

## Caltrans Excellence in Partnering / Success in Motion Partnering Award Applicant Checklist

This checklist is intended to assist you in providing complete and thorough applications. Please verify that your application includes the following and excludes extraneous materials:

✓	Item	Application Location/Reference
	Application Form, Signed by Caltrans and the Contractor	Page 3
	Word Count completed for sections I through IV, confirm that total does not exceed 2200 words.	Page 2, Item 2
	Additional Supporting Pages (maximum 5 single sided, letter pages)	Page 2, Item 3
	Partnering Charter, signed copy*	Section IV, Item A
	Monthly Partnering Evaluation Survey and Results (maximum 3 sample reports, preferably including the final one)*	Section IV, Item B
	Testimonial Letters regarding stakeholder relationships (maximum 5 letters)*	Section V, Item C
	Project Photos, in jpg or tif format (maximum 10 photos)	Page 2, Item 3

\*Not counted towards additional support pages.

Note: this checklist is not a required part of your submittal.

If your email system cannot send the PDF application because it is too large, use the following process to email the file. First make sure your file has the following format:

“xx-xxxxxx Excellence in Partnering application 2014”.

xx-xxxxxx is the contract number ex. 03-3A2204

Email it from <https://www.hightail.com/>.

1. In your internet browser type in <https://www.hightail.com/> in the URL field.
2. Once at the HIGHTAIL site, click on the “Log in” button on the top right.
3. In the login email field, type in – [ken\\_solak@dot.ca.gov](mailto:ken_solak@dot.ca.gov). underscore between ken and solak
4. In the password field type in – “caltrans partnering” space between caltrans and partnering and then click on the login button.
5. Once you’re logged in, click on the “Send” tab on the top of the page.
6. In the “To” field enter the email address of your Caltrans district partnering coordinator. For current partnering coordinator email addresses, see the following link:  
[http://www.dot.ca.gov/hq/construc/partnering/documents/CT\\_Partnering\\_Contacts.pdf](http://www.dot.ca.gov/hq/construc/partnering/documents/CT_Partnering_Contacts.pdf)
7. In the subject line enter the contract number (xx-xxxxxx)
8. To select your pdf file for uploading, click on the Upload From Desktop button and browse for your file.
9. Scroll down and click on the “Send It” Button.
10. You are done.