

CONTRACT CHECKLIST

I. PROJECT INFORMATION			
Date: <u>11/12/2024</u>		REQUESTING DEPARTMENT <u>Public Works</u>	
Project Name: <u>WRRF Biosolids Dryer - Services During Construction</u>			
Project Manager: <u>David Briggs</u>		Contract Amount: <u>\$613,200</u>	
Contractor/Consultant/Design Engineer: <u>Brown & Caldwell</u>			
Is this a change order? Yes ☐ No ☒ Change Order No. _____			
II. BUDGET INFORMATION (Project Manager to Complete)		III. Contract Type	
Fund: <u>61</u> Department: <u>3590</u> GL Account: <u>96153</u> Project Number: <u>5040.0200.d</u> Will the project cross fiscal years? Yes ☒ No ☐		Budget Available (Purchasing attach report): Yes ☒ No ☐ FY Budget: <u>2025</u> Enhancement: Yes ☐ No ☒ Construction ☐ Task Order ☒ Professional Service ☐ Equipment ☐ Grant ☐	
IV. GRANT INFORMATION - to be completed only on Grant funded projects			
Grant #: <u>ARPA</u>		Wage Determination Received _____	
Wage Verification 10 Days prior to bid due date _____		Debarment Status (Federal Funded) _____	
Print and Attach the determination _____		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>2a</u>	
If no please state circumstances and conclusion: _____		Date MSA Roster Approved: <u>10.1.2023</u>	
Date Award Posted: _____		7 day protest period ends: _____	
VI. CONTRACTOR / CONSULTANT REQUIRED INFORMATION			
PW License <u>n/a</u>		Expiration Date: _____	
Insurance Certificates Received (Date): <u>5.28.2024</u>		Corporation Status <u>Active-Goodstanding</u>	
Expiration Date: _____		Rating: <u>A+</u>	
Payment and Performance Bonds Received (Date): _____		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: B&C is the same firm that designed the project (construction) so department will continue with firm to oversee services during construction			
Clint Dolsby		11/12/2024	
Enter Supervisor Name		Date Approved	
VIII. AWARD INFORMATION			
Date Submitted to Clerk for Agenda: <u>November 12, 2024</u>		Approval Date _____ By: _____	
Purchase Order No.: _____		Date Issued: _____ WH5 submitted _____	
NTP Date: _____		(Only for PW Construction Projects)	