

LPA Procedures for Announcement of Available Contracts

This section of ODOT's Website is provided to assist local governments in complying with the consultant selection procedures required by ODOT's Manual of Procedures for Locally Administered Transportation Projects (Manual), and Federal Highway Administration (FHWA) requirements set out in 23 CFR 172, (specifically 23 CFR 172.7 Procurement Methods and Procedures). The procurement of engineering and design related services funded by FAHP funds must comply with these requirements, whether the project is Local Let or ODOT Let. ODOT's Website must be used for announcement of available contracts, and the content of announcements must comply with the requirements of 23 CFR 172.

In order to assist local governments with compliance, ODOT has developed sample project announcements for the following selection procedures:

1. Programmatic Selection Process

The Programmatic Selection Process is a one-step selection process intended to shorten the selection/authorization process for non-complex projects while reducing paperwork and administrative costs. In this process consultants are selected based on standard letter of interest content and a standard Selection Rating Form. A Programmatic Selection Announcement specific to construction inspection/administration agreements is also provided based on specific letter of interest content for these agreements.

2. Technical Proposal Selection Process

The technical proposal selection process is a two-step process intended for use on larger, more complex projects for which a more informed selection decision can be made based on additional information received through the submittal of a (more elaborate) Technical Proposal, and/or presentations/interviews. The Technical Proposal Selection Process is appropriate to use under the following circumstances:

- a. Complex projects involving multiple PDP steps and multiple disciplines including planning, environmental and design services.
- b. Projects that include complex project management challenges in which the role of the consultant project manager will be crucial to project success, and may require extensive public involvement activities.
- c. Specialized services for which the Department has limited experience and performance records for past projects.
- d. Generally, any project for which Programmatic Selection Process does not provide sufficient information to make a well informed selection decision.
- e. The technical proposal selection process includes the initial submittal of a letter of interest similar to the Programmatic Selection Process, and then "shortlisting" to at least three of the most highly qualified firms. The standard letter of interest content may be revised to include increased page limits and project specific content. The shortlisted firms are then required to submit additional written information (technical proposal) and/or participate in additional discussions or presentation/interview. The content of the technical proposal and the format of interviews can be tailored to fit the requirements of specific projects.
- f. Discussions, if required by the RFP, may be written, by telephone, video conference, or by oral presentation/interview and shall be with at least three of the most highly qualified consultants to clarify the technical approach, qualifications, and capabilities provided in response to the RFP.

- g. The process for shortlisting at least three consultants is identical to that of the Programmatic Selection Process. The final selection of a single consultant also follows the same process but considers the written technical proposal and/or presentation/interview along with the initial letter of interest.

The following sample documents are provided:

[Programmatic Selection Process Announcement](#)

[Programmatic Selection Process Announcement – Construction Inspection/ Administration and Scope of Services](#)

[Technical Proposal Selection Process Announcement](#)

Procedures for Posting Project Announcements on ODOT’s Website

1. Prepare the announcement in a word processing format using the sample documents provided.
2. Send the document as an E-mail attachment along with any specific instructions for posting to the following E-mail address: lpa.consultant@dot.ohio.gov
3. ODOT will post the announcement under the heading “Local Government Project Notifications, Consultant Requests for Letters of Interest” on the Consultant Services page of ODOT’s Website:
<http://www.dot.state.oh.us/divisions/Engineering/consultant/Pages/default.aspx>

Project announcements are posted each Monday and remain posted until the due date. Documents should be received **by 4:00pm on the previous Wednesday** for a Monday posting.