

**ODOT/ACEC Steering
Committee Meeting**

**March 13, 2009
1:00 PM – 4:00 PM
ODOT Human Resource
Training Center
2775 19th St. SE, Salem
Conference Room A**

Co-Chair: Cathy Nelson

Co-Chair: Troy Bowers

Attendees: Tom Lauer, John Ferguson, Matt Stennes, Karen Tatman,
Marc Butorac, Donnell Fowler, Andy Perry, Gayle Harley,
Michelle Remmy

Guest: Dave Lutz

Notetaker: Michelle Gauthier

AGENDA

Profit (Fee) Guidance & Worksheet

- Final Decision
 - Recommendations: Profit/fee range: 7-13 with an average of 10
 - CEI references remain unchanged in complexity discussion (CE is considered less risky than PE)
 - Removed average DOT range recommendation from Profit Guidelines section
 - Left new text recommendations by ACEC to be finalized by OPO
 - New text recommendations by ACEC finalized by OPO
 - 2 removed in Profit/fee Worksheet Instructions
 - 1 still to be finalized SubContractor Scoring Guidance

Cathy Nelson 30 min

Consultant Performance Evaluations Dave Lutz 15 min

RFP – QBS Process Discussion – All 30 min

Workplan Survey Results Discussion – All 30 min

Matrix Update Discussion – All 45 min

NOA Discussion – All 30 min

Attachments: January Minutes, Current Matrix, Consultant Performance Evaluation,
Profit (Fee) Guidance & Worksheet, Workplan Survey Results