**CERTIFIED LOCAL PUBLIC AGENCY**

**CONSULTANT SELECTION**

**EXCEPTION REQUEST**

The Certified Local Public Agency (LPA) must submit this form if the LPA chooses to use a consultant not on the current ODOT pre-approved list. The LPA must demonstrate the consultant is qualified to perform the work. All exceptions must be reviewed and concurred by ODOT. Please submit exception request to the [certification mailbox.](mailto:ODOTcertification@odot.oregon.gov)

|  |  |
| --- | --- |
| Local Public Agency |  |
| Project Name |  |
| Supplemental Agreement # |  |
| Amount of Contract |  |
| Procurement Type |  |

|  |  |
| --- | --- |
| Consultant Name |  |
| Address |  |
| Contact Number |  |
| E-Mail |  |
| Specialty |  |

|  |  |
| --- | --- |
| Has appropriate LPA staff reviewed qualifications and experience of the selected consultant? | YES  NO |
| Does the consultant have an Active Exclusion on the System for Award Management (SAM) which is available at [**https://sam.gov/**](https://sam.gov/) **?** | YES  NO |
| Unless operating as their [**real and true name**](http://sos.oregon.gov/business/Pages/registering-your-business-name.aspx), does the consultant have an active registration to do business in Oregon ([**Business Registry Search**](http://egov.sos.state.or.us/br/pkg_web_name_srch_inq.login)**)** | YES  NO |
| Does consultant have a fully loaded billing rate (no overhead calculation) that appears reasonable in comparison to other firms providing similar services? | YES  NO |
| If the consultant has an overhead rate, has LPA obtained for procurement file the consultant’s direct rates, overhead breakdown, the [**certification form**](https://www.oregon.gov/odot/Business/Procurement/DocsPSK/ohCert.docx) required by FHWA (see section 3.5 of the [**LPA A&E Requirements Guide**](https://www.oregon.gov/odot/Business/Procurement/DocsLPA/lpaAErequirements.pdf)), and any available audit or cognizant audit documentation?   (Note: ODOT does not provide audit services for LPAs). | YES  NO    N/A |

|  |  |  |
| --- | --- | --- |
| Provide a brief description of the consultant’s qualifications and experience to perform the services required under the prospective Contract: | | |
|  | | |
| Provide the following professional registration information if applicable to the needed services: | | |
| Registered Professional Engineer: | Registration Number: | Jurisdiction of Registration: |
| Registered Professional Land Surveyor: | Registration Number: | Jurisdiction of Registration: |

|  |  |
| --- | --- |
| Submitted by: | Date: |
|  |  |

|  |  |
| --- | --- |
| Reviewed by: | Date: |
|  |  |
| Exception Granted | YES  NO |

|  |  |
| --- | --- |
| Master Certification Agreement Number |  |
| Key Number |  |

|  |  |
| --- | --- |
| Comments |  |