



# ACEC Oregon

AMERICAN COUNCIL OF ENGINEERING COMPANIES OF OREGON

## MEETING SUMMARY ODOT/ACEC Liaison Committee

**Location:** HR Training Center  
2775 - 19th ST SE,  
Salem, Conference A

**Meeting Date:** May 13, 2011

**Time:** 9:00 AM –  
10:30 AM

**Next Meeting Date:** *July 8, 2011*

**Minutes by:** Allison Collins, Kittelson & Associates, Inc.

**Posted to:** [http://www.oregon.gov/ODOT/HWY/MPB/acec\\_odotpartnership.shtml](http://www.oregon.gov/ODOT/HWY/MPB/acec_odotpartnership.shtml)

### Attendees:

NAME	ORGANIZATION	E-MAIL
Allison Collins	Kittelson & Associates, Inc.	<a href="mailto:acollins@kittelson.com">acollins@kittelson.com</a>
Aaron Isenhardt	HHPR	<a href="mailto:aaroni@hhpr.com">aaroni@hhpr.com</a>
Alan Lively	ODOT	<a href="mailto:Alan.d.lively@odot.state.or.us">Alan.d.lively@odot.state.or.us</a>
Andy Perry	Anderson-Perry & Assoc.	<a href="mailto:apery@andersonperry.com">apery@andersonperry.com</a>
Anthony Yi	Kittelson & Associates, Inc.	<a href="mailto:ayi@kittelson.com">ayi@kittelson.com</a>
Bob Carson	Mason Bruce & Girard	<a href="mailto:bcarson@masonbruce.com">bcarson@masonbruce.com</a>
Brian Bierwagen	Parametrix, Inc.	<a href="mailto:bbierwagen@parametrix.com">bbierwagen@parametrix.com</a>
Brian Copeland	DKS Associates	<a href="mailto:Bkc@dkspdx.com">Bkc@dkspdx.com</a>
Cathy Nelson	ODOT	<a href="mailto:Catherine.m.nelson@odot.state.or.us">Catherine.m.nelson@odot.state.or.us</a>
Charlie Hammond	Cornforth Consultants	<a href="mailto:chammond@cornforthconsultants.com">chammond@cornforthconsultants.com</a>
Cheryl Bookey	ODOT	<a href="mailto:Cheryl.bookey@odot.state.or.us">Cheryl.bookey@odot.state.or.us</a>
Chris Steinbrecher	Ukiah Engineering	<a href="mailto:efs@ukiahengineering.com">efs@ukiahengineering.com</a>
Dan Oven	ODOT	<a href="mailto:daniel.b.oven@odot.state.or.us">daniel.b.oven@odot.state.or.us</a>
Darrin Stairs	OTAK	<a href="mailto:Darrin.stairs@otak.com">Darrin.stairs@otak.com</a>
Dave Felstul	Herrera Environmental	<a href="mailto:dfelstul@herrerainc.com">dfelstul@herrerainc.com</a>
Ed Chamberland	WHPacific	<a href="mailto:echamberland@whpacific.com">echamberland@whpacific.com</a>
Eric Rau	TYLI	<a href="mailto:Eric.rau@tylin.com">Eric.rau@tylin.com</a>
Gayle Harley	OBEC Consulting Engineers	<a href="mailto:gharley@obec.com">gharley@obec.com</a>
George Freitag	GRI	<a href="mailto:gfreitag@gri.com">gfreitag@gri.com</a>
Greg Stellmach	ODOT	<a href="mailto:Greg.f.stellmach@odot.state.or.us">Greg.f.stellmach@odot.state.or.us</a>
Ingrid Saltvold	ODOT-TS	<a href="mailto:Ingrid.e.saltvold@odot.state.or.us">Ingrid.e.saltvold@odot.state.or.us</a>
Jim Evans	Moyano Leadership Group	<a href="mailto:jim.evans@moyanogroup.com">jim.evans@moyanogroup.com</a>
Kay Van Sickle	Mead & Hunt	<a href="mailto:kay.vansickle@meadhunt.com">kay.vansickle@meadhunt.com</a>
Marc Butorac	Kittelson & Associates	<a href="mailto:mbutorac@kittelson.com">mbutorac@kittelson.com</a>

## MEETING SUMMARY

Michael Jenkins	ODOT	<a href="mailto:Michael.I.jenkins@odot.state.or.us">Michael.I.jenkins@odot.state.or.us</a>
Michael Miotke	Parsons Brinkerhoff	<a href="mailto:miotke@pbworld.com">miotke@pbworld.com</a>
Mike Peebles	OTAK	<a href="mailto:Mike.peebles@otak.com">Mike.peebles@otak.com</a>
Miriam McCulloch	HDR Engineering	<a href="mailto:Miriam.mcculloch@hdrinc.com">Miriam.mcculloch@hdrinc.com</a>
Paul DePalma	ODOT	<a href="mailto:paul.a.depalma@odot.state.or.us">paul.a.depalma@odot.state.or.us</a>
Paul Heydenrych	Hatch, Mott, MacDonald	<a href="mailto:Paul.Heydenrych@hatchmott.com">Paul.Heydenrych@hatchmott.com</a>
Pete Miller	KPFF	<a href="mailto:Pete.miller@kpffcivilpdx.com">Pete.miller@kpffcivilpdx.com</a>
Rick Kuehn	CH2MHill	<a href="mailto:Rick.kuehn@ch2m.com">Rick.kuehn@ch2m.com</a>
Russ Norton	Quincy Engineering	<a href="mailto:RussN@quincyeng.com">RussN@quincyeng.com</a>
Staci MacCorkle	SWCA Env Consultants	<a href="mailto:smacorckle@swca.com">smacorckle@swca.com</a>
Steve Drahota	HDR	<a href="mailto:Steve.drahota@hdrinc.com">Steve.drahota@hdrinc.com</a>
Steve Litchfield	HNTB Corporation	<a href="mailto:Slitchfield@hntb.com">Slitchfield@hntb.com</a>
Terry Hosaka	Cooper Zietz	<a href="mailto:terryh@coopercm.com">terryh@coopercm.com</a>
Tonya Finley	OTAK	<a href="mailto:Tonya.finley@otak.com">Tonya.finley@otak.com</a>
Troy Bowers	MSA	<a href="mailto:bowerst@msa-ep.com">bowerst@msa-ep.com</a>
Walt Bartel	DEA	<a href="mailto:Wqb@deainc.com">Wqb@deainc.com</a>
Yessica Bolanos	URS Corporation	<a href="mailto:Yessica_bolanos@URScorp.com">Yessica_bolanos@URScorp.com</a>

**1.0 Welcome/Introductions – Marc Butorac / Cathy Nelson**

The meeting opened with a welcome from Marc Butorac and Cathy Nelson (sitting in for Tom Lauer); who then invited attendees to introduce themselves. There were 41 attendees in total.

**2.0 Training Standing Committee – Brian Copeland / Ingrid Saltvold**

ODOT/ACEC Partnering Conference:

- 234 registered attendees
- Ingrid: Gave credit to the strong partnership between ODOT and ACEC for the success of the conference and brown bags.
- Lori Shaffer sent out a survey via Survey Monkey requesting everyone to provide feedback on how to improve the conference for next year, as well as to get ideas for future presenters for the Brown Bag series.

Brown Bag Series statistics:

- Started in 2007
- 46 sessions
- 64 presenters
- 2100 attendees

Next Brown Bag is scheduled for Region 2.

*Please note that Tim Shell may not continue to serve on the Training Standing Committee. Be on the look-out for an email invitation to join the Committee.*

### 3.0 ACEC Steering Committee – Cathy Nelson

Items to be discussed in the steering committee. Raised the fact that the ODOT/ACEC Liaison Committee meetings have historically not filled the entire 1-½ hour allotted. The length of the meeting and what types of items are put on the agenda to be discussed in the Steering Committee meeting. The Steering Committee will also review the partnering charter to update and change/reinvigorate as needed.

Marc Butorac – 6 ACEC members on steering committee that rotates on 3 year term. Try to populate with reps from all over state from firms from big to small.

QUES: (Bob Carson) Who are the current ODOT reps? –

ANSW: ODOT: Cathy Nelson – Co-chair

Tom Lauer  
Dan Oven  
Michelle Remmy  
Hal Gard – environmental  
Erik Havig - planning  
Alan Lively.

ACEC: Marc Butorac  
Kay – Co-chair  
Tonya Finely  
Troy Bowers  
Andy Perry  
Walt Bartell

### 4.0 Procurement & Contracts Standing Committee (Dan Oven)

2 major RFPs (should be released sometime in the fall):

1. Trenchless Technology
2. Hydraulic Services

ODOT will be looking to replace the RFP for On-Call for architectural services (Dan expects to have more information to report in July.)

QUES: (Troy Bowers) Will there be an audit?

ANSW: (Dan) Yes, will take a bit to staff time that will impact workload.

### 5.0 Environmental & Planning Standing Committee Update (Bob Carson)

Committee met in mid-March. Next meeting will be in early June.

1st meeting of the year was held to reassess the work plan. Committee found that goals are carrying over from 2010

Comment from ACEC member (didn't catch name): There have been several mini-solicitations that were sent out in early 2011 that caught consultants by surprise. The committee has encouraged ODOT to get the word out in advance, as consultants may be resistant to submit on something they haven't heard of.

**Commitment Tracking System** – way ODOT tracks its commitments from planning through design and construction. CATHY NELSON: This is primarily being used for environmental tracking, but may be expanded if that is deemed feasible.

QUES: (Walter Bartel): Have pilot projects identified to test the commitment tracking system for other types of projects?

ANSW: Already gone through some projects

**Tech Review & Feedback** – FHWA is developing environmental performance standards. ODOT is looking to reach out to ACEC to work on finalizing these standards.

Marc Butorac: over the last year and a half, Ad Hoc subcommittees have been formed to address:

Transportation Growth Management (TGM) proposal consistency across state  
 Transportation Planning Analysis Unity (TPAU) Modeling Education  
 Interchange Area Management Plan (IAMP) consistency and lessons learned  
 Transportation Planning Rule rulemaking various issues.

## 6.0 Local Agency (Alan Lively)

- Upcoming Statewide Contracts:

Still deciding what the format RFP will be regarding design side of contract vs. construction side. (Trying to improve RFP by reviewing what other states are doing.)

Timeline: next July (2 year STIP cycle)

Alan – be on the lookout in next two months for a Scoping Contract.

QUES: (Marc Butorac): When will it hit the streets?

ANSW: Not sure. Being very cautious to avoid “contracting out” DOA, who is helping scope the RFP.

- FHWA has requested a solicitation or application for grant programs. (*Please refer to end of minutes for list of Discretionary Grant Programs.*)
- Bridge program – looking to do solicitation with cities and counties this summer with shortlist around Nov.
- Program management – ODOT is interested in finding ways to better manage HOOD RIVER - Put together a 2-day forum (5/18-19) to share information with FHWA in Idaho & WA—though it looks like only WA is going to attend. Topics of discussion will include safety and ROW.

Alan: Brings up question – how do we let consultants know of upcoming solicitations; how do we continue to improve communication?

## 7.0 ODOT Updates– Cathy Nelson

ODOT currently has a freeze on all positions and are currently undergoing reclassification of some positions. Most of ODOT’s money is not from the general fund, so they have to look into ways to make sure that the size of the department matches the funding available. (Would like to maintain a 5% vacancy rate as they try to get smaller—though they are still in the process of figuring out what ‘smaller’ looks like.)

There is very significant retirement potential—2/3 will be eligible in Cathy's department alone in the next 4 years. This will hopefully help the department avoid layoffs.

ODOT is currently working on a timeline to frame a plan of action by August. They are looking for business model that's sustainable & works for all parties.

ODOT is currently projecting what their program levels will be by 2015 and it's looking like it will be down significantly.

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## Not on Agenda (NOA's) – All

**Troy Bowers:** There's been an ongoing conversation with ODOT to talk about challenges and needs, how to maintain transparency and consistency in Region 1 – and possibly share those improvements with other regions.

**Steve Drahota:** Technology Transfer Sub-Committee – This committee has been reinvigorated in an effort to streamline the transfer of technology between ODOT and consultants.

Ingrid Saltvoid – The Technology Transfer Sub-Committee has put together a high level list of all projects that should be made available

**QUES:** Rick Kuehn: Regions 1 & 5 have ORG charts but not 2, 3 & 4. Can they all be up there and all be up-to-date?

ANSW: That's a great idea and should be done.

**Cathy – are there things that you'd like to see on future agendas?**

**QUES:** Gayle Harley: Is it possible to get CRC and high speed rail updates?

ANSW: Cathy: good idea

**QUES:** Unknown – Update on maintenance pilot project?

ANSW: Cathy: Will work on getting that.

Alan Lively – Would like standing agenda items to help him decide what best to share every other month

There was a suggestion to send out requests with minutes for recommendations on standing agenda items

Bob Carson – think about having 10-minute presentations on project deliverables, tools, and procedures to help consultants stay current

**Paul DePalma** – Issues with ODOT firewall. Looking into sending out an RFP to find vendor to provide access on some other type of external server. Want better ways to manage and share files.

**QUES:** (Marc Butorac): ODOT can't currently view YouTube?

ANSW: Not at the moment, no. It's a policy issue.

## 8.0 Meeting Adjourned