PHASE 1
PRE-DESIGN

ODOT representative will:

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

Step 2: Provide:
  • Initial conflict list
  • ODOT K# and Utility Coordinator
  • ODOT official project name
  • Main point of contact + info
  • Schedule and timelines
  • Preliminary site plan /drawings/scope
  • Frontage alignment changes
  • Temporary service requirements
  • Permanent service requirements
  • Street light requirements

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

PGE will provide:
  • Main point of contact and M#
  • General timelines
  • Preliminary information to help with initial project scope and budgeting
  • Working clearances with existing overhead or underground facilities
  • General vault & conduit requirements
  • Next steps to move forward

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:
• 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 (prepared after all information is received)
• Allow two weeks to three months to apply for and receive municipal permits*.
• After design completion: We will have a pre-construction meeting with PGE Project Manager, Field Construction Coordinator (FCC) and ODOT/Contractor
• Inspection of trench, conduit, etc. Site Confirmation Ready to Send Crew
• Total timeline varies based on project

PHASE 3
CONSTRUCTION

ODOT contractor will:

• Ensure the construction site is clear before PGE crew arrival
• If there are ODOT corrections to be made the turnaround time will be longer. ODOT must call PGE Service Coordination each time they need a re-inspection after turn downs.

PGE process:
• PGE line construction crews relocate PGE facilities
• 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
• Current Project Schedule
• Job related drawings & specs
• Related PGE M#’s if multiple projects (i.e. New Service + Street Lights + Road improvement relocations)
• Requested timeline + contact info

*Some permits and/or easements can take longer (i.e. Railroad crossings, etc.)

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