

# CDBG Review Checklist for Construction Bid Documents

## Contract Documents, Plans and Specifications

For Public Facilities Projects, New Housing Construction Projects and Projects for the Rehabilitation of Multifamily Apartment Buildings

<b>Grantee:</b>			
<b>Project name:</b>			
<b>Yes</b>	<b>No</b>	<b>N/A</b>	
			1. <b>If applicable:</b> Has Montana DEQ reviewed and approved the plans and specifications (applicable for water and wastewater projects only)?
			2. Does the contract document include Section 00900, Funding Agency Special Provisions for Montana Public Facility Projects; Article 1, Special Provisions for All Funding Agencies; and Section 1.4, Additional CDBG Requirements? If yes, please skip to number 3.
			If not, please review contract document language for items a-n.
			a. Reports, information and access to records
			b. Contractor eligibility and certification regarding debarment
			c. Contractor registration and workers' compensation requirements
			d. Minimum wage requirement
			e. Compliance with state and federal laws and regulations
			f. Project sign
			g. Gross receipts withholding requirements



## COMMERCE

			h. Federal Clean Air and Clean Water acts, Executive Order 11738 and EPA regulations
			i. Montana rules re: equipment and spreads of aquatic invasive species
			j. Equal employment opportunity provision
			k. Uniform federal accessibility standards
			l. Certification of compliance with federal Clean Air and Clean Water acts
			m. Preconstruction conference
			n. Contract pricing: The cost plus a percentage of cost method of contracting shall not be used.
			3. Does the bid document include the following:
			a. Invitation to bid, including instructions to bidders?
			b. Scope of work? _____  Does the scope of work in the invitation to bid match the scope of work described in the CDBG contract, including the geographical area, and do all activities appear CDBG-eligible?
			c. Bid form and bid schedule?
			d. Agreement form between grantee and the contractor?
			e. Bid bond requirement: 10%?
			f. Performance bond requirement: 100%?
			g. Payment bond requirement: 100%?
			h. Notice of award
			i. Notice to proceed
			j. Change orders process
			k. General conditions



## COMMERCE

			I. HUD Form 4010: Federal Labor Standards Provisions is attached.
			<p>m. Is the federal Davis-Bacon Wage Determination included?</p> <p>Do the wage rates correspond to the type of work that will be done in the project — heavy, highway or building?</p> <p>Is the applicable determination being used per <a href="https://sam.gov">sam.gov</a>?</p> <p><b>Note:</b> If a modified determination is issued while the bid opportunity is being advertised, please notify all bidders that they must use the updated version. However, if a modification in the DB wage determination occurs within 10 days of bid opening, the modified determination does not have to be used.</p>
			4. To encourage free and open competition: If brand names or other proprietary components are specified, is language added allowing for reasonable equivalent equipment or components?
			5. Does the number of days allocated for construction seem reasonable?
			<p>6. If known, will the advertising of the bid comply with minimum advertising times?</p> <p><b>Municipalities</b> must advertise twice, at least six days apart; the second publication must not be less than five days or more than 12 days before bid opening.</p> <p><b>Counties and districts</b> must advertise twice, no less than six days apart.</p>