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| PROJECT MANUAL CONTENT CHECKLIST (MOH-4) |
| Grantee:  |
| Grantee Contact Name: Phone Number: Email: |
| Project Name:  |
| Project Site Address:  |
|   | Need | Have |   |
| 1 |  |   | Phase I and II / project cost estimate approval (MOH – 1) **(Not to be included in the bid manual)** |
| 2 |  |  | Notice of Intent to Solicit Bids (MOH – 2) (Not to be included in the bid manual) |
| 3 |  |  | Public Notice To Bidders (MOH - 3)  |
| 4 |  |  | Project Manual Content Checklist (MOH – 4) (For MOHCD Review Only. Not to be included in the bid manual) |
| 5 |  |   | Cover Letter To Bidders (MOH – 5) |
| 6 |  |   | Instructions To Bidders (MOH – 6) |
| 7 |  |   | Bid Form (MOH - 7) |
| 8 |  |   | List of Subcontractors (MOH - 8) |
| 9 |  |   | Contractor’s Requirements for Licensing, Bonding, Insurance and PW Registration (MOH – 9) |
| 10 |  |   | Owner-Contractor Agreement with General Conditions and MOH requirements. (AIA 101-2017, A104-2017 forms or AIA105 – 2017 for smaller projects) |
| 11 |  |   | Instructions for Completing Contract (MOH – 11) |
| 12 |  |   | Supplementary General Conditions Federal and Local Requirements for Construction Contracts |
| 13 |  |   | Schematic (Phase I) or Final Drawing (Phase II)s |
|   |   |   | CONTRACTS $1,000 AND OVER |
| 14 |  |  | Labor Standards Fact Sheet \_\_\_ Federally Funded \_\_\_Non Federally Funded |
| 15 |   |   | Federal Labor Standards Provisions (HUD Document No. 4010) (Federally Funded Projects) |
| 16 |   |   | State Wage Decision (Must Be Current) and verification of wage determination from Office of Labor Standards Enforcement. (For projects $1,000 and above). |
| 17 |   |   | Federal Wage Decision (Must Be Current) and verification of wage determination from Office of Labor Standards Enforcement. (For projects $2,000 and above). |
| 18 |  |   | State Labor Standards |
| 19 |  |   | SB 854 Requirements (to be attached to the eventual contract) |
|   |  |   | CONTRACTS OVER $10,000 |
| 20 |   |   | Federal AA/EEO Provisions - Forms A, B, C, and D (Federally Funded Projects) |
|   |   |   | PROJECTS $100,000 AND OVER |
| 21 |  ✓ |   | Section 3 – Housing and Urban Development Act Requirements (Federally Funded Projects) |
|   |   |   | CONTRACTS OVER $350,000 |
| 22 |  ✓ |   | First Source Hiring Program Requirements |
|  |  |  | CONSTRUCTION CONTRACTS AT OR ABOVE $600,000 |
| 23 |  ✓ |   | Small Business Enterprise (SBE) Outreach - Required for federally funded construction projects at or above $600,000. Required for Professional Services contracts at or above $110,000. |
| 24 |  ✓ |   | Local Business Enterprise (LBE) Outreach - Required for non-federally funded construction projects at or above $600,000. Required for Professional Services contracts at or above $110,000. |