

CONSTRUCTION CHECKLIST

DATE

- Determine if project is covered by Davis-Bacon _____
- Assign Labor Standards Officer _____
- Obtain federal wage decisions _____
- Review wage decisions, determine if additional decisions are required _____
- If additional classification is necessary, submit Report of Additional Classification and Rate (Appendix F) to Commerce _____
- Ten days before bid opening, determine if wage decisions are still current _____
- Review bid packages for completeness _____
 - Federal wage decision _____
 - Federal labor provisions (Appendix H) _____
 - Payroll Form WH-347 (Appendix La) _____
- Determine if bonding requirements have been met _____
- Review by City/County Attorney _____
- Prepare minutes of bid opening _____
- Tabulate bids _____
- Make recommendation for award _____
- Verify contractor eligibility with Commerce _____

CONSTRUCTION CHECKLIST (continued):

Execute contract

Hold pre-construction conference using format in (Appendix I).
Obtain signatures at pre-construction conference.

Submit Notice of Start of Construction (Appendix E) to
Commerce

Conduct project compliance reviews

Review weekly payrolls and statements of compliance

Contact CDBG Field Representative to schedule monitoring
visit

Determine that federal wage decision and Notice to Employees
Poster (Appendix J) is posted at job site

Conduct employee interviews using Record of Employee
Interview form (Appendix M)

Submit Notice of Completion/Final Inspection and Final Wage
Compliance Report (Appendix N)
