**Version Date: 5/4/2022**

**Application:** This template is used when the Certified Local Public Agency (LPA) owns the contract on a federal funded project.

**GENERAL INSTRUCTIONS:**

* Yellow highlighted areas include instructions that should be deleted prior to release.
* Blue highlighted areas indicate text or fields that need information provided or revised.
* “Agency” means the Certified LPA as defined in the CLPA Contract.
* **Delete instructions throughout the document before executing Contract or amendment. Deletions can be automated as follows:**
  + From the “Edit” menu (or “Editing” menu on the “Home” ribbon) select “Replace”;
  + With cursor in the “Find what” field, click “More” button, then “Format”, then “Font”, then in the font field select “Times New Roman” text;
  + Leave the “Replace with” field blank;
  + Click “Replace All”. This will delete all yellow highlighted text.

**PROJECT-SPECFIC INSTRUCTIONS:**

# Delete any items marked as “[Optional]” if they are not used for your project.

# Not all subtasks are needed for each project. **If an entire subtask is not needed, leave the task number, add “RESERVED” after the subtask title, and delete all subtask text.**

**TASK 15 - PLANS, SPECIFICATIONS, AND ESTIMATE (“PS&E”)**

Consultant shall prepare plan sheets according to the following table:

[Revise table as needed. Columns that are not needed may be deleted.]

Table 15

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Sheet** | **Scale** | **Estimated # of Sheets** | **60% PS&E Submittal** | **Advanced Submittal** | **Final Submittal** |
| Title sheet |  |  |  |  |  |
| Typical sections |  |  |  |  |  |
| Details |  |  |  |  |  |
| Temporary protection and direction of traffic and Temporary Pedestrian Accessible Route (TPAR) plan(s) |  |  |  |  |  |
| Construction staging |  |  |  |  |  |
| Roadway plans |  |  |  |  |  |
| Roadway profiles |  |  |  |  |  |
| Curb Ramp plans |  |  |  |  |  |
| Drainage plan/profiles |  |  |  |  |  |
| Erosion control |  |  |  |  |  |
| Drainage details |  |  |  |  |  |
| Pipe data sheet |  |  |  |  |  |
| Bridge plans |  |  |  |  |  |
| Retaining wall plans and details |  |  |  |  |  |
| Sign and striping plans |  |  |  |  |  |
| Signal plans |  |  |  |  |  |
| Illumination |  |  |  |  |  |
| Landscaping |  |  |  |  |  |

**15.1 Preliminary PS&E (60%)**

[Optional, if not used, label: 15.1 Preliminary PS&E “Reserved”]

Consultant shall prepare preliminary (60%) documents for the Project incorporating comments from DAP review (Task 13).

Consultant shall prepare drawings, per Table 15 above and:

* Reference Agency and ODOT standard drawings and details;
* Prepare the 2021 Bid Booklet and Special Provisions Document Assembly form;
* Prepare preliminary construction cost estimate quantities and unit costs utilizing Agency or ODOT standard bid items. Consultant shall prepare the estimate on the Certified LPA cost estimate form 734-5096 to include mobilization, contingency, and construction engineering (based on percentages agreed to by both parties). The estimate must be based on unit prices utilizing Agency, ODOT, and Consultant’s historical bid information and considering a 20XX [Enter Anticipated Bid-Let Year] bid letting.

[Choose either to have the APM submit comments or APM and ODOT each submit comments.]

The APM and ODOT will submit a Preliminary PS&E Review Comment Log as a single electronic file to Consultant.

Consultant shall address comments received and communicate with the APM the proposed resolution to the comments. Consultant shall provide written response to address review comments received from the APM and ODOT on the Preliminary PS&E.

**15.1 Consultant Deliverables and Schedule**

Consultant shall submit the following to the APM within 8 weeks of the APM written approval (e-mail acceptable) of the final DAP (Task 13):

* Preliminary Plans (PDF)
* Special Provisions Document Assembly Form (PDF)
* Preliminary Construction Cost Estimate in Excel/table format (PDF and excel)

Consultant shall submit Preliminary PS&E Review Comment Log with initial responses to the APM within 2 weeks of receipt of comments.

**15.2 Advance PS&E (90%)**

This task includes preparation of advance plans, Special Provisions, construction cost estimate, risk assessment, and quality control reviews, as well as incorporating comments from previous reviews.

Advance Plans:

Consultant shall prepare drawings, per Table 15 above and reference Agency standard drawings and details, and other related drawings.

Advance Special Provisions:

Consultant shall update Project Special Provisions based on changes and clarifications to the Project design, as determined at Preliminary plans [or] DAP and in accordance with 2021 *Oregon Standard Specifications for Construction as amended* and Agency *Specification and Writing Style Manual*. Consultant shall prepare the Special Provisions to the 90% level (the “Advance Special Provisions”) in MS Word utilizing “Track Changes”.

The Advance Special Provisions must incorporate Agency’s boilerplate Special Provisions corresponding with the Project bid date. If a bid date has not been identified, Consultant shall use the most current boilerplate Special Provisions. Boilerplates, by bid date, can be found at the following website:

<https://www.oregon.gov/odot/Business/Pages/Special-Provisions.aspx>

[Check this link prior to submitting this document]

Consultant shall obtain concurrence from Agency for any unique special provisions or changes made to the boilerplate Special Provisions, beyond fill-in-the-blank changes. Consultant shall document the changes made to the Special Provisions and Agency concurrence.

Consultant shall submit the ODOT Civil Rights Request for Goals Worksheet to ODOT’s Office of Civil Rights and incorporate the appropriate Disadvantaged Business Enterprise (“DBE”) goals and On the Job Training (OJT) hours into the Project Special Provisions;

Consultant shall consult with Agency and incorporate the required insurance information into the Special Provisions.

Advance Cost Estimate:

Consultant shall update the construction cost estimate quantities and unit costs utilizing Agency standard bid items to support the Advance Plans (the “Advance Cost Estimate”). Consultant shall prepare the estimate to include mobilization, contingencies, and construction engineering based on the percentages agreed to by both parties. The estimate must be based on unit prices utilizing Agency, ODOT, and Consultant historic bid information and anticipating a [enter anticipated bid-let year] bid letting. Consultant shall prepare the final cost estimate using excel or Agency required software.

Construction Schedule:

Consultant shall prepare a construction schedule, using the Critical Path Method (MS Project and PDF format) that outlines a reasonable Project construction sequence and time frames. The schedule must include anticipated material lead times, Project milestones and anticipated construction phasing and staging.

Advance PS&E Revisions/Corrections:

[Choose either to have the APM submit comments or APM and ODOT each submit comments.]

The APM and ODOT will submit a single electronic file of Advance PS&E Comment Log review comments to Consultant.

Consultant shall address comments received and communicate with the APM the proposed resolution to the comments. Consultant shall provide written response to address review comments received from the APM and ODOT on the Advance PS&E.

**15.2 Consultant Deliverables and Schedule**

Consultant shall submit the following to the APM within 8 weeks of the APM’s written approval (e-mail acceptable) of the Preliminary Plans (60%) (Task 15.1) [or] Final DAP (30%) (Task 13):

* Advance Plans (PDF)
* Advance Special Provisions in electronic format (MS Word, utilizing “Track Changes”)
* Advance Construction Cost Estimate in electronic format (Trns\*port files, Excel and PDF)
* Construction schedule in electronic format (MS Project format and PDF)
* Comment response log for plans and specifications (Excel)

[Choose one]

* Agency risk assessment form
* Special Provisions changes and Agency concurrence
* Civil Rights request for goals worksheet

Consultant shall submit Advance PS&E Review Comment Log with initial responses to the APM and ODOT within 2 weeks of receipt of comments.

**15.3 Final PS&E Package (100%)**

[Insert “reserved” here for projects without a construction phase]

Consultant shall prepare the Final PS&E package for bidding purposes. The final plans, Special Provisions, and construction cost estimate must incorporate all revisions agreed to and documented on the Advance PS&E Comment Log (Task 15.2).

Consultant shall coordinate with the APM to ensure all deliverables listed on the most current version of the Certified Local Public Agency PS&E Submittal Completeness Checklist will be satisfied. Refer to the latest version of the CLPA PS&E checklist (Form #734-5182) at:

<https://www.oregon.gov/odot/LocalGov/Pages/Forms-Apps.aspx>

[Check this link prior to submitting this document]

Agency will review final plan sheets and note any final revisions needed prior to preparation and submittal of Professional of Record (POR)-signed Final Plans within 2 weeks of receipt of documents from Consultant. Consultant shall incorporate final revisions into POR-signed Final Plans.

Upon request from Agency, Consultant shall resolve comments from Agency and ODOT.

**15.3 Consultant Deliverables and Schedule**

Consultant shall submit the following to Agency, 4 weeks prior to the PS&E due date:

[Confirm list of deliverables with most current PS&E checklists. Revise table as needed. ]

|  |  |  |
| --- | --- | --- |
| **Description** | **To APM** | |
| **Electronic** | **Paper** |
| Unsigned Final Design Plans (11 x 17) | PDF | X |
| Project Special Provisions | Word & PDF | X |
| POR Certification with all Special Provisions sections stamped | PDF |  |
| Signed Special Provision Integrity Certification | PDF |  |
| Special Provision Summary Form | Excel |  |
| Email from Civil Rights noting Applicable DBE goals and OJT hours | PDF |  |
| Construction Cost Estimate (Agency Format) | PDF, .est & .dat, excel | X |
| Certified Local Public Agency Cost Estimate Form (ODOT Form 734-5096) | PDF, .est & .dat, excel | X |
| CPM Construction Schedule (11 x 17 in color) | PDF, MS Project format | X |
| Fuel Escalation Worksheet | Excel, PDF |  |
| Steel Escalation Worksheet | Excel, PDF |  |
| Project Risk Assessment Summary |  | X |
| Project Mobility Considerations Checklist | PDF |  |
| NEPA Approval Documentation (delivered under Task 3) | PDF |  |
| ROW Certification (delivered under Task 14) | PDF |  |
| Utilities Certification (delivered under Task 5) | PDF |  |
| Certified LPA Railroad Agreement Assurance (ODOT Form 734-5285) (delivered under Task 9) | PDF |  |

Consultant shall submit the following to APM, no later than 1 week prior to the PS&E Due Date:

* POR-signed Final Plans (except bridge sheets) printed on 11 x 17 mylar
* POR-signed Final Plans printed on 11 x 17 paper, 2 copies
* POR-signed Final Plans in PDF format

**15.4 LETTER OF PUBLIC INTEREST FINDINGS (“LPIF”) AND EXEMPTION ORDERS (“EO”) (CONTINGENCY TASK; Requires separate NTP from APM)**

Consultant shall prepare up to one LPIF(s) /EO(s). Consultant shall perform due diligence to confirm the items specified in the LPIF or EO meet the requirements of the ‘Buy America’ clause. Consultant shall follow latest Guidance and templates located at:

<https://www.oregon.gov/odot/LocalGov/Pages/lag-manual.aspx>

<https://www.oregon.gov/odot/Business/Pages/Project-Letting.aspx> or provided by Agency.

[Check these links prior to submitting this document. When an Agency determines that “no approved equal” for a specified product will be allowed, state law still requires the Agency, through its local contract review board, to make findings and issue an “Exemption Order” under 279C.350 for the use of the specified product(s).]

APM will route the draft LPIF for Agency and ODOT review and provide Consultant with review comments.

Consultant shall prepare the final LPIF or EO and submit to APM.

**15.4 Consultant Deliverables and Schedule**

Consultant shall provide:

• Up to one electronic copy / copies (Word format) of the draft LPIF or EO with the Preliminary Plans.

• Up to one final LPIF or EO (one pdf file with the engineer’s signature and stamp, one original copy for signatures) with the Advance Plan submittal (Task 15.2).