BRIDGE DESIGN QUALIFICATIONS

EVALUATION CHECKLIST?/FORM?

# STAFFING REQUIREMENTS

For a certified LPA to deliver a Bridge Design project that will be designed primarily in-house, the LPA must staff the project with at least two of the following to design, oversee, and administer the project:

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| --- | --- |
| **Qualified Agency Bridge Lead**: An in-house staff member who represents the certified LPA in the delivery of a project containing bridge(s) and/or other transportation related structure(s) and who has all of the following qualifications: | **Meets Criteria****Y/N** |
| Licensing | Possesses a professional license as a civil or structural engineer in the State of Oregon. | Staff Name(s) PE #(s)  |  |
| Scoping | Provided consultation and expertise in project scoping in the area of bridges. | List example project names for the named staff, project locations, and the year(s) of work performed:  |  |
| Design or Design Checker | Performed the duties of a Bridge Designer or Bridge Design Checker on a **minimum of 3** **bridge designs**. The requisite bridge designs shall have been executed in accordance with the AASHTO standards. * As a bridge designer, the individual shall have been directly responsible for the development of design calculations, drawings, specifications, and contract documents, and review of shop drawings related to a specific bridge design.
* As a Bridge Design Checker, the individual shall have been responsible for performing a full technical check of the structural design calculations, drawings, specifications, and contract documents.
 | List project examples with a minimum of 3 bridge designs and the named staff’s role and relevant activities performed on each bridge design:  |  |
| Design Reviewer | Performed the duties of a Bridge Design Reviewer on a **minimum of 2** **bridge projects**. The requisite bridge designs shall have been executed in accordance with the AASHTO standards. As a Bridge Design Reviewer, the individual shall have been directly responsible for reviewing work and deliverables prepared by the Bridge Designer/Bridge Design Checker and ensured that work was progressing in a manner to meet project schedule and budget requirements. | List project a minimum of 2 project examples and the named staff’s role and relevant activities performed on each project:  |  |
| Consultant Selection | Participated in qualifications-based procurement and selection processes for architectural and engineering (A&E) consultant services for bridge design on a **minimum of 2 projects**. | List project a minimum of 2 project examples and the named staff’s role and relevant activities performed on each project:  |  |
| **Qualified Bridge Design:** An in-house staff member who represents the Agency in the delivery of a Bridge Design project and who has all of the following qualifications: | **Meets Criteria****Y/N** |
| Licensing | Possesses a professional license as a civil or structural engineer in the State of Oregon. | Staff Name(s) PE #(s)  (Deleted if already stated above) |  |
| Design, Design Checker, Design Review | Performed the duties of a Bridge Designer or Bridge Design Checker on a **minimum of 2** **bridge designs**. The requisite bridge designs shall have been executed in accordance with the AASHTO standards. * As a bridge designer, the individual shall have been directly responsible for the development of design calculations, drawings, specifications, and contract documents, and review of shop drawings related to a specific bridge design.
* As a Bridge Design Checker, the individual shall have been responsible for performing a full technical check of the structural design calculations, drawings, specifications, and contract documents.
* As a design reviewer, the individual shall have performed the duties of a Bridge Design Reviewer on a minimum of 2 bridge projects. The requisite bridge designs shall have been executed in accordance with the AASHTO standards. As a Bridge Design Reviewer, the individual shall have been directly responsible for reviewing work and deliverables prepared by the Bridge Designer/Bridge Design Checker and ensured that work was progressing in a manner to meet project schedule and budget requirements.
 | List project examples with a minimum of 2 bridge designs and your role and relevant activities performed on each bridge design:  |  |
| **Qualified Agency Project Manager**: An in-house staff member who represents the certified LPA in the delivery of a Bridge Design project and who **has at least 5 years of experience** managing projects including all of the following responsibilities: | **Meets Criteria****Y/N** |
| Qualification Based Selection | Participated in a qualifications-based procurement and selection processes for A&E consultant services for Dridge Design. | Staff Name(s) PE #(s)  (Deleted if already stated above) |  |
| Scoping  | Provided consultation and expertise in project scoping in the area of Bridge Design. |  |  |
| Reviews / Approvals | Coordinated the reviews and approvals of all Bridge Design deliverables including the resolution of design and detail issues. |  |  |
| Contract Administration | Administered Bridge Design contracts. |  |  |

**Certified LPA Requestor Certification:**

*The undersigned Certified LPA Program Liaison certifies the above information has been verified with the Certified LPA’s named staff member(s) and has confirmed the information to be a true and accurate representations of each named staff member’s qualification and experience.*

Certified LPA Program Liaison: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_

**ODOT Review Information:**

ODOT Bridge Section Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Recommend approval Y/N: \_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_

ODOT Certification Program Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_ Approved Y/N:\_\_\_\_\_\_\_\_\_\_\_