

CONTRACT CHECKLIST

I. PROJECT INFORMATION		
Date:	<u>10/10/2022</u>	REQUESTING DEPARTMENT <u>Public Works</u>
Project Name:	<u>Tertiary Filter Expansion</u>	
Project Manager:	<u>David Briggs</u>	Contract Amount: <u>\$218,105</u>
Contractor/Consultant/Design Engineer:	<u>Stantec</u>	
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>60</u>	Budget Available (Purchasing attach report):	Construction <input type="checkbox"/>
Department: <u>60</u>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Task Order <input checked="" type="checkbox"/>
GL Account: <u>3590</u>	FY Budget: <u>23</u>	Professional Service <input type="checkbox"/>
Project Number: <u>96154</u>	Enhancement: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Equipment <input type="checkbox"/>
Will the project cross fiscal years? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Grant <input type="checkbox"/>
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 _____
	Print and Attach the determination _____	Debarment Status (Federal Funded) <u>10/24/2022</u>
	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 <u>2a</u>
(Bid Results Attached) Yes <input type="checkbox"/> No <input type="checkbox"/>	(Ratings Attached) Yes <input type="checkbox"/> No <input type="checkbox"/>	Date MSA Roster Approved: <u>10/1/2020</u>
Typical Award Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
If no please state circumstances and conclusion: _____		
Date Award Posted: _____	7 day protest period ends: _____	
VI. CONTRACTOR / CONSULTANT REQUIRED INFORMATION		
PW License _____	Expiration Date: _____	Corporation Status _____
Insurance Certificates Received (Date): _____	Expiration Date: _____	Rating: _____
Payment and Performance Bonds Received (Date): _____	Rating: _____	
Builders Risk Ins. Req'd: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, has policy been purchased? _____	
<small>(Only applicable for projects above \$1,000,000)</small>		
VII. TASK ORDER SELECTION (Project Manager to Complete)		
Reason Consultant Selected <input checked="" type="checkbox"/> 1 Performance on past projects	<input type="checkbox"/> Quality of work <input type="checkbox"/> On Budget	
<i>Check all that apply</i>	<input type="checkbox"/> On Time <input type="checkbox"/> Accuracy of Construction Est	
<input checked="" type="checkbox"/> 2 Qualified Personnel		
<input checked="" type="checkbox"/> 3 Availability of personnel		
<input type="checkbox"/> 4 Local of personnel		
Description of negotiation process and fee evaluation: This task order includes the preliminary design services for this project. Stantec submitted a draft task order for this work which was reviewed by the City. Stantec revised the task order based on City comments and brought it into alignment with industry standards and Public Works supports the approval of this task order.		
Clint Dolsby Enter Supervisor Name		10/10/2022 Date Approved
VIII. AWARD INFORMATION		
Date Submitted to Clerk for Agenda: <u>October 24, 2022</u>	Approval Date _____	By: _____
Purchase Order No.: _____	Date Issued: _____	WH5 submitted _____
NTP Date: _____	<small>(Only for PW Construction Projects)</small>	