

EXHIBIT 10-A A&E CONSULTANT AUDIT REQUEST LETTER AND CHECKLIST
(For Proposed A&E Consultant Contracts of \$1 Million or More)

[Attach this form to local agency cover letter for transmittal]

Department of Transportation
Audits and Investigations, MS 2
Attention: External Audit Manager
P.O. Box 942874
Sacramento, CA 94274-0001

Date: _____
Federal Project Number: _____
Project Description: _____

Dear External Audit Manager:

The following information is attached for proposed A&E consultant contract number _____ at a proposed cost of \$ _____, with _____

1. Proposed contract between the local agency and the consultant.
2. Cost proposal(s) for prime consultant and subconsultant.
3. Names, mailing addresses, phone numbers, and email addresses for all subconsultants.
4. Name of local agency contact person, phone number, and e-mail address.
5. All that apply: Consultant generated Indirect Cost Rate(s) schedule prepared in accordance with applicable Code of Federal Regulations (CFRs) and/or Safe Harbor Indirect Cost Rate certification and supplemental questionnaire, see:
[DLA-OB 13-07 - Safe Harbor Indirect Cost Rate for Consultant Contracts.](#)
6. A completed Internal Control Questionnaire ([AASHTO Uniform Audit and Accounting Guide](#), Appendix B).
7. Exhibit 10-K *Consultant Certification of Contract Costs and Financial Management System*, completed for the prime and **all** subconsultants. If requesting to use the Safe Harbor Indirect Cost Rate see:
[DLA-OB 13-07 - Safe Harbor Indirect Cost Rate for Consultant Contracts.](#)
8. *Include one of the following; if applicable:*
 - a. A copy of the prior fiscal year and most recently completed fiscal year Cognizant approved indirect cost rate(s) and approved State Department of Transportation letters for the consultant (must be provided if issued);
 - b. A copy of the prior fiscal year and most recently completed fiscal year Indirect Cost Rate(s) Schedule and audited report by an independent Certified Public Accountant (CPA). If a CPA-audited Indirect Cost Rate is available for the appropriate fiscal year (applicable one-year accounting period), then the consultant must use the Indirect Cost Rate(s), or lower (*see 23 CFR 172.7(b) for guidelines*), in the cost proposal.

- c. A copy of the prior and most recently completed fiscal year Indirect Cost Rate(s) Evaluation or audit report on a prior Caltrans or local agency contract; and any other governmental agency report, review or attestation.

- 9. Check this box if the proposed cost (including amendments) is \$3.5M or more, in which case the Indirect Cost Rate provided by the prime consultant has been audited by a CPA. Forward the following documents to Caltrans Audits & Investigations:
 - a. A copy of the consultant’s approved State DOT Cognizant Indirect Cost Rate(s) Schedule and Report (must be provided if issued), and the Cognizant Approved State DOT Cognizant Concurrent Letter (if issued); OR
 - b. A CPA Audited Indirect Cost Rate Audit Report (if there is not an approved State DOT Cognizant Indirect Cost Rate); AND
 - c. A copy of the CPA audited financial statements, if any.

_____ understands that any work with costs incurred prior to the approval of the “*Authorization to Proceed (E-76)*” is not eligible for federal fund reimbursement.
 _____ further understands that a Conformance Letter will be issued to us within 30 business days of your receipt of complete documentation.

If you need further information, please contact _____ at:

_____.

Sincerely,

Signed _____

Title _____

Agency _____

Attachments: Proposed Contract, Cost Proposal(s), Certifications, Indirect Cost Rate Schedules and Reports and other supporting documentation

c: Caltrans District Local Assistance Engineer

- Distribution:**
- 1) Original – Caltrans Audits & Investigations
 - 2) Copy – DLAE
 - 3) Local Agency Project files