

Contract Type: ☐ City-Owned Property

☐ Non-City-Owned Property

Contract Amount: ☐ under \$3 million

☐ over \$3 million (Non-City-Owned projects > \$3 million = complete INFO per trade)

check applicable percentage design review

DDC PROJECT MANAGER TO COMPLETE ALL SECTIONS: submit completed form with **DOCUMENTS REQUIRED** * ☐ 50% ☐ 100%

PROJECT TITLE:					
DDC Project ID #			Program Unit:		
Street Address					
Borough	Zip			Date	
Project Manager				Ext.	
Sponsor Agency				Deputy	
Prime Consultant				AC	

TRADES:		Complete if Non-City-Owned Project over \$3 million - see above								Notes / Special Instructions	
General Construction		Plumbing		HVAC+ Fire Protec.		Electrical					
PIN #s										Obtain at end of review process through ACCO-Flow	
Contract Duration										On first page of Schedule A, Addendum to the General Conditions	
Cost Estimate Amount										SUBMIT LATEST COST ESTIMATE WITH SUBMISSION	
Special Experience (check 'X' if req'd)	YES	NO	YES	NO	YES	NO	YES	NO		If 'yes', SER form shall be prepared and approved by legal. Original Approval Form with signatures required.	
Asbestos Allowance Amount										On first page of Allowance for Incidental Asbestos Abatement	

DOCUMENTS REQUIRED: *	submitted	SUBMIT FOR REVIEW - IF NOT SUBMITTED, INDICATE STATUS
* Specifications (with Table of Contents)		
* Addendum to the General Conditions		
MWBE form with percentages		
Asbestos sections		
* Cost Estimate		

Items with an (*) are required at time of review submission

Check Yes or No (if checked 'yes', see notes)	Notes
yes no	
LL86 or EPP Requirements	MAY BE IDENTIFIED IN PROJECT SCOPE. SPECIFICATIONS (and other) COMPLIANCE REQUIRED
Unit Price Schedule	FOR ADDITIONAL WORK ONLY - SAMPLE FORM AVAILABLE FOR CONSULTANT TO COMPLETE
Proprietary Items	JUSTIFICATION (LETTER FROM CONSULTANT OR CLIENT) AND ACCO APPROVAL REQUIRED
Bid Alternates	REVIEW, COORDINATION, AND APPROVAL REQUIRED PRIOR TO 100% DESIGN COMPLIANCE
Other Abatement Requirements	INDICATE WHETHER PROJECT CONTAINS LEAD, CONTAMINATED SOILS, ETC.
PQL (Must be 100% City Funded)	

ADVISE WHETHER ANY OF THE FOLLOWING FUNDING OPTIONS APPLY TO THIS PROJECT (check if applicable):

☐ Project is funded in whole or in part by Community Development Grant Funds
☐ Project is funded in whole or in part by Department of Parks