

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

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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
- 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 Health  
Division of Municipal Facilities  
918 East Divide Avenue, 3<sup>rd</sup> Floor  
Bismarck, ND 58501-1947  
Phone: 701.328.5211  
Fax: 701.328.5200  
[www.ndhealth.gov/mf](http://www.ndhealth.gov/mf)*