

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 style="width: 100px;" type="text"/>
13.	Consultant Participant(s):		
14.	Prime Contractor Firm:		

**B. PROJECT STAFFING (LAPM, Section**

**16.2):**

01.	LPA Employee in Responsible Charge of Project:		Phone Number:	
02.	Project Resident Engineer (RE):			
03.	Does RE work for LPA or Consultant?			
04.	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:**

1. FHWA Construction Authorization (E-76) Date:		<input type="text"/>
Engineer's Estimate Amount (Bid Items Only):		<input type="text"/>
Alternative Contracting Method?		<input type="text"/>
If yes, what method? (design-build, cost-plus-time (A+B), etc.)		<input type="text"/>
Advertising Date:	<input type="text"/>	Bid Opening Date: <input type="text"/>
Low Bid Amount:	<input type="text"/>	Award Date: <input type="text"/>
Contract Award Amount:	<input type="text"/>	High Bid Amount: <input type="text"/>
No. of Bids:	<input type="text"/>	Percent Award under/over Engineer's Estimate <input type="text"/> %
Contract Time:	<input type="text"/>	No. of competitive bids (bids w/in 20% of low bid including the low bid): <input type="text"/>
Notice to Proceed Date:	<input type="text"/>	Working Days <input type="text"/> Calendar Days <input type="text"/>
Estimated Completion Date:	<input type="text"/>	Estimated Date of First Working Day: <input type="text"/>
		Estimated Mid-Construction Review Date : <input type="text"/>

  

2. Are the Required Contract Provisions, Form FHWA-1273, physically attached to executed contract?	<input type="text"/>
3. Have the applicable federal minimum wage rates been physically attached to the executed contract?	<input type="text"/>
4. Did the LPA perform, document, and file a bid analysis prior to project award? <small>(Bid Analysis is required for projects on the NHS and functionally classified as principal arterials and above)</small>	<input type="text"/>
5. Is the Construction Contract DBE Commitment, Exhibit15-G, on file? A. If yes, has the LPA executed the the Exhibit?	<input type="text"/>
6. If bidder did not meet the project DBE goal, is LPA's Evaluation of Good Faith Effort, Exhibit 9-E, on file?	<input type="text"/>
7. 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?	<input type="text"/>
8. Are liquidated damage provisions included in the contract? A. If yes, what is the dollar amount of liquidated damages per day?	<input type="text"/>
9. Does the project contain incentive/disincentive provisions?	<input type="text"/>
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?	<input type="text"/>
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 <a href="http://dlaaeoversight.dot.ca.gov/fmi/webd/Exhibit%2010-C">http://dlaaeoversight.dot.ca.gov/fmi/webd/Exhibit%2010-C</a> ? <small>This requirement applies for federal reimbursement of procurement of consultant contracts.</small>	<input type="text"/>

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? <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span> %	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:**