

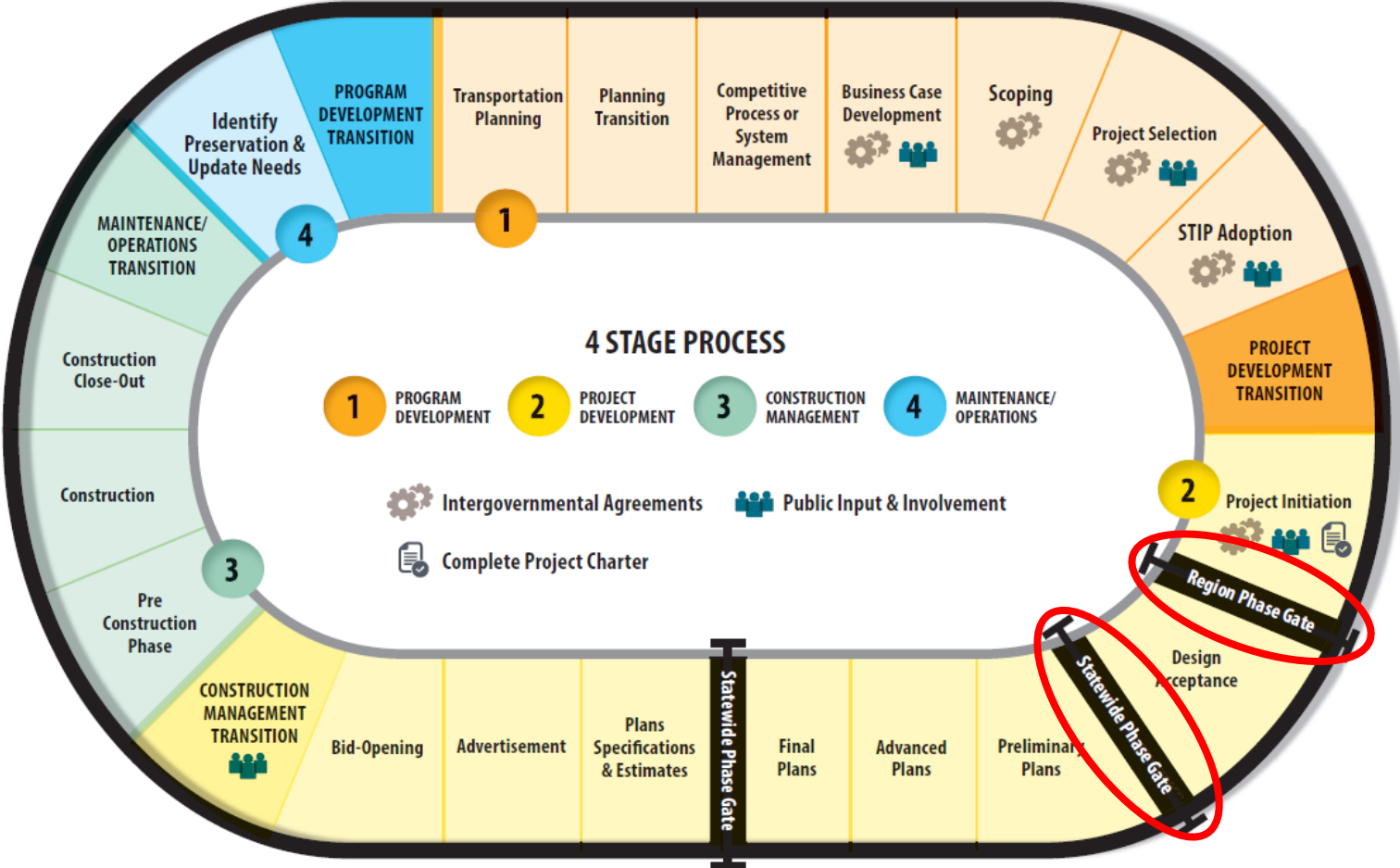
PROJECT DEVELOPMENT IMPROVEMENT INITIATIVE (PDII)

IMPROVING STANDARDS OF PRACTICE FOR
PROJECT DEVELOPMENT AND DESIGN

Presented by
Larry McKinley | Oscar Njuju



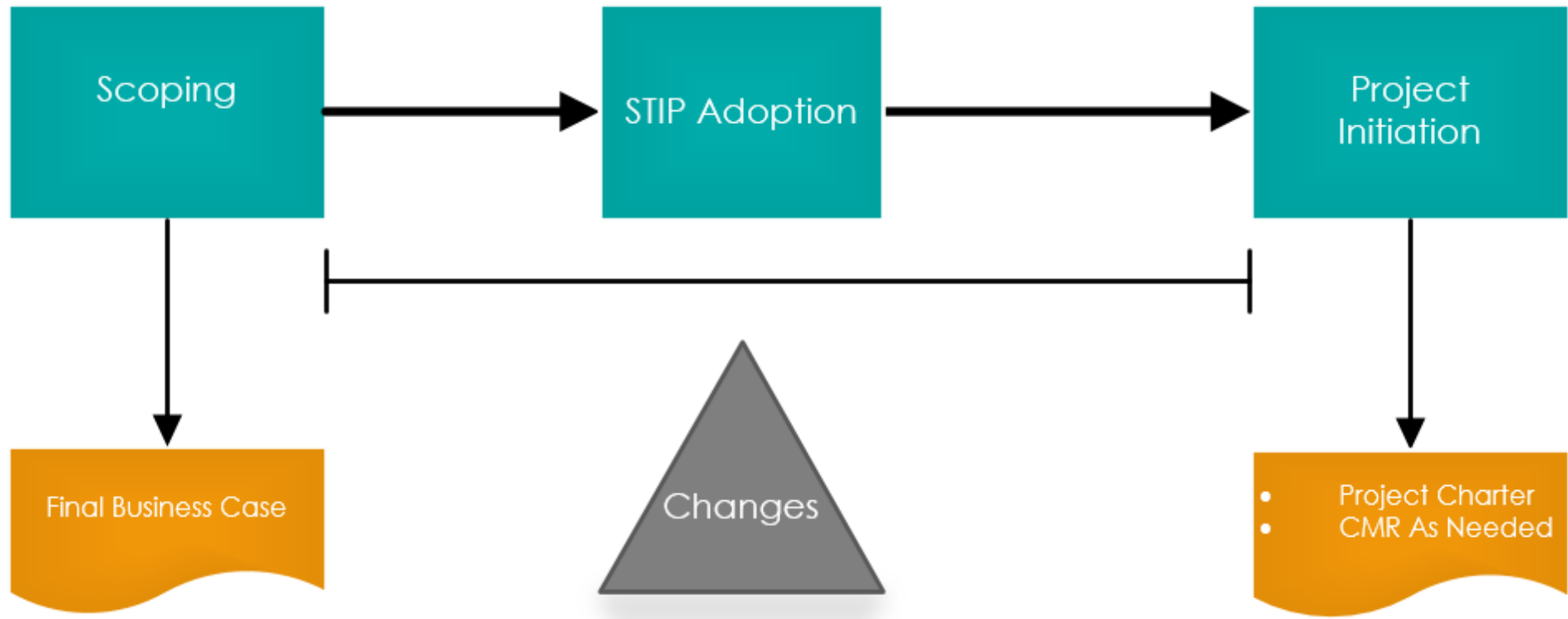
TRANSPORTATION SYSTEM PROJECT DELIVERY LIFECYCLE



Link: [Project Delivery Lifecycle](#)



SCOPING TO PROJECT DEVELOPMENT TRANSITION



Links: [Final Business Case](#)




MAJOR IMPROVEMENTS

- **At Project Initiation Phase - *Region Phase Gate***
 - Project Charter
 - Change Management Request
- **At Design Acceptance Phase – *Statewide Phase Gate***
 - DAP Certification Memo and Checklist
 - Design Narratives
 - DAP Exception Letter



UPDATED PROJECT CHARTER

 **ODOT PROJECT CHARTER** *i*

PROJECT NAME	PROJECT KEY NUMBER	DATE PREPARED
--------------	--------------------	---------------

Project Description (Purpose and Need) *i*

In-Scope:

Out-of-Scope:

Constraints and Risks *i*

Assumptions *i*

Project Delivery Approach *i*

Project Development Team (PDT) Members *i*

NAME	DISCIPLINE

Project Schedule (Milestones) *i*

MILESTONE	DATE (MM/DD/YYYY)
PE EA Open	
PDT Kickoff	
Project Initiation Phase Complete	
Design Acceptance Phase Complete	
ROW EA Open	
PS&E Submittal	
Bid Opening	
Estimated 1st Note	
Estimated 2nd Note	
Estimated 3rd Note	

Funding *i*

PHASE	PHASE TOTAL ESTIMATED COST	CURRENT ESTIMATE
PL – Planning		
PE – Preliminary Engineering		
RW – Right of Way		
UR – Utility Relocation		
CN – Construction		
OT – Other		
TOTAL		

AMOUNT	PROGRAM TYPE	FUNDING PROGRAM MANAGER NAME	FUNDING PROGRAM MANAGER SIGNATURE/DATE

Links: [Updated Project Charter](#) & [Guidance](#)



CHANGE MANAGEMENT REQUESTS (CMR)

Begins at Project Initiation Phase

- Capture changes after Scoping Phase (final Business Case) that will be included in Final Project Charter

Project Scope Change

- Major changes
- Combining/splitting projects

Project Schedule Change

- Major milestones
- Funding obligations date
- Construction season

All Project Budget (Funding) Change



CHANGE MANAGEMENT REQUEST CATEGORIES

Avoidable
“We missed it, we own it”

Project changes that were preventable such as an error in cost estimating, inadequate scoping, missed items, failure to identify and manage risk.

Unanticipated
“In excess of reasonable expectations”

A project change beyond what was reasonably anticipated. Some examples are changed: field conditions, market conditions, regulatory agency requirements, local agency actions.

Elective
“Good business decision, right thing to do”

Positive or good changes to projects such as combining projects for efficiencies, leveraging, practical design and value engineering solutions.



UPDATED DAP CERTIFICATION MEMO & CHECKLIST

ODOT CERTIFICATION OF DESIGN ACCEPTANCE

ODOT CERTIFICATION OF DESIGN ACCEPTANCE

KEY NUMBER: _____ PROJECT NAME: _____ DATE: _____

REGION: _____ COUNTY: _____ PE EA: _____

Project Description (current state)

Project Schedule (Milestones)

Project Schedule Milestones	Baselined Dates	MS Project Dates	
PE EA Open			+
PDT Kickoff			+
Project Initiation Phase Complete			+
Design Acceptance Phase Complete			+
ROW EA Open			+
PS&E Submittal*			+
Bid Opening			+
Forecasted 1st Note			+
Forecasted 2nd Note			+
Forecasted 3rd Note			+

* Please make sure your project has been scheduled with Project Control Office (formerly known as OPL).

Project Budget (Funding)

Project Phase	Current STIP Obligation FFY	MS Project FFY	Phase Total Estimated Cost	DAP Estimate	Expended To Date
PL – Planning					
PE – Preliminary Engineering					
RW – Right of Way					
UR – Utility Relocation					
CN – Construction					
OT – Other					
Total Project Funding/Estimate:					

ODOT DESIGN ACCEPTANCE PACKAGE CHECKLIST


Please answer each of the following questions by checking the appropriate box. If it is No, include DAP Exception Letter. (Comment fields will expand as you type.)

SUBMITTAL PACKAGE REQUIREMENTS	YES	NO	N/A	COMMENTS
1. DAP Narrative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. DAP Plan Sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. DAP Estimate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Design Exceptions and Deviations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Traffic/Roadway Operational Approvals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Bridge TS&L Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Other Structures TS&L Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Areas of Potential Effects (APE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Programmatic Categorical Exclusion (PCE) Determination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Access Management Strategy (AMStrat)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Legal Descriptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Technical Disciplines QA/QC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Draft Mobility Considerations Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Public Involvement Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Change Management Request (CMR)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. STIP Amendment(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Intergovernmental Agreements (IGAs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. A&E Contract Amendments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. DAP Exception Request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Link : [DAP Certification Memo and Checklist & Guidance](#)



UPDATED DESIGN NARRATIVES



ODOT DESIGN NARRATIVE: SELECT PHASE

KEY NUMBER		PROJECT NAME		DATE
REGION	COUNTY	HIGHWAY NAME	BMP EMP	
ROUTE NUMBER	HIGHWAY NUMBER	PE EA	PS&E DATE	

Provide brief descriptions that include any changes after charter approval and links to full reports in ProjectWise.

Project Data i

Functional Classification: _____ Design Standard: _____

Current ADT (Year): _____ Design ADT (Year): _____

% Heavy Vehicles: _____ Vertical Clearance Route: _____

Design Speed (MPH): _____ Posted Speed (MPH): _____

NHS/Non-NHS: _____ Top 10% SPIS Site: _____ C

Project Location and Overview i DELETE PHOTO

INSERT PHOTO: CLICK IN FIELD BELOW TO BROWSE TO SELECT IMAGE (JPG, TIF, PNG)

Project Management i C

Intergovernmental Agreement (IGA) i C

Public Engagement i C

Planning and Local Permits i C

Link : [Updated Design Narrative & Guidance](#)



UPDATED DAP EXCEPTION LETTER



ODOT DAP EXCEPTION REQUEST

DATE:

TO: David Kim
Statewide Project Delivery Manager

FROM: Region Manager
Reviewed by OPL Specialist (OPL use only) Date:

SUBJECT: DAP EXCEPTION REQUEST
Project Name:
Key Number:
DAP Due Date: i

Region is requesting your concurrence to proceed through the DAP phase gate and initiate preliminary design. In accordance with the DAP checklist and certification memo, the DAP phase gate has been reached with the following exceptions. Risk mitigation measures in support of our commitment to the approved project charter including the project PS&E due date are documented below.

Project description i

Description of outstanding risk item(s) from the DAP memo and plan for mitigation: i

Anticipated completion date: i

What will happen if the risk is not removed/addressed by the anticipated completion date: i

Person responsible for completion of the outstanding item: i

Concurrence i

Concur Do not concur Comments:

David Kim
Statewide Project Delivery Manager

Signatures i

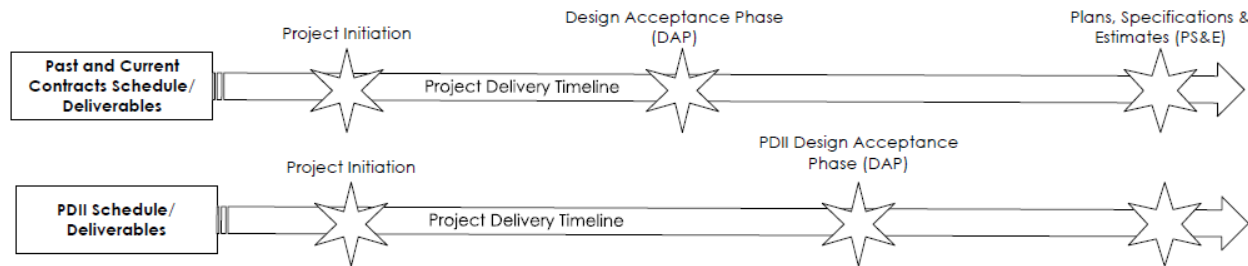
NAME	TITLE Statewide Project Delivery Manager	SIGNATURE AND DATE
NAME	TITLE Region v Manager	SIGNATURE AND DATE

Link: [DAP Exception Request & Guidance](#)

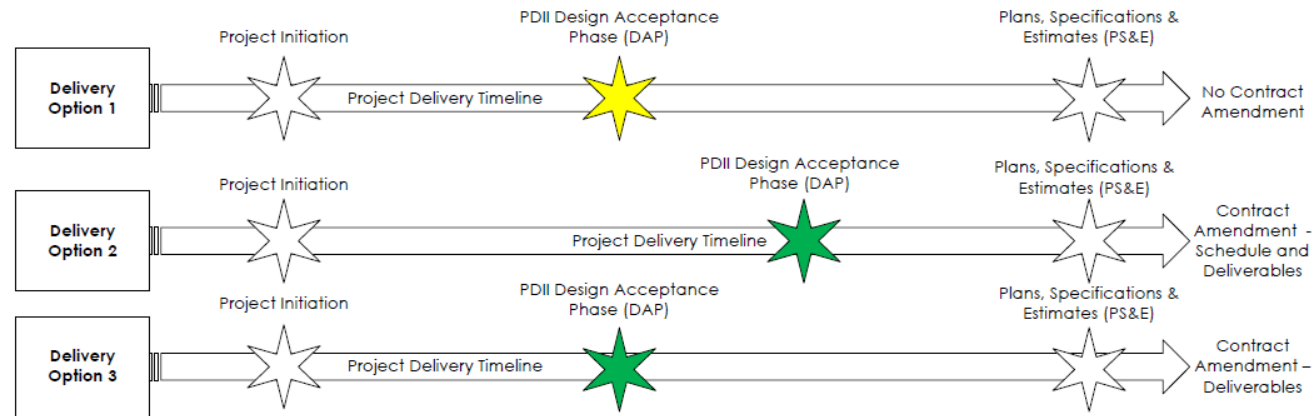


DELIVERY OPTIONS FOR EXISTING DESIGN CONTRACTS



Project Development Phase Gate Requirements Options for Existing Design Contracts



Project Delivery Options per Project Development Improvement Initiative (PDII)



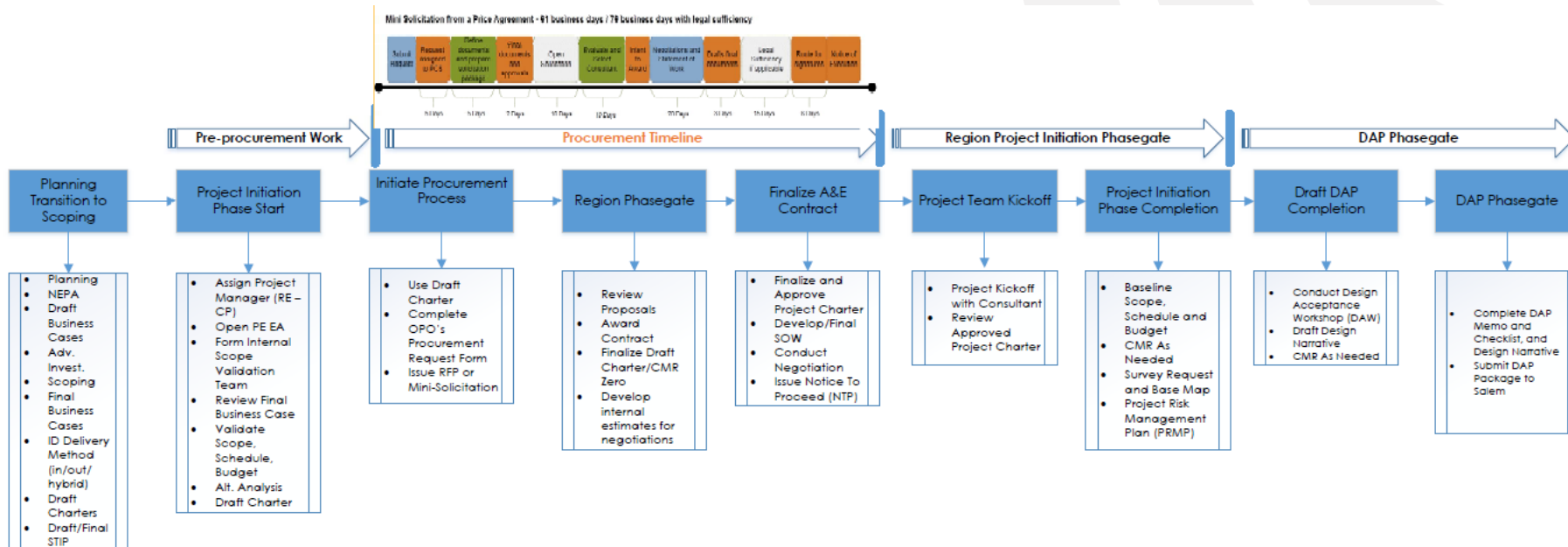
Legend

-  DAP with Phase Gate Exceptions
-  PDII DAP with Deliverable/Exceptions

Link: [Delivery Options for Existing Design Contracts](#)



OUTSOURCED PROJECT DELIVERY PROCESS



Procurement Timelines

- Mini Solicitation from a Price Agreement – 61 Business Days / 76 Business Days with Legal Sufficiency
- Formal RFP - 175 Business Days
- WOC from a Price Agreement – 41 Business Days / 56 Business Days with Legal Sufficiency
- Amendments – 23 Business Days / 38 Business Days with Legal Sufficiency
- Agreement – 47 Business Days / 62 Business Days with Legal Sufficiency

Link: [Outsourced Project Delivery Process](#)



NEXT STEPS

Developing a statewide Statement of Work (SOW) template

- ODOT to hire a consultant to develop a template that includes a WBS, task language and deliverables at all milestones. The RFP is out and closes October 17th.
- Scheduling a Pre-Proposal conference using Skype to share information about the project with interested proposers. Date TBD. Will be closer to the end of Sept. Date should be set in the next day or two.
- Anticipated time to develop the new SOW is one year.

Amendments to the current contracts as needed

- Incorporating required deliverables at specific milestones



Questions?





THANK YOU!



[ODOT PROJECT MANAGEMENT OFFICE](#)



[ODOT PROJECT DELIVERY GUIDE](#)