

## **“LPA Responsible Charge” for DOTD Held Contracts**

In accordance with Federal Regulation 23 CFR 635.105, DOTD will provide the “responsible charge” for the projects when DOTD holds the contract. To keep the Local Public Agency informed of the project scope, schedule and budget, the Local Public Agency will provide a full time employee of the Local Public Agency to be the “LPA responsible charge” of the project to interface with DOTD on the project. Identified below is the information and duties required of this employee.

Project No. \_\_\_\_\_ Project Name: \_\_\_\_\_

Entity: \_\_\_\_\_

### **“LPA Responsible Charge” Contact Information**

Name & Title \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### **Duties:**

- Acts as primary point of contact for the Entity with the DOTD;
- Participate in decisions regarding cost, time and scope of the Project, including changed / unforeseen conditions or scope changes and that require change orders or supplemental agreements in design and/or construction;

\_\_\_\_\_  
Name of Signatory Party for the Local Public Agency (Print)

\_\_\_\_\_  
Signature of Signatory Party for the Local Public Agency

**NOTE: It is the Entity’s responsibility to notify the Project Manager if the Responsible Person in Charge changes during any phase or duty.**