

2018

LOCAL AGENCY GUIDELINES FOR CERTIFIED LOCAL PUBLIC AGENCIES

SECTION D: RESOURCES DIRECTORY

Effective December 7, 2018



Local Agency Guidelines for Certified Local Public Agencies

SECTION D: RESOURCES DIRECTORY

OVERVIEW

Section D of this Local Agency Guidelines for Certified Local Public Agencies (LAG for Certified LPAs) serves as a directory of resources (governance, manuals, templates, forms, checklists, and other guidance) that are referenced throughout this manual or may otherwise be helpful to users.

The resources in this directory are generally organized by the topics that are covered in each section of the *LAG for Certified LPAs*. For many topics, a single will access a webpage where users will find multiple resources.

A. OVERVIEW OF FEDERAL-AID PROJECT DELIVERY OPTIONS FOR LOCAL PUBLIC AGENCIES, INCLUDING CERTIFICATION

1. [Governance](#)

- ◆ Stewardship and Oversight Agreement
- ◆ FHWA Letter Certified LPAs on the NHS
- ◆ ODOT/AOC/LOC Agreement

2. [Local Agency Guidelines](#)

- ◆ Local Agency Guidelines for Certified Local Public Agencies (December 2018)
- ◆ Archived Local Agency Guidelines Manual (used prior to December 2018)

3. [Certification User Group](#)

- ◆ User Group Governance
- ◆ Annual Meeting Materials
- ◆ Subcommittee Work Session Materials
- ◆ User Group Training & Workshops

4. [Local Government \(Other Resources\)](#)

- ◆ Local Government Funding Overview
- ◆ STIP
- ◆ Connect Oregon
- ◆ Keep Oregon Moving (HB 2017): Local Governments
 - Road and Bridge Condition Reporting
 - Transportation Project Website Reporting
 - Other – Statewide Transportation Improvement Fund
- ◆ Certified Local Agency Resources for Consultant Selection
- ◆ Certification: Program, Guidance, Forms, LPA Status
- ◆ Engagement: Committees & Contacts, CUG, Training Opportunities

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B. LOCAL PUBLIC AGENCY CERTIFICATION, COMPLIANCE AND OVERSIGHT

1. [Certification Program Guidance and Forms](#)

- ◆ Agreements – sample templates*
- ◆ Application(s)*
- ◆ [Bulletins](#)
- ◆ [Certified Local Public Agencies](#) (status & contact information)
- ◆ [Forms Library](#)
- ◆ [Transitioning Conditionally Certified LPAs to Full Certification](#)

2. Foundational Documents

- ◆ Quality Program Plan - sample template*
- ◆ [LPA General Conditions for Construction Template & Related Documents](#)
 - General conditions and bid book review checklists
 - Sample contract
 - Sample performance & payment bonds
 - Sample wage rates page
- ◆ [Consultant Selection A&E and Related Services: Required Templates for LPA Use](#)
 - A&E Request for Proposal (RFP)
 - A&E Contract
 - A&E Contract Amendment
- ◆ [Title VI Implementation Plan - sample template](#)**
- ◆ ADA Title II Transition Plan**

Notes

* Resource under development, contact the Certification Program Office if needed.

**Contact ODOT Office of Civil Rights for additional information and support in developing these documents.

3. [Training](#)

- ◆ Federal-Aid Essentials for LPAs
- ◆ Consultant Selection
- ◆ Civil Rights Training & Events
- ◆ Construction Training & Certification
- ◆ FHWA-AASHTO TC3 Local Agency Training
- ◆ Technical/Engineering Training
- ◆ Technology Transfer Center
- ◆ Certification User Group Materials
- ◆ iLearn

4. [Maintaining Certification: Compliance & Oversight](#)

- ◆ Compliance Review Guides
 - Certification Program Core Question Guide
 - Project Core Question Guide
 - Consultant Selection Review Guide
 - Right of Way Review Guide

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- Project Civil Rights Review Guide
- Material Quality Review Guide
- Work Zone Safety and Mobility Review Guide
- ◆ Compliance Forms and Reports
 - Certified LPA Annual Self-Audit (Form #734-5152)
 - Certified LPA Approval Authority (Form #734-5084)
 - Certified LPA Key Qualified Staff (Form #734-5091)
 - Certified LPA Review and Corrective Action Report (Form #734-5070)
- ◆ Certified LPA Quarterly Reports (sample and tips handout)
- ◆ [Certified LPA Review Schedule](#)

C. DELIVERING FEDERAL-AID PROJECTS AS A CERTIFIED LOCAL PUBLIC AGENCY

1. Certification Program Project Delivery Authorities & Checklists

- a. [Approval Authority Matrix for Certified LPA Projects](#) (Form #734-5191)
- b. [Bridge Design Qualifications and Coordination Requirements for Certified LPAs Not Certified in Bridge Design](#)
- c. [Consultant Selection Evaluation Checklists](#)
 - Formal
 - Informal
 - Direct Appoint/Small Purchase
 - Consultant Contract Administration
- d. [Civil Rights Tracking Sheet](#) (Form #734-5192)
- e. [PS&E Submittal & Completeness Checklist](#) (Form #734-5182)
- f. [Advertising, Bid and Award Checklist](#) (Form #734-5193)
- g. [Construction Contract Administration Checklist](#) (Form #734-5194)

2. Publications: Manuals, Standards, Other Guidance

- a. ODOT
 - ◆ [ADA Curb Ramp Process for LPAs](#)
 - ◆ [Bridge Design/Drafting Manual](#)
 - ◆ [Bridge Hydraulics Performance Specification](#)
 - ◆ [Construction Guidance](#) (Construction Manual, Qualified Products List, Pavement Design Guide, Quality Assurance, etc.)
 - ◆ [Consultant Selection: LPA A&E Requirements Guide](#)
 - ◆ [Engineering Guidance & Manuals](#) (highway design, traffic control, right-of-way, construction, testing procedures, standard drawings and details, design standards, technical bulletins, design exceptions, etc.)

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- ◆ [Geo-Environmental Section website](#) (Environmental guidance, rules and laws, forms, templates, LPA statements of work, and procedures on the following: air quality and energy, noise, hazardous materials, cultural resources, biology, NEPA, wetlands, and storm water management)
- ◆ [Letters of Public Interest Finding \(LPIF\) Guide](#)
- ◆ [Oregon Transportation and Growth Management Planning & Technical Guidance](#)
- ◆ [Project Delivery Guide](#)
- ◆ [Safety Programs](#)
- ◆ [Scoping Expectations Framework](#)
- ◆ [Specifications for Construction](#)
- ◆ [Utility & Railroad Relocation Program Resources](#)
- ◆ [Value Engineering](#)

- b. Other Organizations**
 - ◆ [AASHTO Policies and Design Guides](#)
 - ◆ [FHWA Contract Administration Core Curriculum Manual](#)
 - ◆ [FHWA Guidance on “Responsible Charge”](#)
 - ◆ [National Association of City Transportation Officials Urban Bikeway Design Guide](#)

- c. Maps & District Information**
 - ◆ [Federal Functional Classification](#)
 - ◆ [National Register of Historic Places](#)
 - ◆ [ODOT Maps website](#)
 - ◆ [Oregon Legislative Senate Districts](#)
 - ◆ [Oregon Legislative House \(Representative\) Districts](#)
 - ◆ [U.S. Congressional Districts](#)

- 3. Forms & Templates**
 - ◆ [Certification Program Forms](#)
 - ◆ [Certified LPA Quality Assurance & Contract Administration Plan](#)
 - ◆ [Civil Rights Forms](#)
 - ◆ [Construction Forms](#)
 - ◆ [Consultant Contract Statement of Work Library \(LPAs\)](#)
 - ◆ [Consultant Selection Contract Templates & Forms](#)
 - ◆ [Design Exception Request \(LPAs\)](#)
 - ◆ [Engineering/Technical Forms](#)
 - ◆ [Local Agency Technical Scope Sheet, Parts 1 and 2](#)
 - ◆ [NEPA Forms & Templates \(including Part 3\)](#)

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- ◆ [ODOT Project Letting Templates & Worksheets](#)
 - Public Interest Findings (LPIF) letter templates
 - Anticipated Items letter templates
 - Fuel Escalation Worksheet
 - Steel Escalation Worksheet
- ◆ [Project Charter](#)
- ◆ [Project Management Plan](#)
- ◆ [Scoping Notes Form](#)

4. **Look-up Lists (Eligible/Ineligible Entities)**

- ◆ [BOLI List of Ineligible Contractors](#)
- ◆ [CCB Licensing](#)
- ◆ [COBID Directory of Certified Firms \(DBE, MBE, WBE, ESB, SDV\)](#)
- ◆ [GSA System for Award Management \(SAM\)](#)
- ◆ [Insurance, Surety, Financial Entity Licensing](#)
- ◆ [ODOT-approved lists of qualified consultants](#)
- ◆ [OIG Exclusions](#)
- ◆ [Oregon Secretary of State Business Registry](#)