

CONTRACT CHECKLIST

I. PROJECT INFORMATION			
Date: <u>12/14/2023</u>		REQUESTING DEPARTMENT <u>Public Works Dept</u>	
Project Name: <u>WRRF AB 1-4 Retrofit & 9-10 upgrades Software Integration</u>			
Project Manager: <u>Troy Thrall</u>		Contract Amount: <u>\$430,787</u>	
Contractor/Consultant/Design Engineer: <u>Brad Casch/Jacobs</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>96101</u> Project Number: <u>11230.I</u> Will the project cross fiscal years? Yes ☒ No ☐		Budget Available (Purchasing attach report): Yes ☒ No ☐ FY Budget: <u>\$2,024</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>	Wage Verification 10 Days prior to bid due date <u>N/A</u>	Debarment Status (Federal Funded) <u>NA/</u>
	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	
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>7B</u>	
If no please state circumstances and conclusion: _____		Date MSA Roster Approved: <u>10/1/2021</u>	
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-Goodstanding</u>	
Insurance Certificates Received (Date): <u>6.1.2023</u>	Expiration Date: <u>7.1.2024</u>	Rating: <u>A++</u>	
Payment and Performance Bonds Received (Date): <u>N/A</u>	Rating: _____		
Builders Risk Ins. Req'd: Yes ☐ No ☒	If yes, has policy been purchased? _____		
(Only applicable 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: The scope of the work was examined by engineering and operations personnel. The costs were reasonable when compared with the costs on similar projects such as the WRRF Liquid Stream Expansion and the WRRF Headworks Capacity Expansion.			
Clint Dolsby		12/14/2023	
Enter Supervisor Name		Date Approved	
VIII. AWARD INFORMATION			
Date Submitted to Clerk for Agenda: <u>12.27.2023</u>		Approval Date _____ By: _____	
Purchase Order No.: _____		Date Issued: _____ WH5 submitted _____	
NTP Date: _____		(Only for PW Construction Projects)	