

# Compliance Workshop Engineering

Chris Perkins, PE

CED Engineer/Environmental Officer

334-353-1028

[christopher.perkins@adeca.alabama.gov](mailto:christopher.perkins@adeca.alabama.gov)



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## Engineering Service Agreements

- Revised Service Agreement is available on the website
- Must be submitted to ADECA for concurrence prior to execution
- Subject to fees submitted in Application and any reductions mandated by ADECA in the LCC
  - Design (60%) max
  - Construction (30%)
  - Final Inspection (10%)
- Electronic submittal is preferred
- Must wait for concurrence from ADECA before proceeding (email, letter)



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## Plans, Specs & Contract Documents

- Revised Contract Bid Document is available on the website
- Construction must begin within 180 days from Grant Agreement
- Must be submitted to ADECA for concurrence prior to execution
- Electronic submittal is preferred
- Addendums must be submitted to ADECA



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## Pre-Bid Meetings

- Mandatory to hold a Pre-Bid Meeting for all non-housing rehabilitation projects
  - Aides with compliance for HUD Forms 2516 and 60002
- Attendance IS NOT mandatory for Bidders
- See memo for details about the meeting requirements



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## Bid Submittals

- Complete Bid Tabulation (not the Summary)
- Copy of the Bid Bond
- Copy of the Power of Attorney
- Engineer's recommendation



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## Notice to Proceed

- Submit after the mandatory pre-construction conference
- Submitted by Grant Writer or Engineer
- Due within one (1) week of pre-conference



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## Pre-Construction Conference

- All parties understand their roll and responsibilities
- Responsibilities outlined and discussed
- Completely discuss payments, contract time, handling changes of work
- COMMUNICATE with each other
- Contract docs fully executed prior to the pre-con conference except for Notice to Proceed



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## Change Orders

- Changes that result in a deviation from approved activities require an amendment and an approved change order
- Changes that result in a 10% change in cost require an approved change order
- Final Summary Change Order is required as part of the final close out documentation



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## Close Outs

- Final Inspection Form
- Final Summary Change Order
- Certification Owner has “as-builts”
- **WILL NOT** issue final payment without them



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## Notes

- Addendums cost time
- Obtain permits/easements ASAP
- Be wary of non-responsive bidders
- Reasonable contract times
- Overlapping conditions
- Alternates taken in order
- Bonds should have “Escalator Clause” (20%)
- Pre-bid meetings



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## Required Submittals Checklist

- Engineering Services Agreement \*
- Proposals
  - Plans/Specifications\*
  - Contract Documents \*
- Permits or ADEM concurrences (if required) \*
- Bids
  - Bid Tabulations (including Low Bidder)
  - Engineer's Recommendation
  - Bid Bond
  - Power of Attorney
- Notice to Proceed
- Start of Construction
- Close Out
  - Final Inspection Form
  - Final Summary Change Order
  - Certification Owner has "as-buits"



\* - Requires ADECA Concurrence ***BEFORE*** Execution

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# Thank You



## Questions?

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