Form 9-C
Checklist for Construction Dispute Review

Project Name _____ Project Number _____

Reviewer _____ Date _____

Y=yes N=no N/A=not applicable

A. DISPUTE PREVENTION

1. Are all bids and bid documents properly executed and in order? ☐Y ☐N ☐N/A
2. Have all aspects of the award package–with emphasis on bonds, insurance, federal requirements, the agreement, and notice to proceed–been executed, and are these documents currently under the custody of the community? ☐Y ☐N ☐N/A
3. Was the contract awarded with specific time limits? ☐Y ☐N ☐N/A
4. Are there sufficient, qualified construction management personnel? ☐Y ☐N ☐N/A
5. Is the project schedule used by the contractor and the community? ☐Y ☐N ☐N/A
6. Is the community represented by legal counsel? ☐Y ☐N ☐N/A
7. Do the community and engineer keep daily notes? ☐Y ☐N ☐N/A
8. Are change orders approved or disapproved in a timely manner? ☐Y ☐N ☐N/A
9. Have spot checks of engineer's quantities listed on payment requests been done? ☐Y ☐N ☐N/A
10. Does the community understand that all field changes, including no-cost changes, require eligibility determination? ☐Y ☐N ☐N/A
11. Has the engineer/inspector been questioned about his/her on-site relationship with the contractor? ☐Y ☐N ☐N/A

B. DISPUTE RESOLUTION

1. Has a means to finish the construction been identified, planned, and initiated? ☐Y ☐N ☐N/A
2. Are files organized so that all correspondence and data are readily available and secure? ☐Y ☐N ☐N/A

3. Have all legal remedies been identified and has a critical path through the legal process, with date estimates, been established? ☐Y ☐N ☐N/A

4. Have efforts been made to negotiate a settlement? ☐Y ☐N ☐N/A

5. Are all cost increases justified? ☐Y ☐N ☐N/A

6. Is all communication (written or verbal) clear so that there is no confusion regarding intent? ☐Y ☐N ☐N/A

7. Have phone notes been kept with dates and times? ☐Y ☐N ☐N/A

8. If a contractor proceeds with construction during dispute, are all conditions met, including those in dispute? ☐Y ☐N ☐N/A

9. Have payments and performance bonds been held until all disputes are settled and warranty periods expired? ☐Y ☐N ☐N/A