

# BRIDGE DESIGN QUALIFICATIONS AND COORDINATION REQUIREMENTS FOR CERTIFIED LPAs NOT CERTIFIED IN BRIDGE DESIGN

## A. BACKGROUND AND PURPOSE

When a certified Local Public Agency (LPA) is not certified in Bridge Design, the certified LPA may oversee and administer the delivery of a project containing bridge component(s) and/or other transportation related structure(s) provided it hires a qualified consultant designer and it meets minimum staffing qualifications and coordination requirements, which are subject to ODOT approval.

This document provides the minimum certified LPA staffing qualifications and coordination requirements for the oversight and administration of a project containing bridge component(s) and/or other transportation related structure(s) that will be designed by a qualified consultant. It also provides instructions on how to seek ODOT approval of a certified LPAs proposed qualified staff.

## B. STAFFING REQUIREMENTS

For a certified LPA to deliver a project containing bridge component(s) and/or other transportation related structure(s) that will be designed by a consultant, the LPA must staff the project with one of the following to oversee and administer the consultant design contract:

1. **Qualified Agency Bridge Lead:** An independent consultant or in-house staff member who represents the Agency in the delivery of a project containing bridge(s) and/or other transportation related structure(s) and who has all of the following qualifications:
  - a. Possesses a professional license as a civil or structural engineer in the State of Oregon.
  - b. Provided consultation and expertise in project scoping in the area of bridges.
  - c. Performed the duties of a Bridge Designer or Bridge Design Checker on a minimum of 3 bridge designs. The requisite bridge designs shall have been executed in accordance with the AASHTO standards. As a bridge designer the individual shall have been directly responsible for the development of design calculations, drawings, specifications, and contract documents, and review of shop drawings related to a specific bridge design. As a Bridge Design Checker the individual shall have been responsible for performing a full technical check of the structural design calculations, drawings, specifications and contract documents.
  - d. Performed the duties of a Bridge Design Reviewer on a minimum of 2 bridge projects. The requisite bridge designs shall have been executed in

accordance with the AASHTO standards. As a Bridge Design Reviewer the individual shall have been directly responsible for reviewing work and deliverables prepared by the Bridge Designer/Bridge Design Checker and ensured that work was progressing in a manner to meet project schedule and budget requirements.

- e. Participated in a qualifications based procurement and selection process for architectural and engineering (A&E) consultant services for bridge design on a minimum of 2 projects.

**2. Qualified Agency Project Manager:** An independent consultant or in-house staff member who represents the Agency in the delivery of a project containing bridge(s) and/or other transportation related structure(s) and who has at least 5 years of experience managing projects including all of the following responsibilities:

- a. Participated in a qualifications based procurement and selection process for A&E consultant services for bridge design.
- b. Provided consultation and expertise in project scoping in the area of bridges.
- c. Performed review of bridge deliverables prepared by other consultants for conformance to accepted Agency standards and obtain necessary design deviations as necessary.
- d. Coordinated the reviews and approvals of all bridge design deliverables including the resolution of design and detail issues.
- e. Administered bridge design contracts.

### **C. COORDINATION REQUIREMENTS**

When a certified LPA utilizes a Qualified Agency Project Manager to meet the minimum staffing qualifications and coordination requirements, the certified LPA shall also coordinate with their Regional Local Agency Liaison for the review of the following items by the ODOT Bridge Section:

- The consultant services agreement, including the cost proposal.
- The Design Acceptance Package (DAP).

### **D. APPROVALS**

Prior to entering into any relevant project supplemental agreements, the certified LPA shall notify its Regional Local Agency Liaison and ODOT's Certification Program Manager at (ODOTCertification@odot.state.or.us) of its intent to hire consultants to design a bridge on the project. With the notice, the certified LPA must include information on how it will meet the qualified staffing requirement identified herein. The Regional Local Agency Liaison and the Certification Program Office will coordinate with

the ODOT Bridge Section in the review and approval of the certified LPA's proposed qualified staff.

The certified LPAs approved qualified staff and their role in overseeing and administering the consultant designer must be identified in the relevant supplemental project agreement.