

Bid Package Review Checklist☐ DGR ☐ LVR

Grant Recipient: _____ 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/>

- ❑ Mix design is included
 - FDR must follow specifications in PennDOT Publication 447 (Approved Products for Lower Volume Local Roads)
 - 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 [here](#).
- ❑ FDR is a base stabilization technique and does not provide a final running surface. Consideration for asphalt ,chip seal, or some other final running surface must be part of the planning for FDR projects.

- Road Fill RFQ available ([Project Management/CD Financial Resources](#))
 - 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 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 1st -Sept 30th**
 - It is highly recommended to specify a construction completion date before Sept 30th to help ensure this deadline can be met. Consider a completion date of 8/31 or 9/15 at the latest.

See “*Bid Package Review Checklist for Stream Crossings*” and “*Bid Site Showing Checklist for Stream Crossings*”

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