



OKLAHOMA
Transportation

ACEC
OKLAHOMA

ODOT / ACEC OKLAHOMA Administration Working Group

2:00 p.m. Wednesday, February 12, 2025

Microsoft Teams

Attendees:

ODOT - Inger Peters, Brandon Dudgeon

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

MINUTES

Discussion Items:

1. Personnel Changes
 - Melanie Price has moved to Contract Compliance.
 - ODOT has hired 3 new Contract Administrators.
 - Internal hires: Leslie Morris & Jamie Stone
 - External hire: Michelle Weis
 - CA will be reviewing district assignments and redistributing based on new hires. The website will be updated to include contact information for the new CA's and workload distributions when finalized.
 - Trent January has been named Chief Engineer for OTA. There has not been a replacement named for District 4 DE at this time.
2. District Meetings
 - All ODOT Districts are having weekly in-person meetings to discuss projects, status updates, priorities, etc.
 - ODOT plans to invite consultants to these meetings in the future. More information to come.
3. Solicitation Checklist
 - ODOT CA's use the solicitation instructions to create a review checklist when reviewing consultant LOI's.
 - Please make sure you are meeting all listed requirements including, but not limited to:
 - meeting required DBE goals by listing DBE firms on your team
 - identifying team members or key personnel that will be providing each required service
 - including all team members CAP 255 forms
4. Subsurface Utility Engineering



- This service falls under Survey. If a project requires SUE, the ODOT PM needs to request for Survey services and identify that SUE is needed.

5. Supplement Request Guidelines

- Consultants may request a supplement for additional funding and/or rate updates if the scope of work has changed significantly or the project schedule has experienced significant delays.
- The department and ACEC subcommittee will work on establishing guidelines on thresholds of significance.
- If a supplement is needed for one of these reasons, it is encouraged that the consultant first discuss with the ODOT PM and then follow up with an email request included the CA.

6. Projects On-Hold / Delayed Construction Lettings

- Design consultants should submit plans per the contracted project schedule.
- If a project is put on hold for an extended period of time, the Department will formally make the consultant aware.
- When the project resumes, a supplement should be submitted to modify the project schedule and fees if applicable.
- Projects should be billed to 100% when final PS&E is submitted.
 - If major re-design work is needed for construction, a supplement should be processed at that time with new rates/fees.