

ODOT / ACEC OKLAHOMA Partnering Administrative Working Group

Wednesday, January 10, 2024
Oklahoma Department of Transportation
200 N.E. 21st Street
Oklahoma City, OK
2:00 p.m.

MINUTES

1. Discussion Items

a. Supplement Justification

- Right-of-Way revisions and delays in letting often cause the consultant effort exceeding the proposed scope and fee.
- It was suggested that ODOT determine an expected number of right-of-revisions so that consultants can determine when excessive revisions justify a supplement request.
- ODOT advises consultants document and submit supplement requests when any delays or revisions cause work outside of scope.

b. Contract Encumbrance

- Fees set aside for “Task Orders for Services Already in Contract” are not encumbered at the time of the contract.
- Task orders for on-demand contracts are not encumbered at the time of the contract but with each task order.
- ODOT is researching funding options with moving more design projects to task order basis.

c. Contract Administration Guidelines

- The updated contract administration guidelines has been submitted to FHWA for approval.
- The new guidelines contain slight revisions for consultant selection.

d. ODOT Funding

- The department is still waiting on federal funding which is causing delays in contract funding and issuance of notice to proceeds.
- All contracts, supplements, and task orders that were executed by December 1, 2023 were sent to comptroller for funding.
 1. 206 contracts submitted for funding
 2. 80 POs have been encumbered
- ODOT expects retro funding to be approved and used for funding projects
- ODOT currently has approximately \$31M in pending contracts.