Project Process Checklist

The Division of Planning, Design & Construction of the Bureau of General Services (BGS) offers this Project Process Checklist as a general guide for typical public improvement projects. Not all steps are applicable to each project. The steps outlined in this document are based on statute, rule, policy and best practices, and are subject to change. Current statute, rule, and BGS written policy always takes precedence over anything written in guides such as this.

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**Planning Phase**

1. Plan your project, and then notify BGS
* Follow the project planning practice of your agency
* Develop basic data on project:
* statement of need
* proposed solution
* funding source
* budget
* schedule
* project manager
* limitations or other considerations
* Submit a BGS Public Improvement Project (PIP) request form online[[1]](#footnote-1)
1. Finish preparations prior to beginning the project
* Contact BGS for approval of an Alternative Project Delivery Method[[2]](#footnote-2) (Construction Management or Design/Build), if desired in lieu of standard Design-Bid-Build project delivery
* Confirm scope, schedule and budget
* Include Percent for Art Program[[3]](#footnote-3) in budget if construction contract value is $100,000 or more
* Receive approval from BGS prior to beginning the project
1. Complete an Architect-Engineer procurement process[[4]](#footnote-4)
* Determine the type of professional services needed for your project
* Select Architect or Engineer from Prequalified Professionals List at your discretion only if the total fee for the whole project is less than $25,000, or
* Select Architect or Engineer by Request for Qualifications (RFQ): advertise – interview – select, or
* Carry out procurement for an Alternative Project Delivery Method, if applicable and approved by BGS
* Establish scope of professional services
* Negotiate fees and reimbursable expenses
* Draft BGS Architect-Engineer Agreement
* Include required insurance certificate
* Obtain approval of contract from BGS before work commences

**Design Phase**

1. Obtain permits and approvals relevant to your project
* Send letter of notice to municipality; act on response from municipality[[5]](#footnote-5)
* Receive consent from code enforcement officer, local zoning board, historic review board, et cetera
* Receive consent from Fire Marshal's Office, Department of Environmental Protection, Capitol Planning Commission, Army Corps of Engineers, et cetera
1. Develop appropriate documents to implement your project
* Develop a clear, written scope of work document to solicit bids from a select list of bidders[[6]](#footnote-6) for under $100,000 contracts, if using the select list method, or
* Create bidding documents for an advertised construction contract bid process[[7]](#footnote-7) which:
* is collected in a project manual
* coordinates with a complete set of drawings
* includes the BGS "boilerplate" sections: instructions to bidders, bid form, et cetera
* follows the MasterFormat 2016 specification numbering system
* Incorporate the most cost-effective, energy efficient, and environmentally sound measures in the design
* Obtain certification that the plans meet the "barrier-free" standards required by the FMO if construction contract value is $50,000 or more
* Require Maine Department of Labor certified payroll records if construction contract value is $50,000 or more
* Use a BGS Supplemental Agreement form for any changes to the design agreement
1. Determine the applicability of wage rates
* Include a Maine Department of Labor wage determination in the bid requirements for construction contract values of $50,000 or more
* Use federal Davis-Bacon Act rates where applicable
1. Require this type of bid bond or bid security[[8]](#footnote-8)
* Use a bid bond (typically 5% of bid amount) if desired on any project, or
* Use a bid bond or allow alternate bid security with certain requirements when construction contract value is $125,000 or more
1. Require a performance bond and a payment bond[[9]](#footnote-9)
* Use performance bond and payment bond (also known as contract bonds) when construction contract value is $125,000 or more
1. Solicit bids in this way
* Use a select list of at least three bidders if construction contract value is less than $100,000[[10]](#footnote-10) (at your discretion), or
* Use advertised open competitive bidding[[11]](#footnote-11) at any construction contract value, and
* Prequalify contractors (at your discretion[[12]](#footnote-12))
* Require certain trades to submit as filed sub-bid contractors (at your discretion)
* Conduct a pre-bid site walk
1. Receive this type of bid
* Obtain a written bid if using a select list of bidders (a public bid opening is not required)
* Obtain a sealed bid if using advertised competitive bidding (a public bid opening is required)
* Record the results of the event on bid tabulation form
1. Award the construction contract in this manner
* If the low bid does not exceed the budget, and no other barriers exist, send a notice of intent to award letter to the bidder who has provided the verified lowest dollar value in their valid, unqualified bid
* Require insurance certificate, bonds, and project schedule, list of subcontractors, and schedule of values in preparation for contract approval
* Obtain approval of contract from BGS before work commences

**Construction Phase**

1. Utilize the proper contract form
* Employ a BGS Small Construction Project Contract when construction contract value is less than $50,000, or
* Employ a BGS Construction Project Contract with a project manual and drawings
1. Conduct a pre-construction conference
* State roles and responsibilities of participants of the construction phase
* Establish the "ground rules" of the site or facility
* Reinforce important procedures stated in the bid documents
* Receive and approve a project schedule
* Receive and approve a schedule of values
1. Require the general contractor to submit proper requisitions
* Use a BGS Requisition form, or
* Use an alternate form if accepted by BGS
* Include 5% retainage on each requisition[[13]](#footnote-13)
1. Require any changes to the construction contract on the proper form
* Use a BGS Change Order form, or
* Use an alternate form if accepted by BGS
1. Conduct a final inspection of the project
* Create a “punch list”
* Confirm completion of work on the “punch list”
* Document the date of project completion
1. Receive project close-out documents
* The close-out documents should include:
* Lien releases
* Consent of surety
* As-built documents
* O & M (operations and maintenance) manuals
* Warranties
* Commissioning report, when applicable
* Special Inspections report, when applicable
* Certificate of Substantial Completion (a single certificate, or multiple certificates, if completed in phases)
1. Perform a review of work prior to end of the warranty period
* Address existing warranty items
* Identify new warranty items, if any
* Document the status as a result of the final walk-through
1. Title 5 §1741 Definitions, reads in part: "public improvement" means the construction, major alteration or repair of buildings or public works now owned or leased or constructed, acquired or leased by the State or any department, officer, board, commission or agency of the State, or constructed, acquired or leased, in whole or in part with state funds..." [↑](#footnote-ref-1)
2. Title 5 §1743 Public improvement construction contracts, subsection 3. [↑](#footnote-ref-2)
3. Title 27 Chapter 16. [↑](#footnote-ref-3)
4. Title 5 §1742 Powers and duties, subsection 6. [↑](#footnote-ref-4)
5. Title 5 §1742-B Municipal building ordinances. [↑](#footnote-ref-5)
6. Title 5 §1743 Public improvement construction contracts. BGS policy for contracts under $100,000 allows solicitation of bids from a select list of at least three bidders. [↑](#footnote-ref-6)
7. Title 5 §1743 Public improvement construction contracts. [↑](#footnote-ref-7)
8. Title 14 §871 Public Works Contractors' Surety Bond Law of 1971, subsection 3. [↑](#footnote-ref-8)
9. Title 14 §871 Public Works Contractors' Surety Bond Law of 1971, subsection 3. [↑](#footnote-ref-9)
10. Title 5 §1743 Public improvement construction contracts. [↑](#footnote-ref-10)
11. Title 5 §1743 Public improvement construction contracts. [↑](#footnote-ref-11)
12. Title 5 §§1747, 1748, 1749. [↑](#footnote-ref-12)
13. Title 5 §1746 Retention of part of contract price. [↑](#footnote-ref-13)