

TECHNICAL LEADERSHIP TEAMS  
QUARTERLY REPORT  
July through September 2007

*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.*

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**KEY ACCOMPLISHMENTS**

OPO reported to the Technical Leadership Team (TLT) that **full service ATA contracts have been awarded and are available as of August 30, 2007.** “Webinar” sessions were held for ODOT staff regarding how to utilize these contracts.

ODOT sponsored ODOT **Engineering Day in August** to help promote interest in technical careers at ODOT. Cathy Nelson, Technical Services Manager, said that this helped to accomplish her goals to:

- Provide ODOT summer interns and Graduate Engineering Program (GEP) students greater exposure to what ODOT has to offer for long-term careers;
- Connect with university faculty to increase their knowledge regarding ODOT-careers, so they can promote these careers with their technical students;
- Provide ODOT Managers present with a better understanding of commitments needed when working with interns/GEP students.

Cathy indicated that it is very important to connect with students, to generate interest and commitment for technical and engineering professions.

**Small Business Program Update:** Paul DePalma and Lis Cooper provided an update at the September TLT.

- This program is designed to involve local businesses in ODOT projects and to build diversification within the program as **is** possible. The Governor's Office is willing to help with outreach to rural Oregon since this is part of an overall Oregon economic initiative to build business opportunities, especially in rural Oregon.
- Contracts awarded cannot exceed \$74,999, allowing for a more simplified procurement process. Additionally plans are underway to add elements of construction, such as landscaping or demolition, which will be less than \$100,000.
- This program is now statewide, after a successful pilot in Region 1. All contractors who applied for Region 1 are automatically included in the state-wide list. New firms can register through ORPIN with a simplified process. One hundred sixty-two firms are currently registered, with \$1 Million currently under contract.

The **Northwest Regional Right of Way Conference** was held September 23 to 26 in Seaside, Oregon. This conference, hosted by ODOT Right of Way, brought together over 250 participants from eight different state transportation departments. Materials from the conference are available @ <http://www.oregon.gov/ODOT/HWY/ROW/nwregionalconf.shtml>

**MSE (Mechanically Stabilized Earth) Wall Seismic Design - ODOT** is responsible for checking external stability of retaining walls. It is important to know that as of April 2007, ODOT adopted the AASHTO stability factor of 1.5 (part of the LFRD Foundation & Wall Design Specifications). New

designs will now use LRFD. Beginning in 2006, Geo-Environmental has the responsibility for all wall design. If there are any issues regarding retaining walls, contact either Jon Guido at [Jonathan.N.GUIDO@odot.state.or.us](mailto:Jonathan.N.GUIDO@odot.state.or.us) or Tom Kammerer, at [Thomas.W.KAMMERER@odot.state.or.us](mailto:Thomas.W.KAMMERER@odot.state.or.us) in the Geo-Environmental Section.

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### New Guidance Documents from Technical Services

Title	Final Number	Effective Date	Issued by
<b>Bald Eagle – Delisted from Federal Endangered Species Act (ESA)</b>	GE07-01(A)	08/31/2007	Geo-Environmental
<p><b>Summary:</b> This Advisory provides direction for compliance with the laws that currently govern bald eagle protection.</p> <p><b>Contact for more information:</b> Terrestrial Biology Program Coordinator @ <a href="mailto:Christine.c.maguire@odot.state.or.us">Christine.c.maguire@odot.state.or.us</a></p>			
<b>Stormwater Quality Mitigation</b>	GE07-02(B)	07/24/2007 Supersedes GE68-B-001	Geo-Environmental
<p><b>Summary:</b> The purpose of this bulletin is to provide water quality mitigation guidance for mitigating stormwater quality on Oregon Department of Transportation (ODOT) projects.</p> <p><b>Contact for more information:</b> For Water quality mitigation guidance questions, contact the Water Quality/Resources Program Coordinator at 503-986-3509. For questions regarding the design of engineered stormwater treatment facility, contact the Senior Hydraulics Engineer at 503-986-3365.</p>			
<b>Salvaging Features and Excess Materials Associated with Transportation Projects by Contract Specification</b>	RD07-05(B)	07/01/2007	Traffic-Roadway
<p><b>Summary:</b> This bulletin satisfies the FHWA requirement for ODOT to have a procedure that ensures the process of stewardship is clearly defined for salvaging materials related to federal-aid highway program activities.</p> <p><b>Contact for more information:</b> State Roadway Engineer @ <a href="mailto:TEOS.Info@odot.state.or.us">TEOS.Info@odot.state.or.us</a></p>			

<b>Guidance for the Use of Cable Barrier on Highways</b>	RD07-08(B)	09/05/2007	Traffic-Roadway
<p><b>Summary:</b> While cable barriers have been in use in Oregon for many years, design direction generally has come from outside the Agency. With adequate experience gained, now it is desirable to establish Agency guidance.</p> <p><b>Contacts for more information:</b> Senior Roadside Design Engineer @ <a href="mailto:daniel.j.macdonald@odot.state.or.us">daniel.j.macdonald@odot.state.or.us</a> or Senior Standards Engineer @ <a href="mailto:david.j.polly@odot.state.or.us">david.j.polly@odot.state.or.us</a></p>			
<b>Revision to ADA Sidewalk Ramp Section of Urban 3-R Preservation Strategy</b>	RD07-09(B)	Effective 01/01/2008	Traffic-Roadway
<p><b>Summary:</b> 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><b>Contacts for more information:</b>  Senior Standards Engineer @ <a href="mailto:david.j.polly@odot.state.or.us">david.j.polly@odot.state.or.us</a>  Engineering Services Unit Manager @ <a href="mailto:steven.r.lindland@odot.state.or.us">steven.r.lindland@odot.state.or.us</a>  Senior Urban Design Engineer @ <a href="mailto:rich.crossler-laird@odot.state.or.us">rich.crossler-laird@odot.state.or.us</a></p>			
<b>Dotted lines used across left-hand exits and left turn lane gap sections</b>	TR 07-02(B)	09/07/2007	Traffic-Roadway
<p><b>Summary:</b> This bulletin requires that dotted lines used across left-hand exits and left turn lane gap sections shall be a 4-inch wide white dotted line (WD).</p> <p><b>Contact for more information:</b> Traffic Devices Engineer @ <a href="mailto:katryn.l.johnson@odot.state.or.us">katryn.l.johnson@odot.state.or.us</a></p>			
<b>Signal Pole Foundation Depths</b>	TR07-03(B)	Effective 10/01/2007	Traffic-Roadway
<p><b>Summary:</b> This bulletin discusses the removal of certain foundation design requirements from the ODOT Standard Drawing TM653 and presents the methods that will be used by Traffic Designers to specify signal pole foundation depth requirements on future ODOT projects.</p> <p><b>Contact for more information:</b> Traffic Structures Engineer @ <a href="mailto:scott.u.jollo@odot.state.or.us">scott.u.jollo@odot.state.or.us</a></p>			

<b>Highway Safety Engineering "Quick Fix" Program</b>	TR07-07(B)	9/20/2007	Traffic-Roadway
<p><b>Summary:</b> This Bulletin establishes a new Highway Safety Engineering "Quick Fix" Program for use by Regions to address immediate highway safety concerns by implementing low-cost engineering countermeasures. It also outlines the guidelines, process, and criteria for using funding from the Highway Safety Engineering "Quick Fix" Program to address immediate highway safety concerns.</p> <p><b>Contact for more information:</b> Traffic Investigations Engineer @ <a href="mailto:Kevin.j.haas@odot.state.or.us">Kevin.j.haas@odot.state.or.us</a></p>			
<b>Highway Safety Program Guide</b>	TR 07-08(B)	09/20/2007	Traffic-Roadway
<p><b>Summary:</b> This bulletin announces the publication of the new ODOT Highway Safety Program Guide for use by Regions in scoping and programming highway safety projects into the Statewide Transportation Improvement Program (STIP). It also outlines the guidelines, process, and criteria for using funding from the Highway Safety Program on STIP projects.</p> <p><b>Contact for more information:</b> Traffic Investigations Engineer @ <a href="mailto:Kevin.j.haas@odot.state.or.us">Kevin.j.haas@odot.state.or.us</a></p>			
<b>Street Name Signs and Guide Signs on Traffic Signal Poles</b>	TR07-09(B)	9/22/2007 Supersedes TR 05-07	Traffic-Roadway
<p><b>Summary:</b> This Bulletin requires that street name signs and guide signs mounted on traffic signal poles or mast arms shall be shown and detailed the Signing Plans, but only referenced on the Signal Plans.</p> <p><b>Contact for more information:</b> Traffic Signal Engineer @ <a href="mailto:scott.b.cramer@odot.state.or.us">scott.b.cramer@odot.state.or.us</a></p>			
<b>Illumination</b>	TR07-10(B)	9/28/2007 Supersedes TR 05-11	Traffic-Roadway
<p><b>Summary:</b> This Bulletin clarifies and documents ODOT's Strategy for providing illumination design resources.</p> <p><b>Contact for more information:</b> Illumination Engineer @ <a href="mailto:ernest.c.kim@odot.state.or.us">ernest.c.kim@odot.state.or.us</a></p>			

The complete guidance is available at  
<http://www.oregon.gov/ODOT/HWY/TECHSERV/>

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## WHAT'S ON THE HORIZON?

Draft guidance regarding Hydraulics **Design Deviation Requests** is currently in development. Paul Wirfs, Geo Environmental Section indicated that the intent is to have all designs follow the guidance in the manual. This also defines a process for deviation requests if can't follow guidance. This will be reviewed by the Roadway Leadership Team and the Project Delivery Leadership Team before is it finalized.

**Draft Addenda Bulletin:** This will update the 2004 policy regarding bid openings, according to Ed Fischer, Traffic-Roadway Manager. A final bulletin is planned to be issued this fall.

**Draft Signal Pole Foundations Design Bulletin.** Ed Fischer presented this draft at TLT. TLT provided some suggestions and endorsed the concept. It is anticipated that the review will be completed in September and the guidance implemented in October. The new bulletin will allow for a less conservative design. It will also involve GeoTech staff in decisions made by the project team regarding foundations.

**Draft guidance for the PE Signature on title sheets.** This policy will provide direction for the signatures on the title page. Cathy Nelson said that her signature as Chief Engineer denotes that ODOT has a process in place for engineering plans.

Draft guidance for **Stormwater Treatment using Low Impact Development (LID)**. LID is the concept of designing projects to minimize the effect on natural hydrology and water quality. For highway projects, LID refers to the treatment of highway runoff within the linear right of way using techniques and facilities that generally require minimal hydraulic

engineering. Bill Ryan reported that a committee comprised of representatives from the Office of Maintenance, Traffic-Roadway, and Geo/Environmental is developing an LID Best Management Practices (BMP) Selection Tool and supporting guidance that will assist designers in choosing the appropriate LID Best Management Practices. The committee will address revising the Project Development flow chart and will identify tasks and actions necessary to support LID early in the project development process. A presentation will be made to the Area Managers Team on this topic in October.

**Bridge Scoping Manual** - Bridge is developing a Bridge Scoping Manual. The manual will have two parts – a Desk Scoping section and a Field Scoping section. The Bridge Scoping Manual will eventually be incorporated into the Bridge Program and Practices Manual. The manual will include factors for various levels of aesthetic treatments, cost for environmental mitigation and traffic control. Kevin Davidson, Bridge Design Standards and Practices Engineer, is leading this effort. For more information, he can be reached at [Kevin.F.Davidson@odot.state.or.us](mailto:Kevin.F.Davidson@odot.state.or.us)

**Use of Stainless Steel in Prestressed Girders** - Bridge is currently reviewing the use of stainless steel in prestressed girders for bridges. This is typically used for bridges located along or near the Coast. More information will be provided by Bridge if there are any changes. Craig Shike, Concrete Bridge Design Standards Engineer, is leading this review. He can be contacted at [Craig.L.SHIKE@odot.state.or.us](mailto:Craig.L.SHIKE@odot.state.or.us)

**Draft Bridge Drafting and Design Manual** - The comment period for changes for the Bridge Drafting and Design Manual closed at the end of September. Comments

received regarding updates, changes and additions are currently under consideration. If interested in taking a look, attached is a link to the draft document:

[http://www.oregon.gov/ODOT/HWY/BRIDGE/bddm\\_proposals.shtml](http://www.oregon.gov/ODOT/HWY/BRIDGE/bddm_proposals.shtml)

**Access Management is sponsoring a statewide Approach Permitting Conference** November 14<sup>th</sup> and 15<sup>th</sup> in Salem for ODOT District and Region staff. This forum will discuss topics of importance regarding the approach permitting process and is focused on ODOT permit specialists and other staff involved in the permitting process. ODOT staff can register through Human Resources Training.

**Access Control** - The Access Management Leadership Team is working with the Planning Business Line Team to examine how ODOT's policy on access control can be used more effectively. The teams are working to better understand legal and political issues related to restricting use of an approach that exists under a "reservation of access". The teams are considering proposing changes for further discussion by the Oregon Transportation Commission.

**Archaeology has joined with members from Oregon's Native American Tribes to present a unique training opportunity** for ODOT employees. **"Government to Government: Maintaining Productive Relationships"** is designed to familiarize ODOT employees with Oregon's Native American Tribes, tribal governments and inter-governmental relationships. Native American Tribes have their own unique and independent governments. These tribal governments have special forms of interaction with state and federal governments in the United States. ODOT is partnering with Native American Tribes to co-lead this course.

Dave Lutz, Project Delivery Unit Manager, reports that the **MS Project Oversight Team** had its kick-off meeting on September 24. This team includes managers and staff from each region and will work to make the scheduling tool more effective.

**Design/build "lite"**. Bob Pappe reported to TLT that design/build "lite" will be available by end of 2007. Region 2 will be involved in a lower bid test project for this process.

**CMGC (Construction Manager/General Contractor) concept:** Bob Pappe reported on this new contracting tool that ODOT is moving toward incorporating into its business practices. This tool will especially be useful initially when working with smaller projects. It includes having the contractor on board while doing design work – for either an externally or internally designed project. ODOT plans to use this tool on the Willamette River Bridge in Region 2.

**Updates by the ODOT Procurement Office (OPO)** for the Technical Leadership Team:

- OPO is currently developing **an open forum for consultants to ask questions regarding upcoming bids**. The open forum has been scheduled for October 12<sup>th</sup>, nine to noon at the HR Center, Suite A.
- **Billing rate and standardized invoicing practices**. The OPO billing rate team met with industry in August. Industry approved the strategy. This policy will soon be ready to implement.
- A **procurement issues subcommittee** will be formed to work procurement issues for the Contracting Management Leadership Team (CMLT). The work of the billing rate team will be reoriented into this new group.

- **A draft of the Consultant Management Manual** is expected to be completed by the end of this year. This manual will include tools to provide role clarification for Technical Services, Regions, and Procurement; procurement processes and concepts; and a communication process for procurement.
- **Statement of Work Templates.** Kim Rice has completed 3 templates – Survey, Air quality and Noise and will begin work on Archeology starting early fall.
- **ODOT Negotiation Teams Training for ODOT staff** will be completed by the end of the year. This is part of the strategy to help build expertise and consistency in practice across ODOT. The Regions have identified a core group of staff in each of the Regions to be part of negotiation teams. They will be the first group to attend these training sessions.

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#### **KEY CHANGES (PEOPLE OR ORGANIZATION) OF INTEREST**

- **Dale Deatherage**, 503-986-3777 is the **interim manager for the Office of Specifications, and Pre-letting**. An active recruitment is underway to fill this position, since Bob Callaway retired at the end of August.
- **The Project Delivery Unit (PDU).** Dave Lutz, Project Delivery Manager, 503-986-3819, and his group are now located with Technical Services in the Transportation Building. As you may recall, PDU officially became part of Technical Services in April 2007. PDU will continue to provide the same program and services. See their updated website at <http://www.oregon.gov/ODOT/HWY/PDU/>

- **Jane Lee** is the **Advanced Contracting Unit Manager** in the Major Projects Branch as of August. She is responsible for design build work and for new tools like CMGC. She can be reached at 503-986-3477.
- **Frank Nelson, Bridge Preservation Unit Manager**, is retiring after 14 years of service with ODOT. His last day is October 15<sup>th</sup>, 2007. The recruitment for his position closes October 2<sup>nd</sup>, 2007.
- **Mark Pannell**, 503-986-6675, is the new **Major Bridge Maintenance Engineer**.
- **Bob Papp** has returned to the Construction Section as the **Contract Administration Engineer**, after his interim assignment overseeing the Design Build program at Major Projects. He can be reached at 503-986-3012.
- **Tracy Posey, Project Delivery Unit, 503-986-6375, is temporarily filling in as the PCS/PDWP System Administrator** until a recruitment can be opened to fill the position permanently. June Starkey, formerly in this position, has taken a promotion at the Board of Parole and Post-prison Supervision.
- **Cheri Robideau, 503-986-3473, is the new Business System Specialist in the Project Delivery Unit.** She replaces Tammy Appledoorn who accepted a promotion in Human Resources.

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## RECOGNITION

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**Acknowledgements to the ODOT Bridge Section and Region Bridge Engineers.** Bridge quickly mobilized and responded as a result of nationwide concerns regarding bridge safety, resulting from the tragic bridge

collapse in Minneapolis. Within less than a month's time they responded to the Governor's call to re-inspect all of the bridges in Oregon with a similar design. They demonstrated how deeply ODOT values safety and how safe Oregon's bridges are. They also identified where ODOT still has concerns and how they are being addressed. They were also able to get the message out that we do not believe any failure is imminent in Oregon and, if a bridge is deemed unsafe, ODOT closes it. These re-inspections confirmed what ODOT bridge engineers already knew — no new issues were found on any bridge. **A special thanks to Bruce Johnson, ODOT Bridge Engineer, and his staff for coordinating and leading this effort.**

***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](mailto:technical.services@odot.state.or.us)***