

Local Education Agency	State Project No. <i>Include DAS project TYPE in number: e.g. "N" new, "RNV" renovate as new, "E" extension, "A" alteration</i>	Phase ____ of ____
School	Architect	Date

DAS: REAL ESTATE & CONSTRUCTION SERVICES – SCHOOL PLAN REVIEW CHECKLIST

PRE-BID CONFORMANCE REVIEW (PCR)

Revised 05/02/2025

FORM SCG-3010 MAJ

- Provide complete project information in header boxes above.
- Provide supported response and/or PDF documentation for each checklist item.
- Use the following PDF naming protocol for checklist documents:
 - For primary checklist items: [state project number]_[checklist item number]_[checklist document name]_[revision number if any]_[date formatted yyyy-mm-dd].pdf
 - Example: 010-0863N_02_ Team List_r.1_2025-02-14.pdf
 - For supplemental checklist items: [state project number]_[SCG-3010 checklist item number-supplemental checklist number-supplemental checklist item number]_[checklist document name]_[revision number if any]_[date formatted yyyy-mm-dd].pdf
 - Example: 010-0860EA_41.-3015FFE-06_Room by Room List_r.3_2025-02-14.pdf
- Enter comment in "Notes" column including "None", "NPS" (Not in Project Scope), or provide explanation.
- Schedule PCR with DAS by emailing request to das.planreviewschools@ct.gov after completing checklist.
- Go to the DAS website for checklist forms and additional guidance: <https://portal.ct.gov/das/office-of-grants-administration/plan-review-requirements-and-documents-for-school-construction-projects/documents>
- Status column key (for DAS staff use): ☒ Accepted ☐ Open Item ☐ or - Not required

(space for DAS staff use)			Status
Item	Document	Notes	
	Outstanding Items		
01.	From previous meetings:		
	a. Be prepared to discuss changes from any previous meetings.		
02.	FORM SCG-3000: Project Team List – submit most current Include District Business or Finance Manager contact For consultant services compliance refer CSG Sec. 10-287(b)		
03.	FORM SCG-042: Request for Review of Final Plans		
04.	Grant commitment date: _____	Date of grant commitment letter: _____	
05.	Indicate projected construction start date – must be within two years of grant commitment date per: [CGS 10-284(b)]	Proposed construction start date: _____	
	Site and Environmental: Requirements [CGS 10-291(a)]		
06.	Does project include Site Acquisition Yes or No? If Yes, submit form DAS-053 SITE ANALYSIS FOR SCHOOL BUILDING SITE ACQUISITION PROJECTS rev.12/17/2024 per instructions on form and provide pdf at PCR		
07.	Phase I – Environmental Site Assessment		
08.	Phase II and/or Phase III – Investigation Reports (if applicable)		
09.	FORM SCG-3011: Checklist Asbestos / Lead / Hazardous Materials Abatement (if applicable) Haz-Mat consultant Survey Report, Remediation plan		

10.	FORM SCG-3012: Checklist PCB Abatement & Management Plan (if applicable) Haz-Mat consultant Survey Report, Remediation plan		
11.	FORM SCG-3013: Checklist Carbon Monoxide (if applicable) [CGS 29-292] - Detection & warning equipment (Dwg/Spec location) - Signage (Dwg/Spec location)		
12.	FORM SCG-3014: Checklist Radon Systems (if applicable) - Indoor Radon Potential – CT map in color in 11" x 17" format w/ site location noted - Radon potential rating from map - Mitigation techniques [CGS 10-291(b)] [Refer to FORM SCG-5510]		
13.	Haz-Mat consultant documents: Lead/Asbestos (if applicable) a) Survey b) Report and/or Remediation plan c) Documents provided in Project Manual to all Bidders		
14.	SHPO: State Historic Preservation Office - review status		
15.	OSTA: Office of State Traffic Administration approval		
16.	DEEP: Flood Management Certificate Application		
17.	FORM SCG-5002: Flood Management Certification Process		
18.	FORM SCG-5003: Flood Management Certification Notice		
19.	Local Inland Wetlands: approvals or documents		
20.	Local Zoning Board: approvals or variances		
21.	FORM SCG-5500: School Water System Evaluation <i>and:</i> Well approval by Dept. of Public Health (DPH) / or Letter from Water Company verifying ability to connect and capacity.		
22.	Septic system or Sewer approval by DPH or DEEP, <i>or:</i> Letter from town WPCA verifying ability to connect, capacity, and fees.		
Superintendent / LEA: Letters and Forms			
	FORM SCG-9001: Designated Accessible Schools letter	This form is no longer required as of 2/1/2024	
23.	FORM SCG-9002: Natural Light and Wireless letter (all projects) [CGS 10-283(a)(1)]		
24.	FORM SCG-9003: Plan Review Phasing letter (all projects)		
25.	FORM SCG-9004: Space Standards Acknowledgement (if applicable) [(Reg. 10-287c-15(a))] Refer to Form SCG-2500 Standards and Guidelines Chapter 5: Compilation of Space Worksheet - Revised 8/27/2024 for guidance		
26.	FORM SCG-9005: Granular Accessible Route Policy (if applicable) [Reg. 10-287c-15(a)]		
27.	FORM SCG-9006: Non-conforming Floors/Ramps letter (if applicable) [Reg. 10-287c-15(b)]		

28.	FORM SCG-9007: School Safety Infrastructure • SSIC Consideration (FORM SCG-7000) [CGS 10-283(a)(1), CGS 10-284(a)(6), CGS 10-292s] • Security Infrastructure for School Entrances [CGS 10-291(b)(5)]		
29.	FORM SCG-9008: PCB letter (REV. 1/25/24) [Code of Federal Regulations Title 40, Part 761]		
30.	FORM SCG-9009: Site Central Location letter (all projects) [Reg. 10-287c-15(a)]		
31.	FORM SCG-9010: Photovoltaic System Vandalism letter (if applicable)		
32.	FORM SCG-9011: Window Film Acknowledgment letter (if applicable)		
33.	FORM SCG-3031: LEA Cost Estimate Certification (all projects)		
	BizNet Cost Estimate: Required for All Projects, regardless of total project cost or number of phases Contact Tim O'Brien at: Timothy.O'Brien@ct.gov or (860) 713-6478 for access to the BizNet site		
34.	FORM SCG-2000: PSCCD - Public School Construction Cost Database Cost Estimate. 'BizNet' UNIFORMAT II Electronic Worksheet - submitted for entire project		
	a. pdf of Construction Document Estimate submitted		
	b. Ineligible costs identified		
	c. Alternates - itemized list of all Bid Alternates		
	d. Allowances - itemized list of all Contract Allowances included in Project Manual. [Refer to FORM SCG-3050]		
	e. Contingencies - itemized list of all Contingencies		
	f. Escalation		
	g. Unit Prices - itemized list of all Unit Prices included in Project Manual.		
	h. Consultant's fees line item		
	i. Consultant's, Owner's Rep's, and CM's fees • pro-rated based on ineligible costs • For consultant services compliance ref. CSG Sec. 10-287(b)(4)		
35.	FORM SCG-4000: Ineligible Costs and Limited Eligible Costs Worksheet (ICW) signed and dated by District rep. [Refer to Form SCG-4000 INST]		
	Design Professional: Requirements - Checklists, Letters, Forms and Supplemental Drawings		
36.	Scope Letter by Architect: NOTE: <u>must</u> provide information relating to items "c. – j." in the scope letter to obtain approval to bid.		
	a. Detailed initial or revised scope letter for overall project		
	b. Revised scope letter pertinent to phase		
	c. Procurement method (Bid or State Contract)		
	d. Description of eligible work		
	e. Description of ineligible work		
	f. Allowances [Refer to FORM SCG-3050] (include/attach list, do not refer to another document)		
	g. Alternates (include/attach list, do not refer to another document)		
	h. Contingencies		
	i. Escalation		
	j. Unit Prices (include/attach list, do not refer to another document)		
37.	B.I.M. conflict letter – from Design Professionals		
38.	Code sheet(s): with professional seal & signature and "Block #16" - Grant Area Calculations [Refer to form DAS-3043]		

39.	Code Modifications:		
	a. Copies of applications		
	b. Status of approvals		
40.	Overall site plan(s): with professional seal & signature		
	a. Legend		
	b. Property Lines and Contract Limit Lines shown		
41.	FORM SCG-3015: Checklist FF&E: Fixtures, Furnishings & Equipment (if applicable) For Magnet Schools: prior SDE approval of program (§10-264h)		
42.	FORM SCG-3016: Checklist Technology Equipment (if applicable)		
43.	FORM SCG-3017: Checklist Play Equipment (if applicable) School Playground Design Awareness: Requires school boards to conform the design of any school playground designed on or after July 1, 2025, to the principles of universal design [Pub. Act 24-93 §18]		
44.	FORM SCG-3018: Checklist Fuel Storage Replacement Projects (if applicable)		
45.	FORM SCG-3019: Checklist Roof Replacement Projects (if applicable)		
46.	FORM SCG-3020: Checklist Window Replacement Projects (if applicable)		
47.	FORM SCG-3021: is only required if installing a project sign Project Sign per current DAS sample from website		
48.	FORM SCG-3022: Checklist Photovoltaic Installation		
	FORM SCG-3032: Acoustical Performance Certification [CGS 10-285g]	This form is no longer required as of 7/1/2022	
49.	FORM SCG-3033: Indoor Air Quality Certification [CGS 10-291(b)(3)]		
50.	FORM SCG-3034: Seismic Design Certification		
51.	FORM SCG-3045: Roof Key Plan and sketch		
52.	Roof Warranty information: specifications indicating minimum warranty 20 years [CGS 291(b)(2)]		
53.	Roof Design * Minimum Roof Pitch that conforms with the requirements of the State Building Code * Inclusion of vapor retarders, insulation, bitumen, felts, membranes, flashings, metals, decks and any other feature required by the roof design. [10-291(b)(2)]		
54.	Staff Training Requirement for HVAC / IAQ [CGS 10-291(b)(4)]		
55.	Summary of building systems / assemblies: NOTE: A summary of building systems is required for ALL projects. [Refer to FORM SCG-2021] - Per Chart 4.4 UNIFORMAT II description (Level 3), or - A limited building systems summary (not more than 2 pages maximum)		
56.	Final Construction Documents: no text reading "Not for Construction"		

	Project Manual: Requirements		
57.	Cover:		
	a. Seals/signatures of all Design Professionals		
	b. Project name, Project number, Project address		
58.	Approval and Sign-off by Reviewers (Local Officials)		
	a. On cover		
	b. On Table of Contents		
59.	Project Name and State Project Number throughout		
60.	Dates per FORM SCG-042 throughout		
61.	CSI format throughout		
62.	Advertisement for Bids (legal notice)		
63.	Statement of bidder's qualifications		
64.	Specification Sections with:		
	a. Allowances [Refer to FORM SCG-3050]		
	b. Alternates		
	c. Unit Prices		
65.	General Conditions		
66.	Supplementary/Special Conditions: including requirements for:		
	a. Insurance		
	b. Project cleaning (weekly clean-up by trade contractors)		
	c. Final cleaning		
	d. Stipulated % of OH&P on Change Orders* *State reimbursement maximum is 20% total markup		
	e. Preconstruction/pre-install meeting requirements		
67.	Prevailing Wage Rates if available at sign-off meeting, or FORM SCG-6000: Rate Table place holder		
	Drawings: Requirements		
68.	Bound, scale, legible, key plan, N arrow, drawing list		
69.	"No Parking Fire Lane" striping and signage drawing with dimensions and distance between signs clearly indicated		
70.	Drawing Set Cover:		
	a. Seals / signatures of design professionals		
	b. Project Name and Address, State Project Number, and List of Drawings on cover (for smaller projects)		
71.	Approvals / sign-off by local reviewers:		
	a. On cover		
	b. On list of drawings		

72.	Dates per FORM SGC-042 throughout		
73.	State project name and number throughout		
74.	Professional seal/signature throughout		
75.	EV Parking: Provide level two EV charging stations in at least 20% of parking spots for cars or light-duty trucks at the school building. [CGS 10-291(b)(7) Effective 7/1/2023]		
76.	Bottle Fillers: At least one water bottle filling station: [CGS 10-291(b)(6) Effective 7/1/2022]		
	a. per 100 students of the projected school building enrollment		
	b. on each new floor or wing of the school building		
	c. in any food service area of the school building.		
77.	Single-User Toilet and Bathing Rooms [CGS 10-291(b)(8) Effective 7/1/2025]		
Procurement: Requirements			
78.	Competitive Bid – provide copies of Bid Forms with:		
	a. Allowances [Refer to FORM SCG-3050]		
	b. Alternates		
	c. Unit Prices		
79.	State Contract – provide copies of:		
	a. Purchase list		
	b. Sample Purchase Order - referencing Project Manual		
	c. Verification of availability on State List		
80.	Bidding and Procurement [Refer to FORM SCG-3055]		
Local Review and Approval: Requirements			
81.	Building Permit (copy of building permit if available)		
82.	FORM SCG-3028: Code Conformity Certification - Play Equipment FORM SCG-3029: Code Conformity Certification - FF&E and Technology FORM SCG-3030: Code Conformity Certification - Building		
83.	Letter from local Fire Marshal or AHJ - indicating sign-off and approval of "No Parking Fire Lane" drawing and sign quantity		
Third Party Review and Approval: Requirements			
84.	Code Review Documentation		
	a. Comments by third-party reviewer		
	b. Responses by design professionals - indicating all issues resolved		
	c. Threshold review determination and comments		
85.	Responses to drawing & specifications from local review		
86.	Any other review and/or approval documentation		

Remarks / Summary of Incomplete Items

	Date	State Plan Reviewer
Date of Initial Submission or PCR meeting:		
Date Not Accepted: (Revisions required, contact DAS Administrative Assistant to schedule next meeting)		
Date Accepted:		
Date Submission Complete:		

	Date	State Plan Reviewer
Data Entered into State Grant Management System:		
Approval-to-Bid Letter Issued:		