

Construction Projects Submission Checklist for RFB Solicitations

1. Project Overview & Scope of Work

- ☐ **Complete Project Name (Title)** – Ensure the project name is fully descriptive and finalized.

- ☐ **Project Description** – Clear and concise summary of the project, including key objectives and deliverables.

- ☐ **Project Engineer:** _____

- ☐ **Number of Days to Complete Project** – Approximate for release of the solicitation.

Days: _____

- ☐ **Engineer's estimate range between:**

\$ _____

2. Advertisement Details

- ☐ Set public advertisement dates for IFB in the Newspaper

1st. Advertisement: _____

2nd. Advertisement: _____

3. Funding & Budget

Funding sources:

- ☐ Federal Fund
- ☐ General Fund

Budget Account Number: _____

(e.g. XX-XX-XXX-XXX-XXXXX-XXX-XX)

4. Project Documentation-Upload to VPM

- ☐ **100% Complete Construction Plans** – Finalized set of construction plans that are ready for bidding.
- ☐ **Bid Tab Sheet** – Provide a bid tabulation sheet, preferably in Excel format, with all bid item breakdowns, to include the (i) coversheet (ii) the continuation bid tab sheet.
- ☐ **Technical Specifications for Project-Specific Work** – Include detailed technical specifications for construction work, outlining material, methods, and workmanship required for the project.

Notes:

- Ensure that all required documentation is complete and accurately filled out to avoid delays.

This checklist should include all details and/or components to meet the engineering requirements for the release of the RFB public construction project.