ODOT DBE
Advisory
Committee
March 12, 2025



Advisory Committee Purpose – To center the DBE perspective in the work to identify and address barriers that DBE certified firms face when competing for work with ODOT. Cohort 3 is tasked with is continuing the work done by Cohorts 1 and 2 to develop recommendations to address identified barriers and monitor ODOT's progress toward implementation.

Meeting Objectives

- Welcome
- AASHTOWare Update
- Meet FHWA Staff / DBE Program Questions
- Prime Pre-Qualification Overview
- DBE Supportive Services

9:00 am	 Welcome & Introduction Cohort 3 - Charter 	Joe	
9:10 am	AASHTOWare - What You Need to Know	Vanessa Baker	
9:40 am	FHWA IntroDBE Program Questions	Debbie & Diponker	
10:10 am	Prime Contractor Pre- Qualification Overview	Kevin Cassidy Team	
10:40 am	DBE Supportive Services Update	Omar	
10:50 am	• Closing	Joe	



AASH □ Ware™

E PROJECT

Presented by: Vanessa Baker, ODOT eConstruction PM

odoteconstruction@odot.oregon.gov AWPAdmin@odot.oregon.gov

What does this mean on our construction projects?

AWP will be implemented for **new projects only** (no historical data)

Work will happen in AWP and Doc Express

Spec changes and special provisions 170.09

Contractor/Subcontractors/Technicians will be adding data to AWP

ODOT manages Access, Roles, and Permissions



Doc Express Contract: Spec 170.08







ALL DOCUMENTS FROM A
SUBCONTRACTOR, SUPPLIER, OR
VENDOR ARE TO BE SUBMITTED
TO DOC EXPRESS BY THE PRIME
CONTRACTOR.



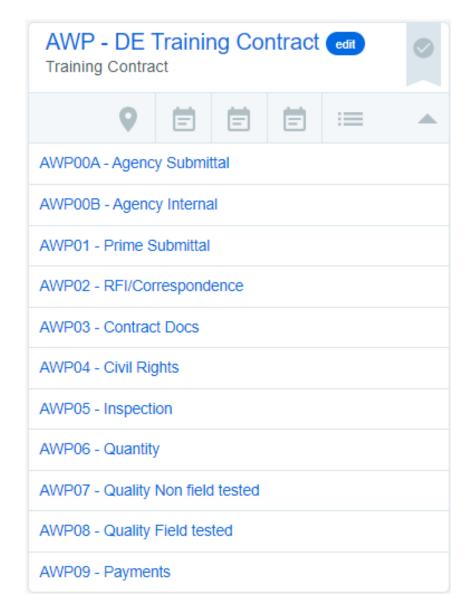
SUBCONTRACTORS HAVE
ACCESS TO THE PAYMENTS
DRAWER, BUT DO NOT SUBMIT
DOCUMENTATION



DOC EXPRESS
SUBCONTRACTORS HAVE
ACCESS TO THE PAYMENTS
DRAWER.

Doc Express

Payment Estimate for Contractor Report





Doc Express®

PAYMENTS DRAWER



Read-only access is provided by the prime to the Payments drawer

Paid Summary Report

Payment Voucher

Preliminary Progress
Payment Report

Bid Item Retention Report

AASHTOWare Contract: Spec 170.08 & 170.09

Document Management System

Work in combination with Doc Express

Subcontractors, suppliers, and Technicians submit data into AWP.

Primes Note document their payments to subcontractors.

Subcontractors validate payment.

All can run reports from AWP.

CM-Prime	CM- Subcontractor	CM-Contractor Lab QC Manager	CM-Contractor Sample Tester	CM-Contractor Mix Design Entry
Subcontracts: Trucking, truck types, DBE uniform report, detail and items Change Order Sample Records: summary, sources & facilities, associations, contract, tests Sample Process Flow: Review Tests Certified Payroll Vendor DBE Commitment	Certified Payroll Validating Payment (Prompt Payment)	Lab Summary: Testers and address Sample Records: summary, sources & facilities, associations, contract, tests, test Sample Record Test Summary: testers, reference specification, retests Sample Process Flow: Test Results and Maintain Test Queue	Sample Records: summary, sources & facilities, associations, contract, tests Sample Process Flow: Test Results	Mix Design

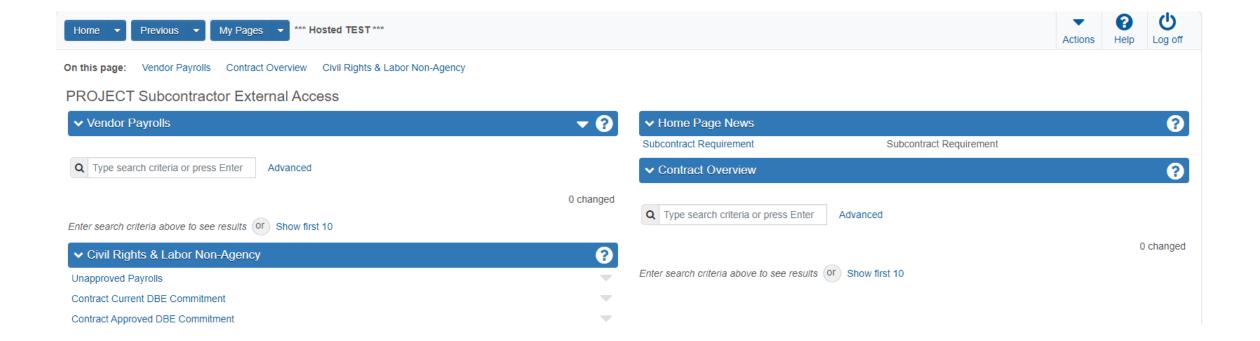
What type of data will Primes and Subcontractors input?

Prime's review data submitted by subs, contractors and technicians in AWP prior to ODOT's review.

This includes test results.

Certified Payrolls

- Submitting a Payroll Through Manual Entry in AWP.
- Payroll Spreadsheet.
- Create a payroll spreadsheet or from company's own payroll software to import into AWP.



AWP Payment Validation Tool



Add & Sign Prime payment from Prime to Subcontractor

Log on to AASHTOWare
 Project™



Add & Sign Payment from Parent Subcontractor Payment to Subcontractor:



Subcontractor Verification of Receipt of Payment from Prime:

Reports in AWP

Report	Data
DBE Uniform Award Commitment	
Payment Report	Subcontract
	Subcontractor
Payment Verification Text	Payment
Payroll Exception Report	Cert. Payroll
Payroll Summary	Cert. Payroll
Payroll Verification Text	Cert. Payroll
Subcontract Listing	Contract
	Subcontractor
Subcontract payment Report	Payment



06/11/2024 11:32:48 AM AASHTOWare Project™ Version 5.01 Revision 030

Subcontract Payment Report

Page 1 of 2

Subcontract Payment Report					Page 1 of	
Contract						
Contract ID:	C15236_PT					
Description:			LACE - ROMAINE	Awarded Contract An	nount:	\$6,500,000.00
	VILLAGE WA	Y SEC.		Current Contract Am	ount:	\$8,308,721.00
Prime Contractor	r: CV30001	1937	KNIFE RIVER CORPORATION NORTHWEST	Awarded Date:		
Federal Project N	No: S004(21	7)		Closed for Civil Right	ts & Labor D	Date:
State Project No:				Prompt Payment Day	/s:	10
Overall Fed. Fun	ding Percent:	98.55%		Retainage Released	by Prime:	30
Subcontract Pay	ment					
Paying Vendor:		CV30001937		KNIFE RIVER CORF	PORATION	
				NORTHWEST		
Payee Payment	t Number:	0001		Payment Date:	03/14/20	023
Payee ID:		264576		DBE Firm:	Yes	DBE Commitment: Yes
Payee Name:		LYB ASPHAL	T SUPPLY & TRUCKING	Payment Type:	Progress	3
Paid Amount:		\$50.00				
Retainage Dolla	rs Held :			Payee Work Complete	te Indicator:	No
Retainage Relea	ased:	No		Payment or Partial A	mount Withh	neld:
Payer Comment	is:	No				No
Amount Receive	ed:			Date Received:		
Payment Receiv	red:			Payee Comments:	No	

Date: 06/11/2024 I, Vanessa Baker

do hereby state:

That I paid AAKEN CORPORATION ELECTRIC for work, material, labor, equipment and miscellaneous expenses associated with C15236_PT US97: NELS ANDERSON PLACE - ROMAINE VILLAGE WAY SEC.; with payment paid 03/14/2023.

Project Deployment

	Key	Contract			Resident		Est Construction		
Bid Date	Number	Number	PS&E Due Date	Project Name	Engineer	Cost	Date	Training Dates	Prime
6/6/2024	22776	15528	4/15/2024	US97: REDMOND-BEND PHASE 2	B.Martin	\$1,433,799.47	7/22/2024	7/15/24 - 7/19/24	Marcum & Sons
6/13/2024	22435	15533	4/15/2024	OR47/OR8/US30 CURB RAMPS	Consultant	\$7,430,880.00	8/19/2024	8/12/24 - 8/16/24	Brown
							8/19/2024 -		
7/11/2024	21255	15537	5/20/2024	US26 CURB RAMPS	J.Miller	\$1,115,000.00	12/4/24	8/12/24 - 8/16/24	Brown
								January 13 - 17	
10/17/2024	21776	15561	8/26/2024	US101: FLORAS CREEK AND WILLOW CREEK BRIDGES	D.Duey	\$4,071,000.00	12/10/2024	February 18 - 21	Cascade Civil Corp
								January 13 - 17	
10/31/2024	21677	15562	8/26/2024	OR42: LOOKINGGLASS CREEK TO I-5 (WINSTON)	J. Lonie	\$15,804,700.00	TBD	February 18 - 21	Rocky Mountain
0/40/0004	20520	45544	7/45/2024	I-84 FRONTAGE ROAD: MEACHAM CREEK & UNION PACIFIC		45 575 070 70			0 0 1 0 1
9/12/2024	20539	15541	7/15/2024	RAILROAD	J.McCullough	\$6,576,278.70	March/April 2025	March 3rd - 7th	Oregon State Bridge
									High Desert Aggregate &
11/7/2024	22517	15564	8/30/2024	I-84: Tower Road - Stanfield AASHTOWare	J.McCullough	\$25,000,000.00	March 2025	March 3rd - 7th	Paving
12/17/2024	21178	15568	10/7/2024	US26 (POWELL BLVD): SE 99TH AVE - EAST CITY LIMITS	J.Miller	\$73,246,628.00	March 2025	March 10 - 14th	MEI
1/9/2025	21598	15571	11/4/2024	OR224: SE 17TH AVE - SE RUSK ROAD	Consor	\$19,427,777.00	March 2025	March 10 - 14th	Wildish
3/20/2025			1/13/2025						
5/22/25	21674		3/17/25	I-5: MONUMENT DR - N. GRANTS PASS	J. Lonie	\$23,780,416.00	TBD	Refresher as needed	TBD
4/17/2025	21737		2/10/2025	OR6: DEVILS LAKE FORK WILSON RIVER BRIDGE	DOWL/A.Eaton	\$7,862,200.00		Fall 2025	
				Rose Quarter	DEA	\$40 M	July 2025	June 2nd - 6th	Hamilton/Sundt/Ray Moor
4/17/2025	21128		2/24/2025	US30: WATSON RD - HOGE AVE	R. Smith	\$818,877.00		Apr-25	
6/26/2025	21718		5/5/2025	OR38: HINSDALE SLOUGH CULVERT	J. Lonie	\$1,446,710.00		Refresher as needed	

Training



Get Ready:

All companies MUST register in OregonBuys.
This includes consultants, contractors and subcontractors.



Just In Time Training:

Project trainers will provide on site initial training right before project work begins. This means you apply what you learn right away to reinforce your learning.



Training Attendance:

Training will be in person at or near the RE or consultant office that project is assigned to. Bring your laptops and other devices to training. We will have some options for those that are far away to join through Teams.



After training:

Need to look things over? Forgot a step? Check out the quick reference guides (QRGs) or the computer-based training (CBTs) on your own time, when you need it.

	A۱	NP Training fo	r c15568 &	c15571		
Monday March 10th	Tuesd	ay 11th	Wed	nesday 12th	Thursday 13th	
College/Online for Primes and Sub	Clackamas Community College		Clackamas Community College		kamas Community College/Virtual C	
AM	АМ	8:00 - Noon	АМ	8:00 - Noon	АМ	8:00 -10:30
No morning classes	Construction Courses	Anita Eaton	Construction Courses	James Sealy	Prime/Subcontractor Courses - Admin	Lynda Nelmes
Classes held at Clackamas Community College, Training Center 19600 Molalla Ave, Oregon City,	A Day in the Life of DWR:	ODOT/Consultant Only: Inspectors, QCCS, CAS, RE, ARE	Pay Estimates	ODOT /Consultant Only: CAS, RE, ARE, Inspector	Certified Payroll Subcontract Payments/Validation Teams Link to Meeting •1971-277- 1965.449605172#	Primes/Subcontr actors Only: Payroll Staff
OB 97045			Materials Courses -	Jim G.& Mike S.	AM	10:30 - Noon
Parking Lot Green 2 is the closest to the Training Center	Prime/Subcontracto r Courses - Material	Jim G. & Mike S.	Sample Records	ODOT/Consultant:	Prime & ODOT	Lynda Helmes
PM 1:00 - 2:00	Sample Records Test Management	Prime: Contractors sample tester and Lab QC Mgr.	Test Management	Inspectors, QCCS, Region QA, Sample Tester	Subcontracts - Reviewing & Approving CO Signing Teams Link to Meeting 1971-277-1965. 492238968	t: CAS and RE Prime: Admin staff that enter
AVP Intro and Ho Sue & Vanessa	PM	1:00 - 5:00	РМ	1:00 - 5:00	РМ	1:00 - 3:00
Online only for Primes & Subs. ODOT	Construction		Materials			
in -person if possible.	Courses	Anita Eaton	Courses -	Jim G.& Mike S.	Construction Courses	Lynda Nelmes
Meeting =1.971-277- 1365985096785#	Mobile Inspector	ODOT/Consultant Only: Inspectors, QCCS, CAS, RE, ARE	Mix Design	ODOT/Consultant Only: QCCS, inspector,	Compliance - Field Interview/Reports	ODOT/Consultan t Only: CAS, Inspector ODOT/Constulan
	Construction Stockpiles		Sources & DSR	Region QA	Certified Payroll Reviewing Teams Link to Meeting	t Only: CAS
PM 2:30 - 5:00	Prime/Subcontracto		Test Equipment		•1 971-277- 1965168954479≢	
Courses Sue and Yanessa	r Courses - Material	Jim G. & Mike S.			РМ	3:00 - 5:00
ODOT/Consultant Only: Inspectors, Setting Up Contracts QCCS, CAS, RE, ARE	External Labs	Deima Lab COM-	Construction Courses	Kim Free	Finale	Sue & Vanessa
	Mix Design Entry	Prime: Lab QC Mgr., Contractor Mix Design Staff	Change Orders	ODOT/Consultant Only: CAS, ARE, RE, Inspector	Doc Express & AWP Directory	Primes & Subs. ODOT in -person if possible.
PRIME/SUB ONLT Training	Sources & DSR		Force Accounts	inspector	*1 971-277- 1965568470120#	

Schedule

Support Toolkit



OregonBuys:

OregonBuys/view/login/login.xhtml

Do you currently, have you in the past, or do you plan to work with the Oregon Department of Transportation or Department of Aviation? **YES**

AASHTOWare Website:

ODOT : AASHTOWare Project™ : State of Oregon

<u>Teams Live AWP Support Chat</u> 9:00 am-12 Noon

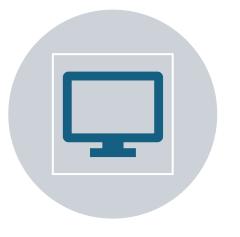
Monday-Friday for help with AWP

AASHTOWare Directory: AWD

Toolkit







AASHTOWARE DIRECTORY:

<u>AWD</u>

AASHTOWARE WEBSITE:

HTTPS://WWW.OREGON.GO V/ODOT/BUSINESS/PAGES/IN DEX.ASPX

Ask a Question

SUPPORT



There will be an email box available where you can ask your AWP questions and get a timely reply.

awpadmin@odot.oregon.gov





We'll also have an open Teams chat, hosted by a live person. This will be available during set business hours. AWP System Admin and subject matter experts will provide hotline resources.

Get Ready!

- □ **OregonBuys** Register in OregonBuys to work with the state of Oregon on projects. If you haven't registered, click here: https://oregonbuys.gov/bso/. Whether you're working in AWP or not, everyone doing business with the state must be registered in OregonBuys. (Contractors, forward this link to your subcontractors so they can register, too.)
- Workday Learning There are required training courses for AWP. To access courses, every individual on your staff needs a Workday Learning account. If you are an external users and you don't have an account, create it here. After you establish your account, sign in and choose "Sign in using a Personal Device". Share this with your teams and subcontractors so they will be ready for training, too. (Links for role-based training will be provided in future newsletters.)
- □ Staff List Identify staff at your office who will need AWP training. Determine individual roles. Consider what areas your team needs to work successfully in AWP. Contact odoteconstruction@odot.Oregon.gov for details.
- ☐ Getting Started Before your user training, there is a prerequisite course in Workday. This will help you become familiar with some of the naming conventions and navigation in AWP. If you have taken it, you may take it again as a refresher. Getting Started.







Visit the AWP ODOT Website:

ODOT: AASHTOWare Project™: State of Oregon

Subscribe to The AWP Newsletter:

https://public.govdelivery.com/accounts/ORDOT/subscriber/new?topic_id=ORDOT_863



www.oregon.gov/odot/Business/Procurement

Contracting with ODOT (Getting Started) | Contact Us



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Preliminary Bid Results

<u>Electronic Bidding Information</u> <u>Distribution System (eBIDS)</u>

Bid & Award Information



Forms & Resources

Statement of Work Library

Full-Service A&E Price Agreements

Engineering Guidance, Manuals, Standards



Qualified Products List

<u>Price Agreements for Asphalt,</u> Emulsions, Propane

Tips to Avoid Bid Rejection



OregonBuys eProcurement System

Doing Business with ODOT Brochure

<u>Directory of Certified DBEs and other</u> Certifications

Small Business Resources/Small Contracting Program

<u>Certified Local Agency Resources for</u> <u>Consultant Selection</u>

Intergovernmental Agreement Info

www.oregon.gov/odot/Business/Procurement

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Prime Contractor Prequalification Application	+
Electronic Plans and Specs (eBIDS)	+
Bid Express (Electronic Bidding)	+
Award Information	+
Contractor Special Prequalification	+
Alternative Contracting	+

Prime Contractor Prequalification Application

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Prime Contractor Prequalification Application

- Required for Prime Contractors (not subcontractors)
- Free to apply- can submit electronically or by mail
- Prequalification status is valid for 2 years once approved
- 3 References required for each class of work.
- Available in this Section:
 - Prequalification Application Form & Instructions
 - o Prequalification Reference Form
 - Prequalification Addendum Form & Instructions
 - List of all current prequalified contractors

Electronic Plans and Specs (eBIDS)

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Prime Contractor Prequalification Application

Electronic Plans and Specs (eBIDS)

eBIDS site: https://ecmnet.odot.state.or.us/ebidse/Account/Login

Available on eBIDS:

- Access to bidding documents for currently advertised projects (Plans, Special Provisions, Bid Booklet, Reference Documents, etc.)
- Access to Plan Holders List
- Ability to Register as a holder of informational plans or holder of bidding plans

Available in this Section:

- Link to eBIDS
- User Guide
- Frequently Asked Questions

Bid Express (Electronic Bidding)

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Prime Contractor Pregualification Application Electronic Plans and Specs (eBIDS) Bid Express (Electronic Bidding) Electronic Bidding System Fees associated with Bid Express (visit <u>www.bidx.com</u> for details) Benefits of Bid Express Submit a sealed and secure bid online View bid results live Ensures all sections are completed before submittal Can reduce bid errors resulting in rejections Available in this section: Getting Started with Bid Express Guide **Electronic Bidding Information**

Award Information

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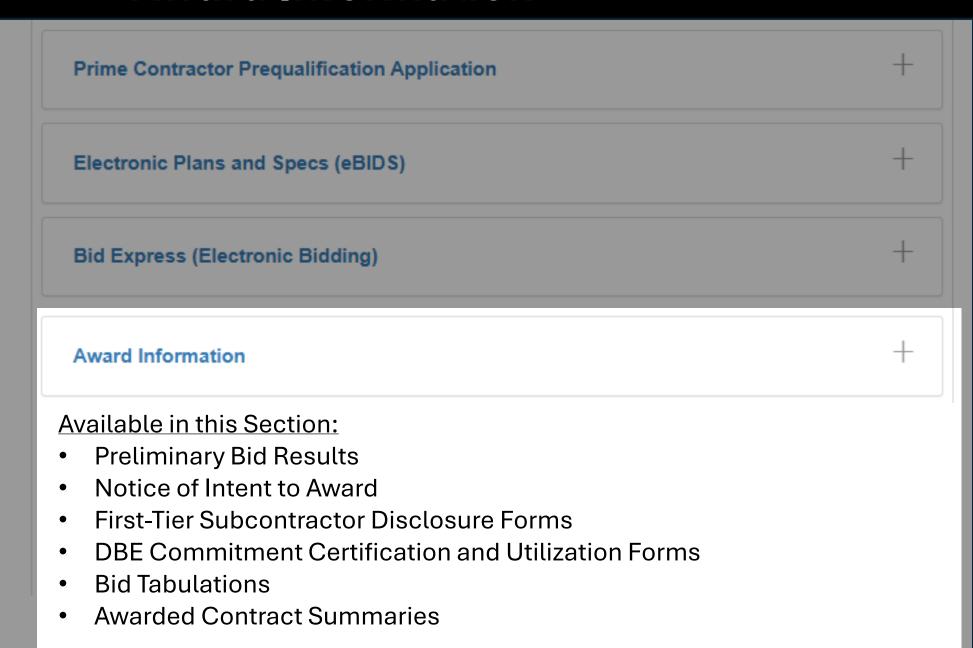
Letter of Assent

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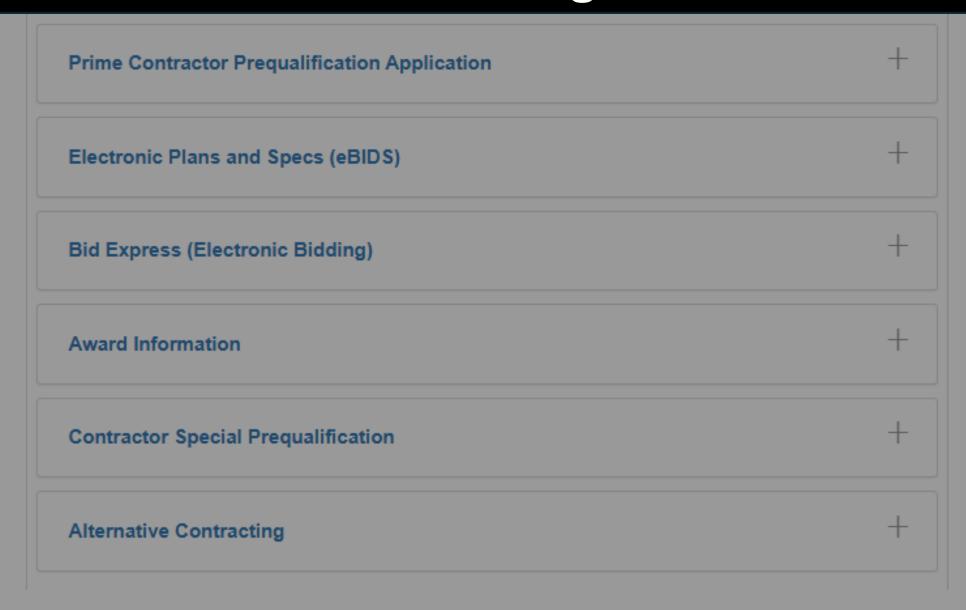
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Available on this Page:

• Sign up for email no

Sign up for email notifications for newly advertised projects

View current project advertisements.

Bid Opening Date ↓₹	Posted Date 11	Ad Length	Ad
12/17/2024	11/7/2024	6 Week	Notice 23087 – December 17, 6 - week ad.pdf
12/12/2024	11/7/2024	5 Week	Notice 23086 – December 12, 5 - week ad.pdf
11/21/2024	10/31/2024	3 Week	No NEW projects to post on October 31, 2024.
11/21/2024	10/3/2024	7 Week	Notice 23085 – November 21, 7 - week ad.pdf
11/14/2024	10/24/2024	3 Week	No NEW projects to post on October 24, 2024.

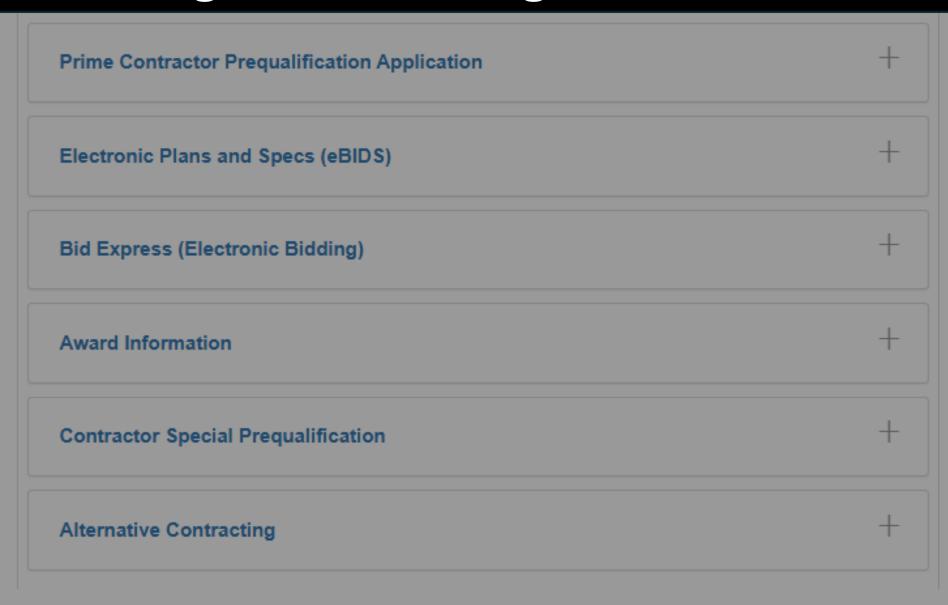
Showing 5 out of 5 items

Sign up to receive updates to this page.

For questions related to this page, or to report problems or broken links, please send an email to the <u>ODOT Procurement Office</u> <u>Construction Contracting Unit</u>.

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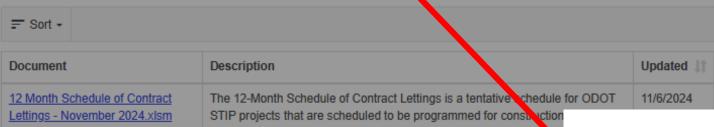
Full-Service Architectural & Engineering Price Agreements

Price Agreements for Asphalt, Emulsions, and Propane

Intergovernmental Agreements

Schedules of Upcoming Projects

Click the link below to obtain information on potential highway and bridge construction contracting opportunities. This is a tentative schedule of projects ODOT plans to advertise, not the advertisement. For a list of advertised projects, go to Notice to Contractors.



Calendar of Bid Opening Dates

Sort -

The dates listed are to be considered the "Regularly scheduled bid openings." Arche sole discretion of ODO bid dates may be added to allow for a quick turn-around of postponed projects and/or for instributal projects or technical complexity.

Document 2023.pdf	Description 2023 calendar of tentative bid opening dates.	dates for Current Summa
2024.pdf	2024 calendar of tentative bid opening dates.	12/6/2023
2025.pdf	2025 calendar of tentative bid opening dates.	3/4/2024
2026.pdf	2026 calendar of tentative bid opening dates.	12/6/2023
2027.pdf	2027 calendar of tentative bid opening dates.	12/6/2023

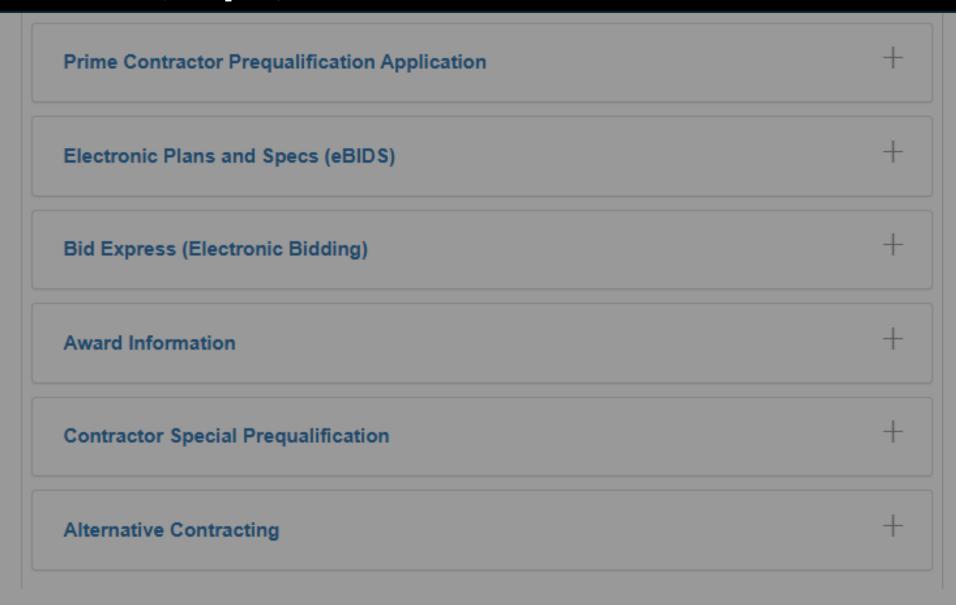
Available on This Page:

- 12 Month Contractors Schedule (Tentative schedule for ODOT STIP projects)
- Calendar of tentative bid opening dates for current and future years
- Currently Advertised Project
 Summaries

Advertised Project Summaries

Forms, Tips, and Resources

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Forms, Tips, and Resources



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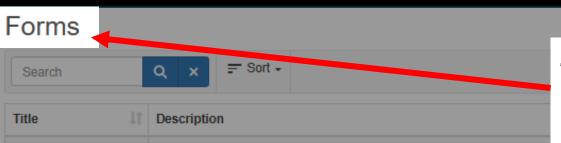
Statement of Work Library

Certified Local Agency Resources for Consultant Selection

Full-Service Architectural & Engineering Price Agreements

Price Agreements for Asphalt, Emulsions, and Propane

Intergovernmental Agreements



Use this form to disclose subcontractors under ORS 279C.370 and

00120.40(f) of the Oregon Standard Specifications for Construction.

Contract Document Order Form This form may ONLY be submitted by the awarded prime Contractor to order plans and Contracts. Subcontractors will need to request plans an contracts through the prime Contractor.

- Sample Bid Bond Use this bid bond form for federally funded projects.

 (Federal)
- Sample Bid Bond Use this bid bond form for State funded projects. (State)
- Sample Performance and Payment Bonds and Payment Bonds seen in a Construction Contract.
- Retainage Bond Form Use this form to supplement a retaininge bond in lieu of earned and retained funds.
- Request for Vendor
 Number

 If your company has not been assigned a Vendor Number, complete this form, and ODOT will assign a Vendor Number to your company.

Available on This Page:

- Forms
 - First Tier Subcontractor
 Disclosure Form
 - Contract Document Order Form
 - Sample Bond Pages
 - o Etc.
- Tips and Resources
 - Tribal Employment Rights
 Ordinance (TERO) Documents
 and resources
 - Tips for bidding
 - o Resources
 - Office of Equity and Civil Rights
 - Project Wage Rates
 - > Standard Specifications
 - > Etc.

Tips and Resources

First-Tier

Subcontractor Disclosure Form

QUESTIONS?

Email us any time at

ODOTProcurementOfficeConstruction@odot.oregon.gov

night work on Interstate 5 near Woodburn

Attendance

Joe Hanseling	Kevin Cassidy	Madeline Friesen	Anay Hausner
Omar Alvarado	Jeremy Johnson	Rhett Stanley	Betty Fears
Venky Ramakrishnan	Willie Davis Jr.	James Meyers	Holli Pick
James West	Ashley Sisneros	Sakurako Thatcher	Diponker Mukherjee
Joni Sirovatka	Debbie Benavidez	Chris Watchie	Justin Moderie
BJ McCartney	Matt Calhoun	Bijoy Nair	Lillian Stevenson
Angela Crain	Kristal Drummond	Vanessa Baker	Dustin Murphy
Benjamin Hert	James Faison	John Cardenas	Monique Payne
Joe Staley	Melissa Canfield		