

TECHNICAL LEADERSHIP TEAMS
QUARTERLY REPORT
January through March 2007

The Leadership Teams are led by Technical Services for the following major technical disciplines: Access Management - Bridge - Construction - Right of Way - Traffic-Roadway and include key representatives from Regions and from Technical Services. In addition, the Technical Leadership Team provides technical and engineering leadership for the business. This team is led by Cathy Nelson, Technical Services Manager/Chief Engineer for the Oregon Department of Transportation.

The Quarterly Report is a communication tool to provide an update on key information for ODOT and Consultant staff involved in delivering projects for ODOT.

KEY ACCOMPLISHMENTS

Access Management: The Technical Leadership Team (TLT) agreed to proceed with the following proposal regarding stamping for access projects which was presented by Harold Lasley, Access Management Manager, as long as Regions' workloads are taken into consideration. If needed, Technical Services can offer support for the Regions through Dave Polly.

The current policy is that public works projects need to be stamped. Proposal is that if a standard drawing needs to be modified in any way, and there is no confusion about the change since it is minor and straightforward, the Tech Center or Dave Polly, Technical Services, can stamp if the volume of work is high. The Tech Centers already work closely with Maintenance, so this is preferred. This is anticipated to be a low volume of work per year (approximately 80 to 100 applications per year.) Harold Lasley will get the message out to the Districts through the Region Access Management Engineers (RAME). This change will not affect the consultant community.

Harold Lasley and Steve Cooley, Region 2 Tech Center Manager, presented a new spreadsheet for access lists. This was developed by a cross-section of ODOT staff involved with access management. The spreadsheet sets an expectation around information that should be collected consistently for accesses for modernization projects. At DAP (Design Acceptance Phase), the spreadsheet would be submitted, accompanied by a cover letter with sign-off by all relevant parties. The proposed plan is for the access team to maintain and approve changes to the access list from DAP to PS&E. Information on the spreadsheet would serve as documentation of the official list. At PS&E the final access list would be submitted. As part of the PS&E package, the Region Tech Center Manager and RAME would sign off.

TLT decided that the proposed spreadsheet and cover letter be finalized and adopted as mandatory for Modernization projects. Harold will add to the PD-03 guidance (a) language that indicates that the database is to be updated when doing an access strategy; and (b) conditions under which the spreadsheet should be completed.

TLT also recognized a longer term goal for the Agency is to adopt a single, standard format for access lists (including both modernization and preservation jobs). This tool could help with a statewide strategy to identify areas where access density is greatest, where there are safety issues, and with speed zoning (SPIS). They also believe that it's important to focus on the level of effort needed (e.g., current benefits VS level of effort) to determine if this is a feasible tool to use for preservation projects. Harold will reconvene the Access Sub-team to bring a model forward that includes a standard format (including preservation jobs) and tie-in to "as constructed" plans, then bring a draft proposal back to TLT this spring.

Review of **ODOT's Highway Division Reorganization** is underway: Cathy Nelson, Technical Services Manager/Chief Engineer, discussed the current effort underway to evaluate what's working and what isn't since the ODOT Highway Division decentralized and moved direct project delivery to the Regions in October 2004. Cathy said ODOT is still committed to retaining responsibility for direct project delivery in the Regions. However, it is always important to take the time to evaluate and to make improvements where needed. More information about recommendations will be coming later this summer.

Billing Rate Policy – Diana Foster, ODOT Procurement Officer, reported to the TLT that the ODOT Billing Rate policy has been finalized and is signed. Next steps will be to develop guidelines behind the policy to cover specifics. Diana will be presenting information on this policy at the April 17th ACEC/ODOT Conference.

Cathy Nelson reported to TLT that ODOT is looking at how to improve the **Department's outsourcing** efforts. Tech Center discipline managers will typically have the contract responsibility for their specific discipline. On an as needed and availability basis, Contract Project Managers (CPM's) may also be managing discipline specific PE contracts. The CPM's primary responsibility will continue to be managing full service contracts. One of ODOT's long term goals is to develop a manual for ODOT staff involved in consultant management. As these and other proposals move forward, ODOT's Project Delivery Leadership Team will approve and/or check-in on progress. Cathy said that the long term goal is for "outsourcing management" to look the same across the board in Highway. More information will be coming as these and other proposals move forward and/or are adopted.

Cathy added that Technical Services knows that good customer service is an important cornerstone in providing technical expertise. At the same time, it is important that Technical Services support the Technical Center's role as the primary provider of technical support for outsourced projects. It will always be

important for Technical Services to engage the Tech Center to help clarify technical issues for projects.

New Guidance Documents from Technical Services

Title	Final Number	Effective Date	Issued by
2004 AASHTO “A policy on Geometric Design of Highways and Street” (Green Book) Adoption	RD07-01 (B)	02/12/2007	Traffic-Roadway
<p>Summary: Guidance regarding whether to use the 2001 Green Book or the 2004 Green Book for projects on Oregon State Highways. Contact for more information: Roadway Engineering Manager: Steven.R.Lindland@odot.state.or.us</p>			
Offer-Benefit Letter (Rescinding)	RW07-01 (B)	03/12/2007	Right of Way
<p>Summary: Outlines the process for utilizing the new Offer-Benefit Letter (Rescinding) Contact for more information: Assistant State Right of Way Manager: Richard.R.Dunlap@odot.state.or.us</p>			

The complete text of these and other guidance documents is available at <http://www.oregon.gov/ODOT/HWY/TECHSERV/>

Utility Relocation & Installation Permit Review Roles & Responsibilities:

This topic is now covered in the current update to the BDDM. Basically, the Region Tech Center is the primary reviewer and approver of these installations. If there are load capacity issues, the utility company performing the installation is required to have a consulting firm perform a load rating and provide us with the calculations so ODOT Load Rater’s can review them and make a determination. If the installation adds a significant amount of dead load then run by Headquarters for approval. Also, any installations on a movable structure or are high voltage must be coordinated through Curt Cryer, 503-986-3333, Senior Electrical Engineer. (See “Installation of Utilities on Bridges” and refer to the BDDM Section 1.4.7)

Maintenance that Triggers PE Design of Repair – Bridge Maintenance

Guidelines, Criteria, Design Manual: After the reorganization the responsibility of emergency response and how to handle these events was given to the Region Tech Centers. Bridge Headquarters wants to make sure they are following through with the intent of the SASC Review and offered to take back this responsibility if the Region’s agreed. Currently, all Regions represented at the meeting have agreed that they would like to maintain ownership of this responsibility, but would appreciate Bridge Headquarters assistance if needed. Bridge Headquarters is more than willing to help when the need arises, but has asked that the request comes

directly from the Region Tech Center to ensure they are not stepping over their boundaries.

Right of Way decided to extend the current Flexible Services Agreements (ATAs) for Right of Way services. The decision was also made to the move forward with a RFP for a new ATA to provide the opportunity for other firms to submit proposals to be added to our pool of available consultant firms qualified to perform r/w acquisition services.

At the Team's recommendation and approval by the State R/W Manager, the Right of Way Section issued and posted Bulletin RW07-01 (B). This provides guidance on making offers to purchase real property as a result of the passage of Measure 39.

The Right of Way Section launched the much anticipated Right of Way Document Management System providing electronic access to all right of way files (closed files only), maps, contract plans and general files. Phase 1 of the release and training is limited to ODOT Right of Way Staff and selected key users in Tech Services and the Region Tech Centers. The next phase will extend access and training to others users in the Department.

Construction has implemented an approved inspector certification program and is monitoring the progress of this program. They are reviewing the potential to use NICET certification in place of ODOT general inspector certification. They anticipate discussing this in June.

Future of Bridge Maintenance Files: The Bridge Maintenance Files have always been located in the Bridge File Room at Headquarters, but now with most designers located in the Region's the question has been brought up as to whether or not we should send the files out to the specific Region's in charge of these structures. Several suggestions were discussed, and the following plan of action has been established:

1. Set up RFP for bids on scanning the Bridge Maintenance files to a PDF format that later will be stored on the server for all to access. (this task has been accomplished and the company chosen for the job is Pacific Imaging located in Portland, OR)
2. Prepare files for scanning by removing staples and irrelevant documents and then placing them in boxes for delivery to Pacific Imaging. Katie Prichard is currently working on this task.
3. All scanning will be complete by June 30th, 2007.

WHAT'S ON THE HORIZON?

The 2007 Bridge Technical Training workshop will be held May 9-10, 2007 at the Chemeketa Eola Center in Salem.

Roadway Documents for review by the Technical Leadership Team (TLT): Bob Callaway, Traffic-Roadway Specifications and Estimating Unit Manager, informed TLT that there are four Roadway documents available for their review on the TLT share drive. Bob will also check in with the Project Delivery Leadership Team (PDLT.) He is also working with FHWA for approval on the advertisement approval process. These include (1) Draft Advisory on Requirements for Letters of public interest findings; (2) Draft Advisory on Requirements for determination of bid advertisement period; (3) Draft Technical Bulletin on Salvaging features and excess materials; (4) Draft simplified forms for the PD-02 Project submittal memo and checklist.

Special Management Area Proposed Directive: Hal Gard, Geo-Environmental(G/E) Manager, brought this item to the Technical Leadership Team concerning signage on special maintenance sites. These signs will provide unique identifiers so Maintenance can quickly identify specialized maintenance needs. G/E will be responsible for maintaining a list of special areas database. After review of proposal, it was recommended that Hal include a special contact number as part of the proposed guidance.

Culvert Signage: Paul Wirfs will be meeting with Maintenance to get agreement to use sign paddles for culverts (similar to item above). The District would have discretion on when to use the signs.

Paul has been working on this proposal with a steering group with representatives from every Region. TLT recommended that he include someone from Traffic on the steering committee since some "color button" issues (pavement markings) need to be considered. Paul and his team will come up with draft regarding culvert signage and check in with TLT at a future meeting.

CADD Standards: Gary Holeman, Senior Design and Automation Engineer, and Paul DePalma, Region 1 Tech Center Manager are planning a meeting for consultants in Region 1 to kick off the new biennium and to reinforce the importance of CADD standards. The target consultant audience will be for engineering consultants who are approved for the new under \$75,000 contracts. These contracts are intended to help smaller businesses get a start working for ODOT.

Cathy Nelson will send a clarification regarding "chip seals." This is a maintenance activity rather than a preservation activity. It is an expectation that

the 3R standard will be followed. The Highway Design Manual will be updated to reflect this information.

Outreach to Emerging Small Businesses (ESB): Paul DePalma indicated that ODOT is looking at outsourcing components of projects to facilitate the Emerging Small Business (ESB) pilot project in Region 1. He will be working with Technical Services and Local Programs regarding specialized training that may be needed for specific ESB's to be prepared to successfully receive and accomplish this work.

Technical Services will be participating in an **FHWA/ODOT Partnership Workshop in April:** This will be an opportunity to share what's changed in each of our organizations and to strengthen our partnership. FHWA is a valuable partner in helping Oregon to deliver projects and, at the same time, there have been significant changes in both organizations. It is hoped that with meetings like this, we can continue to encourage good communication with each other, to better understand each of our perspectives and our common goals, and to improve how we share information with each other.

Errors and Omissions Policy: Cathy Nelson is preparing a draft directive for the new **Errors and Omissions policy**. She will be sharing information regarding this new direction at the upcoming ACEC/ODOT Conference on April 17th.

NW Regional Right of Way Conference, September 23-26, Seaside, OR. The link to the Conference Website is:

<http://www.oregon.gov/ODOT/HWY/ROW/nwregionalconf.shtml>

Bridge Headquarters mentioned the desire to develop a Design Manual that would help with when a repair situation would require a Professional Engineer's involvement. The Regions agreed that this would be a helpful document and would also like the opportunity to review and provide input during the development process. This manual will not be completed for some time, a year to a year and a half from now, and Bridge Headquarters has discussed the possibility of hiring a consultant to help with the organization of the content.

The Construction Leadership Team is working to improve environmental construction practices. Jeff Gower, Construction Manager, met with the Environmental Subcommittee to review new draft specifications around Disposable Waste Materials and to review the clearing and grubbing specification. The Environmental Leadership Team will be reviewing the clearing and grubbing specification for possible changes.

Construction produced their Trend Line report in March demonstrating construction program performance. This report is produced annually in March in order to track and review program performance measures and to identify areas for improvement. The Construction Leadership Team reviewed this report at their March meeting. There are no significant changes in the Trend line report from last year.

The Construction Leadership Team is reviewing the new contractor evaluation process and developing a feedback process. Jeff Gower, Construction Manager, will collect and summarize data in June and will be presenting feedback to the AGC in July.

The Team has formed a committee to begin planning for the 2007 NW Regional Right of Way Conference to be held in Seaside, OR, September 23-26. Oregon will host this conference involving Alaska, Idaho, Montana, Oregon, Washington and Wyoming DOTs and Local Agencies, as well as FHWA and private r/w acquisition firms. California DOT will join this meeting for the first time.

Construction has as a goal to evaluate and implement technology and other learnings now utilized by Oregon Bridge Development Program (OBDP) as part of the OTIA program. These may include such items as forms (checklists) and electronic tools. Ron Reisdorf, Senior Construction Engineer, ODOT Bridge Delivery Unit, will provide more information at the Construction Leadership Team's May meeting.

Construction is working on an update to the Construction Manual. It is anticipated to be completed by July 2007.

KEY CHANGES (PEOPLE OR ORGANIZATION) OF INTEREST

Mark Thompson is the new Region 3 Tech Center Manager. Mark replaces Joe Squire who has moved to Region 2 as a Consultant Project Manager for the Pioneer-Eddyville Project. Mark's previous position was as a Traffic Manager in the Region 3 Tech Center. His phone number is 541-774-6370.

Rhonda Hollis is the new Risk Management Coordinator at the ODOT Procurement Office. Rhonda has been part of the Department of Administrative Services (DAS) Risk Management for 9 years. In this position, she worked closely with ODOT on risk management issues for contracts. Her initial goals include developing risk assessment goals and providing training on factors to consider when evaluating acceptable risk. For more information, her phone number is 503-378-5224.

Jon Heacock is the new Interim Region 4 Tech Center Manager. Jon has been with ODOT for more than 25 years. The majority of that time has been on the Construction side of the business and this will add a valuable perspective for the Tech Center staff and for the Technical Leadership Team. His phone number is 541-388-6468.

Gary Farnsworth will focus on his Area Manager and related project delivery duties in Region 4. This move is designed to more effectively balance the workload in Region 4. His phone number is 541-388-6071.

Sheila Lyons is our new Bike/Ped Program Manager. Sheila has worked in the Bike/Ped office for 1½ years and was recently selected to succeed Michael Ronkin. Sheila sees bike and walking rights as important parts of the transportation system. For more information on this program, you may contact her at 503-986-3555.

Dave Lutz, Project Delivery Unit Manager, is now a regular member of the Technical Leadership Team. Dave manages the Project Delivery Unit, which will become part of Technical Services in April 2007. He may be reached at 503-986-3819.

Tony Sutton joined ROW as the Business Systems Administrator for the RWDMS project.

Recruitment is open for 2 vacant Review Appraisers positions in Salem. We hope to have both filled by mid-summer.

RECOGNITION

Acknowledgements to **Dale Deatherage**, Traffic-Roadway Senior Specifications Engineer, for the speed with which the revision on the Specifications Book is coming together. He is broadly broadcasting the revision to industry and internally. He posted a draft of the new specs book is on the web through January 2007. He appreciated all of the comments he has received. There were comments from reviewers in 53 different files, with each file representing many individual comments. He will be going back to the subcommittee to incorporate relevant comments. The goal is to publish the new specs book by the end of Summer 2007. Next steps in the review process include:

- Developing a strategy to give feedback to the many reviewers.
- Reviewing for consistency and editing.

Kudos to **Daniel Killiam** and **Blake Dye**, ODOT Human Resources, along with **Jeff Gower**, Technical Services Construction Engineer, for their efforts to recruit and retain engineers at ODOT for the Engineering Student Program. They are working to again get this program started and to make it a successful, on-going program for ODOT.

For Up-to-Date Information, see the Technical Services Website at <http://www.oregon.gov/ODOT/HWY/TECHSERV/> to find...

Technical Leadership Team
First Quarter, 2007
Page 8 of 9

- **Training:** Information on current technical training open and available for consultants. ODOT employees can also research available classes on the ODOT Human Resources training intranet site.
- **Guidance Documents (Directives, Bulletins, and Advisories):** Please refer to this information for technical guidance currently in effect.
- **Manuals:** Technical manuals are included on this website.
- **Leadership Team Charters and Membership information.**
- **And more...**

Questions or Comments? Email Technical Services @ technical.services@odot.state.or.us