



TO: Contracts and Procurement Standing Committee

FROM: ACEC Steering Committee
Mike Wolfe (Co-Chair)
Mel Sears (Co-Chair)

DATE: September 16, 2005

SUBJECT: AREA OF INTEREST FOR WORK PLANNING

The ODOT/ACEC Steering Committee has identified the following areas of interest to be reviewed and assessed for inclusion in the work planning process. These are in addition to the content contained in the charter and not meant to be an all inclusive list, but rather a starting point for discussions. The standing committees provide an excellent structure for ODOT and ACEC to interact collaboratively to continually improve our processes, procedures, and relationships.

- Process review of HB3272 implementation of the two tiered procurement system. Identify what is working, what is not, and provide recommendations for improvements.
- Assessment of implementation of new QBS legislation and federal requirements pertaining to ODOT processes and procedures.
- Identify any implications of the ORS 279 rewrite for consultant contracts and develop associated action plan.
- Assess the effectiveness of current ODOT terms and conditions in the areas of payment terms, invoicing requirements, insurance and insurability, liability, and change management provisions.
- Develop a fuller understanding of the content, structure and purpose of ODOT solicitation documents (RFI, RFQ, RFP) selection and negotiation processes.
- Develop a fuller understanding of the content, structure and purpose of the ODOT Work Order Contract – assignment process; statement of work, schedule and budget development and negotiation; progress reporting, and billing procedures.