|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SiteManager New Project Review | | | | | | | | | | | | |
| SiteManager ID |  | Federal Job # | | | |  | State Job # |  | Route |  | County | |
|  |  |  | | | |  |  |  |  |  |  | |
| **The following items are to be verified for accuracy. If corrections need to be made, notify ReDEV immediately.  Any changes MUST be made before any work begins in SiteManager.** | | | | | | | | | | | | |
| Items to Check | | | | Checked | Change Needed in SiteManager | | | | | | | Change Made |
| Main Panel.Contract Administration.Contract Records.Contracts – Description tab | | | | | | | | | | | | |
| SiteManager Contract ID | | | |  |  | | | | | | |  |
| Job Number - Federal | | | |  |  | | | | | | |  |
| Job Number - State | | | |  |  | | | | | | |  |
| District & Org code | | | |  |  | | | | | | |  |
| Funding (Federal, State, Both) | | | |  |  | | | | | | |  |
| Bid Amount | | | |  |  | | | | | | |  |
| Federal Oversight? | | | |  |  | | | | | | |  |
|  | | | |  |  | | | | | | |  |
| Main Panel.Contract Administration.Contract Records.Contracts – Location tab | | | | | | | | | | | | |
| Job Location | | | |  |  | | | | | | |  |
| Beg & Ending Stations/log mi. | | | |  |  | | | | | | |  |
| Route | | | |  |  | | | | | | |  |
| County | | | |  |  | | | | | | |  |
|  | | | |  |  | | | | | | |  |
| Main Panel.Contract Administration.Contract Records.Contracts – Payment Data tab | | | | | | | | | | | | |
| Payment dates, 1st & 15th | | | |  |  | | | | | | |  |
| Liquidated Damage rate | | | |  |  | | | | | | |  |
| Auto LD checked | | | |  |  | | | | | | |  |
| Price Adj Ind checked (if fuel adjustments accepted) | | | |  |  | | | | | | |  |
|  | | | |  |  | | | | | | |  |
| Main Panel.Contract Administration.Contract Records.Contracts – Critical Dates tab | | | | | | | | | | | | |
| Award Date = Execution Date | | | |  |  | | | | | | |  |
| Price Adjustment Base Date = Letting Date (if fuel adjustments accepted) | | | |  |  | | | | | | |  |
| Notice to Proceed Date | | | |  |  | | | | | | |  |
| Original Completion Date | | | |  |  | | | | | | |  |
|  | | | |  |  | | | | | | |  |
| Main Panel.Contract Administration.Contract Records.Contracts –Prime Contractor tab | | | | | | | | | | | | |
| Prime Contractor | | | |  |  | | | | | | |  |
| Contact – Pres, CEO, VP, etc. | | | |  |  | | | | | | |  |
| Associates – Insurance Co. | | | |  |  | | | | | | |  |
| Associates – Surety Co. | | | |  |  | | | | | | |  |
|  | | | |  |  | | | | | | |  |
| Main Panel.Contract Administration.Contract Records.Contracts – DBE Commit tab | | | | | | | | | | | | |
| DBE Goal Percent | | | |  |  | | | | | | |  |
|  | | | |  |  | | | | | | |  |
| Items to Check | | | | Checked | Change Needed in SiteManager | | | | | | | Change Made |
| Main Panel.Contract Administration.Contract Records.Contracts – Training Plan tab | | | | | | | | | | | | |
| Planned Training Hours | | | |  |  | | | | | | |  |
| Training Unit Price | | | |  |  | | | | | | |  |
| Planned Number of Trainees | | | |  |  | | | | | | |  |
|  | | | |  |  | | | | | | |  |
| Main Panel.Contract Administration.Contract Records.Projects – Description tab | | | | | | | | | | | | |
| Description | | | |  |  | | | | | | |  |
| Route | | | |  |  | | | | | | |  |
| Location | | | |  |  | | | | | | |  |
|  | | | |  |  | | | | | | |  |
| Main Panel.Contract Administration.Contract Records.Projects – Counties tab | | | | | | | | | | | | |
| Counties | | | |  |  | | | | | | |  |
|  | | | |  |  | | | | | | |  |
| Main Panel.Contract Administration.Contract Records.Projects – Adjustment Indices tab | | | | | | | | | | | | |
| Adjustment types added (if fuel adjustments accepted) | | | |  |  | | | | | | |  |
|  | | | |  |  | | | | | | |  |
| Main Panel.Contract Administration.Contract Records.Items (verify for each contract item) | | | | | | | | | | | | |
| Line Item Nbr = Proposal Line | | | |  |  | | | | | | |  |
| Item Code | | | |  |  | | | | | | |  |
| Unit Type | | | |  |  | | | | | | |  |
| Description | | | |  |  | | | | | | |  |
| Unit Price | | | |  |  | | | | | | |  |
| Bid Qty | | | |  |  | | | | | | |  |
| Bid Amt | | | |  |  | | | | | | |  |
|  | | | |  |  | | | | | | |  |
| Main Panel.Daily Work Reports.Contract Item – DWR Template | | | | | | | | | | | | |
| Template associated to Item Code 6161005 - Construction Signs? | | | |  |  | | | | | | |  |
|  | | | |  |  | | | | | | |  |
| Main Panel.Contract Administration.Contract Records.Milestones | | | | | | | | | | | | |
| NO milestones should be passed into system | | | |  |  | | | | | | |  |
|  | | | |  |  | | | | | | |  |
| Main Panel.Contract Administration.Contract Management.Subcontracts (for each DBE commitment passed through the system, verify the following) | | | | | | | | | | | | |
| Subcontractor Name | | | |  |  | | | | | | |  |
| Supplier/Hauler Ind checked  (if applicable) | | | |  |  | | | | | | |  |
| This Original Commitment | | | |  |  | | | | | | |  |
|  | | | |  |  | | | | | | |  |
| St. Louis District only: Main Panel.Contract Administration.Contract Records.Contracts – Generic Fields | | | | | | | | | | | | |
| SL District Area Designation | | |  | |  | | | | | | |  |
|  | | |  | |  | | | | | | |  |