

Capital Fund: Step by Step

Step 1. Five Year and Annual Plan

- Conduct some type of property assessment (PNA, PCA, internal, etc...)
- Draft annual/ 5 year plan
- Solicit public comment
- Post 45 day notice/ publish once in paper
- Get board approval
- Submit to HUD

Step 2. Procure contractor

- Prepare contract package
 - Work Items
 - Scope of Work
 - Independent Cost Estimate
- Prepare bid package
 - Drawings
 - Specifications
 - Bid documents
 - Invitation for Bid
 - Instruction to Bidders
 - Supplementary Instruction to Bidders
 - Bid Forms
 - Scope of Work
 - Form of Bid
 - Form of Bid Bond
 - Form of Non-Collusive Affidavit
 - MWBE Participation
 - Contract Forms
 - Form of Contract
 - Form of Payment Bond
 - Form of Notice to Proceed
 - Texas Sales and Use Tax Exemption Certificate
 - Texas Sales Resale Certificate
 - HUD Forms (as applicable)
 - Instructions to Bidders for Contracts
 - Representations, Certifications, and Other Statements of Bidders
 - Instructions to Offerors Non-Construction
 - Certifications and Representations of Offerors Non-Construction
 - Previous Participation Certificate
 - General Conditions of Contract for Construction
 - Other Forms
 - Checklist for Making Determination of Contractor Responsibility
 - Wage Rate Determination
 - Section 3 Documentation
- Obtain bids
 - Advertise
 - Hold pre-bid conference

Awarding the Work

- Receive sealed bids
- Conduct Public Bid opening
- Review all bids for completeness and responsiveness
- Select lowest, most responsible bidder
- Perform price analysis
- Notify all bidders of final selection

Sign contract

Pre-Construction

- Conduct pre-construction conference
- Review contract docs
- Set date to start
- Issue Notice to Proceed

Construction Begins

Step 3: Administration

- Check Section 3 opportunities
- Review weekly certified payrolls for DB compliance
- Conduct random employee interviews
- On-site inspections
- Monthly draw meetings
 - HUD 51001 Periodic Payment of Estimates
 - HUD 5372 Construction Progress Schedule
 - HUD 51000 Schedule of Amounts for Contract Payment
- Final draw meeting
 - Completion and Bills Paid Affidavit

Step 4: Closeout

- Final CFP Budget
- HUD 53001 Actual Comprehensive Grant Cost Certificate
- Warranties and Submittals