



L&G Engineering

Transportation Consultants

October 18, 2017

Hon. Joseph Palacios
Hidalgo County Commissioner Pct. 4
1051 N. Doolittle
Edinburg, TX 78542

**RE: 10th Street Recommendation of Award
From SH 107 to FM 1925
CSJ: 0921-02-300**

Commissioner Palacios,

L&G has tabulated the official bid amounts for the six bidders and analyzed the bids in accordance with Article 2.14, "Tabulation of Bids" of TxDOT's Standard Specifications. The official bid amounts, which are summarized below, ranged from 19.2% below the engineer's estimate to 13.1% above the engineer's estimate and match the total bid amounts on their respective proposal with the exception of Bidder's #4, #5, & #6 (see attachment and detailed explanation below).

10th Street Project Engineer's Estimate = \$11,321,516.85

	Bidder Name	Bid Amount	% over/under
Bidder #1 (Low Bidder)	Texas Cordia Construction	\$9,142,335.55	-19.2%
Bidder #2	IOC Company, LLC	\$9,505,197.65	-16%
Bidder #3	Foremost Paving, Inc.	\$9,774,116.73	-13.7%
Bidder #4	ASAGO, LLC	\$11,305,753.50(Corrected)	-0.1%
Bidder #5	REIM Construction, Inc.	\$9,825,063.25 (Corrected)	-13.2%
Bidder #6	Anderson Columbia, Inc.	\$12,803,580.40 (Corrected)	13.1%

We found no indication of material unbalancing or any front loaded items. However, certain bidders require further explanation:

Bidder #1 – Texas Cordia Construction (Low Bidder)

Bidder #1 included prices for all base bid items as well as alternate items #1-3 instead of only putting prices to items they intended to bid on. You will not be able to determine what they bid on based solely on reviewing their submitted bid. Therefore, L&G analyzed all scenarios (i.e., Alternate #1 only, Alternate #1 & #2, Alternate #1 & #3, etc...) and verified that the low bid amount written on their bid proposal reflected that Bidder #1 meant to utilize alternate items #1 & #2 as part of their low bid. Their low bid amount, as written on their bid proposal, is correct; however, we had to mathematically prove what exact items were included in their low bid.

Bidder #2 – IOC Company, LLC

Bidder #2 had no issues with their bid proposal.

Bidder #3 – Foremost Paving, Inc.

Bidder #3 had no issues with their bid proposal.

Bidder #4 – ASAGO, LLC

Bidder #4 had a mathematical error in their summation. Each individual line item was correct however, when summed up the total becomes \$11,305,753.50 not the amount they submitted (\$11,282,526.50). This mathematical error did not result in any movement in their bid placement.

Bidder #5 – REIM Construction, Inc.

Bidder #5 had multiple issues with their bid. First, Bidder #5 included prices for all base bid items as well as alternate items #1-3 instead of only putting prices to items they intended to bid on. When totaled on the bid proposal sheets, Bidder #5 showed a total bid of \$11,771,720.50 which equates to a total summation of all base bid items as well as alternate items. Bidder #5 basically double bid on the items relating to alternate #1-3. However, when you go to the total bid amount sheet, Bidder #5 wrote in the amount of \$10,058,911.49. After analyzing their bid and doing the calculations, the amount of \$10,058,911.49 is reflective of only base bid items not including any alternates. Furthermore, since we had prices for their alternates, we ran the calculations and determined that their low bid is \$9,825,063.25 and was inclusive of alt item #2. Utilizing this dollar amount would bring Bidder #5 into 4th place.

Bidder #6 – Anderson Columbia, Inc.

Bidder #6 included prices for all base bid items as well as alternate items #1-3 instead of only putting prices to items they intended to bid on. When totaled on the bid proposal sheets, Bidder #6 showed a total bid of \$15,331,778.40 which equates to a total summation of all base bid items as well as alternate items. Bidder #6 basically double bid on the items relating to alternate #1-3. Since we had prices for their alternates, we ran the calculations and determined that their low bid is actually \$12,803,580.40 and was inclusive of alternate items #1 & 2. Utilizing this low bid dollar amount would still leave Bidder #6 in 6th place.

Based on the corrected amounts we recommend that the low bidder, Texas Cordia Construction, be awarded the contract.

I will e-mail Ms. Norma Garza, P.E. a copy of the bid tabulation spreadsheet to assist her in concurring with our recommendation, and I will coordinate with your office to submit the formal recommendation to her directly.

A discussion of our bid analysis follows:

After L&G's review of the low bidder's submittal, it was noted that one item in particular (Item 500 6001 - Mobilization) was found to be significantly lower than the second lowest bidder. In review of all other items the comparison between the first and second lowest bidders the individual line item differences were found to be insignificant. Based on this analysis, no unbalancing was found.

If you have any questions or comments please feel to give me a call at 956-585-1909.

Sincerely,



Robert Macheska, P.E., CFM
Project Manager

cc: Mr. Steve Crain, Atlas, Hall & Rodriguez, L.L.P
Mr. Jacinto Garza, P.E., L&G Engineering



Local Government Project -- Plan Development Review Checklist

Project CSJ#: 0921-02-300

Project Info: 10th Street Extension Project, From SH 107 To FM 1925

Local Government: Hidalgo County Precinct No. 4

TxDOT District: Pharr

Item	Not Applicable	Plans or Project Manual Page No.	Task Completion Verified By LG (insert name below):	LG Date Verified	Task Completion Verified By TxDOT (insert name below):	TxDOT Date Verified
Advanced Funding Agreement						
DOCUMENTATION/COORDINATION ITEMS						
LG DUNS # and Zip Code +4 provided to TxDOT district	<input type="checkbox"/>	103110834, 78540-1356	Jose Luis "Pepe" Caso, Pct. 4 Chief of Staff			
District verifies DUNS # and forwards DUNS # and Zip Code +4 to FIN-LM	<input type="checkbox"/>	TxDOT	Jose Luis "Pepe" Caso, Pct. 4 Chief of Staff			
AFA map of project matches PS&E layout.	<input type="checkbox"/>	AFA-att B	Jose Luis "Pepe" Caso, Pct. 4 Chief of Staff	Aug. 1, 2017		
Project budget and description matches TxDOT finance information (DCIS).	<input type="checkbox"/>	TxDOT DCIS	Jose Luis "Pepe" Caso, Pct. 4 Chief of Staff	Aug. 1, 2017		
Engineering design guidelines for geometrics are specified (e.g. AASHTO, TxDOT, ADAAG, etc.).	<input type="checkbox"/>	Pg. 5 of 13 - AFA	Jose Luis "Pepe" Caso, Pct. 4 Chief of Staff	Aug. 1, 2017		
Clear statement of project development responsibilities between TxDOT and LG (ROW mapping and acquisition, utility relocation, environmental, design, construction).	<input type="checkbox"/>	Pg. 4 thru 13 - AFA	Jose Luis "Pepe" Caso, Pct. 4 Chief of Staff	Aug. 1, 2017		
Statement of applicability of LGPP and need for "Qualified Person."	<input type="checkbox"/>	Pg. 2 of 13 - AFA	Jose Luis "Pepe" Caso, Pct. 4 Chief of Staff	Aug. 1, 2017		
Statement of latest allowable letting date (if responsibility of LG) or risk of having funding withdrawn.	<input checked="" type="checkbox"/>					
Statement of milestones LG must accomplish including dates to allow project to be added to TxDOT's 24-month letting schedule.	<input checked="" type="checkbox"/>					
On MPO agreements, statement that CMAQ funds (if applicable) may be withdrawn if not committed to project that advances within a specified year.	<input checked="" type="checkbox"/>					
Document signed and dated by appropriate signing authority for LG and TxDOT.	<input type="checkbox"/>	Pg. 13 of 13 - AFA	Jose Luis "Pepe" Caso, Pct. 4 Chief of Staff	Aug. 1, 2017		
Statement indicating if there is any retainage withheld from LG on interim reimbursements.	<input checked="" type="checkbox"/>					
All amendments to AFA meet above requirements.	<input type="checkbox"/>	Yes	Jose Luis "Pepe" Caso, Pct. 4 Chief of Staff	Aug. 1, 2017		



Local Government Project -- Plan Development Review Checklist

Professional Services Procurement Review						
DOCUMENTATION ITEMS						
TxDOT verifies LGPP training for LG "Qualified Person."	<input type="checkbox"/>	HC followed its approved process	Jose Luis "Pepe" Caso, Pct. 4 Chief of Staff	Aug. 1, 2017		
TxDOT pre-approval of LG procurement process.	<input type="checkbox"/>	"	"	Aug. 1, 2017		
LG issues Notices of Intent/Request for Qualifications (NOI/RFQ) or advertisement.	<input type="checkbox"/>	"	"	Aug. 1, 2017		
LG receives Letters of Interest/Statements of Qualifications (LOI/SOQ).	<input type="checkbox"/>	"	"	Aug. 1, 2017		
LG performs screenings/evaluations of LOIs/SOQs and related correspondence.	<input type="checkbox"/>	"	"	Aug. 1, 2017		
LG issues invitations to providers selected for interviews.	<input type="checkbox"/>	"	"	Aug. 1, 2017		
LG evaluation of interviewed providers.	<input type="checkbox"/>	"	"	Aug. 1, 2017		
LG notifies highest-ranked provider and requests scope, manhour and price proposal.	<input type="checkbox"/>	"	"	Aug. 1, 2017		
LG reviews proposal from highest ranked proposer and negotiates contract.	<input type="checkbox"/>	"	"	Aug. 1, 2017		
All state and federal required contract clauses must be included in contract.	<input type="checkbox"/>	"	"	Aug. 1, 2017		
LG and selected provider execute contract.	<input type="checkbox"/>	"	"	Aug. 1, 2017		
LG submits copy of Professional Services Contract to TxDOT.	<input type="checkbox"/>	"	"	Aug. 1, 2017		
LG sends letters/correspondence to provider(s) not selected.	<input type="checkbox"/>	"	"	Aug. 1, 2017		
LG retains documentation indicating a qualifications-based procurement process.	<input type="checkbox"/>	HC followed its approved process	Jose Luis "Pepe" Caso, Pct. 4 Chief of Staff	Aug. 1, 2017		
Engineering and Architectural Design Schematics and Layout Checklist						
DESIGN SCHEMATICS AND LAYOUT						
Project schematics and layout match AFA map.	<input type="checkbox"/>	AFA - att B	Jose Luis "Pepe" Caso, Pct. 4, Chief of Staff	Aug. 1, 2017		
On-system design complies with TxDOT's Access Management Manual and TxDOT's Roadway Design Manual.	<input checked="" type="checkbox"/>					
LG prepares Interstate Access Justification Report and traffic analysis	<input checked="" type="checkbox"/>					
LG prepares Design Concept Conference Summary Report.	<input type="checkbox"/>	Yes	Jose Luis "Pepe" Caso, Pct. 4, Chief of Staff	Aug. 1, 2017		
LG prepares Form 1002 (PS&E Submission Data), Page 3 - Basic Design Data.	<input type="checkbox"/>	Yes	Jose Luis "Pepe" Caso, Pct. 4, Chief of Staff	Aug. 1, 2017		
Design exceptions submitted to TxDOT for approval (with conditions noted, if any).	<input checked="" type="checkbox"/>					
Design waiver requests submitted to TxDOT (granted with conditions, if any).	<input checked="" type="checkbox"/>					
Design variance requests submitted to TxDOT (granted with conditions, if any).	<input checked="" type="checkbox"/>					
LG submits plans to TDLR or RAS PS&E for review of pedestrian elements, if greater than \$50,000.	<input type="checkbox"/>	Scheduled for Aug 2017	Jose Luis"Pepe"Caso, Pct. 4, Chief of Staff	Aug. 1, 2017		
LG submits schematic layout (or 30% drawings) to TxDOT for approval.	<input type="checkbox"/>	Done	Jose Luis"Pepe"Caso, Pct. 4, Chief of Staff	Aug. 1, 2017		
Other TxDOT approvals (describe).	<input type="checkbox"/>	100% PS&E	Jose Luis"Pepe"Caso, Pct. 4, Chief of Staff	Aug. 1, 2017		



Local Government Project -- Plan Development Review Checklist

Right-of-Way Review Checklist - On System						
DOCUMENTATION/COORDINATION ITEMS						
A final Right-of-Way Map listing all right-of-way parcels (fee title and/or easements/drainage easements) required for the project, including the grantor's names and the recording references.	<input type="checkbox"/>	Completed	Jose Luis"Pepe"Caso, Pct4., Chief of Staff	Aug. 1, 2017		
A Right-of-Way Map checklist available or on file documenting the Right-of-Way Map is in conformance with TxDOT's Right-of-Way Manual.	<input checked="" type="checkbox"/>					
TxDOT has entered project and parcel information into the Right-of-Way Information System (ROWIS).	<input type="checkbox"/>	Acquistion substantially complete	Jose Luis"Pepe" Caso, Pct. 4, Chief of Staff	Aug. 1, 2017		
All of the original deeds, easements and/or condemnation judgments that have been recorded in the real property official records of the proper county, conveying title into the state of Texas, for all right-of-way parcels listed on the final right-of-way map.	<input checked="" type="checkbox"/>					
Title insurance policies insuring title in the name of the State of Texas for all rights of way and/or easements acquired.	<input checked="" type="checkbox"/>					
TxDOT completion of a Title III audit of the right-of-way parcel files utilizing TxDOT's separate Title III Parcel Review Checklist. (If no, a TxDOT representative should arrange to complete a review of the parcel acquisition documentation utilizing the Title III Parcel Review Checklist.)	<input checked="" type="checkbox"/>					
Evidence that identified deficiencies in the Title III audit been corrected or satisfied.	<input checked="" type="checkbox"/>					
Certification that any ROW parcels which will not be cleared prior to commencement of construction contract will be cleared so as not to affect construction activities other than as defined in the construction contract documents.	<input type="checkbox"/>	Yes (see certification form)	Jose Luis"Pepe" Caso, Pct. 4, Chief of Staff	Aug. 1, 2017		
Certification provided that all ROW is cleared.	<input type="checkbox"/>	Yes (see certification form)	Jose Luis"Pepe"Caso, Pct. 4, Chief of Staff	Aug. 1, 2017		
Utilities Review Checklist						
DOCUMENTATION/COORDINATION ITEMS						
A complete inventory, description and location of all utilities that were relocated and/or adjusted and permitted to remain within the right of way.	<input type="checkbox"/>	Yes(see S.P. "Notice to Contractors)	Jose Luis"Pepe"Caso, Pct. 4, Chief of Staff	Aug. 1, 2017		
Copies of any and all use and occupancy agreements (Form ROW-U-JUAA or MNT 1082) for those utilities that were relocated and/or adjusted and permitted to remain within the right of way.	<input checked="" type="checkbox"/>					
Certification for any utilities that will not be relocated prior to commencement of construction contract will be completed so as not to affect construction activities other than as defined in the construction contract documents.	<input type="checkbox"/>	Yes(see utility certifications)	Jose Luis"Pepe"Caso, Pct. 4, Chief of Staff	Aug. 1, 2017		
Utility certifications stating that all utilities needing to be adjusted and/or relocated for completion of the construction activity have been adjusted in accordance with applicable state laws, regulations, rules, policies and procedures (43 TAC Chapter 21, Subchapters B & C and the TxDOT ROW Utility Manual).	<input type="checkbox"/>	Yes(see utility certifications)	Jose Luis"Pepe"Caso, Pct.4, Chief of Staff	Aug. 1, 2017		
Evidence all exceptions to Utility Accommodation Rules have been approved and documented (Form ROW-U-CFA).	<input checked="" type="checkbox"/>					



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Engineering and Architectural Design Checklist					
DESIGN REVIEW					
Verify if TxDOT or federal oversight project.	<input type="checkbox"/>	AFA - att C	Jose Luis"Pepe"Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
Drainage complies with TxDOT's Hydraulic Design Manual.	<input type="checkbox"/>	Yes -100% submittal	Jose Luis"Pepe"Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
Coordination with FEMA performed, if necessary.	<input checked="" type="checkbox"/>				
Bridge designs reviewed by TxDOT (complies with TxDOT Bridge Design Manual).	<input type="checkbox"/>	Yes- 100% submittal	Jose Luis"Pepe" Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
Bridges over waterway approved by USCOE or other agencies.	<input checked="" type="checkbox"/>				
LG has constructability review performed.	<input type="checkbox"/>	Yes	Jose Luis"Pepe"Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
Construction sequencing reviewed and approved by TxDOT.	<input type="checkbox"/>	Yes - 100% submittal	Jose Luis"Pepe"Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
Traffic design complies with design criteria.	<input type="checkbox"/>	Yes - 100% submittal	Jose Luis"Pepe"Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
Traffic design complies with TMUTCD.	<input type="checkbox"/>	Yes - 100% submittal	Jose Luis"Pepe"Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
Traffic control plans (maintenance of traffic) reviewed and approved by TxDOT.	<input type="checkbox"/>	Yes - 100% submittal	Jose Luis"Pepe"Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
Pavement design based upon traffic data from district reviewed and approved by TxDOT.	<input type="checkbox"/>	TxDot approved	Jose Luis"Pepe"Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
Geotechnical Investigation report reviewed and approved by TxDOT.	<input type="checkbox"/>	TxDot approved	Jose Luis"Pepe"Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
Landscape design in accordance with TxDOT Landscape and Aesthetics Design Manual.	<input checked="" type="checkbox"/>				
Longitudinal barriers, including bridge rail, in accordance with TxDOT manuals and standards.	<input type="checkbox"/>	Yes - 100% submittal	Jose Luis"Pepe"Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
Road closure/detour plans reviewed and approved by TxDOT.	<input type="checkbox"/>	Yes - 100% submittal	Jose Luis"Pepe" Caso, Pct. 4, Chief of Staff		
Includes TxDOT Standard Specifications, Special Specifications and required Special Provisions as required in funding agreement or previously approved by TxDOT.	<input type="checkbox"/>	Yes - 100% submittal	Jose Luis"Pepe" Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
Special Provisions or alternate specifications, if allowed by state regulation, have TxDOT approval.	<input type="checkbox"/>	Yes - 100% submittal	Jose Luis"Pepe" Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
No propriety materials or processes specified, unless approved by TxDOT.	<input checked="" type="checkbox"/>				
Environmental Permits Issues and Commitments (EPIC) sheet in plans.	<input type="checkbox"/>	Yes - 100% submittal	Jose Luis"Pepe" Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
Storm Water Pollution Prevention Plans included in plans.	<input type="checkbox"/>	Yes - 100% submittal	Jose Luis"Pepe"Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
Existing and proposed ROW lines (including control of access lines) shown on plans.	<input type="checkbox"/>	Yes - 100% submittal	Jose Luis"Pepe"Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
Existing and proposed utility locations shown on plans.	<input type="checkbox"/>	Yes - 100% submittal	Jose Luis"Pepe"Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
District obtains plan and estimate approval from TRF on Safe Routes to Schools projects	<input checked="" type="checkbox"/>				
Value engineering study completed for project >\$50M or bridge cost >\$40M.	<input checked="" type="checkbox"/>				
Bid Document Checklist					
BID DOCUMENT REVIEW					
Bonding					
1. Bid document indicate performance bonds are required if the contract is in excess of \$100,000.	<input type="checkbox"/>	pg. 8	Jose Luis"Pepe"Caso", Pct. 4, Chief of Staff	Aug. 1, 2017	
2. Bid document indicate payment bonds are required if the contract is in excess of \$25,000 (\$50,000 for municipalities).	<input type="checkbox"/>	Pg. 9	Jose Luis"Pepe"Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
Buy America					
1. If there are federal funds, LG includes contract provisions in bid document addressing Buy America.	<input type="checkbox"/>	Pg. 48 & 190	Jose Luis"Pepe" Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
2. Assurance that, if there are federal funds, LG prepared any requests for waivers and submitted the request through TxDOT to FHWA for approval prior to advertisement for receipt of bids.	<input checked="" type="checkbox"/>				
Child Support Documentation					
1. LG includes certification of Child Support Statement and form for Business Ownership (list of names and Social Security numbers of all individuals owning 25% or more of company) required by Family Code §231.006 in all bid documents.	<input type="checkbox"/>	pg. 42	Jose Luis"Pepe" Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	



Local Government Project -- Plan Development Review Checklist

Contract Time					
1. TxDOT reviews and concurs in LG time determination. Calendar days or work days clearly defined.	<input type="checkbox"/>	pg. 17, 23 & 54	Jose Luis"Pepe"Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
Debarment Certification					
1. LG includes debarment certification in all bid documents for projects with federal funds.	<input type="checkbox"/>	pg. 285	Jose Luis"Pepe" Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
Designated Material Sources/Disposal Sites					
1. If LG wants to furnish material to a contractor, designate a source of material for the contractor or require the contractor to use designated disposal sites, LG makes a formal finding that it is in the public's interest to do so.	<input checked="" type="checkbox"/>				
2. Public interest determination must have TxDOT concurrence. For federal oversight projects, FHWA approval required.	<input checked="" type="checkbox"/>				
3. All materials specifications approved by TxDOT, including any designated source. For federal oversight projects, FHWA approval required.	<input checked="" type="checkbox"/>				
Disadvantaged Business Enterprises (DBEs), Historically Underutilized Businesses (HUBs), and Small Business Enterprises (SBEs)					
1. Participation in TxDOT's approved DBE program required for projects with federal funds. LG executes Memorandum of Understanding with TxDOT.	<input type="checkbox"/>	Form 2395 pg. 6 of 6	Jose Luis"Pepe" Caso, Pct 4, Chief of Staff	Aug. 1, 2017	
2. TxDOT-OCR established project goal included in bid document.	<input type="checkbox"/>	pg. 47	Jose Luis"Pepe" Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
3. DBE provisions included in bid document.	<input type="checkbox"/>	pg. 231	Jose Luis"Pepe" Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
Title VI and Nondiscrimination Program					
1. LG adopts TxDOT's EEO program or submits and receives approval from FHWA of alternate program.	<input type="checkbox"/>	Yes	Jose Luis"Pepe"Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
2. Federal EEO requirements language included in bid document.	<input type="checkbox"/>				
3. In accordance with 23 CFR Part 230 and Form FHWA-1273, LG ensures all federal-aid construction contractors and subcontractors with contracts of \$10,000 or greater do not discriminate and will take affirmative action to assure equal employment opportunity for all persons attendant to the contract. To assure nondiscrimination, LG must have done the following:	<input type="checkbox"/>	pg. 63 thru 74	Jose Luis"Pepe" Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
a. All contractors and subcontractors accepted the following as their operating EEO policy verbatim: "It is the policy of the Company to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color or national origin, age or disability. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training."	<input type="checkbox"/>	pg. 69	Jose Luis "Pete"Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
b. All contractors and subcontractors designated and identified an EEO officer.	<input type="checkbox"/>	pg. 64	Jose Luis "Pete"Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
c. All contractor and subcontractor personnel authorized to hire, supervise, promote and discharge employees must be fully cognizant of, and will implement, the EEO policy.	<input type="checkbox"/>	pg. 229	Jose Luis "Pete"Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
d. All contractors and subcontractors, when recruiting for employees, included in all advertisements for employees the notation: "An Equal-Opportunity-Employer." Contractors and subcontractors also implemented additional recruitment efforts such as utilizing public and private employee-referral services and employee referrals.	<input type="checkbox"/>	pg. 64	Jose Luis "Pete"Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
Equipment Rental Rates					
1. LG adopts TxDOT specifications for equipment rental rates or develop procedures based on 48 CFR 31. If LG developed its own rental rates, TxDOT reviews and approves the rates for compliance with the policy before including the rates in a contract proposal.	<input type="checkbox"/>	pg. 48 & 169	Jose Luis "Pete" Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	



Local Government Project -- Plan Development Review Checklist

<u>FHWA Final Rule on Temporary Traffic Control Devices</u>					
1. LG adopts TxDOT's program or submits an alternate for TxDOT approval.	<input checked="" type="checkbox"/>				
2. Include bid items for traffic control features and operations and, if used, law enforcement in the bid documents.	<input checked="" type="checkbox"/>				
<u>Form FHWA 1273</u>					
1. LG includes Form FHWA-1273 verbatim into all contracts and ensures prime contractor incorporates the provisions into all subcontracts and purchase orders.	<input type="checkbox"/>	pg. 63 thru 74	Jose Luis"Pete" Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
<u>Liquidated Damages and Incentive/Disincentive</u>					
1. LG develops liquidated damage rates to recover the cost of construction engineering and other allowable costs. Must be approved by TxDOT.	<input type="checkbox"/>	LGPP Manuel	Jose Luis"Pete"Caso, Pct.4, Chief of Staff	Aug. 1, 2017	
2. LG submits any other desired provisions, such as incentive/disincentive, to TxDOT for approval.	<input checked="" type="checkbox"/>				
<u>Lobbying Certification</u>					
1. LG includes certification in all bid documents for projects with federal funds.	<input type="checkbox"/>	pg. 46 thru 47	Jose Luis"Pepe" Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
<u>Local Hiring Preference</u>					
1. For projects with federal funds, do not include any state or local hiring preferences in bid documents or request for proposals.	<input checked="" type="checkbox"/>				
<u>Materials</u>					
1. LG adopts TxDOT Standard Specifications or submits alternate, comparable specifications to TxDOT for approval.	<input type="checkbox"/>	pg. 154	Jose Luis"Pete" Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
<u>Method of Construction (or Method of Bidding)</u>					
1. LG submits its competitive bidding process to TxDOT for approval or submits written cost-effective justification of emergency condition if procurement other than competitive bidding is desired.	<input checked="" type="checkbox"/>				
<u>Non-Collusion Statement</u>					
1. Includes non-collusion statement in bid package or in the request for proposal.	<input type="checkbox"/>	pg. 56	Jose Luis"Pete" Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
<u>Non-Discrimination Against Persons with Disabilities</u>					
1. All new and existing transportation facilities must be designed and constructed to comply with the provisions of all cited statutes.	<input type="checkbox"/>	pg. 65	Jose Luis"Pepe"Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
<u>Non-Responsive Bid</u>					
1. On design-bid-build, LG adopts Article 2.7 of TxDOT Standard Specification (Non-Responsive Proposals) or submits alternate for TxDOT approval.	<input checked="" type="checkbox"/>				
<u>Non-Segregated Facilities</u>					
1. Advises potential bidders that submission of a bid constitutes the certification of compliance with FHWA Form 1273.	<input checked="" type="checkbox"/>				
2. Contractor must get certification from all subcontractors and materials suppliers of greater than \$10,000.	<input type="checkbox"/>	pg. 63	Jose Luis"Pete" Caso, Pct. 4., Chief of Staff	Aug. 1, 2017	
<u>Quality Assurance Plan</u>					
1. LG adopts TxDOT Quality Assurance program or submits alternate program through TxDOT for FHWA approval.	<input type="checkbox"/>	pg. 48	Jose Luis"Pepe"Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
<u>Patented/Proprietary Products</u>					
1. LG does not specify patented or proprietary products in its contracts without prior written approval from TxDOT.	<input checked="" type="checkbox"/>				



Local Government Project -- Plan Development Review Checklist

Prequalification					
1. For projects on the State Highway System, require bidders to be prequalified by TxDOT.	<input type="checkbox"/>	pg. 48	Jose Luis"Pepe"Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
2. LG submits any additional, desired pre-qualifying/qualifying/licensing procedures to TxDOT for approval.	<input checked="" type="checkbox"/>				
3. Does not include a requirement for a contractor to obtain a license as a condition of submitting a bid.	<input checked="" type="checkbox"/>				
4. Bid document may require the successful bidder to obtain a license if applied to all bidders if they are successful.	<input checked="" type="checkbox"/>				
Prevailing Minimum Wage					
1. Includes FHWA-1273 provisions, including Davis-Bacon wage rates, in contract, request for proposals or concessionaire agreement. Current wages may be obtained at www.access.gpo.gov/davisbacon/ or include appropriate wage rates in bid document in accordance with state statute if no federal funds are used.	<input type="checkbox"/>	pg. 252 thur 256	Jose Luis"Pepe"Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
Prison Produced Materials					
1. Prohibits the use of convict-produced materials in bid document.	<input type="checkbox"/>	pg. 190	Jose Luis"Pepe"Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
Publicly-Owned Equipment					
1. Does not include contract provisions requiring use of LG equipment unless approved in writing by TxDOT.	<input checked="" type="checkbox"/>				
Railroad Insurance Provision					
1. Verify LG coordinated with railroad, if necessary.	<input checked="" type="checkbox"/>				
2. Includes provision for contractor's railroad liability insurance and other railroad provisions in bid documents, request for proposals or concessionaire agreement.	<input checked="" type="checkbox"/>				
Retainage					
1. If retainage is not kept, adopts TxDOT spec Article 9.6 (Progress Payments) including FHWA-approved special provision and includes in bid documents, request for proposals or concessionaire agreement.	<input type="checkbox"/>	pg. 217	Jose Luis"Pepe"Caso, Chief of Staff	Aug. 1, 2017	
2. Verify that if retainage is kept, incremental final acceptance of subcontracted work will be made.	<input type="checkbox"/>	pg. 218	Jose Luis"Pepe"Caso, Chief of Staff	Aug. 1, 2017	
Safety: Accident Prevention (OSHA)					
1. Includes provisions in contract to implement OSHA.	<input type="checkbox"/>	pg. 49	Jose Luis"Pete"Caso, Chief of Staff	Aug. 1, 2017	
State or Local Preference					
1. If federal funds are used, no state or local preference provisions allowed in contract.	<input checked="" type="checkbox"/>				
Subcontracting					
1. LG adopts TxDOT Standard Specification Article 8.8 (Subcontracting) or submits alternate for TxDOT approval.	<input type="checkbox"/>	pg. 223	Jose Luis"Pepe" Caso, Chief of Staff	Aug. 1, 2017	
2. Includes Contractor's Assurance in bid documents.	<input type="checkbox"/>	pg. 47	Jose Luis"Pepe" Caso, Chief of Staff	Aug. 1, 2017	
Termination or Default of Contract					
1. LG either adopts Article 8.6 of TxDOT Standard Specs (Abandonment of Work or Default of Contract) or develops comparable contract language for default of contract and includes in bid documents, request for proposals or concessionaire agreement.	<input type="checkbox"/>	pg. 211	Jose Luis"Pepe"Caso, Chief of Staff	Aug. 1, 2017	
Trench Safety					
1. Includes the required provisions in the bid documents.	<input type="checkbox"/>	pg. 28 & 154	Jose Luis"Pepe"Caso, Pct. 4, Chief of Staff	Aug. 1, 2017	
Warranties and Warranty Clauses					
1. LG provides TxDOT with procedures to be used and includes only TxDOT-approved procedures in bid document.	<input checked="" type="checkbox"/>				



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Engineering and Architectural Letter of Authority Checklist					
LETTER OF AUTHORITY (LOA)					
Environmental documents completed and project cleared.	<input type="checkbox"/>	Aug. 8, 2017 re-evaul	Jose Luis "Pepe" Caso, Chief of Staff	Aug. 22, 2017	
Railroad agreements completed.	<input checked="" type="checkbox"/>				
Updated project cost estimate submitted.	<input type="checkbox"/>	Aug. 1, 2017	Jose Luis "Pepe" Caso, Chief of Staff	Aug. 22, 2017	
No funding overruns or adjusted additional funding provided.	<input checked="" type="checkbox"/>				
Necessary plans and documents submitted to FHWA, if required.	<input checked="" type="checkbox"/>				
FPAA request created by FIN-LM. Confirm FPAA matches AFA on funding amount and percentages.	<input type="checkbox"/>	Aug.22, 2017	Jose Luis "Pepe" Caso, Chief of Staff	Aug. 22, 2017	
Signed Federal Procurement Authorization Agreement (FPAA) received.	<input type="checkbox"/>	Aug. 21, 2017	Jose Luis "Pepe" Caso, Chief of Staff	Aug. 22, 2017	
FHWA approves Letter of Authority on federal-oversight projects	<input type="checkbox"/>	Aug. 21, 2017	Jose Luis "Pepe" Caso, Chief of Staff	Aug. 22, 2017	
District issues State Letter of Authority on state-oversight projects	<input type="checkbox"/>	Aug. 24, 2017	Jose Luis "Pepe" Caso, Chief of Staff	Aug. 24, 2017	
Signed Plans Title Sheet and copies of LOA and FPAA sent by District to LG giving authorization to advertise.	<input type="checkbox"/>	Aug. 17, 2017	Jose Luis "Pepe" Caso, Chief of Staff	Aug. 24, 2017	
Letting and Award Checklist					
LETTING AND AWARD REVIEW					
Advertising					
1. TxDOT (or FHWA, if it has oversight) authorization prior to advertisement.	<input type="checkbox"/>	Aug. 22, 2017	Jose Luis "Pepe" Caso, Chief of Staff	Aug. 22, 2017	
2. Documentation supporting minimum 3 weeks (21 days) in advance of bid opening.	<input type="checkbox"/>	LGPP Manuel	Jose Luis "Pepe" Caso, Chief of Staff	Aug. 22, 2017	
3. Documentation that advertisement informed potential bidders of place and time bids are to be opened and read.	<input type="checkbox"/>	Advertisement	Jose Luis "Pepe" Caso, Chief of Staff	Aug. 22, 2017	
4. Documentation supporting newspaper advertisements started after LOA and at least 3 weeks prior to bid opening and ran consecutive weeks.	<input type="checkbox"/>	Posted Advertisements	Jose Luis "Pepe" Caso, Chief of Staff	Aug. 22, 2017	
Addenda					
1. TxDOT (or FHWA, if it has oversight) approval of all addenda prior to release to bidders.	<input type="checkbox"/>	Yes	Jose Luis "Pepe" Caso, Chief of Staff	Sept. 22, 2017	
2. Assurance all addenda made available to all bidders.	<input type="checkbox"/>	Sept. 25, 2017	Jose Luis "Pepe" Caso Chief of Staff	Sept. 25, 2017	
3. Bidders must acknowledge receipt of all addenda in their bids.	<input type="checkbox"/>	Instruction to Bidders 2L	Jose Luis "Pepe" Caso Chief of Staff	Sept. 27, 2017	
Bid Opening and Tabulation					
1. Verify all bids were sealed and filed with the LG and opened in a public meeting; bidders were not prohibited from attending the public meeting; and all bids were opened and publicly read in the presence of the meeting attendees at time and location listed in advertisement.	<input type="checkbox"/>	Yes	Jose Luis "Pepe" Caso, Chief of Staff	Sept. 27, 2017	
2. Verify all unit prices are provided and mathematical extensions are correct in bid tabulations.	<input type="checkbox"/>	Yes	Jose Luis "Pepe" Caso, Chief of Staff	Sept. 28, 2017	
3. Verify bidder provided documentation of railroad insurance, if applicable.	<input checked="" type="checkbox"/>				
4. Receive lobbying certification form from bidder.	<input type="checkbox"/>	Yes	Jose Luis "Pete" Caso, Chief of Staff	Sept. 28, 2017	
5. Verify Child Support Statement certification and Business Ownership form (list of names and Social Security numbers of all individuals owning 25% or more of company) are included in bid. If not, bid is non-responsive.	<input type="checkbox"/>	Yes	Jose Luis "Pete" Caso, Chief of Staff	Sept. 28, 2017	
Debarment Certification					
1. LG ensures plans and specifications are not furnished to federal suspended or debarred bidders or TxDOT debarred bidders.	<input type="checkbox"/>	Yes	Jose Luis "Pepe" Caso, Chief of Staff	Sept. 28, 2017	
2. LG checks to verify contractor is not debarred as part of the bid tabulation process.	<input type="checkbox"/>	Yes	Jose Luis "Pepe" Caso, Chief of Staff	Sept. 28, 2017	
Distribution of Bid Documents					
1. Verify approved bid documents were available at least 3 weeks prior to bid opening.	<input type="checkbox"/>	Yes	Jose Luis "Pete" Caso, Chief of Staff	Sept. 1, 2017	
Non-Collusion Statement					
1. LG ensures all bidders submit a non-collusion statement. If bidder fails to submit statement, its bid may not be opened, read and considered for contract award.	<input type="checkbox"/>	Yes	Jose Luis "Pete" Caso, Chief of Staff	Sept. 27, 2017	
2. Retain statement for all bidders.	<input checked="" type="checkbox"/>				



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Non-Resident Bidder					
1. Verify there are no resident preference provisions on projects with federal funds.	<input checked="" type="checkbox"/>				
Non-Responsive Bid					
1. Check submitted bids or proposal for compliance with reasons that make a proposal non-responsive.	<input type="checkbox"/>	Yes	Jose Luis "Pete" Caso, Chief of Staff	Sept. 27, 2017	
2. Do not consider non-responsive bids for award.	<input checked="" type="checkbox"/>				
Bid Analysis and Contract Award					
1. Were all addenda acknowledged?	<input type="checkbox"/>				
2. Was the correct Bid List used if it was changed by addenda?	<input type="checkbox"/>				
3. Are all required forms submitted and all required pages signed?	<input type="checkbox"/>				
4. Is the engineer's final pre-bid estimate correct for items changed in addenda?	<input type="checkbox"/>				
5. Evaluation of bids.	<input type="checkbox"/>				
6. Determination of lowest responsible/responsive bidder.	<input type="checkbox"/>				
7. Request for TxDOT Concurrence Letter submitted to TxDOT for processing.	<input type="checkbox"/>				
8. Submit the following information to the district for concurrence:	<input type="checkbox"/>				
a. Letter of recommendation from the LG and engineer.	<input type="checkbox"/>				
b. Bid tabulation with all bids and engineer's estimate.	<input type="checkbox"/>				
c. Documentation of minimum 21-day advertising period.	<input type="checkbox"/>				
d. Verification the contractor is not currently debarred from receiving federal- or state-funded contracts.	<input type="checkbox"/>				
e. Documentation of non-collusion, child support information, lobbying certification, etc.	<input type="checkbox"/>				
f. Other information required to support LG's recommendation.	<input type="checkbox"/>				
9. The district seeks concurrence from TxDOT Construction Division. CST will need the following:	<input type="checkbox"/>				
a. District recommendation memo.	<input type="checkbox"/>				
b. TxDOT determination of whether or not a bid is unbalanced.	<input type="checkbox"/>				
c. The proposal, if requested.	<input type="checkbox"/>				
10. CST makes a recommendation to the Deputy Executive Director.	<input type="checkbox"/>				
11. Formal concurrence in award from TxDOT. Request must include the tabulation of bids. FHWA concurrence on federal oversight projects.	<input type="checkbox"/>				



Local Government Project -- Plan Development Review Checklist

Contract Execution Checklist						
CONTRACT EXECUTION						
Bonding						
1. Verify contractor performance bonds meet minimum requirements.	<input type="checkbox"/>					
2. Verify contractor payment bonds meet minimum requirements.	<input type="checkbox"/>					
Disadvantaged Business Enterprises (DBEs), Historically Underutilized Businesses (HUBs) and Small Business Enterprises (SBEs)						
1. Review of DBE participation plan to ensure contract goals are committed to in accordance with provisions contained in bid document prior to contract execution or evaluate and document "Good Faith Effort."	<input type="checkbox"/>					
2. Ensure DBEs certified under Texas Unified Certification Program.	<input type="checkbox"/>					
Railroad Insurance Provisions						
1. Verify contractor submitted required insurance, if required.	<input type="checkbox"/>					
2. Verify railroad agreement executed prior to contract execution, if required.	<input type="checkbox"/>					
Workers' Compensation Insurance						
1. Written certification from contractor that workers' compensation insurance coverage is provided to each contractor and subcontractor employee working on the project.	<input type="checkbox"/>					