

LINN COUNTY

QUALITY CONTROL PLAN

FOR

FEDERAL AID PROJECT DELIVERY

MAY 2024



Linn County Road Department
3010 Ferry Street, S.W.
Albany, Oregon 97322

Prepared By:

Linn County Road Department Engineering Department

County Engineer/
Project Manager:
Daineal Malone, PE

Date: _____

Approved By:

ODOT Certification Program

Program Manager:
Tiffany Hamilton, JD

Date: _____

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1.0 INTRODUCTION

This plan outlines the Quality Control practices which require Linn County (County) to administer Federal Aid Contracts in a consistent and uniform manner. The purpose of this Quality Control (QC) Plan is to ensure that the County successfully administers the Federal Highway Administration (FHWA) projects in compliance with federal laws, regulations, and the requirements of the current Local Agency Certification Program Master Agreement #30919, that was fully executed on May 5, 2016, and the new Certification Program Agreement #73000-00029496, that was fully executed on May XX, 2024, with the Oregon Department of Transportation (ODOT). In addition to the Program Agreement, a Supplemental Project Authorization will be executed for each Project.

Linn County is Certified in the following phases:

- Consultant Selection (Direct Appoint)
- Roadway Design
- Bridge Design
- Advertisement, Bidding and Award for construction contracts
- Construction Contract Administration

In addition to FHWA requirements, the QC Plan describes the practices and procedures necessary to administer Certified Projects that meet ODOT'S Local Agency Guidelines (LAG) Manual and Standard Construction Specifications. Nothing in this Plan alters any provision or specification within the Contract, or any applicable laws, ordinances or regulations.

This is the 2024 Edition of the Linn County "Quality Control Plan for Federal Aid Project Delivery" as part of the ODOT Certified Local Agency Program. This document replaces the 2018 Edition of the Linn County "QC Plan".

This document is intended to be a working plan where procedures and processes will need to be modified to reflect changes that occur over time.

1.1 BACKGROUND

The Federal-Aid Highway Program is an FHWA sponsored cost-based reimbursement mechanism for transportation related projects. Federal-Aid funds are allocated to the various states through their respective transportation agencies. In Oregon, these funds are distributed through ODOT. Local Agencies like Linn County can submit transportation-related projects to qualify for and leverage these funds. In the past, all qualified projects were bid and contracted through ODOT. Under a stewardship and oversight agreement, FHWA allows ODOT to delegate the administrative authority for managing these contracts to a local public agency. ODOT remains responsible and accountable for local public agency compliance with all applicable Federal laws and requirements. FHWA is presently allowing states to grant program responsibility to qualified local agencies through an approved Certification program.

The County has the qualifications, experience, and staff to be a Certified Local Agency (CLA). This document outlines the process by which the County has agreed to assemble, advertise, award, and execute construction contracts under the Federal Certification Acceptance program.

Under certification, ODOT retains program oversight and for ensuring that all Federal requirements are met by approving the local agency's processes. ODOT and/or FHWA provides technical assistance as needed, periodic program reviews, and project specific reviews annually.

A requirement of this plan is to ensure that proper contract administration training is achieved and the QC Plan is followed to promote consistency, quality and accountability in the documentation and reporting requirements.

Oversight of the QC Plan is the responsibility of the Project Manager. The County Engineer has the final authority for the areas of project delivery delegated to the County by ODOT. Final authority should be consistent with the requirements of the ODOT-Linn County Certification Program Agreement, ODOT LAG manual and FHWA policies.

2.0 RESPONSIBILITIES

2.0.1 FHWA Responsibilities

FHWA has the authority and responsibility for implementing and monitoring federal laws, regulations and executive orders affecting highway transportation projects undertaken with federal funding. When a project involves FHWA funding, FHWA is involved according to these responsibilities, delegations of authority and FHWA's Stewardship Agreement with ODOT. For local agency projects involving federal funding, FHWA's responsibilities typically involve project implementation and process review activities.

2.0.2 ODOT Responsibilities

ODOT is accountable to FHWA for administering the successful implementation of federal aid programs and projects.

As part of ODOT's obligation to ensure compliance with state and federal laws, ODOT outlines the basic requirements for local agency policy and procedures. In this way, ODOT supports local agencies as they develop their own procedures that comply with state and federal requirements. By doing this, ODOT avoids prescribing uniform policies and procedures upon local agencies which allows for greater flexibility for individual agencies. ODOT collaborates with FHWA to interpret federal and state laws and provide guidance through training and manuals to assist agencies with planning, designing and constructing transportation systems.

Federal funding allocations are distributed to local agencies to meet program goals. ODOT also has responsibility to ensure that budget authority is not exceeded, and include guidance to ensure that projects are implemented in a timely manner.

The following are some of the key project responsibilities that ODOT cannot delegate. The County must comply with ODOT's process within these specific project areas:

- Pre-award audit review of consultant contracts over \$250,000
- Civil Rights activities including DBE, EEO and OJT/Apprenticeship
- National Environmental Policy Act (NEPA) Processes
- Right of Way Certification
- Approval of Utility Relocation Agreements involving federal reimbursements
- Issuance of rail grade crossing orders
- Project Final Acceptance

- Approval of payments from ODOT to local agencies

Information regarding the above topics are outlined in the ODOT LAG Manual. Where FHWA has not delegated final approval, ODOT monitors local agency activities, reviews or prepares documents and makes recommendation to FHWA. As an example, ODOT reviews all environmental documents for completeness before ODOT submits them to FHWA for approval.

Within ODOT's Local Government Section, ODOT is available and provides technical assistance to agencies requesting help in areas such as environmental issues, right of way, hazardous waste, labor compliance, EEO, Title VI and Disadvantaged Business Enterprise (DBE) issues.

2.0.3 Certified Local Public Agency (CLPA) Responsibilities

Within the Federal-Aid Guidelines and Working Agreement between the Association of Oregon Counties and the League of Oregon Cities, Cities and Counties certified to administer Federal-Aid projects that are not on the National Highway System (NHS) shall follow the guidelines set forth in the individual Master certification Agreements entered into at the start of the certification process. All non-certified cities and counties are required to follow the guidelines set forth in the Working Agreement and must contract with the State or other certified agency to secure services to perform Plans, Specifications and Estimates (PS&E), contract advertisement, bid, award, contractor payments and contract administration.

Local agencies are responsible for utilizing federal funding in accordance with federal laws and program requirements. Local agencies shall ensure staff members, consultants and contractors comply with these requirements and procedures in developing and constructing projects.

2.1 FEDERAL FUNCTIONAL CLASSIFICATION

Federal Functional Classification (FFC) is the system by which roads are grouped into functional systems according to the type of service and amount of traffic the facility carries. The FFC is used to determine design standards of roads and determines Federal-Aid funding eligibility as well as prevailing wage requirements. FFC is assigned to all public roads using federal guidelines and is approved by FHWA.

2.2 FEDERAL ELIGIBILITY

Federal-Aid-eligible roads include roads federally designated as:

- Urban minor collector
- Major collector
- Minor arterial
- Principal arterial
- Interstate
- All roads that have both a FFC of principal arterial and connected to an existing or new National Highway System route, on at least one end

2.3 COUNTY ORGANIZATIONAL STRUCTURE AND AUTHORITY

The Linn County Road Department has 68 full time employees. Figure 1 represents the current Linn County Road Department Organizational Structure.

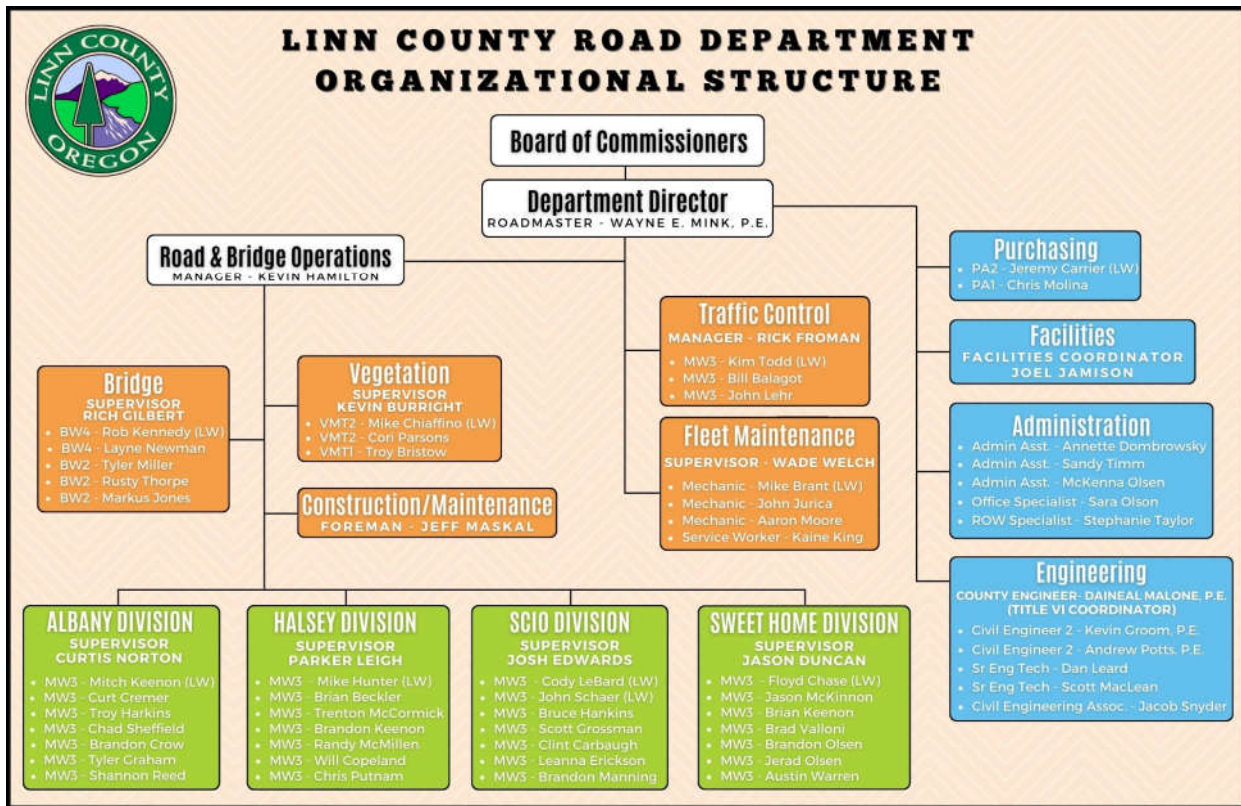


Figure 1. Linn County Road Department Organizational Structure Chart (05/01/2024)

County approval authority:

2.3.1 County Board of Commissioners

- Approve Intergovernmental Agreements (IGA)
- Approve consultant contracts greater than \$50,000
- Approve consultant contracts amendments greater than \$50,000
- Approve construction contracts
- Approve contract change orders
- Approve pay estimates greater than \$50,000

2.3.2 County Attorney

- Review Intergovernmental Agreements
- Review and approve consultant contracts greater than \$50,000
- Review consultant contracts amendments greater than \$50,000
- Review construction contracts
- Review contract change orders

2.3.3 County Director (Roadmaster)

- Review Intergovernmental Agreements
- Review and approve consultant contracts less than \$50,000
- Review and approve consultant contracts amendments less than \$50,000
- Review construction contracts
- Review contract change Orders
- Review pay estimates greater than \$50,000
- Approve pay estimates less than \$50,000

2.3.4 County Engineer

- Review Intergovernmental Agreements
- Review and approve funding applications
- Prepare consultant contracts
- Prepare consultant contract Amendments
- Prepare construction contracts
- Prepare contract change orders
- Review and approve design exceptions
- Review pay estimates

2.4 TEAM STRUCTURE, RESPONSIBILITY AND AUTHORITY

The typical project team structure includes a Project Manager (PM), the professional engineer referred to as the Engineer of Record (EOR), a construction Contract Manager (CM), an Engineering Technician/Inspector (CI), an Office Manager (OM) and a Quality Control Compliance Specialist (QCCS). Team members are not assigned solely to one project, therefore the project team makeup does not remain the same from one project to the next. The role of the QCCS is contracted out to a qualified firm to perform this work.

The County's Engineering Department is responsible for the technical and engineering functions of project delivery and the Project Manager is responsible for the administrative part of project delivery.

2.4.1 Project Manager (PM)

The Project Manager (PM) is the lead representative on the project team from initial inception through construction closeout. Any component of these responsibilities may be delegated to qualified staff. The Project Manager has the following responsibilities:

- Managing the overall project scope and any changes;
- Managing the overall budget for the life of the project;
- Public Involvement and external stakeholder Coordination;
- Managing the overall project schedule;
- Prepares and manages consultant contracts;
- Ensuring Right-of-Way authorization, permits, and Environmental documentation is ready prior to construction;
- Ensuring Anticipated Items and Public Interest Findings are in place prior to construction;
- Obtain Easements prior to construction;
- Checking bid items, bid quantities and contract specifications for consistency at 90% design review;
- Ensure final Project Agreement Estimate (PAE) is sent to ODOT after contract award;
- Review and approval of consultant contract invoices and County billings for reimbursement;
- Schedule advertisement approval, bid opening and award dates with the Commissioners' office;
- Submit Certified LPA Quarterly Reports to ODOT (Form 734-2590);
- Authorize Construction contractor monthly progress payment;
- Resolve Claims;
- Ensure final billing is sent to ODOT
- Prepare and submit the PS&E Submittal & Completeness Checklist (Form 734-5182);
- Sign the Advertising, Bid and Award Checklist (Form 734-5193);
- Sign the Construction Contract Administration Checklist (Form 734-5194); and

- Ensure all IGA requirements are met.

Project Managers hold decision-making authority during Project Development and Design Phases while Contract Managers are responsible for scope, schedule and construction budget during the Construction Phase. Construction Contract Managers must get approval from Project Managers for all Change Orders and Requests for Increase in Project Authorization during the Construction Phase.

2.4.2 Project Engineer (EOR)

The Engineer of Record holds qualifications as a registered licensed Professional Engineers in the State of Oregon. The EOR provides direct supervision and control of the engineering aspects of the project and attests that Quality Assurance on the contract plans, specifications and estimate has been met. EOR's have the following responsibilities:

- Initiating design survey work order requests;
- Producing the engineering design of contract plans at 30-60-90 and final;
- Creation of the contract technical specifications;
- Development of the engineer's cost estimate;
- Ensuring the appropriate jurisdictional design standards are met;
- Initiating the Utility Coordination Notification steps;
- Bid Analysis and preparing Engineer's recommendation for contract award; and
- Approve construction submittals (shop drawings, calculations, etc.).
- Review and respond to RFI's, RFP's, Field Orders and Change Orders;

2.4.3 Construction Project Manager (CM)

The Construction Project Manager has responsibility to manage the scope, schedule, budget, reviewing, organizing, facilitating and tracking the project documentation, change orders and Construction Authorization during the Construction phase. Construction Project Managers have the following additional responsibilities during Construction:

- Prepare Advertising, Bid and Award Checklist (Form 734-5193);
- Construction Project team lead and facilitator;
- Oversee construction contract authorized budget;
- Oversee construction engineering budget;
- Facilitate, negotiate and document all payments, changes and claims to the contract;
- Perform Plan checks at 60 and 90 percent;
- Perform Bid Evaluations & Analysis and makes recommendation to Commissioners;
- Coordinate survey work order requests;
- Perform Utility Notification procedure and oversee the Contractor's utility coordination throughout construction;
- Prepare and submit BOLI forms (WH-81, WH-39 and WH-40)
- Prepare and submit CCB responsible bidder notification
- Issue Notice to Proceed;
- Review Construction Schedule;
- Issue First, Second and Third Notes (Notification of Commencement and Completion Dates for Contract Projects (Form 734-3233).;
- Facilitate Preconstruction conference;
- Approve submittals (Quality Documentation, Materials, etc.);
- Review Contractor's survey work;

- Reporting, filing and distribution of Quality Documentation;
- Maintain the bid schedule test summaries A and B;
- Ensure the testing of Field and Non-Field-Tested items are being tested;
- Prepare monthly progress payment;
- Facilitate and document RFI's, RFP's, Field Orders and Change Orders;
- Ensure proper erosion control reporting requirements;
- Ensure proper traffic control reporting requirements;
- Prepare the Quality Assurance & Contract Administration Plan (QACAP, Form 734-2857);
- Review General Daily Progress Reports for accuracy;
- Ensure quality control procedures during Construction;
- Verify calculations and quantities on installation sheets (pay notes);
- Facilitate the reporting, tracking and distribution of project submittals;
- Track and verify certified payroll and report on Labor Compliance;
- Receive and prepare subcontracts for approval;
- Maintain and organize project hard-copy folders and binders;
- Receive, verify and approve Monthly Employment Utilization Reports (MUERs);
- Receive, verify and distribute Subcontractor Paid Summary Reports;
- Monitor and ensure compliance of EEO, OJT and DBE documentation including DBE Goals, Work Plan Proposal (3A), CUF Reports (3B) and employee interviews;
- Oversee MEUR and Paid Summary Report documentation and distribution;
- Monitor and ensure compliance of Environmental documentation;
- Monitor and approve subcontracts and labor compliance documentation;
- Oversee all Contractor correspondence and inspection responsibilities;
- Facilitate project meetings with the Contractor, stakeholders, Agency and the public;
- Ensure compliance with Right of Entry Permits;
- Ensure material quality and quantity documentation and testing compliance;
- Issue Punch List;
- Issue Final Project Acceptance documentation and distribution;
- Resolve Claims;
- Review and signoff on closeout package;
- Ensure completion, receipt, and submission of as-builts to ODOT;
- Monitor and authorize payment for Plant Establishment;
- Ensure compliance with Contaminated Media and Hazardous Materials testing, removal and disposal;
- Oversee the approval of all contract closeout documentation;
- Prepare Construction Contract Administration Checklist (Form 734-5194)
- Facilitate Audit reviews and ODOT Documentation Review Report resolution; and
- File documents in accordance with the County's retention schedule;

Contract managers have the authority to withhold payments for outstanding quality, quantity or labor documentation and to suspend work if necessary.

The CM has the responsibility to assign personnel to the various inspection phases of the work and delegates authority to them according to their area of expertise and capabilities.

2.4.4 Engineering Technician/Construction Inspector (CI)

Project Engineering Technicians/Inspectors are staff members within the Engineering Department who have the general responsibility for reviewing, organizing, facilitating and tracking the project documentation and to ensure that all materials incorporated into a project meet the specifications and that work is performed in accordance with the contract documents.

The County requires that all construction inspector staff obtain an ODOT General Construction Inspection certification. If an Inspector is not certified or certification has elapsed, they are required to register and take the next available certification class. Inspectors maintain individual certification in categories for the types of projects assigned. Other ODOT Inspection Certifications include Bridge Construction, Asphalt Pavement, Environmental Construction, Drilled Shaft and ADA Curb Ramp.

Project Inspectors are required to follow the guidelines, principles and procedures outlined in the ODOT Inspector's Manual. In general, Inspectors have the following responsibilities during construction:

- Prepare the Quality and Quantity Guide
- Ensure the project is constructed according to approved plans and specifications;
- Receive and verify quality documentation for materials delivered to be incorporated into the project and fill out Field Inspection Reports (FIR);
- Ensure that materials incorporated into the project are properly sampled and tested and verify the material meets approved quality certifications;
- Prepare calculations and quantities on installation sheets (pay notes);
- Request and coordinate Quality Assurance testing;
- Fill out the bid schedule test summaries A and B;
- Observe and report on the daily progress and activities of the Contractor's work;
- Review contractor monthly progress payments;
- Ensure compliance with approved Pollution, Containment, Erosion and Traffic Control plans;
- Reject materials or workmanship not in conformance with contract documents;
- Observe that the Contractor is employing safety in their means and methods of performing the work and that the site is safe for pedestrians and travelling public;
- Communicate and advise the Construction Manager of potential problems, issues or changes that may impact the cost or schedule of the work;
- Conduct wage rate interviews of Contractor and subcontractor personnel;
- Document whether or not DBE subcontractors are performing a Commercially Useful Function using ODOT Forms;
- Ensure BOLI-required and federal-required job posting are posted on the construction site and in clear view of all employees working on the project, including subcontractor.

2.4.5 Office Manager (OM)

The Office Manager (OM) prepares documentation for the Board of Commissioners' signatures for advertisement approval, bid opening and award, contract change orders, and all payments greater than \$50,000, processes consultant invoices and construction contractor pay estimates and distributes payment, and submits invoices to ODOT for reimbursement.

2.4.6 Quality Control Compliance Specialist (QCCS)

The Quality Control Compliance Specialist (QCCS) ensures that field-tested materials comply with contract specifications. The QCCS coordinates, schedules, and oversees a collection of field-test samples; trains and advises staff on materials testing standards and procedures, and conducts field inspections on

construction projects related to testing. The QCCS ensures all field-tested materials are used as specified in the ODOT Manual of Field Test Procedures (MFTP). The QCCS oversees the Contractor's quality control procedures and ensures they follow the contract and meet all requirements. The QCCS reviews submittal documents for field-tested materials and reports on construction quality control activities. The QCCS has responsibility for ensuring materials testing on the NHS for the appropriate products and quantity verification.

The QCCS is ODOT-Certified in Materials Testing procedures which include:

- CAgT - Aggregate
- CAT-1 - Asphalt
- CEBT - Embankment
- CDT - Density
- QCT – Concrete

At this time, the QCCS is not an employee of the County. This service will be contracted out to a firm that holds the required qualifications. The QCCS roles, responsibilities and qualifications are outlined in the ODOT QCCS Manual.

3.0 QUALITY CONTROL TRACKING

The County follows the ODOT Local Agency Guidelines Manual (LAG Manual) process for delivering Federal Aid Projects, including the checklists included in the manual. In addition to these checklists within the LAG Manual, the County has developed checklists for tracking development and administration of Federal Aid Projects.

3.1 REQUIRED ODOT CHECKLISTS

The following is a list of the required checklists as identified in the LAG Manual:

- PS&E Submittal & Completeness Checklist (Form 734-5182);
- Advertising, Bid and Award Checklist (Form 734-5193);
- Construction Contract Administration Checklist (Form 734-5194); and
- Civil Rights Tracking Sheet (Form 734-5192)

3.2 COUNTY INTERNAL CHECKLISTS

The following is a list of the County developed checklists that can be found under the Attachments Section of this Plan:

- Direct Appoint/Small Purchase Contracts
- Utility and Right of Way
- Plans, Specifications and Estimate
- Ad, Bid and Award
- Construction
- Prime Contractor Monthly Submittals
- Monthly Subcontractor Submittals
- Payroll Receipt and Review
- Subs Paid Tabulation

3.3 PS&E COMMENT TRACKING & RESPONSE LOG

The County uses a Comment Tracking & Response Log when performing 30-60-90 and Final

PS&E reviews, both internally and from ODOT. The response log is used to track the reviewers' comments and allow the engineer to ensure that all comments are addressed or provided a response regarding their disposition. The comment log and redlined plans will be provided to ODOT with the distribution of plan review documents, if necessary.

4.0 CONSULTANT SELECTION

The County follows the LAG Manual process for delivering Federal Aid Projects.

Linn County General Provisions Related to Public Contracts for Construction Services (LCPR) for A&E Consulting Contracts, LCPR 137-048-0200 allows for a Direct Appoint Procedure when the estimated fee to be paid under the Contract does not exceed \$100,000. LCPR 137-048-0210 allows for an Informal Selection Procedure when the estimated fee to be paid under the Contract is greater than \$100,000, but less than \$250,000. LCPR 137-048-0220 allows for a Formal Selection Procedure when the estimated fee to be paid under the Contract is greater than \$250,000. These provisions follow the federal provisions for consultant selection.

At this time, the County is certified to administer direct appoint/small purchase contracts.

4.1 DIRECT APPOINT/SMALL PURCHASE SELECTION

The County utilizes the most current versions of the ODOT A&E Requirement documents found on the ODOT Certified Local Agency Resources for Consultant Selection website. The following documents, as appropriately required, are to be utilized:

- LPA A&E Requirements Guide (Small Purchase);
- The most current Statement of Work templates located in the ODOT Statement of Work Library;
- Small Purchase Selection Form;
- Record of Negotiations;
- Contract for A&E Services; and
- Contract Amendment

The EOR and PM prepare a scope of work/statement of work and internal cost estimate for the services required. The County may also request consultant billing rates from ODOT. A minimum of three consulting firms, from the ODOT approved consultant list, must be notified of the needed services. The PM and EOR determine the consulting firm that best fits the needs/requirements of the proposed work and prepares the Small Purchase Selection Form.

The PM and EOR work with the selected firm to refine the Statement of Work and prepare a revised internal cost estimate. The County provides the consulting firm the Breakdown of Costs Template. All negotiations are to be documented on the Record of Negotiations Form (RON).

Upon concluding negotiations, the Project Manager prepares and submits the Contract to the consultant for review and approval and request submittal of the required insurance certificates. The PM also submits the following documents to the consultant to be returned prior execution of the Contract:

- Conflict of Interest Form
- Certification of Final Indirect Costs (for firms that calculate overhead)
- Small Purchase Consultant Selection Form

Once the Contract has been awarded, the PM submits the Notice of Award (Form 734-2849) to the Office of Equity and Civil Rights (OECR). If the consultant is utilizing subcontractors, the consultant will prepare the Paid Summary Report (Form 734-2882), and the PM submits this to the OECR.

Once all required documentation has been received, the PM issues Notice to Proceed (NTP).

The Project Manager reviews invoices, with input from the EOR, to ensure the approved costs accurately reflect the activities performed by the consultant.

The EOR and PM determine the need for any contract amendments and provide the amendments to the Office Manager for processing.

Near completion of the Contract, the EOR and PM prepare the Consultant Evaluation Form and provide a copy to the Consultant for review and comment. The evaluation form shall be kept on file with the County and may be utilized in future selection determination.

The County also uses an internal Direct Appoint/Small Purchase Contracts Checklist. See checklist in Attachments Section.

4.2 INFORMAL SELECTION

At this time, the County is not certified in Informal Consultant selection. If the County pursues certification in Informal or Formal Consultant selection at a later date, this plan will be updated accordingly.

4.3 FORMAL SELECTION

At this time, the County is not certified in Formal Consultant selection. If the County pursues certification in Informal or Formal Consultant selection at a later date, this plan will be updated accordingly.

5.0 PRELIMINARY ENGINEERING

Plans, Specifications and Estimates (PS&E) are prepared by the County Engineering Staff, or a consultant if one has been selected to perform this work.

General oversight of PS&E preparation is provided by the County's project manager, the Engineer of Record, and the County Engineer. The four County checklists; NEPA Documents, Utility & Right of Way, Consultant Selection, and Plans, Specifications and Estimate are to be used as guidance documents. The PS&E Checklist (Form 734-5182) found in Section D(c.1) of the LAG Manual is used to document each project's compliance with ODOT/FHWA requirements. The PS&E checklist is required to be submitted by the CLPA to ODOT for all FHWA projects prior to advertisement of bids.

Project plan reviews occur at 30/60/90/Final percent during the development of plans, specifications, and estimates.

- 30 Percent Plan – 1st Utility Notification process occurs. Peer review and management review. ODOT review as required.
- 60 Percent Plan– 2nd Utility Notification process occurs. Peer review and constructability review performed by Design and inspection staff. Management review if major scope or budget changes. ODOT review as required.

- 90 Percent Plan, Specification and Estimate – 3rd Utility Notification (if necessary) process occurs. Peer Review and constructability review performed by Design and inspection staff. Management review if major scope or budget changes.
- Final Plan, Specification and Estimate – Review performed by Project Manager. EOR determines Class of Work. Management review if major scope or budget changes. PS&E sent to ODOT Local Agency Liaison (LAL) and the OECR for review and concurrence.
- Final Plan, Specification and Estimate – Engineer of Record and the County Engineer complete an independent review, sign and stamp the plans and specifications.

At each level of review, redlines are produced and utilized to ensure all review comments are addressed and responded. For consultant-designed projects, the County reviews formal submittals from the consultant at 30/60/90/Final design completion levels.

The County also uses an internal PS&E Checklist. See checklist in Attachments Section.

5.1 DESIGN EXCEPTIONS

Design Exceptions are required when a proposed design element varies from established design guidelines. The County requires design exception approval for variances from the following publications:

- Manual on Uniform Traffic Control Devices (MUTCD)
- NACTO Urban Bikeway Design Guide
- AASHTO – A Policy on Geometric Design of Highways and Streets Manual
- ASSHTO – Roadside Design Guide
- FHWA Designing Sidewalks and Trails for Access, Parts I and II
- 2010 ADA Standards for Accessible Design (and Supplements)
- ODOT Highway Design Manual

Design exceptions are prepared as soon as the need becomes necessary and is transmitted along with the design documentation package. The County utilizes the ODOT Design Exception Process. This applies for both projects located on the County right of way as well as any projects located on or along ODOT controlled right-of-way and roadways.

5.2 AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The County's Americans with Disabilities Act (ADA)-related design exception and curb ramp inspection processes use ODOT's design exception and curb ramp inspection process. The ODOT ADA process can be found on their Engineering for Accessibility website at

<https://www.oregon.gov/odot/ADA/Pages/Project-Delivery.aspx>

5.2.1. ADA Design Exceptions

In the situation where a curb ramp design does not meet the design criteria given, an approved variance is required. Technical infeasibility is the review standard applied by the County Engineer to approve a variance.

5.2.2. Curb Ramp Inspections

The County inspects all newly constructed curb ramps. Curb ramps must meet the criteria given in the ODOT Curb Ramp Inspection Form(s) prior to payment.

For curb ramps on or along ODOT roadway, ODOT inspection forms are used. A copy of the ODOT inspection forms are to be submitted to ODOT prior to issuing Second Note.

5.2.3. Work Zone Accessibility Requirements

For work on a County project or along ODOT roadways, ODOT standards for providing accessible work zones apply. This includes, but is not limited to, providing temporary accessible routes through or around the work zones along with directional and informational signage, along with advance notification of any temporary pedestrian route on or along the roadway. This advance notification is provided at least 10 days prior to the start of construction in accordance with ODOT standards and processes.

5.2.4. On-Going Maintenance Responsibilities

The County ensures that any portions of the work under the County's maintenance jurisdiction are maintained in compliance with the ADA throughout the useful life of the Project. This includes, but is not limited to, ensuring that:

- Pedestrian access is maintained as required by the ADA.
- Any complaints received by the City identifying sidewalk, curb ramp, or pedestrian activated signal safety or access issues are promptly evaluated and addressed,
- Any repairs or removal of obstructions needed to maintain Project features in compliance with the ADA requirements that were in effect at the time of the Project construction are completed by the City or abutting property owner pursuant to applicable local code provisions.
- Any future alteration work on the Project or Project features during the useful life of the project complies with the ADA requirements in effect at the time the future alteration work is performed, and
- Applicable permitting and regulatory actions are consistent with ADA requirements.

5.3 ENVIRONMENTAL COORDINATION

The PM or EOR coordinates and submits all environmental documentation to ODOT, from prospectus through NEPA closeout, as ODOT holds approval authority over NEPA environmental documentation. Federal reimbursement for right of way and final design work is not available or eligible until after the environmental NEPA phase is approved by FHWA and ODOT. The final PS&E is sent to ODOT to assure the environmental requirements are met and incorporated into the contract documents.

5.4 RIGHT OF WAY AND UTILITIES

ODOT is not allowing self-certification by any local agencies in right of way. Therefore, the County shall conform to the requirements of Chapter 7 and Chapter 13 in Section C of the LAG Manual and ODOT Right of Way Manual (R/W Manual).

As a part of ODOT's obligation set by FHWA to ensure compliance, the County is required to follow all state and federal laws, and policies within the ODOT LAG and R/W Manuals.

Each specific local assistance program provides funding which requires distribution, management and oversight control to ensure that the funds are expended to meet the program goals and that allocations and budget authority are not exceeded. ODOT distributes both state and federal fund allocations to local agencies as specified by law and program requirements.

Right of way and utilities are addressed as provided by the project's IGA with ODOT. Utility relocations, adjustments and reimbursement policy requirements are defined in the Code of Federal Regulations 23 CFR 645A. The County follows these regulations on projects receiving federal-aid or State Funding.

The Project Manager prepares the following certifications to be included with the PS&E Checklist:

- Utility Certification, Form 734-5162;
- Right of Way Certification, Form 734-5257 (shall be submitted to and approved by the ODOT LAL and ODOT Right of Way Manager); and
- Railroad Agreement Assurance, Form 734-5285(if railroad facility located within 500 feet of the project limits).

The County also uses an internal Utilities and Right of Way Checklist. See checklist in Attachments Section.

5.5 LETTERS OF PUBLIC INTEREST FINDING (LPIF)

A Letter of Public Interest Finding (LPIF) is a written document showing why it is in the public's best interest to deviate from a Code of Federal Regulations (CFR) or State Statute.

The guidance on LPIF requirements closely follows the guidance in the 2014 FHWA Contract Administration Core Curriculum (CACC) Guide, Section II.C.5.a. The federal requirements apply to any ODOT project containing federal or state funds, and may only be waived under specific conditions if it is found to be in the Public interest or cost effective.

These conditions include:

- a) Publicly Owned Equipment – CACC Section III.B.8.m.i
- b) Contractor Purchased Equipment for State Ownership – CACC Section III.B.8.m.ii
- c) Patented and/or Proprietary Materials – CACC Section III.B.8.l.v

6.0 CONSTRUCTION AUTHORIZATION

6.1 PREPARATION OF BID BOOK

After the 90% PS&E review, the Engineer of Record prepares the construction specifications and estimate and then assembles the draft bid booklet.

The EOR performs the following tasks in preparation of the bid book:

- Submits ODOT Civil Rights Request for Goals Form (Form 731-0663) along with the engineer's estimate and a construction schedule;
- Identifies the Class(es) of work for the project (Class of Work Worksheet, Blue Sheet);
- Includes the General Bidding Requirements;
 - Project Contacts
 - Bid Form
 - Bid Bond
 - First-Tier Subcontractor Disclosure Requirements
- Includes Project information;
- Includes Federal Aid Contract Requirements, FHWA-1273 Contract Provisions;
 - Equal Employment Opportunity Provisions
 - Equal Employment Opportunity Aspirational Target Provisions
 - Title VI Nondiscrimination Statement

- Includes Onsite workforce affirmative action requirements for women and minorities on Federal-aid contracts;
- Includes Disadvantaged Business Enterprise (DBE) Requirements;
 - ODOT Policy Statement for the DBE Program
 - DBE supplemental Required Contract Provisions
 - Assigned DBE Contract Goal
 - DBE Commitment Requirements
 - DBE Commitment, Certification and Utilization Form
 - DBE Information Sheet Subcontractor Solicitation and Utilization (Form 734-2721)
 - Committed DBE Breakdown and Certification (Form 734-2531)
- Includes Project Prevailing Wages;
 - Prevailing Wage Rates for Public Works Contracts in Oregon incorporated by references
 - Davis-Bacon Rates for Oregon
- Includes reference to the ODOT approved Linn County General Conditions for Construction;
- Includes Signature Pages and Special Provisions; and
- Includes Schedule of Items

After the draft bid book has been assembled, it is reviewed by the Construction Project Manager and the County Engineer and submitted to the the OECR and LAL for review and approval.

6.2 PS&E CLOSEOUT

The Project Manager completes the PS&E Submittal & Completeness Checklist (Form 734-5182). The completed checklist is reviewed by the County Engineer and filed.

Prior to advertising the project, the County shall receive Construction Authorization, or Notice to Proceed, from the ODOT LAL.

7.0 ADVERTISEMENT, BID, AND AWARD

The County utilizes the ODOT Ad, Bid and Award checklist (Form 734-5193) and the County internal Ad, Bid and Award Checklist, found in the Attachment Section, on Federal-Aid Certification projects.

The Project Manager coordinates dates and times with the County Office Manager (OM) and the Commissioner's office to schedule the approval of the Advertisement Notice, the advertisement in the publications, the bid opening, recommendation to Award, and Contract execution.

Advertisement cannot begin until the County has received the construction authorization, or Notice to Proceed, from ODOT.

7.1 ADVERTISEMENT

The PM provides the advertisement document to the OM. The OM prepares a Board Order and submits it to the County Legal Office for review. The Legal Office submits the Board Order to the Commissioner's office for their approval.

The advertisement is published in the Daily Journal of Commerce, the Albany Democrat Herald, and with OregonBuys. Additionally, all bidding documents are published on the Linn County Road Department website. The County allows for a minimum four week advertisement period, unless some extenuating circumstance that prevents it.

The PM makes 3 copies of the bidding documents and gives to the front desk staff for public use.

The PM prepares a plan holder list and uploads the plan holder list and bidding documents to the County website and to OregonBuys. The PM will coordinate with office staff to update the plan holder list as necessary.

The PM will ensure that the affidavits of publication are received for each of the publications and will keep copies in the project file.

7.2 ADDENDUMS

Addenda are issued, up to a date and time that is practical, prior to bid opening. The PM is responsible for ensuring that Addenda are published on the Linn County Road Department website and with OregonBuys and sent, by email, directly to all individuals registered on the project's plan holder list.

7.3 PREQUALIFICATION OF BIDDERS

The County requires all contractors to be prequalified with ODOT and the County. ODOT prequalifies Bidders according to ODOT's Oregon Administrative Rules and prequalification procedures. To prequalify with the County, the Bidder shall submit a copy of the prequalification application submitted to ODOT, along with the ODOT approval letter, if the Bidder does not have a current prequalification with the County. The PM reviews the prequalification request and responds accordingly to the bidder.

Contractors must be prequalified in the specific Class(es) of Work specified in the Special Provisions.

7.4 SUBMISSION OF BIDS

Submission of Bids shall comply with the current edition of the General Conditions for Construction for the Linn County Road Department, Section 00120.45.

7.5 BID OPENING

Bids are opened publicly during the Linn County Commissioners' Meeting. The County Engineer, or designated representative, opens the bids and reads aloud the name of the Contractor and the total bid price as listed on the Schedule of Items.

Following the bid opening, a tabulation of Bids is prepared for each bid and the PM posts it to the Linn County Road Department website. **The Engineer's Estimate is not published with the bid tabulations.**

The PM sends the ODOT Bid Notification (Form 741-2848) to the Office of Equity and Civil Rights and the ODOT LAL.

On the day of bid opening, the PM shall download the appropriate project wage rates. These wage rates shall be incorporated into the Contract.

Within 10 days of bid opening, the Contractor is required to submit the SSUR Form (734-2721) to the County. The PM shall ensure that this document is also submitted to the OECR.

7.6 FIRST TIER SUBCONTRACTOR DISCLOSURE

To be considered a responsive bidder the bidders are required to submit the following:

Required Disclosure: Within two working hours after the Bid Closing on an invitation to bid for a Public Improvement having a Contract Price estimated by the County to exceed \$100,000, all Bidders shall submit to the County a disclosure form as described by ORS 279C.370(2), identifying any first-tier Subcontractors that are to be furnishing labor or labor and materials on the Contract if the Agency's cost range is greater than \$100,000.

The Bidder may choose to submit the First-Tier Subcontractor Disclosure Form by any of the following methods:

- Submit with Bid
- Hand deliver to the Commissioner's Office
- Hand deliver to the Linn County Road Department
- Email to the Linn County Bidder's

7.7 BID ANALYSIS AND BID EVALUATION

Title 23 CFR 635.114(a) requires that Federal-Aid contracts be awarded only on the basis of the lowest responsive bid submitted by a bidder meeting the criteria for responsibility. FHWA has stressed that estimates should be accurate and credible, based on realistic current data, and that they are kept confidential.

Bids are evaluated to determine if they are significant or significantly unbalanced based on the FHWA *Guidelines for Preparing Engineer's Estimate, Bid Reviews and Evaluation*.

An unbalanced bid analysis is performed under two circumstances (see the FHWA guidelines mentioned above):

- If the Agency becomes aware of an error in a quantity of an item shown in the bidding documents and
- If an item is found to be both significant to the contract and significantly unbalanced.

Upon evaluation, the County Engineer prepares a bid analysis summary report regarding the presence or absence of a materially unbalanced bid and makes a final recommendation to the County Commissioners to award the contract. The bid analysis summary is provided to the OM for preparation of a Board Order.

7.8 NOTICE OF INTENT TO AWARD

The Project Manager prepares and distributes Notice of Intent to Award letters for all bidders and posts the Notice of Intent to Award on the Linn County Road Department Website. The bid tabulations are also sent with the Intent to Award letters.

The Project Manager prepares a Post-bid Financial Estimate and submits it and the bid tabulation, to the LAL for processing of the Project Agreement Estimate.

7.9 CONTRACT AWARD

Not before the 7-day Notice of Intent to Award, and unless it is determined that a compelling governmental interest exists, such as a loss of funding, safety, public inconvenience or loss of taxpayer funds, the County will proceed with execution of the contract.

The PM provides two Contractor-signed contracts to the OM for review by the County Legal Office prior to approval from the County Commissioners.

The PM issues a Notice to Proceed, along with the fully executed Contract, to the Contractor (in the Notice to Proceed letter, it is stated that on-site work cannot begin until a preconstruction conference has been held). The County considers the contract fully executed once the Contractor and the County Commissioners have all signed the contract document.

The Project Manager sends a copy of the Award Notification Letter and the ODOT Notification of Award (Form 734-2849) to the Office of Equity and Civil Rights and the ODOT LAL.

The PM fills out the Responsible Bidder Determination with the Construction Contractor's Board.

The PM fills out BOLI Form WH-81 and Form WH-39 and submits to the OM, along with a copy of the Prime Contractor's First Tier Subcontractor Disclosure Form.

The PM prepares the Project Agreement Estimate based on the awarded bid prices and submits to LAL for approval.

Prior to commencement of Contract Work, the County shall receive PAE authorization, or Notice to Proceed, from the ODOT LAL. (Obligation of Construction Funds and an Expenditure Account (EA) number provided by LAL)

7.10 CONTRACT

The Project Manager prepares the Contract and Bonds Booklet. The PM sends the Contract, Performance and Payment Bonds, Workers Compensation Certificate, Retainage Letter, and a W-9 Form to the Contractor for signatures.

The PM compiles the complete Contract and Bonds Booklet and coordinates with the OM and the Commissioners' Office to obtain signatures.

The PM provides the W-9 Form and the retainage letter to the OM for processing.

The PM reviews the certificates of insurance and ensures that each entity is authorized to perform work in Oregon.

Once all the required documents and certifications have been received and accepted, the PM mails the fully executed Contract to the Contractor.

7.11 CONSTRUCTION CONTRACTOR BOARD LICENSE

Construction contractors must be licensed with the State of Oregon Construction Contractors Board or licensed by the State Landscape Contractors Board prior to Contract execution.

7.12 INSURANCE AND WORKERS COMPENSATION

Insurance is required and varies depending on the nature of the contract. The Contractor needs to provide all Certificates of Insurance before the contract is executed. The insurance company must be authorized to issue insurance in the State of Oregon.

7.13 AD, BID AND AWARD CLOSEOUT

The Project Manager completes the Advertising, Bid and Award Checklist (Form 734-5193). The completed checklist is reviewed by the County Engineer and filed.

8.0 CONSTRUCTION CONTRACT ADMINISTRATION

The County projects adheres to the most current approved *General Conditions for Construction for the Linn County Road Department* (LCGC) and the most current ODOT *Oregon Standard Specifications for Construction* when administering the contract. The Standard Specifications also refer to the ODOT *Manual of Field Test Procedures* and the ODOT *Nonfield-Tested Materials Acceptance Guide*. For contract administration procedures, the County follows the ODOT Local Agency Guidelines Manual in conjunction with any Intergovernmental Agreements. The County uses ODOT forms for Civil Rights and Labor Compliance reporting.

The Construction Inspector develops, and the CM reviews, the Quality and Quantity Guide (Q&Q). This guide allows the Inspector to become familiarized with each bid item and the documentation and/or testing required in order to ensure the required documentation is acquired. The Q&Q guide is distributed to the Contractor at the preconstruction meeting.

The County also uses the internal Construction and Contract Administration Checklist. See checklist in Attachments Section.

8.1 BEFORE ONSITE WORK CAN BEGIN

Before starting any on-site work, the Contractor must meet the following conditions as specified in LCGC Section 00180.40(b):

- Received Notice to Proceed;
- Filed the required public works bond with the Construction Contractors Board (CCB);
- An approved Project Work Schedule;
- An approved Traffic Control Plan;
- An approved Pollution Control Plan;
- An approved Erosion and Sediment Control Plan;
- Met with the Agency at the required Preconstruction Conference, and provided information required by the Contract Documents;
- An approved Site-Specific Safety and Health Plan (if applicable)
- An approved shoring plan (if applicable); and

The County cannot issue a Notice to Proceed until the formal preconstruction meeting has occurred.

8.2 NOTICE TO PROCEED

The issuance of a Notice to Proceed is contingent upon the Contractor providing all the necessary documentation required for Contract performance. This includes signatures on contract documents, a Performance and Payment Bond, and proof of required insurance. After receipt of all required submittal and contract documents, the County reviews for conformance with Contract requirements. If deemed acceptable, the County issues Notice to Proceed within 30 days after receipt. If deemed unacceptable, the Contractor is notified as soon as possible to resubmit specified items. The issuance of the Notice to Proceed is the responsibility of the Construction Manager.

On the day the Contractor begins work, which includes erection of a sign or plant, the development of aggregates sources, or the performance of a contract construction operation, the CM issues the First Notification of Commencement and Completion Dates for Contract Projects (Form 734-3233), with a copy to the LAL and Regional Assurance Specialist (RAS). This notice indicates the date as to when Contract Completion dates begin from.

8.3 FORMAL PRECONSTRUCTION CONFERENCE

Prior to the Preconstruction Conference, the Construction Manager submits eight copies (verify number with LAL) of the final plans and specifications to the ODOT LAL for distribution to the appropriate ODOT personnel.

The Preconstruction Conference is held prior to any work beginning as specified in LCGC Section 00180.42. The CM invites the Inspector, Technician, Contractor, utilities, LAL, OECR Field Coordinator, RAS, REC and any other persons relevant to the project.

Prior to the Preconstruction Conference, the CM prepares and sends the preconstruction letter, preconstruction agenda, Safety Questionnaire, and Civil Rights Preconstruction Letter. See Section 8.4 for requirements pertaining to the Civil Rights Preconstruction Letter.

The Contractor is required to submit the following items at the Preconstruction Conference, or within the timeframe set forth in the respective item's specification:

- Training Program
- Safety Questionnaire for Federally Funded Contracted Construction Projects
- DBE Work Plan
- The names and telephone numbers of its Project Manager, Superintendent and Office Manager and a list of personnel authorized to sign change orders and receive progress payments;
- The name, address and telephone numbers of two or more persons employed by the Contractor who can be reached at any time of the day or night to handle emergency matters;
- A list of all subcontractors that will work on the project, a description of work they will perform, and a contact list for each subcontractor with phone numbers and address;
- An overall project schedule and a detailed schedule of the first 2 weeks;
- Traffic Control Plan (00221.06);
- Erosion and Sediment Control Plan (00280.05);
- List of materials suppliers and products;
- List of all labor classes and equipment (year, make, model) to be used on the project;
- A detailed breakdown of all lump sum bid items, except Mobilization and Temporary Protection and Direction of Traffic, Erosion Control, Pollution Control;
- Copies of all subcontracts between the Prime Contractor and Subcontractor;
- Pollution Control Plan (00290.30(b));
- Labor Burdens Information for Force Account Work; and
- Shoring Plan (if applicable)

The Contractor may invite a representative from each subcontractor to attend the Preconstruction Conference. The Construction Manager records meeting minutes during the conference and promptly distributes them to all attendees.

On large complex projects, a Preconstruction Conference should be held before each construction phase. It may be desirable to hold separate conferences for some specialized construction items such as paving, bridge work, or electrical work.

8.4 OFFICE OF EQUITY AND CIVIL RIGHTS PRECON

On a Local Agency Certified project, prior to the formal Preconstruction Conference, the County will hold a meeting, with the Contractors' office management staff and the ODOT Office of Equity and Civil Rights Field Coordinator (OECR). This meeting is also referred to as the "OECR Precon". The purpose of this meeting is to:

- Meet the Contractor's office personnel and civil rights coordinator;
- Review all contract requirements related to civil rights and DBE reporting;
- Review plan and specification requirements that may be unclear to the Contractor, including measurement and payment of bid items;
- Go over submittal requirements prior to authorizing Notice to Proceed; and
- Review subcontracting requirements.

The OECR prepares and submits a Civil Rights Precon Letter to the CM to be transferred to County letterhead and submitted to the Contractor along with any other preconstruction materials required, prior to the official Preconstruction Conference.

8.5 ENVIRONMENTAL

As set forth in LAG Manual Section C, Chapter 6, the National Environmental Policy Act (NEPA) cannot be delegated, so ODOT provides support and oversight on all Environmental aspects of the project. The County assures the Contractor meets requirements specified in LCGC Sections 00280, 00290, 00291 and the Special Provisions.

8.5.1 Submittals

The following submittals, and any other Environmental concerns, shall be sent to the ODOT LAL from the CM for review and approval:

- The Erosion and Sediment Control Plan (ESCP) requirements are found in Standard Specification 00280.02. The Contractor must submit an ESCP for review to the CM no less than 10 Calendar Days prior to the Preconstruction Conference.
- The Pollution Control Plan (PCP) requirements are found in Standard Specification 00290.30(b). The Contractor must submit a PCP for review to the Construction Manager no less than 10 Calendar Days prior to the Preconstruction Conference.
- The Contaminated Media Disposal Plan (CMDP) requirements are found in Standard Specification 00291.08. If contaminated media is known to be present, on-site excavation work cannot begin until the CMDP has been approved. If contaminated media is found during construction, a Contract Change Order is be issued requiring a CMDP to be approved prior to further excavation.

Depending on the nature of the project, other environmental submittals may be required and shall be sent to ODOT for review and approval. These may include, but are not limited to:

- Temporary Water Management Plan (TWMP)
- Work Containment Plan and System (WCP/WCS)
- Weed Control Work Plan (WCWP)
- Migratory Bird Protection Plan (MBBP)

- Fish Passage Plan (FPP)

An Environmental Management Plan (EMP) is prepared by the EOR or PM and submitted to DEQ for review and approval for the following:

- Contaminated Soils, contaminated groundwater, or hazardous materials have a potential to be encountered during construction activities; or
- Construction Dewatering for lowering non-contaminate groundwater other than dewatering accumulated water due to shallow excavation activities.

The EMP is provided to the Contractor prior to commencing work.

8.5.2 Monitoring

As stated in the ODOT Standard Specifications Section 00280.00, The County Erosion Control Permit falls under DEQ's NPDES 1200-CA permit and will be provided to the Contractor.

Erosion Control - The Contractor is required in 00280.62 to perform and document site inspections. The County Erosion and Sediment Control Monitoring, Form ESCM-01, must be submitted to the CM.

The minimum monitoring requirements for all Projects are:

- Initial site inspection (when staging or land disturbance commences)
- Inspection of all erosion control facilities at least once every fourteen (14) Calendar Days for both active and inactive sites.
- Daily inspection during wet periods of more than 0.10 inches, or periods of snow melt when runoff occurs daily.
- Final site inspection (when site has been stabilized)

The Construction Manager may consider withholding payment or suspension of work for noncompliance issues (i.e. missing erosion control monitoring or contaminated media reports and deviations from the ESCP, PCP, MBTA, EMP, etc.) If a discrepancy or an issue arises on the Project, the Construction Manager informs the ODOT LAL.

8.5.3 Inspections

As identified in the LAG Manual, Chapter C, Section 16(B.2)(b)(ii), for projects that use the Federal-Aid Highway Program - Endangered Species Act Programmatic Biological Opinion (FAHP ESA Programmatic) for ESA compliance, the LPA is required to conduct at least one environmental construction inspection site visit. The LPA office is responsible for submitting a copy of the Environmental Construction Inspection Report(s) (Form 734-2902) to the LAL and Region Environmental Coordinator (REC). The environmental construction inspection reports can be found on the Geo- Environmental website.

Inspections are performed by the ODOT Region Environmental Unit (REU) employee, a biologist qualified by ODOT for Endangered Species Act compliance, or a certified Environmental Construction Inspector. These reports do not replace the inspection reports required by any project related NPDES permits or other contract requirements.

8.6 SUBCONTRACTS

The County follows the requirements of LAG Manual Section C, Chapter 16(B), 16(J) and ORS 279C.580 when subcontracting any portion of the Work. Some of the required elements include:

- Bidders submits Subcontractor/Supplier Solicitation and Utilization Form;

- Contractor submits all written subcontracts, for all tiers, for review;
- No contract work is to be subcontracted except by written consent of County;
- Prime Contractor is performing no less than 30% of total original contract price on federally funded projects.

Bidders must provide information requested in the Subcontractor/Supplier Solicitation and Utilization Form to the County. This form is forwarded to OECR within 10 days of bid opening.

Contractor is required to submit a written request to the County to subcontract any portion of the work. The written request is submitted on the ODOT's Contractor's Request for Subcontract Consent form (Form 734-1964). Consent must be approved prior to any subcontractor working on the project and the County tracks the percentage of work performed by subcontractors on an internal subcontracting checklist found in the Attachments Section.

The County verifies subcontracts meet all requirements shown on the County's Subcontractor Consent Checklist form. Consent is given only after the County has verified that each subcontract is submitted in writing and that it contains all pertinent provisions and requirements. The County will complete and return each of the Contractor's Request for Subcontract Consent forms and return to the Prime Contractor.

All DBE Subcontracts are sent in their entirety to the LAL, and OECR Field Coordinator. Upon request, all other subcontracts are submitted to OECR or LAL. All approved Contractors Request for Subcontract Consent forms are sent to LAL, and the OECR Field Coordinator.

Contractors and subcontractors at any tier shall submit ODOT's Summary Reports of Contractors Paid (form 734-2722) to the County. The forms are reviewed for completeness and to ensure all subcontracts are approved, reflecting correct prices, and are in compliance with DBE requirements. The County forwards each report to the OECR Field Coordinator and LAL.

Substitution of Subcontracts shall be in accordance with 279C.585. The Contractor shall provide the County with a written notification that identifies the name of the proposed new Subcontractor and the reason for the substitution. Substitution of Committed DBEs requires the Contractor to have "good cause" and to notify ODOT in writing to obtain permission before termination and/or substitution. As required in the LAG Manual Section C, Chapter 8(E.4)b, the County shall:

- First consult with the OECR Field Coordinator before providing written concurrence with a DBE termination and/or substitution and copy the OECR Field Coordinator and the DBE Program Manager on the correspondence.
- Consider the DBE's response under the DBE Provision Section 10.00(b) of the Contract documents prior to concurrence of DBE terminations and/or substitutions.
- Be aware that self-performance by the Prime Contractor of Work committed to the DBE is considered a termination or a partial termination of the DBE and would require prior written consent.

8.7 PAYMENTS TO CONTRACTORS AND RETAINAGE

The LCGC Section 00195 and Chapter 12 of the ODOT Construction Manual establishes the requirements for payments to the Contractor.

These include:

- Progress Payments (pay estimates)
- Quality and Quantity Documentation
- Materials on Hand
- Withholding Payment
- Interest

Progress payments are made according to LCGC Section 00195.51. Monthly payments are made to the Prime Contractor by the County according to the cutoff date being the last day of the month. Monthly payments shall be made by the Prime Contractor to the Subcontractor within ten calendar days of receiving payment from the County. Monthly payments of less than \$1,000 will not be issued.

The County prepares progress payments using County Inspector's field measurements and does not accept contractor prepared invoices. Payments are made to the contractor based on verified paynote quantities. The Contractor can request clarification or dispute payment quantities at any time throughout the contract up until final quantity approval during the closeout process. Final quantities are approved by the Contractor by signing the final progress payment. No changes are made to final quantities or closeout documents after signature approval has occurred.

Using guidelines provided in Chapter 12-D of the ODOT Construction Manual, field measurements are recorded by the Inspector onto paynotes. The paynotes, along with the material quality documents, are checked by the Construction Manager for completeness, math formulas and verification of quality documentation received. Installed quantities are entered into the pay estimate.

Measurement and payment specifications shall comply with LCGC Sections 00190 through 00199. Payment for "materials-on-hand" is made according to LCGC Section 00195.53, "Advance Payment and Materials". The Contractor must submit bills of sale or other documentation showing proof of payment and title to the materials. The Contractor must provide required material certifications as specified and shall give written authorization for County personnel to enter private property for inspection purposes.

8.8 LABOR COMPLIANCE

The County follows the requirements of LAG Manual Section C, Chapter 16(F), and ORS 279C.845 for all labor compliance throughout the construction and closeout phases of the project.

Requirements include:

- Reviewing Contractor's and the Subcontractor's certified payrolls
- Monitoring timely submissions of certified payrolls
- Conducting wage interviews
- Reviewing and Submitting Monthly Employee Utilization Report (MEUR) (Form 731-0668) to the OECR Field Coordinator

Prior to the Preconstruction Conference, the County prepares a Davis-Bacon/BOLI Prevailing Wage Rates worksheet for all anticipated classes of work (see Attachments Section). This worksheet compares both BOLI and Davis Bacon Prevailing Wages to determine the higher rate between the two that is used on the project.

The County uses a Payroll Receipt and Review Form (see Attachments Section). to assist in review of certified payroll to ensure employees are paid correctly. Completeness and the inclusion of the certification statements of compliance is verified by the County. Additionally, base wage rates, fringe benefit contributions, zone pay, and overtime calculations are verified by the County.

The Contractor is notified of any errors or concerns and asked for clarification, correction or revision. The County later ensures the Contractor submits a revised or supplemental certified payroll report with all corrections made. The revised report must include a new signed certification statement of compliance page, and proof of payment.

If the Contractor does not submit certified payrolls as required in ORS 279C.845, the County withholds 25% of any amount earned by the Contractor. The County shall remind the Prime Contractor of their obligation to withhold 25% of their Subcontractor's payments for non-submission of certified payrolls at the Preconstruction Conference.

The County Inspector verifies all required postings are posted in a location on the jobsite that is accessible to all workers and includes photos in their General Daily Progress Report.

The County Inspector conducts wage interviews with the Contractor's and Subcontractor's employees and record on the ODOT Employee Interview Report (Form 734-3475). The Construction manager compares these interviews against certified payrolls to validate classifications and wage rates.

Upon project completion, the County completes the ODOT Labor Compliance Certification Form (Form 734-5032) and email to the OECR and the LAL.

All certified payrolls for the Contractor and Subcontractors are filed in the project file for retention purposes.

The Project Manager sends a copy of the Bid Notification (Form 734-2848,) per section 7.4, and the Award Notification (Form 734-2849), per section 7.8, to the Office of Equity and Civil Rights and the ODOT LAL.

8.9 CIVIL RIGHTS

The County follows the requirements of the Civil Rights program as specified in the ODOT LAG Manual, Section C, Chapter 7, Chapter 8 and the Civil Rights Section of the Master Certification Agreement. ODOT's OECR manages the entire program which includes goal setting and goal responsiveness. The OECR has oversight for contract award recommendation, civil rights compliance, and project tracking. The County complies with ODOT's Civil Rights programs, including submissions, monitoring and reporting activities for construction projects.

Components of the OECR program used on a federally funded Certified Project are:

- Affirmative Action (EEO)
- Disadvantaged Business Enterprise (DBE)
- On-the-job Training/ Apprenticeship Training Program (OJT/ATP)

ODOT OECR acts as an agent on behalf of County regarding all civil rights contract administration activities. The County maintains the responsibility for contractor compliance and program communications with the Contractor.

8.9.1 Forms, Requirements and Procedures

A comprehensive list of Civil Rights forms are listed in Section C, Chapter 8(F) of the LAG Manual. All information from the Contractor is sent directly to the Construction Manager (CM). The CM forwards all required forms and information to the OECR.

The CM shall submit all required forms to the OECR within the required timelines and copy LAL on each submission. All forms are tracked on the County's Project Tracking Checklists and sent to the LAL upon request.

8.10 TITLE II AND TITLE VI

The County fully complies with ADA Title II, Title VI of the Civil Rights Act of 1964, and related statutes and regulations in all programs and activities. All local public agencies (LPAs) that receive federal funds through ODOT are considered sub-recipients. As sub-recipients, they are also required to assure nondiscrimination in all their programs and activities, submit to ODOT Title VI assurances, and have in place an approved Title VI Program Plan.

The County has an ADA Plan and a Title VI Plan that have been approved by ODOT.

8.11 EQUAL EMPLOYMENT OPPORTUNITY (EEO)

The County forwards the bid book to the OECR for confirmation that civil rights goals and provisions are correctly incorporated. See LAG Manual, Section C, Chapter 8(D.8).

By the 5th of each month, the Contractor and all Subcontractors must complete and electronically submit the Electronic Monthly Employment Utilization Report (MEUR), Form 731-0668 as required by the Special Provisions. The Prime Contractor and each Subcontractor must complete and submit the form for each calendar month whether or not Work was performed. The County reviews all MEURs submitted by the prime Contractor and its subcontractors monthly.

The Construction Manager reviews all forms for completeness and accuracy and must verify that the following items are correct:

- Contractor's and Subcontractor's name
- The County Contract number
- Subcontract number
- Report month and year

The County will also review whether the report is new or revised. If the "No Work performed" box is checked, verify that no work was performed by the Contractor for that month. If deemed acceptable, the County will approve the electronic MEUR by forwarding the electronic Form to the OECR Field Coordinator.

If deemed unacceptable, the County will return the original email and attached MEUR to the prime Contractor. Once the revised electronic MEUR is submitted and accepted, the County forwards it to the OECR Field Coordinator.

8.12 DISADVANTAGED BUSINESS ENTERPRISE (DBE)

ODOT OECR assigns project goals with input from the County. The County incorporates ODOT's DBE Commitment Requirements and DBE Supplemental Required Contract Provisions into the bid book.

The DBE Work Plan Proposal – Form 3A (Form 734-2135A) is required for all DBEs participating as

Subcontractors on the Project, including non-committed DBEs. The DBE Work Plan Proposal Form 3A is completed by the DBE and submitted to the County. The Contractor is required under the DBE Provision, Section 8.00, to submit the DBE Work Plan Proposal to the County at the Preconstruction Conference for all known and committed DBE(s). A DBE Work Plan is still required to be submitted if the Contractor elects to utilize a DBE Subcontractor after the Preconstruction Conference.

The County Inspector performs a Commercially Useful Function (CUF) Review – Form 3B (Form 734-2165) evaluation of each DBE performing work on the Project, including committed and non-committed DBEs. The County Inspector completes and signs the CUF Report and submits the CUF to the Construction Manager. The Construction Manager reviews, signs and sends to the OECR Field Coordinator. The County performs at least one CUF review per DBE and:

- Whenever a significant change in the operation of the DBE occurs (when new Equipment is used or work crews change).
- Whenever a replacement or substitution of a DBE occurs (for the new DBE).
- Whenever a significant Change Order changes or affects the Work to be accomplished by the DBE (when a new type of Work is added). CUF Reports shall be Performed at least once every 12 months for every DBE subcontractor.

The Construction Manager shall:

- Review the Form 3A for all DBEs (committed and non-committed) for completeness, Including supporting documentation.
- Review and compare the Form 3A for committed DBEs, for consistency with the Committed DBE Breakdown and Certification Form 734-2531.
- Verify that the subcontract is consistent with the Form 3A and Committed DBE Breakdown and Certification Form 734-2531, as appropriate.
- Send a copy of all documents to the OECR Field Coordinator. The ODOT Field Coordinator will review Form 3A and any supporting documentation for compliance.
- Send a copy of the reviewed Form 3A to the Contractor.
- Coordinate with the OECR Field Coordinator if CUF compliance issues are identified.
- If the OECR Field Coordinator or CM determines corrective action is needed, provide written comments to the Contractor.

8.13 ON-THE-JOB TRAINING (OJT) / APPRENTISHIP TRAINING PROGRAM (ATP)

The ODOT OECR determines whether the OJT/ATP provisions apply to a project and if deemed applicable, provides support and oversight for the OJT/ATP program. The County must include Reimbursable Federal On-The-Job and Apprenticeship Training in the Special Provisions, and monitors and collects information and forms. The County forwards this to ODOT to track workforce utilization. The County enforces the “disincentive” clause as required in the LAG Manual, Section C, Chapter 8(B.2).

The Contractor and each Subcontractor with an OJT Program shall complete and submit the following reports to the Engineer according to the instructions on their respective forms:

- The training program forecast using the "Training Program Approval Request (TPAR)" (Form 734-2880) shall be submitted prior to or at the preconstruction conference.
- Before the trainee begins work, an "Apprentice/Trainee Approval Request (ATAR)" (Form 734-2878) shall be submitted. Attach a copy of the "Training Program Approval Request (TPAR)" (Form 734-2880) to the "Apprentice/Trainee Approval Request (ATAR)" (Form 734-2878). The Contractor and trainee must sign and return a copy of the training program that will be utilized.

The Contractor shall provide certification to the trainee upon completion of the OJT Program and also submit a copy to the OECR. Upon completion of the Contract, a certification shall be given to each trainee and to the Agency to document the number of hours and training completed by the individual.

- Each month the Contractor shall submit the "Monthly Employment Utilization Report" (Form 731-0668). This report is required of the Contractor and Subcontractors (for contracts that require certified payrolls), regardless of their participation in the Apprenticeship or On-the-Job Training programs.
- Each month the Contractor shall submit an "Apprentice/Trainee Monthly Progress Report (MPR)" (Form 734-2879) for each trainee. This form is used to report Qualified Hours for trainees and is the source document for estimated monthly progress payments to the Contractor.

If, at Second Note, the Contractor has not achieved the Training Goal, there cannot be payment (disincentive) to the Contractor and no qualified hours regardless of all prior partial payments for the Bid Item. A correction equal to 100% of the Bid Item goal multiplied by the Bid Item price is subtracted from the final payment owed the Contractor. Previously paid qualified hours will remain as paid.

The County submits required forms identified in Section C, Chapter 8(F) of the LAG Manual to the OECR within the required timelines and copies the LAL on each submission.

8.14 FORCE ACCOUNT WORK

Force Account Work is used to equitably compensate the Contractor on a time and materials basis for Extra Work when a negotiated price cannot be reached. The Extra Work is paid according to the LCGC section 00197. The CM is responsible for directing Force Account Work including all labor, equipment, and materials used to perform the work. Payment for Force Account Work will follow the Contract Change Order process described in section 8.16.

The following circumstances can require Force Account Work:

- The work is necessary and must proceed without delay;
- The scope is not fully defined; or
- The CM and Contractor do not agree on price or time before the work starts.

Daily Force Account Records, ODOT Form 734-3428, shall be kept by the County Inspector daily and include all labor, equipment, and materials used to perform the work. Records shall be signed by the Inspector and Contractor at the end of each Day. The daily records are used as justification in preparing the cost reimbursement to the Contractor. Daily Records shall be attached and referenced to the Change Order.

For each identified Force Account Work the Contractor submits the Force Account Invoice for Labor (Form 734-1863), the Force Account Invoice for Equipment and Materials Form (Form 734-1864), and the Force Account Summary Form (Form 734-3385), along with all supporting documentation to CM for review and concurrence.

The CM reviews the submittal and return for any clarification or corrections. Once the Force Account amount has been agreed upon, the CM prepares a CCO to include Force Account costs.

Payment for Force Account work are paid in full and no retainage is withheld.

8.15 CHANGE ORDER PROCEDURE

8.15.1 General

The purpose of this procedure is to provide guidance, in conjunction with the Linn County General Conditions, when there is a change in the contract scope of work and a construction Contract Change Order (CCO).

The CM is responsible for specifying the changed work, authorizing additional contract time if necessary, and identifying the measurement and payment terms. These decisions are made with the approval of the County Engineer.

A CCO is initiated as a written request by either the County or the Contractor and managed from start to finish by the CM. It is the responsibility of the CM to determine validity of the CCO according to the terms of the contract. If valid, the CM negotiates with the Contractor to reach agreement on the terms of the CCO.

a. CCO Initiated by the County – CM uses:

- Request for a price quote from the Contractor;
- Prepares Internal Cost Estimate (prior to receiving Contractor’s quote); and
- Prepares CCO plus any plan attachments.

b. CCO Initiated by the Contractor – Contractor uses:

- Request for Information (RFI) requesting information from the County;
- CM responds to RFI and either initiates a request for price quote or denies the request;
- CM Prepares CCO plus any plan attachments;
- CM prepares Independent Cost Estimate.

c. CCO Initiated for Force Account Work – See Section 8.14

All Change Orders are executed using a County CCO form. The CM tracks and monitors the progress of all changed or potential changes of work. The CM notifies the County Engineer of all potential changes and monitors the Construction Authorization budget to ensure sufficient funds are available.

The County Engineer shall apply for additional Construction Authorization funds and receive approval from ODOT prior to authorizing unbudgeted work.

All CCO’s are logged, tracked, and responded to in a timely manner. Prompt decisions are necessary to avoid stand-by costs and project delays.

Once the Signed CCO is received, the CM initials the CCO and obtains signatures from the County Engineer and provides two copies of the signed Contract Change Order to the County Office Manager for processing. All Change Orders must be approved by the County Commissioners.

FHWA retains approval authority over:

- a) Waiver for “Buy America” provisions;
- b) Waiver for “Build America Buy America Act” provisions;
- c) Waiver for “Cargo Preference Act” Provisions;

- d) Any sensitive or controversial change, or any change for which FHWA review and approval is specifically requested; and
- e) Work not already approved by FHWA if approval is questionable.

The State retains approval authority over certain changes to the project. The notification of proposed changes must be sent to the ODOT LAL for approval prior to the County approving a Contract Change Order in any of the following areas:

- a) Changes which affect environmental mitigation classification or commitments;
- b) Right of way access control on or impacting State's facilities;
- c) Changes in the scope of work or extension of the contract limits shown in the project documents approved by State and FHWA;
- d) Any contract change altering the DBE goals or requirements;
- e) Any impact or changes to traffic mobility including width, height, weight, length, access to the route or additional travel delay on or impacting State's facilities; and
- f) Any change(s) resulting in less than AASHTO Design Standards for projects on the NHS.

Changes requiring the approval of ODOT or FHWA is forwarded to the ODOT LAL for initial approval.

8.15.2 Writing a Change Order

The CM shall compose the CCO carefully to avoid conflicts, unintended consequences, and revisions.

- Write the description of the CCO to be clear and concise.
- Specifications must address measurement, payment, contract time, testing and any other requirements necessary to approve the work.
- Multiple changes can be included into a single change order provided there is a clear distinction between the required changes.

8.15.3 Change Order Approval

- (1) CM prepares the CCO, including all supporting documentation;
- (2) CM routes draft package to County Engineer for review of content and format;
- (3) CM routes final package to County Engineer for approval;
- (4) County Engineer routes final package to Office Manager;
- (5) Office Manager routes Change Order to Commissioners for approval; and
- (6) Office Manger routes executed Change Order to CM

The Change Order is considered executed upon final approval by the Commissioners. Payment is made at the next regularly scheduled progress estimate payment.

8.15.4 Supporting Documentation

The CM provides supporting documentation to show the basis for scope, price and time adjustments. Supporting documentation must include, but are not limited to, the following:

- Change Order
- CM's Independent Cost Estimate
- Contractor's price proposal
- Schedule showing effect on Contract Time
- Force Account Records and invoices

8.16 CLAIMS

Refer to the LCGC Section 00199 for the claims procedure. In addition, refer to the ODOT LAG Manual Section C, Chapter 16(H). The Project Manager is responsible for keeping ODOT informed of all claims early in the process and shall get written approval from the ODOT LAL prior to any settlement.

9.0 PROJECT CLOSEOUT

The project enters the “Closeout” phase of the contract when the construction bid item work is complete and the Contractor has been issued the Second Notification of Commencement and Completion Dates for Contract Projects (Form 734-3233), with a copy to the ODOT LAL and RAS. This is the point in which the Engineer verifies completion and let the Contractor know if any work remains by issuing a Punch List. The Contractor requests an on-site final walk-thru with the Inspector, EOR, CM and County Engineer to determine if any items are still necessary to be completed or corrected prior to final acceptance.

The ODOT RAS performs a review of the project quality and quantity documentation and provide a Document Review Report, Form 734-1903. The CM is responsible for coordinating a final RAS review of the quality and quantity documentation.

The CM must make every effort to obtain any outstanding documentation. If it is determined there is missing quality or quantity documentation that cannot be retrieved, the Project Manager will prepare a written Final Materials Certification, (Form 734-1979) to the project file identifying the missing quality or quantity documentation. The Project Manager must also obtain, and attach to this form, written concurrence from the applicable Engineer of Record (EOR).

The Construction Manager ensures all required contract quality and quantity documentation is on file, and upon acceptance of the work by ODOT, issues the Third Notification of Commencement and Completion Dates for Contract Projects (Form 734-3233), with a copy to the ODOT LAL and RAS.

9.1 SUBSTANTIAL COMPLETION AND ACCEPTANCE OF THE WORK

For certified projects, the CM notifies ODOT to be present during the Final Inspection of the work. The County documents the Final Inspection by submitting to ODOT the Recommendation of Project Acceptance (Form 734-1384.)

If the Contractor fails to complete the Work and provide notification within the established Contract Time, as stated in the Special Provisions Section 00180.50(d), liquidated damages are applied. The CM provides written notification that liquidated damages apply starting at the Contract Completion Date stated in the specifications and continuing until the point at which the Second Note is issued to the Contractor. Liquidated damages are deducted from the next progress payment or the final progress payment, whichever applies.

The CM is responsible for coordinating and conducting a final walk-thru inspection with the ODOT-LAL.

The CM is responsible for completing the Construction and Contract Administration Checklist (Form 734-5194) and the PM is responsible for reviewing and filing the checklist.

9.2 FINAL PROJECT ACCEPTANCE

At the point at which all on-site work is complete including the punch list and final inspection, the CM ensures that all contract documentation is complete and approved including:

- Final Materials Certification, Form 734-1979*
- Certified Payroll for Prime and all Subs
- Project Manager’s Labor Compliance Certification, Form 734-1734*
- Subcontractor Paid Summary Reports, Form 734-2882*
- Monthly Employment Utilization Reports, Form 731-0668*
- Foreign Steel Summary Report, Form 734-1968*
- State Force Orders*
- Request for Increase or Overrun in Project Authorization, Form 734-2538*
- Quality Documentation
- ADA Curb Ramp Inspection Forms (*if on State Highway)
- Test summaries and test results
- Quantity Documentation
- Change Orders
- ODOT Documentation Review Report (DRR) Acceptance, Form 734-1903*
- As-Constructed Plans on or affecting ODOT facilities*
- ODOT Quarterly Reports, Form 734-5034*
- DBE Work Plan Proposal Forms (Form 3A), Form 734-2165A*
- CUF Reports, Form 734-2165*
- Final Progress Payment*
- Recommendation of Project Final Acceptance, Form 734-1384*
- Semi-Final Documentation Submittal, Form 734-5222 (or 734-2706)

The Project Manager ensures that the above documentation marked with an asterisk * are transmitted to the ODOT LAL as detailed in the ODOT Local Agency Guidelines Manual Chapter 17.

9.3 FINAL PAYMENT

The Project Manager requests the dollar amount of interest on retainage from the Office Manager and includes this in the final progress payment, along with the retainage.

Once final payment has been made to the Contractor, the project is considered complete. This is also the point at which Office Manager, along with the Project Manager, review the final Project Charges and issue final billing to ODOT for reimbursement. The final billing to ODOT shall occur within 90 days of project closeout (Third Note).

Once final payment has been made, the CM fills out the BOLI form WH-40. If it is determined that additional payment is needed, or that a refund needs to be issued, the CM will provide the form to the Office Manager. If no payment or refund is necessary, the CM will file the form in the project files.

9.4 AS-CONSTRUCTED PLANS

Throughout the project, the Inspector prepares a set of red-line as-constructed plans documenting any changes on the Contract plan set. At the completion of the project, the Inspector submits the final red

lined drawings to the EOR and CM for final approval. The CM transmits a record set of as-constructed drawings to ODOT after final acceptance of the project, if the project is within a State Highway.

9.5 ARCHIVING AND RECORDS RETENTION

The County's record retention complies with the state law and administrative rules (ORS 192 and OAR 166).

9.6 WARRANTIES

Manufacturer and Material Warranties shall be submitted by the Contractor and are on file prior to Final Project Acceptance.

There is no performance or workmanship warranty on Federal Aid projects. Final Acceptance of the contract relieves the Contractor of any future maintenance need that is not covered by the Manufacturer or Material Warranty.

10.0 MATERIAL QUALITY ASSURANCE PLAN

The Material Quality Assurance Plan defines the responsibilities of the Contractor and the County in order to successfully incorporate quality materials on Capital Improvement Projects. This plan is currently used for all federally funded construction projects administered by The County.

The County uses the ODOT Manual of Field-Test Procedures (MFTP). Terms used in this Section are defined in the ODOT MFTP.

The County uses the MFTP for Quality Assurance. The person and lab performing the Material Quality Assurance shall be certified thru ODOT. A dispute resolution process is using a third party certified lab and personal. Independent Assurance requirements shall also apply. The EOR will prepare project-specific criteria such as design standards, materials acceptance and testing criteria, which is reviewed with ODOT during preparation of the PS&E documentation.

Projects are evaluated during the PS&E phase on a project-by-project basis to determine and specify the type of testing required and incorporated into the Special Provisions. This includes following the Quality Assurance Program identified in Section 2 of the Manual of Field Test Procedures.

The Material Quality Assurance Plan is made up of three separate programs; Quality Control, Verification, and Independent Assurance.

10.1 QUALITY CONTROL

Quality Control (QC) material testing is the responsibility of the Contractor. The Contractor provides both the sampling and the testing for the material. The Contractor's QC Certified Technician must observe and perform testing operations, properly document test results, and sign the documentation.

The Quality Control tests performed by the Contractor are used if verified by the County's Quality Assurance process. The MFTP is used to outline the specific procedures and frequencies for sampling and testing materials for construction projects. Any modifications to sampling and testing requirements in the MFTP is identified in the Contract Special Provisions.

10.2 VERIFICATION TESTING

Verification is the responsibility of the County. The County will ensure that both the lab and the technicians are ODOT certified. The County hires a consultant with an ODOT certified lab and technicians. The lab performing Quality Control material testing for the project cannot be the same lab that does verification testing. Quality Control material samples cannot be used for verification. Agency Verification Testing is run on a frequency as designated in the Manual of Field Test Procedures.

10.3 INDEPENDENT ASSURANCE

Independent Assurance (IA) testing is the responsibility of the County. The County hires an ODOT certified consultant to perform Independent Assurance testing. The person performing the Independent Assurance must be independent from the Verification and Quality Control labs. The Contractor's test results of split verification samples are compared to (IA Test Results) for compliance using ODOT IA parameters. The County QCCS performs random inspections of QC labs and technicians for compliance. The purpose of the testing is to determine that the Contractor-provided testing is accurate. The method of choosing the frequency and quantity of the split samples varies and is outlined in the MFTP. The County may use the ODOT Materials Testing Lab (if available and agreed to by ODOT), or use an independent certified lab as the neutral third party dispute resolution testing lab.

11.0 CERTIFICATION COMPLIANCE AND OVERSIGHT

The ODOT Certification Compliance Coordinator is the primary point of contact and administrator of the compliance and oversight portion of the Certification Program. The Certification Program Office Will develop and publish a program and project compliance review schedule that aligns with the four-year Statewide Transportation Improvement Program (STIP) cycle.

The Certification Program Office will use risk assessment and compliance review information to focus training areas to reduce risk of noncompliance and will use the following sources of information to assess and manage risk:

- CLPA Quarterly Reports
- CLPA Self Audits
- CLPA Program and Project Compliance Reviews
- Internal surveys and discussions with ODOT staff who interact with CLPAs
- Risk-based Regional Assurance Specialist (RAS) reviews
- Co-certification of right-of-way and utilities
- Civil Rights reviews and reports

11.1 ANNUAL SELF AUDITS

The CLPA is to submit to the Certification Program Office a Certified LPA Self-Audit (Form 734-5152) along with updated Certified LPA Approval Authority and Certified LPA Key Qualified Staff (Forms 734-5084 and 734-5091) as well as documentation of staff training.

11.2 PROJECT REVIEWS

Risk assessments and compliance trends will be used to focus project reviews on areas of observed compliance issues, or where program or procedural changes introduce potential compliance. In order to evaluate multiple aspects of certification, more than one project may be selected for review. Project reviews may include selected aspects of the following areas of certification.

- Consultant Selection and Consultant Contract Administration
- Design
- Ad/Bid/Award
- Construction Contract Administration
- Bridge Design (optional)

11.3 PROGRAM REVIEWS

Program reviews will have a particular emphasis on the following:

- Key Qualified Staff
- Training
- STIP Portfolio Management
- Quality Program Plan
- Construction Contracting Templates
- Civil Rights (e.g. Disadvantaged Business Enterprises Program, Title VI etc.)
- Accounting Controls and Improper Payments

Additional information on the review processes can be found in Section B(I) of the LAG Manual.

REVISION HISTORY

<u>Version</u>	<u>Date</u>	<u>Purpose/Change</u>	<u>Author</u>
v0.0	5/20/2024	Original Plan	D. Malone

APPENDIX A

TRAININGS AND CERTIFICATIONS

General

Staff members must take FHWA’s “Federal Aid Essentials for Local Public Agencies” trainings, engage in ongoing federal-aid project delivery training to maintain proficiency. The following are the Federal-Aid Essentials training disciplines:

- Finance
- Right-of-Way
- Environment
- Civil Rights
- Project Development
- Project Construction and Contract Administration

Staff must also be familiar with FHWA’s Contract Administration Core Curriculum Manual, the FHWA/ODOT Stewardship and Oversight Agreement and the ODOT/Association of Oregon Counties (AOC)/League of Oregon Cities (LOC) Federal-Aid Project Guidelines and Working Agreement.

ODOT local agency training and links to relevant external training resources and opportunities:

<https://www.oregon.gov/odot/LocalGov/Pages/Training.aspx>

<https://www.oregon.gov/odot/localgov/pages/certification-user-group.aspx>

Consultant Selection and Procurement

All Procurement Methods

- Federal-aid Essentials Training Videos:
 - Consultant Services Overview
 - Hiring a Consultant Using Competitive Negotiation Procedures
 - Organizational and Consultant Conflicts of Interest
- DAS Personal Services Contract Administration Training Certification (or equivalent) in the last 3 years:
 - DAS-PS-Contract Administration Training Certificate (11 module self-paced virtual training)
- ODOT or DAS Statement of Work for Personal Services Class (or equivalent) in the last 3 years:
 - DAS-PS-Writing Statement of Work (live webinar)
- Attend Negotiation training (or equivalent) in the last 3 years

Intermediate/Informal/Formal Procurement Methods

- Have a minimum of 3 years in public procurement that includes experience processing Informal/Intermediate and Formal RFPs and personal service contracts.

Civil Rights

Prevailing Wage Rates

Civil Rights Training for CLPA’s

FORM LIST

Form 731-0663 - Civil Rights Request for Goals
Form 731-0668 - Monthly Employment Utilization Reports
Form 734-1384 - Recommendation of Project Acceptance
Form 734-1734 - Project Manager's Labor Compliance Certification
Form 734-1863 - Force Account Invoice for Labor
Form 734-1864 - Force Account Invoice for Equipment and Materials
Form 734-1903 - Documentation Review Report (DRR) Acceptance
Form 734-1964 - Contractor's Request for Subcontract Consent
Form 734-1968 - Foreign Steel Summary Report
Form 734-1979 - Final Materials Certification
Form 734-2165 - Commercially Useful Function (CUF) Report Form 3B
Form 734-2165A - DBE Work Plan Proposal Forms (Form 3A)
Form 734-2531 - Committed DBE Breakdown and Certification
Form 734-2538 - Request for Increase or Overrun in Project Authorization
Form 734-2590 - Certified LPA Quarterly Report
Form 734-2706 - Semi-Final Documentation Submittal (to be kept on-file, not submitted)
Form 734-2721 - Subcontractor Solicitation and Utilization Report
Form 734-2722 - Summary Report of Contractors Paid
Form 734-2848 - Bid Notification for Certified Agency Projects
Form 734-2849 - Notice of Award for Certified Agency Projects
Form 734-2857 - Quality Assurance & Contract Administration Plan (QACAP)
Form 734-2878 - Apprentice/Trainee Approval Request (ATAR)
Form 734-2879 - Apprentice/Trainee Monthly Progress Report (MPR)
Form 734-2880 - Training Program Approval Request (TPAR)
Form 734-2882 - Paid Summary Reports
Form 734-2902 - Environmental Construction Inspection Report
Form 734-3233 - Notification of Commencement and Completion Dates for Contract Projects
Form 734-3385 - Force Account Summary
Form 734-3428 - Daily Force Account Records
Form 734-3475 - Employee Interview Report
Form 734-5032 - Certified Local Public Agency Labor Compliance Certification Form
Form 734-5034 - Certified Local Public Agency Quarterly Report
Form 734-5084 - Certified LPA Approval Authority
Form 734-5091 - Certified LPA Key Qualified Staff
Form 734-5152 - Certification Program Office a Certified LPA Self-Audit
Form 734-5162 - Utility Certification
Form 734-5182 - Certified Local Public Agency PS&E Submittal & Checklist
Form 734-5192 - Civil Rights Tracking Sheet
Form 734-5193 - Advertising, Bid and Award Checklist
Form 734-5194 - Construction & Contract Administration Checklist
Form 734-5257 - Right of Way Certification
Form 734-5285 - Railroad Agreement Assurance
Form ESCM-01 - Erosion and Sediment Control Monitoring
Class of Work - Class of Work Worksheet

ATTACHMENTS

County Internal Checklists:

- Direct Appoint/Small Purchase Contracts
- Utility and Right of Way
- Comment Tracking & Response Log
- Plans, Specifications and Estimate
- Ad, Bid and Award
- Construction
- Prime Contractor Monthly Submittals
- Monthly Subcontractor Submittals
- Payroll Receipt and Review
- Subs Paid Tabulation
- Davis-Bacon/BOLI Prevailing Wage Rates (sample)

Direct Appoint / Small Purchase Contracts

KEY NUMBER						
PROJECT NUMBER						
PROJECT NAME						
CONSULTANT SELECTED						
SERVICES						
CONTRACT NUMBER						
Expiration Date						
Amendment Date	--	--	--	--	--	--
Amendment Date	--	--	--	--	--	--
Prepare Scope and SOW from Forms Library						
Prepare Preliminary Internal Cost Estimate						
Select Consultant from ODOT List and Contact (1)						
Select Consultant from ODOT List and Contact (2)						
Select Consultant from ODOT List and Contact (3)						
Prepare (Direct Appointment/Small Purchase Selection Form)						
Contact 1st Choice Consultant						
Send Draft SOW to 1st Choice						
Obtain billing rates at: odotbillingrateupdates@odot.state.or.us						
Prepare refined detailed Internal Cost Estimate						
Prepare Record of Negotiation (RON Form)						
DBE Goal (0% unless > \$100K or mult disciplines)						
Prepare and Submit Contract Template downloaded from ODOT website						
Receive breakdown of costs (BOC)						
Send Consultant Conflict of Interest						
Receive Conflict of Interest						
Receive Committed DBE Breakdown and Certification Form (AE) (if goal > 0)						
Send Consultant (Direct Appointment/Small Purchase Certification) Form						
Receive Signed (DAPCF)						
Send Consultant Certificate of Indirect Costs						
Receive Certificate of Indirect Costs						
Send Federal Certification Form (if contract>\$150,000)						
Receive Federal Certification Form						
Receive Insurance Certificate						
Verify Insurance Authorized in Oregon						
Submit Notice of Award (734-2849) to OCR and LAL						
Send Consultant Executed Contract						
Email copy of executed contract to: ocr.psk@odot.state.or.us						
Issue Notice to Proceed						
W-9 on File?						
Receive Paid Summary Report (734-2882)						
Submit Paid Summary Report (734-2882) to OCR						
File Consultant Performance Evaluation Form						
File Contract Closeout Form						

NTE
NTE AMMENDMENT
NTE AMMENDMENT

Utility and Right of Way

KEY NUMBER / PROJECT NUMBER									
FACILITY NAME									
UTILITY									
Conflict Letter Sent									
Conflict Letter Sent									
Conflict Letter Sent									
Conflict Letter Sent									
Conflict Notification Response Received									
Conflict Notification Response Received									
Conflict Notification Response Received									
Conflict Notification Response Received									
Relocation Letter Sent									
Relocation Letter Sent									
Relocation Letter Sent									
Relocation Letter Sent									
Relocation Deadline Date									
Relocation Deadline Date									
Relocation Deadline Date									
Relocation Deadline Date									
Utility Certification Sent									
Receive Signed Utility Certificaiton									
Complete Railroad Assurance Form 734-5285									
Facilities Relocated									
Facilities Relocated									
Facilities Relocated									
Facilities Relocated									
RIGHT OF WAY									
Request Resolution of Necessity from OM									
Executed Resolution of Necessity									
Appraiser Estimate									
ODOT Auth. Request									
ODOT Auth.									
Property Desc. (Surveyor)									
Preliminary Title Report (PTR)									
1st Letter (notification)									
15-Day Letter									
Completed Appraisal									
Request ODOT Appraisal Packet Approv.									
ODOT Approved Appraisal Packet									
40-Day Letter									
40-Day Letter Deadline									
Deed Received									
Recorded Easement									
Date of Possession									
ODOT ROW Audit									
ROW Certification Sent									
ROW Certification Received									
Request New ROW Staking (LC Surveyor)									
New ROW Staked (LC Surveyor)									

T = Phone, P = Power, G = Gas, C = Cable, M = Munic., F = Fiber

REVIEW COMMENTS									
DOCUMENT TYPE				PROJECT CODE		PROJECT NAME			DATE
PROJECT CONCEPT		60% REVIEW							(mm/dd/year)
30% REVIEW		95% REVIEW							
REVIEWER					ACTION TAKEN ON COMMENT				
NAME					ACTION		EXPLANATION		
					(A = Accepted) (R = Rejected)		For corrections, list drawing or paragraph number where correction was made. If not corrected, explain reason for rejection.		
No.	PLAN SHT/SPEC PARA	COMMENTS							
1									
2									
3									
4									
5									
6									
7									
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9									
10									
11									
12									
13									
14									
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18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									

Plans, Specification and Estimate

KEY NUMBER / PROJECT NUMBER										
FACILITY NAME										
ADMIN										
Quarterly Report, Form 734-5034, January										
Quarterly Report, Form 734-5034, April										
Quarterly Report, Form 734-5034, July										
Quarterly Report, Form 734-5034, October										
TS&L										
TS&L Checklist / Kickoff Meeting										
ODOT Distribution										
Preliminary Review Comment										
Advanced PS&E										
Stormwater Plan										
Hazardous Materials Study										
Wetland Delineation										
Joint Permit Application										
DSL Permit										
Corps Permit										
401 Certification										
Cultural Resources										
ESA No Effect Determination										
Section 106 Level of Effect										
SLOPES Compliance Report										
FAHP										
Section 4(f)										
Section 6(f)(3)										
Tribal Coordination										
Geotechnical										
CE Closeout										
Internal Advanced PS&E Review										
Request DBE Goals Form 731-0663 (incl est. and schedule)										
Receive DBE Goal										
Submit Bid Booklet to LAL and OCR for Approval										
Bid Booklet Approval										
PS&E										
PS&E Checklist Submitted										
PS&E Approval										
Construction Authorization (NTP)										
Request Ad Date from COMM										
Request Bid Opening Date from Comm. Office										
Send OM Advertisement (word doc)										

Ad, Bid, and Award

KEY NUMBER / PROJECT NUMBER										
FACILITY NAME										
Advertise										
Advertisement Date										
Make copies of plans and Specs for front desk										
Post Plans and Specs to website on Ad date										
Post Addendum to website										
Receive Affidavits of Publication (DJC)										
Receive Affidavits of Publication (ADH)										
Bid Opening										
Bid Opening Date										
Make copies of bid opening tabulations										
Submit OCR Form 734-2848 (day of bid opening)										
Bid Tab Posted to Website										
Send Post-Bid Final Estimate Financial (Tabulation of Bids) to LAL										
Send Letters of Intent to Award										
Download Project Wages Rates (Day of Bid Opening)										
Submit Bidders' DBE Commitment and Utilization Form 734-2785										
Submit DBE Committed Breakdown and Cert. Form 734-2531										
Receive SSUR Form 734-2721 (within 10 day bid open)										
Submit SSUR Form 734-2721 to LAL & OCR (within 10 day bid open)										
Request recommend to award (OM)										
Award										
Contract Awarded by Commissioners (7 day protest)										
Submit WH-81 to OM at award date										
Submit WH-39 to OM at award date										
Send Contract to Contractor (send W-9 and Retainage Letter)										
Send award letter (contractor, LAL, OCR)										
Submit OCR Form 734-2849 (with award letter)										
Receive OCR Precon Packet (within 3 days of award letter)										
Send Contractor/Subs OCR Precon Packet (and approved Form 734-2531 if >0)										
Fill out Responsible bidder determination on CCB website										
Send PAE to ODOT for review and Authorization										
PAE Authorized										
QACAP form sent 7 days before notice to proceed Form 734-5003										
Receive signed Contracts										
Receive W-9 Form										
Receive Retainage Letter										
Request appropriate account type for retainage (Roadmaster)										
Request contract to be Executed (OM)										
Send Contractor Executed Contract										
Send Notice to Proceed										
Send Award Packet & 8 Copies of plans/specs to Const. LAL										
Receive receipt of Boli payment										
Submit Ad, Bid, Award Checklist to LAL										

Construction

KEY NUMBER / PROJECT NUMBER										
FACILITY NAME										
Preconstruction										
Coordinate Precon date with LAL and Contractor										
Send Precon Cover letter (OCR Precon) and Agenda										
Preconstruction Conference										
Send Precon meeting minutes										
Construction/ Project Completion										
Certified Agency Quarterly Report, Form 734-5034, January										
Certified Agency Quarterly Report, Form 734-5034, April										
Certified Agency Quarterly Report, Form 734-5034, July										
Certified Agency Quarterly Report, Form 734-5034, October										
Issue 1st Note, Form 734-3233 (LAL)										
Submit full copies of Sub Consent/subcontract for all DBE's to OCR 734-1964										
Submit Work Plan Form3A (on all DBE firms) to OCR 734-2165A										
Submit CUF Review (on all DBE firms) to OCR 734-2165										
Submit Executed CCO to LAL and RAS										
Project Completion Date (1)										
Issue 2nd Note when all items complete, Form 734-3233 (LAL)										
45-Day Claim Period Ends										
Project Completion Date (2)										
Issue 2nd Note when all items complete, Form 734-3234 (LAL)										
45-Day Claim Period Ends										
Request final inspection by ODOT staff (completion of punchlist)										
ODOT final inspection										
Submit Recommendation of Project Acceptance, Form 734-1384										
Receive Recommendation of Project Acceptance, Form 734-1384										
Request Final RAS Review										
Final RAS Review and Approval										
Project Closeout										
Signed Final Materials Certification, Form 734-1979										
Signed Foreign Steel Summary, Form 734-1968										
Receive Approved DRR										
Complete Labor Compliance Certification, Form 734-1734										
Send Labor Compliance Certification, Form 734-1734										
Issue 3rd Note, Form 734-3233 (LAL)										
Final Pay Estimate Sent										
File Completed Construction and Contract Admin Checklist										
Submit WH-40 to Sandy or file in not necessary										
Receive receipt of WH-40 payment/reimbursement										

Prime Contractor Monthly Submittals

KEY/PROJECT NUMBER										
PROJECT NAME										
CONTRACTOR										
January 20XX										
MEUR, Form 734-0668										
Subs Paid Report, Form 734-2882										
Certified Payrolls	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Pay Estimate Processed										
Pay Estimate Paid										
February 20XX										
MEUR, Form 734-0669										
Subs Paid Report, Form 734-2882										
Certified Payrolls	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Pay Estimate Processed										
Pay Estimate Paid										
March 20XX										
MEUR, Form 734-0670										
Subs Paid Report, Form 734-2882										
Certified Payrolls	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Pay Estimate Processed										
Pay Estimate Paid										
April 20XX										
MEUR, Form 734-0671										
Subs Paid Report, Form 734-2882										
Certified Payrolls	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Pay Estimate Processed										
Pay Estimate Paid										
May 20XX										
MEUR, Form 734-0672										
Subs Paid Report, Form 734-2882										
Certified Payrolls	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Pay Estimate Processed										
Pay Estimate Paid										
June 20XX										
MEUR, Form 734-0673										
Subs Paid Report, Form 734-2882										
Certified Payrolls	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Pay Estimate Processed										
Pay Estimate Paid										
July 20XX										
MEUR, Form 734-0674										
Subs Paid Report, Form 734-2882										
Certified Payrolls	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Pay Estimate Processed										
Pay Estimate Paid										
August 20XX										
MEUR, Form 734-0675										
Subs Paid Report, Form 734-2882										
Certified Payrolls	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Pay Estimate Processed										
Pay Estimate Paid										
September 20XX										
MEUR, Form 734-0676										
Subs Paid Report, Form 734-2883										
Certified Payrolls	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Pay Estimate Processed										
Pay Estimate Paid										
October 20XX										
MEUR, Form 734-0677										
Subs Paid Report, Form 734-2884										
Certified Payrolls	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Pay Estimate Processed										
Pay Estimate Paid										
November 20XX										
MEUR, Form 734-0678										
Subs Paid Report, Form 734-2885										
Certified Payrolls	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Pay Estimate Processed										
Pay Estimate Paid										
December 20XX										
MEUR, Form 734-0679										
Subs Paid Report, Form 734-2886										
Certified Payrolls	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Pay Estimate Processed										
Pay Estimate Paid										

Monthly Subcontractor Submittals

PROJECT																																								
SUB ID	1		2		3		4		5		6		7		8		9		10		12		13		14															
SUBCONTRACTOR																																								
Type of Work																																								
Mar-22																																								
eMEUR (734-0677)																																								
Certified Payrolls	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4				
Apr-22																																								
eMEUR (734-0677)																																								
Certified Payrolls	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
May-21																																								
eMEUR (734-0677)																																								
Certified Payrolls	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Jun-22																																								
eMEUR (734-0677)																																								
Certified Payrolls	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Jul-22																																								
eMEUR (734-0677)																																								
Certified Payrolls	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Aug-22																																								
eMEUR (734-0677)																																								
Certified Payrolls	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Sep-22																																								
eMEUR (734-0677)																																								
Certified Payrolls	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Oct-22																																								
eMEUR (734-0677)																																								
Certified Payrolls	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Nov-22																																								
eMEUR (734-0677)																																								
Certified Payrolls	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Work Plan (734-2165a)																																								
CUF (734-2165)																																								
Interview (734-3475)																																								
Interview (734-3475)																																								
Prime Interview																																								

Project Name
Subs Paid Tabulation

	Sub ID	01	02	03	04	05	06	07	08	1A
Pay Est.	Month Prime Paid									
001	April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
002	May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
003	June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
004	July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
005	August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
006	September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
007	October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
008	November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
009	December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
010	January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
011	February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
012	March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
013	June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
014	August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ret	August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
015	October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
016	December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
017	January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
018	February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Accum	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Sub Amount	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Remain	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

2nd Tier

Contract Amount \$ -
 Paid to Subs \$ -
 Sub Percentage 0.00%
 Contractor Percentage 100.00%

