

Request for Major Construction Procurement Checklist

1	Project Title (if different from Requisition Form):	
2	Special Requests of Timing? (ex. Funding Deadlines, Board Meeting Deadlines, Construction Deadlines, etc) Y or N If Yes, provide date(s) _____	
3	Attachments: ____ Procurement Requisition ____ PDF of Plans ½ & full ____ Copy of Grant (If Applicable) ____ Engineering Estimate in Excel format ____ LD Memo ____ Bid Form (in word) ____ Approved PS&E Checklist/Memo ____ Brief Scope of Work ____ Section 2-1.21, Project Specific Qualifications ____ NAICS Codes ____ Section 10 & higher (in word) ____ Additional Reports, Permits, etc (If Applicable)	
4	Required Contractor's License(s) for the PRIME CONTRACTOR	
5	Section 5-1.02.2, Submittals	1. The first technical submittal is due _____ days after first working day. (Typically 45 days) 2. \$10,000 penalty if technical submittal is missed? Y or N
	Section 5-1.05, Order of Work	Identify section number _____ where Order of Work is clearly defined.
	Section 5-1.18, Maintaining Rail Traffic	_____ Modified Transit Schedule (if applicable)
6	Section 7-1.01, INDEMNIFICATION and Insurance Coverage: Identify all agencies that must be covered in this project (select all that apply) ____ SRTA ____ Caltrans ____ City ____ County ____ Other: _____ (List all cities or agencies not listed)	
	Section 7-1.12A. Indemnification (cont.) Provide CM firm and design firm name here	
	Section 7-1.12B, Insurance's Standard Insurance Coverage adequate? (See Attachment Instructions for Details)	Is Standard Insurance Coverage adequate? (See Attached Instructions for Details) Y or N If No, provide amount \$ _____
	Additional Coverage (select all that apply): ____ B1 ____ B2 ____ B3 ____ B4 ____ B5 ____ B6	Identify if additional limits will be needed and for which type of coverage:
	Section 7-6.02, Relief from Maintenance & Responsibility:	Provide list if applicable Landscaping (plant establishment)? (Y/N)
	Section 7-6.05, Acceptance of Contract	
	Section 7-1.01H, SWPPP	Provide Draft SWPPP if available.
7	Section 8-1.01, Subcontracting	Provide _____% and Explanation No lower than 35% (self-perform)
	Section 8-1.03, Beginning of Work	Provide Number of Working Days? _____ WD If applicable, Number of Calendar Days to maintain plant establishment?
	Section 8-1.07 Liquidated Damages: Provide signed LD calculation	\$ _____ LD/Day
8	Section 9-1.04 Payment Schedule:	Partial Payment Ok? Y or N
9	For Section 10 & beyond:	Provide in Word format; see Instruction Sheet for formatting requirements..
10	Rolling Stock: See Table in Instruction Sheet to determine if this Project has Rolling Stock.	
Milestone Dates:		
Next Steps:		

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