



ODOT / ACEC OKLAHOMA Administration Working Group

2:00 p.m. Wednesday, November 13, 2024

ODOT Project Delivery Conference Room

Attendees:

ODOT - Inger Peters, Kristen Wallace, Brandon Dudgeon

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

MINUTES

Discussion Items:

1. In-House Design Contact Information
 - The Department website mostly contains email addresses for employee contact information.
 - It was requested to provide phone numbers for the Roadway/Bridge Ems (below).
 - Attached is the updated phone list from the department.

In-house Design Contact	Name	Email	Phone
ODOT Field District 1&2			
Roadway EM	Tim Abraham	tabraham@odot.org	+1 (405) 550-1356
Bridge EM	Patty Defranco	pdefranco@odot.org	+1 (405) 521-6488
ODOT Field District 3			
Roadway EM	Carissa Russell	crussell@odot.org	+1 (405) 215-1334
Bridge EM	Dovie Rayburn	drayburn@odot.org	+1 (572) 568-0579
ODOT Field District 4&6			
Roadway EM	Michael Sharkness	msharkness@odot.org	+1 (405) 669-7164
Bridge EM	Gene Thomas	gthomas@odot.org	+1 (405) 824-6611
ODOT Field District 5&7			
Roadway EM	Ben Moore	benjamin.moore@odot.org	+1 (405) 549-2562
Bridge EM	Asghar Molla-Esmail	amollaesmail@odot.org	+1 (405) 967-3713
ODOT Field District 8			
Roadway EM	Dustin Powell	dpowell@odot.org	+1 (405) 215-7949
Bridge EM	Mark Claravall	mclaravall@odot.org	+1 (405) 967-3674

2. Personnel Changes
 - Siv Sundaram is retiring. Her retirement celebration is November 22nd.
 - She is officially retiring as of December 1, 2024.
 - Randy Woods is working on finishing her project of revising the Design Manual. Bryce Hanlon is finalizing the Geotechnical Manual revisions.



3. Solicitation Checklist

- It was asked if there is an official checklist detailing the steps between solicitation and NTP that can be shared with the consultants for reference.
- The CA group has worked on developing Standard Operating Procedures for this process but currently do not have them available for consultant use.
- The SOPs will be shared with the ACEC committee for review/comment and to develop a format for consultant use.

4. December Meeting Cancelled

- There will be no formal meeting in December. An email checkpoint will take place instead.