Fast Facts for Successful LPA Project Administration

Ohio is fortunate to have the flexibility to allow local jurisdictions to administer transportation projects through the federal-aid process. It is important that the Local-let Program and individual projects maintain a high level of compliance with federal, state, and local requirements. ODOT has compiled a list of the top findings in this year’s reviews and identified process improvements that can lead to successful administration of an LPA project…and successful project reviews!

Utilization of Federal SAM’s website and State Findings for Recovery

LPAs are required to check the System for Award Management (SAM.gov) database prior to award to ensure the lowest and best bidder is not suspended or debarred from participating on Federal aid projects. The Ohio Auditor of State’s website (ohioauditor.gov/findings) should be checked as well for unresolved findings. Having a documented process ensures this step is being completed prior to awarding the project. The process should include printing the results, signing and dating, and incorporating in the project file.

Ensuring the Prime Contractor retains at least 30% of the original bid contract amount

LPAs must ensure that the Prime Contractor retains at least 30% of the original bid contract amount. If the agreement between the LPA and the Prime Contractor states a differing percentage, that percentage must be met, but the requirement is at least 30%. Model processes would include checking the percentage of work to be performed by the Prime Contractor prior to awarding the project, as well as periodically checking throughout the life of the project. This ensures that if there is an anticipated issue with the Prime Contractor meeting their required percentage, there is time to address and resolve the issue prior to project completion. The onus should be on the Prime Contractor to provide the information to the LPA.

Bid opening, review, and award process

A written process for bid opening, review and project awards is required to ensure federal and state regulations are met. Having a written process also helps outline the expectations of all parties involved in the bid and award process. The process should address items such as the advertising period, bid opening date and time, review of the bid submissions, pre-award procedures, award procedures, and post award procedures. The processes for checking the SAM’s website, the Auditor of State’s unresolved findings, and ensuring the Prime Contractor retains 30% of the original bid contract amount can be included in this process, rather than having separate processes for each.

Complete daily diaries

Daily diaries are an integral part in contract administration. Accuracy and details in the daily diaries help protect the LPA against potential contractor claims, disputes, and project audits/reviews. Complete daily diaries should include information such as all work (or lack of work) performed, equipment used, personnel, hours worked, pay quantities, inspections, prevailing wage, EEO, DBE, weather, on-site decisions, force account work, testing, and compliance issues. They should also be signed and dated by the inspector.