

EXHIBIT 10-C A&E CONSULTANT CONTRACT REVIEWERS CHECKLIST

Date: 05/29/2018 Amendment: District: 7
 Agency Name: Los Angeles County
 Federal or State Project Number: Not Available
 Local Agency Contract Number/Solicitation Number: PW15151- As-Needed Engineering Design and Support
 Consultant Name: Michael Baker International, Inc.
 Original Contract Period: Begin: 06/05/2018 End: 06/04/2023
 Original Contract Dollar Amount: \$ 5,000,000 Funding: Federal

| No. | DESCRIPTION |
|--|--|
| A. PROCUREMENT PLANNING | |
| 1 | Description of need for consultant: <u>Engineering Design and Support Services for Road and Flood Control AED7740072 (on-call)</u> |
| 2 | Local agency contract administrator information |
| a | Name: <u>Loydi Nguyen</u> |
| b | Phone: <u>(626) 458-2180</u> Email: <u>LNguyen@dpw.lacounty.gov</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? YES |
| 4 | Independent cost estimates (23 CFR 172.7(a)(1)(v)(b)) |
| a | What is the total value of independent cost estimate? <u>\$ 5,000,000</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>Specific Rates of Compensation(see Exhibit 10-H - Example #2)</u> |
| 5 | Evaluation criteria and weights (EXHIBIT 10-B) |
| | Were weight values assigned to criteria? YES |
| 6 | Procurement type? <u>RFQ/RFP</u> |
| | Length of contract (in years): <u>5.0</u> |
| 7 | DBE utilization goal setting (Federal-funded only) |
| a | Was Exhibit 9-D submitted? YES |
| b | Was Exhibit 10-1 included in solicitation? YES |
| c | What is the DBE Utilization Goal (%)? <u>13.0</u> |
| d | If No goal (not Zero goal), explain: |
| e | Was a Good Faith Effort (Exhibit 15-H) approved by LPA? YES |
| 8 | Records of publication for RFP or RFQ |
| a | Was widespread publication used to advertise the RFP/RFQ (EG newspaper, web posting, Planetbids, etc.)? YES |
| | Specify: <u>La Opinion, Los Angeles Sentinel, Daily Commerce; DPW and ISD websites</u> |

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| | b How long was the advertisement period (in days)? | 30 days |
| 9 | Records of response to solicitation | |
| | a How many consultants responded to this solicitation? | 7 firms |
| | 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: proposal receipts and on-line proposal submittal record/log. | |
| C. | EVALUATION AND SELECTION | |
| 1 | Documentation of consultant selection | |
| | a How many consultants were evaluated? | 7 consultants |
| | 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 evaluators x 7 evaluation sheets) 21 |
| | 2. How many score sheets were dated? | 21 |
| | 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)? | NO |
| 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? | YES |
| 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: <u>Specific Rates of Compensation(see Exhibit 10-H - Example #2)</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 |
| | f Are "other direct cost" itemized by items of work quantity, unit price and total for each item | |
| | (EXHIBIT 10-H)? | YES |
| | 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? | YES |
| | 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)? | YES |
| | d Did you document your profit negotiations? | YES |
| 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 |

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|--|---|-------------------|
| 8 | Was price used as an evaluation factor? | NO |
| 9 | What Policies and Procedures have been adopted? <u>LAPM Ch.10</u> | |
| a | Date adopted Caltrans procedure (CPM or LAPM Ch.10) (mm/yyyy): | 01/2017 |
| b | Has Caltrans approved local agency's policies and procedures? | NO |
| 10 | Method of payment in contract? <u>Specific Rates of Compensation(see Exhibit 10-H - Example #2)</u> | |
| 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: <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.

Randy Nguyen
Local Agency Contract Administrator

5/29/18
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 *Randy Nguyen* 5/29/18
Acceptance Date

