

Request for Proposal Review Checklist For Construction Management / General Contractor Alternative Contracting Process

Contact: [Regional Project Officer](#)

Project Name:

CWSRF No.:

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 form is to be used when preparing an request for proposal 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 request for proposal 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 request for proposal 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.

General Format

Yes	No	N/A	Section & Page	Description
				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?

Translation or other formats

[Español](#) | [한국어](#) | [繁體中文](#) | [Русский](#) | [Tiếng Việt](#) | [العربية](#)

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Yes	No	N/A	Section & Page	Description
				4. Are the CWSRF funded contract inserts included in the contract agreement documents? (See below)

Additional Comments:

Required Forms		
Previously Submitted	Included	Required Forms
		Bidders List
		Prevailing Wage
		List of Contacted Disadvantaged Business Enterprises
		Certificate of Independent Price Determination
		Six Good-Faith Efforts, Contract Administration and Contract Language
		Certification of Lobbying Activities
		Disclosure of Lobbying Activities (if any)

Additional Comments:

Information for Proposers

Yes	No	N/A	Section & Page	Description
				5. Is there a minimum 14-day advertising period?
				6. Is the target project schedule established?
				7. Is a clear proposal scoring system provided to indicate how proposals will be reviewed and ranked, and which ensures fair competition and does not involve partiality?
				8. Are procedures and timeline for setting the Guaranteed Maximum Price (GMP) clearly articulated?
				9. Are provisions provided to allow for award of the construction to another firm if an agreeable GMP cannot be reached with the CMGC Firms?

Additional Comments:

Contract and General Conditions

Yes	No	N/A	Section & Page	Description
				10. Are appropriate liquidated damages established?
				11. Is the contractor aware of American Iron and Steel requirements?
				12. Does the contract establish how contingencies will be managed and authorized?
				13. Are subcontracting and CMGC self-performance rules and requirements clearly described?

Yes	No	N/A	Section & Page	Description
				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

Non-discrimination statement

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