

## Transitioning Conditionally Certified LPAs to Full Certification

Prior to 2018, LPA's were "conditionally" certified in one or more of the five functional areas of certification pending successful completion of their "test" projects for the applicable function. Currently, several LPAs are fully certified in some functional areas but remain "conditionally" certified in others.

In 2018, the Certification Program transitioned to a model of "certify, demonstrate and evaluate" in all four of the required functional areas; consultant selection, roadway design, ad/bid/award and construction contract administration. Because of this change, the Certification Program Office (CPO) has adopted a more streamlined way to transition those LPAs that remain in "conditional" status (for any of the required functional areas) to one of full certification. The following describes how this will be accomplished:

The Transition Process	
1	The Certified LPA updates and submits their foundational documents as needed.
2	CPO reviews the foundational documents and provides comments.
3	CPO and LPA work together to resolve comments.
4	Once the foundational documents are approved and LPA staff has completed the required training, full <b>Certification</b> is granted by letter.

### A. Foundational Documents

The LPA must have updated (if needed) and received ODOT approval of the following foundational documents:

- Title VI Program Plan
- Quality Program Plan
- General Conditions (Section 100's)
- Bid Documents and Construction Contract Templates.

New Consultant Selection Foundational Documents Required:

- Qualified Procurement Staff (name, current certifications and training)
- Organizational Chart (for procurement related processes)
- ODOT A&E RFP Template with any LPA modifications<sup>1</sup>
- ODOT A&E Contract Template with any LPA modifications
- ODOT A&E Contract Amendment Template with any LPA modifications

<sup>1</sup> The RFP template is not required for LPAs only seeking approval for Small Purchase/Direct Appoint procedures.

Please contact the Certification Program Office for more information on which documents need updating for specific Certified LPAs.

## **B. Amendments to Intergovernmental Agreements**

For a Certified LPA that only needs to transition one conditional functional area to full certification, the Master Certification Agreement (MCA) amendment will be initiated shortly following issuance of the formal certification letter. For those Certified LPAs that will be transitioning in more than one functional area, the Certification Program Office will initiate an amendment to the MCA at an appropriate time as agreed upon.

## **C. Oversight, Review and Evaluation**

While considered fully certified, LPAs that are working on their first “test” or “demonstration” project in any functional area of certification will be provided with ODOT guidance and approvals at project delivery and contracting milestones as appropriate to the functional area being demonstrated.

Compliance reviews will follow the process as described in the Local Agency Guidelines (LAG) under “Maintaining Certification (Compliance & Oversight).”<sup>2</sup>

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<sup>2</sup> Prior to December 2018, see Section C, Chapter 18, April 2018 version. Effective December 2018, see Section B.