

EXHIBIT 10-C A&E CONSULTANT CONTRACT REVIEWERS CHECKLIST

Date: 3/26/2019 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: HDR
 Original Contract Period: Begin: 04/01/2019 End: 12/30/2020
 Original Contract Dollar Amount: \$ 200,000 Funding: Federal/State

No.	DESCRIPTION	
A. PROCUREMENT PLANNING		
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?	YES
a	Does the scope of work include a consultant in a management support role?	NO
b	Is the schedule specified in the scope of work?	NO
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. SOLICITATION DOCUMENTS AND ADVERTISEMENT		
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?	YES
c	Was Conflict of Interest form (EXHIBIT 10-T) dated by all?	YES
2	Does the solicitation contain a procurement schedule?	YES
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?	YES
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?	YES
b	Was Exhibit 10-I included in solicitation?	YES
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?	NA
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>Specify: web posting on county web site</u>	YES

No.	DESCRIPTION		
	b How long was the advertisement period (in days)?	43	/
9	Records of response to solicitation		
	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.	EVALUATION AND SELECTION		
1	Documentation of consultant selection		
	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	Develop top ranked consultants and notify all interviewees		
	a Did you notify all candidates of their ranking?		YES /
	b Did you conduct oral interviews?		NO /
3	Cost proposal		
	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: Actual Cost-Plus-Fixed Fee (see Exhibit 10-H: Sample Cost Proposal - Example #1)		
	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 /
	f Are "other direct cost" itemized by items of work quantity, unit price and total for each item (EXHIBIT 10-H)?		NO /
	g Is fixed fee over 15%?		NO /
4	Audit and review documents before contract execution		
	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	Record of cost/profit negotiations		
	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	Mandatory fiscal and federal provisions (EXHIBIT 10-R) (Federal-funded only)		
	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	Specify if sole source:		
	Was a public interest finding (EXHIBIT 12-F) prepared by local agency and approved by DLAE?		NA/EME /

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

Adopt
Ch-10

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.

Patricia P. [Signature]
Local Agency Contract Administrator

3/26/19
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.

[Signature]
Caltrans DLA

4/4/19
Acceptance Date