

#### **NOTICE OF SPECIAL MEETING**

Please be advised that the Oklahoma Transportation Commission is holding a special meeting on Monday, June 3, 2024. Pursuant to the Oklahoma Open Meeting Act, this meeting will be held in the Transportation Commission Room at 12:30 p.m.

Notification of this meeting was placed on the Atrium Informational Monitor in the ODOT Building, on the glass doors on the north side of the ODOT Building, and sent to the Secretary of State in accordance with 25 O.S. Section 311.

If you have any questions, please contact Stephanie Grewell at 405-521-2688.



#### SPECIAL MEETING AGENDA

DATE: Monday, June 3, 2024 TIME: 12:30 p.m. PLACE: Commission Meeting Room ODOT Central Office 200 NE 21<sup>st</sup> Street Oklahoma City, OK 73105

The Oklahoma Transportation Commission will meet on Monday, June 3rd, with a quorum of Commissioners present at the Oklahoma Department of Transportation Central Office for a Special Meeting for the presentation of Project Delivery Mapping.

The Project Delivery Mapping Meeting is open to the general public, but it is also available to watch through the link listed below:

#### • To watch:

Public access meeting link: <u>ODOT Event Channel (ibm.com)</u> Make sure the volume on your PC (or other device) and the Ustream volume are turned up.

This meeting will be electronically recorded and live-streamed from 200 NE 21st St., Oklahoma City, OK 73105; the phone number is 405-522-8000.

Public Access to the meeting materials:

https://www.odot.org/projmgmt/Project%20Delivery%20Current%20State%20Swim%20Lanes.pdf

\*\* Some members of the Transportation Commission and senior staff members from ODOT may gather for lunch before the Special Meeting. A majority of the Commissioners may be present, but no Commission or ODOT business will be conducted during lunch.

#### ITEMS TO BE PRESENTED BY COMMISSION CHAIRMAN

Call to Order

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Roll Call – Commission Secretary

#### ITEM TO BE PRESENTED BY THE DIRECTOR OF PROJECT DELIVERY

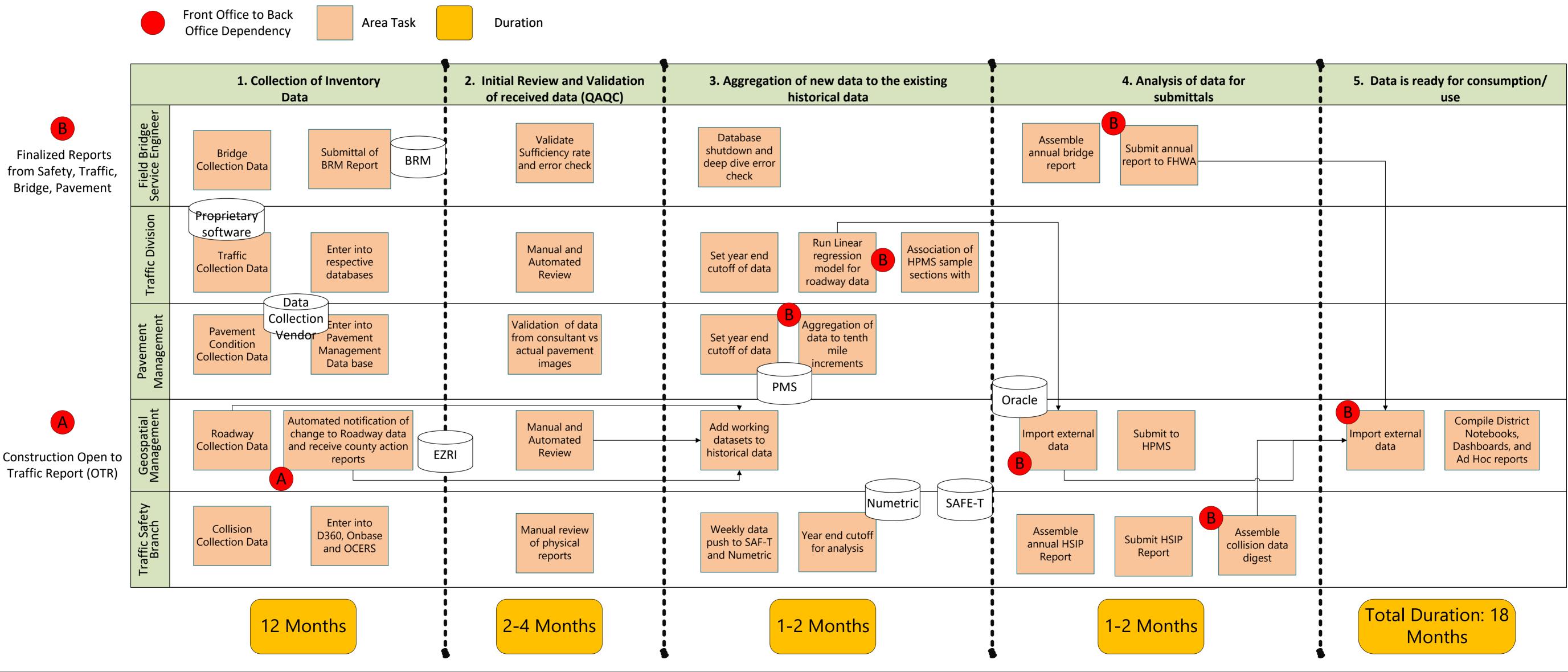
#### 1. Project Delivery Mapping - Mr. Nyguen

ODOT will review the Project Delivery Mapping process, which the 8-Year Construction Work Plan and Asset Preservation Plan utilize to deliver projects across the state. The review will discuss the internal process that ODOT follows from project inception to construction completion.

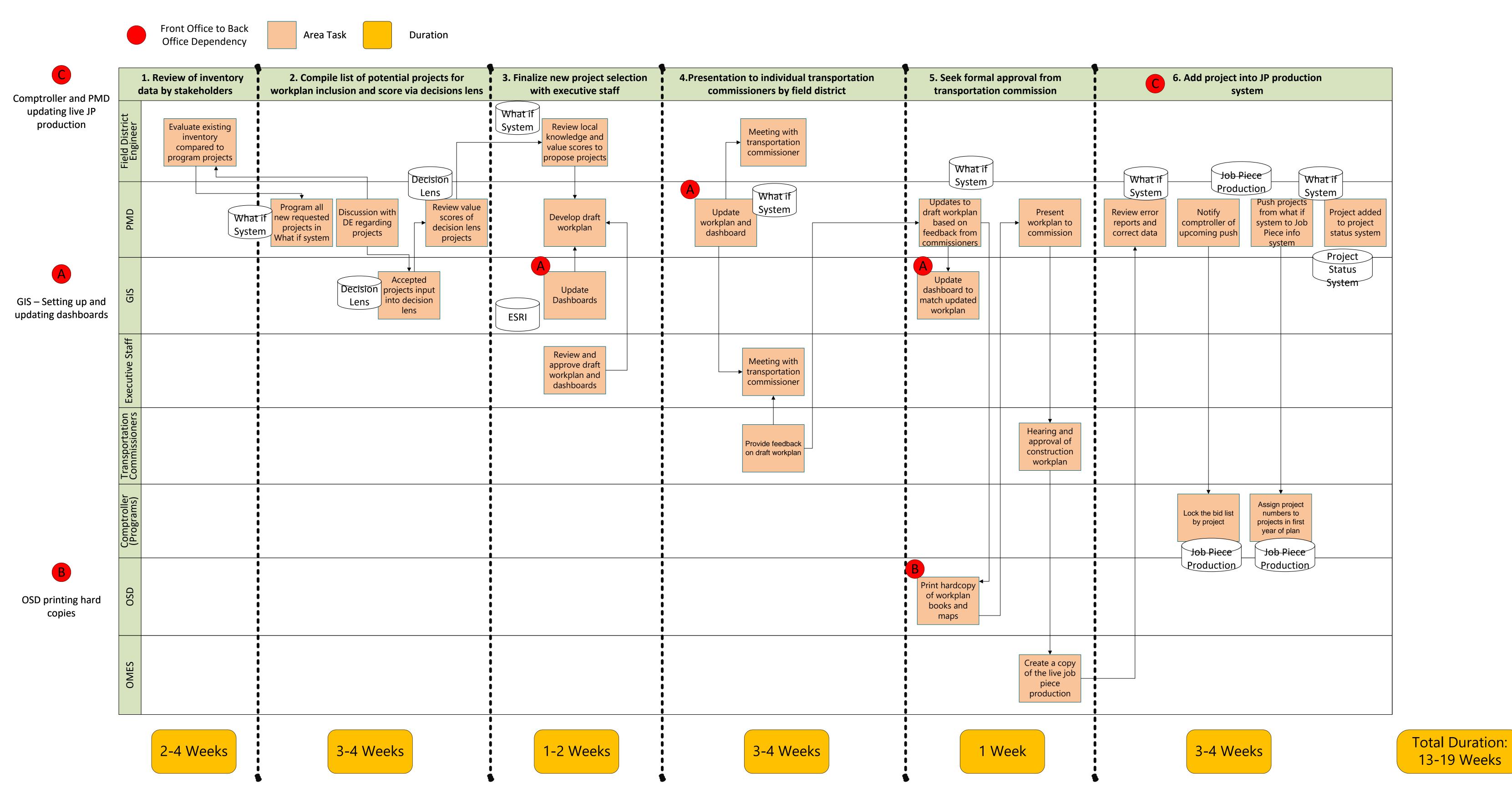
This item is for informational purposes only and no vote will be taken.

#### ITEM TO BE PRESENTED BY COMMISSION CHAIRMAN

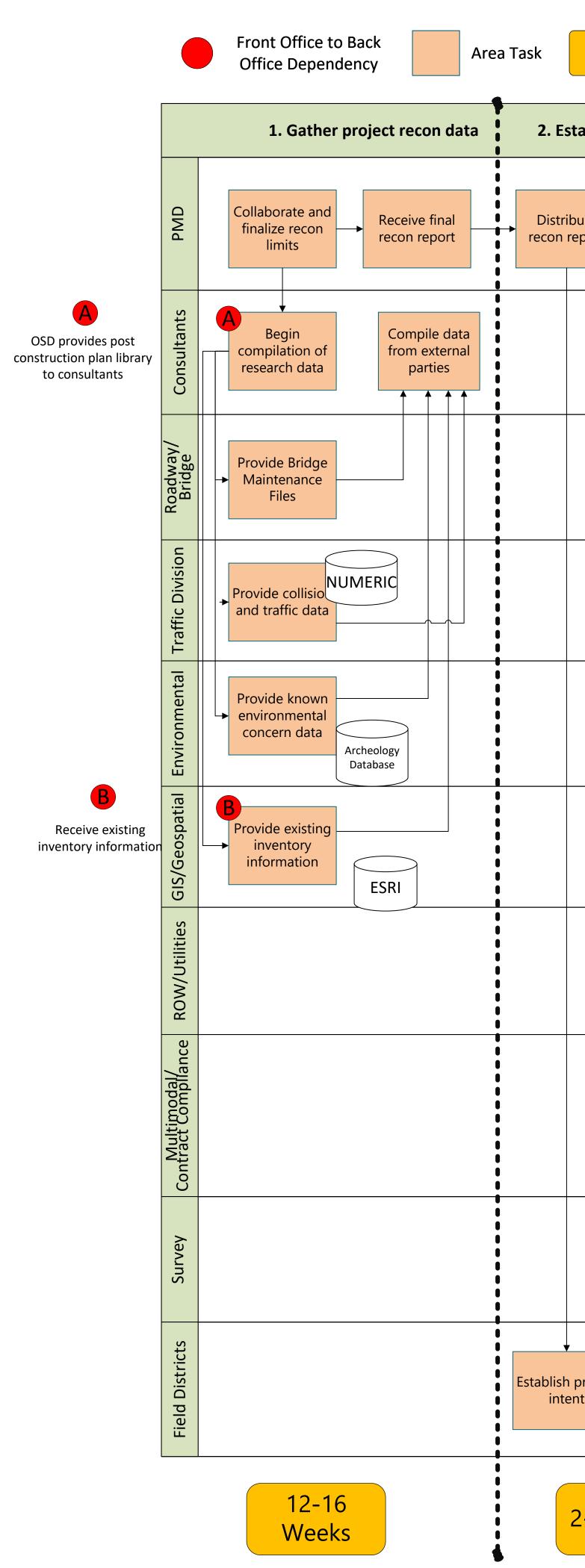
2. Adjournment Motion



#### **Data Inventory Swim Lane**



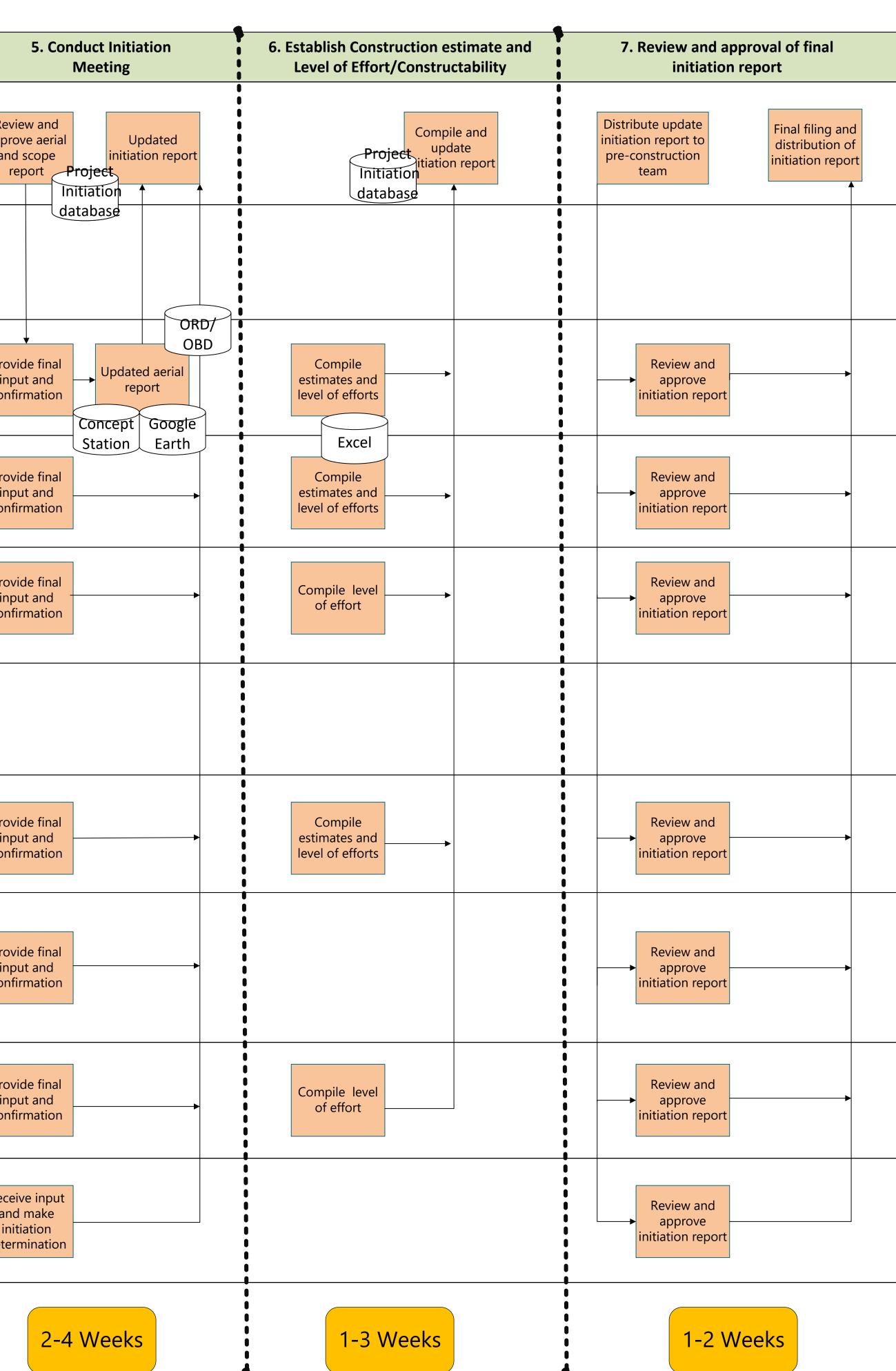
### **Obtain Project Approval Swim Lane**



### **Project Initiation Swim Lane**

2. Establish project intent	3. Project drive out - virtual or field visit	4. 1% design/project initiation aerial	
Distribute recon report	PMD schedules drive out Field verify site conditions for project intent	Updated initiation report sent to pre construction team Project Initiation database	Revie approv and re
	Bridge: Replace/Rehab, Stream crossing, grade crossing, hydraulics Note that the section Replace/Rehab, Stream crossing, grade crossing, grade crossing, hydraulics Note that the section	Prepare conceptual aerial report and constraints Concept Google Station Earth	Provi
	SYNCHRO /HCS Control Evaluation (ICE) Risk avoidance and minimization		inpu confir Provid inpu confir
	Identify major utility impacts, minimize ROW acquisitions		Provi inpu confir
	Identify rail, active transportation, and ADA impacts		Provi inpu confir
	Identify survey limits, definite beginning and ending		Provie inpu confir
Establish project intent	Identify historical maintenance issues		Receiv and initi determ
2-4 Weeks	4-8 Weeks	2-4 Weeks	

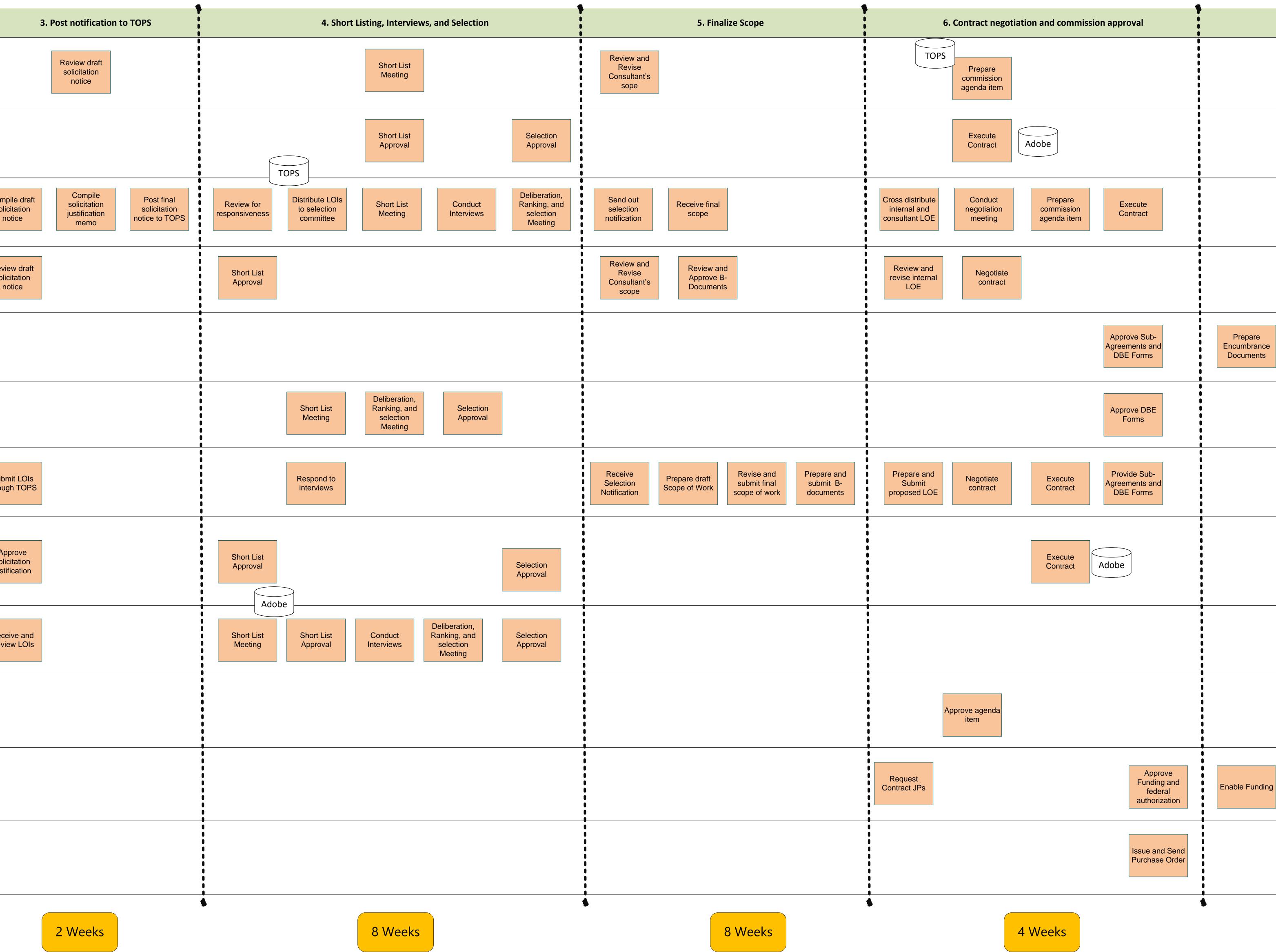
Duration



Total Duration: 24-41-Weeks

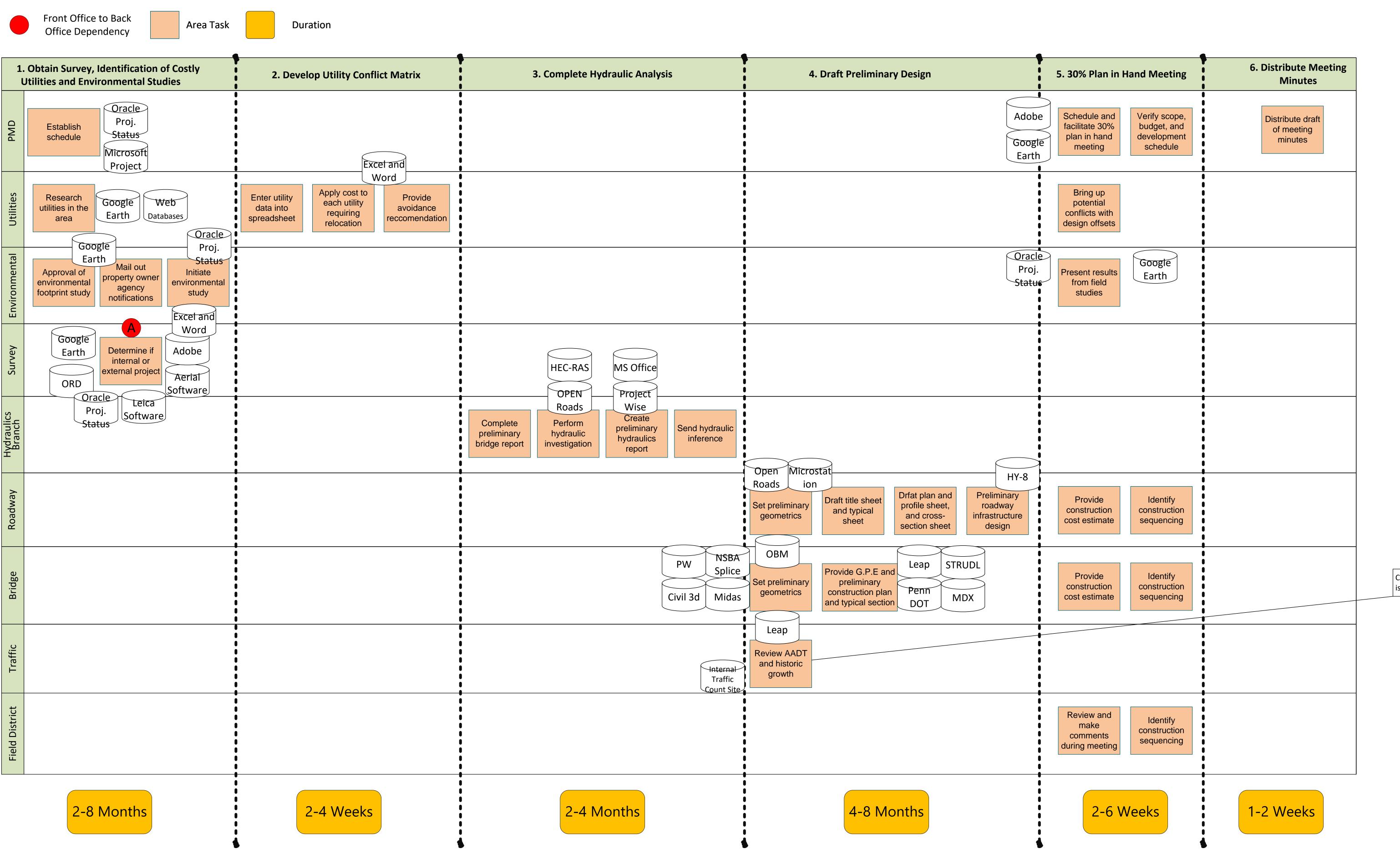
	Area Task	Duration
	1. Identify in-house or solicitation	2. Establish DBE Requirements
DMD	Compile projects with completed initiation reports	DBE Collaboration Meeting
Director Project Design and Delivery	Approves Project List	
Contract Administration	Compile List of Services per project	Comp solic nc
Design (Survey, Bridge, Roadway)	Review and revise list of services	TOPS Revie solic nc B2Gnow
Contract Compliance	AWP	Check current DBE requirements Review DBE directory for services DBE Collaboration Meeting
Director of Engineering		DBE Collaboration Meeting
External Consultants		Subm throug
Chief Engineer		Apr solic justif
Selection Committee		Rece Revie
Transportation Commission		
Comptroller/ Programs		
Procurement		
	3 Weeks	1 Week

### **Resource Allocation**



7. Encumbrance request	8. Issue intent to proceed
Ensure all documentation dnn funding in place	
	Send Notice to Proceed
	Receive Notice to Proceed
	1   
	l   
4 Weeks	2 Weeks

Total Duration 32 Weeks



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Collaborate with procurement to initiate Request for Services/PO Process

#### **Preliminary Plan Development**

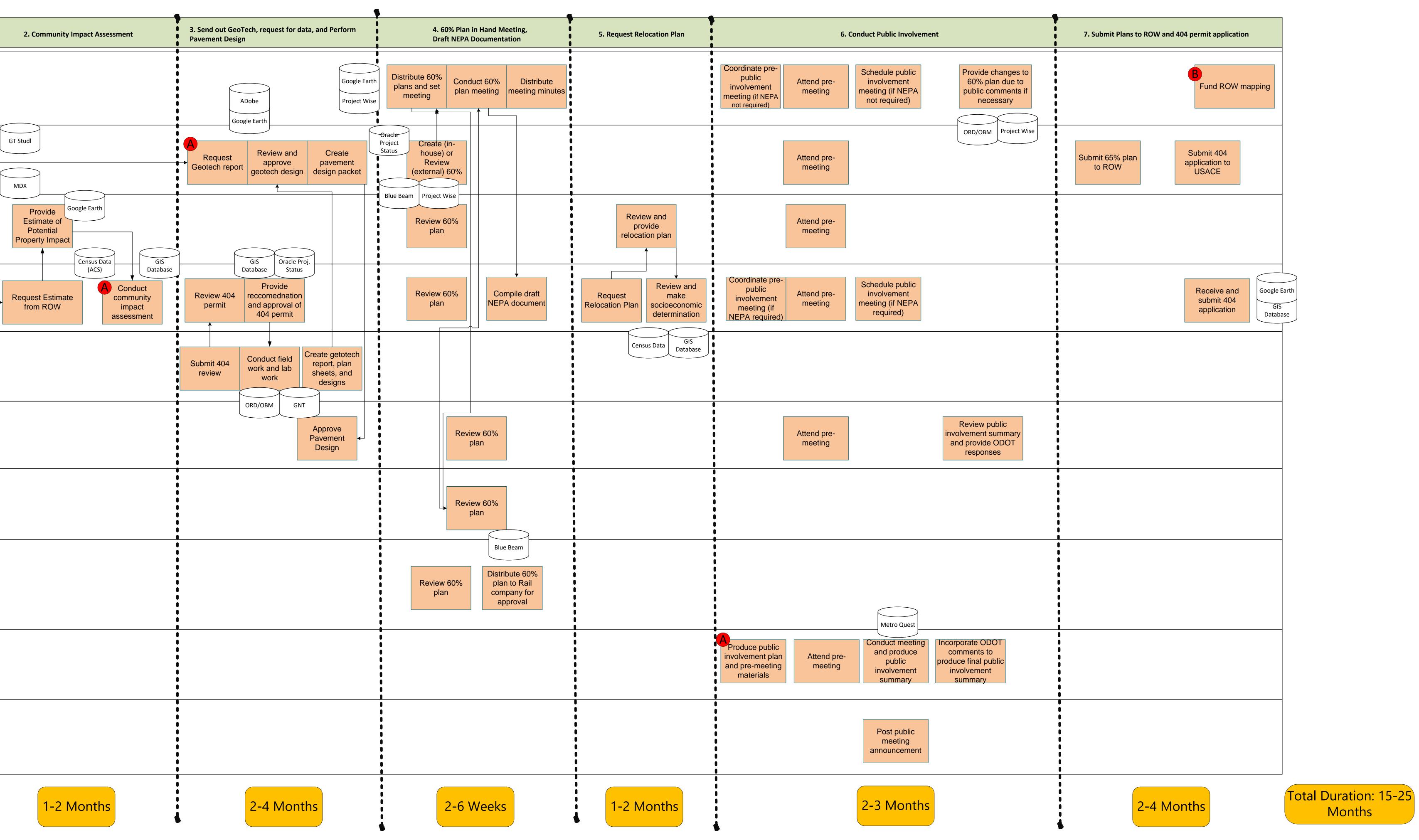
Coordinate with FHWA if AJR is needed

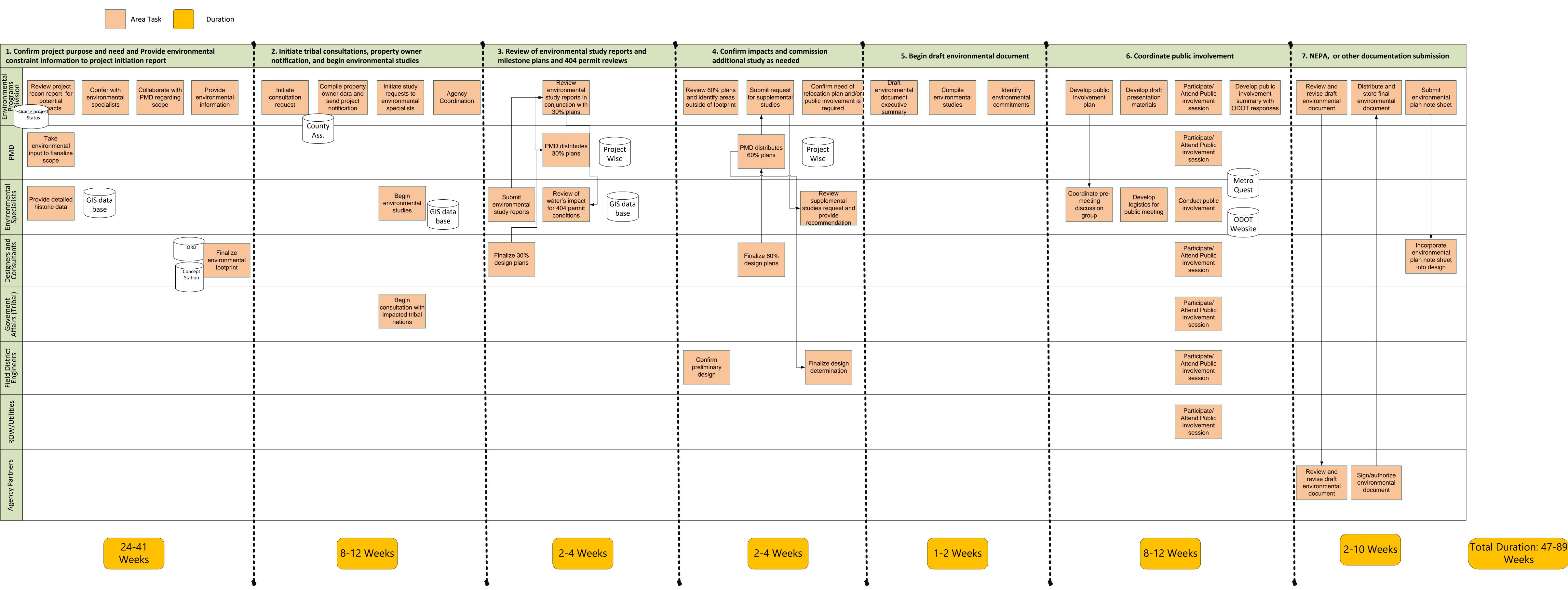
	Front Office to Back Office Dependency		Area Task		Dur	ation		
	1. Adjustm	ents and Ref	finements to 30%	6 plan				
DMD	Finalize 30% meeting minutes							
Design	Draining the Project (preliminary)	Finalizing Geometry	Setting RO Lines	W Cre constru seque	uction	ORD/OB		
ROW				MIDAS, LEA				
Environmental Programs Division								
Geotech Consultant							         	
Field Districts								
QAQC							-           	
Rail Division								
Consultant								
Strat Comm								
	6-9 Months							

Request for services to get a task order with Procurement division

Programs requests a purchase order from procurement to encumber funds

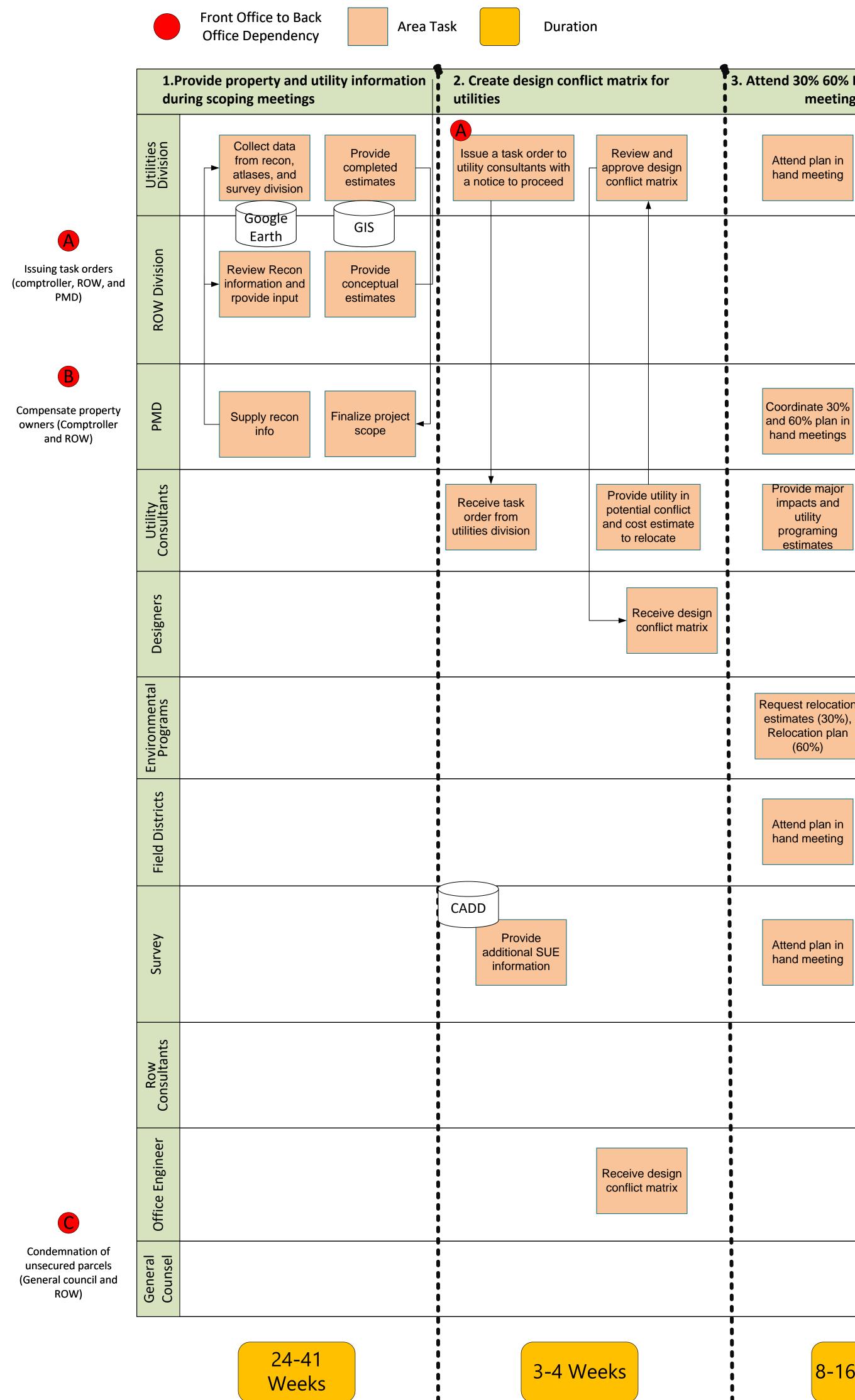
# Submit Plans to ROW





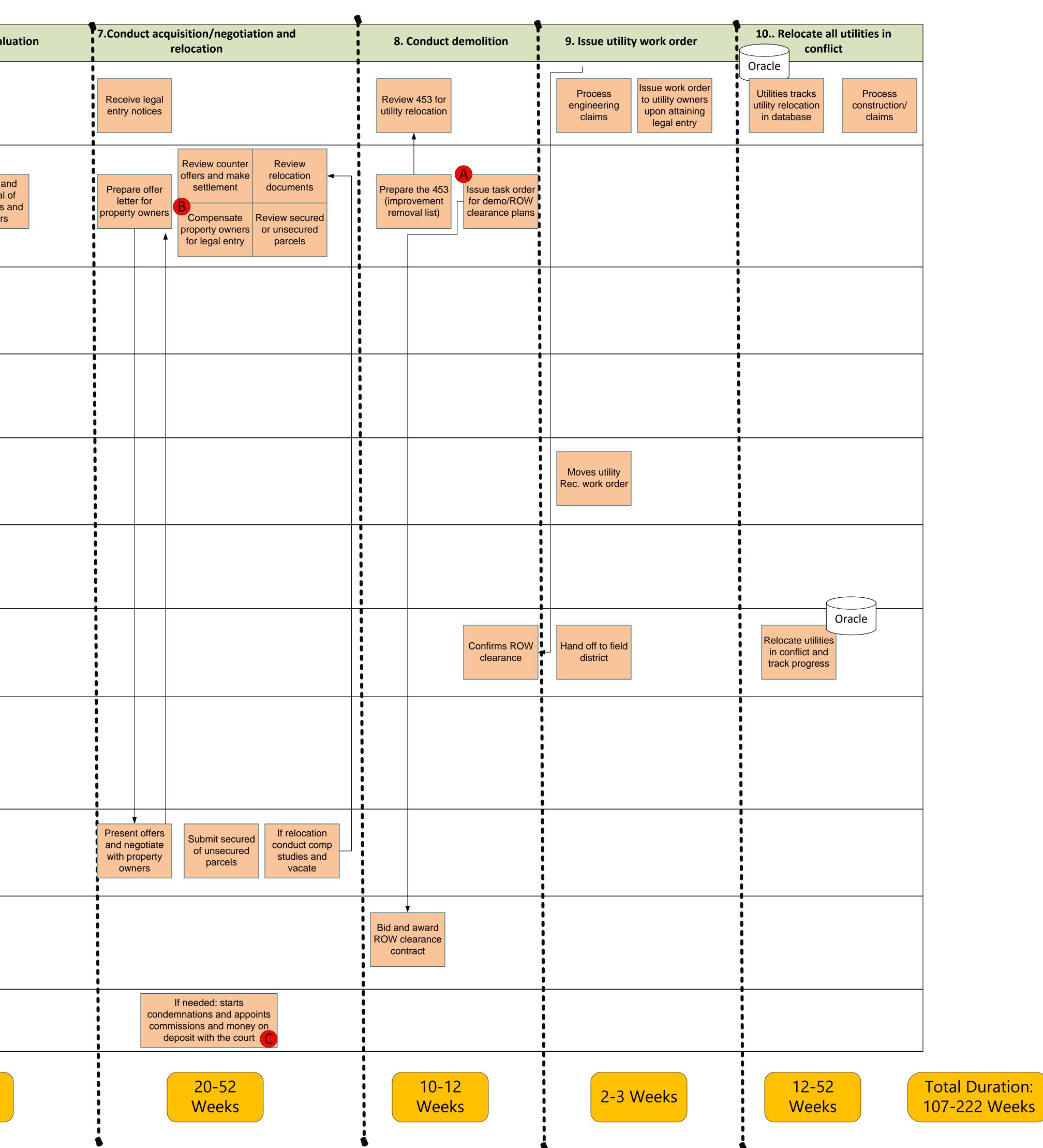


#### **Environmental Documentation**



# **ROW and Utilities Acquisition**

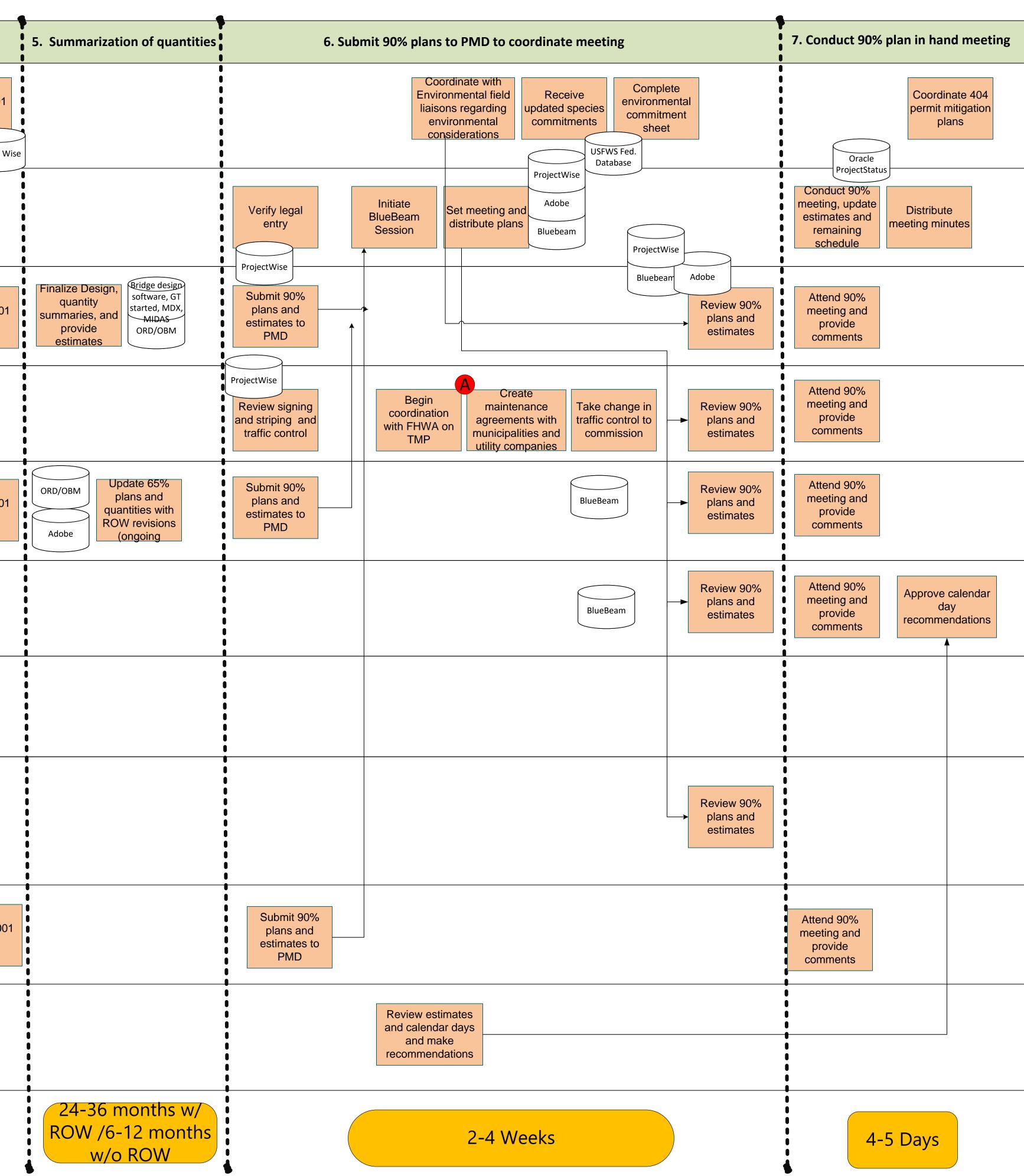
Plan in hand g	4. Hold field meetings with utility owners and secure relocation proposals5. Mapping and ownership verification after 65% ROW submission	6. Complete Property Va
	Attend field meetings	
Complete programming estimate and major impact information	CADD Issues mapping, title, and turnkey task orders and send ROW plans Parlay	A Issues review appraiser task order Waiver
	Invite utility owners for field meetings Receive utility proposals and sent to field districts Send utility owner to revise plan	
n ,		
	Review utility proposals for conflicts for consultants	
	Review utility proposals for conflicts	
	Prepare ROW plans and title investigation	Prepares appraisals, waivers, and review appraisals
6 Weeks	16-26 Weeks	12-16 Weeks
		6

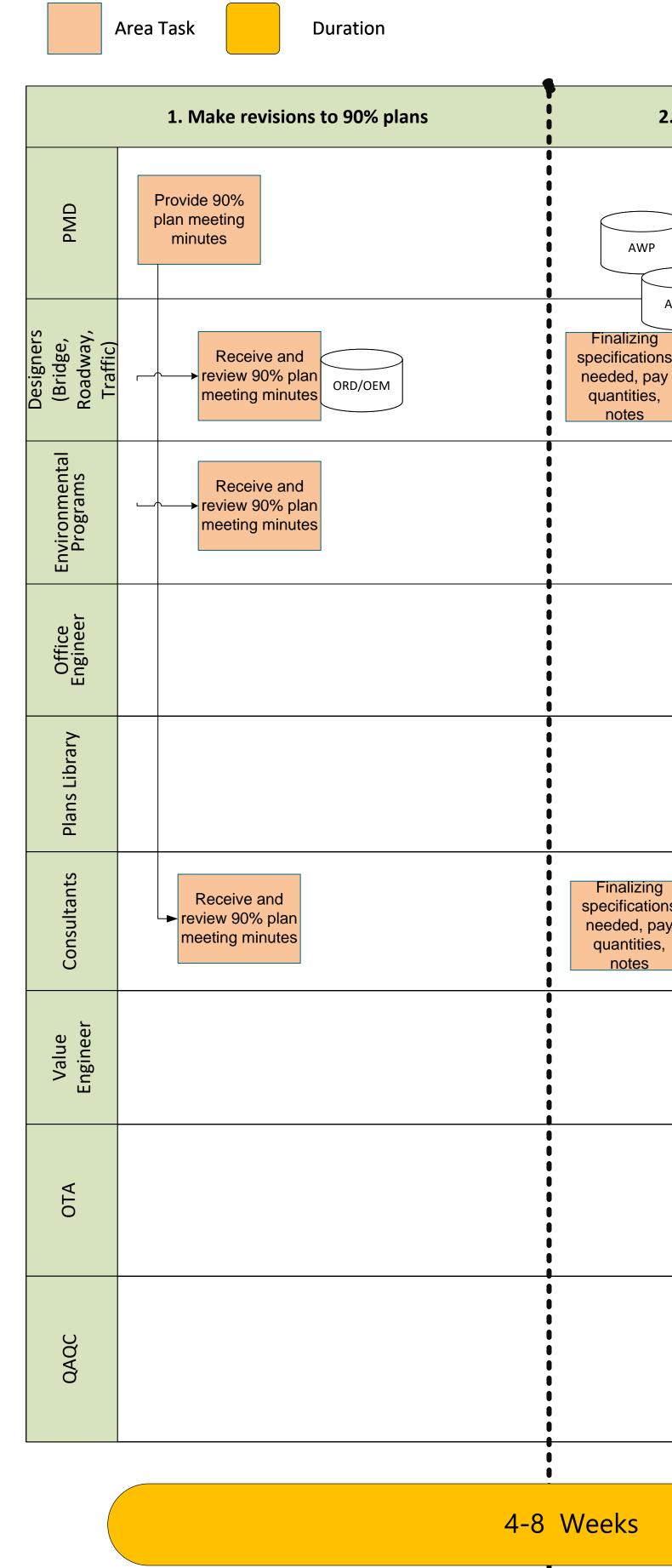


		Front Office to Back Office Dependency	Area Task Duration	FINAI
		1. Begin section 404 coordination with USACE	2. Complete foundation conference	4. Finalize 404 permit
	Environmental Programs	Submit 404 permit application to USACE MS Office		Receive 404   Distribute 404   Distribute E001     permit from   USACE   Distribute Wise   Distribute E001     Oracle Proj.   Status   Project Wise
st ce	DMD			
	Bridge		Review and finalize Geotech report LPILE	Receive 404 Receive E001
	Traffic		Excel OBM	
	Roadway			Receive 404 Receive E001   permit Sheet
	Field District			
	USACE	Review 404 application and provide reccomendations to EPD		
	QAQC			
	Consultants		Provide Geotech report Perform structural geotechnical calculations Attend foundation conference	Receive 404 permit Receive E001 Sheet
	Value Engineering			
		12-16 Weeks	1-2 Months	30 Days

General Council must approve maintenance requests

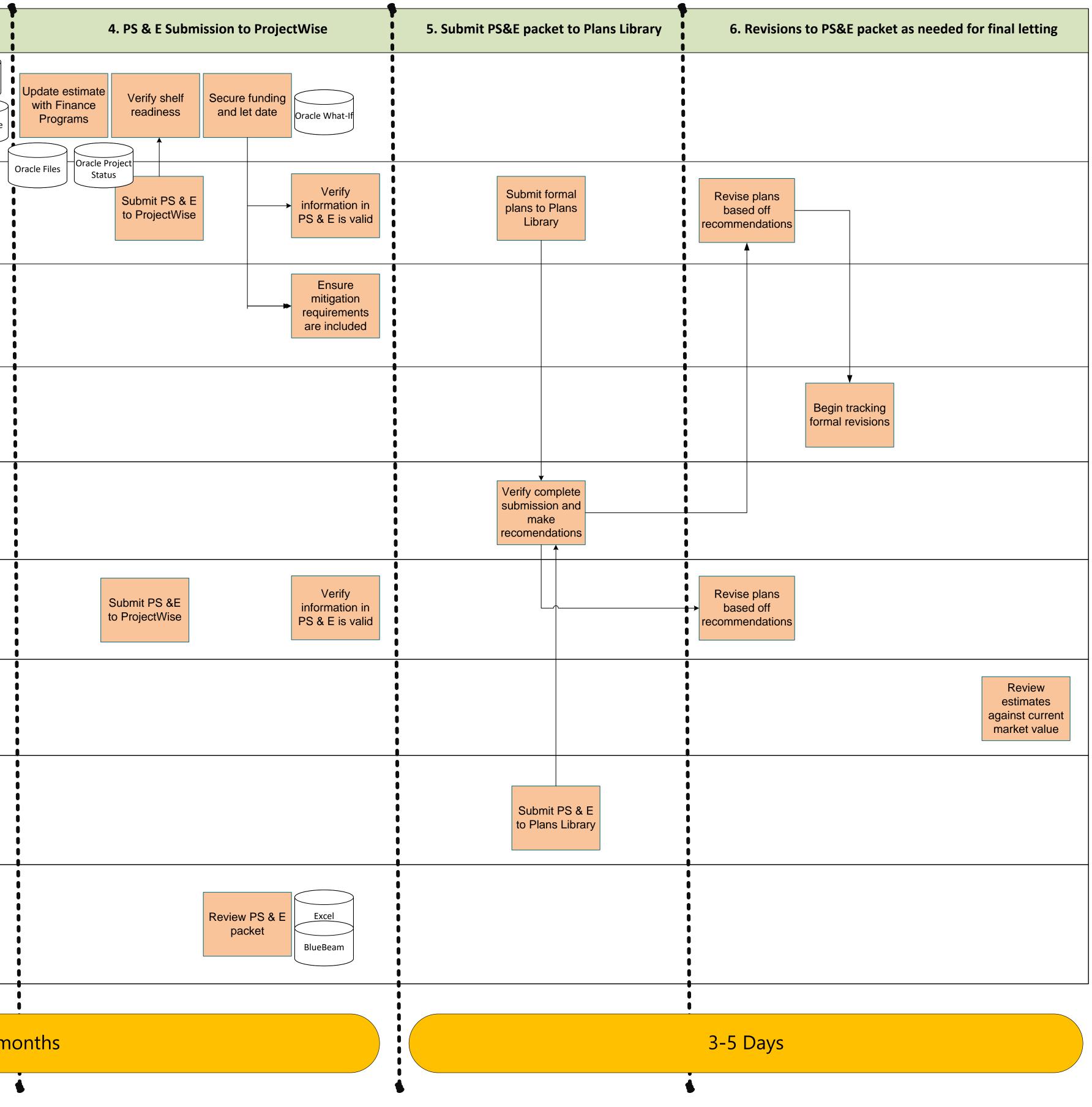
## Final Plan in Hand

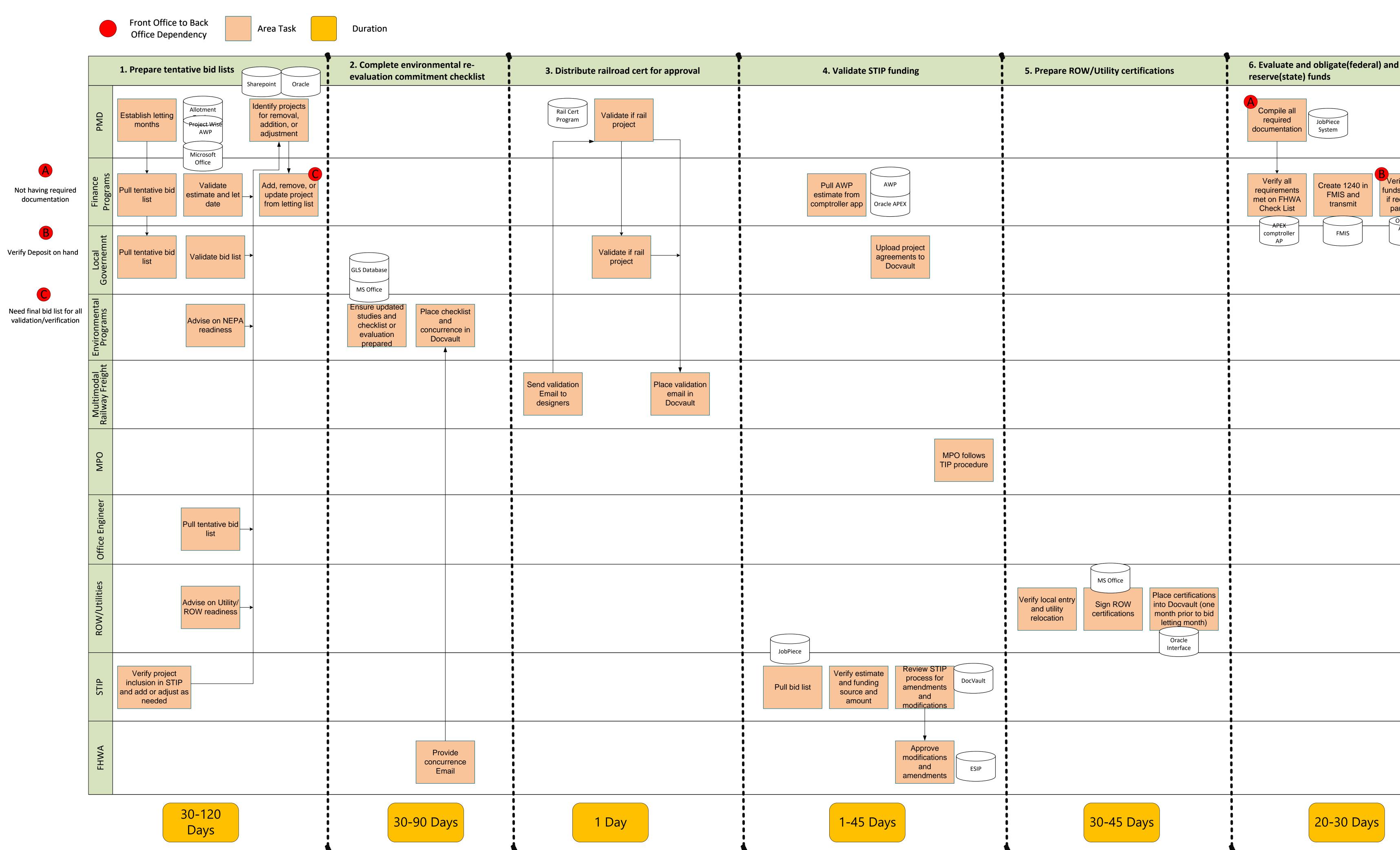




### Submit PS&E to Office Engineer

2. Finalize quantities and estimate	3. Update environmental checklist and NEPA documents
AWP MS Office Adobe	AWP ProjectWise Orac
zing cations d, pay ities, es Complete notice of intent Updating listing standards Finalize estimates	
	Create environmental checklistVerify no change in scope within NEPAUpdate species commitmentUpdate and distribute AE 01 sheet
lizing cations ed, pay tities, tes	
S	1-36 mon
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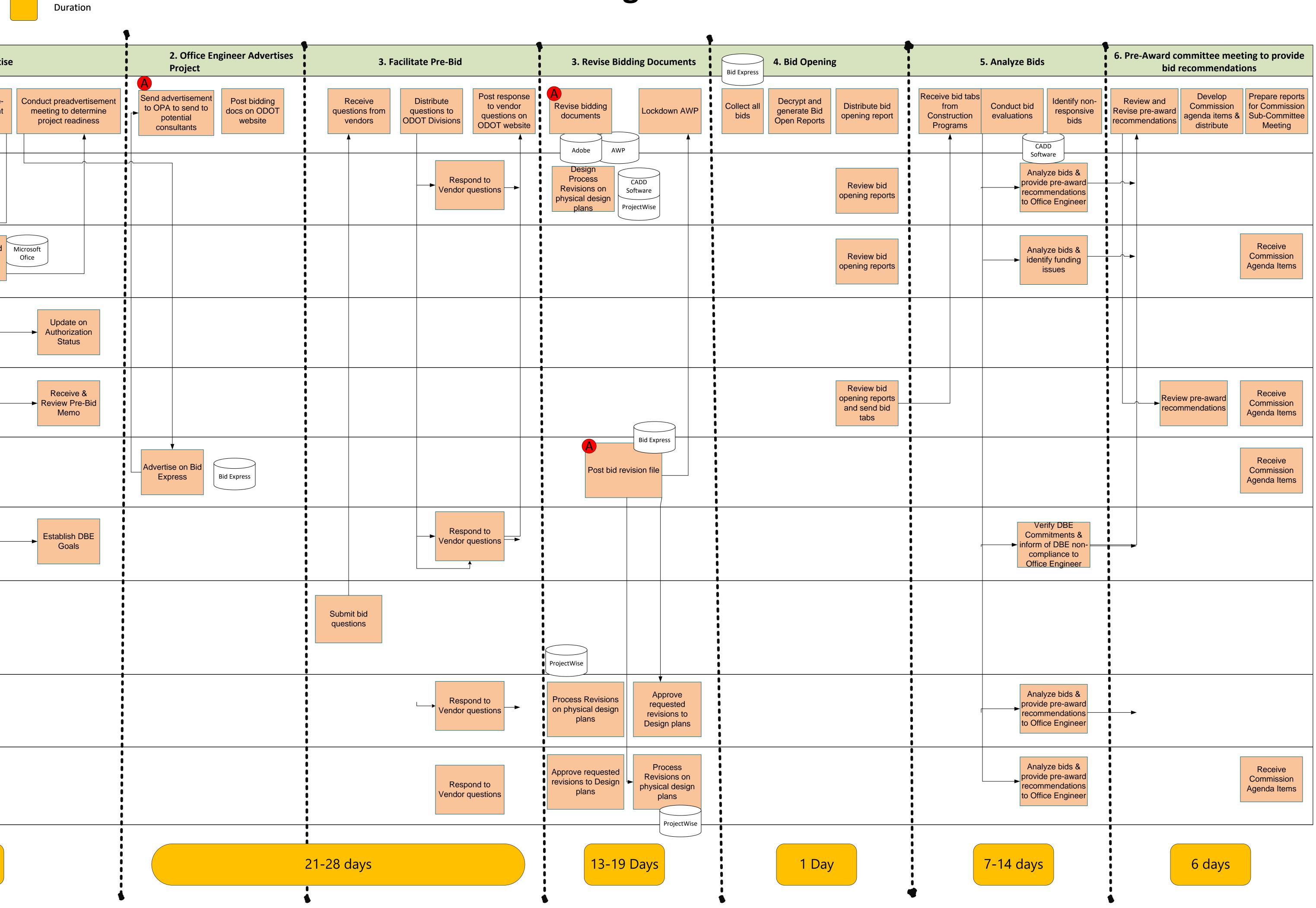
### **Project Authorization**

d	7. Funding secured for letting
rify budget ds and verify eceived 3 <sup>rd</sup> arty funds Oracle APE Allotment	in allotment
Tracker	
	0 0 0 0 0 0
	FMIS Sign agreement Oracle APEX
	7-21 Days

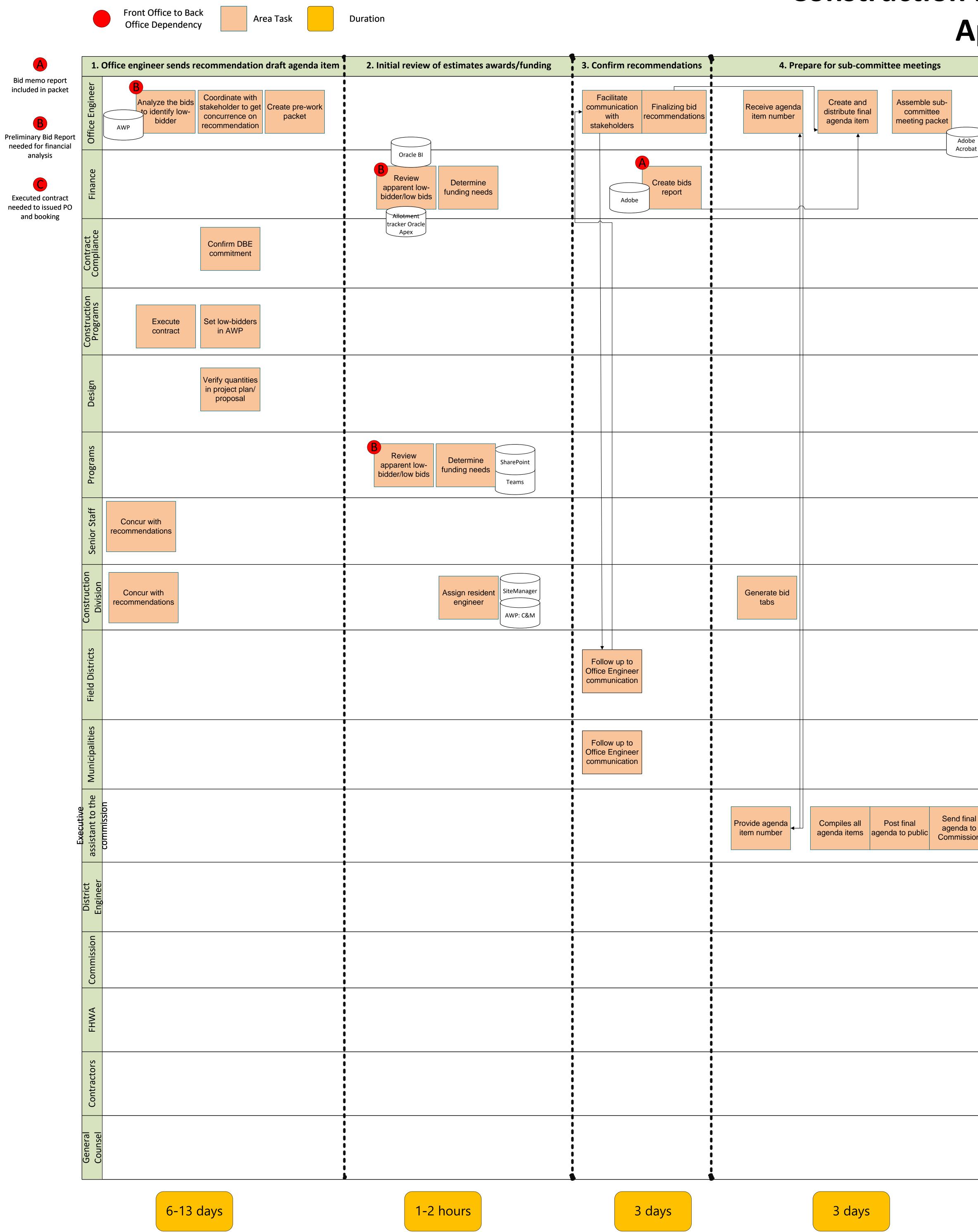
Total: 112-327 Days (concurrent proess)

			ice to Back ependency
			1. Pre-Advertis
A Failura ta past hid	Office Engineer	Ongoing updates to prequalified vendor lists	Generate Pre- advertisement List
Failure to post bid would result in inability to open bid.	ODOT Divisions	Ensure Project Readiness by addressing pending revisions	
	Finance Programs	Review of prequalified vendor lists	Create Pre-Bid Memo & distribute
	FHWA		
	Senior Staff		
	Construction Programs		
	Contract Compliance		
	Vendors		
	ОТА		
	Field Districts		

4 days

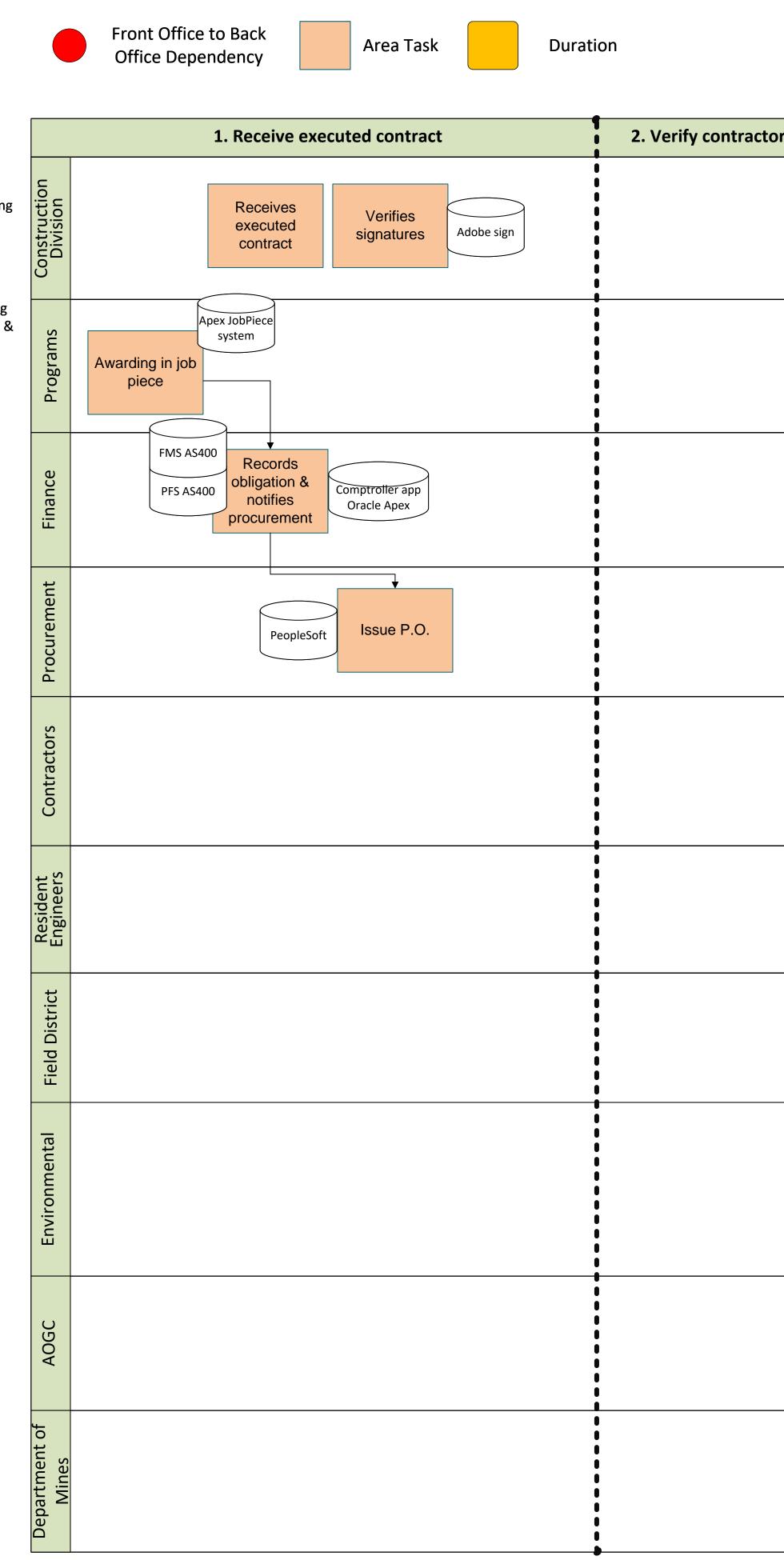






### **Construction Project Commission** Approval

	5. Attend sub-committee meeting	6. Present formal recommendations to c	commission		7. Obligat	ion recorded and executed contract
e at	Present recommendation to sub-committee	Present agenda item		Adobe Sign	Email contracts	Convert state of project plans to awarding ProjectWise
					allotment tracker for low bid	Email S AS400
					track Con app	otment er Oracle Apex aptroller o Oracle Apex
					Post awards documents & low bids	
					FMIS5 -FHWA system	Outlook
			AWP Comptrolle app Oracle Apex	Pull final estimate	Processing awards for FHWA	Award projects in JobPiece Notifyc PMD Notify SPR PeopleSoft
						JobPiece system Execute contract
al :o on						
	Concurs with recommendations	Call meeting to order Recommendations of awards approved				Outlook
						end notification of approval
					Signs and returns contracts and documentation	
						C Execute contract
ľ	3 hours	1 hour			7-	14 days



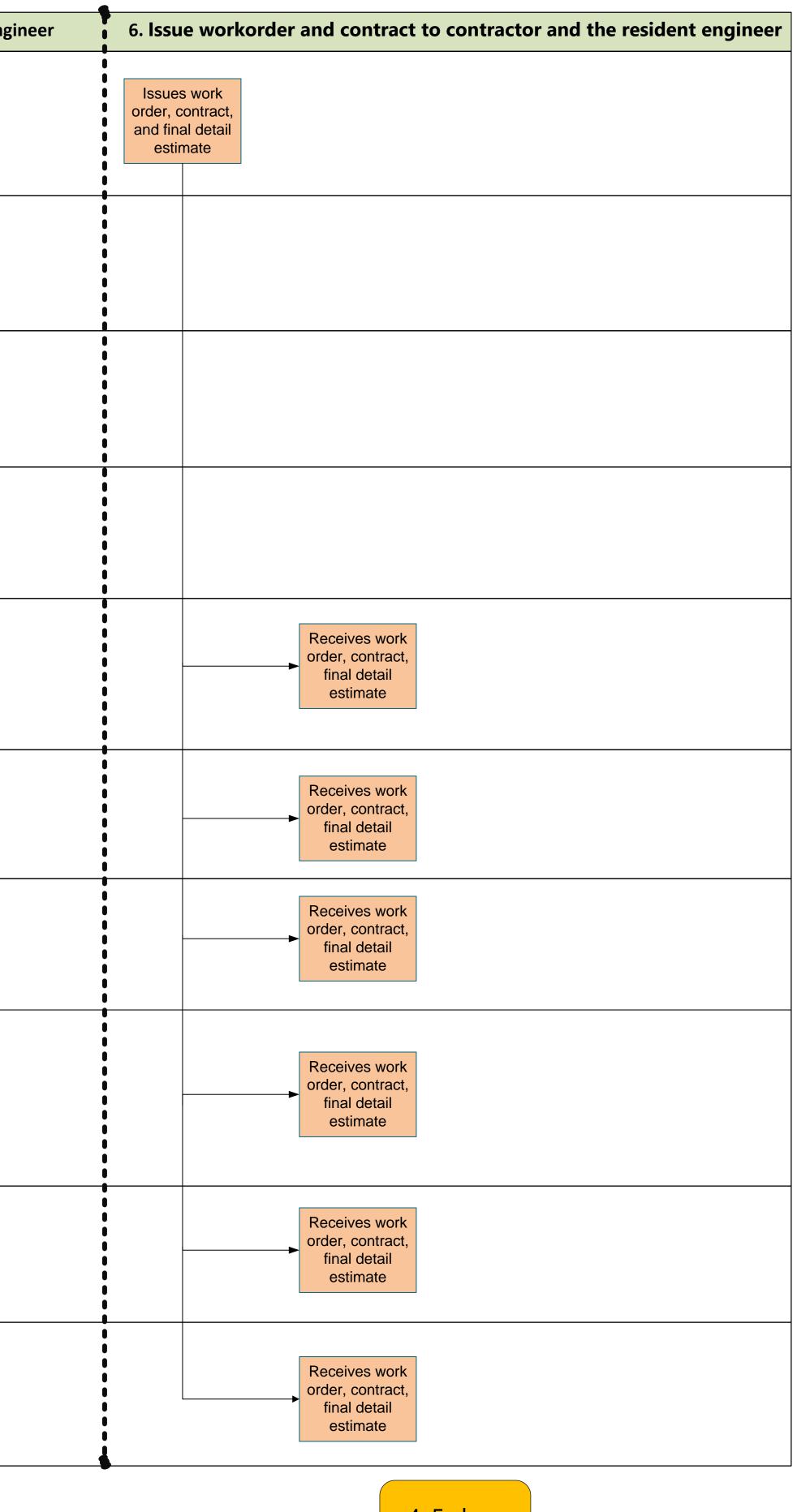
# Field districts getting contract in place

B Request for funding (additional funding) & payment of claim

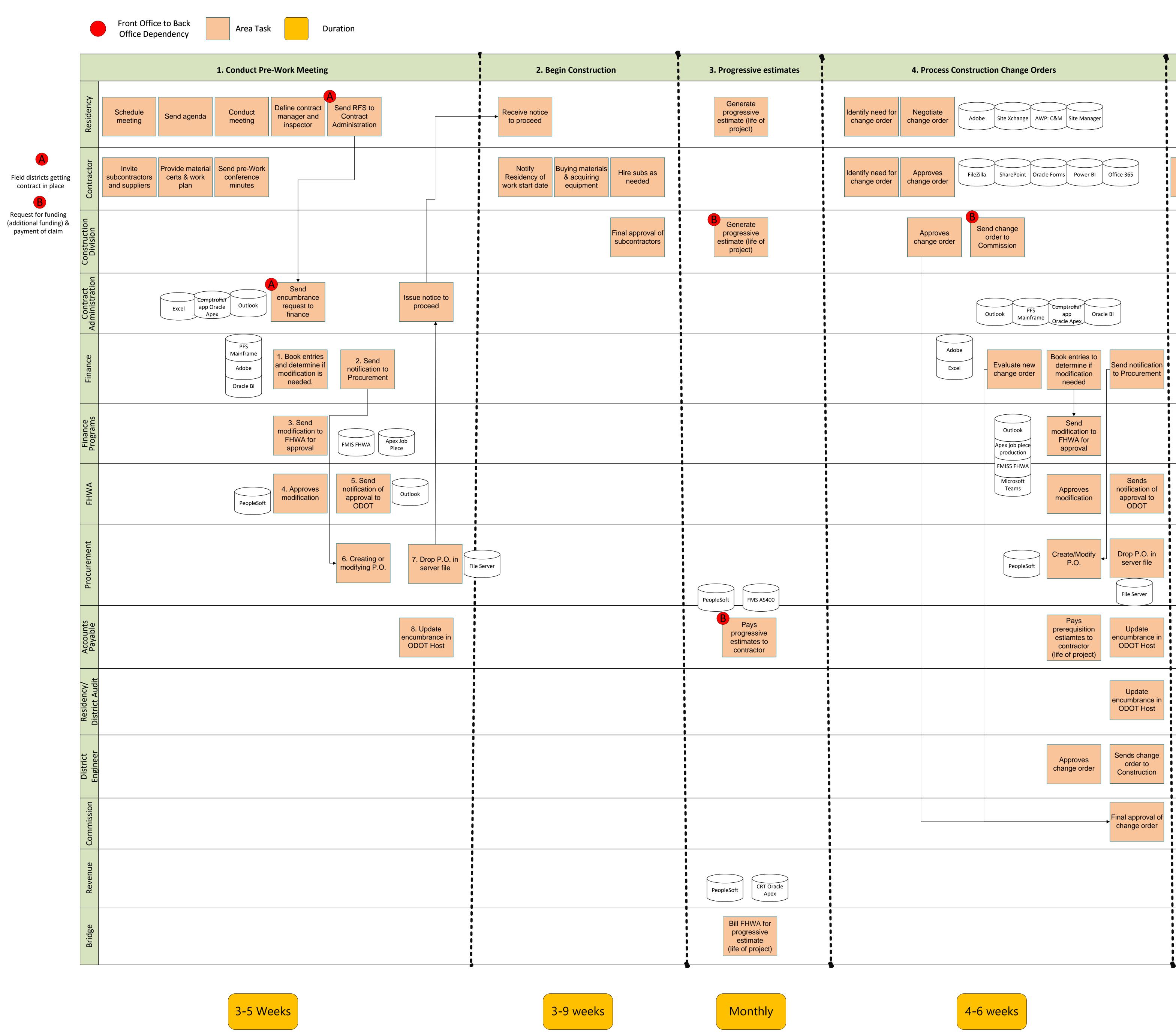
#### **Construction Work Order**

ors bonding and insurance information	3. Ensure contractor has railroad insurance and right of entry	4
Contacting Insurance Commission & Insurance/Bonding Companies	Review plan for nearby railroads Contact Railroads Review contract	Reviewing p for pay pla items
	Site Manager AWP: C&M	 
		1
		1
		1
2-3 days	2-3 days	

4. Enter required information into Site Manager			•	5. Workorder au	Ithorized and an	proved by con	struction engi	
4. Liite						attionzeu allu ap		
ewing plans pay plan items	Revie contract for major pay items	Enter data from contract programs into AWP	Enter data from contract plans into Site Manager	Adobe	Generate work order	Verify contract (RE, contractor, time, and start date)	Return signed work order	
	4-5 day	′S		<b>Š</b>		4-5 days		



4-5 days



### **Project Closeout**

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	5. Project reached substantial completion	6. Process final quantity change order	7. Execute final estin
	Verifies/ approves substantial completion	Add audit dates to site manager Process Bepeat process: Construction change order process	Generate final estimate Approve final estimate
	Recommend substantial completion is met Attends final inspection Complete exceptions		Approve final estimate
			Approve final estimate
		Perform audit of project, pay items, docuemtnation/ certs	
			Approve final estimate
	Remove structurally deficient (SD) bridges		
	2-3 weeks	6-8 weeks	2-3 week

