

SCOPE of SERVICES

The services to be provided shall include:

Preparing all written reports, checklists, or legal notices required to ensure compliance with federal and state environmental requirements;

Establishing and maintaining project files and preparing all documentation and reports required for administration of the grant including: Project Status Reports, Job Creation/Retention Reports, Program Income Reports, Notification of Annual Audit, Final Close-Out Reports.

Assisting the City of Lexington with procurement for work to be completed, in conformance with applicable procurement requirements, including assistance to the engineer with the preparation of bidding documents;

Reviewing all proposed project expenditures to ensure their propriety and proper allocation to the project budget;

Participating in the pre-construction conference and periodic construction progress meetings;

Serving as the City of Lexington's designated Labor Standards Officer and assuring compliance with all applicable labor standards requirements;

Assuring compliance with all applicable civil rights requirements, including preparation of an equal employment opportunity plan and a fair housing resolution;

Attending City of Lexington's council meetings to provide project status reports and representing the CDBG project at any other public meetings deemed necessary; and

Preparing all required performance reports and closeout documents and assisting the City of Lexington with the determination of applicable audit requirements.