

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). Please note that facilities or sites with asbestos and project scope not impacting hazard, PM to obtain letter from appropriate consultant confirming this fact prior to bidding.

- 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](#)
- Small Project – Initiate e-Builder Self-Pricing Bid Document Review Process [Self-Pricing for Construction](#)
- 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 Facilities Project Approval Request [FPAR Process Help](#)
- Initiate e-Builder Contract Request Process [CRP Process Help](#)

