



Procurement/Construction Procedures Checklist for Public Agencies and Non-Profits

Project No:
 Project Name:
 Applicant:

The following checklist is intended to serve as a guide to assist during the procurement, contracting, and construction process. This list contains basic requirements for most types of construction projects, it may not be inclusive for all projects and additional information may be required on a project by project basis. **Please Note:** Some items require approval prior to proceeding, as noted. Items requiring copies sent to NJEDA will be shaded in the “Copy to EDA” box below.

Item	Requirement	Details	Comments	Approval Required from:	Complete √	Copy to EDA
Professional Services Procurement and Contracts						
1	Professional Services Procurement (if applicable) by Subrecipient	See “Procurement” , Chapter II, of “CDBG-DR Administrative Manual”	Subrecipient to provide documentation and certification that all required procurement procedures were followed.			
2	Owner (Subrecipient)- Professional Services Agreement (if applicable)	See “Contract Management” , Chapter III, of “CDBG-DR Administrative Manual”	Standard A/E contract templates may be used provided the contract includes the four (4) documents specified in Appendix 5 and the <i>Mandatory Contract Language</i> as outlined in Chapter 3, Section 3.6 of the “CDBG-DR Administrative Manual”.			
3	Professional Firm Clearance (Debarment check) and Business Registration Certificate (BRC) (if applicable)	Subrecipient to provide NJEDA with completed Verification Form(s), Exhibit 2-1: Verification of Professional Services Eligibility, “CDBG-DR Administrative Manual”.	Clearance performed by: NJEDA Debarment websites: https://www.sam.gov/portal/public/SAM/ And http://www.nj.gov/treasury/debarred	NJEDA		
Subrecipient Pre-Bid Responsibilities						
4	Subrecipient completes Final Plans, Specifications, and Project Manuals		Provide (1) full size set (if requested), (1) 11x17 set, plus electronic (.pdf) set to NJEDA			
5	Subrecipient Administration Training (SAT) Meeting	Scheduled by NJEDA	<ul style="list-style-type: none"> Held prior to bidding Attendance “Strongly Encouraged” 			
6	Subrecipient to obtain an independent construction cost estimate	Must be obtained prior to bid submissions.	To be used for comparative verification of bids submitted. Approved bid to be within 10-15% range of estimate.			

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Construction Procurement						
7	Prime Contractor Procurement by Subrecipient	See "Procurement Standards", Chapter II, of "CDBG-DR Administrative Manual"	By sealed competitive bid. Lowest bidder shall be determined during bid opening. Award of Contract shall be made to the lowest, responsible and responsive bidder. Subrecipient to provide documentation and certification that all required procurement procedures were followed.			
8	Prime Contractor and Subcontractor Clearance (Debarment check)	Subrecipient to provide NJEDA with completed Verification Form(s), Exhibit 2-2: Verification of Contractor Eligibility, "CDBG-DR Administrative Manual"	Clearance performed by: NJEDA Debarment websites: https://www.sam.gov/portal/public/SAM/ And http://www.nj.gov/treasury/debarred	NJEDA		
Contract Management						
9	Executed Construction Contract with Payment and Performance Bonds	See "Contract Management", Chapter III, of "CDBG-DR Administrative Manual"	May use firm fixed-price generic construction contract, but must include the four (4) documents specified in Appendix 5 and the <i>Mandatory Contract Language</i> as outlined in Chapter 3, Section 3.6 of the "CDBG-DR Administrative Manual".			
10	Contractor's Cost Breakdown (Schedule of Values)	Project specific	Detailed line item budget submitted with contract, AIA G703 or equivalent			
11	Subcontractor Agreement(s)		Copies of all Subcontractor Agreements with contract amounts shown must be provided to NJEDA.			
Construction Period						
12	Pre- Construction Meeting (scheduled within 10 days of contract execution, and prior to commencement of work)	Scheduled with NJEDA Construction Officer with attendance by: <ul style="list-style-type: none"> • Subrecipient Rep. • Contractor 	Pre-Construction Conference Agenda to include NJEDA Construction Officer items			
13	Written Notice to Proceed-from Subrecipient to Contractor		Contractor shall not begin work prior to receiving such notice.			
14	Permits and approvals (as received by or on behalf of Subrecipient)		To comply with all applicable laws, ordinances, codes, rules and regulations.			
15	Contractor Project Submittals	Submitted to A/E	<ul style="list-style-type: none"> • A/E approval required. • Updated Submittal Logs to be provided to EDA, as requested. 			

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16	Contractor Construction Progress Schedule	Expanded detailed schedule correlating with "Time to Completion" specified in procurement documents	The schedule may be in the form of a progress chart of suitable scale to indicate appropriately the % of work scheduled for completion by any given date during the period. Update required when work falls more than 10% behind schedule.			
17	Construction Monitoring & Progress Meetings (frequency dependent on project size & duration)	Performed by NJEDA Construction Officer with attendance by: <ul style="list-style-type: none"> • Subrecipient • Contractor 	Items to be submitted/reviewed: <ul style="list-style-type: none"> • NJEDA Inspection Report • Photographs of site conditions • Review payment applications for completeness • Schedule updates 			
18	Record Drawings	Recorded and held on site by Contractor Final "Record" set copy submitted to: <ul style="list-style-type: none"> • Subrecipient and • EDA 	All changes from the installations originally indicated, as observed during the construction of the project, recorded on one set of contract drawings. A Final "Record" recording final locations of the improvements made under this project.			
19	Contractor's Requisitions	Submit to NJEDA for approval and payment	<ul style="list-style-type: none"> • AIA G702/ G703 signed by A/E • Photo verification • SWM/MBE Monthly Activity Report • Lien Releases, Partial and Final as required 	NJEDA		
20	Contractor Change Orders	Submitted to A/E for approval	<ul style="list-style-type: none"> • AIA G701 • Approval from NJEDA required prior to execution if affects the original approved scope of work, increases the contract price, or causes changes in construction schedule. 	A/E (or NJEDA as required)		
Construction Close-out						
21	Architect's/Engineer's Duties (if hired by Subrecipient)	Submit Journal of Architectural/Engineering Actions to EDA.	<ul style="list-style-type: none"> • Field orders • Site visit Reports • Shop drawing review and approval 			
22	Final Inspection & Punchlist	Punchlist performed by A/E at time of Substantial Completion. Final inspection to include Subrecipient & NJEDA.	<ul style="list-style-type: none"> • NJEDA Final Inspection Report • Photographs • A/E to provide executed Certificate of Substantial Completion, AIA G704 with minimal punchlist items to Contractor if approved by all parties. 	NJEDA		
23	Surveyor's Report and "As-Built" Survey (if applicable)	<ul style="list-style-type: none"> • At Owner request of Contractor or when construction is complete. 	Form HUD-92457 & ALTA/ACSM As-Built Land Title Survey Performed by a licensed surveyor and show the exact location of on-site improvements, including utility lines and easements, and site contour lines.			

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24	Certificate of Approval	From Local Authority				
25	Construction Close-Out		Forms required: <ul style="list-style-type: none"> • A final request for payment • Consent of Surety AIA G707 • Contractor Release of Liens AIA G706 • Warrantees/Guarantees 	NJEDA		
26	Maintenance Bond, as required by Subrecipient	A maintenance bond shall be provided by the GC on labor and materials for a period of one (1) or two (2) years and shall be no more than 100% of project costs.	Maintenance Bond: N.J.S.A. 40A:11-16.3			
27	Operations/Maintenance Manual	Submitted to Subrecipient from Contractor	As required			Copy of Transmittal to NJEDA