

Direct Appoint / Small Purchase Contracts

KEY NUMBER	21457	21457	21457	21457	21457	21457(1)	21457(1)	21457(1)	21457(2)	21457(2)	21457(2)	21457(2)
FACILITY NAME	TIGER	TIGER	TIGER	TIGER	TIGER	1ST AVE BR	1ST AVE BR	1ST AVE BR	RR BR	RR BR	RR BR	RR BR
SERVICES	ENV	ARCH	ARCH/HIST	HAZMAT	GEOTECH	DESIGN	PAINT INSP	CE/INSP/ENV/QC	ENV/QC	DESIGN	INSP	ARCH/HIST
CONSULTANT SELECTED												
Prepare Scope and SOW from Forms Library												
Prepare Preliminary Internal Cost Estimate												
Select Consultant from ODOT List and Contact (1)												
Select Consultant from ODOT List and Contact (2)												
Select Consultant from ODOT List and Contact (3)												
Prepare (Direct Appointment/Small Purchase Selection Form)												
Contact 1st Choice Consultant												
Send Draft SOW to 1st Choice												
Obtain billing rates at: odotbillingrateupdates@odot.state.or.us												
Prepare refined detailed Internal Cost Estimate												
Prepare Record of Negotiation (RON Form)												
DBE Goal (0% unless > \$100K or mult disciplines)												
Prepare and Submit Contract Template downloaded from ODOT website												
Send Consultant Confilct of Interest												
Receive Conflict of Interest												
Receive Committed DBE Breakdown and Certification Form (AE) (if goal > 0)												
Send Cosultant (Direct Appointment/Small Purchase Certification) Form												
Receive Signed (DAPCF)												
Receive Insurance Certificate												
Verify Insurance Authorized in Oregon												
Submit Notice of Award (734-2849) to OCR and LAL												
Send Consultant Executed Contract												
Email copy of executed contract to: ocr.psk@odot.state.or.us												
Issue Notice to Proceed												
Receive Paid Summary Report (734-2882)												
Submit Paid Summary Report (734-2882) to OCR												
File Consultant Performance Evaluation Form												
File Contract Closeout Form												