

Local Education Agency	State Project No.	Phase ___ of ___
School	Architect	Date

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

# PRE-BID CONFORMANCE REVIEW (PCR)

Revised 2/1/2024

## FORM SCG-3010 MAJ

- Include DAS project type in State Project Number: e.g. "N" new, "RNV" renovate as new, "E" extension, "A" alteration
- Notes column: Use "None", "NPS" (Not in Project Scope), or explain condition
- Supplemental checklists: Submit completed applicable supplemental checklists with this completed form

Status column (by DAS staff):  Accepted  Open Item  Not required

Item	Document	Notes	Status
<b>Outstanding Items</b>			
01.	From previous meetings:		
	a. Be prepared to discuss changes from DDR meeting		
02.	FORM SCG-3000: Project Team List - updated if applicable		
03.	FORM SCG-042: Request for Review of Final Plans		
04.	Grant commitment date: _____	Date of grant commitment letter: _____	
05.	Indicate projected construction start date – must be within two years of grant commitment date per: [CGS 10-284(b)]	Proposed construction start date: _____	
<b>Site and Environmental: Requirements</b> [CGS 10-291(a)]			
06.	FORM SCG-053: <b>Site Analysis for School Projects</b> with a revision date of 07/01/18. Provide hardcopy to SCG and email to <a href="mailto:DAS.scgform053@ct.gov">DAS.scgform053@ct.gov</a>		
07.	Phase I – Environmental Site Assessment		
08.	Phase II and/or Phase III – Investigation Reports		
09.	FORM SCG-3011: Checklist <b>Asbestos /Lead / Hazardous Materials Abatement</b> <ul style="list-style-type: none"> <li>• Haz-Mat consultant Survey Report, Remediation plan</li> </ul>		
10.	FORM SCG-3012: Checklist <b>PCB Abatement &amp; Management Plan</b> <ul style="list-style-type: none"> <li>• Haz-Mat consultant Survey Report, Remediation plan</li> </ul>		
11.	FORM SCG-3013: Checklist <b>Carbon Monoxide</b> [CGS 29-292] <ul style="list-style-type: none"> <li>• Detection &amp; warning equipment (Dwg/Spec location)</li> <li>• Signage (Dwg/Spec location)</li> </ul>		
12.	FORM SCG-3014: Checklist <b>Radon Systems</b> <ul style="list-style-type: none"> <li>• Indoor Radon Potential – CT map in color in 11" x 17" format w/ site location noted</li> <li>• Radon potential rating from map</li> <li>• Mitigation techniques [CGS 10-291(b)] [Refer to FORM SCG-5510]</li> </ul>		
13.	SHPO: State Historic Preservation Office - review status		
14.	OSTA: Office of State Traffic Administration approval		
15.	DEEP: Flood Management Certificate Application		

16.	FORM SCG-5002: Flood Management Certification Process		
17.	FORM SCG-5003: Flood Management Certification Notice		
18.	Local Inland Wetlands: approvals or documents		
19.	Local Zoning Board: approvals or variances		
20.	FORM SCG-5500: School Water System Evaluation and: Well approval by Dept. of Public Health (DPH) / or Letter from Water Company verifying ability to connect and capacity		
21.	Septic system approval by DPH or DEEP, or Letter from town WPCA verifying ability to connect, capacity, and fees		
<b>Superintendent / LEA: Letters and Forms</b>			
22.	<del>FORM SCG-9001: Designated Accessible Schools letter</del>	This form is <b>no longer required</b> as of 2/1/2024	<input type="checkbox"/>
23.	FORM SCG-9002: Natural Light and Wireless letter [CGS 10-283(a)(1)]		
24.	FORM SCG-9003: Plan Review Phasing letter		
25.	FORM SCG-9004: Space Standards Acknowledgement (Reg. 10-287c-15(a))		
26.	FORM SCG-9005: Granular Accessible Route Policy [Reg. 10-287c-15(a)]		
27.	FORM SCG-9006: Non-conforming Floors/Ramps letter [Reg. 10-287c-15(a)]		
28.	FORM SCG-9007: School Safety Infrastructure <ul style="list-style-type: none"> <li>• SSIC Consideration (FORM SCG-7000) [CGS 10-283(a)(1), CGS 10-284(a)(6), CGS 10-292s]</li> <li>• Security Infrastructure for School Entrances [CGS 10-291(b)(5)]</li> </ul>		
29.	FORM SCG-9008: PCB letter [Code of Federal Regulations Title 40, Part 761]		
30.	FORM SCG-9009: Site Central Location letter [Reg. 10-287c-15(a)]		
31.	FORM SCG-9010: Photovoltaic System Vandalism letter		
32.	FORM SCG-9011: Window Film Acknowledgment letter		
33.	FORM SCG-3031: LEA Cost Estimate Certification		
<b>BizNet Cost Estimate: Required for All Projects, regardless of total project cost or number of phases</b> Contact Tim O'Brien at: Timothy.O'Brien@ct.gov or (860) 713-6478 for access to the BizNet site			
34.	FORM SCG-2000: PSCCD - Public School Construction Cost Database Cost Estimate. 'BizNet' UNIFORMAT II Electronic Worksheet - submitted for entire project		
	a. Hardcopy submitted		
	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. Escalation		
	g. Unit Prices - itemized list of all Unit Prices		
	h. Consultant's fees line item		
	i. Consultant's, Owner's Rep's, and CM's fees <ul style="list-style-type: none"> <li>• pro-rated based on ineligible costs</li> </ul>		

35.	FORM SCG-4000: Ineligible Costs and Limited Eligible Costs Worksheet (ICW) <b>signed and dated</b> by District rep.		
<b>Design Professional: Requirements - Checklists, Letters, Forms and Supplemental Drawings</b>			
36.	Scope Letter by Architect: <b>NOTE:</b> you must provide information relating to items "C – J" in the scope letter to obtain approval to bid.		
	a. Detailed initial or revised scope letter for overall project		
	b. Revised scope letter pertinent to phase		
	c. Procurement method (Bid or State Contract)		
	d. Description of eligible work		
	e. Description of ineligible work		
	f. Allowances [Refer to FORM SCG-3050] (include/attach list, do not refer to another document)		
	g. Alternates (include/attach list, do not refer to another document)		
	h. Contingencies		
	i. Escalation		
	j. Unit Prices (include/attach list, do not refer to another document)		
37.	B.I.M. conflict letter – from Design Professionals		
38.	Code sheet(s): with professional seal & signature		
39.	Code Modifications:		
	a. Copies of applications		
	b. Status of approvals		
40.	Overall site plan(s): with professional seal & signature <ul style="list-style-type: none"> <li>• Legend</li> <li>• Property Lines and Contract Limit Lines shown</li> </ul>		
41.	FORM SCG-3015: Checklist <b>FF&amp;E: Fixtures, Furnishings &amp; Equipment</b>		
42.	FORM SCG-3016: Checklist <b>Technology Equipment</b>		
43.	FORM SCG-3017: Checklist <b>Play Equipment</b>		
44.	FORM SCG-3018: Checklist <b>Fuel Storage Replacement Projects</b>		
45.	FORM SCG-3019: Checklist <b>Roof Replacement Projects</b>		
46.	FORM SCG-3020: Checklist <b>Window Replacement Projects</b>		
47.	FORM SCG-3021: is only required if installing a project sign <b>Project Sign</b> per current DAS sample from website		
48.	FORM SCG-3022: Checklist <b>Photovoltaic Installation</b>		
49.	FORM SCG-3032: Acoustical Performance Certification [CGS 10-285g]		
50.	FORM SCG-3033: Indoor Air Quality Certification [CGS 10-291(b)(3)]		
51.	FORM SCG-3034: Seismic Design Certification		
52.	FORM SCG-3045: Roof Key Plan and sketch		
53.	Roof Warranty information: minimum warranty 20 years [CGS 291(b)(2)]		
	a. Roof warranty: provide copy of actual warranty when issued		
54.	Staff Training Requirement for HVAC / IAQ [CGS 10-291(b)(4)]		

55.	Summary of building systems/assemblies: <b>NOTE: A summary of building systems is required for ALL projects.</b> [Refer to FORM SCG-2021] <ul style="list-style-type: none"> <li>Per Chart 4.4 UNIFORMAT II description (Level 2), <i>or</i></li> <li>A limited building systems summary (not more than 2 pages maximum)</li> </ul>		
56.	Final Construction Documents: no text reading "Not for Construction"		
<b>Project Manual: Requirements</b>			
57.	Cover:		
	a. Seals/signatures of all Design Professionals		
	b. Project name, Project number, Project address		
58.	Approval and Sign-off by Reviewers (Local Officials)		
	a. On cover		
	b. On Table of Contents		
59.	Project Name and State Project Number throughout		
60.	Dates per FORM SCG-042 throughout		
61.	CSI format throughout		
62.	Advertisement for Bids (legal notice)		
63.	Statement of bidder's qualifications		
64.	Specification Sections with:		
	a. Allowances [Refer to FORM SCG-3050]		
	b. Alternates		
	c. Unit Prices		
65.	General Conditions		
66.	Supplementary/Special Conditions: including requirements for:		
	a. Insurance		
	b. Project cleaning (weekly clean-up by trade contractors)		
	c. Final cleaning		
	d. Stipulated % of OH&P on Change Orders* *State reimbursement maximum is 20% total markup		
	e. Preconstruction/pre-install meeting requirements		
67.	Prevailing Wage Rates if available at sign-off meeting, or FORM SCG-6000: Rate Table place holder		
68.	"Sole Source" Proprietary specifications		
	a. Copy of LEA letter requesting DAS approval for Sole Source procurement [Refer to FORM SCG-3040]		
	b. Copy of DAS Sole Source approval letter		
<b>Drawings: Requirements</b>			
69.	Bound, scale, legible, key plan, N arrow, drawing list		
70.	"No Parking Fire Lane" striping and signage drawing with dimensions and distance between signs clearly indicated		
71.	Drawing Set Cover: <ul style="list-style-type: none"> <li>Seals / signatures of design professionals</li> <li>Project Name and Address, State Project Number, and List of Drawings on cover (for smaller projects)</li> </ul>		
72.	Approvals / sign-off by local reviewers:		

	<ul style="list-style-type: none"> <li>• On cover</li> <li>• On list of drawings</li> </ul>		
73.	Dates per FORM SGC-042 throughout		
74.	State project name and number throughout		
75.	Professional seal/signature throughout		
<b>Procurement: Requirements</b>			
76.	Competitive Bid – <b>provide copies of Bid Forms</b> with:		
	a. Allowances [Refer to FORM SCG-3050]		
	b. Alternates		
	c. Unit Prices		
77.	State Contract – provide copies of:		
	a. Purchase list		
	b. Sample Purchase Order - referencing Project Manual		
	c. Verification of availability on State List		
<b>Local Review and Approval: Requirements</b>			
78.	Building Permit (copy of building permit if available)		
79.	<u>FORM SCG-3028</u> : Code Conformity Certification - <b>Play Equipment</b> <u>FORM SCG-3029</u> : Code Conformity Certification - <b>FF&amp;E and Technology</b> <u>FORM SCG-3030</u> : Code Conformity Certification - <b>Building</b>		
80.	Letter from local Fire Marshal or AHJ - indicating sign-off and approval of "No Parking Fire Lane" drawing and sign quantity		
<b>Third Party Review and Approval: Requirements</b>			
81.	Code Review Documentation		
	a. Comments by third-party reviewer		
	b. Responses by design professionals - indicating all issues resolved		
	c. Threshold review determination and comments		
82.	Responses to drawing & specifications from local review		
83.	Any other review and/or approval documentation		

**Remarks / Summary of Incomplete Items**

	Date	State Plan Reviewer
Date of Initial Submission or PCR meeting:		
Date Not Accepted: (Revisions required, contact DAS Administrative Assistant to schedule next meeting)		
Date Accepted:		
Date Submission Complete:		

	Date	State Plan Reviewer
Data Entered into State Grant Management System:		
Approval-to-Bid Letter Issued:		