

ODOT/ACEC STEERING COMMITTEE

September 18, 2009 Meeting Minutes

Attendees: Cathy Nelson, Marc Butorac, Donnell Fowler, Michelle Remmy, Andy Perry, Walt Bartel, Kay VanSickel, Dan Oven, Tonya Findlay, Paul DePalma, Troy Bowers

Note taker: Michelle Gauthier

New ACEC members Walt Bartel and Kay VanSickel were welcomed.

Survey Assignments

Cathy invited questions regarding individual survey assignments. The Procurement Team has reviewed and made comments on their assignment. For Negotiation training, the preferred delivery method is a brown bag session to cover such topics as invoicing requirements. The Procurement Team has asked for suggestions from the ACEC perspective on how to address the streamlining efforts identified in the survey. It was noted that although these issues are being visited, future house bills will impact these decisions.

The need to shorten contract execution timelines was discussed. This data is being tracked from the time an RP is released to end of negotiations. This information will be used as an ODOT performance measure once sufficient data is collected. It was noted that from a consultant perspective, the Geo-Environmental and Right-of-way portions tend to delay the projects the most.

Action: Donnell to identify training opportunities and issues to be revisited at next meeting as a possible matrix item.

PDMS Group

Project Delivery Unit is to look at scopes of effort required for the Quality Program. For contract negotiation purposes, it was emphasized that it is important that both sides be aware of the scope of work and level of effort to properly negotiate a fair contract.

The PDMS group has cleared the action item to bring the QA/QC to the Liaison Committee.

**ODOT/ACEC Meeting Minutes
September 18, 2009 (Cont'd.)**

Discipline Specific

Dan Oven questioned the group on the needs of ODOT stakeholders in order for Procurement to tailor documents and timelines to move future work forward in a streamlined manner. The data collected over approximately three years shows that the outsourcing needs have been primarily Geo-environmental (60%), Construction (22%) and Engineering (18%). Region 1, then Region 2 and 3 ranks from highest need to lowest for outsourcing.

Dan indicated that PDLT is working to frame up the workload vs. consultant use for JTA. Once needs are determined this information will be shared with the ACEC community.

Environmental Planning Standing Committee Proposal

Marc discussed the need to take the development of an Environmental/Planning Standing Committee concept to the Geo-Environmental group for consideration. A partnering session to determine benefits and goals, formulate an action plan and assess the value was suggested.

Action: Cathy/Jerri Bohard//Hal Gard to hold partnering session initial meeting to assess this proposal.

Action: ACEC to bring list of suggested committee members to next meeting.

Action: Cathy to prepare list of suggested ODOT employees to sit on this committee. Send to Troy and Marc for approval of list.

HB2867

ODOT Procurement and Major Projects Branch are doing an analysis of the results of HB 2867 and how it will affect ORS 279B. These results will assess what the administrative bill will look like. Bill Nestle, Department of Justice is currently reviewing the bill for its impact to ODOT. This bill is expected to cause major housekeeping changes to ODOT. Presently, ODOT is trying to identify the trigger for when cost analysis is required (for example, does it apply to services aspect or to entire scope of project).

This bill will be in effect for contracts entered into after January 1, 2010.

**ODOT/ACEC Meeting Minutes
September 18, 2009 (Cont'd.)**

ARRA Deadlines

Troy discussed the concerns the ACEC membership has with meeting ARRA deadlines. The membership is concerned about missing deadlines and causing contractors to lose work. The consultants are willing to assist in this process, and ACEC has asked for input on how they can help.

Guest Schedule

The schedule for 2010 was discussed. It was determined that during every third meeting the matrix would be updated. The other meetings would be reserved for guests.

Environmental Planning and MCTD Mobility issues were suggested topics for the November 2009 meeting.

Meeting was adjourned.