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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 11. Estimates [ ]  [ ]
2. Letters of Intent [ ]  [ ]  [ ]
3. Support Documents [ ]  [ ]  [ ]

Tab 21. Time Analysis [ ]  [ ]  [ ]
2. Daily Reports (If Apply) [ ]  [ ]  [ ]
3. Cpm (If Apply) [ ]  [ ]  [ ]

Tab 41. Const Manag Bureau Finding of Facts to Procurement Office [ ]  [ ]
2. Errors & Omission Report [ ]  [ ]  [ ]
3. Check Lists [ ]  [ ]  [ ]
4. Cost Analysis [ ]  [ ]  [ ]

Tab 51. 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 31. Fund Certifications [ ]  [ ]  [ ]
2. TDC Report [ ]  [ ]  [ ]
3. Procurement Certifications [ ]  [ ]  [ ]

Tab 51. Government Board Resolution [ ]  [ ]  [ ]

Tab 61. 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/A1. 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 PROGRAMCheck List for Contract Modification Evaluation.Form Mod. CM – 2 (Analysis Sheet)  Yes No N/A1. 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** |