

**LPA Local-Let
PRE-AWARD MEETING
CHECKLIST**

NAME: _____

DATE: ____ / ____ / ____

Project Information	LPA: _____
FEDERAL FUNDS: \$ _____	C-R-S: _____
<input type="checkbox"/> Meeting > \$ 500,000 Fed Funds	PID: _____
<input type="checkbox"/> Phone < \$ 500,000 Fed Funds	

- Names, Qualifications, Roles of Engineering, inspection and other staff : _____

- Award process and determination: _____
- Pre-construction Meeting: _____
- Environmental Commitments: _____
- ODOT support and involvement: _____
- Contractor and Railroad FA payment and reimbursement: _____
- Change Order Review Process: _____
- M.O.T. requirements: _____
- R.R. FA, temporary crossings, flagger services: _____
- Utility relocations: _____
- Construction Schedule Tracking, Time Extensions, Liquidated Damages: _____

- Claims Management Process: _____
- Materials Management Process: _____
- Prevailing Wage, EEO, and DBE requirements: _____

- Documentation Process: _____
- Public Relations and Damage Claims Resolution: _____
- Final Inspection, acceptance, project close-out procedures: _____

COMMENTS: _____

c: Slagle
LPA
File