

**CONSTRUCTION CONTRACT CHECKLIST
CITY OF NEW BEDFORD
DEPARTMENT OF PLANNING, HOUSING & COMMUNITY DEVELOPMENT**

Project Name: text.	
Name of Organization: text.	Address: text.
Project Number: text.	Contract Number: number.
Census Tract/Block Group: text.	National Objective: text.
Eligible Activity: text.	Environmental Review Completed: enter a date.
CDBG Award: amount.	Total Project Cost: amount.
Project Description: description	
Cost Estimate: enter amount	Project Photos: <input type="checkbox"/>
Project Scope of Work: <input type="checkbox"/>	Agency Award Letter: Click or tap to enter a date.
Agency Agreement: <input type="checkbox"/>	Restriction Recorded: <input type="checkbox"/>
Determine Bid Procedures: text.	
Architectural Services: Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	
Architect: name	Contract Amount: amount.
Fed. ID Number: text.	Verify Listing of Debarred Contractor: <input type="checkbox"/> enter a date.
Contract Bidding	
Date Advertised: enter a date.	Bid Opening Date: enter a date.
Analysis of Bids: <input type="checkbox"/>	Contractor Evaluation/Reference review: <input type="checkbox"/>
Contractor Selected: enter text.	Contractor Representative: text.
Contractor Fed. ID Number: enter number.	Verify Listing of Debarred Contractor: <input type="checkbox"/> enter a date.
Contract Award Letter: enter a date.	Contract Completed: enter date.
Contract Letter to Proceed: enter a date.	Preconstruction Conference: <input type="checkbox"/>
Construction Monitoring	
Employee Interviews: <input type="checkbox"/>	Periodic Field Reports: <input type="checkbox"/>
Federal Wage Rate Review <input type="checkbox"/>	MBE/WBE Reporting: <input type="checkbox"/>
Section 3 Reporting: <input type="checkbox"/>	Final Inspection Report: <input type="checkbox"/>
Review all requirements prior to final payment	
Release of Lines Statement: <input type="checkbox"/>	
Project Notes:	