

EXHIBIT 9-M -- Construction Management Checklist

Date(s)	<p>1. Set up a CDBG Public Facilities Construction (or Housing Construction) Management File. See Chapter 1, pages 1-17 and 1-20. Consult with your CDBG project liaison to clarify requirements. Review <i>Section I</i> (Construction Management) of the CDBG Project Monitoring Guide (Exhibit 12-A).</p>
	<p>2. Select engineering and/or architectural services in accordance with federal/state procurement standards appropriate for competitive negotiation. (<i>Chapter 3, Procurement Standards and Chapter 9, page 9-10 and following</i>)</p>
	<p>3. Prepare draft design plans and specifications and bid and contract document items -- including the required federal and state construction contract provisions. (<i>Chapter 9, page 9-10 and following; and Exhibit 9-J</i>).</p>
	<p>4. (a) Use Exhibit 9-C to request all necessary reviews and approvals (of the plans and bid documents) from CDBG and from all other relevant funding agencies. (b) Secure CDBG approval of bid solicitation package:_____</p>
	<p>5. Do the appropriate advertisement of bid solicitations. (<i>Chapter 9, page 9-13 ff</i>)</p>
	<p>6. Assure appropriate bid security procedures. (<i>Chapter 9, page 9-16 and following</i>)</p>
	<p>7. Conduct bid openings in a proper manner and give appropriate attention to bid review procedures. (<i>Chapter 9, page 9-16 and following</i>)</p>
	<p>8. Award construction contracts to the lowest responsible bidder within the required time -- after getting state and federal debarment/eligibility reviews from CDBG. (<i>Chapter 9, page 9-18 and following</i>)</p>
	<p>9. (a) Hold a pre-construction conference -- inform the prime contractor and all subcontractors performing contract construction work of their labor standards and civil rights obligations. Invite your CDBG liaison (<i>Chapter 9, page 9-20 and following</i>). (b) A complete copy of the signed contract and contract package should be sent to your CDBG liaison.</p>
	<p>10. Provide the required notices when initiating construction activities. (<i>Chapter 9, page 9-208 and following</i>).</p>
	<p>11. Monitor all contractors' activities throughout the construction period -- to ensure that performance is in accord with the technical specifications and that compliance is maintained with all federal, state, and local standards and the terms of the contract(s). (<i>Chapter 9, page 9-21 and following</i>)</p>
	<p>12. Conduct the final inspection and file the required notices and reports with the appropriate agencies. (<i>Chapter 9, page 9-23 and following</i>)</p>
	<p>13. Throughout the project, assure compliance with labor standards (weekly payroll reviews, labor interviews, etc, as explained in <i>Chapter 6</i>), and secure CDBG and other agencies' prior approval for change orders that affect the CDBG project budget, scope of work or construction schedule.</p>
	<p>14. Record and document Construction Management actions (<i>Chapter 9, page 9-24 and following</i>) in your Construction Management File (<i>See Chapter 1, page 1-19</i>).</p>