



Oregon Department of Environmental Quality

# Request for Proposal Review Checklist

## For Construction Management / General Contractor Alternative Contracting Process

Contact: [Regional Project Officer](#)

Project Name:		CWSRF No.:	
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This checklist is for a Clean Water State Revolving Fund borrower and their consulting engineer when using the Construction Management/General Contractor (CM/GC) Alternative Contracting Process. This forms is to be used when preparing an RFP to select a CM/GM firm for design phase services. An additional Construction Amendment Checklist must be submitted with each proposed amendment for construction phase services.

The borrower will complete this form to ensure that state and federal requirements are clearly stated in the RFP documents. The borrower is responsible for ensuring that the checklist items below are incorporated into the final advertisement documents and to resolve all related bid protests. DEQ Project Officer will review RFP/RFQ and bid insert documents.

**The questions in this checklist must be answered affirmatively for the documents to be considered biddable.** Additional sheets should be attached as necessary to explain any special circumstances. Mark N/A for questions that do not pertain to the project.

### Additional items to be included for review

- Findings (as defined by ORS 279C.330) justifying an exemption from competitive bid process.
- Signed copy of findings' adoption by the loan recipients governing body or local contract review board.
- A legal opinion indicating that all applicable contracting requirements have been addressed.

1. General Format				
Yes	No	N/A	Section & Page	
				1. Is there a contract agreement form?
				2. Is there a draft or suggested GMP or work amendment?
				3. Has the borrower's legal counsel reviewed the documents' for-biddability and determined that they adequately protect the borrower's interest?
				4. Are the CWSRF funded contract inserts included in the contract agreement documents? (See below)

Additional Comments:

### A. Required Forms

Previously Submitted	Included	Required Forms
		<a href="#">BC 1 Bidders List</a>
		<a href="#">BC 4 Sworn Statement of Compliance</a>
		<a href="#">BC 5 Prevailing Wage</a>
		<a href="#">BC 6 List of Contacted Disadvantaged Business Enterprises</a>
		<a href="#">BC 7 Certificate of Independent Price Determination</a>
		<a href="#">BC 8 Fair Share Objectives: Six Good-Faith Efforts, Contract Administration and Contract Language</a>
		<a href="#">BC 9 Certification of Lobbying Activities</a>
		<a href="#">BC 10 Disclosure of Lobbying Activities</a>
		<a href="#">BC 11 Certification of Non-Segregated Facilities</a>
		<a href="#">BC 12 Non-Discrimination Notice</a>
		<a href="#">BC 14 Contractor's Compliance with EO 11246 Statement</a>

Additional Comments:



				14. If work is allowed that is not awarded by competitive bid, are conditions for this work clearly articulated? E.g. (public notices, type of work, dollar or percentage cap, etc.)
				15. Does the contract require all subcontractors to adhere to conditions of the CMGC contract?

Additional Comments:

Signature of authorized representative	Date:
Printed Name	Title

**Alternate formats**

DEQ can provide documents in an alternate format or in a language other than English upon request. Call DEQ at 800-452-4011 or email [deqinfo@deq.state.or.us](mailto:deqinfo@deq.state.or.us).