



OKLAHOMA
Transportation

ACEC
OKLAHOMA

ODOT / ACEC OKLAHOMA Administration Working Group

2:00 p.m. Wednesday, July 10, 2025

ODOT Conference Room

Attendees:

ODOT - Inger Peters, Brandon Dudgeon

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

MINUTES

Discussion Items:

1. Fiscal Year Closing Update
 - TOPS is unofficially open.
 - There are 3 new fields per project: PO Line Number, PO Schedule Number, and PO Distribution Line Number.
 - Currently all selections are limited to 0 or 1.
 - Some historical reporting is still not working (previous invoiced amount in contract status line).
 - Consultants are welcome to submit invoices but if there is uncertainty on remaining fees the department recommends consultants verify available funds before submitting.
 - If consultants get stuck entering an invoice, please contact the CA for the district the invoice falls under.
 - CA assigned districts is up to date on the ODOT website.
 - Contact Inger Peters if you have invoices previously approved and still unpaid. She will be looking into these.
2. Contract Process Reminders
 - To move existing funds to another task within the same contract, send an email to the CA and ODOT PM with a list of funding adjustments.
 - Preferably in excel, list the original task amount and new task amount for each movement of funds.
 - If a consultant needs personnel changes on a task order and the personnel is already listed on the company B-documents, please send an email request with the task order amendment to the ODOT District and copy the CA.
3. Consultant Meetings
 - ODOT completed its first round of project review meetings with consultants.
 - The meetings went well, especially with the up-front contract status review completed by the CA team.
 - The department is planning on continuing to have these meetings twice a year around May and November.



- Due to the number of firms and meetings, the meeting times will continue to be 30 minutes per consultant.
- On average, 3 representatives came from each consulting firm.
- If you have any feedback or suggestions for future meetings, please contact Brandon Dudgeon.

4. Rebalance of 8 Year Construction Program

- Budget will be flat but cost estimates are increasing.
- 3 rebalancing meeting will occur: July, August, End August beginning of September (meet with each field district Commissioner).
- Final program will go to the Transportation Commission for approval in October.
- There will be approximately \$86M in the 4th quarter redistribution.
- Potential Project List published on the TOPS website will continue to be updated.

5. July Solicitation

- The July Solicitation will come out Thursday, July 10, 2025.
- The solicitation list is close to the potential project list published on the ODOT website.
- There will still be DBE goals and they have stayed relatively the same.
- FHWA is not currently changing any requirements with the DBE program or Environmental Review program at this time. They are waiting for more clarification on federal guidelines before making any changes.

6. Project Management Software

- ODOT is evaluating project management software and has narrowed the selection to 3 providers: Innate, Kahua, and Aurigo.
- All options will have external access for consultants to get in and collaborate on projects.

7. ODOT/ACEC Partnering Conference

- Correction: ~~This year it will be in Oklahoma City.~~ The 2025 Partnering Conference will be in Tulsa.