



**OKLAHOMA**  
Transportation

**ACEC**  
**OKLAHOMA**

**ODOT / ACEC OKLAHOMA Administration Working Group**

2:00 p.m. Wednesday, April 9, 2025  
ODOT Maintenance Conference Room

Attendees:

**ODOT** - Inger Peters

**ACEC** - Brian Schmitt (TEIM), Amber Steel (CEC), Kathy Johnson (WSB)

**MINUTES**

Discussion Items:

1. No March meeting was held.
2. Personnel Changes
  - The ODOT website has been updated to list the contact information for the new contract administrators including what districts each CA will be covering.
  - Randy Woods, previous Roadway Design Engineer, has left the Department.
  - Ben Moore, Districts 5 & 7, has announced he will be leaving.
  - Not all personnel changes have been updated on the website.
3. Solicitation
  - April solicitation will be coming out tomorrow.
4. FAR Audit Submittals
  - Consultants should submit FAR audits to Inger Peters to submit to the Audit Division.
  - Consultants need to submit the AASHTO ICQ form along with their audit findings.
  - If you have a cognizant letter from a different DOT, please submit along with your audit report and ICQ form.
  - ODOT will issue cognizant letters to firms with ODOT as their home state. This must be requested and is subject to additional review by the Audit Division.
5. Funding Moves
  - If it is the end of a project and there is funding remaining in other portions of the contract, consultants can request the funding be moved to other tasks.
  - A request should be made via email to the Contract Administrator and ODOT PM with justification of why the additional funds are needed in the original task.