Local Assistance Procedures Manual **EXHIBIT 15-A**

 Local Agency Construction Contract Administration Checklist

**EXHIBIT 15-A LOCAL AGENCY CONSTRUCTION CONTRACT ADMINISTRATION CHECKLIST**

**Local Agency**

**I ADVERTISE AND AWARD PROJECT**

**A. Project Advertisement**

[ ]  Projects are not advertised until the Authorization to Proceed (E-76) for the construction phase has been approved by Caltrans and FHWA.

[ ]  For all Federal-aid projects, a minimum of three weeks for project advertisement is required (15.4 “Project Advertisement”).

**B. Contract Bid Opening**

[ ]  All bids are opened publicly and read aloud either item-by-item, or by total amount. If a bid is not read, the bidder is to be identified and the reason for not reading the bid announced (15.5 “Contract Bid Opening”)

[ ]  The following documents will be completed and retained in the project files.

[ ]  For federal-aid projects, a list of bidders and total amount bid with an item-by-item breakdown v (Exhibit 15-D, “Sample Bid Tabulation Summary Sheet”) of the three lowest bidders.

[ ]  Bidders' list to be compiled from prime and subcontractors bidding or quoting on contract.

[ ]  If a DBE goal is specified, the original of the Local Agency Bidder DBE Commitment

(Construction Contracts) (Exhibit 15-G).

[ ]  EEO Certification, The Non-Collusion Affidavit (LAPM), Non-Lobbying Certification, Disclosure of Lobbying Activities (see LAPM Exhibit 12-H- Sample Bid)

[ ]  Local Agency Bid Opening Checklist (Exhibit 15-I)

**C. Contract Award**

[ ]  Contracts are awarded on the basis of the lowest responsive bid from a responsible bidder

(15.6 “Contract Award”).

[ ]  For all NHS projects, a bid analysis will be performed (15.6 “Contract Award”).

[ ]  No negotiations with contractor occurred prior to award (not allowed).

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The following documents will be forwarded to the Caltrans District Local Assistance Engineer immediately after award of the contract:

[ ]  Contract Award Checklist (Exhibit 15-L)

[ ]  Detail Estimate (Exhibit 15-M)

[ ]  One copy of the Local Agency Bidder DBE Commitment (Construction Contracts) (Exhibit 15-G)

[ ]  [LAPM 3-A: Project Authorization/Adjustment Request](https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapm/c03/lapm-3a.pdf)

[ ]  Resident Engineer Construction Administration Checklist (Exhibit 15-B)

**D. Subcontracting**

[ ]  For all federal-aid transportation projects, at least 30% of the contract work is to be performed by the prime contractor (see Chapter 16, Section 16.6 “Subcontractors”)

 Local agency’s person in “Responsible Charge” Date

 **Distribution**: (1) Original Local Agency Project File

(2) One copy - DLAE

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