

CHARTER

Oregon Department of Transportation and American Council of Engineering Companies of Oregon

Updated: July 2025

PREFACE

In April 1992, Oregon Department of Transportation (ODOT) and American Council of Engineering Companies (ACEC) representatives established a Liaison Committee to foster better communication between the two organizations with the goal of continually improving the working relationship and the methods through which transportation planning, operation, design, and construction services are provided in the State of Oregon.

The ACEC/ODOT Steering Committee developed a charter that is updated from time to time to both renew our partnership and address evolving changes.

This ongoing charter has the following objectives:

- Maintain a collaborative communication structure between ACEC and ODOT at the executive, management, and staff levels;
- Identify and solve issues that detract from the ability of the two organizations to effectively and efficiently work together to deliver our services and projects to the citizens of Oregon;
- Share our partnership's accomplishments;
- Create professional and leadership development opportunities for individuals within both organizations to provide and evolve their representative skills to improve/advance the current state of the practice; and
- Address evolving technical, policy, and business-related topics that face ACEC and ODOT.

Steering Committee Purpose, Organization and Operations

PURPOSE

Created by joint agreement of ODOT and ACEC Oregon, the Steering Committee provides a forum for collaborative guidance and oversight of the overall ACEC/ODOT business partnership including the communication and decision-making structure. The overall objective is to seek greater efficiency and a higher level of performance in project delivery for the benefit of Oregonians. The Steering Committee is charged with providing leadership and designing the future for the working relationship.

ORGANIZATION

Co-Chairs

ODOT and the ACEC Board will each appoint a representative to serve as Co-Chair. These appointments will be evaluated on an annual basis. Co-Chairs are jointly responsible for scheduling the meetings, developing agendas, and summarizing meeting results. Each Co-Chair will be responsible for coordinating and communicating with their organization's committee members. The ACEC Board shall appoint the ACEC Co-Chair. ODOT's Deputy Directors, or their designee, shall appoint the ODOT Co-Chair.

Membership

ODOT and ACEC will each appoint up to 7 Steering Committee members including the Co-Chairs. Each organization will determine the terms of their respective committee members.

ACEC's membership will include a strategic mix of large, medium, small/specialty firms and the ACEC/ODOT Liaison Committee Co-Chairs.

ODOT's membership will include a mix of disciplines that align with the outsourcing services of the agency. These members should bring experience from the transportation industry both within and outside of Oregon and have a strong understanding of business practices, including contracting, policy, planning, environmental, engineering, project delivery, and on-going operational aspects.

The term of the ACEC membership is 3 years unless agreed otherwise. Apart from ODOT core membership, each organization should stagger membership terms such that 2 to 3 new members are rotating onto the committee each year.

OPERATIONS

Role & Responsibilities

- Developing an understanding of each other's business drivers, goals, and decision authority.
- Providing leadership for strategic partnership between the ACEC/ODOT organizations' boards, decision makers and constituents.
- Implementing and periodically updating the charter.
- Managing issues - receive input and resolve issues.
- Building a collaborative working relationship that efficiently delivers professional A&E services to ODOT.
- Reviewing and approving standing sub-committee work plans.
- Establishing direction and decision authority of the sub-committees.

- Ensuring appropriate partner representation at Liaison Committee meetings and within sub-committees.
- Prioritizing sub-committee goals and assigning work to sub-committees as needed.
- Creating new or removing existing sub-committees as necessary to address new policy or project delivery processes.
- Annually collating a list of partnership accomplishments made during the prior year.

Meeting Procedures

- Meetings will occur up to six times per year as a hybrid meeting. The location and link will be provided in the agenda.
- Use our Partnership Communications and Decision-Making Protocols as meeting ground rules (see below).
- Determine potential agenda items at the end of every meeting and prior to the following meeting.
- Co-Chairs jointly create agendas and distribute to members in advance.
- Members will confirm their ability to attend by notifying the Co-Chairs.
- Reasonable representation from both ACEC and ODOT is expected at every meeting.
- No proxies for attendance, unless otherwise approved in advance by the respective Steering Committee Co-Chair.
- Resource staff may attend as needed or as an approved proxy. It is not the intention that resource staff attend continuously.
- Preparing meeting minutes will be the responsibility of an ODOT meeting support employee and distributed within 14 days of the next meeting. Relevant handouts, presentations, and notes will be made available on the agency's external webpage dedicated to the ACEC-ODOT partnership, with a typical retention period of one year. Additionally, all materials will be retained internally in compliance with the Secretary of State retention guidelines.

Partnership Communications and Decision-Making Protocols

THE ACEC/ODOT PARTNERSHIP IS COMMITTED TO:

- Communicating openly and honestly.
- Seeking full understanding of the issues.
- Working collaboratively to achieve our joint strategic direction.
- Listening closely and providing immediate feedback while allowing each other appropriate time to evaluate and respond.
- Providing an industry wide perspective.
- Informing each other as we become aware of new circumstances to minimize surprise, conflict, and misunderstanding.
- Respecting each other's mandates and authorities and understanding the inherent limitations to joint decision-making.
- Explaining the rationale for decisions that cannot be made jointly.
- Making decisions at the lowest practical committee level.

- Documenting decisions in written communications focused on providing clarity and explaining rationale.

Partnership Committee Structure

The working partnership operates through a Liaison Committee and set of sub-committees represented in Attachment A, Partnership Structure Organizational Chart. Each committee and subcommittee will have one ODOT and one ACEC appointed Co-Chair and committee members. The Steering Committee will approve Co-Chair appointments as they come up and establish terms of service at its discretion.

LIAISON COMMITTEE

The Liaison Committee serves as the communication hub of the partnership. Meetings are expected to proactively provide a forum for raising issues, communicating with the partnership community, and providing updates on the subcommittee's work. Meetings are open and attendees are expected to be a mixture of ODOT technical managers and support services staff as well as general ACEC member firms. Liaison Committee core membership is comprised of the Liaison Co-Chairs plus the sub-committee Co-Chairs. General membership is open to the industry at large.

People interested in participating in the Liaison Committee are encouraged to contact the ACEC-ODOT Partnership Committee Administrator or ACEC Oregon staff. The current Liaison Committee Membership List is maintained by the Liaison Committee's Co-Chairs. The current Co-Chairs and sub-committee co-chairs are listed on the ODOT ACEC Partnership website. The term of membership for Co-Chairs is 2 years unless agreed otherwise. ACEC Committee members shall be from an ACEC member firm.

Role & Responsibilities

- Institutionalizing the evolving business climate - solicit general feedback, present new policies and identify emerging technical topics.
- Serving as an information clearinghouse - distribute input and opinion surveys; communicate personnel changes and needs at ODOT and within the A&E industry.
- Providing a forum to communicate and discuss upcoming ODOT outsourcing needs and industry workloads/availability.
- Serving as a forum for sub-committee progress reports and eliciting feedback from the industry.
- Ensuring the partnership operates to the benefit of its ACEC and ODOT members.

STANDING SUB-COMMITTEES

These standing sub-committees undertake specific work assignments through a work planning process as guided by the Steering Committee which reviews work plans and provides prioritization guidance. Sub-committees provide progress reports at the Liaison Committee meetings and annually review their work plan and progress with the Steering Committee. Sub-committees may be up to 12 members, with an ACEC and ODOT Co-Chair. The term of the membership for Co-Chairs is 3 years unless agreed otherwise. Work plans and membership of the sub-committees will be maintained on the agency updated ACEC-ODOT external partnership website.

Below are present standing sub-committees and general work plans.

Procurement and Contracts

Improve contracting processes by:

- Evaluating and recommending improvements to general A&E procurement processes, contract terms and conditions, and contracting policy and procedures.
- Assisting ODOT with legislative mandates and/or regulatory requirements related to A&E contracting.
- Recommending and communicating procedures and responsibilities for the contracting process from request for proposal (RFP) to post- completion Performance Evaluations.
- Addressing disadvantage business enterprise (DBE) & certification office for business inclusion and diversity (COBID) expectations.

Project Delivery/Management Systems

Enhance ODOT and consultant delivery performance and management techniques by:

- Establishing consistent project management expectations such as cost controls, quality of products and delivery schedules.
- Developing delivery performance evaluation and reporting systems.
- Forging a partnership for delivery expectations, techniques and accountabilities.
- Researching and promoting effective Alternate Delivery methods.
- Standardizing project information management documentation and archiving systems.

Technology Transfer

Promote continual partnership skills and capacity advancement by:

- Developing long-term and short-term protocols for information sharing and knowledge transfer related to technical skill sets.
- Supporting the adoption of best practices - technical methods and tools.
- Interfacing with ODOT Technical Services to provide input and feedback on technical discipline manuals, guidebooks, and technical bulletins as appropriate.
- Collaborating on the adoption and roll-out of emerging technologies.

Training

Provide educational and professional development activities to ODOT and ACEC members by:

- Identifying needed technical, policy, business, and other educational activities to continually improve the working relationships, products, and services provided to ODOT and the users of the various transportation systems within Oregon.
- Organizing topical brown bag sessions to provide both educational opportunities and venues for ODOT and ACEC professionals to interact and collaborate.
- Conducting an annual ACEC/ODOT partnership conference to provide a formal educational and collaborative interaction between members as well as other partners (e.g., local agencies, etc.).

Transportation Planning

Provide communication and collaborative efforts in the areas of transportation planning by:

- Discussing potential transportation planning contract management/oversight issues.
- Providing guidance to maintain consistency in application/use transportation planning processes across regions.
- Serving as an information clearinghouse and best practices on emerging subject areas.

Ad Hoc Sub-Committees

Short-term, single purpose sub-committees may be formed by the Steering Committee or sub-committees to undertake projects as needed.

STEERING COMMITTEE ENDORSEMENT

The Steering Committee endorses this Charter and are committed to actively supporting it. The Steering Committee accepts responsibility for fulfilling any aspect of the Charter that applies to us including providing resources, actively participating, and effectively communicating. The Steering Committee members know what to do and are prepared to act. Our endorsement is an active and positive statement that we are dedicated to meeting both the spirit and the letter of this Charter.


Michael KIMLINGER (Aug 28, 2025 14:51:23 PDT)

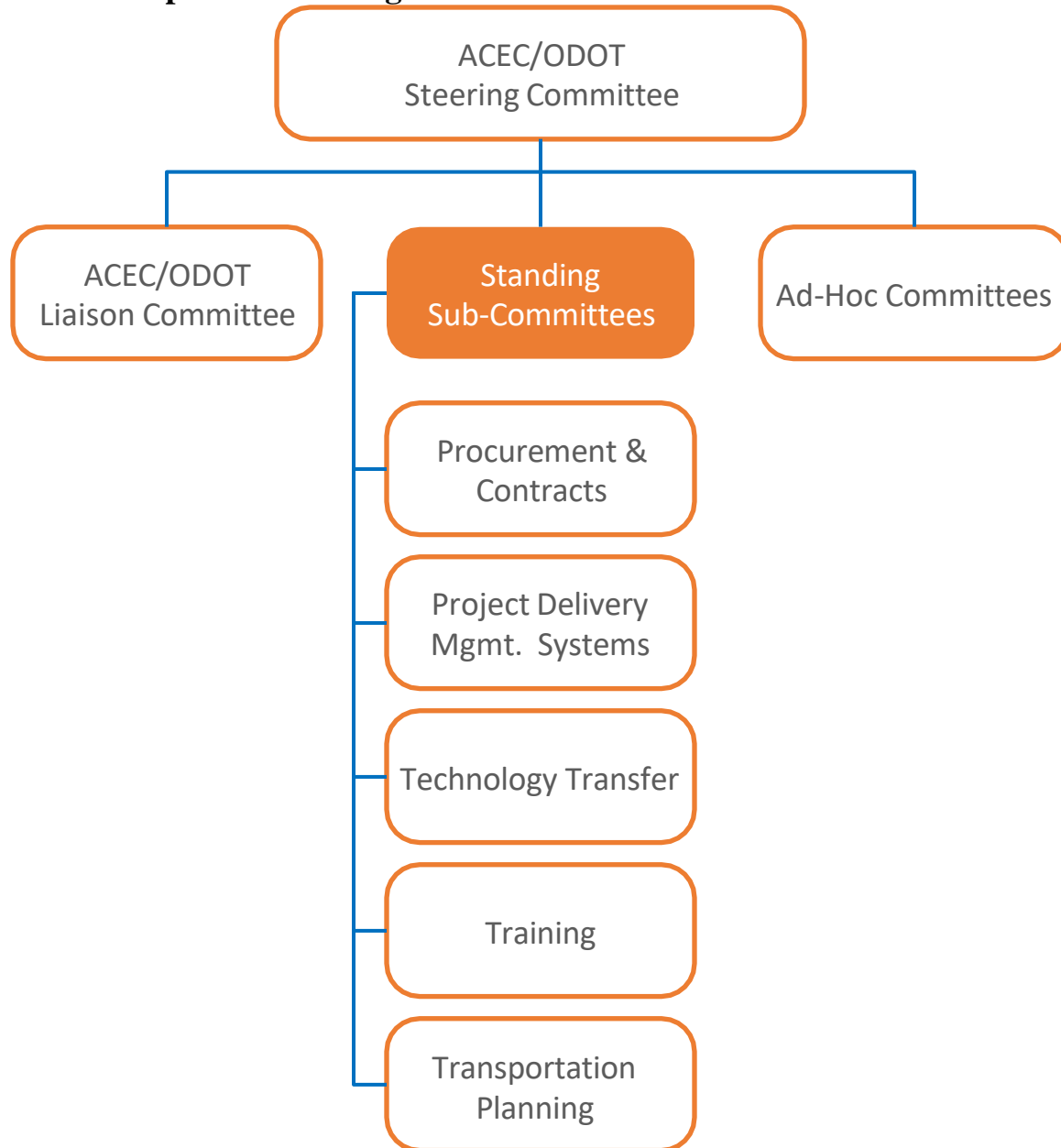
Michael Kimlinger
ODOT Chief Engineer

Alison Davis

Alison Davis
ACEC Executive Director

Attachment A

Partnership Structure Organizational Chart











ACEC-ODOT_Charter_Final

Final Audit Report

2025-08-28

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