

In order to complete your Construction Observation Contract, you must include the following documents below.

1. [Construction Observation Contract](#), complete with signature page and Acknowledgement of Corporation Signature Authorization.
2. [Special Conditions](#)
Additionally Include:
 - Detailed Scope of Work from ENGINEER.
 - Construction Schedule (Ghant Chart) from CONTRACTOR
3. [General Conditions](#)
4. Please attach current Certificate of Insurance from Article 15 Insurance from the General Conditions. Note: The Certificate of Insurance must list the City as additional insured, and it must list the project's J-Number and description.
5. Please attach a copy of your completed W-9 Form.