

TECHNICAL LEADERSHIP TEAMS
QUARTERLY REPORT
January through March 2008

The Leadership Teams are led by Technical Services for the following major technical disciplines: Access Management - Bridge - Construction – Geo-Environmental – Project Delivery - 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

An **electronic version of the 2008 Standard Specifications for**

Construction is now available on-line @

<http://www.oregon.gov/ODOT/HWY/SPECS/index.shtml> More information is also available on this webpage to learn how and when to order hard copies of this edition. There will be two books – 100's in one book and the technical specifications in the second. Training is planned to start in April or May and will be available to consultants. The Office of Project Letting (OPL) will be developing a summary of changes to accompany the new specs book so that users can identify key changes at a glance.

Projects targeted for PS&E on September 1, 2008 or later are expected to use the new book. Eryca McCartin, OPL, urged using the new product and honoring the deadline change even if it causes extra work. There is considerable difficulty working out of two books. However, if an exception is needed, contact Eryca. If a contract is currently in place, look at needed design revisions and cost/benefits. Work with Eryca on these types of issues.

Reminder on Design Exceptions from Eryca McCartin, OPL. It is important that Design Exception requests are submitted early. A template is available on the web site. After approval by Roadway, still need FHWA approval in many cases. It can take several months to complete the process. So start early.

New A & E Consultant Email List: Kelly Bruce, Project Delivery Unit, announced a new email list. It is now possible to subscribe to the "ODOT Info - A & E Consultants" email list to receive general ODOT project delivery related information, such as significant changes to policies or procedures and training opportunities. In order to launch this system, many people on several existing email lists were automatically subscribed to this service. Click on the following link to start your subscription, modify your current subscription options, or unsubscribe:

http://listsmart.osl.state.or.us/mailman/listinfo/odot_ae_consultant_info

This link is on the Consultant Web Portal, as well as on many of ODOT's internet pages, in order to make this easy to subscribe.

Revised Project Delivery Operational Notice. PD-08: Operational Policy Between Bid Opening and Contract Award (REVISED) was released 1-31-08 by the Project Delivery Leadership Team (PDLT). The purpose is to provide guidance and clarification of the processes, roles, and responsibilities occurring during the timeline between Bid Opening and Notice to Proceed in the award of highway and bridge construction projects. This notice, as well as the other project delivery operational notices, can be found at:

http://www.oregon.gov/ODOT/HWY/PDU/operational_notices.shtml

Resource Sharing: Cathy Nelson, Technical Services Manager, asked TLT members how resource sharing is working between and among Tech Centers

and Technical Services. TLT members said that processes are in place and resource sharing is working. Some resource sharing is being accomplished informally, while in other cases, especially for longer term projects, a more formal agreement is used. Cathy recommends that discipline leadership teams have resource sharing as a standing agenda item, at least quarterly. It is also important to keep the lines of communication open to make sure resource sharing is working and is actively supported across ODOT in order to effectively accomplish our business.

New Guidance Documents from Technical Services

Title	Final Number	Effective Date	Issued by
Revision to ADA Sidewalk Ramp Section of Urban 3-R Preservation Strategy	RD 07-09(B)	01/01/2008	Traffic-Roadway
<p>Summary: Clarify and update the ADA Sidewalk Ramp section of the ODOT Urban Preservation Strategy to be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.</p> <p>Contacts for more information: Senior Standards Engineer @ Dave.J.Polly@odot.state.or.us. Engineering Services Unit Manager @ Steven.R.Lindland@odot.state.or.us. Senior Urban Design Engineer @ Rich.Crossler-Laird@odot.state.or.us.</p>			
Use of Professional Engineer's Seal on Title Sheet of Construction Projects. Update to CPDG.	RD-07-11(B)	3/1/2008	Traffic Roadway
<p>This is to document the change of ODOT tradition of applying an engineer's seal onto the title sheet of construction projects.</p> <p>Contact for more information: Senior Standards Engineer, Traffic-Roadway Section @ david.j.polly@odot.state.or.us</p>			

Deed Restrictions and Compensatory Mitigation within ODOT Operating Right of Way	GE08-01(A)	Effective 1/07/2008	Geo- Environmental
<p>Summary: This advisory is to notify staff of potential problems with proposed new regulatory practices requiring ODOT to record deed restrictions on compensatory mitigation sites (CMS) located in operating right of way (ROW). Deed restrictions are intended to protect CMS in the long-term by prohibiting certain activities, but may be in direct conflict with standard highway maintenance and operation practices and with future infrastructure expansion. Deed restrictions are not explicitly required under Department of State Lands rules and are not appropriate on ODOT operating ROW.</p> <p>Contact for more information: H.A. Gard, ODOT Geo-Environmental Manager @ Howard.A.Gard@odot.state.or.us</p>			

Complete information regarding current and rescinded guidance is available at <http://www.oregon.gov/ODOT/HWY/TECHSERV/>

WHAT'S ON THE HORIZON?

Upcoming ACEC/ODOT Conference – Planning Oregon's Transportation Future Together will be held April 15, 2008 at the Holiday Inn at the Wilsonville Conference Center. Cathy extended an invitation for ODOT staff to attend. She considers this is a great opportunity to meet with ODOT and Consultants across the state who are delivering transportation projects for Oregon.

The In-Roads upgrade (2009 version) is anticipated to be completed in ODOT by summer 2008, per Gary Holeman, Senior Design and Automation Engineer. Training will be available for ODOT and consultant staff in June and July 2008 regarding the upgrade. Lorrie Schaefer, Human Resources, will be sending out information to ODOT and Consultants in April regarding registration for the classes.

Draft Traffic Bulletin – New signing on the Interstate: Dave Greenberg, Traffic, provided an update on this draft bulletin. Once implemented, Traffic will centrally review all sign designs on the Interstate system. There is especially important because of concerns regarding large signs and non-standard signs and maintaining consistent practices along the statewide interstate system. As part of the approval process, the Traffic Engineer will sign off on the mylar. TLT approved the draft bulletin concept, with the requirement to explain the approval process more completely and to include an implementation date.

The Access Management Unit (AMU) is scheduled to release new technical guidance in early May. The comment period for "Guidelines and Resources for Access Management in Project Development" closed on February 29. Comments received are currently being reviewed and revisions made to the Guidelines. If you wish to view the Guidelines that were open for review, you may do so at the following website:

http://www.oregon.gov/ODOT/HWY/ACCESSMGT/guidance_review.shtml

The Access Management Leadership Team is in the early stages of developing a policy for unpermitted road approaches. The policy is intended to reduce the department's potential risk associated with approaches that may not have legal status under Oregon Revised Statutes and administrative rules (OAR 734-051). The policy will provide a more consistent framework for how the Department will address unpermitted approaches that are discovered during routine business activity, such as development review.

Update on the combined meeting of the Environmental and Right of Way leadership teams. These two leadership teams met on March 12 to discuss their respective roles in the project delivery process and to look for ways to streamline and gain efficiencies. A robust discussion occurred about each discipline's timeline requirements for projects in order to give everyone a better understanding of the needs and requirements relating to environmental clearance/permitting and acquisition of right of way. The group also discussed the current process for right of way acquisition for Category 2 projects using state funds. It was agreed that a sub-group should meet with FHWA to define risks associated with proceeding with right of way acquisition in advance of federal authorization. A report will be given

to the Technical Leadership Team about results from this discussion. The group also agreed that periodic combined meetings of these Leadership Teams is a good idea that will lead to positive results for the project delivery process.

Columbia River Crossing Project Update: John Osborn, ODOT Project Director, updated the March TLT on this project. This project is very complex. The challenges include working with two states, multiple local and federal jurisdictions and agencies, a variety of stakeholder groups, along with environmental concerns, funding challenges, and major construction work on Interstate 5, a major transportation corridor. The next step is completing and publishing the draft environmental impact statement, which is anticipated this year. The goal is to determine the best solution for a new Columbia River Crossing.

Enterprise Content Management System: Richard Dunlap, Right of Way, presented an update on the project to TLT, along with Mike Stone, Right of Way, and Suzanne Gehring and Tim Banick from IS. Richard stressed that this is not just a system for Right of Way. This project is the basis of an ODOT-wide enterprise content management system. FileNet, the system platform, is very robust. During 2005-07, the project focused on documents related to Right of Way– what ODOT owns and what’s available for sale. In the future, there will be opportunities, as time and money are available, to incorporate additional corporate history/memory into the system.

Currently the team is working on a process to keep data in the system current, completing QA/QC checks, and working on a better viewer for maps. Once this work is completed, a wider range of users in ODOT will be able to search for documents currently part of the system.

During 2007-09, the next portion of the project has three key goals:

1. Automate a few select processes within Right of Way to improve how business is accomplished. This will provide an example of how to use automation to improve business processes.
2. Make certain documents available to contracting partners.
3. Make searchable information about Right of Way property that ODOT owns and also available to the public for sale on the web. This will also honor a legislative request.

As ODOT moves forward, it will be important to define who the various data owners are. Cathy Nelson commented that she is a strong believer in centralized original documents and assuring their authenticity. She reiterated that it is not too soon to begin to determine and prioritize relevant content to be part of the enterprise content management system in the future. This is a long term strategy, as dollars and staff are critical variables in how fast ODOT can move forward.

ODOT Procurement Office Update: Dan Oven, ODOT Procurement Office, provided this update in March for TLT on behalf of Diana Foster.

- Negotiations training for contracts is expected to be available for ODOT staff in April 2008.
- Discipline Specific contracts: These contracts will be extended to 5/31/10. In early Spring 2009, OPO will begin the process to renegotiate these contracts. As part of this work, they will be considering improvements, such as bundling similar disciplines. Right of Way and Survey contracts will be coming due about the same time.

Work Zone Tours. Jeff Gower, Construction Manager, Jay Roundtree, Region 5 Project Manager, and Ed Fischer, Traffic-Roadway Manager are working on ways to improve the yearly engineering-based project tours in each of the Regions. The practice is to select active construction projects and look at the quality of the traffic control plan and how well it was done for the projects. The focus is to improve constructability. These tours also provide information for a summary ODOT report submitted by Scott McCanna, Traffic-Roadway Section, to FHWA. More information will be coming, once the details are worked out.

New PS&E Acceptance Feedback Report. Eryca will send out a report to the Regions starting in April regarding how they are doing when delivering projects for PS&E. This is meant to provide feedback for the Region Tech Centers and Area Managers to facilitate an increase in knowledge of what's due at PS&E. Eryca will try this approach, examine how it's working in six months and amend as needed.

Storm Water Management: William Fletcher, Geo-Environmental, presented information to TLT on this topic. This is becoming a major new issue, with lots of changing criteria over the past few years. It is important for ODOT to work with the regulatory agencies to avoid an adversarial relationship which can increase cost, delay projects, or stop them altogether. The goal is to be able to address this as a regular part of the business. This will take time for a long-term solution, just as it has taken over 10 years for wetlands issues to become a more routine and regular part of the business process. Geo-Environmental is working on researching and making best management practices available. Chapter 14 of the Hydraulics Manual addresses storm water management strategy. This and other resources are available on the Hydraulics website @

http://www.oregon.gov/ODOT/HWY/GEOENVIRONMENTAL/water_resources.shtml

Draft Design Criteria Document Kim Hunn-Basl, Project Delivery Unit, Technical Services, presented an update on this document. This was originated as a proposal from ACEC. This has been adapted for use for ODOT projects and was developed together with a team from ODOT and consultants. TLT approved this concept, which focused on identifying the design criteria for a project. It was decided that this will be used for full service contracts. TLT requested more information be included regarding the concurrence/approval role of the Tech Centers in the design criteria process. More information will be coming this spring.

A new Hydraulics Design Deviation Requests bulletin is expected to be ready in April 2008. The purpose of this bulletin is to define a hydraulics design deviation and outline the hydraulics design deviation process. Designers will occasionally want to use innovative designs or methods that may differ substantially from those discussed in the ODOT Hydraulics Manual. The hydraulic design deviation process is a way to introduce these details and methods which have worked well locally or from other states. This requirement is not intended to inhibit innovation or the ability of the designer to exercise good engineering judgment. On the contrary, it is intended to allow good innovative ideas be used and to potentially be included in future ODOT Hydraulics Manual updates. For more information, contact Paul. R. Wirfs, ODOT Engineering and Asset Management Unit Manager @ paul.r.wirfs@odot.state.or.us Once officially approved, it will be posted at

<http://www.oregon.gov/ODOT/HWY/TECHSERV/>

Technical QC Implementation Plan for Geo/Hydro Disciplines: The purpose of this plan is to improve quality, provide a reviewer for quality control reviews (this is especially important for stand alone positions), facilitate resource sharing, and provide a mechanism to cross train ODOT employees by sharing projects from other Regions resulting in increased agency knowledge and development of employee skills and knowledge. This QC Implementation plan is intended to cover the following disciplines: Geology, Geotechnical, Hydraulic, Hazmat and Material Source. Implementation of the plan is anticipated to occur in May 2008.

FHWA/ODOT Geo Program Review: A review of the Oregon Department of Transportation's (ODOT) Geotechnical and Geological Services was conducted during July and August of 2007 by a review team comprised of Federal Highway Administration (FHWA) and ODOT professionals. The review objectives were to evaluate the current geo-engineering practices and procedures used by ODOT in project development, construction, and maintenance and to provide specific recommendations to strengthen current practices and procedures identified during the review.

The recommendations are offered as constructive opinions which, if implemented, could result in improvements in the quality, efficiency, and cost-effectiveness of ODOT's geo-engineering functions and the State Transportation Improvement Program (STIP). ODOT responded to FHWA's program review comments in February 2008.

QA for Outsourced Work – This design-focused presentation on the OBDP quality assurance process (QA) was offered by Steve Drahota, Design Coordination Manager, and Ted Wheet, Quality Manager from OBDP. The goal of the QA process is to minimize errors and have a clean design at

PS&E. They assess their administrative and technical reviews on criteria that assess risk to the Agency. Their program is based on the ODOT Quality Program for Providers and FHWA requirements.

Cathy Nelson indicated that ODOT will be reviewing their QA program. Eryca McCartin, Office of Project Letting, will be putting together a team to help with making improvements to this program. More to come on this process after a new staff person is hired to help lead this effort.

KEY CHANGES (PEOPLE OR ORGANIZATION) OF INTEREST

- **Name change - The Office of Project Letting (OPL) is the official new name.** This office was previously known as the Specifications, Estimating, and Office of Pre-Letting (SEOPL). They still provide all of the same services and resources. The name change is easier to remember and focuses on this office's overall mission including the increased focus on Quality Assurance for Design. Eryca McCartin, 503-986-3796, manages this unit.
- **Ben Tang** started Monday, January 22nd with ODOT. He is the new Bridge Preservation Unit Manager, Bridge Section. He can be reached at 503-986-3324. Welcome.

RECOGNITION

Kudos to the Right of Way Section for receiving a national award from the Right of Way AASHTO Sub-committee for their work on the first phase of implementing an electronic content management project for right of way files and other related maps and documents. Right of Way plans to provide access to this

system for consultants by June 2009. Access will depend on what type of work a consultant will be doing for ODOT.

Kudos to Harold Lasley who helped coordinate February National Engineering Month for ODOT. Thanks, too, to the over 20 ODOT engineers who made over 50 presentations at schools across the state during this month. This was a great opportunity to connect with schools and communities and to build understanding and interest in engineering. The students were enthusiastic, as well as the presenters. This is ODOT's first participation in this event. Hope to continue with this next year. Thanks to all who made this successful.

Kudos to Peggy Zahler, Branch Operations, Steve Lindland, Roadway, and Tom Wallace, Region 5 Roadway, for their work developing a core technical discipline training catalog. This will identify core training for ODOT technical staff during their initial two years. They presented their model for the Roadway-related positions at the March TLT. Very complex work and obviously takes a great deal of perseverance to complete well. Peggy will now be working with the other disciplines as they identify their core training, so more to come. The catalog is expected to be completed in Winter 2009. The March TLT members complimented this effort. This sets the basis for a very useful training tool for ODOT technical and engineering staff. Nicely done!

Kudos to Kelly Bruce, Dave Lutz, and Cheri Robideau and the ACEC/ODOT Technology Steering Committee for implementing the A&E Consultant Email List. This provides another communication tool for key new processes and procedures, available training, and organizational changes.

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

- **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