

LPA Consultant Services Award Concurrence Request Form

Prior to the award of a consultant services contract, the Local Public Agency (LPA) shall submit to the South Carolina Department of Transportation (SCDOT) Local Public Agency Administrator (LPAA), this request for review and concurrence of award along with the appropriate documentation listed below. Upon review and concurrence, the LPA shall provide a formal award notice to the successful consultant.

Local Public Agency: _____

Contact Person: _____ Title: _____

Address: _____ Phone: _____

LPA / Contract Number: _____ County: _____

Project Name: _____

File Number: _____ Master PIN Number: _____

Date of Agreement: _____ Construction Completion Date: _____

To: Director Contracts / Special Projects

The LPA is requesting your concurrence in award of consultant services for the design and development of the above referenced project to _____. The project description is as follows:

Project Description: _____

This concurrence request shall include the following documentation:

Consultant Services:

- SCBO advertisement and date published
- Preliminary Scope of Services
- List of proposals received including primary and sub-consultants with their respective services identified by proposing team.
- Documentation including rating sheets supporting the order for negotiation based on initial proposals and interviews.
- Summary of negotiation process including LPA independent in-house estimate prior to receiving consultant estimate, dates and summaries of negotiation conversations / meetings.
- Copy of proposed execution ready agreement.
- Pre-award audit
- Certification from LPA Legal counsel certifying compliance with South Carolina Consolidated Procurement Code (special reference 11-35-40(2) and 11-35-40(3)).

The SCDOT has reviewed the procurement procedures used by the LPA for this project including the original certification procurement procedures and the information included in this form and has based the SCDOT's opinion on the LPA's representation thereof.

Consultant Services:

- Concur Concurrence Denied

Concurrence is subject to additional field reviews/audits conducted by SCDOT, Federal and/or State authorized representatives. Findings/discrepancies will be addressed under appropriate SCDOT and Federal regulations.

Director of Contracts / Special Projects

Date