**ODOT / ACEC OKLAHOMA Partnering Administrative Working Group**

Wednesday, May 10, 2023

Oklahoma Department of Transportation

200 N.E. 21st Street

Oklahoma City, OK

2:00p.m.

**MINUTES**

1. Discussion Items
   1. Contract Reporting.

* ODOT is publishing contract values by firm.

[2023.04.10 - Contracting Report.pdf (oklahoma.gov)](https://oklahoma.gov/content/dam/ok/en/odot/businesscenter/consultantcontractinformation/2023.04.10%20-%20Contracting%20Report.pdf)

This is currently on preliminary engineering contracts with 8 year CWP

* 1. Contact List for ODOT Personnel / Consultant Contact Information
* Have ODOT and Consultants list phone contact information in their signature line.
  1. DBE Contract vs Goal
* Inger will follow up with Contract Compliance
  1. Sub Consultant
* How to handle Subs who sub out work without Prime’s knowledge?
  1. Contract Boilerplate Revisions
* ODOT is working a new contract boilerplate by the end of the year.
  1. Utility Branch Updates
* Handed out revised negotiations fee spreadsheet; ODOT will send out an email to consultants.
  1. Traffic/Roadway Negotiation Spreadsheets
* Traffic Control and Signing and Striping back in Roadway’s fee proposal.
  1. Sub-Consultant Oversight – 3%
* Make sure all consultants know they can include effort for subconsultants; Environmental, Survey, Geotechnical and DBE services – Use to be 3% of the Subs fee, if hourly can only bill 3% of the amount billed by sub.
  1. Supplement Process Updates
* ODOT will send out new process for processing supplements.
  1. Debriefs
* ODOT is looking to facilitate debriefs for firms who were not selected. Firms who were not shortlisted can reach out to PMD and set up a meeting with the working groups.
* Consultants should prepare a list of questions for the DCSC prior to the Debrief meeting that they would like feedback on.
  1. Non-Responsive LOIs
* ODOT will notify firms on future solicitations if they did not meet the requirements identified in the solicitation and let the consultant know they were non-responsive.
  1. ACEC Partnering Conference – Breakout Considerations
* Contract Updates
* Digital Plans Submittal Update
* Funding
* Available Resources within ODOT available to consultants
* Contract Compliance may do a DBE event at the same time as registration.