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| **TO:** | DEPUTY ADMINISTRATOR/CHIEF ENGINEER OPERATIONS Joseph Sagal |
| **FROM:** |  |
| **THROUGH:** | AGREEMENTS DIVISION |
| **SUBJECT:** | CONTRACT NO:  |
| **DATE:** | December 1, 2020 |
|  |  |

**PURPOSE OF MEMORANDUM**

This is to request your approval to have the Agreements Division develop an Agreement/MOU for the subject project. Attached for your use is a brief overview describing:

 Why an Agreement/MOU is needed

 Other parties involved in the Agreement/MOU

 Political Involvement (if any)

 Participation by other parties (i.e., cost or responsibilities)

 Benefit to enter this Agreement/MOU

Also included is a copy of the Agreement/MOU Checklist with response attached. Please indicate your approval by signing the concurrence line where indicated below and forward this information to the Agreements Division, with copy to the writer, for their use to initiate the Agreement/MOU process.

CONCUR:

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

Joseph Sagal Date:

Deputy Administrator/Chief Engineer

for Operations

Attachments: Checklists, Exhibits, Map

OVERVIEW FOR REQUEST TO DEVELOP MOU/AGREEMENT

 (Route)

(Project Limits)

(or Project Name)

A. Why the Agreement/MOU is Needed

 **Ex**: Montgomery County has requested SHA include the construction of a Kiss N' Ride Lot within our MD 97 construction contract in order to provide safer access to the proposed Glenmont Metro Station. SHA will design and construct the Lot with the County reimbursing SHA for all costs incurred including SHA salaries and overhead costs. The County will be responsible for acquiring the right-of-way needed and to provide right-of-entry for SHA by no later than the advertisement date for the MD 97 project.

B. Political Involvement

 **Ex or N/A:** The addition of the Lot to the project has been requested and endorsed by the Montgomery County delegation but no commitment has been made.

C. Participation in Agreement/MOU by Others

 **Ex:** The parties to this Agreement will be SHA, Montgomery County and WMATA.

D. Project/Lot Cost Sharing

 **Ex:**The cost reimbursable to SHA from the County for SHA to design the Lot is estimated to be **$35,418** including SHA direct salaries and overhead. The cost reimbursable to SHA from the County for SHA to construct the Lot is estimated to be **$423,826** including SHA direct salaries and overhead. Total estimated reimbursable cost to SHA is estimated to be

(*BE AS SPECIFIC AS POSSIBLE AND INCLUDE ALL REIMBURSABLE COSTS AND ATTACH FORM 42 / 30, FEDERAL AID PROJECT AGREEMENT LETTER, MDOT FUND CERTIFICATION as applicable).*