CHECKLIST AND PROCEDURES FOR SHELTERED WORKSHOP
CONSTRUCTION/RENOVATION PROJECTS

A Project/Construction Manager shall be hired who is independent of the Construction Contractor.

The Invitation (or Request) for Bids* (refer to invitation to Bid Template) shall be submitted to the PLB for approval prior to issuing and shall include:

- Bonding requirements
- Copy of the Annual Wage Order showing the prevailing wage
- Statement of bidder/contractor’s qualifications
- Reservation of Rights by Owner to accept or reject any or all bids
- Final working drawings and specifications

All Contractor responses (minimum of three) will be submitted to PLB when available to identify potential deficiencies */**

The contractor’s contract shall be submitted to the PLB for approval prior to signing and shall include:

- Binding arbitration provision which may be enforced by both parties
- Bid specifications
- Bonding requirements
- Corporate entity status
- Indemnification of Productive Living Board from all claims
- Evidence of comprehensive general liability and other insurance
- Stipulation that not less than the prevailing hourly rate of wages specified shall be paid
- Time frame and liquidated damages

The sheltered workshop shall obtain the following documents and submit to the PLB when available:

- Site survey showing all utilities, easements, and current/proposed improvements, and a legal description of the property*/**
- Contractor’s contract and final cost breakdown (Standard AIA Form)*/**
- Map indicating location
- Applicable building inspections *
- Evidence that surrounding land uses are compatible
- Sales contract that includes contingency of PLB approval or warranty deed if workshop currently owns property**
- Appropriateness of building design for proposed use (if existing building)*
- Proximity to public transportation and analysis of the impact expansion and/or relocation will have on transportation, including any projected increased costs and the source of revenue for these increased costs.
- Assurance that pedestrian routes are safe and accessible
- Phase I environmental study*
- Preliminary Architectural Drawings including floor plans, exterior elevations, specifications*
Owner-Architect Agreement on standard American Institute of Architects (AIA) Contract Forms

Evidence of proper zoning

Flood letter

Verification that proposed renovation/construction meets applicable BOCA building codes and requirements

Verification that proposed renovation/construction meets applicable OSHA and ADA requirements

Final working drawings and specifications

Soils tests (if new construction)

Builder’s risk insurance and worker’s compensation

Evidence of 100% Performance and Payment Bond

Title Insurance naming PLB

*PLB consulting architect review and approval required.

**PLB legal counsel review and approval required.

PLB funds will be disbursed through a title company.