

OVERVIEW OF CONSTRUCTION CONTRACT ADMINISTRATION FOR CERTIFIED LPAS



ODOT Construction Contract Administration Workshop March 13, 2025



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ODOT Policy: 3 Options for Delivery of Federally Funded Local Projects

Federal Funds

Certified LPA delivers
(for itself or on
behalf of a
noncertified agency)

Exchange Funds

LPA delivers
through an
approved fund
exchange program

Federal Funds

ODOT delivers on
behalf of LPA

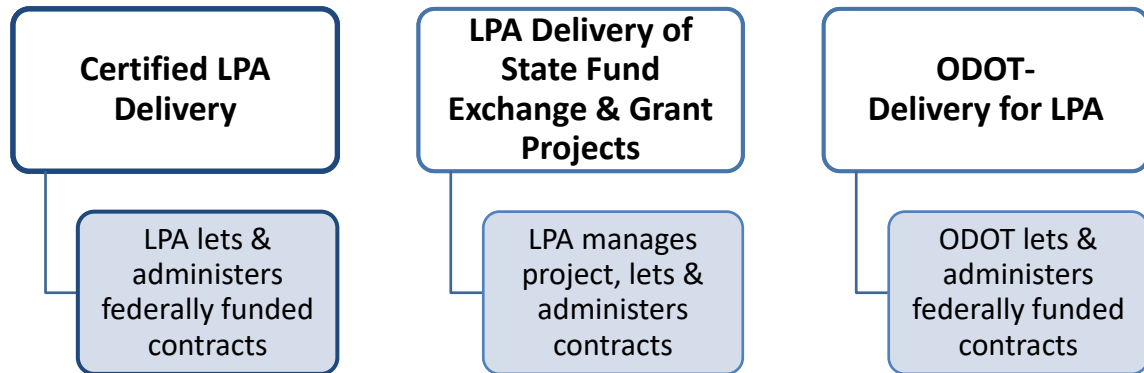


LPA = Local Public Agency

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Contracting Responsibility by Local Project Delivery Option



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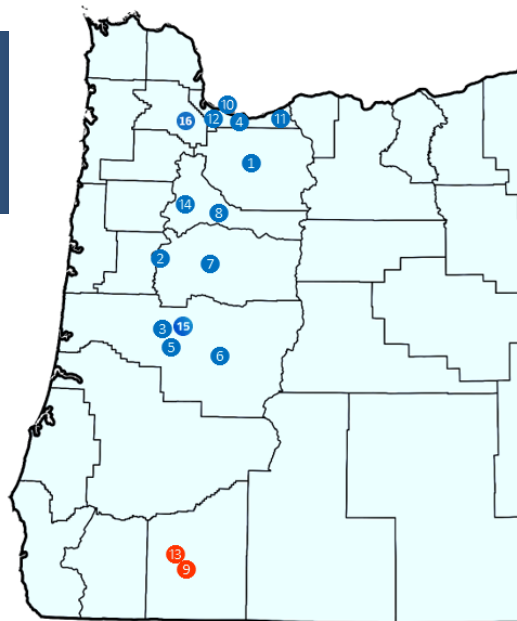
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Certification Program Participation

2024-2027 STIP

- 128 Certified LPA Delivered Projects
- \$623.3 M

STIP-FP data as of 11/22/24



PARTICIPATING AGENCIES

1. Clackamas County (P)
2. Corvallis (P)
3. Eugene (P)
4. Gresham (P)
5. Lane COG (C)
6. Lane County (P)
7. Linn County (PB)
8. Marion County (P)
9. Medford (P)
10. Metro MPO (C)
11. Multnomah County (P)
12. Portland (PB)
13. Rogue Valley COG (C)
14. Salem (P)
- ★ 15. Springfield (P)
- ★ 16. Washington County (P)



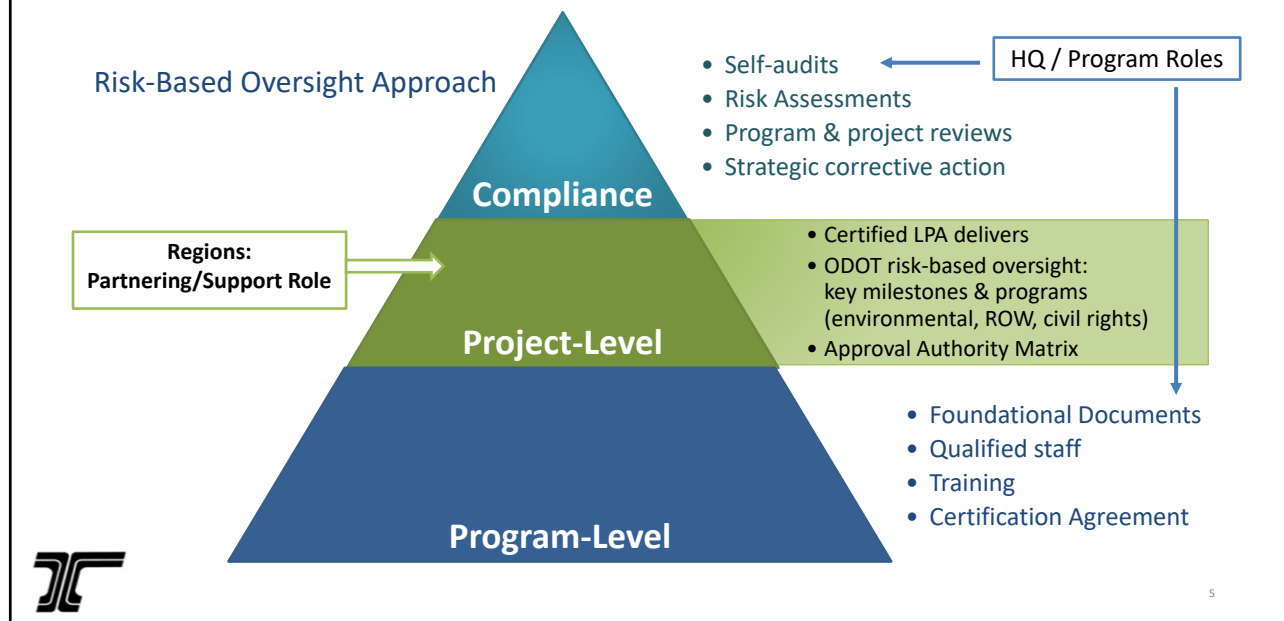
Certification Types:

(P) Project Delivery (PB) Project Delivery + Bridge Design (C) Consultant Selection for Planning Services only

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Certification Program Structure



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Guidance and Resources for Certified Local Public Agencies



- LAG manual (Section, Chapter 16)
- Agency's approved Quality Program Plan (QPP), which includes Certified LPA's quality assurance program.
- Approved construction contracting templates (including General Conditions, Special Provisions and bidding documents)
- Approval Authority Matrix (Form 734-5191)



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Project Delivery Roles & Responsibilities

A good starting place – Certified LPA Approval Authority Matrix
[Form 734-5191](#)



Certified LPA Approval Authority Matrix				
Approval Action	Agency Responsible		ODOT Concurrence/ Recommendation	Guidance or Citation
	On SHS by CLPA	Off SHS by CLPA		
VIII. Construction (Construction Phase)				
1. Approve construction engineering by local agency.	CLPA	CLPA	N/A	Stewardship Agreement (23 CFR 635.105)
2. Changes/Extra Work/Nonparticipation (See 2a-2i)	See Below and Note 3			
2a. Changes to contract plans and specifications commonly made within the scope and intent for the original plans and specifications	CLPA	CLPA	N/A	Examples of commonly made changes: adjustment to flagging rates and hours because additional hours are needed over the bid quantity, or adding a small amount of subgrade stabilization, etc. LAG Section C, Chapter 16
2b. Changes to contract plans and specifications other than those commonly made within the scope and intent for the original plans and specifications.	CLPA	CLPA	^Concurrence	LAG Section C, Chapter 16 ^Only applies to work on or along SHS.
2c. When a cost reduction proposal causes a change order, except as described above in 2b.	CLPA	CLPA	N/A	LPA's approved General Conditions, Section 00140.70
2d. Single changes affecting contract completion by more than 30 days, or cumulative changes affecting contract completion by more than 60 days.	CLPA	CLPA	^Concurrence	LPA's approved General Conditions 00180.50 and 00180.80. ^Only applies to work on or along SHS; see ODOT Construction Manual, Chapters 3 & 13.
2e. Performing added work using public forces that would normally be bid (public interest finding may be required)	ODOT	ODOT	N/A	LAG Section C, Chapter 16
2f. Any changes affecting environmental mitigation, classification or commitments	FHWA	FHWA	Recommend Approval	LAG Section C, Chapter 6
2g. Proposed waivers for Buy America provision	FHWA	FHWA	Recommend Approval	LAG Section C, Chapter 16; Stewardship Agreement; 23 CFR 635.410
2h. Right of Way access control provisions	ODOT	CLPA	N/A	For access control information, see ODOT Project Development Operational Notices, PD-03

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Key Takeaways

On projects with federal money delivered by Certified LPAs, contracts are **owned and administered by the Certified LPA**.

- ODOT provides risk-based oversight.
- Communication should primarily occur between the Certified LPA (contract owner) and their consultants/contractors. Consultants/contractors should not contact ODOT directly unless previously discussed with the Certified LPA. Likewise, if ODOT staff reach out directly to a consultant working on a Certified LPA project, the consultant should make sure to include Certified LPA staff.
- Certified LPA is responsible for communicating with ODOT at key milestones. ODOT approvals are required for some activities.
- Timely respond to ODOT RAS review requests with organized documentation.



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Key Takeaways

- AASHTOWare Project (AWP) applicability to Certified LPAs: Still to be determined but expect Civil Rights/Labor compliance to be completed through AWP in the future.
- Certified LPAs should follow LAG manual, their Quality Program Plan, and use ODOT-approved construction contracting templates.



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