

Local Education Agency	State Project No.	Phase
School	Architect	Date

DAS OFFICE OF SCHOOL FACILITIES PLAN REVIEW CHECKLIST

PRE-BID CONFORMANCE REVIEW (PCR)

- **Submission of Pre-Bid Conformance Review (PCR) Checklist is required for all projects/phases.**
- Do not use Not Applicable (N/A). Use “None”, “NPS” (Not in Project Scope), or explain condition.
- Refer to Notes on pages 3 and 4 for additional information.

		Accepted
	Document	Notes
01.	Form ED-042 with signatures signifying <ul style="list-style-type: none"> • Board of Education acceptance of documents and approval to bid, and • Building Committee acceptance of documents and approval to bid. 	
02.	Full set of Construction Documents (Drawings and Project Manual with Specifications) including	
	a. Cover sheet for both Drawings and Project Manual,	
	b. State project name and number on each page and sheet,	
	c. Date corresponding to ED-042,	
	d. Seals and signatures of Design Team, members on applicable drawings,	
	e. Not marked “Not For Construction”, and	
f. List of Drawings on drawings’ cover sheet.		
03.	Cover sheet of Drawings and Project Manual with	
	a. Signatures and professional seals of all design team member, and	
	b. Building official sign off.	
04.	Scope Letter by Design Professional (detailed and pertinent to current phase) including	
	a. Overall project scope summary,	
	b. Procurement method (bid / state contract),	
	c. Ineligible / questionable-eligibility items, and	
	d. Allowances, alternates, and unit prices.	

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05.	Updated Ineligible Cost Worksheet , if there are any changes from previous submission. Explain significant changes.		
06.	Duplicate copy of code sheet(s) and overall site plan(s) with property lines and areas-of-work delineated.		
07.	Current professional Cost Estimate for phase with Ineligible Costs identified and an updated overall project summary.		
08.	Approved Code Modifications.		
09.	Wheelchair Lift approval.		
10.	CSI-format Project Manual with Table of Contents.		
11.	Advertisement for Bids (legal notice), if to be bid.		
12.	Statement of bidder's qualifications, if to be bid.		
13.	General Conditions.		
14.	Supplementary / Special Conditions (insurance, cleanup, contractor mark-up for Change Orders, etc.).		
15.	Preconstruction Meeting.		
16.	Place-holder page for Prevailing Wage Rate Table.		
17.	Procurement , if by		
	a. <u>Competitive Bid</u> submit copy of Bid Form(s) with Bid Alternates, Allowances, and Unit Prices, including specification sections on Alternates, Allowances and Unit Prices.		
	b. <u>State Contract</u> submit copy of item purchase list and sample Purchase Order referencing Project Manual with verification on State List.		
18.	Specifications providing for competitive bids (opportunity for multiple manufacturers).		
19.	If sole source items are specified, justification letter from Local Education Agency (LEA) requesting permission.		
20.	Responses to drawing and specification citations from local review.		

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21.	All revised documents cited in local review.		
22.	DAS-approved Life Cycle Cost Analysis (LCCA).		
23.	Roof Key drawing with legend.		
24.	Provide a. or b. below:		
	a. Issued <u>Building Permit (preferred)</u> with review comments and responses.		
	b. <u>Code Officials Acceptance</u> of documents as sufficient for permit review (building, fire, health, and accessibility) with completed Code Conformity Certification form AND All pertinent ICC Code Review Checklists completed by design professionals. <u>NOTE:</u> If acceptance letters are provided in lieu of a permit, submit a copy of the permit and exceptions / corrections documents for record at earliest opportunity.		
25.	Construction Document Phase Commissioning Report with LEED or High Performance Building Standard compliance (CGS 16a-38k) and verification.		
26.	Property purchase documents including		
	a. ED-053,		
	b. Approval letter,		
	c. Two appraisals, and		
	d. Contract for purchase.		
27.	Copies of approvals finalized since Design Development Review (DDR).		
28.	Identification of changes on PCR documents from DDR documents.		
29.	Compliance with construction start deadline. (CGS 10-284(b))		
30.	Applicable supplemental checklists or separate-phase checklists. (Refer Notes below.)		

NOTES:

- A. Submission of completed **Pre-Bid Conformance Review (PCR) Checklist** is required for all building projects, all stand-alone projects, and for all project phases.
- B. In addition, submission of applicable completed **Supplemental** or **Separate Phase Checklists** is required.

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Supplemental Checklists include:

- Asbestos / Hazardous Materials Abatement Phase or Project;
- PCB Abatement and Management Plan (Stand-Alone Project or Phase);
- Carbon Monoxide (CO) Detectors; and
- Radon Systems.

Separate-Phase Checklists include:

- PCB Abatement and Management Plan (Stand-Alone Project or Phase);
- Fixtures, Furnishings, and Equipment Phase;
- Technology Equipment Phase; and
- Play Equipment Phase.

C. For **Stand-Alone Projects** submission of applicable Checklist and PCR Checklist is required.

Stand-Alone Projects include:

- Stand-Alone Fuel Storage Tank Removal Project;
- Asbestos / Hazardous Materials Abatement Phase or Project;
- PCB Abatement and Management Plan (Stand-Alone Project or Phase);
- Stand-Alone Roof Replacement Project; and
- Stand-Alone Window Replacement Project.

Remarks

	Reviewer	Date
Initial PCR Meeting		
Second PCR Meeting, if required		
Third PCR Meeting, if required		
Submittal Complete		

	Reviewer	Date
Data Entered in System		
Approval To Proceed Letter		