

CONTRACT CHECKLIST

I. PROJECT INFORMATION			
Date: <u>8/25/2021</u>		REQUESTING DEPARTMENT <u>Public Works</u>	
Project Name: <u>Tertiary Filter Expansion</u>			
Project Manager: <u>Clint Dolsby</u>		Contract Amount: <u>\$797,946</u>	
Contractor/Consultant/Design Engineer: <u>Stantec</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> Budget Available (Purchasing attach report): Department: <u>60 3590</u> Yes ☒ No ☐ GL Account: <u>3590 96154</u> FY Budget: <u>22</u> Project Number: <u>11281</u> Enhancement: Yes ☒ No ☐ Will the project cross fiscal years? 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>N/A</u>
	Print and Attach the determination	Print, attach and amend bid by addendum (if changed)	<u>www.sam.gov</u> 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 ☐ No ☐		(Ratings Attached) Yes ☐ No ☐	Date MSA Roster Approved: <u>10/1/2020</u>
Typical Award Yes ☐ No ☐			
If no please state circumstances and conclusion: <u>N/A</u>			
Date Award Posted: <u>N/A</u> 7 day protest period ends: _____			
VI. CONTRACTOR / CONSULTANT REQUIRED INFORMATION			
PW License <u>N/A</u>	Expiration Date: <u>N/A</u>	Corporation Status <u>GOODstanding</u>	
Insurance Certificates Received (Date): <u>5/4/2021</u>	Expiration Date: <u>5/1/2022</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? <u>N/A</u>		
(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: 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.			
<u>WARREN STEWART</u> Enter Supervisor Name			<u>8/25/21</u> Date Approved
VIII. AWARD INFORMATION			
Date Submitted to Clerk for Agenda: <u>9/28/2021</u>		Approval Date _____ By: <u>Council</u>	
Purchase Order No.: _____		Date Issued: _____ WHS submitted _____	
NTP Date: _____		(Only for PW Construction Projects)	