

Checklist for Implementing Small Projects

Use this task analysis and checklist when the estimated construction cost (ECC) is below \$50,000 and the estimated design fee is below \$10,000. This checklist mirrors the tasks and topics outlined on pages 4 and 5 of the DHCD Small Projects Guide. DHCD recommends the LHA Client and A/E Designer discuss and identify the party responsible to fulfill all the tasks noted below. For projects with an ECC between \$50,000 and \$100,000 the tasks noted below are included in a detailed Scope of Services document prepared by DHCD's Architect and Engineer Services Unit (AESU).

A/E LHA Organizing a Project

- Consult DHCD's Small Projects Guide for recommended practices and procedures (DHCD website)
- Consult the LHA's Capital Improvement Plan (CIP) and prepare a rough description of the project
- Establish a scope, budget, and schedule for the project
- Collect as-built drawings, photographs, concept sketches and other information pertinent to the project
- Inquire with AHJ if a building permit is required to perform the scope of work
- Inquire with AHJ if an affidavit for controlled construction is required to be executed upon completion
- Assess if the project requires an Architect/Engineer by code, or by reasonable business practice
- Schedule initial phone consultation and/or meeting between Designer and LHA

A/E LHA Planning & Scoping: Pre-Design

- Tour the work area and observe existing conditions, restrictions, review scope of work
- Prepare a detailed cost estimate of the work
- Determine applicable bidding procedures per MGL (see Guide)
- If estimated design fee exceeds \$10,000 – stop, call the DHCD project manager*
- If estimated construction cost exceeds \$50,000 – stop, call the DHCD project manager**
- Prepare LHA/Designer agreement by editing DHCD's template Scope of Services (DHCD website)
- Execute LHA/Designer agreement

A/E LHA Design and Documentation Phase: Bid Package

- Conduct a detailed survey of existing conditions at the work area
- Coordinate, schedule, monitor, record, and evaluate the results of any destructive testing
- Prepare written paragraph describing the scope of construction work to be accomplished
- Check for DHCD Template Specifications for possible use (AESU Jim McCurdy of Joe DiMare)
- Check for DHCD Template Bid Packages for possible use (DHCD website)
- Prepare Front End for ECC of \$0 - \$10,000 (DHCD website)
- Prepare Front End for ECC of \$10,000 - \$50,000 (DHCD website)
- Prepare technical drawings and specifications for construction
- Ensure conformance to DHCD Design & Construction Guidelines & Standards (DHCD website)
- Finalize the project's estimated construction cost (ECC)
- Apply for, and obtain prevailing wage rates for 90 day limited period
- Prepare advertisement of construction project with date for site visit (see Guide)
- Prepare bid package for solicitation and construction (see DHCD website for sample)
- Review and approve bid package

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|--------------------------|--------------------------|---|
| A/E | LHA | Construction Contract Procurement: Bid Process |
| <input type="checkbox"/> | <input type="checkbox"/> | For ECC less than \$10,000 – solicit quotes, use sound business practices |
| <input type="checkbox"/> | <input type="checkbox"/> | For ECC \$10,000 to \$50,000 – public notification required for quotes (see Guide) |
| <input type="checkbox"/> | <input type="checkbox"/> | Conduct pre-bid site visit, collect bidder’s questions into one document |
| <input type="checkbox"/> | <input type="checkbox"/> | Respond to questions, compile answers, and distribute answers to all identified bidders by Addendum |
| <input type="checkbox"/> | <input type="checkbox"/> | Receive construction quotes from interested bidders |
| <input type="checkbox"/> | <input type="checkbox"/> | Evaluate quotes |
| <input type="checkbox"/> | <input type="checkbox"/> | If low quote exceeds bidding threshold above, stop - contact DHCD project manager |
| <input type="checkbox"/> | <input type="checkbox"/> | If low quote below bidding threshold, continue to review phase |

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| A/E | LHA | Bid Review and Contract Award Phase |
| <input type="checkbox"/> | <input type="checkbox"/> | Check references of the contractor with low quote |
| <input type="checkbox"/> | <input type="checkbox"/> | Check and verify that contractor is not debarred by state or federal government |
| <input type="checkbox"/> | <input type="checkbox"/> | Seek and obtain an LHA Board vote within 30 days from receipt of quotes |
| <input type="checkbox"/> | <input type="checkbox"/> | Prepare Low Bid Approval Letter on LHA letterhead and provide to contractor (see Guide) |
| <input type="checkbox"/> | <input type="checkbox"/> | Obtain contractor’s Certificate of Insurance (DHCD website) |
| <input type="checkbox"/> | <input type="checkbox"/> | Prepare DHCD Owner/Contractor Agreement, construction valued \$0 - \$10,000 (DHCD website) |
| <input type="checkbox"/> | <input type="checkbox"/> | Prepare DHCD Owner/Contractor Agreement, construction valued \$10,000 - \$50,000 (DHCD website) |
| <input type="checkbox"/> | <input type="checkbox"/> | Prepare DHCD Payment and Performance Bond when ECC exceeds \$25,000 |
| <input type="checkbox"/> | <input type="checkbox"/> | LHA and contractor execute construction contract |
| <input type="checkbox"/> | <input type="checkbox"/> | Archive Bid Documents at BiddocsOnline |

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| A/E | LHA | Construction and Close-Out Phase |
| <input type="checkbox"/> | <input type="checkbox"/> | Schedule a pre-construction meeting |
| <input type="checkbox"/> | <input type="checkbox"/> | Lead and conduct pre-construction conference |
| <input type="checkbox"/> | <input type="checkbox"/> | Prepare and issue to contractor a Notice to Proceed (NTP) on LHA letterhead (see Guide) |
| <input type="checkbox"/> | <input type="checkbox"/> | Monitor contractor to ensure contractor obtains the Building Permit(s) |
| <input type="checkbox"/> | <input type="checkbox"/> | Ensure work area is available to contractor for times specified in the scope of work |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide on-site oversight of construction activities |
| <input type="checkbox"/> | <input type="checkbox"/> | Conduct construction meetings on regular intervals |
| <input type="checkbox"/> | <input type="checkbox"/> | Prepare and issue Requests for Information (RFI) |
| <input type="checkbox"/> | <input type="checkbox"/> | Review and approve contractor’s requisitions for payment |
| <input type="checkbox"/> | <input type="checkbox"/> | Approve technical submittals and samples |
| <input type="checkbox"/> | <input type="checkbox"/> | Review and comment on Change Orders |
| <input type="checkbox"/> | <input type="checkbox"/> | Sign and Approve Change Orders |
| <input type="checkbox"/> | <input type="checkbox"/> | Prepare and issue DHCD Certificate of Substantial Completion (DHCD website) |
| <input type="checkbox"/> | <input type="checkbox"/> | Collect and assemble warranty documentation |
| <input type="checkbox"/> | <input type="checkbox"/> | Prepare and issue DHCD Certificate of Final Completion (DHCD website) |
| <input type="checkbox"/> | <input type="checkbox"/> | Prepare and submit DHCD Certificate of Compliance w/ Bidding Laws and Capital Plan (Guide) |
| <input type="checkbox"/> | <input type="checkbox"/> | Ensure prompt payment is made to contractor |
| <input type="checkbox"/> | <input type="checkbox"/> | Maintain project records |
| <input type="checkbox"/> | <input type="checkbox"/> | Develop list of building components that were renewed/replaced during the project |
| <input type="checkbox"/> | <input type="checkbox"/> | Update building component data in the electronic Capital Planning System (CPS) |
| <input type="checkbox"/> | <input type="checkbox"/> | Complete a Warranty walk-thru 9 months from the date of Substantial Completion. |

***Note:** Projects with estimated design fees greater than \$10,000 = DHCD’s House Doctor Program

****Note:** Projects with estimated construction cost greater than \$50,000 = DHCD oversight, including preparation of the Scope of Services agreement, design review at key intervals in the process, and coordination with DHCD’s assigned project manager.