Project: Project Name (eB #)

Use this checklist as the starting point for bidding capital projects or small projects (less than 100k total project or $80k construction cost)

☐ Receive Bid Documents from Consultant

☐ Update/Activate BID section of e-Builder Project Schedule

☐ Confirm BID schedule with Client and Facilities Contracts

☐ Review & Prepare Bid Package B2 or B3

☐ Capital Project - Initiate e-Builder Bid Preparation Process Bid Preparation Project Manager Guide


☐ Initiate Pre-Construction Checklist B3

☐ Attend Pre-Bid Meeting (coordinate with Facilities Contracts if necessary)

☐ Collaborate with Consultant & Facilities Contracts on RFI/Q&A responses and Addenda

☐ Attend Bid Opening / Receive Bid Tabulation

☐ Analyze Bids / Perform Scope Validation – Scope Validation Template

☐ Initiate e-Builder Construction Project Approval Request PAR Process Help

☐ Initiate e-Builder Contract Request Process CRP Process Help