

**Architect / Engineer**  
**Checklist for Invitation to Bid/Request for Proposal (ITB/RFP)**

1. Project Title: \_\_\_\_\_  
**Note:** Please Provide Legal Description, Street Address of Property (As Applicable); or Description of Property; And General Description of Improvement
2. Pre-Solicitation Conference: Yes \_\_\_ No
3. Deposit for Plans & Specifications: \$  
**Note:** Deposits will be refunded in full to prospective bidders/proposers provided that plans & specifications are returned in usable condition to the Architect/Engineer within seven (7) days after solicitation date.
4. Permits & Fees Provided on County Construction Projects: Yes \_\_\_\_\_ No \_\_\_\_\_ N/A  
**Note:** Process And Attach Forms F0072 And F0073

5. **Standard Construction Contract Agreement**

- Section 1b: Contract Documents: Number of \_\_\_\_\_ Sets of The Contract Document (Drawings, etc. to the contractor)
- Section 5: A. Substantial Completion \_\_\_\_\_ Calendar Days  
Fully (Final) Completion \_\_\_\_\_ Calendar Days  
B. Liquidated Damages: \$ \_\_\_\_\_ Each Calendar Day
- Section 6: Exhibits Incorporated by Reference  
Index of Exhibits Correctly Identified **Note:** Please provide separately  
Index of Plans & Spec Details (Drawings) **Note:** Please provide separately  
Exhibit A: General Terms and Conditions  
Section 4.4: \_\_\_\_\_ Copies of Application For Payment  
Section 21: Warranty \_\_\_\_\_ (Time) **Note:**  
Two (2) Years Is the County Standard at this Time

<u>Projected Construction Cost</u>	<u>Required Days Between Advertisement &amp; Solicitation Opening</u>
\$ 0 - 200,000	14
\$ 200,001 - 500,000	21
\$ 500,001 +	30

**ADVERTISEMENT SCHEDULE AS FOLLOWS:**

DAY OF APPEARANCE	DEADLINE FOR TEXT	DEADLINE FOR PROOF RETURN w/CORRECTIONS	DEADLINE FOR ACCEPTANCE
Sunday	Thursday - Noon	Friday 3:00 p.m.	Friday 4:00 p.m.
Monday	Thursday - 5:00 p.m.	Friday 3:30 p.m.	Friday 4:30 p.m.
Tuesday	Friday - 10:00 a.m.	Monday 8:00 a.m.	Monday 9:00 a.m.
Wednesday	Monday - 10:00 a.m.	Tuesday 3:00 p.m.	Tuesday 4:00 p.m.
Thursday	Tuesday - 10:00 a.m.	Wednesday 3:00 p.m.	Wednesday 4:00 p.m.
Friday	Wednesday - 10:00 a.m.	Thursday 8:00 a.m.	Thursday 9:00 a.m.
Saturday	Wednesday 10:00 a.m.	Friday 8:00 a.m.	Friday 9:00 a.m.

6. **Provide a short, one (1) paragraph AScope of Work® summary for the project** (see attached sample)
7. **Provide information relative to required license(s), certification(s), and/or registration(s) to perform the services described in the above referenced AScope of Work® Summary** (see attached sample)

**SCOPE OF WORK SUMMARY AND CONTRACTOR LICENSE, CERTIFICATION  
AND/OR REGISTRATION REQUIREMENTS**

**PD#** \_\_\_\_\_

**DATE** \_\_\_\_\_

**PROJECT NAME** \_\_\_\_\_

**(Sample)**

*{Provide the information in this format or a similar format on signed business letterhead.}*

**1. Scope of Work Summary**

This project consists of the replacement of 5 existing concrete culverts with a new concrete arch-shaped bridge. This replacement will be achieved by the demolition of the existing roadway in the area surrounding the existing culverts, removal of the existing culverts, and relocation of existing sanitary sewer facilities in close proximity to the existing culverts. The project also includes realignment of the existing streambed and stabilization of the streambed with concrete block channel lining material. The finished project will consist of the new concrete arch bridge, a cleared and stabilized stream channel approximately two-hundred feet on both the upstream and downstream side of the new bridge, relocated sanitary sewer facilities, and a new roadway with guardrail and sign improvements.

**2. License(s), certification(s) and/or registration(s):**

General Contractors Licenses  
Underground Utilities Licenses

A/E Firm or Client Department Name: \_\_\_\_\_

Address: \_\_\_\_\_

Architect's/Engineer's or Department's Name \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_