



Lake County Planning & Community Development GUIDE FOR NON-PUBLIC SERVICES ACTIVITIES (CONSTRUCTION PROJECTS)

I. Project Information

Project Title	Contact Person (<i>primary grant administrator</i>) ()
Project Location	Direct Telephone #
City / Zip	<i>E-Mail</i>
Arch/Engineer Name ()	Date of Construction Start
Arch/Engineer Telephone #	Date of Construction End
Final Total Project Cost	Approved Contract Amendment(s)

II. Procurement

Small Purchases [24 CFR 85.36(d)(1)]	Yes	No	Comments
Cost for services, supplies or other property is under \$100,000			
Price or rate quotations obtained from at least 3 qualified sources			
Quotations include same specifications (apples to apples)			
Sealed Bids (Formal Advertising) [24 CFR 85.36(d)(2)]	Yes	No	Comments
Cost for services, supplies or other property is over \$100,000 OR Cost is for construction and is over \$50,000			

Arch/Engineer's estimate			
Arch/Engineer's registration no.			
Complete specification is created			
Two or more bidders submit bid proposals (sealed bids)			
Bidder selected on the basis of price			
Publicly Advertised			
Invitation for bid created			
Bids are publicly opened			
Firm fixed-price contract award created			
Any or all bids may be rejected for a sound reason			
Competitive Proposals [24 CFR 85.36(d)(3)]	Yes	No	Comments
Conditions are not appropriate for the use of sealed bids			
Publicize requests for proposals			
Proposals are solicited from an adequate number of qualified sources			
Method for conducting technical evaluations of proposals			
Award to firm			
Use this method for procuring professional service (arch/engineer)			
Non-Competitive Proposals [24 CFR 85.36(d)(4)]	Yes	No	Comments
Procurement infeasible under other methods			
Item is available from only 1 source			
Public exigency or emergency			
LCP&CD Authorized			
Competition determined inadequate			
Contracting with MBE's, WBE's, & labor surplus area firms	Yes	No	Comments
Place qualified firms on solicitation lists			

Solicit firms whenever they are potential sources			
Divide total requirements to permit maximum participation			
Establish schedules which encourage participation of firms			
Use SBA & MBDA services			
Require prime contractor to take the above listed affirmative steps for subcontractors			
General Requirements	Yes	No	Comments
Maintain current pre-qualified list of vendors/contractors			
Exclude contractors that develop or draft specifications			
No awards to debarred, suspended, or ineligible parties			sam.gov (formerly epls.gov), auditor.state.oh.us
Have procedures for protest in place			
Document procurement methods			
No cost-plus contracts allowed			
Maintain a written code of conduct for award & administration of contracts			
Do not enter into contract before county receives release of funds and environmental is complete			
HUD lead-based paint requirements apply to residential structures built prior to 1978			

III. Labor Standards

Labor Standards [24 CFR 570.603]	Yes	No	Comments
Prevailing Wage Rates are included in RFP or bid package			
Wage rate decision is checked 10 days prior to bid opening & modification is supplied to bidders			wdol.gov
Wage determinations are posted at job site			
Required Notices are posted at job site			Notification of Wages, EEO, Ohio Minor Labor Law, OSHA

Employee Interviews are conducted by Prevailing Wage Officer			
Written notification provided to contractors not part of a CBA or understanding between employers and bona-fide labor organizations			Assigned job classification, hourly pw rate, fringe benefit costs, contact information of PWO
HUD Form 4010 included in contract			
Contractor's Responsibilities letter provided to contractor			

IV. Section 3

Section 3 [24 CFR 135.32]	Yes	No	Comments
Is the project contract amount over \$100,000?			Sec 3 applies to contractor
Will there be new hires as a result of this contract?			
If Yes to above, Contractor must: *Provide new hire reports; *Indicate if new hire is Sec 3 resident; *Submit report to LCP&CD. *Comply with numerical goals			
Preference can be given to Sec 3 business during procurement			24 CFR 85.36(b)(8)/24 CFR 135.36
Suggested bid package documents			Sec 3 clause, Sec 3 Business Certification, Training Plan Worksheet, Sec 3 Resident Certification, Existing Employee Certification
Post bid solicitation in LMI areas & provide bid notices to all known Sec 3 businesses			
Contractor submits a list of existing subcontractors; indicate if Sec 3			
Any Sec 3 resident or business can make a complaint			Form HUD 958

V. Project Management

Performance Measures			Comments
# of persons assisted by public facility or infrastructure activities, with new or improved access; or # of units accomplished			

Pre-Construction Meeting	Yes	No	(No longer required for labor compliance, but highly recommended)
Labor			EEO, Davis Bacon Act, Contract Work Hours Standards Act – overtime comp, Apprentices, Payroll records, Copeland Act
Need for additional wage decision noted			
Notices posted			
Subcontractors Identified			
Signed minutes taken at meeting			
Documentation and Deadlines	Yes	No	Comments
Informal progress report by July 1			
Project completion by Aug. 30 th			
All pay requests submitted by Aug. 30 th			
Retain records for four (4) years			

Lake County Planning & Community Development
 125 E. Erie Street
 Painesville, OH 44077
 (440) 350-2740
lakecountyohio.gov/planning