

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

Project File Location
Tab No.

- A. DESCRIPTION OF NEED FOR CONSULTANT YES NO _____
- B. RECORDS OF PUBLICATION OF RFP OR RFQ YES NO _____
- C. SOLICITATION RECORDS YES NO _____
- D. INDEPENDENT COST ESTIMATES (FOR CONTRACTS OVER \$150,000) YES NO _____
- E. EVALUATION CRITERIA YES NO _____
- F. DOCUMENTATION OF SELECTION YES NO _____
- G. PLAN TO MONITOR WORK YES NO _____
- H. AUDIT DOCUMENTS - EXHIBIT 10-A (FOR CONTRACTS OVER \$1M),
EXHIBITS 10-K (FOR CONTRACTS OVER \$150,000), PAST AUDITS IF
AVAILABLE YES NO _____

II. CONSULTANT CONTRACT REVIEWERS CHECKLIST (see Exhibit 10-D *Consultant Contract Outline* and Exhibit 10-R *A&E Sample Contract Language*)

Consultant Contract
Page No.

- A. INTRODUCTION
 - 1. Date of Contract YES NO _____
 - 2. Names, Address and Identifying Data of Agreeing Parties YES NO _____

- 3. Location and Description of Project YES NO _____
- 4. Name of Local Agency Contract Administrator YES NO _____
- 5. Name of Consultant Project Manager YES NO _____

B. CONTRACT

- 1. Description of Work to be Done
 - a) Detailed Scope of Work YES NO _____
 - b) Consultant Services YES NO _____
 - c) Right of Way YES NO _____
 - d) Subsurface investigations YES NO _____
 - e) Surveys YES NO _____
 - f) Obligations of Local Agency to Consultant YES NO _____
 - g) Conferences, Meetings, Site Visits, Inspection of Work YES NO _____
 - h) Checking of Shop Drawings YES NO _____
 - i) Consultant Services During Construction YES NO _____
 - j) Deliverables and Number of Copies YES NO _____
 - k) Milestones and Description of Work for Each YES NO _____
- 2. Date of Beginning of Contract and Completion YES NO _____
- 3. Payment Methods YES NO _____
- 4. Record Retention and Right to Audit YES NO _____
- 5. Cost Principles (48 CFR, *Federal Acquisition Regulation System*, Chapter 1, Part 31 and 49 CFR, Part 18) YES NO _____
- 6. Miscellaneous Provisions
 - a) Covenant Against Contingent Fees - Exhibit 10-D, (B6 [a]) YES NO _____
 - b) Design Standards - Exhibit 10-D, (B6 [b]) YES NO _____
 - c) Documentation - Exhibit 10-D, (B6 [c]) YES NO _____
 - d) Ownership of Documents - Exhibit 10-D, (B6 [d]) YES NO _____
 - e) Patent Rights - Exhibit 10-D, (B6 [e]) YES NO _____
 - f) Copyrights - Exhibit 10-D, (B6 [f]) YES NO _____
 - g) Changes in Work - Exhibit 10-D, (B6 [g]) YES NO _____
 - h) Delays and Extensions - Exhibit 10-D, (B6 [h]) YES NO _____
 - i) Termination or Abandonment - Exhibit 10-D, (B6 [i]) YES NO _____
 - j) Remedies - Exhibit 10-D, (B6 [j]) YES NO _____
 - k) Disputes - Exhibit 10-D, (B6 [k]) YES NO _____
 - l) Responsibility for Claims and Liability - YES NO _____

- | | | | | | |
|---|--------------------------|-----|--------------------------|----|-------|
| Exhibit 10-D, (B6 [l]) | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | _____ |
| m) General Compliance With Laws & Wage Rates -
Exhibit 10-D, (B6 [m]) | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | _____ |
| n) Subcontracting, Assignment and Transfer -
Exhibit 10-D, [B6 (n)] | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | _____ |
| o) Consultant's Endorsement on PS&E/Other Data. -
Exhibit 10-D, (B6 [o]) | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | _____ |
| p) DBE Considerations, Exhibit 10-D, (B6 [p]) | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | _____ |
| • Notice to Proposers – DBE Information - Exhibit 10-I | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | _____ |
| • Standard Contract for Subconsultant/DBE Participation -
Exhibit 10-J | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | _____ |
| • Local Agency Consultant DBE Commitment -
Attach completed Exhibit 10-O1 | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | _____ |
| • Local Agency Consultant DBE Information -
Attach completed Exhibit 10-O2 | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | _____ |
| • Final Report – Utilization of DBEs – Exhibit 17-F | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | _____ |
| q) Insurance Requirements | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | _____ |
| r) Nonlobbying Certification for Federal-aid Contracts -
Exhibit 10-P | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | _____ |
| s) Debarment and Suspension Certification - Exhibit 12-B | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | _____ |
| t) Non-Discrimination Clause included – Exhibit 10-V | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | _____ |
| u) Mandatory Provisions (*) from A&E Sample Contract
Language, Exhibit 10-R | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | _____ |
| C. CONCLUSIONS (accepted legal expressions, etc.) | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | _____ |
| D. SIGNATURES | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | _____ |
| E. CERTIFICATIONS OF CONSULTANT AND AGENCY -
Exhibit 10-F is to be included | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | _____ |
| F. COST PROPOSAL – Final Cost proposal to be included - Exhibit 10-H | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | _____ |

Local Agency Contract Administrator

Date

* Refer to page 1 of Exhibit 10-R *A&E Sample Contract Language*.

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