

Construction Contract Checklist

Item Number	Note: Procedures may differ based on the AOR. Contact responsible component OPR for command-specific procedures.	Applicable and Present
PRE-AWARD DOCUMENTS		
1	Is there a certified purchase request and independent government cost estimate (required if exceeding the SAT)? (FAR 36.203 and DFARS PGI 236.203)	
2	Is the project for minor construction (O&M funds (10 USC 2805, unspecified minor construction) up to \$750K or \$1.5M to correct conditions that present a threat to life, health or safety)?	
3	Has CE and contracting reviewed/determined if a stand-alone construction contract or an IDIQ contract (roofing, asbestos removal, paving) is most appropriate?	
4	Does the requirements package include a SOW, specifications, drawings, performance period, and liquidated damages?	
5	Is a source list and market research results included?	
6	If other than full and open competition, are the appropriate justification and approval/related correspondence included?	
7	Did the solicitations state the magnitude of the construction project (requirement in terms of physical characteristics and estimated price range)? (FAR 36.204 and DFARS 236.204)	
8	Were competitive proposals utilized in order to allow for discussions? (FAR 6.401(b)(2))	
9	Are the appropriate determinations/approvals and determinations and findings included? (liquidated damages, <i>Buy American Act</i> , construction materials exception) (FAR 11.501 & FAR 25.202)	
10	Are the invitation for bid/request for proposal/amendments included in the file?	
11	Is a pre-bid, pre-negotiation conference/site visit required/documented?	

12	Were late bids/proposals handled appropriately? (FAR 14.304 and FAR 15.208)	
13	Are unsuccessful bids/proposals and related correspondence filed?	
14	<p>Are the proper FAR construction clauses included in the solicitation?</p> <ul style="list-style-type: none"> -52.236-2, Differing Site Conditions -52.236-3, Site Investigation and Conditions Affecting the Work -52.236-5, Material and Workmanship -52.236-6, Superintendence by the Contractor -52.236-9, Protection of Existing Vegetation, Structures, Equipment, Utilities, and Improvements -52.236-11, Use and Possession Prior to Completion -52.246-12, Inspection of Construction 	
15	<p>Are the following DFARS construction clauses included in the solicitation?</p> <ul style="list-style-type: none"> -252.236-7000 Modification Proposals–Price Breakdown -252.236-7001 Contract Drawings and Specifications -252.236-7002 Obstruction of Navigable Waterways -252.236-7003 Payment for Mobilization and Preparatory Work -252.236-7004 Payment for Mobilization and Demobilization -252.236-7005 Airfield Safety Precautions -252.236-7006 Cost Limitation -252.236-7007 Additive or Deductive Items -252.236-7008 Contract Prices–Bidding Schedules -252.236-7009 Option for Supervision and Inspection Services -252.236-7010 Overseas Military Construction–Preference for United States Firms -252.236-7011 Overseas Architect-Engineer Services–Restriction to United States Firms -252.236-7013 Requirement for Competition 	

	Opportunity for American Steel Producers, Fabricators, and Manufacturers	
16	Are the contractor's proposal and revisions, representations and certifications (RFP Section K), and correspondence filed?	
17	Was an evaluation of transportation cost factors completed? (DD Form 1654)	
18	Was a price negotiation memorandum or price competition memorandum completed?	
19	Was a legal review obtained if exceeding the simplified acquisition threshold?	
20	Was the solicitation reviewed by the appropriate approval authority?	
	AWARD DOCUMENTS (CONTRACT/MODIFICATIONS)	
21	Were appropriate performance and payment bonds/waivers and alternative payment protections for construction contracts accomplished?	
22	Was the contract reviewed by the appropriate approval authority?	
23	Was the contractor informed not to commence work until a Notice to Proceed was issued? Was a notice to proceed issued?	
24	Was the SF 1442 utilized/properly executed/distributed for construction contracts over/under the SAT or Optional Form 347 under the SAT?	
25	Was the appropriate automated system documentation accomplished (SPS, FPDS NG)?	
26	Were letters sent to unsuccessful bidders/offerors?	
27	Is a copy of the contract and contract modifications included in the file?	
	POST AWARD DOCUMENTS	
28	Contract bonds (payment & performance bonds/consent of surety/contract bond) (FAR 28.1)	
29	Was a post-award orientation conference/pre-performance construction conference held?	

CONTRACT ADMINISTRATION		
30	Did the contractor submit a progress schedule and progress reports?	
31	Before progress payments are made, are invoices compared with progress reports separately submitted by both the contractor and contracting officer technical representative and are copies of payment vouchers included in the file?	
32	Are the drawings, specifications/statement of work, and material approval submittals on file?	
33	Did the CCO evaluate contractor performance and prepare a performance report using the DD Form 2626, <i>Performance Evaluation</i> (Construction), for each construction contract of \$550K or more or more than \$10K, if the contract was terminated for default?	
34	Was a punch list of discrepancies provided and resolved before final inspection and acceptance?	
35	Does the file include final inspection and acceptance documentation from the requiring activity?	
36	Is a release of claims submitted and signed by the contractor after contract completion?	
37	Is there a contract completion statement (DD Form 1594)?	