

# Welcome!

## 2025 CUG Annual Meeting

**Please use the chat to share with the group:**



- Something that went especially well with a project this year
- A challenge that you had (or are having) with a project



- Feel free to tag onto previous messages by making comments, offering suggestions, asking questions or saying hello.



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# A CULTURE OF COLLABORATION, A PATHWAY TO SUCCESS

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**Certification User Group**  
Annual Meeting  
December 3 – 4, 2025





CUG Co-chairs:  
Tiffany Hamilton, ODOT  
Ryan Crowther, Marion County



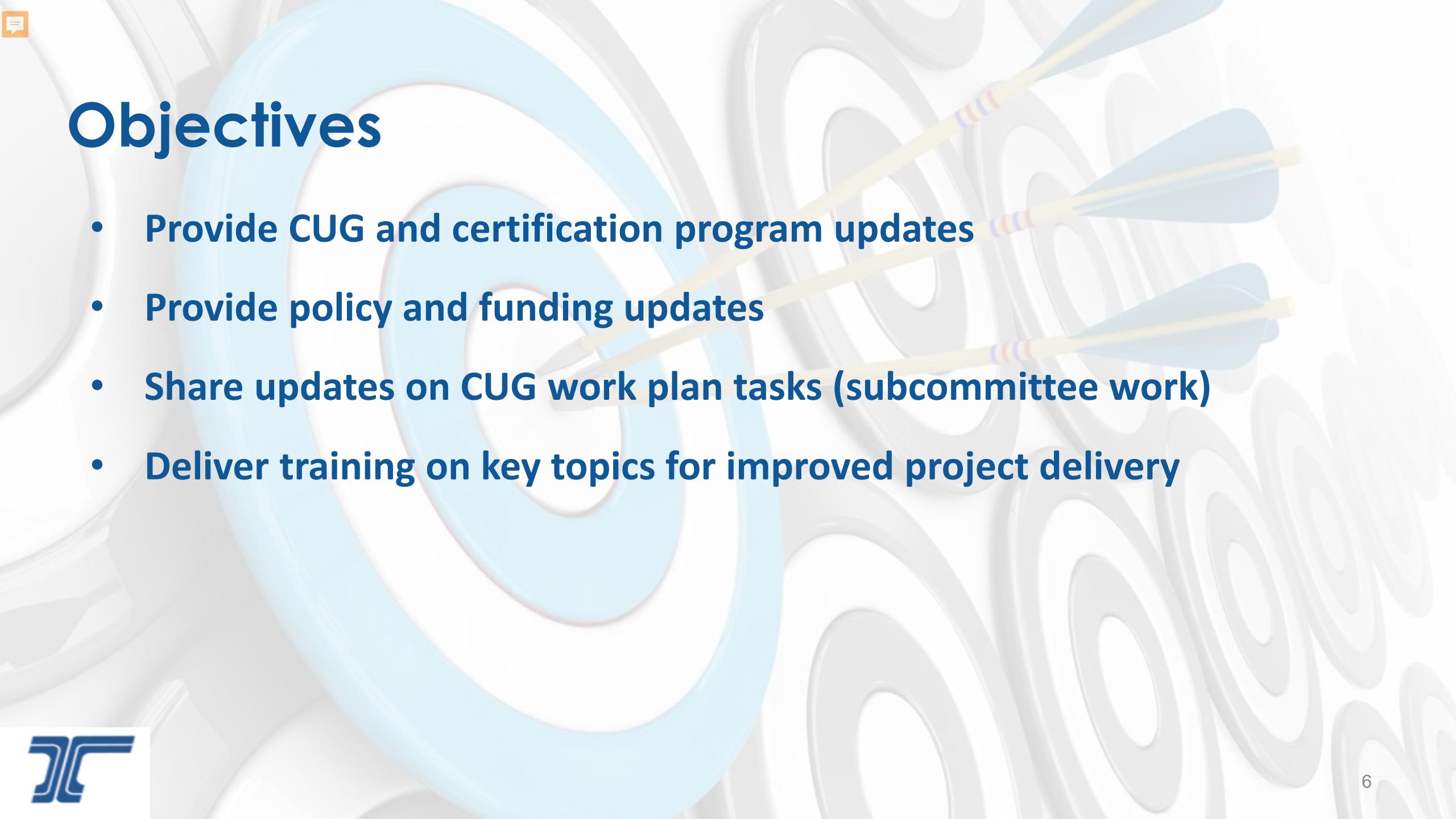
# AGENDA

DAY ONE: December 3, 2025 (8:45 am – 12:10 pm)		
8:45 am	Informal Networking and Welcome	CUG Co-Chairs: Tiffany Hamilton, ODOT Ryan Crowther, Marion Co. Kelly Kita and Cheralynn Abbott, Facilitators
9:00 am	Annual Meeting Begins	
9:15 am	Policy and Funding Update	Jeff Flowers, ODOT
10:00 am	BREAK	
10:10	Standards Subcommittee Report	Olaf Sweetman, Lane County Tiffany Hamilton, ODOT
10:20	Process Improvement & Training Subcommittee Report	Liz Tillstrom, City of Portland Hanne Eastwood, ODOT
10:30	Certification Program Updates: • Upcoming Bulletins & Work Underway • Compliance Trends	Tiffany Hamilton, Certification Program Manager Hanne Eastwood, Certification Compliance Coordinator
11:10 am	BREAK	
11:20 am	Project Case Studies	Daineal Malone, Linn County Renus Kelfkens, Washington County
12:00 pm	Day Two Preview	Cheralynn Abbott
12:10 pm	Adjourn	Cheralynn Abbott



# Introductions

- Welcome First Timers
- Agency Roll Call



# Objectives

- **Provide CUG and certification program updates**
- **Provide policy and funding updates**
- **Share updates on CUG work plan tasks (subcommittee work)**
- **Deliver training on key topics for improved project delivery**





Tiffany Hamilton,  
ODOT (co-chair)

Ryan Crowther,  
Marion County  
(co-chair)

Mark Hardeman,  
ODOT R1<sup>+</sup>

Kate Dreyfus,  
City of Gresham<sup>+</sup>

Heidi Shobлом,  
ODOT HQ

Emily Miletich,  
Multnomah  
County<sup>+</sup>

Ted Leybold,  
OR Metro<sup>+</sup>

Katie Marwitz,  
City of Eugene

Drake McKee,  
ODOT R2<sup>+</sup>

Satvinder Sandhu,  
FHWA

THANK  
YOU

2025 CUG  
Steering  
Committee



<sup>+</sup>Term expires/renews end of 2026.

# Certification User Group Mission

**Streamline and improve the delivery of certified local public agency federal aid transportation projects for Oregon by:**

- Recommending and coordinating training to improve understanding of regulations, requirements, and processes;
- Providing a forum for sharing information and best practices;
- Facilitating ongoing communication and further development of relationships within and among ODOT, federal agencies, and local public agencies; and
- Providing a means for ODOT and local public agencies (LPAs) to improve coordination and efficient use of resources.





# CUG Goals

- Achieve a high percentage of projects completed on schedule.
- Promote full obligation of program funds to projects.\*
- Enable agencies to obtain and/or maintain certification.\*
- Provide resources to support successful delivery of projects (tools, guidance, training, checklists, etc.)
- Promote understanding of compliance issues and identify trends to increase the success of local agencies.
- Update and streamline standards to simplify compliance and reduce ODOT Oversight.



\*Measures will be shared later in the meeting



# CUG: Improve Measures of Success

**Goal: Achieve a “high” percentage of projects completed on schedule.**

## Why might we measure this?

- Establish a baseline
- Identify opportunities for improvement
- Investigate causes and make changes
- Set an appropriate target



**Menti.com**  
**6203 4415**

**Please share your input via Menti:**

1. Where you would START the measure (at what point in the project lifecycle).
2. Where you would END the measure.
3. Where you believe the biggest pain point exists in terms of project delays (which phase or between which two milestones).



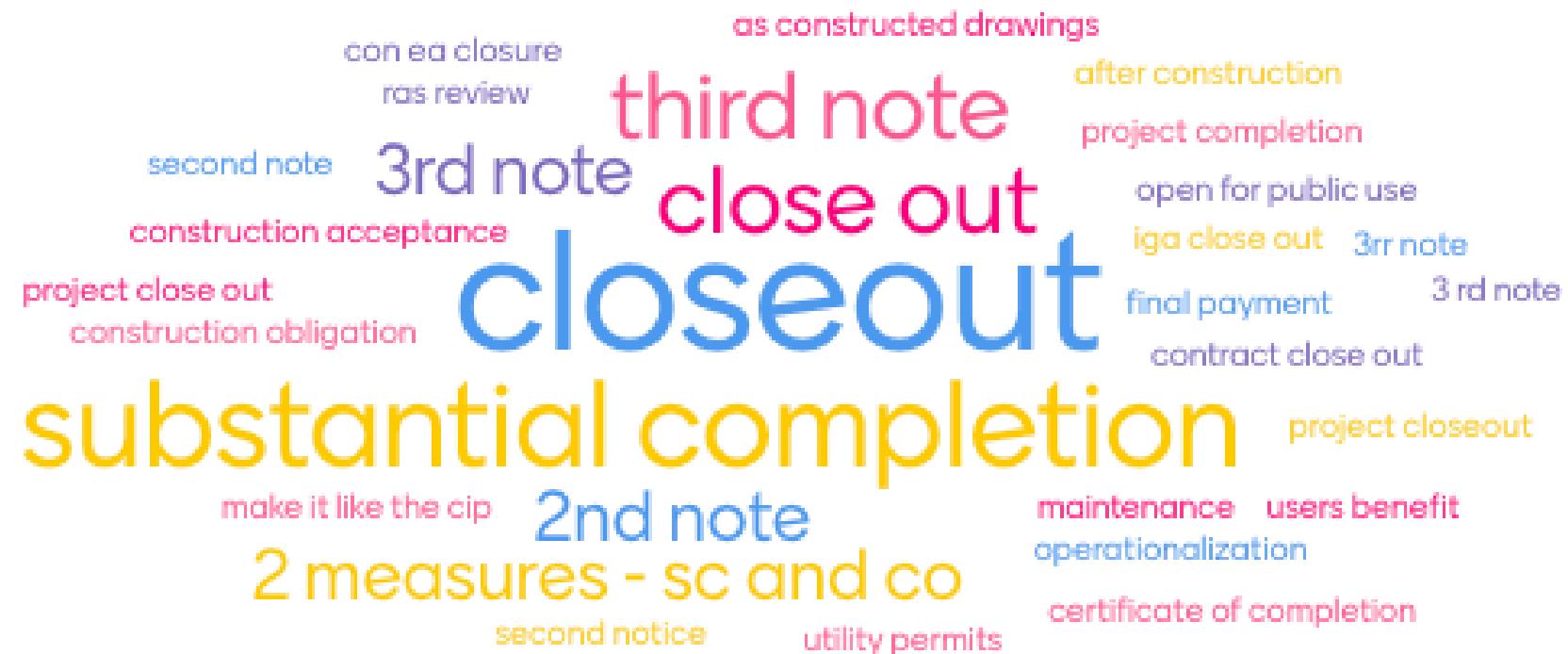


Where would you START the measure (at what point in the project lifecycle)?





Where would you END the measure (at what point in the project lifecycle)?



con ea closure  
ras review  
second note  
construction acceptance  
project close out  
construction obligation  
make it like the cip  
2nd note  
2 measures - sc and co  
con ea closure  
ras review  
second note  
as constructed drawings  
after construction  
project completion  
open for public use  
iga close out 3rd note  
final payment 3 rd note  
contract close out  
project closeout  
maintenance users benefit  
operationalization  
certificate of completion  
second notice  
utility permits

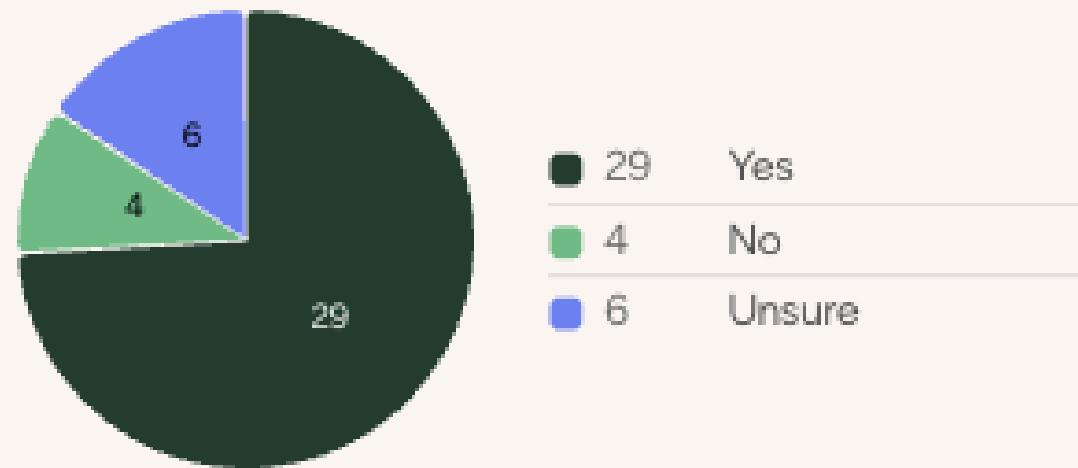


Where do you believe the biggest pain point exists in terms of project delays?



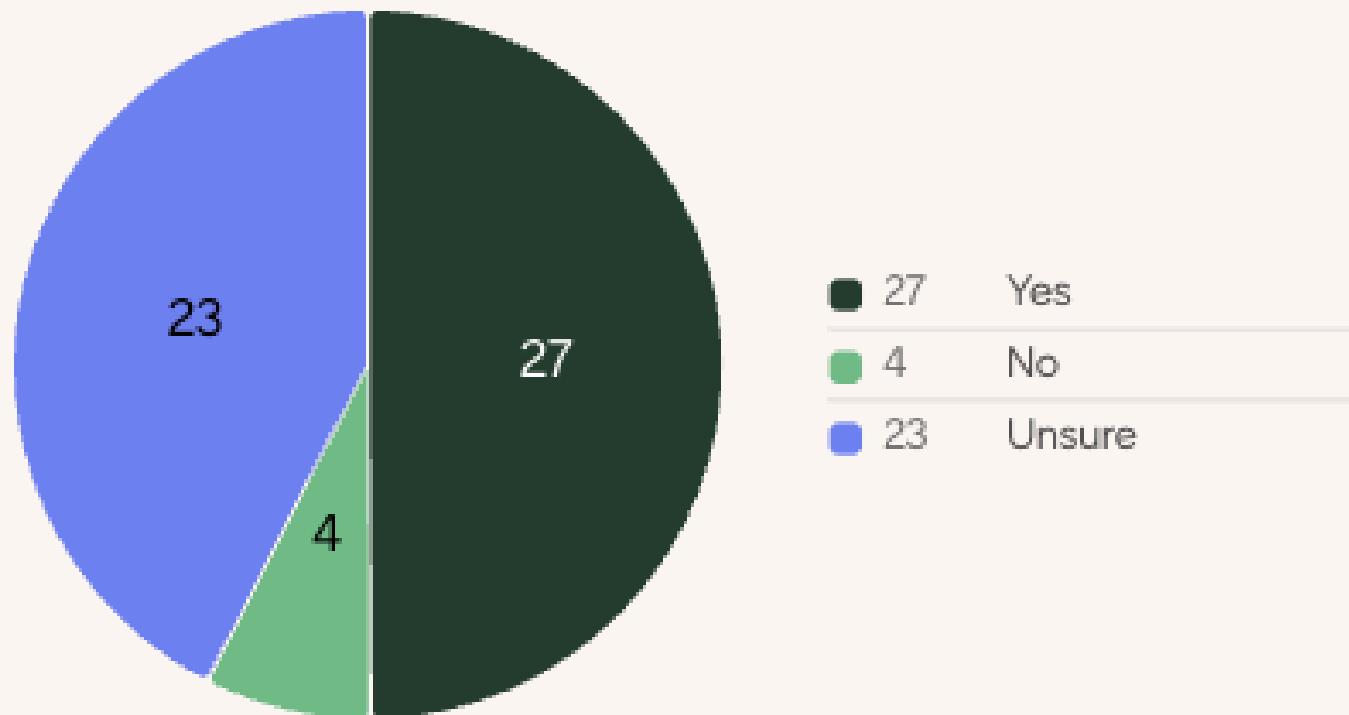


Does your agency currently track completion dates for key project milestones?





Would your agency be willing to share the data you collect (project schedule milestones)?



# Policy and Funding Updates

**Jeff Flowers, ODOT  
Statewide Investments Manager**

**Please use the chat to pose your questions for Jeff.  
Meeting facilitators will monitor the chat.**



# Agenda

*for Policy and Funding Updates*

- 10 – Year Capital Improvement Program (CIP)
  - STIP Changes
- Federal Funding Updates
- State Funding Updates



# 10 – Year Capital Imp. Program (CIP) – pt 1

- General Updates
- What makes up the 10 – year plan?
  - Years 1 - 4 = STIP
  - Years 5 - 10 = Intended Projects
- Intended Project lists starting to be developed in early 2026



# 10 – Year Capital Imp. Program (CIP) – pt 2

- What will the STIP updates look like?
  - Yearly updates once fully implemented
- STIP will be:
  - 27-30
  - 29-32
  - 30-33
  - 31-34
  - 32-35
- MTIP's – Different schedule and timelines





# Federal Funding Updates – Pt. 1

- Federal Formula = Good to go
- Special Apportionment - Formula
  - NEVI = Full access, no longer frozen
  - Highway Improvement Program = Good to go





# Federal Funding Updates – Pt. 2

- Discretionary
  - National Grants
    - Agreement & Obligated Funding = Good to go
    - All others = Frozen
  - Earmarks = Good to go  
(Congressionally Delegated Spending)
  - Special Allocation = Frozen





# Federal Funding Updates – Pt. 3

- Federal Highway and Federal Transit Agencies
  - Staffing impacts
- What does this mean?
- Obligation Requests
  - Timelines are being moved up this year for non-construction phases



# FHWA Oregon Division Office

## Field Operations Team

Senior Field Operations  
Engineer / Team Lead:  
Ben Haines



**Regions 1 and 5:**  
Christina McDaniel-Wilson  
[c.mcdaniel-wilson@dot.gov](mailto:c.mcdaniel-wilson@dot.gov)  
503-316-2553

**Region 2:**  
Ben Haines  
[benjamin.haines@dot.gov](mailto:benjamin.haines@dot.gov)  
503-316-2555

NOTE: Satvinder Sandhu signs  
Line 1 and 2 for Region 2  
projects and all ER projects.

**Regions 3 and 4:**  
Erin Parker  
[erin.parker@dot.gov](mailto:erin.parker@dot.gov)  
503-316-2554

**Environmental Program Manager:**  
Thomas Parker  
[thomas.w.parker@dot.gov](mailto:thomas.w.parker@dot.gov)  
503-316-2549



# State Funding Package

## HB 2025 Transportation Reinvestment Package (TRIP)

### Revenue

Revenue Mechanism	Rate in HB2025	Purpose
Fuels Tax	15 cent increase 1/1/26: +10¢/gallon 1/1/28: +5¢/gallon	Goes into the <u>State Highway Fund</u> : for the 50/30/20 split for the maintenance, operations, and preservation of Oregonian roads.
Title Fees	+\$70 to base	
Registration	+\$50 to base	
Weight-Mile	(waiting math)	
RUC Passenger Vehicles	Per mile charge (5% of gas tax)	
RUC Commercial Delivery Vehicles	Per mile charge (10% of gas tax)	
Fuels Tax Indexing	(adjusts with inflation)	
Payroll Tax	+0.2% increase on payroll	Transit maintenance and enhancement
Transfer Tax	2% on new vehicles 1% on used vehicles Floored at \$10,000	- Great Streets (\$250 million/bi) - Safe Routes (\$50 million/bi) - Anchor Projects (\$250 million/bi) Off the top of State Highway Fund
Privilege Tax	+.05% increase on new vehicle sales (in state)	Railroad Fund
Vehicle Use Tax	+.05% increase on new vehicle sales (out of state)	Wildlife Crossing Fund (\$10 million/bi)



# Questions



# CUG Subcommittee Highlights

## Standards

### Co-Leads:

- Tiffany Hamilton, ODOT
- Olaf Sweetman, Lane County

## Process Improvement & Training

### Co-Leads:

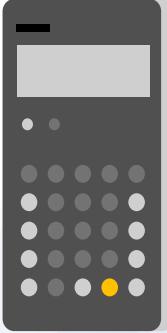
- Hanne Eastwood, ODOT
- Liz Tillstrom, City of Portland





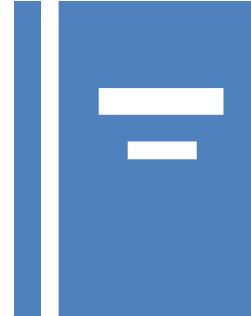
# CUG Standards Subcommittee Update

The role of CUG subcommittees is to recommend courses of action that will help members continuously improve their delivery of Federally-funded projects.



## Class of Work Calculator

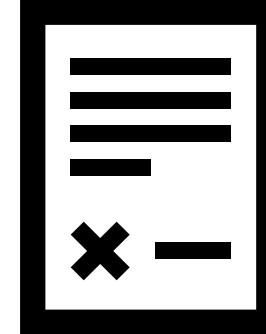
- No new updates
- The draft is still acceptable for use
- Email ODOT Certification if you need the draft
- Pick-up in 2026



## LAG Manual Update

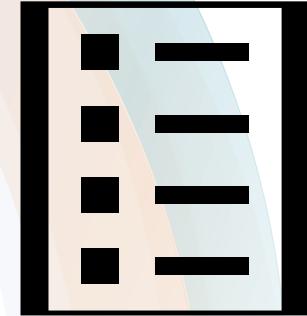
- Certification working with SMEs on critical updates
- Published end of Nov 2025
- Included some 2021 chapters

Thank you, Standards Subcommittee Reviewers!



## Consulting Contracting Template

- On hold pending procurement assistance
- Bulletin 101-74 (indemnification provision) still applies
- Bulletin 101-76-Rev-1 (DBE provisions/goals) coming soon



## State of Work Templates

- Current versions appear to be meeting agency needs
- Environmental Task 3 Updates are complete but need to be reviewed by SMEs (coming soon)





# Construction Specifications Updates

## Special Provisions updates to the 2024 Certified LPA General Conditions template:

- Special update via Bulletin 101-66 Revision 2 (July 17, 2025)
  - Mid-cycle to get BABA requirements in 00160.20(d) by Oct 1, 2025
- Annual update via Bulletin 101-66 Revision 3 (December 2, 2025)
  - See DBE-related updates & survey
- Future effort: Certified LPA Special Provisions template

## 2027 Oregon Standard Specifications for Construction schedule:

- Updating Boilerplates by Spec. Change Request **(ongoing)**
- Cutoff for Boilerplate Spec. Change Requests from individuals or committees for 2027 book **(8/1/25)**
- Send for final review (FHWA / DOJ) **(3/1/26)**
- Send to Vendor for printing **(5/1/26)**
- 2027 Standards available for purchase **(7/1/26)**
- Effective date 2027 Standard (with Standard Drawings) **(ODOT projects bidding on/after 12/1/26)**

### 2027 Certified LPA General Conditions Template Schedule

- Make available to Certified LPA July 2026
- Use on final PS&E packages submitted on/after 10/1/2026
- Regardless of PS&E date, use on projects advertised after 1/1/2027



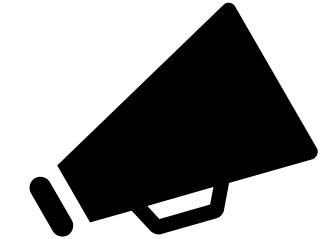


# 2026 CUG Team and Meetings

- CUG Meetings: Suggested dates from 3-4pm, will decide on day of week once full survey results are in
  - Q1: Feb 23, 24. Q2: May 18,19. Q3: Aug. 24,25 , Q4: Nov 16,17
- CUG Planning Meetings: Will broaden to include Dan Anderson, Heather Howe, Mark Foster, and Steve Preszler
- New Subcommittee Co-Lead: Volunteer or suggest anyone!

## Survey

The 2025 Standards Subcommittee [Survey](#) will remain open until after the Annual Meeting, if you have not completed it at this time, we encourage you to!



**Thank you to Olaf Sweetman for serving 4 years as the Standards Subcommittee Co-Lead!**





# CUG PI&T Subcommittee Update

The role of CUG subcommittees is to recommend courses of action that will help members continuously improve their delivery of Federally-funded projects.

## 2025 Work

- Provided input on proposed changes to consultant contracting resources, including the new Certification Program Consultant Contracting page, which is now live!
- Gathered information on training and process improvement priorities to plan future training sessions and improvements, including priorities for Summer Work Session.
- Planned for 2026, including a new approach to scheduling meetings intended to increase member input and assistance with trainings at CUG meetings.





# CUG PI&T Subcommittee Update (cont'd part 2)

The role of CUG subcommittees is to recommend courses of action that will help members continuously improve their delivery of Federally-funded projects.

## Draft 2026 Work Plan

- **February 25 (All Things Agreements):** Anticipated topics - Managing IGAs from drafting to execution to amendments, best practices in anticipating and avoiding timeline delays.
- **April 29:** Certified LPA involvement in planning the Environmental Summit (Summer Work Session), including further refinement of topics.
- **September 16:** Topic TBD; initial potential topics include Project Close Out and RAS Reviews, or Project Management for PE and CE.
- **November 4:** Certified LPA involvement in planning Annual Meeting learning sessions.
- ***Additional plans underway:*** Facilitated process improvement work sessions with ODOT resources and Certified LPA representatives. Potential topics: agreement timelines and process, civil rights/labor compliance documentation.





# CUG PI&T Subcommittee Update (cont'd part 3)

The role of CUG subcommittees is to recommend courses of action that will help members continuously improve their delivery of Federally-funded projects.

## **Also in 2026 – More outreach to make sure the subcommittee agendas meet your needs!**

- Goal: Broader input from subcommittee members who were unable to attend the November planning meeting.
- Approach: Short, easy surveys to get your input – one this December, one next summer.
- What's next: A quick survey on the All Things Agreements meeting planned for February
  - What is most important to you regarding the IGA process
  - Any specific topics or questions to explore regarding the review process, STIP amendments, the impact of ODOT's new Capital Investment Plan on agreements, etc.

**Look for a survey in your email later this week!**



# CUG PI&T Subcommittee Update (cont'd part 4)

The role of CUG subcommittees is to recommend courses of action that will help members continuously improve their delivery of Federally-funded projects.

## Want to get involved?

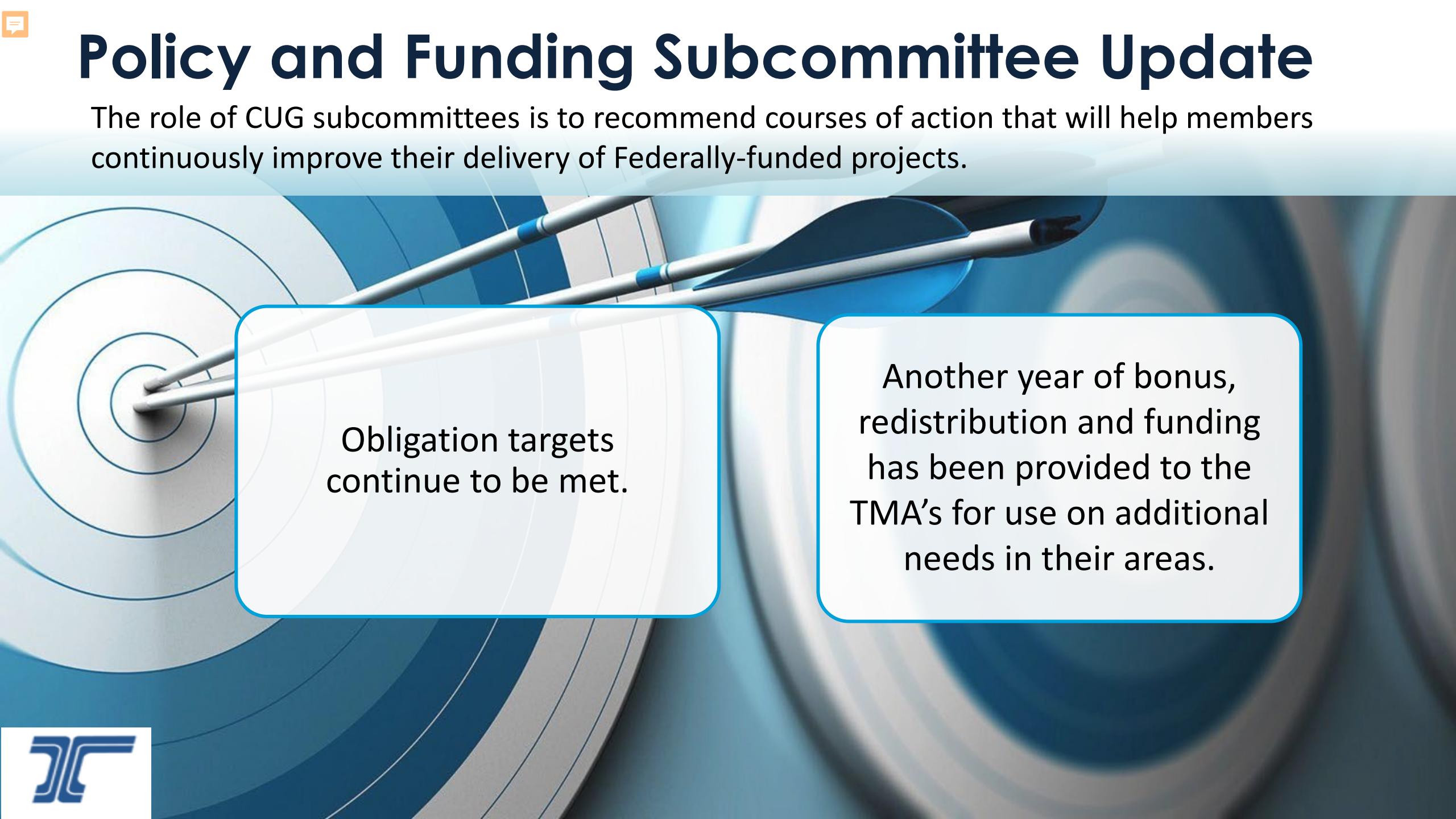
- Email [odotcertification@odot.oregon.gov](mailto:odotcertification@odot.oregon.gov) to be added to the Process Improvement & Training roster.
- Can't commit to attending meetings? You can still join the roster to receive meeting notes and announcements





# Policy and Funding Subcommittee Update

The role of CUG subcommittees is to recommend courses of action that will help members continuously improve their delivery of Federally-funded projects.



Obligation targets continue to be met.

Another year of bonus, redistribution and funding has been provided to the TMA's for use on additional needs in their areas.



# Certification Program Updates

## ODOT Certification Program Office



Tiffany Hamilton  
and Hanne Eastwood





# Certification Program Updates Overview

- Certification Program Participant Summary
- Bulletins Issued Since June 2025
- Additional Bulletins Anticipated in 2026
- Improved Access to Bulletins and Consultant Contracting Resources
- LAG Manual Updates





# Certification Program Participation

## 2024-2027 STIP

- **143 Certified LPA Delivered Projects**
- **\$717.6 M**

*STIP-FP data as of 12/02/25*

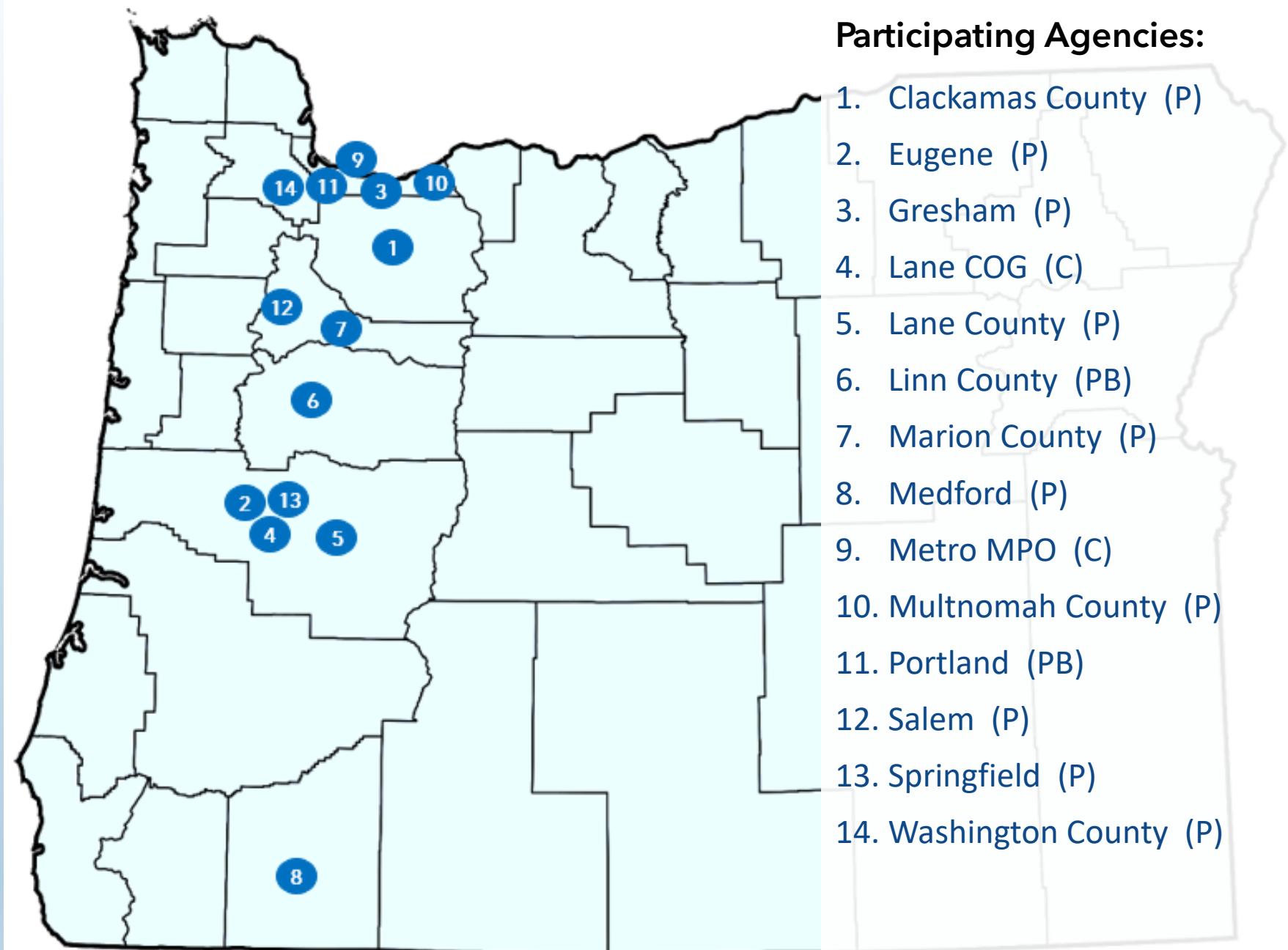


### Certification Types:

(P) Project Delivery

(PB) Project Delivery + Bridge Design

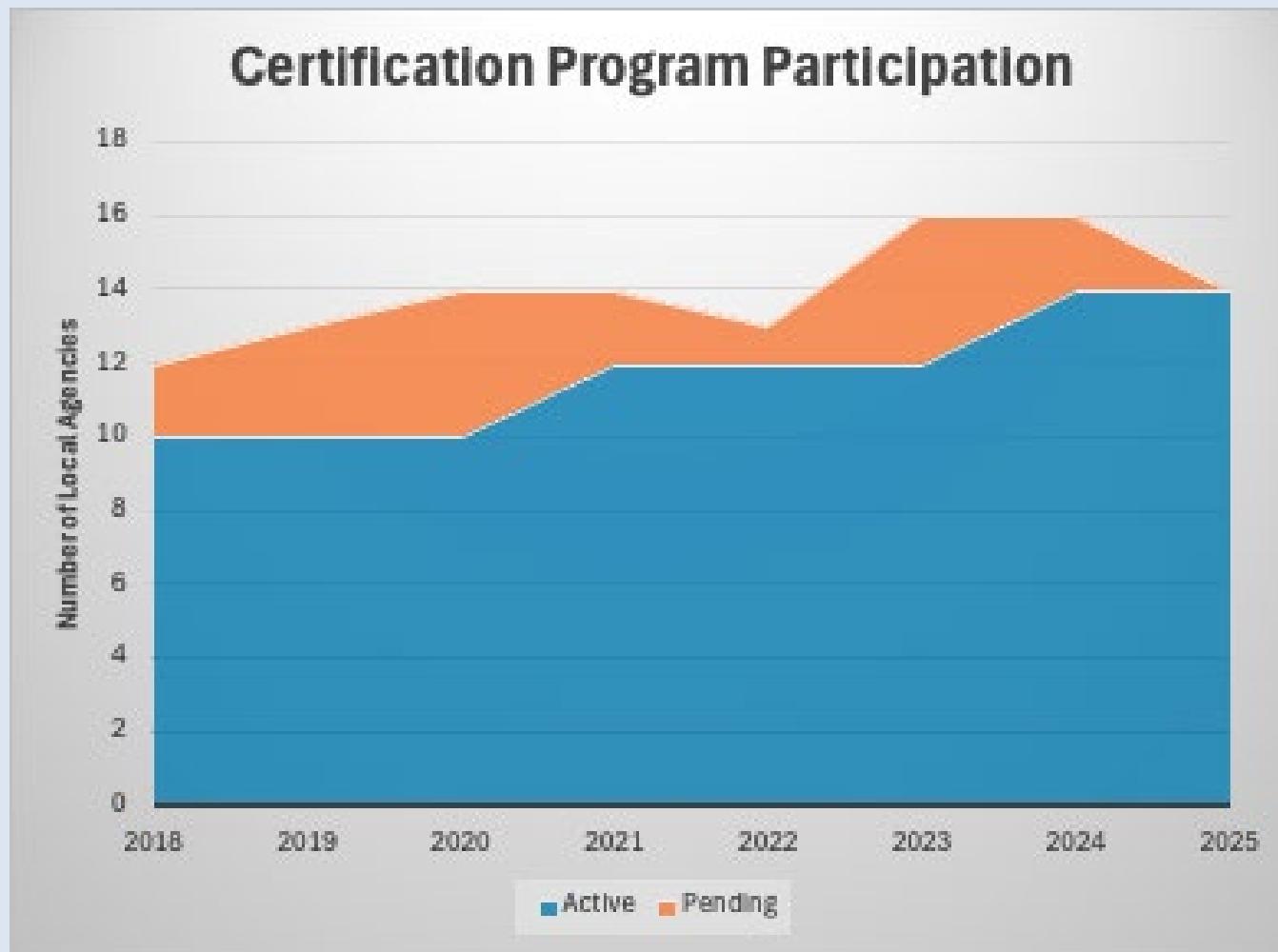
(C) Consultant Selection for Planning Services only





# CUG: Measures of Success

**Goal: Enable local agencies to obtain or maintain certification.**





# Certification Program Updates 2025

## Bulletins Issued since June 2025

- 101-66-Rev-2 General Conditions Template (Thru 7/17/25 boilerplate redline revisions) – July 2025
- 101-47-Rev-5 Title VI Annual Accomplishment Reports – Aug. 2025
- 101-68-Rev-1 ADA Transition Plans – Sept. 2025
- 101-66-Rev-3 General Conditions Template (Thru 12/1/25 boilerplate redline revisions) – Dec. 2025 **(ACTION REQUIRED BY 12/15/25)**
- 101-78 LAG Manual Updates – Dec. 2025 **(ACTION REQUIRED BY 12/15/25)**



# Certification Program Work Underway 2026



## ANTICIPATED BULLETINS:

- Bulletin Status Summary Update (Dec/Jan)
- 101-TBD: Consultant Contracting Resources (Dec/Jan)
- 101-53-rev4: Indirect Cost Allocation Plan / Rates (Dec)
- 101-62-rev2: Build America, Buy America (Dec/Jan)
- 101-76-rev1: DBE Goals for Consultant Contracts (Dec/Jan)
- 101- 73-rev1: Civil Rights Bidding Checklist (Dec/Jan)
- 101-TBD: Consultant Selection: Template Updates (TBD)



## Local Government

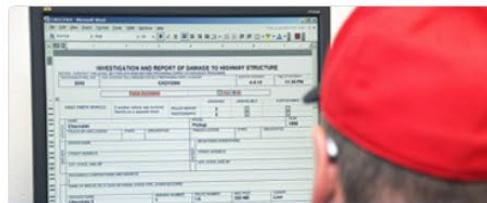


### Funding Programs

[Local Government Funding Overview](#)

[STIP](#)

[Connect Oregon](#)



### Guidance

[Local Agency Guidelines Manual](#)

[Certification Bulletins](#)

[Governance](#)

[Forms Library](#)

[Keep Oregon Moving \(HB 2017\)](#)

[Certification Program Consultant](#)

[Contracting](#)



### Certification

[About the Program](#)

[Certification Guidance & Forms](#)

[Local Agency Certification Status](#)

[Certified LPA Review Schedule](#)

# Improved Access to Program Resources



### Engagement

[Committees & Contacts](#)

[Certification User Group](#)

[Training Opportunities](#)



# Local Government

Home > Local Government > Certification Program Bulletins

## Certification Program Bulletins

### GUIDANCE

[Local Agency Guidelines](#)

[Bulletins](#)

[Governance](#)

[Forms Library](#)

[Certification Program Consultant Contracting](#)

### CERTIFICATION

[About the Program](#)

[Certification Guidance and Forms](#)

[Certified Local Public Agencies](#)

The Oregon Department of Transportation Certification Program issues policies and

This guidance is primarily housed in the Local Agency Guidelines, or LAG, Manual.

Federal Highway Administration funding for local transportation-related projects through

ODOT issues bulletins to supplement LAG Manual guidance as needed. Bulletins provide tem,

and policies. Bulletins are cancelled when no longer applicable or once they are incorporated into permanent guidance.

[Bulletin Status Summary](#)

Sort ▾

### Bulletins List

Bulletin Title	Bulletin #	Revision	Effective
<a href="#">LAG Manual Updates</a>	101-78		12/2/2025
<a href="#">Consultant Contracting Templates Proposed Updates</a>	101-77		6/16/2025
<a href="#">Disadvantaged Business Enterprise Goals for A&amp;E Consultant Contracts</a>	101-76		2/13/2025
<a href="#">Title VI Complaint Investigation Process</a>	101-75		2/6/2025

Improved  
Access to  
Program  
Bulletins

# Certification Program Bulletins

## GUIDANCE

Local Agency Guidelines

Bulletins

Governance

Forms Library

Certification Program Consultant Contracting

## CERTIFICATION

About the Program

Certification Guidance and Forms

Certified Local Public Agencies

Certified LPA Review Schedule

## ENGAGEMENT

Committees & Contacts

Training Opportunities

The Oregon Department of Transportation Certification Program issues policies and guidance for local transportation-related projects. This guidance is primarily housed in the Local Agency Guidelines, or LAG, Manual. The manual is developed by the Oregon Department of Transportation and is used to administer Federal Highway Administration funding for local transportation-related projects through the Federal Aid Program. ODOT issues bulletins to supplement LAG Manual guidance as needed. Bulletins provide technical information, instructions, and policies. Bulletins are cancelled when no longer applicable or once they are incorporated into the LAG Manual.

[Bulletin Status Summary](#)



Bulletins List						
Category	Bulletin Title	Bulletin #	Revision	Effective	Action	Due
Consultant	<a href="#">Consultant Contracting Templates Proposed Updates</a>	101-77		6/16/2025	Review, Survey	9/23/2025
	<a href="#">Disadvantaged Business Enterprise Goals for A&amp;E Consultant Contracts</a>	101-76		2/13/2025	Review, Survey	9/23/2025
	<a href="#">Title VI Complaint Investigation Process</a>	101-75		2/6/2025	Review, Revise, Survey	9/23/2025
	<a href="#">Consultant Contract Template Indemnification Update</a>	101-74		12/31/2024	Review, Revise, Survey	9/23/2025
	<a href="#">Certified LPA Civil Rights Bidding Documents Checklist</a>	101-73		10/29/2024		

Improved  
Sorting for  
Program  
Bulletins

## Certification Program Consultant Contracting

This page includes templates, forms and guidance documents for certified local public agencies (LPA) conducting federally-funded consultant selection for the Oregon Department of Transportation's local agency certification program.

Improved Organization of Consultant Contracting Resources

**NOTE: If any forms or documents linked on this page will not open, right-click on the link and select "Save link as" to download the file.**



### Guidance

[LPA A&E Requirements Guide](#)

[LPA Non-A&E Requirements Guide](#)

[LAG Manual \(Section C, Chapter 4\)](#)

[Bulletin 101-74: Consultant Contract Template Indemnification Update](#)

[Bulletin 101-76: DBE Goals & Provisions for Consultant Contracts](#)

[Consultant Selection](#)



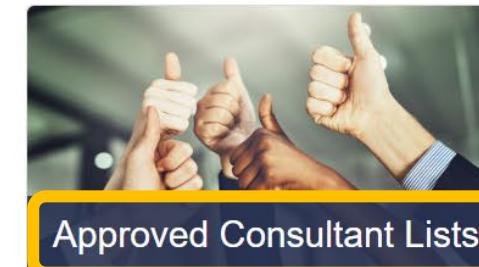
### Statement of Work Resources

[Statement of Work Library](#)

[Writing Guide for A&E Personal Services](#)

[Writing Guide for Personal Services](#)

[Review Process Automation](#)



### Approved Consultant Lists

[Firms with ODOT Price Agreements](#)

[Endangered Species Act Qualified Firms](#)

[Qualified Right of Way Appraisers](#)

[Certified Construction Inspectors](#)

[Qualified Cultural Resource Consultants](#)



### Contract Administration

[ODOT Procurement Standard for Invoices Requirements](#)

[ODOT Consultant Forms & Resources page](#)

[LAG Manual \(Section C, Chapter 3\)](#)

[Paid Summary Report \(form 734-2882\)](#)

[Consultant Performance Evaluation \(sample\)](#)



For questions regarding Local Agency forms or templates, please email: [ODOTCertification@odot.oregon.gov](mailto:ODOTCertification@odot.oregon.gov)

- The table below contains templates and forms for use by Certified LPAs on federal-aid projects. Use the search bar or filtering options to filter for templates applicable to your project type. For example, if the project is for an A&E project and will use formal selection procedures, filter on "A&E" as the predominant services type and "Formal" as the procurement type.
- In the 'ODOT Form Required' column, items marked 'Yes' are ODOT resources, templates or forms that Certified LPAs are required to use or reference. Items marked 'No', Certified LPAs may use their own agency-specific processes or templates instead of the ODOT resource.
- The 'Topic' column shows which step in the consultant contracting process the template or form is used, and the 'Who Completes' column shows who completes the form.

Templates and Forms

Document Name	ODOT Form Required	Procurement Type	Predominant Services Type	Topic	Who Completes
<a href="#">RFP for A&amp;E and Related Services</a>	Yes	Informal, Formal	A&E	Solicitation	CLPA
<a href="#">RFP for Non-A&amp;E Planning Services</a>	Yes	Intermediate, Formal	Non-A&E	Solicitation	CLPA
<a href="#">Consultant List Exception Request</a>	Yes, if selecting consultant not on ODOT approved list	Small Purchase	A&E	Solicitation	CLPA
<a href="#">Conflict of Interest Disclosure Form</a>	Yes	Small Purchase, Informal, Intermediate, Formal	A&E, Non-A&E	Solicitation	Consultant
<a href="#">Subcontractor Solicitation and Utilization Report # 734-2721</a>	Yes	Small Purchase, Informal, Intermediate, Formal	A&E, Non-A&E	Solicitation	Consultant
<a href="#">Contract for A&amp;E Services and Non-A&amp;E Planning Services</a>	Yes	Formal, Informal, Intermediate, Small Purchase	A&E, Non-A&E	Contract & SOW	CLPA
<a href="#">Evaluation Committee Instructions for Formal RFPs</a>	No	Formal	A&E	Selection	CLPA
<a href="#">Conflict of Interest Disclosure for</a>	Yes	Informal, Formal	A&E	Selection	CLPA

## Improved Sorting for Consultant Contracting Resources

# Improved Access to Consultant Contracting Resources

The Statement of Work (SOW) templates linked below are for use on certified local agency contracts. To submit user feedback on these SOW templates to [ODOTCertification@odot.oregon.gov](mailto:ODOTCertification@odot.oregon.gov).

- Each task template is for each task in a full-service project. The templates can also be used for discipline-specific contracts.
- The task template language must be revised as needed for specifics applicable to the current requirements that don't apply).
- The first link is for a consolidated list of acronyms and definitions used in the various task templates.
- For guidance on SOW writing, see the [Certification Program Consultant Contracting page](#) under Statement of Work Resources.

[Acronyms and Definitions](#) [1/5/21]

[Task 1. Project Management](#) [3/24/22]

[Task 2. Survey](#) [8/16/22]

[Task 3. Environmental](#) [2/8/21]

[Task 3.4 HazMat](#) [6/27/22]

[Task 4. Public Involvement](#) [new - 1/17/24]

[Task 5. Utility Coordination](#) [7/27/20]

[Task 6. Geotechnical and Pavement Services](#) [12/22/20]

[Task 7. Hydraulics](#) [9/17/20]

[Task 8. Traffic Engineering & Management](#) [12/10/20]

[Task 9. Railroad Coordination](#) [8/27/20]

## GUIDANCE

Local Agency Guidelines

Bulletins

Governance

Forms Library

Certification Program Consultant Contracting

## CERTIFICATION

About the Program

Certification Guidance and Forms

Certified Local Public Agencies

Certified LPA Review Schedule

## ENGAGEMENT



Menti.com  
6203 4415

# LAG Manual Updates

- Publish "mini" update by fall 2025 (see Bulletin 101-78)
- New format
- Section C reorganization
- Substantive updates for chapters ready to publish
- Other substantive chapter updates to roll out over the coming months based on priority need and resource availability.



# LAG Manual Update



- GUIDANCE**
  - [Local Agency Guidelines](#)
  - [Bulletins](#)
  - [Governance](#)
  - [Forms Library](#)
  - [Certification Program Consultant Contracting](#)
- CERTIFICATION**
  - [About the Program](#)
  - [Certification Guidance and Forms](#)
  - [Certified Local Public Agencies](#)
  - [Certified LPA Review Schedule](#)
- ENGAGEMENT**
  - [Committees & Contacts](#)
  - [Training Opportunities](#)
  - [Certification User Group](#)
- Small City Allotment Program**
  - [Training & Events Calendar](#)

## Local Agency Guidelines for Certified Local Public Agencies

The Local Agency Guidelines for Certified Local Public Agencies, or LAG for Certified LPAs, is updated as needed. Updates will be announced and changes summarized in a program bulletin for user reference. Please refer to this website for the most updated version.

This page shows the version of each section and chapter currently in effect. Section and chapter publication dates are noted in parentheses and in the document footers.

### [LAG Manual Errata Sheet](#)

LAG Manual full version (Coming Soon - See the Archived LAG manuals below for a link to the full 2021 manual.)

- [Section A: Local Federal-Aid Project Delivery Options \(11/2025\)](#)
- [Section B: Certification, Compliance and Oversight \(11/2021\)](#)
- Section C: Delivering Federal-Aid Projects
  - [Chapter 1: Planning & Program Development \(11/2025\)](#)
  - [Chapter 2: Project Initiation \(Coming Soon\)](#)
    - [2a: Project Technical Scope Sheet \(11/2021\)](#)
    - [2b: Agreements \(11/2021\)](#)
  - [Chapter 3: Progress Billing \(11/2025\)](#)
  - [Chapter 4: Consultant Selection & Contract Administration \(11/2025\)](#)
  - [Chapter 5: Access Management \(11/2025\)](#)
  - [Chapter 6: NEPA & Environmental \(11/2021\)](#)
  - [Chapter 7: Right of Way \(11/2021\)](#)
  - [Chapter 8: Civil Rights \(11/2021\)](#)
  - [Chapter 9: General Design Requirements \(11/2025\)](#)
  - [Chapter 10: Design Approval \(11/2021\)](#)
  - [Chapter 11: Utilities \(11/2025\)](#)
  - [Chapter 12: Railroad \(11/2025\)](#)
  - [Chapter 13: Bridge \(11/2025\)](#)
  - [Chapter 14: PS&E \(11/2021\)](#)
  - [Chapter 15: Ad, Bid Award \(11/2021\)](#)
  - [Chapter 16: Construction Contract Administration \(11/2021\)](#)
  - [Chapter 17: Project Closeout \(11/2025\)](#)
- [Section D: Resources Directory \(11/2021\)](#)

### Contact

[Tiffany Hamilton](#)

Local Program Certification Manager

503-551-6277

[Suggest an edit to the LAG](#)

# Compliance Updates

Self Audits	Risk Area: Staff Turnover	Corrective Action
<ul style="list-style-type: none"><li>• All completed on time or within requested extension date—thank you!</li></ul>	<ul style="list-style-type: none"><li>• Ensure new/recent staff receive training on Quality Program Plan, LAG manual, other ODOT resource, consultant contracting</li><li>• Ensure bulletins and other important program updates are communicated to appropriate staff</li></ul>	<ul style="list-style-type: none"><li>• A tool used to constructively resolve issues at the program or project level</li><li>• Issues can be referred to Certification Program by Certified LPA, ODOT Project Contact/LAL, technical resources, etc.</li><li>• Intended to be a collaborative problem-solving process</li></ul>



Menti Question Posed to Group: What type of CUG Program Updates would you like to receive that we don't current report on at these meetings?

Responses:

- FHWA ODOT staff changes
- Federal language
- Doing a great job
- None

# Case Study: COBO

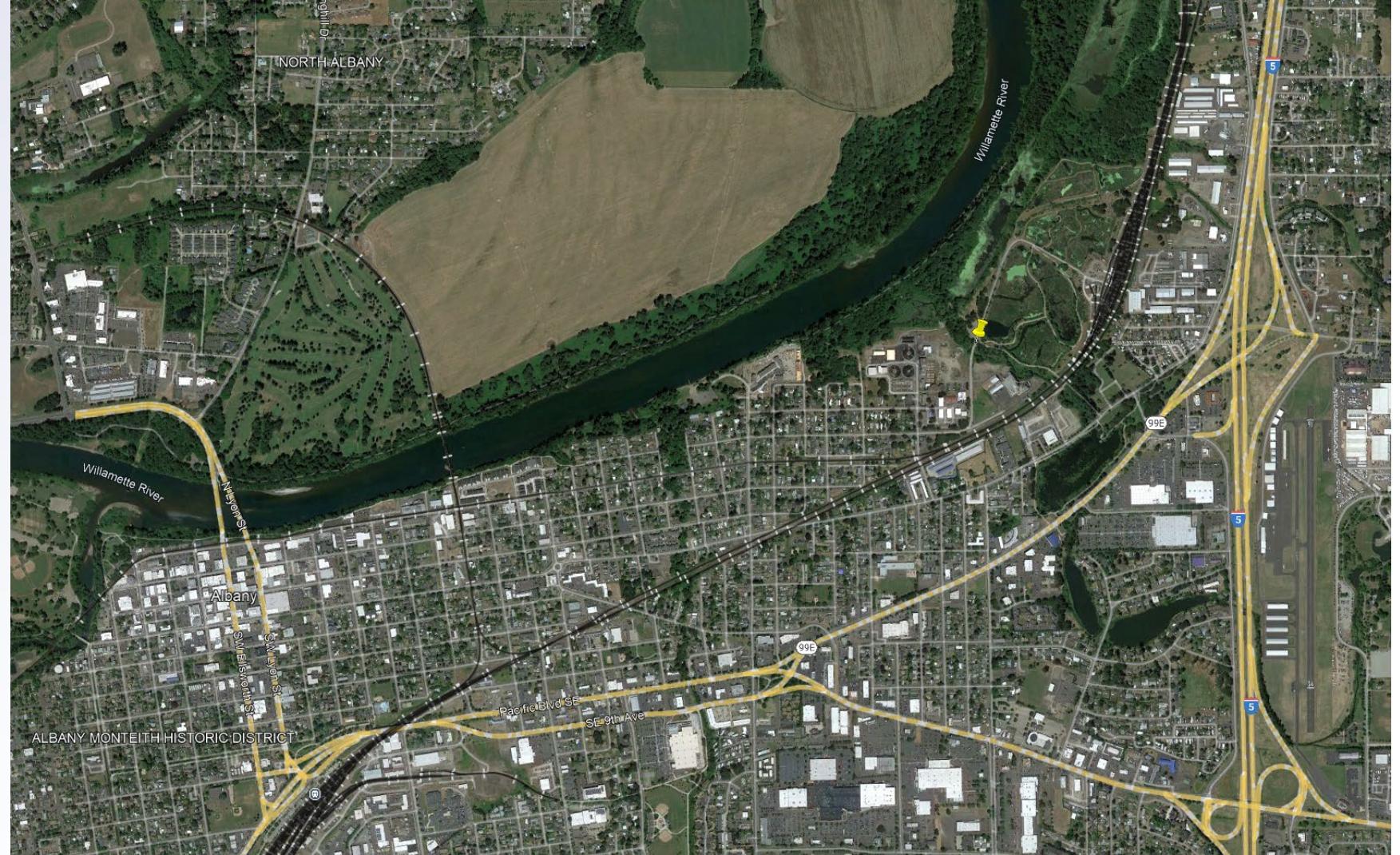
**Dineal Malone**  
**County Engineer**  
**Linn County**

**Andrew Potts**  
**City Engineer**  
**City of Millersburg**



# The Project: Waverly Drive, Cox Creek Bridge

- Location:  
City of Albany
- Ownership:  
City of Millersburg
- Project  
Administration:  
Linn County



# Project Background

- Waverly Drive Bridge and roadway north are City of Millersburg jurisdiction
- Waverly Drive roadway south of the bridge is City of Albany jurisdiction
- Provides sole access to:
  - City of Albany Talking Water Gardens – water treatment wetlands
  - City of Albany Simpson Park
  - UPRR office/facility





# Project Need

- Ownership:
  - Linn County Bridge built in 1940
  - Transferred in 1990 to City of Albany
  - Transferred in 2010 to City of Millersburg
- Condition:
  - Load restricted to 40 tons
  - Severe substructure decay
  - East lane closed to traffic
  - Several temporary timber and steel piles installed to strengthen structure

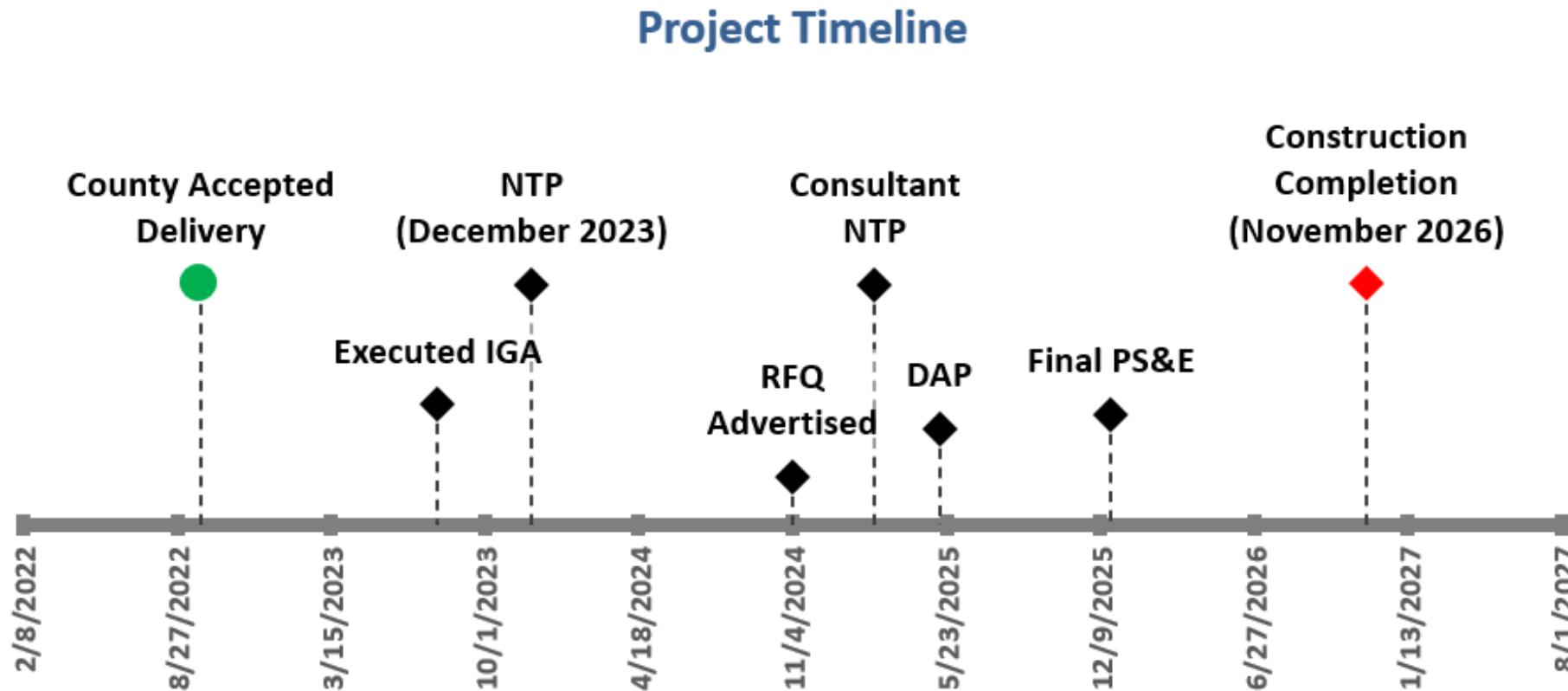




# Project Funding Opportunity

- City of Millersburg received federal funding provided by IIJA through the LBP to replace the bridge
- City of Millersburg not certified to administer FA project
- Linn County agreed to administer on behalf of City

# Two Years from County NTP to PS&E!





# Timeline Detail

Timing	Action
September 2022	County accepted the request to deliver
June 2012	Received draft IGA
August 2023	IGA executed
December 2023	NTP
April 2024	ODOT Kickoff Meeting
April – October 2024	Coordinated SOW and contract language with ODOT, authorization to advertise
November 4, 2024	RFQ advertised
December 2, 2024	RFQ closed
February 10, 2025	Negotiations complete
February 19, 2025	Consultant NTP
May 14, 2025	30% DAP
October 16, 2025	90% PS&E
December 23, 2025	Anticipated 100% PS&E

Timing	Action
January 2026	Anticipated advertisement
February 2026	Anticipated bid opening
November 2026	November 20, 2026 - anticipated construction completion



# Success Factors

- Keeping up on communication between consultant to local agencies *and* between local agencies – agencies need to work together
- Having a good understanding of roles and responsibilities, e.g.:
  - Level of involvement in tasks
  - Who is decision-maker on different aspects of the project
  - Who are the main points of contact
- Understanding for non-certified agency that certified agency is administering the project, but level of involvement and effort still is required – Can't just check out!



# Why Take On This Commitment?

- It was for the good of the public – fulfilling local area needs
- We have the needed expertise in administering FA projects (27 projects since 2008!)
- It allowed us to meet additional certification goals in formal procurement
- Linn County got 100% cost reimbursement
- Looking forward, if we take on CE . . . .
  - New staff will be able to get experience
  - The project can save cost

# Considerations for COBO Partners

- Staffing capacity
- Upfront financial commitment for the administering agency
- Linn County got 100% cost reimbursement
- Non-certified agency is not reimbursed



# Questions



# Lessons Learned on the Road to Certification

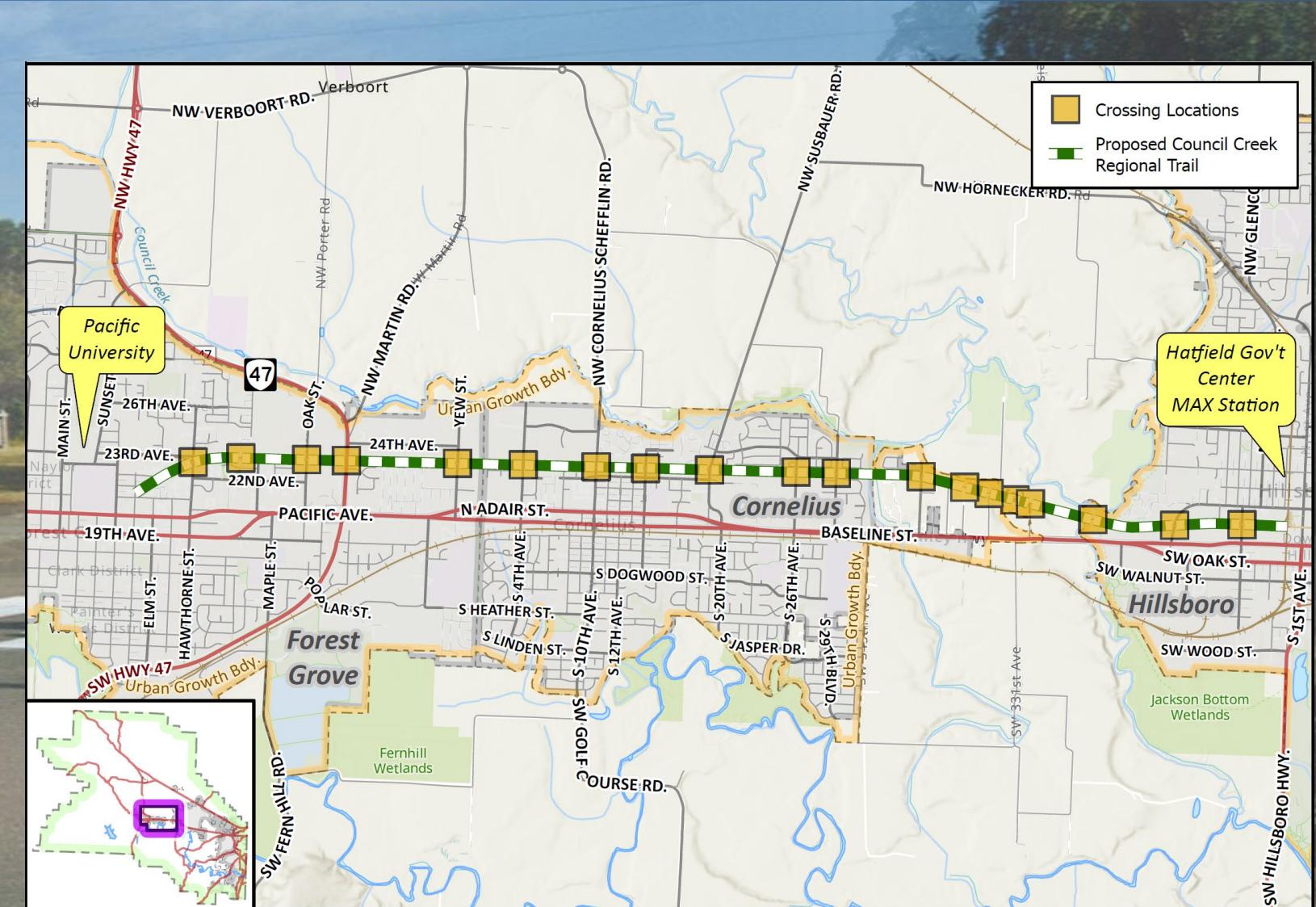
**Renus Kelfkens**  
**Senior Project Manager**  
**Washington County**



**Washington County**  
Oregon

# The Road to Certification

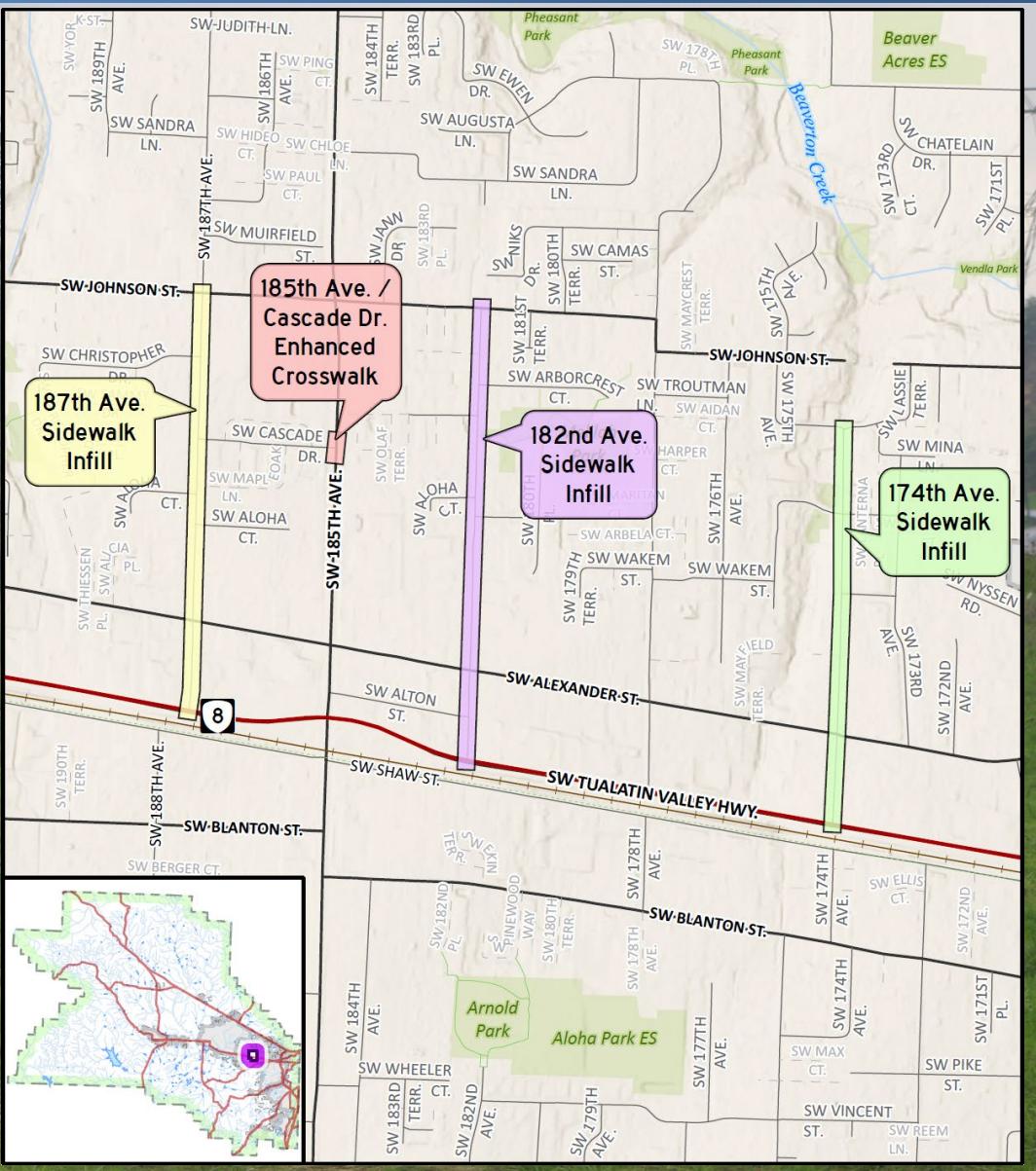
1. First Demonstration Project – The Council Creek Regional Trail Project (CCRT)
2. Second Demonstration Project – The CCRT Enhanced Crossings Project



# The Road to Certification (continued)



# Fully Certified Project – The Aloha Safe Access to Transit Project



# Fully Certified Project

# Aloha Safe Access to Transit

## Important notes:

- **Engage with your Local Agency Liaison**
  - *Why? They are instrumental in helping the project navigate requirements.*
- **LAL will help to coordinate with ODOT Staff when impacting ODOT facilities**
  - *Why? A lot of work up front reduces risk during design.*

# Fully Certified Project Aloha Safe Access to Transit (part 2)

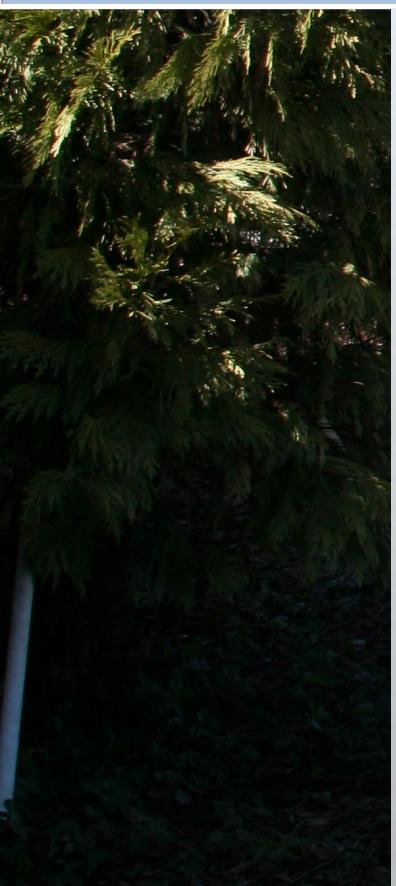
## Important notes continued...

- **Download fresh documents from the Certified LPA Website**
  - *Why? Templates and format change.  
The latest documents are available online.*
- **ODOT review as soon as possible**
  - *Why? ODOT staff have limited availability, with many projects pulling the same resources.*

# Fully Certified Project Aloha Safe Access to Transit (part 3)

## Important notes continued...

- **Bulletin review**
  - *Why? Bulletin updates are more frequent than updates to template documents.*
- **RFP review (not using the macros)**
  - *Why? Macros can be faulty and delete needed paragraphs.*



# Most Importantly. . .

- ✓ **Engage with your Local Agency Liaison, and keep them up to date**
- ✓ **Provide a two-week notification to ODOT Certification ahead of submissions**

# Questions



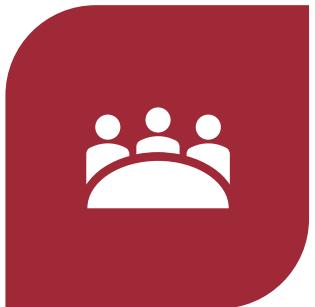
**Washington County**  
Oregon



# Utility Coordination

CUG Annual Meeting  
December 4, 2025

# Training Agenda



REVIEW OF REVISED  
LOCAL AGENCY  
GUIDELINES (LAG)  
MANUAL AND KEY  
CONCEPTS



REVIEW OF REVISED  
CERTIFIED LPA UTILITY  
NOTIFICATION LETTER  
TEMPLATES



PUT YOUR LEARNING  
INTO ACTION:  
EXAMPLE PROJECT  
SCENARIOS



WRAP UP: TOP TIPS!

# Whom do I contact at ODOT about utilities?

- Utility Relocation Program
- Nicole Frankl
- Statewide Utility & Rail Liaison
- UtilityandRailProgra@odot.oregon.gov





# ODOT Guidance, Key Resources

- **Local Agency Guidelines manual (“LAG”)**
  - 2021 version: Section C, Chapter 13 (with Railroad)
  - New version: Section C, Chapter 11 (without Railroad)
- **Utilities & Railroad – Guidance, Templates & Samples** on [Certification Guidance & Forms](#) webpage
  - Includes sample notification letters, utility agreement checklist and more
- **Utility Certification form**
- **ODOT Utility Relocation Manual**
- **ODOT Utility Relocation Guide**



# Utility Coordination, Conflicts Evaluation, Notifications

## *LAG Section C, Chapter 11, Subsection 11.3.4*

### **Throughout Design and Sometimes During Construction**

- Certified LPA needs to advance utility coordination through official letters
- Follow utility notification and plan review process in Section 3 of the Oregon Utility Relocation Manual

### **Sample Utility Letters for Certified LPAs**

- [Project Notification \(No Conflict\) Sample Letter \(form 734-5418\)](#)
- [Utility Conflict \(Non-Reimbursable Work\) Sample Letter \(form 734-5419\)](#)
- [Utility Conflict \(Reimbursable Work\) Sample Letter \(form 734-5420\)](#)
- [Time Requirement Letter Sample \(form 734-5421\)](#)

# Sample Letters: 3-1 First Notification

*LAG 11.3.4 refers to Section 3, Oregon Utility Relocation Manual*

## Conflict Letters

-OR-

## Project Notification Letter

### Notification of Utility Conflict (Reimbursable Work)

*For use by Certified LPAs on Federal Aid Projects*

**SAMPLE FORM - Agency** is responsible for evaluating the contents for fitness for use and to consult with agency's subject matter resources and/or legal counsel as appropriate prior to use.

*See ODOT Utility Relocation Manual Section 3-1 (First Notification)*

Click to select Date

Issued By: **Agency Name** (hereafter "Agency")  
Agency Address  
Agency City, State, Zip

Subject: **Utility Conflict with Reimbursable Work**

Project Name  
Project Location  
Project County

ODOT Key Number: **Insert #**

Agency Project Number: **Insert #**

Consultant Firm Name: **Insert Firm Name or N/A**

*Subject matter resources and/or legal counsel as appropriate prior to use.*

*See ODOT Utility Relocation Manual Section 3-1 (First Notification)*

Click to select Date

Issued By: **Agency Name** (hereafter "Agency")  
Agency Address  
Agency City, State, Zip

(ODOT CLPA) 734-5419

### Notification of Utility Project (No Conflict)

*For use by Certified LPAs on Federal Aid Projects*

**SAMPLE FORM - Agency** is responsible for evaluating the contents for fitness for use and to consult with agency's subject matter resources and/or legal counsel as appropriate prior to use.

*See ODOT Utility Relocation Manual Section 3-1, (First Notification)*

Click to select Date

Issued By: **Agency Name** (hereafter "Agency")  
Agency Address  
Agency City, State, Zip

Subject: **Project Notification – No Anticipated Conflicts**

Project Name  
Project Location  
Project County

ODOT Key Number: **Insert #**

Agency Project Number: **Insert #**

Consultant Firm Name: **Insert Firm Name or N/A**

Click to select when a Consultant Firm has been retained by the Agency, delete if not applicable.

The utilities listed have been identified as having facilities within the project boundary as noted in the table below:

UTILITY NAME	TYPE	CONTACT NAME EMAIL ADDRESS	LOCATES IDENTIFIED?
Utility Name (To insert additional rows for multiple utilities, click here place your cursor in this	Gas, Water, Electric, etc.	Contact Name Email Address	YES or NO

# Sample Letters: 3-4 Second Notice

*LAG 11.3.4 refers to Section 3, Oregon Utility Relocation Manual*

## Time Requirements Letter (Conflict) -OR- Project Notification Letter (No Conflict)

**Time Requirement Notification**  
*For use by Certified LPAs on Federal Aid Projects*

**SAMPLE FORM - Agency** is responsible for evaluating the contents for fitness for use and to consult with agency's subject matter resources and/or legal counsel as appropriate prior to use.

[See ODOT Utility Relocation Manual Section 3-4 \(Second Notice\)](#)

**Issued To:** Utility Company Name (hereafter "Utility Company")  
Utility Company Address  
Utility Company City, State, Zip

**Issued By:** Agency Name (hereafter "Agency")  
Agency Address  
Agency City, State, Zip

**Subject:** **Relocation Time Requirements**

Project Name  
Project Location  
Project County

ODOT Key Number: [Insert #](#)  
Agency Project Number: [Insert #](#)  
Consultant Firm Name: [Insert Firm Name or N/A](#)

**Notification of Utility Project (No Conflict)**  
*For use by Certified LPAs on Federal Aid Projects*

**SAMPLE FORM - Agency** is responsible for evaluating the contents for fitness for use and to consult with agency's subject matter resources and/or legal counsel as appropriate prior to use.

[See ODOT Utility Relocation Manual Section 3-1, \(First Notification\)](#)

**Click to select Date**

**Issued By:** Agency Name (hereafter "Agency")  
Agency Address  
Agency City, State, Zip

**Subject:** **Project Notification – No Anticipated Conflicts**

Project Name  
Project Location  
Project County

ODOT Key Number: [Insert #](#)  
Agency Project Number: [Insert #](#)  
Consultant Firm Name: [Insert Firm Name or N/A](#)

**Click to select when a Consultant Firm has been retained by the Agency, delete if not applicable.**

The utilities listed have been identified as having facilities within the project boundary as noted in the table below:

UTILITY NAME	TYPE	CONTACT NAME EMAIL ADDRESS	LOCATES IDENTIFIED?
Utility Name (To insert additional rows for multiple utilities, click here place your cursor in this	Gas, Water, Electric, etc.	Contact Name Email Address	YES or NO

# Utility Relocation Is Either Non-Reimbursable or Reimbursable

*LAG Section C, Chapter 11, Subsection 11.3.5*



## Non-Reimbursable?

- Utility located on public right of way by permit or franchise agreement, generally be non-reimbursable.
- LPA's utility permit or franchise agreement should explicitly define these parameters.



## Reimbursable?

- Utility has a property interest in its present location
- State has a legal obligation or legislative authority to pay for relocation costs
- Utility is public/municipally-owned, occupies public right of way, and is not required by law or agreement to move at its own expense
- Utility relocation implements safety corrective measures to reduce roadside hazards of utility facilities to highway users



# What is required for utility costs to be eligible for FHWA reimbursement?

*LAG Section C, Chapter 11 Subsection 11.4*

- Costs programmed in STIP under appropriate phase of work
- Covered in Supplemental Project Authorization
- FHWA authorization
- ODOT Project Contact Notice to Proceed
- Certified LPA Notice to Proceed to utility per phase
- Build America Buy America compliance
- Progress Billings with documentation

# Reimbursable Utility Relocation Agreements

## *LAG Section C, Chapter 11, Subsection 11.3.6*

When do I need an agreement with a utility?	Who obtains the agreement?	What does the agreement cover?	When should I start the agreement process?
<ul style="list-style-type: none"><li>• When the utility relocation is reimbursable</li></ul>	<ul style="list-style-type: none"><li>• The LPA is responsible for the development and execution of the agreement with the utility</li></ul>	<ul style="list-style-type: none"><li>• LPA &amp; Utility responsibilities for financing and performing UR work</li><li>• 23 CFR 645.113 requirements</li><li>• Buy America/BABA provisions</li><li>• NTP by phase</li></ul>	<ul style="list-style-type: none"><li>• As soon as possible!</li><li>• Negotiating with a utility can be a lengthy process</li></ul>

Use the Certified LPA Checklist for Utility Agreements

# Reimbursable Utility Relocation Agreements (Checklist)

*LAG Section C, Chapter 11,  
Subsection 11.3.6*

- **Checklist Sections:**
- FHWA Authorities
- Terms and Conditions (scope, description, location of work)
- Plans and Drawings
- Utility's Cost Estimate (breakdown of costs)
- Method to perform (force account, contractor)
- Compliance Info
- Payment Info
- Authority to begin work (NTP schedule)

## Checklist for CLPA Utility Agreements

This checklist can be used to confirm that FHWA requirements are met for Utility Agreements per Regulations 23 CFR 645.113 and will be used by the State Utility Liaison (SUL) to confirm this.

The following requirements need to be included in the Utility Relocation Agreement between the CLPA and the utility:

**Include reference to FHWA authorities**

- FHWA Program Guide, Utility Relocation and Accommodation on Federal-Aid Highway Projects, January 2003 <https://www.fhwa.dot.gov/reports/utilguid/if03014.pdf>
- 23 CFR 635.309
- 23 CFR 645 subpart A
- FHWA Office of Program Administration, <http://www.fhwa.dot.gov/programadmin/utility.cfm>
- 23 CFR 645.107 (c)- The authority for a certified local agency to pay for the utility to relocate
- 23 CFR 635.410 Buy America- Utility will provide a copy of all Certificate of Material Origin's (CMO) for the above contract to this office prior to installation of the item(s)  
<https://www.fhwa.dot.gov/construction/contracts/130711.cfm>

**Terms and Conditions to include the scope, description and location of the work to be undertaken**

**Plans and Drawings showing the relocation work**

- This will show the location, length, size and/or capacity, type, class, and pertinent operating conditions and design features of existing, proposed, and temporary facilities, including any proposed changes to them, using appropriate nomenclature, symbols, legend, notes, color-coding etc .



# Specifications

## *LAG Section C, Chapter 11, Subsection 11.5*

### **When do I need to include specifications related to utility work?**

- If completion of utility work is not feasible or practical prior to construction, the bid proposals must identify the utility work or coordination to be completed during construction.
- Almost all construction contracts will require the contractor to coordinate with utilities.

### **What is the LPA's responsibility?**

- Ensure applicable special provisions are included in the PS&E package.
- SP 00150.50(f) and (g)
- Sometimes, the utility coordinator recommends other SPs, (e.g., 00180.40 (irrigation facility) and 00180.42 (group utility relocation scheduling meeting))

### **Timing**

- Identify and include necessary utility specifications during development of project special provisions.
- Utility special provisions must be submitted with the utility certification form to ODOT for SUL co-certification at least 2 weeks prior to PS&E.

# Utility Certification (Form 734-5162)

## *LAG Section C, Chapter 11, Subsection 11.6*

**When do I need to complete the Utility Certification for Certified Local Agency Project form?**

- A completed utility certification form is required for ALL CONSTRUCTION PROJECTS to receive FHWA authorization for the construction phase.

**What is the LPA's responsibility?**

- Complete and sign the form to certify the status of utility work, impacted utility providers, utility agreements and any exceptions.
- Prepare required submittals (letters of notification, conflicts, time requirements, project special provisions, exceptions).

**When should I begin preparing the form and what supporting documents are required?**

- LPAs are encouraged to begin preparing the form as the required submittals are distributed to utilities (copy the SUL).
- Submit the form with required submittals to ODOT SUL at least 2 weeks prior to PS&E for co-certification

# Utility Certification (Form 734-562)

## LAG Section C, Chapter 11, Subsection 11.6

### Utility Certification for Certified Local Public Agency Project

Date:	(IDENTIFY DATE)
To:	(ODOT LIAISON), ODOT Local Agency Liaison / Transportation Project Manager
CC:	Nicole Frankl, State Utility and Railroad Liaison (UtilityandRailProgra@odot.oregon.gov)
From:	(YOUR NAME), Utility Coordinator
Federal Aid Number:	(IDENTIFY PROJECT FEDERAL AID NUMBER)
Key Number / LPA Project Number:	(IDENTIFY PROJECT KEY NUMBER) / (LPA Project NUMBER)
Project Name:	(PROJECT NAME)
City/ County:	(INDICATE CITY AND/OR COUNTY PROJECT IS LOCATED IN)

This memo certifies that for this federal-aid project, based on (SELECT PLAN TYPE) dated (SELECT DATE OF LAST PLAN SET SUBMITTED TO UTILITY), (INDICATE WORK STATUS – SELECT FROM DROPODOWN) as required for proper coordination with the physical construction schedule.

The bid date for this project is (BID DATE).

Appropriate notification identifying all utility relocation work together with status or schedule for completion for each utility company involved within the limits of this project has been made a part of the special provisions.

#### Utility Providers

The following utilities are within the project limits and will be adjusting, relocating, or installing facilities before, during or after construction. Time requirement letters for these utilities are attached to this certification.

- (IDENTIFY UTILITIES OR INDICATE NONE)

The following utilities are within the project limits but no conflicts are anticipated.

- (IDENTIFY UTILITIES OR INDICATE NONE)

#### Agreements

This project has no Utility Agreements  
 This project has **NUMBER** Utility Agreement(s)

#### Pending Documents/Exceptions

The below agreements are not executed. Anticipated timeline and explanation included.

Exception Letter has been initiated for this project.

Missing Agreement	Date expected	Reason for delay

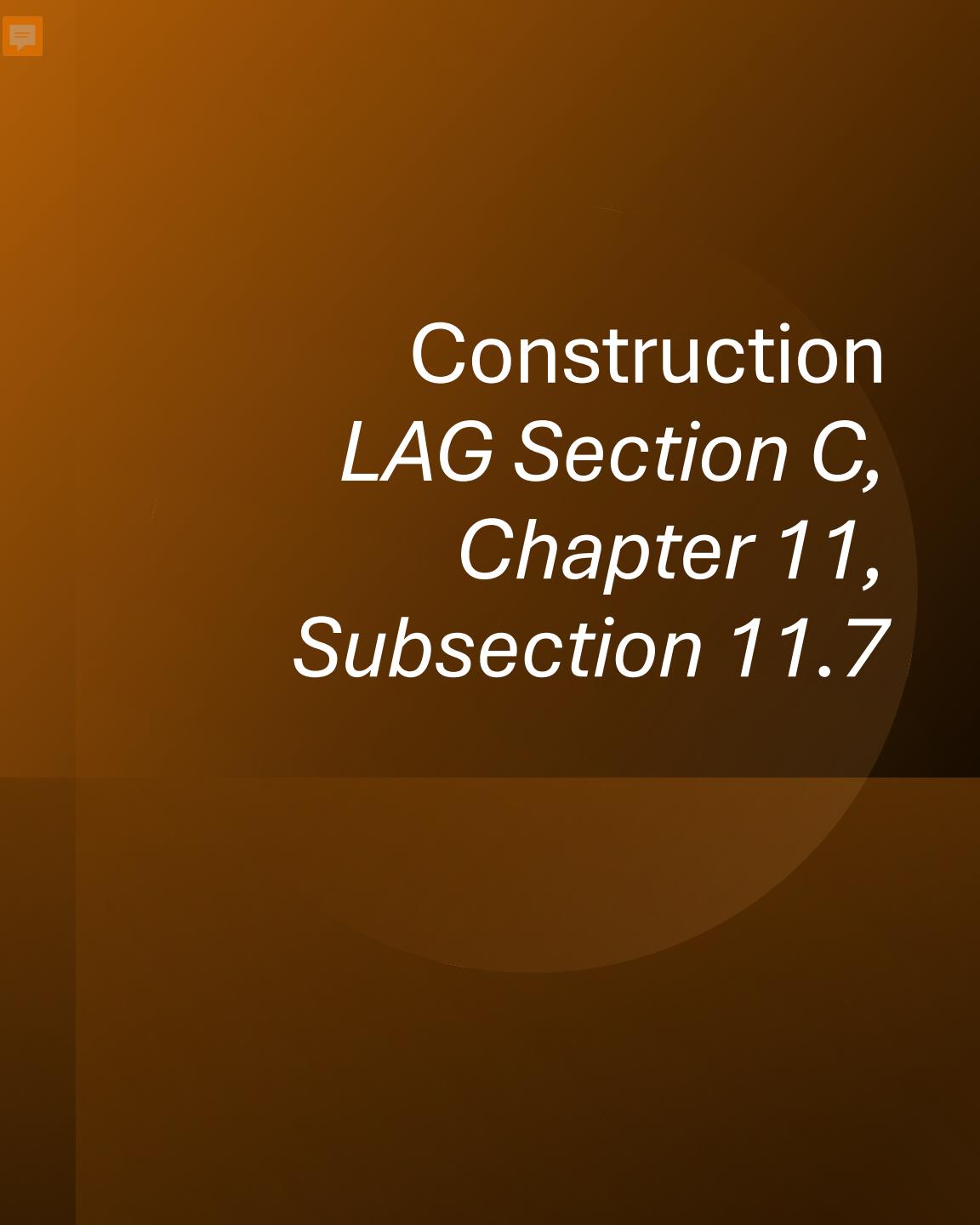
#### Utility Certification Co-Sign

Agency's UTILITY  
COORDINATOR

(NAME)

SIGNATURE

PRINT NAME

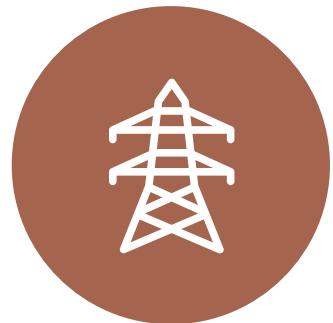


# Construction LAG Section C, Chapter 11, Subsection 11.7

- Follow Certified LPA's ODOT-approved General Conditions and Quality Program Plan.
- Coordinate with the construction contractor and utilities on
  - previously unidentified conflicts
  - any delay claims that arise due to a utility's failure to relocate according to the notified relocation timelines.
- FHWA expects that the agency will pursue delay claims if they arise.

# Interactive Discussion Scenarios

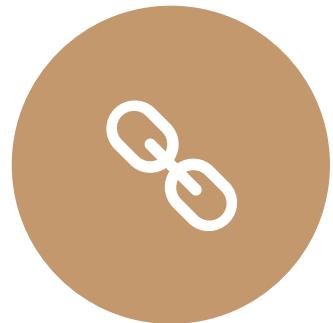
# Put Your Learning into Action: Training Scenarios



Use LAG manual, Section C, Chapter 11 and Utility Relocation Manual to answer questions



The scenarios are designed so there isn't a single 'right' answer to encourage discussion.



The training scenarios, questions and resource links are available in a word document on the CUG webpage.



We will use Menti to go through the scenarios and questions. Put your questions in the chat.

# Scenario 1:

## KN01234 Main Street Improvements, Mytown, OR

- *Project includes roadway reconstruction and sidewalk widening on a local road or street.*
- *Acme Telecom Inc. obtained property rights in the project area prior to project.*
- *ABC Power & Light Co. is in public right of way under a local permit or franchise agreement.*

## Issue 1. Determining Eligibility for Reimbursement

1. Is Mytown eligible for federal reimbursement for either of these utilities' relocation costs?
2. Which LAG Sec. C, Chapter 11 subsection(s) support(s) your answer?
3. What else might Mytown's Utility Coordinator need to know to determine eligibility for reimbursement?



# Scenario 2:

## KN01234 Main Street Improvements, Mytown, OR

- *Project includes roadway reconstruction and sidewalk widening on a local road or street.*
- *Acme Telecom Inc. obtained property rights in the project area prior to project.*
- *ABC Power & Light Co. is in public right of way under a local permit or franchise agreement.*

### Issue 2. Utility Coordination Activities

1. What are the likely coordination actions Mytown will need to take prior to PS&E with these utilities?
  - a. For ABC Power & Light Co. what notifications will be needed?
  - b. For Acme Telecom Inc. what notifications will be needed?
  - c. What other elements/activities are likely needed with Acme, assuming the Mytown agrees they are reimbursable?
2. Which LAG Sec. C, Chapter 11 subsection(s) support(s) your answer?
3. Which other resource(s) might you need to consult to answer this question?



## Scenario 3:

### KN01234 Main Street Improvements, Mytown, OR

**Original facts:** Project includes roadway reconstruction and sidewalk widening on a local road or street. Acme Telecom Inc. obtained property rights in the project area prior to project. ABC Power & Light Co. is in public right of way under a local permit or franchise agreement.

#### New facts:

- Also assume both Acme Telecom Inc. and ABC Power & Light Co. have conflicts and are the only utilities identified for the project.
- “ABC Lights” – is listed under 00150.50(f) Utility Information (No Anticipated Relocations). No contact info shown for ABC Lights.
- Acme Telecom Inc.’s Time Requirements Letter - relocate by August 30, 2026.
- Acme Telecom Inc. – is listed under 00150.50(g) Utility Information (Anticipated Relocations). Contact info is complete, and the estimated completion date is shown as August 30, 2025.

### Issue 3. Quality Control for PS&E

1. Prior to final PS&E submittal to ODOT, what type of ODOT approval is needed for utility coordination?
2. Which LAG Sec. C, Chapter 11 subsection(s) support(s) your answer?
3. Based on the new facts, what issues might the State Utility Liaison request Mytown to resolve prior to signing the Utility Certification form?
  - a. What issues may be of concern about how the specifications are written?
  - b. What issues may be of concern regarding relocation timing?

# Top Utility Tips for LPA Utility Coordinators

ID project footprint early to accurately ID affected utilities

ID any reimbursable utilities early to enable programming UR phase

Determine conflicts, relocation needs ASAP (design to avoid if possible)

Determine relocation timelines

Ensure timely letters to utilities (cc SUL)

Use the Utility Agreements Checklist to develop agreements

Basic Utility Cost Estimate Needed

Ensure required notice(s) to proceed before beginning work

Detailed invoices and support docs are critical to ensure costs are eligible

Include applicable utility specs

Submit Utility Certification Forms and Dox 2 weeks before PS&E

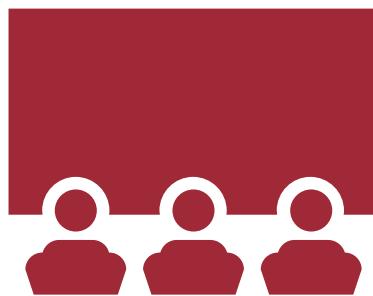
Stay engaged during construction re: delay claims or new locates

# Contacts

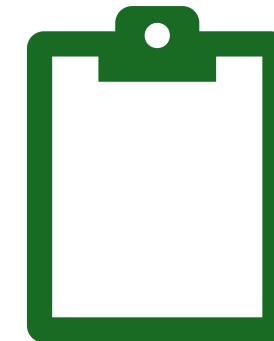
## **Utility and Rail Program**

Nicole Frankl,  
ODOT State Railroad & Utility Liaison  
[UtilityandRailProgra@odot.oregon.gov](mailto:UtilityandRailProgra@odot.oregon.gov)

# Credit for Training Attendance



Watch FHWA Federal-Aid Essentials:  
Utility Coordination and Certification Requirements  
video (7 minutes)



Complete the [post-training acknowledgment](#)  
by December 18, 2025

# Break Time

FOLLOWED BY:

**Training Session 2: Rail**





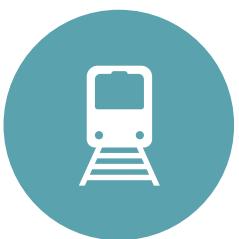
# Railroad & Rail Crossing Coordination

CUG Annual Meeting  
December 4, 2025

*Please be advised that this meeting may be recorded and that your participation is acknowledgement and consent to being recorded.*



# Training Agenda



**WHO DO I TALK  
TO ABOUT  
RAILROADS  
IMPACTED BY  
MY PROJECT?**



**REVIEW OF  
REVISED  
LOCAL  
AGENCY  
GUIDELINES  
(LAG) MANUAL  
AND KEY  
CONCEPTS**



**REVIEW OF  
REVISED  
CERTIFIED  
LPA  
RAILROAD  
ASSURANCE  
FORM**



**PUT YOUR  
LEARNING  
INTO ACTION:  
EXAMPLE  
PROJECT  
SCENARIOS**



**WRAP UP:  
TOP TIPS!**



# Whom do I contact at ODOT about railroads?

## Railroad Coordination Program Delivery & Operations Division

- Any project within 50 feet of railroad right of way
- Available to answer questions about railroad involvement
- Holds monthly meetings with railroads—LPA staff are welcome to attend



Nicole Frankl

## Rail Crossing Safety Unit Commerce & Compliance Division

- Any project within 500 feet of a rail crossing *(Note: applies even if no federal funding)*
- ODOT Rail Crossing project manager must be at diagnostic meeting
- Prepares the Crossing Order



Ruth Price  
Kurt Mohs





# ODOT Guidance Resources

- **Local Agency Guidelines manual (“LAG”)**
  - 2021 version: Section C, Chapter 13 (with Utilities)
  - New version: Section C, Chapter 12 (without Utilities)
- **Utilities & Railroad – Guidance, Templates & Samples on Certification Guidance & Forms webpage**
  - Includes examples of Notice to Proceed and final Rail Crossing Orders
- **Certified LPA Railroad Agreement Assurance** (form 734-5285)
- **ODOT Railroad Manual**
- **ODOT Rail Crossing Safety webpage**



# How do I know if my project impacts a railroad?

*LAG Section C,  
Ch 12,  
Subsection 12.4*

- **Within 500 feet of a rail crossing →**  
Contact ODOT Rail Crossing Safety Unit to determine whether a Crossing Order is necessary.
- **Project will include work on or within 50 feet of railroad right of way →**  
Contact impacted railroads to determine any required agreements for the work.
- **Project work has potential to foul railroad tracks →** Contact impacted railroads to determine any required agreements for the work.



# What is required for railroad costs to be eligible for FHWA reimbursement?

*LAG Section C, Ch 12, Subsection 12.3*

- Costs programmed in STIP under appropriate phase of work
- Covered in Supplemental Project Authorization
- FHWA authorization
- ODOT Notice to Proceed
- Executed agreement with railroad
- Build America Buy America compliance
- Progress Billings with documentation



# Crossing Orders

*LAG Section C, Ch 12, Subsection 12.4.3*

## **When do I need to coordinate with the Rail Crossing Safety Unit?**

- When project is within 500 feet of a railroad crossing

## **What are the LPA's responsibilities?**

- Notify your ODOT project contact and coordinate with the Rail Crossing Safety Unit to determine what actions are necessary.
- Submit a draft Crossing Order application to the Rail Crossing Safety Unit if a Crossing Order is required. The Rail Crossing Safety Unit is responsible for issuing the Crossing Order.

## **How early should I coordinate with the Rail Crossing Unit?**

- As soon as possible! Obtaining a crossing order could take as long as a year.
- If a Crossing Order is required, no work can be done at the crossing until a Final Order is issued by the Rail Crossing Safety Unit.

# Railroad Agreements

## *LAG Section C, Ch 12, Subsection 12.5*

<b>When do I need an agreement with a railroad?</b>	<b>Who obtains the agreement?</b>	<b>What does the agreement cover?</b>	<b>When should I start the agreement process?</b>
<ul style="list-style-type: none"><li>• Use of railroad properties</li><li>• Adjustments to railroad facilities</li><li>• Required for eligibility for federal reimbursement of railroad work</li></ul>	<ul style="list-style-type: none"><li>• The LPA is responsible for the development and execution of the agreement with the railroad</li></ul>	<ul style="list-style-type: none"><li>• Form of agreement varies by railroad and type of work</li><li>• Common issues: construction, maintenance, flagging, rights of entry</li><li>• Must meet requirements of 23 CFR 646.216</li><li>• Tip: Railroad Assurance form lists some common agreement types</li></ul>	<ul style="list-style-type: none"><li>• As soon as possible! Negotiating with a railroad can be a lengthy process</li></ul>

# Specifications

## *LAG Section C, Ch 12, Subsection 12.6*

### **When do I need to include specifications related to railroad work?**

- If completion of railroad work is not feasible or practical prior to construction, the bid proposals must identify the railroad work or coordination to be completed during construction

### **What is the LPAs responsibility?**

- Ensure applicable special provisions are included in the PS&E package
- Tip: ODOT Boilerplate Special Provisions include railroad-specific provisions and commonly included specifications are listed on the railroad assurance form

### **Timing**

- Identifying and including necessary railroad-related specifications should occur during assembly of the project Special Provisions
- Included specifications should be listed on the rail assurance form

# Railroad Assurance

## *LAG Section C, Ch 12, Subsection 12.7*

When do I need to complete the Certified LPA Railroad Agreement Assurance (form 734-5285) and submit with the PS&E package?

The form is required for ALL CONSTRUCTION PROJECTS.

What is the LPA's responsibility?

Complete the assurance form to certify there is no railroad involvement, railroad work is completed, or railroad work will be completed during construction

When should I begin preparing the form?

LPAs are encouraged to begin preparing the assurance form prior to completion of DAP (approximately 30-45% design) to help ensure completion of necessary work prior to PS&E.

## CERTIFIED LPA RAILROAD AGREEMENT ASSURANCE

- Purpose:** The purpose of this form is to document certified local public agency (LPA) project compliance with the railroad coordination and assurance requirements in 23 CFR 635.307 and 635.309(b).
- Instructions:** Begin preparing this form prior to completion of the design acceptance package (DAP) (i.e., 30-45% design), as railroad coordination can be lengthy process. Complete and sign this form prior to submitting the final PS&E package to ODOT for approval. (See [ODOT Local Agency Guidelines](#), Section C, Chapters 12 and 14.)
- Technical assistance:** If needed, contact the [ODOT Rail Coordination Program](#) regarding railroad agreements and specifications, and contact [ODOT Rail Crossing Safety](#) regarding rail crossing orders.

Agency:	(CERTIFIED LPA NAME)
Key Number:	(PROJECT KEY NUMBER) Project Name: (PROJECT NAME)
LPA Railroad Liaison:	(CERTIFIED LPA'S RAILROAD LIAISON NAME, TITLE)
Railroad:	(IDENTIFY THE RAILROAD(S) AFFECTED)

### 1. RAILROAD INVOLVEMENT

**No railroad(s) are affected by the project.** (This means the LPA has confirmed there is no railroad within 500 feet in *any direction* of the transportation project (including above or below), or that the LPA has consulted with all railroads within 500 feet and has confirmed there is no potential for the project to foul any railroad tracks and no crossing order is required). (Skip to section 4 below.)

Certified LPA PS&E Completeness Checklist 2.e is marked "N/A".)

**Yes, railroads are affected, as follows:** (Select applicable option)

#### Railroad acronyms:

BNSF – Burlington Northern  
CBRL – Coos Bay Rail Link  
CORP – Central Oregon Rail  
EOR – Eastern Oregon Rail  
G&W – Genesee & Wyoming  
PNWR – Portland & Western  
Railroad Company  
UPRR – Union Pacific Railroad

(Only complete sections 2 and 3 if railroads are affected by project work.  
Check all boxes that apply and complete the tables for each box checked.)

### 2. RAILROAD AGREEMENTS AND PROJECT SPECIFICATIONS

#### Railroad Agreements, Permits, Rail Crossing Orders:

In Table 1 below, list each railroad-related agreement, letter, permit, or order that applies to this project. For example, the following may apply:

- Construction and Maintenance Agreement (C&M): (Needed if project has railroad right of way easement acquisition, or building new or modifying existing infrastructure.)
- Railroad maintenance project: Maintenance Consent Letter (MCL) (required by UPRR)
- Railroad maintenance project: Right of Entry Agreement (required by G&W and BNSF)
- Railroad flagging agreement if required by the railroad. (Note, no flagging agreement for UPRR; use railroad flagging bid item and Anticipated Item Programmatic instead.)
- Railroad Crossing Order(s)

Table 1 (Add rows if needed.)

Railroad Document	Railroad	Date Executed/Issued

#### Project Specifications:

No railroad related specifications apply to the project because all railroad related work has been completed prior to construction.

In Table 2 below, list each railroad-related specification that applies to this project and include the specification in the Project Special Provisions.

- SP00058 - SP00069 series by railroad (special provision and sample agreement to be executed by contractor and railroad)
- 00170.01(e) (specifying railroad agreement requirements that apply to the contractor)

*(Complete this section for all Certified LPA construction projects.)*

#### 4. CERTIFICATIONS:

In conformance with the railroad assurance process outlined in the ODOT LAG Manual, the undersigned LPA Rail Liaison and LPA Quality Control Coordinator certify to the best of their knowledge, after performing due diligence, that the prior statements, as checked above, are correct with respect to railroad requirements for this project and comply with 23 CFR 646 Railroads and 23 CFR 140 Subpart I.

[LPA Rail Liaison: (NAME, TITLE)]

Phone #: (PHONE #)

Email: (EMAIL)

Signature:

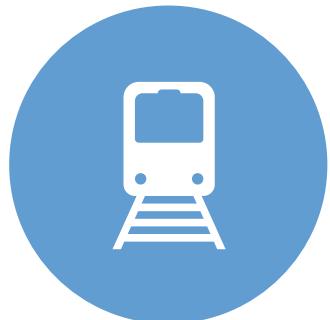
[LPA Quality Control Coordinator: (NAME, TITLE)]

Phone #: (PHONE #)

Email: (EMAIL)

Signature:

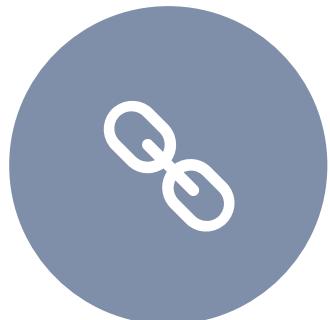
# Put Your Learning into Action: Project Scenarios



**Use LAG manual, Section C, Chapter 12 and the Railroad Assurance form to answer questions.**



**The scenarios are designed so there isn't a single 'right' answer to encourage discussion.**



**The training scenarios, questions and resource links are available in a word document on the CUG webpage.**



**We will use Menti to go through the scenarios and questions. Put your questions in the chat.**



# Scenario 1

## *Project Description:*

- The project replaces a bridge located on a county road.
- There is an at-grade rail crossing 2,000 feet down the road from the bridge replacement location.
- Union Pacific Railroad (UPRR) tracks run parallel to the road where the bridge is being replaced.
- No project work will occur within 50 feet (including above or below) of the railroad and the railroad right of way.

## *Questions:*

1. Are any railroads affected by the project?
2. What LAG Chapter 12 subsection supports your answer?
3. Are there any actions you need to take prior to PS&E relating to railroad for this project?
4. What do you need to do prior to submitting the PS&E package?





# Scenario 2

## *Project Description:*

- The project involves replacing curb ramps and sidewalks along a portion of city street within the railroad right of way, but no additional permanent easement is required from the railroad.
- The road speed limit is 30 mph.
- There is an at-grade rail crossing 400 feet down the road from the project area. The tracks are owned and operated by Union Pacific Railroad (UPRR)
- BNSF Railway owns and operates tracks immediately adjacent to the project area and access to the railroad right of way will be necessary to complete project construction. The BNSF tracks do not cross the road the project is located on.

## *Questions:*

1. Are any railroads affected by the project?
2. Which railroads did you identify as affected by the project?
3. For BNSF, what key fact helped you determine your answer and what LAG Chapter 12 subsection substantiates your answer?
4. For UPRR, what key fact helped you determine your answer, who would you contact at ODOT, and what LAG subsection substantiates your answer?
5. For BNSF, what agreements are likely needed to complete project work?
6. For BNSF, what railroad-related specifications would you anticipate including in the project Special Provisions?
7. What else do you need to submit with the PS&E package related to railroads?

# Scenario 3

## *Project Description:*

- The project involves reconstruction of and widening of a road at an at-grade rail crossing location. The widening is in the railroad right of way.
- The road speed limit is 25 mph.
- BNSF Railroad operates the tracks. The tracks are owned by UPRR.

## *Questions:*

1. Are any railroads affected by the project?
2. Which railroads did you identify as affected by the project?
3. Why did you identify the railroad(s) as affected by the project?
4. What agreements do you anticipate needing for BNSF?
5. What agreements do you anticipate needing for UPRR?
6. Do you need to contact ODOT Rail Crossing Safety about issuing a Rail Crossing Order?
7. What railroad-related specifications would you anticipate including in the project Special Provisions?
8. What else do you need to submit with the PS&E package related to railroads?

# Top Railroad Tips

Meet with the railroad

Plan 1 to 2 years to obtain necessary agreements and/or rail crossing orders

When a rail crossing order is needed, no work may occur on the crossing until a final order is issued

Be aware that railroads change processes and staff frequently. Don't assume the timeline and process will be the same on each project

Keep required railroad review timelines in mind

Reference railroad design manuals

Make sure you have the required notice(s) to proceed before beginning work

Be aware of the potential for the railroad to request reimbursement of maintenance costs



# Utility and Rail Contacts



## Utility and Rail Program

Nicole Frankl, ODOT State Railroad & Utility Liaison

[UtilityandRailProgra@odot.oregon.gov](mailto:UtilityandRailProgra@odot.oregon.gov)



## Rail Crossing Safety Unit, Commerce & Compliance Division

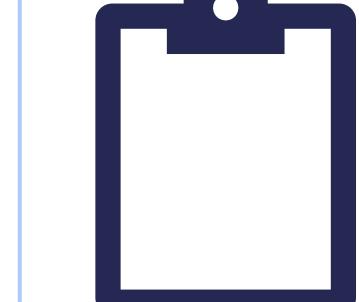
[CCDRailCrossing@odot.oregon.gov](mailto:CCDRailCrossing@odot.oregon.gov)

541-250-6788

# Training Credit for Attendance



Watch FHWA Federal-Aid Essentials:  
[Railroad Coordination and Certification Requirements](#) video (8 minutes)



Complete the [post-training acknowledgment](#) by December 18, 2025



# DBE Program Updates

**Angela Crain, ODOT**  
Office of Engagement and Civil Rights Manager

**Diponker Mukherjee, ODOT**  
DBE Program Manager



**Please use the chat to pose your questions for Angela and Diponker.**  
Meeting facilitators will monitor the chat.

# Dates To Remember

## CUG Environmental Summit

- TBD – Summer 2026

## CUG Annual Meeting

- TBD – early December 2026

## CUG Process Improvement & Training Subcommittee

- February 25, 2026 (1:00 -2:30)
- April 29, 2026 (1:00 – 2:30)
- September 16, 2026 (1:00 -2:30)
- November 4, 2026 (1:00 – 2:30)

## CUG Standards Subcommittee

- February 23 or 24, 2026 (3:00 – 4:00)
- May 18 or 19, 2026 (3:00 – 4:00)
- August 24 or 25, 2026 (3:00 – 4:00)
- November 16 or 17, 2026 (3:00 – 4:00)

Thank you!

