

CONTRACT CHECKLIST

I. PROJECT INFORMATION			
Date: <u>8/30/2024</u>		REQUESTING DEPARTMENT <u>Public Works - WW</u>	
Project Name: <u>Ninemile Creek Flood Mitigation Design & Engineering Support</u>			
Project Manager: <u>Jason Korn</u>		Contract Amount: <u>\$505,000</u>	
Contractor/Consultant/Design Engineer: <u>Forsgren Associates</u>			
Is this a change order? Yes ☐ No ☒ Change Order No. _____			
II. BUDGET INFORMATION (Project Manager to Complete)		III. Contract Type	
Fund: <u>1</u> Department <u>1840</u> GL Account <u>80150</u> Project Number: <u>11448</u> Will the project cross fiscal years? Yes ☒ No ☐		Budget Available (Purchasing attach report): Yes ☒ No ☐ FY Budget: <u>2024 & 2025</u> Enhancement: Yes ☐ No ☐ Construction ☐ Task Order ☒ Professional Service ☐ Equipment ☐ Grant ☐	
IV. GRANT INFORMATION - to be completed only on Grant funded projects			
Grant #: _____ Wage Determination Received _____		Wage Verification 10 Days prior to bid due date _____	
_____ Print and Attach the determination		_____ Print, attach and amend bid by addendum (if changed) www.sam.gov Print and attach	
V. BASIS OF AWARD			
BID		RFP / RFQ	
Award based on Low Bid		Highest Ranked Vendor Selected	
(Bid Results Attached) Yes ☐ No ☐		(Ratings Attached) Yes ☐ No ☐	
Typical Award Yes ☐ No ☐		Master Agreement Category <u>MDC</u>	
If no please state circumstances and conclusion: _____		Date MSA Roster Approved: _____	
Date Award Posted: _____		7 day protest period ends: _____	
VI. CONTRACTOR / CONSULTANT REQUIRED INFORMATION			
PW License <u>N/A</u>		Expiration Date: _____	
Insurance Certificates Received (Date): _____		Corporation Status <u>Active-Good standing</u>	
Payment and Performance Bonds Received (Date): _____		Expiration Date: _____ Rating: _____	
Builders Risk Ins. Req'd: Yes ☐ No ☒		Rating: _____	
(Only applicable for projects above \$1,000,000)			
VII. TASK ORDER SELECTION (Project Manager to Complete)			
Reason Consultant Selected ☐ 1 Performance on past projects			
Check all that apply ☐ Quality of work ☐ On Budget			
☐ On Time ☐ Accuracy of Construction Est			
☐ 2 Qualified Personnel			
☐ 3 Availability of personnel			
☐ 4 Local of personnel			
Description of negotiation process and fee evaluation: This project is being taken over from MDC whom began work back in 2011. The City is piggybacking off MDC's RFQ for Professional Services, which is why Forsgren has been awarded the TO.			
Jason Korn		8/30/2024	
Enter Supervisor Name		Date Approved	
VIII. AWARD INFORMATION			
Date Submitted to Clerk for Agenda: <u>September 18, 2024</u>		Approval Date _____ By: _____	
Purchase Order No.: _____		Date Issued: _____ WH5 submitted _____	
(Only for PW Construction Projects)			
NTP Date: _____			