



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

LPA Selection Review Checklist

Vers. 10/24/13jc

Local Public Agency: _____ County: _____

Project Name: _____ Des No.: _____

Posting Date: _____ District: _____

RFP requested services for: (check all that apply):

- | | |
|---------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Preliminary Engineering | <input type="checkbox"/> Right-of-Way Services |
| <input type="checkbox"/> Construction Engineering | <input type="checkbox"/> Other _____ |

Documentation Required w/ Checklist:

- | | |
|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| YES N/A | YES N/A |
| <input type="checkbox"/> Request for Proposal (RFP) Advertisement | <input type="checkbox"/> Scoring Tabulation Sheet and Score Sheets |
| <input type="checkbox"/> DBE Goal Set e-mail - at _____% | <input type="checkbox"/> <input type="checkbox"/> Affirmative Action Certification Form –Top Firm |
| <input type="checkbox"/> <input type="checkbox"/> DBE Goal Met e-mail provided by EOD | <input type="checkbox"/> Proof of Prequalification |
| <input type="checkbox"/> <input type="checkbox"/> Past Performance Data as provided by INDOT | |

General Information:

- Number of Letters of Interest received _____, if less than 3 attach documentation of recruitment efforts.
 - Number of teams that did not meet prequalification requirements _____. Explain why teams did not meet requirements. _____
- YES N/A
- If pre-screening was used, was it consistent with the process advertised in the RFP?

Score Sheets

- YES N/A
- The scorers used the same score sheet as was advertised in the RFP.
 - All scorers have scored all firms that that met prequalification requirements.
 - All scorers used the values from the “Scale” column to populate the “Score” column.
 - The Location rating for the same firm has the same value applied on every score sheet.
 - Past Performance is applied consistently
 - The calculations for weighted scores and weighted sub-totals are correct.
 - The Signature and Date of Scorer is on each score sheet.

Tabulation Sheet

- YES
- The Signature of Scoring Team Leader and Date are on Tabulation Sheet.
 - All prequalified firms are listed on the form.
 - The total scores at the bottom of each individual score sheet were correctly reflected on the Tabulation Form.
 - Highest ranked lead firm is INDOT prequalified.
 - The highest ranked team (Lead & Sub firms) is prequalified to perform all work types listed in the RFP.

Certification by LPA Employee in Responsible Charge (ERC)

I certify that I have verified the above information and that the selection process was prosecuted in accordance with the Architectural and Engineering Firm Selection Process for LPA's as modified by the LPA Process Guidance Document.

LPA ERC Signature: _____, Date: _____

Print Name: _____, Title: _____

LPA Selection Review Checklist Cont'd.

Local Public Agency: _____

Project Name: _____ Des No.: _____

Request for Proposals No.: _____ Posting Date: _____

INDOT District Review Confirmation

The scoring and selection process used appears to be fair and consistent with the Architectural and Engineering Firm Selection Process for LPA's as modified by the LPA Process Guidance Document.

Reviewed by Signature: _____, Date: _____

Print Name: _____, Title: _____

Comments: _____

FHWA Audit (for selected contracts)

The consultant selection process appears to be consistent with the Architectural and Engineering Firm Selection Process for LPA's as modified by the LPA Process Guidance Document.

Yes No

Reviewed by Signature: _____, Date: _____

Print Name: _____, Title: _____

Comments: _____
