

# Active Transportation Section, Statewide Program Unit

Overview of LPLT Roles and Responsibility  
Analysis  
& Spec 100 Task Force



# LPLT Team

- Active Transportation Manager
- Certification Manager
- Local Program Unit Managers
- Area Managers
- Local Agency Liaisons
- Construction Liaisons
- Regional
- Headquarters
- AOC /LOC
- FHWA
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# RASCI Roles

Definition	Identifier
Responsible for doing the task	R
Accountable or Approving	A
Reviews and Comments	RV
Supports or assists in completing the task	S
Counsels or consults during completion of task	C
Informed regarding the progress, outcome or completion of task	I

### Scoping (Assumes projects identified)

Write draft prospectus part 1 and 2	Coordinate the team for the field visit of site with appropriate disciplines	Complete project scoping note form and draft cost estimate; send for review by relevant tech	Complete Part 1, 2 and 3 final prospectus
local agency/Responsible Party	Prgm & Funding Manager	REC	local agency/ responsible party
LAL	LAL	Regional Technical Staff	Local Prgm Unit Mgr
local agency/Responsible Party	Prgm & Funding Manager	State Utility Coor	Area Mgr
LAL	LAL	Right of Way	Prgm & Funding Manager
Consultant	Consultant	LAL	LAL
REC	REC	Consultant	Consultant
Regional Technical Staff	Regional Technical Staff	local agency/ responsible party	REC
area mgr	State Utility Coor	Prgm & Funding Manager	Regional Technical Staff
MPO	Right of Way	Local Prgm Unit Mgr	State Utility Coor
Local Prgm Unit Mgr	Local Prgm Unit Mgr	Area mgr	Right of Way
Prgm and Funding Mgr	area mgr	Local Prgm Unit Mgr	LAL
Agmt Writer	local agency/Responsible Party	Area mgr	HQ - Technical Staff
Local Prgm Unit Mgr	Tech ctr Mgr	Consultant	MPOs
ACTS	HQ- Technical Areas	local agency/ responsible party	
	MPO	HQ - Technical Staff	
	ACTS	MPOs	

# Roles & Duration Outline

Project Funding	Responsible for Doing	Accountable for Approving work	Duration	Contributors	Supports
Was the project in the Current STIP	STIP Mgr, Bridge	Prgm & Funding Mgr, Local Prgm Unit Mgr, Area Mgr, Tech Ctr Mgr, Region Mgr FHWA, MPO		Bridge, MPOs	LAL
Was the project Prospectus completed and available?	LAL, local Agency, REC, Local Prgm Unit Mgr,	Roadway Eng - Region; Local Program Unit Mgr, Area Mgr,		LAL, REC, Regional Tech Staff, HQ Tech Staff	
If a bridge project, was the bridge eligible?	Bridge	Bridge		LAL, Local Agency, Roadway Eng - Rregion, Bridge Engr, Area Mgr, Region Mgr, FHWA	LAL, Local Agency,
Does the local agency have appropriate funding match requirements or overrun protection?	Prgm Funding Mgr, Local Agency,	Statewide Prgm Mgr, Funding & Prgm Mrg, Local Prgm Unit Mgr, Area Mgr, MPO		LAL, Region Traffic, HQ Bridge	
Are required Intergovernmental Agreements by all parties (fully executed)?	Statewide Prgm Mgr, Agmt Writer, Local Prgm Unit Mgr, Area Mgr, Region Mgr, FHWA, MPO	Local Prgm Mgr, Area Mgr, Region Mgr, FHWA			LAL
Have all required IGA advance deposits been submitted?	Prgm and Funding Mgr, Local Agency	Prgm and Funding Mgr,		LAL	Local Prgm Mgr

# Critical Path Tool

Project Phase / Items	Done by ODOT Position(s)	Approximate Time Required by ODOT RL Assumed Durations	Critical Path Item Yes/No	Comments
Supplemental Certified Agency Agreement for Specific Project City or ODOT Draft using ODOT Template, ODOT or City Review, City Council Approval, Sign, Etc.	ODOT Region LAL, Agmt Specialist?, and Hdqts Certification Mgr.	6 months [from creating the draft to execution]	Y	Assumes Master Agmt in Place
Project Prospectus – Parts 1 & 2 Local Agency Prepare & Submit Part 3 – Environmental – City Draft, ODOT Region Environmental will probably redo. Determines project Environmental Classification & Needs for Categorical Exclusion, Environmental Assessment, or Full Draft & Final EIS Etc.	ODOT Region LAL & Environmental	2 months	Y	(ODOT must Certify Environmental)
ODOT Obtain FHWA Approval to Spend Fed Funds (Preliminary Engineering - PE) and Advise Local Agency	ODOT Region LAL	2 weeks	Y	Required prior to spending Fed \$.

# Developing Tools

- MS Project Outline Regionally and Certified
- Duration standard and expectation
- Critical Path Analysis and Development
- Authorization and Accountability
- Metrics
- Project Manager/Project Leader Description



# Local Agency SPEC 100 Task Force



Using collaboration, partnerships, and the move toward Certification to streamline the drafting, development and ODOT review of the SPEC 100's for local agency project delivery



# Spec Team Members

## Internal Members

- AT Section
- Certification Prgm
- Office Project Letting Spec Manager
- Regional Spec Writers
- Dale Hormann
- FHWA

## External Partners

- Clackamas Cty
- Washington Cty
- Linn Cty
- Lane Cty
- Marion Cty
- Multnomah Cty
- Portland
- Eugene
- Gresham
- Salem
- Corvallis



# Spec Team Goals

- Identify commonly changed 100 specs
- Identify priority issues in specs
- Draft proposed language enabling locals to streamline spec review process
- Provide ODOT feedback and suggestions on current hot topics
- Collaborate on process development
- Training for local agencies



# Spec Revision Process

- Google Docs houses local agency specs for review
- Working off of Eugene's Specs
- Compare different methods
- Adopt example language or redraft for flexibility
- Maintain working document online for others to preview
- Example of time savings – County Project



# Next Steps

## LPLT RASCI Chart

- Analyze RASCI chart for duplication or missing roles
- Create critical path flow diagram
- Develop a plan for Implementation
- Forward recommendation to PDLT

## Spec 100 Task Force

- Identify priorities
- Draft proposed language
- Integrate into new version
- Work with team to train on spec reviews



# Questions???

## Thank you



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