LPA CONSULTANT SELECTION TOOLKIT

Standard LPA Projects and Local Bridge Inspections

This document is a toolkit for Local Public Agencies (LPA) to use in order to understand the Request for Proposals (RFP) process. Most of the processes are the same between the LPA Consultant Selection for Standard LPA projects and Countywide Bridge Inspections. Where the processes or contact persons are different, it will be noted.

FOR APPLICABLE POLICY REFERENCE:

See Chapter 5 – Consulting Contracting in INDOT's ***LPA Process Guidance Document for Local Federal-Aid Projects***.

SUBMITTALS:

1. The contact persons for all LPA consultant selection submittals and any questions concerning these procedures are:

    - **Standard LPA Projects (Standard)** – The District Program Director (District PD) from the District where the project is located.

    - **Countywide Bridge Inspections (CWBI)** – The Central Office Local Program Manager (CO LPM)**.**

2. Do not submit originals of documentation with the LPA Selection Review Checklist (Standard) or the LPA Selection Review Checklist for Bridge Inspections. Originals must remain in your files and be available for audit for a minimum of 5 years beyond closeout of construction. Except for the LPA Selection Review Checklist (Standard) or the LPA Selection Review Checklist for Bridge Inspections signed by the Indiana Department of Transportation (INDOT), submittals will not be returned.

    a. It is preferred that documents be submitted as email attachments in pdf format.

    b. If documentation is submitted by FAX, please notify the District PD (Standard) or the CO LPM (CWBI) so they may know to expect the FAX.

    c. If U.S. Mail, hand delivery, etc. is used, submit copies of all documentation. Make sure the copies have not been stapled, torn, creased or damaged in any way that would make scanning them difficult; otherwise they may not be accepted.

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SELECTION PROCEDURES

I. Prepare the Request for Proposal (RFP)

The first step is preparation of a RFP to be posted for advertisement:

A. Contact the District PD (Standard) or the CO LPM (CWBI) for the project Des. No. if you do not already know what it is.

B. If pre-screening for interviews will be used, the details must be stipulated in the advertised RFP. In this instance, use the **Request for Proposal – Two-Step Template**.

C. Request the Disadvantaged Business Enterprise (DBE) Goal from INDOT's Equal Opportunity Division (EOD). Once you click inside the **DBE Goal Request Form**, you will be guided through obtaining the DBE goal.

D. Prepare the RFP by editing a copy of the RFP.

Links: Standard LPA Projects - **Request for Proposal – Standard Template**
Countywide Bridge Inspections – **Request for Proposal – Bridge Inspection Template**

Download a new copy of the RFP each time because the templates are subject to revision. Submit the draft RFP to the District PD (Standard) or the CO LPM (CWBI) for posting along with a copy of the email from EOD setting the DBE Goal. The email from EOD is required even if the Goal is set at 0%.

Suggested RFP prequalification requirements for various project types are included in **ATTACHMENT #1**.

E. When notified by the District PD (Standard) or CO LPM (CWBI) that the RFP has been posted:

1. Download a copy of the advertised RFP for your use and records. Only the final advertised version of the RFP is applicable. All prior versions are drafts and therefore irrelevant.

    a. Clicking on the RFP Title at the bottom of the email notification you receive will take you directly to the posted RFP.

    b. Clicking on the words **LPA – RFP Current Advertisements** is another way to find out which LPA RFPs are advertised.

    c. LPA RFPs that have expired response dates are no longer kept on INDOT's LPA website. If the due date has expired and you do not have a copy of the RFP, contact the District PD (Standard) or the CO LPM (CWBI), to see if they can obtain a copy of the RFP.

2. If less than three (3) Letters of Interest (LoI) are received, you will have to re-advertise the RFP unless you have documented evidence that you have made significant recruitment efforts beyond advertisement to create a competitive selection process. Therefore, if it is anticipated that less than three (3) LoI will be received, it is recommended that as early as possible after the RFP posting, and before the due date and time, you should contact several consulting firms and attempt to recruit their interest in submitting a LoI. Before you solicit for LoI's, ensure the firms you contact are prequalified with INDOT. Remember to document your recruitment efforts in case the minimum of three (3) LoI is not met.

II. Request Past Performance Data and Verify Prequalification of Submitting Firms

When the response date and time specified on the advertised RFP have expired:

A. Request Past Performance data from the District PD (Standard) or by submitting a list of all lead firms (use full names) who have submitted a LoI for the RFP. At this time, Countywide Bridge Inspections do not have past performance data available so you will not have to contact the CO LPM.

B. Verify that the submitting consultant firms/teams meet the advertised prequalification requirements using the **List of Prequalified Consultants.**

1. The lead firm must be prequalified in at least one INDOT prequalification category. This can be any prequalification category, whether advertised in the RFP or not.

2. All the advertised prequalification categories must be covered by at least one member of the consultant team (lead or a sub). Be sure to keep copies of all documentation showing that the consultant firms/teams that submitted a LoI were prequalified at the time of their submittal.

III. Scoring

Upon receipt of Past Performance data from the District PD (Standard), scoring may begin. (If pre-screening for interviews is used, it must be done in accordance with the process stipulated in the advertised RFP). If pre-screening was used in the RFP for Countywide Bridge Inspections, the process is the same. Submit scoring documentation for pre-screening to the District PD (Standard) or the CO LPM (CWBI) for approval before proceeding with interviews.

A. A scoring team of **3 to 5 members** is recommended, but there **must** be a minimum of 3 scorers. A scoring team leader must be designated, who may be one of the scorers.

B. Scoring must be done using the version of the Selection Rating Sheet that was included in the advertised RFP.

Links: Standard LPA Projects - **LPA Consultant Selection Rating Sheet for Standard and Two-Step RFP Template**
Countywide Bridge Inspections - **LPA Consultant Selection Rating Sheet for Bridge Inspections**

NOTE: No other version of the Rating Sheet is acceptable.

1. Make copies of the LPA Consultant Selection Rating Sheet (Standard) or the LPA Consultant Selection Rating Sheet for Bridge Inspections from the advertised RFP.

2. It is recommended that you fill in the header information and Past Performance scores before making copies for scorers. Note at this time, there are no past performance scores for Countywide Bridge Inspections.

3. Each Scorer is to have a complete set of these forms (one form for each consultant).

   a. Each Scorer must score all consultant teams meeting the prequalification requirements. Consultant teams not meeting both 1. and 2. of **Procedural Step II.B.** above are not to be scored.

   b. For final scoring after pre-screening and interviews, each scorer must score all consultant teams interviewed.

C. Download a copy of the **LPA Consultant Selection Scoring Tabulation Sheet** (Scores ranked by sum of score totals) or if preferred, the **LPA Consultant Selection Scoring Tabulation Sheet** (Optional form totaling by rank). The aforementioned form is also used for Countywide Bridge Inspections.

1. Fill in the header information.

2. If pre-screening is not used, list the names of the lead firms of all the consultant teams meeting advertised prequalification requirements.

3. If pre-screening is used, make two (2) copies of the Tabulation form.

   a. On the copy for pre-screening, list the names of the lead firms of all the consultant teams meeting advertised prequalification requirements.

   b. On the copy for final scoring, list the names of the lead firms of all the consultant teams interviewed. Detailed instructions for Scorers and the Scoring Team Leader can be found in **ATTACHMENT #2**.

IV. Ties and DBE Verification

When scoring and tabulation are complete:

A. If there is a tie for the #1, #2 or #3 ranked positions, contact the District PD (Standard) or the CO LPM (CWBI) for further instructions.

B. Obtain confirmation from INDOT's EOD that the DBE Goal is being met by the #1 ranked consultant, if required, by clicking on the following text - **DBE Goal Request Form**. Instructions for requesting the DBE Goal Met email is shown within the link.

1. If the DBE Goal is other than 0%, a DBE Goal Met email from EOD is required.

2. If the DBE Goal is other than 0%, and the consultant is offering something less than the goal, request a DBE Goal Met email and wait for further instructions.

3. If the DBE Goal is 0%, and the consultant is volunteering DBE participation, request a DBE Goal Met email. However, this is for EOD's information only; a DBE Goal Met email from EOD is not actually required.

4. If the DBE Goal is 0%, and the consultant is not volunteering DBE participation, a DBE Goal Met email is not required.

V. LPA Selection Review Checklist

Download a copy of the Selection Review Checklist.

Links: Standard LPA Projects – **LPA Selection Review Checklist**
Countywide Bridge Inspections – **LPA Selection Review Checklist for Bridge Inspections**

A. Detailed instructions for completing the LPA Selection Review Checklist (Standard) can be found in **ATTACHMENT #3**. Detailed instructions for completing the LPA Selection Review Checklist for Bridge Inspections can be found in **ATTACHMENT #3A**.

B. Submit the checklist, along with the documentation it requires (**ATTACHMENT #3**, C. and D.1.) for Standard LPA Projects to the District PD for review and signature. If the project is a Countywide Bridge Inspection, submit the checklist and all the documentation it requires (**ATTACHMENT #3A,** D. and E.) to the CO LPM.

VI. INDOT Selection Process Approval

The District PD (Standard) or the CO LPM (CWBI) will notify you when the checklist has been approved. At that time, you may contact the #1 ranked consultant and begin negotiating a contract.

ATTACHMENT #1 – Suggested Prequalification Requirements for Various Project Types

The following are only the minimal prequalification categories:

- **Road Project:**
  5.2 Environmental Document Preparation – CE
  6.1 Topographic Survey Data Collection
  8.1 Non-Complex Road Design *
  11.1 Right of Way Plan Development
  12.1 Project Management for Acquisition Services
  12.2 Title Search
  12.4 Appraisal
  12.5 Appraisal Review
  * might require 8.2 Complex Road Design

- **Bridge Project:**
  5.2 Environmental Document Preparation – CE
  6.1 Topographic Survey Data Collection
  9.1 Level 1 Bridge Design *
  11.1 Right of Way Plan Development
  12.1 Project Management for Acquisition Services
  12.2 Title Search
  12.4 Appraisal
  12.5 Appraisal Review
  * might require 9.2 Level 2 Bridge Design

- **Construction Inspection:**
  13.1 Construction Inspection

- **Transportation Alternatives (Trail) Project:**
  5.2 Environmental Document Preparation – CE
  6.1 Topographic Survey Data Collection
  8.1 Non-Complex Road Design
  11.1 Right of Way Plan Development
  12.1 Project Management for Acquisition Services
  12.2 Title Search
  12.4 Appraisal
  12.5 Appraisal Review

- **Bridge Inspection (4 year):**
  14.1 Regular Bridge Inspection
  14.2 Complex Bridge Inspection *
  14.3 Underwater/In-Water Bridge Inspection *
  14.5 Bridge Load Capacity Rating and Other Bridge Analysis/Training *
  * may not be required

- **Sign Replacement:**
  5.2 Environmental Document Preparation – CE
  6.1 Topographic Survey Data Collection
  8.1 Non-Complex Road Design

ATTACHMENT #2 – Instructions for Scoring

A. SCORERS & TEAM LEADER / EMPLOYEE IN RESPONSIBLE CHARGE (ERC):

1. Changes made to any of the data entered on the LPA Consultant Selection Rating Sheet (Standard), LPA Consultant Selection Rating Sheet for Bridge Inspections or the Standard LPA Consultant Selection Scoring Tabulation Sheet (Standard and CWBI) must be initialed by the person whose signature appears at the bottom of the form. This denotes that the signing party is aware of, and approves of, the changes.

   a. This applies regardless of who makes the changes (even if they are made by the signing party) or when they are made (before or after the form is signed).

   b. This means that if a Score is changed, resulting in a change to the Weighted Score and the Weighted Sub-Total (as well as changes to the Tabulation form), each and every change must be initialed by the appropriate person.

   c. An acceptable alternative to the above is to start over again with a fresh form.

2. Except for Past Performance, each scorer is to score independently.

B. SCORERS:

Scorers must be representatives of the LPA who are knowledgeable of the project and informed about the scoring process. Any scorer who has a conflict of interest with any of the submitting firms, or who believes that he is otherwise unqualified, must excuse himself from any of the scoring.

Using their best judgment, scorers are to review the LoI with the intent of identifying the most qualified team. Interviews may also be appropriate (if advertised in the RFP) to help understand issues that may affect project delivery. Scorers must give equal consideration to all submitting firms, and may not base scores on anecdotal, unfounded or second-hand information. Preferential treatment should not be given based on past relationships.

The only scores that are acceptable for each Category are those listed in the Scale column on the LPA Consultant Selection Rating Sheet (Standard) or the LPA Consultant Selection Rating Sheet for Bridge Inspections. The Scoring Criteria column gives a verbal description of the meaning of each score in the Scale column. The scoring system was designed so that a zero (0) score indicates that the team is average, positive scores indicate a degree greater than average, and negative scores indicate a degree less than average.

1. Scoring is to be done on the LPA Consultant Selection Rating Sheet (Standard) or the LPA Consultant Selection Rating Sheet for Bridge Inspections.

2. Both the LPA Consultant Selection Rating Sheet (Standard) and the LPA Consultant Selection Rating Sheet for Bridge Inspections has five (5) Categories and requires seven (7) Weighted Scores to be determined.

   a. Weights are already entered for all the Categories.

3. Enter the header information on each sheet if not already entered.

4. For the **Past Performance Category** enter the three (3) Scores on each sheet if not already entered. These scores are provided by INDOT and may vary for each lead firm. These three (3) scores must be entered, and used in the calculations, even if zero (0).

5. For other Categories, select a number from the Scale column based on the adjacent descriptions in the Scoring Criteria column. Enter that number in the Score column. Numbers shown in the Scale column are the only scores that are acceptable in the Score column for that Category. Any other numbers entered as a Score will invalidate that LPA Consultant Selection Rating Sheet (Standard) or the LPA Consultant Selection Rating Sheet for Bridge Inspections.

   a. **Capacity of Team to do Work Category** – This is an evaluation of the team's personnel and equipment to perform in a timely manner. More than adequate capacity should only be counted if it results in added value. Do not evaluate the capacity merely on firm size; but take into consideration the team's current and future workload which may impact delivery of your project.

   b. **Team's Demonstrated Qualifications Category** – This is an evaluation of the team's unique technical expertise and resources that would result in increased cost, reduced development time, enhanced design quality and/or improved constructability. Expertise or resources that do not add value or efficiency shall not be scored higher than zero (0).

   c. **Project Manager Capacity** – This is an evaluation of the project manager's ability to manage the project, based on prior experience.

   d. **Approach to Project Category** – This is an evaluation of the team's understanding of the project and any innovation that provides cost and/or time savings.

6. Multiply each Score by its Weight and enter the result in the Weighted Score column for all seven (7) Weighted Scores on each form.

7. Determine the weighted Sub-Total on each Selection Rating sheet by adding all seven (7) Weighted Scores on that form. Use care in computing the totals as mathematical errors are a common problem.

8. Fill in all the Signature block information at the bottom of each sheet and forward them to the Team Leader.

C. TEAM LEADER:

The Team Leader must be a representative of the LPA who is knowledgeable of the scoring process.

1. Assist the Scorers in understanding the scoring process but do not compromise their independence in selecting scores.

   a. Advise the Scorers of the Past Performance scores to use.

2. Once a Scorer has completed scoring, review each LPA Consultant Selection Rating sheet (Standard) or each LPA Consultant Selection Rating sheet for Bridge Inspections for compliance with the above instructions and for arithmetical accuracy. See **A.1.** when corrections are necessary.

3. After determination that each Scorer's LPA Consultant Selection Rating sheets (Standard) or each LPA Consultant Selection Rating sheet for Bridge Inspections are free of discrepancies, enter the Weighted Sub-Totals in the appropriate boxes on the Standard LPA Consultant Selection Scoring Tabulation Sheet (Standard and Insp.). Then:

   a. Enter the header information on the Standard LPA Consultant Selection Scoring Tabulation Sheet (Standard or CWBI) if not already entered.

b. Add all the Weighted Sub-Totals for each consultant to determine the Weighted Scores Total.

c. Rank the consultants based on the Weighted Scores Totals, the largest number being ranked as “1” in the Ranking column.

d. After ranking, the ERC should sign and date the Standard LPA Consultant Selection Scoring Tabulation Sheet (Standard and CWBI) and complete other information at the bottom of the Tabulation form. The ERC will then forward all Scoring forms to the appropriate District PD (Standard) or the CO LPM (CWBI) along with the LPA Consultant Selection Review Checklist (Standard) or the LPA Consultant Selection Review Checklist for Bridge Inspections.

ATTACHMENT #3 – Instructions for LPA Selection Review Checklist (Standard)

Please be sure to check the LPA Website for most current version.

A. Fill in the header information at the top of the page, if not already completed.

1. "Local Public Agency" – Type in the name of the LPA found in the upper left-hand corner on the first page of the advertised RFP.

2. "County" – Enter the County where the project is located.

3. "Project Description" – Type a brief project description (preferably the description from the full project listing of SPMS).

4. "Des No." – Type in the Des. No. found in Title: section on Page 1 of the advertised RFP. If there is no Des. No. assigned to the project yet, enter "None."

5. "Posting Date" – Type the date found at the top of page 1 of the advertised RFP.

6. "District" – enter the name of the INDOT District that is overseeing the project.

B. **RFP requested services for: (check all that apply):**

"Preliminary Engineering" – includes Environmental Services, Topographic Survey, Design, Utility and Railroad Coordination and Right of Way Engineering (abstracting & right of way plans).

1. "Construction Engineering" – Construction Inspection.

2. "Right of Way Services" – includes all right-of-way acquisition services (Appraisal, Negotiation, Closing, Relocation, etc., but **not** Right of Way Engineering).

3. "Other" – if applicable, describe on the line provided.

C. **Documentation Required w/Checklist:** – All these documents except those marked "N/A" are to be submitted to the District PD along with the Checklist.

1. "Request for Proposal (RFP) Advertisement" – Documentation required is a copy of the RFP that was advertised on INDOT's website).

2. "DBE Goal Set email" – Documentation required is a copy of the email from INDOT's EOD setting the DBE Goal (see **Procedural Step I.C.**). Enter the set DBE goal on the line provided.

3. "DBE Goal Met email" – Documentation required is a copy of the email from INDOT's EOD confirming that the DBE Goal has been met (see **Procedural Step IV.B.**). "N/A" if DBE Goal is 0%. "YES" if DBE Goal is other than 0%.

4. "Past Performance Data as provided by INDOT" – Documentation required is a copy of the email from the District PD showing the Past Performance scores for each firm. The only time Past Performance would be "0" is when the RFP was for certain types of work for which INDOT has no Past Performance Data, for example Countywide Bridge Inspections. In that case, the Past Performance Scores default to all zeros for all firms.

5. "Scoring Tabulation Form and Score Sheets" – Documentation required is the score sheets from each scorer for each consultant and the Scoring Tabulation form. If pre-screening was used, the documentation includes scoring and tabulation documents from both pre-screening and final selection.

6. "Affirmative Action Certification Form" – Documentation required is the form submitted by the #1 ranked firm with their LoI. "N/A if DBE Goal is 0%. "YES" if DBE Goal is other than 0%.

7. "Proof of Prequalification" – Documentation required is a list of the firms that submitted LOI showing the Prequalification Categories that they are prequalified in as proof they are prequalified for the categories that were listed in the RFP. This information is obtained from the **List of Prequalified Consultants.**

D. **"General Information:"**

1. "Numbers of Letters of Interest received" – Type in the number of LoIs received. If the number is less than 3, include documented evidence of significant recruitment efforts to create a competitive selection process (beyond just advertisement). (See **Procedural Step I.E.2.**).

2. "Number of teams who did not meet prequalification requirements" – Self-explanatory. Explain why teams did not meet requirements by listing the lead firms not prequalified and/or the prequalification categories not met for each team. If all the teams met the prequalification requirements, enter zero (0) and leave the explanation line blank.

3. "If pre-screening was used, was it consistent with the process advertised in the RFP" – Self-explanatory.

E. **"Score Sheets:"**

1. "The scorers used the same score sheet as was advertised in the RFP" – The LPA Consultant Selection Rating sheet used must be the same as was in the advertised RFP.

2. "All scorers have scored all firms that met prequalification requirements" – Teams that do not meet prequalification requirements are not to be scored (See **Procedural Step II.B.**). All those that do meet prequalification requirements must be scored by all scorers.

3. "All scorers used the values from the "Scale" column to populate the "Score" column – Except for Past Performance, the scores entered must all have been selected from the numbers listed in the Scale column.

4. "Past Performance is applied consistently" – Past Performance data, as provided by INDOT, must have been applied fairly (See **C.4.** above).

5. "The calculations for weighted scores and weighted sub-totals are correct" – The arithmetic on each Selection Rating sheet must be correct.

6. "The Signature and Date of Scorer is on each score sheet" – Each Selection Rating sheet must contain the signature of the scorer and the date signed.

F. **"Tabulation Sheet:"**

1. "The Signature of the ERC and Date are on the Tabulation Sheet" – The RFP Scoring Tabulation form must contain the signature of the ERC and the date signed.

2. "All prequalified firms are listed on the form" – The lead firm of all consultant teams meeting prequalification requirements must be listed.

3. "The total scores at the bottom of each individual score sheet were correctly reflected on the Tabulation Form" – The Weighted Sub-Totals from all the Selection Rating sheets must be correctly entered and the arithmetic for determining the Ranking must be correct.

4. “Highest ranked lead firms is INDOT prequalified” – The lead firm must be prequalified in at least one INDOT prequalification category (See **Procedural Step II.B.1.**).

5. “The highest ranked team (Lead & Sub firms) is prequalified to perform the work listed in the RFP” – Each of the prequalification categories advertised in the RFP must be covered by at least one member of the consultant team (See **Procedural Step II.B.2.**).

G. **“Certification of LPA Employee in Responsible Charge (ERC):”**

1. The ERC signs and dates the Tabulation Sheet and completes all other information required.

ATTACHMENT #3A – Instructions for the LPA Selection Review Checklist for Bridge Inspections

Please be sure to check the LPA Website for most current version.

A. Fill in the header information at the top of the page, if not already completed.

B. "County:" – Self-explanatory.

"Des. No.:" – found on page 1 of advertised RFP.

"District" – Click on "Choose an item" and click on the appropriate INDOT District from the drop down menu.

"Project Description" – Type in the same description that was shown on page 1 of the RFP.

"Posting date:" – Enter the posting date from the top of page 1 of the RFP.

C. **"RFP requested services for: (please check all that apply):"** – Click on the box or boxes for the Phases that were covered in the RFP.

D. **"Documentation Required with Checklist:"** – All these documents except those marked "N/A" are to be submitted to the CO LPM along with the Checklist.

1. Request for Proposal (RFP) Advertisement" – The documentation is the RFP that was advertised on INDOT's LPA website (see **Procedural Step I.E.1.**).

2. "DBE Goal Set email at" – The documentation is the email from EOD setting the DBE Goal (see **Procedural Step I.C.**). Enter the set DBE goal on the line provided.

3. "DBE Goal Met email" – The documentation is the email from EOD confirming that the DBE Goal has been met (see **Procedural Step IV.B.**). "N/A" if DBE Goal is 0%. "YES" if DBE Goal is other than 0%.

4. "Affirmative Action Certification Form for Top Firm" – The documentation is the form submitted by the #1 ranked firm with their LoI. "N/A" if DBE Goal is 0%. "YES" if DBE Goal is other than 0%.

5. "Scoring Tabulation Form and Score Sheets" – If pre-screening was used, the documentation includes scoring and tabulation documents from both pre-screening and final selection.

6. "Proof of Prequalification" – This is a listing showing all firms that are prequalified for the work types in the RFP. The website location with the prequalified firms is located at **http://www.in.gov/dot/div/legal/rfp/eligiblefirms.xls**.

7. "BIAS Database email provided by CO Bridge Inspection Business System Consultant Associate" – This is an email from the Central Office Bridge Inspection Business System Consultant Associate stating that the bridges listed in the RFP are consistent with the bridges in the BIAS database. At this time, please send an email to Sharon Street at sstreet@indot.in.gov along with a copy of the RFP that was advertised. Ask Sharon to verify that the list of bridges in the RFP match the list of bridges shown in the BIAS Database.

E. **"General Information:"**

1. "Numbers of Letters of Interest received" – self explanatory. If the number is less than 3, include documented evidence of significant recruitment efforts to create a competitive selection process (beyond just advertisement). (See **Procedural Step I.E.2.)**.

2. “Number of teams who did not meet prequalification requirements” – self-explanatory. Explain why teams did not meet requirements by listing the lead firms not prequalified and/or the prequalification categories not met for each team. If all the teams met the prequalification requirements, enter zero (0) and leave the explanation line blank.

F. **“Score Sheets:”** – Verify that each item is true and check the boxes.

G. **“Tabulation Sheet:”** – Verify that each item is true and check the boxes.

H. **“Certification by LPA Employee in Responsible Charge (ERC):”**

1. The ERC signs and dates the Tabulation Sheet and completes all other information required.