

CITY OF BOULDER LABOR & PROCUREMENT AND INVOICING PROCEDURES

Revised 3/19/2010

For all City funded projects, the following shall apply:

A. Procurement Procedures:

1. Staff will develop scope of work on all projects prior to solicitation of bids. HCD Program Manager
2. Scope of work in projects and council approval amount will be forwarded to Financial Assistant for reference in processing bills. HCD Program Manager
3. The **Purchasing Procedures** from **The City of Boulder Annual Pricing & Contract Agreement Manual** will be followed. (Current year's Agreement attached) HCD Program Manager
4. Contractor recommendations will be made to HCD Program Mgr. for selection. HCD Program Manager
5. Selection of contractor will be made and Construction Supervisor will be notified. HCD Program Manager
6. For federally funded projects, the Federal Debarred Contractor's Asset Manager List will be reviewed. Asset Manager
7. Notify Contractor of award and have Conflict of Interest disclosure form and background check completed. HCD Program Manager
8. Cut the Purchase order. Financial Assistant

B. Compliance Procedures:

1. Construction contracts will be executed prior to the authorization to proceed with construction work. HCD Program Manager
2. Project file will be reviewed for the signed Agreement and Construction contract prior to construction work beginning. Asset Manager
3. Project inspections of work performed to insure consistency with scope of work will be done and amended as necessary. Supervisor/
Changes in scope of work or cost changes more than 10% will be submitted to HCD Program Mgr. for approval. Written documentation will be put in the project file. Contract Construction
Building Inspections

4. Complete the Project Checklist for the Project file. Project Manager/
Asset Manager

C. Invoice Approval & Processing Procedure

1. Initial receipt of invoices, BFS stamp and account codes entered, forwarded to Asset Manager. Financial Assistant
2. The Project will be reviewed for outstanding compliance issues. When in compliance, invoice will be signed for **first approval**, next to the BFS stamp, and forwarded to the Project Manager. Asset Manager
3. The project will be reviewed for the availability of funds, scope of work, completion of work, final inspection, and satisfaction of quality and standards. The invoice will receive the **second approval** signature, and be forwarded to Housing Director. Project Manager
4. Housing Director or designee will make **final approval** (third signature) and forward to Financial assistant. Housing Director
6. Financial Assistant will pay invoice, make a copy of invoice for Project file (Financial Management), and forward original invoice to Finance. Financial Assistant

D. Project Close-out Procedures:

1. Data Browser report will be printed. Financial Assistant
2. Project file will be reviewed for compliance and complete documentation. Asset Manager
3. Labor Team will meet to review closure of Project. Project Labor Team
4. Project OCA number will be closed in BFS. Financial Assistant
5. All records will be retained for five years. Front Office Staff

For all federally funded projects, the following shall apply:

Davis Bacon Requirements:

Federal construction contracts in excess of **\$2,000** require compliance with Davis Bacon wage regulations.

Residential **CDBG** funded housing construction/rehabilitation projects, 4 stories and under which have less than 8 units, are excluded from Davis Bacon wage rates. **CDBG** funded residential construction/

rehab projects with more than 4 stories trigger Davis Bacon.

All **CDBG** Commercial, Heavy and Highway construction/rehabilitation projects with costs over **\$2,000** trigger Davis Bacon.

HOME funded multi family rehab/construction projects of 12 or more “HOME designated” units triggers Davis Bacon wage regulations.

E. Project Management:

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| 1. | Environmental Review Records will be completed on all projects | Asset Manager |
| 2. | Staff will develop scope of work on all projects prior to solicitation of bids. | HCD Program Manager |
| 3. | Scope of work in projects will be forwarded to Financial Assistant for reference in processing bills. | HCD Program Manager |
| 4. | Davis Bacon Wage Rate (DBWR) Determinations will be obtained from the web site prior to solicitation of bids. The need for Requests for Additional Classifications will be processed for all trades not included in the DBWR through the HUD office. Financial Assistant will be notified of projects with wage rate applicability. | Asset Manager |
| 5. | Contractors will be provided with wage rates when they bid on projects. | Asset Manager/
HCD Program Manager |
| 6. | As necessary, staff will meet with Contractors to advise them of Davis Bacon requirements. | Asset Manager/
HCD Project Manager |
| 7. | Once a contractor for construction is identified, staff will check List of Parties Excluded from Federal Procurement or Nonprocurement Programs, and document file; Semi-Annual Labor Standards Enforcement Report Summary will be completed and submitted to HUD. | Asset Manager |
| 8. | When contractor contacts staff with construction start date, another DBWR Determination will be requested from HUD. If wage rates have changed the contractor and Financial Assistant will be notified. | Asset Manager |

F. Procurement Procedures:

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| 1. | When projects are up to \$1,000 the City’s recommended Purchasing Procedures will be followed. Comparison shopping is recommended. Grantee will be consulted for vendor selection. | HCD Project Manager |
| 2. | When projects are \$1,000 - \$10,000 the City's Purchasing Procedures will be followed. Comparison shopping is recommended. Grantee will be consulted for vendor selection. Documentation/ rationale for selection will be printed for the project file. | HCD Project Manager |

Formal Bid Process:

3. When projects are \$10,000 - \$50,000 the City's Purchasing Procedures will be followed. Three informal bids/quotes or a pre-qualified vendor will be selected with documentation in the project file. Grantee will be consulted for vendor selection. Must be approved by the initiator and one department supervisor. A contract is required. HCD Project Manager

4. When projects are over \$50,000 the City's Purchasing Procedures will be followed. A vendor will be chosen from a formal bid with advertising, a pre-qualified vendor from the formal bid process, or sole source justification approved by the City Manager. Selection process or the Reference bid number will be documented in the project file. Grantee will be consulted for vendor selection. The City of Boulder Purchasing Division will be contacted by the Construction Supervisor to determine contract, insurance and bonding requirements. Must be approved by the initiator and one department supervisor. A contract is required. HCD Project Manager
Purchasing Department

- 3 & 4a. As necessary, specifications for projects will be written and forwarded to the Purchasing Department for bidding. HCD Project Manager

- 3 & 4b. The correct DBWR and HUD 4010 will be included in all applicable bid specifications and contracts. HCD Project Manager
Calder Grey

G. Contractor Selection & Award:

1. A bid tabulation sheet will be completed and a recommendation will be submitted to Housing Director for contractor selection. HCD Project Manager

2. Selection will be made and Rehab Specialist will be notified. HCD Program Manager

3. Once a contractor for construction is identified, staff will check List of Parties Excluded from Federal Procurement or Nonprocurement Programs, and document file.

4. Following selection of contractor through competitive bid process, a Pre construction conference will be held. The selected contractor and all identified subcontractors will be advised of their responsibilities and obligations regarding the Federal Labor Standards and Davis Bacon Wage Determination. A Conflict of Interest Disclosure will be completed at the conference. A written record of the conference will be completed with signatures of all attendees. HCD Program Manager

5. Following contract award, a construction contract will be executed prior to the Notice to Proceed, which will be given to Contractor as a Purchase Order Number. Calder Grey, Finance

H. Compliance Procedures:

1. Project file will be reviewed for the signed Agreement and construction Asset Manager

Contract prior to construction work beginning.

2. Project inspections of work performed to ensure consistency with scope of work will be held as necessary. Contract
Construction
Supervisor
Building Inspections
3. Contractors and subcontractors will submit certified payrolls to the office. Requests for draws for payment will not be processed without the certified payrolls. The payrolls and invoices will be reviewed for completeness. Invoices will be forwarded to HCD Program Manager. Asset Manager
HCD Program Manager
NOTE: Owner/workers are excluded from Davis Bacon wage requirements. A letter or time sheet from such owners must be submitted with draw request detailing number of hours worked on project and owner status.
4. Employee interviews shall be used to confirm accuracy of payrolls. The HUD-11 form will be used. Asset Manager
5. Staff will assure that all posting requirements are met, including: EEO poster
FLS poster
Davis Bacon Wage Rate and all other classifications HCD Program Manager
6. Semi-Annual Labor Standards Enforcement Report Summary will be submitted to the Colorado Department of Labor by 4/30 and 10/31 each year. Asset Manager

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J. Project Close-out Procedures:

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| 1. | Data Browser report will be printed. | Financial Assistant |
| 2. | Project file will be reviewed for compliance and complete documentation. | Asset Manager |
| 3. | Labor Team will meet to review closure of Project. | Project Labor Team |
| 4. | Project OCA number will be closed in BFS. | Financial Assistant |
| 5. | Project will be closed in IDIS | Financial Assistant |
| 6. | Project will be closed with HUD Dept. of Labor | Asset Manager |
| 7. | All records will be retained for five years. | Front Office Staff |

All federal project files WILL include the following info:

Front Office Staff/
Asset Manager

Project Checklist
Bidders list (including name of contractor, MBE info, bid price from BFS notepad)
Specification/work description

Federal project files MAY include the following info as applicable:

Advertisement for Bid
Bid package (including DBWR and HUD 4010)
Purchase Order Number
Construction Budget
Additional Job Classification
Pre Construction Meeting Notes (including list of participants & date)
Copy of Contract (with all addenda)
A print-out of the debarred contractors website investigation
Certified Payrolls
Final Inspection Reports from Building Inspections or Contracted Construction Supervisor

Title

Staff

Housing Manager	Andy Proctor
HCD Program Manager	Jeff Yegian
Project Manager	Jeff Yegian
Financial Assistant	Barbara Long
Asset Manager	Janet Fulton
Front Office Staff	B.J. Suter
Project Labor Team	Jeff Yegian, Barbara Long , Janet Fulton

CONSTRUCTION PROJECT CHECKLIST

Project

Agency _____ Contact Person

Agency Address _____ Phone Number

Project Manager _____ Date Assigned

Year Funded _____ Type of Project

DAVIS BACON Wages required?

If NO, reason for exemption

Date Project Out to Bid _____ Date Bid Due

Bids: Contractor _____ Amount of Bid _____ Initial/Date

Contractor _____ Amount of Bid _____ Initial/Date

Contractor _____ Amount of Bid _____ Initial/Date

Staff Cost Est

Date Debarment List Checked

Minority Contractor Awarded Bid? Yes ___ No

Minority Bid Received? Yes ___ No

Bid Awarded to

Bid Amount _____ Date Awarded

Inspection Dates/Comments

Final Inspection Date

(For Federal Projects)

ERR Completion Date

Staff Signature _____

h:shared/housing/comply/lbr.proc