

Appendix A
Local Agency Letter of Request Template
Alternative Federal Contracting Procedure

Date:

[Insert Liaison's name]

ODOT Regional Local Agency Liaison
Oregon Department of Transportation

[Insert address]

Re: Request from *[Name of local agency]*
to administer the following project using alternative federal contracting procedure

Project Name:

Federal I.D. No.:

ODOT Key No.:

Dear *[Name]*:

We are requesting that the *[Name of local agency]*
be given approval on the subject project to administer the activities indicated below.

- Design
- Plans, Specifications and Estimate (PS&E)
- Procurement process (advertising, bid and award of construction contract)
- Construction Contract Administration

This request to administer the activities indicated above is submitted based on the requirements and guidelines contained in the ODOT Local Agency Guidelines Manual, Section A, Chapter 8.

We understand that ODOT's approval to administer these activities does not constitute authorization of funds, whether the funds are for construction or purchase of right of way. When the project is near bid-ready, we will send a letter of request to the ODOT Local Agency Liaison for authorization and obligation of the federal funds. ODOT will submit our request and supporting documents to FHWA prior to advertisement for construction of this project and property acquisition.

We further understand that changing the scope or intent of the project could result in loss of funding and that ODOT and FHWA have the right to monitor construction of the project and will be notified of the date and time for the final construction inspection for project acceptance.

Thank you for your assistance in this matter. Please review the request and sign and date ODOT approval.

Local Government Authorized Signature:..... Date:

Name (*Print*):

Title:

ODOT Approval By:..... Date:

Name (*Print*):

Title:

cc:, ODOT Local Government Section