**Peer Exchange**

Pooled Fund Procedure

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| Requestor Information | |
| Name: | Agency: |
| Title: | Address: |
| Phone: | City, State, Zip: |
| Email: |  |

# Procedure

1. Requestor completes this form and submits it to:

Michael Bufalino

Oregon Department of Transportation (OregonDOT)

[odotnewresearch@odot.state.or.us](mailto:odotnewresearch@odot.state.or.us)

1. OregonDOT forwards form to:

John Overman

Texas A&M Transportation Institute (TTI)

[joverman@tamu.edu](mailto:joverman@tamu.edu)

1. TTI:

* Contacts requestor
* Collects details specific to requestor’s proposed peer exchange event
* Drafts proposal with cost and scope
* Emails proposal to requestor and OregonDOT for review

1. Requestor:

* Reviews and comments on draft
* Returns proposal with comments to TTI

1. TTI:

* Revises proposal based on requestor comments and any necessary follow-up conversations or correspondence
* Confirms agreement exchange scope and cost estimate with Requestor
* Sends final proposal to Oregon DOT for approval

1. Oregon DOT:

* Emails approval of proposal to requestor and TTI
* Adds Requestor as a study partner to TPF – 5(301) on the pooled fund website
* Sends Requestor acceptance memo for inclusion with Funding Transfer Request

1. Requestor:

* Commits funds (the TTI cost estimate plus $500 for administrative costs) to TPF – 5(301)pooled fund website
* Transfers funds to Oregon DOT for TPF-5(301)

1. TTI:

* Submits monthly invoices and supporting documentation to Oregon DOT (odotnewresearch@odot.state.or.us).
* Coordinates any change orders with Requestor and Oregon DOT prior to cost overruns