



OREGON DEPT OF TRANSPORTATION

LAG Manual - Section C – Chapter 12 Consultant Selection

ODOT Certified Program Office

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Document Owner: Certified Program Manager

Document Purpose: This chapter provides information regarding the consultant selection for agencies interested in becoming certified in this area.

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1. Document Revision History

This document was originally issued on 12/19/14. The following revisions have been approved and issued: Changes to this document must be approved by the certification program manager.

Revision Date	Revision Details (only the last ten revisions are retained)
	Reformatted entire document into new LAG format and updated Sections 3 and 5.

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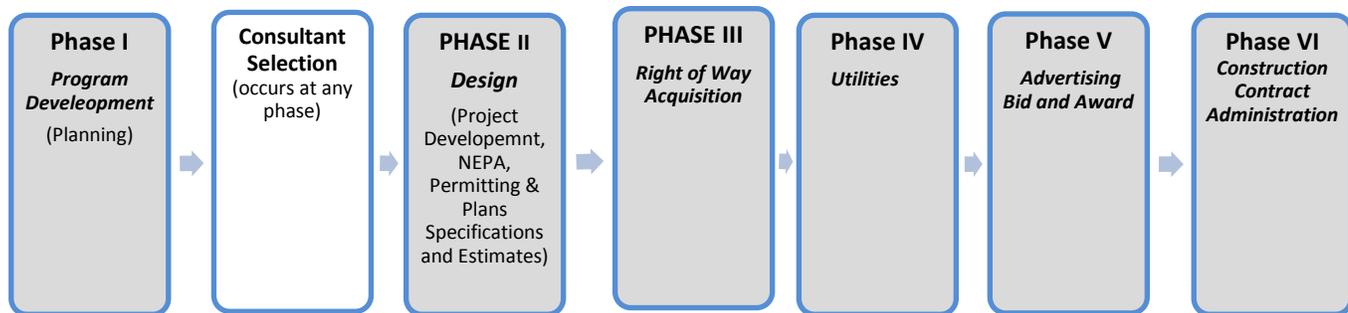
2. Design Overview

The Local Agency Certification Program is a federal program that enables certified Local Public Agencies (LPA) to obtain optimum approval authority and control at the local level when delivering federally funded transportation projects. An LPA may choose to pursue certification in the following consultant section procurement methodologies:

- Formal
- Informal
- Direct Appointment Consultant Selection procurement methods for awarding A&E contracts.

If an agency becomes certified in the Formal procurement process, they are automatically approved to conduct business using the informal processes. A separate certification process is required for Direct Appointment.

In the sequence of project development, consultant selection occurs prior to any stage when consultant services are needed.



ODOT will work with LPAs interested in becoming certified in consultant selection by engaging in a collaborative certification process.

There are a few basic requirements for LPAs that wish to participate in the certification program –

- For each of the Consultant selection types listed below, LPAs must have qualified staff and follow approved written procedures that conform with federal, State and program requirements; and
- LPAs must use the standard procurement templates and forms posted on line.

The certification process begins:

- Upon completion of the program application and acceptance into the certification program
- After LPA submits the appropriate Consultant Selection application

3. Types of Consultant Selection

3.1 Formal Selection

LPAs certified by ODOT for Formal Selection of A&E Related Services may conduct procurements without any dollar limitation. Contracts for A&E and Design Related Services that will exceed \$150,000.00 (including as amended) must be publicly advertised and awarded using Formal Selection Procedures.

3.2 Informal Selection

LPAs certified by ODOT for Informal Selection of A&E Related Services may conduct procurements that do not exceed \$150,000.00 or lower as provided for by the LPAs administrative rules. This dollar amount includes any amendments.

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This type of procurement does not require public advertising, however LPA must prepare a request for proposal and hold interviews or discussions with no fewer than 5 firms qualified to perform the services.

3.3 Direct Appointment

Contracts for A&E and Design Related services may be entered as Direct Appointment up to the threshold provided in rules adopted by the LPA or \$100,000, whichever is less. This dollar amount includes any amendments. Though no RFP process is required, per FHWA requirements a minimum of three qualified sources must be reviewed. Select one consultant for negotiation and identify two alternates in the event negotiations do not result in fair and reasonable pricing.

4. Further Information

Information on the consultant selection certification process, technical program guidance, procurement templates, applications and related forms for the above referenced types of consultant selection are available on the following ODOT Website certification website:

<http://www.oregon.gov/ODOT/HWY/LGS/Pages/Certification.aspx>