

**OKLAHOMA DEPARTMENT OF TRANSPORTATION  
TASK ORDER  
REQUEST FOR SERVICES**

|                                       |  |                          |  |
|---------------------------------------|--|--------------------------|--|
| <b>Contract Identification No.:</b>   |  | <b>Task Order No.:</b>   |  |
| <b>Contract Project No.:</b>          |  | <b>Contract J/P No.:</b> |  |
| <b>Requested By:</b>                  |  |                          |  |
| <b>Reviewer for Invoices:</b>         |  |                          |  |
| <b>Consulting Firm:</b>               |  |                          |  |
| <b>Reason for Selecting Firm:</b>     | Type of Work Contemplated; Expertise     |                          |  |
|                                       | Capacity to Meet Anticipated Schedule(s) |                          |  |
|                                       | Past Performance:                        |                          |  |
|                                       | Other: Reasoning                         |                          |  |
| <b>Method of Compensation:</b>        |  |                          |  |
| <b>County:</b>                        |  |                          |  |
| <b>Construction Project No.:</b>      |  |                          |  |
| <b>Construction Job Piece No.:</b>    |  |                          |  |
| <b>Project Description:</b>           |  |                          |  |
| <b>Services Description:</b>          |  |                          |  |
| <b>Deliverables:</b>                  |  |                          |  |
| <b>Schedule to Complete Services:</b> |  |                          |  |

**Signature Approval:**

---

*Division Manager | Utilities Branch  
Right-of-Way & Utilities Division*

*Date:*

|                               |                              |                         |   |
|-------------------------------|------------------------------|-------------------------|---|
| <b>Utility Project No.:</b>   | <b>Const. Project No.:</b>   |                         |   |
| <b>Utility Job Piece No.:</b> | <b>Const. Job Piece No.:</b> |                         |   |
| <b>County:</b>                | <b>Highway No.:</b>          | <b>Length of Proj.:</b> | <b>No. of Utilities:</b>  |
| <b>ROW Contract No.:</b>      | <b>Task Order No.:</b>       | <b>Complexity:</b>      | <b>Access Ctrl?:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |

|  |   |
|--|---|
| <b>SUBMITTED TO:</b><br><b>Oklahoma Department of Transportation</b><br><i>Right-of-Way &amp; Utilities Division</i><br>200 N.E. 21st Street; Room: 3-C3<br>Oklahoma City, OK 73105-3204<br>Phone: (405) 521-2661<br>Fax: (405) 522-1858 | <b>SUBMITTED BY:</b><br><div style="background-color: #e0ffe0; height: 100px;"></div> |
|--|---|

*Project Description:*

*Services Description:*

*Schedule to Complete Services:*

---

*Service Provider Approval:* \_\_\_\_\_ *Date:* \_\_\_\_\_

---

*ODOT Approval: Division Manager | Utilities Branch* \_\_\_\_\_ *Date:* \_\_\_\_\_  
*Right-of-Way & Utilities Division*

Utility Project No.:                      Const. Project No.:  
 Utility Job Piece No.:                  Const. Job Piece No.:  
 County:                                      Highway No.:                  Length of Proj.:                  No. of Utilities:  
 ROW Contract No.:                      Task Order No.:              Complexity:                      Access Ctrl?:     Yes     No

| 1.) | DESIGN CONFLICT MATRIX   | Lump Sum Fee | Due Date |
|-----|--|--------------|----------|
| A.  | PROVIDE DESIGN CONFLICT MATRIX INFORMATION FOR ALL UTILITIES IN THE PROJECT LIIMITS. WORK WITH THE DEPARTMENT, DESIGN ENGINEERS AND SUE CONSULTANT TO SHARE UTILITY INFORMATION. COMPILE "DESIGN CONFLICT MATRIX", EXECUTIVE SUMMARY OF CRITICAL UTILITIES AND COST OPINION FOR THE RELOCATION OF UTILITIES. |              |          |
| B.  | DRIVE-OUT AND INSPECTION OF THE PROJECT  |              |          |
| 2.) | PRELIMINARY PLAN REVIEW  | Lump Sum Fee | Due Date |
| A.  | DRIVE-OUT AND INSPECTION OF THE PROJECT (AS NEEDED)  |              |          |
| B.  | UPDATE (IF NEEDED) DESIGN CONFLICT MATRIX INCLUDING ESTIMATED COST TO RELOCATE UTILITES IN CONFLICT.   |              |          |
| C.  | MEETING ATTENDANCE FOR 30% PLAN REVIEW (EMPHASIZING ENGINEERING SUGGESTIONS/IMPLEMENTATIONS TO AVOID COSTLY UTILITY RELOCATIONS).  |              |          |
| D.  | COMPOSE & SUBMIT 30% PLAN REVIEW REPORT.   |              |          |
| 3.) | REVIEWING 60% PLANS & CHECKING COMPLIANCE  | Lump Sum Fee | Due Date |
| A.  | REVIEW 60% PLANS AND COMPARE TO 30% PLAN REVIEW  |              |          |
| B.  | PREPARE & SUBMIT 60% PLAN REVIEW REPORT.   |              |          |
| 4.) | PREPARATION OF COST ESTIMATE   | Lump Sum Fee | Due Date |
| A.  | REVIEWING OF 60% PLANS FOR ESTIMATE  |              |          |
| B.  | PREPARING & SUBMITTING PROGRAMMING COST ESTIMATE   |              |          |
| 5.) | FIELD MEETING & SECURING PROPOSALS   | Lump Sum Fee | Due Date |
| A.  | SCHEDULE & PREPARATION FOR FIELD MEETING   |              |          |
| B.  | CONDUCT FIELD MEETING  |              |          |
| C.  | GENERATE & SUBMIT FIELD MEETING REPORTS  |              |          |
| D.  | GENERATE & SUBMIT PRELIMINARY "UTILITY RELOCATION" PLANS & RELOCATION SCHEDULE   |              |          |
| E.  | DISTRIBUTION OF REVISIONS  |              |          |
| F.  | OBTAIN & SUBMIT RW 309 DOCUMENTATION FOR ENGINEER / INSPECTOR / SURVEYOR APPROVAL.   |              |          |
| G.  | OBTAIN & SUBMIT PROPOSALS AND RW 305 RELOCATION AGREEMENTS.  |              |          |
| H.  | ISSUING & SUBMIT APPROVAL DEFERRED LETTER  |              |          |
| I.  | PREPARE & SUBMIT FINAL "UTILITY RELOCATION" PLANS  |              |          |
| 6.) | WORK ORDERS  | Lump Sum Fee | Due Date |
| A.  | ISSUE WORK ORDERS  |              |          |
| B.  | OBTAIN, REVIEW & SUBMIT BID TABULATION   |              |          |
| C.  | ISSUE & SUBMIT LOW BID CONCURRENCE LETTER  |              |          |

**NOTE:** If the CONTRACTOR fails to meet the required completion dates listed, a penalty of \$100.00 may be assessed per-task / per-calendar day, except for good cause as shown in writing and approved through written confirmation by the DEPARTMENT, which may waive this penalty assessment or any part thereof.

| FEE TOTAL | COMPL. DATE |
|-----------|-------------|
|           |             |

| CONTRACTOR PROJECT MILEAGE REIMBURSEMENT (COST NOT TO EXCEED) |                             |                           |                           |
|---|-----------------------------|---------------------------|---------------------------|
| APPROXIMATE ROUND-TRIP MILES                                  | ANTICIPATED NUMBER OF TRIPS | GSA MILEAGE RATE PER MILE | ROUNDED TOTAL TRAVEL COST |
|   |                             |                           |                           |

**NOTE:** The number of miles is estimated from the CONTRACTOR'S working office to the project site. The number of trips is based on an estimated average for a project of this type. No travel compensation is payable by the DEPARTMENT when the project is located within the County of the CONTRACTOR'S primary business address in Oklahoma. The mileage reimbursement is a **COST NOT TO EXCEED** amount.

|                   |  |                      |  |                          |  |
|-------------------|--|----------------------|--|--------------------------|--|
| <b>FEE TOTAL:</b> |  | <b>TRAVEL TOTAL:</b> |  | <b>TASK ORDER TOTAL:</b> |  |
|-------------------|--|----------------------|--|--------------------------|--|