

Statewide ODOT Delivered Local Agency Program Quality Plan

ODOT Delivered Local Agency Program
Oregon Department of Transportation

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Oregon Department of Transportation

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[Website](https://www.oregon.gov/odot/ProjectDel/Pages/Quality-Program.aspx)

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Revision History (the current revision is first entry)

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| 8/11/22 | Justin Bernt, ODOT Delivered Local Agency Program Manager | All | Version 1.0 |

# ODOT Delivered Local Public Agency Project Delivery Overview

Quality in project delivery is the degree to which a product, service, or deliverable conforms to established project standards and design requirements, satisfies its intended purpose, and meets the customer's requirements and expectations. Quality is the result of a cooperative partnership between the providers of project development services (engineering services and technical reports) and quality assurance. Those providing project development services must implement quality control (QC) to ensure that products and services meet customer requirements and expectations. Those responsible for quality assurance (QA) review the process to ensure the quality management efforts are achieving desired results. Quality management practices foster continuous improvement in the ongoing commitment to meet customer expectations, provide high quality engineering and technical services, and make efficient use of resources.

Quality for the ODOT delivered local agency program (ODLAP) is derived from each of the statewide discipline quality plans and region technical center quality plans. ODOT’s approach to doing work on behalf of a local agency shall be minimalistic and efficient to accomplish the needed oversight roles as described in the Stewardship and Oversight agreement with FHWA. Risk to ODOT will be minimized by conducting all contracting using ODOT procurement and contract administration processes and requirements.

This guidance is for projects which have awarded funding but due to policy or means, the local agency is not able to deliver the project themselves, so ODOT delivers the project on behalf of the local agency. These projects will be handled using ODOT’s contracting processes (A&E, advertisement and bid of construction contracts). In most circumstance these projects have federal funding. All federally funded local public agency (LPA) projects delivered by ODOT fit within the ODOT delivered local agency program, regardless of whether the project is in the STIP or not. For example, federally funded permanent Emergency Repair projects may not be in the STIP (not all are required to be) yet are considered ODLAP projects.

Note: This document does not apply to projects that are delivered by another agency other than ODOT, nor does it apply to ODOT delivered projects awarded to ODOT through a selection and award process or ODOT maintenance.

In general, only those processes that are required to be used in order to meet state and federal laws that are specifically pertinent to the project will be applied to the project. This includes all ODOT policies and processes pertaining to procurement, both to A&E as well as construction contracts.

Updates to this quality plan must be applied to upcoming milestones for projects in process, edits to this document will define what milestones the edits affects and when applicable. For those standards, processes, and policies implemented after a project has completed DAP, new and revised requirements will not generally be imposed creating rework. However, there may be circumstances in which a change to policy, process, or standard is due to a safety issue, law, mandate, or in the best interest of the public in which re-work may be necessary. These instances should be discussed between the ODOT Project Manager and the LPA Project Manager to assess risk between ODOT and the LPA.

In general, new requirements and processes updated within this document, including new reference to guidance or updates to other manuals, will state the date those revisions are to go into effect, and as of what date those revisions will be expected to be followed in current and future projects.

# Quality and Technical Standards

The [ODOT Project Delivery QA/QC Program website](https://www.oregon.gov/odot/ProjectDel/Pages/Quality-Program.aspx) provides an overview of the ODOT Project Delivery QA/QC Program and access to the quality standards of practice. The Project Delivery Statewide Quality Management Program Manual can be found there, as well as a listing of the quality plans and guidance documents, including the Region Technical Center quality plans, the technical discipline quality plans, and the transportation project management statewide quality plan. There is also a listing of the associated quality forms and checklists. Links, manuals, standards, and guidance documents with links are provided below as a list of items that are required or suggested for each discipline and that are applicable to the ODLAP program.

See sections below for applicable guidance, manuals, polices, and forms for ODLAP projects. Appendix C provides high level differences between ODOT and ODLAP projects.

## 2.1 General Requirements for ODLAP Projects

| **Documents** | **Type**  | **Application** |
| --- | --- | --- |
| ODOT ADA standards (includes standard drawings, processes, forms, requirements for both design and construction). Must be followed for all ODOT delivered projects. <https://www.oregon.gov/odot/Engineering/Pages/Accessibility.aspx>  | Standard | Required |
| [SIMS Policy and Operational notice: Sets policies for local delivered projects agreement 2022-01](https://www.oregon.gov/odot/LocalGov/Pages/Governance.aspx#:~:text=SIMS%20Policy%20%26%C2%A0Op.%20Notice%202022%2D01%C2%A0%2D%20Local%20Agency%20Delivered%20Projects) | Policy | Reference |
| ODOT Standard Drawings and Details: [Oregon Department of Transportation : Standard Drawings and Details : Engineering : State of Oregon](https://www.oregon.gov/odot/Engineering/Pages/Standards.aspx) | Standard | Required |
| ODOT federal/State A&E contracting requirements (OPO processes). This includes Tier 2 selection processes as required by state law. All federal contracting requirements must be met for <https://ordot.sharepoint.com/sites/opo> and <https://www.oregon.gov/odot/business/procurement/pages/index.aspx>  | Policy/Law | Required |
| ODOT federal construction contract requirements: follow PCO and OPO requirements for standard federal aid project construction low bid contract, standard ODOT processes for construction. | Policy | Required |
| Stewardship and Oversight agreement between ODOT and FHWA <https://www.fhwa.dot.gov/federalaid/stewardship/>  | Policy | Required |
| AASHTO Guide for development of Bicycle Facilities | Standard | Required |
| Oregon Bike Bill <https://oregon.public.law/statutes/ors_366.514>  | Policy/Law | Required |
| FHWA Contract Administration Core Curriculum Manual <https://www.fhwa.dot.gov/programadmin/contracts/cacc.pdf> | Manual | Required |
| Project delivery notices as noted as applicable (ODLAP program to provide guidance until all PD’s are revised to include ODLAP projects and applicability) | Policy | Required |
| Project development bulletins (applicability noted within each bulletin) | Policy | Required |
| ODOT Delivered Local Agency Project Manual (in draft) | Manual | Required |
| Buy America (for all federal aid projects) | Policy/Law | Required |
| Civil Rights contract requirements (EEO, DBE, OJT) (required for all contracts, either per State OAR, ORS, or Federal CFR) | Policy/Law | Required |
| Access Management OAR for when on or along a state highway, required when applicable per OAROregon Administrative Rule Chapter 734, Division 51 [https://ordot.sharepoint.com/:w:/r/sites/AccessMgmt/\_layouts/15/Doc.aspx?sourcedoc=%7B3CC3F996-B687-4633-A16E-7A27FDD4DE97%7D&file=OAR734\_051\_Eff06.30.14.docx&action=default&mobileredirect=true](https://ordot.sharepoint.com/%3Aw%3A/r/sites/AccessMgmt/_layouts/15/Doc.aspx?sourcedoc=%7B3CC3F996-B687-4633-A16E-7A27FDD4DE97%7D&file=OAR734_051_Eff06.30.14.docx&action=default&mobileredirect=true)  | Policy/Law | Required as applicable |
| FHWA Project development and Design Manual | Manual | Reference |

## 2.2 Project Delivery

| **Documents** | **Type**  | **Application** |
| --- | --- | --- |
| Project delivery notices as noted as applicable to ODLAP projects (see individual notices for applicability) | Policy | Required |
| Project development bulletins as noted in the bulletin as applicable to ODLAP projects | Policy | Required |
| ODOT Delivered Local Agency Project Manual (in draft, required processes and guidance) | Manual | Required |
| LPIF Guidance: required to be followed for all LPIF creation prior to approval by PCO, and the approval process. <https://www.oregon.gov/odot/Business/PCOManuals/LPIF_Guidance.pdf>  | Guidance & Forms | Required |
| Estimating Manual: required to be followed for estimating construction estimates <https://www.oregon.gov/odot/Business/PCOManuals/Estimating_Manual.pdf> | Manual | Required |
| Fuel, Steel, Class of Work and Scheduling Template Guide: <https://www.oregon.gov/odot/Business/PCOManuals/Fuel-Steel-Scheduling-Template-Manual.pdf> | Forms & Guidance | Required |
| Letter of Clarification Guidance: required as part of the ODOT construction contracting process <https://www.oregon.gov/odot/Business/PCOManuals/LOC-Guidance.pdf> | Guidance | Required |
| ODOT Specifications Manual: required to be used for all ODOT delivered construction contracts <https://www.oregon.gov/odot/Business/Specs/Specifications-Manual.pdf> | Manual | Required |
| Plans, Specs, & Estimates Training Manual for Consultants: defines what is required for final PS&E and roles and responsibilities between ODOT and the consultant <https://www.oregon.gov/odot/Business/PCOManuals/PSETrainingConsultant.pdf> | Manual | Required |
| PS&E Bid Reference Guide: <https://www.oregon.gov/odot/Business/Procurement/SiteAssets/Lists/CCU%20Bid%20%20Award%20Accordian/EditForm/PSE_Bid_Reference_User_Guide-v2.1.pdf> | Guidance | Required |
| Local Agency Technical Scope Sheet (form 734-5151 ): not required for Emergency relief projects. <https://www.oregon.gov/odot/Forms/2ODOT/7345151.pdf> | Form | Required |
| Project Change Request: required for all changes to scope, schedule and budget. Must be reviewed within region and by local agency. ODOT and Local Agency must sign.NOTE: CMR Database is not to be used for ODLAP projects, the PCR and CMR are similar, but have some different components not addressed in the CMR database. | Form | Required |
| PS&E submittal and Completeness checklists: required for all projects that go through PCO for construction ad, bid, and award <https://www.oregon.gov/odot/Business/Documents/Final_PSE_Submittal_Checklist_for_ProjectWise.pdf>  | Form | Required |
| Phase Gate Manual: defines ODOT processes for phase gates including deliverables and milestones. <https://www.oregon.gov/odot/Business/PCOManuals/Phase-Gate-Delivery-Manual.pdf>Specific sections pertaining to PS&E, ad/bid/award or as listed as applicable to ODLAP, Project initiation or dap phase gates are not applicable to ODLAP. | Manual | Required |
| Project Delivery Guide: <https://www.oregon.gov/odot/ProjectDel/Pages/Project-Delivery-Guide.aspx>  | Guidance | Optional |
| Transportation Project Management Quality Plan: this is a reference document, and pertains to State Highway projects, and is not meant to cover necessary deliverables and requirements for ODLAP.<https://ordot.sharepoint.com/sites/QAQC/Quality%20Documents%20library/Forms/AllItems.aspx?id=%2Fsites%2FQAQC%2FQuality%20Documents%20library%2FTransportationPM%5FQP%2Epdf&parent=%2Fsites%2FQAQC%2FQuality%20Documents%20library>  | Guidance | Optional |
| Charter guidance: not required for ODLAP. | Guidance | Not Applicable |
| Schedule (RMS) guidance: | Guidance | Reference only |
| Phase Gate Training Manual: defines ODOT processes for phase gates including deliverables and milestones. <https://www.oregon.gov/odot/Business/PCOManuals/Phase-Gate-Training-Manual.pdf>  | Manual | Optional |

## 2.3 Bridge

| **Documents** | **Type** | **Application** |
| --- | --- | --- |
| AASHTO LRFD: minimum requirements for design (see AASHTO website for latest reference) | Standard | Required |
| Load Rating Manuals: ftp://ftp.odot.state.or.us/bridge/LoadRating/LRFR/Manuals0/  | Manual | Required |
| Bridge Design ManualNote that only those sections that specifically call out local agency projects are applicable. The entire manual is required to be followed on State Highway. All consultant contracts must have Section 3.2.1 pertaining to software when applicable to be required for the consultant to use. | Manual | Required |
| Bridge Discipline Quality Plan, see BDM section 3.5 standards and practices pertinent to design procedures and quality processes. | Manual | Required |
| Bridge CAD Manual | Manual | Required |
| Local Bridge Program:[[Bridge Priority Selection Policy](https://www.oregon.gov/odot/Bridge/Documents/HBRR-Selection-Process.pdf)](https://www.oregon.gov/odot/Bridge/Documents/HBRR-Selection-Process.pdf) - The Federal Highway Bridge Program applies this policy to the replacement or rehabilitation of structurally deficient and functionally obsolete bridges. This is only applicable to those projects that are selected and awarded funding through the Local Bridge Program. | Policy | Required |
| Public facing website for ODOT Bridge Section <https://www.oregon.gov/odot/Bridge/Pages/Bridge-Design-Manual.aspx> has the Bridge Design Manual (BDM) and Bridge CAD Manual | Guidance | Reference only |
| Seismic Retrofitting Guidelines for Complex Steel Truss Highway Bridges: <https://www.oregon.gov/odot/Bridge/Documents/Bridge_manuals/trussmanual_june_2006.pdf> | Guidance | Reference only |
| Seismic Retrofitting Manual Part 1- Bridges: <https://www.oregon.gov/odot/Bridge/Documents/Bridge_manuals/fhwa-hrt-06-032.pdf>  | Guidance | Reference only |
| Seismic Retrofitting Manual part 2: <https://www.oregon.gov/odot/Bridge/Documents/Bridge_manuals/fhwa-hrt-05-067.pdf> | Guidance | Reference only |

## 2.4 Environmental

| **Documents** | **Type** | **Application** |
| --- | --- | --- |
| The environmental quality website at <https://www.oregon.gov/odot/GeoEnvironmental/Pages/Environmental-QC.aspx> has quality plans, forms, checklists, and related guidance for all the environmental disciplines. Applicable to ODLAP, discuss requirements with REC* + ODOT NEPA Manual:
	+ Air Quality Manual: applicable only as stated in manual
	+ Endangered Species Act Guidance Manual: Required
	+ Erosion Control Field Manual: Required
	+ Erosion Control Manual: Required
	+ Federal-aid Highway Program Programmatic User’s Guide: Required
	+ Noise Manual: as applicable
	+ Water Resources Specialist Manual: As applicable per the manual to the project
	+ QAQC Plan for ODOT Archeology: Required
	+ QAQC Plan for ODOT Built Documents (Historical and Cultural): Required
	+ Statewide Fish Passage Program Quality Plan: As applicable to the project
	+ Environmental Prospectus (form 734-5198) (formally known as the Prospectus Part 3): Required on all federally funded projects
 | Guidance | Required |
| Roadside Development Design Manual [Roadside Development Manual (oregon.gov)](https://www.oregon.gov/odot/GeoEnvironmental/Docs_Environmental/Roadside_Development.pdf) | Guidance | Reference only |

## 2.5 Geotechnical

| **Documents** | **Type** | **Application** |
| --- | --- | --- |
| AASHTO for geotechnical design | Standard | Required |
| ODOT Geotechnical Design Manual, section for QA/QC Chapter 2 as applicable <https://www.oregon.gov/odot/GeoEnvironmental/Pages/Geotech-Manual.aspx>  | Manual | Reference only |

## 2.6 Hydraulics

| **Documents** | **Type** | **Application** |
| --- | --- | --- |
| Hydraulic Engineering Quality Control Quality Assurance Work Plan: required to be followed. <https://www.oregon.gov/odot/GeoEnvironmental/Docs_Hydraulics/QC_Hydro_Workplan_Final.pdf>  | Guidance | Required |
| Hydraulics Design Manual: as applicable <https://www.oregon.gov/odot/GeoEnvironmental/Pages/Hydraulics-Manual.aspx> Note: Projects off the state highway system are not required to have an operations and maintenance manual for all stormwater systems, however it is highly recommended. Those sections pertinent to NEPA are required and applicable. | Manual | Required |
| Geo Hydro and Environmental CAD standards Manual: required when on State Highway. <https://www.oregon.gov/odot/GeoEnvironmental/Pages/Drafting-Manual.aspx> | Manual | Reference only |
| Hydraulic Engineering Project Delivery checklist <https://www.oregon.gov/odot/Forms/2ODOT/7345300.pdf>  | Guidance | Reference only |

## 2.7 Hazmat

| **Documents** | **Type** | **Application** |
| --- | --- | --- |
| Hazardous Material Program Manual: required to be followed on all projects. <https://www.oregon.gov/odot/GeoEnvironmental/Pages/Hazmat-Manual.aspx>  | Manual | Required |

## 2.8 ITS

| **Documents** | **Type** | **Application** |
| --- | --- | --- |
| ITS Quality Plan: may be used for reference or ideas, but is not applicable to ODLAP projects as stated in the plan. This document will be required only on ITS related work to connect to or involving ODOT facilities. Contact ODOT ITS unit when connecting to or <https://www.oregon.gov/odot/Maintenance/Documents/ITS-QualityPlan.pdf>  | Guidance | Applicable |
| CONOPS/Systems analysis per FHWA, deliverables required for ITS projects using Federal funding,  | Form | Required |

## 2.9 Mobility

| **Documents** | **Type** | **Application** |
| --- | --- | --- |
| Mobility Procedures Manual: applies if a mobility impact exists on a state highway <https://www.oregon.gov/ODOT/MCT/Documents/MobilityProcedureManual.pdf>  | Manual | Applicable |
| Mobility Checklist: Required on all projects, must be filled out in its entirety when there is a mobility impact. Mobility impacts are determined by Mobility liaisons in each region. | Form | Required |

## 2.10 Pavement

| **Documents** | **Type** | **Application** |
| --- | --- | --- |
| See Chapter 2 Pavement Design Guide (PDG) for standards. All sections of PDG applicable when on State Highway. <https://www.oregon.gov/odot/Construction/Documents/pavement_design_guide.pdf> | Standard, Guidance | Applicable |
| Not required for ODLAP unless on State Highway. [Pavement Data Collection Manual (oregon.gov)](https://www.oregon.gov/odot/Construction/Documents/pavement_data_collection_manual.pdf) | Manual | Applicable |

## 2.11 Rail

| **Documents** | **Type** | **Application** |
| --- | --- | --- |
| Oregon Railroad Manual: Required for ODLAP <https://www.oregon.gov/odot/ROW/Rail/Railroad-Manual.pdf>  | Manual | Required |

## 2.12 Utility

| **Documents** | **Type** | **Application** |
| --- | --- | --- |
| Oregon Utility Relocation Manual: Required for ODLAP <https://www.oregon.gov/odot/ROW/Docs_Utilities/Utility-Relocation-Manual.pdf>  | Manual | Required |

## 2.13 Right of Way

| **Documents** | **Type** | **Application** |
| --- | --- | --- |
| Right of Way Manual: Required for ODLAP <https://www.oregon.gov/odot/ROW/Pages/ROW-Manual.aspx>  | Manual | Required |
| Right of Way Quality Plan: Required for ODLAP <https://www.oregon.gov/odot/ROW/Documents/ROW-Quality-Plan.pdf>  | Guidance | Required |
| RITS (Guidance is provided to users within the system.) | Guidance | Required |

## 2.14 Roadway

| **Documents** | **Type** | **Application** |
| --- | --- | --- |
| Minimum AASHTO (AASHTO Greenbook), ODOT ADA | Standard | Required |
| Contract Plans Development Guide Vol 1&2: (refer to ODOT CAD Manual) <https://www.oregon.gov/odot/Engineering/Pages/CP-Development-Guide.aspx>  | Manual | Reference only |
| Highway Design Manual: only specific sections apply directly to ODOT delivered local projects, see manual for specific applicability, <https://www.oregon.gov/odot/Engineering/Pages/Hwy-Design-Manual.aspx>  | Manual | Required |
| ODOT CAD Manual: required for project advertisement, bid, and award through PCO <https://www.oregon.gov/odot/Engineering/Pages/Drafting.aspx>  | Manual | Required |
| Roadway Quality Control Plan: <https://www.oregon.gov/odot/Engineering/Documents_RoadwayEng/Roadway-QC-Plan.pdf>  | Guidance | Required |
| Design Exception (DE) Guidance and forms for General DE and ADA DE: [Oregon Department of Transportation : Drafting and Contract Plans Program : Engineering : State of Oregon](https://www.oregon.gov/odot/Engineering/Pages/Drafting.aspx) | Guidance | Required |
| [RD16-01(B)](https://www.oregon.gov/odot/Engineering/Doc_TechnicalGuidance/RD16-01b.pdf) - ADA Curb Ramp Design Exception Form and ADA Curb Ramp Guidance | Policy | Required |
| [RD17-01(B)](https://www.oregon.gov/odot/Engineering/Doc_TechnicalGuidance/RD17-01b.pdf) - ADA Sidewalk Curb Ramp Detail: Minimum Requirements in Construction Plans | Policy | Required |
| [TSB18-03(D)](https://www.oregon.gov/odot/Engineering/Doc_TechnicalGuidance/TSB18-03D.pdf) - Curb Ramp Scoping and Right of Way | Policy | Required |
| [RD21-01(A)](https://www.oregon.gov/odot/Engineering/Doc_TechnicalGuidance/RD21-01A.pdf) - Curb Ramp Gutter Flow Slop Design and Design Exceptions | Policy | Required |
| Oregon Bicycle & Pedestrian Design Guide: required, see Highway Design Manual | Guidance | Required |
| [Curb Ramp Design Checklist](https://www.oregon.gov/odot/Forms/2ODOT/7345184.pdf) | Form | Required |

## 2.15 Survey

| **Documents** | **Type** | **Application** |
| --- | --- | --- |
| Federal and State Law defined for processes required. | Policy | Required |
| [Survey Policy and Procedures Manual](https://www.oregon.gov/odot/ETA/Documents_Geometronics/Survey-Policy-Procedure-Manual.pdf) (not a requirement for ODLAP) | Manual | Reference only |
| Right of Way Engineering Manual: <https://www.oregon.gov/odot/ETA/Documents_Geometronics/ROW-Eng-Manual.pdf>  | Manual | Reference only |
| [Survey Control Data Sheets for Construction Plans](https://www.oregon.gov/odot/Engineering/Documents/Survey_Control_Data_Sheets_Manual.pdf) | Guidance | Reference only |
| [Survey Filing Map Standards: Control, Recovery and Retracement Surveys](https://www.oregon.gov/odot/ETA/Documents_Geometronics/Survey-Filing-Control-Recovery-Retracement.pdf) | Guidance | Reference only |
| [Survey Filing Map Standards: Right of Way Monumentation](https://www.oregon.gov/odot/ETA/Documents_Geometronics/Survey-Filing-ROW-Monumentation.pdf) | Guidance | Reference only |
| Survey Quality Plan: To be used as reference. Surveys are to meet all federal and state laws, and to be filed with local county survey office. https://www.oregon.gov/odot/ETA/Documents\_ETA/Survey\_Discipline\_QP.pdf | Guidance | Reference only |

## 2.16 Traffic

| **Documents** | **Type** | **Application** |
| --- | --- | --- |
| MUTCD & Oregon Supplement as approved by FHWA<https://mutcd.fhwa.dot.gov/kno_2009r1r2.htm>  | Standard | Required |
| Oregon Supplement to the MUTCD: <https://www.oregon.gov/odot/Engineering/Documents_TrafficStandards/MUTCD-OR-Supplement.pdf>  | Standard | Required |
| ODOT Standard Drawings and Details: [Oregon Department of Transportation : Standard Drawings and Details : Engineering : State of Oregon](https://www.oregon.gov/odot/Engineering/Pages/Standards.aspx) <https://www.oregon.gov/odot/engineering/pages/standards.aspx>  | Standard | Required |
| Oregon Temporary Traffic Control Handbook: Required to be followed. <https://www.oregon.gov/odot/Engineering/Pages/OTTCH.aspx>  | Manual | Required |
| Sign Design Manual: <https://www.oregon.gov/odot/Engineering/Documents_TrafficStandards/Sign-Design-Manual.pdf>  | Manual | Reference only |
| Sign Policy & Guidelines: <https://www.oregon.gov/odot/Engineering/Pages/Sign-Policy.aspx>  | Guidance | Reference only |
| [Transportation Management Plan](https://www.oregon.gov/odot/Engineering/Docs_TrafficEng/TMP-Manual.pdf) | Manual | Reference only |
| Traffic Quality plan: <https://www.oregon.gov/odot/Engineering/Docs_TrafficEng/Traffic-QC-Plan.pdf>  | Guidance | Required |
| Pavement Marking Design Guide: Required on State Highways <https://www.oregon.gov/odot/Engineering/Documents_TrafficStandards/Pavement-Marking-Design-Guide.pdf>  | Guidance | Reference only |
| Lighting Policy and Guidelines: required on state highways <https://www.oregon.gov/odot/Engineering/Documents_TrafficStandards/Lighting-Policy-Guidelines.pdf>  | Guidance | Reference only |
| Portable Changeable Message Sign Handbook: <https://www.oregon.gov/odot/Engineering/Docs_TrafficEng/PCMS-Handbook.pdf>  | Guidance | Reference only |
| [Traffic Control Plan Design Manual](https://www.oregon.gov/odot/Engineering/Pages/TCP-Manual.aspx) | Manual | Required |
| [Traffic Line Manual](https://www.oregon.gov/odot/Engineering/Documents_TrafficStandards/Traffic-Line-Manual.pdf) required on the state highway | Manual | Reference only |
| [Traffic Manual, 2022 Edition](https://www.oregon.gov/odot/Engineering/Docs_TrafficEng/Traffic-Manual-2022.pdf) required on the state highway | Manual | Applicable |
| [Traffic Signal Design Manual](https://www.oregon.gov/odot/Engineering/Pages/Signal-Design-Manual.aspx) required on the state highway | Manual | Applicable |
| [Traffic Signal Drafting Manual](https://www.oregon.gov/odot/Engineering/Pages/Signal-Drafting-Manual.aspx) required on the state highway | Manual | Applicable |
| [Traffic Structures Design Manual](https://www.oregon.gov/odot/Engineering/Documents_TrafficStandards/Traffic-Structures-Design-Manual.pdf) required on the state highway | Manual | Applicable |

# 3. Roles and Responsibilities

The roles and responsibilities for implementing ODLAP quality management are described in this section.

In some cases, ODOT may deliver a project partially or fully in house if there are available resources to do so; however this is at the region’s discretion. ODOT’s roles and responsibilities are explained and described below in addition to those added or differences between in-house and outsourced projects. Outsourced work differences are explained below in addition to where ODOT may conduct the work internally.

Table 1: ODOT Delivered Local Agency Program Quality Roles and Responsibilities

| Roles | Responsibilities |
| --- | --- |
| LPA | * Identify project needs
* Apply for funding through MPO, ODOT, or other federal/state programs
* Provide the scope, schedule, budget of the project in the form of an application and as programmed in the STIP (if in the STIP)
* Provide needed coordination and project management: ensure project is fully funded, provide a well-defined scope, provide local required coordination and permitting assistance
* Provide public involvement and/or support for public involvement.
* Provide all internal requirements, processes, forms or request ODOT to add it to the consultant contract, if applicable.
* Review project deliverables to check that they meet local requirements
* Responsible for assessing risk to the local agency.
 |
| MPO (if applicable) | * Select and award the funding allocation to LPAs within their jurisdiction
* Evaluate whether projects are delivery ready
* Ensure on time obligation of funding allocations
 |
| FHWA | * Approve Buy America Waivers, if applicable
* NEPA approvals
* Obligate federal funding
* Approve experimental features
* Provide Federal oversight
 |
| ODOT | * Follow FHWA stewardship and oversight agreement; ensure all federal laws are met.
* Follow all state laws that are pertinent to Federal aid projects.
* Sign and approve bid documents.
* Regions support local agencies by making them aware of funding program opportunities and helping them navigate ODOT’s resources. Region may also support program awards by performing site visits and participating in scoping efforts.
* ODOT’s role throughout the delivery of an individual project varies by the program funding the project. The regions may be involved in tracking the local project scope, schedule, budget, and deliverables. Additional deliverables may be necessary in order to meet program requirements.
* Responsible for A&E and construction contracting.
* Administer consultant contracts from planning through construction.
 |
| ODOT Funding Program | * Establish minimum program related requirements that meet state and federal law.
* Select and award projects to LPAs.
* Concur or approve changes to funding or scope of a project through coordination with the Area manager or Project manager.
* Coordinate with Project delivery personnel within the regions.
* Coordinate with PMO when making material changes to current IGA templates.
 |
| ODOT Office of Civil Rights | * Set civil rights related goals, tracking, and conformance on all contracts (A&E and Construction).
 |
| ODLAP program | * Provide guidance and policy. At a statewide level, ODOT is responsible for contract administration; that requires ODOT to ensure deliverable conformance with contract requirements.
 |
| Project Manager (Area Manager, Transportation Project Manager, Resident Engineer Consultant Projects) | * Provide coordination and project management between ODOT, local agency, and consultant.
* Act as contract administrator for consultant contract(s), if applicable.
* Act as point of contact with local agency.
* Complete project management, non-technical discipline specific forms, change management process.
* Manage scope, schedule and budget of the project through coordination with local agency.
* Responsible for documenting project risk to ODOT.
 |
| ODOT Region Technical Center staff | * Review task, contract, level of effort related information prior to execution of a design contract.
* Review consultant deliverables for technical sufficiency.
* Provide technical expertise in review of deliverables for contract compliance (review of contract and contract deliverables), federal oversight, and integrity of construction contract documents, i.e. ensuring the ODOT contract documents are conducive to the administration of an ODOT construction contract.
 |
| ODOT Region Designer/Subject Matter Expert/lead worker | * Responsible for the design of particular project elements. engineering work products.
* Follow statewide discipline quality plan requirements.
 |
| QC reviewer | * Provide quality control review per the statewide discipline quality plan.
 |
| ODOT Professional of record (POR/EOR) | * Follow statewide discipline quality plan requirements.
 |
| ODOT Technical Center Unit Manager | * Assign a designer and a QC reviewer who are competent to perform this work (in-house).
* If there is not a professional within the discipline, the unit manager may make use of a lead worker who has the expertise to assist in addressing technical issues.
* Ensure that Statement of Technical Review is prepared for technical disciplines under direct supervision.
* Responsible for assigning technical sufficiency reviewer for outsourced work products.
 |
| ODOT Technical Center Manager | * Responsible for overall quality management of region technical center projects. Signature on title sheet of plans set represents compliance with all policies, procedures, and quality standards.
* Verify that technical discipline and cross-discipline quality processes were followed for the deliverables on each project.
* Confirm that DAP and PS&E packages meet technical sufficiency.
* Sign PS&E checklist.
* Sign project plan sheets for bid if applicable and work is conducted in-house.
* Ensure that adequate resources are provided for reviews.
 |
| Statewide technical discipline (HQ) professionals, engineers and staff | * Approval authority over design exceptions and deviations from minimum requirements (part of contract administration and federal oversight roles) for ODOT facilities and concurrence for local facilities
* Traffic approvals
 |
| Project Controls Office | * Set PS&E bid date based on Region proposal.
* Conduct quality check of construction contract documents prior to advertisement.
* Conduct independent estimate of project and bid analysis after bid.
* Assess completeness of the PS&E package.
* Set standards and requirements for each PS&E package in coordination with ODLAP.
 |
| Consultant | * Complete work identified by ODOT and local agency in the ODOT consultant contract.
* Follow ODOT approved consultant quality plans for technical work per price agreement, doing both QA and QC.
* Follow ODOT guidance, manuals, forms, and program information as applicable to the specific ODLAP project as identified in the contract.
 |
| ODOT Maintenance | * Must be engaged and coordinated with for all work on or along the state highway.
* District to provide process and direction for access management (if applicable).
* Must engage and coordinate with district office for review and comment of IGA terms and conditions necessary for work on or along the State Highway, any future maintenance terms, and allow access onto State Highway.
 |

# Quality Control

Developing Deliverables
Each technical discipline is to follow their respective quality processes as defined within the statewide discipline quality plan and this “Statewide ODOT Delivered Local Agency Program Quality Plan” when conducting work on behalf of a LPA.
For outsourced projects, the ODOT technical disciplines are to do a quality verification review of deliverables for technical sufficiency and provide a recommendation to either accept or reject, see Region Technical Center Quality Plan.

## 4.1 Quality Control Milestones

For clarity, the ODLAP project delivery process is broken down into a series of milestones and STIP phases as shown in Table 2, with details where review is required or recommended. An LPA project being delivered by ODOT will adhere to the following milestones based on those listed as required milestones and add additional milestones as needed to address high levels of risk or complexity. Additional requirements or milestones must be addressed between ODLAP and the region. Additional processes are only added when necessary for how ODOT conducts business, such as statewide contracting policies and processes, mobility engagement, reimbursable utilities, ROW.
Standards for design should be minimum standards, unless denoted otherwise, to meet federal and state minimum requirements (state and federal law). Design should not be to ODOT standards that are above the minimum when the project is not on a state highway. When an ODLAP project is on or along a state highway, additional ODOT processes or standards are required.

Table 2: ODLAP Milestone Guidance

| Milestone/ Phase | ODLAP Milestone/Phase Guidance | Deliverables |
| --- | --- | --- |
| STIP Planning Phase (if applicable) | * Planning project feasibility, alternatives analysis, or taking a project up to 30% of full design require some amount of review from the tech center (TC). TC will review and comment on technical reports. Planning will be provided an opportunity to also review reports, deliverables, alternatives for feedback based on current applicable Transportation System Plans and governing land use documents.
* This STIP phase could include the development of transportation system plans, in which case region planning and Transportation Planning and Analysis Unit (TPAU)/or Region 1 Traffic must be involved.
* CET & business case documents are required for all scoping completed by ODOT funding programs. Other selection processes may use other documents to validate, scope, and confirm scope, schedule, and budget of the project.
 | **Possible deliverables:*** Final report
* Scoping information
* Final preferred alternative recommended
* Business case
* Draft local agency technical scope sheet
* Draft environmental prospectus
 |
| Pre- PE (preliminary engineering) | * Technical scope sheet must be completed prior to executing the IGA.
	+ The region tech center reviews for deficiencies and confirms that scope/schedule/budget appear reasonable.
	+ It needs to be approved by area manager prior to obligation of funds.
* Complete and execute the IGA (no TC involvement; involves funding program manager).
* Obligate funding (no TC involvement), PM submits programming request (or required information) to region STIP coordinator. This process is region dependent regarding what information needs to be provided to the STIP coordinator to begin the process.
* STIP Coordinator provides EA Letter and FMIS report to Project Manager (stored in ProjectWise)
 | **Required:*** Technical scope sheet
* IGA
* Environmental Prospectus
* EA Letter
* FMIS report
* Risk register (if on state highway, per DES01-02)

**Recommended:*** Risk Register (if not on state highway)
 |
| PE- obligation-DAP | * Procure consultant (if not designing within ODOT).
	+ PM submits authorized procurement request, puts together initial SOW and internal estimate for SME/TC review.
	+ SME/TC reviews SOW for compliance with ODOT QA/QC plans.
	+ SME/TC to review internal estimate to assist level of effort required to complete the work.
* Have kickoff meeting with consultant and LPA. SME’s included as needed; environmental REC is always included).
* Project Manager uses region or statewide template to create a project specific MSP schedule to include required PD19 milestones, and additional milestones and task work as applicable and necessary to deliver the project.
* Project Manager contacts PCO to schedule PS&E and Bid dates.

Prepare DAP deliverables (see draft DAP). | **Required:*** SOW
* Internal Estimate
* Procurement documents as required by OPO guidance and policy for A&E consultant contracts
* NTP to consultant
* MSP Schedule

**Not required:*** DAP Checklist
* DAP STR
* Use of SSOW language
 |
| PE-Design (Draft DAP) | The ODOT TC, as part of their oversight function, will review all deliverables for technical sufficiency. * + - * + For projects eligible for ODOT’s Programmatic CatEx a PCE Determination should be completed. For regular CatEx projects that will need a ROW phase additional coordination will be needed with Region Tech Center prior to completing DAP.
				+ DAP plans must be sent to Rail/Utility State Liaison for review and comment.
				+ Draft package including all reports, deliverables, plans, estimate, etc. will be provided via PW link to all technical resources within the region assigned as part of the PDT for review.
				+ Final bridge type selected based on TS&L. TS&L document must have incorporated those design considerations as a result for the final geotechnical and hydraulics reports. TS&L must include preferred alternatives and decisions made on all structures; not just bridges, but also walls and other structures.
				+ It is recommended to have draft design exceptions and deviations in place. ODOT must deny or approve/concur based on minimum AASHTO or ODOT ADA standards.Design exceptions must follow the process outlined in the HDM.
				+ Roadway and Traffic QA/QC processes are also required to be followed in order to ensure design exceptions meet requirements and have been appropriately reviewed.
 | **Required:*** DAP level plans
* DAP level estimate (in AASHTOWARE Estimation)
* TS&L if applicable
* Design criteria sheet
* Draft BUD concurrence (if required per HDM)
* Quality documentation
* Final alignment determined
* Final bridge type determined

**Recommended*** Hydraulic report (required as part of TS&L)
* Geotechnical report (required as part of TS&L)
* Archeological report, phase 1 and 2 as applicable
* Hazmat reports, phase 1 and 2 as applicable
* Historical report
* ROW Exhibits
* ROW property description
* ROW estimate
* Draft design exceptions
* Draft design deviations
* Draft Pavements memo
* Risk Register
* Final environmental footprint (API and APE) has been determined

**Not Required*** Does not require all ODOT PDII DAP required deliverables.
* Package is not submitted to PCO
 |
| PE-Design Final DAP | Comments addressed from draft DAP | **Required:*** Comment log
 |
| PE-Preliminary Plans | This is a required milestone for structural review of bridge and structural components, if applicable. Preliminary Plans is a recommended milestone for complex or high risk projects, but not a required milestone deliverable.  | **Required:** * Plans and estimates
* Quality documentation
 |
| PE-Advance Plans | * + - * + Plans, specs, and estimates and any and all deliverables after DAP submittal are required to be reviewed by the TC.
				+ Any recommended deliverables not provided for review at DAP are required at to be completed before or as part of the advanced submittal package to the TC.
 | **Required*** Plans, specs, and estimates
* Other consultant deliverables not yet provided for review
* Quality documentation
* Draft traffic control plans, draft mobility checklist, draft traffic management plan, draft TPARP,

**Recommended:*** Risk Register
 |
| PE-Final Plans | Required milestone on all projects. All deliverables, plans, specs, estimate to be completed and made available for final review by the TC.  | **Required:** * Plans, specs, and estimate
* Quality documentation
 |
| PE-PS&E | Phase gate requirements apply at PS&E because the project will be bid through ODOT.* + - * + Region prepares statements of technical review (STR). Follow statewide STR form and e-STR form for directions and guidance on signatures required.
				+ Plans need to include all applicable details, drawings, etc. applicable to a biddable set of plans.
				+ Specs must be complete with all concurrences from the technical spec owners on the appropriate ODOT form, boilerplate special provisions to be used, and ODOT template bid book to be used. Boilerplate must be the current version published by ODOT.
 | **Required:*** + - * + Signed STR form734-5365
				+ Signed e-STR form 734-5227
				+ Signed PS&E checklist (all items on PS&E checklist to be completed)
				+ All draft documents finalized from prior milestones

**Recommended:*** Risk Register
 |
| STIP ROW Phase (if applicable) | Meet the needs of the ODOT ROW manual and the Federal Uniform Relocation and Real Property Acquisition Act. | **Required for obligation:** * ROW Estimate,
* Exhibits,
* property descriptions
* Environmental Document
* ROW agreement

See ROW manual section 2.7 |
| STIP Utility Phase | Federal Utility reimbursement, see reimbursable utility manual (see link above in section 2.7) | Utility estimate for reimbursable work (RIF) |
| STIP Other Phases | * ITS, purchase of software, controllers, systems analysis, CONOPS
 | Systems analysis, CONOPS |

## 4.2 Quality Control Reviews

Statement of work language and internal estimates (procurement document) must be reviewed by appropriate technical disciplines prior to execution of any consultant A&E contract (regardless of full service or discipline specific). The project manager establishes the base scope, schedule, and budget, and provides that to the technical disciplines for review.

Quality control reviews will be done by the party producing the deliverable. ODOT will follow the ODOT technical discipline statewide Quality plans. Outsourced work products will follow the quality control processes as established by the ODOT approved consultant quality plan.

Each technical discipline will review deliverables as they are developed and at the needed milestones to ensure project requirements are met. For ODLAP projects, deliverables are to meet minimum standards and processes required to meet Federal, state, and local laws, or to provide the necessary foundation documents for A&E or construction contracting processes through ODOT

## 4.3 Authority of the Reviewer

The authority of the reviewer is to assess the work of the party creating a work product to ensure that it meets technical sufficiency and provide feedback pertaining to meeting technical sufficiency. There are other factors that also go into the review such as assessing public safety. In-house work products are to follow the statewide discipline quality plans, out-sourced work products are to follow ODOT approved consultant quality plans.

## 4.4 Software, Tool, and Data Validation

Design software and spreadsheets should assure that:

* The user understands the input requirements.
* Inputs and assumptions are documented.
* Output is fully understood.
* There are processes used to validate data prior to use.

See ODOT statewide discipline quality plan or ODOT approved consultant quality plan, as appropriate, for more detail on this.

## 4.5 Quality Control Documentation

As project QC work is done, quality records are created that provide reviewable evidence documenting that quality work was done. These quality records also provide the basis for QA reviews and/or audits (audits are performed by professional auditors). Such reviews and audits may be requested by the Project Delivery management at any time.

Quality records in ProjectWise are stored in their regular discipline or milestone directory, with either “QC” or “QA” in the document title or description, to facilitate searches for quality documentation. A set of quality files from each discipline or milestone folder in ProjectWise will be created in the ProjectWise “7\_quality” folder. The set naming convention will use the discipline code (TD) as follows:

TD\_K#####\_##

Deliverables are required to be put into ProjectWise.

Consultant teams are required to follow their ODOT approved consultant quality plan and provide quality documentation to denote that QA/QC has been provided for each deliverable.

## 4.6 Quality Control Communications

The ODOT project manager is responsible to coordinate communication between the contract administrator, consultant, and discipline reviewers. The project manager will coordinate efforts for all reviews, of both the contract documents as well as the deliverables in the contract. The contract administrator is responsible to provide contract deliverables that have been received from the consultant to the project manager, who provides them to the technical discipline for review.

When there are any required design exceptions for an ODLAP project, ODOT is in the role of either approving or concurring with the design exception, depending on the circumstance and jurisdiction.

Coordination with the LPA involved in the project is crucial. This must include sharing all communications regarding engineering related decisions that affect the scope, schedule, and budget provided to the local agency, including but not limited to deviations from the defined scope in the Local Agency Technical Scope sheet, a STIP amendment, or IGA amendment require coordination to ensure the LPA is in support of such a decision or change.

# Quality Assurance

Quality assurance (QA) is a system undertaken to maximize the effectiveness of the quality program. The QA process will assist in measuring the effectiveness of the quality efforts in order to provide input into continuous improvement of the work and assist in identifying technical development needs.

## 5.1 Discipline-Level Quality Verification

See Region Technical Center Quality Plans for QV. The statewide STR (Form 734-5365 <https://www.oregon.gov/odot/Forms/2ODOT/7345365.pdf> ) is not required at DAP for ODLAP projects. It is required at PS&E.

## 5.2 Programmatic Quality Assurance Review

Programmatic QA review will be on both the portfolio and project level for ODLAP as described in 5.2.1 and 5.2.2 below. A project level review will be done on a sampling of projects (to be determined by ODLAP) each federal fiscal year to determine both the extent that current standards are being met, as well as what issues may exist that require further process improvements. ODLAP will conduct these reviews and request assistance from technical discipline reviewers as needed to assist with the reviews. Regional partners will be notified of the review in advance in order to discuss the project, processes, lessons learned, and what may be able to be improved upon. The completeness review will be done on a larger scale and higher level based on QA/QC documentation provided in PW and will not be geared towards individual projects, but general adherence to ODLAP documentation requirements.

### 5.2.1 Project Review

An in-depth review of the project documentation will address how well the project met project requirements and the extent to which the QC process contributed to the success of the project. The results of the in-depth reviews will be collected, evaluated, and included in an annual summary report.

### 5.2.2 Completeness Review

Initial information on completed projects will be gathered from ProjectWise. The QA team will complete an initial review and evaluation focused on the completeness and timeliness of the QC documentation and will write up their findings and recommendations in a draft version of a short, project-specific report. The draft report will be provided to the project team. The project team will provide the QA team with any applicable clarification or additional information available, which will be incorporated in the final completeness review.

All QA documentation is to be maintained within current Agency wide data management systems. Project specific documents are to be maintained and archived within PW.

## 5.3 Quality Assurance Communications

All QA processes that are specific to the ODLAP program will be communicated through Technical Section Peer Group and through training provided by the Project Delivery QA/QC program and PMO.

Reviews will be communicated through correspondence with the individual region and project teams. Copies of project or program level ODLAP QA reviews are to be provided to the Project Delivery QA/QC program.

# Appendix A – Glossary/Acronyms/Definitions

Table A-1: Glossary of Terms, Titles, definitions, and Acronyms

| Term | Explanation |
| --- | --- |
| AASHTO | American Association of State Highway and Transportation Officials |
| BDM | Bridge Design Manual |
| BCM | Bridge CAD Manual |
| BUD | Blueprint for Urban Design |
| CACC | Contract Administration Core Curriculum |
| CatEx | Categorical exclusion |
| CET | Cost estimation template |
| CFR | Code Federal Regulation |
| CLPA | Certified Local Public Agency |
| CMR | Change Management Request |
| CONOPS | Concept of Operations |
| DAP | Design acceptance package; statewide phase gate project delivery milestone. |
| DD | Design Deviation |
| DE | Design Exceptions |
| FHWA | Federal Highway Administration |
| Fully outsourced project | Any fully outsourced project, where a consultant is responsible for technical design and project management. When the title sheet on the plan set is signed by the consultant principal, the project is considered to be an outsourced project. |
| Hybrid project led by ODOT | Project designed under the supervision of the region Technical Center manager with project development performed by both ODOT staff and some elements outsourced to consultants. If elements of project development are outsourced, but the title sheet on the plan set is signed by the region Technical Center manager, the project is considered to be a hybrid project. |
| Hybrid project led by consultant | Project in which the consultant is responsible for some aspects of technical design and fully responsible for project management. Project development performed by both consultant staff and some elements performed by ODOT. The title sheet on the plan set is signed by the consultant principal. |
| IGA | Intergovernmental Agreement. In the context of ODLAP, an IGA is used as a funding mechanism or maintenance agreement between ODOT and the local agency or other state/federal agency to agree funding or maintenance related terms. |
| In-house project | Any project delivered by the Technical Center, including projects with design work performed by central disciplines or resource(s) from another region, and hybrid projects led by ODOT. When the title sheet on the plan set is signed by the Technical Center manager, the project is considered to be an in-house project. |
| LFRD | Load Factor Resistance Design |
| LPA | Local Public Agency |
| LPIF | Letter of Public Interest Finding |
| MFTP | Manual of Field Test Procedures |
| MPO | Metropolitan Planning Organization |
| MSP | Microsoft Project |
| MUTCD | Manual on Uniform Traffic Control Devices |
| NEPA | National Environmental Policy Act Manual |
| NHS | National Highway System |
| OAR | Oregon Administrative Rule |
| ODLAP | ODOT delivered local agency program |
| ODOT | Oregon Department of Transportation |
| OPO | ODOT Procurement Office |
| ORS | Oregon Revised Statute |
| OTC | Oregon Transportation Commission |
| PCE | Programmatic categorical exclusion |
| PCO | Project Controls Office |
| PD-19 | Project Delivery operational Notice 19, defines schedule requirements during project development, milestones, use of MSP, and archival. |
| PDG | Project Delivery Guide |
| PDG | Pavement Design Guide |
| PDT | Project delivery team |
| PDII | Project Delivery Improvement Initiative |
| PE | Preliminary Engineering as it applies to the STIP phase |
| PM | Project Manager (RECP, TPM, other) |
| Project Development | Stage 2 of the Transportation System Project Lifecycle. This stage includes project initiation through bid opening (Design). |
| POR | Professional of record |
| PS&E | Plans, specifications and estimates; statewide phase gate project delivery milestone. |
| PW | Bentley ProjectWise document management system |
| QA | Quality assurance, focused on the process and assurances that quality requirements are being fulfilled.* Verifying that QC was done following the quality processes.
* Reviews of QC and QA processes, supporting continuous improvement.
* Project and program level QA reviews.
 |
| **QC** | Quality control, focused on the product fulfilling quality requirements as it is developed. |
| Quality Management | Policies, processes, activities, and responsibilities to ensure the overall quality of tasks and deliverables in project delivery. Quality management is implemented by means such as quality planning, quality assurance, quality control, and continuous improvement within the system. |
| Quality record | Documentation that QC or QA was done and that quality processes were followed, i.e. forms, checklists, reports, drawings, calculations, comment log.  |
| Quality reviewer | An individual designated to perform independent quality reviews following the statewide discipline-specific quality plans and the region Technical Center quality plan. Individuals in the role of quality control reviewer have proven qualifications for the role and have equal or greater competency than the person who prepared the deliverable being reviewed. |
| Quality verification (QV) | Review process to ensure technical sufficiency of all deliverables, verify performance of all quality tasks, and to document the completion of those tasks. |
| REC | Region Environmental Coordinator |
| RE-CP | Resident Engineer Consultant Projects |
| ROW | Right-of-Way |
| RTC | Regional Tech Center |
| SFLP | State Funded Local Program |
| SME | Subject matter expert |
| STIP | State Transportation Improvement Program |
| STR | Statement of Technical Review |
| TA | Traffic Approval |
| TC | ODOT Region Tech Center |
| TMA | Transportation Management Area |
| TPARP | Temporary pedestrian accessible route plan |
| TPM | Transportation Project Manager |
| TS&L | Type, Size, and Location. It is the initial report that describes the bridge alternatives considered and the selected alternatives Type, Size, and Location. |
| TSP | Transportation system plan |
| Technical Sufficiency | Reviewing a deliverable for technical sufficiency means technical review, checking that the deliverable is in compliance with all applicable laws, rules, regulations, technical standards, guidance, policies and procedures, suitable for the milestone. An initial check of key elements can be used to decide whether review needs to look into more detail. |

# Appendix B - One Page SummaryODOT Delivered Local Agency Program (ODLAP)

The ODOT Delivered Local Agency Program (ODLAP) quality plan provides guidance for ODLAP projects. The distinctions between state highway project delivery, certified agency project delivery, and those projects that ODOT delivers on behalf of local public agencies are listed within this document to ensure concise and detailed guidance. These distinctions are made through nuance to process, difference in standards and expectations, roles and responsibilities between stakeholders involved, and meeting federal, state, and local law.

In addition to providing oversight to meet the applicable laws, legislation, rules, and codes, these projects will go through ODOT contracting processes. ODOT contracting requirements, processes, forms, and policies are applicable as dictated by OPO for A&E and construction contracting. ODOT will provide the contract administration, oversight, and technical guidance to deliver these projects per the current guidance and requirements. The LPAs will help ODOT deliver these projects through coordinated efforts between ODOT and the LPA to ensure the scope, schedule, and budget can be met; or agree to modifications if needed to complete the delivery. ODOT will ensure the documentation is in place to validate what and how a project is designed and built.

Standards followed are not ODOT standards unless on a state highway. When off the state highway system, using federal funding, the ODLAP projects will follow the minimum standard required for design, following AASHTO guidelines and the MUTCD (with Oregon Addendum). Some ODOT manuals will apply, such as those for NEPA, and others will include nuance for specific sections to be applicable such as the BDM and HDM. The technical manuals and the ODLAP Quality Plan outline in detail those differences, identify what is the applicable standard, and what are the minimum processes to be followed.

# Appendix C - Differences Matrix (High Level)

Table C-1: ODLAP Differences Matrix (high level)

| **Discipline** | **ODOT Requirements** | **ODLAP Requirements** |
| --- | --- | --- |
| General Requirements | * Project Delivery notices, Technical Bulletins
 | * Follows those notices and bulletins that specify applicability to ODLAP projects
 |
| Project Delivery | * Phase Gate Delivery Manual
* Project Delivery Guide
 | * ODLAP Manual (draft)
 |
| Access Management | * Access Management Manuals/Guidance
 | * Follow ODOT requirements on a state highway
 |
| Bridge | * BDM/BCM
 | * Only sections pertaining to Federal and State Law
 |
| Environmental | NEPA | NEPA |
| Geotechnical | * Geotechnical Design Manual
* Geo Hydro and Environmental CAD standards Manual
 | * AASHTO
 |
| ITS | Follow ITS Guidance | Follow FHWA guidance |
| Roadway | * HDM, ODOT Standards,
* ODOT ADA statewide ADA facility standards
 | * Minimum AASHTO (Green Book)
* ODOT approval or concurrence for LPA projects as called out in the HDM (Design Exceptions)
* ODOT ADA statewide ADA facility standards
 |
| Traffic | * Traffic Manual
* Traffic control plans
* Traffic Management Plan
 | * MUTCD+ Oregon Addendum
* Traffic Control Plans
* Traffic Management Plan
 |
| Mobility | Mobility Manual | If only local facility, with no Impact to the State Highway, mobility processes are not applicable |
| Standard / process | ODOT (State Highway) standards and project delivery processes | ODLAP (State/Federal Minimum) & ODOT procurement policies |
| Survey | Survey Policy and Procedures ManualSurvey Control Data Sheets for Construction PlansSurvey Filing Map Standards: Control, Recovery and Retracement SurveysSurvey Filing Map Standards: Right of Way Monumentation | Follows state law |
| ROW | Right of Way Manual | Follows Federal and State Requirements |
| Procurement | All Policies and processes per OPO | All Policies and Processes per OPO |

