**Date:** February 23, 2024

**To:** David Kim

 Statewide Project Delivery Manager

**From:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Enter the Region Manager’s name.

 Region Manager

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Tony Snyder,

 ADA Program Manager

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Michael Kimlinger,

 ODOT Chief Engineer

 Reviewed by PCO *(PCO use only):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Subject PD-02 Exception Letter FOR ADA-ONLY PROJECTS**

 Project Name: Enter the STIP Project Name.

 Highway: Enter the Highway Name.

 County: Enter the County Name.

 Key Number: Enter the Key Number. Construction Cost: Enter the Construction Cost.

 PS&E Due Date: Enter the PS&E Due Date. Bid Date: Enter the Bid Date.

 Project Completion Date: Enter the Project Completion Date.

**Per Project Delivery** [**Operational Notice PD-02**](http://www.oregon.gov/ODOT/HWY/TECHSERV/BPDS%20docs/pdltnotice02.pdf) **we are requesting your approval for an exception to the requirement for the Final PS&E Submittal and Completeness Checklist to be 100% complete prior to submitting the PS&E package for review. Per the approval obtained from FHWA, we are requesting your approval for additional exceptions to Operational Notice PD-02 for ADA-Only Curb Ramp Projects.**

**Project Description:** *Give a brief description of the project including the name, project purpose, general location, and other key details.*

**Exceptions to Operational Notice PD-02 for ADA-Only Curb Ramp Projects**

ADA Curb Ramps in [***insert location***]. (1) Within these project limits, portions of the curb ramps will be fully certified prior to Bid and Award, and will be allowed to proceed to construction; these are clearly identified in the project specifications.

Also within these project limits, portions of the curb ramps may not be fully certified for right of way, environmental and/or utilities at time of Bid and Award, see table below/attached. The Contractor shall not begin removal work or work that impacts environmental clearances, utility conflicts, or available Right-of-Way access at these curb ramp locations unless directed by the Resident Engineer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Site Location | Corner Location | Type-of-Certification Not Yet Obtained | Requires Certification From: [ROW/Utilities Mgr. Name; Environmental Mgr. Name] | Anticipated Resolution by [date] |
|  |  |  |  |  |
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|  |  |  |  |  |

**Description of other outstanding item(s) from the Final PS&E Submittal and Completeness Checklist:**

Click here to enter text.

**Brief Explanation:** *Why was the item not complete by Bid and Award?* (***please explain if other***):

[***Sample Language for missing ROW/Env/Utility certifications***]

Portions of the Right-of-way, Environmental and Utility Certifications within the project limits will not be obtained prior to Bid and Award due to complexities of the project, volume of ramps to be addressed, and/or to the time constraints placed on the projects.

**Anticipated Completion Date:** *E.g., the Friday prior to advertisement, two week prior to bid opening.* **(Please explain if other)**

See table for missing ROW/Env/Utility certifications. Click here to enter text.

**Person Responsible for completion of the outstanding item(s):** *Name and contact information.*

**(please explain if other)**

See table for missing ROW/Env/Utility certifications

**Request permission to go to Bid and Award:**

We are requesting approval to Bid and Award the project, with a clearly defined completion schedule laid out within the Plans and Contract Special Provisions. The Contractor shall not begin removal work or work that impacts environmental clearances, utility conflicts, or available Right-of-Way access at the curb ramp locations unless directed by the Resident Engineer.

[ ]  Concur [ ]  Don’t Concur \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 David Kim,

 Statewide Project Delivery Manager

Cc: Enter the PL’s or LAL’s name.

 Enter the AM’s name.

 Enter the Tech Center Manager’s name.

 Enter the PCO QAE’s Name

 Enter the Spec Writer’s name (email required for non-ODOT employees).

 Jaime Viramontes, PCO Manager

 PCO Pre-Letting Specialist, ODOTPreLetting@odot.oregon.gov

 Heidi Shoblom, Roadway Engineering Unit Manager

 ODOT Procurement Office – Construction Contracts Unit

 Intergovernmental Agreements

 Melissa Canfield, Chief Procurement Officer

 Personal Services Contracts

 Region Agreements