

**Bid Package Review Checklist** DGR     LVR

Applicant: \_\_\_\_\_ Road Name: \_\_\_\_\_ Date: \_\_\_\_\_

Engineer / Consultant / Bid Preparer: \_\_\_\_\_

Conservation district reviewer: \_\_\_\_\_

**Administrative** (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
  - 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** (in bid advertisement and bid package)

- 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.

**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
- 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.
  - Technical specifications for each line item (type of materials, compaction details, etc.)
  - Consider adding the following (as needed/if applicable):
    - Technical bulletins: <https://dirtandgravel.psu.edu/general-resources/technical-bulletins/>
    - Standard detail sheets: <https://dirtandgravel.psu.edu/general-resources/standard-detail-sheets/>

