

ATTACHMENT A



Project Development and Design Procedures Checklist

Project Name: \_\_\_\_\_

Proj. No.: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Key No.: \_\_\_\_\_

Fed Aid No: \_\_\_\_\_

Legend: **CC** = County Commissioners, **CE** = County Engineer, **CPM** = Capital Projects Manager, **DS** = Department Specialist, **REC** = Regional Environmental Coordinator, **ET** = Engineering Technician, **F** = File, **LAL** = Local Agency Liaison  
**OCR** = ODOT Office of Civil Rights, **ORW** = ODOT Right of Way, **PD** = Project Designer, may be same as PM, **PDT** = Project Development Team, **PM** = Project Manager, **PI** = Project Inspector, **RWA** = Right of Way Agent  
**SUL** = State Utility Liaison, **TE** = Traffic Engineer, **CLS** = County Surveyor, **EC** = Environmental Consultant, **NMFS** = National Marine Fisheries Liaison, **CS** = Contracts Specialist, **CAO** = County Administrative Officer

Initial	Date Completed	Who Initiates	Copies To	Task
<b>Initial Project Setup</b>				
		PM	G:Drive	1 Project NAME using engineering standard
		PM	G:Drive	2 <a href="#">Project NUMBER obtained through accounting</a>
		DS	Capital Projects	3 Set up of Project folder in the G:Drive using the established template
		PM		4 Make note of type of funding in project team info worksheet.
<b>Supplemental Project Agreement (County/ODOT) (see LAG Section C, Chapters 3 &amp; 4)</b>				
		PM, PD	LAL	1 Prepare Local Agency Technical Scope Sheet (Parts 1 & 2) and submit for approval
		LAL	F, PM	2 Receive approval for Parts 1 and 2
		CPM, PM	CPM, LAL, PM	3 Request Supplemental Project Agreement
		LAL	CPM, PM, F	4 Receive Supplemental Project Agreement for review and/or signature
		CPM, PM	F, CE, CC	5 Submit Supplemental Project Agreement for County approval along with completed BOC Agenda Review form.
		PM, CE	F, LAL	6 Return approved and BOC signed Supplemental Project Agreement with request for fund obligation upon full execution.
		LAL	F, CPM, PM, CE	7 Provide fully executed Supplemental Agreement
		LAL	F, CPM, PM	8 Provide Notice of Funding Authorization and Notice to Proceed - <b>Before Reimbursable Work Begins</b>
<b>Intergovernmental Agreement (County/LPA) (if needed)</b>				
		PM	CPM	1 Prepare draft IGA using County's standard template
		PM	CS, CPM	2 Send draft IGA to jurisdiction for review and comment
		PM, DS	CPM, CS	3 Finalize IGA and submit for County legal review
		PM, DS, CS	F, CPM	4 Submit final IGA for County approval along with completed BOC Agenda Review form
		CS	PM, CPM	5 Send County signed IGA to jurisdiction for signature(s)
		CS	PM, CPM, F	6 Receive and distribute fully executed IGA
<b>Direct Appoint Consultant Services Procurement (for contracts \$100K or less) (see LPA A&amp;E Requirements Guide)</b> <b>** For contracts greater than \$100K, see Attachment B - Informal &amp; Formal Consultant Services Procurement Checklist **</b>				
		PM, CPM, PD	F	1 Identify at least three (3) qualified consultants and select preferred Consultant. Document the selection using County form.
		PM	F, CPM	2 Request proposal from selected consultant
		PM	F	3 Review proposal and work with Consultant to refine statement of work
		PM	F	4 Receive detailed estimate and billing rates from preferred Consultant. Check billing rates against those approved by ODOT.
		PM	F, CPM	5 Conduct cost analysis and negotiate cost/hours. Move on to next choice of consultants if no agreement can be reached.
		PM	F	6 Complete Record of Negotiations
		PM, CS	F, CC, CAO	7 Prepare contract, along with a Public Works Contract Request form, and submit for County review and approval
		CC, CAO	F, CS, PM	8 Return approved and signed Contract
		CS	F, PM, Consultant	9 Provide fully executed contract
		PM, PD	F	10 Monitor consultant progress, and track schedule and deliverables
<b>Conceptual Design (30%)</b>				
		PM, PD	F, CLS	1 Submit survey request to County Land Surveyor
		PM, PD	F	2 Establish AASHTO design parameters - sight distance, superelevation, Rmin, Kvalue, etc., using Design Criteria Document
		PM, PD, TE	F	3 Prepare roadside inventory to determine need for ADA improvements, sight distance improvements, guardrail, etc.
		PM, PD	CLS, F	4 Receive, review and check base mapping and DTM.
		PM, PD	F	5 Develop stormwater management concept
		PM, EC	REC, NMFS	6 Schedule and hold FAHP Initiation field meeting and submit FAHP Initiation Form
		PM, PD, EC, ET	REC, F	7 Schedule and hold environmental initiation meeting with Consultant and REC. Begin environmental studies.

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Initial	Date Completed	Who Initiates	Copies To	Task
		PM, PD	F	6 Prepare 30% conceptual design plans
		PD, ET	PM, F	8 Prepare pavement structural section design per ODOT Pavement Design Guide
		PM, PD	F	9 Identify needed design exceptions (if applicable)
		PM, PD	F, all PDT	10 Hold 30% PDT
		PM, PD	REC, LAL, F	11 Submit 30% design to REC for PCE determination and/or approval
		PM, PD, ET, Utilities	F	12 Schedule and hold initial meeting with Utilities.
<b>Right of Way</b>				
		PM	LAL, ORW	1 Request ROW Services agreement (RWSA) from ODOT
		PM, CPM	CS	2 Prepare Board agenda, Condemnation Resolution, exhibit map and send with RWSA to BOC
		PM, CS	LAL, ORW	3 Send County signed RWSA to ODOT for signature(s)
		PM, LAL, CS	CPM, ORW	4 Receive and distribute fully executed RWSA
		PM, PD	CLS, F	5 Submit right-of-way footprint to County Land Surveyor
		CLS	F, PM, PD	6 Prepare right-of-way legal descriptions and exhibit maps
		PM, PD, RWA	F, LAL, ORW	7 Prepare right-of-way programming estimate and submit to ORW for review
		REC	PM, LAL, F	8 Obtain NEPA or PCE approval
		PM, LAL	F, PM, RWA	9 Request and obtain obligation of RW funds and authorization to proceed with right-of-way phase
		PM, PD	F, RWA	10 Provide legal descriptions and exhibit maps and initiate appraisal process
		RWA, PM	F	11 Following appraisal review, make offers to owners.
		RWA	F, PM, CLS	12 Prepare appropriate ROW transfer documents for owner signature using County approved templates.
		RWA, PM	F	13 Negotiate offers and obtain signed ROW and construction easement documents from Owners
		CLS	F, PM	14 Acquire Public Works Director's signature on each ROW transfer document
		PM, PD	F	15 Prepare and submit a check request for payment to each property owner.
		CLS	PM, CPM, PD	16 Record the ROW transfer documents with the Marion County Clerk's office.
		RWA	F, LAL, ORW, PM	17 Prepare and submit ROW Certification
		LAL, ORW	F, PM, CPM, RWA	18 Receive ODOT approved ROW Certification
<b>Preliminary Design (60%)</b>				
		PM, PD, TE	F	1 Collaborate with Traffic Section on Traffic Control Plans, TPAR and Signal Plans (As Applicable)
		PM, PD	F	2 Prepare stormwater management plan
		PM, PD, EC	Agencies, F	3 Prepare and submit permit applications as applicable (ACOE, DSL, DEQ)
		PM, PD, TE	Utilities	4 Prepare utility conflict list and plan sheets
		PM, PD, ET, Utilities	F	5 Hold conflict review and coordination meeting with the utilities.
		PM, PD	F, CE, CPM, LAL	6 Prepare and obtain approval of design exceptions (if applicable)
		PM, PD	F, CPM, LAL	7 Prepare and obtain approval of Letter(s) of Public Interest Finding (if applicable)
		PM, PD	F	8 Prepare 60% PS&E
		PM, PD	F, Utilities	9 Prepare and submit utility notification with follow-up - contact letters, time requirement letters
		PM	F, All PDT*	10 Hold 60% PDT
		PM, PD	F	11 Receive 60% review comments

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Initial	Date Completed	Who Initiates	Copies To	Task
<b>Advance Design (90%)</b>				
		PM, PD, ET	Utilities, F	1 Review and approve utility relocation plans
		PM, PD	F	2 Prepare 90% PS&E
		PM, PD, EC	Agencies, F	3 Negotiate with permitting agencies and obtain permit approval
		EC, PM, PD	F, LAL, REC	4 Obtain environmental approval and closeout document (NEPA Clearance)
		PM, PD	F, Utilities	5 Prepare and submit utility notification with follow-up - contact letters, time requirement letters
		PM	F, All PDT*	6 Hold 90% PDT
		PM, PD	OCR, F, LAL	7 Submit OCR Request for Goals, Form 731-0663 and receive DBE goal
		PM, PD	F	8 Receive 90% review comments
<b>Final Plans, Specifications and Estimate (PS&amp;E)</b>				
		PM, PD	F	1 Prepare 100% Review PS&E
		PM	F, All PDT*	2 Hold 100% PDT
		PM, PD	F	3 Receive and incorporate final review comments
		PM, PD, CS	CPM, F	4 Submit Final plans and specifications to CS for preparation of Bid Book
		PM, PD	F, CPM, LAL, SUL	5 Prepare, submit and receive Utility Certification approval
		PM, PD	OCR, LAL	6 Submit Final ITB (Bid Book) To OCR for approval
		PM, PD	F, CPM	7 Prepare and sign PS&E Checklist
		PM, PD	F, LAL	8 Submit Final PS&E with PS&E Checklist
		LAL	F, PM, PD	9 Receive PS&E approval
		LAL	F, PM, PD	10 Receive notification of FHWA fund obligation and Notice to Proceed for advertisement from LAL - <b>Must Be Obtained Before Advertising</b>
		PM, PD		11 Check with CS for internal approval, advertisement and bidding timeline.

**ATTACHMENT B**



**Informal & Formal Consultant Services Procurement Checklist**

Project Name: \_\_\_\_\_

Proj. No.: \_\_\_\_\_

Marion County Project Manager: \_\_\_\_\_

Key No.: \_\_\_\_\_

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Initial	Date Completed	Who Initiates	Copies To	Task
<b>Consultant Solicitation and Selection (for contracts greater than \$100K)</b>				
		PM, CPM, FAC	F	1 Complete a "needs analysis" per Section 3.2 of the LPA A&E Requirements Guide
		PM, FAC	CS	2 Prepare RFP using required federal-aid template:
		PM, FAC	F	a Complete Scoring Criteria
		FAC, PM, CPM	F	b Complete Draft Statement of Work (SOW) - remember to get SOW input from the REC, ORW and MC Survey.
		PM	F	c Complete internal cost/hours estimate (ICE)
		PM, FAC	F	d Verify DBE goal with OCR
		PM, FAC	F	e Compile supporting documents for the RFP - Sample Contract, LPA Technical Scope Sheet (Parts 1 & 2), the Environmental Prospectus and other relevant maps, design drawings and reports.
		PM, FAC	CPM, F	f Prepare PW Contract Request form
		FAC	F	3 Submit solicitation package to the CS
		CS	PM, FAC, F	4 For informal solicitations, distribute RFP and sample contract to a minimum of 3 prospective consultants on ODOT's Approved Consultants List for Local Agencies
		CS	PM, FAC, F	5 For formal solicitations, publically advertise RFP
		PM, CPM	CS	6 Assemble evaluation committee
		CS	F	7 Receive and review proposals for pass/no pass criteria. Send COI forms to CMTE.
		CMTE	F	8 Sign and send COI forms to CS
		CS, CMTE	F	9 Conduct pre-evaluation instructional meeting (not required for informal consultant selection)
		CMTE	CS, F	10 Review and rank proposals. Prepare and send proposal scoring sheets to CS.
		CS, CMTE	F	11 Conduct final scoring review and consultant selection meeting (not required for informal consultant selection)
		CS	PM, FAC, F	12 Send Notice of Intent to Award letter to the highest ranked proposer (not required for informal consultant selection).
<b>Negotiations and Contracting</b>				
		PM	F	1 Begin negotiations with selected Consultant and maintain Record of Negotiations (RON) form
		PM	FAC, F	2 Work with Consultant to finalize SOW. Use standard template language (when possible), especially for Environmental and Right-of-Way.
		PM	REC, ORW, F	3 Send SOW to REC and ORW, et al, for their final review and comment
		PM	F	4 Once SOW is finalized, request Breakdown of Costs (BOC) from Consultant
		PM	F	5 Fill out Profit Fee worksheet
		PM	F	6 Receive detailed estimate of hours and billing rates (BOC) from Consultant
		PM, CPM	F	7 Conduct cost analysis and negotiate cost/hours. Move on to next choice of consultants if no agreement can be reached.
		PM	F	8 Complete RON and file in procurement records
		PM, FAC	F	9 Prepare the Engineering and Related Services Contract using the required federal-aid template
		PM, FAC	F	10 Prepare County required contracting forms - PW Contract Request form, Board Agenda Review form and the Subrecipient vs Contractor Analysis form
		FAC	CS, CPM, F	11 Submit contracting package (Contract, BOC, and required forms) to CS for processing
		DS, PM	CS, F	12 Prior to contract execution - receive, review and submit to OCR a Committed DBE Breakdown and Certification Form for each DBE subcontractor (cc CS & LAL)
		CC, CAO	CS	13 Secure Board of Commissioners approval and signatures and return signed contract to CS
		CS	PM, FAC, F	14 Send CC-signed Contract to Consultant for signature
		CS	PM, FAC, F	15 Provide fully executed contract to Consultant and PM
		CS	LAL, PM, F	16 Submit Notice of Award form to OCR
		PM	F	17 Provide Notice to Proceed (NTP) to Consultant
		PM	F	18 Populate Project Team Members list

ATTACHMENT B



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Initial	Date Completed	Who Initiates	Copies To	Task
		PM, DS	F	19 Provide the following Marion County Engineering documents and project information to Consultant:
				a A copy of MC's ADA Design and Inspection Guidelines
				b Validate that the Consultant has a copy of the Environmental Prospectus (Part 3)
				c Validate that the Consultant has a copy of the Technical Scope Sheet (Parts 1 and 2)
				d A link to MC's General Conditions (Word version)
				e An example plan set showing Marion County sheet setup
				f A copy of MC's design criteria worksheet
		PM	F	20 Monitor consultant progress, and track schedule and deliverables
		PM	DS, F	21 Review and approve Consultant invoices for payment.
		DS	PM, F	22 Process Paid Summary Reports and submit to OCR w/cc to LAL
				<b>Contract Close-Out</b>
		PM	Consultant, F	1 Prepare and finalize Consultant Performance Evaluations
		PM	Consultant, F	2 Complete contract close-out procedures per Subsection 3.7.6 of the LPA A&E Requirements Guide
				<b>Links to ODOT Guidance, Templates and Forms</b>
				<a href="#">LPA A&amp;E Requirements Guide</a>
				<a href="#">Procurement Guidance, Templates and Forms (including OCR forms)</a>
				<a href="#">Statement of Work Library</a>
				<a href="#">Local Agency Guidelines for Certified Local Public Agencies (LAG for Certified LPAs)</a>
				<a href="#">Local Government Website (for all Certification Program information)</a>

# ATTACHMENT C - DESIGN CRITERIA WORKSHEET

**Project Name:**

**Project No:**

**Key No:**

**Federal-Aid No:**

**Project Manager:**

## **PART A - DESIGN STANDARDS**

Check all standards that apply to the Project.

- AASHTO Policy on Geometric Design of Highways and Streets
- AASHTO Guidelines for Geometric Design of Low-Volume Roads
- AASHTO Roadside Design Guide
- AASHTO Guide for Design of Pavement Structures
- AASHTO LRFD Bridge Design Specifications
- AASHTO Guide Specifications for LRFD Seismic Bridge Design
- Marion County ADA Design and Inspection Guidelines
- City of Salem Engineering Standards applicable to Traffic Signals
- ODOT Hydraulics Manual
- ODOT Traffic Manual
- ODOT Traffic Signal Design Manual
- ODOT Pavement Design Guide
- ODOT Geotechnical Design Manual
- ODOT Bicycle & Pedestrian Design Guide
- ODOT Bridge Design and Drafting Manual
- Manual on Uniform Traffic Control Devices (MUTCD)
- National Association of City Transportation Officials Bikeway Design Guide
- Transportation Research Board's Highway Capacity Manual
- Oregon Temporary Traffic Control Handbook

## **PART B – ROADWAY INFORMATION**

**Road Name:**

**Road No:**

**Start/End:**

Roadway Information		Reference / Comment
Functional Classification:		Marion County TSP / ODOT Data & Maps
NHS:	<input type="checkbox"/> Yes <input type="checkbox"/> No	ODOT Data & Maps
Freight Route:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Marion County Freight Route Map
Truck Route:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Marion County TSP
Bike Route:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Marion County TSP

## ATTACHMENT C - DESIGN CRITERIA WORKSHEET

Roadway Information		Reference / Comment
Transit Route	<input type="checkbox"/> Yes <input type="checkbox"/> No	Marion County TSP
Current ADT (Year):		Marion County Traffic Counts
Design ADT (Year):		Marion County Traffic Model
Percent (%) Trucks (FHWA Vehicle Class 4-13):		Marion County Traffic Counts
Terrain:	<input type="checkbox"/> Level <input type="checkbox"/> Rolling <input type="checkbox"/> Mountainous	AASHTO
Posted Speed:		
Design Vehicle:		MUTCD
Corridor or Area Plan:		
Inside UGB:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ADA or Pedestrian Access	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Known ROW Constraints		
Known Utility Relocation Impacts		
Known Environmentally Sensitive Areas		
Anticipated Design Exceptions		

### **PART C – DESIGN CHECKLIST**

This checklist is to confirm interpretation of standards. In the right-hand column, cite the design standard reference from which the criteria was derived (see Design Standards list above).

Design Element	Design Standard		Standard Reference / Comments
	Criteria	Project / Plan	
<b>General</b>			
Right-of-Way Width			
Design Speed			
Lane Width			
Shoulder Width			
Median Width			
Bike Lane Width			
Sidewalk Width			
Buffer Strip Width			
Multi-Use Path Width			
Pavement Cross Slope			
Barrier / Guardrail			
Parking			
ADA Curb Ramps			
Horizontal Clearance			
Vertical Clearance			
<b>Side Slopes and Clear Zone</b>			
Street Trees / Landscaping			

## ATTACHMENT C - DESIGN CRITERIA WORKSHEET

Design Element	Design Standard		Standard Reference / Comments
	Criteria	Project / Plan	
Ditch Cross Section			
<b>Horizontal Alignment</b>			
Superelevation Rate			
Superelevation Runoff			
Spiral Length			
Max. Degree of Curve			
Minimum Curve Radius			
<b>Vertical Alignment</b>			
Max. Grade			
Max. K Value (Crest)			
Max. K Value (Sag)			
Min. Vertical Curve Length			
<b>Sight Distance</b>			
Stopping Sight Distance			
Decision Sight Distance			
Passing Sight Distance			
Intersection Sight Distance			
<b>Intersection</b>			
Skew Angle			
Turn Lanes			
<b>Channelization</b>			
Tapers			
Deceleration Distance			
Taper Length			
Reversing Curve Radius			
Storage Length			
<b>Drainage</b>			
Design Storm Event			
Pipe Flow Velocity			
Min. Pipe Slope			
Pipe Diameter			
Min. Pipe Cover			
Culverts			
Sloped Ends			
Water Quality Requirements			
Detention Requirements			
Fish Passage	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Bridge Requirements</b>			
Type			
Width			
Length			
Foundation Type			
Seismic Design Spec.			
Seismic Zone			
Bridge Rail Design Test Level Category			



## ATTACHMENT C - DESIGN CRITERIA WORKSHEET

Design Element	Design Standard		Standard Reference / Comments
	Criteria	Project / Plan	
Special Aesthetic Rail	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Staged Construction	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Detour Required	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Temporary Bridge Req'd.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Temporary Signals Req'd.	<input type="checkbox"/> Yes <input type="checkbox"/> No		

**Prepared By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

ATTACHMENT D



Advertise, Bid and Award Procedures Checklist

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Initial	Date Completed	Who Initiates	Copies To	Task
				<b>Advertising</b>
		PM	F, CS	1 Prepare PW Contract Request form, acquire CPM signature and send to CS.
		PM, DS	CS	2 Submit final PS&E package to CS for bid advertisement a minimum of 14 days prior to desired ad date
		CS	PM	3 Submit bid advertisement to Daily Journal of Commerce - minimum 3 week bidding period required
		CS	PM	4 Place advertisement on ORPIN - minimum 3 week bidding period required
		CS	F, PM	5 Retain proof of advertisement for bid in the Project records
		DS	F, PM, PI	6 Addendum, if required, posted to ORPIN website 72 hrs prior to bid closing. Major changes require ODOT approval.
				<b>Bid Opening</b>
		DS	CS, PM, PD, CPM	1 Schedule conference room, CS and PM for bid opening
		CS	F, PM	2 Conduct bid opening at scheduled time and place - record responsive bid results
		CS	F	3 Receive First-Tier Subcontractor Disclosure Form within two (2) hours of bid opening and submit to OCR
		CS	F, PM, OCR	4 Submit each bidder's DBE Commitment Certification and Utilization Form (734-2785) to OCR on day of bid opening
		CS	F, PM, OCR	5 Submit Civil Rights Bid Notification for Certified Agency Projects Form (734-2448) to OCR on day of bid opening
		CS	F, PM, OCR	6 Submit Subcontractor Solicitation and Utilization Report" (form 734-2721) to OCR within 10 days of bid opening
				<b>Contract Award</b>
		CS	F	1 Conduct responsiveness determination
		CS	F	2 Conduct responsibility determination
		CS	PM, PD, F	3 Prepare bid tabulation and notify PM
		CS	F, OCR	4 Post bid tabulation to ORPIN website
		PM, PD	F, CS	5 Conduct and document bid evaluation/analysis (LAG Section C, Chapter 15)
		PM, PD	F, CS	6 Request award of contract to lowest responsible bidder
		CS	F, PM, LAL	7 Send all bidders "Notice of Intent to Award" letter (130.10) and post it on ORPIN
		CS	F	8 Prepare final contract for execution
		CS	PM, PD, LAL, F	9 Following 7 day protest period, send "Contract Award" letter and contract package to lowest responsible bidder
		CS	OCR, PM, F	10 Submit completed "Committed DBE Breakdown and Certification Form" (734-2531), to OCR within 10 days of award
		CS	OCR, PM, F	11 Submit completed "Civil Rights Award Notification for Certified Agency Projects" (form 734-2849) to OCR
		OCR	F, CS, PM	12 Receive notification of DBE confirmation (email)
				<b>Contract Execution</b>
		CS	F	1 Send contract booklets and required submittal forms to C
		C	F, CS	2 Submit the following required documents to the CS within 15 days of contract booklets being sent (130.50 and 170.70)
				a Properly executed contract books
				b Signed and executed Performance Bond and Payment Bond
				c Certificates of workers compensation coverage
				d Certificates of insurance
		CS	F	3 Review all contract documentation for completeness
		PM, PD	F, CS	4 Prepare BOC Agenda Request Form, acquire signatures and send to CS
		CS	F	5 Submit contract documents and BOC Agenda Request Form to CC's office for approval and signature
		CC	CS	6 Receive sign contracts from BOC
		CS	F	7 Send contract documents to C for signature

**ATTACHMENT D**



**Advertise, Bid and Award Procedures Checklist**

**Project Name:** \_\_\_\_\_

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**Key No.:** \_\_\_\_\_

**Fed Aid No.:** \_\_\_\_\_

Legend: **CC** = County Commissioners, **CE** = County Engineer, **CPM** = Capital Projects Manager, **DS** = Department Specialist, **ET** = Engineering Technician, **F** = File, **LAL** = Local Agency Liaison, **PD** = Project Designer, may be same as PM, **PM** = Project Manager, **PI** = Project Inspector, **C** = Contractor, **OCR** = ODOT Office of Civil Rights, **CS** = Contract Specialist, **CM** = Contract Manager

Initial	Date Completed	Who Initiates	Copies To	Task
		CC	CS	8 Receive sign contracts from C
		CS	F	9 Send fully executed original contract booklet to C with copies to PM and DS
		CS	F	10 Make payment to BOLI
		PM	C, F, PD, DS	11 Issue Notice to Proceed to C within 5 days of receipt of signed contract (130.90)
		CS or DS, PM	F, OCR	12 Submit Responsible Bidder Determination Form ( <a href="https://ccbed.ccb.state.or.us/ccb_frames/responsible_bidders/">https://ccbed.ccb.state.or.us/ccb_frames/responsible_bidders/</a> )
		PM, PD	F, LAL, DS	13 Prepare and send Project Agreement Estimate (PAE) to LAL

ATTACHMENT E



Construction Contract Administration Procedures Checklist

Project Name: \_\_\_\_\_  
 Project Manager: \_\_\_\_\_

Proj. No.: \_\_\_\_\_  
 Key No.: \_\_\_\_\_  
 Fed Aid No.: \_\_\_\_\_

Legend: CE = County Engineer, CPM = Capital Projects Manager, DS = Department Specialist, ET = Engineering Technician, F = File, LAL = Local Agency Liaison, OCR = ODOT Office of Civil Rights, PD = Project Designer, may be same as PM, PM = Project Manager, PI = Project Inspector, C = Contractor, RAS = Region Assurance Specialist

Initial	Date Completed	Who Initiates	Copies To	Task
<b>Preconstruction</b>				
		PM, PD	F, LAL, DS	1 Submit Quality Assurance and Contract Admin Plan, QACAP, Form 734-2857
		DS	F, PM, C	2 Send Preconstruction Packet within 3 days of NTP
		C	DS, PM	3 Request Preconstruction conference within 30 Calendar Days of the Notice to Proceed 00180.42
		C	F, PM	4 Detailed Project Work Schedule, within 30 Calendar Days of the Notice to Proceed, submit 10 days prior to PreCon
		DS, PM	All Attendees	5 Send out Preconstruction Conference Agenda and Checklist (Must include L and OCR)
		C	F, DS, PM	6 Submit 2 copies of signed contracts with all sub-contractors (180.21)
		C	F, DS, PM	7 Submit Contractor's Request for Subcontract Consent, Form 734-1964 with contract
		DS, PM	F	8 Complete the Subcontractor Consent Checklist, Form 734-2518
		DS, PM	F, LAL, OCR	9 Fill out Report on Contractor's Request for Subcontract Consent, Form 734-1395
		PM	F, LAL, DS, C	10 Sign Contractor's Request for Subcontract Consent, Form 734-1964
		C	F, PM, DS, OCR	11 Submit DBE Work Plan Proposal Form 3A, Form 734-2165A (At pre-con if goal not zero)
		DBE	F, PM	12 Submit Signed DBE Work Plan Proposal Form 3A, Form 734-2165A
		PM	F, LAL, DS	13 Sign DBE Work Plan Proposal, Form 734-2165A
		C	F, PM, DS, OCR	14 Submit MWESB Work Plan Proposal, if applicable
		PM	F, LAL, DS	15 Sign MWESB Work Plan Proposal
		C	F, PM, PI	16 Submit Schedule of Values for Lump Sum Items at pre-con
		PM	C, F, DS	17 Approve Lump Sum Schedule of Values
		C	F, DS, PM	18 Submit Training Program, Form 731-0335 at pre-con, if applicable
		DS	F	19 Tape record preconstruction meeting (Const Manual Ch 11-2)
		DS	F, C, PI, PM	20 Take meeting minutes at preconstruction meeting
		PM	F, LAL	21 Complete Quarterly Report Forms 734-2590
<b>Construction</b>				
		DS, PM	F, C, LAL, PI	1 Complete Notification of Commencement and Completion, Form 734-3233 (1st Notification), at installation of signs
		C	F, PM, ET	2 Complete TP & DT Daily Report, Form 734-2474
		C	F, PM, ET	3 Submit Material Certifications, Form 734-2126 for Certificate of Materials Origin
		C	F, PM, ET	4 Submit Material Testing Documents
		C	F, PM, DS	5 Submit ODOT Apprentice/Training Approval Request, Form 731-0294, if applicable
		C	F, PM, DS	6 Submit ODOT Apprentice/Training Monthly Progress Record, Form 731-0335, if applicable
		C	F, PM, ET	7 Submit Weekly Erosion Control Monitoring, Form 734-2361 (should be included with first certified payroll)
		C	F, PM, DS	8 Submit weekly Davis-Bacon (monthly if BOLI) Payroll/Certified Statement Form BOLI WH-38, Civil Rights Website/
		C	F, PM, DS	9 Labor Compliance Forms: for Prime, Subcontractors and service provider/agent of the contractor. 00180.20(C)(3)
		C	F, PM, DS	10 Request for extension of Contract Time, if necessary
		PM	C, F, LAL	11 Suspend/Resume Work letter 00180.70(a) if necessary
		C	F, PM, DS	12 Submit Monthly Employment Utilization Report, Form 731-0394, by 10th of the month. Civil Rights Website under EEO Forms
		C	F, PM, DS	13 Submit Monthly Summary Report of Subcontractors Paid, Form 734-2722
		C	F, PM, DS	14 Submit Request for Release of Retainage for Subcontract Work, Form 734-2510
		C	F, PM, ET	15 Complete Blue Sheet for Signalization Projects
		PI, ET	F, ET, DS, PM	16 General Daily Progress Report, Form 734-3474
		PI, ET	F, DS	17 Complete Flagger and Pilot Car Receipt, Form 734-3955
		PI, ET	F, ET	18 Complete Field Inspection Report, Form 734-3469

ATTACHMENT E



Construction Contract Administration Procedures Checklist

Project Name: \_\_\_\_\_  
 Project Manager: \_\_\_\_\_

Proj. No.: \_\_\_\_\_  
 Key No.: \_\_\_\_\_  
 Fed Aid No.: \_\_\_\_\_

Legend: CE = County Engineer, CPM = Capital Projects Manager, DS = Department Specialist, ET = Engineering Technician, F = File, LAL = Local Agency Liaison, OCR = ODOT Office of Civil Rights, PD = Project Designer, may be same as PM, PM = Project Manager, PI = Project Inspector, C = Contractor, RAS = Region Assurance Specialist

Initial	Date Completed	Who Initiates	Copies To	Task
		PI, ET	F, DS	19 Complete Installation Sheet (Pay Note), Form 734-2605
		PI, ET	F, ET, PM	20 Complete Material Daily Progress Report, Form 734-2599, if earthwork quantities are > 2,500 CY
		PI	F, ET, PM	21 Complete Material Delivery Record and Tally Sheet, Form 734-2792
		PI, ET or PM	F, DS, PM, LAL	22 Complete Weekly Statement of Contract Time Charges, Form 734-3483
		PI, ET	F, ET, PM	23 Obtain material testing documents
		PI ET	F, ET, PM	24 Obtain Material Certification Documents
		PI	F, C, PM	25 Sign and return Blue Sheet, if Signalization Project (Must be reviewed and signed by a CTSI)
		PI	F, PM, LAL, DS, OCR	26 Complete DBE Commercially Useful Function Form 3B, Form 734-2165
		DS, PI	F, PM, LAL, DS	27 Forward Request for Release of Retainage for Subcontract Work, Form 734-2510
		DS or ET	F, PE, LAL	28 Complete Request for Release of Retainage for Subcontract Work Checklist, Form 734-2707
		ET	F, PM, RAS	29 Complete Test Summary for Field Tested Materials (A), Form 734-1902A
		ET	F, PM, RAS	30 Complete Test Summary for Non-Field Tested Materials (B), Form 734-1902B
		ET	F, PM, RAS	31 Complete Test Summary for Field Tested Concrete Materials (B-QA), Form 734-1902B-QA
		ET	F, PM, RAS, LAL	32 Complete Foreign Steel Summary, Form 734-1968
		PI	F, OCR, DS	33 Complete Employee Interview Report, Form 734-3475 (For Contractor and Subs). Submit to OCR with Cert. Payrolls @ EOP
		PI, PM	F, LAL, DS	34 Project Manager's Owner-Operator Interview Summary Report, Form 734-3581
		PM, ET	F, OCR	35 Project Manager's Monthly EEO Report, Form 734-3858
		DS, ET, PM	F	36 Review Certified Payroll, monthly
		DS, ET, PM	F	37 Review Quality and Quantity Documents Monthly
		DS, ET, PM	F	38 Review Civil Rights Documents Monthly
		PI, DS, ET, PM	F, CPM, CE	39 Prepare and Sign Monthly Progress Payment
		DS, PM	F, LAL	40 Complete Certified Agency Quarterly Report, Form 734-2590 and submit to ODOT Statewide Programs Unit
<b>Project Completion</b>				
		PM, PI	F, C	1 Complete Contractor Evaluation, Form 734-2469a Part B
		PM, PI	F, C	2 Prime Contractor Performance Evaluation, Form 2469a Part A
		DS, PM	F, C, LAL, PI	3 Issue Notification of Commencement and Completion, Form 734-3233 (Second Notification)
		C, PM, LAL	F	4 Conduct punch list inspection and provide corrective work notice
		DS, ET, PM	F, C	5 Request all outstanding documents
		DS, ET, PM	F, LAL	6 Complete Project Manager's Narrative, Form 734-2756, 15 days after Second Notice
		PM	F, C, LAL, PI	7 Complete Project Manager's Evaluation, Form 734-2469B
		DS, ET, PM	F	8 Review Documentation to verify completeness
		DS, ET	F	9 Package Documentation to Archive
<b>Project Closeout</b>				
		PM	F, LAL	1 Request and conduct final acceptance inspection by ODOT staff within 15 days of completion of on-site work/punchlist
		DS, PM	F, LAL	2 Complete Recommendation of Project Acceptance (Form 734-1384) and send to LAL for ODOT Area Manager signature
		DS, PM	F, LAL	3 Complete Project Manager's Labor Compliance Certification, Form 734-1734
		ET, PM	F, LAL, RAS	4 Complete Final Foreign Steel Summary, Form 734-1968
		ET, PM	F, LAL, RAS	5 Complete Final Materials Certification, Form 734-1979
		DS, PM	F, C, LAL, PI	6 Issue Notification of Commencement and Completion, Form 734-3233 (Third Notification)
		DS, PM	F, LAL	7 Submit final billings within 45 days of project completion