

# CONTRACT CHECKLIST

| I. PROJECT INFORMATION                                                                                                                                                                                                                     |                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Date: <u>12/1/2020</u>                                                                                                                                                                                                                     |                                                                                             | REQUESTING DEPARTMENT <u>Public Works</u>                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                              |
| Project Name: <u>Sewer and Water Main Replacement- Chateau-Jericho-Willowbrook</u>                                                                                                                                                         |                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                              |
| Project Manager: <u>Dean Stacey</u>                                                                                                                                                                                                        |                                                                                             | Contract Amount: <u>\$1,329,000</u>                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                              |
| Contractor/Consultant/Design Engineer: <u>Civil Survey Consultants - Titan Technologies/Contractor</u>                                                                                                                                     |                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                              |
| Is this a change order?    Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Change Order No. _____                                                                                                                      |                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                              |
| II. BUDGET INFORMATION (Project Manager to Complete)                                                                                                                                                                                       |                                                                                             | III. Contract Type                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                              |
| Fund: <u>60</u><br>Department: <u>3490 / 3590</u><br>GL Account: <u>96140 / 93505</u><br>Project Number: <u>10917.B</u><br><br>Will the project cross fiscal years?    Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |                                                                                             | Budget Available (Purchasing attach report):<br>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/><br>FY Budget: <u>2020</u><br>Enhancement:    Yes <input type="checkbox"/> No <input type="checkbox"/><br><br>Construction <input checked="" type="checkbox"/><br>Task Order <input type="checkbox"/><br>Professional Service <input type="checkbox"/><br>Equipment <input type="checkbox"/><br>Grant <input type="checkbox"/> |                                                                                                                              |
| IV. GRANT INFORMATION - to be completed only on Grant funded projects                                                                                                                                                                      |                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                              |
| Grant #: <u>N/A</u>                                                                                                                                                                                                                        | Wage Determination Received <u>N/A</u><br><small>Print and Attach the determination</small> | Wage Verification 10 Days prior to bid due date <u>N/A</u><br><small>Print, attach and amend bid by addendum (if changed)</small>                                                                                                                                                                                                                                                                                                                 | Debarment Status (Federal Funded) <u>N/A</u><br><a href="http://www.sam.gov">www.sam.gov</a> <small>Print and attach</small> |
| V. BASIS OF AWARD                                                                                                                                                                                                                          |                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                              |
| BID                                                                                                                                                                                                                                        |                                                                                             | RFP / RFQ                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                              |
| Award based on Low Bid                                                                                                                                                                                                                     |                                                                                             | Highest Ranked Vendor Selected                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                              |
| (Bid Results Attached)    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                                                                                                                              |                                                                                             | (Ratings Attached)    Yes <input type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                              |
| Typical Award    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                       |                                                                                             | Master Agreement Category _____                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                              |
| If no please state circumstances and conclusion: _____                                                                                                                                                                                     |                                                                                             | Date MSA Roster Approved: _____                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                              |
| Date Award Posted: <u>1/13/2021</u>                                                                                                                                                                                                        |                                                                                             | 7 day protest period ends: <u>January 20, 2021</u>                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                              |
| VI. CONTRACTOR / CONSULTANT REQUIRED INFORMATION                                                                                                                                                                                           |                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                              |
| PW License <u>15853</u>                                                                                                                                                                                                                    |                                                                                             | Expiration Date: <u>6/30/2021</u>                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                              |
| Insurance Certificates Received (Date): _____                                                                                                                                                                                              |                                                                                             | Corporation Status <u>Active-Good Standing</u>                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                              |
| Payment and Performance Bonds Received (Date): <u>2/8/2021</u>                                                                                                                                                                             |                                                                                             | Expiration Date: _____ Rating: _____                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                              |
| Builders Risk Ins. Req'd:    Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                                                                                                                                           |                                                                                             | Rating: <u>A++</u>                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                              |
| (Only applicable for projects above \$1,000,000)                                                                                                                                                                                           |                                                                                             | If yes, has policy been purchased? _____                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                              |
| VII. TASK ORDER SELECTION (Project Manager to Complete)                                                                                                                                                                                    |                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                              |
| Reason Consultant Selected <input type="checkbox"/> 1 Performance on past projects                                                                                                                                                         |                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                              |
| <i>Check all that apply</i>                                                                                                                                                                                                                |                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                              |
| <input type="checkbox"/> Quality of work <input type="checkbox"/> On Budget<br><input type="checkbox"/> On Time <input type="checkbox"/> Accuracy of Construction Est                                                                      |                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                              |
| <input type="checkbox"/> 2 Qualified Personnel<br><input type="checkbox"/> 3 Availability of personnel<br><input type="checkbox"/> 4 Local of personnel                                                                                    |                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                              |
| Description of negotiation process and fee evaluation:<br>Reviewed like projects (Meridian Rd - Cherry to Ustick and Linder Rd - Franklin to RR Tracks).                                                                                   |                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                              |
| Kyle Radek                                                                                                                                                                                                                                 |                                                                                             | 12/1/2020                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                              |
| Enter Supervisor Name                                                                                                                                                                                                                      |                                                                                             | Date Approved                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                              |
| VIII. AWARD INFORMATION                                                                                                                                                                                                                    |                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                              |
| Date Submitted to Clerk for Agenda: <u>February 9, 2021</u>                                                                                                                                                                                |                                                                                             | Approval Date _____ By: _____                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                              |
| Purchase Order No.: _____                                                                                                                                                                                                                  |                                                                                             | Date Issued: _____ WH5 submitted _____                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                              |
| NTP Date: _____                                                                                                                                                                                                                            |                                                                                             | (Only for PW Construction Projects)                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                              |