



Now that you have been selected by BART for a construction contract, there are several things you should identify in your contract for your protection and to [help ensure project success](#). This list is not comprehensive and is meant to generally inform you about the very basics. It is recommended that you consult your attorney or adviser, but here are some things for you to pay attention to:

- [Legal names and dates](#) on which the agreement takes place and understanding when it starts: [NTP - Notice to Proceed](#) (starts the clock ticking on the contract specified duration), meeting insurance, bonding or other contract requirements.
- Reading and understanding the Contract Documents - project drawings, specifications and reference drawings (if any).
- The [scope of work](#) and contractual obligations of each contracting party and their responsibilities therein; description of what services will be provided and the individual and overall impacts to be documented within an [SSWP \(Site Specific Work Plan\)](#).
- [Schedule from start to finish](#) - a start date, end date (in calendar days or workdays), defining milestones and understanding the requirements to get the project completed on time and how changes and time extensions are managed and executed on the project. Good record keeping, reporting, coordination and timely notice of delays and impacts are critical to your success, and getting paid in a timely manner. The schedule is a powerful tool that can help defend your project if the project is delayed or if your completion time is impacted.
- [How services are invoiced and billed](#), and supporting documentation required to process the invoice is provided, such as certified payroll reports, monthly reports, or other contract requirements, dependent on your participation as a Subcontractor or as the General Contractor.
- Contract requirements and protocols that both parties need to understand and follow should [changes or impacts arise and how to mitigate resulting claims](#) if any.
- [Project Closeout requirements](#), including warranties and terms related to labor, material or both, maintaining "As Built" drawings during the performance of work, creating and providing O&M's and adherence to other specified requirements in a timely manner.

Please contact Small Business Support Services [SBSupportServices@bart.gov](mailto:SBSupportServices@bart.gov). We are here to help you deliver your project successfully!