

Bid Package Review Checklist for Stream Crossings

DGR LVR

Applicant: _____ Road Name: _____ LAT/LONG: _____

Engineer / Consultant / Bid Preparer: _____ Date: _____

Conservation district Reviewer: _____

Administrative

- Project Name provided
- Project Location provided
- Project Owner listed
- Contact person(s) identified
- Bid Advertisement release date listed
- Brief project narrative provided, including general scope of work
- How, when and where prospective bidder can obtain Construction Documents and Bid Forms
- Proposal submittal deadline (date and time)
- Method of delivery accepted (mail, email, fax, hand-delivered, etc.)
- Bid withdrawal limitations
- Bid type (lump sum, unit cost, not to exceed, etc.) is listed
 - If unit cost, unit cost form is provided
- Statement that submittal of bid acknowledges full knowledge of site conditions, content of construction documents and understanding of scope of work.
- Bid opening / award date is listed

Bid Site Showing

- Bid Site Showing information is provided, including date, time and location
- Note whether or not attendance is mandatory.

Provisions and Requirements

- Notice of Road Bonds (if applicable)
- Notice of Project Bonds (if applicable)
 - Payment Bond
 - Performance Bond
- Prevailing Wage requirements are provided

General Conditions

- General Work Items (scope of work) to be completed by successful bidder are listed
- General work items to be completed or provided by others are listed
- Contract Time (start/end date) is stated
- List any seasonal work restrictions
- Engineer, conservation district, CDGRS, TU and project owner will have full access to the construction site.
- References portions of Construction Documents specifying "critical aspects of construction" that must be completed under direct oversight

Proposal Form provides for the following information from the bidder:

- Name, contact information, bid price and signature
- Written acknowledgement of construction documents and addenda (if applicable)
- Statement of Qualifications (if required)
- References to similar services rendered or projects completed (if required)

Unit Cost Sheet (if applicable)

- Lists pay items, units, and estimated quantities
- Provides space for bidder to enter unit cost and total item bid price

