

# Who signs what?

| Letter   | Why do I need this?  | Examples                 | Templates   | Who prepares the letter?  | Who is the letter from?  | Approvers  |
|--|--|--------------------------|---|---|--|--|
| PD-02 Exception Letters  | Item(s) incomplete at PS&E<br><br>References:<br><a href="#">PD-02</a><br><br><a href="#">PS&amp;E Delivery Manual</a>     | <a href="#">Examples</a> | <a href="#">Template</a>  | Typically the Project Leader  | Region Manager   | Chief Engineer and Deputy Director for Highways<br><br>Recommend send an advance draft copy to OPL if time allows. OPL can also provide critical dates for the letter (last day to pull from print etc)<br><br>Send final letter requesting approval to the Chief Engineer who will then coordinate approval with the Highway Division Deputy Director |
| Anticipated Items  | Document reasoning for an anticipated item<br><br>Reference:<br><a href="#">PD-07</a>                                      | <a href="#">Examples</a> | <a href="#">Template</a>  | Typically the Project Leader with input from the project team and concurrence from the Project Manager                        | Project Leader or Project Manager (if before award ok, if after award, no) | Manager of Office of Project Letting** & FHWA if FFO<br><br>Direct letter to the <a href="#">ODOT Pre-Letting</a> and Aundrea Guthrie will then coordinate approval  |
| Letter of Public Interest Finding (excluding Salvaging Material) | Document reasoning for not following federal or state rules.<br><br>Reference:<br><a href="#">PS&amp;E Delivery Manual</a> | <a href="#">Examples</a> | <a href="#">Template</a>  | Typically the Project Leader with input from the project team.  | Project Leader   | Manager of Office of Project Letting** and FHWA if FFO<br><br>Direct letter to the <a href="#">ODOT Pre-Letting</a> and Aundrea Guthrie will then coordinate approval  |
| Salvaging Materials Letter of Public Interest Finding            | Document reasoning for Agency to keep salvageable material<br><br>Reference:<br><a href="#">RD07-05(B)</a>                 | <a href="#">Examples</a> | <a href="#">Template</a><br><br>Include: <ul style="list-style-type: none"> <li>• Salvage Value</li> <li>• Cost of salvaging (hauling and stockpiling)</li> <li>• Where to be stockpiled</li> <li>• Use of the Material to be Salvaged</li> </ul> | Typically the Project Leader with input from the project team and concurrence from the District Manager for Salvage Materials | Project Leader   | Per Salvage Policy: If salvage value is less than \$25,000, then approval by Region Roadway Engineering Manager. If salvage value is greater than \$25,000, then concurrence by Region Roadway Engineering Manager and approval by Office of Project Letting Manager. FHWA approves if full federal oversight.   |

\*\* Delegated from Traffic Roadway Engineer to the Manager of the Office of Project Letting.

- All of the above letters must be signed prior to PS&E submission for the PS&E package to be counted as on time.
- Electronic distribution of the letters comes from the Office of Project Letting, and the original is archived in OPL.
- Submit a copy of the letters with your PS&E package, regardless if the distribution came from OPL or not, so as to keep your project on schedule for processing.