



Contract/Construction Procedures Checklist for *Private Business* Loans and Grants

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 √	Owner to Copy EDA
Contract Management						
1	Owner completes Final Plans, Specifications, and Project Manuals	Provide (1) full size set (if requested), (1) 11x17 set, plus electronic (.pdf) set to EDA				
2	NJEDA Underwriting to perform an construction cost estimate		To be used for comparative verification of contractor costs. Contractor costs to be within 10-15% range of estimate.	NJEDA document		
3	Prime Contractor and Subcontractor Clearance (Debarment check)	Owner to provide Contractor and Subcontractor business information to NJEDA to perform clearance.	Debarment websites: https://www.sam.gov/portal/public/SAM/ And http://www.nj.gov/treasury/debarred	NJEDA		
4	Executed Construction Contract	See “ <i>Contract Management</i> ”, Chapter III, of “ <i>CDBG-DR Administrative Manual</i> ”	May use firm fixed-price generic construction contract, but must include Exhibits 5-2 & 5-3 as specified in Appendix 5 and the <i>Mandatory Contract Language</i> as outlined in Chapter 3, Section 3.6 of the “ <i>CDBG-DR Administrative Manual</i> ”.	Owner		
5	Subcontractor Agreement(s)		Copies of all Subcontractor Agreements with contract amounts shown must be provided to NJEDA.			

Item	Requirement	Details	Comments	Approval Required from:	Complete √	Owner to Copy EDA
6	Contractor's Cost Breakdown (Schedule of Values)	Project specific	Line item budget submitted with contract with detailed breakdown, AIA G703			
Construction Period						
7	Pre- Construction Meeting (scheduled within 10 days of contract execution, and prior to commencement of work)	Scheduled with NJEDA Sr. Construction Officer with attendance by: <ul style="list-style-type: none"> • Owner rep. • Contractor 	Pre-Construction Conference Agenda to include NJEDA Sr. Construction Officer items			
8	Written Notice to Proceed- from Owner to Contractor		Contractor shall not begin work prior to receiving such notice.			
9	Permits and approvals (as received by or on behalf of Owner)		To comply with all applicable laws, ordinances, codes, rules and regulations.			
10	Contractor Project Submittals, if applicable	Submitted to Owner or its representative.	Updated Submittal Logs to be provided to EDA.			
11	Contractor Construction Progress Schedule	Expanded detailed schedule correlating with "Time to Completion" specified in contract 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.			
12	Construction Monitoring & Progress Meetings (frequency dependent on project size & duration)	Performed by NJEDA Sr. Construction Officer with attendance by: <ul style="list-style-type: none"> • Owner rep. • 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 			
13	Contractor's Requisitions	Submit to NJEDA for approval and payment	<ul style="list-style-type: none"> • AIA G702/ G703 (or equivalent) • Photo verification • SWM/MBE Monthly Activity Report • Lien Releases, Partial and Final as required 	NJEDA		
14	Contractor Change Orders	Submit to Owner for approval.	<ul style="list-style-type: none"> • AIA G701 (or equivalent) • 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. 	Owner (or NJEDA as required)		

Item	Requirement	Details	Comments	Approval Required from:	Complete √	Owner to Copy EDA
15	Architect's/Engineer's Records (if hired by Owner)	Submit Journal of Architectural/Engineering Actions to EDA.	<ul style="list-style-type: none"> Field orders Site visit Reports Shop drawing review and approval 			
16	Punchlist, if applicable	Performed by Owner's rep. at time of Substantial Completion	Provide executed Certificate of Substantial Completion, AIA G704 (or equivalent) with punchlist items to Contractor			
17	As-Built Drawings	Recorded and held on site by Contractor Final "Record" set copy submitted to: <ul style="list-style-type: none"> EDA 	Recording on one set of contract drawings all changes from the installations originally indicated.			
Construction Close-Out						
18	Certificate of Approval/Permission to Occupy	From Local Authority				
19	Construction Close-Out		Forms required: <ul style="list-style-type: none"> A final request for payment Contractor Release of Liens AIA G706 (or equivalent) Warrantees/guarantees 	NJEDA		
20	Final Construction Completion Inspection	Performed by NJEDA upon written request of the Owner	<ul style="list-style-type: none"> NJEDA Final Inspection Report Photographs 	NJEDA		
21	Operations/Maintenance Manual	Submitted to Owner from Contractor	As required			Copy of Transmittal to NJEDA