

**RTP/LWCF CHECKLIST FOR CONSTRUCTION CONTRACT
PROCEDURES (USE A FORM FOR EACH AWARD)**

**The following steps apply to all construction which by
state and federal law must be competitively bid.**

1. Prepare the plans and specifications. Include the Federal Contract Provisions and make sure all facilities are designed for handicapped accessibility.

DATE: _____ **OFFICIAL:** _____

2. Submit the plans and specifications for review to ADECA Recreation and Conservation Unit.

DATE: _____ **OFFICIAL:** _____

3. Advertise for bids after all approvals are received. Bid advertisements must include a statement informing bidders that federal funds are being used on the project, and contractors will be required to comply with Federal Contract Provisions included in the specifications. Make sure that your advertisement contains clear, exact information about how prospective bidders may obtain bid packages.

DATE: _____ **OFFICIAL:** _____

4. Open bids, prepare the bid tabulation sheet. If a firm other than the lowest bidder is to be selected, you must request ADECA Recreation and Conservation Unit to obtain federal approval prior to signing the contract. An explanation for accepting other than the lowest bidder must accompany the written request(s).

DATE: _____ **OFFICIAL:** _____

5. If the lowest bidder is to be selected, prepare the contract and OBTAIN ALL REQUIRED BONDS. Send copies of the bid advertisements (proof of publication), bid tabulation sheet (summary of bids), a draft copy of the contract and COPIES OF ALL BONDS to ADECA Recreation and Conservation

Unit. Make sure that ALL REQUIRED FEDERAL LANGUAGE is included. After approval of the draft copy, you may award and sign the construction contract.

DATE: _____ **OFFICIAL:** _____

6. Notice to Proceed. If the contractor is issued a "Notice to Proceed", send a copy of the notice to ADECA Recreation and Conservation Unit.

DATE: _____ **OFFICIAL:** _____

7. Proceed with Construction. When approval has been given by ADECA, you may proceed with the construction. If any change orders are to be given, request approval from ADECA in advance and then send a copy of all such changes to ADECA Recreation and Conservation Unit. ADECA will conduct progress inspections of the development.

DATE: _____ **OFFICIAL:** _____

8. Project Completion. When the final billing is prepared, submit the Post Construction Certificate and "as built" site plans. ADECA will conduct a final inspection of the project before processing the final reimbursement and closing out the project. Refer to the LWCF Program Manual for final billing and close-out procedures.

DATE: _____ **OFFICIAL:** _____

9. Project Sign. It is required that a permanent project sign acknowledging the Land and Water Conservation Fund/Recreational Trails Program be posted at the project site.

DATE: _____ **OFFICIAL:** _____

**BE CAREFUL! MOST DENIED REIMBURSEMENTS ARE
DUE TO ERRORS AND OMISSIONS IN THE
BIDDING/CONTRACTING/PROCUREMENT PROCESS!**