

CONTRACT CHECKLIST

I. PROJECT INFORMATION					
Date: <u>2/14/2025</u>		REQUESTING DEPARTMENT <u>Public Works</u>			
Project Name: <u>WRRF Mechanical Building PLC (SMCB1) Programming Update</u>					
Project Manager: <u>Marshal Latham</u>		Contract Amount: <u>\$209,427.00</u>			
Contractor/Consultant/Design Engineer: <u>Jacobs Engineering Group, Inc.</u>					
Is this a change order? Yes ☐ No ☒ Change Order No. _____					
II. BUDGET INFORMATION (Project Manager to Complete)		III. Contract Type			
Fund: <u>65</u> Department: <u>3510</u> GL Account: <u>53101</u> Project Number: <u>11551.a</u>		Budget Available (Purchasing attach report): Yes ☒ No ☐ FY Budget: <u>2025</u> Enhancement: Yes ☐ No ☒			
Will the project cross fiscal years? Yes ☐ No ☒		Construction ☐ Task Order ☒ Professional Service ☐ Supplies or 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		TASK ORDER	
Award based on Low Bid		Highest Ranked Vendor Selected		Master Agreement Category: <u>7B</u>	
(Bid Results Attached) Yes ☐ No ☐		(Ratings Attached) Yes ☐ No ☐		Date MSA Roster Approved: <u>10/1/2024</u>	
Typical Award Yes ☐ No ☐ If no please state circumstances and conclusion: _____					
Date Award Posted: <u>November 13, 2024</u> 7 day protest period ends: <u>November 20, 2024</u>					
VI. CONTRACTOR / CONSULTANT REQUIRED INFORMATION					
PW License: <u>N/A</u>		Expiration Date: <u>N/A</u>		Corporation Status: <u>Active</u>	
Insurance Certificates Received (Date): <u>6/17/2024</u>		Expiration Date: <u>7/1/2025</u>		Rating: <u>A++</u>	
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? _____			
(Only applicable for projects above \$1,000,000)					
VII. TASK ORDER SELECTION (Project Manager to Complete)					
Reason Consultant Selected ☒ 1 Performance on past projects					
Check all that apply ☒ 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: Please refer to attached Task Order 11551.a					
_____ Enter Supervisor Name Date Approved					
VIII. AWARD INFORMATION					
Date Submitted to Clerk for Agenda: <u>February 14, 2025</u>		Approval Date: <u>February 25, 2025</u>		By: _____ City Council	
Purchase Order No.: <u>TBD</u>		Date Issued: <u>TBD</u>		WH5 submitted <u>N/A</u> (Only for PW Construction Projects)	
NTP Date: <u>TBD</u>					