|  |
| --- |
| 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 | [ ]  |  | [ ]  |
|  |  |  |  |