



City of Salem

Quality Program Plan

For Federally Funded Projects

August 2021

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Attachments:

- No. 1 – Certified Staff Training Requirements
- No. 2 – City of Salem ADA Design Exception and Inspection Processes
- No. 3 – STIP Portfolio Management
- No. 4 – LPA Certified Approval Authority Matrix
- No. 5 – Certified LPA Key Qualified Staff
- No. 6 – Project Development and Design Procedures for Federal Aid Projects Checklist
- No. 7 – Advertise, Bid and Award Procedures for Federal Aid Projects Checklist
- No. 8 – Civil Rights Tracking Sheet (City version)
- No. 9 – Project Preconstruction Procedures for Federal Aid Projects Checklist
- No. 10 – Project Construction Procedures for Federal Aid Projects Checklist
- No. 11 – Project Closeout Procedures for Federal Aid Projects Checklist

Acronyms:

- A&E – Architectural and Engineering Services
- AASHTO – American Association of State Highway Transportation Officials
- ADA – American with Disabilities Act
- CD – Calendar Days
- CE – Construction Engineering
- CAD – Computer Aided Design
- CLA – Certified Local Agency
- CCPL – City Certification Program Liaison
- City – City of Salem
- COR – Consultant of Record
- CPM – City Project Manager
- CPO – Certification Program Office (ODOT)
- DBE – Disadvantaged Business Enterprise
- FHWA – Federal Highway Administration
- GIS – Geographic Information System
- IGA – Intergovernmental Agreement
- LEP – Limited English Proficiency
- LAG – Local Agency Guidelines for Certified Local Public Agencies (ODOT)
- LAL – Regional Local Agency Liaison (ODOT)
- LPA – Local Project Agency
- MFTP – Manual of Field Test Procedures
- NTMAG – Non-Field-Tested Materials Acceptance Guide
- MPO – Metropolitan Planning Organization
- OCR – Office of Civil Rights (ODOT)
- ODOT – Oregon Department of Transportation
- PDT –Project Delivery Team
- PE – Preliminary Engineering
- PS&E – Plans, Specifications and Estimates
- PMM – City of Salem Project Management Manual
- PMT – City of Salem Project Management Team
- QCCS – Quality Control Compliance Specialist Handbook or Specialist (ODOT)
- QPP – City of Salem Quality Program Plan
- RAS – Regional Assurance Specialist (ODOT)
- REC – Regional Environmental Coordinator (ODOT)
- RFP – Request for Proposals
- ROW – Right-of-Way
- SKATS – Salem-Keizer Area Transportation Study
- SOP – Standard of Practice
- SOW – Statement of Work
- SPA – Supplemental Project Agreement (ODOT)
- STIP – Salem Transportation Improvement Plan
- TIP – Transportation Improvement Program
- TSP – Transportation System Plan

I. Introduction and Background

The City of Salem is committed to ensuring quality and consistency on Federal Highway Administration (FHWA) Federally Funded projects. This Quality Program Plan (QPP) documents procedures that meet these expectations.

The City of Salem (City) is certified by the Oregon Department of Transportation (ODOT) for the following areas:

- Foundational Documents Quality Program Plan
- Foundational Documents 100's
- Consultant Selection Procurement and Contract Administration
- Ad, Bid and Award
- Design
- Construction Administration
- ADA Process

As a Certified Agency, the City will follow its own demonstrated and approved processes on federal aid projects. ODOT will remain responsible for civil rights program administration, environmental approval, right-of-way (ROW) certification, final project acceptance, and authorization of federal funds as per Master Certification Agreement No. 29113. This QPP is a record of the City's procedures for ensuring quality on federal aid projects.

The City has compiled a number of checklists to ensure that our projects are completed consistently and according to the requirements of this QPP. This City of Salem Federal Program Checklist is included as several attachments to this document.

The City of Salem (City) will utilize qualified consultant firms for all design and inspection of bridge projects.

II. Roles and Responsibilities

The City's Public Works Department is currently comprised of five divisions (Figure No. 1), each of which is overseen by the Public Works Director. The Public Works Director's authority over the Public Works Department's operations is delegated by the City Council through the City Manager. Of the five Public Works divisions managed by the Public Works Director, the responsibility for Certification rests with the Engineering Division.

As the manager of the City's Engineering Division, the City Engineer is ultimately responsible for the Division and its efforts to become a Certified Local Agency (CLA). The City Engineer supports Local Agency Certification and works with staff to assure that progress is being made in the City's efforts to become a CLA. The City Engineer will ensure continued compliance with Federal requirements and trained staff on CLA projects. Attachment No. 1 - Certified Staff Training Requirements, is the foundation for the City of Salem's ensured compliance in training standards.

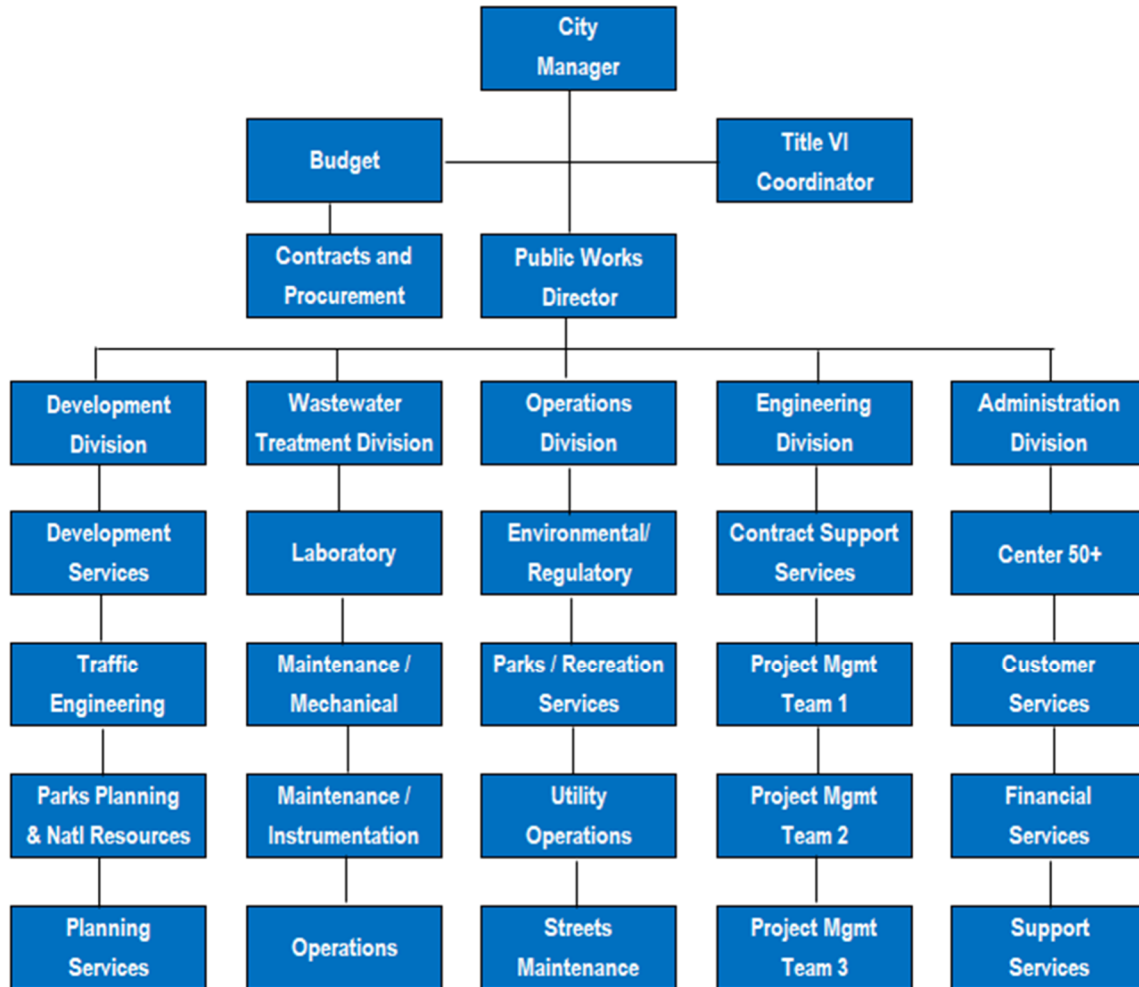


Figure No. 1 – Organization Chart

A. Engineering Division

The City Engineer supervises three Project Management Teams (PMT), and the Contract Support Services Team (Figure No. 2). Collectively, the Engineering Division has Registered Professional Engineers, Registered Professional Land Surveyors, and ODOT Certified Inspectors. PMT 2 is the City’s group which will deliver federally funded projects.

The City Engineer has selected an Engineering Program Manager (Engineer IV) within PMT 2 as the City's Certification Program Liaison (CCPL) to lead the City's certification efforts and to work closely with ODOT during this process and after certification for continued assurance purposes. This position reports directly to an Assistant City Engineer on matters related to the ODOT Local Agency Certification program.

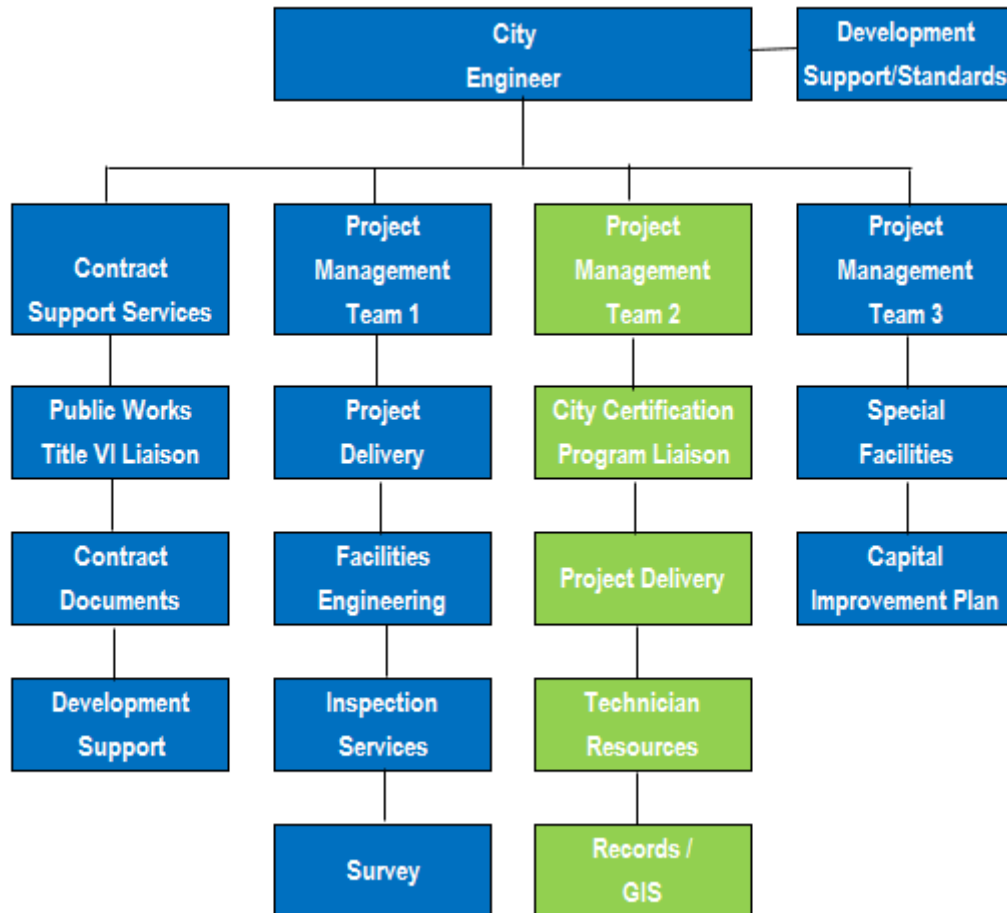


Figure No. 2 – Engineering Division (green column indicates the Federal project delivery team)

1. City Certification Program Liaison

The CCPL is delegated responsibility from the City Engineer for the overall goal of the City being a CLA and continuing compliance. This position is involved on all City federal aid projects from inception to completion and provides overall quality assurance of all projects to ensure program compliance. In addition, this position monitors the effectiveness of the City's QPP and make revisions as necessary to further refine and improve the program.

2. Project Management Team

Assistant City Engineer: Each PMT is supervised by an Assistant City Engineer who provides quality assurance over all projects constructed within their assigned PMT section.

Engineering Program Manager: The engineering program managers are registered Professional Engineers who monitor multiple projects and coordinate their completion within available budget and established schedule benchmarks.

Senior Project Manager: Quality control within the PMT is provided by Senior Project Managers who are registered Professional Engineers who supervise the City Project Managers (CPM).

City Project Manager: CPMs are registered Professional Engineers who manage projects from inception to project closeout. They prepare plans, specifications, estimates, and schedules to ensure projects are completed on time, within scope, and within budget.

3. Construction Services Section

Inspection Supervisor: This position coordinates with the Project Inspectors and provides resourcing of inspection needs for each project, maintains documentation of Project Inspector certifications, and schedules training as needed to maintain certifications.

Project Inspectors: Project Inspectors are certified through the ODOT Inspection Certification Program in General Inspection and other areas as required. They provide inspection daily reports, project documentation, verify progress payments, and assist with project quantity and quality documentation.

Quality Control Compliance Specialist (QCCS): This position works with the Project Inspectors to track quality and quantity documentation and to ensure that all required testing is conducted at the required intervals, and documentation is properly documented and accounted for as required by ODOT's *Quality Control Compliance Specialist Handbook (QCCS)* and the *Manual of Field Test Procedures (MFTP)*. This position will be filled utilizing a qualified Quality Control Consultant, that meets all the materials certifications outlined in the MFTP.

4. Survey Section

The Survey section performs mapping and topographic data collection of the project impact area and legal descriptions for ROW acquisition, negotiation, and recording. During construction, the Survey section performs staking of the project during the various stages of completion. Following project completion, the Survey section collects final topographic data of the new improvements for accurate completion of As-Built records.

5. Contract Support Services

The Contract Support Services section ensures that all purchasing of goods and services by the Engineering Division are following current laws, statutes and conformance to the City's Public Contracting Rules. In addition, they utilize OregonBuys for advertising of projects, conduct bid openings, review bids for conformances and other items as necessary in cooperation with the administration of all Public Works Contracts.

Administrative Program Manager: This position supervises the Management Analyst and Contract Administrator; provides quality assurance for all administrative functions. In addition, this position is responsible for: budgeting of all capital improvement projects, including federal aid projects; maintains and updates the QPP, certification documents; tracks Intergovernmental Agreements (IGA) and Supplemental Project Agreements (SPA); writes policies and procedures for processes relating to the Certification Program; and is the Title VI Liaison for Public Works.

Management Analyst: This position provides quality control of all items produced and processed; maintains contract templates; coordinates and manages all Consultant contracts; writes procedures for processes relating to the Certification Program; manages record retention; and provides training.

Contract Administrator: This position drafts contract documents for advertising, bid, and award; drafts and processes change orders and contractor progress payments; ensures and monitors wage compliance; collects quality and quantity documentation from the Quality Control Compliance Specialist and Project Inspectors; and maintains and tracks checklists utilized for each federal aid project.

B. Other Public Works Sections and Divisions

1. Traffic Engineering Section

The Traffic Engineering Section, contained within the Planning and Development Division, reviews traffic studies, traffic signal design, signing, pavement markings, and temporary traffic controls on City roads. This Section also provides guidance on traffic related safety matters and congestion mitigation for construction projects.

2. Planning Services Section

Transportation planning services are provided by the Planning Services section, contained within the Planning and Development Division.

The Transportation Planning Manager is responsible for preparing applications for federal funding. This section also works with the Salem-Keizer Area Transportation Study (SKATS) to update the Transportation Improvement Program (TIP) every two

years. On an annual basis, they coordinate with the Engineering Division to incorporate federal aid projects in the City's Capital Improvement Program and capital construction budget. In addition, they update the *Salem Transportation System Plan* (TSP) which is the City's master plan to guide its actions and transportation investments for the 21st century. The TSP is a comprehensive document containing goals, objectives, policies, programs, and projects needed to provide mobility for all modes of transportation.

3. Water and Environmental Resources Section

The Environmental and Regulatory Affairs section contained within the Operations Division, assists the development team during project scoping and development ensuring all environmental concerns are adequately addressed and budgeted. During the design phase, they review environmental reports and permit applications. Following project completion, they monitor environmental compliance and environmental permit mitigation and prepare annual reports to the agencies.

4. Operations Division

Ultimately the Operations Division inherits all capital improvements and is responsible for maintenance over the design life of the improvements. During design, operations staff provide review and comments on the design, they identify efficiencies and changes for consideration during design development. They also identify long term-maintenance requirements associated with the proposed project design.

C. Other City Departments

1. City Manager's Office

The Title VI Coordinator is responsible for the overall management of the Title VI Program, under the direct supervision of the City Manager.

Working under the direction of the City's Title VI Coordinator, the Public Works Title VI Liaison oversees all aspects of the Public Works portion of the City's Title VI Program including outreach and documentation for compliance.

2. Contracts and Procurement Division

Engineering staff work closely with the Contracts and Procurement Division to ensure compliance with all local, state, and federal contracting rules. The Contract Administrator will work closely with both departments to guarantee all procurement rules are followed in all projects.

3. Real Estate Division

The Real Estate Division within the Urban Development Department provides assistance and expertise in property and ROW acquisition. For federal aid projects, the Real Estate Division works closely with the Project Manager and ODOT Staff throughout the acquisition process. When appropriate and ODOT staff has availability, ODOT ROW staff is utilized to perform some of the appraisal and negotiation services. ODOT retains ROW certification approval authority.

III. Project Development

Federal aid projects flow to the City through a variety of funding routes. Most federal aid projects originate through the SKATS, which is the designated Metropolitan Planning Organization (MPO) for the Salem-Keizer area and is housed within the Mid-Willamette Valley Council of Governments. Others originate from project applications for federal aid through ODOT. Projects start from an identified specific need in the community and are included in or consistent with the adopted Salem Transportation System Plan. All projects must also be included or consistent with the Regional Transportation Systems Plan, which is maintained by SKATS.

A. Purpose and Need

Developing a project starts with a Purpose and Need Statement. Sometimes referred to as the Problem Statement, this document sets the stage for developing solutions and the consideration of alternatives. The “Purpose” defines the problem to be solved and outlines goals and objectives that should be included as part of a successful solution to the problem. The “Need” provides data to support the problem statement and is intended to clarify the expected outcome of public expenditure and to justify that expenditure – ***What are you trying to accomplish and why do you think it is necessary.***

1. Problem Identification

Properly identifying the problem begins with the following questions clearly and adequately explained:

- What is the problem?
- Is there a safety issue because of the problem?
- Is this problem unique to this location?
- How was the problem identified?
- What is the future (traffic) demand at this location and how will it affect the problem?
- Are there any other known problems at this location that should be fixed?

2. Proposed Alternatives

With an understanding of the problem, proposed alternatives are developed which adequately cover options that could reasonably meet the needs of the project. Proposed alternatives; however, must include enough data collection and analysis to ensure that any selected alternatives moving forward have been adequately investigated and that there are no fatal flaws or huge unknown items which could jeopardize the entire project. The following items should be completed as part of the development of alternatives:

- Collection of traffic data (traffic volumes, queue lengths, future growth factors, accident history, existing level of service, etc.).
- Computer Aided Design (CAD) drawings of proposed alternatives utilizing existing Geographic Information System (GIS) data.
- Modeling or calculated results of proposed alternatives.
- Cost / benefit analysis of the top three alternatives.
- Recommended alternative (s) with justification to move forward to design.

B. Title VI Considerations

The City has an extensive Title VI program to ensure all activities conducted are equally available to all citizens without discrimination. Under the direct supervision of the City Manager, the City's Title VI Coordinator is responsible for overall program management. The City's Title VI program was adopted by City Council on August 24, 2009 and is currently being updated to meet current Title VI standards and be consistent with ODOT's requirements of subrecipients.

An on-site audit was completed on August 1, 2017, and the City's Title VI Plan was found in compliance with the requirements of the Civil Rights Act of 1964. In accordance with FHWA, the City's Title VI Implementation Plan will be submitted to ODOT Office of Civil Rights (OCR) for review every three years. In addition, the City submits annually an Accomplishments Report to ODOT's Office of Civil Rights.

Additional information regarding the City's Title VI Program including complaint procedures can be found at the following web address:

<http://www.cityofsalem.net/Pages/title-vi-plan.aspx>

All federal aid projects are also included in the SKATS Transportation Improvement Program and meet the requirements of the SKATS Title VI Plan (2010). This added layer of oversight helps to ensure that all aspects of Title VI are considered in selecting and programming projects.

The following items are utilized to ensure Title VI compliance during project development include:

1. Limited English Proficiency

In order to adequately reach the community in which a project is proposed, research of the US Census data is necessary to determine citizens with Limited English Proficiency (LEP) that are expected to live within the affected area of a project. Documentation early in the project assists with public outreach and communication during both design and construction phases.

2. Environmental Justice

During the selection of a proposed project, effort is required to document why the proposed project was selected over the other needs of the community. Environmental justice concerns are specifically prevalent when projects such as landfills, waste sites, or other undesirable facilities are constructed. Environmental justice also includes the widening of roadways which may increase air and noise pollution due to increased traffic flows. Thorough documentation and answering the question “**Why did you put this here?**” or “**Why did you have to widen my street?**” is essential to the successful development of a project. Outreach to minority and low-income populations is required when environmental justice communities are identified within the scope of the proposed project.

3. Americans with Disabilities Act

The City Manager’s office developed and maintains an ADA Title II Transition Plan which covers all known barriers to accessibility within the City’s right of way, parks, and other facilities. The plan outlines a strategy for removing these barriers and implementing improvements to provide accessibility to all. On a 3-year cycle, the plan is updated to capture progress made, changes to standards and policies.

Projects are designed and constructed to meet the requirements of the Americans with Disabilities Act (ADA). Attachment No. 2 –City of Salem ADA Design Exception and Inspection Processes addresses procedures for meeting the ADA requirements. The attachment also shows the history of the City of Salem’s ADA Transition Plan and inventory of how it was created through research, results, and the assistance from the Non-Profit Organization: Disability Rights Oregon, and by focus areas for improvement; centered around specific service criteria. The City uses this ODOT-approved document for design on City streets and follows the ODOT design and approval process for facilities within the State Highway system.

Design and Project Management staff regularly attend ADA training presented by ODOT, and ADA certification is tracked and maintained according to ODOT and City requirements.

C. Project Scoping and Cost Estimating

The information contained within the Purpose and Need statement is used to develop the scope of proposed improvements, the project area limits, the expected impacts, and the anticipated overall costs. For City federal aid projects, the scoping task is accomplished by Engineering staff in coordination with Transportation Planning staff utilizing the latest version of the Local Agency Project Scoping Notes available from ODOT. Once the scope of the project has been determined, a detailed cost estimate is prepared to cover all items in enough detail to adequately budget for a future project including a 40-percent planning-level project contingency. This initial estimate is completed at the application stage. For federal-aid programs managed by ODOT, ODOT verifies the scope and cost with the City if the project is selected for the STIP 150-percent list.

Information included in the project scoping forms the basis for completing the Local Agency Technical Scope Sheet (Form No. 734-5151). This task is completed with input from the Transportation Planning Manager.

D. STIP Portfolio Management

FHWA and ODOT expect on-time delivery of each federal aid and state funded project. The City, therefore, must be able to manage, schedule, and adequately staff our portfolio of STIP projects to ensure that federal fund obligation deadlines are met for each programmed phase of a project. Active schedule management by assigned staff is critical to meeting STIP schedules to the maximum extent practicable while also notifying ODOT when issues necessitate adjustments to the funding schedule.

Attachment No. 3 – STIP Portfolio Management provides guidance and a checklist for staff to utilize at all stages of the project.

IV. Preliminary Engineering

A. References

Preliminary engineering for all federally funded projects will be developed using the following reference documents:

- City of Salem Design Standards
- ODOTs Highway Design Manual
- City of Salem Project Management Manual
- Local Agency Certification Program Agreement No. 29113 and all amendments
- Local Agency Certification Program Supplemental Project Agreement (project specific) and all amendments
- Attachment No. 2 – City of Salem ADA Design Exception and Inspection Processes
- Attachment No. 6 – Project Development and Design Procedures for Federal Aid Projects Checklist

- LPA A&E Requirements Guide
- Current version of LAG Manual and associated CPO Bulletins

B. Project Setup

Since the timing of federal aid projects from Project Development to Preliminary Engineering (PE) is not always continuous, project set up is a critical component of the full delivery of a project.

1. Programming

Programming the budgeting of a project within the City's Capital Improvement Plan ensures that the budget authority is available when the project is planned to begin. Responsibility for this effort lies with the PMT. In addition, the PMT is responsible for the transfer of information completed within the Project Development phase to the PMT staff that will be moving forward with completion of the project.

When a federal aid project is budgeted and staff is available, a PMT Assistant City Engineer balances existing and projected workloads in order to assign an experienced and trained CPM as the responsible person for fully completing the project from PE through final closeout.

2. Assignment of Quality Control and Quality Assurance

Senior staff within each PMT work with the Assistant City Engineer to provide quality control and quality assurances to CPMs. A Project Management Plan is prepared to outline roles and responsibilities for all staff assigned to the project. The Assistant City Engineer retains the quality assurance role for all projects within their PMT. See Attachment No. 4 – LPA Certified Approval Authority and Attachment No. 5 – Certified LPA Key Qualified Staff.

C. Project Development Team

Every project is assigned a CPM with experience and training to deliver federal aid projects from preliminary design to final closeout. The CPM sets up a Project Development Team for design and construction. A typical Project Development Team (Figure No. 3) includes:

- Professional Engineer to conduct peer review for design work including, but not limited to, design criteria, calculations, alignments and profile, roadside safety assessment, signal design, etc.
- Traffic Engineer to review traffic design items including, but not limited to, traffic capacity, temporary traffic control, permanent signage and pavement markings, pedestrian needs, etc.

- Environmental Services Technician to review items related to erosion control plan details, notes, and any other site-specific environmental issues that might require special requirements.
- Contract Support Services to update the City’s website during project development, and draft contract documents and correspondence.
- Public Works Title VI Liaison to assure conformance with City policies.
- Project Inspector to provide constructability review.
- City Surveyor to review available right-of-way and depict necessary property acquisition, prepare legal descriptions, record final acquisition documents, and manage survey staff who perform site mapping and data collection for the project.
- Operations staff to give feedback regarding maintenance requirements of project design items and associated lifecycle cost.
- ROW Agent to negotiate acquisitions for the project.
- Other Agencies and stakeholders identified during planning level design.
- Consultants as needed.
- Utilities representatives as needed.
- ODOT Region staff.

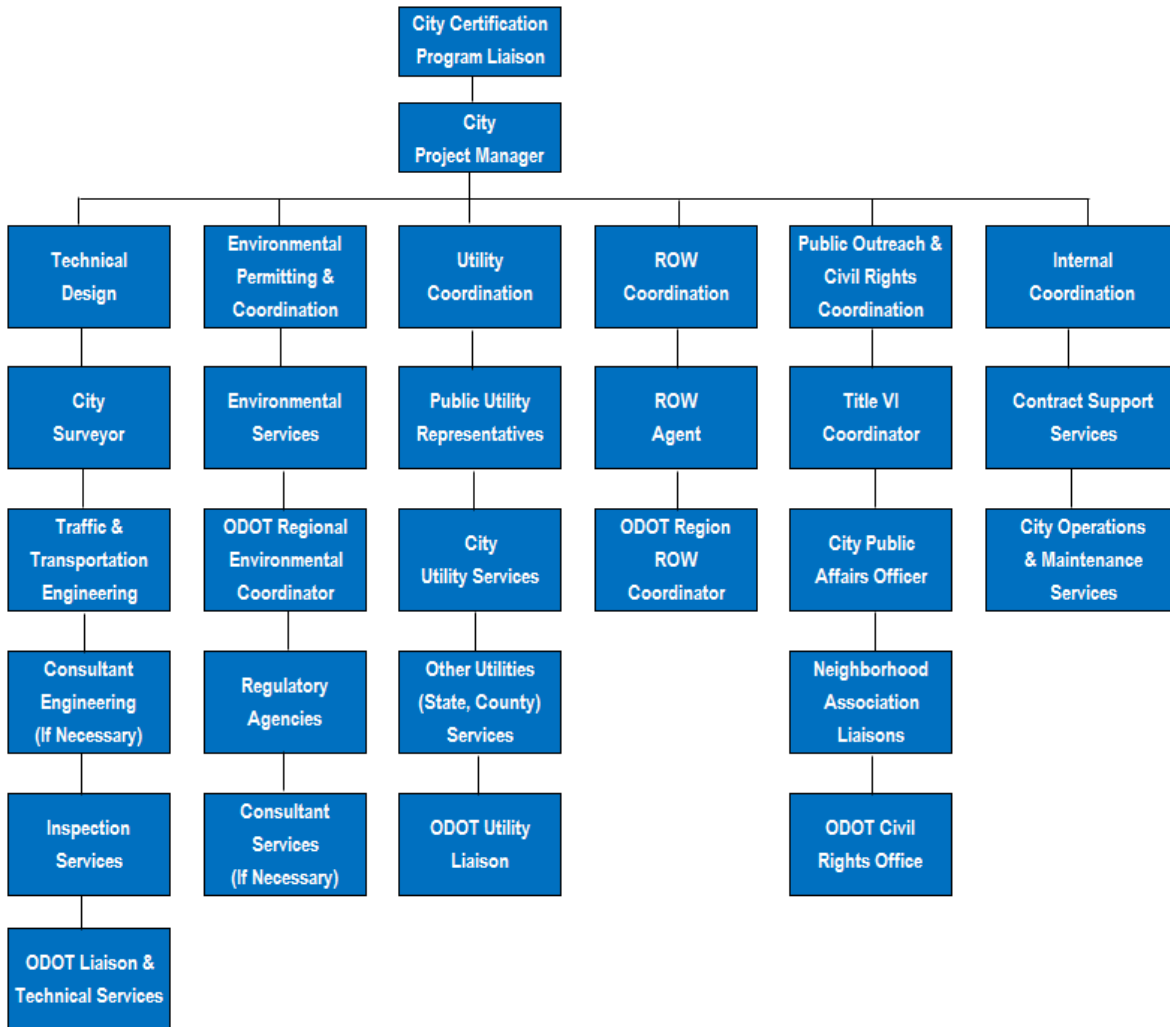


Figure No. 3 – Project Delivery Team

D. Communication Plan

1. The CPM serves as the hub for communication among team members and to the LAL. Types of communication expected with the project are listed below.

- Document and communicate all project decisions and project changes.
- Document and communicate all expectations and directions received.
- Communicate regularly, both internally and externally.
- Schedule regular project coordination meetings.
 - Provide minutes after each meeting.
 - Provide list of assignments after each meeting.
- Keep all promises and respond promptly to all requests.

2. Special communication is necessary to address the Environmental, ROW and Civil Rights aspects of project delivery, bridge design work, and any work on or along the Oregon State Highway System. The CPM communicates with ODOT subject matter experts throughout the life of the project for these technical areas.
3. Affected Local Agencies – When a project affects another local agency, the CPM shall identify a representative from the respective agency to coordinate project delivery. The affected local agency contact person will be invited to participate in project coordination meetings as needed.
4. Regulatory Agencies – Communication with regulatory agencies is conducted throughout project development to obtain the necessary permits. Through the LAL, the CPM may ask representatives from various regulating agencies to participate in project meetings.

E. Public Outreach

The CPM works directly with the City’s Communication team regarding public outreach. The CPM will begin initial public outreach with a project notification letter that is sent to property owners in the vicinity of the project. This letter gives a description of the project scope as well as notifies citizens of the associated survey work. Depending on the project size and complexity, informational meetings are held with the public at project milestones; typically, at the end of preliminary design, prior to ROW acquisition and just prior to construction to inform and allow opportunities for public input.

F. Consultant Selection

The CPM uses the most current version of the City’s Public Contracting Rules when hiring consultants. In addition, per the consultant selection provisions of the *Local Agency Guidelines for Certified Local Public Agencies* (LAG), the City will follow each step for the appropriate procurement process as shown in the most current version of ODOT’s Local Public Agency (LPA) *Architectural and Engineering (A&E) Requirements Guide* (<https://www.oregon.gov/ODOT/Business/Procurement/DocslPA/lpaARequirements.pdf>). The City will use the required contracting templates and forms for LPAs that are posted on the ODOT Certified Local Agency Resources for Consultant Selection webpage. By following this process, the City will ensure that all federal aid provisions and the appropriate Disadvantaged Business Enterprise (DBE) goal provisions are included in the solicitation and Consultant contract.

The City maintains a list of qualified consultants in varying areas of expertise and is updated every two years. Consultants are selected using Qualifications Based Selection criteria by a selection committee of no less than three members.

The City prepares a draft Statement of Work (SOW) using the most current template from the ODOT Certified Local Agency Resources for Consultant Selection webpage. Boilerplate task descriptions will be used where available and will be modified as needed. The CPM will keep the LAL apprised of any changes to the SOW and will submit it for technical review with ODOT Environmental and Right-of-Way prior to finalizing the SOW.

1. Direct Appointment/Small Purchases

The City follows ODOTs written procedures for Direct Appointment and uses the templates provided on the ODOT Certification website. The City's limit for direct appointment is \$100,000.

After identifying the need for outside consulting services on a project, the CPM identifies and documents at least three potential consultants from the City's Consultant of Record (COR) list that could meet the needs of the project. The CPM then selects the best qualified Consultant for contact and negotiation of a scope of services. If the Consultant selected to perform the work is not on ODOTs Approved Consultant Lists for Local Agencies, the City will submit a Consultant List Exception Request for approval prior to appointing a consultant.

Once a consultant has been selected, the CPM will follow the steps as outlined in the Direct Appointment Procedures as set out in the *LPA A&E Requirements Guide*. All procedures, and all applicable state and federal laws/regulations listed in the LPA A& E Requirements Guide will be followed by the CPM. ODOT Forms and templates which are listed on the City's checklist and are required will be submitted to ODOT as stated in the LPA A&E Requirements Guide.

2. Informal and Formal Consultant Selection

Upon ODOT's approval, the City will follow the current version of ODOT's Informal and Formal Selection for A&E Services, Section 3.2, as set out in the LPA A&E Requirements Guide. As general guidance the following thresholds apply for Informal A&E contracts:

- City – less than \$100,000, including potential amendments.
- Federal – less than \$150,000, including potential amendments.

The City has the discretion to follow the Informal Request for Proposal (RFP) process for solicitations less than \$150,000 and the formal process for anything anticipated to be over \$150,000.

The CPM prepares a Request for Proposals (RFP) using the approved ODOT RFP template and request a DBE Goal Assignment before release of the RFP. A selection committee will evaluate and score the RFPs and select the highest-ranking consultant. Upon selecting the firm, the CPM will prepare an internal estimate of costs prior to beginning negotiations of consultant costs for the project.

Negotiations with the consultant are recorded in a Record of Negotiation document for future audit and review by ODOT and FHWA. The CPM will keep the LAL apprised of any changes to the SOW related to the environmental and ROW sections of the proposal. Once negotiations are complete the ODOT contract template will be used to execute the project assignment.

For all federal aid consultant contracts (even contracts with no DBE goal), the City will follow the DBE program requirements set out in Section 3.4 of the *LPA A&E Requirements Guide*. See Attachment No. 6 Project Development and Design Procedures for Federal Aid Projects Checklist.

It is the CPMs responsibility to monitor the consultant's progress by tracking the schedule and deliverables against the SOW and the schedule. The CPM will review all consultant submittals and will forward any critical items to the LAL for review and approval. The CPM will ensure the Contract Administration Procedures set out in Section 3.7 of the *LPA A&E Requirements Guide* are followed, including invoice review, contract amendments, consultant performance evaluation, errors and omissions, and contract closeout procedures.

F. Design

Plans, Specifications, and Estimates (PS&E) are prepared under the direct supervision of the CPM and are reviewed and approved by both the Assistant City Engineer and City Engineer. The City has established a checklist to provide quality control oversight and assure compliance with ODOT and FHWA requirements (Attachment No. 6 – Project Development and Design Procedures for Federal Aid Projects Checklist). ODOT's PS&E checklist in the LAG will be completed and submitted to provide additional quality control oversight. Final written approval of the PS&E by ODOT is required as a condition to request obligation of funding from FHWA for construction.

Development of plans, specifications and estimates for all projects includes a review process at 30-percent, 60-percent, and 90-percent design completion. Design documents are distributed for comment to internal and sometimes external reviewers. Comments are incorporated where appropriate into the next phase of project design. For federal aid projects, formal submittals are provided to ODOT at Design Acceptance Package (DAP) (30-60 percent), Preliminary (70-percent), Advance (90-percent), and Final PS&E. After comments are received, they are reviewed and incorporated into the design as appropriate.

The final PS&E package is submitted to ODOT after comments from the 90-percent plan review are incorporated. PS&E documents conform to the Standards and Manuals per the Master Certification Agreement No. 29113. The CPM is responsible for reviewing and ensuring all submittals are complete and accurate, while verifying the quality control and accountability of the items.

Projects designed by Consultants follow the same process as above.

G. ADA Compliance

Designers understand the importance of providing facilities that are accessible to all through ADA compliant ramps and follow the City's ADA Design Exception & Inspection Processes Plan during the design process and subsequent construction (See Attachment No. 2 – COS ADA Design Exception and Inspection Processes Plan).

H. Design Exceptions

The CPM submits the request for a Design Exception to the City Engineer for local streets as early as possible in the design process, but not later than DAP.

On projects on or along State facilities, the Design Exception request will be submitted to ODOT for approval with the DAP submittal. The LAL shall receive copies of all Design Exceptions that deviate from the American Association of State High Transportation Officials (AASHTO) standard. The City understands that lack of ROW is not justification for an ADA design exception. Therefore, permanent and temporary ROW needs for ADA ramps are considered early in the design process. See the City's ADA Design Exception and Inspection Processes Plan for additional information (Attachment No. 2).

I. NEPA Process

ODOT retains the approval authority over the environmental documentation; therefore, the CPM will coordinate and submit to ODOT via the LAL all environmental documentation starting with the Local Agency Technical Scope Sheet through the Construction Engineering (CE) close out documents. Figure No. 4 shows the quality control and communication plan for this phase of the project.

J. Right-of-Way and Utilities

ROW and utilities are addressed as provided by each project Supplemental Project Agreement (SPA) (see LAG). City of Salem will conform to Uniform Act requirements.

The following documents will be submitted to the State Utility Liaison prior to PS&E:

- Copies of all conflict letters and project notification letters,
- Copies of all-time requirement letters,
- Utility Notification Form,
- Utility Certification.

Note: Utility Certification has a 6-month expiration time limit, therefore, CPM should be aware that additional coordination with utilities may be necessary depending on the duration of the project or review periods.

If the utility owner is eligible for reimbursement of utility relocations, the following original signed forms will also be submitted:

- The Reimbursable Information Form (RIF), and
- The Reimbursable Certification Form.

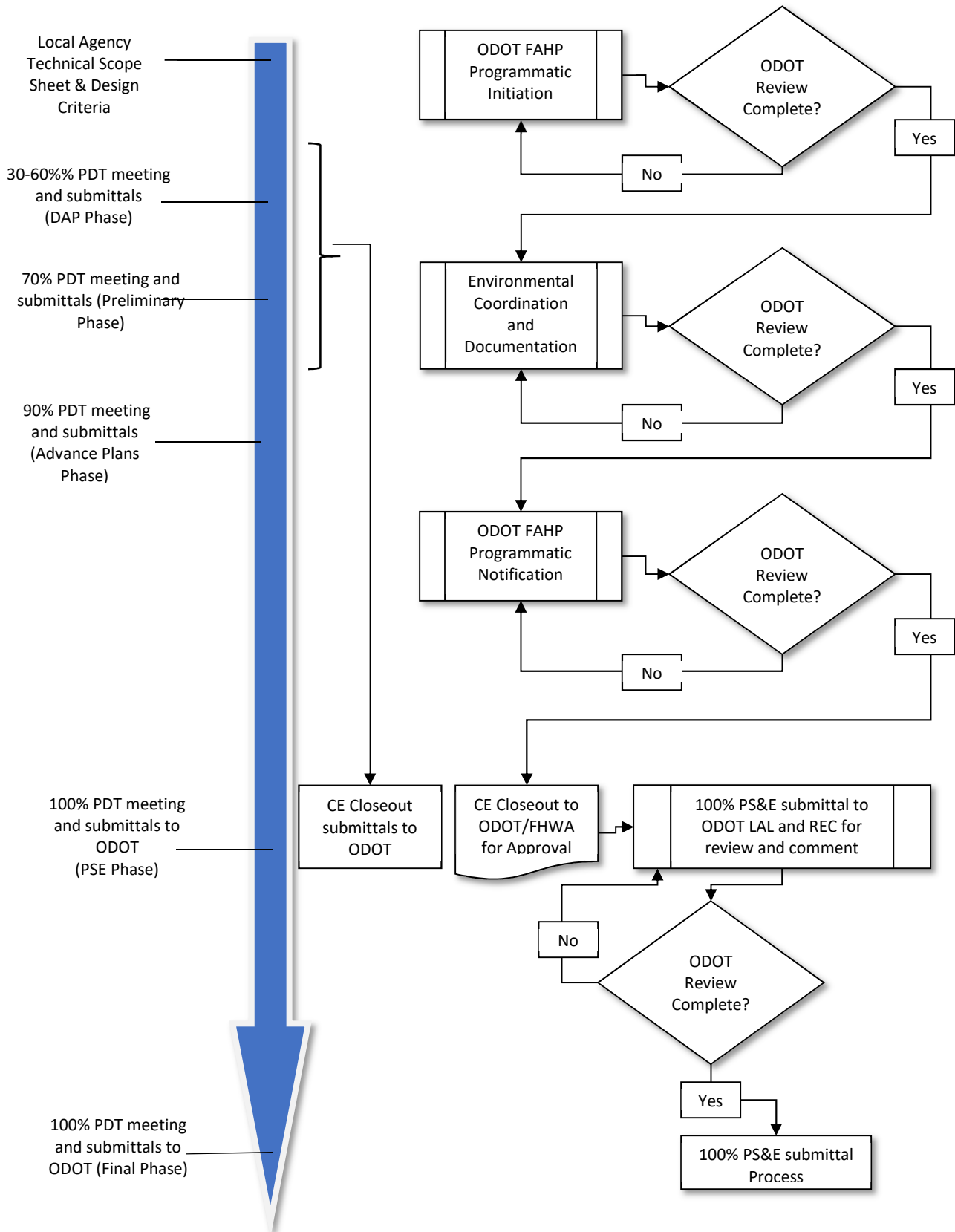
For situations not covered here, or for other related questions, contact the LAL who will coordinate with ODOT's State Utility Liaison.

Current requirements and procedures regarding utilities will be followed as provided by the *Oregon Utility Relocation Manual* and Chapter 13 in the LAG.

K. Buy America and Cargo Preference Act

It is the CPMs responsibility to include Buy America and the Cargo Preference Act provisions on all federally funded projects and ensure that ODOT approved General Conditions will be used on all federal aid projects. The Contract Administrator will verify that these provisions are included in the contract documents.

Figure No. 4 – Quality Control and Communication Plan for Environmental Phase



V. Advertise, Bid, and Award

A. References

All federally funded projects will be developed for advertising, bid, and award using the City Checklists developed by using the current version of the following reference documents:

- City of Salem Project Management Manual
- City of Salem Public Contracting Rules, Adopted February 28, 2005, amended on June 11, 2018
- Local Agency Certification Program Agreement No. 29113 and all amendments
- Local Agency Certification Program Supplemental Project Agreement (project specific) and all amendments
- Attachment 7 - Advertise, Bid & Award Procedures for Federal Aid Projects checklist
- Attachment 8 – Civil Rights Tracking Sheet (City version)
- LAG Manual
 - Section C, Chapter 8 – Civil Rights
 - Section D – Certified LPA Approval Authority Matrix (Form No. 734-5191)
 - Section D – Advertising, Bid & Award Checklist (Form No. 734-5193)
- ODOT Construction Manual
 - Chapter 7, Evaluation for Unbalanced Bids
 - Chapter 8, Award and Execution of Contract
- FHWA Contract Administration Core Curriculum (<http://www.fhwa.dot.gov/programadmin/contracts/coretoc.cfm>)
- FHWA Guidelines on Preparing Engineers Estimate, Bid Reviews and Evaluation, 2004.





B. Purpose

To clearly define project team responsibilities, and ensure consistent project performance for advertising, bid, and award of federally funded projects in order to meet or exceed the following:

- Maintain federal eligibility on all federal aid projects.
- Demonstrate to ODOT that policies and procedures are in place to ensure the City remains in compliance with the Local Agency Certification Program Agreement No. 29113 and any Supplemental Project Agreements.

C. Key Checkpoints

To maintain eligibility for federal funding, the CPM must obtain the following items prior to advertising the project for bidding:

-  Notification of approval from ODOT Office of Civil Rights for confirmation that civil rights goals and provisions have been correctly incorporated into the contract book prior to ODOT's Notice to Proceed for Advertisement (See LAG, Section B, Chapter 8).
-  Approval by the City Engineer expressed by the approval of Plans, Contract Book, and Pre-Bid Cost Analysis Report.
-  Approved obligation by FHWA via receipt of a Notice to Proceed with advertising the construction project issued by ODOT through the LAL to the City.
-  Notification of approval (if a major change) of addendums from the LAL prior to issuance to prospective bidders. Note: The LPA will submit addenda requests to the LAL for any addenda that contain a major change to the approved plans or specifications (See Section VII.2 of Approval Authority Matrix) during the advertising phase prior to issuing to prospective bidders. Any changes to the bid documents are issued via OregonBuys no less than seven days prior to the bid closing date unless the addendum also extends the closing date.

D. Responsibilities

1. City Certification Program Liaison
 - a) Reviews and signs the ODOT Ad, Bid and Award Checklist to verify federal compliance with the CPM and executes when complete.
2. Assistant City Engineer
 - a) Provides quality assurance by reviewing project plans, specifications and estimates, and verifies compliance with the City of Salem Project Management Manual (PMM) and other applicable standards described in Section 4 Preliminary Design.
3. Senior Project Manager
 - a) Provides quality control by reviewing items prepared by the CPM and monitors completion of tasks referred to in the applicable checklist for each phase of the project.

4. Project Manager

- a) Ensures that all construction and contract documents prepared comply with federal requirements.
- b) Reviews and has a good understanding of all documents contained within the Reference section for each phase of the project.
- c) Follows the applicable City's checklists contained within the Reference sections for each phase of the project for general procedures and documentation.
- d) Conducts quality assurance reviews for accuracy and completion of all items prepared by the Contract Administrator.
- e) Conducts quality control reviews to ensure that both the electronic and paper project files contain all essential documents for future reference or audit purposes.

5. Management Analyst

- a) Provides quality control reviews of all items prepared by the Contract Administrator to ensure compliance with applicable SOPs and internal document standards.

6. Contract Administrator

- a) Upon receipt of the necessary information from the Project Manager, the Contract Administrator assembles the final contract and supporting documents necessary for each phase of the project.
- b) Prepares, updates, and archives electronic and paper project files.
- c) Updates Civil Rights Tracking Sheet provided in Section D and referenced in Section C, of the LAG to document completion of each Civil Rights program step for all applicable milestones and submittals.

7. Contracts & Procurement

- a) Engineering creates and submits all financial transactions and contracts to Contracts & Procurement, while following government accounting standards.

- b) Final review and approval of all project procurements, change orders, retroactive approvals, and emergency procurements are followed by government accounting standards, laws, and rules are carried out by Procurement department.
- b) Verifies and carries out internal financial policies that are in place for dollar amounts and are reviewed and approved by the City's Purchasing Review Team, and often City Manager.

E. Procedures

1. Pre-Advertisement

To assist the CPM and project team members with completing this phase, the City has developed Attachment No. 7 – Advertise, Bid, and Award Checklist for Federal Aid Projects.

- a) Attachment No. 7 provides a step-by-step or chronological list of Ad, Bid, and Award actions required on federal aid projects.
 - b) Completion of this form is a collaborative effort between the Contract Administrator and the Project Manager. The original checklist is placed in the project file with an electronic copy placed in the electronic project file.
 - c) It is the responsibility of the CPM to ensure that all team members complete their portion of the work and that completion is documented through the team member's initials and date recorded on the checklist.
 - d) Attachment No. 7 compliments the ODOT Ad, Bid, and Award Checklist published in Section D of the LAG. The ODOT checklist will be used as the final quality assurance document by the Senior Project Manager and the CCPL.
- (1) The CPM shall utilize the latest version of the ODOT Ad, Bid and Award checklist as posted to the ODOT Local Government website.

e) Certified Agency Project Tracking Log

- (1) During this phase of the project, it is imperative to continue the use of the City of Salem’s Federal Program Checklist that was initiated during the PE phase of the project. This checklist helps to guide the CPM to ensure compliant coordination with the ODOT Office of Civil Rights.
- (2) The CPM shall update the log at the appropriate milestones and maintain it in the electronic project files.

2. Advertisement

- a) When planning for advertisement, the project team needs to allow enough time for advertisement requirements found in the City’s Public Contracting Rules and in the LAG, Section C, Chapter 15. These requirements are summarized as follows:

(1) There is a minimum 3-week advertisement period (for complex projects, a 5-week period is recommended).

- Newspaper
- OregonBuys
- City of Salem Website

(2) The advertisement shall be included in one general circular for all projects under \$125,000. Projects greater than \$125,000, advertisement will be included in one general circular and one trade journal such *Daily Journal of Commerce*.

(3) The advertisement content shall conform to the City’s template approved for use by ODOT.

3. Bid Period

- a) The CPM is listed in the advertisement as the primary point of contact for any questions regarding the project. The CPM discusses any questions with the Senior Project Manager prior to replying to bidder inquiries to determine if interpretation of the contract documents, plans, or specifications will require a Supplemental Information Letter or Addendum, or both. Supplemental letters are non-binding documents which do not change the contract documents. An addendum is required for changes to plans, specifications, or any other part of the contract documents.
- b) Any changes to the bid documents are issued via OregonBuys no less than seven days prior to the bid opening date unless the addendum also extends the bid opening date.

(1) Addendums are prepared by the CPM through the Contract Administrator; and reviewed and signed by the CPM, Assistant City Engineer, City Engineer, and Purchasing Administrator prior to distribution and posting.

- c) **Negotiations on bids are strictly prohibited.**

4. Bid Opening and Evaluation

- a) After public opening of bids, the Contract Administrator compiles the bid documents and verifies bidder information and submittals for completeness (such as license status, responsibility, and insurance forms).
- b) The Contract Administrator sends the Office of Civil Rights the Civil Rights Bid Notification for Certified Agency Projects, Form 734-2848 and the DBE Commitment and Certification and Utilization Form 734-2785 for all Contractor bidders if the project goal is greater than zero percent.
- c) The City Project Manager prepares the analysis and evaluation of the bids following the guidelines below:
 - (1) City PMM 12.05A SOP Bid Analysis and Evaluation on Federally Funded Projects.
 - (2) FHWA Guidelines on Preparing Engineers Estimate, Bid Reviews and Evaluation, 2004.
 - (3) LAG Section C, Chapter 15.C8 Bid Price Analysis

- d) After an analysis and evaluation of the bids, the CPM then prepares a Bid Evaluation Memorandum along with the after-bid Project Cost Analysis report. The Senior Project Manager conducts a quality control review of these documents prior to submittal to the LAL.
- e) The CPM sends the bid evaluation to the LAL for concurrence prior to award and meets with the City Engineer for approval prior to recommending acceptance and award of the low bid.
- f) DBE goal responsiveness – The Office of Civil Rights approves the DBE goals proposed by the Contractor and submits an approved DBE Goal Results Report to the CPM/CA

5. Award

- a) The Contract Administrator assembles a Notice of Intent to Award letter for distribution to all bidders and for posting on the City's website.
- b) A seven-calendar day time period is allowed for protests as included in the City's Public Contracting Rules.
- c) Within thirty calendar days of the bid opening, the Award Letter and Contracts are sent to the Contractor. Per the Advertise, Bid, and Award Procedures for Federal Aid Projects checklist (Attachment No. 7), additional documents will be requested from the Contractor at this time with copies sent to ODOT.
- d) Within three calendar days of the date of award, LPA shall submit Civil Rights Award Notification for Certified Agency Projects (Form 734-2849) along with the Award Letter to the LAL and to OCRINFOREQUEST@odot.state.or.us.
- e) Contract Documents are finalized and routed through the Purchasing Department, City Legal Counsel, the Public Works Director, City Manager's Office, and the Contractor to sign as applicable. Each individual reviews and recommends execution of the contract prior to the next individual in the organization chain.
- f) The Notice to Proceed is issued within five calendar days of the Contract execution per General Condition Section 00130.90.

- g) The CPM is responsible to ensure all advertising, bid, and award information is sent to the LAL in order to proceed with construction. This includes the Project Agreement Estimate, which is the same form as the engineer's estimate, but includes the actual bid item values, and adjusted construction contingency value and an adjusted summary of funds.

VI. Construction Engineering

A. References

All federally funded projects will be constructed using the following reference documents:

- City of Salem Project Management Manual
- Local Agency Certification Program Agreement No. 29113 and all amendments
- The Contract (project specific) and all amendments
- Attachment No. 9 – Project Preconstruction Procedures for Federal Aid Projects checklist
- Attachment No. 10 – Project Construction Procedures for Federal Aid Projects checklist
- LAG, Section C, Chapter 16
- Construction Contract Administration Checklist (Form No. 734-5194)
- ODOT Construction Manual
- ODOT Quality Control Compliance Specialist
- ODOT Manual of Field Test Procedures
- ODOT Inspector's Manual Not specified in checklist
- ODOT Non-Field-Tested Materials Acceptance Guide (NTMAG)
- ODOT Qualified Products List
- ODOTs Quality Assurance Inspection Program Document (Form No. 734-2857)
- Oregon Standard Specifications for Construction (Current Edition) as modified by the Project's Special Provisions.







B. Purpose

To clearly define project team responsibilities, and ensure consistent project performance for construction and contract administration of federally funded projects in order to meet or exceed the following:

- Maintain federal eligibility on all federal aid projects.
- Demonstrate to ODOT that policies and procedures are in place to ensure the City remains in compliance with the Local Agency Certification Program Agreement No. 29113 and any Supplemental Project Agreements.

C. Key Checkpoints

The following key checkpoints must be satisfied prior to construction activities:

1.  Document Submission – Following contract execution, but prior to the pre-construction conference, the Contract Administrator will submit a digital copy of the following documents to the LAL for distribution within ODOT
 - a) Executed contract documents (bid book, special provisions, and final plans).
 - b) Certified Local Public Agency Quality Assurance and Contract Administration Plan (734-5033)
2.  Internal Pre-Construction Meeting – prior to the formal pre-construction conference on all federally funded projects the LPA and CPM will meet with ODOT to review the civil rights and environmental requirements for the project.
3.  Key Submittals – The CPM must verify that key submittals are received from the Contractor prior to the Pre-Construction Conference and any construction activities.
4.  Notification of Commencement (First Notification)
5.  Report on Contractor’s Request for Subcontract Consent (Form No. 734-1964)
6.  Certified Local Public Agency Quarterly Reports (Form No. 734-5034).

D. Responsibilities

1. City Certification Program Liaison
 - a) Reviews the Construction and Contract Administration Checklist with the CPM to verify federal compliance and executes when complete.
 - b) Reviews and approves all Contract Progress Payments and Change Order for quality assurance.

2. Assistant City Engineer
 - a) Reviews and approves final progress payment and change orders over \$10,000.
3. Senior Project Manager
 - a) Provides quality control when reviewing items prepared by the CPM including change orders, progress payments, contractor correspondence, and accurate completion of all items referred to in the applicable checklists for construction.
4. City Project Manager
 - a) Follows the construction and construction administration process which complies with federal requirements.
 - b) Reviews and has a good understanding of all documents contained within the Reference section for each phase of the project.
 - c) Follows the applicable SOPs found in the PMM, and utilizes the checklists contained within the Reference sections for each phase of the project for general procedures and documentation.
 - d) Conducts quality assurance reviews for accuracy and completion of all items prepared by the Contract Administrator.
 - e) Responsible for all aspects as outlined in Chapter 9 – Responsibilities of CPM of the ODOT Construction Manual.
5. Administrative Program Manager
 - a) Provides quality control reviews of all items prepared by the Contract Administrator to ensure compliance with applicable SOPs and internal document standards.
 - b) Monitors budget, coordinates reimbursement invoices, and completes quarterly reports.

6. Contract Administrator

- a) Upon receipt of the necessary information from the CPM, the Contract Administrator will assemble documents into binders that are divided by bid item.

(1) As the appropriate quality documentation is received, the information will be entered in the quality and quantity documentation and the documents will be placed in the quality binder.

(2) As the quantity documentation is received, the Contract Administrator will check the calculations, enter the payment information into the Monthly Payment Estimate, and place in the quantity binder.

- b) Prepares, maintains, and archives electronic and paper project files during the life of the project. All project documentation is drafted and/or scanned in specific project electronic files on the City's network along with a hard-copy file for archiving purposes. Once a project is complete and closed out, the electronic file is copied to a DVD and placed in the hard-copy file. See LAG Manual Section C Chapter 17 Project Closeout for additional information.
- c) Reviews, verifies, and submits all certified payroll and required ODOT forms per the LAG Section C, Chapter 16 Section F and ODOT Construction Manual Chapter 19. The Contract Administrator utilizes Attachment No. 8 - Civil Rights Tracking Sheet (City Version) on all Federal Projects for documentation and records keeping.
- d) Verify and submit all Office of Civil Rights paperwork and subcontractor requests.
- e) Prepare ODOT quality and quantity documentation and ODOT Test Summary sheets per the NTMAG and MFTP.
- f) Prepare monthly Progress Reports.
- g) Complete Foreign Steel and Buy America documentation.

7. Quality Control Compliance Specialist
 - a) Is responsible for all aspects as outlined in Chapter 1 – Authority and Responsibility of the Quality Control Compliance Specialist of the ODOT QCCS Handbook.
 - b) Ensures that all materials testing, and documentation are completed as outlined in Chapter 1 of the ODOT QCCS Handbook and adherence to the MFTP.
 - c) The Quality Control Compliance Specialist will work closely with the Contract Administrator to ensure all materials are documented on the ODOT Test Summary sheets.
 - d) Responsible for maintaining certifications as detailed in Section 2 of the MFTP.
8. Inspection Supervisor
 - a) Assigns Project Inspectors to projects based upon the needs of the project and ODOT certifications currently held.
 - b) Monitors all Project Inspector’s ODOT certifications and schedules additional training as necessary to maintain current certifications or obtain additional certifications.
9. Project Inspector
 - a) Is responsible for all aspects as outlined in Section 00100(1) – Roles, Responsibilities, and Authority of the Inspector of the ODOT Inspector’s Manual and Specification Section 00150.02.
 - b) Conducts the daily inspection of the project as the representative of the CPM to ensure that the project is constructed in accordance with the contract documents.
 - c) Prepares and provides project pay notes (Form 734-2605), Daily Progress Reports, Applicable Curb Ramp Inspection Form (Form 734-5020 series) and other documentation as identified in the Attachment No. 10 – Project Construction Procedures for Federal Aid Projects Checklist and as detailed in the ODOT Construction Manual.

E. Procedures

1. The City will use the procedures found in the various ODOT documents listed under References in Section VI.A above and will use ODOT forms as applicable and useful to the City's purposes for project documentation.
2. The City has developed Attachments No. 8 and No. 9 – Project Pre-Construction and Construction Procedures for Federal Aid Projects checklist to assist the Project Inspector, Contract Administrator, and CPM in progressing the project in a standardized manner and tracking needed project documentation.
 - a) Assuring completion of this form is a collaborative effort between the Contract Administrator and the CPM. The original checklist is placed in the project file with an electronic copy placed in the electronic project file.
 - b) It is the responsibility of the CPM to ensure that all team members complete their portion of the work and that they initial and date when complete.
 - c) This list is a compliment to the ODOT checklist published in Section D of the LAG. This checklist will be used as the final quality assurance document by the Senior Project Manager and the CCPL.

F. Pre-Construction

1. The City utilizes Attachment No. 9 – Project Preconstruction Procedures for Federal Aid Projects checklist to assist the Project Inspector, Contract Administrator, and CPM in progressing this phase of the project.
 - a) After finalizing the contract documents, the Contract Administrator prepares a package to send to the contractor that includes a notification letter, ODOT Office of Civil Rights Prime letters, and a list of other required items to be submitted prior to the pre-construction meeting.
 - b) The Contract Administrator will organize and schedule the pre-construction meeting with the CPM, Senior Project Manager, LAL, Project Inspector, other City staff, ODOT staff, and other necessary or impacted participants such as private utilities and transit operators.

- c) The City has developed a pre-construction conference agenda template document for the CPM to use.

2. Construction documentation and processes will follow the ODOT Construction Manual. Where the manual identifies ODOT roles and responsibilities, it is understood that this refers to the City for all City owned construction contracts let under the Certification Program.

- a) Each project will have a Quality Assurance and Contract Administration Plan, Form #734-2857 initiated by the CPM and submitted to the LAL.
- b) An electronic folder with for each bid item will be prepared to collect the submittals as they are received. All projects have a specific electronic file on the City's network. The electronic file contains all project documentation. Once a project is complete and closed, the electronic file is copied to a DVD and placed in the hard-copy file for archival purposes. The CPM will track this information and will notify the Project Inspector of deficient items prior to delivery and/or installation of the item(s) in question.
- c) The project will utilize the QCCS or an equivalent consultant to review the projects quality and quantity documentation per the LAG Manual, Section C, Chapter 16, 3 Construction Oversight Process. All deficiencies will be addressed prior to the next review.

G. Construction

1. Once the notice to proceed (First Notification) is issued to the Contractor, the CPM will manage the project to ensure all aspects meet federal requirements. The CPM will utilize Attachment No. 10 – Project Construction Procedures for Federal Aid Project Checklist to guide them through the steps in the Construction phases. The CPM will rely on the Quality Control Compliance Specialist and the Project Inspector to collect and produce the required documentation to keep the project in compliance.

2. All City Project Inspectors utilized on federally funded projects will have ODOT certification on General Construction Inspection, Asphalt Concrete Pavement Inspection, and Environmental Construction Inspection. Specialty certifications shall be filled by qualified Consultant Inspectors depending on the needs of the project and schedule for completion. The Inspection Supervisor monitors Project Inspector certificates and schedules additional training as necessary to maintain certifications and obtain new ones when required.

H. Materials Testing

1. Field Tested Materials

- a) Field testing of materials is controlled by ODOT's current version of the MFTP in effect on the date of a project's advertisement and as amended by the City's Special Provisions.

(1) The construction Contractor is responsible for quality control testing during construction activities.

(2) Quality assurance testing shall be performed by certified technicians and an ODOT certified laboratory meeting the requirements of the MFTP Section 2. The City will hire a qualified consultant to perform the quality assurance. The consultant performing the quality assurance testing shall not be the same consultant performing the quality control function.

(a) The City will hire a consultant to perform the Quality Control Compliance Specialist role and a testing firm to perform quality assurance testing. The consultant performing the Quality Control Compliance Specialist function shall not be the same consultant performing the quality assurance testing.

(b) The City will depend on ODOT's Central Materials Lab for dispute resolution should quality assurance test results conflict with ongoing quality control test results, when verification requirements are not met, if the contractor's test results and the Quality assurance testing results for Independent Assurance (IA) samples are not within Independent Assurance (IA) parameters, or the conflict cannot be resolved.

c) All materials test procedures and testing frequencies are based on the MFTP, Section 4(D). For projects specified as Type D or Type E, testing will follow the procedures and frequencies established in Section 5 of the MFTP. Any quality control and quality assurance testing will be performed by an ODOT certified lab. Quality control testing will be done by technicians certified in the material disciplines applicable to the specific project work. The Quality Control Compliance Specialist will be required to have all the materials certifications outlines in the MFTP.

(d) See Quality Documentation listed in Attachment 10 – Project Construction Procedures for Federal Aid Checklist.

2. Non-Field-Tested Materials

- a) The CPM will accept non-field-tested materials according to the individual Materials Specifications or to the current version of the Non-Field-Tested Materials Acceptance Guide (NMAG) in effect on the date of a project’s advertisement. This document is to be used as a guide for documentation required for acceptance of materials on ODOT construction projects, but its use does not relieve the user from following the requirements specified in the project documents. New materials or materials which are infrequently used may not be listed in the NMAG. The NTMAG does not have precedence over the Special Provisions, Contract Plans, or Standard Specifications.

I. Financial Controls

1. The Project Inspector prepares pay notes using field measurements, installation sheets, compiles supporting documentation, and calculates item quantities in the field for contractor payments for work that was completed through the 25th of each month. Payment is also contingent when testing meets the requirements of General Condition 00165.30 and the Quality Assurance Plan detailed in Section 2 of the MFTP. The pay notes and material quality documents are submitted to the Contract Administrator within three working days. Contractor progress payments are then calculated and prepared by the Contract Administrator including all required documentation; reviewed and recommended for payment by the CPM; and reviewed and approved by the CCPL. Once review and approval is completed, all documentation is returned to the Contract Administrator for final processing through Accounts Payable. All Contractor progress payments are paid no later than the 10th of each month.

J. Change Orders / Force Account / Work by Public Forces

Section 00196 of the City’s approved General Conditions describe procedures and documentation requirements for changes and extra work on projects. When a changed condition is encountered as identified in section 00140.60 of the City’s approved General Conditions, the Inspector and GQ/QC Coordinator compile supporting documentation for any proposed changes, and the CPM reviews the supporting documentation and recommends any needed changes to the contract. The CPM requests a quote from the Contractor for any changes and the CPM will verify that the quote is reasonable based upon an independent cost estimate and review of average bid prices. The CPM is responsible for negotiating Change Orders.

Any recommended changes must also be reviewed and approved according to PMM SOP 10.02. The City will use its own standard form for project Change Orders.

1. On federal aid projects all contract changes will be coordinated with the LAL pursuant to the Approval Authority Matrix in Section D of the LAG (Form 734-5191).

K. Disagreements / Disputes / Claims

1. The City strives to be proactive and makes every effort to resolve issues so claim situations are avoided. In the event an issue does arise, the City will follow Section 00199 of the City's approved General Conditions.

VII. Project Closure

A. References

All federally funded projects will use the following reference documents for project closure activities:



- City of Salem Project Management Manual
- Attachment No. 11 – Project Closeout Procedures for Federal Aid Projects checklist
- LAG, Section C, Chapters 16 and 17
- ODOT Construction Manual







B. Purpose

To clearly define project team responsibilities and ensure consistent project performance for project closure or Third Notification within 120 days of Second Notification (unless a plant establishment period is specified) and records retention of federally funded projects in order to meet or exceed all State and Federal Requirements.

C. Key Checkpoints

The follow key checkpoints must be satisfied prior to issuing Third Notification:

1.  Contact the OCR when Second Notification or its equivalent is issued to determine if any documentation is missing prior to issuance of Third Notification.
2.  Following the final acceptance inspection, complete, sign and submit to the LAL for ODOT signature and distribution – Recommendation of Project Acceptance (Form No. 734-1384).

3.  RAS must sign-off on their risk-based review of the quality and quantity documentation.
4.  Third Notification is issued to the Contractor.
5.  Complete and submit the following to the LAL:
 - a) Third Notification to the Contractor, or its equivalent.
 - b) Foreign Steel Summary (Form No. 734-1968).
 - c) Final Materials Certification (Form No. 734-1979).
 - d) Final Documentation Review Report (Form No. 734-1903) and Supporting Documentation Form 734-2704.
 - e) As-Constructed Drawings.
6.  Submit final project invoice and mark as “Final Invoice.”
7.  Submit final quarterly report (Form No. 723-5034).
8.  Complete Final Cost Analysis report.

D. Responsibilities

1. City Certification Program Liaison
 - a) During project closure, the CCPL will act as a “Federal Reviewer” in order to ensure that all contract documents are in the file and are easily found.
2. Assistant City Engineer
 - a) Provides quality assurance reviews for the Final Cost Analysis Report and As-Constructed Drawings.
3. Senior Project Manager
 - a) Provides quality control reviews of all items prepared by the CPM including all required forms, final cost analysis report, as-constructed drawings, and accurate completion of all items referred to in the applicable checklists for project closure.

4. City Project Manager

- a) Completes or has completed all items listed in the Project Closure Procedures for Federal Aid Projects checklist.

5. Administrative Program Manager

- a) Provides quality control reviews of all closeout items prepared by the Contract Administrator to ensure compliance with applicable SOPs and internal document standards.

6. Contract Administrator

- a) In conjunction with CPM, the Contract Administrator will complete all items listed in the Project Closure Procedures for Federal Aid Projects checklist. The Contract Administrator will also complete and verify all project files, forms, payments, and records are submitted, and filed.

E. Procedures

1. The City has developed Attachment No. 11 – Project Closure Procedures for Federal Aid Projects checklist to assist the Project Inspector, Contract Administrator, and CPM in closing out the project in a standardized manner.

- a) Final Project Documentation – All documentation and forms listed in Section VII.C Key Checkpoints and as listed on Attachment No. 11 are completed and submitted to the LAL and RAS for final review and acceptance. At the conclusion of bid item work, and once the project has been deemed substantially complete through 2nd Notification, the CPM ensures that final project documentation according to Chapter 17 of the ODOT LAG Manual is completed within 120 days of 2nd notification (unless a plant establishment period is specified).

For any quality or quantity documentation that is missing or cannot be retrieved, the CPM will prepare a written Exception Memorandum to the project file documenting missing items. The memorandum to document missing information needs to include at a minimum:

- Project information included at a minimum the project name, key number, CPM designated to the project, date, and author.
- Description of the bid items including bid item number and specification sections in the contract.
- A description of the missing item(s)

- Explanation regarding why missing documentation could not be obtained.
- Description of alternative methods used to accept the quality and quantity of the item.
- Documentation of supporting correspondence with the City Engineer and/or the EOR.

Disagreement with Final Quantities or Payment – If the contractor believes that the final quantities and payment amounts detailed in the final contract payment are incorrect, the process specified in Section 00195.95 of the contract documents shall be followed.

- b) If the CPM finds that corrections are warranted, the CPM must submit a revised progress payment. If the CPM and the Contractor are unable to resolve the disagreement, the Contractor may request that the issue be escalated as specified in Section 00199.40 of the contract documents.
- c) Third Notification – The CPM will issue third notification when all work required under the contract is complete, all equipment is removed, and all required certifications, warranties, documents, etc. are received from the Contractor.

F. Records Retention

Project records are retained according to City retention policies. The Management Analyst has overall responsibility for ensuring all records for federal aid projects are retained for the timeframe required per state and federal law. Electronic files are stored on the City’s computer network.

Project records are retained in accordance with the retention schedule in OAR 166-15-0170, Public Works Records – Engineering. In general, this schedule calls for retention of records for a minimum of ten years. Some records relating to survey and environmental documentation reports are permanent, and records relating to bridges are maintained until two years after the bridge is removed from service. In no case is retention less than six years, which is the minimum FHWA requirement for federal aid projects.

City of Salem Quality Program Plan

Attachment No. 1
Certified Staff Training Requirements

Certified Staff Training Requirements

I. Professional and Administrative Staff

- A. Professional and Administrative staff assigned to federally funded projects are experienced project managers and administrative staff who have exhibited strong abilities to successfully work and manage projects through design, bid, and construction according to the City of Salem Project Management Manual and accepted practices.

The City recognizes that federal aid project delivery adds a layer of complexity that necessitates additional staff training and oversight. To address this, newly assigned staff are mentored by previously certified staff and enrolled into the following training plan:

1. Read, understand, and use as a future reference, the current Local Agency Guidelines for Certified Local Public Agencies (LAG). The LAG is available on ODOT's website: <https://www.oregon.gov/ODOT/LocalGov/Documents/Full-LAG.pdf>.
2. Read, understand, and use as a future reference, the current City of Salem Quality Control and Assurance Plan available at: <G:\Group\Engineering\Projects\ODOT Certification Admin\Quality Program Plan>
3. Read, understand, and use as a future reference, the current City ADA Design Exception and Inspection Processes document available at: <G:\Group\Engineering\Projects\ODOT Certification Admin\ADA Design Exception-Inspection Process>
4. Enroll and complete the following ODOT training classes available at: <https://ilearn.oregon.gov/default.aspx>
 - a) PROC 301, Statement of Work for Personal Services Contracts
 - b) PROC 302, Contract Administration of Personal Services Contracts
 - c) PROC 304, Preparing to Negotiate A&E & Related Services Contracts
 - d) PROC 371, Consultant Billing Rates for A&E and Related Contracts
 - e) PROC 372, Breakdown of Costs for A&E and Related Contracts
5. Enroll and complete the following Federal training classes available at: <https://www.fhwa.dot.gov/federal-aidessentials/>
6. Review and be familiar with the following documents:
 - a) FHWA/ODOT Stewardship and Oversight Agreement <https://www.fhwa.dot.gov/federalaid/stewardship/agreements/or.pdf>
 - b) FHWA Contract Administration Core Curriculum (CACC) Manual <https://www.fhwa.dot.gov/programadmin/contracts/coretoc.cfm>
 - c) ODOT/Association of Oregon Counties (AOC)/League of Oregon Cities (LOC) Federal-Aid Project Guidelines and Working Agreements <https://www.oregon.gov/ODOT/LocalGov/documents/ODOT-AOC-LOC-Agreement-32588.pdf>

7. Actively participate as members of the federal projects' delivery team meeting monthly meetings. These meetings help to foster discussion, answer questions, and identify areas of improvement in the existing process and the overall quality Control and Assurance Plan.
8. Staff are required annually to complete at least 24 hours of continuing education training of applicable significance to maintain their proficiency in federal aid projects.

II. Inspection Staff

- A. Inspection staff assigned to federally funded projects are also experienced individuals who have exhibited strong abilities to inspect projects and document results according to the City's Standard Construction Specifications and accepted practices.

The City recognizes that federal-aid project inspection adds a layer of complexity that necessitates additional training. To address this, Project Inspectors scheduled for assignment to federal-aid projects are enrolled in the ODOT Inspector Certification Program and required to follow the below training plan:

1. Read, understand, and use as a future reference, the current City of Salem Quality Control and Assurance Plan available at:
[G:/Group/Engineering/Projects/ODOT Certification Admin/Quality Program Plan](#)
2. Enroll and complete the following ODOT training classes available at:
<https://ilearn.oregon.gov/default.aspx>
 - a) General Construction Inspector Certification
 - b) Asphalt Concrete Pavement Inspection Certification
 - c) Environmental Construction Inspection Certification
 - d) Traffic Signal Inspector Certification
 - e) Drilled Shaft Foundation Inspector Certification
 - f) ADA Sidewalk and Ramp Inspections

City of Salem Quality Program Plan

Attachment No. 2
City of Salem ADA Design Exception
and Inspection Processes



City of Salem

ADA Curb Ramp Design, Design Exception, and Inspection Processes

For Certified Local Agency Projects
October 2019

Introduction

The following ADA Curb Ramp Design, Design Exception, and Inspection Processes document summarizes the City of Salem’s design criteria, design exception process, crosswalk closure process, inspection process, and ongoing maintenance process for all projects delivered by the City of Salem as a Certified Local Agency on City streets. For any projects with work that occurs on or along state highways, the project designer shall use ODOT’s current ADA standards, design criteria, design exception processes, and associated forms. For more information contact Julie Titchbourne, P.E., Federal Program Manager and the City’s ODOT Local Agency Liaison.

Background – City of Salem ADA Title II Transition Plan (hereafter “Transition Plan”) and Inventory

In 1992, the City of Salem completed an inventory of existing barriers to accessibility which included curb ramps within the City Limits. At every intersection, each street corner was evaluated according to the ADA design criteria applicable at the time. Data collected included the presence or absence of a curb ramp, photographs of each location, and the degree to which each ramp conformed to ADA requirements. The inventory results were used to categorize each ramp for inclusion in the City of Salem Transition Plan. A sidewalk ramp replacement program was instituted and put in place. 2,036 ramps were replaced over a 9-year period (1993 to 2002) of dedicated funding ending in 2002. Subsequent to that the City worked with Disability Rights Oregon (DRO) to continue to improve accessibility as requirements changed and new regulations were instituted. The focus areas for improvement were centered around the following service criteria:

- **Primary ADA Access Routes:** Focus on improving accessibility along primary pedestrian routes and near the City Center, government facilities, and places of public accommodation.
- **Development Projects:** Assure new development meets the most current ADA regulations, currently the 2011 Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right of Way (PROWAG).
- **Capital Improvement Projects:** Assure capital improvement projects are designed, constructed and inspected to be built in compliance with PROWAG.
- **Pavement Maintenance:** Replace ramps along street sections designated for pavement renewal and replacement.
- **Resident Requests:** Log resident requests and prioritize replacement in areas of high pedestrian use. Implement immediate services to grind and repair areas where trees and weather have cracked and created gaps.

With changes to the ADA in 2001 that instituted the requirements for truncated dome detectable warning surfaces and turning space areas, many of the sidewalk ramps completed prior to that date became partially compliant and needed to be inventoried for inclusion within future updates to the City’s Transition Plan.

The City of Salem is currently in the process of preparing a Transition Plan Update for publishing in the future that will cover current information for the status of the City. The City’s area of responsibility includes the right-of-way environment, parks, and other City buildings and facilities.

Existing location information is being reviewed and will be made available to designers and the general public through a GIS interface. Subsequent work will also include additional data gathering for locations where gaps in information exist. The update will essentially list all known barriers to ADA accessibility, a plan to address them, and a timeline for implementation of improvements addressing the barriers.

Curb Ramp Design Criteria

City of Salem Certified Local Agency Projects shall follow City of Salem design criteria for design of ADA Curb Ramps. The applicable design criteria follow PROWAG and are summarized as follows:

- **Number of Ramps:** A separate curb ramp shall be provided for each pedestrian access route crossing which is typically two curb ramps per intersection corner within the scope of the project. Ramps will not be provided where a crossing is officially and properly closed.
 - A design exception is required if a curb ramp cannot connect each pedestrian street crossing.
 - Crosswalk closure signs are installed at all officially closed crosswalks.
- **Ramp Bottom:** Bottom of curb ramps meet the applicable criteria below:
 - If the landing area is located within the roadway and not part of the curb ramp, a 4-foot x 4-foot clear space in the roadway must sit outside the parallel vehicular path of travel and within the crosswalk; OR
 - Provide a 4-foot by 4-foot clear space as part of curb ramp (parallel style ramp).
- **Ramp Running Slope:** Ramp running slope shall meet the applicable criteria below:
 - The running slope of the curb ramp shall be 7.5% typical and 8.3% maximum but shall not require the curb ramp length to exceed 15 feet. When reasonable, additional length may be constructed to meet ramp running slopes.
 - Maximum running slope on blended transitions is 5.0%.
- **Cross Slope:** Cross slope at street intersections without yield or stop control meets the criteria below:
 - 1.5% typical and 2.0% maximum cross slope on all ramp runs, EXCEPT
 - 5.0% maximum cross slope where the running slope of the road exceeds 2.0 % up to 5.0%.
 - At pedestrian islands, the maximum cross slope is 5%.
 - At mid-block pedestrian islands, the maximum cross slope may not exceed the street grade.
- **Counter Slope:** Maximum counter slope meets applicable criteria below:
 - With a gutter pan the maximum counter slope is 5%.
 - Without a gutter pan the maximum counter slope is 5%.

- **Clear Width:** Minimum clear width (within the detail pay limits) meets the applicable criteria below:
 - Minimum clear width through the pedestrian access route (flares and curbs are excluded from pedestrian access route) shall be equal to or greater than 48-inches.
 - Minimum clear width through a cut-through island shall be equal to or greater than 60-inches.

- **Ramp Flares and Returns:** Ramp flares or return curbs meet the applicable criteria below:
 - Flares are provided with a maximum slope of 10% relative to gutter flow slope measured parallel to the curb line; OR
 - Side ramp discourages pedestrian cross-travel with landscaping or an obstruction (if no flares, curb return is used).

- **Drainage Structures:** Drainage grates within the pedestrian access route meet City of Salem Public Works Design Standards and PROWAG requirements.

- **Ramp Turning Space:** Ramp turning space meets the applicable criteria below:
 - Minimum 4-foot by 4-foot if no obstruction at back of walk; OR
 - Minimum 4-foot by 5-foot if obstruction at back-of-walk (5-foot in crosswalk direction).

- **Push Buttons:** Pedestrian push buttons, if present, meets the criteria below:
 - Pushbutton located within 10-inch reach from clear space.
 - Pushbutton is located vertically 36-inches – 48-inches above the clear space.

- **Detectable Warning:** Detectable warning surface consisting of truncated domes, extending 2-feet along the full width of curb ramp.
 - Detectable warning surfaces are not required at cut-through islands if less than 6-feet in length in the direction of pedestrian travel or distance between detectable warnings would be less than 2-feet.

- Curb ramps are within the width of the pedestrian street crossing (crosswalk) served.
- Transition on and off the curb are flush and free of abrupt level changes.
- Between curb ramps, curb ramp exposure height is at least 3-inches (12-inch minimum length of curb).
- Curb ramp is not blocked by legally parked cars.

The standard design criteria identified above is further supplemented by City of Salem Standard Plans 301 A&B, 306 A&B, and 307 A, B, C, D, & E (Attachment 2). Design plans shall include detailed ramp grading plans with slope tolerances as shown on details for all ramp locations to demonstrate conformance with the above described criteria.

For Certified Local Agency Projects, at the time of design, existing ADA ramp locations within the project area as defined by the project limits described in the Surface Transportation Improvement Program (STIP) are reviewed for compliance using the ADA Ramp Inspection Forms in Appendix A. The applicable form for use depends on the style of ramp for either parallel or perpendicular ramps. Detailed designs of new and retrofit curb ramps are completed and must demonstrate compliance with the above described criteria. If compliance to the criteria cannot be achieved, then any deviation from the criterion shall be documented through a design exception as described below.

ADA Design Exception Process

Design exceptions to the above listed criteria shall be documented using the City's ADA Curb Ramp Design Exception Request (Attachment 1). ADA design exceptions for Certified Local Agency Projects must be sealed by a licensed engineer and reviewed and concurred by the City of Salem's, City Engineer. Any ADA design exception will be submitted to ODOT through the Local Agency Liaison as part of final PS&E project submittals. For work on or along the State Highway, the design exception must be submitted to and approved by ODOT prior to PS&E.

Local Crosswalk Closure Process

The Salem Transportation System Plan includes standards and policies that support pedestrian connections at all locations. Certain conditions do require the closure of crosswalks including the following examples:

- There is not adequate stopping distance as defined in the AASHTO's *A Policy on Geometric Design of Streets and Highways*.
- To provide added safety when a double left or right turn exists.
- If safety requirements route pedestrians to nearby crossing improvements with added safety, such as a median island on a busy arterial.

Closure of crosswalks shall be documented via an engineer stamped and signed memorandum documenting the situation and rationale with City Traffic Engineer approval. Closed crosswalks shall be signed appropriately and location information available through the City's webpage and GIS system.

ADA Construction Inspection

Certified Local Agency projects that construct ADA ramps will follow ODOT procedures for inspection before, during and after construction. The general process as outlined in Section 00759 of the Oregon Standard Specifications is as follows (with some procedural additions):

- The project engineer and/or designer will discuss the procedure for ADA ramp construction and inspection with the contractor during the preconstruction meeting and request the following pre-construction information:
 - Working drawings for each ramp demonstrating that the Contractor has reviewed the plans and details, independently verified ramps locations, existing dimensions and grades for compliance with the plan details.
 - Sidewalk ramp plan documenting a detailed schedule for all phases of sidewalk ramp work including the following:
 - Surface preparation
 - Compliance with plan details or standard drawings
 - Waste handling and disposal
 - Other pertinent information

- Before beginning construction of any sidewalk ramp, the project engineer/designer, inspector, contractor’s supervisory personnel and quality control manager and any ramp subcontractor will meet in the field for a preplacement conference. The purpose of the conference is to review ramp locations in the field and discuss any questions regarding ramp placement and construction to meet the design requirements.

- For all projects, the City’s inspector will be on-site during all aspects of ramp installation. Upon completion of ramp construction, the inspector shall document compliance with design plans using the City’s ADA Ramp Inspection Form (see Attachment 3). For projects that include ADA ramp work on or along the state Highway (ODOT facilities) the current version of the following standard ODOT ADA ramp inspection forms shall be used to document compliance for the corresponding ramp type:
 - Blended Transition, Form No. 734-5020A
 - Combination Ramp, Form No. 734-5020B
 - Cut-Through Island Ramp, Form No. 734-5020C
 - End-of-Walk Curb Ramp, Form No. 734-5020D
 - Parallel Curb Ramp, Form No. 734-5020E
 - Perpendicular Curb Ramp, Form No. 734-5020F
 - Unique Curb Ramps, Form NO. 734-5020G
 - Universal Curb Ramp, Form No. 734-5020

Forms are searchable on ODOT’s website at <https://www.oregon.gov/odot/Pages/index.aspx>.

Work Zone Accessibility Standards

A Temporary Pedestrian Accessible Route (TPAR) is a required component of every Traffic Control Plan. The TPAR details how pedestrians will be directed through or around a work zone. The level of detail required for the TPAR depends on the complexity of the project and the volume of pedestrian traffic.

For Certified Local Agency projects, the designers TPAR plan should document the following efforts to the project file:

- Documentation to the project file regarding outreach to the disabled community (memorandum, call logs, email, etc.).
- Verification of available alternate routes.
- Development of detailed TPAR design in the contract plans.
- Documentation of general project outreach to the public specifically regarding TPAR considerations for the project.
- Inclusion of TPAR specifications or special provisions.

Designers should consult ODOT Technical Services Directive (TSB17-01(D) (effective 10/01/2017) for additional guidance and resources when developing TPAR for projects. Additional resources and information is available on ODOT's Engineering for Accessibility page, which is located at <https://www.oregon.gov/ODOT/Engineering/Pages/Accessibility.aspx>

Ongoing Maintenance

All projects constructed should be designed and constructed with concerns towards the future maintenance and useful life of the improvements. Any portions of projects under the City's maintenance jurisdiction shall be maintained in compliance with the ADA throughout the useful life of the improvements. Salem Revised Code Chapter 78 outlines City / Property Owner responsibilities.

If maintenance is required, the following items need to be considered and addressed:

- 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 original construction by the City or abutting property owners;
- Any future alteration work on project features during the useful life of the project must comply with ADA requirements in effect at the time of the future alteration work is performed;
- Applicable permitting and regulatory actions are consistent with ADA requirements.

Attachment 1

ADA Curb Ramp Design Exception Request Form



ADA Curb Ramp Design Exception Request

It is the responsibility of the Engineer of Record to identify potential design exceptions, and to request an exception in the preliminary design phase to avoid impacts to the project schedule. The City reserves the right to conduct a thorough evaluation of the request. It is also the responsibility of the Engineer of Record to conduct a thorough field evaluation to minimize avoidable changes during construction.

Project Name: _____

ODOT Key No.: _____ **ODOT Region:** _____

City Project No. _____

Street Name: _____

Cross Street Name: _____

Corner Position
(NE, SE, NW, SW) _____

Project Description:

Map of Location: Insert a sketch, picture, or drawing showing the location of the ramp, labeled with street names.

Description of Exception: Describe each requested design exception and the specific standard that will not be met for each location.

Reason for Not Attaining Standard: Explain each requested design exception for each location.

Adherence to ADA Standards: Explain how each requested design exception ensures adherence to the ADA Standards to the maximum extent feasible.

Effect on Other Standards: Explain each requested design exception for each location.

Mitigation for Exception Included in Design: Describe for each requested exception for each curb ramp.

SIGNATURES AND APPROVALS

Engineer of Record:

Name/Title: _____ Date: _____

Company Name _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

**Engineer of Record
Professional Engineering Stamp**



Concurred By:

Name/Title: Brian D. Martin, PE, City Engineer Agency: City of Salem

Comments: _____

Signature: _____ Date: _____

Attachment 2

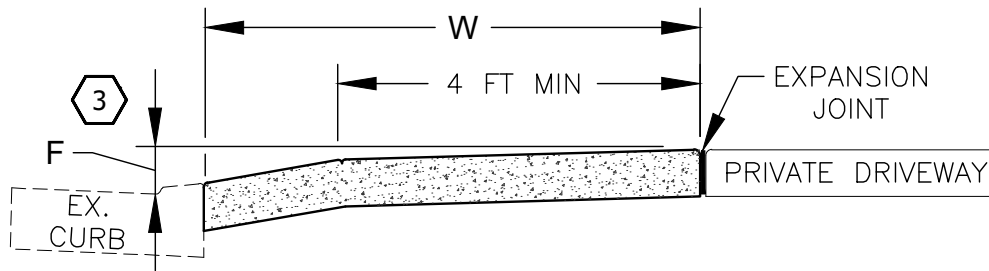
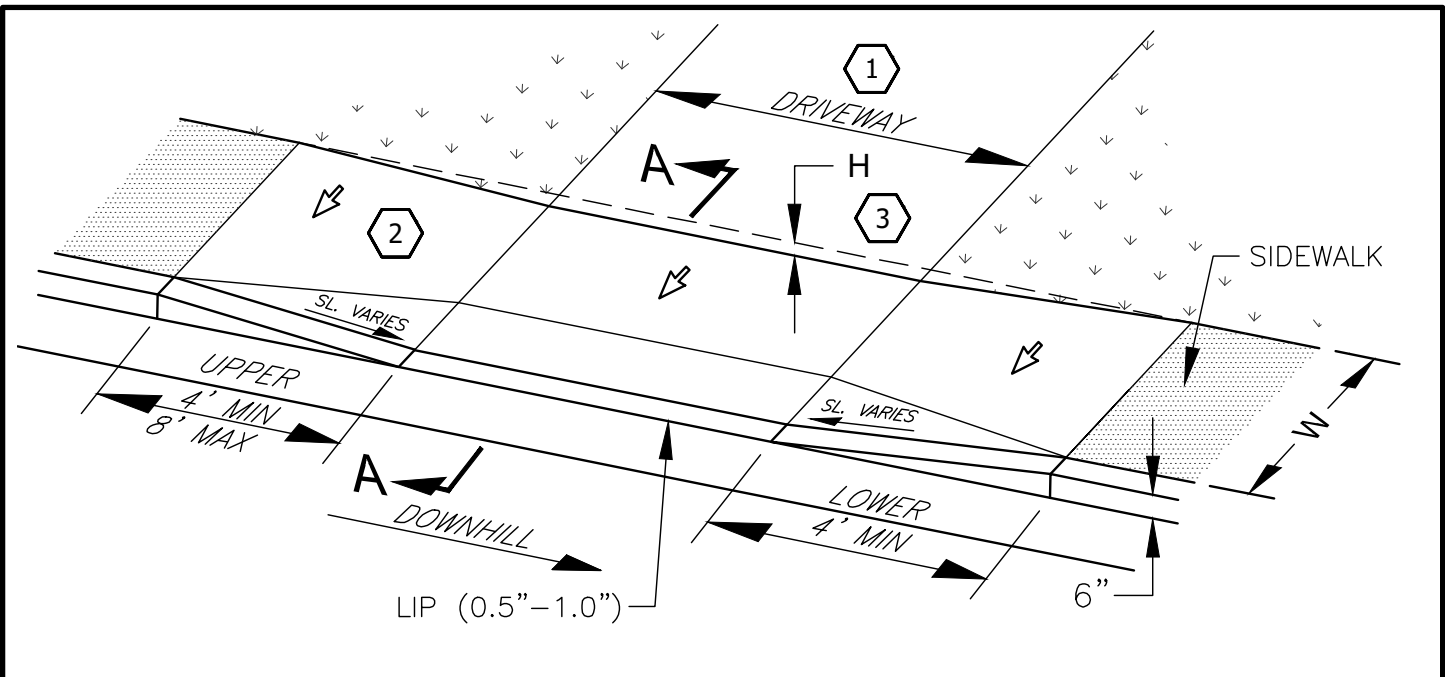
City of Salem Standard Plans

**Standard Driveway Approach 301A
Fully Lowered Driveway Approach 301B**

**Curb Line Sidewalk 306A
Property Line Sidewalk 306B**

**Curb Ramps (Perpendicular) 307A
Curb Ramps (Parallel) 307B
Curb Ramp (Combination) 307C
Blended Transitions 307D
Detectable Warning Surface 307E**

FOR REVIEW



SECTION A-A

KEYNOTES

GENERAL NOTES

- 1 DRIVEWAY WIDTH AS SPECIFIED ON PERMIT OR AS SHOWN ON PLANS.
- 2 7.5% TYPICAL (8.3% MAXIMUM) SLOPE, BUT SHALL NOT REQUIRE THE LENGTH TO EXCEED 8- FEET. APPROXIMATE MINIMUM LENGTHS REQUIRED FOR VARIOUS STREET SLOPES ARE SHOWN IN TABLE BELOW:

STREET SLOPE %	UPPER TRANSITION MINIMUM LENGTH (W=5')
1.0	4.0'
2.0	4.5'
3.0	5.25'
4.0	6.5'
>5.0	8.0'

- 3 DIMENSIONS "F" AND "H" VARY WITH SIDEWALK WIDTH 'W'.

W (FT)	H (INCHES)	F (INCHES)
5	3.25	4.0
6	2.75	4.75
7	2.25	5.5
8	1.0	7.0

- ALL SLOPES ARE RELATIVE TO TRUE HORIZONTAL.
- DRIVEWAY APPROACH AND TRANSITIONS SHALL BE MINIMUM 6-INCH THICK COMMERCIAL GRADE CONCRETE.
- REFER TO SIDEWALK STANDARDS FOR BROOM FINISH; JOINTS; TOOLED EDGES.
- ALL MEASUREMENTS ARE BASED ON 6 INCH CURB REVEAL.
- ↙ SLOPE = 1.5% TYPICAL (2.0% MAXIMUM)

CHANGES

REVISED KEYNOTE 2
CHANGED 2% MAX TO HOLLOW ARROW WITH GENERAL NOTE

CITY OF SALEM
DEPARTMENT OF PUBLIC WORKS

STANDARD PLAN
STANDARD DRIVEWAY APPROACH
CURLINE SIDEWALK

APPROVED

CITY ENGINEER

DATE

DRAWN BY

JAK

2019

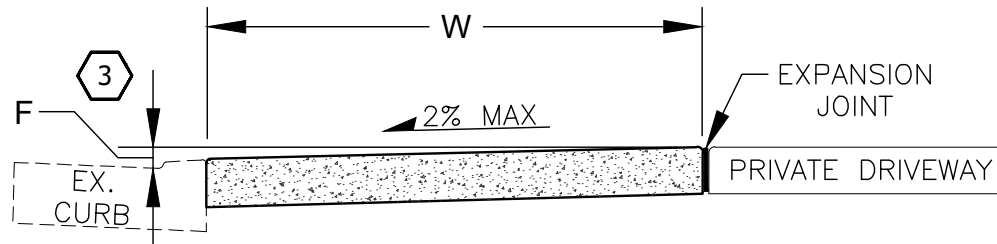
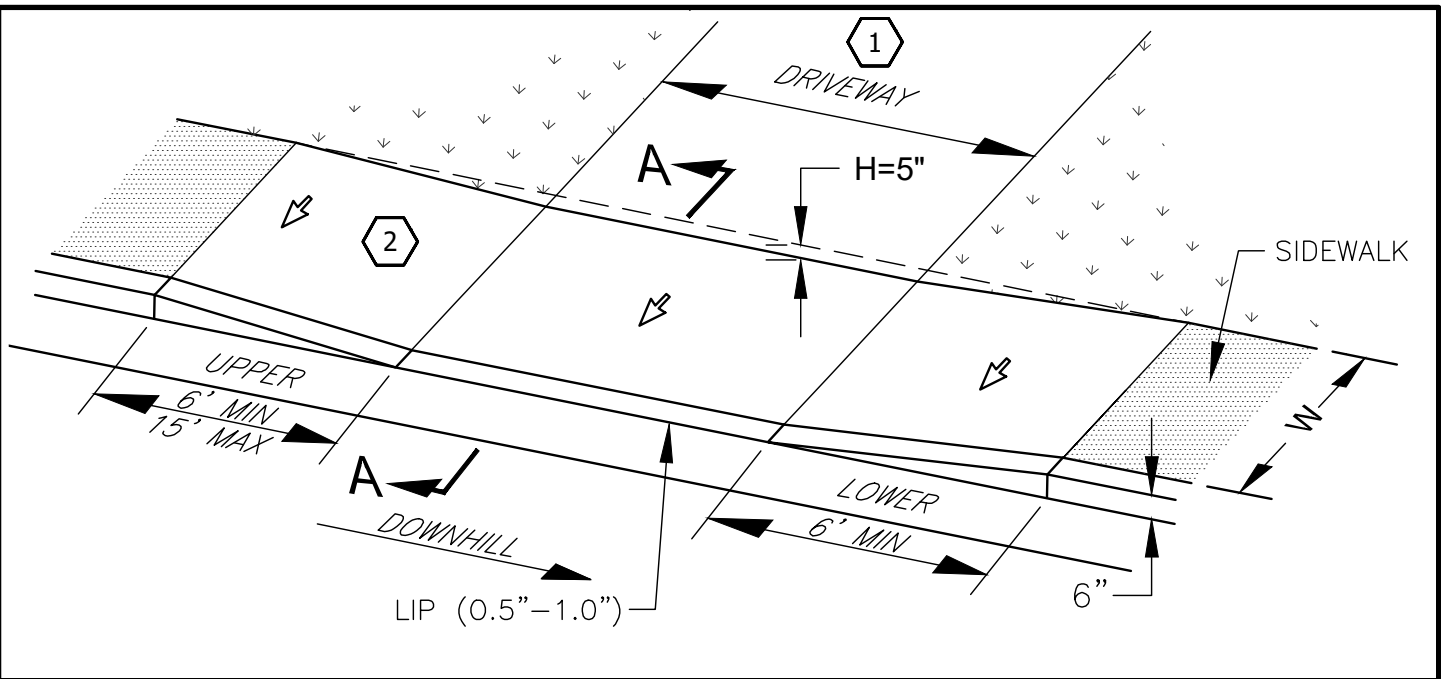
CHECKED BY

DEW

2019

NO.301A

FOR REVIEW



SECTION A-A

KEYNOTES

GENERAL NOTES

- ① DRIVEWAY WIDTH AS SPECIFIED ON PERMIT OR AS SHOWN ON PLANS.
- ② 7.5% TYPICAL (8.3% MAXIMUM) SLOPE, BUT SHALL NOT REQUIRE THE LENGTH TO EXCEED 15- FEET. APPROXIMATE MINIMUM LENGTHS REQUIRED FOR VARIOUS STREET SLOPES ARE SHOWN IN TABLE BELOW:

STREET SLOPE %	UPPER TRANSITION MINIMUM LENGTH (FEET)
1.0	6.0
2.0	7.0
3.0	8.5
4.0	10.25
5.0	13.5
>5.5	15.0

- ③ DIMENSION "F" VARIES WITH SIDEWALK WIDTH "W".

W (FEET)	F (INCHES)
5	2.25
6	2.5
7	2.75
8	3.0

- CONSTRUCT THIS APPROACH TYPE FOR COMMERCIAL DRIVEWAYS ON HIGHER SPEED STREETS.
 - ALL SLOPES ARE RELATIVE TO TRUE HORIZONTAL.
 - DRIVEWAY APPROACH AND TRANSITIONS SHALL BE MINIMUM 6-INCH THICK COMMERCIAL GRADE CONCRETE.
 - REFER TO SIDEWALK STANDARDS FOR BROOM FINISH; JOINTS; TOOLED EDGES.
 - ALL MEASUREMENTS ARE BASED ON 6 INCH CURB REVEAL.
- ↔ SLOPE = 1.5% TYPICAL (2.0% MAXIMUM)

CHANGES

REVISED KEYNOTE 2
CHANGED 2% MAX TO HOLLOW ARROW WITH GENERAL NOTE

CITY OF SALEM
DEPARTMENT OF PUBLIC WORKS

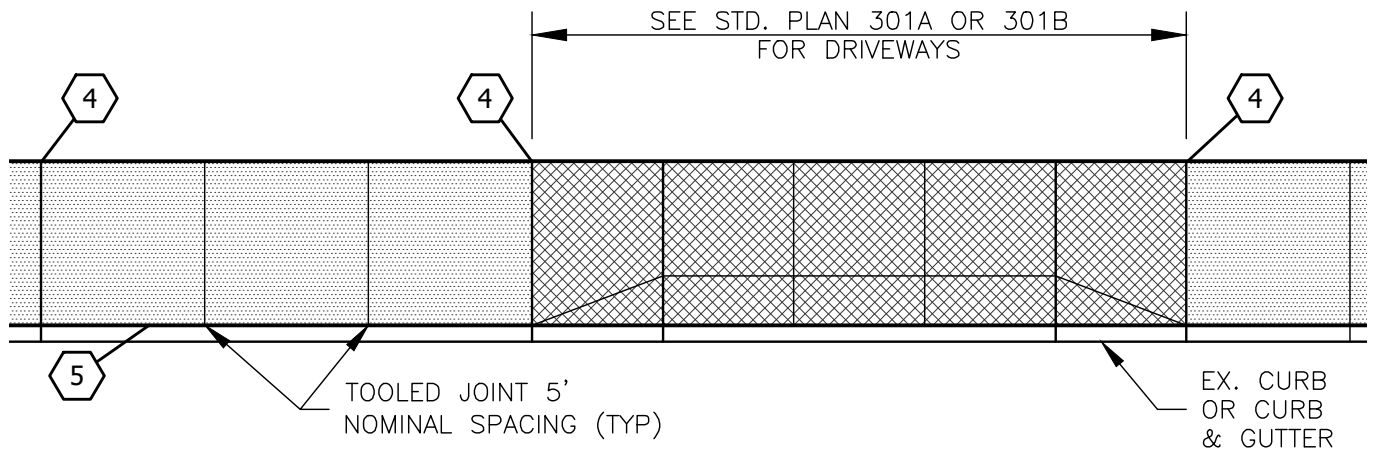
STANDARD PLAN
FULLY LOWERED DRIVEWAY APPROACH
CURLINE SIDEWALK

APPROVED		
	CITY ENGINEER	DATE

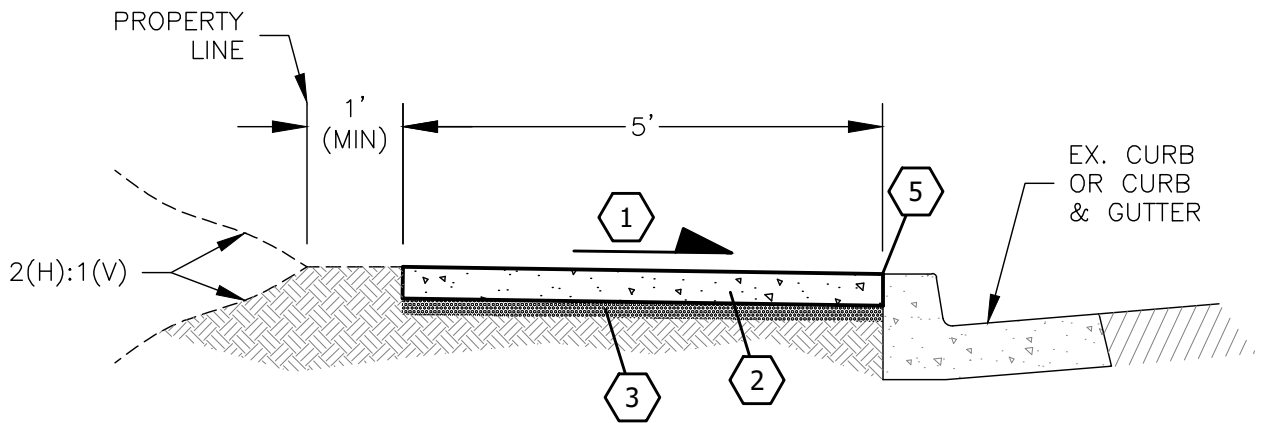
DRAWN BY	JAK	2019
CHECKED BY	DEW	2019

NO.301B

FOR REVIEW



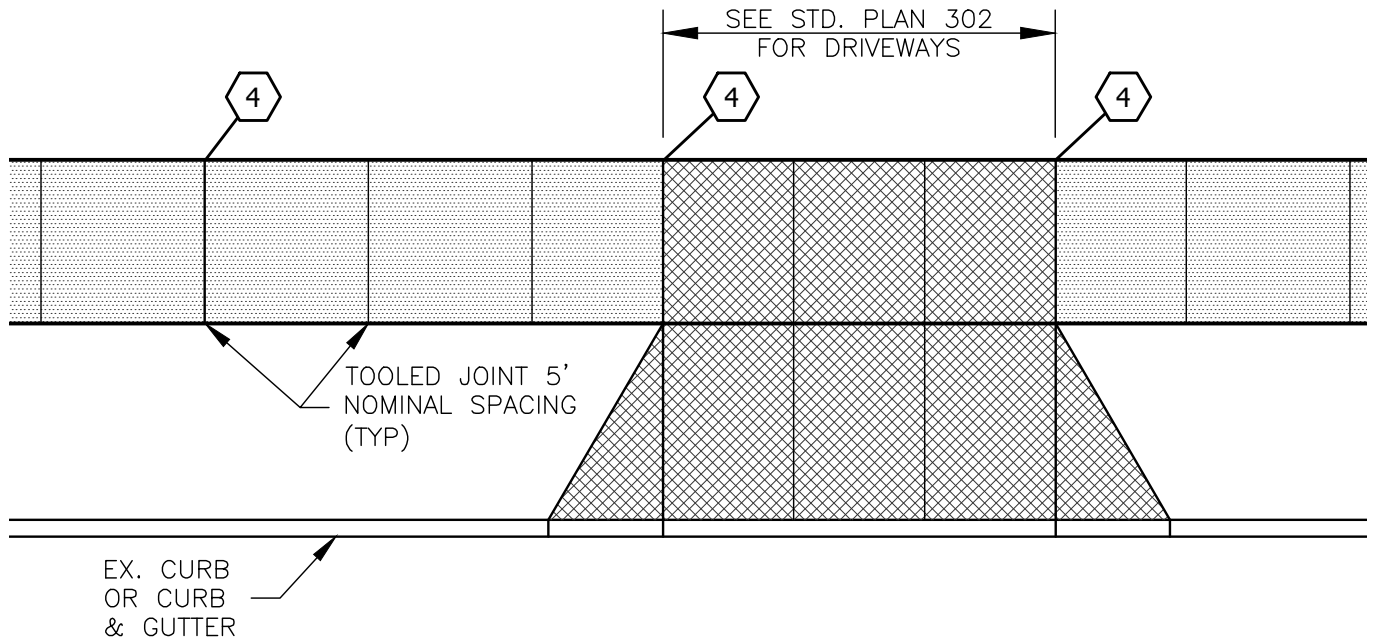
TYPICAL PLAN VIEW - CURB LINE SIDEWALK



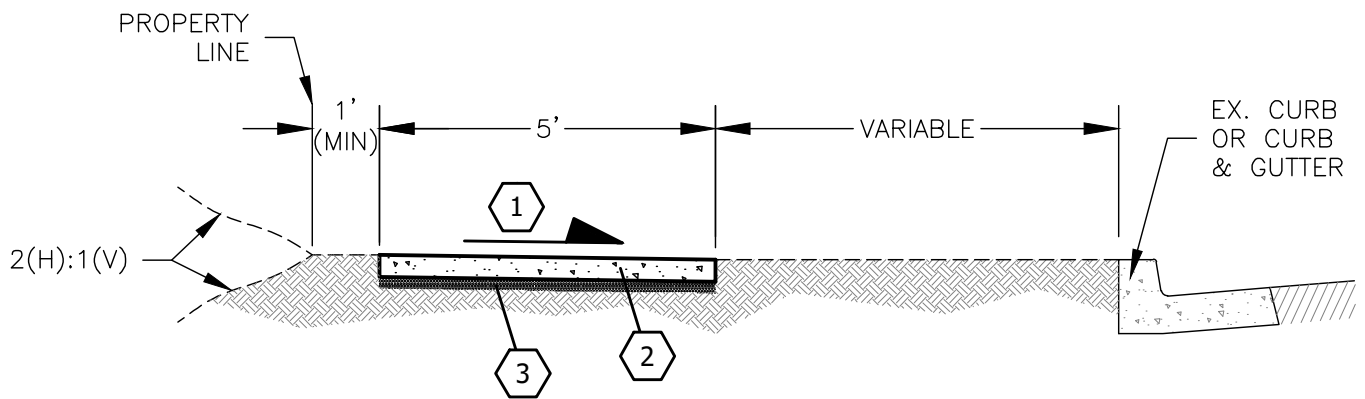
TYPICAL SECTION VIEW - CURB LINE SIDEWALK

KEYNOTES		GENERAL NOTES					
1	SLOPE 1.5% TYPICAL (2.0% MAXIMUM)	<ul style="list-style-type: none"> JOINTS IN SIDEWALK TO MATCH JOINTS IN CURB. TOOLED JOINT 5' NOMINAL SPACING. ONE FOOT MIN. FROM PROPERTY LINE. 	<p align="center">CITY OF SALEM DEPARTMENT OF PUBLIC WORKS</p>				
2	4" MIN. THICK P.C.C.						
3	2" MIN. COMPACTED CRUSHED AGGREGATE.						
4	CONSTRUCT CONTRACTION JOINTS AT 15' FT MAX SPACING.						
5	TOOLED COLD JOINT BETWEEN CURB AND SIDEWALK.						
<table border="1"> <tr> <td rowspan="3" style="writing-mode: vertical-rl; transform: rotate(180deg);">CHANGES</td> <td>ALL NEW DRAWING</td> </tr> <tr> <td> </td> </tr> <tr> <td> </td> </tr> </table>		CHANGES	ALL NEW DRAWING			<p>STANDARD PLAN</p> <p>CURB LINE SIDEWALK</p>	
CHANGES	ALL NEW DRAWING						
APPROVED		DRAWN BY	JAK 8/2019	NO.306A			
	CITY ENGINEER	CHECKED BY	DEW 8/2019				

FOR REVIEW



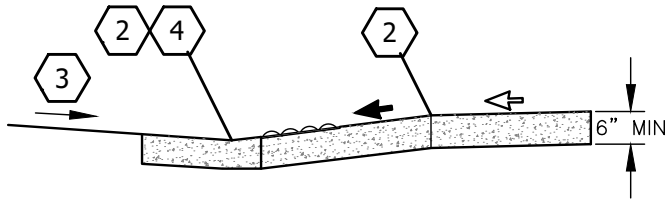
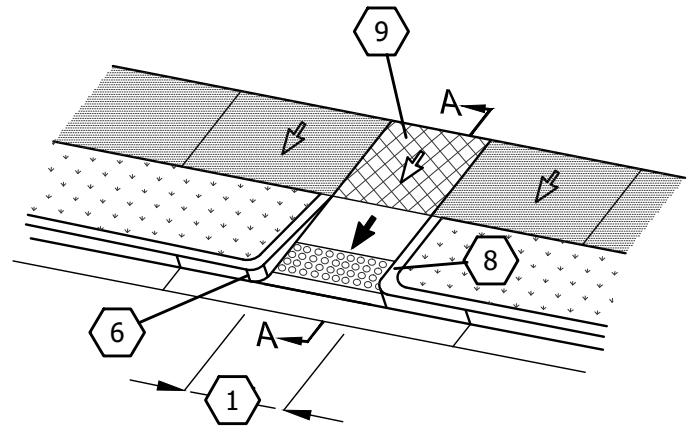
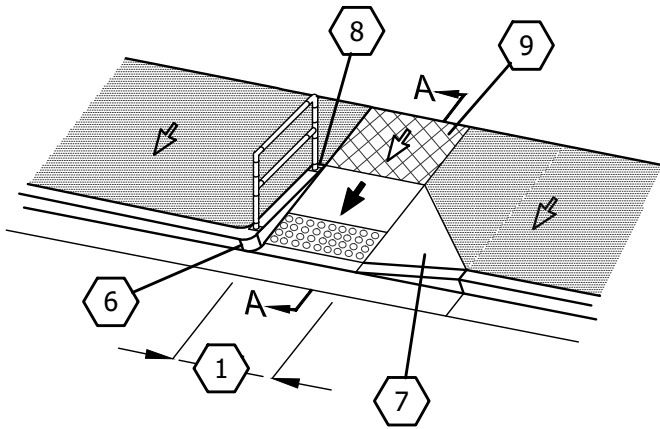
TYPICAL PLAN VIEW - PROPERTY LINE SIDEWALK



TYPICAL SECTION VIEW - PROPERTY LINE SIDEWALK

KEYNOTES		GENERAL NOTES																
1	SLOPE 1.5% TYPICAL (2.0% MAXIMUM)	<ul style="list-style-type: none"> JOINTS IN SIDEWALK TO MATCH JOINTS IN CURB. TOOLED JOINT 5' NOMINAL SPACING. ONE FOOT MIN. FROM PROPERTY LINE. 																
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CHANGES	ALL NEW DRAWING																	
<table border="1"> <tr> <td>APPROVED</td> <td> </td> <td colspan="2" style="text-align: center;">STANDARD PLAN</td> </tr> <tr> <td> </td> <td>CITY ENGINEER</td> <td colspan="2" style="text-align: center;">PROPERTY LINE SIDEWALK</td> </tr> </table>		APPROVED		STANDARD PLAN			CITY ENGINEER	PROPERTY LINE SIDEWALK		<table border="1"> <tr> <td>DRAWN BY</td> <td>JAK</td> <td>8/2019</td> <td rowspan="2" style="font-size: 2em; font-weight: bold; text-align: center;">NO.306B</td> </tr> <tr> <td>CHECKED BY</td> <td>DEW</td> <td>8/2019</td> </tr> </table>		DRAWN BY	JAK	8/2019	NO.306B	CHECKED BY	DEW	8/2019
APPROVED		STANDARD PLAN																
	CITY ENGINEER	PROPERTY LINE SIDEWALK																
DRAWN BY	JAK	8/2019	NO.306B															
CHECKED BY	DEW	8/2019																

FOR REVIEW



SECTION A-A

KEYNOTES

- ① STANDARD RAMP WIDTH EQUALS 5- FEET. WITH PRIOR CITY APPROVAL, WIDTH MAY BE REDUCED TO 4- FEET TO AVOID OBSTRUCTIONS.
- ② GRADE BREAKS AT TOP AND BOTTOM OF RAMP RUNS SHALL BE PERPENDICULAR TO DIRECTION OF RAMP RUN.
- ③ THE COUNTER SLOPE OF THE GUTTER OR STREET AT THE FOOT OF CURB RAMP RUNS, BLENDED TRANSITIONS, AND TURNING SPACES SHALL BE 5% MAX.
- ④ SURFACE SLOPES THAT MEET AT GRADE BREAKS SHALL BE FLUSH.
- ⑥ RETURNED CURBS SHALL HAVE 6- INCH MINIMUM RADIUS.
- ⑦ CONSTRUCT FLARED SIDES WITH SLOPE OF 10% MAX, MEASURED PARALLEL TO THE CURB LINE, WHEREVER THE SIDEWALK CROSSES THE CURB RAMP.
- ⑧ FLARED SIDES ARE PREFERRED, BUT RETURNED CURBS ARE PERMITTED PROVIDED THAT THEY ARE ALIGNED WITH PEDESTRIAN STREET CROSSING AND ARE PROTECTED FROM CROSS TRAVEL BY LANDSCAPING, STREET FURNITURE, RAILINGS, ETC.
- ⑨ A TURNING SPACE SHALL BE PROVIDED AT TOP OF PERPENDICULAR CURB RAMP AND BOTTOM OF PARALLEL RAMP.

LEGEND

- % ALL SLOPE MEASUREMENTS ARE RELATIVE TO TRUE HORIZONTAL.
- ↖ SLOPE = 1.5% TYPICAL (2.0% MAXIMUM)
- ↙ THE RUNNING SLOPE OF THE CURB RAMP SHALL BE 7.5% TYPICAL (8.3% MAXIMUM), BUT SHALL NOT REQUIRE THE CURB RAMP LENGTH TO EXCEED 15- FEET. (SEE 307.D FOR SLOPES LESS THAN 5%.)
- SEE 307.E FOR DETECTABLE WARNING SURFACE REQUIREMENTS.
- THE TURNING SPACE SHALL BE 48"x48" MINIMUM. IF CONSTRAINED, IT SHALL BE 48"x60" MINIMUM WITH LONGER DIMENSION IN DIRECTION OF PEDESTRIAN STREET CROSSING.

GENERAL NOTES

- GRADE BREAKS ARE NOT PERMITTED ON SURFACE OF RAMP RUNS AND TURNING SPACES.
- ALL RAMPS AND TURNING SPACES SHALL BE MINIMUM 6- INCH THICK COMMERCIAL GRADE CONCRETE.

CHANGES

- REVISED KEYNOTE 7
- ADDED NEW KEYNOTE 9
- REVISED LEGEND SLOPE ARROW DESCRIPTIONS

**CITY OF SALEM
DEPARTMENT OF PUBLIC WORKS**

STANDARD PLAN
CURB RAMPS (PERPENDICULAR)

APPROVED

CITY ENGINEER

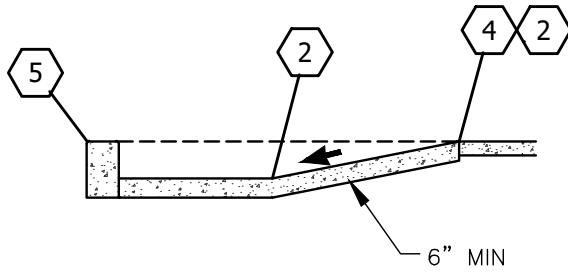
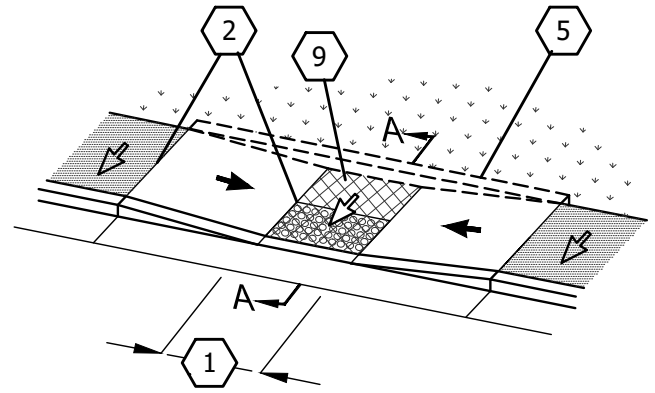
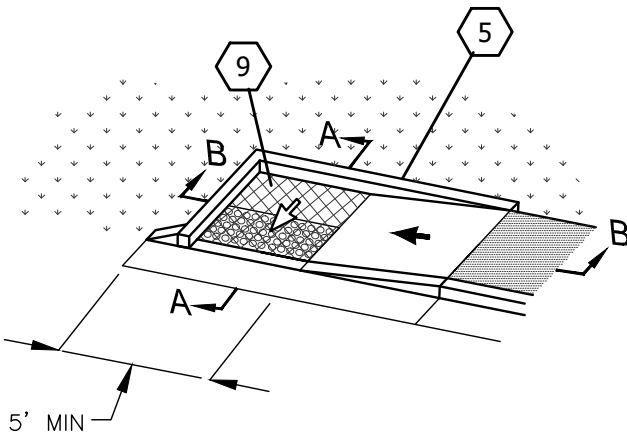
DATE

DRAWN BY JAK

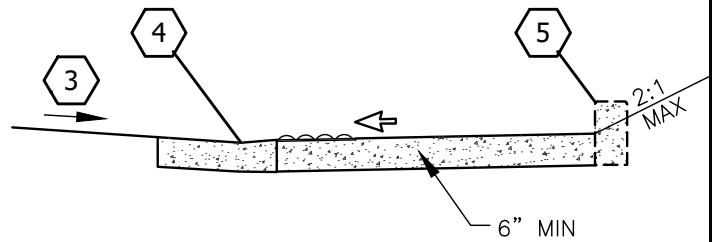
CHECKED BY DEW

NO.307.A

FOR REVIEW



SECTION B-B





SECTION A-A

KEYNOTES

- 1 STANDARD RAMP WIDTH EQUALS 5- FEET. WITH PRIOR CITY APPROVAL, WIDTH MAY BE REDUCED TO 4- FEET TO AVOID OBSTRUCTIONS.
- 2 GRADE BREAKS AT TOP AND BOTTOM OF RAMP RUNS SHALL BE PERPENDICULAR TO DIRECTION OF RAMP RUN.
- 3 THE COUNTER SLOPE OF THE GUTTER OR STREET AT THE FOOT OF CURB RAMP RUNS, BLENDED TRANSITIONS, AND TURNING SPACES SHALL BE 5% MAX.
- 4 SURFACE SLOPES THAT MEET AT GRADE BREAKS SHALL BE FLUSH.
- 5 CONSTRUCT CURB IF NEEDED TO RETAIN SOIL. LANDSCAPE BLOCKS ARE ACCEPTABLE. VERIFY TURNING SPACE IS 60" DUE TO CONSTRAINT.
- 9 A TURNING SPACE SHALL BE PROVIDED AT TOP OF PERPENDICULAR CURB RAMPS AND BOTTOM OF PARALLEL RAMPS.

LEGEND

- % ALL SLOPE MEASUREMENTS ARE RELATIVE TO TRUE HORIZONTAL.
- ↖ SLOPE = 1.5% TYPICAL (2.0% MAXIMUM)
- ← THE RUNNING SLOPE OF THE CURB RAMP SHALL BE 7.5% TYPICAL (8.3% MAXIMUM), BUT SHALL NOT REQUIRE THE CURB RAMP LENGTH TO EXCEED 15- FEET. (SEE 307.D FOR SLOPES LESS THAN 5%.)
-  SEE 307.E FOR DETECTABLE WARNING SURFACE REQUIREMENTS.
-  THE TURNING SPACE SHALL BE 48"x48" MINIMUM. IF CONSTRAINED, IT SHALL BE 48"x60" MINIMUM WITH LONGER DIMENSION IN DIRECTION OF PEDESTRIAN STREET CROSSING.

GENERAL NOTES

- GRADE BREAKS ARE NOT PERMITTED ON SURFACE OF RAMP RUNS AND TURNING SPACES.
- ALL RAMPS AND TURNING SPACES SHALL BE MINIMUM 6- INCH THICK COMMERCIAL GRADE CONCRETE.

CHANGES

ADDED NEW KEYNOTE 9
REVISED LEGEND SLOPE ARROW DESCRIPTIONS

CITY OF SALEM
DEPARTMENT OF PUBLIC WORKS

STANDARD PLAN
CURB RAMPS (PARALLEL)

APPROVED

CITY ENGINEER

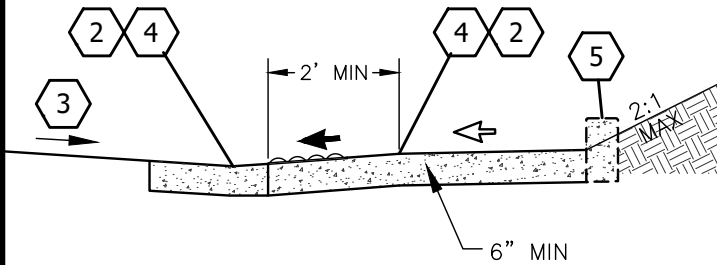
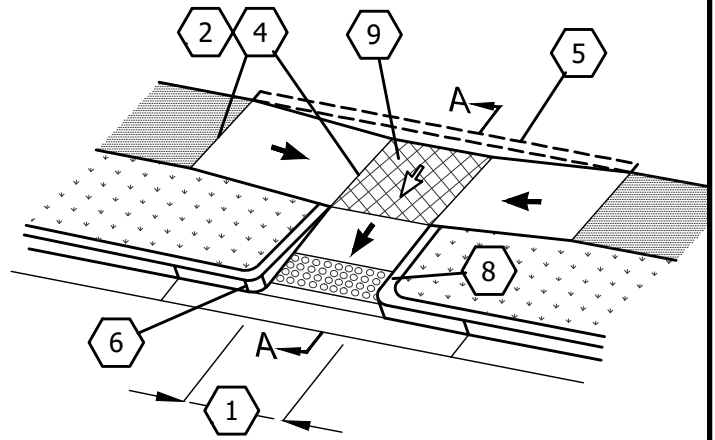
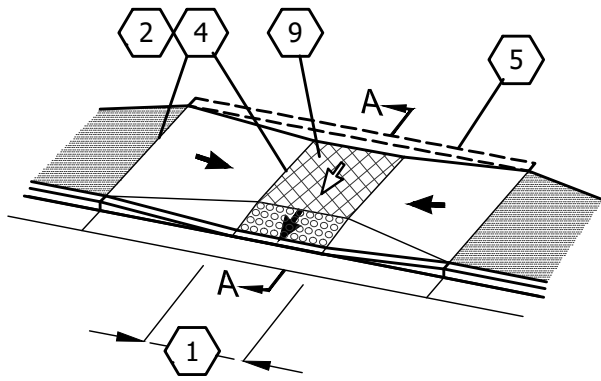
DATE

DRAWN BY JAK

CHECKED BY DEW

NO.307.B

FOR REVIEW



SECTION A-A

KEYNOTES

- 1 STANDARD RAMP WIDTH EQUALS 5- FEET. WITH PRIOR CITY APPROVAL, WIDTH MAY BE REDUCED TO 4- FEET TO AVOID OBSTRUCTIONS.
- 2 GRADE BREAKS AT TOP AND BOTTOM OF RAMP RUNS SHALL BE PERPENDICULAR TO DIRECTION OF RAMP RUN.
- 3 THE COUNTER SLOPE OF THE GUTTER OR STREET AT THE FOOT OF CURB RAMP RUNS, BLENDED TRANSITIONS, AND TURNING SPACES SHALL BE 5% MAX.
- 4 SURFACE SLOPES THAT MEET AT GRADE BREAKS SHALL BE FLUSH.
- 5 CONSTRUCT CURB IF NEEDED TO RETAIN SOIL. LANDSCAPE BLOCKS ARE ACCEPTABLE. VERIFY TURNING SPACE IS 60" DUE TO CONSTRAINT.
- 6 RETURNED CURBS SHALL HAVE 6-INCH MINIMUM RADIUS.
- 8 FLARED SIDES ARE PREFERRED, BUT RETURNED CURBS ARE PERMITTED PROVIDED THAT THEY ARE ALIGNED WITH PEDESTRIAN STREET CROSSING AND ARE PROTECTED FROM CROSS TRAVEL BY LANDSCAPING, STREET FURNITURE, RAILINGS, ETC.
- 9 A TURNING SPACE SHALL BE PROVIDED AT TOP OF PERPENDICULAR CURB RAMPS AND BOTTOM OF PARALLEL RAMPS.

LEGEND

- % ALL SLOPE MEASUREMENTS ARE RELATIVE TO TRUE HORIZONTAL.
- ↖ SLOPE = 1.5% TYPICAL (2.0% MAXIMUM)
- ← THE RUNNING SLOPE OF THE CURB RAMP SHALL BE 7.5% TYPICAL (8.3% MAXIMUM), BUT SHALL NOT REQUIRE THE CURB RAMP LENGTH TO EXCEED 15- FEET. (SEE 307.D FOR SLOPES LESS THAN 5%.)
- [Pattern] SEE 307.E FOR DETECTABLE WARNING SURFACE REQUIREMENTS.
- [Pattern] THE TURNING SPACE SHALL BE 48"x48" MINIMUM. IF CONSTRAINED, IT SHALL BE 48"x60" MINIMUM WITH LONGER DIMENSION IN DIRECTION OF PEDESTRIAN STREET CROSSING.

GENERAL NOTES

- GRADE BREAKS ARE NOT PERMITTED ON SURFACE OF RAMP RUNS AND TURNING SPACES.
- ALL RAMPS AND TURNING SPACES SHALL BE MINIMUM 6-INCH THICK COMMERCIAL GRADE CONCRETE.

CHANGES

ADDED NEW KEYNOTE 9
REVISED LEGEND SLOPE ARROW DESCRIPTIONS

CITY OF SALEM
DEPARTMENT OF PUBLIC WORKS

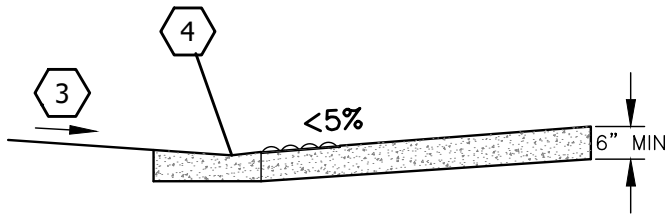
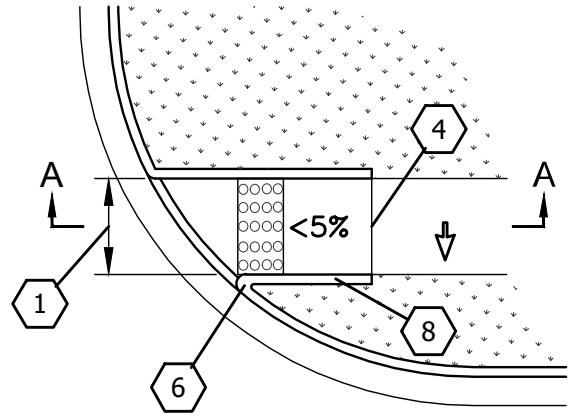
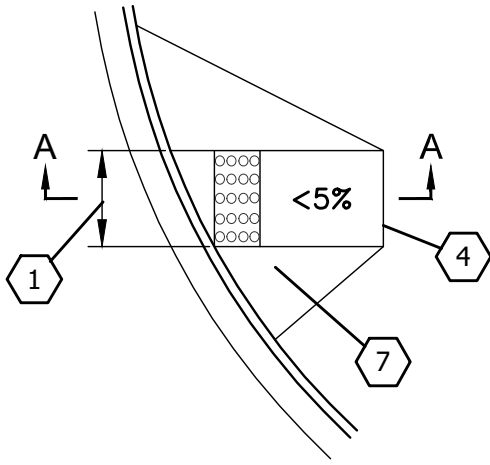
STANDARD PLAN
CURB RAMPS (COMBINATION)

APPROVED		
	CITY ENGINEER	DATE

DRAWN BY	JAK
CHECKED BY	DEW

NO.307.C

FOR REVIEW



SECTION A-A

KEYNOTES

- 1 STANDARD RAMP WIDTH EQUALS 5- FEET. WITH PRIOR CITY APPROVAL, WIDTH MAY BE REDUCED TO 4- FEET TO AVOID OBSTRUCTIONS.
- 3 THE COUNTER SLOPE OF THE GUTTER OR STREET AT THE FOOT OF CURB RAMP RUNS, BLENDED TRANSITIONS, AND TURNING SPACES SHALL BE 5% MAX.
- 4 SURFACE SLOPES THAT MEET AT GRADE BREAKS SHALL BE FLUSH.
- 6 RETURNED CURBS SHALL HAVE 6-INCH MINIMUM RADIUS.
- 7 CONSTRUCT FLARED SIDES WITH SLOPE OF 10% MAX, MEASURED PARALLEL TO CURB, WHEREVER THE SIDEWALK CROSSES THE CURB RAMP.
- 8 FLARED SIDES ARE PREFERRED, BUT RETURNED CURBS ARE PERMITTED PROVIDED THAT THEY ARE ALIGNED WITH PEDESTRIAN STREET CROSSING AND ARE PROTECTED FROM CROSS TRAVEL BY LANDSCAPING, STREET FURNITURE, RAILINGS, ETC.

LEGEND

- % ALL SLOPE MEASUREMENTS ARE RELATIVE TO TRUE HORIZONTAL.
- \leftarrow SLOPE = 1.5% TYPICAL (2.0% MAXIMUM)
- <math><5\%</math> THE RUNNING SLOPE OF A BLENDED TRANSITION SHALL BE LESS THAN 5%.
- SEE 307.E FOR DETECTABLE WARNING SURFACE REQUIREMENTS.

GENERAL NOTES

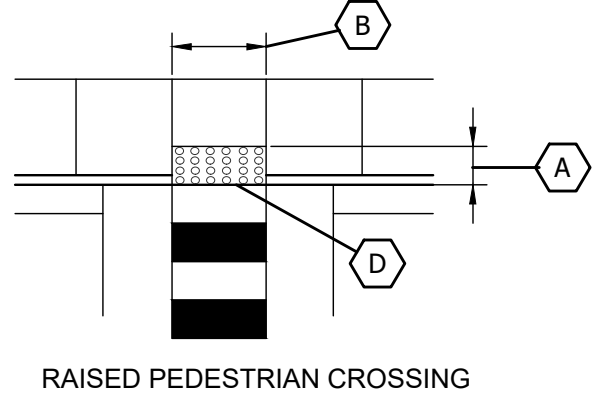
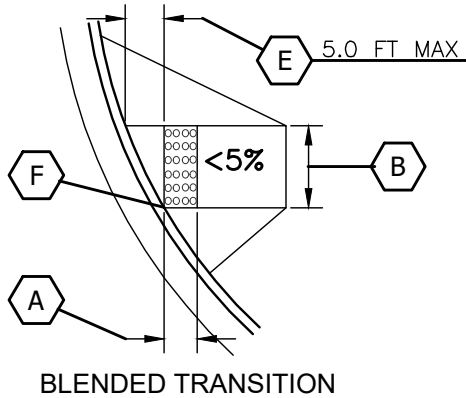
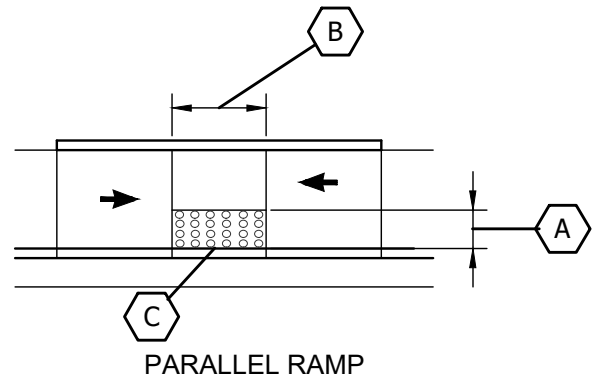
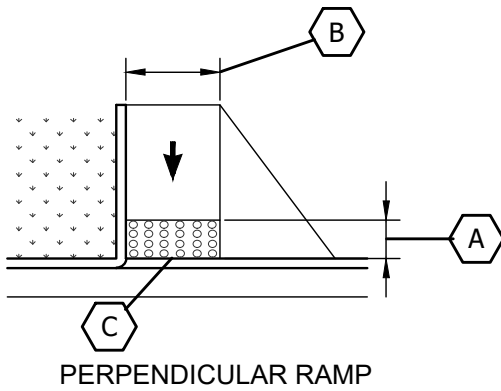
- PERPENDICULAR GRADE BREAKS AND TURNING SPACES ARE NOT REQUIRED WHEN RUNNING SLOPES ARE LESS THAN 5%.
- THIS DRAWING DEPICTS RUNNING SLOPE ALIGNMENTS CROSSING GUTTER GRADE BREAK ON A SKEWED ANGLE, A CONFIGURATION NOT PERMITTED WHEN RUNNING SLOPES EXCEED 5%.
- ALL RAMPS AND TURNING SPACES SHALL BE MINIMUM 6-INCH THICK COMMERCIAL GRADE CONCRETE.

CITY OF SALEM
DEPARTMENT OF PUBLIC WORKS

STANDARD PLAN
BLENDED TRANSITIONS

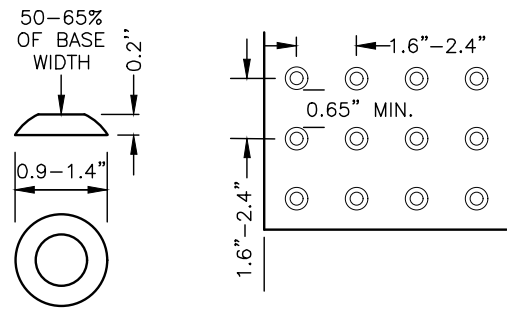
CHANGES	REVISED LEGEND SLOPE ARROW DESCRIPTIONS

APPROVED			DRAWN BY	JAK	7/2012	NO.307.D
	CITY ENGINEER	DATE	CHECKED BY	DEW	7/2012	



KEYNOTES

- A** DWS SHALL EXTEND 2.0 FT MIN IN THE DIRECTION OF TRAVEL.
- B** AT CURB RAMPS AND BLENDED TRANSITIONS, DWS SHALL EXTEND THE FULL WIDTH OF THE RAMP RUN (EXCLUDING ANY FLARED SIDES), BLENDED TRANSITION, OR TURNING SPACE.
- C** ON PERPENDICULAR AND PARALLEL CURB RAMPS, PLACE DWS 2" MAX FROM THE BACK OF CURB.
- D** AT RAISED PEDESTRIAN STREET CROSSINGS, DEPRESSED CORNERS, OR AT OTHER LEVEL PEDESTRIAN STREET CROSSINGS, PLACE DWS 2" MAX FROM THE FLUSH TRANSITION BETWEEN THE STREET AND THE SIDEWALK.
- E** IF DIMENSION SHOWN MUST EXCEED 5.0 FT IN ORDER TO KEEP ROWS OF DOMES ALIGNED WITH PATH OF TRAVEL, THEN PLACE DWS PARALLEL TO, AND 2" MAX FROM, THE BACK OF CURB.
- F** AT BLENDED TRANSITIONS, PLACE DWS 2" MAX FROM THE BACK OF CURB.



GENERAL NOTES

- DETECTABLE WARNING SURFACES (DWS), SHALL CONSIST OF TRUNCATED DOMES ALIGNED IN A SQUARE OR RADIAL GRID PATTERN.
- ALIGN ROWS OF DOMES WITH INTENDED PATH OF TRAVEL.
- COLOR: BRICK RED (FED STD #20109)
- APPROVED PRODUCTS:
 - 1) MASCO CASTinTACT®
 - 2) ADA SOLUTIONS, INC.
 - 3) OR EQUAL, AS PER CITY ENGINEER

**CITY OF SALEM
DEPARTMENT OF PUBLIC WORKS**

STANDARD PLAN
DETECTABLE WARNING SURFACE

APPROVED *James L. Spindel* 5/2015
CITY ENGINEER DATE

DRAWN BY JAK 7/2012
CHECKED BY DEW 7/2012

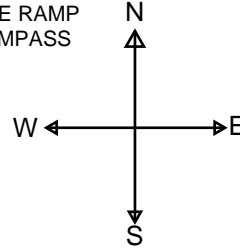
NO.307.E

Attachment 3

City of Salem ADA Ramp Inspection Forms

FIELD NOTES:

LOCATE RAMP ON COMPASS



Cross Street Name: _____

N/S ST: _____

E/W ST: _____

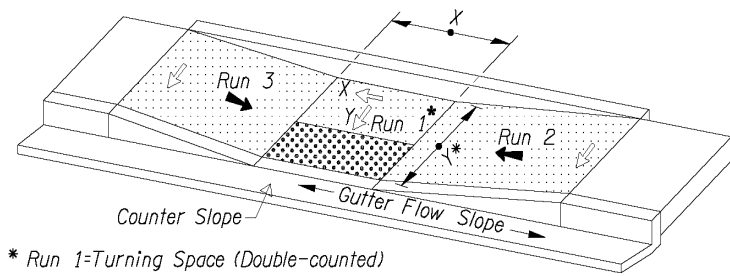
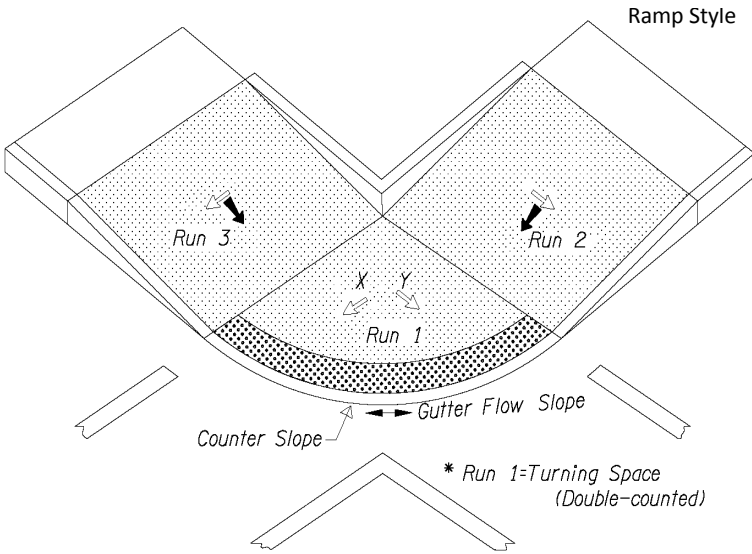
RAMP ID: _____

PHOTO TIME: _____

PHOTO NAME: _____

Calibration Date

(mm/dd/yy)



PARALLEL RAMP (PL)

Pedestrian Access Route (to measure Clear Width)

Detectable Warning Surface

Cross Slope (2.0% max.)

Running Slope (8.3% max.)

Counter Slope (5.0% max.)

Turning Space (X & Y) (2.0% max. / 4' x 4' min.)*
* If constrained at back of walk, min. Y length is 5'.

Gutter Flow Slope (as directed)

RAMP RUN 1 Pass Fail

Running Slope 1 _____ ≤ 2.0% > 2.0%

Cross Slope 1 _____ ≤ 2.0% > 2.0%

Detectable Warning _____ (TD, X) (N)

Lip Height _____ ≤ 0" > 0"

Gutter Flow Slope _____

Curb Running Slope_(avg.) _____ ≤ 8.3% > 8.3%

Counter Slope (+/-) _____ ≤ 5.0% > 5.0%

Slope Differential _____

RAMP RUN 2 Pass Fail

Running Slope 2 _____ ≤ 8.3% > 8.3%

Run 2 Length _____ ≤ 15' > 15'

Cross Slope 2 _____ ≤ 2.0% > 2.0%

RAMP RUN 3 Pass Fail

Running Slope 3 _____ ≤ 8.3% > 8.3%

Run 3 Length _____ ≤ 15' > 15'

Cross Slope 3 _____ ≤ 2.0% > 2.0%

TURNING SPACE Pass Fail

Width X _____

Length Y _____ ≥ 4'* < 4'*

Slope X (Cross Slope 1) _____ and or

Slope Y (Running Slope 1) _____ ≤ 2.0% > 2.0%

MISCELLANEOUS Pass Fail

Clear Width (feet) _____ ≥ 4' < 4'

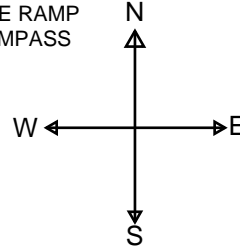
Name _____ Date _____

Signature _____

Company/Agency _____

FIELD NOTES:

LOCATE RAMP ON COMPASS



Cross Street Name: _____

N/S ST: _____

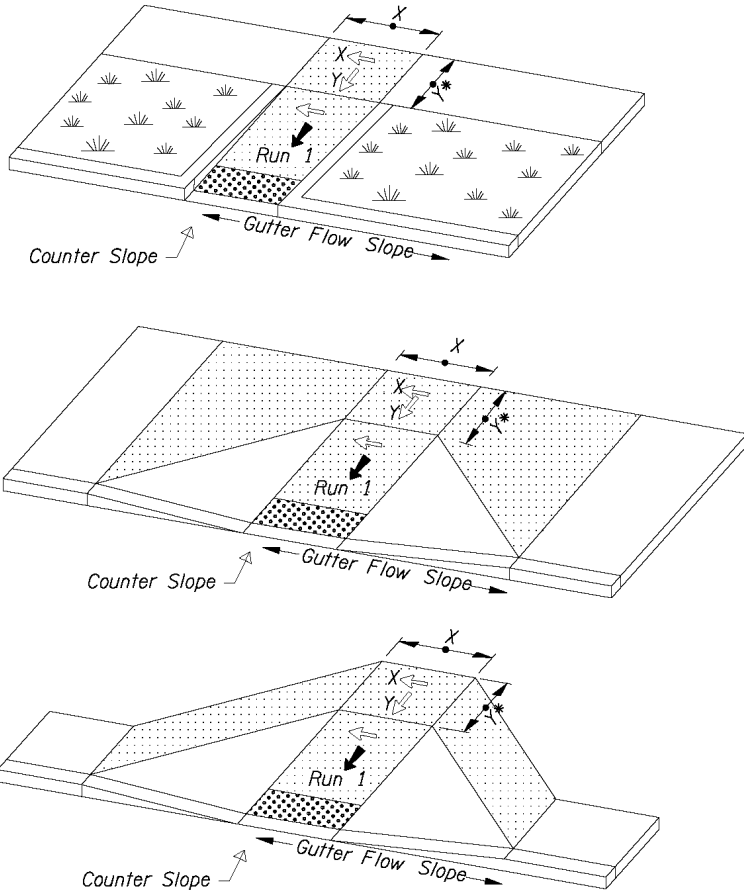
E/W ST: _____

RAMP ID: _____

PHOTO TIME: _____

PHOTO NAME: _____

Calibration Date _____ (mm/dd/yy)



RAMP RUN 1	Pass	Fail
Running Slope 1 _____ ≤ 8.3%	<input type="radio"/>	> 8.3% <input type="radio"/>
Run 1 Length _____ ≤ 15'	<input type="radio"/>	> 15' <input type="radio"/>
Cross Slope 1 _____ ≤ 2.0%	<input type="radio"/>	> 2.0% <input type="radio"/>
Detectable Warning _____ (TD, X)	<input type="radio"/>	(N) <input type="radio"/>
Lip Height _____ ≤ 0"	<input type="radio"/>	> 0" <input type="radio"/>
Gutter Flow Slope _____		
Curb Running Slope (avg) _____ ≤ 8.3%	<input type="radio"/>	> 8.3% <input type="radio"/>
Counter Slope (+/-) _____ ≤ 5.0%	<input type="radio"/>	> 5.0% <input type="radio"/>
Slope Differential _____		

Where flared sides exist, a 4' wide unobstructed sidewalk is required around the flared sides with cross slope not greater than 2.0%.

If the Running Slope of the sidewalk around the flared sides is more than 5.0%, use a Combination style ramp inspection form.

TURNING SPACE	Pass	Fail
Width X _____		
Length Y _____	≥ 4'*	< 4'*
Slope X _____	and <input type="radio"/>	or <input type="radio"/>
Slope Y _____	≤ 2.0%	> 2.0%

PERPENDICULAR RAMP (PR)

- Pedestrian Access Route (to measure Clear Width)
- Detectable Warning Surface
- Cross Slope (2.0% max.)
- Running Slope (8.3% max.)
- Counter Slope (5.0% max.)
- Turning Space (X & Y) (2.0% max. / 4' x 4' min.)*
* If constrained at back of walk, min. Y length is 5'.
- Gutter Flow Slope (as directed)

MISCELLANEOUS	Pass	Fail
Clear Width (feet) _____	≥ 4' <input type="radio"/>	< 4' <input type="radio"/>

Name _____ Date _____

Signature _____

Company/Agency _____



PUBLIC WORKS DEPARTMENT

ADA Curb Ramp Images

Attached photos must be in .pdf format in order to be placed

City of Salem Quality Program Plan

Attachment No. 3
STIP Portfolio Management

STIP Portfolio Management

Projects which have been successfully funded within the Salem Transportation Improvement Plan (STIP) require active management at all points within the project and it begins well in advance of the actual funding year. The following is a description of the active management required to ensure that STIP funded projects are successfully obligated within the fund deadlines.

I. Intergovernmental Agreement

- A. At 12 months in advance of the project's funding becoming available in the current STIP, the City Certification Program Liaison (CCPL) will send a request for a Supplemental Project Agreement (SPA) to the ODOT Regional Local Agency Liaison (LAL).
- B. The Administrative Program Manager (APM) will monitor the status of the SPA, route for reviews with the City CCPL and Legal Department and return to ODOT for subsequent changes (if necessary). Once approved for content, the APM will prepare the staff report and obtain the required City signatures. Following receipt of a fully completed SPA, the APM will ensure a copy is available in the project files and with the Finance Department.

II. Budgeting

- A. The Administrative Program Manager will include the STIP funded project in the 5-Year Capital Improvement Plan (CIP) along with appropriate City match funds. During the annual budgeting cycle, CIP projects in year 1 will transition into the funded budget for the following fiscal year.

III. Staffing Assignments

- A. The Assistant City Engineer (ACE) monitors and assigns staffing to all budgeted projects and monitors the CIP to anticipate staffing level needs for the anticipated workloads. Once the STIP funded project authorization years are known, preliminary staffing assignments will be planned for based upon the current Master Projects List.
- B. A decision is made by the CCPL and the ACE as to whether the project is to be completed by City Project Manager/In-House Design or by City Project Manager/Consultant Design. This decision is based on the capacity of the engineering pool over the time period established by the STIP deadlines and schedule.
- C. Workload capacity is evaluated twice per year via the Master Project List excel spreadsheet that balances workload across the project delivery team with assigned projects.
- D. Adjustments and monitoring take place monthly to assess the effects of critical path items such as right of way acquisition and time to execution for IGAs.

- E. The federal project delivery team meets monthly with the LAL and addresses and adjusts schedule and items on a project by project basis to track project delivery via an excel spreadsheet.

IV. Project Management

- A. With receipt of the Notice to Proceed from the LAL the assigned project manager completes the preparation of an initial detailed project schedule that links the major project milestones to the STIP schedule.
- B. The project schedule is updated on a bi-monthly basis to ensure project development milestones are met.

City of Salem Quality Program Plan

**Attachment No. 4
LPA Certified Approval Authority Matrix**

Local Public Agency (LPA) Name: City of Salem

Certification Contact: Anne Pagano, PE

Email: apagano@cityofsalem.net

Phone Number: 503-588-6211

1. The overall approval authorities and conditions will be as follows:

Responsibility	Position Title
Project funding applications will be reviewed and approved by:	Rick Barnes, PE, Assistant City Engineer
Project prospectus will be reviewed and approved by:	Gary Myzak, PE, Anne Pagano, PE Engineering Program Managers
Local Agency Supplemental Project Agreements will be reviewed, and approval recommended by:	Legal Department Steve Powers, City Manager
Local Agency Right of Way Services Agreements will be reviewed, and approval recommended by:	Legal Department Steve Powers, City Manager
Audit and Financial controls will be managed and administered by:	Tammi Starrs Program Manager II
Contract administration for consultant contracts will be supervised by:	Maria Delaney, Management Analyst
Project design plans, specifications and estimate of cost will be reviewed and approved by state of Oregon registered Professional Engineer:	Rick Barnes, PE Assistant City Engineer Gary Myzak, PE Anne Pagano, PE Engineering Program Managers John Echeverri, PE Will Kuenzi, PE Michael Miller, PE James Lofton, PE Senior Project Managers
LPA Certification Coordinator reviewing and approving PS&E package:	Rick Barnes, PE Assistant City Engineer
Agreements/Contracts will be signed by the following local official(s): <ul style="list-style-type: none"> ▪ Supplemental Project Agreements ▪ Right of Way Services Agreements ▪ Railroad C&M ▪ Utility ▪ A&E related consultant contracts ▪ Construction contracts 	Legal Department Steve Powers, City Manager



**Oregon
Department
of Transportation**

Certified LPA Approval Authority

<p>Construction contract administration will be supervised by the following State of Oregon registered Professional Engineer:</p>	<p>Rick Barnes, PE Assistant City Engineer</p> <p>Gary Myzak, PE Anne Pagano, PE Engineering Program Managers</p> <p>John Echeverri, PE Will Kuenzi, PE Michael Miller, PE James Lofton, PE Senior Project Managers</p>
<p>Construction contract change orders/extra work orders will be signed by:</p>	<p>Steve Powers City Manager</p> <p>Peter Fernandez, PE Public Works Director</p> <p>Brian D. Martin, PE City Engineer</p> <p>Rick Barnes, PE Assistant City Engineer</p> <p>Gary Myzak, PE Anne Pagano, PE Engineering Program Managers</p> <p>John Echeverri, PE Will Kuenzi, PE Michael Miller, PE James Lofton, PE Senior Project Managers</p> <p>Kyle Cochran, PE Project Engineer</p>
<p>Title VI plan will be maintained and administered by:</p>	<p>Tammi Starrs Program Manager II</p>

2. The LPA agrees that the signature(s) on each project prospectus, supplemental project agreement, contract design, specification, and estimate, award of contract, financial controls and local agency agreement will be consistent with the positions identified above.

Digitally signed by Rick Barnes
DN: dc=net, dc=cityofsalem, ou=ActiveDirectory, ou=Departments, ou=Public Works, ou=Dept_Users, cn=Rick Barnes, email=Ribarnes@cityofsalem.net
Date: 2021.05.06 10:07:29 -07'00'

05/06/2021

Local Public Agency Authorized Signature

Date

05/21/2021

ODOT Certification Program Manager

Date

City of Salem Quality Program Plan

**Attachment No. 5
Certified LPA Key Qualified Staff**



Certified LPA Key Qualified Staff

Date: May 5, 2021

Local Public Agency (LPA): City of Salem

LPA Certification Contact: Anne Pagano, PE

Phone Number: 503-588-6211

Email Address: apagano@cityofsalem.net

Certified LPAs are required to commit sufficient resources, including a person in responsible charge and qualified staff with the appropriate credentials and registrations to ensure that federal-aid projects are developed according to ODOT and FHWA requirements. Fill out the table below and return to odotcertification@odot.state.or.us with a copy to your Local Agency Liaison (LAL).

LPA Organization Chart: (Attach document or provide link.)

NOTE: *The LPA must notify ODOT's Certification Program Manager and the LAL when there is a change in professional engineering staff.*

LPA Responsibility	Name(s)	Title(s)	License/Certification & Expiration Date
Program			
Capital Improvement Program Manager	Tammi Starrs	Program Manager II	
Certification Liaison	Anne Pagano, PE	Engineering Program Manager	PE-12/31/22
STIP Program Manager	Julie Warncke	Transportation Planning Manager	
Civil Rights (DBE, EEO/OJT and Title VI) Compliance	Tammi Starrs	Program Manager II	
ADA Program Manager	Don Whitehurst, PE	Construction Engineer	PE-06/30/22
Financial Controls	Tammi Starrs	Program Manager II	
Intergovernmental Agreements	Anne Pagano, PE	Engineering Program Manager	PE-12/31/22
A&E Procurement	Shawna Self	Contracts & Procurement Manager	Universal Public Procurement Certification Council, Professional Public Buyer (CPPB), 05/09/23
Environmental Compliance	Anne Pagano, PE	Engineering Program Manager	PE-12/31/22



Certified LPA Key Qualified Staff

Training Coordination	Anne Pagano, PE	Engineering Program Manager	PE-12/31/22
Record Retention	Bethany Nazario	Support Services Manager	
Project Design			
Project Manager (Person in Responsible Charge)	Rick Barnes, PE Anne Pagano, PE Gary Myzak, PE John Echeverri, PE Michael Miller, PE William Kuenzi, PE James Lofton, PE Kyle Cochran, PE	Asst City Engineer Eng Program Manager Eng Program Manager Senior Project Mgr Senior Project Mgr Senior Project Mgr Senior Project Mgr Project Engineer	PE-12/31/21 PE-12/31/22 PE-12/31/22 PE-12/31/21 PE-12/31/22 PE-06/30/21 PE-12/31/22 PE-12/31/21
Quality Manager	Rick Barnes, PE	Asst City Engineer	PE-12/31/21
Independent Reviewer(s)	Anne Pagano, PE Gary Myzak, PE	Eng Program Manager Eng Program Manager	PE-12/31/22 PE-12/31/22
Environmental Documents	Anne Pagano, PE Gary Myzak, PE John Echeverri, PE Michael Miller, PE William Kuenzi, PE James Lofton, PE Kyle Cochran, PE	Eng Program Manager Eng Program Manager Senior Project Mgr Senior Project Mgr Senior Project Mgr Senior Project Mgr Project Engineer	PE-12/31/22 PE-12/31/22 PE-12/31/21 PE-12/31/22 PE-06/30/21 PE-12/31/22 PE-12/31/21
Survey and Monumentation	Will Kuenzi, PE	Senior Project Mgr	PLS-06/30/21
Design Approval (Design Acceptance)	Rick Barnes, PE	Asst City Engineer	PE-12/31/21
PS&E Approval	Rick Barnes, PE	Asst City Engineer	PE-12/31/21
Right of Way	Clint Dameron John Gibson	Real Estate Property Services	
Utilities	Anne Pagano, PE Gary Myzak, PE John Echeverri, PE Michael Miller, PE William Kuenzi, PE James Lofton, PE Kyle Cochran, PE	Eng Program Manager Eng Program Manager Senior Project Mgr Senior Project Mgr Senior Project Mgr Senior Project Mgr Project Engineer	PE-12/31/22 PE-12/31/22 PE-12/31/21 PE-12/31/22 PE-06/30/21 PE-12/31/22 PE-12/31/21



Certified LPA Key Qualified Staff

Railroad	Anne Pagano, PE Gary Myzak, PE John Echeverri, PE Michael Miller, PE William Kuenzi, PE James Lofton, PE Kyle Cochran, PE	Eng Program Manager Eng Program Manager Senior Project Mgr Senior Project Mgr Senior Project Mgr Senior Project Mgr Project Engineer	PE-12/31/22 PE-12/31/22 PE-12/31/21 PE-12/31/22 PE-06/30/21 PE-12/31/22 PE-12/31/21
Advertisement	Shawna Self	Contracts & Procurement Manager	Universal Public Procurement Certification Council, Professional Public Buyer (CPPB), 05/09/23
Bid and Award	Shawna Self	Contracts & Procurement Manager	Universal Public Procurement Certification Council, Professional Public Buyer (CPPB), 05/09/23
Construction			
Construction Manager (Contract Administrator)	Rick Barnes, PE Anne Pagano, PE Gary Myzak, PE John Echeverri, PE Michael Miller, PE William Kuenzi, PE James Lofton, PE Kyle Cochran, PE	Asst City Engineer Eng Program Manager Eng Program Manager Senior Project Mgr Senior Project Mgr Senior Project Mgr Senior Project Mgr Project Engineer	PE-12/31/21 PE-12/31/22 PE-12/31/22 PE-12/31/21 PE-12/31/22 PE-06/30/21 PE-12/31/22 PE-12/31/21
Quality Control Compliance Specialist	Consultant		
Civil Rights (DBE, EEO/OJT, Labor) Compliance	Heather Downen	Contract Administrator	
Construction Inspection	Jim Krawczyk	Construction Manager	
Materials Acceptance Sampling/Test	Consultant		
Independent Assurance Sampling/Test	Consultant		



Certified LPA Key Qualified Staff

Change Orders	Rick Barnes, PE	Asst City Engineer	PE-12/31/21
	Anne Pagano, PE	Eng Program Manager	PE-12/31/22
	Gary Myzak, PE	Eng Program Manager	PE-12/31/22
	John Echeverri, PE	Senior Project Mgr	PE-12/31/21
	Michael Miller, PE	Senior Project Mgr	PE-12/31/22
	William Kuenzi, PE	Senior Project Mgr	PE-06/30/21
	James Lofton, PE	Senior Project Mgr	PE-12/31/22
	Kyle Cochran, PE	Project Engineer	PE-12/31/21
Contract Payments	Heather Downen	Contract Administrator	
Project Files /Record Retention	Maria Delaney	Management Analyst	
	Heather Downen	Contract Administrator	
Claims	Rick Barnes, PE	Asst City Engineer	PE-12/31/21
	Anne Pagano, PE	Eng Program Manager	PE-12/31/22
	Gary Myzak, PE	Eng Program Manager	PE-12/31/22
	John Echeverri, PE	Senior Project Mgr	PE-12/31/21
	Michael Miller, PE	Senior Project Mgr	PE-12/31/22
	William Kuenzi, PE	Senior Project Mgr	PE-06/30/21
	James Lofton, PE	Senior Project Mgr	PE-12/31/22
	Kyle Cochran, PE	Project Engineer	PE-12/31/21

Local Public Agency Signature:  Digitally signed by Rick Barnes
DN: dc=net, dc=cityofsalem, ou=ActiveDirectory,
ou=Departments, ou=Public Works, ou=Dept_Users, cn=Rick
Barnes, email=RBarnes@cityofsalem.net
Date: 2021.05.06 10:09:31 -0700 05/06/2021

Reviewed by  Local Agency Certification Program Manager	Certification Program Office Use Date 05/21/2021
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City of Salem Quality Program Plan

Attachment No. 6
Project Development, Design, and
ROW Procedures for Federal Aid
Projects Checklist

ACE = Assistant City Engineer	F = File	QCCS =	Quality Control Compliance Specialist
APM = Administrative Program Manager	FUTL = Franchise Utility	RAS =	Regional Assurance Specialist
CA = Contract Administrator	HPO = Historic Preservation Officer (COS)	REC =	Regional Environmental Coordinator (ODOT)
CCPL = City Certification Program Liaison	LAL = Regional Local Agency Liason (ODOT)	ROW =	Right-of-Way (ODOT)
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CON = Contractor	PA = Purchasing Administrator	SUL =	State Utility Liaison (ODOT)
COR = Consultant of Record	PC = Project Coordinator	TPM =	Transportation Planning Manager
CPM = City Project Manager/Engineer	PI = Project Inspector	UL =	Utility Liaison
CSTF = City Staff (Engineering, Operations,	POWN = Property Owner		

Checklist Last Updated 8/5/2021

INITIAL	DATE COMPLETE	INITIATED BY	COPY TO	INITIATED BY	COPY TO	TASK
Project Development						
				CPM	CA, F	1 Review Approval Authority Matrix (Form 734-5191)
				TPM	CCPL, APM, ACE, F	2 Prepare Purpose and Need Statement with alternative analysis
				TPM	TPM, CPM, F	3 Project Scoping Trip with CCPL, TPM, CPM
				CPM	CCPL, TPM, F	4 Complete Project Scoping Notes and route for comments and finalization
				CPM	ACE, F	5 Complete initial project cost estimate
				CPM	APM, TPM, F	6 Submit Project Scoping Notes and Estimate to APM for CIP files
				TPM	CCPL, F	7 Project scope and estimate is proposed for STIP or other funding
				TPM	CCPL, ACE, APM, F	8 Notifies APM of funding approval
				APM	F	9 Project added to next CIP and budget as appropriate.
Intergovernmental Agreement						
				CCPL	F	1 Locate Purpose and Need Statement, and previous STIP information for inclusion in Project Setup folder.
				TPM, CPM	F, LAL, REC	2 Prepare Local Agency Technical Scope Sheet (Form 734-5151) Part 1: Project Request and Part 2: Project Details (formerly known as Project Prospectus Parts 1, and 2)
				LAL	F, PCM, TPM	3 Receive approval for Part 1: Project Request and Part 2: Project Details
				CCPL	APM	4 Request IGA from ODOT
				CCPL	APM	5 Review IGA to confirm scope and budget then send to APM for processing
				APM		6 Use MS Word "compare documents tool" to see what changed from last approved IGA
				APM	CCPL	7 Send to Legal for draft review (include Legal Review Form)
				APM	CCPL	8 Receive Legal comments back and send to CCPL
				APM	CCPL	9 Send comments to ODOT
				APM	CCPL	10 Repeat draft reviews as needed until no more comments
				APM	CCPL	11 Send final IGA to Legal for approval (include Legal Review Form)
				APM	CCPL	12 Receive email from Legal stating it is ready for next steps (see below)
				APM	CCPL	13A If Non-Supplemental Agreement:
				CCPL	APM/ACE	a. Prepare Staff Report for Council meeting
				ACE	CCPL/APM	b. Review/approve Staff Report
				APM	CCPL, MA	c. Send to MA for proofing
				MA	CCPL/CE	d. Set up meeting with CE to review and send IGA to CE
				MA/CCPL	CE	e. Meet with CE for scheduling and draft staff report review
				MA	APM/CCPL	f. Finalize and enter into Legistar
				COUNCIL		g. Council action for IGA
				APM	CCPL	h. Send request email to Legal and CMO for signature to Public Works Director's office - include IGA and Legal Review Form
				APM	CCPL	i. Send to ODOT for signature
				APM	CCPL, F	j. Send final signed copy to Public Works Director's office and file in folder \\FILESARE2\PWFiles\Group\Engineering\Projects\ODOT Certification Admin\IGAs
				APM	CCPL	13B If Supplemental IGA:
				APM	CCPL	a. Send request email to Legal and CMO for signature to Public Works Director's office - include IGA and Legal Review Form
				APM	CCPL	b. Send to ODOT for signature
				APM	CCPL, F	c. Send final signed copy to (JUDY) and file in folder \\FILESARE2\PWFiles\Group\Engineering\Projects\ODOT Certification Admin\IGAs
Pre-Design						
				ODOT	CA, APM, CPM	1 Complete Quarterly Reports as Requested (Form No. 734-5034)
				LAL	CCPL	2 Obtain signed Authorization to proceed for PE from LAL. Provide Notice of Funding Authorization and Notice to Proceed - Before any work begins
				LAL	CCPL	3 Obtain sign Authorization to proceed for PE from LAL
				ACE	ACE, CCPL	4 Evaluate current and projected workload and assign PM to project
				ACE	ACE, CCPL	5 Determine design method, in house or consultant
				CCPL	ACE, CCPL, CPM	6 City Hand-off Meeting TO CPM with meeting minutes
				CPM	CA, F	7 Prepare Project Schedule
				CPM	APM, CA, F	8 Prepare Project Budget Summary
				CPM	CA, F	9 Project Kick Off Meeting
				CA	CPM, F	10 Prepare and Distribute Kick-off Meeting Minutes
				CPM	F, LAL, REC	11 Prepare Environmental Prospectus (Form 734-5198) Confirm version on ODOT NEPA page. (Formerly called: Project Prospectus part 3 (including environmental checklist)
				TPM, CPM	REC	12 Review Environmental checklist with REC
				REC	F, LAL, CPM, TPM	13 Receive approval for Part 3
				CPM	CA, F	14 Prepare Project Management Plan Form 734-2948C
				CPM	HPO, CA, F	15 Fill out Historic Compliance Coordination Form and submit to COS Historic Preservation Officer.
				CPM	CA, F	16 Prepare Design Criteria Worksheet Form
STOP if project schedule doesn't match STIP years, meet with ACE and CCPL **STOP**						
PAUSE IF CONSULTANT DESIGN, ALSO USE CONSULTANT OR DIRECT APPOINT TAB						
Design Kickoff Meeting						
				CPM, CA	ALL	1 Schedule Design Kickoff Meeting after NTP is issued
				CPM, CA	ALL	2 Prepare Agenda for Distribution and Create Attendee Sign-in Sheet
				CPM	ALL	3 Conduct Design Kickoff Meeting (Include ODOT, ACE, Operations, Planning, HPO, & Traffic) (After NTP has been issued to consultant, if applicable)
				CA	MA	4 Take Meeting Minutes, Draft and Submit to MA for Proofreading
				CA	CPM	5 Submit to CPM for Approval and Finalizing
				CA	ALL	6 Distribute Meeting Minutes and Attendee List to all Attendees and File
Preliminary Engineering						

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CON = Contractor	PA = Purchasing Administrator	SUL = State Utility Liaison (ODOT)
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CPM = City Project Manager/Engineer	PI = Project Inspector	UL = Utility Liaison
CSTF = City Staff (Engineering, Operations,	POWN = Property Owner	

Checklist Last Updated 8/5/2021

INITIAL	DATE COMPLETE	INITIATED BY	COPY TO	INITIATED BY	COPY TO	TASK
CONSULTANT			INHOUSE			
INITIAL	DATE	INITIATED	COPY	INITIATED	COPY	
		CPM	CA, ACE, CCPL, POWN	CPM	CA, ACE, CCPL, POWN	1 Prepare and submit property owner notification of upcoming project
		COR	CPM	CPM	CSTF	2 Survey project (Consultant or in-house staff)
		COR	CPM	CPM	F	3 Start Design (generally 30% but need design developed enough to feel comfortable with ROW acquisition needs at DAP submittal)
						4 Use ODOT'S DAP Checklist Form 734-5129 as a guide, but not required to be submitted.
		CPM	F	CPM	CA, F	5 Prepare Roadside Inventory (if on State Highway)
		CPM	CSTF, COR	CPM	CSTF	6 Schedule and conduct meeting with Operations to kick-off investigation of City assets - provide strip maps of the known utilities and existing conditions.
		COR	FUTL, CPM	CPM	FUTL	7 Start franchise utility coordination
		COR	CPM, CA	CPM	CA	8 Hire NEPA consultants (if in-house). Always download most recent SOW template from ODOT's website
		COR	CPM, CA	CPM	CA	9 Hire specialized engineering disciplines (as necessary)
		COR	CPM	CPM	F	10 Prepare preliminary pavement design
		COR	CPM	CPM	F	11 Prepare Mobility Considerations Checklist ODOT Form 735-9983 (for any restrictions to a State Highway)
		COR	CPM	CPM	CST, F	12 Prepare and send out for 30% Bluebeam review
		COR, CPM	CSTF	CPM, CA	CST, F	13 Schedule Design Review Meeting, include ODOT if on their system
		COR	CPM	CPM	F	14 Prepare 30% Cost Estimate - compare to STIP
		COR	CPM	CPM	CE, LAL	15 Identify and begin development of design exception needs
		CPM	ACE	CPM	ACE	16 30% Design Review with ACE
		CPM	ROW, CA, F	CPM	ROW, CA, F	17 Begin Right-of-Way Services Agreement (ROWSA) process. Follow process for non-supplemental agreement under Intergovernmental Agreement above.
		COR	CPM	CPM	LAL	18 Prepare and submit NEPA permitting applications
		COR	CPM	CPM	F	19 Identify and begin development of Public Interest Finding letter (if removing competition from any aspect of the project. Submitted with PS&E)
		COR	CPM	CPM	CE, LAL	20 Identify, prepare and submit design exception documentation (ODOT and/or City)
		COR	CPM	CPM	LAL	21 Submit approved design exception documentation (to ODOT if on State Highway)
		COR	CPM	CPM	LAL	22 Obtain Environmental Closeout and Approval with submittal of Environmental Documents
		CPM	LAL	CPM	LAL	23 Request Access Management Plan (if on State Highway)
		CPM	LAL	CPM	LAL	24 Submit approved Access Management Plan (if on State Highway)
		CPM	LAL	CPM	LAL	25 Submit Approved Official Project Access List (if on State Highway)
		CPM	LAL	CPM	LAL	26 Request pavement design (if on State Highway)
		CPM	LAL	CPM	LAL	27 Schedule Design Exception Review Meeting
		COR	CPM	CPM	LAL	28 Submit pavement design (if on State Highway)
		CPM	LAL	CPM	LAL	29 Draft Traffic Control Plan and meet with Traffic Engineer
		CPM	CSTF	CPM	CST, F	30 Prepare and send out for 60% Bluebeam review
		COR, CPM	CSTF	CPM, CA	CST, F	31 Schedule Design Review Meeting, include ODOT if on their system
		CPM	CPM	CPM	F	32 Prepare DAP Cost Estimate (if estimate exceeds STIP discuss with CCPL) & update Project Budget Summary
		COR	CPM	CPM	ACE	33 Submit Preliminary Construction Schedule
		CPM	FUTL	CPM	FUTL, SUL	34 The following documents will be submitted to the State Utility Liaison: A. Copies of all utility conflict letter & project notification letters B. Copies of all time requirements letters C. Utility Certification Form 734-5162
		COR	CPM	CPM	CA	35 Prepare DAP narrative (note: Archaeological Reports are confidential - address in narrative but do not include with submittal)
		COR	CPM	CPM	CA	36 Prepare DAP plans
		CPM	CCPL, ACE	CPM	CCPL, ACE	37 Internal DAP review (City retains approval for local roads and local NHS roads)
		CPM	F, LAL, ROW	CPM	F, LAL, ROW	38 Prepare ROW Map
		CPM	F, LAL, ROW	CPM	F, LAL, ROW	39 Prepare legal descriptions and Exhibits to be submitted to ODOT
		CPM	LAL	CPM, CA	LAL	40 Submit DAP Package (checklist, narrative, and all attachments)

****PAUSE** DAP Approval needed to Proceed**

Advanced Plans and 90% PS&E

CONSULTANT			INHOUSE			
INITIAL	DATE COMPLETE	INITIATED BY	COPY TO	INITIATED BY	COPY TO	TASK
		COR	CPM	CPM	CPM	1 Incorporate DAP and Preliminary Plan review comments
		COR	CPM, CA	CPM	F	2 Prepare Project Specific Specifications
		COR	CPM	CPM	CPM	3 Advanced Projects Plans
		COR	CPM	CPM	CPM	4 Approved Utility Relocation Plans
		COR	CPM	CPM	CPM	5 Final Hydraulics Report
		COR	CPM	CPM	CPM	6 Final Stormwater Report
		COR	CPM	CPM	CPM	7 Final Geotechnical Report
		COR	CPM	CPM	CPM	8 Final Roadside Inventory
		COR	CPM	CPM	CPM	9 Revised Project Construction Cost Estimate
		CPM, COR, CA	CPM, CA	CPM, CA	CPM, CA	10 Advanced Special Provisions A. Submit to State Utility Liaison a draft of Special Provisions Section 00150.50 that includes the name of each utility within project limits, the utility's contact information, the type of work, completion date and any special considerations.
		COR	CPM	CPM	CPM	11 Pavement Design
		COR	CPM	CPM	CPM	12 Revised Construction Schedule
		COR	CPM	CPM	CPM	13 Approved Design Exceptions
		CPM, CA, CCPL, ODOT	CPM, CA, CCPL, ODOT	CPM, CA, CCPL, ODOT	CPM, CA, CCPL, ODOT	14 Submit Letter of Public Interest Findings (LPIF)
		CPM, COR, CA	CPM, CA	CPM, CA	CPM, CA	15 Prepare and submit Utility Certification
		CPM, COR, CA	CPM, CA	CPM, CA	CPM, CA	16 Submit Request for Goals, Form 731-0663 (include Engineers Estimate and Construction Schedule)
		CPM	OCR	CPM	OCR	17 Submit goals by email (Submitted within 3 days of receipt of above)

**Project Development and Design Procedures for Federal Aid Projects Checklist
FOR Design**

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Checklist Last Updated 8/5/2021

INITIAL	DATE COMPLETE	INITIATED BY	COPY TO	INITIATED BY	COPY TO	TASK
		CPM, CA	CPM, CA	CPM, CA	CPM, CA	18 Publish goals in Bid Booklet (Send paper and electronic copy to LAL and OCR) **OCR reviews/approves the bid book before we submit the PS&E package to ODOT. Include goals in the submittal. Submit one electronic copy to OCR.
		COR, CPM, CA	CPM, CA, F	CPM, CA	CPM, CA, F	19 Prepare and send out for Bluebeam review at Advanced Plans
		CPM	CSTF	CPM	CST,F	20 Schedule Design Review Meeting, include ODOT if on their system

Final Plans

INITIAL	DATE COMPLETE	CONSULTANT		INHOUSE		TASK
		INITIATED BY	COPY TO	INITIATED BY	COPY TO	
		COR, CPM	CPM	CPM	CPM	1 Incorporation of Advance Plan Review Comments
		COR, CPM, CA	CPM, CA	CPM, CA	CPM, CA	2 Complete cost estimate Form 734-5096
		COR, CPM, CA	CPM, CA, F	CPM, CA	CPM, CA, F	3 Prepare and send out for Bluebeam review
		COR, CPM	CSTF	CPM, CA	CST,F	4 Schedule Design Review Meeting, include ODOT if on their system
		CPM, COR, CA	CPM,C CA	CPM, CA	CPM, CA	5 Submit PS&E Checklist 734-5187, Bid Booklet, Specifications, Engineering Plans to ODOT
		CPM	LAL, CA	CPM	LAL, CA	6 Submit Certified LPA Railroad Agreement Assurance Form
		COR, CPM, CA	CPM	CPM, CA	CPM	7 Final Construction Schedule
		COR, CPM, CA	CPM, CA	CPM, CA	CPM, CA	8 Final Insurance Risk Assessment (when on a state facility)
		COR, COM, CA	CPM, CA	CPM, CA	CPM, CA	9 Final Mobility Consideration Checklist (when on a state facility)
		COR, CPM, CA	CPM	CPM, CA	CPM	10 Approved Design Exceptions
		LAL	CPM	LAL	CPM	11 FHWA obligates construction funds, and ODOT issues NTP.

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Checklist Last Updated 8/5/2021

INITIAL	DATE COMPLETE	INITIATED BY	COPY TO	TASK
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Step 1 - Project Setup

		PM	CCPL	1	Identify the project need and general anticipated scope for the project.
		PM	CCPL	2	Conduct a preliminary cost estimate for the services needed, verify expected cost < \$100,000
		PM	CCPL	3	Identify the most qualified consultant from the city's COR list, include two alternates.
		PM		4	Verify the most qualified consultant is on "ODOT's approved Consultant Lists for Local Agencies". The list can be found at: https://www.oregon.gov/ODOT/Business/Procurement/Pages/LPA.aspx
		PM	CCPL	4A	If a consultant is not on the ODOT approved list, complete a consultant selection exception request, found at the website listed above under the heading "Required Templates & Forms for LPA Use".
		PM	CCPL, CA	5	Complete the ODOT Direct Appointment Selection Form https://www.oregon.gov/odot/Business/Procurement/DocsLPA/DirApptSel.docx
		PM	MA, CCPL, ACE	6	Obtain permission to request a proposal from the City Engineer. Follow procedures in the City of Salem's Project Management Manual, Section 8.02. http://atwork/Departments/PublicWorks/Engineering%20Management%20Team/Pages/Dashboard.aspx

Step 2 - Draft Statement of Work

		PM	CCPL	1	Prepare Statement of Work for Consulting Services and DBE Goal A. Email to CA to check ODOT Templates and Task lists for updates Statement of Work template located under Statement of Work Writing Guides & Resources, Statement of Work Outline Template Located Under: Task Language Templates for Certified Local Agency Projects Task 1-16.
		PM	CCPL	2	Use the ODOT Statement of Work Library to draft the SOW. If a boilerplate task description is available utilize and modify this SOW as needed. https://www.oregon.gov/ODOT/Business/Procurement/Pages/SOW.aspx
		PM	CCPL	2A	If a boilerplate SOW is not available, follow the applicable "Statement of Work Writing Guide" at the website listed above.

Step 3 - Initial Contact with Consultant

		PM	CCPL	1	Begin Record of negotiation form, complete as you progress through subsequent tasks. https://www.oregon.gov/ODOT/Business/Procurement/FS/RON.doc
		PM	CCPL	2	Contact the preferred consultant and notify them of the intent to pursue a direct appoint contract.
		PM		3	Perform a site visit or meet with the consultant to provide additional project information as needed.
		PM	MA, CCPL	4	Provide the consultant with the draft SOW.

Step 4 - Finalize SOW

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OCR = Office of Civil Rights
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PI = Project Inspector
 Property Owner

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Checklist Last Updated 8/5/2021

INITIAL	DATE COMPLETE	INITIATED BY	COPY TO	TASK
		PM	MA, CCPL	1 Achieve agreement with consultant on the SOW, perform coordination as required.
		PM	MA, CCPL, LAL, OE	2 Send SOW to ODOT for review and approval if applicable (ROW, Environmental)

Step 5 - Cost Estimates

		PM	CCPL	1 Prepare a detailed internal cost estimate.
		PM		2 Create a record PDF with the current date when the cost estimate is complete.
		PM	CCPL	3 Request a detailed Breakdown of Costs (BOC) from the Consultant utilizing ODOT's applicable BOC form https://www.oregon.gov/odot/business/procurement/pages/psk.aspx
		PC	PM	4 Verify billing rates match COR contract.
		PC	PM	5 Compare BOC estimate to negotiated billing rates from ODOT by emailing (ODOTBillingRateUpdates@odot.state.or.us)

Step 6 - Cost Analysis / Negotiations

		PM	CCPL	1 Conduct an analysis of consultants detailed cost estimate.
		PM	CCPL	2 Negotiate costs and required hours (Refer to LPA A&E Requirements Guide Section 3.6 https://www.oregon.gov/ODOT/Business/Procurement/DocsLPA/lpaAerequirements.pdf)
		PM	CCPL	3 If negotiations fail, move to the first alternate consultant and begin the process at Step 3. Verify the alternative consultant is on "ODOT's Approved Consultant Lists for Local Agencies".
		PM	CCPL, CA, PC, MA	4 Obtain approval from City Engineer to finalize the contract. Follow procedures in the City of Salem's Project Management Manual, Section 8.02. http://atwork/Departments/PublicWorks/Engineering%20Management%20Team/Pages/Dashboard.aspx

Step 7 - Finalize Contract

		PM/COR	CA	1 Direct Appoint Cert Form (Completed by Consultant) https://www.oregon.gov/odot/Business/Procurement/DocsLPA/DacertLPA.docx
		PM	MA, PC, CA	2 Send Final SOW and BOC to CA in an email request to prepare contract and NTP (2-4 weeks). Include fees per main tasks in the SOW, state if there is a DBE goal or not. Also, state PM in charge and Consultant's contact for billings.
		PC	PA, PM	4 Finalize the direct appoint contract utilizing the most recent approved contract template required for FHWA funded A&E Contracts.
		CA	OCR	5 Submit DBE form 734-2849 to OCR (ocr.psk@odot.state.or.us) within 3 days of Notice of Award
		COR	CPM, CCPL, CA	6 Complete ODOT's form 734-5235 Committed DBE Breakdown and Certification A&E (required only if DBE requirement).
		CPM	CA, F	7 Monthly Paid Summary Report's are received, reviewed, and submitted to OCR (only required if consultant has a subconsultant or subcontractor under their contract, or if a vendor invoice is included)

Project Development and Design Procedures for Federal Aid Projects

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Checklist Last Updated 8/5/2021

INITIAL	DATE COMPLETE	INITIATED BY	COPY TO	TASK
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Step 1 - Project Setup

		PM	CCPL	1	Identify the project need and general anticipated scope for the project.
		PM	CCPL	2	Conduct a preliminary cost estimate for the services needed, verify expected cost < \$100,000
		PM	CCPL	3	Identify the most qualified consultant from the city's COR list, include two alternates.
		PM		4	Verify the most qualified consultant is on "ODOT's approved Consultant Lists for Local Agencies". The list can be found at: https://www.oregon.gov/ODOT/Business/Procurement/Pages/LPA.aspx
		PM	CCPL	4A	If a consultant is not on the ODOT approved list, complete a consultant selection exception request, found at the website listed above under the heading "Required Templates & Forms for LPA Use".
		PM	CCPL, CA	5	Complete the ODOT Direct Appointment Selection Form https://www.oregon.gov/odot/Business/Procurement/DocsLPA/DirApptSel.docx
		PM	MA, CCPL, ACE	6	Obtain permission to request a proposal from the City Engineer. Follow procedures in the City of Salem's Project Management Manual, Section 8.02. http://atwork/Departments/PublicWorks/Engineering%20Management%20Team/Pages/Dashboard.aspx

Step 2 - Draft Statement of Work

		PM	CCPL	1	Use the ODOT Statement of Work Library to draft the SOW. If a boilerplate task description is available utilize and modify this SOW as needed.
		PM	CCPL	1A	If a boilerplate SOW is not available, follow the applicable "Statement of Work Writing Guide" at the website listed above.

Step 3 - Initial Contact with Consultant

		PM	CCPL	1	Begin Record of negotiation form, complete as you progress through subsequent tasks. https://www.oregon.gov/ODOT/Business/Procurement/FS/RON.doc
		PM	CCPL	2	Contact the preferred consultant and notify them of the intent to pursue a direct appoint contract.
		PM		3	Perform a site visit or meet with the consultant to provide additional project information as needed.
		PM	MA, CCPL	4	Provide the consultant with the draft SOW.

Step 4 - Finalize SOW

		PM	MA, CCPL	1	Achieve agreement with consultant on the SOW, perform coordination as required.
		PM	MA, CCPL, LAL, OE	2	Send SOW to ODOT for review and approval if applicable (ROW, Environmental)

Step 5 - Cost Estimates

		PM	CCPL	1	Prepare a detailed internal cost estimate.
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Checklist Last Updated 8/5/2021

INITIAL	DATE COMPLETE	INITIATED BY	COPY TO	TASK
		PM		2 Create a record PDF with the current date when the cost estimate is complete.
		PM	CCPL	3 Request a detailed Breakdown of Costs (BOC) from the Consultant utilizing ODOT's applicable BOC form https://www.oregon.gov/odot/business/procurement/pages/psk.aspx
		PC	PM	4 Verify billing rates match COR contract.
		PC	PM	5 Compare BOC estimate to negotiated billing rates from ODOT by emailing (ODOTBillingRateUpdates@odot.state.or.us)

Step 6 - Cost Analysis / Negotiations

		PM	CCPL	1 Conduct an analysis of consultants detailed cost estimate.
		PM	CCPL	2 Negotiate costs and required hours (Refer to LPA A&E Requirements Guide Section 3.6 https://www.oregon.gov/ODOT/Business/Procurement/DocsLPA/lpaARequirements.pdf)
		PM	CCPL	3 If negotiations fail, move to the first alternate consultant and begin the process at Step 3. Verify the alternative consultant is on "ODOT's Approved Consultant Lists for Local Agencies".
		PM	CCPL, CA, PC, MA	4 Obtain approval from City Engineer to finalize the contract. Follow procedures in the City of Salem's Project Management Manual, Section 8.02. http://atwork/Departments/PublicWorks/Engineering%20Management%20Team/Pages/Dashboard.aspx

Step 7 - Finalize Contract

		PM/COR	CA	1 Direct Appoint Cert Form (Completed by Consultant) https://www.oregon.gov/odot/Business/Procurement/DocsLPA/DACertLPA.docx
		PM	MA, PC, CA	2 Send Final SOW and BOC to CA in an email request to prepare contract and NTP (2-4 weeks). Include fees per main tasks in the SOW, state if there is a DBE goal or not. Also, state PM in charge and Consultant's contact for billings.
		PC	PA, PM	4 Finalize the direct appoint contract utilizing the most recent approved contract template required for FHWA funded A&E Contracts.
		CA	OCR	5 Submit DBE form 734-2849 to OCR (ocr.psk@odot.state.or.us) within 3 days of Notice of Award
		COR	CPM, CCPL, CA	6 Complete ODOT's form 734-5235 Committed DBE Breakdown and Certification A&E (required only if DBE requirement).
		CPM	CA, F	7 Monthly Paid Summary Report's are received, reviewed, and submitted to OCR (only required if consultant has a subconsultant or subcontractor under their contract, or if a vendor invoice is included)

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Consulting Services Procurement				
		CPM	CCPL, LAL	1 Prepare Statement of Work for Consulting Services and DBE Goal
		CPM	CA	A. Email to CA to check ODOT Templates and Task lists for updates
		CA	F	Statement of Work template located under Statement of Work Writing Guides & Resources, Statement of Work Outline Template
		CA	F	Located Under: Task Language Templates for Certified Local Agency Projects Tasks 1-16
				Review and work with ODOT's Environmental Specialist on what to include in SOW: https://www.oregon.gov/odot/GeoEnvironmental/Pages/GES-SOWs.aspx
		CPM	F	B. Review current thresholds for setting DBE goal (ODOT RFP, Attachment C, Sample Contract)
				C. If requesting a different goal than the standard DBE goal, submit the DBE Goal Calculation form to OCR (https://www.oregon.gov/odot/Business/OCR/SiteAssets/Lists/Forms_Main_List/EditForm/AnE%20Goal%20Calculation%20Worksheet.xlsx)
		CPM	CA	D. Submit to Contract Administrator for proofing
		CA	CPM	E. Return Statement of Work to CPM for final review
		CPM	CCPL	F. Submit to CCPL for review
		CCPL	CPM	G. Return SOW to CPM for final editing
		CPM	CA	H. Submit to Contract Administrator for final editing
		CA	CPM	I. Return SOW to CPM for ODOT submittal
		CPM	LAL	J. Submit to ODOT LAL
		CPM	CCPL, LAL	2 Prepare RFP if Direct Services Contract will not be used.
		CPM	CA	A. Email to CA to check ODOT RFP template for updates
		CA	F	RFP template located under Required Templates & Forms for LPA Use, Solicitation/RFP Template for A&E Services
		CA	F	Contract template (appendix C) located under Required Templates & Forms for LPA Use, Contract Template for A&E Services
		CPM	CA	B. In RFP replace section 3.5 in ODOT template with standard City language for protests of consultant selection.
		CPM	CA	C. Include fees for each main task in the SOW
		CPM	CA	D. Submit to Contract Administrator for proofing
		LAL	F, CPM	3 Submit Approved statement of work and DBE Goal
		CPM	CA	A. Provide copy of Approved SOW
		CA	F	B. Insert Approved SOW as attachment B
		CA	F	C. Insert Contract Template as attachment C
		CA	CPM	D. Return RFP to CPM for final review
		CPM	CCPL	E. Submit to CCPL for review
		CCPL	CPM	F. Return RFP to CPM for final editing
		CPM	CA	G. Submit to Contract Administrator for final editing
		CA	PA	4 Supply RFP to Purchasing for legal review and advertisement (4 week advertisement)
		CA/PA	F, CA	A. Advertise RFP by Purchasing Administrator
		CPM	F, CA	B. Select and form RFP review committee, provide RFP to members for review and set review committee meeting date to review independent scoring
		CPM	PA	C. Review committee names and contact info submitted to Purchasing
		COR	PA	D. Consultant Proposals due to purchasing
		CA	RC Members	E. Submit RFP Review Committee (RC) Member Declaration of Involvement Form to each review committee member.
		RC Members	F, CA	F. Return signed RFP RC Member Declaration of Involvement Form to CA.
		CA	CPM	G. Submit RFP RC Selection Approval Form and copies of signed no-involvement forms to City Manager for approval of RC Member selection.
		CA	PA, CPM, F	H. Share City Manager approval form with PA office.
		CPM	F, CCPL, LAL	5 Review and Select Consultant
		CPM	RC Members/CA	A. Distribution of received RFPs, scoring sheets, and conflict of interest forms
		RC Members	F/CA	B. Independent scoring of proposals
		RC Members	ACE/CA	C. Review committee meeting, review and rank proposals, determine joint recommendation on how to proceed
		PM		Verify the most qualified consultant is on "ODOT's approved Consultant Lists for Local Agencies". The list can be found at: https://www.oregon.gov/ODOT/Business/Procurement/Pages/LPA.aspx
		PM	CPL	6 A. If a consultant is not on the ODOT approved list, complete a consultant selection exception request, found at the website listed above under the heading "Required Templates & Forms for LPA Use".
		CPM	CE	B. Provide recommendation through proper chain for approval-Memo
		CE	CPM	Have CA start Recommendation to Award Memo
		CA	CPM	C. Approval received
		CPM		D. Provide notice of intent to award to all proposers
		CPM		7 Consultant Negotiations
		CPM	ACE	A. Prepare pre negotiation plan. ODOT form (PNP) must be prepared for negotiations of contracts/amendments exceeding \$100,000.
		CPM	COR, LAL, ROW	B. Schedule initial meeting with selected firm to discuss project, potential issues, general scope based on draft SOW
		CPM	F	C. Start Record of Negotiations (RON) form
		CPM, CON	CPM, COR, F	D. Draft Final Scope of Work (may take several iterations)
		CPM	REC, ROW	E. Submit Scope of Work to ODOT Environmental and Right-of-Way for comment prior to final SOW

**Project Development and Design Procedures for Federal Aid Projects Checklist
FOR Consultant Selection**

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Checklist Last Updated 8/5/2021

INITIAL	DATE COMPLETE	INITIATED BY	COPY TO	TASK
		CA	RC Members	E. Submit RFP Review Committee (RC) Member Declaration of Involvement Form to each review committee member.
		RC Members	F, CA	F. Return signed RFP RC Member Declaration of Involvement Form to CA.
		CA	CPM	G. Submit RFP RC Selection Approval Form and copies of signed no-involvement forms to City Manager for approval of RC Member selection.
		CA	PA, CPM, F	H. Share City Manager approval form with PA office.
		CPM	F, CCPL, LAL	5 Review and Select Consultant
		CPM	RC Members/CA	A. Distribution of received RFPs, scoring sheets, and conflict of interest forms
		RC Members	F/CA	B. Independent scoring of proposals
		RC Members	ACE/CA	C. Review committee meeting, review and rank proposals, determine joint recommendation on how to proceed Verify the most qualified consultant is on "ODOT's approved Consultant Lists for Local Agencies". The list can be found at: https://www.oregon.gov/ODOT/Business/Procurement/Pages/LPA.aspx
		PM		6
		PM	CPL	A. If a consultant is not on the ODOT approved list, complete a consultant selection exception request, found at the website listed above under the heading "Required Templates & Forms for LPA Use".
		CPM	CE	B. Provide recommendation through proper chain for approval-Memo Have CA start Recommendation to Award Memo
		CE	CPM	C. Approval received
		CA	CPM	D. Provide notice of intent to award to all proposers
		CPM		7 Consultant Negotiations
		CPM	ACE	A. Prepare pre negotiation plan. ODOT form (PNP) must be prepared for negotiations of contracts/amendments exceeding \$100,000.
		CPM	COR, LAL, ROW	B. Schedule initial meeting with selected firm to discuss project, potential issues, general scope based on draft SOW
		CPM	F	C. Start Record of Negotiations (RON) form
		CPM, CON	CPM, COR, F	D. Draft Final Scope of Work (may take several iterations)
		CPM	REC, ROW	E. Submit Scope of Work to ODOT Environmental and Right-of-Way for comment prior to final SOW
		CPM	COR	F. Final SOW
		CPM	F	G. Develop Internal Cost Estimate (ICE) off of final SOW using either the ODOT BOC form or similar spreadsheet.
		CA	CPM, F	H. Receive consultant Breakdown of Cost (BOC). Compare BOC estimate to (Negotiated billing rates from ODOT by emailing (ODOTBillingRateUpdates@odot.state.or.us) Also verify billing rates on Cities COR Database.
		CPM, CON	CPM, COR, F	I. Negotiate any discrepancies to equitable understanding (may take several iterations)
		CPM	F	J. Complete Record of Negotiations form
		CPM	CE	K. Submit recommendation of award through proper chain for approval
		CA	CPM, COR, F	L. Issue Notice of Award
		CA	OCR	M. Submit DBE form 734-2849 to OCR (ocr.psk@odot.state.or.us) within 3 days of Notice of Award
		COR	CPM, CCPL, CA	N. Complete ODOT's form 734-5235 Committed DBE Breakdown and Certification A&E (required only if DBE requirement).
		CPM	CA, F	O. Include fees for each main task in the SOW document for NTP
		CA	CPM, COR, F	P. Issue NTP
				Consultant of Management
		CPM	CA, F	1 Consultant Purchase Order -Finance
		CPM	CA, F	2 Monthly Invoice Review: Consultant fees, no mark up

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		CPM	CA, F	3 Monthly Paid Summary Report's are received, reviewed, and submitted to OCR (only required if consultant has a subconsultant or subcontractor under their contract, or if a vendor invoice is included)
		CPM	CA, F	4 Consultant Monthly Invoice Log Completed

**Project Development and Design Procedures for Federal Aid Projects Checklist
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Checklist Last Updated 7/28/2021

INITIAL	DATE COMPLETE	INITIATED BY	COPY TO	TASK
Pre Acquisition				
		CPM	ACE, COR, ROW, CSTF	1 Right-of-Way Kickoff Meeting (should take place before DAP since legals and exhibits are part of DAP submittal)
		CCPL	APM, CPM	2 Develop Right-of-Way Services Agreement (ROWSA). Follow IGA checklist in Design tab.
		APM	CCPL/CPM	3 Receive Final signed ROWSA from ODOT
PAUSE DO NOT PROCEED UNTIL ROWSA IS APPROVED AND SIGNED				
		CPM	CA, F	4 Hire and prepare NTP for Appraiser (follow City and ODOT requirements - see consultant tab)
		CPM	CA, F	5 Contact appraiser and receive ROW Programming estimate for ROW acquisition
		CPM	F, LAL, ROW	6 Send updated estimate and ROW obligation request to ODOT
		LAL, ROW	F, CPM	7 Receive funding authorization from ODOT (Obligation)
		CPM	CE, CM, CA, F	8 Council to pass Resolution of Necessity for exercising the power of eminent domain (if needed) before acquisitions can begin (see attachment in ROWSA). Include map of easement acquisitions. Follow process for IGA in Design tab starting with 13A.
Acquisition				
		CPM	CA, F	9 Property Owner Notifications
		ROW	CPM, CA, F	a. General Information Notice (GIN)
		CA	ROW	Form Letters
		ROW	F	City Pamphlet
		CPM	ROW	Easement Drawing & description
		COR	CPM, CA, F	b. Appraiser Notice Letter
		CPM	COR	Exhibit with aerial photo
		SURVEY	CA, F	c. Survey Notice Letter
		COR 1	ROW, CPM, CA, F	10 Right-Of-Way Appraisals (Appraiser = CON 1, Appraisal Reviewer = CON 2)
		COR 1	COR 2, ROW	a. Appraisal Report
		COR 2	COR 1, ROW	b. Provide review comments on Appraisal Report. If no comments then skip to line 3d.
		COR 1	COR 2, ROW	c. Address comments and revise Appraisal Report
		COR 2	ROW	d. Appraisal Review Report
		ROW	CPM, CA, F	e. Create Just Compensation Valuation Memo
		ROW	CPM, CA, F	f. Give copy of appraisal to property owner.
		ROW	CPM, CA, F	11 Obtain ROW and/or Easements from Owners
		ROW	CPM, CA, F	a. Send Offer Package to Property Owner
		ROW	CPM, CA, F	1. Acquiring Land for Public Projects Pamphlet
		ROW	CPM, CA, F	2. Moving Because of Public Projects Pamphlet
		ROW	CPM, CA, F	3. Acquisition Cover Letter
		ROW	CPM, CA, F	4. Acquisition Summary Statement
		ROW	CPM, CA, F	5. Conveyance Documents - Survey easements/descriptions
		ROW	CPM, CA, F	6. Full copy of Appraisal
		ROW	CPM, CA, F	7. Owner Information Sheet
		ROW	CPM, CA, F	8. Real Estate Option Agreement (only not signed when an exception made)
		ROW	CPM, CA, F	b. Send Optional Agreement payment to Selling party directly, Open Escrow - Establish a closing date.
		ROW	CPM, CA, F	c. If relocation is required, follow ODOT's ROW Manual (https://www.oregon.gov/ODOT/ROW/Documents/ROW-Manual.pdf)
		ROW	CPM, CA, F	d. Obtain Release and Reconveyance of ROW from under loan of record (if applicable). Pursue condemnation if necessary to meet schedule.
		ROW	CPM, CA, F	e. Compile Legal Review Package - pdf for initial reviews
		ROW	CPM, CA, F	1. Conveyance Documents - Survey easements/descriptions
		ROW	CPM, CA, F	2. Documentation to prove who is the authorized signer for the Seller
		ROW	CPM, CA, F	f. Send Final Legal Review Package for Signature - Hard Copy
		ROW	CPM, CA, F	g. Send Final Signed Legal Review Package to City Manager for Signature
		ROW	CPM, CA, F	h. Escrow works up final amount estimate for check
		ROW	CPM, CA, F	i. Get check cut and deposited in Escrow
		ROW	CPM, CA, F	j. Meet with property owner on established closing date for final signature on Closing Statement.
		ROW	CPM, CA, F	k. Record signed conveyance documents with County
		CPM	LAL, ROW	12 Prepare and Submit ROW Certification
		CPM	LAL, ROW	13 Submit Record of Owner Contacts
		LAL, ROW	CA, F, CPM	14 Submit Approved ODOT Certification

Protects property owner. Clarifies how we clear title

This could take 3mo, 6mo? Could take longer so condemnation c

This typically takes 1 week. Once they approve the pdf, then go t

Usually can happen same day and then gets routed to Steve Pov John does this even if consultant is doing acquisitions

This typically takes 2 weeks

City of Salem Quality Program Plan

**Attachment No. 7
Advertise, Bid, and Award Procedures for
Federal Aid Projects Checklist**

Advertise, Bid, and Award Procedures for Federal Aid Projects Checklist

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Contract Document Preparation						
		CPM	CPM	CA	1	Complete Spec Book Request Form and submit to Staff Assistant with required documents at least 8 weeks prior to proposed Advertisement date.
		CA	CA	F	2	Draft Bid Form using Submitted and Approved Cost Estimate Form (No. 734-5096)
		CPM	CPM	F	3	Schedule Coordination Meeting with Assistant City Engineer for Internal QA Review.
		CA	CA	F	4	Prepare Final Contract Book for printing with Standard Federal Contract Requirements and PS&E Documents
		CPM	CPM, APM	F	5	Completes Pre-Bid Cost Analysis Report
		CPM	SPM, CCPL	CPM	6	QC review of Contract by Senior Project Manager and City Certification Program Liaison
		CPM	CPM, ACE	F	7	QA meeting with Assistant City Engineer (Final Contract Book and PS&E documents) Utilize Checklist of Technical Review Issues Prior to Bid form.
		CPM	CPM, CE	CA	8	Meet with City Engineer for Final Review (Contract Book, Plans, Pre-Bid Cost Analysis, and Advertisement Approval)
		CPM	CPM, CCPL	LAL, F, OCR	9	Reviews ODOT Advertising, Bid & Award Checklist and QA verification with CCPL
		CPM	CA	F	10	Submit Draft Contract Book to LAL and OCR for review (Assume 3 Week Turnaround)
		LAL	OCR	CPM, CA, F	11	OCR verifies goals information in Project Manual and notifies City of confirmation.
STOP No further work until receipt of NTP from ODOT**STOP**						
Advertising						
		LAL	LAL	CPM, CA, F, CCPL	1	Written Authorization to Proceed with Advertising Received
		CA	CA	PA, F	2	Submit Bid Advertisement Request to Purchasing (3 days prior to Proposed Bid Advertisement Date)
		CA	CA	F	3	Print Contract Book for Distribution
		PA	PA	F	4	Submit Bid Advertisement to Newspaper and Daily Journal of Commerce
		PA	PA	F	5	Advertisement Posted to City Website
		CA	CA	PA, F	6	Post Bid Documents to OregonBuys
		CA	CA	F	7	File Proof of Advertisement
		CPM	CA	LAL, F	8	If Necessary - Draft Addendum(s) (Receive approval from LAL of any Major/Significant Change(s))
		CA	CA	F	9	Finalize Addendum
		CA	CA	PA, F	10	Route Addendum for Signatures
		CA	CA	F	11	Post Addendum to OregonBuys (at least 7 days prior to bid opening)
		CA	CA, CPM CCPL	F	12	Completes Advertising portion of the ODOT Advertising, Bid & Award Checklist and QA verification with CCPL
Bid Opening						
		CA	CA	F	1	Download Prospective Bidder List from OregonBuys and Create Bid Register
		PA	PA	F	2	Conduct Bid Opening

Advertise, Bid, and Award Procedures for Federal Aid Projects Checklist

ACE = Assistant City Engineer

F = File

QCCS = Quality Control Compliance Specialist

APM = Administrative Program Manager

FUTL = Franchise Utility

RAS = Regional Assurance Specialist

CA = Contract Administrator

HPO = Historic Preservation Officer (COS)

REC = Regional Environmental Coordinator (ODOT)

CCPL = City Certification Program Liaison

LAL = Regional Local Agency Liaison (ODOT)

ROW = Right-of-Way (ODOT)

CE = City Engineer

MA = Management Analysis

SPM = Senior Project Manager

CM = City Manager

OCR = Office of Civil Rights

STIP = Statewide Transportation Improvements Program

CON = Contractor

PA = Purchasing Administrator

SUL = State Utility Liaison (ODOT)

COR = Consultant of Record

PC = Project Coordinator

TPM = Transportation Planning Manager

CPM = City Project Manager/Engineer

PI = Project Inspector

UL = Utility Liaison

CSTF = City Staff (Engineering, Operations,

POWN = Property Owner

Checklist Last Updated 7/28/2021

INITIAL	DATE COMPLETE	INITIATED BY	COMPLETED BY	COPY TO		TASK
		CA	CA	APM, CE, CPM	3	Record Bid Opening results on Bid Opening Register
		CA	CA	F	4	Post Preliminary Bid Results to OregonBuys
		CA	CA	F	5	Purchasing Reviews Bid Documents for Compliance Review (Includes First-Tier)
		CA	CA	CPM, CA, PA, F	6	Review all Bids for Responsiveness (Sufficiency, Figures, Revisions, Security, Pre-Bid Meeting, Subcontractor Disclosure Form, Prequalification, Signatures, License/Registrations, and Review Contractor bidders who had to fill out DBE Cert Form No. 734-2785, if DBE project goal is greater than 0%).
		CA	CA	APM, CPM	7	Prepare Bid Tabulation
		CA	CA	APM, CPM, F	8	Route Bid Tabulation for Review and Analysis
STOP DBE Requirements - Submission to OCR Within 2 Days of Bid Opening **STOP**						
		CPM	CA	CPM, LAL, OCR	9	If the DBE Goal is GREATER than 0-percent: A. Civil Rights Bid Notification for Certified Agency Projects (Form No. 734-2848) and Bidder's DBE Commitment Certification/Utilization (Form No. 734-2785) to OCRINFOREQUEST@odot.state.or.us , B. Include any Good Faith Effort documentation submitted by the bidder. OCR will determine whether bidders are responsible to DBE goals greater than zero.
		CPM	CA	CPM, LAL, OCR	10	If the DBE Goal is 0-percent: A. Civil Rights Bid Notification for Certified Agency Projects (Form No. 734-2848)
		CA	CA	F	11	CA Posts Bid Tabulation to OregonBuys
		CA	CA, CPM	F	12	CA Sends pdf of Bid Tabulation (with PM's initials) to LAL
		CPM	CA	All Bidders	13	Mail out Post-Bid DBE letter and Subcontractor Solicitation and Utilization Report (Form 734-2721) with instructions to complete and return to Office of Civil Rights within ten (10) business days of bid opening date.
		CPM	CA	LAL, F	14	Complete Bid Evaluation, Analysis, and Recommendation Memo for ODOT
		CPM	ACE, APM, CE	CA, F	15	Complete After Bid Cost Analysis Sheet and Route for Approvals
		CA	CA	F	16	Return all Bid Documents to Purchasing for Purchasing Review and Contract Award
		PA	PA	F	17	Bid Tabulation posted to City website
		CA	CA	F	18	Complete Bidding portion of the ODOT Advertising, Bid & Award Checklist and QA verification with CCPL
Awarding Contract						
		CA	CA	All Bidders, F	1	Send all bidders "Notice of Intent to Award" Letter.
		CA	CA	F	2	Send Committed DBE Breakdown and Certification (Form No. 734-2531) to Apparent Low Bidder

Advertise, Bid, and Award Procedures for Federal Aid Projects Checklist

ACE = Assistant City Engineer
APM = Administrative Program Manager
CA = Contract Administrator
CCPL = City Certification Program Liaison
CE = City Engineer
CM = City Manager
CON = Contractor
COR = Consultant of Record
CPM = City Project Manager/Engineer
CSTF = City Staff (Engineering, Operations,

F = File
FUTL = Franchise Utility
HPO = Historic Preservation Officer (COS)
LAL = Regional Local Agency Liason (ODOT)
MA = Management Analysis
OCR = Office of Civil Rights
PA = Purchasing Administrator
PC = Project Coordinator
PI = Project Inspector
POWN = Property Owner

QCCS = Quality Control Compliance Specialist
RAS = Regional Assurance Specialist
REC = Regional Environmental Coordinator (ODOT)
ROW = Right-of-Way (ODOT)
SPM = Senior Project Manager
STIP = Statewide Transportation Improvements Program
SUL = State Utility Liaison (ODOT)
TPM = Transportation Planning Manager
UL = Utility Liaison

Checklist Last Updated 7/28/2021

INITIAL	DATE COMPLETE	INITIATED BY	COMPLETED BY	COPY TO		TASK
		CA	CA, PA	F	3	Post Notice of Intent to Award on City Website and OregonBuys
		PA	PA	CA, F	4	Once Purchasing Review is complete protest period 7 days, Purchasing sends Award Letter and Contracts to be executed to Contractor (within 30 days of bid opening).
		CA	CA	CPM, OCR, LAL	5	CA sends the following Documents to OCR and LAL: A. Purchasing's Award Letter B.. Civil Rights Award Notification for Certified Agency Projects (Form No. 734-2849) C. Committed DBE Breakdown and Certification (Form No. 734-2531)
		CA	CA	CPM, LAL, F	6	Submit Award Acceptance Documents to LAL A. Post Bid Financial Spreadsheet B. Program Agreement Estimate (Post-Bid Final Estimate)
		CA	CA	F, LAL, OCR	7	Submit Responsible Bidder Determination Form (with CCB at http://www.ccb.state.or.us/responsiblebidders/search.asp)
		PA	PA	CA, F, PI	8	Purchasing Prints 5 Executed Contract Books and Sends to CA
		CA	CA	CPM	9	CA copies Front End Documents and Prints an additional 5 Contract Books for CPM
		CPM	CPM	LAL	10	CPM scans and creates the contract conforming document, makes copies, manages who gets copies
		CA	CPM	CON, LAL, F	11	Issue Notice To Proceed WITHIN 5 DAYS OF CITY EXECUTING CONTRACT
		CA	CA	OCR, PE, LAL	12	Process BOLI payment (WH-81) - attach copy of First Tier Subcontract Disclosure Form
		CA	CA	CPM, F	13	Complete remaining ODOT Advertising, Bid & Award Checklist and QA verification with CCPL

****STOP****

For projects with a DBE > 0, the OCR will email a pdf copy of the "Approved" Committed DBE Breakdown and Certification Form (Form 2) to be attached to the Pre-Construction Conference Letter.

City of Salem Quality Program Plan

**Attachment No. 8
Civil Rights Tracking Sheet
(City Version)**

Certified Payroll

Project Name

ODOT Key No. ODOT Key Number

Pay Period Ending	3/25/2021				4/1/2021				4/8/2021				4/15/2021				4/22/2021				4/29/	
	Wkd	No Wk	Rec'd	Emp. Intvw	Wkd	No Wk	Rec'd	Emp. Intvw	Wkd	No Wk	Rec'd	Emp. Intvw	Wkd	No Wk	Rec'd	Emp. Intvw	Wkd	No Wk	Rec'd	Emp. Intvw	Wkd	No Wk
Prime Contractor																						
Prime Contractor																						
Subcontractors																						
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0 0																						

Certified Payroll

Project Name

ODOT Key No. ODOT Key Number

Pay Period Ending	2021		5/6/2021		5/13/2021		5/20/2021		5/27/2021		6/3/2021												
	Rec'd	Emp. Intvw	Wkd	No Wk	Rec'd	Emp. Intvw	Wkd	No Wk	Rec'd	Emp. Intvw	Wkd	No Wk	Rec'd	Emp. Intvw	Wkd	No Wk	Rec'd	Emp. Intvw	Wkd	No Wk	Rec'd	Emp. Intvw	
Prime Contractor																							
Prime Contractor																							
Subcontractors																							
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eMEUR MONTHLY REPORTING

Project Name
 ODOT Key No. ODOT Key Number

		1st Note: Date of 1st Note					Contract Completion: Original Contract Completion Date with Extensions: Current Contract Completion Date								
Prime Contractor															
Contract Amount	DATE REC'D	March	April	May	June	July	August	September	October	November	December	January	February	March	
Date Received															
Date to OCR															
CUF															
Work Plan															
		Subcontract # 0					Estimated Start Date: 1/0/1900			Estimated Completion Date:					
		0													
\$0.00	DATE REC'D	March	April	May	June	July	August	September	October	November	December	January	February	March	
Date Received															
Date to OCR															
CUF															
Work Plan															
		Subcontract # 0					Estimated Start Date: 1/0/1900			Estimated Completion Date:					
		0													
\$0.00	DATE REC'D	March	April	May	June	July	August	September	October	November	December	January	February	March	
Date Received															
Date to OCR															
CUF															
Work Plan															
		Subcontract # 0					Estimated Start Date: 1/0/1900			Estimated Completion Date:					
		0													
\$0.00	DATE REC'D	March	April	May	June	July	August	September	October	November	December	January	February	March	
Date Received															
Date to OCR															
CUF															
Work Plan															
		Subcontract # 0					Estimated Start Date: 1/0/1900			Estimated Completion Date:					
		0													
\$0.00	DATE REC'D	March	April	May	June	July	August	September	October	November	December	January	February	March	
Date Received															
Date to OCR															
CUF															
Work Plan															
		Subcontract # 0					Estimated Start Date: 1/0/1900			Estimated Completion Date:					

[TP: 731-0335](#)

ATAR: 731-0294

[MPR: 731-0332](#)

OJT Monthly Reporting

ODOT Apprentice/Trainee Monthly Progress Record

Project Name, ODOT Key No. ODOT Key Number

TRAINEE NAME	_____				CRAFT	_____				
COMPANY	_____									
Start Date:	April	May	May	June	July	August	September	October	November	
No. Hours on Certified Payrolls										
No. Hours on MPR										
Date 731-0332 was Received										
Date Sent to OCR										
Applied to Pay App #										

TRAINEE NAME	_____				CRAFT	_____				
COMPANY	_____									
Start Date:		January	February	March	April	May	June	July	August	
No. Hours on Certified Payrolls										
No. Hours on MPR										
Date 731-0332 was Received										
Date Sent to OCR										
Applied to Pay App #										

TRAINEE NAME	_____				CRAFT	_____				
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City of Salem Quality Program Plan

**Attachment No. 9
Project Preconstruction Procedures for Federal
Aid Projects Checklist**

Project Preconstruction Procedures for Federal Aid Projects Checklist for Pre-Construction

ACE = Assistant City Engineer
APM = Administrative Program Manager
CA = Contract Administrator
CCPL = City Certification Program Liaison
CE = City Engineer
CM = City Manager
CON = Contractor
COR = Consultant of Record
CPM = City Project Manager/Engineer
CSTF = City Staff (Engineering, Operations,

F = File
FUTL = Franchise Utility
HPO = Historic Preservation Officer (COS)
LAL = Regional Local Agency Liaison (ODOT)
MA = Management Analysis
OCR = Office of Civil Rights
PA = Purchasing Administrator
PC = Project Coordinator
PI = Project Inspector
POWN = Property Owner

QCCS = Quality Control Compliance Specialist
RAS = Regional Assurance Specialist
REC = Regional Environmental Coordinator (OD
ROW = Right-of-Way (ODOT)
SPM = Senior Project Manager
STIP = Statewide Transportation Improvements
SUL = State Utility Liaison (ODOT)
TPM = Transportation Planning Manager
UL = Utility Liaison

Checklist Last Updated 7/28/2021

INITIAL	DATE COMPLETE	INITIATED BY	COMPLETED BY	COPY TO	TASK
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Pre-Construction Notification

STOP

For projects with a DBE > 0, the OCR will email a pdf copy of the "Approved" Committed DBE Breakdown and Certification Form (Form No. 2) to be attached to the Pre-Construction Conference Letter. Do NOT send out until approved.

		CA	CA	CON, CPM, LAL, OCR	<div style="background-color: #4b3621; color: white; padding: 5px; text-align: center; font-weight: bold;">1</div> Send out Pre-Con Notification Letter with Copies of Forms Listed in Letter Template
		CON	CON	CA, CPM, F	<div style="background-color: #4b3621; color: white; padding: 5px; text-align: center; font-weight: bold;">2</div> Contractor to submit the following documents no later than 7 days prior to the Pre-Construction Meeting (As Applicable): <ol style="list-style-type: none"> 1. Project Work Schedule and Materials List 2. Curb Ramp Working Drawings 3. Work Containment Plan 4. Erosion & Sediment Control Plan 5. Weed Control Plan 6. Pollution Control Plan 7. Temporary Water Management Plan 8. Approved Temporary Traffic Control Plan 9. City of Salem Required Permits (for Work in the ROW) 10. Migratory Bird Protection Plan 11. Fish Passage Plan 12. Steel Escalation Participation Notice 13. Schedule of Values for Lump Sum Items 14. Proposed breakdown for payment of lump sum items. 15. OJT Training Program Form (Form No. 731-0335) if applicable

Project Preconstruction Procedures for Federal Aid Projects Checklist for Pre-Construction

ACE = Assistant City Engineer
APM = Administrative Program Manager
CA = Contract Administrator
CCPL = City Certification Program Liaison
CE = City Engineer
CM = City Manager
CON = Contractor
COR = Consultant of Record
CPM = City Project Manager/Engineer
CSTF = City Staff (Engineering, Operations,

F = File
FUTL = Franchise Utility
HPO = Historic Preservation Officer (COS)
LAL = Regional Local Agency Liason (ODOT)
MA = Management Analysis
OCR = Office of Civil Rights
PA = Purchasing Administrator
PC = Project Coordinator
PI = Project Inspector
POWN = Property Owner

QCCS = Quality Control Compliance Specialist
RAS = Regional Assurance Specialist
REC = Regional Environmental Coordinator (OD
ROW = Right-of-Way (ODOT)
SPM = Senior Project Manager
STIP = Statewide Transportation Improvements
SUL = State Utility Liaison (ODOT)
TPM = Transportation Planning Manager
UL = Utility Liaison

Checklist Last Updated 7/28/2021

INITIAL	DATE COMPLETE	INITIATED BY	COMPLETED BY	COPY TO	TASK
					16. Apprentice/Trainee Approval Request (Form No. 731-0294) if applicable
					17. Contractor's Request for all Subcontract's Consent (Form No. 734-1964)
					18. DBE Work Plan Proposal, Form 3A (form 734-2165A)
					19. Quality Control Plan & Proposed Quality Control Personnel and Materials Form (734-2602)
					20. Safety Questionnaire for Contracted Construction Projects (Form std96002)
		CA	CPM	LAL, OCR, REC	3 Prepare Draft Pre-Con Agenda and Send Draft to the LAL, Environmental Specialist, and OCR Field Coordinator and CPM for Review.
		CA	CPM	ALL	4 Finalize Agenda for Distribution and Create Attendee Sign-in Sheet
		QCCS/CA	CA	RAS, PE, LAL	5 Prepare a Quality & Quantity Guide and Send to RAS for Review and Approval
		CA	CA	QCCS	6 Prepare Test Summary Sheets for QCCS
		CA	CA	F	7 Prepare Quality and Quantity Binders to match Bid Items.
		CA	CA	CPM, OCR, LAL	8 Schedule Internal Pre-Con Meeting with OCR to review subcontracts and DBE commitments. (normally it takes place 30 min. before project precon)
		CA	CA	CPM, CCPL, LAL, DBE, CON	9 Schedule Pre-Con Meeting with LAL, OCR Field Coordinator, RAS, Environmental Coordinator, Contractor, Subcontractors, Project Inspectors, and Technicians

****PAUSE** PRE-CONSTRUCTION MEETING MUST BE HELD WITHIN 30 DAYS OF NOTICE TO PROCEED AND PRIOR TO ANY WORK BEING PERFORMED**

Pre-construction Meeting

		CA	CA	F	1 Record Audio of the Meeting
		CA	CA, CPM	CPM	2 Draft Meeting Minutes for CPM Review
		CA	CA	ALL, F	3 Finalize Meeting Minutes and Distribute to all Attendees
		CA	CA	CPM	4 Confirm the inspector and QCCS staff are properly certified for the project and are updated with ODOT's current QCCS Handbook.

Project Preconstruction Procedures for Federal Aid Projects Checklist for Pre-Construction

ACE = Assistant City Engineer
APM = Administrative Program Manager
CA = Contract Administrator
CCPL = City Certification Program Liaison
CE = City Engineer
CM = City Manager
CON = Contractor
COR = Consultant of Record
CPM = City Project Manager/Engineer
CSTF = City Staff (Engineering, Operations,

F = File
FUTL = Franchise Utility
HPO = Historic Preservation Officer (COS)
LAL = Regional Local Agency Liason (ODOT)
MA = Management Analysis
OCR = Office of Civil Rights
PA = Purchasing Administrator
PC = Project Coordinator
PI = Project Inspector
POWN = Property Owner

QCCS = Quality Control Compliance Specialist
RAS = Regional Assurance Specialist
REC = Regional Environmental Coordinator (OD
ROW = Right-of-Way (ODOT)
SPM = Senior Project Manager
STIP = Statewide Transportation Improvements
SUL = State Utility Liaison (ODOT)
TPM = Transportation Planning Manager
UL = Utility Liaison

Checklist Last Updated 7/28/2021

INITIAL	DATE COMPLETE	INITIATED BY	COMPLETED BY	COPY TO	TASK
		CA/CON/QCCS	CPM	LAL, RAS, F	5 Complete Quality Assurance & Contract Administration Plan (Form No. 734-5033)
		CA	CA, CCPL, CPM	F	6 Completes Sections A and D of the ODOT Construction & Contract Administration Checklist and QA by CCPL.

City of Salem Quality Program Plan

Attachment No. 10
Project Construction Procedures for Federal
Aid Projects Checklist

Project Preconstruction Procedures for Federal Aid Projects Checklist for Construction

ACE = Assistant City Engineer
APM = Administrative Program Manager
CA = Contract Administrator
CCPL = City Certification Program Liaison
CE = City Engineer
CM = City Manager
CON = Contractor
COR = Consultant of Record
CPM = City Project Manager/Engineer
CSTF = City Staff (Engineering, Operations,

F = File
FUTL = Franchise Utility
HPO = Historic Preservation Officer (COS)
LAL = Regional Local Agency Liaison (ODOT)
MA = Management Analysis
OCR = Office of Civil Rights
PA = Purchasing Administrator
PC = Project Coordinator
PI = Project Inspector
POWN = Property Owner

QCCS = Quality Control Compliance Specialist
RAS = Regional Assurance Specialist
REC = Regional Environmental Coordinator (OC
ROW = Right-of-Way (ODOT)
SPM = Senior Project Manager
STIP = Statewide Transportation Improvements
SUL = State Utility Liaison (ODOT)
TPM = Transportation Planning Manager
UL = Utility Liaison

Checklist Last Updated 7/28/2021

INITIAL	DATE COMPLETE	INITIATED BY	COMPLETED BY	COPY TO	TASK
Construction					
		CPM	CPM	F, CON, LAL	1 Issue FIRST NOTIFICATION (Form No. 734-3233) PRIOR to any field work
		ODOT	CA, APM, CPM	F, LAL	2 Complete Quarterly Reports as Requested (Form No. 734-5034)
Submittals					
		CON	CON	CA, CPM, F	1 Submit all required construction submittals
		CPM	CPM, CA	F, PI	2 Review submittals and approve when ready. Return 1 copy to Contractor.
Quality Documentation					
		CA	QCCS	CPM, F	1 Create Non Field Tested Materials Guide for all Bid Items
		CON	CON	F, CPM	2 Submit Material Certifications (Form No. 734-2126) for Certificate of Materials Origin
		PI	PI	CPM, F	3 Complete Material Delivery Record and Tally Sheet (Form No. 734-2792)
		CA/CON	CA,PI	F,CPM	4 Obtain material Testing Documents
		CON	CPM	PM, F, QCCS	5 Small Quantity Acceptance request.
		CPM	CPM	F	6 CPM reviews small Quantity guidelines and ODOT quality assurance program.
		CON/PI/CPM	PI	F, CPM	7 Complete Foreign Steel Summary (Form No. 734-1968), if applicable
		QCCS	CA, QCCS	F	8 Complete Test Summary for Field Tested Materials (B) (Form No. 734-1902B)
		QCCS/PI	CA, PI	F	9 Complete Test Summary for Non-Field Tested Materials (A) (Form No. 734-1902A)
		QCCS/PI	CA, QCCS	F	10 Complete Test Summary for Field Tested Concrete Materials (B-QA) (Form No. 734-1902B-QA)
Field Work and Field Reports					
		CPM	CPM	F, CON, QCCS	1 Complete Pre-Paving Conference (Form No. 734-2601)
		CON	CON	F, CPM	2 All Daily Traffic Control Reports (Form No. 734-2474), have been received and logged
		PI	PI	F, CPM	3 Complete City's General Daily Progress Report
		CON	CON	F, CPM	4 All Weekly Erosion Control Monitoring (Form No.'s 734-2361), have been received and logged

Project Preconstruction Procedures for Federal Aid Projects Checklist for Construction

ACE = Assistant City Engineer
APM = Administrative Program Manager
CA = Contract Administrator
CCPL = City Certification Program Liaison
CE = City Engineer
CM = City Manager
CON = Contractor
COR = Consultant of Record
CPM = City Project Manager/Engineer
CSTF = City Staff (Engineering, Operations,

F = File
FUTL = Franchise Utility
HPO = Historic Preservation Officer (COS)
LAL = Regional Local Agency Liason (ODOT)
MA = Management Analysis
OCR = Office of Civil Rights
PA = Purchasing Administrator
PC = Project Coordinator
PI = Project Inspector
POWN = Property Owner

QCCS = Quality Control Compliance Specialist
RAS = Regional Assurance Specialist
REC = Regional Environmental Coordinator (OC
ROW = Right-of-Way (ODOT)
SPM = Senior Project Manager
STIP = Statewide Transportation Improvements
SUL = State Utility Liaison (ODOT)
TPM = Transportation Planning Manager
UL = Utility Liaison

Checklist Last Updated 7/28/2021

INITIAL	DATE COMPLETE	INITIATED BY	COMPLETED BY	COPY TO	TASK
Construction					
		CA	CA	F	5 Submit Erosion Control Monitoring Form to EPSC Manager
		PI	PI	F, CPM, CON	6 Complete City's Flagger and Pilot Car Receipt Form
		PI	PI	F, CPM	7 Complete Field Inspection Report (Form No. 734-2605) Pay note
		PI	PI	F, CPM	8 Complete Applicable Curb Ramp Inspection Form (Form 734-5020 series)
		PI	PI	F, CPM	9 Complete Environmental Construction Inspection Report (Form No. 734-2902)
		CPM	CPM, CA,PI	F, CON	10 Conduct Final Inspection and report correction items to Contractor
Payroll, DBE Information					
		CON	CA	F	1 All Weekly Certified Payroll BOLI (WH-38) forms have been received, checked, and logged
		CON	CA	F, OCR	2 All monthly eMEURS have been received, forwarded to OCR, and logged
		CA	CA, CPM	F, OCR	3 Complete and Submit the DBE Commercially Useful Function Form 3B (Form No. 734-2165) for all DBE's on project
		CON	CA	F, CPM, OCR	4 Submit Daily DBE Trucking Form 734-2916
		CON	CA	F, CPM, OCR	5 All Monthly Paid Summary Report of Subcontractors (Form No. 734-2882), have been received and logged
		CA	CA, PI	F	6 Complete Employee Interview Report (Form No. 734-3475) for ALL contractors and subcontractors)
		CON	CA	F	7 Review Weekly Certified Payroll
		CON	CA	F, OCR	8 Review Monthly Employee Utilization Repot Form No. 731-0668
Contract Payments					
		CON	CA	F, CPM	1 Submit Apprentice/Trainee Monthly Progress Report (Form No. 734-2879) if applicable
		PI	CA	CPM, F	2 Complete Weekly Installation Sheet / Pay Note for installed bid items (Form No. 734-2605)
		CA	CA	F	3 Quality Documentation verification for installed bid items
		CA	CPM, PI	F, CON	4 Prepare Monthly Pay Estimate
		CA	CA PI	LAL, F	5 Request QCCS Review
		CA	RAS	CPM, ACE, LAL, CA, F	6 Complete ODOT Ras Completion Strategy And Action Plan, if applicable. RAS Auditor will sign off on form 734-1903. Supporting Form 734-2704 may be required also of PM.

Project Preconstruction Procedures for Federal Aid Projects Checklist for Construction

ACE = Assistant City Engineer
APM = Administrative Program Manager
CA = Contract Administrator
CCPL = City Certification Program Liaison
CE = City Engineer
CM = City Manager
CON = Contractor
COR = Consultant of Record
CPM = City Project Manager/Engineer
CSTF = City Staff (Engineering, Operations,

F = File
FUTL = Franchise Utility
HPO = Historic Preservation Officer (COS)
LAL = Regional Local Agency Liason (ODOT)
MA = Management Analysis
OCR = Office of Civil Rights
PA = Purchasing Administrator
PC = Project Coordinator
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QCCS = Quality Control Compliance Specialist
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SPM = Senior Project Manager
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Checklist Last Updated 7/28/2021

INITIAL	DATE COMPLETE	INITIATED BY	COMPLETED BY	COPY TO	TASK
Construction					
Schedule Management					
		CON	CON	F, CPM	1 Submit monthly Construction updates
		CPM	CPM	F, CA, CON	2 Reviews schedule and responds as necessary
		CON	CON	F, CPM	3 Request for extension of Contract Time, if necessary
		CPM	CPM, CA	F, CON	4 Suspend / Resume work letter if necessary
Engineer Directives & Change Orders					
		CPM	CPM,CA,PI	F, CON,CPM	1 Engineer Directives (ED's) & Change Orders (CO's) (obtain internal approval if over \$10,000)
		CON	CPM		a. Receive written substantiating information concerning changed or differing site conditions
		CPM	CPM		b. Review SOP
		CPM	CPM	CA, F	2 Prepare Independent Cost Estimate for additional work and contract time adjustment/time justification, and updated Project Budget Summary for budget assurances.
		CPM	CPM	CA, F	3 Prepare CO Evaluation and Budget Assurance Forms. Review approval authority matrix (Form 734-5191.)
		CPM	CPM	CA, F	4 Reviews and Compares Contractor's Change Order Work Proposal:
					a. If similar, CPM prepares Engineer's Directive (CPM obtains City Engineer approval if cost > \$10,000)
					b. If there is a significant difference, CPM re-negotiates with Contractor obtains agreement for T&M work.
		CPM	CPM	CA	5 Prepare, Execute, and Distribute Change Orders
		CPM	CPM	CA	1. Prepare and send standard CO Email with supporting ED and documentation
		CA	CA	CPM	2. Draft CO and return to CPM for review.
		CPM	CPM	CA	3. CPM reviews and approves for final document.
		CPM	CPM	CA, F	6 Verify BMP Removals
		CON	CA	F, CPM, LAL	7 Submit and Process Request for Release of Retainage for Subcontract Work (Form No. 734-2510), if necessary

Project Preconstruction Procedures for Federal Aid Projects Checklist for Construction

ACE = Assistant City Engineer
APM = Administrative Program Manager
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CCPL = City Certification Program Liaison
CE = City Engineer
CM = City Manager
CON = Contractor
COR = Consultant of Record
CPM = City Project Manager/Engineer
CSTF = City Staff (Engineering, Operations,

F = File
FUTL = Franchise Utility
HPO = Historic Preservation Officer (COS)
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INITIAL	DATE COMPLETE	INITIATED BY	COMPLETED BY	COPY TO	TASK
Construction					
		CPM	CPM/PI/CA	F, LAL, CON	8 Complete final inspection and generate punch list items.
		CPM	CPM, CA	F, CON, LAL, OCR	9 Issue 2ND NOTIFICATION (Form No. 734-3233) following notification from Contractor and verification by Inspector

City of Salem Quality Program Plan

Attachment No. 11
Project Closeout Procedures for Federal Aid
Projects Checklist

Project Closeout Procedures for Federal Aid Projects Checklist for Close Out

ACE = Assistant City Engineer
APM = Administrative Program Manager
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Checklist Last Updated 7/28/2021

INITIAL	DATE COMPLETE	INITIATED BY	COMPLETED BY	COPY TO	TASK
Project Closeout					
		CPM	CPM/PI/CA	F, LAL, CON	1 Complete punch list items, final inspection by Inspector.
		CA	CA	CPM	2 In FIMS, run consultant invoice tracking report
		CA	CA	CPM	3 Verify Consultant PSR's received and submitted to ODOT Civil Rights.
		CPM	CPM	F, LAL	4 Submit Recommendation of Project Acceptance (Form No. 734-1384)
		CPM	CPM	F, LAL	5 Submit Final Quarterly Report (Form No. 734-5034)
		CPM	CA	F, LAL	6 Issue Final Completion Notification to Contractor
		CPM	CA	F, CON	7 Complete Acceptance Sheet
		CA	CA	F, MA	8 Enter Final Payment information into Project Status
		CPM	CPM, CA	F, LAL, OCR	9 Complete Project Manager's Labor Compliance Certification (Form No. 734-1734)
		CPM	CPM	F, LAL	10 Complete Final Materials Certification (Form No. 734-1979)
		CPM	CPM	F, LAL	11 Complete Foreign Steel Summary (Form No. 734-1968) - include copies of applicable CMO's
		CA	CA	F, MA	12 Update Project Status (Final Inspection Date, Punch List, Acceptance Sheet)
		CPM	CA	F, CON, LAL	13 Complete Acceptance Letter and Acceptance Certificate
		CA	CA	CA, F	14 Fill out Construction & Contract Administration Checklist.
		CPM	CPM	F	15 Complete As-Built survey (as needed) and As Constructed Plans.
		CPM	CPM	F	16 Obtain CAD drawings from the Consultant
		CPM	CPM	F	17 Obtain permit closeouts, storm water permit, flood plain, and 404.
		CPM	CA	F, LAL	18 Submit As Constructed Plans to ODOT
		CPM	CPM	F, APM	19 Prepare Final Project Budget Summary
		CPM	CA	F, LAL	20 Submit final billings to ODOT within 45 day of Construction Contract Completion
		CPM	CPM, CON	CA, LAL, F	21 Verify Landscape Establishment is Complete.
		CPM	CPM	CON, F, LAL	22 Issue THIRD NOTIFICATION (Form No. 734-3233)

Project Closeout Procedures for Federal Aid Projects Checklist for Close Out

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Checklist Last Updated 7/28/2021

INITIAL	DATE COMPLETE	INITIATED BY	COMPLETED BY	COPY TO	TASK
Project Files and Records					
		CA	CA	F, LAL	1 Verify copies of all Daily Inspection Forms
		CA	CA	F, CON, LAL	2 Verify copies of Quantity documentation forms
		CA	CA	F, CON, LAL	3 Verify copies of Material invoices
		CA	CA	F, LAL	4 Verify copies of Quality documentation
		CA	CA	F, LAL	5 Verify copies of Material origins
		CA	CA	F, LAL	6 Verify copies of control records
		CA	CA	F, LAL	7 Verify copies of Project diary
		CA	CA	F, LAL	8 Verify copies of Erosion Control reports
		CA	CA	F, CON, LAL	9 Verify copies of Temporary protection and direction of traffic reports
		CA	CA	F, CON, LAL	10 Verify copies of Final materials certification
		CA	CA	F, LAL	11 Verify copies of Foreign steel summary form
		CA	CA	F, LAL	12 Verify copies of warranties
		CA	CA	F, LAL	13 Verify copies of all test results
		CA	CA	F, LAL	14 Scan all "Hard Copy" documentation into Laserfiche, Create DVD for Central File