

## Public Construction Projects Solicitation Checklist for RFB Submission (OpenGov)

### 1. Project Overview & Scope of Work

- Complete Project Name (Title)** – Ensure the project name is fully descriptive and finalized.

\_\_\_\_\_

- Project Description** – Clear and concise summary of the project, including key objectives and deliverables.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Project Engineer:** \_\_\_\_\_

- Number of Days to Complete Project** – Approximate for release of the solicitation.

Days: \_\_\_\_\_

- Engineer's estimate range between:**

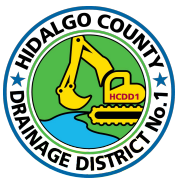
\$ \_\_\_\_\_

### 2. Advertisement Details

- Set public advertisement dates for IFB in the Newspaper

1<sup>st</sup>. Advertisement: \_\_\_\_\_

2<sup>nd</sup>. Advertisement: \_\_\_\_\_



### 3. Funding & Budget

#### Funding sources:

- Federal Fund
- General Fund

**Budget Account Number:** \_\_\_\_\_

(e.g. XX-XX-XXX-XXX-XXXXXX-XXX-XX)

### 4. Project Documentation-Upload to VPM

- 100% Complete Construction Plans** – Finalized set of construction plans that are ready for bidding.
- Bid Tab Sheet** – Provide a bid tabulation sheet, preferably in Excel format, with all bid item breakdowns, include the attached **(i) bid page cover (ii) continuation bid page**.
- Technical Specifications for Project-Specific Work** – Include detailed technical specifications for construction work, outlining material, methods, and workmanship required for the project.

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#### **Notes:**

- **Ensure that all required documentation is complete and accurately filled out to avoid delays.**

**This checklist should include all details and/or components to meet the engineering requirements for the release of the RFB public construction project.**



# BID PAGE COVER

**HIDALGO COUNTY DRAINAGE DISTRICT No 1**

**PROJECT NAME:** \_\_\_\_\_

**BID NO.** \_\_\_\_\_

**BASE BID PRICE**      \$ \_\_\_\_\_

**ALTERNATE NO. 1**      \$ \_\_\_\_\_

**ALTERNATE NO. 2**      \$ \_\_\_\_\_

**ALTERNATE NO. 3**      \$ \_\_\_\_\_

**ALTERNATE NO. 4**      \$ \_\_\_\_\_

**ALTERNATE NO. 5**      \$ \_\_\_\_\_

**BIDDER/ COMPANY NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY, STATE, ZIP** \_\_\_\_\_

**PHONE No.** \_\_\_\_\_

**AUTHORIZE SIGNATURE** \_\_\_\_\_

**PRINTED NAME** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**CONTINUATION OF BID PAGE**

The undersigned **Bidder** agrees to commence work after written notice to commence work and to substantially complete the work on which he has bid \_\_\_\_\_ calendar days as provided in Article 18 of the General Conditions of the Agreement.

Enclosed with this Proposal is a Cashier’s check or Certified Check for \$ \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) or a Bid Bond in the sum of (5%) \$ \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), which is agreed shall be collected and retained by the Owner under the conditions hereof within ten (10) days after the date this proposal is accepted; then otherwise the said bond or check shall be returned to the undersigned upon demand.

Receipts of the following Addenda on these dates shown is acknowledged:

Date	Acknowledge	Date	Acknowledge
#1 _____	_____	#2 _____	_____
#3 _____	_____	#4 _____	_____

Respectfully submitted,

\_\_\_\_\_  
Name of Contractor / Firm

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone Number

**THIS BID MUST BE SIGNED  
BY AN OFFICER OF  
REPRESENTATIVE DULY  
AUTHORIZED BY THE BIDDER**

(Seal, if Bid is by a Corporation)

Attest: \_\_\_\_\_