

Local Agency Program Information Advisory

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This advisory is superseded by any subsequent revisions to the references listed in this index.

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UPDATED CONFLICT OF INTEREST GUIDELINES

NEW CONFLICT OF INTEREST SELF-CERTIFICATION FORM

Please note that updated Conflict of Interest Guidelines have been posted to the LAP website. The guidelines can be found at:

https://www.michigan.gov/mdot/0,1607,7-151-9625_25885_40399---,00.html

The goal of the guideline revisions is to update and clarify the guidance for Local Agency staff and consultants that will be **utilizing federal funds for Consultant Services (engineering/management)** on a Local Agency project.

The previous guidance was somewhat outdated and used a complex matrix to identify a potential conflict of interest. The updated guidelines simplify and highlight the four main prohibited situations as well as provide guidance for mitigation of potential conflicts of interest (no matrix).

In addition, please note the creation of MDOT Form #2660: "Local Agency Programs Conflict of Interest Self-Certification Form".

The purpose of this form helps local agencies identify potential conflicts of interest and ensure that the conflicts are properly mitigated.

Form #2660 will be required if federal funds are participating in any phase of a project involving engineering or project management related consultant services. It is to be completed by the person in Responsible Charge of the project, as identified in the Program Application, and submitted to MDOT Local Agency Programs with the initial submission of the Program Application.

Form #2660 can be found in the MDOT Form Repository at:
<https://mdotjboss.state.mi.us/webforms/GetDocument.htm?fileName=2660.pdf>

Use of the guidelines and Form #2660 will be required for all Grade Inspection (GI) Packages submitted on or after October 1, 2020, for projects that propose using federal funds for professional services. Voluntary use prior to October 1, 2020 is encouraged.

MDOT Local Agency Programs has worked closely with the FHWA Michigan Division office during the development of these documents. The documents have also been released for industry review with no substantial comments or changes.

Please contact your LAP staff engineer with any questions. You may also contact Ryan Doyle at DoyleR3@Michigan.gov.