

CALTRANS LOCAL AGENCY MINIMUM QUALIFICATIONS EVALUATION **INTERVIEW**

INTERVIEW QUESTIONS

This section of the application process is done as an in-person interview with a candidate local agency to establish what level of preparedness the agency has, what areas may need improvement, and what guidance Local Assistance can provide prior to initiation of the local agency pilot project. The interview is also an excellent opportunity for the prospective agency to ask questions of District Local Assistance staff for clarification of policy, or procedure, in regards to project development and administration.

Agency: Click here to enter text.

Date: Click here to enter text.

Interview Conducted By: Click here to enter text.

Agency Representatives: Click here to enter text.

Table of Organization

Get copy from agency and review duties, requirements, and personnel currently filling the positions.

Position Responsible for the Following Functions

Functions	Position Responsible
Transportation Improvement Program	Click here to enter text.
Location/Design Approval	Click here to enter text.
PS&E Approval	Click here to enter text.
Approval of Materials Sources	Click here to enter text.
Construction Inspection	Click here to enter text.
Independent Assurance Sampling/Test	Click here to enter text.
Project Files	Click here to enter text.
Training Goal Attainment	Click here to enter text.
ADA Compliance/Monitoring	Click here to enter text.
Title VI	Click here to enter text.
Selection of Annual Program	Click here to enter text.
Environmental Documents	Click here to enter text.
Tied Bids	Click here to enter text.

Functions	Position Responsible
Construction Administration	Click here to enter text.
Acceptance Sampling/Test	Click here to enter text.
Change Orders	Click here to enter text.
EEO Interviews/Monitoring	Click here to enter text.
DBE Compliance/Monitoring	Click here to enter text.
Consultant Services	Click here to enter text.

Consultants

For what areas does the agency expect to use consultants?

- | | |
|---|--|
| <input type="checkbox"/> Design | <input type="checkbox"/> Right of Way Relocation |
| <input type="checkbox"/> PS&E Preparation | <input type="checkbox"/> Construction Administration |
| <input type="checkbox"/> Right of Way Appraisal | <input type="checkbox"/> Construction Inspection |
| <input type="checkbox"/> Environmental | <input type="checkbox"/> Surveying |
| <input type="checkbox"/> Right of Way Negotiation | <input type="checkbox"/> Sampling and Testing |

Does the local agency utilize Caltrans' Local Assistance Procedures Manual, Ch. 10, *Consultant Selection* process in its consultant selection processes associated with federal aid projects?

- Yes No

Does the local agency have written procedures for the selection of consultants? Yes No

Comments: [Click here to enter text.](#)

If consultants are used, how will the agency monitor and control the consultant's work?

[Click here to enter text.](#)

Remind the agency that they will be in control of the consultant's work and that EEO, DBE, and training should be done by the agency.

Title VI

Does the local agency have a Title VI Plan and/or Nondiscrimination Policy and is it up to date?

- Yes No

Comments: [Click here to enter text.](#)

Right of Way

Does the agency have procedures/personnel approved by Caltrans for:

Right of Way Acquisitions: Yes No

Relocation: Yes No

Procedures for Advertising, Award, and Execution of Contract

Position responsible for:

Approval to Advertise: [Click here to enter text.](#)
Prequalification of Bidders: [Click here to enter text.](#)
Award of Contract: [Click here to enter text.](#)
Execution of Contract: [Click here to enter text.](#)
Name of Legal Publication: [Click here to enter text.](#)

General Questions About Design Oversight and Construction Administration

Who decides on and approves deviations from design prior to submittal to the state for formal approval?:

[Click here to enter text.](#)

Describe ledger system: [Click here to enter text.](#)

Who will check payrolls, etc.? [Click here to enter text.](#)

Describe the Financial Management System [Click here to enter text.](#)

Describe the procedures to develop an indirect cost rate in conformance with 2 CFR 200.400 et. seq. [Click here to enter text.](#)

Describe the process for approving project special provisions: [Click here to enter text.](#)

Describe change order approval process (including those that affect the work of DBEs):

[Click here to enter text.](#)

Describe materials testing and approval process: [Click here to enter text.](#)

Describe agency requirements for project diary and inspectors daily report keeping:

[Click here to enter text.](#)

Describe agency process for approval of subcontractors: [Click here to enter text.](#)

How will the agency handle administration of more than one contract at the same time?

[Click here to enter text.](#)

How will the agency handle inspection of several phases of project at same time (e.g., dirt work, electrical, paving, structure)? [Click here to enter text.](#)

How will the agency respond if project engineer and/or inspector are unable to be on job site due to illness, etc.? Who will handle control of project if needed person cannot be there?

[Click here to enter text.](#)

How does the agency manage traffic control? [Click here to enter text.](#)

Are there written procedures for preconstruction conferences? [Click here to enter text.](#)

Does the Agency Have These Necessary Manuals

Caltrans [Local Assistance Procedures Manual](#)

Yes No

Caltrans [Local Assistance Program Guidelines](#)

Yes No

- Caltrans [Standard Plans and Specifications](#) Yes No
- AASHTO Policy on Geometric Design of Highways and Streets Yes No
- American Public Works Association Standard Specifications Yes No
- American Public Works Association Amendments Yes No
- [California Manual of Uniform Traffic Control Devices](#) (CA MUTCD) Yes No
- Caltrans [Design Manual](#) Yes No
- Caltrans [Right of Way Manual](#) Yes No
- Caltrans [Construction Manual](#) Yes No
- Local Agency Adopted Standard Specifications Yes No
- Applicable [CTC Program Guidelines](#) Yes No
- [CTC Accountability and Transparency Guidelines](#) Yes No

Upcoming Projects

Project Title	Scheduled to Begin
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

Summary

Action to be taken by agency in following areas: Click here to enter text.

Comments From Reviewers

Click here to enter text.

Recommendation of Review

- Administration by agency for a pilot project and provisional Maser Agreement.
- Administration by agency for projects up to \$ Click here to enter text.
- Deny approval for administering projects
- Remove from Minimum Qualifications acceptance status

Recommendation by District Local Assistance Engineer (DLAE)

District Local Assistance Engineer

Date

Concurrence Chief, Office of Project Implementation

Chief, Office of Project Implementation
HQ Division of Local Assistance

Date