**Local Assistance Procedures Manual EXHIBIT 15-C Local Agency Project Advertising Checklist**

**LOCAL AGENCY PROJECT ADVERTISING CHECKLIST**

Project: DIST-----CO-----RTE------PM------Agency

Federal Project #

Location: Limits:

**NOT**

**YES NO APPLICABLE**

PS&E Review [ ] [ ] [ ] Are the following complete?

|  |  |  |  |
| --- | --- | --- | --- |
| Mitigation commitments incorporated | [ ] | [ ] | [ ] |
| Right of Way Certification | [ ] | [ ] | [ ] |
| Design | [ ] | [ ] | [ ] |
| Traffic (Electrical/Signing/Striping) | [ ] | [ ] | [ ] |
| Materials | [ ] | [ ] | [ ] |
| Landscaping | [ ] | [ ] | [ ] |
| Hydraulics | [ ] | [ ] | [ ] |
| Permits | [ ] | [ ] | [ ] |
| Bridge Plans | [ ] | [ ] | [ ] |

|  |  |  |  |
| --- | --- | --- | --- |
| Are all encroachments permits obtained? | [ ] | [ ] | [ ] |
| Are design exceptions approved? | [ ] | [ ] | [ ] |
| Is material testing and sampling arranged? | [ ] | [ ] | [ ] |
| DBE Contract Goal Included? | [ ] | [ ] | [ ] |
| Is there force account work for this project? | [ ] | [ ] | [ ] |
| Is agency furnished material approved? | [ ] | [ ] | [ ] |
| Are the federal funds for construction authorized? | [ ] | [ ] | [ ] |
| Has a fund allocation been approved by the |  |  |  |
| California Transportation Commission (if required)? | [ ] | [ ] | [ ] |

Have a complete set of Plans and Special Provisions been

sent to the Caltrans District Local Assistance Engineer

(two copies if structures (bridges) are involved)? [ ] [ ] [ ] How long is the advertisement period?

Reviewed by: (Name of Local Agency Representative)

Title: Date:

**Distribution***:* Local Agency Project File

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