

TECHNICAL LEADERSHIP TEAMS
QUARTERLY REPORT
October through December 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.

KEY ACCOMPLISHMENTS

Mobility Vertical Clearance (VC): Randal Thomas, Statewide Traffic Mobility Manager from the Office of Maintenance and Operations, and Cathy Nelson, Technical Services Manager/Chief Engineer, discussed ODOT's commitments in this area with TLT. Off-interstate and on-interstate have different standards. New structures on the interstate will be built to 17'6" vertical clearance, allowing 6" for future maintenance overlays. ODOT is striving to maintain a 17' portal through the interstate and will not compromise the 17' portal, unless absolutely necessary. ODOT has made a commitment to not lower vertical clearance on the interstate even when it is above 17'. Every project will potentially reduce clearance. It is very important to connect with Motor Carriers to see how the route is being utilized when contemplating lowering the clearance. Individual projects need to be evaluated on a cost/benefit basis – related to the project and the overall system - as it is being used today or proposed for the future. Conversations with Motor Carrier need to be documented if contemplating lowering the clearance. Motor Carrier Division provides review and input and facilitates conversation with industry.

Off the interstate, the Highway Design Manual guidance applies since it reflects current practice. If it is a county road and not part of an interchange, go to local authority for the standard.

Technical Leadership Team Charter and Work Plan: Cathy Nelson presented this item. TLT reviewed their charter and included a few updates. The Technical Services Manager/Chief Engineer continues to chair TLT and, through the Chief Engineer's delegated authority, has full decision-making authority for actions consistent with its function – technical leadership for the project delivery business line. TLT reaffirmed the following goals:

- To create a consistent, relevant, and well understood policy, practice, and procedures environment that supports sound technical decision-making within the business line.
- To ensure a high level of technical coordination and communication between key project delivery business partners.
- To ensure that TLT activities integrate with the overall direction and guidance from the Project Delivery Leadership Team (PDLT).

TLT 2007-08 Workplan. TLT identified several key focus areas for 2007-08. These include the following:

- Each Discipline Leadership Team will provide a report on a rotating basis to the TLT in order to highlight accomplishments and issues.
- Input and review for technical guidance (directives, bulletins, and advisories).
- Support and input for Highway's recruitment and retention initiatives.
- Support the Graduate Engineering Program (GEP) and initiatives to improve this program, including recruitment, rotations, positions, mentorship, training, etc. The GEP program hires new engineering

college graduates and provides them with up to four different job rotations during their first two years. The intent is for them to gain a variety of experience and also to help qualify them to obtain their professional engineering license. By the end of this two year period, it is anticipated that they will compete and move into engineering positions.

- Identify options to maintain sustainable staffing in the Technical Centers and in Technical Services.
- Provide input and help implement and support the technical training strategy.
- Develop processes to support resource sharing between Technical Centers and/or Technical Services.
- Provide input and review changes and updates for the Design QC/QA program. TS will be reviewing this program and will provide recommendations for TLT.

FHWA/ODOT Partnering Workshop. Cathy Nelson, Technical Services Manager, reported that the second partnering session with FHWA was held October 23rd, 2007. The goal is to improve the relationship and work on issues. A key item of discussion was updating the stewardship agreement. The goal is to complete this by the end of 2007.

Phillip Ditzler, the Federal Highway Administration's is the new Oregon Division administrator, and has a background tied in with project delivery. He most recently came from DC and previously worked in the Federal Lands Office in Vancouver, WA. He stated that his success is if we're successful.

Cathy said that a smaller ODOT/FHWA group will meet quarterly to continue the partnership meetings. This group will include Emily Lawton and Mike Morrow from FHWA, Jason Tell, Cathy Nelson, and Jeri Bohard from ODOT.

The goal is to raise issues and work on resolving them. On a quarterly basis, different sections with representatives from both ODOT and FHWA will report on what's working and what needs work. Cathy encouraged the leadership teams to serve as a forum to discuss and bring up issues that can be addressed with this group.

Categorical Exclusions (CE) Minimums. Ed Fischer, Traffic-Roadway Manager, outlined tools to help implement the May 9, 2007 Geo-Environmental bulletin, *GE-07-01(B) FHWA Limitations on PS&E Exception Letters*

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

- FHWA and ODOT are working on adapting the Categorical Exclusion Minimums form that will need to be signed by ODOT and FHWA.
- The *"User's Guide to PS&E Delivery"* @ http://www.oregon.gov/ODOT/HWY/TECHSERV/alphamanuals.shtml#A_Heading now includes a paragraph regarding the Categorical Exclusion (Cat Ex) process and PS&E deliverables that must be included.
- It continues to be important to send in complete packets, so bid lettings can be met.

The **Access Management Leadership Team** established the following as top priorities for its 08-09 Workplan.

- Development of Department policy to address unauthorized road approaches on state highways.
- Development of Department policy to provide guidance for restricting use of an approach at a reservation of access.
- Revising access management administrative rules (OAR 734-051) to address concerns raised by ODOT staff and external stakeholders.
- Implementation of project delivery guidelines for access management.

Contractors Construction Evaluation Form: Jeff Gower, Construction Manager, provided an update on this form. A program was initiated in September 2006 for contractors to evaluate ODOT. He is getting information out about this program, so contractors regularly provide this information for ODOT and ODOT can find the best ways to best utilize the information received. For example, this information can be a valuable tool for trend analysis for ODOT's QA program.

LIDAR Presentation: Don Lewis and Ian Madin from DOGAMI (Dept. of Geology and Mineral Industries) discussed LIDAR at the December TLT. This is a method of gaining accurate topographical measurements, with a laser range finder from an aircraft. LIDAR technology was used to determine underlying topographical causes for the wash-out on Highway 35 and other large slides within Oregon. DOGAMI is developing a consortium to share costs for mapping the state. They want to be able to go back to the legislature with good strong data on the benefits of the technology. Currently, most of the mapping has been accomplished in the Portland area. Next they will focus on the southern part of the state and the coast. The minimum cost for 1 square mile of data is approximately \$25,000. Hal Gard, Geo-Environmental, is coordinating the next steps and can be contacted for more information.

National Engineer's Month – February 2008: Cathy reported that the pool of folks going into the transportation field is not growing at a sufficient rate. Thus, ODOT is making special efforts to encourage young adults to consider transportation engineering-related careers. One useful forum is National Engineer's Month in February. Harold Lasley, Technical Services, will coordinate this program to encourage interested ODOT staff to make presentations in schools during February.

Resource Sharing Agreement: The Technical Leadership Team approved the template for the Resource Sharing Agreement, developed by Kelly Bruce, Technical Services/Project Delivery Unit. This provides a template for a written agreement for ODOT staff regarding the commitments to each other when sharing staff between different offices for a particular project or for a specific period of time. The agreement is meant to be a guide and can be adapted, as needed. The "Resource Sharing" template is available for ODOT staff on the intranet @

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

ODOT Asset Management program - Updates

- The newly formed **Asset Management Integration (AMI) Section** in ODOT's Transportation Development Branch was created in response to growing momentum within ODOT around Asset Management. This new Section offers a focal point for Asset Management program development in ODOT. However, as Mark Wills, AMI Section manager, has said, "We chose the name carefully because we aren't the ones doing the actual asset management. Instead, we'll continue the work of developing standards everyone can use for gathering and storing data about assets, as well as developing tools that will assist business lines in managing their assets."
- An **Asset Management Task Force was created in Technical Services** in 2007 to improve coordination of asset management-related initiatives within the Section. Technical Services has been evaluating priority assets, collecting data and capturing important details such as asset location, type, size and condition. As a result, significant new asset management efforts are underway for the following asset groups: Signs, Retaining Walls, Traffic Barriers,

Bicycle/Pedestrian and Culverts. These efforts represent a movement in ODOT to make data available for key assets to help better manage the statewide transportation system, similar to the data that is available for more established management systems such as Bridge, Pavements and Safety.

- **Global Positioning System Reference Station Network** - A major component of a successful Asset Management program is having current, accurate and reliable data available for decision-making and day-to-day management of assets. To improve the accuracy of data that is collected using Global Positioning System processes, the ODOT Geometrics Unit is partnering with state and local governments, federal agencies and educational institutions to develop a statewide GPS reference station network. For more information on this valuable network, visit the Oregon Real Time GPS Network Web site @ <http://www.theorgn.net/>

The **Roadway Leadership Team** finalized three new guidance documents regarding cable barriers, revisions to the ADA sidewalk ramp section, and use of the professional engineers seal on the title sheet. Links to these documents are included in the chart below listing all new technical guidance documents.

.The **Traffic Operations Leadership Team** worked on the following issues:

- Approval of the 2008 Safety Corridors program
- Updated Variable Message Sign Guidelines
- Submitted proposed legislative concept for U-turns
- Agreed to guidelines for resource sharing for Traffic design services
- Adopted new advanced signal controller
- Formed sub committee to incorporate Road Safety Audits in ODOT
- Adopted the draft Interstate Signing Technical Bulletin

- Worked with Transportation Safety to bring a new National Safety Course to Oregon
- Worked on understanding of process for documenting traffic control changes at Region and in HQ

The Oregon Traffic Control Devices Committee accomplished the following:

- Approved various changes and improvements to the Sign Policy and Guidelines manual.
- Discussed possible legislative concepts to recommend that ODOT take to the 2009 legislature. A proposed change in law concerning U-turns at signalized intersections was deemed to be a worthy concept. More review was recommended prior to sending the concept forward.

New Guidance Documents from Technical Services

Title	Final Number	Effective Date	Issued by
Errors and Omissions Contract Language and Administration Procedures	TSB07-01(D)	10/22/07	Technical Services
<p>Summary: The purpose is:</p> <ul style="list-style-type: none"> • To develop clear and consistent procedures to identify, evaluate and resolve errors and omission (E&O) in consultant prepared construction plans and contract documents or in the performance of consultant construction engineering and inspection/contract administration. • To create a shared understanding between Oregon Department of Transportation (ODOT) staff and the consultant community regarding errors and omissions in relation to standard of care in professional work within ODOT contracts. • To focus first on resolving issues collaboratively and quickly and second, on identifying cost responsibility. <p>The Directive will include a method for resolution and/or cost recovery in the event standard of care has not been met and ODOT has suffered damages.</p>			

Contact for more information: ODOT Chief Engineer @ Catherine.m.nelson@odot.state.or.us .			
Rules for posting addenda to projects being advertised for construction.	RD07-07(B)	10/24/2007	Traffic-Roadway
<p>Summary: The purpose of this Bulletin is to revise and replace the "Roadway Commissioned Services Addenda Policy" dated 10/05/04 as it relates to ODOT projects being advertised through the ODOT Procurement Office – Construction Section.</p> <p>Contact for more information: SEQA Unit Manager @ specifications@odot.state.or.us</p>			
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>			
ITS Design Responsibility	TR05-10 (B)	Effective 09/01/05 Validated 10/24/07	Traffic-Roadway
<p>Summary: This bulletin was validated on 10/24/07. The technical information regarding the role of the ITS Unit related to ITS project delivery continues to be valid.</p> <p>Contacts for more information: ITS Manager, Maintenance and Operations Section @ galen.e.mcgill@odot.state.or.us. ITS Standards Engineer, Maintenance and Operations Section @ doug.l.spencer@odot.state.or.us.</p>			

Signal Pole Foundation Depths	TR07-03(B)	10/01/2007	Traffic-Roadway
<p>Summary: 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>Contacts for more information: Traffic Structures Engineer @ scott.u.jollo@odot.state.or.us.</p>			
Decorative Luminaire Support Design Requirements	TR07-06(B)	Effective 12/01/2007	Traffic-Roadway
<p>Summary: This bulletin discusses the items that must be addressed before non-standard decorative lighting poles and foundations can be installed on the State Highway system.</p> <p>Contact for more information: Traffic Structures Engineer @ scott.u.jollo@odot.state.or.us.</p>			
Right-Turn Acceleration Lanes	TR07-11(B)	Effective 11/26/2007	Traffic-Roadway
<p>This bulletin provides guidance to project delivery teams and Region Access Management Engineers (RAME) concerning criteria for consideration of right-turn acceleration lanes on state highways as part of Statewide Transportation Improvement Program (STIP) and Oregon Transportation Investment Act (OTIA) projects and access management issues associated with the development review process.</p> <p>Contact for more information: Traffic Investigations Engineer @ kevin.j.haas@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>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>			

Rescinded Guidance		
The following guidance has been rescinded since each of these guidances is now incorporated into a manual or other document.		
BR06-01(B)	Bridge Document Standards and Process	Date Rescinded 11/14/2007
Where Covered: Now listed in BDDM 1.1.1 Temporary structure design requirements are now included in BDDM 1.4.9.2.		
BR2005-01	Applicable AASHTO Bridge Design Specification for Permanent and Temporary Bridges	Date Rescinded 11/14/2008
Where Covered: What Bridge needs at Completion of a Design Project is now in BDDM 2.1.3.2 Step by step procedures for the mylar process is now in BDDM 2.1.3.1		
TR05-08	Removal of Speed Zone Signs on State Highways	Date Rescinded 10/15/2007
Where Covered: This guidance can now be found in the Traffic Manual.		
RD05-01(B)	Horizontal and Vertical Clearances for Large Loads on Interstate Freeways	Date Rescinded 11/23/2007
Where Covered: This guidance can now be found in the Highway Design Manual.		
RD05-02(B)	Trees in Medians	Date Rescinded 11/23/2007
Where Covered: This guidance can now be found in the Highway Design Manual.		
RD05-03(B)	Guardrail Terminal UpGrades	Date Rescinded 11/23/2007
Where Covered: This guidance can now be found in the Highway Design Manual.		

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

WHAT'S ON THE HORIZON?

2008 ACEC/ODOT Conference: Ingrid Saltvold, Branch Operations Manager in Technical Services, announced that the ACEC/ODOT Conference will be held April 15, 2008 at the Wilsonville Holiday Inn. The committee has

surveyed ODOT and ACEC staff involved in delivering transportation projects regarding key topics of interest. This information will help the committee build the agenda. And, remember to reserve this date.

Information Systems (IS) Projects Update. Dave Lutz, Project Delivery Unit Manager, updated TLT on IS projects affecting project delivery.

- The In-Roads upgrade (2009 version) is anticipated to be completed in ODOT by summer 2008, per Gary Holeman, Senior Design and Automation Engineer.
- The FEST project cost estimating tool work is moving forward in ODOT. This will help ODOT more consistently estimate project costs prior to negotiating consultant contracts.

Update from Major Projects Branch. Ray Mabey, Major Projects Branch, reported that the Gorge project and I-5 to Eugene projects are going to bid in early 2008 and the Kuebler project in Salem should be wrapped up by Thanksgiving. He reported that OTIA project is on schedule. As anticipated, the design work for OTIA has peaked and will begin to drop off in late Spring 2008.

OPO Update: Diana Foster, ODOT Chief Procurement Officer, reported to TLT that:

- the full service RFP has been completed and eight firms were successful.
- Consultant evaluation is moving ahead and will provide insight on the quality of products.
- Price Agreements will be expiring in 2008. OPO will be analyzing needs for these types of contracts as we move into 2008. One lesson

learned is that the dollar amounts for price agreements must be tracked more closely to ensure appropriate work order funding.

- ODOT is moving forward with negotiation teams. The primary goal is to help with negotiations for outsourced projects and to help provide more consistency across the State in how ODOT negotiates contracts. She said the key is developing a skill set that promotes good stewardship and good documentation of the processes used in the negotiation. The Regions have the option to use these teams at their discretion for other types of contract negotiations, such as discipline specific. Additional negotiation training for ODOT project delivery staff will be available in the beginning of 2008.
- ODOT uses the term “contract administrator” widely. But, we need to be clearer on definition. The Business Line clearly owns the budget and has the authority to act. OPO owns the process and administrative work. The chain of command for the contracting authority must be clear since ODOT doesn’t want requests to be held up while determining where signature authority lies.
- A Consultant Management Manual, with a procurement focus, is being prepared. Diana and her staff are looking at updates and revisions. Diana is particularly interested in obtaining Tech Center input for the manual.

Scoping Lists for Bridge STIP Projects: Bert Hartman and Dawn Mach, Bridge Section, reported to the TLT on a new strategy to allow Regions more time and information to complete their field scoping to help refine the list for statewide bridge projects. The approach is to do needs-based decision-making, based on available funding and weighted toward freight routes rather than focusing on regional balancing. The Bridge Leadership Team will help finalize the approved list of statewide STIP bridge projects.

Planning Template: Robin Marshburn, Senior Transportation Planner, Transportation Development Branch, presented information at the December TLT regarding the proposed MS Project Planning Templates. Four standard templates have been developed: Facilities, Transportation Systems Plans, Interchange Management Plans, and Access Management Plans. The proposed templates are designed to improve the hand-off from Planning to Project Delivery. The templates will be presented to the Planning Business Leadership Team (PBLT), Access Management Leadership Team (AMLT), and TLT in early spring for consideration and approval.

Finalizing Access Lists: Harold Lasley reported that he is currently finalizing the template for access lists. These spreadsheets will be incorporated as part of the guidelines to implement PD-03. These will be used for all projects to complete all, or a portion, of the access spreadsheet, given the project features. Right of Way will be helping fill out the access lists. Currently, Harold is collecting final comments for inclusion in the final guidance.

Design Survey Instruments: Cathy Nelson reported to the TLT that TS made the decision to combine updates 8.5 and 8.9. Currently, TS is in the process of resolving software glitches. The new instruments in ODOT should be up and running by early 2008.

Draft Access Management Guidance. Access Management Unit (AMU) will be issuing a Technical Directive for review and comment in January 2008, according to Harold Lasley, AMU Manager. The Directive will help ODOT staff and consultants accomplish the deliverables specified in the project delivery operational notices, PDLT 03 and PDLT 03(A). It includes examples of work products, standard forms, suggestions for alternative ways

of meeting operational notice requirements, and references to other helpful materials.

KEY CHANGES (PEOPLE OR ORGANIZATION) OF INTEREST

- **Eryka McCartin**, 503-986-3796, is the new **manager for the Office of Specifications, and Pre-letting**. Welcome!
- **Harold Postovit** is serving as the **interim Environmental Service Manager** in Technical Services. He is rotating from his position as the Region 5 Environmental Team Leader.
- **Frannie Brindle** is the **interim manager of the Environmental group in the Region 1 Tech Center** while they search for a replacement. Rotations provide a great opportunity for learning and better understanding the business from a different perspective.
- **Kim Hunn Basl**, Project Delivery Unit, 503-986-3296, is the new **PCS/PDWP System Administrator** in the Project Delivery Unit, as of December 2007.
- **Ben Tang**, will start Monday, January 22nd, 2008 as the **Bridge Preservation Unit Manager, Bridge Section**. He brings a depth of expertise to ODOT. He retired from FHWA after 30 years in various positions, in both design and construction of bridges and highways. Most recently he served as the Principle Bridge Engineer and Team Leader for bridges where he supervised an expert team of structural, hydraulic, geotechnical, tunnel, seismic and welding engineers who set national policy for the Federal Bridge Program. He can be reached at 503-986-3324. He replaces Frank Nelson who retired this fall. Welcome to ODOT, Ben!

RECOGNITION

Congratulations to the Environmental Section on a successful Environmental Conference for ODOT staff. Nearly 130 ODOT environmental staff attended the first-ever environmental conference. Hal Gard, Geo-Environmental Manager, said that the conference exceeded his goals. Participants gained an understanding of the broad range of environmental programs, met new contacts, and built relationships across the state. Presenters included Bill Bradbury, Secretary of State, and Gail Achterman, recently nominated OTC Chairperson who discussed nationwide and statewide environmental issues.

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