

**County of Alameda Community Development Block Grant
Pre-development/Acquisition/Construction Labor Standards Project Check List**

HCD Labor Standards Coordinator (HCDLSC)

- HCD Labor Standards Coordinator is notified by HCD Manager of upcoming Davis Bacon Projects
- Request a copy from HCD Manager copy of signed agreement with contract/city for use of funds (no work to begin prior to signing of contract)., funding source, estimated contract amount.
- Request from contractor/city a draft copy of job specification, bid documents (Front End Specifications, Scope of Work, General Conditions).
- Request current prevailing wage determinations from DOL (www.gpo.gov/davisbacon/). Provide contractor/city copy of Federal Labor Standards Provisions Form (HUD-4010); Copy of Wage Decision; Copy of New Affirmative Action Requirements for Equal Employment Opportunity Executive Order 11246 to be included in the bid documents. Bid documents should specify that the bid document will be part of the agreement. Must notify possible bidders any modification on the wage decision 10 days prior to bid opening date will apply.
- Request from contractor/city copy of final bid notice and documents, inform grantee documents notice (include languages that encourage Section 3, small business, minority owned firms and woman business enterprises to bid on the project). Contractor/City to provide HCD bid documents addenda (if necessary).
- Contractor/city to open bids, select the lowest responsible bidder (cost/price analysis, and documents from all bidders). Bids should include the following:
 - Bid form
 - Bid Guaranty Bond (if applicable).
 - Completed Section 3 forms (these forms are available from the County upon request):
 - Section 3 Employment Plan format
 - Subcontractor's Section 3 "Work Force Goals"
 - Lower Income Section 3 Area Residents
 - Section 3 Affirmative Action Plan
 - Contracting with Women Business Enterprises
 - Certification of Bidder's Experience
 - Proposed Subcontractors
 - Schedule of manufacturers and Suppliers
 - Non-Collusion Affidavit
- If construction has not started within 90 days after award order a new wage decision and forward a copy to contractor/city.
- Request from contractor/city copy of the Contractor/sub contractors list being considered. Confirm that lowest bidder is not on State and Federal Department Lists (State: www2.cslb.ca.gov/cslb_library/name+request.asp) (Federal: <http://epls.arnet.gov/epls/servlet/eplsgetInputsearch>).
- Request a copy from contractor/city a copy of signed agreement between contractor/city and General Contractor with Bid documents including applicable prevailing wage document and bid documents.
- Contractor/city to schedule Pre-construction meeting. HCD staff will attend to review Federal requirements, provide forms to be submitted to comply with federal requirements. Contractor/city to post "Employee Right under the Davis Bacon Act."
- Contractor/city to issue Notice to proceed with anticipated Work Schedule (name and address of contractor/ subcontractor, projected length of time on the assignment, and estimated number of employees). Contractor/city to provide copy to HCD staff.
- Contractor/city to the Submit Certified Payrolls consistent with applicable wage determination included in agreement:
 - Certified payrolls (weekly)
 - Fringe benefit statement (weekly)
 - Statement of Compliance (weekly)
 - Monthly Employment Utilization Report (monthly)
 - Record of Employee Interviews
 - Revised project schedule (if applicable)
 - Completed Section 3 forms
 - Completed WMBE Report
 - Certification of Understanding and Authorization
 - Before, during and after construction photos
- County of Alameda staff or designee conducts on-site wage confirmation interviews.