

Manual Updates - July 2004

Consultant Contract Administration

- Policies Concerning The Use of Consultants, page 4: Language is clarified reminding the reader that every LPA must provide a full-time public employee in responsible charge of the project. If an LPA uses consultant services, the same consulting individual or firm can not perform both the design function, and construction administration and/or inspection services. “Construction contract administration” begins at the point of the preparation of the bid documents. The term “city engineer” is removed to avoid confusion.
- Consultant Evaluation System, p. 22: This section has been expanded to specify how the process works. Primarily, a conference must be held with the consultant by the ODOT district and LPA to review the draft evaluation to allow for an opportunity to discuss and comment. Such comments must be incorporated into the evaluation and the final report should reflect any adjustments in the rating. The final report must be completed within 30 days of the completion of the consultant’s services.

Right of Way

- Monitoring Process, p. 5: Minor grammatical edits; also inclusion of the word “State” in first sentence, first paragraph, to clarify that procedures apply also to State-funded Local-let projects.

Advertising, Sale & Award

- Development of Bid Proposal, p. 3: A sentence is added noting that this the preparation of the bid package is considered to be the start of the Construction Administration phase.

Federal Agreement

Section 5.5 - Word change to maintain consistency/correct terminology; “contractor” changed to “consultant”.

Section 6.2 - Language is altered to clarify intent, including the additional language stating that any LPA staff performing right of way functions must be pre-qualified by ODOT’s Office of Real Estate. (As further stated, if the LPA doesn’t have qualified staff it must hire an ODOT Pre-qualified Consultant.)

Section 7.8 (new) - A new section is inserted thereby renumbering the former 7.8 as 7.9. The new section is the Federal prohibition against imposing a geographical hiring preference in the construction of a project.

Section 10.3 - Language is corrected to specify 10 days to process a DBE waiver, not 3. Language is changed that in the event a waiver request is made it should be sent to ODOT’s Office of Contracts, with a copy to the ODOT District LPA Coordinator.

Section 15.4 - Noted as conditional. This section for State Property Drug-Free Workplace Compliance only applies to and is required for those projects involving state-owned property. It may be removed by ODOT for any other project.