



Oregon

Theodore R. Kulongoski, Governor

Department of Transportation

355 Capitol St NE

Salem, OR 97301

Date: November 1, 2007

To: Project Delivery Staff

From: Project Delivery Leadership Team

Subject: Project Delivery Milestones and Performance Measures

Beginning January 1, 2008, three new metrics will be introduced to examine areas of Project Delivery in greater detail.

- **Design Acceptance**
- **Plans, Specifications and Estimates (PS&E) Acceptance**
- **Notice to Proceed (NTP)**

Design Acceptance

Design Acceptance is the critical milestone before right-of-way, permitting, and construction plans activities proceed. It is also the earliest point in project development that lends itself to consistent measurement across all projects. The purpose of identifying the completion of design acceptance is to record when a project is ready to move forward to preparation of the PS&E package.

Design Acceptance is only to be recorded as completion of a milestone. Design Acceptance will *not* be used as a performance measure.

Action Required: At the conclusion of the Design Acceptance milestone, Project Leaders, Consultant Project Managers and Local Agency Liaisons will record (in MS Project) the date that the Design Acceptance Package (DAP) was approved by the accountable manager. The Project Delivery Unit will send instructions for recording Design Acceptance completion in MS Project to Project Leaders, Consultant Project Managers and Local Agency Liaisons.

PS&E Acceptance

Until now, Project Delivery performance has been measured by the “13 month lock-in” of a projected bid-let date. The actual bid-let date was compared to the projected date to determine on-time performance.

On-time performance by regions will now be measured by the date the PS&E package is accepted by the Office of Pre-Letting. The “13 month lock-in” is based upon the projected date of PS&E submittal to the Office of Pre-Letting, with an additional 10 business days for review and acceptance by the Office of Pre-Letting. There are two reasons for this change:

- The bid-let date does not adequately measure Region performance for project development. Regions are expected to submit a bid-able project for contractors. Once a bid-able project is submitted, region project development expectations are fulfilled.
- The bid-let date does not account for the need of the agency to schedule and package bid advertisements effectively. SEOPL has a business need to adjust advertisement dates to encourage better competition and adjust to contingencies.

Bid-let dates will continue to be projected at the “13 month lock-in”. The bid-let date is needed to provide contractors with the Six-Month Schedule of Contract Lettings.

Notice to Proceed (NTP)

Contracting performance is our ability to get bid-able projects into the hands of contractors and PM crews. NTP is the best objective measure of the successful conclusion of the contracting phase. Performance for the combined design and contracting phases will be measured by adding 57 calendar days to the projected bid-let date and comparing that date to the actual NTP date.

Please contact Scott Chalkley (503-986-3190) if you have any questions concerning data or formulas for these measures.