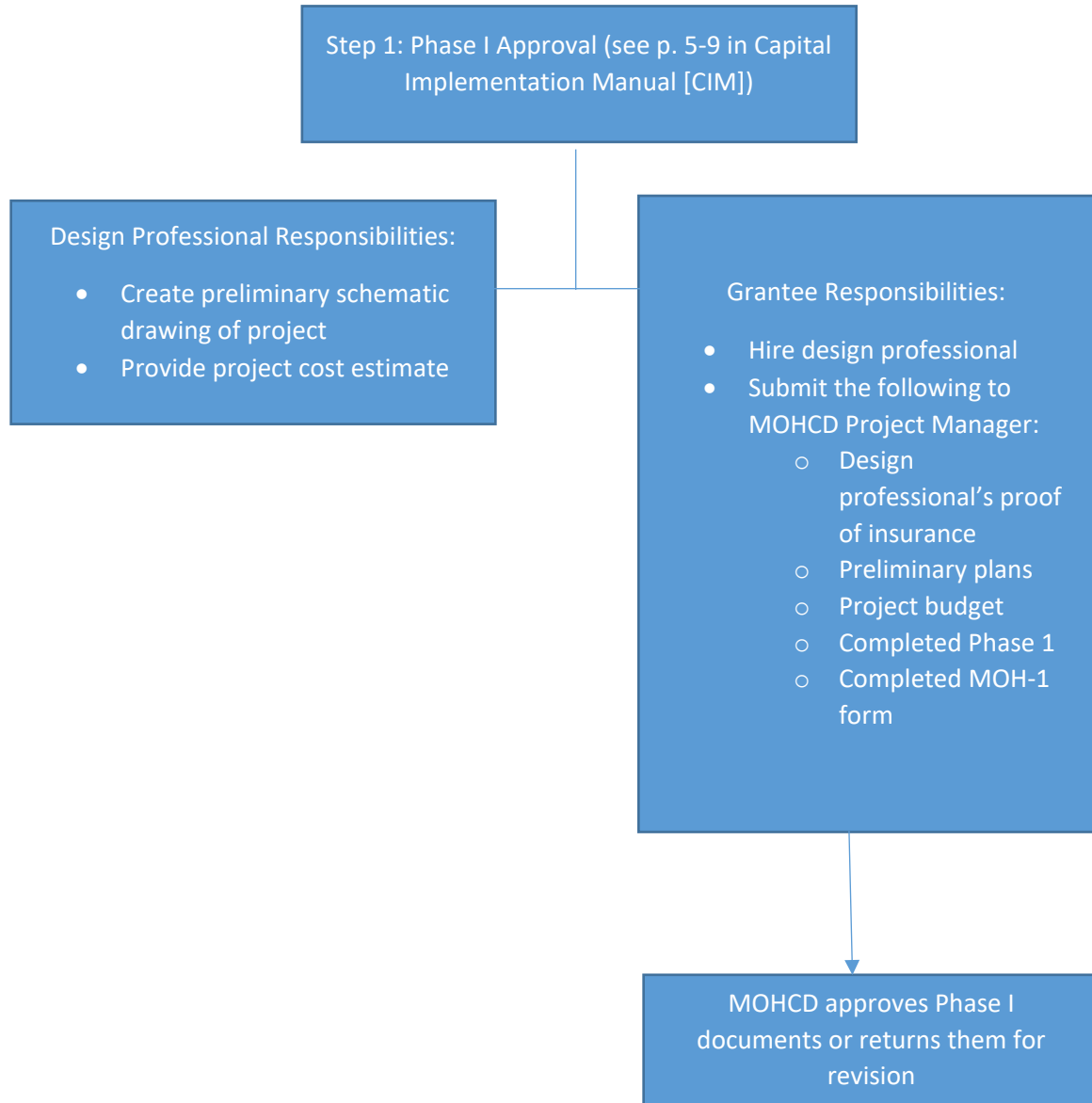


MOHCD Capital Project Implementation Visual Guide



Step 2: Phase II Approval (see p. 9 - 11 in CIM)

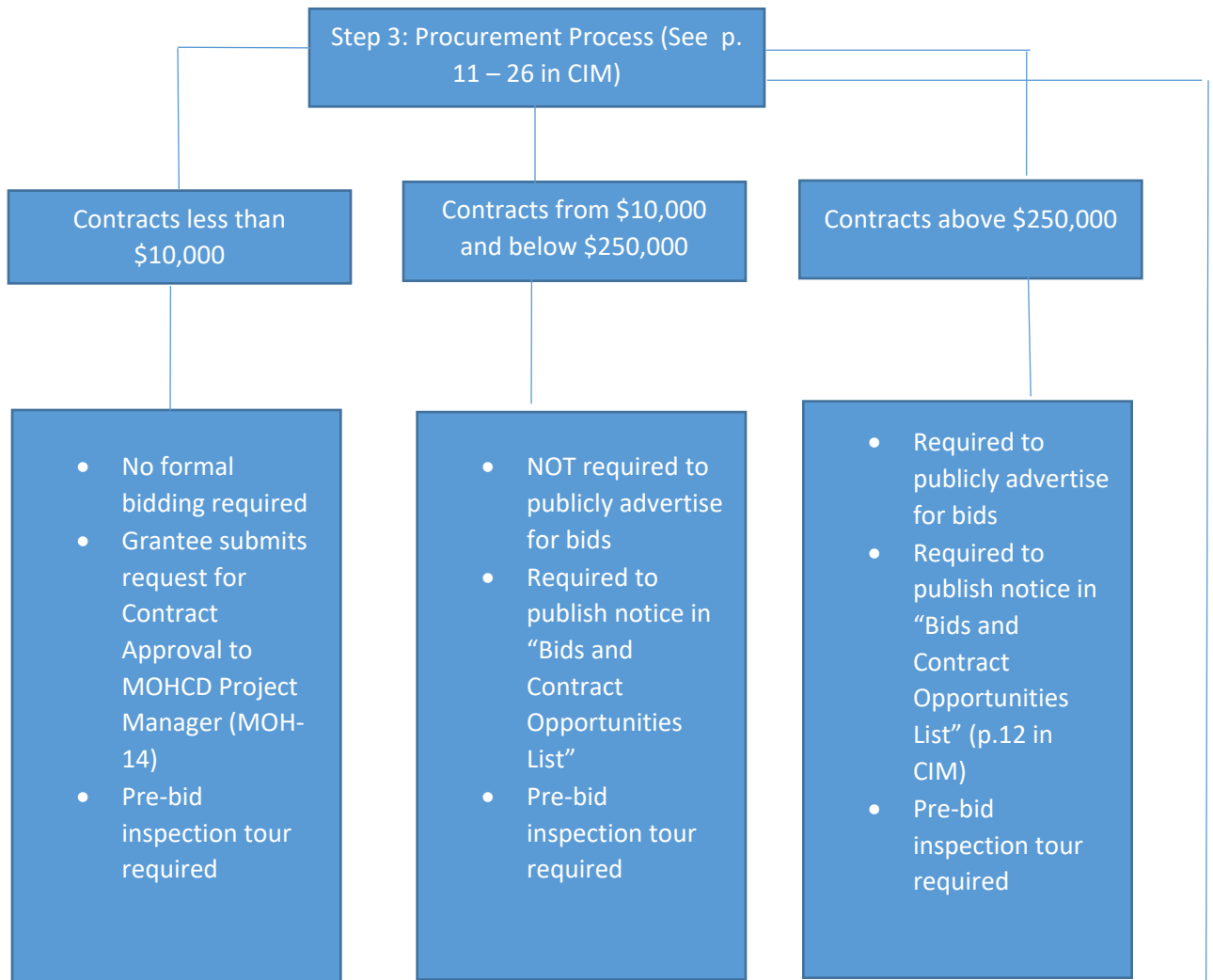
Design Professional Responsibilities:

- Create final project plans
- Submit project plans to MOD for approval
- DBI permit review
- Provide projected itemized construction costs
- AFTER Phase II documents are approved Apply for building permit if required

Grantee responsibilities:

- Submit the following to MOHCD Project Manager:
 - Final project plans
 - Draft project manual (this includes specifications for bidding requirements, also known as a bid manual
 - Use Notice of Intent to Solicit Bids (MOH-2 Form) to request Federal/State Wage determination from Office of Labor Standards Enforcement (OLSE).
 - Request for Plans Approval Form (MOH-1)

MOHCD approves Phase II documents or returns them for revision



- Bidder responsibilities:
- Carefully examine bid documents
 - Attend pre-bid inspection tour
 - Provide any written notice to grantee of objections to specifications of bid package
 - Complete MOH-7 and MOH-8
 - See p.17 -21 in CIM

Step 4: Post-Procurement Process
(See p.26-37 in CIM)

- Selected contractor responsibilities:
- Attend pre-construction conference with Office of Labor Standards Enforcement (OLSE)
 - After MOHCD approval of draft contract sign contract
 - Give contract to grantee for grantee signature
 - Contractor completes Form PW-100 and submits to MOHCD Project Manager
 - MOHCD sets up wage reporting on LCP Tracker
 - See p.26-32 of CIM

- Grantee and Design Professional Responsibilities:
- Contractors submit bids and the lowest qualified bidder is chosen.
 - Submit materials for MOHCD approval (see CIM for forms)
 - For Federally funded projects: Submit costs reasonableness review
 - Hold pre-construction conference with Office of Labor Standards Enforcement (OLSE)
 - Prepare and review draft contract and submit to MOHCD Project Manager for review
 - See p. 32-37 in CIM

MOHCD approves construction contract or returns for revision

Grantee provides Notice to Proceed to Contractor

Work begins

Step 5: Construction Payment & Closeout (See p. 37 - 47 in CIM)

MOHCD Responsibilities:

- MOHCD Project Manager conducts site visits
- Reviews requests for payment
- Checks with OLSE for correct payroll reporting
- After OLSE approves payroll reporting
- Approves payment in Grants Management System (GMS)
- Sends payment to Grantee

Contractor Responsibilities:

- Enter weekly payroll information into LCPTTracker
- Submit sub-contractor invoices

Grantee and Design Professional Responsibilities:

- Notify MOHCD Project Manager of draw meetings so they can conduct site visits
- Grantee and architect or project manager review contractor's request for payment
- Submit request for payment to MOHCD Project Manager for review and approval by MOHCD and Office of Labor Standards Enforcement (OLSE)
- Submit request for payment in Grants Management System (GMS) following MOHCD and OLSE approval
- Pay contractor
- Submit request for final payment, certification of work completion, (MOH-16 form), demographic information form (MOH-18 form), and pay contractor final payment
- Submit annual demographic information reports to MOHCD for length of tenure period

Project is complete