



Oregon

Theodore R. Kulongoski, Governor

Oregon Department of Transportation

Office of Civil Rights

955 Center Street NE, Room 471
Salem, Oregon 97301

DATE: January 10, 2010

TO: Architectural & Engineering (A&E) Consultants

FROM: Michael Cobb, Manager
Office of Civil Rights

SUBJECT: Collection of 2007-2010 A&E Contract Data

On October 11, 2010, Matt Garrett sent a message to agency personnel and consultant contractors about the need to gather contracting and subconsultant payment data on A&E contracts in effect since October 1, 2007. This data will be used in an upcoming disparity study commissioned by ODOT. This data collection effort is a vital component that will help determine ODOT's need to develop goal setting on A&E contracts for the Disadvantaged Business Enterprise (DBE) program.

This memo is being sent to you because your name appears in the attached A&E Contracts 2007-2010 spreadsheet as having been under contract with ODOT for A&E services in the timeframe of October 1, 2007 through September 30, 2010.

Press CLT plus mouse click on this link to view or download the spreadsheet:

http://www.oregon.gov/ODOT/CS/CIVILRIGHTS/reports/AE_Contracts_2007-2010.xls

In the first tab of the spreadsheet (A&E Contracts) you will find all of the data related to an A&E contract, including contract number, contract title (description), status date, amount, vendor name, funding source, ODOT organizational customer name and contact. The second tab in the spreadsheet will be most useful in that the data is sorted by consultant name and all contracts identified in a list. Please be sure to check for variations on your company name as the names for one firm may have been entered in more than one way.

The tool for gathering the contracting and subconsultant payment data is a special form developed for this project. The following "Special A&E Subconsultant Data Report" will be used in gathering the 2007-2010 data. Press CTL plus mouse click to access the form:

<http://www.odot.state.or.us/forms/odot/highway734/2722X.pdf>

- This form is a pdf form that can be filled in at a computer, saved, printed and signed by the consultant. (See the “save as” and “print” buttons on the lower left corner of the form.)
- The consultant needs to complete, sign and return one form for each A&E contract to the attention of Jill Miller in the Office of Civil Rights at 955 Center Street NE, Room 471, Salem, OR 97301.
- **A form for each contract must be completed and returned to the Office of Civil Rights by February 15, 2011.**

If you did not receive the initial notice from ODOT Director Matt Garrett, the memo is embedded below. Please double-click on the icon to read.



\\wpdotclrf004\
hwym04a\WORD\Mai

The A&E Subcontractor Utilization Data Tracking Guideline referenced in the above message contains information on how to use this process in contracts being awarded since October 11, 2010 forward.

ODOT appreciates the assistance and cooperation of our A&E consultant firm partners in preparing this data for review. If you have any questions, please contact:

| | |
|--|--------------|
| Michael.a.cobb@odot.state.or.us | 503-986-3753 |
| c.jill.miller@odot.state.or.us | 503-986-4355 |