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| P. R. PUBLIC HOUSING ADMINISTRATION | **P.R.P.H.A.** **MODERNIZATION****PROGRAM** **CHECK LISTS**  **FOR contract**  **MODIFICATIONS**  **or CHANGE ORDERs** |

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|  | **PRPHA** **MODERNIZATION PROGRAM** **Construction Management Bureau**  **Check List for Contract Modification Evaluation**  Yes No N/A  Presentation Sheet  Tab 1   1. Estimates 2. Letters of Intent 3. Support Documents   Tab 2   1. Time Analysis 2. Daily Reports (If Apply) 3. Cpm (If Apply)   Tab 4   1. Const Manag Bureau Finding of Facts to Procurement Office 2. Errors & Omission Report 3. Check Lists 4. Cost Analysis   Tab 5   1. CM1 & CM2 Forms 2. Previous CO CM1 & CM2 Forms 3. Amendments Copy 4. Original Contract Copy   Tab 6   1. Computer Disk (3 ½”) 2. Act #127 Notice 3. Ethic Code Notice 4. Non-Conflict Certification 5. Contractor’s Compromise   to Provide Documents Sheet   1. Bidder Register (RUL)   **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **PRPHA Mod Inspector Engineer DATE**  Tab 3   1. Fund Certifications 2. TDC Report 3. Procurement Certifications   Tab 5   1. Government Board Resolution   Tab 6   1. Controller Certification 2. Legal Certification 3. Contract Requirement Docs   **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **PRPHA Change Order Register** **DATE** |
|  | PRPHAMODERNIZATION PROGRAMCheck List for Notice of Intent for Modification No. \_\_\_\_ 1. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RQ No.: \_\_\_\_\_\_\_\_ 2. Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Services: \_\_\_\_\_\_\_\_\_\_\_\_ 3. Possible Cause:   a) Design Error  (Submit notice to bond company)  b) Hidden Condition  c) Emergency  d) Time Extension  e) Other (Explain)  See memorial attached.   1. Preliminary Investigation Participants: (Who ever applies) 2. CM/PM/INSP Principal/Management Agent:   Type Name Tel. .  Representative (type)   1. Resident Inspection:   Type Name Tel. .  Representative (type)   1. Design/Supervision:   Type Name Tel. .  Representative (type)   1. PRPHA Modernization Inspector Engineer   Type Name Tel. .  Representative (type)   1. Contractor:   Type Name Tel. .  Representative (type)   1. Preliminary Recommendation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Attach pages as necessary) 2. CM/PM/INSP Principal / Manager Agent   By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature |
|  | **PRPHA****MODERNIZATION PROGRAM** **Check List for Change Orders Register Modification Evaluation.** Form Mod. CM – 1, Certification. Yes No N/A  1. Contract No.  2. Modification No.  3. Contractors Name & Tax ID  4. Contract Services  5. Project Name   1. Construction Manager 2. Modification Type      1. Modification Amount 2. Contract Increased 3. Contract Decreased 4. Time Extension Requested 5. Summary of Reason Fully Explained &   a) CPM Schedule Analysis (In MOD only)   1. Contractors Detailed Estimate 2. Independent Estimate Analysis 3. Recommendation for Approval Signatures   & Dates by: (Who ever applies)  a) CM/PM/INSP / Management Agent  b) Designer  c) Resident Inspector  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **PRPHA Mod Inspector Engineer DATE**   1. Recommended, Signatures & Dates by: 2. PRPHA MOD Inspector Engineer 3. PRPHA Const. Management Director 4. PRPHA Assoc. Adm./ Area of Development      1. Approval, Signature & Date by: 2. PRPHA Contracting Officer or his designee   **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **PRPHA Change Order Register DATE** |
|  | PRPHAMODERNIZATION PROGRAM Check List for Contract Modification Evaluation. Form Mod. CM – 2 (Analysis Sheet) Yes No N/A   1. Date 2. Project Name 3. Project RQ-No. 4. Project Address 5. Contractor Name & Tax ID 6. Contract Services 7. Construction Manager 8. Initial Contract Amount 9. Contract Sign Date 10. Contract Stating Date 11. Original Completion Date 12. Adjusted Completion Date 13. Contract & Modification No. 14. Contract Time & Orig. Contract Term Date 15. Previous Modification Records   Including requested modification   1. Principal / Agent representative signature   **. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **PRPHA MOD Inspector Engineer Date** |