DESCRIPTION OF PROCESS:

This guidance was established during a process that was developed by the Maintenance Leadership Team and approved by ODOT's Chief Highway Engineer. The intent of the process was to discuss Maintenance Operations and Projects with technical experts in their disciplines and develop guidance that could be used by ODOT crews when determining the need for a professional of record. The intent of this Operational Notice is to provide guidance for an estimated 80% of the work that ODOT Maintenance and Operations is responsible for throughout the state. The remaining 20% of work performed throughout the state may be difficult to describe or performed infrequently and should be evaluated on a case by case basis by the corresponding District Manager.

Please see **Figure 1** below showing a schedule of milestones and a display of the review process:

Figure 1

Maintenance Professional of Record Review and Process Schedule

Project Sponsor: Luci Moore, State Maintenance Engineer (Maintenance Leadership Team)
Lead By: Ace Clark, Assistant District 12 Manager (Highway Leadership Institute Class Project)
Approved By: Cathy Nelson, ODOT Chief Highway Engineer (Technical Services Manager)

Milestone Description	Milestone Date(s)	2011	2012												2013					
		Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
CPRO (Committee on Professional of Record) Participant to Inform Group of our Process	1-11-2012 to 6-30-2013	xxxx	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx												xxxxxxxxxxxxxxxxxxxxxxxxx					
MLT periodic review and input for guidance documents	1-12-2012 to 6-30-2014	xxxx	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx												xxxxxxxxxxxxxxxxxxxxxxxxx					
Project Issues Brief Approved by MLT	1/12/2012		x																	
Developed Evaluation Criteria for Discussion/Decision Meetings	4/15/2012					x														
Meeting with Cathy Nelson & Luci Moore to approve evaluation process and use of AG opinion	5/21/2012						x													
Meeting with Bridge and Pavement Units for Discussion/Decision Meeting	6/19/2012							x												
Meeting with Geo/Hydro Units for Discussion/Decision Meeting	12/7/2012													x						
Meeting with Traffic /Roadway Units for Discussion/Decision Meeting	5/9/2013																		x	
Meeting with Luci Moore & Cathy Nelson to Review Draft Maint. Ops Notice	6/25/2013																			x

For a comprehensive list of discussion meeting stakeholders and their respective positions please see **APPENDIX H.**