***Read the Technical Program Guidance before completing the application below***

**1. Applicant Contact Information**

Local Public Agency (LPA)

|  |  |
| --- | --- |
| Primary Contact for Consultant Selection |  |
| Title |  |
| Phone Number |  |
| E-Mail |  |
| Street Address |  |
| City, State and ZIP |  |
| Type of Consultant Selection | Direct Appointment (up to $100,000.00)  Informal (up to $150,000.00)  Formal (over $150,000.00) |

**2. Federal Highway Administration (FHWA) Funded Project Experience**

a) Number of FHWA funded projects in the current [STIP](http://www.oregon.gov/odot/td/stip/Pages/default.aspx)

c) Estimated number of FHWA funded A&E contracts you expect to use the next three years

d) LPA threshold limit for Direct Appointment Consultant Selection Services

d) LPA threshold limit for Informal Consultant Selection Services

**3. Procurement Templates and Conflicts with Federal Requirements**

a) ODOT and DOJ have prepared solicitation and contract templates that include all required provisions. The templates have areas LPA’s may modify to include provisions required by the LPA, provided the provisions are not in conflict with state and federal requirements. LPA understands the use of [ODOT's most current templates for FHWA funded A&E procurements](http://www.oregon.gov/ODOT/CS/OPO/Pages/ae.aspx#Local_Public_Agency_(LPA)_Consultant_Templates_and_Guidance_Docs) is a requirement of Consultant Selection Certification. Yes  No

b) [ORS 279A](https://www.oregonlegislature.gov/bills_laws/lawsstatutes/2013ors279a.html) states that when conflicts exist between local, state and federal regulations and policies, federal requirements prevail on procurements that include federal funding. Does your agency understand and agree to comply with this requirement? Yes  No

**4. Qualified Staff and Training**

a) The **Direct Appointment selection** and contract award must be prepared and processed by an individual employed by the LPA that meets the following minimum qualifications:

a. Attend ODOT/DAS Statement of Work for Personal Services class (or equivalent) in last 3 years

b. Attend Negotiation training (or equivalent) in last 3 years

c. Attend Contract Administration of Personal Services class (or equivalent) in last 3 years

d. *Current certification in public procurement (i.e., CPPB, CPPO, OPBC from* [*NIGP*](http://www.nigp.org/eweb/StartPage.aspx)*,* [*NASPO*](http://www.naspo.org/)*, or* [*DAS*](http://www.oregon.gov/DAS/EGS/ps/Pages/types-certificate.aspx) *will substitute for items a thru c)*

b) The **Informal/Formal solicitation** and contract award must be prepared and processed by an individual employed by the LPA that meets the following minimum qualifications:

a. Minimum of 3 years in public procurement that incudes experience processing Informal and Formal RFPs and personal service contracts.

b. Attend ODOT /DAS Statement of Work for Personal Services class (or equivalent) in last 3 years

c. Attend ODOT Negotiation training (or equivalent) in last 3 years

d. Attend DAS/ODOT Contract Administration of Personal Services class (or equivalent) in last 3 years

e. *Current certification in public procurement (i.e., CPPB, CPPO, OPBC from* [*NIGP*](http://www.nigp.org/eweb/StartPage.aspx)*,* [*NASPO*](http://www.naspo.org/)*, or* [*DAS*](http://www.oregon.gov/DAS/EGS/ps/Pages/types-certificate.aspx) *will substitute for items b thru d*

c) Prepare an **organizational chart** demonstrating the roles and responsibilities of the individuals that will be involved in the procurement solicitation and award process and **attach** it to your completed application.

As it relates to the organizational chart, please identify the names, current certifications and training completed within the last three years, of the procurement staff member and any other in-house staff qualified to:

S/SOW - Prepare and review scope/statement of work

COSTS - Prepare internal estimates, conduct cost analysis and negotiate contract/amendment costs

ADMIN - Perform contract administration duties to ensure all obligations between LPA and Contractor are fulfilled

RFP- Prepare and process Formal RFPs

Qualified staff must watch the following videos on the FHWA website [Federal Aid Essentials for Local Public Agencies](http://www.fhwa.dot.gov/federal-aidessentials/index.cfm),

* Consultant Services Overview
* Hiring a Consultant Using Competitive Negotiation Procedures
* Organizational and Consultant Conflicts of Interest

If staff needs to attend ODOT classes to meet the minimum requirements, please see the guidelines for additional information.

|  |
| --- |
| Name:       Title:  Current Procurement Certification:       Expiration date:  Training Completed with the last three years and date completed:  Qualified for :  S/SOW Costs Admin RFP  Qualifications must be supported by current , applicable certication and training  Yes, I have watched Federal Aid Essentials Consultant Services videos for LPA’s Date |
| Name:       Title:  Current Procurement Certification:       Expiration date:  Training Completed with the last three years and date completed:  Qualified for :  S/SOW Costs Admin RFP  Qualifications must be supported by current , applicable certication and training  Yes, I have watched Federal Aid Essentials Consultant Services videos for LPA’s Date |
| Name:       Title:  Current Procurement Certification:       Expiration date:  Training Completed with the last three years and date completed:  Qualified for :  S/SOW Costs Admin RFP  Qualifications must be supported by current , applicable certication and training  Yes, I have watched Federal Aid Essentials Consultant Services videos for LPA’s Date |

**5. Required Written Procedures**

For Consultant Selection we request your agency adopt ODOT's written procedures. You may contact the Certification Program Manager in writing to request an exception to use alternate written procedures if your procedures are currently in compliance with [23 CFR Part 172](http://www.fhwa.dot.gov/programadmin/23cfr172.cfm), applicable state and local laws . Exceptions will be considered on a case by case basis and alternate written procedures will be required at time of application, if an exception is approved. Please be aware the exception process can extend the time to determine eligibility for the Certification Program. Ensure that you:

1. Review OPO’s templates and ORS 279A before agreeing to use ODOT’s template and compliance with ORS 279A.
2. Review ODOT’s procedures in the [LPA A&E Requirements Guide](http://www.oregon.gov/ODOT/CS/OPO/pages/ae.aspx) and other guidance set out below before agreeing to adopt ODOT’s procedures.

**a) Procedure for preparing a scope/statement of work:**

I agree to follow [ODOT’s Statement of Work Writing Guide](http://www.oregon.gov/ODOT/CS/OPO/docs/sow/sowguideae.doc).

**b) Procedure for conducting and documenting the direct appointment of a consultant:**

I agree to follow ODOT’s Direct Appointment Procedures in section 3 of the [LPA A&E Requirements Guide](http://www.oregon.gov/ODOT/CS/OPO/pages/ae.aspx) and Direct Appointment Selection Form.

**c) When utilizing DA procedures, you must select A&E consultants from among ODOT's current list of approved primes and subs found on the full-service on-call Price Agreement lists for A&E and related services or from the specialty disciplines listed in section 13 of the DA guide. Exceptions must be approved by ODOT prior to direct appointment. LPA cannot issue a WOC under an ODOT Price Agreement.**

I agree to select A&E consultants from among [ODOT's current list of approved primes and subs](http://www.oregon.gov/ODOT/CS/OPO/pages/lap_select.aspx),and that any exceptions must be approved by ODOT. A list of firms with PA's and all subconsultants is available under Price Agreement Data.

**d) Procedure for preparing RFPs, advertising and documenting of Informal/Formal Selection of a consultant:**

I agree to follow ODOT’s Formal Selection and DBE Goal Procedures in section 3.2 of the [LPA A&E Requirements Guide](http://www.oregon.gov/ODOT/CS/OPO/pages/ae.aspx).

**e) Procedure for preparing billing rates, internal cost estimate, determining method of compensation and negotiation of profit and cost for A&E contracting:**

I agree to follow ODOT's procedures for billing rates, internal estimates, cost analysis, profit, negotiations and method of compensation in section 3.6 of the [LPA A&E Requirements Guide](http://www.oregon.gov/ODOT/CS/OPO/pages/ae.aspx).

**f) Procedure for maintaining a contract administration system.**

I agree to follow ODOT Contract Administration procedures in section 3 .7of [LPA A&E Requirements Guide](http://www.oregon.gov/ODOT/CS/OPO/pages/ae.aspx).

**g) Procedure for processing contract amendments:**

I agree to follow ODOT's contract amendments procedure in section 3 of the [LPA A&E Requirements Guide](http://www.oregon.gov/ODOT/CS/OPO/pages/ae.aspx).

h) **Procedure for monitoring the consultant’s work and in preparing a consultant performance evaluation when completed.**

I agree to follow ODOT's consultant performance evaluation procedure in section 3.7.4 of the [LPA A&E Requirements Guide](http://www.oregon.gov/ODOT/CS/OPO/pages/ae.aspx).

**i) Procedure for Documentation Requirements:**

I agree to follow ODOT’s documentation requirements in section 4 of the [LPA A&E Requirements Guide](http://www.oregon.gov/ODOT/CS/OPO/pages/ae.aspx).

**j) ODOT’s procedure for Errors and Omissions is required and is included as Exhibit I with the A&E contract template:**

I agree to follow ODOT's procedure for Errors and Omissions as included as Exhibit I within the [A&E contract template](http://www.oregon.gov/ODOT/CS/OPO/docs/aepage/PSKaeLPA.doc).

|  |
| --- |
| **Eligibility Requirements Overview** |
| This following are the minimum eligibility requirements for A&E consultants under the ODOT LPA Certification Program. |
| * **STIP Projects** |
| LPAs must have a minimum of three projects approved in the current STIP. |
| * **Qualified Staff** |
| LPAs must have at least one qualified procurement staff that has three years’ experience in public procurements that includes processing formal or informal RFPs and personal service contracts and public procurement certification or attended ODOT's procurement classes. |
| * **Compliance** |
| LPAs must be in compliance with federal and state regulations and policies governing federal aid project. |

Submit your completed application and organizational chart electronically via email to the [certification program](mailto:ODOTcertification@odot.state.or.us) mail box. You will receive confirmation within two days of receipt of your application. A written letter of eligibility from the Certification Program office will be sent within two weeks of application.

For additional information contact The Certification Program Office.

**Signature**         **Date**