

Milford Project Structure

Milford Economic & Community Development (ECD)

CDBG Administrator, Sheila Dravis, SDravis@milfordct.gov

Project Management (PM)

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Project Coordinator

ECD	Verify applicant income and project, coordinate pre-project and bid process,
ECD/PM	Review and Award Bid
ECD/CNTR	Post-award Requirements: DUN's and SAM Registration
ECD	Prepare Contract & Notice to Proceed form
ECD	Create PO, Payment Authorization and Process payments
ECD	Prepare Owner mortgage deed & promissory note

Pre-Project Process

PM	Project Inspect
PM	Prepare Project Specifications (scope of work) for Owner review/signature
PM	Receive written Owner approval of scope, discuss walk-through date, contract, NTP/daily work schedule.
PM/OWNER	Schedule Walk-through date

Bid Process

ECD/PM	PM Scope approval, walk-through, bid requirements, contractor list
ECD/PM	Review bids & prepare bid result, post
ECD	Email bid results to contractors + Purchasing Dept to Post
ECD	Email contractor to confirm bid acceptance and availability

Post-Award Contractor Requirements

ECD/CNTR	1. DUNS number go to http://fedgov.dnb.com/webform D&B D-U-N-S Number for Contractors or Grantees. For free technical assistance contact govt@dnb.com or (866) 705-5711.
	2. SAM registrations go to https://sam.gov/content/home Click Register Your Entity to enter a new account or renew an account. For free technical assistance contact the Federal Service Desk http://www.fsd.gov or 866-606-8220.
ECD/CNTR	Verify SAM registration
ECD	Prepare ECD contract, notice to proceed, right to rescind for Owner/CNTR

Post-Bid & Pre-Construction Process

PM	Schedule a pre-construction meeting on site with Owner/CNTR
PM	Review ECD contract, notice to proceed (NTP), right to rescind with Owner/CNTR
PM	Copy contract and NTP to ECD. Original contract and NTP Owner / CNTR records.
PM/CNTR	Permit application, if required.
	City Building Dept https://www.ci.milford.ct.us/building-inspection
	City Online Permit System http://municipality5.com/municipality5/

Project In-Progress

CNTR	Contact PM to approve change orders / concerns / punch list items.
PM	Contact Owner and CNTR schedule a progress visit / punch list items / payment authorization

Project Closeout

CNTR/PM	Notify PM of project completion and schedule punch list / payment authorization
CNTR	Complete punch list items and contact PM
PM	Verify punch list is complete to Owner satisfaction.
CNTR	Schedule Building inspection. Notify Owner of inspection date
ECD/PM/OWNR	Verify building inspection approval
ECD/PM/OWNR	Payment Authorization / Lien of Waiver