

CONTRACT CHECKLIST

I. PROJECT INFORMATION		
Date:	5/1/2026	REQUESTING DEPARTMENT Economic Development
Project Name:	CDBG LMA Walkability NW 7th St.-Sidewalk Improvements	
Project Manager:	Crystal Campbell	Contract Amount: \$414,652.00
Contractor/Consultant/Design Engineer:	J-U-B Engineers, Inc.	
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>20</u> Budget Available (Purchasing attach report): Department: <u>5290</u> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> GL Account: <u>53201</u> FY Budget: <u>2026</u> Project Number: <u>6003.178.b</u> Enhancement: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Will the project cross fiscal years? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Construction <input checked="" type="checkbox"/> Task Order <input type="checkbox"/> Professional Service <input type="checkbox"/> Supplies or Equipment <input type="checkbox"/> Grant <input type="checkbox"/>

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 <input checked="" type="checkbox"/> No <input type="checkbox"/>	(Ratings Attached) Yes <input type="checkbox"/> No <input type="checkbox"/>	Date MSA Roster Approved: _____
Typical Award Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
If no please state circumstances and conclusion: Base Bid and Bid Add Alternate No.1 awarded now.		
City may choose to add Bid Add Alternate Nos. 2 and 3 if or when additional FY27 HUD funds become available approximately October 2026.		
Date Award Posted: April 24, 2026	7 day protest period ends: May 1, 2026	

VI. CONTRACTOR / CONSULTANT REQUIRED INFORMATION			
PW License	Expiration Date:	Corporation Status	Active
11823	7/31/2026		
Insurance Certificates Received (Date):	Expiration Date:	Rating:	A++
4/30/2026	8/1/2026		
Payment and Performance Bonds Received (Date):	Rating:	100%	
4/30/2026			
Builders Risk Ins. Req'd:	If yes, has policy been purchased?		
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
<small>(Only applicable for projects above \$1,000,000)</small>			

VII. TASK ORDER SELECTION (Project Manager to Complete)	
Reason Consultant Selected	<input type="checkbox"/> 1 Performance on past projects <input type="checkbox"/> Quality of work <input type="checkbox"/> On Budget <input type="checkbox"/> On Time <input type="checkbox"/> Accuracy of Construction Est
<input type="checkbox"/> 2 Qualified Personnel <input type="checkbox"/> 3 Availability of personnel <input type="checkbox"/> 4 Local of personnel	
Description of negotiation process and fee evaluation:	
_____	_____
<small>Enter Supervisor Name</small>	<small>Date Approved</small>

VIII. AWARD INFORMATION			
Date Submitted to Clerk for Agenda:	Approval Date	By:	City Council
May 1, 2026	May 12, 2026		
Purchase Order No.:	Date Issued:	WH5 submitted	TBD
TBD	TBD		
NTP Date:	<small>(Only for PW Construction Projects)</small>		
TBD			