

Local Education Agency	State Project No.	Phase
School	Architect	Date

DAS: REAL ESTATE &amp; CONSTRUCTION SERVICES – SCHOOL PLAN REVIEW CHECKLIST

# PRE-BID CONFORMANCE REVIEW (PCR)

Use for Project Phases regarding  
**FF&E, Technology, and Play Equipment**

## FORM SCG-3008

- Submit a separate Pre-Bid Conformance Review (PCR) Checklist for FF&E, Technology, and Play Equipment
- Notes: Use "None", "NPS" (Not in Project Scope), or explain condition
- Status column (by SCG staff):  Accepted  Open Item  or - Not required

(space for DAS staff use)		
	Document	Notes
01.	PREP Meeting attendance by:  a. Local Education Agency (LEA)  b. Design team	
02.	FORM SCG-042: <b>Request for Review of Final Plans</b> Provide page 1 and 2, or page 1 with Code Conformity Certification FORM SCG-3028 and/or FORM SCG-3029 as required	
03.	FORM SCG-3000: <b>Project Team List</b> Updated contact information	
04.	FORM SCG-4000: <b>Ineligible Costs and Limited Eligible Costs Worksheet (ICW)</b> Updated version	
	<b>Cost Estimate: Requirements for Project Phases – current phase project cost estimate</b>	
05.	CSI format - submit detailed cost estimate  a. Hardcopy submission of cost estimate  b. Ineligible costs identified  c. Alternates - itemized list of all Bid Alternates  d. Allowances - itemized list of all Contract Allowances [Refer to FORM SCG-3050]  e. Contingencies - itemized list of all Contingencies  f. Unit Prices - itemized list of all Unit Prices  g. Consultants' fees line item	
	<b>Cost Estimate: Requirements for All Projects - regardless of total project cost or number of phases</b> [Regulation 10-287c-21(a)(2)]	
06.	PSCCD - <b>Public School Construction Cost Database</b> Electronic cost estimate worksheet submitted for entire project See FORM SCG-2000 & FORM SCG-2000.INST instruction sheet  a. Hardcopy submission of PSCCD cost estimate  b. Ineligible costs identified  c. Alternates - itemized list of all Bid Alternates  d. Allowances - itemized list of all Contract Allowances [Refer to FORM SCG-3050]  e. Contingencies - itemized list of all Contingencies	

	f. Unit Prices - itemized list of all Unit Prices	
	g. Consultants' fees line item	
07.	<b>FORM SCG-3028: Code Conformity Certification</b> Play Equipment - as required	
08.	<b>FORM SCG-3029: Code Conformity Certification</b> Technology Equipment - as required	
09.	<b>FORM SCG-3031: LEA Cost Estimate Certification</b> Note – submission of this form is required	
10.	<b>FORM SCG-3015: Checklist</b> Fixtures, Furnishings & Equipment Phase (FF&E)	
11.	<b>FORM SCG-3016: Checklist</b> Technology Equipment Phase	
12.	<b>FORM SCG-3017: Checklist</b> Play Equipment Phase	
13.	<b>Scope Letter</b> by Architect: updated as required	
	a. Copy of original scope letter for overall project	
	b. Revised scope letter pertinent to phase	
	c. Procurement methods (Bid and/or State Contract)	
	d. Description of eligible work	
	e. Description of ineligible work [Refer to FORM SCG-4000 and FORM SCG-4015]	
	f. Allowances [Refer to FORM SCG-3050]	
	g. Alternates	
	h. Contingencies	
	<b>Project Manual: Requirements</b>	
14.	Cover:	
	a. Seals / signatures of design professionals	
	b. Project name, Project number, Project address	
15.	Approval and sign-off by Reviewers	
	a. On cover	
	b. On Table of Contents	
16.	Project name and State Project Number throughout	
17.	Dates per FORM SGC-042 throughout	
18.	CSI format throughout	
19.	Table of Contents all-inclusive and clear	
20.	List of Drawings	
21.	Supplementary/Special Conditions: include requirements for:	
	a. Prevailing Wage Rate place holder page	
	b. Preconstruction/pre-install meeting requirements	
	c. Insurance - with dollar amounts	
	d. Daily clean-up	

	e. Stipulated overhead and profit percentage amounts for Change Orders (20% maximum State reimbursement)	
<b>Drawings: Requirements for Final Construction Documents:</b>		
22.	Bound, scaled, legible, key plan, and no text reading "Not for Construction"	
23.	Cover with: <ul style="list-style-type: none"> <li>a. Signatures/seals of all Design Team members</li> <li>b. Project name, number and location</li> <li>c. List of Drawings</li> </ul>	
24.	Professional seal/signature throughout	
25.	State project name and number throughout	
26.	Dates per FORM SGC-042 throughout	
<b>Procurement: Requirements</b>		
27.	<b>Competitive Bid Process</b> - submit Bid Form with: <ul style="list-style-type: none"> <li>a. Allowances [Refer to FORM SCG-3050]</li> <li>b. Alternates</li> <li>c. Contingencies</li> <li>d. Unit Prices</li> </ul>	
28.	Advertisement for Bids (legal notice)	
29.	Statement of Bidder's Qualifications	
30.	<b>State Contract Process</b> - submit copies of: <ul style="list-style-type: none"> <li>a. Purchase list - with applicable state contract numbers</li> <li>b. Verification of availability on DAS contract provide portal contract search results to verify contract is current</li> <li>c. Sample Purchase Order referencing applicability of Project Manual and Drawings</li> </ul>	
31.	<b>Bidding and Procurement</b> [Refer to FORM SCG-3055]	

**Remarks / Summary of Incomplete Items**

**Remarks / Summary of Incomplete Items (Continued)**

	Date	SCG Reviewer
Date of Initial Submission		
Date Not Accepted (Revisions required, contact SCG to schedule next meeting.)		
Date Accepted for Review		
Date Submittal Complete		

	Date	SCG Reviewer
Data Entered in System		
Approval To Bid Letter		