**Staffed and Equipped Exception REQUEST Form**

**Middle to Large Sized Projects**

Please complete the following form to provide justification the Local Government is adequately Staffed and Equipped to initiate a middle to large sized project. The Local Government will be required to have a person of Responsible Charge on staff for project oversight. The Local Government will be required to select a TDOT prequalified consultant to serve as the Local Government Engineer(by Consultant). Please submit the completed form to [local.programs@tn.gov](mailto:local.programs@tn.gov).

**Project Name:**

**Local Government:**

**Name of Responsible Charge:**       **Title:**

**Project Termini:** Begin:       End:

**Project Length:**

**Summary of Proposed Work:**

*Please provide a project map as an attachment to the form*

**ROW/Easement Acquisition:**

**Will ROW and/or easements be acquired for this project? If so, how many tracts are anticipated to be impacted by the proposed improvements? Tracts impacted**

**Please provide an estimate of the area of disturbance assumed for this project. Area of disturbance:**       *(total area disturbed within the project construction easements)*

**Project Schedule (Month/Year):**

* NEPA:      /
* ROW:      /
* Bid:      /
* Const:      /

**Project Funding:**

How do you plan to fund the project? Are there any 3rd party funds anticipated to be used on this project? Please explain.

**Please provide the Local Government’s most recent history managing Local Programs Projects:**

Project Name:       TDOT PIN:

State No.:       Federal No.:

Project Termini:

Summary of Work:

Project begin date:

Phase of work completed:

Project end date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Name:       TDOT PIN:

State No.:       Federal No.:

Project Termini:

Summary of Work:

Project begin date:

Phase of work completed:

Project end date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Name:       TDOT PIN:

State No.:       Federal No.:

Project Termini:

Summary of Work:

Project begin date:

Phase of work completed:

Project end date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Name:       TDOT PIN:

State No.:       Federal No.:

Project Termini:

Summary of Work:

Project begin date:

Phase of work completed:

Project end date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Name:       TDOT PIN:

State No.:       Federal No.:

Project Termini:

Summary of Work:

Project begin date:

Phase of work completed:

Project end date:

**Local Government Responsible Charge:**

Name of Responsible Charge:       Title:

Address:

Office Phone:       Cell Phone:

Email:

**Please provide the Responsible Charge’s most recent history managing Local Programs Projects:**

Project Name:       TDOT PIN:

State No.:       Federal No.:

Project Termini:

Summary of Work:

Project begin date:

Phase of work completed:

Project end date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Name:       TDOT PIN:

State No.:       Federal No.:

Project Termini:

Summary of Work:

Project begin date:

Phase of work completed:

Project end date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Name:       TDOT PIN:

State No.:       Federal No.:

Project Termini:

Summary of Work:

Project begin date:

Phase of work completed:

Project end date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Name:       TDOT PIN:

State No.:       Federal No.:

Project Termini:

Summary of Work:

Project begin date:

Phase of work completed:

Project end date:

**Please Provide the following information regarding the Local Government Engineer (by consultant) selection:**

A TDOT prequalified consultant must be selected to serve as the Local Government Engineer (by consultant). The selected Local Government Engineer(by consultant) will serve on the Local Government’s behalf providing engineering review and project oversight. The cost associated with this effort will not be eligible for reimbursement by TDOT and the selected Local Government Engineer(by consultant) cannot serve in a design capacity on the project.

Please provide the Local Government Engineer (by consultant) qualification package, detailing the following information:

* Key personnel resumes
* Project Manager’s license number and expiration date
* Project Manager’s LPDO Training Certification
* Consultant’s experience managing/working on Federally Funded projects
* Consultant’s experience managing/working on Local Programs projects
* Consultant’s TDOT Prequalification Information
* A copy of the fully executed consultant agreement with the LG
* The contract term/expiration date (not less than 5 years)

Design Engineer

Note: The Local Government will be required to advertise and select a separate prequalified engineering firm to perform design engineering and related services on the project. The effort by the design consultant will be reimbursable by TDOT (if applicable by grant funding source).