

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 5/2/2025

FORM SCG-3010 MIN

- 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_43.-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
	Document	Notes	
	Outstanding Items		
01.	From previous meetings:		
	a. Identify and review changes from previous meeting		
02.	FORM SCG-3000: Project Team List contact information		
03.	FORM SCG-042: Request for review of final plans		
04.	Grant commitment date:		
05.	Construction start date within two years of grant commitment date [CGS 10-284(b)]		
	Site and Environmental: Requirements [CGS 10-291(a)]		
06.	FORM SCG-053: Site Analysis for School Projects provide hardcopy to SCG and email to das.scgform053@ct.gov	This form is no longer required as of 3/1/2024	☐
07.	Phase I – Environmental Site Assessment		
08.	Phase II - Investigation Reports		
09.	Phase III - Investigation Reports		
10.	FORM SCG-3011: Checklist Asbestos/Hazardous Materials Abatement		
11.	FORM SCG-3012: Checklist PCB Abatement & Management Plan		
12.	FORM SCG-3013: Checklist Carbon Monoxide [CGS 29-292]		
	a. Detection and warning equipment		
	b. Signage		

13.	FORM SCG-3014: Checklist Radon Systems		
	a. Indoor Radon Potential - CT map w/ site location noted		
	b. Radon potential rating from map		
	c. Mitigation techniques [CGS 10-291(b)] [Refer to FORM SCG-5510]		
14.	Haz-Mat consultant documents Lead/Asbestos		
	a. Survey		
	b. Report		
	c. Remediation plan		
15.	SHPO: State Historic Preservation Office review		
16.	OSTA: Office of State Traffic Administration approval		
17.	DEEP: Flood Management Certificate Application		
18.	FORM SCG-5002: Flood Management Certification Process		
19.	FORM SCG-5003: Flood Management Certification Notice		
20.	Local Inland Wetlands: approvals or documents		
21.	Local Zoning Board: approvals or variances		
22.	FORM SCG-5500: School Water System Evaluation or: Well approval by Dept. of Public Health (DPH)		
23.	Septic system approval by DPH or DEEP		
	Superintendent / LEA: Letters and Forms		
24.	FORM SCG-3031: LEA Cost Estimate Certification (Required for all projects)		
25.	FORM SCG-9001: Designated Accessible Schools letter	This form is no longer required as of 2/1/2024	☐
26.	FORM SCG-9002: Natural Light and Wireless Connectivity [CGS 10-283(a)(1)] (all projects)		
27.	FORM SCG-9003: Plan Review Phasing (all projects)		
28.	FORM SCG-9004: Space Standards Acknowledgement [Reg. 10-287c-15(a)] (If applicable)		
29.	FORM SCG-9005: Granular Accessible Route Policy [Reg. 10-287c-15(a)] (If applicable)		
30.	FORM SCG-9006: Non-conforming Floors / Ramps [Reg. 10-287c-15(a)] (If applicable)		
31.	FORM SCG-9007: School Safety Infrastructure • SSIC Consideration [CGS 10-283(a)(1), CGS 10-284(a)(6), CGS 10-292s] • Security Infrastructure for School Entrances [CGS 10-291(b)(5)]		
32.	FORM SCG-9008: PCB letter [Code of Federal Regulations Title 40, Part 761]		
33.	FORM SCG-9009: Site Central Location [Reg. 10-287c-15(a)] (all projects)		
34.	FORM SCG-9010: Photovoltaic System Vandalism (If applicable)		

	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 860-713-5882 for access to the BizNet site		
35.	FORM SCG-2000: PSCCD Public School Construction Cost Database, UNIFORMAT II cost estimate for entire project		
	a. Hardcopy submitted		
	b. Ineligible costs identified		
	c. Alternates - itemized list of all Bid Alternates		
	d. Allowances - itemized list of all Contract Allowances [Refer to FORM SCG-3050]		
	e. Unit Prices - itemized list of all Unit Prices		
	f. Contingencies - itemized list of all Contingencies		
	g. Consultants' fees line item		
36.	FORM SCG-4000: Ineligible Costs and Limited Eligible Costs Worksheet (ICW)		
	Cost Estimate for Project Phases: detailed cost estimate based on FORM SCG-9003 Phasing letter		
37.	UniFormat II or CSI format – submit detailed cost estimate		
	a. Hardcopy submitted including:		
	b. Ineligible costs identified		
	c. Alternates - itemized list of all Bid Alternates		
	d. Allowances - itemized list of all Contract Allowances [Refer to FORM SCG-3050]		
	e. Contingencies - itemized list of all Contingencies		
	f. Unit Prices - itemized list of all Unit Prices		
	g. Consultants' fees line item		
	Design Professional Requirements: Checklists, Letters, Certifications and Forms		
38.	Scope Letter by Architect: updated as required		
	a. Detailed scope letter for overall project		
	b. Revised scope letter - if applicable		
	c. Procurement method (Bid or State Contract)		
	d. Description of eligible work		
	e. Description of ineligible work		
	f. Allowances [Refer to FORM SCG-3050]		
	g. Alternates		
	h. Contingencies		
	i. Escalation		
	j. Unit Prices		
39.	Summary Description of proposed building systems [Refer to FORM SCG-2021]		
40.	Code sheets: with Professional Seal & Signature		
41.	Code Modifications: applications and approvals		

42.	Overall or Partial Site Plan(s) as applicable: with Professional Seal & Signature		
	a. Legend		
	b. Property Lines and Contract Limit Lines shown		
43.	FORM SCG-3015: Checklist FF&E		
44.	FORM SCG-3016: Checklist Technology Equipment		
45.	FORM SCG-3017: Checklist Play Equipment		
46.	FORM SCG-3018: Checklist Fuel Storage Replacement Projects		
47.	FORM SCG-3019: Checklist Roof Replacement Projects		
48.	FORM SCG-3020: Checklist Window Replacement Projects		
49.	FORM SCG-3021: Project Sign per DAS sample		
50.	FORM SCG-3022: Checklist Photovoltaic Installation		
51.	FORM SCG-3032: Acoustical Performance Certification [CGS 10-285g]		
52.	FORM SCG-3033: Indoor Air Quality Certification [CGS 10-291(b)(3)]		
53.	FORM SCG-3034: Seismic Design Certification		
54.	FORM SCG-3045: Roof Key Plan		
	Project Manual: Requirements		
55.	Cover:		
	a. Seals / signatures of design professionals		
	b. Project name, Project number, Project address		
56.	Approval and Sign-off by Reviewers (Local Officials):		
	a. On cover		
	b. On Table of Contents		
57.	Project Name and State Project Number throughout		
58.	Dates per FORM SCG-042 throughout		
59.	CSI format throughout		
60.	Advertisement for Bids (legal notice)		
61.	Statement of bidder's qualifications		
62.	General Conditions		
63.	Supplementary/Special Conditions: including requirements for:		
64.	a. Insurance		
	b. clean up		
	c. Stipulated % of OH&P on Change Orders* *State reimbursement maximum is 20% total markup		
	d. Preconstruction/pre-install meeting requirements		
65.	Prevailing Wage Rate Table place holder		
66.	Roof Warranty information: minimum warranty 20 years [CGS 291(b)(2)]		

67.	Roof Warranty: Note - provide copy of actual warranty to DAS when issued		
68.	Staff Training Requirement for HVAC / IAQ [CGS 10-291(b)(4)]		
Drawings: Requirements			
69.	Bound, scale, legible, key plan, N arrow, drawing list		
70.	"No Parking Fire Lane" striping and signage drawing Note - this drawing is project specific and is not required for all projects		
71.	Drawing Set Cover:		
	a. Seals / signatures of design professionals		
	b. Project Name, State Project Number, Project Address, and List of Drawings (Smaller projects)		
72.	Approval and sign-off by reviewers (Local Officials)		
	a. On cover		
	b. On List of Drawings		
73.	Dates per FORM SGC-042 throughout		
74.	State Project Number and Project Name throughout		
75.	Professional seal/signature throughout		
76.	Final Construction Documents Note: No text reading "NOT FOR CONSTRUCTION"		
Procurement Methods: Requirements			
77.	Competitive Bid - provide copies of Bid Forms with:		
	a. Allowances [Refer to FORM SCG-3050]		
	b. Alternates		
	c. Unit Prices		
78.	Specification sections 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) And/Or: <u>FORM SCG-3028</u> : Code Conformity Certification - Play Equipment <u>FORM SCG-3029</u> : Code Conformity Certification - FF&E <u>FORM SCG-3030</u> : Code Conformity Certification - Building		

82.	Code Review Documentation:		
	a. Comments by third-party reviewer		
	b. Responses by design professionals indicating all issues resolved		
83.	Local Review Documentation Regarding drawing and specification review		
84.	Letter from local Fire Marshal or AHJ - indicating sign-off and approval of "No Parking Fire Lane" drawing and sign quantity Note - attach to Item 70 above if required for this project		
85.	Any other review and/or approval documentation:		
	a.		
	b.		

Remarks & Summary of Incomplete Items:

--

	Date	State Plan Reviewer
Date of Initial Submission:		
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 Proceed Letter Issued:		