



ODOT / ACEC OKLAHOMA Administration Working Group

2:00 p.m. Wednesday, January 9, 2025
ODOT Project Delivery Conference Room

Attendees:

ODOT - Inger Peters, Brandon Dudgeon

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

MINUTES

Discussion Items:

1. Return to Office
 - All ODOT employees reporting to Chief Engineer are back in office 100% as of 1/6/25.
 - Governor Stitt has mandated a complete return to office for all state employees as of 2/1/25.
2. Personnel Changes
 - Kristen Wallace has moved to Environmental Programs Division as the Hazardous Materials Coordinator.
 - Inger Peters will be the new contact for all TOPS related questions.
 - TOPS updates are currently on freeze due to priority of People Soft implementation.
 - Current Power BI reports are being maintained.
 - New Power BI reports are being prioritized for implementation.
 - ODOT is conducting interviews to replace two CA positions this Friday.
 - TJ Dill was named Co-Chief Engineer and will take over the role of Chief Engineer in June/July when Brian Taylor retires.
3. Solicitation Checklist
 - ODOT will be sharing their internal process document for ODOT solicitations used by Cas with ACEC for distribution to consultants.
 - This is not intended as a process document for consultants to follow but as an informational tool for consultants to reference.
4. January Solicitation
 - Sent 1/9/25.
 - Two projects will include services for ROW Mapping/Plot plans preparation that has historically been completed from the On-Demand ROW contract.
 - The expectation is that the selected firms will team with a qualified firm to complete this service or complete in-house following the ROW requirements for On-System projects. Mr. Dudgeon will check to see if R/W Division has an approved provider list to go along with their On-Demand provider list



- Virtual interviews will continue to be conducted for the majority of projects. Certain projects may require an in-person interview and will be notated on the solicitation.
- Consultants should submit presentations the day prior to the interview. Consultant presentations are not shared with the interview committee prior to the presentation, but can be referenced after the fact if needed.
- Interviews will not be scheduled alphabetically anymore and will be scheduled at random.

5. PeopleSoft Implementation

- Projected to be completed in May 2025.
- Teams are working to ensure the connection between PeopleSoft and TOPS are established and working.
- Consultants should not see any significant changes in day-to-day work with the Department from the implementation.
- The implementation should only affect internal department processes but will result in the more expeditious processing of task orders, claims, and payments.

6. 2025 ODOT Transportation Budget

- The Department will be proposing a flat budget in 2025 as they have been asked to do.
- They are currently working with CR funding for the first 6-months of the federal fiscal year which is 80% funding.
- ODOT plans to continue to prioritize projects and construction lettings moving forward.

7. Future Administrative Committee Topics

- ODOT would like to discuss further streamlining of the consultant selection process and would be interested in input from ACEC firms. Possibly a questionnaire can be developed to foster discussion and input.
- The committee will consult with Mike Thompson and the ACEC Board of Directors which topics ACEC members would like to see discussed in future Administration subcommittee meetings.