

TECHNICAL LEADERSHIP TEAMS
QUARTERLY REPORT
April through June 2007

The Leadership Teams are led by Technical Services for the following major technical disciplines: Access Management – Project Delivery - Bridge - Construction - Right of Way - Traffic-Roadway and include key representatives from Regions and from Technical Services. In addition, the Technical Leadership Team provides technical and engineering leadership for the business. This team is led by Cathy Nelson, Technical Services Manager/Chief Engineer for the Oregon Department of Transportation.

The Quarterly Report is a communication tool to provide an update on key information for ODOT and Consultant staff involved in delivering projects for ODOT.

KEY ACCOMPLISHMENTS

Archaeology in Geo-Environmental is having continued success in maintaining effective working relationships with all of the federally recognized tribes in the state. Outreach efforts, including quarterly meetings, receive many positive responses. These meetings provide an opportunity for face to face consultation regarding project development and implementation.

Air Quality has prepared a new simplified instruction matrix that will be provided to Region environmental staff to use for Work Order Contracts and Statements of Work for air quality work.

Noise Manual. Update of the noise manual was completed in January 2007 and is available on the Technical Services internet for manuals @ <http://www.oregon.gov/ODOT/HWY/TECHSERV/alphamanuals.shtml>

Liaison Program -Staffing for Permitting. Intergovernmental Agreements (5 total) between ODOT and various natural resource agencies

to provide staffing for ODOT permitting projects, have been signed or are awaiting signature. The Agreements extended the timelines and increased funding to allow for more positions at some agencies. When the new agreements are in place, ODOT will fund up to four staff at ODFW, two staff at Department of State Lands, two staff at US Army Corps of Engineers, one at National Marine Fisheries Service, and two at US Fish and Wildlife, and one and a half staff at the Department of Environmental Quality.

Stormwater Management Plan Streamlining for Section 401. ODOT and DEQ have signed a Memorandum of Agreement (MOA) on streamlining. Training on stormwater management plan development and review will be presented by ODOT and DEQ in May and June. The first training for ODOT and DEQ staff is scheduled in Region 1 on May 30, 2007. A draft Best Management Practices (BMP) Selection Matrix has been developed, and guidance on its use is being developed. Guidelines for water quantity mitigation and design storms are near completion. Guidance on water quality treatment design storms is in development, as well as guidance for project teams to use regarding conducting the stormwater analysis for projects with endangered species present. All guidance will be tested using pilot projects in Regions 1 and 3.

Resource Sharing Proposal: Cathy indicated to the May TLT that Highway Staff is in agreement that all leadership teams are encouraged to share resources. There are lots of benefits that can accrue from sharing. All are encouraged to optimize ODOT staff statewide before going out and Technical Services staff can and should be included in sharing arrangements

Tools to promote sharing should be kept simple. A project based agreement is sufficient. Those sharing can use MS Project as a tool to help organize the

sharing but this tool is not meant to drive the decision-making around sharing. TLT members will share tools with others that they have developed.

New Guidance Documents from Technical Services

Title	Final Number	Effective Date	Issued by
Deposit Made in Lieu of a Bond for a Permit to Construct a Road Approach	AM07-01(B)	06/14/2007	Access Management
<p>Summary: This Bulletin pertains to a deposit in lieu of a bond received by District offices for a Permit to Construct a road approach. The purpose is to ensure that such deposits are handled in a consistent manner and in accordance with Oregon Department of Transportation (ODOT) standards. Contact for more information: Access Management Program Manager: Harold.LASLEY@odot.state.or.us</p>			
Deposits for a Permit to Construct a Temporary Road Approach	AM07-02(B)	06/14/2007	Access Management
<p>Summary: This Bulletin pertains to deposits made for a Permit to Construct a temporary road approach. The purpose of this Bulletin is to ensure that such deposits are handled in a consistent manner and in accordance with Oregon Department of Transportation (ODOT) financial standards. Contact for more information: Access Management Program Manager: Harold.Lasley@odot.state.or.us</p>			
FHWA Limitations on PS&E Exception Letters	GE07-01(B)	05/09/2007	Geo-Environmental
<p>Summary: To clarify FHWA legal requirements and guidance regarding acceptance of PS&E Exception Letters prior to approval of Categorical Exclusion (Cat Ex) projects for bid advertising. Essentially, ODOT can't advertise or award if ODOT doesn't have the permit in hand. The PS&E request submittal is also being revised to ensure that the FHWA form has been completed. Contact for more information: Geo-Environmental Manager: Howard.A.Gard@odot.state.or.us</p>			

ODOT Traffic Signal Policy for Protected Green Clear-out at Highway-Railroad Grade Crossing	TR-01(B)	04/10/2007	Traffic-Roadway
<p>Summary: The purpose of this bulletin is to establish a policy requiring a protected left-turn phase during the V.C.O.I. (vehicle clear-out interval) portion of the railroad preemption sequence at traffic signals interconnected with highway-railroad grade crossings. This policy applies to new or rebuilt traffic signals. This policy will be incorporated into the next update to the Traffic Signal Policy and Guidelines.</p> <p>Contact for more information: Traffic Operations Engineer @ gary.r.obery@odot.state.or.us</p>			
TCP (Traffic Control Plan) Design Manual Update: Chapter 4 – Eliminates use of “Construction Speed XX” Sign	TR 07-04(B)	04/13/2007	Traffic-Roadway
<p>Summary: This Bulletin deletes the third bulleted item in Chapter 4 of the TCP Design Manual, Section 4.2, Page 60, under the heading, “SPEED ZONE REDUCTION GENERAL INFORMATION” and introduces a new temporary sign to be used in a Traffic Control Plan for a highway construction project.</p> <p>Contact for more information: Traffic Control Plans Engineer @ scott.m.mccanna@odot.state.or.us</p>			
Design Exception Update. Update to Chapter 13 Highway Design Manual	RD07-04(B)	06/01/2007	Traffic-Roadway
<p>Summary: This bulletin introduces the updated Chapter 13 to the Highway Design Manual, updated design exception form, and a new user guide for the design exception form.</p> <p>Contact for more information: Senior Standards Engineer @ david.j.polly@odot.state.or.us</p>			
Project Bid Advertisement Period	06/01/2007	RD07-06(B)	Traffic-Roadway
<p>Summary: Establish advertisement periods for projects based on estimated project costs.</p> <p>Contact for more information: Specifications, Estimating & Office of Pre-Letting Unit Manager @ james.r.callaway@odot.state.or.us</p>			

The complete guidance is available at <http://www.oregon.gov/ODOT/HWY/TECHSERV/>

WHAT'S ON THE HORIZON?

The **Northwest Regional Right of Way Conference** will be held September 23 to 26 in Seaside, Oregon. This conference is sponsored by ODOT Right of Way. The conference information is available @ <http://www.oregon.gov/ODOT/HWY/ROW/nwregionalconf.shtml>

New 2070 Traffic Signal Controller Specification. Scott Cramer, Traffic Signal Engineer, says ODOT is about 90% done on the new controller specification and about 80% done on the software specification. July is the expected end date for completing the specifications. They plan to go out with RFP and then score vendor proposals.

Expect training on the new controller and software afterwards. There are a lot of new features. You might consider using these new controllers at complicated intersections, ones with many command boxes or where you want more counts. The new serial traffic controller cabinet expected in 2008 will give truly unlimited capability to traffic signal control.

ODOT Procurement Office (OPO) Update to May TLT: Diana Foster, ODOT Procurement Officer, reported that her membership on TLT, PDLT, and other leadership teams has been helpful for her to gain perspective on what's coming. Diana shared the following:

- Solicitation to replace "Big 10" will be out soon. It will have a 3-year initial term, with the potential of being renewed for another three years.
- ODOT will have the ability to do mini-selections once the anticipated five to seven are selected. This is a similar process as discipline specific.

- Diana is hoping to have fully executed price agreements by 7/07.
- Seven limited duration positions have been secured for OPO. They will be deployed within the Regions and Headquarters. These limited duration positions will be advertised in the near future

OTIA Update: Ray Mabey, Technical Services Manager, Major Projects Branch, shared at the May TLT that the design and construction is almost 80% complete for this program. Ray is in the process of developing three new Work Order Contracts (WOCs) with OBDP. These will be signed shortly. Michael Hatchell from OBDP is moving on to a new assignment and Matt Stenis will replace him.

Dave Lutz, Project Delivery Manager, Technical Services, reported that the delivery method for the Willamette River Bridge in Eugene has been changed to Construction Manager/General Contractor (CMGC). He also reported that the Sandy River Bridge may shift to design build to keep this work on track.

Pilot Right of Way “Turbo Relocation” Pilot. ODOT Right of Way is requesting to be one of ten states participating in a pilot project focusing on “Turbo Relocation”. The program will feature automation (much like the Turbo Tax program) in the relocation process. Each of the ten states would provide funding for the project. The R/W Leadership Team agreed to move forward with the program, pending funding approval.

Machine Control. After discussing this topic at the June TLT meeting, Ed Fischer, Traffic-Roadway, will convene a sub-team under the leadership of Ron Singh, Survey Manager, Traffic-Roadway Section, to develop standards and practices for machine control and to promote consistency in practice. The team will include members from the Construction Leadership Team, Region Technical Centers, and Traffic-Roadway.

Temporary Freeway Crossover Alignments. Ed Fischer, Traffic-Roadway Manager, reported to the June TLT that a technical bulletin will be coming out soon on this topic. He emphasized the importance of (1) using the safe speed table (Tables 5 and 6) on tangents and (2) checking out accident history before releasing final documents.

ODOT Right of Way sent representation to the 2007 AASHTO Right of Way & Utilities Conference in Orlando, Florida. This was an opportunity to learn about and share best practices and to learn what's new.

Statewide review of GeoTech practices: Paul Wirfs, Tim Rodgers, and Barry Siel reported at the June TLT that FHWA will be conducting a comprehensive review over the next few months. This review is not being conducted because there are known deficits in Oregon's GeoTech program. Rather, it is designed as a continuous improvement effort. They believe this is a good time to come to ODOT since the GeoTech manual was just developed. The review will focus on ODOT's in-house method of doing GeoTech work, not looking at all methods. FHWA reviews are generally conducted every ten years. The last Oregon review was conducted 14 years ago. The goal is to have the final report prepared by September 2007. A response will follow in terms of what ODOT will do to address recommendations.

Errors and Omissions (E&O) Follow-up. Cathy reported to TLT that the guidance was launched at the ACEC Conference in April 2007 and is available on the TS internet site for comments through June 1, 2007. After comments are reviewed and the policy is finalized, it will be incorporated into the new full service ATA. Cathy's goal is to finalize this policy later this summer.

When completed, Cathy plans to do a “talking circuit” within ODOT to educate staff regarding the various aspects of the policy, including the appropriate standards of care. There will be a claims process with an escalation clause built in. The policy also outlines a cooperative approach. E&O outlines the responsibility for design review of plans. Each firm must have its own QC. ODOT completes QA to make sure we received what we wanted. Once in place, ODOT will monitor the new E&O policy and the use of the new criteria to see how it’s working.

Asset Management Updates: Paul Wirfs, Engineering and Asset Management Manager, Geo-Environmental, discussed the newly formed Asset Management Group within Technical Services. This group will work closely with the Statewide Steering Committee for Asset Management. It has key goals to collect infrastructure data, to develop/refine methods to collect and analyze data, and to package data so that it facilitates decision-making. A long term goal is to have a comprehensive method to manage asset-related data. This group will make recommendations to Cathy Nelson, Chief Engineer, to decide where to best invest time, money, and resources to keep moving forward.

Pilot Asset Management Program. Laura Wipper, Performance Management Consultant, Central Services, provided an overview to the June TLT regarding the recent pilot asset management program conducted within Region 2. Steve Cooley said that “light bulbs went on” for Region 2 when participating in the pilot. Benefits of this program include better scoping and more informed presentations to the public when planning projects. He also indicated that this type of data collection can help staff to make better decisions when prioritizing projects.

1R Function (Chip Seals). TLT asked for clarification regarding ambiguities around using 1R or 3R standards. Cathy Nelson, Chief Engineer, will ask Dave Polly complete a directive to clarify and correct language in the design manual for which standard to use when doing a strictly maintenance activity of replacement in kind.

1200CA Permits: Hal Gard reported to TLT that there was a misperception on the Environmental Leadership Team that each Region holds its own 1200CA permit. This is not true. There is an Agency programmatic which is at risk if there are violations. He will check for and correct ambiguous language in the last bulletin on this topic.

Leadership Team Charters To Be Updated: Cathy Nelson, Technical Services Manager, reported to TLT on discussions regarding the roles and responsibilities of various ODOT leadership teams and how they work together. The Technical Leadership Team (TLT) is under the Project Delivery Leadership Team (PDLT) for work related to the project delivery business line, but, for other work, TLT has separate authority. Leadership teams, starting with PDLT, will be updating their charters to better understand the connections with other leadership teams and to ensure that each supports the other appropriately. Cathy expects that in updating the charters for TLT and the Discipline Leadership Teams (DLTs), the leader of the team would decide if an item needs to go to PDLT or not. The current charter for TLT is on the internet web site. The goal is to complete the charter updates by Fall 2007.

Design Criteria Checklist: Carol Cartwright, Region 2 Tech Center Roadway Manager, and Jeff Olson, Quincy Engineering, reported to the May TLT that they have been circulating a proposed basis of design criteria checklist for review. They asked for direction from TLT on how to proceed,

since the comments received have been varied. So far, responses have been coming in approximately 50/50 +/- . When to complete the checklist is not clear. There is something similar to this checklist in PDWP (worksheet). However, this existing tool is designed to be utilized after the project team is in place. Carol and Jeff are proposing a tool that would be an augmentation of the existing tool in PDWP. Their tool would help with consistency. The Basis of Design checklist would help with documentation and communication regarding basic elements of a project. It would provide guidelines for project teams and help clarify roles and responsibilities. The key is that this tool helps those involved in defining the project come to agreement up front on some fundamental elements of the project.

Steve Cooley, Region 2 Tech Center Manager, indicated that he liked this draft tool since it allows a preliminary look at project parameters, before the project team is assembled. Then, he can work with the CPM, etc. to complete. This tool would help guide toward solution – get the project started on the right trail. It is to be used at the point where the contract is being developed. It could be part of the contract before negotiating the 1st task to set the basis for established level of effort. And, it can then be reaffirmed at later points in the process.

The TLT would like to see this draft tool tied to the scoping process and PDWP. They would prefer to see PDWP augmented, so this tool could become part of the corporate data that is collected and be a valuable tool to set expectations. When ready, this tool could be included as part of upcoming ATA contracts.

TLT asked Dave Lutz, Project Delivery Manager, to convene a task team composed of Carol Cartwright, Dick Upton (CH2MHill), Jeff Olson (Quincy Engineering), and representatives from Area Managers, Consultant Project

Managers, Technical Service Discipline Managers, and Tech Center Managers to look at existing worksheets and at this draft tool and tie them together.. It is anticipated that a one-day workshop will be set up to help bring together key people to develop this tool for ODOT.

Plans, Specification and Estimate (PS&E) Submittals Process will be changing this summer: Bob Callaway, Manager Office of Pre Letting, Traffic Roadway Section said that starting this summer PS&E submittal will essentially be locked down and changes will be made by addenda. The Office of Pre Letting (OPL) will complete the auditing during the advertising period to ensure FHWA compliance. Bob and his staff will be looking for clarity in identifying deliverables. Complete packages will receive *minimal* scrutiny, since the provider is responsible for quality control (QC). OPL staff will call the Region if an incomplete packet is going to be rescheduled into another bid let. This change is designed to focus on ensuring that the necessary QC occurs at the appropriate time. More information to come.

Project Scoping Lists: Cathy Nelson reported to the May TLT that Technical Services (TS) is working to ensure that any TS project scoping lists are available for the Regions in November 2007. This earlier date will help work better with the Region's other scoping processes.

Cultural Resources is developing a completely new Programmatic Agreement (PA) for delegation of Section 106 authority, including an outline of the newly agreed upon Section 106 process and all of the provisions of the current PA and its proposed revisions.

The new Roadside Development Manual is nearing completion.

Environmental Process for Class 2 Categorical Exclusion (CatEx)

Projects The Geo-Environmental Section has prepared and will soon release a new bulletin outlining FHWA documentation required to complete the CatEx classification process. This process will be required prior to FHWA's authorization of Right of Way funding and approval to proceed to final design.

REVISIONS TO VOLUME 1 Environmental Procedures Guide: Geo-Environmental has a contract with DEA to revise and update Volume 1. Volume 1 will provide an overview of applicable regulations, the project planning and development process, roles and responsibilities, environmental documentation requirements and procedures, and templates. It will be useful, on some level, for all environmental staff but the target audience is NEPA practitioners (both ODOT and external). A draft recommendation for the actual revisions will first be routed through Regions and management teams before crafting the Work Order Contract.

VOLUME 2 Environmental Procedures Guide: Volume 2 provides fairly detailed discussions on 19 social, economic, environmental, and traffic/transportation disciplines usually addressed for ODOT NEPA compliance on transportation projects. The draft version of this guide is nearly complete, and nearly all discipline chapters are available for use on the Geo-Environmental website. This guidebook will be useful for all environmental staff but the target audience is NEPA practitioners (both ODOT and external).

QA Process for Bridge: Bruce Johnson reported to the May TLT that the Bridge Leadership Team (BLT) has been working on a QA audit strategy since last September. There are two aspects to the BLT's recommendation:

1. QA request generated by Bridge staff in the Tech Centers.

This type of QA would review what was requested by the Tech Center. This request may be for several different reasons, including review of a new design application, a check to see how their design process is working, to fulfill the requirement for a reviewer or checker of a specific bridge design, etc. An agreement will be prepared outlining the extent of the review and Bridge Section involvement in the project. A report will be prepared regarding what was learned that could impact future Design Manual changes, and any QC process recommendations for the Tech Center. Reports will be summarized quarterly and sent to the Tech Services QA coordinator in the Office of Pre-letting in Roadway Section.

2. QA generated by the Bridge Leadership Team identifying a phase of bridge design that needs a technical review.

Bridge Section will form a QA team and conduct sampling phase reviews statewide. Reports of findings would be produced, reviewed by Bridge Leadership Team and given to the Tech Services QA Coordinator in the Office of Pre-Letting in Roadway who would roll up this information into their quarterly QA report.

Bruce indicated there are some excellent benefits from this two-part strategy. They have implemented this in one of the Regions to test how this works. It is working out very well and provides good communication and feedback. Another key benefit is that when the QA audit staff work closely with the Tech Centers and become known, they are more likely to receive a call when an issue surfaces.

Cathy indicated that this strategy can help with sustainability in the Tech Centers. This strategy also works well as a tool for mentoring and coaching. She indicated that this QA strategy is not meant to pick up direct work by TS but to do QA work. The Tech Center still needs to be able to do the work. This could also be a model to consider for other disciplines.

TLT gave the go-ahead on this process as a model for Bridge QA to be utilized within Region Tech Centers.

New Corps/DSL Permits & Wetlands Training was held April 13th in Salem and June 6th in The Dalles. Geo-Environmental is hoping to improve the materials and delivery and provide the training materials on the Geo-Environmental Wetlands/Permits Manual website.

New Wetland Delineation tools. The wetland delineation Arc Pad application was tested on June 4, 2007 and field testing using the Trimble GeoXT resource-grade GPS devices will be by the 15th of June by ODOT staff and consultants. If you are interested in field testing the application or hiring a consultant for a wetland delineation, please contact Patti Caswell (add phone number). Input is needed to make the application meet ODOT's needs.

The new ODOT Erosion Control Inspection Form will be finalized soon. The draft in development was taken from DEQ's form and adapted for ODOT projects.

The update of Erosion Control Standard Drawings is nearly complete. These will be easier to read because most sheets now show just one best management practice instead of several. They are graphically improved and

contain more use and limitation notes. By the end of June, these draft drawings can be viewed on the GES Erosion Control web page.

Water Resources Manual: Notice to proceed has been issued to the consultant to begin developing the Water Resources Manual. The first tasks are to interview Region staff to determine their needs, and then to develop the table of contents for the manual.

Environmental Statement of Work (SOW) Templates - Draft Statement of Work (SOW) templates for a number of environmental disciplines have been developed by Tech Services and several have been reviewed and edited by the Procurement Office (with additional input from the appropriate discipline experts). The intent is to have standardized task language approved by DOJ along with standardized task naming and numbering conventions for use in WOCs/Contracts and cost estimates. DOJ reviews of several templates will be starting in the next month or two. The Procurement Office is working on developing a task library that will be available on line and potentially as a database tool for creating SOWs using the standardized tasks. This is an ambitious project that will take time to develop approved templates for all disciplines and sub-disciplines. Templates will be made available on an Internet site for use as each are completed.

Wildlife Collision Avoidance and Movement Strategy. The Geo-Environmental Section has been coordinating closely with the Oregon Department of Fish and Wildlife for the Oregon Wildlife Movement Strategy, which is a subset of the Oregon Conservation Strategy relating specifically to transportation impacts to wildlife passage. Mindy Trask, Environmental Project Manager in the Geo-Environmental Section, is the co-chair for this multiple agency partnership. The Geo-Environmental Section has begun a

project to map animal-vehicle collision hot spots on Oregon's highways based on existing carcass pick-up records.

Update on Geo-Environmental Special and Standard Provisions. The template special provisions are being updated by the Geo-Environmental Section to match the new 2007 standard specifications that will be published later this year, and to incorporate common programmatic permit requirements. The main change for the 2007 standards is that many of the common template special provisions are now becoming standard specifications. The updated special provisions will provide for better coordination with the Contractor to comply with the Migratory Bird Treaty Act, the U. S. Army Corps of Engineers' SLOPES Programmatic Biological Opinion with National Marine Fisheries Service, and cultural resource regulations. The Specifications Unit still has formatting and error checking to do, but The 0280 Erosion Control Section has been extensively modified to clarify the requirements from our NPDES Permits. The 01030 Seeding Section has had only minor changes. Revisions to standard specifications for Roadside Development have been completed.

OTIA III Mitigation Site Monitoring and Vegetation Establishment – Geo-Environmental is partnering with the Bridge Delivery Unit to develop a program for monitoring and vegetation establishment of OTIA III Bridge State Delivery Program site restoration and mitigation sites. The program will be outsourced with a contract anticipated to be in place by December 2007. The contract will consist of monitoring and maintenance of OTIA III sites with Regions being able to "opt in" for maintenance and/or monitoring of individual STIP projects at their discretion. Louise Bos is managing this effort.

KEY CHANGES (PEOPLE OR ORGANIZATION) OF INTEREST

- **Chair of the Environmental Committee of AASHTO.** Hal Gard, Geo-Environmental Manager, announced that **Matt Garrett**, ODOT Director, is the new Chair of the Environmental Committee for AASHTO.
- **New Division of State Lands Liaison** hired, **Nicole Novice**, who will be responsible for Region 1, 4, 5 projects.
- **Dave Lutz**, Project Delivery Unit Manager, is now a regular member of the Technical Leadership Team. Dave manages the Project Delivery Unit, which joined Technical Services in April 2007. He may be reached at 503-986-3819.

RECOGNITION

Acknowledgements to Geo-Environmental staff. FHWA presented ODOT with an Exemplary Ecosystem Initiative Award for 2006. This is one of twenty nationwide awards presented by FHWA. The Crooked River Mitigation Bank has been approved by DSL and the Corps. This approval provides for the first ODOT Mitigation Bank. The Lost River Mitigation Bank is the review stage. ODOT hopes to have approval of this bank within the next couple of months. The Vernal Pool Mitigation Bank is in the property acquisition phase. Once property Acquisition is complete, ODOT will start the bank approval process.

For Up-to-Date Information, see the Technical Services Website at <http://www.oregon.gov/ODOT/HWY/TECHSERV/> to find...

- ***Training:*** Information on current technical training open and available for consultants. ODOT employees can also research available classes on the ODOT Human Resources training intranet site.
- ***Guidance Documents (Directives, Bulletins, and Advisories):*** Please refer to this information for technical guidance currently in effect.

- **Manuals:** *Technical manuals are included on this website.*
- **Leadership Team Charters and Membership information.**
- **And more...**

**Questions or Comments? Email Technical Services @
technical.services@odot.state.or.us**