

# Project Delivery Guidebook

## Maintenance Strategy

### Guidance Strategy

- The Project Delivery Guidebook encapsulates the Program and Project Development stages of the transportation system lifecycle. The guidebook purpose is to provide a statewide framework for project development from scoping to plans, specs and estimates.
- Links within the guidebook and on the webpage provide readers with access to necessary forms, guidance documents and manuals.

### Maintenance Strategy

- The Guidebook will be reviewed for updates on an annual basis, to be expected at the beginning of each calendar year.
- Annual updates will be coordinated by an employee of Strategic Improvement and Project Delivery Services and will involve technical and subject matter experts (see page 2).
- In the event that a business partner has a request for an update to the Project Delivery Guidebook outside of the normal update schedule; a request is to be made to the Project Delivery Leadership Team. PDLT will be responsible for authorizing the update or recommending an alternative for the business partner.

*Next scheduled Maintenance: December 2018;*

*On point to coordinate: Strategic Improvement and Project Delivery Services*

## Technical and Subject Matter Experts:

**Program Development Stage**; Transportation Development Division, Strategic Planning  
**Transportation Planning**; Transportation Development Division, Planning Section Manager  
**Planning Transition**; Transportation Development Division, Planning Section Manager  
**Competitive Process Or System Management**; Scope and Select Leadership Team  
**Business Case Development**; Scope and Select Leadership Team  
**Scoping**; Scope and Select Leadership Team  
**Project Selection- Draft STIP**; Active Transportation Section, Program and Funding  
**STIP Adoption**; Active Transportation Section, Program and Funding  
**Project Development Transition**; Statewide Project Leader Team  
**Program Request EA**; Active Transportation Section, Program and Funding  
**Project Initiation & Kick Off**; Statewide Project Leader Team  
**Intergovernmental Agreements**; ODOT Procurement Office, Business Analyst  
**Public Involvement Plan**; Strategic Business Services, Communications Project Manager  
**Design Acceptance**; Statewide Project Leader Team  
**Mobility**; Salem Motor Carrier, Mobility Unit Manager  
**Access Management**; Office of Project Letting  
**Environmental Studies**; Environmental Engineering & Policy Unit  
**Traffic Design**; Roadway Engineering  
**Structure Design**; Bridge Design  
**Geo-Hydro design & studies**; Geo-Environmental  
**DAP Survey**; Statewide Project Leader Team  
**Permits & Clearances**; Environmental Engineering & Policy Unit  
**Categorical exclusion**; Environmental Engineering & Policy Unit  
**Right of Way**; State Right of Way Unit  
**Plan Development**; Statewide Project Leader Team  
**Insurance Risk Assessment**; OPO, Contract Risk/Insurance Consultant  
**Utility Status Report**; State Utility and Railroad Liaison  
**PS&E**; Office of Project Letting  
**ProjectWise**; Strategic Systems & Data Management Unit  
**ADA**; ADA Program  
**Delivery Methods**; Innovative Delivery Services