CONTRACT CHECKLIST

Project Name: Discovery Park Skatepark - Design Build Project Project Manager: Mike Barton	I. PROJECT INFORMATION								
Contract Amounts	Date: 1	1/19/2022 REQUESTING DEPARTMENT					Parks		
Section Sect	Project Name:	Discovery Park Skatepark - Design Build Project							
Is this a change order? Ye No Change Order No. N/A	Project Manager:	Mike Barton		Contract Amount: \$20,250					
BUDGET INFORMATION Project Manager to Complete	Contractor/Consultant	/Design Engineer:		Evergreen Skateparks					
Fund; 60 Department 3520 Popert 3520 St. Account 53351 Project Number: 11045 Enhancement: ves No Professional Service Equipment St. Account 53351 Project Number: 11045 Enhancement: ves No Professional Service Equipment St. Account 53351 Project Number: 11045 Enhancement: ves No Professional Service Equipment St. Account 53351 Project oroso fiscal years? Ves No GRANT INFORMATION - to be completed only on Grant funded projects W. GRANT INFORMATION - to be completed only on Grant funded projects Format Account Professional Service Equipment St. Account St. Account			Is this	a change order?	Yes	No 🗸	Change Order No	N/A	
Department	II. BU	DGET INFORMATION	(Project Manager	r to Complete)			III. Contract	Туре	
GL Account	Fund:	Fund: 60 Budget Available (Purchasing attach repo							
Froject Number: 11045	Department _	3520	Yes 🗸 No 🗌			Construction	n 🗸		
Will the project cross fiscal years?	_		FY Budget:	FY Budget: 2022			Task Orde	r 🗌	
No Grant	Project Number:	11045	_ Enhancemen	t: Yes	No				
Grant #: N/A Wage Determination Riscaved N/A N/A	Will the project cross f	iscal years? Yes] No 🗸					<u> </u>	
N/A	IV. GRANT INFORMATION - to be completed only on Grant funded projects								
Print and Attach the determination Print, attach and amend bid by addendum (if changed)		_							
BID RFP / RFQ TASK ORDER Award based on Low Bid Highest Ranked Vendor Selected Master Agreement Category Date MSA Roster Approved: Master Agreement Category Date MSA Roster Approved:		Print and Attach the determ	ination Print, attac	th and amend bid by add	dendum (if	changed)	www.sam.gov	Print and attach	
Highest Ranked Vendor Selected Master Agreement Category Date MSA Roster Approved:	V. BASIS OF AWARD								
Set No		BID	P	RFP / RFQ			TASK ORDER	₹	
If no please state circumstances and conclusion: Date Award Posted: 6/4/2019 7 day protest period ends: June 11, 2019									
VI. CONTRACTOR / CONSULTANT REQUIRED INFORMATION PW License 33615 Expiration Date: 2/28/2022 Corporation Status Active - Existing Insurance Certificates Received (Date): 12/17/2021 Expiration Date: 4/22/2022 Rating: A-Payment and Performance Bonds Received (Date): Not at this time Rating: N/A Builders Risk Ins. Req'd: Yes No If yes, has policy been purchased? VII. TASK ORDER SELECTION (Project Manager to Complete) Reason Consultant Selected Performance on past projects On Time Accuracy of Construction Est 2 Qualified Personnel Accuracy of Construction Est Description of negotiation process and fee evaluation: VIII. AWARD INFORMATION Date Submitted to Clerk for Agenda: January 19, 2022 Approval Date Submitted (Only for PK Construction Projects) Aution Projects WH5 submitted (Only for PK Construction Projects)									
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PW License 33615 Expiration Date: 2/28/2022 Corporation Status Active - Existing Insurance Certificates Received (Date): 12/17/2021 Expiration Date: 4/22/2022 Rating: A- Payment and Performance Bonds Received (Date): Not at this time Rating: N/A Builders Risk Ins. Req'd: Yes No If yes, has policy been purchased? VII. TASK ORDER SELECTION (Project Manager to Complete) Reason Consultant Selected Quality of work Quality of work Acturacy of Construction Est 2 Qualified Personnel 3 Availability of personnel 4 Local of personnel 4 Local of personnel 5 Availability of personnel 6 Accuracy of Construction Foliation process and fee evaluation: 2	Date Award Posted: 6/4/2019 7 day protest period ends: June 11, 2019								
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Builders Risk Ins. Req'd: Yes No If yes, has policy been purchased? VII. TASK ORDER SELECTION (Project Manager to Complete) Reason Consultant Selected Check all that apply Quality of work On Budget Accuracy of Construction Est 2 Qualified Personnel A variability of personnel 4 Local of personnel 3 Availability of personnel 4 Local of personnel Description of negotiation process and fee evaluation: VIII. AWARD INFORMATION Date Submitted to Clerk for Agenda: January 19, 2022 Approval Date Date Issued: WH5 submitted (Only for PW Construction Projects)	Insurance Certificates	Received (Date):	12/17/202	21	Exp	iration Date:	4/22/2022	Rating: A-	
Conly applicabale for projects above \$1,000,000 VII.	Payment and Performa	ance Bonds Received (Date):		Not at this time			Rating: N/A		
VII. TASK ORDER SELECTION (Project Manager to Complete) Reason Consultant Selected	Builders Risk Ins. Req'd: Yes No If yes, has policy been purchased?								
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2 Qualified Personnel 3 Availability of personnel 4 Local of personnel 5 Availability of personnel 6 Availability of personnel 7 Availability of personnel 8 Availability of personnel 9 Availability of	Check all that apply	_	Quality of wo	ork	On Budget				
Availability of personnel Local of personnel Description of negotiation process and fee evaluation: Enter Supervisor Name Date Approved VIII. AWARD INFORMATION Date Submitted to Clerk for Agenda: January 19, 2022 Approval Date Purchase Order No.: Date Issued: WH5 submitted (Only for PW Construction Projects)		On Time Accuracy of Construction Est							
Local of personnel Description of negotiation process and fee evaluation: Enter Supervisor Name Date Approved									
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(Only for PW Construction Projects)	Date Submitted to Cler	k for Agenda:	January 19, 2022	Approval Date			Ву:		
	Purchase Order No.:		Date Issued:	•					
	NTP Date:						(Only for PW Construction Pro	ijects)	