

CONCURRENCE IN AWARD CHECKLIST

1/1/2024

Concurrence Letter

TIP No. _____

☐	TIP No.	Municipality: _____
☐	Description of Project	
☐	Type of Work	Final Review Date: _____
☐	WBS No.	
☐	County	
☐	FA #	
☐	Engineer's Estimate (use \$ amount w/o any % or value contingencies, bid items OK)	
☐	List of Bidders agrees with Bid Tabs	
☐	Bid amounts agree with Bid Tabs	
☐	% Difference to estimate is correct (to nearest .1%)	
☐	Municipality or State Agency information correct	
☐	Date agrees with Resolution letter	
☐	Low Bidder name corresponds with Resolution letter	
☐	Bid Amount corresponds with Resolution letter	
☐	Federal Aid Amount or Percentage listed	
☐	DBE % agrees with % set by NCDOT as noted in Contract Proposal	_____ %
☐	Low Bidder DBE % calculated correctly to nearest .1% (Check DBE Listing)	_____ %
☐	Date of Availability	
☐	Completion Date or Days	
☐	Liquidated Damages	

Award Letter from Municipality (Original)

(This info can be included by reference to Engineer's letter)

☐	Project is identified in subject matter	
☐	Final Engineers Estimate Amount	\$ _____
☐	Name of Low Bidder	_____
☐	Amount of Low Bid	\$ _____
☐	Statement on achieving DBE goal	
☐	Statement that Bid was prepared properly, no irregularities	
☐	Statement recommending concurrence	
☐	Date of Availability (or UWNTP - Upon Written Notice To Proceed)	_____
☐	Completion Date or Days	_____
☐	Liquidated Damages	\$ _____

Attachments (required)

☐	1	Copy of signed or certified Resolution from Municipality	Date _____
☐	2	Copy of Bid Tabulation Summary	
☐	3	Copy of Engineer's Itemized (all line items) Estimate	\$ _____
☐	4	Copy of Low Bidders Item Estimate	\$ _____
☐	5	Copy of DBE dollar amount participation	\$ _____
☐		Computed total DBE participation percentage	_____ %
☐	6	Copy of Letters of Intent (suppliers @ 60%) or Good Faith Effort documentation	
☐		Check to see if ALL firms are on DBE Certified listing	
☐	7	Copy of Signed and Sealed Execution of Bid	

If low Bidder is not selected, is there documentation why not?

Are there any non-responsive or non-responsible bids? No Yes _____

Recommend Concurrence? _____

Reviewed By _____ Date _____

☐ Original to File