

## **Using a Conditionally Approved Product 11-2014**

Section 00160.05 of the Standard Specifications allows the Agency to utilize a Conditionally Approved product if they find it acceptable for that project. The Conditional List is not regularly published. It is not available on-line.

The process is similar to other QPL items, but adds a few extra steps and some restrictions apply.

### **Prior to Bid**

1. We are unable to approve the use of a Conditionally Approved product that the use of will require a Contract Change Order (CCO) or Value Engineering consideration, unless there is time to notify all potential bidders.
2. If the Project Specifications call for the use of a product from the Conditional List, the list will be available from the ODOT Project Manager, who will get it from the Construction Section.

### **Prior to Installation**

1. As part of the "Notification of Source of Supply and Materials" described in Section 00160.01 of the Standard Specifications, the Contractor submits the appropriate product information and informs the Project Manager that they would like to utilize a Conditionally Approved product.
2. The Project Manager contacts the Construction Office to verify that the product is on the Conditionally Approved List and get documentation that the product is suitable for that application.
3. The Construction Office investigates the proposed use of this product. Depending on the potential risk to ODOT because of using this product, the official owner of the specification involved and other ODOT officials may be contacted to ensure the project is appropriate for the application. This investigation could take up to a week, but generally can be done in a day or so.
4. The Construction Office will respond back to the Project Manager with the appropriate recommendation.
5. The Project Manager responds to the Contractor.
6. Special issues concerning the installation of the Conditionally Approved product should be discussed at the pre-construction meeting, pre-stripe meeting, or other appropriate time.

### **During Installation**

1. The Project Manager monitors the installation as usual, following the requirements listed in the plans and specifications.

### **After Installation**

1. The Project Manager fills out the appropriate Pay Note and Inspection Report as usual, attaching a copy of the email approving the use of the Conditionally Approved product.
2. The Project Manager fills out an Implementation Report and submits it to the Construction Office. This will help us be able to track the use of the Conditional Product. A copy of this report form will be included in the response approving the installation from the Construction Section.

Conditionally Approved products installed not following this process may need a CCO and an Adjustment to facilitate final acceptance.

<http://www.oregon.gov/ODOT/HWY/CONSTRUCTION/Pages/qpl/QPIndex.aspx>