



Use this Choose an item. *document and drawing review checklist as a quality assurance checklist to ensure that* Choose an item. *documents are* Choose an item. *ready. This checklist is a subset of the full [Standards for Consultant Deliverables](#) Refer to [Infrastructure Technical Resources \(ITR\)](#) to review the appropriate Specifications Sections as outlined in the following checklist.*

Project Title: _____

(Location – Building Name)

(Secondary Title)

Project ID: _____ Plan No.: _____ Building No.: _____ Record ID: _____

1. Specifications in General

Completed N/A

- Specifications sections are in MS Word, PDF and compiled into PDF format.
- Compiled PDF has been bookmarked.
- No security has been applied to any sections and compiled PDF.
- Numbering sequence is correct and font is consistent with [GoA standards](#).
- All applicable sections pertaining to the project have been used.
- Environmental management requirements have been considered (e.g. hazardous materials) and environmental reports are submitted as required.
- Correct type of specifications have been used [e.g. RFP (modernized suite of templates); [BMS](#); [SPMS](#); and [SFMWC](#)].
- Latest applicable specification section versions from [Infrastructure Technical Resources](#) have been used by consultants.
- Latest applicable specification versions from [Infrastructure Technical Resources](#) have been used by sub-consultants.
- Correct Project ID and Plan No. is on the cover page and all applicable section headers.
- Sections that are cross-referenced in a section are included in the Table of Contents and individual sections are in the RFP / bid document package.
- Bracketed items have been edited.
- Version date in the footer have not been removed.
- All “Spec notes” and unused product options have been removed.
- No extra clauses have been added that do not belong or conflict with front end requirements.
- Ensure all template forms (e.g. Insurance Certificate Templates, L & M Bond) are included by the consultant.
- GoA standards for products have been specified (e.g. carpet).

No makes, models, trade marks, trade names, patents, specific origin, contractors and manufacturers are mentioned in the Specification.

In rare cases (e.g. to match existing), if proprietary products have been specified by name, applicable section has been included (01 62 00B; 00 70 00 SFMWC; 00 72 14SP). In such an instance, Technical Services Branch and Procurement are consulted and Project Manager's approval is obtained.

Proprietary products in the Design Review workbook have been reported, including details and rationale.

No redundant sections have been used (e.g. shop drawings, product data and samples does not need a separate section 01 33 23B if section 01 33 00B or 01 00 15SP has been included).

Non-applicable sections have been removed.

PDF of the RFP / Project Manual has been created and proof-read to ensure:

- All Sections mentioned in the TOC are included in the RFP / Project Manual.
- There are no formatting errors (e.g. brackets, huge spaces between paragraphs).
- Font size and style is consistent throughout the RFP / Project Manual, including headers.
- *Sub-headers are NOT on the bottom of page.*
- *Pages are formatted so a single line or "End of Section" is NOT alone on a sheet.*

2. Drawings

Completed N/A

Electronic drawings (PDF) are being submitted to the Project Manager at the same time (electronic drawings may be submitted by e-mail or electronic file transfer).

Drawings, including drawings prepared by sub-consultants, have been prepared in accordance with '[Standards for Consultant Deliverables](#)'.

Drawings numbering system is consistent and logical in accordance with '[Standards for Consultant Deliverables](#)'.

Drawings show that they have been '**Issued for Tender**' including the date.

Drawings have been prepared using current Infrastructure title blocks, and include the proper Project Title, Plan Number and Project ID. Submission of drawings by e-mail or electronic file transfer.

The individual PDF drawings have been named in accordance with the following naming convention:

Plan Number_Bldg/SiteNo_ DWG_ Drawing Number, e.g. 010010_B0278_DWG_105.

No security or lock has been applied to individual PDF drawing files.

- Consultant may group drawings by discipline (e.g. mechanical, architectural, etc.)
- Files are to be as compressed as possible.

3. Pre-bid Meeting and Closing Dates

Pre-Proposal / Pre-Bid meeting and closing dates are not set until documents are proposal /

Request for Proposal / Bid Document and Drawing Review Checklist

Plan No.: _____

bid ready.

Pre-Proposal / Pre-Bid meeting and closing dates are consistent on the Cover and in the RFP / bid documents.

4. Project Title and Cover Page

Completed N/A

Current specification section version has been used (Design-Bid-Build RFP; 00 01 01B; 00 00 10SP). Project title is correct:

LOCATION – BUILDING NAME (e.g. EDMONTON – INFRASTRUCTURE BUILDING)

Secondary title adequately describes scope of work (e.g. Cooling Tower Replacement)

Street address of the project location is correct.

Pre- Proposal / Pre-Bid meeting date and location has been identified.

RFP / bid closing date has been identified on the cover and on the first page of "Instructions to Proponents" / "Instructions to Bidders".

Reference numbers are correct (check whichever of the following apply).

Project ID

Record ID (if applicable)

Plan No.

Building No. or Site No.

Prime consultant has been identified on the second page of the RFP / Specification Manual.

5. Table of Contents (TOC)

Completed N/A

Current specification section version has been used (RFP template; 00 01 10B; 00 00 10SP).

Sections identified in the TOC are included in the RFP / bid document package.

Section numbers and names listed in the TOC are the same as shown on individual section headers.

6. Drawing List

Completed N/A

Current specification section version has been used (00 01 15B (Schedule 5 – Drawings); 00 01 25B; 00 01 16SP (Schedule 5 – Drawings). In the case of a Design-Bid-Build RFP (modernized suite of templates), mapping to Contract Schedule 5 – Drawings.

Drawings are listed in correct order.

Drawing numbers, titles and dates correspond with submitted drawings.

7. Instructions to Proponents / Bidders

Completed N/A

Current specification section version has been used (RFP; 00 21 13B; 00 21 14SP).

Specification section is edited to suit project.

Correct project title has been entered. Fee proposal / bid and contract form supplements

have been identified (e.g. bid security).

Safety prequalification has been identified (e.g. COR).

8. Pre-Bid Meeting

Completed N/A

Review the pre-proposal / pre-bid meeting section 00 25 13B and select applicable conditions.

9. Available Information Documents

Completed N/A

Other available information has been edited accordingly (00 31 00B) and attachment(s) included.

10. Fee Proposal / Bid Form

Completed N/A

Correct type of fee proposal (RFP) or bid and contract form is used (e.g. stipulated price vs. unit price) (00 41 13B; 00 41 19B; 00 41 43B; 00 41 14SP; 00 41 49SP).

Agreement form has been included if RFP (modernized suite of templates) or BMS bid forms used (00 52 13B). RFP / Bid Closing address for closing location is identified.

Correct project title, project ID, plan number and building number have been used.

Required proposal / bid form supplements are referenced (e.g. bid security).

Cash allowance is referenced (*if applicable*).

11. Bid Security

Completed N/A

Bid security is required (00 43 13B; 00 43 13SP).

Contract performance security is required (RFP Schedule 12 – Bonding Requirements; 00 61 13B; 00 61 13SP).

Security for Payment of Claims is required (RFP Schedule 12 – Bonding Requirements; 00 61 90B; 00 61 90B-A).

Other security _____

12. Assignment and Novation

Completed N/A

If there is an assignable contract, applicable sections have been included (00 52 91B; 00 61 91B; 00 73 05B; 01 11 07B; 01 11 08B).

13. Supplementary Conditions

Completed N/A

If there are supplementary conditions (e.g. payment by landlord, etc.) applicable sections have been included (RFP supplemental conditions; 00 73 00B; 00 73 03B; 00 73 05B; 00 73 07B).

14. Insurance

Completed N/A

Applicable insurance sections have been included.
Asbestos Abatement, if applicable.

15. Leased Space, Institutional Space, Client Special Procedures

Completed N/A

If project is in leased space, applicable sections have been included (RFP Instructions to Proponents; 00 73 07B; 01 35 13B).
If project is in an institutional space, applicable sections have been included (RFP Instructions to Proponents; 01 35 14B).

Additional requirements by a TPM, landlord or client have been included.

Heritage Buildings

Standards and Guidelines for the Conservation of Historic Places in Canada – need clearance from Alberta Culture and Tourism to ensure an approach of minimal intervention and that proper special considerations are taken when applicable.

16. Work of the Project

Completed N/A

Correct specification section has been included (01 11 00B; 01 00 15S): Contract time is specified and attainable (interim acceptance). Related work by other contractors, if any, has been identified. Related work by the Province, if any, has been identified.

Restrictions on use of premises have been identified.

17. Allowances

Completed N/A

If cash allowance has been specified, materials or work are specified properly (01 21 13B).

18. Alternatives

Completed N/A

If alternatives have been recommended, Technical Services Branch and Procurement have reviewed (01 23 00B).

19. Work Site Safety

Completed N/A

Prime Contractor for OHS has been identified and sections edited accordingly (01 35 29B (Schedule 25 – Work Site Safety); 01 00 15SP).

20. Security Clearances

Completed N/A

Project Safety and Security Procedures Section have been included - 01 35 14B (Schedule 25 - Safety).

Project/Contract Name		Plan Number	
I/we hereby: <ul style="list-style-type: none"> • Confirm that I/we have performed the above Request for Proposal / bid document and drawing review, and • Acknowledge that in the event of a failure to comply with any of the above requirements, the Request for Proposal / bid documents and drawings may be returned to us for correction at our expense. 			
Name of Consulting Firm			
Name of Representative (printed)	Signature of Representative	Date	