



Construction Checklist for Customers

Talking Points for SDPMs and FCCs

INTERNAL USE ONLY. This is a companion document to the Construction Checklist for Customers. The light colored bullets match the customer version. The black checkboxes are reminders for you to educate the customer.

Are you working in the right of way?

- Yes, PGE's Permit
- Yes, Customer's Permit
- No, Private Property

Who is inspecting your work?

- Field Construction Coordination
- Service Inspector

Communications:

- Keeping lines of communication open ensures a smoother project — contact PGE with any and all questions.
- Changes in the design must be addressed with the project manager before proceeding to avoid delays or unforeseen complications.

Permits and other right of way requirements:

- Each jurisdiction has different permit requirements. Understand and abide by all requirements to ensure your job is not slowed, shut down, or fined due to compliance issues.
 - Review the Permit Matrix to clearly understand jurisdiction requirements, especially any special conditions for customers working in the right of way.
 - Provide a jurisdiction requirements summary to the customer if one is available.
- Review permit requirements with your PGE contact early in your planning process. Provide information about your work if required for permit applications.
 - Request any information needed for permit applications, such as contractor information.
 - Explain how the customer will receive the permit. Provide an estimated timeline if appropriate.
- Your PGE project manager or the municipality will notify you when the permit is approved. In some cases you may be able to work under PGE's traffic control plan, but will always need to source your own flagging resources. Do not begin work in the right of way before permits and traffic control are in place.
 - Discuss the importance of not working in the right of way before permits are acquired. Explain the consequences of disregarding requirements (shut down, fine, etc.).
 - Remind the customer that they will need to acquire their own traffic control. Provide guidance on how to acquire traffic control if needed.
- A jurisdiction may require before- and after-work notification, regardless of whether you are working under your own permit or PGE's.
 - Provide guidance on how and when to notify the municipality of work.
- All parties must have copies of permits and traffic control plans on site and follow all terms and conditions.
 - Explain how to remain in compliance (permits on site, abide by time restrictions, traffic control, etc.).
 - During inspections, check that a copy of the permit is onsite.

Contractor preapproval:

- Any contractors working in the right of way must be approved by PGE's Contract Services & Inspection (CS&I) team prior to starting work. Before each job, CS&I must be consulted to ensure insurance, bonding, and other requirements are in place. The application process typically takes one week, but verification time may be shorter if your contractor has completed an application in the last 12 months.
 - Review the contractor approval process and timeline and provide the appropriate Contractor Agreement Form (Short or Long) to the customer.
 - Provide a list of authorized contractors to the customer (if available) or check to see whether the customer's contractor is already approved to work in PGE's right of way by contacting CS&I.
 - Check-in with the customer mid-job — are their contractors the same individuals that were originally approved? If not, they will need to go through the approval process.
 - Submit paperwork to CS&I and notify the customer when contractors have been approved.

Sketch:

- Sketch review with PGE, customers, and contractors is vital to clearly understand everyone's responsibilities for the project.
- In addition to PGE installation instructions, the sketch also outlines specific requirements for how to install items that are customer responsibility, including whether a right of way permit is required and must be followed.
 - Point out relevant portions of the sketch.
 - Explain any unique or unusual aspects of the job that will impact the customer's work.

Inspections & Scheduling:

- PGE's inspection process starts from initial infrastructure inspections through final service and metering inspections.
 - Review the trench and conduit inspection process, including the differences between working with a Service Inspector and working with an FCC:
 - For Service Inspector work: Call Service Coordination 1 to 2 days in advance to schedule an inspection.
 - For FCC work:
 - Call your PGE project manager to request a pre-construction meeting 7 to 10 days prior to excavation.
 - Call you FCC to schedule a trench and conduit inspection 5 to 7 days in advance.
 - Explain the final inspection process and instruct the customer to call Service Coordination (503-323-6700) to schedule the final inspection after they have received their municipality approval sticker.
- Timelines need to be considered for both the inspections and line crew for construction.
- Contractor work must be inspected and approved by PGE during the installation process and prior to backfilling, before PGE installs any facilities.

Access:

- Access to the work site is critical when the line crew arrives.
- If the site is not accessible, the job will likely be delayed.