

EXHIBIT 10-C CONSULTANT CONTRACT REVIEWERS CHECKLIST

Date: _____

Agency Name: _____

Federal or State Project Number: _____

Local Agency Contract Number: _____

Project Location: _____

Consultant Name: _____

Contract Begin and End Dates: _____ to _____

Contract Max Dollar Amount: \$ _____

I. SELECTION PROCEDURES ITEMS NEEDED FOR REVIEW

	<u>Project File Location</u>	
	<u>Tab No.</u>	
A. Description of need for consultant	<input type="checkbox"/> YES	<input type="checkbox"/> NO _____
B. Request For Proposal (RFP), or Request For Qualification (RFQ) documents	<input type="checkbox"/> YES	<input type="checkbox"/> NO _____
C. Records of Publication for RFP or RFQ	<input type="checkbox"/> YES	<input type="checkbox"/> NO _____
D. DBE Utilization Goal Setting (Exhibit 10-I)	<input type="checkbox"/> YES	<input type="checkbox"/> NO _____
E. Records of Response to Solicitation	<input type="checkbox"/> YES	<input type="checkbox"/> NO _____
F. Independent cost estimates - documented	<input type="checkbox"/> YES	<input type="checkbox"/> NO _____
G. Conflict of Interest and Confidentiality statement of panel members (Exhibit 10-T)	<input type="checkbox"/> YES	<input type="checkbox"/> NO _____
H. Evaluation criteria and Weights (Exhibit 10-B)	<input type="checkbox"/> YES	<input type="checkbox"/> NO _____
I. Documentation of consultant selection (retain all original score sheets and final rankings)	<input type="checkbox"/> YES	<input type="checkbox"/> NO _____
J. Plan to monitor work (Designated Contract Administrator)	<input type="checkbox"/> YES	<input type="checkbox"/> NO _____
K. Audit and Review documents (Exhibit 10-K for contracts over \$150,000, and Exhibit 10-A for contracts over \$1M, or past audits)	<input type="checkbox"/> YES	<input type="checkbox"/> NO _____

II. CONSULTANT CONTRACT APPROVAL CHECKLIST (See Exhibit 10-R A&E Sample Contract Language)

For contracts over \$1M, document the resolution of all identified deficiencies in A&I Conformance Review Letter and obtain Caltrans DLAE concurrence.

Consultant Contract
Page No.

A. Introduction (See Exhibit 10-R, Article I)

1. Date of Contract YES NO _____
2. Names, Address and Identifying Data of Agreeing Parties
3. Location and Description of Project
4. Name of Local Agency Contract Administrator
5. Name of Consultant Project Manager

B. Contract**1. Statement of Work (See Exhibit 10-R, Article II)**

Include description of work to be done by Consultant, including deliverables and delivery schedules, standards for design and other work, quality control measures, acceptance criteria, meetings and site visits, and professional license requirements. Each phase of the work should be described in detail, including engineering studies, preliminary and final design, environmental analysis and clearance documents (NEPA/CEQA), right of way, surveys, landscape architecture, geotechnical investigation, design support during construction, and construction management. This section should also include the description of work to be done by the local agency.

2. Consultant's Reports or Meetings (See Exhibit 10-R, Article III)**3. Mandatory Fiscal and Federal provisions (See Exhibit 10-R)** YES NO _____

1. Performance Period (begin and end date) (Article IV)
2. Allowable Costs and Payments (Article V)
3. Termination (Article VI)
4. Cost Principles and Administrative Requirements (Article VII)
5. Retention of Records/Audit (Article VIII)
6. Audit Review Procedures (Article IX)
7. Subcontracting (Article X)
8. Equipment Purchase (Article XI)
9. State Prevailing Wage Rates (Article XII)
10. Conflict of Interest (Article XIII)
11. Rebates, Kickbacks or other Unlawful Consideration (Article XIV)
12. Prohibition of Expending State or Federal Funds for Lobbying (Article XV)
13. Statement of Compliance (Article XVI)
14. Debarment and Suspension Certification (Article XVII)

4. Miscellaneous Provisions (See Exhibit 10-R)

YES NO _____

1. Funding Requirements (Article XVIII)
2. Change in Terms (Article XIX)
3. Disadvantaged Business Enterprises (DBE) Participation (Article XX)
4. Contingent Fee (Article XXI)
5. Disputes (Article XXII)
6. Inspection of Work (Article XXIII)
7. Safety (Article XXIV)
8. Insurance (Article XXV)
9. Ownership of Data (Article XXVI)
10. Claims Filed by LOCAL AGENCY’s Construction Contractor (Article XXVII)
11. Confidentiality of Data (Article XXVIII)
12. National Labor Relations Board Certification (Article XXIX)
13. Evaluation of Consultant (Article XXX)
14. Retention of Funds (Article XXXI)
15. Notification (Article XXXII)
16. Contract (Article XXXIII)
17. Signatures (Article XXXIV)

List any provision that is not included in contract and reason for non-inclusion.

C. All findings in the Conformance Review Letter (for contracts over \$1M only) have been resolved, and a copy retained in project/contract file

YES NO _____

D. Record of cost/profit negotiations

YES NO _____

E. DBE Commitment (Exhibit 10-O1 and 10-O2), or GFE

YES NO _____

F. Signatures

YES NO _____

G. Cost Proposal – Final Cost proposal to be incorporated into contract

YES NO _____

Local Agency Contract Administrator

Date

Distribution: 1) Copy - Caltrans DLAE within 30 days of Contract Award
2) Original copy for the Local Agency Project file