

NORTH DAKOTA STATE REVOLVING FUND CONSTRUCTION MANAGEMENT AT-RISK DOCUMENT CHECKLIST

Using the Construction Management At-Risk (CMAR) delivery method, a construction manager (1) provides advice to a governing body during the planning and design phase of a public improvement project and (2) negotiates with the governing body for the construction contract. A public improvement project using the CMAR delivery method must comply with North Dakota Century Code (NDCC) sections 48-01.2-18 through 48-01.2-23. **Please contact the State Revolving Fund (SRF) project engineer to ensure compliance with SRF requirements.**

The consulting engineer shall submit the following documents to the SRF program for review and approval prior to the construction phase contract award:

- Letter from the consulting engineer recommending award to the CMAR
- Affidavit of publication for CMAR request for proposals
- CMAR selection committee ranking, including highest qualified finalist
- Verification that the CMAR will bid, award, and manage all construction-related subcontracts while meeting SRF bid requirements
- Recipient's letter to the SRF program or copies of city council meeting minutes requesting authorization to award the CMAR construction phase contract
- CMAR's 5 percent bid bond or equivalent guarantee
- Copies of the contractor's license
- Certification Regarding Debarment, Suspension, and Other Responsibility Matters form

The contracts will be executed prior to completing final plans and specifications. If a Notice of Award is issued prior to receiving the written Authorization to Award from the SRF program, the owner assumes the risk of not having secured funding.

For more information, contact:

*North Dakota Department of Environmental Quality
Division of Municipal Facilities
4201 Normandy St.
Bismarck, ND 58503-1324
Phone: 701.328.5211
Fax: 701.328.5200
www.deq.nd.gov/mf*