

**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

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

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

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Conduct project compliance reviews

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Review weekly payrolls and statements of compliance

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Contact CDBG Field Representative to schedule monitoring  
visit

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

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

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

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