

**EXHIBIT 15-L LOCAL AGENCY CONTRACT AWARD CHECKLIST**

Administering Agency: \_\_\_\_\_  
 Federal-aid Project Number: \_\_\_\_\_  
 Project Locator: \_\_\_\_\_  
 Caltrans District – County – 0 or State Route – Administering Agency)  
 Project Limits: \_\_\_\_\_  
 (Physical limits reference intersections or post miles limits)

- Has Caltrans issued an "Authorization to Proceed" (E-76) in writing with federal funds included for construction, and is the amount correct? .....
- Copy of engineers estimate: .....
- Is material testing and sampling arranged? .....
- Copy of low bidder's proposal .....
- Low Bid signed in ink? .....
- Is a Good Faith Effort Statement of DBE Participation (Exhibit 15-H) included in the low bidder's proposal? (Only required if DBE goal is not achieved) .....
- Construction Contract DBE Commitment (Exhibit 15-G) .....
- Is the Non-Collusion Affidavit (Exhibit 12-H, Sample Bid) included in the low bidders' proposal?
- Is the Bid summary (itemized bids for 3 lowest bidders) complete? .....
- Addendum procedures adhered to? .....
- TIP information, Authorized amount .....
- Include TIP page number or amendment number here: .....
- Bid opening procedures were adhered to?.....
- Date DLA's Federal Wage Rate website was checked for updates \* .....
- Date of bid opening .....
- Date of award .....
- Amount of award.....
- Detail Estimate (Exhibit 15-M) .....
- LAPM 3-A .....
- Resident Engineer's Construction Contract Administration Checklist (Exhibit 15-B).....
- Is successful bidder licensed? .....

**NOTE:** If the answer is "no" to any of the above questions, a letter of explanation is required. The DLAE shall review the explanation and determine if the local agency is eligible for federal funds.

Reviewed by: \_\_\_\_\_  
 (Signature of Administered Agency Representative)

\_\_\_\_\_  
 (Name printed or typed)

**\* If the date listed is more than 10-calendar days before bid opening, local agency must provide documentation that web site was subsequently checked within the 10-calendar day period or after bid opening, and there were no changes in the applicable federal wage rates, otherwise an addendum may be required.**

Title: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

**Distribution:** 1) Original plus one copy –DLAE  
 2) Copy- Local Agency Project files