

Over-Dimension Permit System Replacement Third Party Agent Working Group



Thursday, February 23, 2023 | 10:00 am to 11:00 am

For more information about the project please visit the [Oregon OD Permit Project web page](#).

Meeting called by Sven Johnson – CCD Salem Services Manager

Facilitator Cheralynn Abbott – Pivotal Resources

Members	Attended
Christy Bright (A Worksafe Service)	x
Tina Powell (Marion County)	x
Deb Bliven (A Worksafe Service)	x
Joe Marek (Clackamas County)	
Kala Worley (Lane County)	x
Debi Normand (Clackamas County)	x
Maxwell Hepburn (Marion County)	x
Jana Jarvis (Oregon Trucking Associations)	x
Laurie Parker (Lane County)	x
Sven Johnson- Resource	x
Audrey Lawson-Resource	
Charlie Hutto- Resource	x
David Babb - Resource	x
Danielle Hamm- Resource	x
Cheralynn Abbott - Facilitator	X
Keegan Miller (A Worksafe Service)	x
Kevin Wilson (A Worksafe Service)	x

Time		Topic		Action	Lead
10:00 – 10:20	20 min	01	Welcome and Project Updates	Information	Danielle Hamm/Sven Johnson
		Objectives: <ul style="list-style-type: none"> Provide an update on recent project milestones and preview next quarter’s activities 			
10:20 – 10:40	20 min	02	Discussion: Reporting Needs	Discussion	Charlie Hutto
		Objective: <ul style="list-style-type: none"> Solicit input on future reporting needs. 			
10:40 – 10:50	10 min	03	Open Forum & Closing Comments	Discussion	Danielle Hamm
		Objective: <ul style="list-style-type: none"> Individual Site Visits Thoughts/questions you’ve had since the last meeting? Other things you’d like to hear from us? 			

Meeting Notes from 2/23/2023

2022 Achievements:

2022 was a busy year for the project and we're pleased to report that several key milestones were achieved.

- The team has established communication channels to ensure we're getting the word out to the right people at the right time.
- Significant time and energy was focused on understanding stakeholder needs
- All of that work with various groups helped us to put together the system requirements and a draft Statement of Work which was quite a big milestone for the project. Without their engagement we couldn't have gotten to where we are today.
- Which leads me to some pretty exciting news and that is that the Request for Proposal went out in October of 2022.
- ODOT was also successful in securing a 2million dollar grant from FMCSA to help fund the project. This is very good news and in fact, we'll be applying in 2023 for a second grant to help with the remaining funds that will be needed.

Project Updates:

- Document updates along with new documentation required for Stage Gate 3 approval from the State. This will be needed in order to execute a contract with a solution provider
- Updating communication plans for 2023.
- Continue to meet with a small group of county representatives
- Survey will go out to all counties in the short-term to learn more about their permitting work and understand more about their needs and work we'll need to do with them to help plan for that transition.
- Request for Proposal (RFP) is in stage 3, Sandbox review currently. The RFP panel is reviewing test systems that each vendor opened up. This is expected to complete on March 7th. Final review and decision will be made between March 8th and April 28th with an Intent to award slated for April 28th, 2023.

Project Look Ahead:

- Communication- there will be an increased focus on building awareness with motor carriers.
 - We will be looking to leverage our external partners as best we can to ensure the message gets out to the industry in a timely fashion.
 - If you ever have ideas or suggestions on best to reach that audience, please feel free to share them.
- Meetings will continue with our stakeholders to provide updates and solicit input on topics that are important to them.
 - Once a vendor solution is selected, there will likely be conversations to refine requirements.
 - That's likely to happen later in the year but something for you to be aware of.
- Work to prepare for data migration and integration will also ramp up this year. High-level conversations started in 2022, but this year we're outlining specific implementation tasks and timelines for completing that work.
- Several business processes connected to OD permit issuance that will need to change and we'll be working with impacted groups and/or individuals to outline what that looks like.

Future Data Reporting Needs:

What information do you want / need to see?

What timeframe(s) do you want / need for the requested information?

- Marion County: Number of permits issued by the TPA, on behalf of the county TPA, what types of permits were being issued.
- Clackamas County: Number of trucks using restricted roads / bridges. Run their own reports, instead of counting on ODOT staff to potentially get the data. [Note: this is more specific to STPs.]
- All: run ad-hoc reports. Marion: can it run reports for specific carriers? Sometimes truck information is helpful, both for issuance and later reporting.
- Marion County: will TPAs be able to obtain truck information by registration account?
- A Worksafe Service: will they have access to what Registration is looking at, as far as truck information? Farm plate information? Still need to see that, as DMV has farm plate info, but it doesn't always come over to the CCD side.
- Marion County: How will address changes be handled?
- Lane County: Make the fees required by the carrier more obvious. Marion County: ad hoc report for money received, by date and date range.
- Oregon Trucking Associations: Monthly report from all agents for what they issued.
- Oregon Trucking Associations: Daily report of permits issued. A Worksafe Service and Marion County are not getting these today.
- Oregon Trucking Associations: DEQ will be interested in this information.
- Oregon Trucking Associations: monthly reporting is ideal.

Meeting Wrap up:

- OD Team will reach out to each TPA to determine best day/time to come do a site visit and discuss current work flow with regards to permitting.
- Suggestion was made to include Temp restrictions into the new system and bring any updates about temp restrictions to the mobility advisory committee.
- Question was asked regarding whether all aspects of the permit will be digital or hard copy with new system.
 - Work is still occurring around this topic, to include review if any OAR's and will be further reviewed and discussed with the project team, management and vendor. Further details will be brought back to this group.
- Question was asked if the dedicated fax line can go away.
 - This lives in OAR currently and will be reviewed to determine if it can change.
 - Clackamas indicated they would be willing help share project communication if we sent a letter to them. They would include it with their monthly mailings.

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Today's Objectives

1

Provide project updates, preview upcoming work

2

Solicit input on reporting needs

3

Identify topics for future meetings

OD Permit System Project: 2022 Accomplishments



Project Updates

Recent Project Work:

- Review and evaluation of proposals
- Preparation for Stage Gate 3
- Updated Communication Plans for 2023
- County Working Group - Survey Plans



Request for Proposal (RFP) Process Update

- 3 potential rounds 1) Proposal Review 2) Interview/Demo 3) Sandbox
- Initial review panel participants: IT, CCD, Bridge, Maintenance, Policy, Data and Analysis Division and a Motor Carrier.
- Additional participants may be included in next phases (CCD, GIS, Counties, and Maintenance and Operations)
- Panel has reviewed and scored proposals – two vendors have been selected and moved into the interview/demo round.



Panel has completed interview/Demo round- Review of both Sandboxes has begun.



Key RFP Milestones:

RFP Review –
1/30/2023

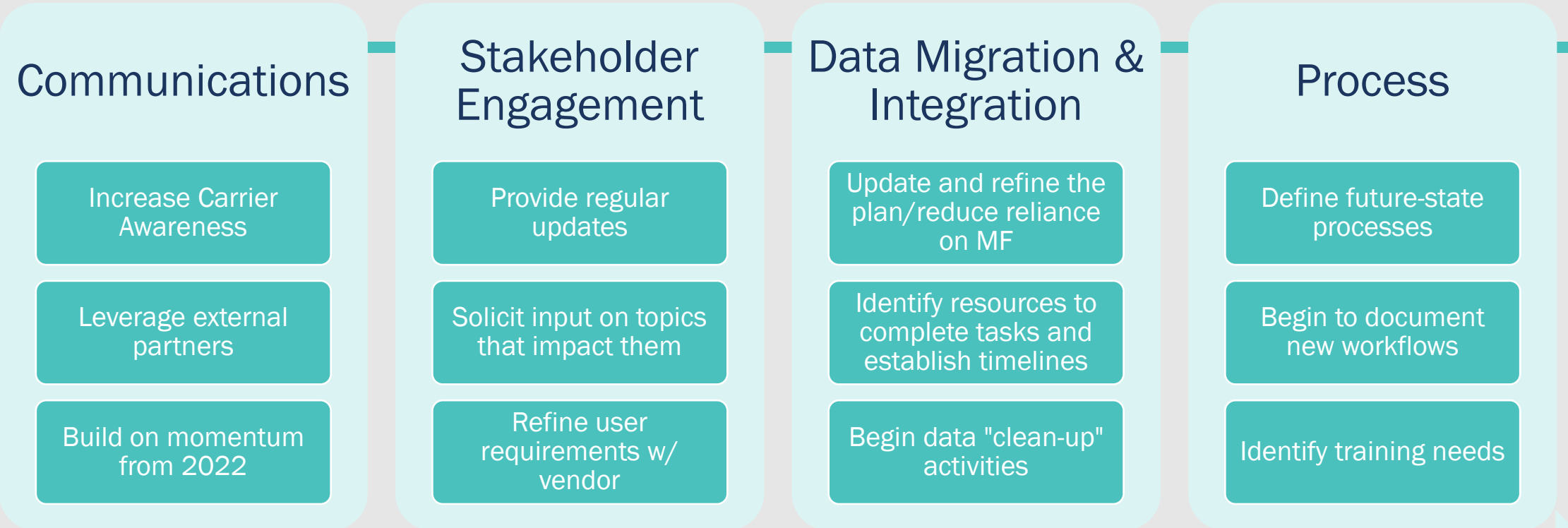
Interview/Demos-
2/17/2023

RFP Sandbox Review-
3/7/2023

RFP Intent to Award –
4/28/2023

Looking Ahead...

2023 Project Goals/Activities



Change Management Throughout

OD Permit System Replacement Webpage

Project
Timeline

Anticipated
Benefits

Stakeholder
Group Info



SCAN ME

DISCUSSION: Future Data Reporting Needs

What type of information would you like to be able to access?

Be thinking not just about what you get today, but what you aren't able to get that could be useful. We expect to have more robust reporting capability in the new system.

Site Visits - Our Objectives

- Learn more about your customers and the support that you provide them in getting/renewing their permits
- Understand any nuances about your processes and staffing approach
- Identify keys to success in setting you up in the new system

Closing Discussion

- Thoughts/questions you've had since the last meeting?
- Things impacting you that we should be aware of?
- Other things you'd like to hear from us?



Thank You!
