

# Construction Checklist

By Nicole Nichols-West

- Prior To Start Of Construction
  - Get written approval of the bid award.
  - Send Notice of Award Letter to the contractor.
  - Send the Contract Award Report immediately after the Notice of Award has been issued.
  - Get the signed contract, performance and payment bonds, insurance certificates and registration from the contractor.
  - Get the name of the architect or engineer responsible for monitoring the project.
  - Get the name of the Local Entity employee or elected official who will have overall responsibility of the project.
  - Set conference date and time and invited the contractor, subcontractors and other agencies with interests in the construction.
  - Prepare materials for the conference.
  - Discuss labor standards, civil rights provisions, contract terms and project schedule with the contractor and subcontractors.
  - Discuss the responsibilities of the Local Entity, contractor and architect or construction engineer.
  - Distribut the minutes of the conference to all attendees and filed a copy in the project file.
  - Provide a written Notice to Proceed to the contractor.
- During Construction
  - Periodically check the contractor's Job Bulletin Board.
  - Conduct spot check interviews with the contractor and subcontractors employees.
  - Compare the results of the spot check interviews with the contractor's certified payroll information.
  - Ensure all personnel working on project site are noted on the contractor certified payroll at the appropriate wage rate and classification.
  - Ensure that the contractor or subcontractor was actually supervising and performing the designated work.
  - Ensured the employment goals were met by the contractor and each subcontractor.

- Receive weekly certified payroll and statements of compliance from the contractor and subcontractors.
- Investigate and resolve labor complaints or other labor violations, where applicable.
- Check and document all quantities used on the project.
- Prepare monthly progress reports for inclusion with the monthly invoices.
- Submit monthly progress reports and invoices.
- Pay the contractor based on the quantities used on the project.
- Conduct sampling and testing of all materials used on the project.
- Conduct regular inspections of the contractor's work.
- Evaluate and maintain a record of the contract time.
- Ensure that the architect or engineer was on-site during key construction periods.
- Prepare construction change orders when the plans and/or specifications were revised.
- Receive approval for all change orders.
- Receive approval for use of the Local Entity's personnel, equipment and/or materials on the project.
- Prepare the final payment estimate based on quantity calculations and documentation.
- Project Closeout
  - Submit the final payment to the contractor after securing the release of all claims.
  - Conduct the final inspection.
  - Conduct a review of the project records.
  - Receive the signed Certification of Completion from the Contractor.
  - Sign the Certification of Completion.