

Capital Project Process ✓ Checklist

1. Identify the problem

- ☐ Budget process
- ☐ Reserve study
- ☐ Community and board complaints
- ☐ Frequent maintenance problems
- ☐ Code enforcement citations
- ☐ Statutory requirements
- ☐ Preventive maintenance/routine inspection

2. Determine if this is a major or minor project

- ☐ Cost
- ☐ Duration

3. Define the scope of the project by deciding who needs to be involved.

- ☐ Engineer
- ☐ Architect
- ☐ Volunteer with experience and/or credentials
- ☐ Vendors (e.g. pool, landscape, etc.)

4. Identify most cost effective means of accomplishing the objective(s)

- ☐ Repair or replacement
- ☐ Phases or a single project

5. Identify legal/document requirements

- ☐ Source of funding
- ☐ Owner voting requirements
- ☐ Material alteration or betterment
- ☐ Bidding requirements

6. Obtain community input

- ☐ Well-publicized meetings
- ☐ Website
- ☐ Email blitz
- ☐ Posted notices
- ☐ Owner committees
- ☐ Straw poll on design options

7. The decisions

- ☐ Present findings of experts
- ☐ Determine if owner vote required
- ☐ Identify and approve funding source(s) at owner or board meetings
- ☐ Hire project manager
- ☐ Award project to best bidder

8. Elements of contract

- ☐ Duration/schedule
- ☐ Cost of Mobilization/staging
- ☐ Progress Report
- ☐ Billing and Method of payment
- ☐ Penalties
- ☐ Change Orders
- ☐ Retention of payment
- ☐ Subcontractors/suppliers
- ☐ Permits
- ☐ Warranties
- ☐ Project manager
- ☐ Contacts and approvals
- ☐ Communications with owners

9. Legal review of contract

- ☐ Legal review of contract

10. Negotiate final price

- ☐ Negotiate final price

11. Sign contract

- ☐ Sign contract

12. Project components

- ☐ Mobilization
- ☐ Pull permits
- ☐ Post Notice of Commencement
- ☐ Implement project
- ☐ Change orders, if necessary
- ☐ Updates to owners
- ☐ Periodic inspections, project manager, and building inspectors
- ☐ Interim payments; partial releases of lien from subcontractors and suppliers
- ☐ Walk through/create punch list
- ☐ Complete punch list items
- ☐ Complete project
- ☐ Obtain warranties
- ☐ Final releases of lien from GC, subcontractors, and suppliers
- ☐ Final building department inspections
- ☐ Close out permits
- ☐ Legal review
- ☐ Final payment