

CHECK LIST FOR FEDERAL CONSTRUCTION CONTRACTS

Name of Project _____

	Date Scheduled	Person Responsible	Date Completed
A. PREREQUISITES TO SIGNING PROJECT AGREEMENT			
1. Project on State Schedule			
2. Project Funding Obtained			
3. Letter of Intent Sent to Sponsors			
4. Letter of Intent Signed by Sponsors			
5. Project Commitment in FFIS			
6. Land Rights Map Transmitted to Sponsors			
7. Water Rights in Order (if needed)			
8. NRCS-ADS-78 (Real Property Assurances)			
9. Attorney's Opinion			
10. Preliminary Design Reviewed with Sponsors			
11. Preliminary Design Reviewed with CO			
12. Final Drawings and Construction Specifications Completed			
13. Final Drawings and Specifications Reviewed with Contracting Officer			
14. Final Drawings and Specifications Reviewed with Sponsors			
15. Engineer's Cost Estimate			
16. Final Review of Quantities and Plans			
17. Signed Drawings and Specifications			
18. Performance Time Computations, Including Non-Work Days			
19. Quality Management Plan Signed (ASTC-FO, Contracting Officer, State Conservation Engineer and Supervisor)			
20. Outside Approval of Quality Management Plan, if necessary			
21. Corps of Engineers 404, NPDES and Other Required Permits			
22. Review of Contract Package by Engineering Staff			
23. Sponsor Appoints Liaison Official and Alternate and Certifies Fund Availability			
24. AD-700 Purchase Request			
25. O&M Agreement and Plan Transmitted to Sponsor			

	Date Scheduled	Person Responsible	Date Completed
A. PREREQUISITES TO SIGNING PROJECT AGREEMENT-CONTINUED			
26. O&M Agreement and Plan Signed by Sponsor			
27. O&M Agreement Signed by NRCS			
28. Fully Signed O&M Agreement and Plan Distributed to Sponsor and Others			
29. Plan of Operations Transmitted by Sponsors (Performance of Work Only)			
30. Negotiated Price Finalized (Performance of Work Only)			
31. Project Agreement Transmitted to Sponsor			
32. Project Agreement Signed by Sponsor			
33. Signed Project Agreement Distributed to Sponsor and Others			

	Date Scheduled	Person Responsible	Date Completed
B. PRE-SOLICITATION NOTICE ACTIONS			
1. Contracting Officer Representative (COR) Appointed			
2. Government Inspector Appointed			
3. Draft Pre-Solicitation Notice and Review with COR and SCE			
4. Notice to Commerce Business Daily (CBD)/Fed BizOpps			
5. Issue Pre-Solicitation Notice			
6. Develop Bid Package			
7. Issue Solicitation			

	Date Scheduled	Person Responsible	Date Completed
C. BIDDING PROCESS			
1. Pre-Bid Conference Site Showing(s) Conducted			
2. Amendment(s) to Bid Package Issued			
3. OPEN BIDS (Follow Section 516 of CGCAM)			
4. Develop Bid Abstract			
5. Amend Project Agreement (if necessary)			

	Date Scheduled	Person Responsible	Date Completed
D. DETERMINE APPARENT LOW BIDDER			
1. Apply Small Disadvantaged Business and/or HUBZone Price Evaluation Adjustment			
2. Review List of Parties Excluded from Federal Procurement and Non-Procurement Programs			
3. Review Treasury List of Approved Sureties			
4. Review OFCCP Registry of Contractors in Compliance with EEO			
5. Review NIH Contractor Performance System			
6. Review VETS – 100 Database			

	Date Scheduled	Person Responsible	Date Completed
E. PREREQUISITES TO AWARDING CONTRACT			
1. Equipment List			
2. Current Construction Work			
3. Past Work Experience			
4. Business Organization			
5. Financial Statement			
6. Make Responsive, Responsibility Determination for Award			
7. AWARD CONTRACT (Items 1-5 Approved)			
8. Project Obligated in FFIS			

	Date Scheduled	Person Responsible	Date Completed
F. AFTER AWARD THROUGH NOTICE TO PROCEED			
1. Notice of Award to CBD/Fed BizOpps			
2. SF-279			
3. Safety Program in Writing, Including First Aid Certificates			
4. Proposed Work Week and Times			
5. Construction Schedule			
6. Construction Quality Control Plan			
7. Pre-Construction Conference			
8. ISSUE NOTICE TO PROCEED			

	Date Scheduled	Person Responsible	Date Completed
G. NOTICE TO PROCEED THROUGH CONSTRUCTION ACCEPTANCE			
1. Work Commencement Notice Filed ADS-46			
2. Monthly Progress Payments			
3. Modifications Reviewed with Sponsor			
4. Modifications Approved by SCE/Design Engineer			
5. FNM Fund Availability Approval, if applicable.			
6. Amend Project Agreement, if applicable			
7. Modifications Issued by CO			
8. Modifications Signed by Contractor			
9. Modifications Signed by CO			
10. Contractor Pre-Final List Given to Contractor			
11. Final Inspection			
12. Completion Date			
13. Notice to Contractor and Sponsor of NRCS Acceptance of Work and Beginning of O&M Responsibilities			
14. RELEASE OF CLAIMS			
15. Final Pay Estimate			
16. Prepare As-Built Drawings			
17. "AS-BUILTS" Complete			
18. Transmit As-Builts to State Office			
19. Transmit As-Built Drawings to Sponsors and NRCS Staff			
20. Send Records to Archives			
21. Prepare Future Operation and Maintenance Files			