PGE power to new service
Includes: new metered service, traffic signal power, metered lighting, flashing beacon, etc.

**PHASE 1 PRE-DESIGN**

ODOT representative will:
*Step 1: Contact PGE Service Coordination (see below) to get assigned a PGE M# and Project Manager

*Step 2: Provide:
  - Initial conflicts list
  - ODOT K# and Designer
  - ODOT official project name
  - Main point of contact + info
  - Schedule and timelines
  - Preliminary site plan/drawings/scope
  - Temporary service requirements
  - Permanent service requirements
  - Street light requirements*
  - Facility relocation requirements**
  - Preferred service location, including panel size, voltage, phase
  - Detailed load breakdown (if applicable)

**NOTE:** Any missing or inaccurate information may cause time delays to the project.

PGE to provide the following:
* Preliminary information to help with initial project scope and budgeting
* Main point of contact and M#
* General timelines
* Take off point for power
* Working clearances with existing overhead or underground facilities
* Metering requirements
* General vault & conduit requirements
* Next steps to move forward

*See “PGE—Streetlight design jobs”
** See “PGE—Facilities Relocation”

SDPM = Service & Design Project Manager
FCC = Field Construction Coordinator

**PHASE 2 DESIGN**

ODOT representative will provide:
* 30/60/90% drawings and specs
* ODOT permits and easements
* If underground is required, provide vault and conduit path per PGE drawings (only when pre-determined)
* Coordination with communication companies attached to PGE poles.

Timelines are based on ODOT providing PGE with all necessary information to complete the design.

PGE process and timelines:
* PGE preliminary design starts after ODOT 60% drawings are received
* PGE final design starts after ODOT 90% drawings are received
* Allow a minimum 60 days for detailed design and construction drawing (begins after all information is received)
* Allow five days for Meter Services Engineer review of switchgear/electrical room
* ODOT signs and returns the Line Extension Cost Agreement (LECA), Letter of Responsibility, and payment (if applicable)
* Obtain easements—timeline varies
* 2 weeks to 3 months - Apply and receive municipal permits (*RR’s)
* After final design: we will have a pre-construction meeting with SDPM, FCC and ODOT
* Standoff Bracket Installation (if applicable)
* Inspection of trench, conduit, etc. (CALL 7-DAYS IN ADVANCE)
* Site confirmation ready to send crew
* Construction is scheduled after permanent service order is ready

**PHASE 3 PERMANENT SERVICE**

ODOT contractor will:
* Ensure the construction site is clear before PGE crew arrival
* Ensure municipal electrical inspection has been completed
* Call PGE Service Coordination to request final service connection.

**NOTE:** ODOT will call PGE Service Coordination to request permanent service which creates a service order. If there are customer corrections to be made the turnaround time will be longer. ODOT needs to call PGE Service Coordination each time they need a re-inspection after turn downs.

PGE process and timelines:
* 3-days City/County electrical permit—final inspection
* 3-days install meter and CT wiring
* 10–14 days after meter installed construction is scheduled

**NOTE:** Line crew construction time can vary based on the size and complexity of the job.

**Email communication**

In email subject line:
* ODOT K# or C# (prefer both)
* ODOT official project name
* PGE M# (once assigned after calling PGE Service Coordination)

In body of each email:
* Specific work request
* Job related drawings & specs
* Related PGE M#’s if multiple projects (i.e. New Service + Street Lights + Road improvement relocations)
* Requested timeline + contact info

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**Utility Relocation**
Start at the following website: portlandgeneral.com/construction

**Contact PGE SDPM**
A Project Manager or Engineer is assigned to a project by region and/or work type. One ODOT project might have multiple PGE SDPM’s assigned.

**Service Coordination**
portlandgeneral.com/construction
service.coordinators@pgn.com
503- 323-6700
800-542-8818

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