



Oregon Department of Environmental Quality

Pre-bid Checklist

For Construction Management/General Contactor Alternative Contracting Process

Contact: [Regional Project Officer](#)

The CMGC Firm completes and signs this five-part pre-bid document checklist and submits it to the DEQ project officer prior to advertising any bid package. "Yes" answers are necessary for bid documents to be clear, unless the question is not applicable (N/A) to your project. Attach additional sheets to explain special circumstances.

- **Sections 1-4** are required
- **Section 5 Other** is included as informational only, and not explicitly required by CWSRF. They may be legal requirements or best practices.
- The loan recipient is responsible to ensure their request for bids complies with their own rules and policies and all applicable Oregon state laws.

Project Name:		CWSRF Loan No.:	
Loan Recipient:		CMCG Firm:	

1. Amendment Scope				
Yes	No	N/A	Section & Page	
				1. Are the CWSRF Funded Contract Inserts included in the contract agreement documents? (see table 1A)
				2. Has the loan recipient's legal counsel reviewed the bid documents for their ability to be bid from and determined that the bid documents adequately protect the loan recipient's interests?
				3. Is the contract duration established?
				4. Does the bid package state the date on which Oregon Bureau of Labor and Industries (BOLI) and Federal Department of Labor's (DOL) Davis Bacon prevailing wage rates are in effect for this project?
				5. Does the bid package include a contract that passes through to the contractor and subcontractors the Davis-Bacon contract language (see appendix E parts one and two of loan agreement) and the American Iron and Steel Provisions required by the loan agreement?

Additional Comments:

1A. Required Forms

Previously Submitted	Included	Required Forms
		BC 1 Bidders List
		BC 4 Sworn Statement of Compliance
		BC 5 Prevailing Wage
		BC 6 List of Contacted Disadvantaged Business Enterprises
		BC 7 Certificate of Independent Price Determination
		BC 8 Fair Share Objectives: Six Good-Faith Efforts, Contract Administration and Contract Language
		BC 9 Certification of Lobbying Activities
		BC 10 Disclosure of Lobbying Activities
		BC 11 Certification of Non-Segregated Facilities
		BC 12 Non-Discrimination Notice
		BC 14 Contractor's Compliance with EO 11246 Statement

Additional Comments:

2. Information for Bidders				
Yes	No	N/A	Section & Page	
				6. Is there a minimum 14-day advertising period?
				7. Is the contract duration established?
Additional Comments:				

3. Bid Form				
Yes	No	N/A	Section & Page	
				8. Is the contract a lump sum or unit quantity type? Lump sum Unit quantity
				9. Are ineligible proposal costs separated from eligible costs; made a separate bid item? Note: Ask DEQ project officer if you have questions about ineligible proposal costs.
Additional Comments:				

4. Special Conditions				
Yes	No	N/A	Section & Page	
				<p>10. When items are specified by brand name, are three alternative products listed, or do the specifications state "or equal"?</p> <p>Note: In general, sole source procurement is not permitted under the Oregon Administrative Rules, though exceptions are made. It is the responsibility of the loan recipient to show that an exception is warranted.</p>
				<p>11. Do the specifications require that the subcontractor provide a cost breakdown?</p> <p>Note: this is necessary when the bidder is providing a lump-sum bid, and in unit-price contracts which contain lump-sum items, to establish the basis for progress payments.</p>
Additional Comments				

5. Other				
Yes	No	N/A	Section & Page	
				12. Is there a minimum of 45-days firm pricing after bids are opened prior to bid award?
				13. Is there a contact designated for pre-bid inquiries?
				14. Are there directions for modifying or withdrawing a bid prior to bid award?

CMGC Form 3

				15. Do the specifications detail how the successful bidder will be determined when contract documents provide for multiple schedules additives alternates or other options?
				16. Are understandable bid protest procedures provided?
				17. Are all major work items included in the proposal?
				18. Is the subcontractor required to submit operation and maintenance data for project equipment prior to 50% completion of contract schedule?

Additional Comments

Signature of Authorized Official	Date:
Printed Name of Signatory	Title (if applicable)

Alternate formats

DEQ can provide documents in an alternate format or in a language other than English upon request. Call DEQ at 800-452-4011 or email deqinfo@deq.state.or.us.