

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)	☐	Yes	☐	NA
SFMO approval letter or a no review letter	☐	Yes	☐	NA
Project Manual and Drawings in pdf format	☐	Yes	☐	NA
Completed Front-End Review Checklist	☐	Yes	☐	NA
Designer's Final Cost Estimate Summary	☐	Yes	☐	NA
Completed HPBr Checklist or One Time Letter	☐	Yes	☐	NA
Completed HPBr Credit Verification Form	☐	Yes	☐	NA
Completed Stormwater Review Plan Checklist	☐	Yes	☐	NA
Preliminary Stormwater O&M plan	☐	Yes	☐	NA
CM/GC CM Pricing Verification and summary estimate	☐	Yes	☐	NA
CM/GC Designers Pricing Verification	☐	Yes	☐	NA
CM/GC Prequalifications and Advertisement	☐	Yes	☐	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	☐ Yes	☐ NA
Unit prices with per unit defined	☐ Yes	☐ NA

Document Review Comments Incorporated

SPA and user	☐ Yes	☐ NA
State Fire Marshal	☐ Yes	☐ NA
ADA consultant	☐ Yes	☐ NA
Building envelope consultant	☐ Yes	☐ NA
Commissioning Agent	☐ Yes	☐ NA
Stormwater consultant	☐ Yes	☐ NA

Project Manual

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

Drawings

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