

## **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). The documents and procedures may also be used for local government projects other than the local let program. The Manual requires that ODOT's Website be used for announcement of available contracts, and specifies the content of announcements.

ODOT has developed sample project announcements for a one step 'programmatic' selection process and a two step technical proposal selection process. These documents are designed to comply with the requirements set out in the Manual, but must be edited by the LPA to reflect the type of services and character of the specific project. LPAs may revise the selection procedures and selection rating criteria but still must comply with the Manual.

The following sample documents are provided (click to download):

**[Programmatic Selection Process Announcement](#)**

**[Technical Proposal Selection Process Announcement](#)**

**[Selection Notification/ Request for Technical Proposals](#)**

For use in the technical proposal selection process, a sample letter requesting technical proposals from short listed firms. Technical proposal content and selection rating form are included.

### **Procedures for Posting Project Announcements on ODOT's Website**

1. Prepare the announcement in a word processing format using the sample documents provided above, or other format that complies with the requirements of the Manual.
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.state.oh.us](mailto:lpa.consultant@dot.state.oh.us)
3. ODOT will post the announcement under the heading "Local Government Postings" (<http://www.dot.state.oh.us/CONTRACT/Consult/PDF/lpa.pdf>) on the Consultant Services page of ODOT's Website.

Project announcements are posted each Monday and remain posted until the due date. Documents should be received by the previous Wednesday for a Monday posting.