

c38 Bid Document Submittal Checklist

Project :

SBC No:

Principal Sig: _____

Date: _____

Deliverables *(Send to PM in electronic format)*

Completed and signed Bid Document Submittal (this form)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	NA
SFMO approval letter or a no review letter	<input type="checkbox"/>	Yes	<input type="checkbox"/>	NA
Project Manual and Drawings in pdf format	<input type="checkbox"/>	Yes	<input type="checkbox"/>	NA
Completed Front-End Review Checklist	<input type="checkbox"/>	Yes	<input type="checkbox"/>	NA
Designer's Final Cost Estimate Summary	<input type="checkbox"/>	Yes	<input type="checkbox"/>	NA
Completed HPBr Checklist or One Time Letter	<input type="checkbox"/>	Yes	<input type="checkbox"/>	NA
Completed HPBr Credit Verification Form	<input type="checkbox"/>	Yes	<input type="checkbox"/>	NA
Completed Stormwater Review Plan Checklist	<input type="checkbox"/>	Yes	<input type="checkbox"/>	NA
Preliminary Stormwater O&M plan	<input type="checkbox"/>	Yes	<input type="checkbox"/>	NA
CM/GC CM Pricing Verification and summary estimate	<input type="checkbox"/>	Yes	<input type="checkbox"/>	NA
CM/GC Designers Pricing Verification	<input type="checkbox"/>	Yes	<input type="checkbox"/>	NA
CM/GC Prequalifications and Advertisement	<input type="checkbox"/>	Yes	<input type="checkbox"/>	NA

Estimate - Target Comparison

Base Bid	\$	-
Alternates	\$	-
Allowances	\$	-
Unit Prices	\$	-
Total	\$	-
Bid Target	\$	-

Bid Form

Construction duration is specified (# days)		-
Liquidated damages amount	\$	-
Roof bond amount	\$	-
Phases and per phase liquidated damages	-	\$ -
Alternates with brief description	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Unit prices with per unit defined	<input type="checkbox"/> Yes	<input type="checkbox"/> NA

Document Review Comments Incorporated

SPA and user	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
State Fire Marshal	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
ADA consultant	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Building envelope consultant	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Commissioning Agent	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Stormwater consultant	<input type="checkbox"/> Yes	<input type="checkbox"/> NA

Project Manual

Geotechnical report referenced	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Hazardous materials report referenced	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Hazardous materials remediation	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Materials testing requirements	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Structural steel inspection	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Excavation unclassified to design depth	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Utilities shut down and advance notification	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Existing roof - maintaining existing roof warranty	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Related work performed by campus identified / scheduled	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Campus supplied materials identified / scheduled	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
HPBr requirements included to match checklist	<input type="checkbox"/> Yes	<input type="checkbox"/> NA

Drawings

SBC Project Title & Number on every sheet	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Cover sheet with SBC, project title	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Campus maps included (staging area & site access identified)	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Gross/ Net square footage identified and use type identified	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Alternates clearly identified and match manual and bid form	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Existing utilities identified and located (note for TN 1 call)	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Hazardous materials abatement areas identified	<input type="checkbox"/> Yes	<input type="checkbox"/> NA