

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)			Status
	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.	FORM SCG-3028: <b>Code Conformity Certification</b> Play Equipment - as required		
08.	FORM SCG-3029: <b>Code Conformity Certification</b> Technology Equipment - as required		
09.	FORM SCG-3031: <b>LEA Cost Estimate Certification</b> Note – submission of this form is required		
10.	FORM SCG-3015: <b>Checklist</b> Fixtures, Furnishings & Equipment Phase (FF&E)		
11.	FORM SCG-3016: <b>Checklist</b> Technology Equipment Phase		
12.	FORM SCG-3017: <b>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:		
	a. Signatures/seals of all Design Team members		
	b. Project name, number and location		
	c. List of Drawings		
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:		
	a. Allowances [Refer to FORM SCG-3050]		
	b. Alternates		
	c. Contingencies		
	d. Unit Prices		
28.	Advertisement for Bids (legal notice)		
29.	Statement of Bidder's Qualifications		
30.	<b>State Contract Process</b> - submit copies of:		
	a. Purchase list - with applicable state contract numbers		
	b. Verification of availability on DAS contract provide portal contract search results to verify contract is current		
	c. Sample Purchase Order referencing applicability of Project Manual and Drawings		
31.	Bidding and Procurement [Refer to FORM SCG-3055]		

**Remarks / Summary of Incomplete Items**

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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		