

Maintenance Role in ODOT Project Delivery Process

ODOT's "Project Delivery" process includes the identification, scoping, design, and construction of projects that are included in the Statewide Transportation Improvement Program (STIP). The STIP identifies and prioritizes projects to be developed and/or constructed over a specified period. ODOT modifies and updates the STIP, including public and other input and involvement, at regular intervals.

The role of maintenance personnel in the project delivery process includes the following:

1. When ODOT is identifying potential projects to be considered for the STIP, the District Manager should be involved in:
 - Identifying segments of roadway, or particular locations or intersections, where safety improvements are needed.
 - Identifying segments of roadway that need, or will need, pavement overlays or similar work to maintain their service level at an acceptable level.
 - Working with the Bridge Section, and the Region Bridge Inspector, to identify structures that will need structural repairs.
 - Working with local agencies to identify locations, where ODOT and local agency facilities connect, where improvements are needed.
2. The District Manager may participate in the STIP hearings and present information needed to help determine the priority of projects in the District.
3. After the STIP is adopted and when ODOT is developing the scope for each project, the District Manager, or a designated representative, should be included in the Project Team that will develop the scope and participate in the development, design, and construction of each project.

Many construction projects provide the opportunity to produce sanding material or other aggregates for use by Maintenance forces. If the District Manager foresees a need for such material, this is the step, in the project development process, to include such work in the project scope.

See also Highway Division *Directive DES 20-01* for guidance on developing new landscape areas.

4. Before the design of each project is completed, the Project Team, which should include a maintenance representative, must assure that the project scope is proper to achieve the needed results and that all appropriate problems and concerns have been addressed in the project design. The Project Team should only include work that fits the program funding guidelines; for example preservation funds should not be used to repair slides.

This is the latest step, in the project development process, where the District Manager can request to add project work such as production of sanding material or other aggregates.

5. As needed and as requested by the Project Manager, a maintenance representative may be involved in project meetings to help assure that concerns of the motorist and others are addressed during the construction process.
6. As needed and as requested by the Project Manager, a maintenance employee may be involved in directing the work of a contractor. This should only be done under the direction of the Project Manager.
7. In an emergency or if the Project Manager requests, the District Manager may have Maintenance forces perform some project work or some work within the project limits. This generally involves:
 - Cleanup of vehicle crashes.
 - Emergency repair, when no Contractor forces are available.
 - Performance of activities for which the Contractor is not equipped or capable.
 - Performance of activities, that were not included in the project as bid, for which the State forces can perform the activity in a more cost effective manner than the Contractor forces.

If the work results from a vehicle crash and involves repair or cleanup of project work, the District Manager should work with the Project Manager to properly record and charge the costs of that work. Also refer to the Crashes, Injuries, and Damage to Property section of this Guide.

For all other work on the project, the Project Manager must prepare and provide an Order for Force Work, that describes the work to be done and the proper cost allocation, to the District Manager before that work can be started. Be sure to include all needed information, including the number of the Order for Force Work, when reporting charges for the work. Also, notify the Project Manager when the work on the Order for Force Work is completed.

8. When construction of the project is 50-75% complete (when the project has taken pretty good shape and its final configuration is apparent), the Project Manager should confer with the Project Team, which should include a maintenance representative, to assure that:
 - The intent of the project is being fulfilled.
 - Special concerns are being adequately addressed, within the approved project scope.
9. The project may have some construction material left on hand, due to changes in the work or possible overproduction by the Contractor. If the District Manager has need for the material left on hand, the District Manager may purchase the material for its cost plus the markup specified in the contract. If the District Manager takes

possession of the material, the District Manager must work with the Project Manager to complete a Journal Entry to credit the project and enter the cost of the material into the Maintenance inventory. Also refer to the Planning, Budgeting, and Reporting Maintenance Activities section of this Guide and instructions in the *Maintenance Field Operations Manual*.

10. When the construction is nearly complete, the Project Team, which may include a maintenance representative, may assist the Project Manager in assuring that:
 - The project will function properly;
 - No improper materials or construction are evident.This constitutes the “final acceptance” of the project by the Project Team.

The Project Manager, with input from the Project Team, may schedule a post-project critique to review and define any needed improvements to processes or products that were involved in the project.

11. When construction is complete, the District Manager must modify the inventory of maintenance features to include all changes resulting from the construction project. The District Manager may request assistance from the Project Manager in modifying the inventory.
12. When construction is complete, the Project Manager will provide, to the District Manager, all warranties and guarantees for products or processes that were required or provided under the contract. If any repairs are needed to the warranted or guaranteed work, the Project Manager may assist the District Manager in assuring that the repairs are accomplished.