

LAG Manual 2011

Table of Contents (TOC)

Note: The 2011 LAG Manual is a very large and complex document. This is a simple TOC designed to show only Level 1 Headings in all chapters and appendices. Hyperlinks are provided to each chapter, which contains a fully detailed TOC with internal links to help you navigate to the information you need.

SECTION A – INTRODUCTION

[Chapter 1](#) - Local Agency Guidelines

- A. Overview
- B. Purpose of the Manual
- C. Organization of the Manual
- D. Updating Process
- E. Organization Charts

[Chapter 2](#) – Roles and Responsibilities

- A. Overview
- B. FHWA Responsibilities
- C. ODOT Responsibilities
- D. Local Agency Responsibilities
- E. Approval Authority
- F. Oregon Transportation Commission
- G. Summary

[Appendix](#) – Approval Authority Matrix

[Chapter 3](#) – FHWA Funding Programs

- A. Overview
- B. Federal Funding for Local Agencies – Legislation
- C. Federal Funding for Local Agencies – Eligible Roadways
- D. Funding Programs for Local Agencies
- E. General Planning Requirements and Area Coordination
- F. Coordination With Planning Agencies
- G. State Level Transportation Plans
- H. Planning Requirements
- I. Local Area Transportation Plans
- J. Locating Oregon’s State-Level Plans
- K. Federal Funding Programs in Oregon
- L. Related State Program
- M. Transfer of Funding to the Federal Transit Administration (FTA)

[Chapter 4](#) – Developing Projects Using the LAG Manual

- A. Overview
- B. Project Development Process
- C. Guides and Standards
- D. Use of Interstate Right of Way

E. Project Selection and Work Plan Development Checklist

[Chapter 5](#) – Local Agency Force Projects

- A. Overview
- B. Plans Specification and Estimates
- C. Fund Authorization
- D. Contract Number
- E. Construction Contract Administration
- F. Project by Certified Local Agency for Another Local Agency

[Chapter 6](#) – Access Management

- A. Overview
- B. Access Management Goals and Principles
- C. Benefits of Access Management
- D. Access Management, Transportation, and Land Use Planning
- E. Access Management and Local Agency Project Delivery
- F. Additional Resources

[Chapter 7](#) – Title VI Program

- A. Background
- B. Overview
- C. Title VI Program Plan
- D. Title VI Plan Development
- E. Reporting Requirements
- F. Title VI Complaint Investigations
- G. Title VI Compliance Reviews
- H. Other Nondiscrimination Statutes Related to Title VI
- I. Summary of Title VI Requirements of All Sub-recipients

[Chapter 8](#) – Certified Local Agency Oversight Plan

- A. Background
- B. Legal and Regulatory Authority
- C. Qualifications
- D. Agreements
- E. Monitoring
- F. Consequences – A Tiered Approach
- G. Review Team
- H. Tools Used In Project Reviews

SECTION B – NON-CERTIFIED AGENCY

[Chapter 1](#) – Introduction

- A. Overview
- B. Contracting With ODOT
- C. Contracting With a Certified Local Agency
- D. Additional Information

[Chapter 2](#) – Introduction

- A. Overview
- B. Scoping

- C. Procedures for Compiling the Prospectus
- D. Additional Resources and Information

[Chapter 3](#) – Non-Certified Agency

- A. Overview
- B. Non-Certified Agency Master Agreement
- C. Non-Certified Supplemental Project Agreements
- D. Amended Supplemental Project Agreement
- E. Stand Alone Project Agreement
- F. Processing Agreements with Non-Certified Local Agencies

[Chapter 4](#) – Progress Billing (Reimbursement Costs)

- A. Overview
- B. Billing Procedures for Non-Certified Agencies
- C. Number and Timing of Submittals
- D. Identifying Federal-Aid Reimbursable and Non-Reimbursable Charges
- E. Utility Relocations, Adjustments and Reimbursement
- F. Reimbursement for Railroad Work
- G. Other Allowable Costs Subject to FHWA's Approval
- H. Other Unallowable Costs
- I. Federal-Aid Reimbursement Projects

[Chapter 5](#) – Environmental Process

- A. Overview of NEPA and Environmental Processes
- B. Contacting ODOT
- C. Applicable Regulations, Laws and Guidance
- D. National Environmental Policy Act Compliance
- E. Public, Stakeholder, and Interagency Involvement
- F. Tribal Consultation
- G. Socio-Economic Considerations
- H. Section 4(F) Compliance
- I. Biological Resources
- J. Water Quality
- K. Wetlands and Waterways
- L. Erosion and Sediment Control
- M. Section 106 of the National Historic Preservation Act
- N. Air Quality
- O. Noise
- P. Hazardous Materials
- Q. Land Use Planning Considerations
- R. Section 6(f) of the Land and Water Conservation Fund Act
- S. Environmental Commitment Tracking
- T. Additional Resources and References

[Chapter 6](#) – Right of Way Procedures

- A. Overview
- B. Local Agency Acquisition of Right of Way
- C. Key Right of Way Requirements
- D. Right of Way Acquisition Procedures
- E. Funds for Right of Way Acquisition

- F. Appraisal
- G. Title
- H. Negotiations
- I. Donated Property
- J. Administrative Settlements
- K. Relocation
- L. Condemnation
- M. Right of Way Certification
- N. Property Management
- O. Document Retention

[Chapter 7](#) – Civil Rights and Disadvantaged Business Enterprises

- A. Overview
- B. Definitions
- C. Roles and Responsibilities
- D. Program Elements of DBE Plans
- E. Contract Administration
- F. Information

[Appendix 1](#) – Civil Rights-Tracking Local Agency Projects

- A. Overview
- B. Process

[Appendix 2](#) – Project Tracking Log

[Appendix 3](#) – Forms Matrix for Federal Projects

[Chapter 8](#) – Equal Employment Opportunity and Training

- A. Overview and General Requirements
- B. EEO Requirements
- C. OJT/Apprenticeship
- D. Construction Contract Administration
- E. Compliance Review
- F. Forms

[Chapter 9](#) – General Design Requirements

- A. Overview
- B. Pavements
- C. Value Engineering
- D. New Construction / Reconstruction Projects (4-R)
- E. Resurfacing Restoration and Rehabilitation (3-R) Projects
- F. Geometric Design of Very Low-Volume Local Roads (ADT <400)
- G. Deviations/Design Excepting Process
- H. Project Milestones

[Chapter 10](#) – Design Approval

- A. Overview
- B. Design Acceptance Package (30 Percent)
- C. Preliminary Plans
- D. Advance Plans

- E. Final Plans
- F. PS&E Submittal
- G. Additional Data Required for Special Projects

[Chapter 11](#) – Plans, Specifications and Estimates (PS&E)

- A. Overview
- B. Key PS&E Process Points
- C. Contract Plans and Specifications
- D. Estimates
- E. Additional Resources

[Chapter 12](#) – Two-Tiered Consultant Selection

- A. Overview
- B. ODOT's Process and Applicable Laws
- C. Consultant Selection Process for Non-Certified Local Agencies
- D. Contract Administration
- E. Contract Closure

[Chapter 13](#) – Utility and Railroad Programs

- A. Overview
- B. Utility Program
- C. Railroad Program

[Chapter 14](#) – Bridge Selection, Scoping and Design

- A. Bridge Development Process
- B. Bridge Design, Practice and Policies

Appendix – Bridge Hydraulics Performance Specification

- A. Scope
- B. Applicable Standards and References

[Chapter 15](#) – Advertising, Bid and Award Procedures

- A. Overview
- B. Required Submittals and Procedures
- C. Additional Resources

[Chapter 16](#) – Construction Engineering Inspection and Contract Administration

- A. Overview
- B. Administration/Construction Engineering Inspection Options for Construction Contract Administration
- C. Contract Administration Contractor Progress Payments
- D. Construction Engineering/Inspection
- E. Changes and Extra Work
- F. Compliance with State and Federal Legal Requirements
- G. Administrative Settlement Costs
- H. Completion of Construction
- I. Summary

[Chapter 17](#) – Project Closure

- A. Overview

- B. Roles and Responsibilities
- C. Project Quality Assurance

SECTION C – CERTIFIED AGENCY

Chapter 1 – Introduction

- A. Overview
- B. Local Agency Certification Program – Vision
- C. Local Agency Certification Program – Mission
- D. Federal-Aid Project Delivery Options
- E. Benefits of Certification

Chapter 2 – Becoming Certified

- A. Overview
- B. Certification Acceptance Process
- C. Non-Certified Local Agencies

Chapter 3 – Project Prospectus

- A. Overview
- B. Scoping
- C. Procedure for Compiling the Prospectus
- D. Additional Resources and Information

Chapter 4 – Agreements

- A. Overview
- B. Certified Master Agreement
- C. Certified Supplemental Project Agreements
- D. Amended Supplemental Project Agreements
- E. Processing Agreements with Certified Local Agencies

Chapter 5 – Progress Billing (Reimbursement Costs)

- A. Overview
- B. Progress Payments Procedures for Certified Agencies
- C. Identify Federal-Aid Reimbursable and Non-Reimbursable Charges
- D. Utility Relocations, Adjustments and Reimbursement
- E. Reimbursement for Railroad Work

Appendix – Desk Procedures

- A. Purpose
- B. Determining Use of the Reimbursement (Payment) Process
- C. Guidelines Pursuant to the Master Certification Agreement
- D. Acronyms/Abbreviations/Definitions
- E. Procedure for Reimbursing ODOT Charges
- F. Procedure for Reimbursing Construction Contractor Payments (CP) & Local Agency Preliminary Engineering (PE) and Construction Engineering (CE) Charges

Chapter 6 – Environmental Process

- A. Overview

Chapter 7 – Right of Way Procedures

A. Overview

[Chapter 8](#) – DBE/EEO/OJT

A. Overview

B. Requirements

[Appendix 1](#) – Civil Rights – Tracking Local Agency Projects

A. Overview

B. Process

[Appendix 2](#) – Civil Rights Project Tracking Log

[Chapter 9](#) – General Design Requirements

A. Overview

B. Pavements

C. Value Engineering

D. New Construction/Reconstruction Projects (4-R)

E. Resurfacing, Restoration and Rehabilitation (3-R) Projects

F. Geometric Design of Very Low-Volume Local Roads (ADT<400)

G. Deviations

H. Project Milestones

[Chapter 10](#) – Design Approval

A. Overview

B. Design Acceptance Package (30 Percent)

C. Advance Plans

D. Final Plans

E. PS&E Submittal

F. Additional Data Required for Special Projects

G. Design Approval Notices

[Chapter 11](#) – Plans, Specifications and Estimates (PS&E)

A. Overview

B. Certification & The PS&E Process

C. Key PS&E Process Points

D. Additional Resources

[Appendix](#) – FHWA PS&E Submittal Checklist

A. Statement of Project Readiness

[Chapter 12](#) – Consultant Selection

A. Overview

B. Becoming Certified for Consultant Selection

C. Difference Between A&E Services and Non-A&E Personal Services

D. A&E Services

E. Non-A&E Personal Services

F. Contract Closure for A&E and Personal Services

[Appendix 1](#) – Architectural and Engineering Services

A. Examples of Architecture and Engineering (A&E) Services

- B. Engineering Services
- C. Examples of Engineering Services
- D. Land Surveying Services
- E. Examples of Land Surveying Services
- F. Architecture Services
- G. Examples of Architecture Services

[Appendix 2](#) – Non-Architectural and Engineering Personal Services

[Appendix 3](#) – Consultant Selection

[Chapter 13](#) – Utility and Railroad Programs

- A. Overview
- B. Utility Program
- C. Railroad Program

[Chapter 14](#) – Bridge Selection, Scoping and Design

- A. Bridge Selection Process
- B. Certified Agency Bridge Project Delivery

[Chapter 15](#) – Advertising, Bid and Award Procedures

- A. Overview
- B. Becoming Certified for Advertising, Bid and Award
- C. Roles and Responsibilities
- D. Procedures

[Appendix](#) – Local Bid and Award Checklist

- A. Overview
- B. Checklist

[Chapter 16](#) – Construction and Contract Administration

- A. Overview
- B. Becoming Certified for Construction Contract Administration
- C. Local Agency Construction Contract Administration
- D. Key Process Points

[Appendix](#) – Construction and Contract Administration Checklist

[Chapter 17](#) – Project Closure

- A. Overview
- B. Roles and Responsibilities

SECTION D

[Chapter 1](#) – Acronyms

[Chapter 2](#) – Glossary

[Chapter 3A](#) – Desk Procedures: Progress Billings

- A. Overview

B. Procedure for Processing Consultant and Local Agency Invoices

[Chapter 3B](#) – Desk Procedures: Master Certification Agreement

A. Overview

B. Procedure

[Chapter 3C](#) – Desk Procedures: Processing Supplemental Project Agreements

A. Overview

B. Procedure for Processing Supplemental Project Agreements

[Chapter 3D](#) – Desk Procedures: Transitioning to Full Certification

A. Overview

B. Procedure for Reimbursing ODOT Charges