

CDBG-DR INFRASTRUCTURE DESIGN & CONSTRUCTION

PROCEDURES

October 1, 2018

Time Sheets

1. Engineering Department staff working on CDBG-DR infrastructure projects will maintain a project timesheet for reimbursement.
2. Tasks will be identified using the City of San Marcos Eng & CIP Department Guidance on Allocation of HUD CDBG Program Costs.
3. **Tab K.** Forms will be submitted to the Director monthly for signature and approval.
4. Completed timesheets will be saved in timesheet folder:
\\san_marcos\files\DeptShares\hud dr 2016\Timesheets - DR\Engineering

Prior to Design Contract Negotiation

1. Project Manager (PM) will prepare Cost Reasonableness Statement based upon their assumption of the project scope prior to any discussion with the design consultant.
 - a. Outline what reasonable design fee is expected to be, with memo and backup documentation.
 - b. Use analysis of consultant average pay grade to check hourly position charge and Quick Guide to Cost & Price Analysis for HUD Grantees
 - c. Example Memo [Form Tab C](#):
2. Project Manager (PM) will prepare Environmental Review for Exempt or Categorically Excluded design phase
 - a. **Tab D.** [Form 58.5 CESNST](#) – Need City Manager Signature
 - b. Verify if design is exempt or category excluded, grant number (obtain from CDGB Program Manager), total project cost, answer questions and include backup information in file.
3. Project Manager will complete National Objective CDBG-DR OO 15A – **Tab E.** [Form](#)
 - a. Include backup to form, maps, census data (AECOM completed, or use [HUD GIS link](#))
4. Project Manager will complete Duplication of Benefits CDBG-DR OO-23A.1 – **Tab F.** Initial [Form](#) – Need Engineering Director Signature
5. Project Manager will complete Risk Analysis: Infrastructure CDBG-DR OO25 on selected design consultant **Tab G.** [Form](#)

Prior to Design Contract Preparation

1. Check for Debarment status on prime consultant (PM)
 - a. Documentation: Search for consultant name, or get their DUNS number. – www.sam.gov
 - b. Check if they are Active, Not debarred, No federal debt
 - c. Print record and save in file – **Tab H.**
 - d. If Consultant does not have a DUNS number, they will need to register

2. Based upon scope negotiation with the design consultant a revised Cost Reasonableness Statement may be required. The Project Manager will prepare:
 - a. Memo stating if the cost is agreeable to original statement OR justification memo for cost difference. **Tab C.**

Design Contract:

1. Include Davis – Bacon compliance language into contract.
2. Include attachment of Debarment Status for Prime Consultant.
3. Include “[Requirement Documentation of Project Team](#)” (**Tab I**) for consultant execution:
 - a. Debarment Verification – for every subcontract \$25,000+, www.sam.gov
 - a. Federal Funding And Accountability Transparency Act [Form](#)
 - b. DBE - Section 3/WMBE [form](#)

After Executed Design Contract

1. As design proceeds there may be changes identified to project scope and/or project schedule. As these changes are identified the Project Manager shall update the CDBG-DR Project Change Log. **Tab C**
2. Changes to design scope shall be documented CO/CIS Revised Cost Reasonableness Statement (PM)
 - a. Any change order or change in service for a change in cost needs to have a Cost Reasonableness Memo for the change in cost. **Tab C**
3. During the design phase the City PM will provide quarterly:
 - a. project narrative update to CBDG Program Manager (Stacy Brown) to include in QPR
 - b. update to Microsoft project schedule
 - c. update to project web page
4. The Environmental Assessment will be prepared by the Consultant using the EA format outline document. **Tab D**
5. Where project scope includes activities in the 1% (100-year) floodplain, the PM will make early contact (30% design phase) with the Floodplain Compliance – Early Notice Distribution List **Tab D**
6. Environmental Review Record Checklist will be used by the PM in reviewing the EA - **Tab D**
7. Once the EA is approved the CDBG-DR Environmental Checklist will be completed by the PM - **Tab D**

Consultant Payment Applications

1. Consultant will be provided Payment Application [Form](#) **Tab J**. Include:
 - a. Project and Contract #
 - b. Account string – verify with CBDG Program Manager (Stacy Brown)
2. Consultant will submit payment application with back-up to Project Manager for review.
3. Project Manager will review for contract compliance to verify the following:

- a. Hours billed are allocated correctly to appropriate task
 - b. Billings to date reflect that consultant will complete contract tasks within contract budget and schedule.
 - c. Approval for payment by Project Manager indicates compliance with contract requirements.
4. Upon approval Project Manager will sign and forward to Director for review
 5. Upon approval Director will sign and forward to CDBG Program Manager
 6. Upon approval CDBG Program Manager will sign and forward to PayRequest for processing.

Bidding Phase:

1. Prior to bidding PM will prepare a Cost Reasonableness Memo for construction cost will be prepared by the City PM based upon the estimated construction estimated prepared by the design engineer - **Tab C**.
2. Construction contract will be included necessary Federal, State and Local requirements to be in compliance with funding.
3. **Additional information to be added**

Prior to Construction Award:

1. Prior to award of a construction contract a Risk Analysis will be completed on the Construction Contractor to verify ability to complete the project – **Tab G**.
2. Project Manager will complete final Duplication of Benefits CDBG-DR OO-23A.1 – **Tab F**. Initial [Form](#) – Need Engineering Director Signature
3. **Additional information to be added**

Construction:

1. During the construction phase the City PM will provide:
 - a. quarterly project narrative update to CBDG Program Manager (Stacy Brown) to include in QPR
 - b. quarterly update to Microsoft project schedule
 - c. monthly update to project web page
2. **Additional information to be added**
- 3.