CONTRACT CHECKLIST

I. PROJECT INFORMATION

Date: 4/18/2025 REQUESTING DEPARTMENT **Public Works**

Project Name: **E. Williams St. - N. Meridian Rd. to NE 3rd St. - Sewer Main Replacement**

Project Manager: Jared Hale Contract Amount: **$426,542.00**

Contractor/Consultant/Design Engineer: **Civil Survey Consultants, Inc.**

Is this a change order? Yes ☐ No ☑ Change Order No.

II. BUDGET INFORMATION (Project Manager to Complete)

Fund: 65
Department 3590
GL Account 95000
Project Number: **11072.b**

Budget Available (Purchasing attach report): Yes ☑ No ☐
FY Budget: 2025
Enhancement: Yes ☐ No ☑

Will the project cross fiscal years? Yes ☐ No ☑

III. Contract Type

Construction ☑
Task Order ☐
Professional Service ☐
Supplies or 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	Debarment Status (Federal Funded)
N/A	N/A	N/A	N/A
	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	TASK ORDER
Award based on Low Bid	**Highest Ranked Vendor Selected**	Master Agreement Category
(Bid Results Attached) Yes ☑ No ☐	(Ratings Attached) Yes ☐ No ☐	Date MSA Roster Approved:

Typical Award Yes ☑ No ☐
If no please state circumstances and conclusion:

Date Award Posted: April 11, 2025 7 day protest period ends: April 18, 2025

VI. CONTRACTOR / CONSULTANT REQUIRED INFORMATION

PW License 059521 Expiration Date: 4/30/2025 Corporation Status Active

Insurance Certificates Received (Date): 4/16/2025 Expiration Date: 11/1/2025 Rating: **A+**

Payment and Performance Bonds Received (Date): 4/17/2025 Rating: **100%**

Builders Risk Ins. Req'd: Yes ☐ No ☑ If yes, has policy been purchased?

(Only applicabale for projects above $1,000,000)

VII. TASK ORDER SELECTION (Project Manager to Complete)

Reason Consultant Selected
Check all that apply

☐ 1 Performance on past projects
- ☐ Quality of work
- ☐ On Time
- ☐ On Budget
- ☐ Accuracy of Construction Est

☐ 2 Qualified Personnel
☐ 3 Availability of personnel
☐ 4 Local of personnel

Description of negotiation process and fee evaluation:

Enter Supervisor Name **Date Approved**

VIII. AWARD INFORMATION

Date Submitted to Clerk for Agenda: April 18, 2025 Approval Date May 6, 2025 By: City Council

Purchase Order No.: TBD Date Issued: TBD WH5 submitted TBD
(Only for PW Construction Projects)

NTP Date: TBD