



OKLAHOMA
Transportation

ACEC
OKLAHOMA

ODOT / ACEC OKLAHOMA Administration Working Group

2:00 p.m. Wednesday, May 14, 2025

ODOT Maintenance Conference Room

Attendees:

ODOT - Inger Peters, Brandon Dudgeon, Daniel Nguyen

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

MINUTES

Discussion Items:

1. FAR Audit Updates
 - Reminder to submit completed FAR audits to Inger Peters and include the AASHTO ICQ form with your submittal.
 - ODOT has worked with audit to develop an internal tracking process.
 - Inger will copy the consultant when it is submitted to ODOT Audit Division.
 - The average turnaround time from submittal to Inger to ODOT approval has been approximately 2 months.
2. Contract Compliance / DBE Forms
 - ODOT is working on the triennial DBE goal.
 - The Department will continue to follow federal law in regards to DBE programs.
 - If a consultant if submitted a Good Faith Effort form for a task order based project, it is advised to include explanation of overall DBE percentage that has been met on the overall contract as additional documentation of good faith effort.
3. Certificate of Insurance Clarification
 - It was questioned if every contract/project needed a project specific COI submitted or if a general COI can be submitted for the firm.
 - ODOT is going to consult with general counsel to confirm what is needed for compliance.
 - If you have a cognizant letter from a different DOT, please submit along with your audit report and ICQ form.
 - ODOT will issue cognizant letters to firms with ODOT as their home state. This must be requested and is subject to additional review by the Audit Division.
4. Contract Updates / Solicitations
 - If a consultant needs to request a modification to B-documents, they should send the request to the appropriate Contract Administrator assigned by district.



- The TOPS homepage has a list of projects anticipated for solicitation over the next 12 months.

• **UPDATED APRIL 2025:** For a list of potential projects that may be included on future solicitations click [here](#).

- This list is an estimate and does not guarantee all projects will be on solicitations in this exact order or timeframe.
- Off-System program is currently in rebalance and the new 5-year plan will be submitted to commission in July.
- On-System program rebalancing kick off meeting begins next month. Planning to take to commission in October.

5. Personnel Changes

- No replacements for the April departures, including Roadway Design Engineer, have been announced at this time.
- ODOT is having final interviews for LG Division Engineer replacement and hope to announce at the June commission meeting.
- Ryan Gullisken, previously ODOT Field District 8, has left the Department.
- Brian Taylor's retirement party is July 11th.

6. Project Status Meetings

- ODOT will be holding in-person meetings to discuss project status with consultants.
- The meetings are not meant to address wrong-doings by consultants, but as an opportunity for consultants to bring up project-related issues, collaborate on priorities, and make sure project-schedules are accurate.
- Consultants should be prepared to discuss project status on all active projects.
- ODOT will be using their internal project status system and want to confirm all the information is correct.
- The goal is to briefly touch base on all open projects between ODOT and the consultant. Daniel Nguyen and Justin Hernandez will be in attendance at this meeting.
- Contract Administration will be providing a list of any outstanding contracts, task orders, supplements, etc. prior to the meeting.
- Firms with less than 10 active projects will be met with over teams after the in-person meetings have occurred.

7. FHWA

- Federal buyouts have resulted in FHWA to currently be understaffed by about 30% nationwide.
- OK office is down to about 9-10 people.
- The Department is currently discussing potentially shifting some Federal Highway duties and oversight to the Agency.
- There have been discussions of NEPA possibly rolling under ODOT oversight. Some other state DOTs oversee NEPA at the department level.