

Overview of Policies and Procedures

DEPARTMENT POLICY AND PROCEDURES CONCERNING COMMUNICATIONS WITH CONSULTANTS

The Department utilizes the Consultant Services Page of the ODOT Website as the official means of communications with Consultants for the following activities:

- I. Project notifications including local government projects.
- II. Historical records of selection activities.
- III. Announcements concerning Department policies and issues of general interest to the Consultant community.
- IV. Prequalification procedures including a listing of currently prequalified Consultants.
- V. Transmittal of official documents.
- VI. Proposal cost summary spreadsheets, standard task lists and Invoice and Project Schedule (IPS) forms.
- VII. Who to call in Consultant Services
- VIII. Miscellaneous general information

These communications are described in further detail below.

I. PROJECT NOTIFICATIONS

The Department utilizes the Internet Web Page to notify Consultants that the Department (or a local government) plans to utilize the services of a Consultant for a specific project and is requesting Letters of Interest from Consultants interested in providing such services. Such notifications will generally include:

1. Project designation;
2. Work Type (Project Development, Bridge Inspection, Task Order etc.) and if applicable, PDP Steps included in the agreement;
3. PID No.;
4. Response due date;
5. Description of DBE or EDGE goal if any
6. A brief project description;
7. Estimated Construction Cost;
8. Maximum Net Fee percentage;
9. The required level of prequalification;
10. Anticipated date for authorization to proceed;
11. Time of completion;
12. The addressee for the Letter of Interest;
13. Instructions for Response to ODOT Requests for Services;
14. Scope of Services document.

Project notifications for ODOT and local government projects are posted each Monday and remain posted until the due date under the headings ODOT Postings and Local Government Postings.

Should the Monday be a State holiday, the file will be posted the preceding Friday.

II. HISTORICAL SUMMARY OF DEPARTMENT SELECTIONS

The Department provides an historical record of consultant selection activities in the file Previous ODOT Consultant Selections. Consultant selections will be posted as they occur and will remain posted for at least one (1) month.

III. ANNOUNCEMENTS

Announcements concerning Department policies and issues of general interest to the Consultant community are posted each Monday (Monday postings may be made on Friday after 3:00 pm). Should the Monday be a State holiday, the file will be posted the preceding Friday.

IV. CONSULTANT PREQUALIFICATION

This heading includes listings of firms currently prequalified with the Department broken down by environmental, design and right of way acquisition services designated with DBE or EDGE status, the Consultant Prequalification Manual, and a schedule of training courses required for prequalification.

V. OFFICIAL DOCUMENTS

The Department utilizes the Internet as the official means of transmitting the following documents and any updates thereto:

1. Specifications for Consulting Services
2. Consultant Prequalification Requirements and Procedures
3. Consultant Contract Administration Manual
4. Consultant Evaluation System (CES) Users Manual
5. Consultant Audit Circulars

The most current document will be posted.

VI. PROPOSAL COST SUMMARY FORMS, TASK LISTS AND IPS FORMS

The Department provides standard proposal, task list and invoice and project schedule (IPS) forms for both major and minor Project Development Process projects. A separate proposal form is provided for subsurface investigations. These spreadsheet applications are provided in Microsoft EXCEL format.

VII. WHO TO CALL IN CONSULTANT SERVICES

This file includes a current listing of the people responsible for various functions within the Office of Consultant Services, and their telephone numbers and e-mail addresses.

VIII. GENERAL INFORMATION

The Department will provide information (periodically) to clarify policy changes. These files will be held until felt by the Department a clear understanding is met.