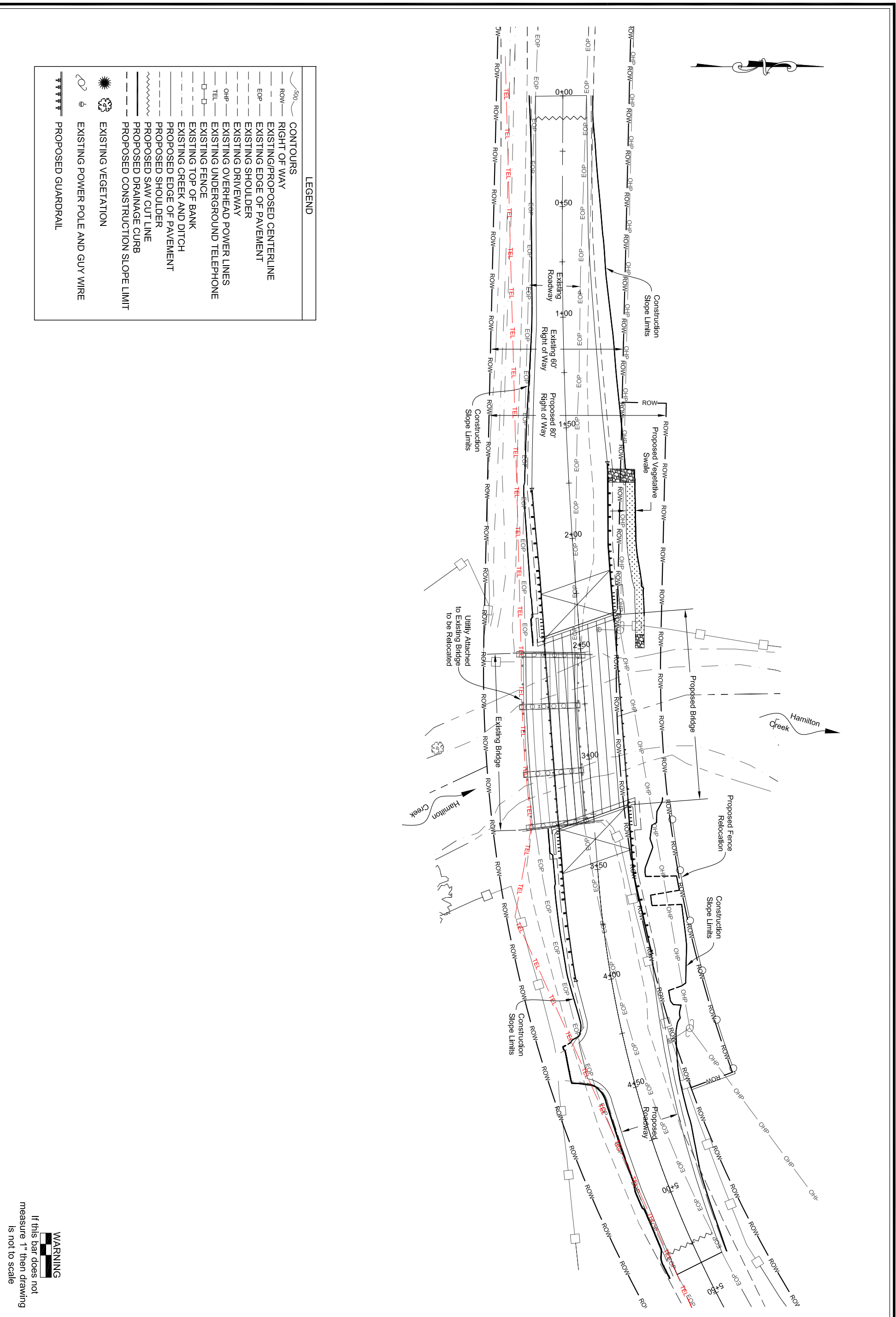
DATE:	REVISION:	BY:



HAMILTON CREEK (UPPER BERLIN DRIVE) BRIDGE TELEPHONE UTILITY CONFLICT PLAN	
BRIDGE NO: BR020B-0921	PROJ. NO: CB0809
TRS: T12S R1W SEC25, W.M.	DATE: 1/17/13
DESIGNED BY: DLM	CHECKED BY: CRK
DRAFTED BY: DLM	REVIEWED BY: KMG

SCALE: 1" = 20'
 SHEET 2

WARNING
 If this bar does not
 measure 1" then drawing
 is not to scale



LEGEND

	CONTOURS
	RIGHT OF WAY
	EXISTING/PROPOSED CENTERLINE
	EXISTING EDGE OF PAVEMENT
	EXISTING SHOULDER
	EXISTING DRIVEWAY
	EXISTING OVERHEAD POWER LINES
	EXISTING UNDERGROUND TELEPHONE
	EXISTING TOP OF BANK
	EXISTING CREEK AND DITCH
	PROPOSED EDGE OF PAVEMENT
	PROPOSED SHOULDER
	PROPOSED SAW CUT LINE
	PROPOSED DRAINAGE CURB
	PROPOSED CONSTRUCTION SLOPE LIMIT
	EXISTING VEGETATION
	EXISTING POWER POLE AND GUY WIRE
	PROPOSED GUARDRAIL



Linn County Road Department

*Providing safe and efficient transportation to
citizens and visitors of Linn County.*

May 6, 2013

Kerry Pozder
CenturyLink
PO Box 337
Lebanon, OR 97355

SUBJECT: NOTICE OF FACILITY RELOCATION

Hamilton Creek (Upper Berlin Drive) Bridge Replacement Project in Linn County

Dear Mr. Pozder,

As indicated in the letter that was mailed to you dated January 17, 2013, Linn County will be removing and replacing the bridge on Upper Berlin Drive, spanning Hamilton Creek. Bids for this project are scheduled to be opened on June 25, 2013 with construction to begin any time after that date. Linn County is requesting that your facilities be relocated by June 7, 2013.

The phone lines attached to the existing structure will be in conflict with the removal of the existing bridge and the buried lines and pedestals may be in conflict with paving and excavation required for the retaining wall footings. On the set of plans included, the existing phone lines, as located during the survey, have been shown as "TEL".

Linn County acquired additional right of way for this project. The attached plans indicate the new right of way limits. The conflicting facilities are located on public right of way; however, adjustments may or may not be reimbursable under the provisions of 23 CFR 645A (Code of Federal Regulations).

An application shall be made through Linn County Road Department for an appropriate utility permit to cover any part of your relocation work to be made in public right of way. Please submit a time schedule for accomplishing your relocation work and estimated date of completion no later than May 24, 2013.

If you fail to remove/relocate your facilities by the completion date set forth above and such failure results in payment by Linn County to its Contractor of any claim for extra compensation, CenturyLink will be liable to Linn County for the amount paid by Linn County to the Contractor as a direct result of such failure.

If you need any further information, please do not hesitate to contact me.

Sincerely,


Daineal Malone, EI
Project Manager

Enclosures: (1)

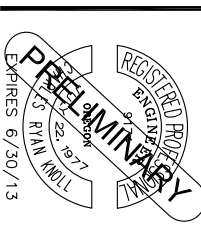


LINN COUNTY
ROAD DEPARTMENT
 3010 FERRY STREET SW
 ALBANY, OREGON 97322
 PHONE: (541) 967-3919
 FAX: (541) 924-2022
 E-MAIL: Road@co.linn.or.us

ROADMASTER
 DARRIN L. LANE, P.E.
COUNTY ENGINEER
 CHARLES R. KNOLL, P.E.

COUNTY COMMISSION
 ROGER NYQUIST
 CHAIRMAN
 JOHN LINDSEY
 WILLIAM TUCKER

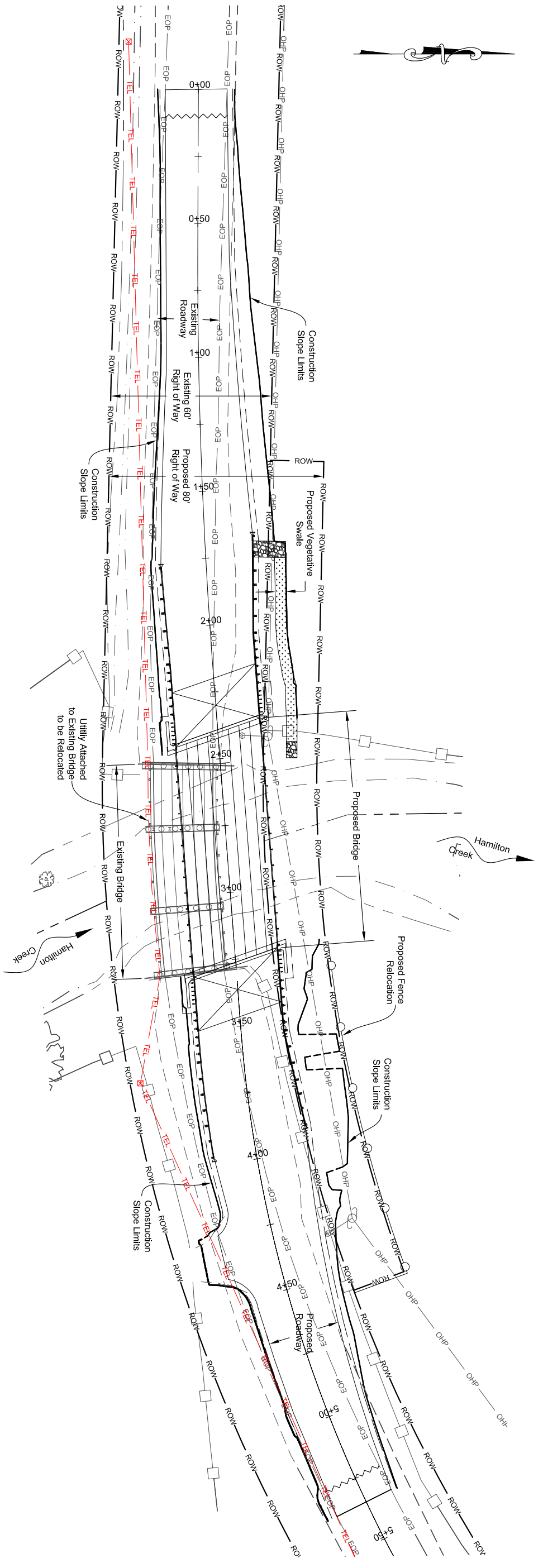
DATE:	REVISION:	BY:



HAMILTON CREEK (UPPER BERLIN DRIVE) BRIDGE TELEPHONE UTILITY CONFLICT PLAN	
BRIDGE NO: BR020B-0921	PROJ. NO: CB0809
TRS: T12S R1W SEC25, W.M.	DATE: 4/23/13
DESIGNED BY: DLM	CHECKED BY: CRK
DRAFTED BY: DLM	REVIEWED BY: KMG

SCALE: 1" = 20'
 SHEET 2

WARNING
 If this bar does not measure 1" then drawing is not to scale



LEGEND	
	CONTOURS
	RIGHT OF WAY
	EXISTING/PROPOSED CENTERLINE
	EXISTING EDGE OF PAVEMENT
	EXISTING SHOULDER
	EXISTING DRIVEWAY
	EXISTING OVERHEAD POWER LINES
	EXISTING UNDERGROUND TELEPHONE
	EXISTING TOP OF BANK
	EXISTING CREEK AND DITCH
	PROPOSED EDGE OF PAVEMENT
	PROPOSED SHOULDER
	PROPOSED SAW CUT LINE
	PROPOSED DRAINAGE CURB
	PROPOSED CONSTRUCTION SLOPE LIMIT
	EXISTING VEGETATION
	EXISTING POWER POLE AND GUY WIRE
	PROPOSED GUARDRAIL

