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## SECTION B

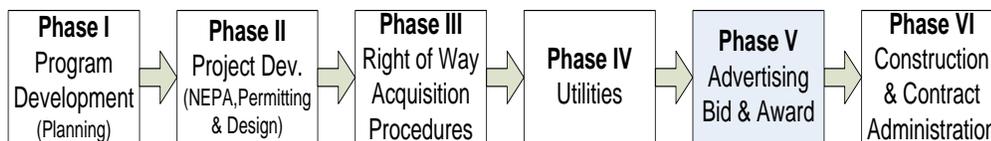
## NON-CERTIFIED AGENCY

### Chapter 15 Advertising, Bid and Award Procedures

This chapter specifies the processes to advertise, bid and award construction contracts for non-certified local public agency (LPA) federal-aid projects.

Additional information related to the advertising, bid and award process for personal services; architectural and engineering; and non-architectural and engineering contracts; is available in [Section B, Chapter 12, Consultant Selection of this LAG Manual](#).

In the sequence of project development, advertising, bid and award generally occurs in Phase V, after the completion of Plans, Specifications and Estimates (PS&E).



#### A. OVERVIEW

The PS&E documents are used to advertise, award and administer the contract. Non-certified LPA federal-aid projects are advertised either by an LPA certified in advertising, bid and award, or by the ODOT Procurement Office (OPO) Construction Unit. Office of Project Letting (OPL) will transmit the documents to OPO for advertising, bid, and award.

Refer to ODOT's [Project Delivery Guidebook](#), Chapter 3 "Delivery of Local Agency Projects" section for project management and project delivery oversight requirements for LPA projects. Non-certified LPA projects will be administered in accordance with ODOT's [Project Delivery Guidebook](#), ODOT's [Construction Manual](#), and this *LAG Manual* and in accordance with [OAR 731-005, 007; OAR 734-010](#) and other state and federal requirements.

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#### B. REQUIRED SUBMITTALS AND PROCEDURES

In order for ODOT to advertise and award a construction contract on a non-certified LPA project, the following process and submittal requirements must be met.

- ODOT's [Project Delivery Leadership Team \(PDLT\) Operational Notice 02](#) outlines the deliverables required to submit a LPA project for advertising, bid and award.
- ODOT's [Project Delivery Leadership Team \(PDLT\) Operational Notice 07](#) identifies critical items of work, establishes and clarifies individual roles and responsibilities, and documents the process from the time PS&E documents are submitted to ODOT's Office of Project Letting, up to the time of bid opening.
- ODOT's [Project Delivery Leadership Team \(PDLT\) Operational Notice 08](#) provides guidance and clarification of the processes, roles and responsibilities occurring during the timeline between bid opening and the issuance of the Notice to Proceed in the award of highway and bridge construction projects.
- ODOT's [Project Delivery Leadership Team \(PDLT\) Operational Notice 15](#) provides direction to the business line relating to the structured assessment of risk and insurance against identified risks for contractors and subcontractors performing work on highway and bridge construction projects.
- ODOT's [PS&E Delivery Manual](#) provides direction of the standard advertisement periods for projects based on size and estimated project costs.
- LPAs awarding projects through ODOT's Office of Project Letting (OPL) are required to follow ODOT's process for delivery of roadway digital design documents. Refer to [Section B, Chapter 9 of this LAG Manual](#) for determining if 3D Digital Data requirements apply.

Additionally, ODOT's [Office of Project Letting](#) has developed the [PS&E Delivery Manual](#) to define the deliverable PS&E items required to place LPA transportation projects on the schedule for advertisement and competitive bid.

As noted in other chapters of this manual ODOT's [Regional Local Agency Liaison](#) is the key ODOT contact for local agencies to ask questions, clarify processes and receive assistance with procedures related to the delivery of LPA [Statewide Transportation Improvement Program](#) (STIP) projects.

### **C. ADDITIONAL RESOURCES**

Additional resources and information are available at the following ODOT and other websites:

- [Office of Project Letting Manuals/Forms](#)
- [PS&E Delivery Manual](#)
- [Roadway Engineering Section Forms](#)
- [Procurement Office](#)
- [Technical Support Section](#)
- [ODOT's Local Agency Program](#)
- [Office of Civil Rights](#)

- [Regional Websites](#); and
- [OAR 731-005, 007](#); [OAR 734-010](#)

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