



ODOT Guidance, An Overview

ODOT guidance is developed through a participative process involving appropriate internal and external stakeholders. The list of stakeholders varies, dependent upon the type of guidance.

This overview focuses on guidance that provides ODOT standardization, consistency and best practices for successful engineering and technical practices, and project delivery processes and procedures.

Starting point to find links to guidance:

ODOT Consultant Web Portal @
<http://www.odot.state.or.us/ffp/hwy/opd/consultant.html>

Technical Guidance: Manuals

Purpose: Provide technical direction and advice on the proper and accepted policies, processes and procedures to be followed when conducting engineering and related business on behalf of ODOT.

Issued by: Over 50 different manuals are available for the technical disciplines in Technical Services: Access Management, Construction, Bridge, Geo-Environmental, Right of Way and Traffic-Roadway.

Reminder: Always refer to technical guidance documents to ensure you have the latest manual updates and technical practices.

Technical Guidance: Project Delivery Guidebook

Purpose: Provide direction and advice for internal and external staff on project delivery related processes and procedures.

Issued by: Project Delivery Leadership Team Co-chairs: Technical Services Manager/Chief Engineer and Region Manager.

Technical Guidance: Directives, Bulletins and Advisories

Purpose: Written guidance from Technical Services or its Sections that reflects its technical position, guides technical decision making and informs the technical work for transportation projects. This information provides the most current information on technical practices. These technical guidance formats have been in place since 5/30/2006.

Issued by: Technical Services Branch or one of the following Sections/Disciplines in Technical Services: Access Management, Construction, Bridge, Geo-Environmental, Right of Way and Traffic-Roadway.

Signature by: Technical Services' Manager/Chief Engineer or Technical Services' Discipline Specific Manager. The Technical Leadership Team is a key partner as technical guidance is proposed and developed.

Three Types of Technical Services Guidance:

- **TS Directive** - Mandatory, long-term, stand alone program-level documents that provide technical information essential to the overall management of the technical program.
- **TS Bulletin** - Mandatory guidance focusing on methods, procedures, requirements, or guidelines to accomplish operations and to provide one-time, short or long-term instruction. Bulletin information may be incorporated into a manual or specification during its next update cycle. It also may remain as stand alone guidance. This is the most frequently used TS Guidance. (Note: Memos to Designers were issued by Roadway through 2004, prior to Technical Services adopting a common format in May 2006 for technical guidance in May 2006.)
- **TS Advisory** - Not mandatory. Provides information and/or tools, tips and techniques to enhance technical decision making. Directives, Bulletins or Manuals take precedence over Advisories.

PDLT Operational Notices

Purpose: ODOT's project delivery policy guidelines, intended to ensure consistency in project delivery practices throughout ODOT.

Issued by: Project Delivery Leadership Team (PDLT) in the Highway Division. Co-chairs: Technical Services Manager/Chief Engineer and Region Manager.

Highway Division Directives

Purpose: Operation guidance that carries the weight of policy for Highway Division staff and consultants. Highway Division Directives are a written statement indicating how the Division will respond to a significant issue. Directives pertain to all areas of the Division and may provide additional restrictions on current Department policies but may not be less restrictive.

Issued by: Highway Division Deputy Director

ODOT Operational Policies/Procedures

Purpose: Operational policy guidance for ODOT Highway Division. A "policy" is a written approved statement that describes the Department's mission and objectives, answers operational issues, and is in line with federal and state rules and laws, has widespread application and is expressed in broad terms. A "procedure" is a written set of instructions that describes the approved and required steps for a particular act or sequence of acts. Procedures describe in detail the process that supports the policy and is prone to change as business needs change.

Issued by: ODOT Divisions and program areas.

Note: Many of the ODOT Policies and Procedures address internal operations. The Stamping Operational Policy is of interest to the project delivery and the engineering disciplines: DES 05-02: Document Stamping Requirements for Registered Engineers, Land Surveyors, Geologists, and Landscape Architects.

