

Date of Review

A. PROJECT INFORMATION:

01.	Federal Aid Project No.:		
02.	District:		
03.	Local Public Agency (LPA):		
04.	Project Description:		
05.	Project Location:		
	County:		
	City:		
	Street(s):		
	Encroaching on a State High way System:		
06.	Funding Source(s):		
07.	Caltrans COE:		
08.	Caltrans DLAE:		
09.	Caltrans Participant(s):		
10.	FHWA Participant(s):		
11.	LPA Participant(s):		
12.	LPA Contact:		Phone Number: <input type="text"/>
13.	Consultant Participant(s):		
14.	Prime Contractor Firm:		

B. PROJECT STAFFING (LAPM, Section**16.2):**

C.	LPA Employee in Responsible Charge of Project:		Phone Number:	
D.	Project Resident Engineer (RE):			
E.	Does RE work for LPA or Consultant?			
F.	Is RE a licensed PE?			
A if yes, PE License Number:				
B.	if no, who is the licensed PE who delegated this responsibility?		Lic. No?	
05.	If RE is a consultant, name of consultant firm:			

06. Is there a list of project construction management team including names, titles, contact number on file?

07. Is the construction management team adequately staffed?

08. Is there an emergency contact information sheet on file containing names and contact information for local agency/consultants/contractor? This is typically a contact list of key

personnel to be contacted in the event of an emergency on the project. This form is typically shared with fire, police and other emergency groups as necessary.

09. Comments:

C. CONTRACT INFORMATION:

01. FHWA Construction Authorization (E-76) Date:

Engineer's Estimate Amount (Bid Items Only):

Alternative Contracting Method?

If yes, what method? (design-build, cost-plus-time (A+B), etc.)

Advertising Date:

Bid Opening Date:

Award Date:

Low Bid Amount:

High Bid Amount:

Contract Award Amount:

Percent Award over/under Engineer's Estimate

No. of Bids:

Number

No. of competitive bids (bids w/in 20% of low bid including the low bid):

Contract Time:

Number

Working Days

Calendar Days

Notice to Proceed Date:

Estimated Date of First Working Day:

Estimated Completion Date:

Estimated Mid-Construction Review Date :

02. Are the Required Contract Provisions, Form FHWA-1273, physically attached to prime-contractor signed construction contract?

03. Have the applicable federal minimum wage rates been physically attached to the prime-contractor signed construction contract?

04. Did the LPA perform, document, and file a bid analysis prior to project award?

(Bid Analysis is required for projects on the NHS and functionally classified as principal arterials and above)

05. Is the Construction Contract DBE Commitment, Exhibit 15-G, on file?

A. If yes, has the LPA executed the the Exhibit?

06. If bidder did not meet the project DBE goal, is LPA's Evaluation of Good Faith Effort, Exhibit 9-E, on file?

07. Do the contract provisions regarding prompt payment of withheld funds to subcontractors match the option selected (Options 1-3) on Local Agency DBE Annual Submittal Form, Exhibit 9-B?

08. Are liquidated damage provisions included in the contract?

A. If yes, what is the dollar amount of liquidated damages per day?

09. Does the project contain incentive/disincentive provisions?

10. Does the LPA furnish any materials for this contract?

A. If yes, is Cost Effective/Public Interest Finding (PIF), Exhibit 12-F, for each LPA's furnished material on file?

B. If yes, has LPA provided documentation showing a competitive process was used for procuring those materials?

11. Will the LPA be using consultant contracts for contract administration, materials testing, surveying, environmental monitoring or other facets in support of the contract?

A. If yes, has LPA completed "Exhibit 10-C" in the A&E Consultant Contract Database

"Exhibit 10-C" at <http://dlaaeoversight.dot.ca.gov/fmi/webd/Exhibit%2010-C> ?

This requirement applies for federal reimbursement of procurement of consultant contracts.

B. If yes, identify the following information:

Consultant Service	Consultant Company	Contract Type	Consultant Selection Process & Agreement Documentation on File

12. Comments:

D. WORK STATUS:

01. Has the LPA sent Caltrans the notice to proceed letter?

02. Has the LPA sent Caltrans the award package?

03. Have construction operations begun?

A. If yes, what is the approx.% dollars complete?

Approx. % time complete?

04. Was a pre-bid meeting held?

A. If yes, was it Mandatory or Optional?

05. Was a pre-construction conference meeting held or will be held?

A. Date of actual or estimated pre-construction conference?

06. Were the requirements of Mid Project Construction Review Checklist, Exhibit 19-B, reviewed with RE?

E. FOLLOW UP ITEMS FOR SIGNIFICANT FINDINGS:

Finding Description	Corrective Action	Action Plan Submittal Date

F. SUMMARY: