

TECHNICAL LEADERSHIP TEAMS
QUARTERLY REPORT
July 2008 through September 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

Construction Change Orders. Jeff Gower, Construction Manager, reported to TLT about the new construction change order data base recently developed by Construction. The data base is very comprehensive and includes copies of all the project change orders. ODOT Project Leaders and technical and engineering staff can request a link to this database. Consultants can request a report for projects they have worked on through their ODOT contract coordinator. They may also contact the Construction Section directly for a specific report at 503-986-3000. The next steps will be to determine trends and identify strategies for improvement, as well as a process to determine how much design error coding is real in order to present opportunities for learning. The information from this database will help ODOT learn from change orders to ensure that ODOT engages in continuous improvement.

OPO Update: Wynnette Gentemann, Interim ODOT Procurement Manager, provided an update for TLT. She has received good feedback on the Negotiations Training for ODOT staff involved in negotiating A&E contracts. She is arranging for an additional training session in October or November.

OPO will conduct a survey in October/November of those completing the training to ensure that the training offered is meeting the need. OPO will soon begin developing non-A&E training. The goal is to work on training and tools to heighten and improve staff expertise and provide a better understanding of the types of considerations when negotiating contracts.

SLOPES IV Update: Paul Wirfs, Geo-Environmental, reported that the final SLOPES IV document has been signed and is available for use. SLOPES IV is a document that has been adopted by NMFS and the Army Corps, along with input by ODOT and FHWA. This is a programmatic permit that ODOT uses fairly frequently. It is a powerful tool when it can be used and will save time and money on certain projects. As always, due diligence needs to take place for each project to determine whether or not another type of permit should be used.

ODOT's role is to implement SLOPES IV on its projects, where it is reasonable. Geo-Environmental is developing a handbook for ODOT project teams to use to help clarify the intent of SLOPES IV and to provide ideas to make projects successful. This will be out in October. The first section will focus on bridge and culvert replacements over waterways. Similar guidance on the other types of actions covered by SLOPES IV will be developed in the future. As clarity in practice occurs using this tool, modifications will be incorporated into the handbook.

Training will be provided in the Fall. This will be first targeted for ODOT project staff that has the highest need for working with the programmatic permit. Eventually training sessions will be offered for consultants and additional internal staff.

New Communication Tools for Contractors. On October 1st, Technical Services' Project Delivery Unit (in partnership with OPO, OCR, OPL, and MPB) launched the following new tools for contractors:

- An e-mail subscription list for contractors: "ODOT Highway Construction Opportunities." The goal of this list is to provide current and potential contractors advance information on upcoming highway construction project opportunities.

Contractors and staff can subscribe or unsubscribe to this list at any time. Those interested may use the following link to subscribe or unsubscribe: <http://listsmart.osl.state.or.us/mailman/listinfo/odot-highway-construction-opportunities> or send an e-mail to odot-highway-construction-opportunities-request@listsmart.osl.state.or.us with the word 'subscribe' or 'unsubscribe' (no quotes) in the subject line.

- A Web portal for contracting information @ http://www.odot.state.or.us/ffp/hwy/opd/contracting_odot.html. This page consolidates existing contracting links onto one page for your convenience.
- In the Six Month Schedule of Upcoming Construction Project Lettings, added two additional reports: 90-day and 30-day which can be viewed by county or by anticipated let date.

If you have questions or comments regarding these new tools, send an e-mail to: HighwayContractingOpportunities@ODOT.state.or.us.

Digital Signatures: Ron Singh, Traffic-Roadway, reported that OSBEELS approved a new rule allowing engineers and land surveyors to digitally stamp their work products. ACEC did not post any objections. On July 9th, the rule went into effect.

Ron has convened a committee to provide recommendations on how ODOT can start to take steps to apply the digital signature process for the engineering side of the business only. (If a document requires a stamp or wet signature, it is to be considered an engineering document). The committee has met with the Department of Administrative Services (DAS) to ensure alignment with other “bigger picture” electronic content management efforts occurring statewide. DAS has no issue with ODOT moving forward with this engineering-focused work. The committee will also make sure they align with other related state or national efforts, such as a national digital signatures effort and also preview other similar applications, such as the OTIA-developed concurrent review tools.

The committee will focus on identifying work products that could be signed digitally and will develop a proposal on products, process, and a pilot project. One possibility for a pilot project would be to examine ways to submit shop drawings electronically, to help provide the opportunity for concurrent review. Improving this process has also been requested by AGC.

TLT recommends that Ron Singh continue to move forward with proposals to implement digital signatures on technical documents. They ask that the committee considers risks, benefits/gains, phasing options, budget requirements, training, support needed, pros and cons of internal or external signature certification, and the ability to run dual systems to accommodate smaller firms, etc. as they develop their proposals.

Lab Reports available on-line. All materials that are tested at the ODOT Materials Laboratory are currently posted on this Web site. Reports are posted by the end of every business day @ <http://www.oregon.gov/ODOT/HWY/CONSTRUCTION/index.shtml>. This site contains links to all 2007 and 2008 lab reports.

ODOT-owned property information is now electronically accessible to the public, according to Dee Jones, Right of Way. On the new Web site, details available include the right of way file number, map number, region, county, document recording number, date acquired and other summary information. All of the information is accessed by using an interactive GIS map. You simply click on a portion of the state you are interested in, and then zoom in until you find the property. Click on the property's "star" icon, and the details appear. Visit <https://keiko36.odot.state.or.us> and click on "ODOT Owned Properties" to find information about ODOT properties.

ODOT Engineering Day 2008. Cathy Nelson, Technical Services Manager, reported that this second annual event was successful. This provides an opportunity to bring together ODOT College Engineering Trainees and Graduate Engineer program participants to provide networking opportunities and an orientation to ODOT and available engineering career paths. The keynote speaker focused on PE/FE accreditation. This helped students be more aware of these accreditations, which are important for engineering career paths. Managers who supervise these staff attended a session focused on making mentorships valuable and enhancing work relationships. Several representatives from colleges and universities also attended, to learn more about available opportunities at ODOT.

OTC Presentation- Fall 2008: Dave Lutz, Project Delivery Unit, reported that the Oregon Transportation Commission has asked for a series of workshops on the ODOT project delivery process. The first presentation in August 2008 is an overview of the project delivery process. Follow up information will be offered, going into more depth regarding the life cycle of a project, including Program Development, Project Development, Award Construction Contract and Construction Management. Doug Tindall, Deputy Director, will be the key presenter, with back-up from subject matter experts.

Conservation Bank. Ensuring that future ODOT projects in southern Oregon don't conflict with efforts to conserve threatened species, the U.S. Fish and Wildlife Service recently approved operation of the first conservation bank in Oregon.

The 80-acre conservation bank, located near Medford, will help ODOT avoid costly project delays that can arise from conflicts with threatened species, according to Project Manager Brad Livingston, who worked closely with Bill Ryan and Bill Warnicke, Geo-Environmental, to develop this first-of-its-kind project.

Livingston reported that this project serves as a model of collaboration between agencies and as a model to streamline regulatory processes for highway projects. He said that ODOT is on the cutting-edge of project delivery by streamlining environmental processes while still protecting Oregon's natural resources.

A conservation bank is permanently protected land managed for endangered, threatened, and other at-risk species. In exchange for this protection and management, the U.S. Fish and Wildlife Service will approve credits based on the natural resource values on the bank land. ODOT can

then use these credits to compensate for the environmental impacts of the highway projects.

New Guidance Documents from Technical Services

Title	Final Number	Effective Date	Issued by
Design Criteria Document	TSB08-02(B) NEW	Effective 8/1/08	Technical Services
<p>Summary: This bulletin directs the use of a Design Criteria Document on all Statewide Transportation Improvement (STIP) projects involving full-service consultants for design activities, and will be used to identify all known project assumptions, potential risks, and considerations that consultants should be aware of at the time of design services procurement.</p> <p>Contact for more information: System Administrator, Project Delivery Unit, Technical Services @ Kimberly.Hunn-Basl@odot.state.or.us</p>			
Vertical Clearance Standards	TSB08-03(B) NEW	Effective 9/1/08	Technical Services
<p>Summary: This Technical Bulletin changes the Vertical Clearance Standards for the State Highway System.</p> <p>Contact for more information: Technical Services Manager/Chief Engineer @ Catherine.m.nelson@odot.state.or.us or Roadway Engineering Manager, Traffic-Roadway Section @ steven.r.lindland@odot.state.or.us</p>			
2070 Traffic Signal Controller	TR08-01(B) NEW	Effective 01/01/2009	Traffic- Roadway
<p>Summary: All traffic installation projects that include new controllers scheduled to be let for construction after January 1, 2009 will use 2070 controllers.</p> <p>Contact for more information: For information on design, standards, and specifications, contact the Traffic Signal Engineer @ Scott.B.Cramer@odot.state.or.us. For Operations information, contact the Traffic Signal Control Specialist @ Fraser.K.Groves@odot.state.or.us.</p>			
Design Exception Update Interchange Spacing Standards	RD08-04(B) NEW	Effective 08/01/2008	Traffic- Roadway
<p>Summary: This bulletin provides clarification and guidance for interchange spacing standards and where a design exception to those standards is</p>			

required.

Contact for more information: Senior Interchange Engineer, Traffic-Roadway Section @ kent.r.belleque@odot.state.or.us

UPDATED GUIDANCE from Technical Services

UPDATED Guidance: The following guidance documents have been recently reviewed and may include minor updates which do not change the meaning or intent of the original document. After review, the guidance is signed, so users can use and refer to the most current guidance. Technical Services reviews guidance periodically to ensure guidance remains current and updated.

Technical Guidance Practices	TSB06-01(D)	Effective 5/30/2006 Updated 09/10/2008	Technical Services
Speed Limit Signing in School Zones	RE06-03(B)	Effective 07/01/2006 Updated 8/18/2008	Traffic-Roadway
Contract Plans Sheet Development Guidelines	TSB06-03A	Effective 11/21/2005 Updated 08/27/2008	Technical Services

RESCINDED GUIDANCE from Technical Services

Rescinded Guidance: The following guidance documents have been rescinded since each of these is now incorporated into a manual or other document. The guidance website listed below provides links to where the information can now be found.

Rescinded Guidance # and Title	Date Rescinded	Where rescinded guidance information can now be found	Issued by
TR05-07(A) Loop Wiring Diagram to Show Loop distance Dimensions (Distance from STOP line to center of loop)	Date Rescinded 08/14/2008	Now in the Signal Design Manual , Chapter 3.	Traffic-Roadway
TR05-08(A) Maintenance Pads	Date Rescinded 08/14/2008	Now in the Signal Design Manual ,	Traffic-Roadway

		Chapter 8.	
TR05-09(A) Traffic Signal Battery Backup	Date Rescinded 08/14/2008	Now in the 2006 Traffic Signal Policy and Guidelines Section X.	Traffic-Roadway
TR05-10(A) Traffic Signal Battery Backup	Date Rescinded 08/14/2008	Now in the 2008 Standard Specifications for Construction Section 960.	Traffic-Roadway
TR05-10A Junction Box Spacing	Date Rescinded 8/14/08	Now in the 2008 Standard Specifications for Construction Section 960.	Traffic-Roadway
TR05-01(B) Pole Entrance Chart Format Change	Date Rescinded 08/14/2008	Now in the Signal Design Manual , Chapter 1.	Traffic-Roadway
TR05-02(B) Minimum Conduit Size Change	Date Rescinded 08/14/2008	Now in the Signal Design Manual , Chapter 3.	Traffic-Roadway
TR05-03(B) TEOS Drawing Number Requests	Date Rescinded 08/14/2008	Now in the Signal Design Manual , Chapter 14.	Traffic-Roadway
TR05-04(B) Traffic Signal Controller Cabinet Prints	Date Rescinded 08/14/2008	Now in the Signal Design Manual , Chapter 13.	Traffic-Roadway
TR05-05(B) Loop Detector Spacing	Date Rescinded 08/14/2008	Now in the Signal Design Manual , Chapter 13.	Traffic-Roadway
TR05-06(B) 1" Metallic Chase Nipple Wire Entrance on Mast Arms	Date Rescinded 08/14/2008	Now in Standard Drawing	Traffic-Roadway

		TM462.	
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Complete information regarding current and rescinded technical guidance is available @ <http://www.oregon.gov/ODOT/HWY/TECHSERV/>

Project delivery operational notices, can be found at: http://www.oregon.gov/ODOT/HWY/PDU/operational_notices.shtml

WHAT'S ON THE HORIZON?

Vertical Clearance: Cathy Nelson reported that there has been a slight modification to the current policy. Ten high route segments have been added to the map. This was in response to industry concern that if changes are to be made to high routes, they might lower current vertical clearance. The policy has included a clause to consult with Motor Carriers if making changes to high routes so that route usage, alternative detour routes, cost, appropriate trade-offs, etc. can be factored into the project decision-making. The overall goal is to ensure the right answer for the project – quickly. Currently, clearance is being fixed using the Bridge Section laser for identifying clearance. Future work includes ensuring that a process is in place to document final decisions. There will be a technical bulletin coming out soon.

A disposal and staging site bulletin is currently in development by Geo-Environmental.

Traffic/Roadway reported at the September TLT meeting that:

- Dale Deatheridge is working on a plain language specs training modeled after training offered by Cal-Trans. More information on this later.
- New standards for traffic signals will be out soon.
- The Roundabout Committee has been reinstated.

- New guidance on the use of safety funds will soon be available.

Future 'As Constructed Plans' advisory. Bruce Johnson, Bridge Manager, reported in September that an 'As Constructed plans' technical advisory will be out soon.

Design Acceptance: Mark Thompson, Region 3 Tech Center Manager, and Kim Hunn-Basl, Project Delivery Unit, obtained approval from PDLT in August to continue with their work to clarify the Design Acceptance Milestone (DAP). Naveen Chandra, Region 1 Project Delivery Manager, is also part of this group. The overall goal for DAP is to ensure that needed decision-making is done at the start of a project (i.e., identifying assumptions, setting standards, deciding on format, etc.) The goal is to make decisions at DAP in order to minimize project surprises. This work also is in response to the consultant community's request for more consistency around DAP. It builds on earlier work by Carol Cartwright, Region 2, and Jeff Olson, Quincy Engineering.

The team has clarified/defined DAP more precisely, outlined processes to improve consistency in practice while retaining needed flexibility, identified minimum deliverables, and proposed a more systematized approach to naming conventions. Once implemented, documented decisions will be required for full service contracts and considered best practice for other contracts. The team acknowledges that different projects have different requirements and that "one size does not fit all." They recognize that even with needed variations, the overall process can be similar and help to improve consistency (i.e., all use same check lists).

Next Steps: This work will be reviewed by Tech Center staff, as well as the Discipline Specific Leadership Teams. The goal is to ensure alignment, as well as to understand and clarify the underlying philosophy and goals for DAP. The group will develop a technical bulletin to focus on the overall philosophy and process.

Statewide Right of Way Conference: Dee Jones, Right of Way Manager, reported that the statewide conference will be held on October 15 and 16th in Wilsonville. She believes it will be an excellent training venue since it is being tailored to the needs of state right of way agents. The conference is open to ODOT staff, local agencies and consultants. Registration and conference information is @

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

Wildlife conference: The Oregon Zoo plays host to the [Pacific Northwest Wildlife Connections Conference](#), Oct. 19 – 23, in partnership with ODOT, Oregon Department of Fish and Wildlife and others. Biologists, planners, designers, and conservationists will join to learn the latest techniques for reducing conflicts between wildlife and motorists.

Quality Assurance Program Update. Cathy Nelson reported on the Quality Assurance Program. Lisa Ansell, the new QA Program manager, has met with a variety of internal and external stakeholders regarding best practices for the QA/QC program. She will be assembling and making recommendations for the next steps for this program.

Microsoft Project Oversight Team (MSPOT) Update. Cathy Nelson reported that this team has been established to provide strategic planning, decision-making, oversight, implementation and overall operational guidance to use one automated scheduling and resourcing management system for

highway projects at ODOT. Teams are currently working on various aspects of this project including reviewing and compiling a generic resources list, developing generic project templates and milestones, identifying training needs, sending out a monthly newsletter, and developing guidance to set expectations for the business lines regarding project scheduling and resourcing. They will be asking for help from discipline specific leadership teams, as needed.

Public Involvement Team Update: Gary Farnsworth, Region 4, reported on the work to date to develop a proposal to help provide clear guidance and expectations for public involvement. This will also signal responsiveness to FHWA's request for guidance on public involvement.

The team is considering adapting the Project Delivery Operational Notice, PD-12, to include information being developed by the team. They are working on definitions, as well as looking at "what does public involvement mean?" This guidance is intended to be at a higher level rather than being prescriptive. It is intended to provide some context and process guidance. It sets a cultural tone and high performance expectations in this area. They want to frame up guidance but at the same time keep it simple.

OBDP Tools Incorporation Proposal: Dave Lutz, Project Delivery Unit, and Ray Mabey, Bridge Delivery Unit, presented information on a variety of electronic information systems developed by OBDP that could be considered to be imported and used by ODOT. TLT decided that the first step was to perform an assessment of interest/need/feasibility and identify potential owners for each system to be imported. They will work with the discipline leadership teams (DLT) on this assessment and bring back recommendations to TLT, including prioritizing and identifying level of effort and cost/benefit for the Agency. The next step will be present the business case with the

Information System's Highway resourcing team to request IS resources to help accomplish this work.

KEY CHANGES (PEOPLE OR ORGANIZATION) OF INTEREST

Wynnette Gentemann is now serving as interim Contracting Procurement Officer for ODOT, as Diana Foster has accepted a position as HR Division Administrator at the Department of Administrative Services. Wynnette has been actively involved with the AGC sub-committee meetings on procurement, with the Small Contracting Program for ODOT, and she and her staff implemented the electronic bidding program and other improvements in Highway. She can be reached at (503) 986-2987.

Dick Upton returned to ODOT to serve as the Major Projects Unit Manager. He is responsible for managing the Willamette River Bridge Project. He can be reached at 503-986-3477. Welcome back!

RECOGNITION

Kudos to Ron Singh, Traffic-Roadway, for his diligent work with OSBEELS over the past two years to implement a new rule allowing engineers and land surveyors to digitally stamp their work products. On July 9th 2008, the new rule approved by OSBEELS went into effect. Ron's persistence and dedication helped to move this forward. He is now working on developing a pilot project for implementing digital signatures in ODOT.

Congratulations to ODOT's Bicycle and Pedestrian Program in the Traffic-Roadway Section. They now have up-to-date, reliable statewide information about Oregon's bicycle and pedestrian facilities. This will provide current inventories of sidewalks and bike facilities, as well as help to pinpoint the remaining needs, as well as provide accurate information to the

Legislature about the program. In 1971, an Oregon statute was passed that required a minimum of one percent of the Highway Fund be spent on bicycle and pedestrian facilities. In the 1990's, legislative performance measures for the program were established. This recent effort has also helped to more clearly define the performance measure for the program.

For more information on the inventory of sidewalks and bicycle facilities, contact Sheila Lyons, Bicycle and Pedestrian Program Manager in Technical Services at (503) 986-3555 or Steve Lindland in Roadway Engineering at (503) 986-3557.

Ray Bottenberg, Senior Corrosion Engineer in the Bridge Section, has written an article, "Cathodic Protection of Historic Bridges," that is being published in Concrete International. In the article, Bottenberg describes in-depth and through pictures how today's technology is preserving bridge legacies on the Oregon Coast Highway. Congratulations, Ray!

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