



# Linn County Road Department

*Providing safe and efficient transportation to  
citizens and visitors of Linn County.*

## LINN COUNTY ROAD DEPARTMENT CERTIFIED AGENCY MANUAL

### INTRODUCTION

The Linn County Road Department Certified Agency Manual was developed by Engineering Services of the Linn County Road Department. This manual has been used for the delivery of a number of federally funded projects during the past few years.

During the past few years Engineering Services of the Linn County Road Department has provided Project Development; Engineering Design Project Management, Road Design; Bridge Design; Direct Procurement for Small Contracts for Engineering Services; Contract Specifications and Engineering plans; Advertisement, Bid and Award; Construction Engineering; and Construction Management and Construction Inspection for the following list of projects that were federally funded through the Oregon Department of Transportation:

- City of Brownsville Gateway Improvement Project (Delivered for the City of Brownsville)
- City of Scio Pedestrian Bridge (Delivered for the City of Scio)
- Mad Creek Gates Bridge East Bridge Project
- Crabtree Creek Gilkey Road Bridge Replacement Project
- Hamilton Creek Upper Berlin Road Bridge Replacement Project
- Calapooia River Linn West Drive Bridge Replacement Project
- Calapooia River McClun Road Bridge Replacement Project
- Short Covered Bridge Rehabilitation Project
- Hoffman Covered Bridge Rehabilitation Project
- Hannah Covered Bridge Rehabilitation Project
- Larwood Covered Bridge Rehabilitation Project


All projects were delivered within budget. On average, these projects were delivered approximately 30% under the original federally funded cost estimate that was included in the Intergovernmental Agreement for that project.

Linn County became a "Certified Agency" through the Oregon Department of Transportation's Certified Agency Program in August, 2014.

Access to this manual is provided to promote and encourage the development of a Certified Agency Program by other local agencies in Oregon.

If you have any questions, please contact Engineering Services.

Regards,

  
Chuck Knoll, PE  
Linn County Engineer

December 17, 2014

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### 1. PROGRAM MANAGEMENT

- Quality Control Plan for Federal-Aid Projects, Linn County Road Department
- <sup>2</sup>Linn County Road Department Contract and Construction Administration Quality Control Plan
- ODOT Local Agency FHWA Projects Certification Acceptance Interview Form
- Local Agency Certification Agreement, Agreement No. 26463, April 9, 2010

Note: Linn County's Certification Program follows the Local Agency Guidelines (LAG) Manual. Since this manual is often updated, the specific documents pertaining to each section are not referenced for each section or included in this manual. Rather, Linn County follows the manual by this reference.

### 2. PHASE I - CONSULTANT SELECTION

- Consultant Selection Interview Form
- Policy and Guidance for Obtaining Professional, Technical, and Expert Services Contracts by Direct Procurement, Linn County Road Department - Engineering Services

Note: This document was submitted to and accepted by ODOT Procurement and the Certified Agency Program Manager. Linn County will only complete consultant selection by Direct Appointment. Consultant selection above that required of direct appointment will be done through ODOT's Consultant Qualification Based Selection Process for federally funded projects administered through ODOT.

- Criteria for Consideration in the election of Professional Engineering Support Services
- Contract for Professional Services- Linn County Example

### 3. PHASE II - ROADWAY DESIGN

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- Letter of Public Interest Finding - Linn County Example Letter
- Linn County Section 00100 Boiler plates to the 2008 ODOT Standard Specifications (Sections 00110, 00120, 00130, 00140, 00150, 00170, 00180, and 00195)
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- Checklist for Final Bridge Plans, Specifications, and Estimate - Linn County Checklist

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- Review of Bids, Determination of Responsive Bid, and Recommendation to Award Contract - Confidential Memo - Linn County Example is kept on file as a confidential document
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- Certified local Public Agency Project Delivery Checklist, Advertising, Bid and Award Checklist - See LAG Manual for Current Copy
- <sup>1</sup>Linn County Public Contracting Rules Summary

## 8. PHASE VI - CONSTRUCTION CONTRACT ADMINISTRATION

- Construction Contract Administration Interview Form
- <sup>2</sup>Contract and Construction Administration Procedures Checklist for Federal Aid Projects - Located in the Appendix of the Contract & Construction Administration Quality Control Plan

8. PHASE VI - CONSTRUCTION CONTRACT ADMINISTRATION (Continued)

- ODOT Standard Specifications and Special Provisions Submittals
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- Preconstruction Conference Attendance Sheet - Linn County Example
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- Certified Local Agency Construction & Contract Administration Checklist - See LAG Manual for current copy

9. CIVIL RIGHTS AND DBE/EEO

- <sup>2</sup>Civil Rights Procedures Checklist for Federal Aid Projects - Located in the Appendix of the Contract & Construction Administration Quality Control Plan
- Linn County Road Department, Title VI of the Civil Rights Act & Federal Nondiscrimination Programs, Program Management Guidance Document 2011 - Under separate cover

Updates:

<sup>1</sup>April 1, 2014 - Linn County document examples added

<sup>2</sup>April 28, 2014 - Document title change