DIVISION OF PROJECT SUPPORT MEMO 2016-1 CONSULTANT WAIVER REQUEST
COLORADO DEPARTMENT OF TRANSPORTATION
FOR LOCAL PUBLIC AGENCIES

As stated in *Division of Project Support Memo 2016-1*, CDOT discourages the use of the same engineering consultant for both final design and construction management. The reason for this is to avoid potential conflicts of interests during construction administration. This form is to be used when the Local Agency wishes to request a waiver to be able to use the same engineering firm to perform both final design and construction management. The Local Agency must indicate how it will manage the risk associated with the potential conflicts of interest. The Local Agency will submit this form to the CDOT Region Local Agency Coordinator who will submit it to the CDOT RTD for approval.

CDOT Project Number: _____ CDOT Project Code (5 digit): _____

Name of Local Agency: _____

Project Description / Location (include State Highway No. and Milestone Points if project is on a State Highway.):

Please check the following information that is applicable to the project:

1. Project is located on: ☐ CDOT ROW ☐ Not on CDOT ROW
2. Estimated Cost of the Project is: ☐ less than $100,000; ☐ $100,000 -$500,000; ☐ $500,000 -$1,000,000; ☐ more than $1,000,000
3. Contract Scope of Services Includes both Design and Construction Management? ☐ Yes ☐ No

Local Agency requests approval of a waiver to *Division of Project Support Memo 2016-1* for a logical business/technical reason that merits consideration. Check those criteria that apply to the project and provide an explanation in the box below as to how the Local Agency will manage the potential conflicts of interest risk.

☐ Low Risk/Low Cost Project
☐ Local Agency Staff on Project
☐ Minimal traffic impact
☐ Cost of new/additional consultant selection prohibitive
☐ Low Risk construction type (non-structural)
☐ Other: _____

Attach additional sheets as needed to *explain how the Local Agency plans* to *manage the potential conflicts* of *interest risk.*

I am a representative of the agency listed above, duly authorized to contractually bind the agency and sign this Request Form. My signature below constitutes formal agreement (without further signature) to certify the information contained on this form is true and accurate.

Provide the Name of Consultant Firm: _____

Name of Local Agency Representative: _____ Title: _____

Representative Signature: _____ Date: _____

Approved: ☐ Yes ☐ No CDOT RTD: _____ Date: _____

COOT Regions -Send copies of approved waivers to *Project Development Branch and keep signed original in project file.*

*Note: If the consultant firm has not yet been selected then the Regions should fill in "*TBD upon completion of qualifications based RFP".