

KY Riverport Improvement Documentation Checklist for Construction Projects

This form must be completed and submitted to KYTC within 30 days of project completion.

Riverport: _____ Project: _____ Contract # (Last 4): _____

Section 1: Advertisement and Selecting a Contractor		Yes	No	N/A
1.	Projects includes work on the KYTC Work Items List ¹			
1.	Advertisement solicits bids from KYTC Pre-Qualified Contractors ²	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	RFP includes detailed description of how bids/qualifications will be scored ³	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	RFP includes Prevailing Wage notice ⁴	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	RFP includes note requiring use of KYTC List of Approved Materials ⁵ when available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Riverport submit to KYTC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<input type="checkbox"/> Copy of Riverport's project bid packet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	<input type="checkbox"/> Copy of advertisement for bids/proposals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	<input type="checkbox"/> List of advertisement placements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Riverport issues Request for Qualification for non-KYTC Work List Items (required if 'no' for #1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Riverport selects contractor based on advertised scoring system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Riverport submit to KYTC (check applicable box #14-16)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	<input type="checkbox"/> Copy of at least 1 proposal for project under \$20,000			
15.	<input type="checkbox"/> Copy of 3 proposals for project between \$20,000 and \$40,000			
16.	<input type="checkbox"/> Copy of ad and proposals for project over \$40,000			
17.	Contractor is KYTC Qualified at time of begin project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1 - Work Items List <http://transportation.ky.gov/Construction-Procurement/Documents/Work%20Items%20Listing.pdf1>

2 - Ad includes "Contract will only be awarded to KYTC Qualified Contractor", or similar statement (if KYTC Work Item category exists). To obtain Pre-Qualification status, bidder may contact KYTC-Construction Procurement at (502) 564-3500. <http://transportation.ky.gov/ConstructionProcurement/Documents/Prequalified%20Contractors%20List.pdf>.

3 - Example: "Bids will be ranked and selected by 1) lowest cost, 2) efficiency, 3) experience, 4) timeline."

4 - When federal funding is involved and total project construction cost is \$250,000 or more.

5 - List of Approved Materials <http://transportation.ky.gov/Materials/Documents/LAM.pdf>

Section 2: Project Documentation		Yes	N/A
1.	Copy of Advertisement	<input type="checkbox"/>	<input type="checkbox"/>
2.	Copy of bids/proposals	<input type="checkbox"/>	
3.	Copy of project invoice(s), include note indicating materials vendor(s)	<input type="checkbox"/>	
4.	Copy of cancelled check or record of EFT payment	<input type="checkbox"/>	
5.	Record of payment of prevailing wage	<input type="checkbox"/>	<input type="checkbox"/>
6.	Record of request and approval for time extension	<input type="checkbox"/>	<input type="checkbox"/>
7.	Record of request and approval for changes to agreed upon Scope of Work	<input type="checkbox"/>	<input type="checkbox"/>
8.	Record of notice to KYTC of project completion	<input type="checkbox"/>	
9.	Affidavit for Bidders, Offerors, and Contractors* (Riverport)	<input type="checkbox"/>	
10.	Affidavit for Bidders, Offerors, and Contractors* (Contractor)	<input type="checkbox"/>	
12.	Affidavit for Resident Bidder Status* (Contractor)	<input type="checkbox"/>	<input type="checkbox"/>
13.	Affidavit Regarding Subcontractors* (Contractor)	<input type="checkbox"/>	

* - Notary Public Certification is required.

Note: Riverport and Contractor must sign separate, individual Affidavits for Bidders, Offerors, and Contractors.

Submitted By: _____ Date: _____