1 ODOT INFORMATION

1.1 Purpose

The Oregon Department of Transportation (ODOT), through its various Divisions, is responsible for developing Oregon's:
- System of highways and bridges
- Bicycle and pedestrian paths
- Public transportation services
- Rail passenger and freight systems
- Driver licensing and vehicle registration programs
- Motor carrier operations, and
- Transportation safety programs

This chapter is an overview of the ODOT, how it is organized and describe various divisions, sections, and units within ODOT that are commonly involved in decision making regarding transportation system planning, design, and operations. One or more of these units may need to be contacted for input or to discuss problems and possible solutions regarding a specific project. It is preferable to begin with staff at the Region or District level whose contact information may be found on the ODOT's Directory webpage.

1.2 Policy, Data & Analysis Division

The Policy, Data & Analysis Division (PDAD) is the part of ODOT that:
- Facilitates long and short-term transportation planning
- Keeps statistics about transportation
- Considers transportation policy
- Conducts research to help engineers, planners, and project designers
- Helps local governments with transportation through a variety of programs and services.

PDAD is comprised of four sections:
1. Climate Office
2. Statewide Policy and Planning
3. Statewide Research
4. Transportation Data

1.2.1 Climate Office

The Climate Office is responsible for integrating climate considerations into ODOT business and transportation systems. The Office works across ODOT Divisions, with other state agencies, local jurisdictions, and the public to lessen and prepare for climate change impacts. Mitigation work focuses on reducing greenhouse gas emissions from transportation, including implementing State directives (e.g. tracking progress and building on the Statewide Transportation Strategy, Executive Order 20-04, Oregon

Transportation Plan, ODOT Strategic Action Plan) and transportation electrification. Adaptation work focuses on preparing for and responding to the impacts of climate change to transportation infrastructure, such as wildfires, extreme precipitation, and sea level rise (i.e. embodied in the Climate Adaptation and Resilience Roadmap, with associated risk maps in TransGIS). The Office's Sustainability Program conserves resources, such as water and energy in ODOT business and operations, and includes efforts like the Oregon Solar Highways Program, and low carbon construction materials (e.g. implementation of HB4139). The Office also supports legislative and Governor's Office directives related to climate change mitigation, adaptation, or sustainability.

1.2.2 <u>Statewide Policy and Planning Section</u>

ODOT's Statewide Policy and Planning section is comprised of four units:
- A. Transportation and Growth Management program
- B. Statewide Transportation Planning Unit
- C. Multi-Modal Freight Planning Unit
- D. Transportation Planning and Analysis Unit.

This section provides direction for long term management and improvement of Oregon's transportation system and to promote the cost-effective use of public funds through effective research, development, and technology transfer.

A. The **Transportation and Growth Management** (TGM) program is a jointly managed program between ODOT and the Department of Land Conservation & Development (DLCD). The TGM program offers a competitive grant program to local jurisdictions for the creation and updating of Transportation System Plans (TSP), TSP refinement plans, transit plans, etc. There are also TGM planners based in the five ODOT Regions to lead and coordinate the TGM program. DLCD staff provide project management for the smaller community assistance programs (e.g. Code Assistance, Quick Response, Outreach, Parking and TSP Assessments.)

B. The Statewide **Transportation Planning Unit** (TPU) is responsible for statewide long-range planning and policy development, including creation and maintenance of the Oregon Transportation Plan and other modal plans, such as the Oregon Highway Plan. In addition, TPU is responsible for implementation of plans and policies through the preparation and dissemination of multi-modal, modal, and topic plans, policies, guidelines, and administrative rules. Their primary role is to assist and provide guidance to achieve statewide consistency for transportation planning products and activities. In the development of planning and implementation materials, TPU actively works with stakeholder committees and works to balance needs. They also respond to legislative requirements and initiatives related to statewide planning and policy.

C. The **Multi-modal Freight Planning Unit** (MMFPU) coordinates public-private, state-local, and state-federal freight transportation investment decisions and activities on a state-wide and state-to-state basis to support goods movement and the Oregon economy. MMFPU is responsible for developing and implementing the Oregon Freight Plan, and supporting the integration of freight issues into the State's modal plans, corridor plans, and other planning documents and activities. They manage freight transportation studies and intermodal planning programs and projects, including highway, rail, marine, pipeline, and air transportation.

D. The **Transportation Planning Analysis Unit** (TPAU) provides essential analysis and technical support for ODOT across a full spectrum of transportation planning, project development, and system operation activities. This includes analytical support in the development of statewide policy and plans, transportation system plans, corridor plans, analysis to aid project selection/prioritization, and various project-level analyses. TPAU develops and maintains a suite of analytical and modeling tools, procedures, and guidance. TPAU often acts as a resource to Region Traffic Units requesting technical assistance. TPAU performs analysis, modeling, and technical review for Regions 2-5. TPAU assists Region 1 Traffic, Major Projects, and the Urban Mobility Office as requested. TPAU is made up of three primary programs:

i. The **Planning Analysis Program** conducts, reviews, and provides technical support on a wide variety of studies, including transportation system plans (TSPs), refinement plans, project development, and management plans. The team also maintains the Analysis Procedures Manual.

ii. The **Oregon Modeling Improvement Program** works closely with jurisdictions throughout the state to develop, maintain, and apply state-of-the-art travel demand models for small urban areas, metropolitan areas, regions, and statewide coverage. The team also has developed and is maintaining a statewide travel demand model that integrates transportation, land use and economics to provide a reliable way to forecast and evaluate statewide policies and plans.

iii. The **Data Analytics and Performance Reporting** Program conducts—and develops analytical tools and guidance to support—mobility related, statewide transportation analysis and system performance reporting. The team manages the Regional Integrated Transportation Information System (RITIS) platform and conducts system planning analysis using the Highway Economic Reporting System (HERS-ST) model.

1.2.3 Statewide Research Program

The Statewide Research Program oversees the state's federally funded research, development and technology transfer program with particular emphasis on new technology intended to enhance the performance of Oregon's transportation systems. Major current research focuses on safety, infrastructure repair and preservation, maintenance practices, innovative contracting and project delivery, sustainable

environmental practices, and the land-use, transportation connection.

1.2.4 Transportation Data Section

The Transportation Data Section (TDS) collects substantial data for system inventory, volumes and crash information that can be used for the purpose of conducting traffic studies. Because much of these data are collected and processed by different units within the Department, clear and frequent communication between units regarding what is desired and what is available is critical for ensuring these resources are readily accessible. Furthermore, good communication between units will help to obtain the right data in a timely manner, which is important for maintaining project schedules. Coordinate with the appropriate ODOT department or staff as noted below.

- The **Crash Analysis and Reporting (CAR) Unit** generates motor vehicle traffic crash data and statistics derived from Law Enforcement (LE) and Driver submitted crash report forms. These forms are administered by the Driver and Motor Vehicle Services Division (DMV).

    The CAR Unit analyzes reportable motor vehicle traffic crash reports to make the best determination of the crash event details and encodes the resulting information into a Crash Data System (CDS) where it is linked to ODOT public roadway inventory data elements. This data generation phase results in a crash dataset composed of approximately 180 data elements and 1,200 attributes related to characteristics about the crash, vehicles, and participant levels. CAR provides crash data to a broad range of internal and external customers such as engineers, traffic investigators, safety advocates, planners, economists, law enforcement, local governments, legislators, private investigators, law firms, academia, media, the public, etc. This data goes back to 1985 and the overall unit priority is developing, maintaining, and distributing detailed high quality crash data.

- The **Geographic Information Services** (GIS) Unit is responsible for Geographic Information System products and system management. Work products include preparation of Oregon Transportation Map Bases and Enlargement Area maps, official State Highway Maps, web and mobile GIS solutions and custom mapping and geospatial data products as requested. The unit provides geospatial data administration, bringing geospatial data layers into a single environment, available to the entire agency. This includes the development and support of the Oregon Transportation network (OR-Trans) and Emergency Mapping programs. GIS provides geospatial data support to many disciplines including environmental related requests such as natural resource support that includes threatened and endangered species protection under National Environmental Policy Act (NEPA) and water quality protection through Clean Water Act (CWA) compliance. GIS activities support programs reducing wildlife vehicle collision and cultural resources protection including both historic and archaeological resource management. GIS works closely with Geometronics to provide professional land surveyors with access to high accuracy local area network map projections and

aid their resource-grade GPS community with GIS mobile solutions. Additional GIS efforts extend to support planning, social equity, environmental engineering, geology/geotechnical engineering, and hydrology through mapping, analysis and application development.

- **Road Inventory and Classification Services** (RICS) Unit collects and maintains road information necessary to classify and monitor the highways, roads, and streets within Oregon; provides mileage statistics; develops, maintains, and enhances ODOT's corporate data base known as TransInfo; maintains the Public Road Inventory which is a compilation of information about the status and condition of the road system in Oregon; and films and maintains the State Highway Digital Video Log. From data gathered, reports such as the Federal Highway Performance Maintenance System (HPMS) submittal and the Oregon Mileage Report are written.

- The **Transparency Accountability and Performance** (TAP) Unit provides leadership and application development to fulfill House Bill 2017's Sections 11 (Uniform Standards and Condition Reporting), and Section 12 (TAP Website Components). The TAP program works closely with Office of the Director staff to ensure uniform standards for condition reporting tools meets the intent of the legislation while delivering value to a diverse stakeholder group that includes City and Counties across the state. Statutory requirements of Section's 11 and 12 include: local government reporting of bridge & pavement condition reporting, AOC/LOC spending reports, on-time/on-budget information, links to local and Connect Oregon project website, and audit reports. The TAP managed Transportation Project Tracker Map application satisfies project-related Section 12 requirements. This application shows how and where Oregon's state and federal transportation funds are spent by local, state, and federal agencies— including projects in the STIP, ODOT's four-year capital improvement program (CIP).

- The **Transportation Systems Monitoring** (TSM) Unit develops and maintains a system to collect and process traffic related data on Oregon's Highways. TSM provides traffic volumes, flow maps, trends, turning movement counts and vehicle class on state highways to Federal, State, Local, private, and public constituents.

1.3 Delivery & Operations Division

The Delivery & Operations Division consists of a wide array of disciplines involved in the operations, construction and maintenance of the state's highways, bridges, and other parts of the transportation system.

1.3.1 Traffic Engineering Section

This Traffic Engineering section prepares specifications, maintains standards for traffic devices and related facilities and provides design expertise in materials, operations, and construction support services. It advises[1] the State Traffic Engineer who has delegated authority to approve the installation of all traffic control devices on state highways, including installation of new signals and major modifications to existing signals. The section consists of two units: Traffic Standards and Traffic Services.

- The **Traffic Services Unit** provides guidance and expertise in the areas of traffic & signal operations, traffic investigations, and traffic safety. Primary work includes administering the federal Highway Safety Improvement Program (HSIP), managing speed zoning for all public roads, applying, and supporting new signal software and technology, and providing engineering support for the State Traffic Engineer's delegated authorities and approvals.

- The **Traffic Standards Unit** oversees the development of standards and guidance for the placement and use of temporary and permanent traffic control devices including signs, pavement markings, signals, illumination, traffic structures and work zones. It provides training in traffic engineering design and construction inspection, performs asset management of signs, signals, and traffic structures, and reviews contract plans.

1.3.2 Roadway Engineering Section

The central Roadway Engineering section prepares specifications, maintains standards, maintains roadway related asset information and provides design expertise in roadway design. It advises the State Roadway Engineer who has delegated authority to approve design exceptions on state highways. The section consists of two units:

- The **Roadway Standards Unit** provides guidance and expertise in roadway design including, interchange design, rural design, roadside barriers, urban design, bicycle and pedestrian design, and the American with Disabilities Act (ADA) compliance. Primary work includes maintaining the Highway Design Manual, Standard Drawings, the ODOT CAD (Computer-Aided Drafting) Manual, Roadway CAD Manual, and providing engineering support to Regions and the State Roadway Engineer's delegated authorities and approvals.

- The **Roadway Asset Unit** is responsible for the inventory, maintenance and reporting of roadway related assets such as traffic barriers, impact attenuators, bike lanes, sidewalk, ADA curb ramps and pedestrian push buttons. It also provides guidance and expertise in inspection practices for ADA curb ramps and pedestrian push buttons.

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[1] All delegated authority requests for State Traffic Engineer approval should follow the process outlined in the ODOT Traffic Manual.

1.3.3 ADA Delivery Program

The American with Disabilities Act (ADA) Program is headquartered within the Delivery and Operations Division. The unit consists of both ODOT ADA staff and contracted consultant partners that are responsible for the delivery of STIP ADA Curb Ramp Projects. Under an ADA agreement, the ADA Program works to mitigate or remediate non-compliant curb ramps and pedestrian-activated signals, champion the use of temporary pedestrian access routes at construction sites, assist the public with comments, questions, concerns, and requests on pedestrian ADA facilities, and provide education for ADA issues on our highway system.

1.3.4 Environmental Section

The Environmental Section is committed to the protection and preservation of our state's unique environment and to the safety of our highway system. They are responsible for coordinating environmental regulatory compliance and tribal government to government consultation for all transportation improvement programs in the state and work closely with Hydraulic Engineering, Bridge and Geotechnical and Engineering Geology Sections. Environmental Section is comprised of the following teams and provide statewide leadership/direction and direct STIP/Maintenance project support for their areas of expertise:

- **Environmental Resources** which encompass wetlands, aquatic biology, administration of Fix-It fish passage program, terrestrial biology, wildlife passage, water quality (in support of Hydraulic Engineering Section), wildlife passage, botany, and regulatory agency liaisons.

- **National Environmental Policy Act (NEPA) and Environmental Policy** which encompasses project classification, leading NEPA review for Class 1 and 3 projects (Environmental Impact Statement and Environmental Assessment), planning and environmental linkages (PEL), environmental justice, LWCF section 6(f), visual impact assessments, and state and national legislation and policy.

- **Cultural Resources** which encompass archaeology, tribal consultation, historic resources, Section 4(f) of USDOT Act of 1969, and regulatory agency liaisons.

- **Environmental Engineering** which encompasses water quality, air quality, acoustics, erosion and sediment control, and roadside development.

1.3.5 Hydraulic Engineering Section

The Hydraulic Engineering section (HES) is committed to the protection and preservation of our state's diverse waterways and to the safety of our highway system. The HES primary focus areas include Hydraulic Engineering, Stormwater Engineering, Stormwater clean-up sites and program funding. HES employees provide statewide leadership, expertise, and direction in a variety of topics included in these technical areas. HES

works closely with the Environmental Section, Bridge Section, and Maintenance Operation Branch. HES primary focus areas include:

- **Hydraulic Engineering** encompasses conveyance and stability of rivers and natural channels, bridge hydraulics, flood plains, culverts, fish passage, and asset management condition assessment and inventory of culverts.

- **Stormwater Engineering** encompasses stormwater conveyance and control systems, permitting, asset management and condition assessment and inventory of stormwater features, and supporting the agency MS-4 and UIC permits.

- **Stormwater clean-up sites** encompasses monitoring, controlling, and rehabilitating, EPA & DEQ designated sites (including Portland Harbor).

- **Program Funding** encompasses administering funds for Culvert Fix-It Program, Major Culvert Maintenance Program, Stormwater Retrofit Program, and the Protect Program.

1.3.6 Geotechnical Engineering, Engineering Geology, and Hazardous Materials Section

The Geotechnical Engineering, Engineering Geology, and Hazardous Materials Section (GEEGH) is comprised of technical experts in the following areas: foundations, retaining walls, embankments, landslides, rock slopes, material sources and hazardous materials. The GEEGH Section develops and maintains standard: drawings, design (Geotechnical Design Manual and HazMat Program Manual), and specifications and special provisions for construction. GEEGH provides review of contract plans, specification concurrence, statewide technical training, asset management of unstable slopes, and material sources. Develops standard drawings, special provisions, and specialized work as needed. The Section provides design and construction support for Regions and the State Geotechnical Engineer has the delegated authority to approve design deviations for these disciplines.

1.3.7 Right of Way

ODOT's central Right of Way (ROW) Section provides expertise in real estate and other right of way matters to the Department. The ROW Unit is responsible for:

- The appraisal, acquisition, and management of property acquired for public projects.

- Assisting people and businesses in relocating from the acquired rights of way.

- Administering, directing, and supervising the various programs that reside in the ROW Section.

- Oversees the **Access Management Unit** (AMU) that is part of the Technical Services Branch of the Highway Division. The AMU is responsible for statewide development and administration of the Department's access management program statutes, rules, and policies. It also supports the Regions' Access Management programs by coordinating the rules, policies, and procedures for permitting, locating, and operating driveways that access the state highway system. They manage and coordinate use of the statewide access permitting database AMES (Access Management Enterprise System).

Additionally, each of the five ODOT Regions each have their own ROW and Access Management units. Region ROW facilitates with the acquisition and improvement of real property necessary for the construction and maintenance of Oregon's transportation system and are tasked to maximize the return on the Highway Trust Fund's real property investment through efficient management and sale of surplus property. Region Access Management staff implements the policies and guidelines developed by the Access Management Unit. They report to the Region Traffic Manager, the Region Planning Manager or Region Right of Way Manager. The Region Access Management Engineer (RAME) is the Region technical expert for access management issues. Tasks include:

- Fielding Access Management applications from private interests;

- Coordinating the Access Management Process between ODOT technical staff, the applicant, and their representatives (i.e. engineering consultants, lawyers);

- Reviewing technical data (i.e. traffic studies) submitted by the applicant, or the applicant's representative;

- Approving or denying access application requests and issuing approach permits.

1.3.8 Construction Section

The Construction Section under the Statewide Project Delivery Branch administers statewide construction policies, procedures and processes and provides construction expertise and training programs. The traffic analyst may provide axle-based volume data to the Pavement Services Unit for use in pavement design on projects.

1.3.9 District Maintenance Offices

The District Maintenance Offices are responsible for the on-going preservation and operation of state transportation facilities and the permitting of all activities (utility, access, miscellaneous) within the highway right of way. They are familiar with local issues and the operational and maintenance history of individual highways and can offer valuable input during the identification of needs and alternatives, in addition to tracking the status of existing permits. Because they are ultimately responsible for maintaining any proposed improvements, they should be consulted during the selection and design.

1.3.10 Mobility Program

The Statewide Mobility Program ensures that traffic delays and freight restriction are minimized while Work Zone Safety is emphasized at all levels of planning and implementation. The Highway Mobility Operational Notice (PD-16) provides guidance on implementing key ODOT mobility policies, processes, roles, and responsibilities related to project delivery. This operational notice is consistent with the policies and procedures contained within the ODOT's Mobility Procedures Manual, which is the accepted authority for mobility policy for the Agency. This manual sets project standards and minimum requirements regarding communication and coordination, vertical and horizontal clearance, bridge weight restrictions, delays, detours, staging, and design.

1.4 Other Key ODOT Divisions

1.4.1 Public Transportation Division

The Public Transportation Division is the grantee for Federal Transit Administration (FTA) funds and is responsible for state-level transit program development and management. The division consists of several programs that can be divided into two units that focus on Passenger Rail and Pedestrian & Bike. These programs are responsible for assuring the compliance requirements associated with FTA and state funds are met, even when compliance is primarily the obligation of its recipients. The division provides:
* Technical assistance to transit agencies,
* Grant management, and
* Oversight of projects utilizing state or federal transit funds.

House Bill 2017 established the Statewide Transportation Improvement Fund (STIF) program that is a dedicated source of funding for improving, maintaining, and expanding public transportation for all users.

1.4.2 Rail Safety Section

The Rail Safety Section is under the commerce and Compliance Division of ODOT and has jurisdiction over railroad crossings and traffic control devices used within crossing areas. The section consists of four teams:

* The **Safety Inspection Team** inspects for compliance with state statutes that ensures the safety of rail employees.

* The **Federal Railroad Administration (FRA) Inspection Team** inspects for compliance with federal laws and regulation.

* The **State Safety Oversight Team** oversees safety and security of transit agencies such as light rail, streetcars add trolleys.

- The **Crossing Safety Team** coordinates with project development teams to define responsibilities and liabilities and navigate the crossing order process.

The Rail Safety Section should be contacted any time a project may have an impact directly to or within 500 feet of a railroad or rail crossing at CCDRailCrossing@odot.oregon.gov.

1.4.3 Transportation Safety Office

The Transportation Safety Office (TSO) plans and implements Oregon's Highway Safety Plan and its related safety programs for improving transportation safety for Oregonians and visitors to our beautiful State. ODOT TSO's main responsibility is to improve the safety of all roadway users and all modes of travel in reducing risky driving behaviors through education and outreach, such as impaired and distracted driving behaviors. They provide coordination and technical assistance to help meet ODOT safety improvement goals. TSO awards grants and contracts to partner agencies and non-profit organizations with the goal of eliminating fatalities and serious injuries on Oregon's roadways.

1.5 Other Groups

1.5.1. Urban Mobility Office

The Urban Mobility Office (UMO) oversees, aligns, and implements the Urban Mobility Strategy to reduce congestion and modernize the Region 1's infrastructure. The Urban Mobility Strategy includes once-in-a-generation projects that aim to reduce congestion, update bridges and roads to withstand seismic events. These projects include the following:
- I-205 Abernethy Bridge Project
- I-5 Boone Bridge Replacement Project
- I-5 Rose Quarter Improvement Project
- Westside Multimodal Improvements Study

1.5.2 Department of Aviation

The Department of Aviation establishes**,** coordinates and reviews airport planning rules as per Federal Aviation Administration (FAA) guidelines, funds airport infrastructure improvements, and coordinates efforts to improve airport and airplane safety. When developing projects adjacent to a public or private airport, the airport's runway flight triangles must be taken into consideration, to avoid conflicts. Also, it is a mode of transportation, which should be considered by ODOT staff and consultants when developing Transportation Impact Analyses (TIA), Transportation System Plans (TSP) and other plans.

Appendix 1A – ODOT Traffic Engineering Authority