



SUBJECT Design Criteria Document	FINAL NUMBER TSB08-02(B)	EFFECTIVE DATE 08/01/2008	VALIDATION DATE 03/01/2012	SUPERSEDES or RESCINDS NEW
TOPIC/PROGRAM Project Delivery	WEB LINK(S) http://www.oregon.gov/ODOT/HWY/PDU/design_criteria.shtml http://www.oregon.gov/ODOT/HWY/PDU/docs/word/DesignCriteriaWord.doc APPROVED SIGNATURE Original signed by Catherine M. Nelson, P.E. Technical Services Manager / Chief Engineer			

PURPOSE

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.

BACKGROUND/REFERENCE

Technical Services, under the leadership and guidance of the Association of Consultant & Engineering Contractors (ACEC) sub committee on Project Delivery Management Systems (PDMS), has recently completed development of a new tool intended to better document project assumptions, issues and considerations earlier in the project lifecycle, specifically for projects that will utilize outsourced design. The Design Criteria Document focuses on several technical areas where issues might exist or have been overlooked on previous projects. The primary goal of the initial rollout is to better communicate project expectations and issues to consultants at the time of design contract award.

RESPONSIBILITIES

The ODOT Project Manager (PM) will be responsible for ensuring initial completeness of the Design Quality Document at time of project handoff to an outsourced design consultant with the Work Order Contract (WOC). As you develop new contracts for outsourced design services, remember to incorporate this requirement in the 'Design Acceptance Phase' section of the Work Order Contract.

ACTION REQUIRED

Project scoping team lead will begin filling out the Design Criteria Document at time of initial scoping, as part of the prospectus development process. The [Design Criteria](#)

[Document](#) template is available on the ODOT Technical Services, Branch and Project Delivery Services Website, and by link in the Project Delivery Work Planning system (PDWP).

Project Leader (PL) or PM assigned to project will continue filling out the document as information becomes available about the project. Many of the questions posed on the Design Criteria Document can be answered after more detailed scoping has occurred. If the information is unknown, "N/A" can be entered in the space provided.

At time of WOC execution, the PM will provide the completed¹ Design Criteria Document to the Regional Technical Center Manager or Delegate for review and concurrence. They will then forward it to the ODOT Office of Procurement for inclusion, by reference, in the "Project Assumptions" section of the Price Agreement. If preferred, the PM can include the Design Criteria Document in its entirety in the Project Assumptions section of the WOC.

If Project Assumptions change, the PM is responsible for updating the Design Criteria Document, in coordination with the Design Consultant. The PM shall use document control processes to maintain previous versions of the document for retention and reference purposes. Copies of the different versions shall be maintained in the official Project File in the Region.

CONTACT INFORMATION

For Technical Questions, consult your respective regional technical provider.

For questions on the process or checklist format, contact:

Title: System Administrator
Branch/Section: Strategic Systems and Data Unit / Technical Services
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¹ Completed, based on information known at the time of the Price Agreement execution.