



CUG QPP & LAG Manual Workshop

WELCOME! The workshop will start at 1:30 pm

Please feel free to network

A few technology tips:

- Video -
 - Speakers will be on video
 - If you are having bandwidth issues, try turning off YOUR video
- Audio -
 - Select either your phone or your computer audio - not both (it echoes)
 - Mute your audio until you need to speak
 - If you have a question, put a note in chat or raise your hand
- Recording - This training will be recorded



***Presented By: Certification User Group
Process Improvement & Training Subcommittee***

QPP & LAG Manual for Certified Local Public Agencies

**Quality Program Plans (QPP) and Local Agency Guidelines (LAG) Manual
Webinar November 9, 2021
1:30 - 4:00 pm**



Welcome & Introductions

Tiffany Hamilton, ODOT

Hanne Eastwood, ODOT

Jordan Vesper, City of Eugene



Agenda:

- Introduce *new* Library of Quality Program Plans (QPP)
- Navigating the LAG Manual
 - Recent updates
 - Accessing resources using Section D
 - Navigating the Certification Program Website
- Exploring how the QPP and LAG Manual support successful project delivery
- Q & A





QPP

Library of Quality Program Plans

Jordan Vesper, City of Eugene
Hanne Eastwood, ODOT

<https://www.oregon.gov/odot/LocalGov/Pages/certification-user-group.aspx>





Library of Quality Program Plans

Goal - Create a library of Quality Program Plans and Checklists for CLPA reference

Process:

- Gathered/reviewed CLPA QPPs
- Compared CLPA QPPs and Checklists with ODOT requirements
- Posted QPP examples on website

Work Group:

- Jordan Vesper, City of Eugene – Project Lead
- Hanne Eastwood, ODOT
- Lisa Patterson, City of Portland
- Lee Cronemiller, Marion County





Quality Program Plans - Overview

What is a QPP?

- A QPP documents the LPA's internal processes and quality controls for federal-aid project delivery.
- Typically includes supplemental project checklists.

Why Certified LPAs use a QPP?

- The QPP supplements the LAG and describes how the LPA is implementing requirements in the LAG.
- Each LPA has different processes and organizational structures.
- The QPP further defines LPA roles and responsibilities.





Features of a good QPP

- ❑ Describes how the Certified LPA commits to meeting federal-aid project requirements.
- ❑ Describes which staff are responsible for project elements.
- ❑ Is tailored to the LPA's organization and need.
- ❑ Is readily accessible and frequently referenced by LPA staff when working on federal-aid projects.
- ❑ Is comprehensive, well organized and structured to lead staff through the steps of the project delivery process.





Features of a good QPP (continued)

- ❑ Is developed in consultation with staff at different levels of the organization.
- ❑ Is developed in consultation and collaboration with ODOT, the Certification Program and technical resources.
- ❑ Is comprehensive and refers to related resources such as forms and checklists.
- ❑ Is a living document that is continuously improved with use.



Library of Quality Control Plans

Link: <https://www.oregon.gov/odot/LocalGov/Pages/certification-user-group.aspx>

The screenshot displays the ODOT website's 'Certification User Group' page. The navigation bar at the top includes links for 'ODOT Home', 'Programs', 'Planning & Technical Guidance', 'Drivers & Vehicles', 'Doing Business', 'Data & Maps', 'Local Governments', and 'Get Involved'. The main content area is titled 'Certification User Group' and features a sidebar with sections for 'GUIDANCE', 'CERTIFICATION', and 'ENGAGEMENT'. The 'ENGAGEMENT' section is expanded, showing 'Committees & Contacts', 'Training Opportunities', and 'Certification User Group'. A yellow arrow points to the 'Library of Quality Program Plans' section, which contains text explaining the purpose of the Certification User Group (CUG) Process Improvement & Training Subcommittee and the role of Quality Program Plans (QPPs) in managing federal-aid projects. The text states that QPPs are foundational documents that document internal processes and quality controls. It also mentions that documents are organized by agency and converted to PDF format, and that checklists are either part of the QPP document or linked separately. A 'summary' link is provided for an overview of checklists.

Certification User Group

The purpose of the Certification User Group is to streamline and improve the delivery of certified public agency federal aid on transportation projects for Oregon by:

- Recommending and coordinating training to improve understanding of regulations, requirements, and process;
- Providing a forum for sharing information and best practices;
- Facilitating ongoing communication and further development of relationships within and among the Oregon Department of Transportation, federal agencies, and Local Public Agencies, or LPAs; and
- Providing a means for ODOT and LPAs to improve coordination and efficient use of resources.
- Provide training and workshops to certification user group members.

ENGAGEMENT

- Committees & Contacts
- Training Opportunities
- Certification User Group**

Library of Quality Program Plans

Through a project initiated by the Certification User Group (CUG) Process Improvement & Training Subcommittee, certified LPAs shared Quality Program Plans (QPPs) and/or checklist documents to include in this Library of Quality Program Plans as a resource in the interest of continuing to improve federal aid project delivery.

Quality Program Plans are foundational documents for certified LPAs delivering federal-aid projects. The QPP documents the LPA's internal processes and quality controls necessary to effectively manage LPA projects delivered through the Certification Program.

The documents are organized by agency and have been converted to pdf format. Checklists are either part of the QPP document (typically as an appendix) or linked separately. Questions about specific documents can be directed to the author agency.

The [summary](#) provides an overview of checklists referenced in each QPP and identifies whether the checklist is required and whether it is an ODOT or a certified





LAG

Navigating the Local Agency Guidelines Manual

Tiffany Hamilton, ODOT

<https://www.oregon.gov/odot/LocalGov/Pages/lag-manual.aspx>



A photograph of a modern, white, arched bicycle and pedestrian bridge with a stone monument in the foreground. The bridge has two large, curved arches supported by cables. The monument is a large, light-colored stone block with a plaque on it. The background shows a green lawn and trees under a clear blue sky.

Local Agency Certification Program

Federally Funded, Locally Delivered Projects

Photo credit: City of Salem (Certified LPA), Minto Island Bicycle - Pedestrian Bridge and Path (2017)

The Manual on Certification

Local Agency Guidelines for Certified Local Public Agencies (LPAs)

- **Section A:** Overview of Federal Aid Project Delivery Options for LPAs, Including Certification
- **Section B:** LPA Certification, Compliance and Oversight
- **Section C:** Delivering Federal-Aid Projects as a Certified LPA
- **Section D:** Resources Directory, Including Certified LPA Approval Authority Matrix and Project Checklists



Navigation

Link:

<https://www.oregon.gov/odo/t/LocalGov/Pages/LAG-Manual.aspx>

Local Agency Guidelines

GUIDANCE
Local Agency Guidelines
Governance
Forms Library
Certified Local Agency Resources for Consultant Selection
CERTIFICATION
About the Program
Certification Guidance and Forms
Certified Local Public Agencies
Certified LPA Review Schedule
ENGAGEMENT
Committees & Contacts
Training Opportunities
Certification User Group

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 summarized in a change log and posted for user reference. **Please refer to this website for the most updated version.**

- [Full LAG Document](#)
- [Section A: Overview of Federal-Aid Project Delivery Options for Local Public Agencies, Including Certification](#)
- [Section B: Local Public Agency Certification, Compliance and Oversight](#)
- [Section C: Delivering Federal-Aid Projects as a Certified Local Public Agency](#)
 - [Chapter 1](#)
 - [Chapter 2](#)
 - [Chapter 3](#)
 - [Chapter 4](#)
 - [Chapter 5](#)
 - [Chapter 6](#)
 - [Chapter 7](#)
 - [Chapter 8](#)

Key Updates

- Accessibility
 - Added alt text to images
 - Used headings for screen reader navigation
 - Change font and increased size
- Usability
 - Section C individual chapters
 - Chapter names in footer
 - Subsection numbering
 - Archived 2018 version

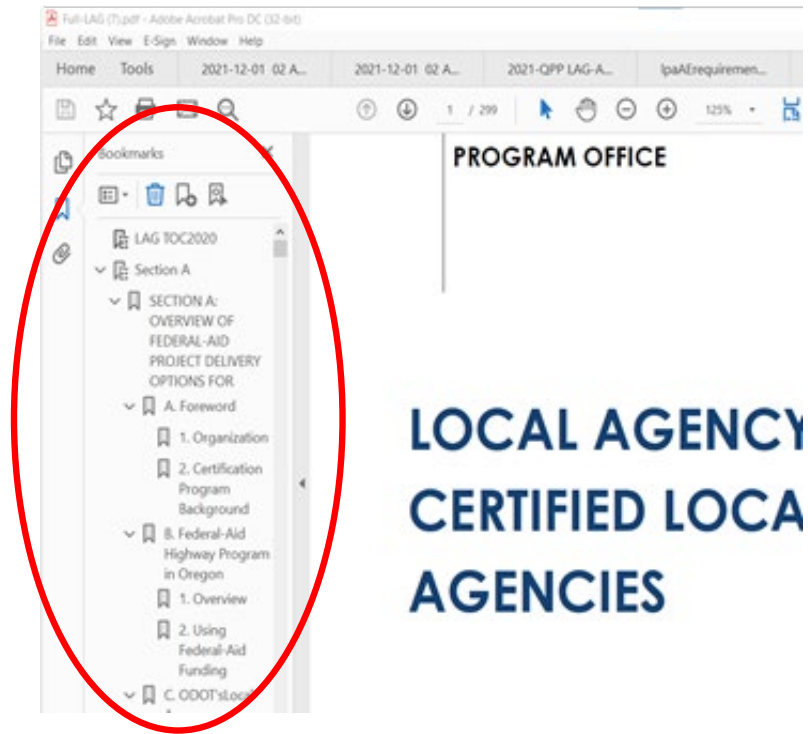


Navigation

Bookmark navigation:

- Access bookmarks in Adobe pdf via View → Show/Hide → Navigation Panes → Bookmarks

- Search within document:
 - Via Edit → Find
 - Or Ctrl+F





Section A

Key Information

High level overview of the LAG, Federal-aid highway program, Certification process and Certification Program

Key Updates

Revised to reflect changes in Sections B and C.





Section B

Key Information

Detailed information on:

- Becoming certified
- Remaining certified
- Compliance and oversight

Key Updates

- Revised language to incorporate certification of MPOs, including references to non-A&E planning services.
- Updated Subsection I to reflect revised compliance review process and schedule.





Check your knowledge!





Section C: Delivering Federal-Aid Projects as a Certified Local Public Agency

Key Information

Section C is organized into 17 chapters with each dedicated to a specific topic in the project delivery life-cycle.

Chapter	Title
1	Introduction
2	Planning & Program Development
3	Project Technical Scope Sheet
4	Agreements
5	Progress Billings (Reimbursement Costs)
6	NEPA and Environmental Processes
7	Right of Way Procedures
8	Civil Rights – Tracking LPA Projects (DBE, EEO & OJT)
9	General Design Requirements
10	Design Approval
11	Plans, Specifications and Estimate (PS&E)
12	Consultant Selection and Contract Administration
13	Utility and Railroad Programs
14	Bridge Selection, Scoping and Design
15	Advertising, Bid and Award Procedures
16	Construction and Contract Administration
17	Project Closeout





Section C: Delivering Federal-Aid Projects as a Certified Local Public Agency

Key Topics by Chapter

1. Introduction
2. Planning & Program Development
3. Project Technical Scope Sheet

Key Updates by Chapter

1. ODOT org. changes
2. ODOT org. changes
3. Updated Local Agency Technical Scope Sheet (734-5151) info





Section C continued

Key Topics by Chapter

- 4. Agreements
- 5. Progress Billings
(Reimbursement Costs)
- 6. NEPA and
Environmental
Processes

Key Updates by Chapter

- 4. Minor clarifying revisions
- 5. New tip on maintaining
project files for audits
(per FHWA request)
- 6. Revised Q. Public
Outreach & Engagement;
Added R. Other Federal
Agency Approvals





Section C continued

Key Topics by Chapter

- 7. Right of Way
- 8. Civil Rights Programs
- 9. General Design Requirements

Key Updates by Chapter

- 7. Added section on ADA ramps; revised to refer more to ROW manual
- 8. Minor clarifying revisions
- 9. Updated subsections B. Value Engineering and F.5. Traffic Control





Section C continued

Key Topics by Chapter

10.Design Approvals

11.PS&E

12.Consultant Contracts

Key Updates by Chapter

10.Minor clarifying revisions

11.Updates in C.3.iv., C.4., and D.12.; added C.7. Railroad Assurance requirement

12.Removed “Direct Appoint” references; added non-A&E contracting guidance (primarily for MPOs)





Section C continued

Key Topics by Chapter

13. Utility and Railroad Programs

14. Bridge Selection, Scoping and Design

15. Advertising, Bid and Award Procedures

Key Updates by Chapter

13. Added Railroad Assurance form requirement; clarified guidance on utility and railroad coordination

14. Updated references; minor clarifying revisions

15. Minor clarifying revisions





Section C continued

Key Topics by Chapter

16. Construction
Contract
Administration

17. Project Closeout

Key Updates by Chapter

16. Added info on 'major changes' and early coordination with ODOT on CCOs.

17. Added detail on submittals for projects with work on or along the state highway.





Section D: RESOURCES DIRECTORY

Key Information

- Links to guidance, manuals, forms, and checklists
- Organized by LAG section

Key Updates

- Fixed broken links
- Updated fuel & steel escalation resources
- Added:
 - Non-A&E planning contracting resources
 - Sample Railroad PE Agreement





Section D Cont.

Key Resource

- Certified LPA Approval Authority Matrix

Key Updates

- Added several definitions
- Made clarifying and formatting revisions
- Updated descriptions at IV.2., V.3., and VI.4.
- Changed approval authorities from ODOT to CLPA at VIII.2.a. & b.





Section D Cont.

Key Resources

Certified LPA Project Checklists

1. PS&E
2. Ad, Bid, and Award
3. Construction Contract Administration

Key Updates

1. Clarifying edits in 1.h., 2.e., and 6.a.; formatting
2. Clarifying edits in A.14 and C. 10; formatting
3. Added note on maintaining project documents (FHWA audit tip)







Piecing it All Together





Accessing Resources: LAG Manual Section D

- Section D is the resource section.
- The section is organized to mirror the organization of the LAG.
- Links to pages with links to specific forms and guidance.
- Useful section for searching

LOCAL AGENCY GUIDELINES FOR CERTIFIED LOCAL PUBLIC AGENCIES

SECTION D:

RESOURCES DIR users will find multiple resources.

A. OVERVIEW RESOURCES

A.1. Governance

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

A.2. Local Agency Guidelines

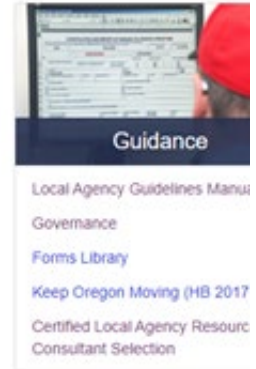
- Local Agency Guidelines for Certified Local Public Agencies (Rev 1 January 2020)
- Archived Local Agency Guidelines for Certified Local Public Agencies (Rev 1 January 2020)



Navigating ODOT Website

A good place to start: Local Government landing page

- Funding Programs
- Guidance
- Certification
- Engagement



<https://www.oregon.gov/odot/LocalGov/Pages/index.aspx>



Navigating ODOT Website

Local Agency Certification Program

- Guidelines
- Governance
- Forms Library (LPA specific)
- Certified Local Agency Resources for Consultant Selection (OPO)

<https://www.oregon.gov/odot/LocalGov/Pages/Certification.aspx>

Statement of Work Library

OPO Home
Contact Us/About
Contracting with ODOT

HIGHWAY & BRIDGE CONSTRUCTION

Letting Schedules
Notice to Contractors
Bid and Award Information
Forms, Tips and Resources

SERVICES, GOODS AND RESOURCES

Consultant Forms & Resources
Statement of Work Library
Certified Local Agency Resources for Consultant Selection
Full-Service Engineering Price Agreements
Price Agreements for Asphalt, Emulsions, and Propane
Intergovernmental Agreements

This page includes statement of work resources and templates primarily for Architectural and Engineering for Oregon Department of Transportation and local public agency projects.
Use only the latest version of each statement of work template linked below because versions stored in print may not be current.
Unless stated otherwise in a specific statement of work template, contracts using statement of work template legal sufficiency review requirements.
NOTE: To access PDF forms or documents linked on this page, right-click on the link to download the file.

Statement of Work Writing Guides & Resources

Preliminary Engineering and Design Task Templates for ODOT Projects

Task Language Templates for ODOT-Sponsored Local Agency Projects

Task Language Templates for Certified Local Agency Projects

The SOW templates linked below are for use on certified local agency contracts that include a general fee schedule. Use these SOW templates to ODOTCertification@odot.state.or.us

- Each task template is for each task in a full-service project. The templates can also be used, with modifications, for discipline-specific contracts.
- The task template language must be revised as needed for specifics applicable to the current project requirements that don't apply.
- The first link is for a consolidated list of acronyms and definitions used in the various task templates.

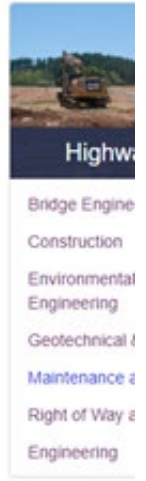
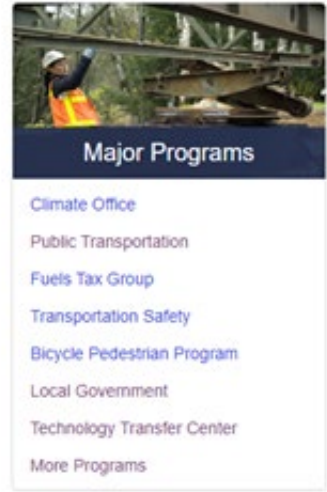
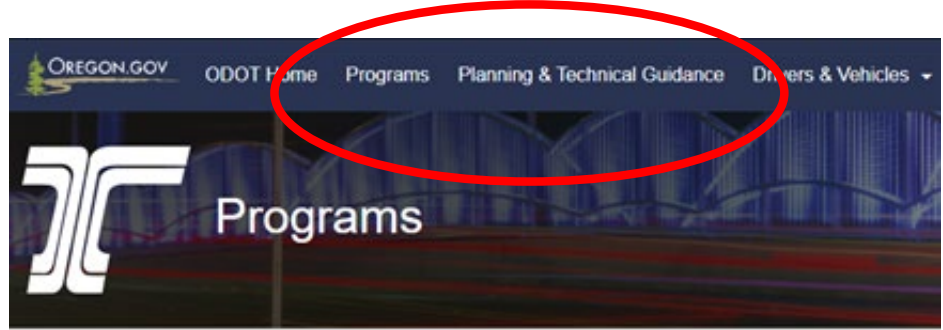
Acronyms and Definitions [1/5/21]
Task 1. Project Management [7/31/20]
Task 2. Survey [11/24/20]



Navigating ODOT Website

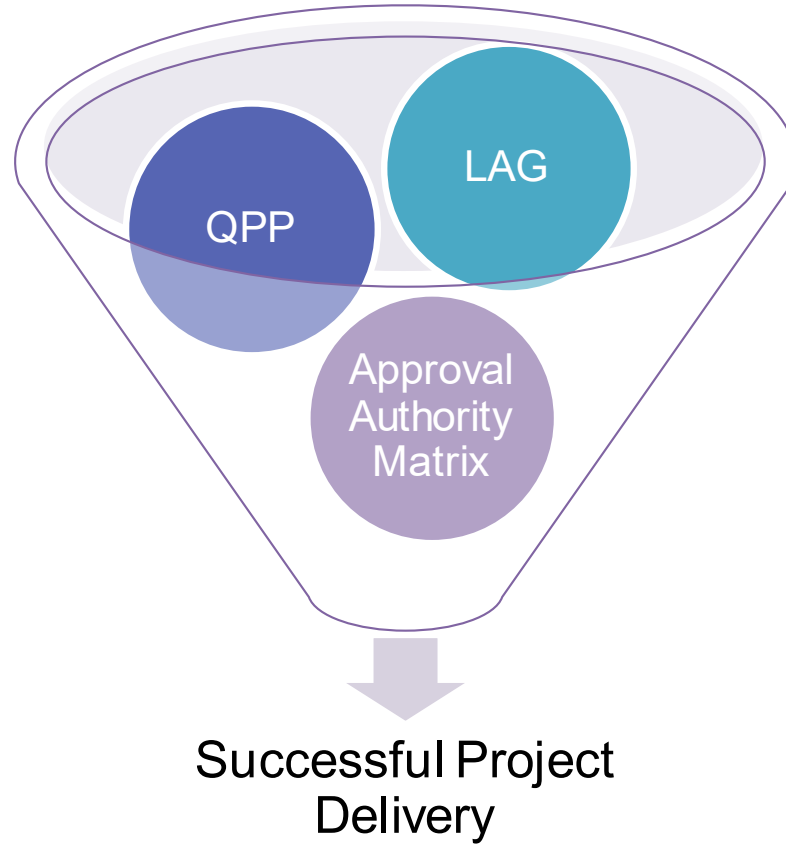
Upper Menu Items:

- Programs
- Planning & Technical Guidance





Combining the Resources





Q & A



Resources:

Speakers:

- Jordan Vesper, City of Eugene
jvesper@eugene-oregon.gov
- Hanne Eastwood, ODOT
hanne.eastwood@odot.state.or.us
- Tiffany Hamilton, ODOT
tiffany.hamilton@odot.state.or.us

Links:

[ODOT Certification Website](#)

[Local Agency Guidelines \(LAG\) Manual](#)

[Library of Quality Program Plans](#)





Session Evaluation

- Use the link posted in the chat to complete the survey.
 - <https://forms.office.com/g/h2fzXNuhTq>
- Survey responses are anonymous
- The survey will be open until 3:00pm on Friday, November 12, if you wish to complete it at a later time.
- We appreciate your feedback!

