

2021

**ODOT CERTIFICATION
PROGRAM OFFICE**

LOCAL AGENCY GUIDELINES FOR CERTIFIED LOCAL PUBLIC AGENCIES

SECTION D:

RESOURCES DIRECTORY

Effective November 3, 2021



SECTION D: RESOURCES DIRECTORY

ABOUT THIS DIRECTORY

Section D of this Local Agency Guidelines for Certified Local Public Agencies (LAG for Certified LPAs) serves as a directory of resources (governance, manuals, templates, forms, checklists, and other guidance) that are referenced throughout this manual or may otherwise be helpful to users.

The resources in this directory are generally organized by the topics that are covered in each section of the *LAG for Certified LPAs*. For many topics, a single link will access a webpage where users will find multiple resources.

A. OVERVIEW RESOURCES

A.1. [Governance](#)

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

A.2. [Local Agency Guidelines](#)

- Local Agency Guidelines for Certified Local Public Agencies (November 2021)
- Archived Local Agency Guidelines for Certified Local Public Agencies (December 2018, Rev 1 January 2020)

A.3. [Certification User Group](#)

- User Group Governance
- Annual Meeting Materials
- Subcommittee Work Session Materials
- User Group Training & Workshops
- User Group Resources

A.4. [Local Government \(Other Resources\)](#)

- Local Government Funding Overview
- STIP
- Connect Oregon
- Keep Oregon Moving (HB 2017): Local Governments
 - Road and Bridge Condition Reporting
 - Transportation Project Website Reporting
 - Other – Statewide Transportation Improvement Fund
- Certified Local Agency Resources for Consultant Selection
- Certification: Program, Guidance, Forms, LPA Status

- Engagement: Committees & Contacts, CUG, Training Opportunities

B. PROGRAM & COMPLIANCE RESOURCES

B.1. Certification Program Guidance and Forms

- Agreements – sample templates*
- Application – Local Agency Certification (734-5327)
- Bulletins
- Certified Local Public Agencies (status & contact information)
- Forms Library
- Transitioning Conditionally Certified LPAs to Full Certification

B.2. **Foundational Documents**

- Quality Program Plan - sample template* (see also [Library of Quality Program Plans](#), under User Group Resources)
- [Construction Contracting Templates & Samples](#)
 - General conditions and bid book review checklists
 - Sample contract
 - Sample performance & payment bonds
 - Sample wage rates page
- [Consultant Contracting Templates & Guidance](#)
 - A&E Request for Proposal (RFP)
 - Non-A&E Planning Services RFP
 - A&E/Non-A&E Contract
 - Contract Amendment
- Title VI Implementation Plan – sample template**
- ADA Title II Transition Plan**

B.3. Training

- Federal-Aid Essentials for LPAs
- Consultant Selection
- Civil Rights Training & Events
- Construction Training & Certification
- FHWA-AASHTO TC3 Local Agency Training
- Technical/Engineering Training
- Technology Transfer Center
- Certification User Group Materials
- Workday Learning

B.4. Maintaining Certification: Compliance & Oversight

- Compliance Review Guides

Notes:

* Resource under development, contact the Certification Program Office if needed.

**Contact ODOT Office of Civil Rights for additional information and support in developing these documents.

- Certification Program Core Question Guide
- Project Core Question Guide
- Consultant Selection Review Guide
- Right of Way Review Guide
- Project Civil Rights Review Guide
- Material Quality Review Guide
- Work Zone Safety and Mobility Review Guide
- Compliance Forms and Reports
 - Certified LPA Annual Self-Audit (734-5152)
 - Certified LPA Approval Authority (734-5084)
 - Certified LPA Review and Corrective Action Report (734-5070)
- Certified LPA Quarterly Reports (sample and tips handout)
- [Certified LPA Review Schedule](#)

C. PROJECT DELIVERY RESOURCES

C.1. Certification Program Project Delivery Authorities & Checklists

- [Approval Authority Matrix for Certified LPA Projects](#) (734-5191)
- [Bridge Design Qualification and Coordination Requirements for Certified LPAs Not Certified in Bridge Design](#)
- [Consultant Selection Checklists](#)
 - Formal
 - Informal
 - Small Purchase
 - Consultant Contract Administration
- [Civil Rights Tracking Sheet](#) (734-5192)
- [PS&E Submittal & Completeness Checklist](#) (734-5182)
- [Advertising, Bid and Award Checklist](#) (734-5193)
- [Construction Contract Administration Checklist](#) (734-5194)

C.2. Publications: Manuals, Standards, Other Guidance

a. ODOT

- [ADA Curb Ramp Process for LPAs](#)
- [Bridge Design/Drafting Manual](#)
- [Bridge Hydraulics Performance Specification](#)
- [Construction Guidance](#) (Construction Manual, Qualified Products List, Pavement Design Guide, Quality Assurance, etc.)
- [Consultant Selection](#)
 - [LPA A&E Requirements Guide](#)
 - [LPA Non-A&E PSK Requirements Guide](#)

- [Engineering Guidance & Manuals](#) (highway design, traffic control, right-of-way, construction, testing procedures, standard drawings and details, design standards, technical bulletins, design exceptions, etc.)
- [Geo-Environmental Section website](#) (Environmental guidance, rules and laws, forms, templates, and procedures on the following: air quality and energy, noise, hazardous materials, cultural resources, biology, NEPA, wetlands, and storm water management)
- [Letters of Public Interest Finding \(LPIF\) Guide](#)
- [Oregon Transportation and Growth Management](#)
- [Planning & Technical Guidance](#)
- [Project Delivery Guide](#)
- [Safety Programs](#)
- [Scoping Expectations Framework](#)
- [Specifications for Construction](#)
- [Utility & Railroad Relocation Program Resources](#)
- [Sample Railroad PE Agreement](#)
- [Value Engineering](#)

b. Other Organizations

- [AASHTO Policies and Design Guides](#)
- [FHWA Contract Administration Core Curriculum Manual](#)
- [FHWA Guidance on “Responsible Charge”](#)
- [National Association of City Transportation Officials Urban Bikeway Design Guide](#)
- [USDOT DBE Program Best Practices](#)
- [USDOT Official Questions and Answers \(Q&A’s\) Disadvantaged Business Enterprise \(DBE\) Program Regulation \(49 CFR 26\)](#)

c. Maps & District Information

- [Federal Functional Classification](#)
- [National Register of Historic Places](#)
- [ODOT Maps website](#)
- [Oregon Legislative Senate and House \(Representative\) Districts](#)
- [U.S. Congressional Districts](#)

C.3. Forms & Templates

- [Certification Program Forms](#)
- [Certified LPA Quality Assurance & Contract Administration Plan](#)
- [Civil Rights Forms](#)
- [Construction Forms](#)
- [Consultant Contract Statement of Work Library \(LPAs\)](#)
- [Consultant Selection Contract Templates & Forms](#)

- [Design Exception Request \(LPAs\)](#)
- [Engineering/Technical Forms](#)
- [Local Agency Technical Scope Sheet \(734-5151\)](#)
- [NEPA Forms & Templates \(including Environmental Prospectus\)](#)
- [ODOT Project Controls Office Templates & Worksheets](#)
 - Specifications for Construction (standard and boilerplate special provisions)
 - Estimating, guidance and tools
 - Resources, searchable library that includes:
 - Letters of Public Interest Finding (LPIF) Guidance
 - LPIF letter templates
 - Anticipated Items letter templates
 - Fuel, Steel, Class of Work and Scheduling Templates Guide
 - Fuel Index and Scheduling Program (fuel and steel escalation worksheets)
- [Project Charter](#)
- [Project Management Plan](#)
- [Local Public Agency Federal Aid Project Scoping Checklist \(734-5293\)](#)
- [ODOT Scoping Notes Form](#)
- [Statewide Mobility Program](#)

C.4. Look-up Lists (Eligible/Ineligible Entities)

- [BOLI List of Ineligible Contractors](#)
- [CCB Licensing](#)
- [COBID Directory of Certified Firms \(DBE, MBE, WBE, ESB, SDV\)](#)
- [GSA System for Award Management \(SAM\)](#)
- [Insurance, Surety, Financial Entity Licensing](#)
- [ODOT-approved lists of qualified consultants](#)
- [OIG Exclusions](#)
- [Oregon Secretary of State Business Registry](#)