9/2024 (for guidance only) Bid Package Review Checklist DGR		
Appli	ant: Date: Road Name:	
Engir	Engineer / Consultant / Bid Preparer:	
Conservation district reviewer:		
<u>Adm</u>	istrative (in bid advertisement and bid package)	
	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	
	<ul> <li>If unit cost, unit cost form is provided</li> </ul>	
	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	
<u>Bid S</u>	e Showing (in bid advertisement and bid package)	
	Bid site showing information is provided, including date, time, and location	
	Note whether or not attendance is mandatory	
Prov	ions and Requirements	
	Notice of Road bonds (if applicable)	
	Notice of Project bonds (if applicable)	
	<ul> <li>Payment Bond</li> </ul>	
	<ul> <li>Performance Bond</li> </ul>	
	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.	

**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)

- List pay items, units, and estimated quantities
- $\hfill\square$   $\hfill$  Provides space for bidder to enter unit cost and total item bid price

# **Project Specifics**

- □ Scope of work matches funded grant application. Clear project sketch included in bid documents.
  - $\circ$  Technical specifications for each line item (type of materials, compaction details, etc.)
  - Consider adding the following (as needed/if applicable):
    - Technical bulletins: <u>https://dirtandgravel.psu.edu/general-resources/technical-bulletins/</u>
    - Standard detail sheets: <u>https://dirtandgravel.psu.edu/general-resources/standard-detail-sheets/</u>

- □ Mix design is included
  - FDR must follow specifications in PennDOT Publication 447 (Approved Products for Lower Volume Local Roads)
  - $\circ$   $\;$  The mix design for FDR projects must be determined by an independent third-party.
  - Any additives or binding agents used in chemical stabilization must be on the Program's "Approved Products" list, detailed <u>here</u>.
- □ FDR is a base stabilization technique and does not provide a final running surface. Consideration for asphalt, "tar and chip", or some other final running surface must be part of the planning for FDR projects.

### **Fill Projects**

- □ Road Fill RFQ available (<u>Blank Forms webpage</u>)
  - This optional Request for Quote allows users to specify the type or quality of material for use as road fill in projects. The RFQ is provided in an editable format and can be customized by users.

#### DSA Projects

- DSA Request for Quote and Quote Form available (DSA webpage)
  - This optional Request for Quote provides important information to bidders on DSA projects. The RFQ is provided in an editable format and can be customized by users. Use is highly recommended.
    - Make sure to attach the SCC DSA Certification Form as well (also available on DSA webpage)
- □ Required placement dates: April 1 -Sept 30<sup>th</sup>
  - It is highly recommended to specify a construction completion date before Sept 30<sup>th</sup> to help ensure this deadline can be met. Consider a completion date of 8/31 or 9/15 at the latest.

### **Stream Crossing Projects**

See "Bid Package Review Checklist for Stream Crossings" and "Bid Site Showing Checklist for Stream Crossings"

Notes: