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SECTION B

NON-CERTIFIED AGENCY

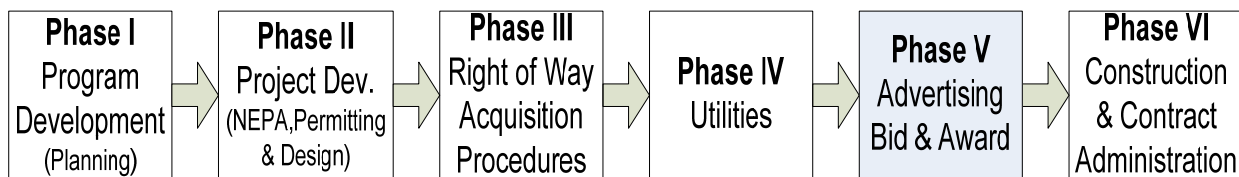
Chapter 15

Advertising, Bid and Award Procedures

This chapter specifies the processes to advertise, bid and award construction contracts for non-certified agencies federal-aid projects.

Additional information related to the advertising, bid and award process for personal services; architectural and engineering; and non-architectural and engineering contracts; is available in Section B, Chapter 12, Consultant Selection of this *LAG Manual*.

In the sequence of project development, advertising, bid and award generally occurs in Phase V, after the completion of Plans, Specifications and Estimates (PS&E).



A. OVERVIEW

The PS&E documents are used to advertise, award and administer the contract. Non-certified local agency federal-aid projects are advertised, for the non-certified local agency, either by a local agency certified in advertising, bid and award, or by ODOT –Procurement Office – Construction (OPO). Office of Project Letting (OPL) will transmit the documents to OPO for advertising, bid, and award.

Refer to ODOT’s [Project Delivery Guidebook](#), Chapter 3, “Delivery of Local Agency Projects” section for project management and project delivery oversight requirements for local agency projects. Non-certified local agency projects will be administered in accordance with ODOT’s [Project Delivery Guidebook](#), ODOT’s [Construction Manual](#), this *LAG Manual* and in accordance with OAR 731-005, 007; OAR 734-010 and other state and federal requirements.

B. REQUIRED SUBMITTALS AND PROCEDURES

In order for ODOT to advertise and award a construction contract on a non-certified local agency project, the following process and submittal requirements must be met.

- ODOT’s [Project Delivery Leadership Team \(PDLT\) Operational Notice 02](#) outlines the deliverables required to submit a local agency project for advertising, bid and award.

- ODOT's [Project Delivery Leadership Team \(PDLT\) Operational Notice 07](#) identifies critical items of work, establishes and clarifies individual roles and responsibilities, and documents the process from the time PS&E documents are submitted to ODOT's Specifications, Estimating and Office of Project Letting, up to the time of bid opening.
- ODOT's [Project Delivery Leadership Team \(PDLT\) Operational Notice 08](#) provides guidance and clarification of the processes, roles and responsibilities occurring during the timeline between bid opening and the issuance of the Notice to Proceed in the award of highway and bridge construction projects.
- ODOT's Project Delivery Leadership Team (PDLT) Operational Notice 15 provides direction to the business line relating to the structured assessment of risk and insurance against identified risks for contractors and subcontractors performing work on Highway Division projects.
- ODOT's Traffic [Roadway Technical Bulletin RD07-06 \(B\)](#) provides direction standard advertisement periods for projects based on size and estimated project costs.

Additionally, ODOT's [Office of Project Letting](#) has developed [A Users Guide to PS&E Delivery](#) to define the deliverable PS&E items required to place local agency transportation projects out for advertisement and competitive bid.

As noted in other chapters of this manual ODOT's [Regional Local Agency Liaison](#) is the key ODOT contact for local agencies to ask questions, clarify processes and receive assistance with procedures related to the delivery of local agency [Statewide Transportation Improvement Program](#) (STIP) projects.

C. ADDITIONAL RESOURCES

- ODOT's [Office of Project Letting Manuals/Forms](#)
- [A User's Guide to PS&E Delivery](#)
- ODOT's [Roadway Engineering Section Forms](#)
- ODOT's [Procurement Office](#) (*note: new website is <http://www.oregon.gov/ODOT/CS/CONSTRUCTION/>*)
- ODOT's [Technical Support Section](#)
- ODOT's [Local Government Section](#)
- ODOT's [Office of Civil Rights](#)
- ODOT's [Regional Websites](#)
- OAR 731-005, 007; OAR 734-010