



## CONTRACT ADMINISTRATION CHECKLIST (CT Division)

Reviewed by (FHWA): \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date Approved: \_\_\_\_\_

*The FHWA Risk Management Plan identifies the major risk areas in implementing the American Recovery and Reinvestment Act of 2009 (Recovery Act). The Contract Administration Checklist focuses on the risks in procurement, bidding, and management of contract changes.*

### GENERAL PROJECT INFORMATION

State Project # (Design): \_\_\_\_\_ ; Related State Project #: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Description: \_\_\_\_\_

FAP #(s) (Construction): \_\_\_\_\_ ; Project Location/Town(s): \_\_\_\_\_

Advertising Date (ADV): \_\_\_\_\_ ; Bid Opening Date: \_\_\_\_\_

If project will be administered by an entity other than ConnDOT Office of Construction, indicate the responsible entity (ie: Town, City, Office of Maintenance, etc.): \_\_\_\_\_

### GENERAL REFERENCES - Regulation, Policy, and Guidance

- Construction and Maintenance: [23 CFR 635 A, B, C & D](#)
- Headquarters memorandum dated July 12, 1963, Subject: Participation in Engineering Errors  
<http://www.fhwa.dot.gov/programadmin/contracts/071263.cfm>
- Headquarters memorandum dated September 8, 1978, Subject: Participation in the Cost of Corrective Work Resulting from Construction Engineering Errors:  
<http://www.fhwa.dot.gov/programadmin/contracts/090878.cfm>
- FHWA Policy Letter dated November 15, 1996: <http://www.fhwa.dot.gov/programadmin/contracts/111596.cfm>
- FHWA Policy Memo dated September 18, 1990:  
<http://www.fhwa.dot.gov/programadmin/contracts/091890.cfm>
- Contract Administration Core Curriculum Participant's Manual and Reference Guide:  
<http://www.fhwa.dot.gov/programadmin/contracts/coretoc.cfm>
- Guidelines on Preparing Engineer's Estimate, Bid Reviews and Evaluation:  
<http://www.fhwa.dot.gov/programadmin/contracts/ta508046.cfm>

### BID INFORMATION

Engineer's Estimate:		(CONFIDENTIAL)	
Apparent Low Bid:		% over/under Engineer's Est.:	
Apparent High Bid:		Total Number of Bids:	
# of Competitive Bids (A competitive bid is a bid within 20% of the low bid):			

### FOLLOW-UP ITEMS: (Provide brief list of issues/items to be tracked by FHWA for follow-up verification)

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### BID ANALYSIS

Reference	Item	Yes	No	N/A
635.112	PS&E was approved and project authorized prior to advertisement			
635.112	Project advertised for at least 3 weeks			
	Competition adequate <i>see table below</i>			
635.114	Unit prices do not differ significantly from the Engineers Estimate			
	Unit prices do not differ significantly from other bidders			
635.114	No significant mathematical unbalancing of the bids			
635.114	No material unbalancing of the bids			
	No errors in the Engineer's Estimate			
	No problems with the bid documents identified			
	Bidders acknowledged receipt of all addenda			
635.112(f)	Non-Collusion Provision completed			
49 CFR 29	Apparent low bidder not suspended or debarred ( <i>General Services Administration's Excluded Parties Listing System - <a href="http://epls.arnet.gov/">http://epls.arnet.gov/</a></i> )			
	No issues with the identity/geography of the bidders			
49 CFR 26	DBE participation meets the DBE goal			
	Conditional items of authorization adequately addressed			
	Low bidder considered responsive			
	Deferral contrary to the public interest			
	Potential for savings, if the project is re-advertised			
635.114	Project will be awarded to the low bidder			

### ASSESSING COMPETITION (This table can be used as a guideline for assessing competition)

Determine the # of 'competitive bids' (i.e. # of bids $\leq$ low bid + 20 percent)	Competition may be considered adequate when the low bid does not exceed the value below
5	120 Percent of Engineer's Estimate
4	115 Percent of Engineer's Estimate
3	110 Percent of Engineer's Estimate
2	105 Percent of Engineer's Estimate
1	The Engineer's Estimate

Comments:
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