

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

1. Project Title: _____
Note: Provide Legal Description, Street Address of Property (As Applicable); or Description of Property; And General Description of Improvement

2. A&E Estimate (Construction Dollar Value) _____

3. Pre-Solicitation Conference: Yes No Mandatory: Yes No

4. Plans & Specifications shall be delivered on Cdrom. Only one project per Cdrom. Two file folders should be provided, one for specifications and one for plans.

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 in Word format

Index of Plans & Spec Details (Drawings)

Note: Please provide separately in Word format

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

6. **Permits & Fees Required on County Construction Projects:**

Prepare and provide to Building Inspections Form F0072 for their review and preparation of Form F0073

Yes Provided by Building Inspections on Form F0073 (see attached)

No Confirmed through Building Inspections and confirmed on Form 0073 (see attached)

Scope of Work Summary (The following is a sample scope of work)

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.

5. License Compliance per provided Scope of Work

Licensing Requirements Per Escambia County Building Inspections:

- No License Required
- Building Contractor, State Certified
- Building Contractor, State Registered
- Building Contractor
- Building Contractor, Escambia Co. Only
- Demolition Contractor
- Electrical, State Certified
- Electrical, State Registered
- Electrical, Escambia County Contract Only
- General Contractor, State Certified
- General Contractor, State Registered
- General Contractor
- Lawn Sprinkler & Irrigation
- Marine Contractor
- Mechanical Contractor, State Certified
- Mechanical Contractor, State Registered
- Mechanical Contractor
- Mechanical, Escambia County Contract Only
- Roofing, Unlimited, State Registered
- Roofing, Unlimited, State Certified
- Roofing, Limited
- Roofing, Unlimited
- Sign Electrical Contractor, State Registered
- Sign Electrical Contractor, State Certified
- Steam Gen. Boiler/And Piping
- Tower/Antenna
- Underground Utility/Excavation State Registered
- Underground Utility/Excavation State Certified
- Other _____
- Other _____
- Other _____
- Other _____

I have provided the requested information, to include "Permitting Questionnaire" (Escambia County Purchasing Form F0072) to Escambia County Building Inspections and have reviewed with them the necessary permitting and licensing requirements.

A/E Firm or Client Department Name: _____

Address: _____

Architect's/Engineer's or Department's Contact Name _____

Telephone: _____

Fax: _____

Email: _____

Signature: _____