

DFA-IGS LEA SFSF PROJECT INSPECTION NARRATIVE

This is a short narrative of what will be reviewed during the site visit and the purpose behind the review. Please fill in as much of this document as possible, prior to the site visit and have the supporting documentation available for review. If more than one General Contractor is used for district ARRA projects, please use a form for each contractor. DFA-IGS understands that Arkansas Code §§19-11-801 through 19-11-805 procurement procedures must be followed in the selection of a construction manager and that professional services must be selected by Requests for Qualifications. While there are federal ARRA cross cutting requirements such as Davis-Bacon Prevailing Wage Rates and Buy American, DFA-IGS is aware that a district must follow state law, so some of the questions below may not apply to your projects.

1) ARRA PROJECT BID RELATED DOCUMENTS

- a) *Is a recognized Green Building Rating System implemented into project design?* This is not a requirement by law, and does not have to be LEED certified. If applicable, the Architect will be able to give a brief statement as to what has been done to implement any Green Building initiatives on your projects. Please list below the Green Building initiatives on your projects:
-

- b) *Please provide Specifications (including Addendums) for review to determine that appropriate ARRA text is included (Davis-Bacon and Related Acts, Buy American). Please indicate whether this text is in your documents and have the documents available to verify:*
-

- c) *Bid documents, if applicable, are reviewed to ensure that an open and equitable process was in place to award contracts according to state and federal regulations and laws.*
- 1) *Proof of Advertising*
Please indicate if advertising was done, and if so, where (In the paper, internet, etc.)? Also state, if applicable, that ARRA text such as Davis-Bacon and Related Acts and Buy American requirements were indicated in the advertisements:
-

- d) *Bids Received.*
- 1) Were bidders checked against the excluded parties list (www.epls.gov)? Please indicate below and provide a copy of the EPLS printout during the review:
-

- 2) Bid tabulations, if applicable, based on A.C.A § 22-9-203, need to be available for review to ensure an open process in the selection of contractors/sub-contractors. Please indicate if bid tabulations were done and have them available for review:
-

2) **ARRA CONTRACTS AND AGREEMENTS**

a) *Contractor's Agreement* needs to be available.

1) Verification will need to be made that the "Davis-Bacon", "Buy American," and any other applicable ARRA text is included in the prime contract and states that it will be in the sub-contracts; the required Davis-Bacon text is found in 29 CFR 5.5 and Buy American text can be found in section 1605 of the ARRA act. If text is not provided in contracts or sub-contracts, addendums or change orders will need to be issued. Please indicate below and have documents available for review:

2) Wage determinations are included in prime contract and in sub-contracts. If not provided in the contracts, addendums or change orders will need to be issued to include the appropriate wage determination for the construction type and county of the site of work. Please indicate below and have documents available for review:

3) **ARRA SOURCE AND BACKUP DOCUMENTATION**

a) *"Davis-Bacon" and related documents are in the owner representative's file; this should be kept in a project file at a designated LEA office. File retention requirements are three years after project completion.*

1) Copies of certified payroll records and signed statements of compliance (WH-347) for the all G.C. and sub-contractor payrolls for each week worked on file. Please indicate below and have documents available for review:

2) Payroll records need to be checked to ensure consistency with wage rates, please provide a copy of the appropriate wage determination at the visit. Please indicate below that this has been done and have documents available for review:

3) Records of employee compliance interviews on file (SF 1445). These interviews are to be conducted by an employee or an owner's representative of the LEA (not by the construction manager). Best practice is to include at least one worker from each classification (trade) on the job. If only one classification is performing labor, please interview a sample of employees from that classification. Please indicate below and have documents available for review.

- 4) Employee classifications need to be verified. What is listed on the payroll forms should be a classification on the appropriate wage determination. Classifications are not based on skill, but rather the tools used and the work performed. Laborers using the same tools as roofers, and performing the same job as a roofer, should be classified as a roofer. Any employee classified as a trainee or apprentice must be in a certified training or apprenticeship program. Please indicate below that this has been checked:
-

b) *"Buy American" related documents on file.*

- 1) "Buy American" certification has been signed by General Contractor /Sub-Contractor. "Buy American" certifications should be kept in a project file at a designated LEA office. The file retention requirement is three years. Please indicate below and have documents available for review:
-

- 4) **ARRA RELATED SIGNAGE AND OTHER POSTINGS** – The following postings need to be verified on site and/or with photos. After project completion, if removing before an on-site visit is conducted, the owner's (LEA) representative needs to *photograph the postings/signs* and document them on file. Please indicate below and have documents available for review:
- a) Recovery Act funding *signage* with both Federal and Arkansas Logos on job site.
 - b) Recovery Act Fraud *poster* posted on job site.
 - c) Whistleblower protection *poster* posted on job site.
 - d) Employee Rights Under the Davis-Bacon *poster* posted on job site (WH-1321).
 - e) Davis-Bacon *Prevailing Wage Determination* posted on job site.
 - f) Equal Opportunity Employment *poster* posted on job site.
 - g) Employee Rights under the Fair Labor Standards Act *poster posted on job site.*
-

Please provide the following information:

Design Professional - Name of the firm _____

Contact name _____

E-mail address _____ Phone Number _____

Contractor - Name of the firm _____

Contact name _____

E-mail address _____ Phone Number _____

Owner's Representative - Name and title _____

E-mail Address _____ Phone Number _____

Contract Award Date _____ Initial Scheduled Completion Date _____

Revised Completion Date _____ C/O increase or decrease of days _____

Contract amount _____ Sum of C/O increase _____

Sum of C/O decrease _____

Name of LEA _____

Name of LEA representative filling out this form _____

Date _____

V2.00