

A large globe sculpture with various animals and plants, a modern white bridge, and people walking on a paved area.

Certified Local Public Agency PS&E Submittal & Completeness Checklist



ODOT Certification Program Office (CPO)

- Background -

Certification Policy Transformation

Resulting from the ILT #3 Efficient Use of Local Federal Funds Initiative of 2016/2017

“Partnering for Success”

- Shift ownership to LPA’s
- Greater local control and responsibilities
- Cut “red tape”
- Risk-based program & project oversight
- Reduced day-to-day involvement by ODOT

More Background

Certification status granted upon approval of foundational documents

Replace multiple “test” projects with a single “demonstration” project

Phased compliance reviews during demonstration project

On-going compliance reviews on a scheduled basis

Now to the Checklist

In keeping with the Program's policy shift, the checklist was designed to promote local ownership and place greater responsibility on the LPA for project compliance.

- The checklist is separated into three parts:
 - Project and LPA information with certifications
 - Submittal requirements
 - Completeness items
- Added a cost responsibility statement
- Added LPA certifications
- Reorganized and reformatted the checklist

The Checklist Continued

Cost responsibility statement:

- An acknowledgement of funding limitations and responsibility for remaining costs.

LPA certifications dealing with:

- Meeting all project requirements
- Modification of certain specifications without prior approval
- Quality control and review processes

The Checklist Continued

The Submittal Checklist:

- Line items 1(a) through 1(i) are required for submittal to FHWA and the CPO.
- Line items 1(j) through 1(r) are required submittals if they apply to the project. These items are to be submitted to the CPO and kept in ODOT's regional project file.

The Checklist Continued

The Completeness Checklist:

There are 6 categories in this part:

- Right of Way, Utilities and Railroad
- Design Documentation
- Bid Book and Special Provisions
- Estimate and Construction Schedule
- A&E Consultant Contracts
- FHWA Requirements

The listed items are required to be in the locations noted in the checklist (on file, in bid book, etc.)

The Checklist Continued

Other items not required at PS&E submittal:

- NEPA documentation unless noted in the checklist
- Locally approved design exceptions
- Railroad agreements and crossing orders
- Estimated construction schedule
- Copies of STIP/MTIP amendments
- Document approval emails unless noted in the checklist

A Final Note

Although ODOT's focus has shifted to risk-based oversight, staff is always available to assist when needed.

We are Partners!

Questions?