

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.