

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

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NAME: \_\_\_\_\_

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

<b>Project Information</b>	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