

**EXHIBIT 10-C A&E CONSULTANT CONTRACT REVIEWERS CHECKLIST**

Date: 04/14/2019 Amendment:  District: 3  
 Agency Name: Nevada County DPW  
 Federal or State Project Number: n/a  
 Local Agency Contract Number/Solicitation Number: n/a  
 Consultant Name: Psomas  
 Original Contract Period: Begin: 05/01/2019 End: 12/30/2020  
 Original Contract Dollar Amount: \$ 200,000 Funding: Federal/State

No.	DESCRIPTION
<b>A. PROCUREMENT PLANNING</b>	
1	Description of need for consultant: <u>Provide construction management and project inspection expertise</u>
2	Local agency contract administrator information
a	Name: <u>Patrick Perkins</u>
b	Phone: <u>(503) 265-1712</u> Email: <u>patrick.perkins@co,nevada.ca.us</u>
3	Do you have a scope of work? <u>YES</u>
a	Does the scope of work include a consultant in a management support role? <u>NO</u>
b	Is the schedule specified in the scope of work? <u>NO</u>
4	Independent cost estimates (23 CFR 172.7(a)(1)(v)(b))
a	What is the total value of independent cost estimate? <u>\$ 200,000</u>
b	What cost estimating technique was used? <u>Analogous Estimating</u>
<b>B. SOLICITATION DOCUMENTS AND ADVERTISEMENT</b>	
1	Consultant selection committee and conflict of interest
a	What is the number of panel members? <u>3</u>
b	Was Conflict of Interest form (EXHIBIT 10-T) signed by all? <u>YES</u>
c	Was Conflict of Interest form (EXHIBIT 10-T) dated by all? <u>YES</u>
2	Does the solicitation contain a procurement schedule? <u>YES</u>
3	Type of contract? <u>On-call</u>
4	Method of payment? <u>Actual Cost-Plus-Fixed Fee (see Exhibit 10-H: Sample Cost Proposal - Example #1)</u>
5	Evaluation criteria and weights (EXHIBIT 10-B)
	Were weight values assigned to criteria? <u>YES</u>
6	Procurement type? <u>RFQ</u>
	Length of contract (in years): <u>1.5</u>
7	DBE utilization goal setting (Federal-funded only)
a	Was Exhibit 9-D submitted? <u>YES</u>
b	Was Exhibit 10-I included in solicitation? <u>YES</u>
c	What is the DBE Utilization Goal (%)? <u>2.0</u>
d	If No goal (not Zero goal), explain: _____
e	Was a Good Faith Effort (Exhibit 15-H) approved by LPA? <u>NA</u>
8	Records of publication for RFP or RFQ
a	Was widespread publication used to advertise the RFP/RFQ (EG newspaper, web posting, Planetbids, etc.)? <u>YES</u>
	Specify: <u>web posting on county web site</u>

No.	DESCRIPTION	
	b How long was the advertisement period (in days)?	43
9	<b>Records of response to solicitation</b>	
	a How many consultants responded to this solicitation?	8
	b Does your agency have a proposal responsiveness checklist?	YES
	c Were records of response documented (e.g. log sheet, copies of time-stamped envelopes, other)?	YES
	Specify: all proposals were dated and logged in	
C.	<b>EVALUATION AND SELECTION</b>	
1	<b>Documentation of consultant selection</b>	
	a How many consultants were evaluated?	8
	b Were evaluation criteria the same as in solicitation?	YES
	c Original score sheets and final rankings	
	1. How many score sheets were signed by all?	3
	2. How many score sheets were dated?	3
	d Was Exhibit 10-O1 included in proposal (Federal funded only)?	YES
	e Was Exhibit 10-U submitted if there is a consultant in a management role (if applicable)?	--select--
2	<b>Develop top ranked consultants and notify all interviewees</b>	
	a Did you notify all candidates of their ranking?	YES
	b Did you conduct oral interviews?	NO
3	<b>Cost proposal</b>	
	a Is cost proposal in Exhibit 10-H format or equivalent complete and in the correct form based on the method of payment?	YES
	b Payment Method: <u>Actual Cost-Plus-Fixed Fee (see Exhibit 10-H: Sample Cost Proposal - Example #1)</u>	
	c Is direct labor cost proposal broken down by job classifications and types of costs and/or rates?	YES
	d Is the ICR for current fiscal year?	YES
	e Are key personnel identified?	YES
	Are "other direct cost" itemized by items of work quantity, unit price and total for each item	
	f (EXHIBIT 10-H)?	NO
	g Is fixed fee over 15%?	NO
4	<b>Audit and review documents before contract execution</b>	
	a Was proposed ICR submittal sent to A&I for acceptance (EXHIBIT 10-K)?	YES
	b What is A&I's ICR decision?	Accepted
	c Does the final cost proposal reflect the adjusted or accepted ICR?	YES
5	<b>Record of cost/profit negotiations</b>	
	a Did you verify elements of the cost proposal from the top-ranked consultant?	NA
	b Did you return remaining concealed cost proposals after successful cost negotiation or dispose of in accordance with written policies and procedures approved by Caltrans?	NA
	c Did you perform a cost analysis (wage rates, fixed fee, other direct costs, indirect costs and profits)?	NA
	d Did you document your profit negotiations?	NA
6	<b>Mandatory fiscal and federal provisions (EXHIBIT 10-R) (Federal-funded only)</b>	
	a Are all mandatory fiscal and federal provisions included in contract? (Article IV to XVII)	YES
	b What mandatory provisions are not verbatim?	
	c Was Exhibit 10-O2 completed and included in the contract?	YES
7	<b>Specify if sole source:</b>	
	Was a public interest finding (EXHIBIT 12-F) prepared by local agency and approved by DLAE?	NA/EME

*Task Order*

NA

NA

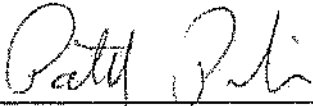
NA

NA

No.	DESCRIPTION	
8	Was price used as an evaluation factor?	NO
9	What Policies and Procedures have been adopted? <u>Local Agency's own Policies &amp; Procedures</u>	
a	Date adopted Caltrans procedure (CPM or LAPM Ch.10) (mm/yyyy):	
b	Has Caltrans approved local agency's policies and procedures?	YES
10	Method of payment in contract? <u>Actual Cost-Plus-Fixed Fee (see Exhibit 10-H: Sample Cost Proposal - Examp</u>	
11	Does contract awarded match that of solicitation?	YES
<b>D. FOR CONSULTANT CONTRACT AMENDMENT ONLY</b>		
1	Amendment number: _____	
2	Start date: _____ End date: _____	
3	Type of original contract: <u>--select--</u>	
4	Was small purchase used for original procurement?	<u>--select--</u>
5	What is A&I's ICR decision? <u>--select--</u>	
6	Total amended contract amount: _____	
7	Description of need for amendment:	
8	Has the scope of work changed?	<u>--select--</u>
9	Does the revised scope of work include a consultant in management support role?	<u>--select--</u>
10	Was Exhibit 10-U submitted if there is a consultant in management support role?	<u>--select--</u>

Note: Please submit EXHIBIT 10-C using fillable PDF along with a signed copy via email.

I certify the information I provided on and in connection with this form is true, accurate and complete and supporting documents are filed in our office filing system. I also understand that any false statements or omissions on this document may be grounds for disqualification from federal and/or State funding.

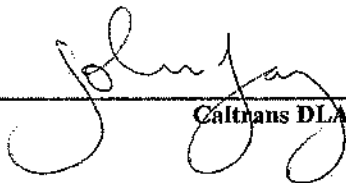


Local Agency Contract Administrator

4/15/19

Date

I have reviewed the Exhibit 10-C Consultant Contract Reviewers Checklist but I have not reviewed the supporting documentation in detail. The Exhibit 10-C checklist appears to have been prepared in accordance with Chapter 10 "Consultant Selection" of the Local Assistance Procedures Manual. I have not conducted a comprehensive review of the supporting documentation and cannot, therefore, attest that there are no errors, ambiguities, or omissions in the Exhibit 10-C checklist. Caltrans assumes no liability for any defect in the Exhibit 10-C by virtue of its review of this checklist.



Caltrans DLA

5/3/19

Acceptance Date