

# CHECKLIST

## MULTI-FAMILY HOUSING CONSTRUCTION DOCUMENTS

### GENERAL BID CONTRACT

Items with an (=) equal sign require execution by the architect.

Items with an (\*) asterisk require execution by the appropriate person.

Items with an (\*\*) asterisk require execution during Preconstruction Conference.

Items with a (+) plus sign require Agency Attachment

#### Project Manual

- \_\_\_\_\_ 1. = Title Page (As per Architect/Engineer, but with Signature Block\*\*)
- \_\_\_\_\_ 2. = Table of Contents (As per Architect/Engineer)
- \_\_\_\_\_ 3. = Architect's Certification
- \_\_\_\_\_ 4. = Plan Certification
- \_\_\_\_\_ 5. \* Advertisement for Bids
- \_\_\_\_\_ 6. \* Instruction to Bidders (+)
- \_\_\_\_\_ 7. Supplemental Information for Bidders
- \_\_\_\_\_ 8. \* Bid Bond (Executed placed in Documents)
- \_\_\_\_\_ 9. \* Bid (Executed placed in Documents)
- \_\_\_\_\_ 10. \* Certification for Contracts, Grants, and Loans (Executed placed in Documents)
- \_\_\_\_\_ 11. \* Notice of Award
- \_\_\_\_\_ 12. \* Standard Form of Agreement Between Owner and Contractor (+)
- \_\_\_\_\_ 13. \* Payment and Performance Bonds or other Approved Surety
- \_\_\_\_\_ 14. \* Power of Attorney for Agent of Bonding Company
- \_\_\_\_\_ 15. \* Certificate of Power of Attorney
- \_\_\_\_\_ 16. \* Certificate of Insurance
- \_\_\_\_\_ 17. \* Certificate of Owner's Attorney
- \_\_\_\_\_ 18. \* Disclosure of Lobbying Activities
- \_\_\_\_\_ 19. \* Compliance Statement
- \_\_\_\_\_ 20. \* Agreement to Comply with Executive Order 11246
- \_\_\_\_\_ 21. \* Certificate Regarding Debarment, .... Exclusion (Executed placed in Documents)
- \_\_\_\_\_ 22. \* Certification of no Identity of Interest
- \_\_\_\_\_ 23. \* Identity of Interest Disclosure/Qualification Certification
- \_\_\_\_\_ 24. \*\* Contract Concurrence
- \_\_\_\_\_ 25. \*\* Notice to Proceed
- \_\_\_\_\_ 26. General Conditions of the Contract for Construction (+)
- \_\_\_\_\_ 27. Labor Standards Provisions (Only if Davis-Bacon is required)
- \_\_\_\_\_ 28. Discovery of Cultural Material
- \_\_\_\_\_ 29. \* Clean Air Act and Water Pollution Control Act Requirements
- \_\_\_\_\_ 30. Change Order - \_\_\_ AIA G701 (+) ; or \_\_\_ Form RD 1924-7
- \_\_\_\_\_ 31. Application and Certification for Payment (+)
- \_\_\_\_\_ 32. Certification of Contractor's Release
- \_\_\_\_\_ 33. Release by Claimants
- \_\_\_\_\_ 34. Builder's Warranty
- \_\_\_\_\_ 35. Certificate of Substantial Completion (+)
- \_\_\_\_\_ 36. = Addenda (Replace Place Holder with any Addenda Issued)
- \_\_\_\_\_ 37. = Trade or Technical Specifications (As per Architect/Engineer)

# CHECK LIST

## MULTI-FAMILY HOUSING CONSTRUCTION DOCUMENTS

### NEGOTIATED CONTRACT WITH SURETY

Items with an (=) equal sign require execution by the architect.

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- \_\_\_\_\_ 27. Builder's Warranty
- \_\_\_\_\_ 28. Certificate of Substantial Completion (+)
- \_\_\_\_\_ 28. = Addenda (Place Holder only)
- \_\_\_\_\_ 30. = Trade or Technical Specifications (As per Architect/Engineer)

# CHECK LIST

## MULTI-FAMILY HOUSING CONSTRUCTION DOCUMENTS

### NEGOTIATED CONTRACT WITH WAIVER OF SURETY

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- \_\_\_\_\_ 27. = Trade or Technical Specifications (As per Architect/Engineer)