

CERTIFIED LOCAL PUBLIC AGENCY CIVIL RIGHTS BIDDING DOCUMENTS CHECKLIST

PROJECT NAME:	King Street Bridge (X County)
PROJECT KEY #:	12345
REVIEW DATE:	3/1/2026
DBE GOAL:	N/A
OJT/APPRENTICESHIP HOURS GOAL:	150 hours

Purpose:

The Local Agency Guidelines for Certified Local Public Agencies (LAG manual) Section C, Chapter 8 requires submission of bidding documents to ODOT Office of Engagement & Civil Rights (OECR) for review prior to PS&E. If the project must be rebid, the bidding documents must be resubmitted with a revised checklist.

Checklist Instructions to Certified LPAs:

- Use the current provisions linked on the checklist below. If a link is no longer active, reach out to ODOTCertification@odot.oregon.gov.
- Confirm the version date included in the bidding documents is the same date as the version linked on the checklist (*verify within three days prior to submitting this checklist*).
- Do **not** revise the ODOT Civil Rights Programs provisions or forms.
- **Keep the ODOT footer intact** (except for page numbers) when inserting civil rights programs provisions, forms, or processes in the Certified LPA’s bidding documents.
- Do **not** include any local diversity program provisions, goals, or targets in the Certified LPA’s bidding documents.
- Complete all light gray shaded cells and sign the checklist. A Certified LPA Project Manager and QA reviewer must sign the checklist.
- Submit checklist and bidding documents to OCRINFOREQUEST@odot.oregon.gov and copy the ODOT LAL. Within around 5 business days of receipt, Civil Rights verifies the checklist is complete and accurate, the DBE goal and OJT goals are correct, the version dates are correct, and the Certified LPA signed the checklist.

Temporary DBE Instructions:

- Rows 1, 2, 3, 4, 5, 6, and 7: Note “N/A” in the version date and page number columns.
- New row 3a: If the project special provisions **are not** contained within the bid booklet, BB36_DBE_InterimFinalRule should be included in the bid booklet and the version date and page number noted on the checklist. If the special provisions **are** contained within the bid booklet, note the version date and page number as “N/A”.
- New row 7a: The special provisions must include SP00028_SUSPENSION of DBE until further notice. Note the version date and page number.
- Rows 12a-f: Note the date ODOT Certification last approved the special provisions, and which document contains the special provisions. Approval date must be after November 1, 2025.

Certified LPA Civil Rights Bidding Documents Checklist (Form 734-5460)

Bidding Provisions and Forms			Version date	CLPA's Document Name & Page No.
1	BB35_DBE_COMMIT_REQ	DBE Commitment Requirements	N/A	N/A
2	BB38_DBE_COMMIT_CERT	DBE Commitment Certification & Utilization Form	N/A	N/A
3	BB74_DBE_INFO	DBE Information Page	N/A	N/A
3a	BB36_DBE_InterimFinalRule	<u>DBE Interim Final Rule</u>	N/A	N/A 
4	CLPA approved version	First-tier Subcontractor Disclosure Instructions & Form	N/A	N/A
Contract Provisions			Version Date	CLPA's Document Name & Page No.
DBE				
5	00027_ODOT_DBE_POLICY	Policy Statement DBE Program	N/A	N/A
6	00029_DBE_PROV	DBE Supplemental Required Contract Provisions	N/A	N/A
7	00030_DBE	Assigned DBE Contract Goal	N/A	N/A
7a	00028_DBE_SUSP	<u>DBE Suspension</u>	10/15/2025	SP 23 of 105
Workforce & Equal Employment Opportunity Program				
8	00021_AA_REQ	On-site Workforce Affirmative Action Requirements for Women and Minorities on Federal-aid Contracts	9/1/2023	SP 20 of 105
9	00023_EEO_PROV	Equal Employment Opportunity Provisions	9/1/2023	SP 27 of 105
10	00032_REIM_FED_OJT	Reimbursable Federal On-the-Job and Apprenticeship Training (If 0 goal then DO NOT include)	9/1/2023	SP 33 of 105
Other Required				
11	00017_FHWA_1273	Required Contract Provisions for Federal-aid Contracts	10/23/2023	SP 5 of 105

Certified LPA Civil Rights Bidding Documents Checklist (Form 734-5460)

Special Provisions	CLPA Confirmed
12a. 00120.10 Bid Book (if applicable) 12b. 00120.70 Rejection of Nonresponsive bids 12c. 00160.01(a) Notification of Source of Supply & Materials 12d. 00170.07 Records Requirements 12e. 00170.10(g) Paid Summary Report 12f. 00180.20 Subcontracting Limitations and Trucking	Date ODOT approved: 11/19/2025 Name of document/file containing project special provisions: Approved Boilerplate Special Provisions included within Bid Booklet
Does <u>NOT</u> include any of the following on Certified LPA Federally Funded Projects:	CLPA Confirmed
<ul style="list-style-type: none"> • Reimbursable State Apprenticeship Training (00049_STATE_APPRENTICE_HB2649) • Apprenticeship Requirements (SP00033_APPRENTICESHIP) • Outreach, Recruitment and Retention (SP00034_OUTREACH) • Contractor Submitted Diversity Training (00051_CONT_DIV_PLAN) • Minority Business Enterprise, Women Business Enterprise, and Emerging Small Business (MWESB) Supplemental Aspirational Contract Provisions (00053_MWESBSDV) • Assigned MWESBSDV aspirational target (00054_MWESBSDV) • TERO goals or provisions • <u>Any other local agency diversity goals or targets</u> 	Date of review: 12/1/2025

By signing this form, the Certified LPA staff certify the bidding documents were reviewed for compliance with the above requirements within 3 days prior to signature.

Preparer and Reviewer Information		
Local Public Agency Project Manager Name <u>John PM</u>	Title <u>Project Manager</u>	Date 3/1/2026
Local Public Agency QA Reviewer Name <u>Jane PE</u>	Title <u>Capital Program Manager</u>	Date 3/2/2026
Accepted by ODOT Office of Engagement & Civil Rights ODOT staff name	Title ODOT staff title	Date Click or tap to enter a date.

ODOT Certification Program is piloting this form as a potential process improvement. Do you have comments or suggestions about the form? Submit your comments to: odotcertification@odot.oregon.gov