

Bid scope checklist 1/2

Prefilled review prompts. Check a box only after written clarification is received. Record each bidder's answer separately: included / allowance / excluded / unresolved.

Plans and specifications

Same plan date, revision, finish schedule and bid addenda for all bidders.

Site and demolition

Access width, equipment, demolition, disposal, protection and restoration.

Groundwork

Grading, drainage, excavation assumptions, soils and foundation scope.

Utility routes

Trench lengths, connections, street work, repair and utility-side exclusions.

Electrical capacity

Load assessment, panel work, meter scope and utility coordination owner.

Structure and enclosure

Foundation, framing, roof, windows, waterproofing and exterior finish.

Mechanical and plumbing

Equipment models, distribution, fixtures, ventilation and testing.

Energy compliance

Applicable code edition, compliance documents, testing and PV scope.

Bid scope checklist 2/2

Prefilled review prompts. Check a box only after written clarification is received. Record each bidder's answer separately: included / allowance / excluded / unresolved.

Interior selections

Cabinets, counters, flooring, tile, appliances and installation.

Allowance rules

Each allowance, tax, delivery, labor, markup and unused-amount credit.

Fees and owner costs

Agency charges, design, surveys, testing and owner purchases itemized.

Completion scope

Inspections, corrections, cleanup, restoration and handover documents.

Price and exclusions

Contract type, quote expiry, alternates and every exclusion in writing.

Unresolved conditions

Owner of investigation, evidence needed and resolution date.

Payment and changes

Payment milestones and signed change-order process including time.

Contractor verification

Legal entity, CSLB license, insurance and relevant references checked.

Compare three bids

Project / plan revision: _____

Bidder A: _____ B: _____ C: _____

Quoted base price

Excluded scope additions

Allowance differences only

Other documented adjustments

Comparable known-scope total

Unresolved items (do not enter \$0)

Add only the difference between an included allowance and the agreed comparison amount. Avoid double counting tax, labor and markup. Keep owner costs and contingency outside the known-scope comparison.

Official checks: CSLB contracts | HCD ADU guidance | CEC energy standards