**Date:** August 2, 2024

**To:** Jaimé Viramontes, PE

 Project Controls Office Manager

 Oregon Department of Transportation

**From:** Click here to enter submitter’s name.

 Click here to enter submitter’s position title

**Subject: Letter of Approval for Anticipated Items**

 Project Name: Enter the STIP Project Name.

 Highway: Enter the Highway Name.

 County: Enter the County Name.

 Key No.: Enter the Key Number. Control No. *(PCO use only)*: \_\_\_\_\_\_\_\_\_\_

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

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

Click here to enter text.

**Justification for the Anticipated Item:** *What is the name of the Anticipated Item? What is the reason for having the Anticipated Item? Why does it have to be an Anticipated Item versus biddable work in the construction contract?*

Click here to enter text.

**Associated Costs:** *What is the cost associated with this request? Is there a cost savings to the project? If there’s a cost savings to the project, include the cost savings and clearly detail how the savings will impact the project.*

Click here to enter text.

**Procurement Method:** *Is the Anticipated Item expected to be a separate payment or added to the contract via Contract Change Order?*

Click here to enter text.

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Click here to enter submitter’s name and position title*.

Concurred by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Click here to enter the Project Leader’s Local Agency Liaison’s name and position title*.

 *(Required only if the submitter isn’t the Project Leader or Local Agency Liaison)*

Concurred by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Click here to enter AM’s name and position title.*

Concurred by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ODOT *State Utility/State Railroad Liaison*

 *(Required for Utility and Railroad work or materials only)*

Concurred by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Doug Spencer, ODOT ITS Standards Engineer*

 *(Required for ITS Equipment only)*

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Jaimé Viramontes, ODOT Project Controls Office Manager*

Cc.: Enter the Spec Writer’s name and position title (email required for non-ODOT employees).