

**St. Louis County Planning Department  
Community Development Division**

**Required Submissions for All CDBG Construction Projects**

**PRE BID:**

Contractor or project representative (engineer/architect) will submit to CDBG project manager:

1. The General Wage Decision Number, Modification Number, and Publication Date of the wage rates that will be included in the bid documents.
2. Verification that a copy of the HUD-4010 Federal Labor Standards Provisions and Section 3 information is included in the bid documents.
3. Notification of the bid opening date.

Upon receipt and approval of this information, the CDBG project manager will notify the Contractor and the engineer/architect that they may proceed with the bid process. Approval will be in writing, i.e., e-mail, fax or letter.

**POST BID:**

Contractor will forward the following information to the CDBG project manager:

1. Copy of the bid tabulation sheet and name of contractor that will be awarded the construction contract. The CDBG project manager will verify the contractor's eligibility to work on federally-funded projects and notify the Contractor if an award of the contract may be offered.
2. Written notification of the preconstruction conference with an invitation to attend.
3. Minutes of the preconstruction conference within 10 days after the conference.
4. A copy of the *Notice to Proceed to Work* indicating the start of construction and anticipated date of completion.
5. A copy of the signed contract between the Contractor and the project general contractor (including the executed performance bond, bid bond, and insurance coverage).
6. A revised budget based on the construction contract award

including the engineering/architect costs, and other costs (please describe other costs).

7. Weekly payroll reports. These will be completed by the general contractor and all subcontractors working on the project and forwarded to the designated party identified in the preconstruction conference, who will then forward original signed copies of the payroll reports.
8. Written notification when the date of substantial completion is determined and an invitation to attend the walk through of the project when the punch list is prepared prior to final completion.
9. A completed CDBG closeout form reflecting the total project costs (construction, engineering/architect, and other), funding sources, and description of any change orders that increased or decreased the total project costs.

**Please note that any pay requests submitted to the CDBG project manager will not be processed until the required information to that point of the project has been received.**

**Please submit payment requests in a timely matter as the project progresses.**