


## CAU Personnel Resources by Subject

- Alternative Delivery Programs – Joel Croff, Shane Ottosen
- Archiving Project Documentation
  - Doc Express Projects – Donna Ferry, Vanessa Baker
  - Non-Doc Express Projects – Summer Guthrie
- Authorization Increases/Decreases/Overruns – Mike Dennee, Summer Guthrie
- CA/CEI Statement of Work Template Reviews – Joel Croff
- Certified Local Agency Programs – Joel Croff, Shane Ottosen



## Personnel Resources by Subject



- Change Orders, Orders for Force Work, Extra Work Orders – Kim Free, Donna Ferry, Summer Guthrie
- Claims Against Contractor's Bond – Stacie Duffey, Lori Butler, James Sealy
- Construction Manual – Mike Dennee
- Construction Project Closeout – James Sealy, Summer Guthrie
- Construction Schedules – Gene Wilborn, Joel Croff, Shane Ottosen



## Personnel Resources by Subject



- Contract Payment System –
  - Access – James Sealy, Mike Dennee, Summer Guthrie
  - Contract Setup – James Sealy
  - Reports – James Sealy
- Contract Payments – James Sealy, Kim Free, Mike Dennee, Summer Guthrie
- Contractor Claims – Gene Wilborn, Joel Croff, Shane Ottosen, Chris Bucher



## Personnel Resources by Subject



- Contractor Evaluations – Stacie Duffey, Lori Butler
- Database Queries & Reporting – Stacie Duffey, Lori Butler
- Doc Express – Vanessa Baker, Donna Ferry, Sue Herring, Stacie Duffey, Lori Butler
- DOJ Liaison – Chris Bucher, Gene Wilborn, Joel Croff, Shane Ottosen
- e-Construction – Vanessa Baker, Donna Ferry
- Escalation/De-escalation – James Sealy, Mike Dennee



## Personnel Resources by Subject



- Force Accounts & Equipment Rates– Kim Free, Summer Guthrie
- Liquidated Damages – Kim Free, Summer Guthrie, James Sealy, Gene Wilborn
- Measurement & Payment – Gene Wilborn
- Non-Field Tested Materials Acceptance Guide – Summer Guthrie
- Notifications of Commencement & Completion Dates – Summer Guthrie, Kim Free



## Personnel Resources by Subject



- Labor Compliance / Claims Investigations – Diana Foster
- Public Records Requests – Mike Dennee
- RAS Assignments – Summer Guthrie
- Retainage – James Sealy
- Semi-Final Documentation Compliance Review – Summer Guthrie
- Subcontracts – Stacie Duffey, Lori Butler
- Surety – Stacie Duffey, Lori Butler



## Contract Administration Website



<https://www.oregon.gov/ODOT/Construction/Pages/Contract-Administration-Services.aspx>


Contains links to many other resources!


Primary Contacts:  
Mike Dennee  
Sue Herring


- Blue & Green Sheets
- Buy America Exempted Items List
- CAU Personnel List
- Claims Against Contractor's Bond Info
- Con-Cal Computation
- Construction Materials Testing Fees
- DRR Escalation Guide
- Flagging Overrun Best Practices
- Oil Prices for Current/Newer Projects
- Project Status Reports and Index
- Region Assurance Guide
- StatSpec
- Trucking Matrix






<p><b>Construction Section Resources &amp; Links Webpage</b></p>  <p>Primary Contact: Sue Herring</p>	<ul style="list-style-type: none"><li>▪ Contains links to most often used resources provided by the Construction Section</li><li>▪ There is a <b>ton</b> of information on this page, if you haven't already, bookmark this page!</li></ul> <p><a href="http://transnet.odot.state.or.us/hwy/construction/Web%20Pages/Resources%20and%20Links.aspx">http://transnet.odot.state.or.us/hwy/construction/Web%20Pages/Resources%20and%20Links.aspx</a></p> 
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<p><b>Construction Databases</b></p> <p>In Windows <a href="\\scdata2\oper\ConsData_Users">\\scdata2\oper\ConsData_Users</a></p>  <p>Primary Contacts: Stacie Duffey Lori Butler</p>	<ul style="list-style-type: none"><li>▪ C-Service (Construction Projects Master Database) <a href="\\scdata2\oper\ConsData_Users\Cservice_2013_Users.accdb">\\scdata2\oper\ConsData_Users\Cservice_2013_Users.accdb</a></li><li>▪ ACP Mix Designs <a href="\\scdata2\oper\ConsData_Users\MixDesign_FE.accdb">\\scdata2\oper\ConsData_Users\MixDesign_FE.accdb</a></li><li>▪ Change Orders <a href="\\scdata2\oper\ConsData_Users\ChangeOrders_Users.accdb">\\scdata2\oper\ConsData_Users\ChangeOrders_Users.accdb</a></li><li>▪ Concrete Mix Designs <a href="\\scdata2\oper\ConsData_Users\ConcreteMixDesign_Users.accdb">\\scdata2\oper\ConsData_Users\ConcreteMixDesign_Users.accdb</a></li><li>▪ Contractor Evaluations <a href="\\scdata2\oper\ConsData_Users\Evaluations_2013.accdb">\\scdata2\oper\ConsData_Users\Evaluations_2013.accdb</a></li><li>▪ Doc Express 2019 Master List <a href="\\scdata2\oper\ConsData_Users\DocExpress_FE_Users.accdde">\\scdata2\oper\ConsData_Users\DocExpress_FE_Users.accdde</a></li><li>▪ Exceptions <a href="\\scdata2\oper\ConsData_Users\Exceptions_2013.accdb">\\scdata2\oper\ConsData_Users\Exceptions_2013.accdb</a></li><li>▪ LIMS Data Lookup <a href="\\scdata2\oper\ConsData_Users\LIMS_Data_Lookup.accdb">\\scdata2\oper\ConsData_Users\LIMS_Data_Lookup.accdb</a></li><li>▪ RAS Database <a href="\\scdata2\oper\ConsData_Users\2014_RAS_FE.accdb">\\scdata2\oper\ConsData_Users\2014_RAS_FE.accdb</a></li><li>▪ Structure Services Inspections <a href="\\scdata2\oper\ConsData_Users\Inspections_Users.accdb">\\scdata2\oper\ConsData_Users\Inspections_Users.accdb</a></li><li>▪ Subcontracts <a href="\\scdata2\oper\ConsData_Users\Subcontracts_Users.accdb">\\scdata2\oper\ConsData_Users\Subcontracts_Users.accdb</a></li><li>▪ Surety <a href="\\scdata2\oper\ConsData_Users\Surety.accdb">\\scdata2\oper\ConsData_Users\Surety.accdb</a></li></ul> <p>*User databases are read-only</p>
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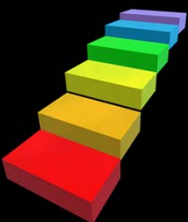

<h2>Force Account Resources</h2>  <p>Primary Contacts: Kim Free Summer Guthrie</p>	<ul style="list-style-type: none"><li>▪ EquipmentWatch (Equipment Rates)<ul style="list-style-type: none"><li>– Accessed through the Contractor Payment System via the Rental Rate Blue Book link at the bottom of the page - <a href="http://highway.intranet.odot.state.or.us/cf/cpsIntra/cpsAdmin/">http://highway.intranet.odot.state.or.us/cf/cpsIntra/cpsAdmin/</a></li></ul></li><li>▪ Worker's Compensation Classification Codes<ul style="list-style-type: none"><li>– Internal - <a href="http://transnet.odot.state.or.us/hwy/construction/Shared%20Documents/pdf/class_codes.pdf">http://transnet.odot.state.or.us/hwy/construction/Shared%20Documents/pdf/class_codes.pdf</a></li><li>– External - <a href="https://www.oregon.gov/odot/Construction/Documents/ClassCodes.pdf">https://www.oregon.gov/odot/Construction/Documents/ClassCodes.pdf</a></li></ul></li><li>▪ Contractor's Experience Modification Factors<ul style="list-style-type: none"><li>– <a href="http://transnet.odot.state.or.us/hwy/construction/Shared%20Documents/pdf/mod_factors.pdf">http://transnet.odot.state.or.us/hwy/construction/Shared%20Documents/pdf/mod_factors.pdf</a></li></ul></li><li>▪ Tri-Met Boundary Map <a href="https://trimet.org/pdfs/taxinfo/trimetdistrictboundary.pdf">https://trimet.org/pdfs/taxinfo/trimetdistrictboundary.pdf</a></li></ul>
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<h2>Orders for Force Work Resources</h2>  <p>Primary Contacts: Kim Free Summer Guthrie</p>	<ul style="list-style-type: none"><li>▪ Letters of Public Interest Findings Guidance <a href="http://www.oregon.gov/ODOT/Business/OPLManuals/LPIF_Guidance.pdf">http://www.oregon.gov/ODOT/Business/OPLManuals/LPIF_Guidance.pdf</a></li><li>▪ Pre-Award LPIF<ul style="list-style-type: none"><li>– Located in the Project Management folder of each project in ProjectWise</li></ul></li><li>▪ Post-Award LPIF<ul style="list-style-type: none"><li>– Email Kim Free, Summer Guthrie or Donna Ferry to request this document</li></ul></li></ul>
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<p><b>Doc Express Resources</b></p> <p>Web: <a href="http://www.docexpress.com">www.docexpress.com</a></p> <p>By Email <a href="mailto:ODOTeConstruction@odot.state.or.us">ODOTeConstruction@odot.state.or.us</a></p> <p>Primary Contacts: Vanessa Baker Donna Ferry Sue Herring Stacie Duffey Lori Butler</p>	 <ul style="list-style-type: none"> <li>▪ Within Doc Express             <ul style="list-style-type: none"> <li>– Contract: 00 – Standard Documents                 <ul style="list-style-type: none"> <li>• Drawer: Doc Express User Guides (for both Contractor and Agency) <a href="https://docexpress.com/drawers/23939">https://docexpress.com/drawers/23939</a></li> <li>• Master Lists                     <ul style="list-style-type: none"> <li>– Drawer: Master List (2018 Structure) <a href="https://docexpress.com/drawers/36905">https://docexpress.com/drawers/36905</a></li> <li>– Drawer: Master List (2019 Structure) <a href="https://docexpress.com/drawers/41707">https://docexpress.com/drawers/41707</a></li> </ul> </li> </ul> </li> <li>– Doc Express Help – bottom left of webpage</li> </ul> </li> <li>▪ Outside of Doc Express             <ul style="list-style-type: none"> <li>– 2019 Master List in Access database format <code>\\scdata2\oper\ConsData_Users\DocExpress_FE_Users.accde</code></li> </ul> </li> <li>▪ E-Construction Webpage (includes FAQ, Tips &amp; Tricks) <a href="https://www.oregon.gov/odot/Construction/Pages/e-Construction.aspx">https://www.oregon.gov/odot/Construction/Pages/e-Construction.aspx</a></li> </ul>
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<p><b>Construction Forms</b></p> <p>On the Web In Doc Express</p>  <p>Primary Contacts: Sue Herring Lori Butler</p>	<ul style="list-style-type: none"> <li>▪ Web <a href="https://www.oregon.gov/ODOT/Construction/Pages/Forms.aspx">https://www.oregon.gov/ODOT/Construction/Pages/Forms.aspx</a></li> <li>▪ In Doc Express             <ul style="list-style-type: none"> <li>– Contract: 00 – Standard Documents                 <ul style="list-style-type: none"> <li>• Drawer: Doc Express User Guides <a href="https://docexpress.com/drawers/23939">https://docexpress.com/drawers/23939</a></li> <li>• Drawer: Forms <a href="https://docexpress.com/drawers/23938">https://docexpress.com/drawers/23938</a></li> </ul> </li> </ul> </li> </ul> <p><i>Start Here</i> </p>
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<p><b>Construction Training</b></p> <p>Email ODOT Certification Training <a href="mailto:ODOTConstructionTraining@odot.state.or.us">ODOTConstructionTraining@odot.state.or.us</a></p>  <p>Primary Contacts: Sue Herring Lori Butler Sarah Terry</p>	<ul style="list-style-type: none"><li>▪ Technician Certification Program <a href="https://www.oregon.gov/odot/Construction/Pages/Technician-Certification-Program.aspx">https://www.oregon.gov/odot/Construction/Pages/Technician-Certification-Program.aspx</a></li><li>▪ Inspector Certification Program <a href="https://www.oregon.gov/odot/Construction/Pages/Inspector-Certification-Program.aspx">https://www.oregon.gov/odot/Construction/Pages/Inspector-Certification-Program.aspx</a></li><li>▪ ODOT Certified Technician Database <a href="https://highway.odot.state.or.us/cf/techcertdynamic/">https://highway.odot.state.or.us/cf/techcertdynamic/</a></li><li>▪ Technical Contacts:<ul style="list-style-type: none"><li>– Inspector Training – Art Nunez, Quality Assurance</li><li>– Technician (QA) Training – Sean Parker, Quality Assurance</li></ul></li></ul>
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<p><b>Escalation / Deescalation</b></p>  <p>Primary Contacts: James Sealy</p>	<ul style="list-style-type: none"><li>▪ Asphalt &amp; Fuel Pricing <a href="https://www.oregon.gov/odot/Business/Pages/Asphalt-Fuel-Price.aspx">https://www.oregon.gov/odot/Business/Pages/Asphalt-Fuel-Price.aspx</a></li><li>▪ Steel Pricing <a href="https://www.oregon.gov/odot/Business/Pages/Steel.aspx">https://www.oregon.gov/odot/Business/Pages/Steel.aspx</a></li></ul> 
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## Commonly Requested Contacts




- As-Builts
  - Send to [MapsAndPlans@odot.state.or.us](mailto:MapsAndPlans@odot.state.or.us), managed by Engineering Automation
- Field Tested Materials & QA Training
  - Sean Parker, Quality Assurance
- As-Bid Plans and Specs - older projects (not in Contract Electronic Files)
  - Carolee Will, Procurement/OPO
- Qualified Products List
  - Dean Chess, Structure Services
- Warranties
  - Joel Fry, Maintenance and Operations Branch

## Commonly Requested Links



- Construction Manuals  
<https://www.oregon.gov/ODOT/Construction/Pages/Manuals.aspx>
- Cost Estimating Manual  
[https://www.oregon.gov/ODOT/Business/OPLManuals/Estimating\\_Manual.pdf](https://www.oregon.gov/ODOT/Business/OPLManuals/Estimating_Manual.pdf)
- QPL  
<https://www.oregon.gov/odot/Construction/Pages/Qualified-Products.aspx>
- Standard Specifications  
[https://www.oregon.gov/ODOT/Business/Pages/Standard\\_Specifications.aspx](https://www.oregon.gov/ODOT/Business/Pages/Standard_Specifications.aspx)
- Technical Resource List  
[https://www.oregon.gov/ODOT/Business/Documents/technical\\_resource\\_list.pdf](https://www.oregon.gov/ODOT/Business/Documents/technical_resource_list.pdf)

<p><b>Miscellaneous</b></p> <p>For links to these programs and much more visit: <a href="https://www.oregon.gov/odot/business/pages/index.aspx#Overview">https://www.oregon.gov/odot/business/pages/index.aspx#Overview</a></p> 	<ul style="list-style-type: none"><li>▪ Request to get on mailing list for updates to various manuals (please specify which manual) <a href="mailto:ODOTContractSvcs@odot.state.or.us">ODOTContractSvcs@odot.state.or.us</a></li><li>▪ Certified Local Agency Program <a href="mailto:ODOTCertification@odot.state.or.us">ODOTCertification@odot.state.or.us</a></li><li>▪ Office of Civil Rights <a href="https://www.oregon.gov/odot/Business/OCR/Pages/index.aspx">https://www.oregon.gov/odot/Business/OCR/Pages/index.aspx</a></li><li>▪ Alternative Contracting <a href="mailto:InnovativeDelivery@odot.state.or.us">InnovativeDelivery@odot.state.or.us</a></li><li>▪ Delegation Orders <a href="http://transnet.odot.state.or.us/cs/BSS/Shared%20Documents/Delegation%20Orders.aspx">http://transnet.odot.state.or.us/cs/BSS/Shared%20Documents/Delegation%20Orders.aspx</a></li></ul>
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