

CONTRACT CHECKLIST

I. PROJECT INFORMATION			
Date: <u>12.7.22</u>		REQUESTING DEPARTMENT <u>Public Works</u>	
Project Name: <u>Can Ada Lift Station Final Design</u>			
Project Manager: <u>David Briggs</u>		Contract Amount: <u>\$837,379</u>	
Contractor/Consultant/Design Engineer: <u>CONSOR</u>			
Is this a change order? Yes ☐ No ☒ Change Order No. _____			
II. BUDGET INFORMATION (Project Manager to Complete)		III. Contract Type	
Fund: <u>60</u> Department: <u>3590</u> GL Account: <u>96144</u> Project Number: <u>10038.g</u> Will the project cross fiscal years? Yes ☒ No ☐		Budget Available (Purchasing attach report): Yes ☒ No ☐ FY Budget: <u>23</u> Enhancement: Yes ☒ No ☐ Construction ☐ Task Order ☒ Professional Service ☐ Equipment ☐ Grant ☐	
IV. GRANT INFORMATION - to be completed only on Grant funded projects			
Grant #: <u>N/A</u>	Wage Determination Received <u>N/A</u> Print and Attach the determination	Wage Verification 10 Days prior to bid due date <u>N/A</u> Print, attach and amend bid by addendum (if changed)	Debarment Status (Federal Funded) <u>N/A</u> 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>2B</u>	
If no please state circumstances and conclusion: _____		Date MSA Roster Approved: _____	
Date Award Posted: <u>N/A</u>		7 day protest period ends: <u>N/A</u>	
VI. CONTRACTOR / CONSULTANT REQUIRED INFORMATION			
PW License <u>N/A</u>	Expiration Date: <u>N/A</u>	Corporation Status <u>Active Good Stanading</u>	
Insurance Certificates Received (Date): <u>N/A</u>	Expiration Date: _____	Rating: _____	
Payment and Performance Bonds Received (Date): <u>N/A</u>	Rating: <u>N/A</u>		
Builders Risk Ins. Req'd: Yes ☐ No ☒	If yes, has policy been purchased? <u>N/A</u>		
(Only applicabale for projects above \$1,000,000)			
VII. TASK ORDER SELECTION (Project Manager to Complete)			
Reason Consultant Selected ☒ 1 Performance on past projects			
<i>Check all that apply</i>			
☒ 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: CONSOR completed a concept design task order on time, within budget, and has qualified personnel with significant experience in the design of the subject matter (lift stations).			
Clint Dolsby		12/8/2022	
Enter Supervisor Name		Date Approved	
VIII. AWARD INFORMATION			
Date Submitted to Clerk for Agenda: <u>February 16, 2023</u>	Approval Date: <u>February 28, 2023</u>	By: _____	Council
Purchase Order No.: <u>23-0226</u>	Date Issued: <u>February 28, 2023</u>	WH5 submitted <u>N/A</u>	
(Only for PW Construction Projects)			
NTP Date: <u>2/28/2023</u>			