

PARKS PLANNING, DESIGN & DEVELOPMENT

Turnkey Project Checklist

Project Name:		Start Date:	
Project Number:		Completion Date:	
		PIF Credit Fee:	
<u>CONTRACT START-UP</u>		<u>CONSTRUCTION PHASE</u>	
Signed Contract:		Contract:	
Construction Documents Approved:		Budget:	
Bid Documents Approved:		Prevailing Wages:	
Environmental Review Completed:		Insurance Documents:	
Final Budget:		Monthly progress status:	
Contract Award:		Change Requests:	
		Approved:	
		Not Approved:	
		Invoice History:	
		Inspections:	
		Correspondence:	
<u>CONTRACT CLOSE-OUT</u>			
Project is complete			
Final Invoice from Developer - Reimbursement/Credit Amount			
	Must be itemized (i.e., design, constr, c/o)		
Contract Agreement between City and Developer			
	3.4	Priority for Reimb.	
	5.1	Cash Reimb for costs	
	7	Other Provisions (if applicable)	
	Ex E	Project Budget	
	Ex G	Benefiting Service Area	
All claims and/or investigations completed			
All outstanding subcontractor issues settled			
Documentation			
	Letter from Director authorizing payment (18.44.110 of PIF Ordinance)		
	Notice of Completion from Director (2.1 of agreement)		
	Notice of Completion filed with County		
	Final Inspection Form		
	Proof of 50% of build out (3.3 of agreement)		
	Supporting documentation on design & Constr		
	Supporting documentation on change orders		
	Proof of Release from all Liens from contractor (2.2 of agreement)		
	Documentation that PIF collected from Service Area (Ex. G)		
	Acceptance and conveyance of title to City		
Any required contract audit complete			
Final invoice submitted and paid			