

# Final Construction Document Submission Checklist MSBA Accelerated Repair Program



**District:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Scope:** \_\_\_\_\_

**Project ID:** \_\_\_\_\_

**Final Construction Document Deliverables (hard copy and electronic submission):**

Applicable to roof projects:

Solar ready scope includes analysis, description, and budget for identified roof area(s) identified at Schematic Design to be constructed as solar ready. The Final Construction Document Project Narrative is required to include an advanced overview of the solar ready approach and solution. Analysis includes an evaluation of structural impact, code issues, main electrical system capacity, and electrical conduit runs/locations (including roof penetrations if needed). Final Construction Document Drawings identify the roof area(s) and associated square footage(s) to be made solar ready. Contractor’s approved Schedule of Values and Construction Budget in the Template Project Funding Agreement Bid Amendment Worksheet include all costs needed to construct the solar ready scope.

OPM	District	
<input type="checkbox"/>	<input type="checkbox"/>	Project Narrative: <ul style="list-style-type: none"> <li>- Existing conditions analysis (hazardous materials, structural, etc.)</li> <li>- Explanation of proposed solution                             <ul style="list-style-type: none"> <li>- Comparison of Final Construction Documents to PFA Scope explaining significant deviations</li> </ul> </li> <li>- Designer statement that the proposed solution meets the Massachusetts Stretch Energy Code and/or the International Energy Conservation Code</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	Final Construction Document Drawings including Addenda
<input type="checkbox"/>	<input type="checkbox"/>	Final Project Manual(s) including Addenda
<input type="checkbox"/>	<input type="checkbox"/>	Executed Contractor Contract(s)

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<input type="checkbox"/>	<input type="checkbox"/>	Contractor's approved Schedule of Values modeled after MSBA's standardized sample
<input type="checkbox"/>	<input type="checkbox"/>	Template Project Funding Agreement Bid Amendment Worksheet
<input type="checkbox"/>	<input type="checkbox"/>	Sources of Other Funding Form
<input type="checkbox"/>	<input type="checkbox"/>	Project Schedule (Gantt Chart)
<input type="checkbox"/>	<input type="checkbox"/>	If applicable, letter signed by legal counsel confirming acceptability of transfer of bid savings to Contingencies as ineligible budget

### Program Guidelines and Project Funding Agreement:

OPM	District	
<input type="checkbox"/>	<input type="checkbox"/>	The portion of the Construction Contingency potentially eligible for reimbursement is set at 5% of the total estimated eligible construction costs as included in the PFA's Total Project Budget and is intended for hard costs only. The MSBA will complete one Change Order review per district in which the MSBA will review Change Orders for eligibility not validity. All ineligible costs will not be reimbursed.
<input type="checkbox"/>	<input type="checkbox"/>	The portion of the Owner's Contingency potentially eligible for reimbursement is set at 0.5% of the total estimated eligible construction costs as included in the PFA's Total Project Budget and is intended for soft costs only. All ineligible costs will not be reimbursed.
<input type="checkbox"/>	<input type="checkbox"/>	After bids have been received and actual construction costs are established, the district's potential Project Funding Agreement must be revised to reflect the actual construction costs in accordance with paragraph 2.3 of the Project Funding Agreement. If there are bid savings, the MSBA shares in the cost savings by reducing the maximum facilities grant to reflect reimbursable costs. If there is a bid overage, construction contingency is transferred to the construction budget to reflect the additional costs and is deemed ineligible. The transfer of construction contingency due to the bid overage results in a reduction to the maximum facilities grant.

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<input type="checkbox"/>	<input type="checkbox"/>	MSBA’s standardized Schedule of Values will be used by the district to ensure that all budget entries in the MSBA’s ProPay system mirror the Total Project Budget Form 3011 following the PFA Bid Amendment. The MSBA will only reimburse eligible costs if they are entered to the correct cost codes in the Total Project Budget.
<input type="checkbox"/>	<input type="checkbox"/>	Budget Revision Requests will be submitted by the district in a timely manner to reflect changes to the Total Project Budget. After a Budget Revision Request is executed, the district will enter the Budget Revision Request into the ProPay system for approval by the MSBA.
<input type="checkbox"/>	<input type="checkbox"/>	MSBA’s Audit Department will review requests for reimbursement in the ProPay system of \$50,000 or more. All reimbursement requests which are less than \$50,000 will be returned to the district without review. All districts are encouraged to attend ProPay training conducted by the Audit Department following the execution of a Project Funding Agreement.
<input type="checkbox"/>	<input type="checkbox"/>	OPM monthly reporting begins when the OPM contract is executed and continues until the project receives Board of Directors approval of the final audit. Failure to submit timely and complete reports may impact district reimbursement review and payment. OPM monthly reporting supports MSBA review of reimbursement requests.
<input type="checkbox"/>	<input type="checkbox"/>	<p>The District shall work with its local counsel to ensure that any contracts related to the Project, to which the District is a party, meet the applicable requirements of M.G.L. c. 149, § 44A (2)(g), and contain workforce participation goals for minorities and women, and include the processes and procedures to ensure compliance with the workforce participation goals, including reporting and enforcement provisions.</p> <p>The District shall work with its local counsel and the MA Supplier Diversity Office (“SDO”) to ensure that any contracts related to the Project, to which the District is a party, meet the applicable requirements of M.G.L. c 7C, §6, M.G.L. c. 7, §61, and associated SDO guidelines and regulations; contain the applicable SDO-calculated, project-specific goals for Minority Business Enterprise (“MBE”), Women Business Enterprise (“WBE”), and Veteran Business Enterprise (“VBE”)/Service-Disabled Veteran-Owned Business Enterprise (“SDVOBE”) participation; and include the processes and procedures to ensure compliance with the MBE, WBE, and VBE/SDVOBE goals, including reporting and enforcement provisions.</p>

I certify, as evidenced by the boxes set forth under the heading, “100% Construction Document Deliverables,” which I have checked above, that I have fulfilled all requirements described in Section 8.4 of the MSBA Standard Contract for Project Management Services (Accelerated Repair Program) by submitting the listed deliverables

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by the established deadline to the MSBA. I further certify, as evidenced by the boxes set forth under the heading, “Program Guidelines and Project Funding Agreement,” which I have checked above, that I have explained the Program Guidelines and Project Funding Agreement to the district.

I understand that if a conflict is created between this form and the Project Funding Agreement, the Project Funding Agreement is the controlling document. I also understand that if a conflict is created between this form and the MSBA Standard Contract for Project Management Services (Accelerated Repair Program), the MSBA Standard Contract is the controlling document. I further recognize that the purpose of this form is to further understand the Project Funding Agreement and the MSBA Standard Contract for Project Management Services (Accelerated Repair Program).

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Title: Project Director, Owner’s Project Manager

Firm:

Date:

I certify, as evidenced by the boxes set forth under the heading, “Program Guidelines and Project Funding Agreement,” which I have checked above, that I have read and understand the Program Guidelines and Project Funding Agreement. I certify, as evidenced by the boxes set forth under the heading, “100% Construction Document Deliverables,” which I have checked above, that I have reviewed the enumerated deliverables within the 100% Construction Document Submittal with the Owner’s Project Manager and Designer. I further certify, as evidenced by the boxes set forth under the heading, “100% Construction Document Deliverables,” which I have checked above, that the OPM has explained to me the OPM’s responsibilities as described in Section 8.4 of the MSBA Standard Contract for Project Management Services (Accelerated Repair Program) to submit the designer’s deliverables listed above.

I understand that if a conflict is created between this form and the Project Funding Agreement, the Project Funding Agreement is the controlling document. I also understand that if a conflict is created between this form and the MSBA Standard Contract for Project Management Services (Accelerated Repair Program), the MSBA Standard Contract is the controlling document. I further recognize that the purpose of this form is to further understand the Project Funding Agreement and the MSBA Standard Contract for Project Management Services (Accelerated Repair Program).

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Title: Superintendent of Schools

Date: